

Policy Name	Provision of Aid in Emergencies
Policy Number	CS39
Responsible Section	Governance
Responsible Department	Corporate Services
Date Last Adopted	9 March 2021
Date of Next Review	March 2024
Applicable Legislation	Local Government Act, 1999 Emergency Management Act, 2004 State Emergency Management Plan WHS Act 2012
Related Governance Documents	Community Emergency Management Plan Emergency Management Plan Leave Policy
City Plan Theme	Community Leadership

1. PURPOSE/OBJECTIVE

The City of Port Adelaide Enfield (PAE) plays an important role in responding to and recovering from an emergency event. Through Council's wide range of resources and capability and connection with communities we are well positioned to provide support to the broader community when preparing for and responding to emergency situations.

2. SCOPE

This policy applies to the provision of and receipt of support during an emergency response and recovery.

3. POLICY

Consistent with section 7 of the Local Government Act, 1999 and the State Emergency Management Plan, Council confirms its collective role with the State Government and the broader local government sector to provide emergency management support to the community of South Australia.

Council recognises that the City has available a wide range of resources and capability that may be of support to the broader community when preparing for, responding to and recovering from an emergency event.

We also recognise and value the desire of staff to assist in times of emergencies and the important role volunteering plays in emergency response and recovery. The special leave provisions within Workplace Agreements support staff volunteering in emergencies. Any approval of leave will be in accordance with the Administrative Policy - Leave to ensure PAE operational requirements can be delivered.

When considering providing or receiving support to an emergency event the following principles will be applied:

- The importance of working collaboratively and collectively across regions and with the State and Commonwealth governments and agencies in emergency response and recovery.
- PAE's resource capability and capacity as it relates to the specific emergency event where support is required.
- Provision of PAE plant and equipment for emergency response or recovery will be balanced with managing business continuity and insurance requirements of the Local Government Association (LGA) Asset Mutual Fund.
- Assuring the safety and wellbeing of staff at all times based upon the staff capability and capacity, including direct supervision to ensure Council operates within the requirements of the Work Health and Safety Act, 2012.
- Ensuring incident management arrangements conform to Council's incident coordination and response approach.
- Ensuring that all staff providing support during emergency response have completed the LGA iResponda program that supports insurance coverage with the LGA Workers Compensation Scheme.
- Understanding and agreeing on the cost to PAE for the provision of staff and plant.
- Where practicable all support will be coordinated through the Local Government Functional Support Group (LGFSG).
- In the event of a bushfire and in the interest of staff safety, PAE staff will not be provided to work on the fire ground during fire-fighting response but will be available to support incident coordination and post response recovery efforts.
- Any Work Health and Safety implications of the decision.

4. ROLES AND RESPONSIBILITIES

The decision to seek, offer or provide support to an emergency event rests with the Chief Executive Officer.

5. FINANCIAL MANAGEMENT

Any gratuitous support provided by PAE to the community beyond our city shall be provided within the annual operating budget unless Council endorses otherwise.

6. MONITORING AND REPORTING

The Administration will provide a report to Council when this policy has been applied in the provision of aid.

All costs incurred in relation to an emergency situation will be recorded against an emergency specific code, so it can be tracked and reported back to Council.

7. DEFINITIONS

Emergency event for the purpose of this policy includes the preparatory, response and recovery actions.

Local Government Functional Support Group is managed by the Local Government Association to provide support to the control agency in an emergency.

