



MITCHAM

Emergency Management

Adopted by Council 25 February 2020

public

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1. PREAMBLE

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) and the Local Government Emergency Management Framework (LGEMF)². They are enabled by the *Local Government Act 1999*, which outlines the requirement for Councils to consider the following points:

- Make informed decisions;
- Take measures to protect their area from natural hazards;
- Provide infrastructure for community and for development;
- Ensure the sustainability of the Council's long-term financial performance;
- Assess the maintenance, replacement or development needs for infrastructure;
- 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*”

Emergency management in the City of Mitcham is enabled and supported by a number of legislations and delegations as listed in **Appendix A**.

2. PURPOSE

The purpose of the policy is to provide a publicly available document that outlines the City of Mitcham's high level roles and responsibilities in emergency management and to:

- Ensure that City of Mitcham maintains appropriate delegations and authority to undertake its emergency management responsibilities
- Ensure that City of Mitcham prepares and maintains appropriate emergency management documents
- Support City of Mitcham to maintain safe working practices during emergencies
- Support City of Mitcham to maintain effective protection for Council workers, assets and liabilities associated with emergency management activities.

3. SCOPE

This policy applies to City of Mitcham in exercising powers and functions under the various Acts and agreements to which it is a party in the State of South Australia.

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

² <https://www.lga.sa.gov.au/page.aspx?u=7190>

4. DEFINITIONS

CIMT refers to the Council Incident Management Team

Commander refers to the authorised Council Commander

Control Agencies- refers to the agency that takes charge of the emergency and provides leadership to all other agencies, for example, this would be the CFS in South Australia in cases of bushfire.

Council refers to the City of Mitcham

I-Responda refers to the action plans and principles under which Local Government Employees work in an emergency.

LGA refers to the Local Government Association

LGASA refers to the Local Government Association of South Australia

LGEMF refers to the Local Government Emergency Management Framework

LGFSG refers to the Local Government Functional Support Group

SEMP refers to the State Emergency Management Plan

5. PRINCIPLES

5.1 Disaster risk reduction

City of Mitcham takes actions to avoid the creation of new risks, reduce existing disaster risks and manage residual risks.

5.2 Emergency Management Operations

Protection priorities

City of Mitcham, in line with Control Agencies, acknowledges that primacy of life is the highest priority, property second and the environment third.

Flexibility

A flexible approach will be adopted by Council to emergency management, given the universal principles of an 'all hazards-all organisations' approach to emergency management. The system is adaptable and can be applied across the full spectrum of incidents, where the nature of the hazard, the scale of the incident, the complexities presented, number of organisations involved, and the duration can all vary.

Management by objective

Emergency management is a process of management where the Council Commander, in consultation with the Council Incident Management Team (CIMT), determines the desired outcomes of the incident from City of Mitcham's

perspective. These outcomes, or objectives, will then be communicated to everyone involved, so they know and understand the direction being taken during the operation.

Unity of Command

Unity of command is a principle of management meaning that everyone should report to only one supervisor. In the context of emergency management this means that there is only one Council Commander for any incident, directing and coordinating the actions of all Council resources, with one set of objectives and one plan.

Span of Control

Span of control relates to the number of groups or individuals that can be successfully supervised by one person. A maximum of seven reporting groups or individuals is considered desirable, as this maintains a supervisor's ability to effectively task, monitor and evaluate performance.

Functional Management

The span of control is managed through functional management. Each functional section may be made up of a single person or a team of people scaled to the size and complexity of the incident.

5.3 Recovery

City of Mitcham has a role assisting with restoring emotional, social, economic and physical wellbeing, reconstructing physical infrastructure and restoring the environment following an emergency.

6. POLICY STATEMENT

The City of Mitcham will undertake the following roles and responsibilities in accordance with the SEMP and LGEMF.

6.1 Disaster Risk Reduction

In accordance with the SEMP the City of Mitcham will:

- Promote disaster resilience
- Undertake 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
- 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

- Undertake and support public education and awareness to support community-preparedness measures³

In accordance with the LGEMF, City of Mitcham will:

- 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 emergency risks
- Strengthen disaster resilience in communities through community development.

6.2 Emergency Management Operations

In accordance with the SEMP, City of Mitcham will, in line with I-Responda principles:

- Provide appropriate local resources and arrangements to support emergency relief and recovery services to communities
- Participate in post-emergency assessment and analysis.⁴

In accordance with the LGEMF City of Mitcham will:

- Develop a locally relevant risk based suite of emergency management arrangements.
- Build capability of Council to participate in the Local Government Functional Support Group (LGFSG).

6.3 Recovery

In accordance with the SEMP, City of Mitcham will (where appropriate) :

Leadership

- Provide representation on local recovery committees
- Provide representation at community meetings
- Identify community impacts
- Liaise with the State agencies to determine potential recovery services
- 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
- Provide support and coordination to local volunteer efforts.

Community development

- Appoint a community development officer (if not provided by the State)

³ Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

⁴ Source – State Emergency Management Plan. Part 2, Arrangements 2.3 Local Government

- Support State agencies to identify impacts and areas of need
- Implement community development programs / support (if not provided by the State)
- Support recovery centres
- Coordinate local recovery service providers.⁵

In accordance with the LGEMF City of Mitcham will:

- 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

7. EMERGENCY MANAGEMENT DOCUMENTS

In addition to this policy, the City of Mitcham will develop and maintain 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 City of Mitcham's strategies and business, financial and other plans.

Council will maintain its commitment to locally relevant plans developed in consultation with City of Mitcham. 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 review requirements.

8. MAINTAIN DELEGATIONS

City of Mitcham will maintain relevant emergency management delegations as listed in **Appendix A**.

9. FINANCIAL SPENDING DURING EMERGENCIES

The Commander has the financial delegations of the CEO when an emergency is declared. This will be reflected on the appropriate corporate registers.

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

10. SUPPORT TO CONTROL AGENCIES AND EMERGENCY SERVICES

City of Mitcham 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 emergency management arrangements
2. LGASA (Local Government Association of South Australia) Mutual Protection guide for incident operations
3. The Local Government Incident Operations guide (including i-Responda)

11. LOCAL GOVERNMENT FUNCTIONAL SUPPORT GROUP

City of Mitcham 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.

12. PROTECTION

To maintain effective workers compensation and liability coverage, Council when supporting the emergency services and control agencies in emergency management will:

- Apply appropriate risk management principles; and
- Have regard to the arrangements of the LGA (Local Government Association) 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

13. COMMUNICATION

The media spokesperson for Council during an incident will be the Mayor or CEO. The spokesperson is not formally part of Council's Incident Management Team but will liaise directly with the team via the Commander.

Elected Members do not have an operational role during an emergency but are kept up-to-date of the incident response and recovery by the CEO.

14. POLICY REVIEW

This policy will be subject to review every four (4) years or sooner at the discretion of the relevant General Manager.

The CEO has delegated authority to endorse any amendments to the policy that do not vary the intent of the policy.

15. VERSION HISTORY

VERSION	AUTHOR(S) POSITION	CHANGES	DATE
1	Organisational Risk Officer	New Policy	February 2020
2	Governance Officer	Insert ECM Policy ID Number	26/02/2020

16. DOCUMENT CONTROL

Responsible Department	Governance		
Delegations Contained within Policy	YES		
Classification	Governance		
Applicable legislation	See Appendix A – Legislation and delegations		
Related Policies & Corporate Documents	ICT Disaster Recovery Plan Business Continuity Plan WHS Emergency Management Fire Danger Policy		
Additional references	State Emergency Management Plan		
Endorsed by Council	25/02/2020	Item No:	9.6
Effective Date	25/02/2020	Next Review Date:	11/02/2024
Policy Set ID	4195349	Template Set ID:	3345084

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Appendix A – LEGISLATION AND DELEGATIONS

Act or regulations	Delegations
<i>Local Government Act 2007</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>	Yes
<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>	Yes

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