

# Community Emergency Management Policy

## 1. Policy Statement

City of Playford is committed to the protection of the community against potential losses and threats in the event of an emergency. The aim of this policy is for the Council to put arrangements in place that allow Council to mitigate and manage risks within the community and for the community to be aware of associated risks relating to possible threats.

The process for Emergency Management is based on the four phases, known as PPRR: Prevention, Preparedness, Response, and Recovery.

## 2. Scope

This policy applies to a broad range of groups including Council staff, Elected Members, the broader community, Emergency Service Organisations and Volunteer Service Organisations. It outlines Council’s plan to respond to an Emergency.

## 3. Definitions

**Emergency** is an event that causes, or threatens to cause–

- a) the death of, or injury or other damage to the health of, any person; or
- b) the destruction of, or damage to, any property; or
- c) a disruption to essential services or to services usually enjoyed by the community; or
- d) harm to the environment, or to flora or fauna


**Staff** includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

## 4. Legislation and References

There is no legislative requirement to develop a Community Emergency Management Policy; however this policy will ensure Council abide by Australian Standards and Legislation as follows:

### Risk Management Principles and Guidelines

In order to manage risk in accordance with best practice, Council will comply with the Risk Management Standard requirement of AS/NZS ISO 31000:200. Council’s insurer, the Local Government Association Mutual Liability Scheme (LGAMLS) requires Council to have a Community Risk Management policy.

	Policy No.:	Leave blank for future use	Version No.:	2
	ECM Document Set No.:	2055269	Initial Date of Adoption:	12/08/2008
	Authorised by:	Council	Date of Current Version:	March 2015
	Document Maintained by:	Corporate Consulting - Risk & WHS	Next Review Date:	March 2019

## Emergency Management Act 2004

The Emergency Management Act 2004 requires the State Emergency Management Committee (SEMC) to prepare and keep under review the State Emergency Management Plan (SEMP). The SEMP identifies the following specific emergency support functional services areas for Council involvement:

- Agriculture and Animal Services
- Engineering
- Fire
- State Emergency Service (e.g. storm damage and floods)
- Transport

## State Emergency Management Plan (SEMP)

The SEMP requires each local government zone to establish a Zone Emergency Management Committee (ZEMC) which is responsible for regional emergency management planning. The City of Playford, along with the Cities of Port Adelaide Enfield, Salisbury and Tea Tree Gully is a member of the Northern Adelaide Zone Emergency Management Committee.

## Fire and Emergency Services Act 2005

Council has responsibilities and provisions under this Act, including the appointment of a fire prevention officer/s and undertaking fire mitigation activities.

Bushfire Management Committees (BMC) have been established under this Act. Council is a member of the Adelaide Mount Lofty Ranges Bushfire Management Committee (AMLRBMC).

## Local Government Act 1999


Chapter 2, Part 7 of the Local Government Act 1999 outlines the Functions of the Council, which include the following functions relating to this policy:

- Provide for the welfare, well-being and interests of individuals and groups within its community; and
- Take measures to protect its area from natural and other hazards and to lessen the effects of such hazards.

Section 125 of the Act requires Council to implement and maintain appropriate policies, practices and procedures of internal control.

## Work Health and Safety Act 2012

Council will develop safe work practices and control measures in accordance with the Work Health and Safety Act and Regulations 2012.

	Policy No.:	Leave blank for future use	Version No.:	2
	ECM Document Set No.:	2055269	Initial Date of Adoption:	12/08/2008
	Authorised by:	Council	Date of Current Version:	March 2015
	Document Maintained by:	Corporate Consulting - Risk & WHS	Next Review Date:	March 2019

## 5. Policy

As part of Councils ongoing responsibility to community safety, Council follow the four phases of Prevention, Preparedness, Response and Recovery (PPRR). All phases are highly interconnected; that is, each phase influences the other three phases, as follows:

Phase 1 - **Prevention** measures taken to eliminate or reduce the severity of emergencies

Phase 2 - **Preparedness** are the arrangements to ensure that, should an emergency occur, all the resources and services which are needed to cope with the effects can be efficiently mobilised and deployed

Phase 3 - **Response** are the actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support

Phase 4 - **Recovery** is the coordinated process of supporting affected communities in reconstruction of the built environment and the restoration of emotional, social, economic, built and natural environment wellbeing.

Council has developed the following documents which articulate how it will respond in the event of an emergency:

### Emergency Management Plan

- Council will develop an Emergency Management Plan
- The Emergency Management Plan will be reviewed on an annual basis
- The Emergency Management Plan will be located on Councils public website as well as the secure Emergency Management website

### Assistance During Emergency Events Policy


- Council have in place a policy relating to support it will provide the Emergency Services and other Councils in the event of an emergency.
- Policy will be reviewed on an annual basis in conjunction with the Emergency Management Plan

## 6. Responsibilities

The Risk and WHS team in the Corporate Consulting Unit will be responsible for communication, implementation and monitoring of this policy.

## 7. Relevance to Council Plan

Relates to Strategy 1 of Councils Strategic Plan - "Our foundations – services, city presentation and community pride"


	Policy No.:	Leave blank for future use	Version No.:	2
	ECM Document Set No.:	2055269	Initial Date of Adoption:	12/08/2008
	Authorised by:	Council	Date of Current Version:	March 2015
	Document Maintained by:	Corporate Consulting - Risk & WHS	Next Review Date:	March 2019

## 8. Supporting Documentation

- City of Playford Assistance During Emergency Events Policy
- City of Playford Emergency Management Plan

## 9. Approval and Change History

Version	Approval Date	Approval by	Change
1	12 August 2008	Council	New Policy
2	March 2015	Council	Updated into new policy template

	Policy No.:	Leave blank for future use	Version No.:	2
	ECM Document Set No.:	2055269	Initial Date of Adoption:	12/08/2008
	Authorised by:	Council	Date of Current Version:	March 2015
	Document Maintained by:	Corporate Consulting - Risk & WHS	Next Review Date:	March 2019

*Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.*