

	<h1>District Council of Cleve</h1>	Version No:	2.0
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Policy Name: 10.2 - I- RESPONDA

## 1. PURPOSE

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

- arrangements that will allow the participation of Council's staff 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.

Council staff means Council employees and this policy does not include any person who separately undertakes duties as a registered Emergency Services volunteer.

## 2. BACKGROUND

### 2.1 National Strategy for Disaster Resilience

Given the increasing regularity and severity of natural disasters, the Australian Government has recognised that a national, coordinated and cooperative effort is required to enhance Australia's capacity to withstand and recover from emergencies and disasters.

In consideration of this national approach the District Council of Cleve recognises the shared responsibility that it has to help protect and assist its community to respond to and recover from disasters.

### 2.2 Legislative Context

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)).

Council's link to the State emergency management arrangements is through the State Emergency Management Plan (SEMP). The SEMP is prepared pursuant to s9 of the *Emergency Management Act (2004)*, which lists Councils as *Participating Organisations* to six of the thirteen Functional Services that are established under the SEMP.

Functional Services are groupings of participating agencies coordinated by a lead agency that performs a functional role as part of the SEMP 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.

### 3. PREPAREDNESS

#### 3.1 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:

- 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.

#### 3.2 Availability of Council Employees

To support this policy, the Council will establish and maintain an Emergency Response Support Register. The Council will ensure that the employees who are listed on the register are adequately trained:

- to operate the plant and equipment that might be required to support an emergency response; and
- in work health and safety procedures that are pertinent to staying safe in an emergency.

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 Emergency Response Support Register;
- not obligate any Council employee to be listed on the 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 or plant and equipment undertake the i-Responda program;
- maintain the integrity of the Emergency Response Support Register; and
- 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 Chief Executive Officer (CEO)).

#### 3.3 Availability of Council Plant and Equipment

Likewise, 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.

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 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 should extenuating circumstances exist (as deemed by the CEO).

### 3.4 Scope of Works

Council will advise the emergency services of the types of work that it is prepared to allow its plant to be used for from time to time. In general terms the scope will reflect that contained in the publication, *Supervision of Machinery Used in Bushfire Operations*, Government of South Australia, Edition 2, March 2011.

## **4. ASSISTANCE WITH EMERGENCY SERVICES**

### **4.1 Council Staff**

Staff who are volunteer members of emergency services organisations may make themselves available to attend emergency or standby callouts during normal working hours' subject to availability, terms and conditions as determined by the Chief Executive Officer and subject to the following conditions:

- Any such staff member volunteering for emergency services organisations must be suitably trained to levels set by the relevant emergency service authority and appropriate for the level of voluntary duties being performed. Evidence of training completed must be given to the Work Health Safety & Risk Officer.
- The relevant emergency services organisation is responsible for the Occupational Health, Safety and Welfare of Council staff attending emergency situations.
- All award requirements relating to rest periods before returning to Council duties after an extended emergency call-out period shall apply as if the period was worked for Council.
- Any costs to Council as a result of staff attending emergency services duties shall be recorded separately to allow the cost of this support to be identified.
- Council employees who act as an emergency services volunteers shall be entitled to apply for an ex gratia payment of up to a maximum of 2 working days (19 hrs) per financial year in lieu of wages lost for attendance of emergency service call outs.
- A request from an employee, being a trained emergency service member, seeking to be part of a regional contingent attending an interstate emergency, will be individually considered by the Manager Infrastructure & Civil Works and Chief Executive Officer.
- Council employees are the only personnel to operate Council's major plant (as they are licensed and trained to do so).

Attendance by volunteers will be structured so as to minimise the impact of emergency services support on day-to-day Council activities.

Volunteers who are working within 5km of the town of Cleve at the time of the callout are covered by this policy. Volunteers working greater than 5km from Cleve may, at a direct request from the Emergency Service Organisation to either the Chief Executive Officer or the Manager Infrastructure & Civil Works, be permitted to attend emergency callouts provided that the area in which they are working is left in a safe condition to users. They are then also covered by this policy.

## **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 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.

### 5.2 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 2012* to ensure, as far as is reasonably practicable, the health and safety of the Council worker.

Implementation of the framework will equip Council CEO, managers and staff with information and tools that will enable a confident response to requests for Council 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.

## **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:

- the plant, vehicle, or machinery must be operated by Council staff 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.

### 6.2 Local Government Association Workers Compensation Scheme

Council's membership of the LGAWCS ensures that all staff is covered for worker's 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 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 Return to Work SA 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 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 (Return to Work SA, public liability and asset insurance) subject to the normal terms and conditions.

## 7. LEGISLATION

Local Government Act 1999 (SA)

## 8. RELATED DOCUMENTS

Council Emergency Management Policy  
Emergency Management Plan  
i-Responda [Field Guide](#)

## 9. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's offices during ordinary business hours and via the Council's website <http://www.cleve.sa.gov.au>. Electronic versions are the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

## 10. ADOPTION OF POLICY

This Policy was adopted by the Council at its Ordinary Council meeting on 13<sup>th</sup> April 2021.



Peter Arnold

Chief Executive Officer

## 11. DOCUMENT REVIEW

This document will be reviewed by the District Council of Cleve following Council elections every (4) four years.

## 12. REVIEW HISTORY

Version	Issue Date	Author	Reason for Change
2.0	13/04/2021	Jodie B	Minor updates following Council election 2018 Formatting Added legislation, availability of policy, adoption of policy, document review and review history sections. Combined Policy 10.1 – Assisting Emergency Services with this policy 10.2.