EMERGENCY MANAGEMENT FRAMEWORK

FRAMEWORK – EMERGENCY MANAGEMENT	
Reference Number	915578
Responsible Business Unit	Office of the CEO
Responsible Officer	Chief Executive Officer
Legislation	Local Government Act 1999 Emergency Management Act 2004 Fire and Emergency Services Act 2005 Work Health & Safety Act 2012
Relevant Delegations	Chief Executive Officer
Related Policies Management Guidelines Frameworks	Good Governance Framework Risk Management Framework Business Continuity Policy Business Continuity Plan I-Responda Framework I-responda Community Emergency Response Policy and Guideline State Emergency Management Plan Murray Mallee Zone Emergency Plan WHS Emergency Management Policy and Procedure Extreme Weather & Catastrophic Fire Danger Rating Days Management Guideline AS 3745-2010: Planning for emergencies in facilities AS4083-2010 – Planning for Emergencies - Health Care Facilities AS/NZS5050:2010 Business Continuity – managing disruption business risk **Local Government Emergency Management Framework (LGA-Sept 2017)**
Link to Strategic Plan	Our Commitment to the Community
Council meeting	14 May 2018
Resolution	95.5
Review Date	Annually
Previous revisions	

PURPOSE

To identify Council's responsibilities in relation to Emergency Management under the Emergency Management Act 2004, Fire and Emergency Services Act 2005 and Local Government Act 1999.
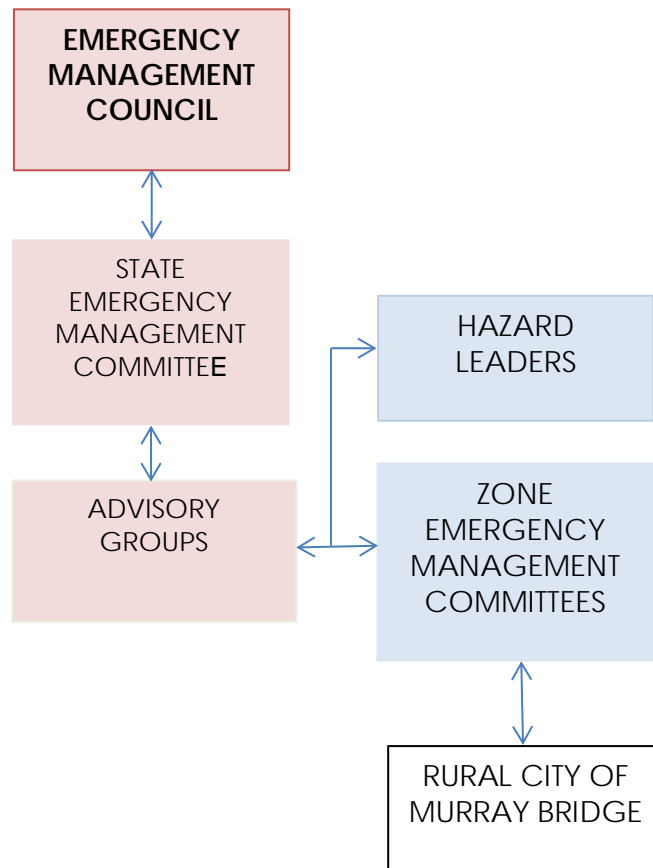
OBJECTIVES

To identify and describe the key steps followed by Council in reviewing its role in Emergency Management, as follows:

1. **Prevention** - which seeks to eliminate or reduce risk;
2. **Preparedness** - which puts people, plans, training and equipment in place to cope should an emergency take place;
3. **Response** - which involves activating the plans in place; and
4. **Recovery** - which involves community restoration after an emergency occurs.

EMERGENCY MANAGEMENT FRAMEWORK

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           │     EMERGENCY        │
           │     MANAGEMENT       │
           │      COUNCIL         │
           └──────────────────────┘
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           ┌──────────────────────┐        ┌──────────────────────┐
           │       STATE          │        │      HAZARD          │
           │     EMERGENCY        │───────→│      LEADERS         │
           │    MANAGEMENT        │        │                      │
           │    COMMITTEE         │        └──────────────────────┘
           └──────────────────────┘
                     ↕                      ┌──────────────────────┐
           ┌──────────────────────┐        │       ZONE           │
           │     ADVISORY         │←──────→│     EMERGENCY        │
           │      GROUPS          │        │    MANAGEMENT        │
           │                      │        │    COMMITTEES        │
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                                           ┌──────────────────────┐
                                           │   RURAL CITY OF      │
                                           │   MURRAY BRIDGE      │
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DEFINITIONS

As defined in Legislation

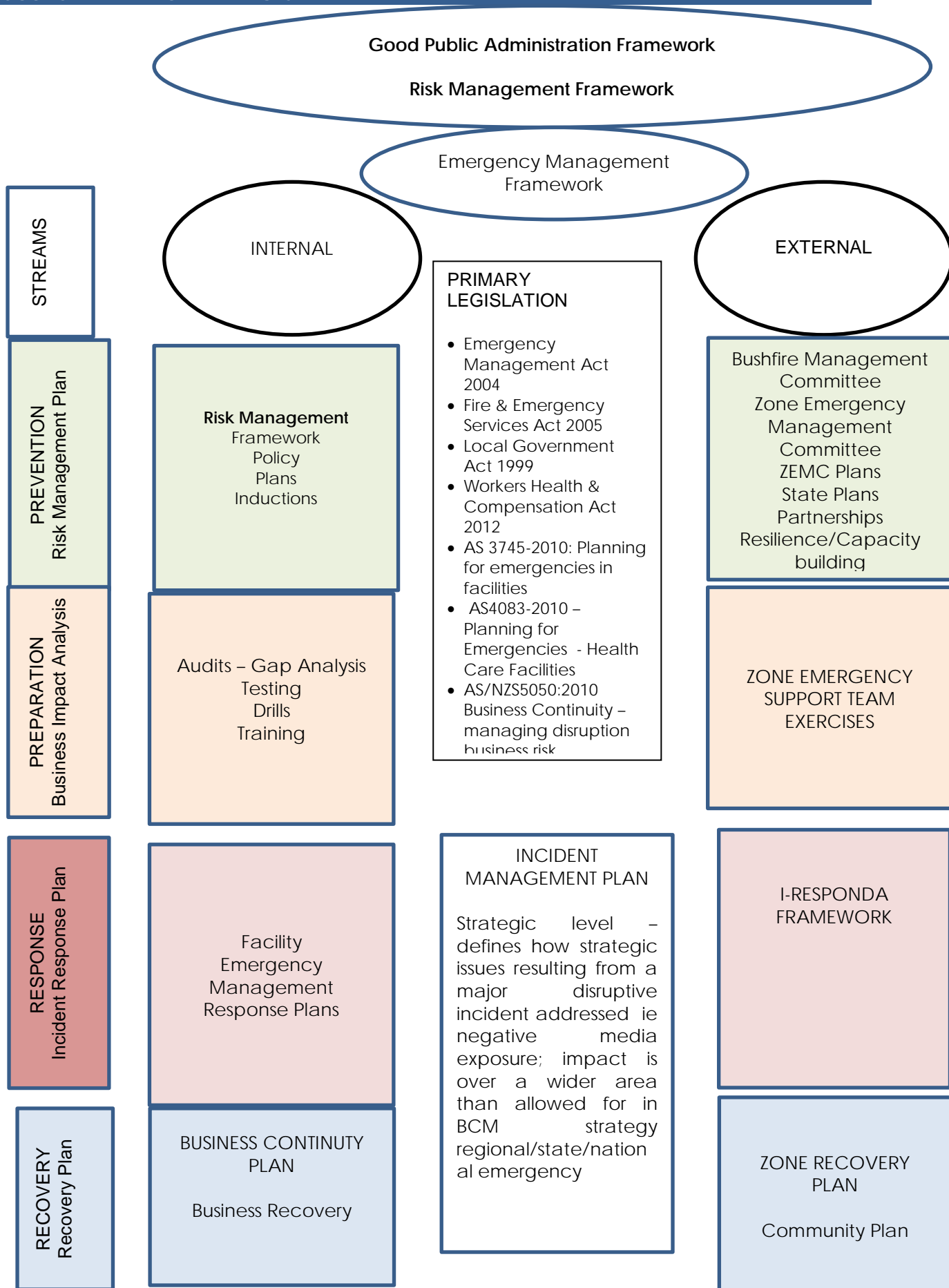Hazard Leaders as defined in Legislation

Control Leaders as defined in Legislation

EMERGENCY MANAGEMENT FRAMEWORK

COUNCIL FRAMEWORK LINKAGES

Good Public Administration Framework

Risk Management Framework

Emergency Management Framework

STREAMS

INTERNAL

EXTERNAL

PREVENTION
Risk Management Plan

Risk Management
Framework
Policy
Plans
Inductions

PRIMARY LEGISLATION

- Emergency Management Act 2004
- Fire & Emergency Services Act 2005
- Local Government Act 1999
- Workers Health & Compensation Act 2012
- AS 3745-2010: Planning for emergencies in facilities
- AS4083-2010 – Planning for Emergencies - Health Care Facilities
- AS/NZS5050:2010 Business Continuity – managing disruption business risk

Bushfire Management Committee
Zone Emergency Management Committee
ZEMC Plans
State Plans
Partnerships
Resilience/Capacity building

PREPARATION
Business Impact Analysis

Audits – Gap Analysis
Testing
Drills
Training

ZONE EMERGENCY SUPPORT TEAM EXERCISES

RESPONSE
Incident Response Plan

Facility Emergency Management Response Plans

INCIDENT MANAGEMENT PLAN

Strategic level – defines how strategic issues resulting from a major disruptive incident addressed ie negative media exposure; impact is over a wider area than allowed for in BCM strategy regional/state/national emergency

I-RESPONDA FRAMEWORK

RECOVERY
Recovery Plan

BUSINESS CONTINUITY PLAN

Business Recovery

ZONE RECOVERY PLAN

Community Plan

EMERGENCY MANAGEMENT FRAMEWORK

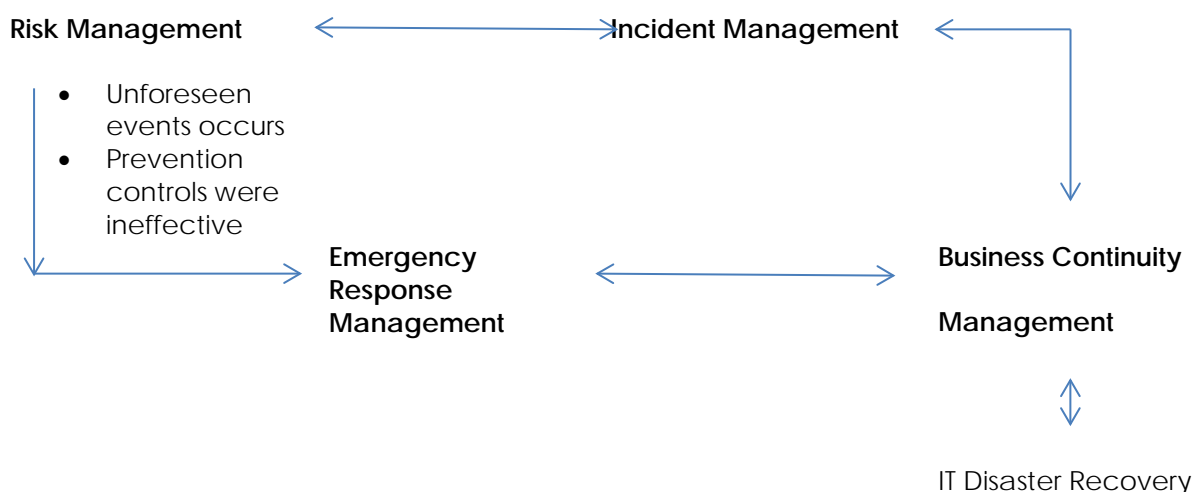## RELATIONSHIPS BETWEEN RISK, EMERGENCY RESPONSE, INCIDENT, BUSINESS CONTINUITY

Emergency Management processes are a control in place to minimise identified and unidentified risks that may cause damage to Council /Community property and/or its staff and/or people within the Council area and region. Services such as development control and planning, infrastructure and asset management, vegetation management and building safety play an important role in prevention.

Through following a risk management approach based on prevention, preparation, response (relief) and recovery, Council seeks to continue ordinary operations in extra-ordinary situations through early identification of risk areas, developing processes and ensure appropriate staff are provided with the appropriate skills to assist as required.   Council also acknowledges its close working relationships Emergency Services, support agencies, Regional Development Australia Murraylands Riverland and neighbouring Councils and will continue to build on sharing resources as required.

The following diagram identifies Council's organisational strategic response to managing emergency incidents.

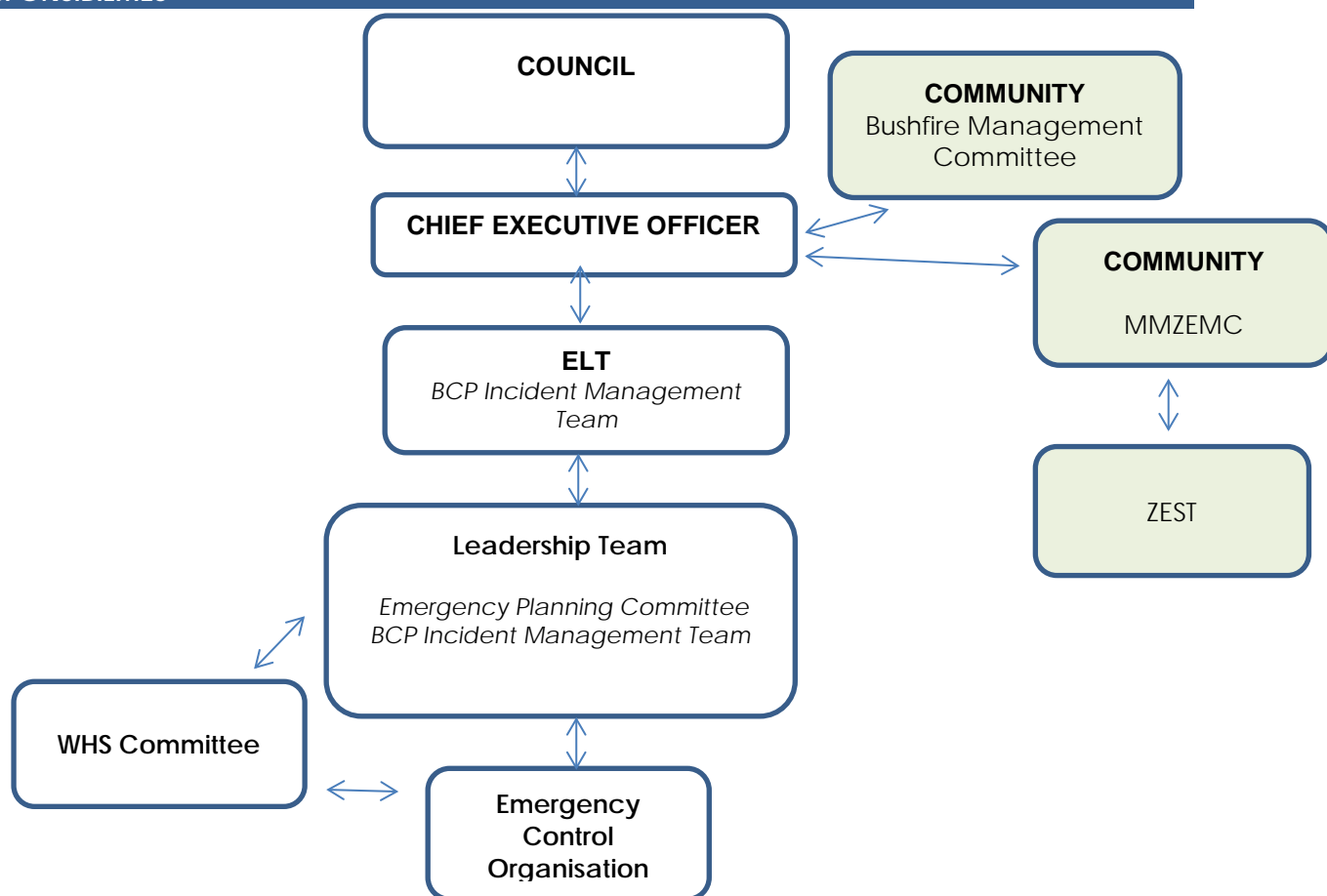 (Source: Australian National Audit Office, Business Continuity Management Best Practice Guide, June 2009)

Preventative Actions	Tactical Response	Strategic Response	Operational Response

Risk Management

- Unforeseen events occurs
- Prevention controls were ineffective

Incident Management

Emergency Response Management

Business Continuity Management

IT Disaster Recovery

RESPONSIBILITIES

Council
- Overall responsibility delegated to Chief Executive Officer to manage Emergency situations

Chief Executive Officer
- Overall responsibility delegated from Council
- Leads Incident Management Team and Emergency Planning Committee
- Appoint EPC and ECOs and competent officer
- Delegate to Murray Mallee Zone Emergency Committee
- Appoint Delegate to Murray Mallee Bushfire Management Committee
- Appoint delegates under I-Responda Framework
- Act as Lead in Recovery situations

Executive Leadership Team (BCP Incident Management Team)
- Support CEO in responding to Risk Management Framework and Emergency Management Framework
- Ensure Divisions are aware of responsibilities and appropriately resourced

Leadership Team - (Emergency Planning Committee) (BCP Incident Management Team)
- Respond to Risk Management Framework and Emergency Management Framework
- Conduct and review risk assessments
- Review and respond to internal emergency response requirements
- Review and respond to Business Continuity requirements
- Review and respond to Zone Emergency Support Team requirements

Emergency Control Organisation
- Conduct risk assessments in relation to internal emergency management.
- Review emergency evaluation plans, conduct drills, conduct debriefs

WHS Committee
- Review plans in relation to WHS requirements