

	PROVISION OF COUNCIL RESOURCES TO SUPPORT EMERGENCY SERVICES IN EMERGENCIES	Policy #	1.63 / 1
		Issued:	20 June 2018
POLICY		Next review	April 2022

Classification:	1. Governance	Classification:	Council
First Issued:	26 November 2014	Review Frequency:	4 Years
Legislation:	Local Government Act 1999, State Emergency Management Act 2004, State Emergency Management Plan		
Relevant Policies:			
Related Procedures:	Signed:		
Responsible Officer:	Chief Executive Officer		
Adopted:	20/06/2018		

PURPOSE

The purpose of this policy is to define how The District Council of Ceduna will support the emergency services in responding to an emergency. In particular:

- arrangements that will allow the participation of Councils employees and associated use of Council equipment;
- the availability of Council employees who agree to participate;
- the availability of Council owned plant and equipment; and
- the scope of works that might be undertaken.

A Council employee within this policy does not include any person who separately undertakes duties (for the same emergency) as a registered emergency service volunteer e.g. CFS firefighter or SES volunteer.

AUTHORITY TO ACCESS COUNCIL'S PLANT, EQUIPMENT OR PERSONNEL

Any request by a combatant authority to access and use Council's plant, equipment and or personnel in an emergency situation or for recovery purposes must be directed to Council's Chief Executive Officer (CEO) on all occasions.

The combatant authority must provide to the CEO's satisfaction:

- a detailed situation report and forecast predictions of the emergency;
- details of the plant, equipment and personnel being requested, and the location where they may be deployed;
- details defining expected time frames Council's plant equipment and personnel will be required;
- details of the strategies the combatant authority will implement to safe guard Councils plant equipment and personnel;
- details of timings for future updates of the emergency situation.

Only the CEO at his/her absolute discretion has the authority to approve the use of Council's plant, equipment and personnel in an emergency or recovery situation when a request is received from a combatant authority.

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PREPAREDNESS

Availability of Council employees

To support this policy 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 response;
- in work health and safety procedures that are pertinent to staying safe in an emergency;
- in i-Responda.

Council will:

- 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;
- 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;
- ensure all Council Employees who will be required to operate Council vehicles, plant and equipment undertake annually the i-Responda program;
- maintain the integrity of the Employee Emergency Response Support Register; and
- reserve the right, in accordance with the i-Responda framework, not to release Council employees to support an emergency (as deemed by the CEO).

Availability of Council Plant and Equipment

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

Council will:

- provide a list of vehicles, plant and equipment, maintained in operational condition, that may be available for the purpose of utilisation in an emergency;
- liaise with the Control Agency about how the delivery of, or access to, any vehicles, plant and equipment will be achieved;
- 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; and
- reserve the right not to release Council plant and equipment for emergency response operations (as deemed by the CEO).

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Emergency Services

Council welcomes relevant emergency services to meet periodically (at least annually) to confirm critical coordination arrangements. These may include:

- contact protocols;
- details of Council resources that could be made available;
- the arrangements for accessing such resources; and
- the scope of work that could be performed.

RISK MANAGEMENT

Application of risk management

The Council when supporting the emergency services in responses 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 LGS 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.

i-Responda Framework

The i-Responda framework has been developed in consultation with the LGA and Local Government Risk Services. 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 Chief Executives, managers and employees with information and tools that will enable a confident response to requests for Councils to provide support to emergencies.

Council will:

- 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; and
- establish, implement, monitor and review work health and safety policy and procedures consistent with the i-Responda framework.

INSURANCE

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:

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- the plant, vehicle, or machinery must be operated by Council employees and in accordance with the i-Responda framework; and
- 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.

Local Government Association Workers Compensation Scheme

Council's membership of the LGAWCS ensures that all employees are covered for workers compensation (as required by the Return to Work Act 2014) 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 the Return to Work 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.

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 is entitled to civil liability cover including proactive risk management support, pursuant to the LGAMLS Rules.

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