

Policy Number:	4.15
Policy Name:	Provision of Council Resources to Support the Emergency Services in Emergencies
Classification:	Public – Council Policy
Adopted:	24 May 2016
Frequency of Review:	Biennial
Last Review:	N/A – New Policy
Next Review Due:	May 2018
Responsible Officer(s):	WHS/Risk Management Officer
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR16/977
Legislation Authority:	Local Government Act 1999 Emergency Management Act 2004 Work Health and Safety Act 2012
Related Policies and Codes:	N/A at this time
Related Procedures:	LGA i-Responda Framework – CR16/17920

1 INTRODUCTION

The i-Responda Framework has been developed to assist Councils in the planning and implementation of their response to emergency incidents. In these situations, Councils are often asked to volunteer plant, equipment and personnel to assist the authority responsible for managing the incident.

The key principle behind the framework is to ensure that Council personnel can participate safely and that risks to Council and Council personnel are appropriately managed. This is based on the fundamental concept of **ordinary operations in extraordinary situations**.

2. PURPOSE

The purpose of this policy is to define how Town of Gawler will support the emergency services in responding to an emergency, in particular:

- 2.1 Arrangements that will allow the participation of Council employees and associated use of Council equipment.
- 2.2 The availability of Council employees who agree to participate.
- 2.3 The availability of Council owned plant and equipment.
- 2.4 The scope of works that might be undertaken.

'Council employees' and this policy do not include any person who separately undertakes duties as a registered SA Country Fire Service (CFS) firefighter/volunteer.

3 LEGISLATIVE CONTEXT

- 3.1 The Local Government Act (1999) identifies that a function of a Council is to provide for the welfare, well-being and interests of individuals and groups within its community (s7(c)). Another function of a Council is to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards (s7(d)).
- 3.2 Council's link to the state emergency management arrangements is through the State Emergency Management Plan (SEMP). The SEMP is prepared pursuant to the Emergency Management Act 2004 (s9). The SEMP lists Councils as *Participating Organisations* to the thirteen Functional Services that are established under the SEMP.
- 3.3 Functional Services are groupings of participating agencies coordinated by a lead agency that perform a functional role as part of the State Emergency Management Plan arrangements to support response and recovery operations for an emergency. This policy has been prepared within the context of supporting the emergency services in emergencies.

4. PREPAREDNESS

4.1 Arrangements and Communication

Council will endeavour to meet periodically (at least annually) with the relevant emergency services to confirm critical coordination arrangements. These will include:

- 4.1.1 Contact protocols
- 4.1.2 Details of Council resources that could be made available
- 4.1.3 The arrangements for accessing Council resources
- 4.1.4 The scope of work that could be performed

4.2 Availability of Council Employees

The Council will establish and maintain an 'Employee Emergency Response Support Register'. The Council will ensure that the employees that are listed on the Register are adequately trained to operate the plant and equipment that might be required to support an emergency.

Council Will:

- 4.2.1 Identify relevant employees who are interested in participating in Council response(s) to emergency support requests under this policy, and list such employees on the Employee Emergency Response Support Register.
- 4.2.2 Not obligate any Council employee to be listed on the Employee Emergency Response Support Register, nor obligate any Council employee listed on the register to respond to a particular incident.
- 4.2.3 Ensure all Council employees who will be required to operate Council vehicles or plant and equipment undertake annually the i-Responda program.
- 4.2.4 Maintain the integrity of the Employee Emergency Response Support Register.
- 4.2.5 Reserve the right, in accordance with the i-Responda Framework, not to release Council employees to support an emergency event should extenuating circumstances exist (as deemed by the CEO).

4.3 Availability of Council Plant and Equipment

The Council will establish and maintain an 'Emergency Services Plant and Equipment Register' which will identify Council owned plant and equipment that can be made available to the emergency services for the purpose of being used in an emergency response operation. Attached to the Register will be the terms and conditions of availability and use of the plant and equipment.

Council will:

- 4.3.1 Provide a list of vehicles, plant and equipment, maintained in operational condition that may be available for the purpose of utilisation in an emergency.
- 4.3.2 Liaise with the Control Agency about how the delivery of, or access to, any vehicles, plant and equipment will be achieved.
- 4.3.3 Have available at all times a list of persons on the Employee Emergency Response Support Register that are competent to operate the various items of plant and equipment.
- 4.3.4 Reserve the right not to release Council plant and equipment for emergency response operations should extenuating circumstances exist (as deemed by the CEO).

5. RISK MANAGEMENT

5.1 Application of Risk Management

The Council when supporting the emergency services in response operations will apply appropriate risk management principles and have regard to the arrangements of the LGA Asset Mutual Fund, the LGA Workers Compensation Scheme and LGA Mutual Liability Scheme.

The Council will act in a manner that ensures the various activities that might be undertaken in an emergency response situation are managed in such a way that the safety and health of its workers and community are paramount.

5.2 i-Responda Framework

The i-Responda Framework has been developed in consultation with the Local Government Association of South Australia (LGA) and Local Government Risk Services (LGRS). It addresses issues such as incident management protocols, operational arrangements in emergency response situations and fulfils the legislative requirement of the *Work, Health and Safety Act* to ensure as far as is reasonably practicable, the health and safety of the Council worker.

Implementation of the framework will equip Council senior staff members with information and tools that will enable a confident response to requests for Councils to provide support to emergencies.

Council will:

- 5.2.1 Implement the i-Responda Framework, to ensure that all emergency response activities are undertaken within a consistent and robust risk assessment framework guiding practical decisions and actions pursuant to the Schemes Rules.
- 5.2.2 Establish, implement, monitor and review work health and safety policy and procedures consistent with the i-Responda Framework.

6. INSURANCE

6.1 Local Government Association Asset Mutual Fund (LGAAMF)

The LGAAMF will continue to provide coverage to Council owned property, plant and machinery (mobile or otherwise) while it is being used in preventing, preparing, or responding to an emergency on the following basis:

- 6.1.1 The plant, vehicle, or machinery must be operated by Council staff and in accordance with the i-Responda Framework.
- 6.1.2 Council is responsible to ensure all property, vehicles, plant and machinery (mobile or otherwise) provided to support an emergency is fit for purpose and consistent with the emergency response.

6.2 Local Government Association Workers Compensation Scheme

Council's membership of the Local Government Workers Compensation Scheme (LGAWCS) ensures that all staff are covered for workers compensation (as required by the Worker's Compensation and Rehabilitation Act 1986) where the activity being carried out with Council plant and equipment is ordinary Council business, so the activity forms part of the employee/s ordinary employment.

Pursuant to workers compensation legislation, the compensability arises from injury sustained 'in the course of employment'. The i-Responda Framework establishes that at all times in responding to an emergency incident or disaster, the Council, the CEO and the relevant employee/s will be undertaking ordinary activity 'in the course of employment' controlled and directed by Council, including in an extraordinary event.

Council employees will retain workers compensation cover when supporting the emergency services by operating Council plant and equipment in the conduct of Council business.

6.3 Local Government Association Mutual Liability Scheme

For the purpose of the i-Responda Framework, the Council as a member of the Local Government Association Mutual Liability Scheme (LGAMLS) is entitled to civil liability cover including proactive risk management support, pursuant to the LGAMLS Rules.

The i-Responda Framework establishes that all existing Local Government Risk Services (LGRS) insurance arrangements will continue (workers compensation, public liability and asset insurance) subject to the normal terms and conditions.

7. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

8. FURTHER INFORMATION

Further information about this Policy can be obtained by:-

Telephone:	8522 9211
Fax:	8522 9212
Email:	council@gawler.sa.gov.au
Appointment:	Town Hall, 89 – 91 Murray Street, Gawler
Letter:	PO Box 130, Gawler SA 5118

9. AVAILABILITY OF POLICY

The Policy is available for inspection during ordinary business hours at the Council principal office, Gawler Town Hall or Library Council Offices, 89 – 91 Murray Street, Gawler or is available on the Council website at www.gawler.sa.gov.au.

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.