



Council Emergency Management Policy

Policy Classification	Council Policy
First Issued:	08 September 2020
Dates of Review:	June 2030
Version Number:	2
Applicable Legislation:	<i>Local Government Act 1999 Emergency Management Act (2004), Workers Rehabilitation & Compensation Act, Pt 2, S17 of the Workers Rehabilitation & Compensation Act Regulations 2010 Work Health Safety & Injury Management Policy 2014</i>
Related Policies or Documents:	Kangaroo Island Council Incident Operations Manual Workplace Injury Management Procedure 2014
Associated Forms:	Work Health Safety & Injury Management Policy Council Employee Support of Emergency Control Agencies Policy
Responsible Manager:	Director Works & Infrastructure
Approved by Council:	9 June 2026
Minutes Reference:	OM181:2026

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Council Emergency Management Policy

1. Preamble

- 1.1. Emergencies have the potential to disrupt the strategic and operational activities of council and adversely impact communities.
- 1.2. 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). They are enabled by the Local Government Act 1999, which outlines the requirement for councils 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).
- 1.3. In addition, the Local Government Act requires council's 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).
- 1.4. Emergency management in the Kangaroo Island Council is enabled and supported by several legislations and delegations as listed in Annex 1.

2. Purpose

- 2.1. The purpose of the policy is to:
 - Define Kangaroo Island Council's roles and responsibilities in emergency management
 - Ensure that Kangaroo Island Council maintains appropriate delegations and authority to undertake its emergency management responsibilities
 - Ensure that Kangaroo Island Council prepares and maintain appropriate emergency management documents
 - Support Kangaroo Island Council to maintain safe working practices during emergencies
 - Support Kangaroo Island Council to maintain effective protection for council workers, assets and liabilities associated with emergency management activities.

3. Scope

- 3.1. This policy applies to Kangaroo Island Council in exercising powers and functions under the various Acts and agreements to which it is a party in the State of South Australia. The scope of emergency management activities is limited to those listed in Section 5.

4. Definitions

- 4.1. **CEO** means the Chief Executive Officer of the Kangaroo Island Council.
- 4.2. **Council** means the Elected Body.
- 4.3. **Emergency Control Agency** means the agency that takes charge of the emergency and provides leadership to all other agencies, for example, this would be the CFS in South Australia in cases of bushfire.
- 4.4. **Employee** means an employee who performs work for the Council and is covered by the Enterprise Bargaining Agreement (EBA) or an Employee Agreement Contract.
- 4.5. **DCS** means Director Corporate Services
- 4.6. **DWI** means Director Works and Infrastructure
- 4.7. **Kangaroo Island Council (KIC)** means the administration.
- 4.8. **LGASA** means **Local Government Association – South Australia**
- 4.9. **LGEMF**, means **Local Government Emergency Management Framework**
- 4.10. **LGFSG** means **Local Government Functional Support Group**
- 4.11. **SEMP** means **State Emergency Management Plan**

5. Policy Statement

5.1. Disaster Risk Reduction

5.1.1. In accordance with the LGEMF, Kangaroo Island Council will:

- Understand and communicate current and emerging disaster risks to community, employees, and elected members.
- Integrate disaster risk into existing plans and decision-making (e.g. strategic plans, risk frameworks, asset management plan, climate change plans).
- Partner with local stakeholders in addressing priority emergency risks.
- Strengthen disaster resilience in communities through community development.

5.2. Incident Operations

5.2.1. In accordance with the LGEMF, Kangaroo Island Council will:

- Maintain Kangaroo Island Council's Incident Operations Manual.
- Build capability of council to participate in the Local Government Functional Support Group (LGFSG)
- Participate in incident operations in accordance with the i-Responda operating platform and Kangaroo Island Council's Incident Operations Manual

5.3. Recovery

5.3.1. In accordance with the LGEMF, Kangaroo Island Council will:

- Provide leadership, co-ordination, and advocacy when the community is impacted by disasters
- Plan for recovery to establish the principles, structures, partnerships, and approaches that will guide council
- Secure grants and other funding assistance to support disaster recovery.

5.4. Emergency management documents

5.4.1. In addition to Kangaroo Island Council's Incident Operations Manual, Kangaroo Island Council, will maintain any other supporting documentation that:

- Describes the strategies and actions that Council will take to implement this policy
- Identifies relevant local, regional, and state emergency management plans and arrangements that impact upon Council
- Responds to guidance for Council provided by the SEMP and other emergency management plans, strategies, frameworks, and guidelines
- Identifies linkages between emergency management objectives and Kangaroo Island Council's strategies and business, financial and other plans.

5.4.2. Council will maintain its commitment to locally relevant plans developed in consultation with the Kangaroo Island Council. Where Council resource commitments are made in these plans, they will be subject to normal strategic and business planning processes of council.

5.4.3. Council's emergency management documentation will be reviewed in line with council's governance procedure.

5.5. Maintain delegations

5.5.1. Kangaroo Island Council will maintain relevant emergency management delegations as listed in Annex 1

5.6. Financial spending during emergencies

5.6.1. Arrangements for financial spending during emergencies are as follows:
All procurement during emergency operations will be in line with Kangaroo Island Council's Procurement policy.

- All purchasing will be done within the limit of staff's normal delegated purchasing authority.
- At the beginning of an emergency incident a code will be created for all expenditure during the emergency incident to be allocated to that code.
- Expenditure incurred through release of Plant and Equipment will be as per Kangaroo Island Council's Incident Operations Manual

5.7. Support to control agencies and emergency services

5.7.1. Kangaroo Island Council works within the requirements of the Work Health and Safety Act 2012. Occasionally council staff and/or equipment will be requested to support control agencies and emergency services in managing an emergency

5.7.2. When council resources are made available to support control agencies and emergency services this will be in accordance with:

1. Kangaroo Island Council's Incident Operations Manual
2. LGASA Mutual Protection guide for incident operations
3. The Local Government Incident Operations guide (including i-Responda)
4. Joint Operating Guidelines (JOGS) with the SACFS or SASES

5.8. Local Government Functional Support Group

5.8.1. Kangaroo Island Council is a participating organisation of the Local Government Functional Support Group (LGFSG). The LGFSG has the responsibility of "Coordinating response from local government during an emergency" in accordance with Section 2.2 of Part Two of the State Emergency Management Plan.

5.9. Protection

5.9.1. To maintain effective workers compensation and liability coverage, council when supporting the emergency services and control agencies in incident 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 LGA Mutual Liability Scheme.

5.9.2. To achieve this, council resources will operate in line with the i-Responda operational platform and LGFSG operational arrangements.

6. Availability of the Policy

6.1. This policy is available for inspection at the Council office at 43 Dauncey Street, Kingscote. Copies will be provided to interested parties upon request for payment of a fee in accordance with the Council's Schedule of Fees and Charges. For further information Email kicouncil@kicouncil.sa.gov.au

Any grievances in relation to this Procedure or its application should be forwarded in writing addressed to the Chief Executive Officer, Kangaroo Island Council, PO Box 121, Kingscote SA, 5223

SIGNED:
Daryl Buckingham



Chief Executive Officer

Date: 12 June 2026

History:		
Date Reviewed:	Version:	Reason for Amendment:
8 September 2020	Version 1	Adopted by Council Minute: C488:2020
9 June 2026	Version 2	Periodic Review Minute: OM181:2026

ANNEX 1 – 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 (via State Emergency Management Plan)</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 and</i> <i>The Road Traffic (Road Rules – Ancillary And Miscellaneous Provisions) Regulations 2014</i>	Yes
<i>Environment Protection Act 1993 and</i> <i>the Environment Protection (Waste To Resources) Policy 2010</i>	Yes
<i>Development Act 1993 and</i> <i>Planning, Development and Infrastructure Act 2016</i>	Yes
<i>Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014</i>	Yes
<i>Local Government (Stormwater management) Amendment Act 2007</i>	Yes
<i>Coast Protection Act 1972</i>	
<i>Electricity (Principles of Vegetation Clearance) Regulations 2021</i>	Yes