



Council Policy

Emergency Management Policy

Department/Unit	Capital Works & Operations	First Implemented	2016	Review Date	October 2028
Origin	Emergency Management Officer	Reviewed	August 2025	Version	4
Authorising Officer	Endorsement by Council	Effective From	21 October 2025	Records Reference	E251

Purpose/Objective

The purpose of this Policy is to outline Mansfield Shire Council's (Council's) responsibilities in emergency management within Mansfield Shire. It documents the requirements and elements that comprise emergency management at the municipal level and how Council will implement those requirements in order to deliver effective emergency response and recovery outcomes.

Policy Statement

Council has obligations to undertake specific emergency management roles, planning and procedures for the protection of the community under the *Emergency Management Act 2013* (the *EM Act*), the *Emergency Management Legislation Amendment Act 2018*, the State Emergency Management Plan (SEMP) and the *CFA Act 1958*.

Council must also ensure the organisation can deliver critical services during times of major disruption.

The accompanying **Emergency Management Framework** along with the Municipal Emergency Management Plan details Council's roles and responsibilities in the established emergency management structures, and mechanisms to prevent, prepare for, respond to and recover from disasters.

The Emergency Management Framework further details the structure and mechanisms that are established to prevent, prepare for, respond to and recover from disasters across social, economic, environmental and governance environments and comprises 5 key elements:

- ▶ Council's legislated emergency management obligations.
- ▶ Risk management.
- ▶ Provision of emergency management - mitigation, response and recovery.
- ▶ Business continuity.

- Community resilience.

Council applies the “all-hazards” approach to emergency management planning and uses risk management principles and standards.

The focus under an all-hazards approach is to manage risk holistically by mitigating and planning for emergencies resulting from natural, technological or malicious hazards.

Rather than plan for every eventuality Council aims to ensure that it has the staff, training, supplies and leadership to address a broad range of emergencies.

Definitions

Term	Definition
All Hazards	An all-hazards approach includes mitigating and planning for emergencies resulting from natural (eg. bushfire, storms, and floods), technological (eg. cyberattack) or malicious (eg. sabotage or terrorism) hazards.
Emergency	Means an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person or which destroys or damages, or threatens to destroy or damage, any property or endangers or threatens to endanger the environment or an element of the environment including— <ul style="list-style-type: none"> (a) an earthquake, flood, windstorm or other natural event; (b) a fire; (c) an explosion; (d) a road accident or any other accident; (e) a plague or an epidemic or contamination; (f) a warlike act or act of terrorism; (g) a hi-jack, siege or riot; (h) a disruption to an essential service.
Emergency Management	Means the arrangements for, or in relation to: <ul style="list-style-type: none"> (a) the mitigation of emergencies; and (b) the response to emergencies; and (c) the recovery from emergencies.
Family Violence	Family violence is any violent, threatening, coercive or controlling behaviour by one person to another within a close relationship. This includes not only physical violence but direct or indirect threats, sexual

Term	Definition
	assault, emotional and psychological torment, controlling access to money and any behaviour which causes someone to live in fear.
Mitigation	Means the elimination or reduction of the incidence or severity of emergencies and the minimisation of their effects.
Recovery	Means assisting persons and communities affected by emergencies to achieve a proper and effective level of functioning.
Response	Means the combating of emergencies and the provision of resources

Scope

This policy applies to all Council employees, Councillors and authorised personnel of Mansfield Shire Council.

Responsibilities

Council will:

- ▶ Undertake the roles ascribed in the “Roles and Responsibilities” of the State Emergency Management Plan (emv.vic.gov.au/responsibilities/semp/roles-and-responsibilities/role-statements/municipal-councils) including roles in mitigation, response (including relief), recovery and assurance and learning. These roles are detailed in the Emergency Management Framework.
- ▶ Convene and chair the Mansfield Shire Municipal Emergency Management Committee and contribute to a governance structure to oversee and manage the development, implementation and review of the Municipal Emergency Management Plan (MEMP) its sub-plans and any Council owned complementary plans.
- ▶ Contribute to building the resilience of the communities of Mansfield Shire and enabling them to participate in emergency preparedness, including mitigation, response and recovery activities.
- ▶ Plan and collaborate with other services as an important part of response to prevent and reduce the risks and impacts of family violence as described: <https://providers.dffh.vic.gov.au/family-violence-framework-emergency-management>
- ▶ Maintain a robust system for responding to emergencies at all times by ensuring that there is an arrangement for the call out of staff in accordance with the After Hours Callout Policy and Procedure.

The Chief Executive Officer will:

- ▶ Hold overall responsibility for the application of this Policy.
- ▶ Ensure that Council has appropriate response activation and escalation protocols to manage

the limited resources of Council through the administration of the Business Continuity Plan. Where Council capacity is exceeded during an emergency, appropriate arrangements are in place to activate mutual aid agreements with neighbouring councils and regional and state agencies.

- ▶ Ensure that Council is a signatory to the Municipal Association of Victoria's Protocol for Inter Council Emergency Management Resource Sharing (mav.asn.au/what-we-do/policy-advocacy/emergency-management/protocol-for-inter-council-resource-sharing) to ensure that Council can both assist and be assisted by other municipal councils in Victoria easily and efficiently in an emergency if and when required.
- ▶ Ensure that the legislated positions of Municipal Emergency Management Officer (MEMO), Municipal Recovery Manager (MRM), Municipal Fire Prevention Officer (MFPO) and Environmental Health Officer (EHO) are allocated to appropriate Council officers, and any other positions required to meet Council's emergency management commitments are identified and allocated to appropriate Council officers.
- ▶ Ensure that any requests for Council from an Incident Emergency Management Team are met by and staffed by qualified and trained Council officers.
- ▶ Delegate as necessary by appropriate instrument, authority to relevant Council Officers the management of funds and utilisation of Council resources to meet the operational requirements of the Municipal Emergency Management Plan (MEMP) and any associated plans and the Mansfield Shire Council Business Continuity Plan.

Managers are responsible for ensuring their staff comply with the principles, practices and any associated procedures of this Policy and the related Emergency Management Framework. Management and employees are to be familiar with, and competent in, the application of this Policy, and are accountable for the delivery of this policy within their areas of responsibility.

The Capital Works & Operations Directorate is the owner of this policy. Any reviews of this Policy must be made in consultation with the Executive Manager Capital Works & Operations and Emergency Management Officer.

References / Related Policies

- ▶ *Emergency Management Act 2013*
- ▶ *Emergency Management Legislation Amendment Act 2018*
- ▶ *Community Fire Authority Act 1958*
- ▶ State Emergency Management Plan
- ▶ Municipal Emergency Management Plan, sub plans and complementary plans
- ▶ Mansfield Shire Council Risk Management Policy
- ▶ Mansfield Shire Council Business Continuity Plan
- ▶ Mansfield Shire Council Emergency Management Framework
- ▶ Mansfield Shire Council After Hours Call Out Procedure

Gender Impact Assessment

Emergency Management Policy has had a Gender Impact Assessment (GIA) completed and is compliant with the obligations and objectives of the Victorian Gender Equality Act 2020.

Implementation

This Policy is effective from 21 October 2025.

Review Date

This Policy is to be reviewed by October 2028.

Authorisation to Implement Policy

Signed: _____

Mayor

Witnessed: _____

Chief Executive Officer

Approval dated: 21 October 2025

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.