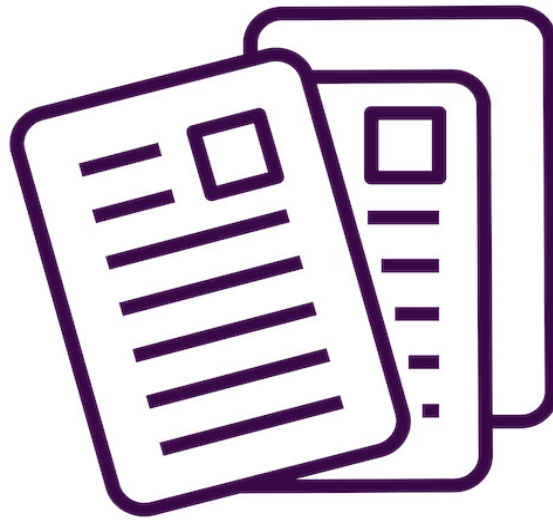


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Template for:

Council Emergency Management Policy

Preamble

The Local Government Association South Australia (LGA) is the statutory peak body for local government in South Australia, representing all 68 councils in the state.

LGA is prescribed under the State Emergency Management Plan (SEMP) as the Lead Agency for the Local Government Functional Support Group (LGFSG) which also includes the 68 councils and six Regional LGAs.

The LGFSG is responsible under the SEMP to:

- ensure coordinated operational support from local government during response and recovery, and
- support the preparedness of the local government sector including building the capacity of councils to participate in emergency management

This template has been prepared to support the preparedness of councils and guide preparation of their own emergency management policy. The format enables councils to edit and copy content into their own templates.

When preparing their policy, councils should follow their own policy development and governance arrangements.

The *Template for: Council Emergency Management Policy* provides the scope, direction and authority for council to participate in emergency management. Further guidance is provided in the *Local Government Emergency Management Framework* and supporting guides.

Acknowledgements

This template was prepared based on documents created through the 2017 Council Ready Program which was a collaboration between the South Australian State Government, the Commonwealth Department of Home Affairs, and the LGA Mutual Liability Scheme.

Disclaimer

Information in this template is provided by the LGA voluntarily as a public service, it has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. The reliability and accuracy of the information cannot be guaranteed and the LGA expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect, arising from such act or omission. Information is intended to be a guide only and readers should obtain their own independent advice and make their own necessary enquiries.

Document control

First issued	2007
Date of review	2024
Version number	2
Date of next review	2028
ECM ID	826402
Responsible organisation	Local Government Association South Australia (LGA)
Consultative stakeholders	LGA Mutual, all councils, all regional LGA's

Version history

Version	Date	Changes made
2	October 2024	• Amended to reflect the common emergency management phases of Prevention, Preparedness, Response and Recovery • Combined historic i-Responda Policy and LGA Emergency Management Policy • Provided a distinction between the policy statement and approach to Emergency Management • Incorporated definitions • Included guidance to support council policy development
3	July 2025	• Amendments to reflect LGA terminology • Incorporated common requests and barriers for councils to consider including within policy adoption, such as: ○ communication factors ○ relief ○ community support hubs ○ animals in emergencies ○ continuous improvement approaches ○ waste management ○ notifications to state authorities

For your council's Council Emergency Management Policy, remove the above content and apply council's branding.

Insert (Council) Title page –

[Council name] Emergency Management Policy

Document Control (or insert council's standard)

Strategic reference	
File reference	
Approved by	
Responsibility of	
Revision number	
Effective date	
Last revised date	
Next review date	
Applicable legislation	
Supporting documents	This plan is to be read in conjunction with the following documents: • Local Government Emergency Management Framework • Council Emergency Management Plan (<Council Name>, <Month, Year>) • Council i-Responda Plan (<Council Name>, <Month, Year>) • Council Recovery Plan (<Council Name>, <Month, Year>)
Related policies	
Related procedures	

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1. Introduction

Emergencies have the potential to disrupt the strategic and operational activities of council and adversely impact communities. The roles of local government in emergency management are informed by the State Emergency Management Plan (SEMP) and the Local Government Emergency Management Framework (LGEMF). Councils are enabled by the *Local Government Act 1999*, which outlines the requirement to consider risks (including emergency risks) as follows:

- make informed decisions (section 6)
- take measures to protect their area from natural hazards (section 7)
- provide infrastructure for community and for development (section 7)
- ensure the sustainability of the council's long-term financial performance (section 8)
- assess the maintenance, replacement or development needs for infrastructure (section 122)
- identify anticipated or predicted changes in any factors that make a significant contribution to the costs of the council's activities or operations (section 122)

In addition, the Local Government Act requires councils to *"give due weight, in all its plans, policies and activities to regional, state and national objectives and strategies concerning the economic, social, physical and environmental development and management of the community"* (section 8).

2. Purpose

The purpose of the <Council Name> Emergency Management Policy is to define roles and responsibilities in emergency management based on a comprehensive approach (Prevention, Preparedness, Response and Recovery) and ensure that <Council Name>:

- contributes to South Australia's emergency management arrangements based on available capacity and resources
- prepares and maintains appropriate emergency management documents, registers, and records
- participates in emergency management training and exercises (internal and cross-sector)
- manages risks to council and council employees
- maintains safe working practices and applies good decision-making during emergency management activities

3. Policy Statement

Given the changing climate and increasing frequency and severity of emergencies, Australian governments have recognised that a national, coordinated and cooperative effort is required to enhance Australia's capacity to withstand and recover from emergencies. The <Council Name> recognises the shared responsibility to help protect and assist its community to prevent, prepare, respond and recover from disasters.

<Council Name>'s emergency management arrangements align with the South Australian emergency arrangements with an all-hazards and comprehensive approach, reflecting the collective responsibility of all sectors of the community (state and local government, the business and non-government sectors, and individuals), and recognising that effective arrangements require a co-ordinated approach.

<Council Name> is committed to partnering with the Government of South Australia and local emergency management stakeholders and seeks to:

- foster collaboration across the layers of government and between organisations to share best practices and resources
- highlight emergency management and climate issues, opportunities and policy initiatives to build community awareness, preparedness and resilience
- integrate climate and emergency management measures into standard practice to enhance organisational, community and cross-governmental resilience
- identify funding sources and allocate resources to implement emergency management and climate-related initiatives
- collaborate with and provide coordinated support to emergency management agencies whilst responding to and recovering from emergencies

4. Scope

This policy applies to <Council Name> in exercising powers and functions under the various Acts and agreements to which it is a party in the state of South Australia.

This policy does not apply to a person responding to an incident in their role as a registered volunteer with external agencies (e.g. SA Country Fire Service or SA State Emergency Service).

The scope of emergency management activities is limited to those listed in Section 5 of this policy.

5. Approach to Emergency Management

Emergency management in the <Council Name> is enabled and supported by legislation and delegations as listed in Appendix A.

<Council Name> will undertake the following roles and responsibilities in accordance with the SEMP and LGEMF:

5.1. Prevention

South Australian councils make a significant contribution to disaster mitigation and risk reduction; however, it is often a by-product of other strategic priorities and council activities, rather than for the purpose of prevention. Examples include establishing risk registers, asset management plans, strategic planning processes, and activities such as tree management and waterway management. This policy incorporates this business-as-usual contribution and provides additional considerations for <Council Name>'s contribution to disaster prevention and mitigation activities.

<Council Name> is committed to understanding disaster risk, reducing the likelihood of a disaster event occurring or the consequences of an event should it eventuate and will:

- collaborate with local emergency management stakeholders, including in the Zone Emergency Management Committee (ZEMC), and proactively contribute to the identification, adaptation and mitigation of local climate and emergency risks
- contribute to disaster and climate resilience by developing, adapting and maintaining council-owned assets and infrastructure that avoids the creation of new risk, reduces existing risks and manages residual risk
- partner with local stakeholders in addressing priority emergency risks and seek cost-effective measures to mitigate the effects of emergencies within council's area

5.2. Preparedness

<Council Name> takes proactive measures to build resilience, undertake planning, and engage in training and exercises in preparation for emergency events. To prepare for emergencies, <Council Name> will undertake the following actions:

- provide representation on the ZEMC and contribute to zone emergency management planning
- contribute to local, zone and regional emergency planning and preparedness measures (e.g. Zone Emergency Management Plans, Bushfire Management Plans, Regional Public Health Plans) within available resources

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- integrate emergency management into existing plans, processes and decision-making arrangements (e.g. strategic, community and asset management plans, risk frameworks, budgeting, asset management plan)
- undertake business continuity and workplace planning to reduce the likelihood and impact of emergencies and outages
- promote public awareness of climate and emergency management issues, policy initiatives and preparedness actions that contribute to community resilience and readiness
- identify, maintain and prepare arrangements for existing capabilities and capacity that contribute to emergency response, relief and recovery
- determine council training needs and ensure relevant employees participate in i-Responda and emergency management training
- proactively engage and collaborate with local emergency management response and recovery partners to practice the implementation of council and interagency plans
- identify, understand and negotiate financial arrangements during emergencies to ensure systems and procedures capture relevant evidentiary requirements

<Council Name> will establish relevant plans and documentation including:

- a public-facing **Council Emergency Management Plan** that describes the role of council in emergency management and the strategies and actions that council will take to implement this policy
- an internal **Council i-Responda Plan** that describes the scope of incident operations for council and how council will organise itself and take practical actions immediately before, during, and immediately after an emergency incident
- a **Council Emergency Support Employee Register** that:
 - records suitable and interested employees that may be requested to provide emergency support
 - confirms employees are suitably trained to undertake identified capabilities
 - does not obligate any council employee to be listed on the register, nor obligate any council employee listed on the register to respond to a particular incident
 - ensures council employees who may be requested to support an emergency response participate relevant i-Responda training
- a **Council Emergency Support Plant and Equipment Register** that records:
 - council-owned vehicles, plant and equipment that may be requested by a Control Agency for emergency support operations
 - persons on the Council Emergency Support Employee Register who are competent to operate the various items of plant and equipment

- a **Council Recovery Plan** that describes the roles that council will participate in during Recovery and it will occur in a coordinated way that meets community needs and avoids duplication of effort.
- develop, record, maintain and review a **Council Emergency Management Document Register** (Appendix B)

5.3. Response

When requested to support an emergency response, *<Council Name>* will:

- Enact council's **i-Responda Plan** and ensure any council support to emergencies is provided in accordance with the **i-Responda Framework** principles, the **Council Emergency Support Employee Register** and the **Council Emergency Support Plant and Equipment Register**
- Consider establishing a Council i-Responda Management Team (CIMT) to coordinate activities such as the two-way flow of information, prioritising, recording and actioning requests, maintaining welfare needs of frontline support staff, amplification of messages to community and elected members
- Provide representation in the Zone Emergency Support Team (ZEST) and contribute to information sharing, understanding of impacts and consequences, resource and local knowledge sharing
- Make assessments and decisions on council involvement in line with the i-Responda Framework to ensure that requests and activities are undertaken in a consistent manner that maximises safety and minimises risk exposure
- Liaise with the Control Agency or other relevant stakeholder to establish information about the emergency situation, risk, lines of communication, the delivery of, or access to, vehicles, plant and equipment
- Maintain records of council support, decisions, actions and activities in line with existing policies, procedures, risk and work, health and safety systems
- Ensure council employees have council supervision and robust lines of communication to ensure oversight of its own workers whilst preserving their health and safety
- Retain the right not to release, or to withdraw council employee participation in an emergency event where extenuating circumstances exist (as deemed by the CEO or Council Commander)
- Uphold regard to the arrangements of the LGA Asset Mutual Fund, the LGA Workers Compensation Scheme and LGA Mutual Liability Scheme, including the LGAMLS i-Responda Risk Management and Protections Guide
- Seek to understand impacts and consequences of the emergency to prepare for restoration of council assets and infrastructure and potential recovery needs

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- Provide timely, clear and consistent communications to varying stakeholders through established channels

5.4. Recovery

<Council Name> is committed to supporting recovery agencies and its communities in recovery and will act based on capacity and resources. If <Council Name>'s area is impacted by emergency events, <Council Name> will:

- Enact council's Recovery Plan
- Notify the State Recovery Office that at a natural disaster has caused damage in the council's area and provide an overview of the damage, community impacts and broader consequences
- Provide representation on Local Recovery Committees, and share information about impacts and consequences, resources and local knowledge
- Participate, represent and provide council leadership at local community meetings to ensure recovery actions are community-driven and promote the activities being undertaken
- Identify assets, infrastructure and systems that may be rebuilt to a more resilient standard and scope opportunities to build back better
- Collaborate with local recovery service providers to secure grants and advocate for funding to deliver recovery actions
- Promote public awareness of ongoing service outages and actions being implemented by council
- Amplify key messages and recovery opportunities from local recovery service providers to build community awareness of recovery support offerings
- Consider appointing a council recovery team to support coordination and address social, economic, built and natural of recovery across the initial, short term and long-term needs

6. Definitions

For the purposes of this Policy the following definitions apply:

Business Continuity Plan (BCP)	The document that describes how a business responds to and operates during unexpected events and situations that can interrupt operations.
Capability	The ability to achieve a defined outcome applying a defined set of skills and assets.
Capacity	The ability to deploy a defined capability at a sustained level over a defined period of time.
Comprehensive approach	The “comprehensive approach” to emergency management considers planning for all phases of emergencies - prevention, preparedness, response and recovery.
Control	The overall direction of emergency management activities in an emergency. Authority for control is established in the SEMP and carries the responsibility for tasking organisations in accordance with the needs of the situation.
Control Agency	An agency that exercises control of an emergency as designated by the SEMP.
Coordination	The facilitation of agencies, functions and/or resources to ensure effective control and/or effective outcomes.
Coordinating Agency	Subject to Section 19 (2) of the Act, South Australia Police are the coordinating agency for all emergencies.
Council i-Responda Plan	The Council i-Responda Plan (previously Incident Operations Manual) describes how a council will organise itself and take actions immediately before, during, and immediately after an emergency incident. It defines the scope of incident operations for the council, provides delegation and authority for Council Commander(s) and describes arrangements.
Emergency	An event that causes or threatens to cause the death of, or injury or other damage to the health of, any person; or the destruction of, or damage to, any property; or a disruption to essential

	services or to services usually enjoyed by the community; or harm to the environment, or to flora or fauna.
Emergency Management	A range of measures to manage risks to communities and the environment. The organisation and management of resources for dealing with all aspects of emergencies. Emergency management involves the plans, structures and arrangements established to bring together government and non-government agencies in a comprehensive and coordinated way to deal with the emergency needs including prevention, risk reduction, preparedness, response and recovery
Emergency Support	Provision of resources supporting Control Agency response.
Functional Support Group (FSG)	A grouping of participating organisations coordinated by a lead agency that performs a functional role as part of the State Emergency Centre arrangements to support response and recovery operations for an emergency.
Incident Management	The processes, decisions and actions taken to resolve an emergency incident and support recovery that will enable the community to return to normality.
Incident Management Team (IMT)	A group of Control Agency incident management personnel including an Incident Controller, established for incident management.
i-Responda	The approach applied within the South Australian local government sector to prepare for and respond to requests for support during emergencies.
Local Government Association South Australia (LGA)	LGA South Australia which is a voluntary membership-based organisation providing councils with access to services, resources and support.
LGA Mutual	South Australian Local Government Mutual Risk Schemes and Services delivered in partnership by LGA Mutual Liability Scheme (LGAMLS), LGA Workers Compensation Scheme (LGAWCS), and LGA Asset Mutual Fund (LGAAMF).
LG Emergency Management Framework (LGEMF)	LGA's emergency management framework outlining the broad roles of the South Australian local government sector in emergency management.

Local Government Functional Support Group (LGFSG)	The FSG comprised of LGA as the lead agency and all 68 Councils and Regional Local Government Associations as participating organisations, performing functional roles and capability that support the agencies responsible for managing and coordinating emergency response and recovery.
Preparedness	All activities undertaken in advance of the occurrence of an incident to decrease the impact, extent and severity of the incident and to ensure more effective response activities.
Prevention	Undertaking of activities to understand disaster risk and reduce the likelihood of a disaster event occurring or the consequences of an event should it eventuate.
Recovery	The process of restoring or improving the livelihood and health, and the economic, physical, social, cultural and environmental assets, systems and activities of a disaster-affected community. It is a complex process that provides an opportunity to enhance community resilience and to 'build back better' to avoid or reduce future emergency/disaster risk.
Relief	Provision of material aid and emergency medical care necessary to save and preserve human lives and enable families to meet their basic needs for shelter, clothing, water, and food (including the means to prepare food).
Resilience	The readiness and ability to withstand, adapt, respond or recover from adversity across many remits such as an individual level, to teams, organisations, community, assets, infrastructure, environment, economy, systems.
Response	Measures taken in anticipation of, during or immediately after an emergency to ensure that the effect of the emergency is minimised and that affected individuals are given immediate relief and support.
State Emergency Management Plan (SEMP)	The plan outlining South Australia's emergency management arrangements developed and maintained by the Department of Premier and Cabinet.
Support Agency	An agency that provides support to the control agency.

7. Further information

This policy will be available for inspection at the *<Council Name>* offices listed below during ordinary business hours and available to be downloaded, free of charge, from the council's website at *<insert link>*:

Appendix A - Legislation and delegations

Act or Regulations	Delegations
<i>Local Government Act 1999</i>	Yes
<i>Fire and Emergency Services Act 2005</i>	Yes
<i>Fire and Emergency Services Act 2005</i>	Yes
<i>Emergency Management Act 2004</i>	
<i>Public Health Act 2011</i> <i>South Australian Public Health (Legionella) Regulations 2013</i> <i>South Australian Public Health (Wastewater) Regulations 2013</i> <i>South Australian Public Health (General) Regulations 2013</i>	Yes
<i>Work Health and Safety Act 2012</i>	Yes
<i>Food Act 2001</i>	Yes
<i>Road Traffic Act 1961</i> <i>The Road Traffic (Miscellaneous) Regulations 2014</i> <i>The Road Traffic (Road Rules – Ancillary And Miscellaneous Provisions) Regulations 2014</i>	Yes
<i>Environment Protection Act 1993</i> <i>Environment Protection (Waste To Resources) Policy 2010</i>	Yes
<i>Planning, Development and Infrastructure Act 2016</i>	Yes
<i>Burial and Cremation Act 2013</i> <i>Burial and Cremation Regulations 2014</i>	Yes
<i>Local Government (Stormwater management) Amendment Act 2007</i>	
<i>Coast Protection Act 1972</i>	
<i>Electricity (Principles of Vegetation Clearance) Regulations 2010</i>	Yes
<i>Native Vegetation Act 1991</i>	

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Act or Regulations	Delegations
<i>Local Nuisance and Litter Control Act 2016</i>	
<i>Safe Drinking Water Act 2011</i>	Yes
<i>Water Industry Act 2012</i>	Yes
<i>Landscape South Australia Act 2019</i>	Yes
<i>Heavy Vehicle National Law (South Australia) Act 2013</i>	Yes

Appendix B – Emergency Management Document Register

Document / Register name	Location	Review cycle
<Council Name> Emergency Management Policy		
<Council Name> Emergency Management Plan		
<Council Name> i-Responda Plan		
<Council Name> Recovery Plan		
<Council Name> Emergency Support Plant and Equipment Register		
<Council Name> Emergency Support Employee Register		