

To: President and EPLGA Board Members
Date: 27 February 2018
Topic: Zone Emergency Management Committee (ZEMC)
Report No: 05-0218

PROPOSAL:

That the EPLGA Board appoints members and proxies to the Zone Emergency Management Committee including the Presiding Member.

That all member Councils advise the Executive Officer of their status with the Emrap Program Emergency Management Software and their compliance with having a functioning and up to date emergency management plan.

BACKGROUND:

The role of a ZEMC is to:

1. work within the Zone Emergency Risk Management Framework to identify, analyse and evaluate emergency risks that could impact the Zone;
 2. identify and evaluate treatment options and develop a Zone Emergency Management Plan (ZEMP) to address residual risk (encompassing all relevant hazards);
 3. provide assurance that arrangements are in place to prevent and/or mitigate, prepare for, respond to and recover from emergencies;
- with the aim being to create safer and more resilient communities within the Zone.

A ZEMC's responsibilities include:

- establish and maintain emergency management networks across the Zone, and with adjacent Zones;
- build emergency management knowledge and capability across the Zone;
- use an all hazards approach and work within the Zone Emergency Risk Management Framework methodology to ensure that emergency risks to a Zone are identified, analysed and evaluated, community vulnerabilities are considered, treatment options are identified, and residual risk is managed through a Zone Emergency Management Plan (ZEMP); and
- ensure when developing the ZEMP that relevant plans are considered e.g. the State Emergency Management Plan, Hazard Plans, Functional Service Plans etc., regularly monitor, review and improve processes across all elements of the Zone emergency risk management process;
- report annually to the State Emergency Management Committee (SEMC) (via the State Mitigation Advisory Group (SMAG)) on activities and issues relating to Zone emergency management and specific training requirements of ZEMC members;
- review debriefs of major emergencies and exercises, Inquiries, Royal Commissions etc. relevant to the Zone;
- use existing national guidelines when communicating risk to stakeholders within the Zone; and
- establish a succession plan for ZEMC members.

Outputs that a ZEMC is responsible for include:

- Zone Risk Study.
- Zone Risk Register.
- Zone Risk Treatment Plan.
- Zone Emergency Management Plan (information gained from Council Plans is a part of this and the Zone Plan feeds into the State Plan).
- Assurance that the ZEMC(s) will operate effectively.
- Exercise Program.
- A process for the monitoring, review and improvement of planning processes.

Emrap Software:

After all member Councils agreed and collectively contributed approx. \$30,000 towards the emergency management project, the company engaged in the software development (as a result of the region winning a further \$120,000 grant) undertook the following:

Provided risk management software for use by the EPLGA and each of its 11 member Councils, specifically:-

- Development and provision of licensing / hosting provisions of the software to assist Councils in 'Emergency Risk Assessment & Planning' (Emrap) in line of the National Emergency Risk Assessment Guidelines.
- Ensured the software had the capability of reporting on the assessed risks and associated information at both the individual Association member council level and for the EPLGA and the ZEMC so as to provide an overview of the geographic area covered by the EPLGA.
- Entered into the software the information relevant to the risks identified by the Zone Emergency Management Committee (ZEMCs) and supplied by the EPLGA.

The risks related to the hazard categories of Extreme Heat, Environment, Bushfire/Urban Fire, Extreme Weather /Flood, Animal/Plant Disease, Human Disease & Earthquake. All information was entered into the software relating to the risk statements / descriptors, information relating to each hazard category and a catalogue of possible risk treatments as supplied by the Councils.

The company worked with each of the 11 Association member Councils to complete a comprehensive risk assessment for their Council area and identified, listed and assessed local risk treatment strategies. Such work consisted of;

- Preparation and facilitation of one day workshops to provide guidance and assistance to staff of the member Councils in the following;
 1. the use/interaction of the functionality of the software,
 2. undertaking risk assessments to identify High/Extreme threshold risk ratings against the hazard categories/risk statements applicable to each council; assessing, recording of local risk treatments/strategies applicable to the councils,

The company also provided 5.5 days post workshop support to the Councils in undertaking these tasks, such support was provided by telephone, WebEx or similar.

At these times Councils amended and updated the information on outcomes of the workshops and information supplied in the provision of post workshop support.

ZEMC Membership/ Representation:

Legislation and regulation requires ZEMC membership to be as such:

<u>Position</u>	<u>Provided By</u>
ZEMC Chairperson	A person in a senior Local Government role (or in some cases an elected member) with an interest in community safety and EM.
Zone Emergency Management Coordinator	SAPOL LSA Commander or as appointed by the State Coordinator in metropolitan Zones
Zone Recovery Planner	DCSI State Recovery Office
Executive Officer	SES District Officer
ZEMC Members	Representatives of Local and State Government agencies from a range of backgrounds (risk management, land use planning, mitigation, etc.), and other stakeholders e.g. business or industry sectors, community/volunteer groups etc.
Emergency Management Officers	Some ZEMCs have representatives from CFS, MFS, SES and SAPOL depending on the unique factors of that Zone
Observers	ZEMPOs and/or SAFECOM (e.g. the ZERMS Project Manager) may occasionally attend the meetings to present information

DETAIL:

At the ZEMC meeting held at Whyalla on 15 February 2018 it was requested that Local Government:-

- provides a status report on all EPLGA Council's Emrap software use and the status and compliance of having their emergency management plans in place and reflective of NERAG;
- provides names of persons nominated for the Presiding Member position for the ZEMC plus other committee members; and
- decides on the tenure of Local Government persons on the ZEMC (i.e. two years or some other tenure like for the term of Councils – 4 years).

Mayor Julie Low has indicated that she would like to step down as Presiding Member in the near future.

The role of the Presiding Member is as such:

This person will preferably have a long term investment in and connection with the Zone (e.g. a senior role in Local Government) and be strategic in their approach to the role.

Responsibilities of the position include:

- ensuring the effective operation of the ZEMC;
- assisting the ZEMC to meet its core emergency risk management, planning and assurance functions;
- ensuring the ZEMC focuses on high level, high consequence risks that could impact on the Zone;
- providing advice and support to the Zone Emergency Management Coordinator, Zone Recovery Planner, Executive Officer, Zone EM Project Officer and other stakeholders e.g. Local Government in relation to the operations of the committee;
- liaising, as appropriate, with the community on relevant matters as raised through the committee;
- reporting to the State Emergency Management Committee via the State Mitigation Advisory Group on the state of the Zone's preparedness for emergencies and any issues that need to be escalated to a higher decision making level;
- ensuring that all ZEMC members have a nominated proxy; and
- ensuring that a succession plan is in place for ZEMC members.

The role and responsibilities of a ZEMC member is as such:

- presenting the collective views of the agency or area of responsibility they represent;
- providing advice to the committee in their respective areas of expertise;
- validating the strategic emergency management focus for the Zone;
- validating the assessment of emergency risks across the Zone ;
- reporting to the organisation(s) they represent;
- consulting outside of the ZEMC;
- advocating the functions of the ZEMC within their agency or area of responsibility;
- ensuring effective communication between their area of responsibility or function and the ZEMC;
- contributing to the development of effective exercise programs;
- presenting issues and matters for the attention of the ZEMC; and
- contributing to the review of event and exercise debriefs.

Currently ZEMC members from Local Government come from a good spread of the region and that should not preclude others who have an interest in zone emergency management.

We currently have representation from DC Ceduna, DC Cleve, DC Lower EP, City of Whyalla, DC Franklin Harbour and the EPLGA Executive Officer.

The ZEMC work plan asks me to get the status of the individual Council's emergency management plans (reporting back in March 2018) and whether the Emrap software is being used as it was through the ZEMC the grant of \$120,000 for the development of this software was gained. The same grants are out for another call now. The LGA has secured funding through the above grant process to assist Councils with their emergency management plans (see LGA Circular 3.3) and the update from Councils on their plans as requested in this report will assist this project. As indicated in the circular the first part of the project will be the completion of a gap analysis to see what is actually out there in terms of council plans.

All Councils will be asked to participate in the gap analysis by the LGA.

Eventually the LGA will have to work out how project officers will be embedded in the regions – there will need to be a discussion about allocating one to the Eyre Peninsula.

We are not sure just what the arrangements will be at this time and will defer to the Project Manager who we hope will be appointed ASAP. Neville Hyatt from the LGA is implementing this project and has had contact with some of the region's Councils.

Circular 3.3 in part read as such:

The LGA SA has been successful in securing funding from the Natural Disaster Resilience Program (NDRP) to conduct an emergency management planning project. The aspirational goal of the project is to ensure that all councils in South Australia have an emergency management plan aligned to the State Emergency Management Plan within three years.

The LGA Mutual Liability Scheme has agreed to provide the proponent funding contribution (required by NDRP) which will mean that there will be no direct cost to Councils.

The project will be conducted in two stages:

- 1) *appointment of a Project Manager, who will be required to:*
 1. *perform a gap analysis of existing council emergency management plans, and*
 2. *based on the analysis, determine prioritised support capability development*
 3. *produce a project implementation plan*
 4. *recruit and engage project officers (duration six to twelve months)*
- 2) *delivery of the program to all councils by the Project Officers (duration twenty four to thirty months)*

The Project Manager will be hosted at the LGA with the intention to embed Project Officers in nominated councils or Regional LGAs based on a Zone distribution arrangement.

STRATEGIC REFERENCE:

EPLGA Corporate Plan 2016 - 19

1.0 Goal Areas

- 1.1. **Advocacy and Representation** - *EPLGA as the principal regional local government advocate*
- 1.2. **Governance** - *conducting business in accordance with the law and proper standards*

Objectives

- Strategic and focused planning and services provision.
- Enhanced communication and engagement with EPLGA members and other stakeholders.
- Demonstrable unity in collective decision making.
- Highly regarded reputation.

Goal Area 1.1 Advocacies and Representation

Core Activities

- Represent and strengthen the common values of members.
- Represent members and regional objectives in engagement and liaison with key stakeholder agencies – e.g. LGA, DPTI, PIRSA.
- Provide a lobbying platform to promote the interests and issues of member Councils to other levels of government.

Strategic Actions

- Develop effective working relationships between the EPLGA and member Councils and external stakeholder agencies and organisations.
- Develop the understanding of and commitment to mutuality of interests to optimise benefit for member Councils across the region from advocacy and partnerships.

Goal Area 1.2 Governance

Core Activities

- Comply with legislative requirements.

Strategic Actions

- Investigate and identify options to improve local government and regional governance, including alternative governance models, strategic planning and land use planning for the region.
- Assist member Councils in meeting legislative compliance.
- Develop and manage formal alliance and partnership arrangements with partner agencies and entities – e.g. RDAWEP, EPNRM, EPICCA.
- Pursue collaborative initiatives with partner agencies – e.g. joint submissions on strategic issues with RDAWEP, EPNRM, and EPICCA.

LEGISLATIVE REFERENCE:

The Local Government Act 1999 states:

7—Functions of a council

The functions of a council include—

- (a) to plan at the local and regional level for the development and future requirements of its area;
- (b) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards;

The Emergency Services Act 2004 states:

Part 1A—State Emergency Management Plan

5A—State Emergency Management Plan

- (1) SEMC must prepare, keep under review and maintain the State Emergency Management Plan (*SEMP*) which must detail strategies for dealing with emergencies in the State, including strategies—
 - (c) the division of the State into zones (*Emergency Management Zones*) (which may be comprised of 1 or more, or a part of 1 or more, areas of a council and any other area of the State); and
 - (d) for each Emergency Management Zone—the establishment of a management committee with responsibility for preparing, keeping under review and maintaining local planning for the Zone for the purposes of the SEMP; and

Note—

See also section 7(d) of the Local Government Act 1999 which provides that 1 of the functions of a council is to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards

BUDGET REFERENCE:

N.A.

RISKS:

Local Government has a critically important role in disaster risk reduction and mitigation strategies and measures as they are best placed to determine local risks and needs. Whilst Local Government is not the lead agency to respond to any emergencies, it has a key support role for a range of emergencies such as bushfires, floods, severe storms and potentially Pandemic Influenza etc.

In supporting communities to recovery from emergencies, Local Government has an important role in planning and preparing for emergencies, and in undertaking activities to reduce the effects of emergencies on local communities.

REVIEW PERIOD:

As determined by the EPLGA Board.

RECOMENDATION(S):

1. *That the EPLGA Board accepts report # 05-0218 from the Executive Officer.*
2. *That the EPLGA Board nominates a Presiding Member and proxy for the Zone Emergency Management Committee.*
3. *That the EPLGA Board nominates members and proxies for the Zone Emergency Management Committee.*
4. *That the EPLGA Board determines the tenure for its members on the Emergency Management Committee.*
5. *That the EPLGA Board instructs the Executive Officer to seek from member Councils:-*
 - a. *What member Councils are using the Emrap software and if not, why not.*
 - b. *The status of Councils' individual emergency management plan (i.e. whether completed and compliant with National Emergency Risk Assessment Guidelines) to assist the LGA project, which is about to commence.*

Enclosures:

ZEMC Terms of Reference when received from Priti or Liz