



COMMUNITY EMERGENCY MANAGEMENT POLICY

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Community Emergency Management Policy

This policy is set by Council for use by the community and council administration

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Responsible Team Corporate Services – Risk & WHS

Other Key Internal Stakeholders

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Last Reviewed March 2015

Authorised By Council

Resolution No.: 3743

Legal Requirement

Date of Next Review September 2022

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1. Purpose

The 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 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. 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.

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 Functional Support Groups:

- Ambulance and First Aid
- Defence
- Emergency Relief
- Engineering
- Government Radio Network
- Local Government
- Logistics
- Mapping
- Public Information

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

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the Cities of Port Adelaide Enfield, Salisbury and Tea Tree Gully is a member of the Northern Adelaide Zone Emergency Management Committee (NAZEMC).

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*.

4. 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.

5. Policy

As part of Councils ongoing responsibility to community safety, Council will 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 is the** measures taken to eliminate or reduce the severity of emergencies.

Phase 2 - **Preparedness** are the arrangements made to ensure that, should an Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

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 document(s) which articulate how it will respond in the event of an emergency:

City of Playford Community Emergency Management Plan

- The Plan provides the Community with information on Council's participation in emergencies.
- The Plan will be reviewed on a regular basis.
- The Plan will be located on Council's website.

City of Playford Emergency Operations Centre Manual

- The Manual provides guidance to management on the arrangements in emergencies.
- The Manual will be reviewed on a regular basis.

City of Playford Recovery Management Plan

- The Plan will be developed to provide guidance on how the Council arranges itself after an emergency.
- The Plan will be reviewed on a regular basis.
- The Plan will be located on Council's website.

6. Responsibilities

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

7. Relevance to Strategic Plan

Relates to Strategy 1.4 of Council's Strategic Plan - "Enhanced City presentation, community pride and reputation"

8. Accessibility

This Policy can be located on the City of Playford website as well as internally on Click in the Corporate Policy Library.

9. Feedback

We invite your feedback on this policy which can be directed to: 'Senior Manager Corporate Services' to RiskandWHS@playford.sa.gov.au.

10. 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
3	September 2019	Council Resolution No. 3743	Update sector wide arrangements as well as inclusion of new documents with Council's EM Framework