

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 511432-1  
**Minute number:** 148/2017

**Policy title:** EMERGENCY ACCOMMODATION

**Directorate:** ROAD & WATER INFRASTRUCTURE

**Branch:** OFFICE OF THE DIRECTOR, ROAD & WATER INFRASTRUCTURE

**Policy objective:** In the spirit of a community service, Council will undertake to temporarily shelter persons whose homes are damaged beyond safe habitation by storm, flood, earthquake or bush fire events where the State Emergency Service (SES) are called to attend.

**Policy scope:**  
Upon receiving notification, the Disaster Management Coordinator will decide whether to enact the provisions of this policy or those of the Emergency Welfare Plan.

**Definitions:**  
Not applicable.

**Policy statement:**  
The Disaster Management Coordinator (or nominee) shall be responsible for overseeing the provision of suitable alternative emergency accommodation in accordance with the following administrative procedure:

1. If the occupants are insured or have relatives nearby then contact with the insurer/relatives will be facilitated through the provision of a phone if necessary.
2. The Disaster Management Co-ordinator may at their discretion offer a taxi voucher if deemed necessary.
3. If the occupants are uninsured and have no alternative accommodation available then alternative emergency accommodation will be provided.
4. The cost of the emergency accommodation will be met by Council to a maximum of 2 night stay.
5. In accordance with Council's approved guidelines, the occupants will be provided with a handout detailing the allowance per person Council will make available to cover the cost of meals and incidental expenses during the period of emergency accommodation.
6. During the emergency accommodation period provided by Council the occupants will be responsible for sourcing alternative post emergency accommodation within the 2 night stay provided by Council.

**Related policies/legislation/other documents:**

| DOC ID | DOCUMENT TYPE | DOCUMENT NAME |
|--------|---------------|---------------|
|--------|---------------|---------------|

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|