POLICY 12.02
Public Order & Safety
i-Responda

Version: 2 | **Next Review:** November 2030

DISTRICT COUNCIL of TUMBY BAY

1. INTRODUCTION

The District Council of Tumby Bay (the Council) recognises that emergencies and natural disasters pose significant risks to the safety, wellbeing, and resilience of its community. In South Australia, effective emergency management relies on a coordinated, multi-agency approach in which local government plays a vital supporting role.

This Policy outlines the framework under which the Council may provide resources, including personnel, plant, and equipment, to assist emergency services during response and recovery operations. It aligns with the State Emergency Management Plan (SEMP), the *Local Government Act 1999*, and the i-Responda framework to ensure that any support provided is safe, coordinated, and consistent with legislative obligations.

The Policy reinforces Council's commitment to community safety while ensuring that all activities undertaken in support of emergency operations are properly authorised, risk-assessed, and managed in accordance with Work Health and Safety (WHS) requirements and established risk management practices.

2. POLICY OBJECTIVE

The purpose of this policy is to define how Council will support the emergency services in responding to an emergency. In particular:

- arrangements that will allow the participation of Council's staff and associated use of Council equipment,
- the availability of Council employees who agree to participate,
- the availability of Council owned plant and equipment, and
- the scope of works that might be undertaken.

Council staff means Council employees and this Policy does not include any person who separately undertakes duties as a registered South Australian CFS firefighter/volunteer.

3. NATIONAL STRATEGY FOR DISASTER RESILIENCE

Given the increasing regularity and severity of natural disasters, Australian Governments have recognised that a national, coordinated and cooperative effort is required to enhance Australia's capacity to withstand and recover from emergencies and disasters.

In consideration of this National approach the Council recognises the shared responsibility that it has to help protect and assist its community to respond to and recover from disasters.

4. LEGISLATIVE CONTEXT

The *Local Government Act 1999* identifies that a function of a Council is to provide for the welfare, well-being and interests of individuals and groups within its community (section 7(c) of the Act). Another function of a Council is to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards (section 7(d) of the Act).

Council's link to the State emergency management arrangements is through the State Emergency Management Plan (SEMP). The SEMP is prepared pursuant to section 9 of the *Emergency Management Act 2004,* which lists Councils as *Participating Organisations* to various Functional Services that are established under the SEMP.

Functional Services are groupings of participating agencies coordinated by a lead agency that perform a functional role as part of the State Emergency Management Plan arrangements to support response and recovery operations for an emergency. This policy has been prepared within the context of supporting the emergency services in emergencies.

5. PREPAREDNESS

5.1 Arrangements & Communication

Council will endeavour to meet periodically (at least annually) with the relevant emergency services to confirm critical coordination arrangements. These will include:

- contact protocols,
- details of Council resources that could be made available,
- the arrangements for accessing such resources, and
- the scope of work that could be performed.

5.2 Availability of Council Employees

To support this policy the Council will establish and maintain an 'Employee Emergency Response Support Register'. The Council will ensure that the employees that are listed on the Register are adequately trained:

- to operate the plant and equipment that might be required to support an emergency response, and
- in WHS procedures that are pertinent to staying safe in an emergency.

Council will:

- identify relevant employees who are interested in participating in Council response(s) to emergency support requests under this policy and list such employees on the Employee Emergency Response Support Register,
- not obligate any Council Employee to be listed on the Employee Emergency Response Support Register, nor obligate any Council employee listed on the register to respond to a particular incident,
- ensure all Council Employees who will be required to operate Council vehicles or plant and equipment undertake annually the i-Responda program,
- maintain the integrity of the Employee Emergency Response Support Register; and
- reserve the right, in accordance with the i-Responda framework, not to release Council employees to support an emergency event should extenuating circumstances exist (as deemed by the CEO).

5.3 Availability of Council Plant & Equipment

Likewise, the Council will establish and maintain an 'Emergency Services Plant and Equipment Register' which will identify Council owned plant and equipment that can be

made available to the emergency services for the purpose of being used in an emergency response operation. Attaching to the Register will be the terms and conditions of availability and use of the plant and equipment. Council will:

- provide a list of vehicles, plant and equipment, maintained in operational condition, that may be available for the purpose of utilisation in an emergency,
- liaise with the Control Agency about how the delivery of, or access to, any vehicles, plant and equipment will be achieved,
- have available at all times a list of persons on the Employee Emergency Response Support Register that are competent to operate the various items of plant and equipment, and
- reserve the right not to release Council plant and equipment for emergency response operations should extenuating circumstances exist (as deemed by the CEO).

5.4 Scope of Works

Council will advise the emergency services of the types of work that it is prepared to allow its plant to be used for from time to time. In general terms the scope will reflect that contained in the publication *Supervision of Machinery Used in Bushfire Operations* Government of South Australia, Edition 2, March 2011.

6. RISK MANAGEMENT

6.1 Application of Risk Management

The Council when supporting the emergency services in responses 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 LGS Mutual Liability Scheme.

The Council will act in a manner that ensures the various activities that might be undertaken in an emergency response situation are managed in such a way that the safety and health of its workers and community are paramount.

6.2 i-Responda Framework

The i-Responda framework has been developed in consultation with the LGA and Local Government Risk Services. It addresses issues such as incident management protocols, operational arrangements in emergency response situations and fulfils the legislative requirement of the *Work Health and Safety Act 2012* to ensure as far as is reasonably practicable, the health and safety of the Council worker.

Implementation of the framework will equip Council Chief Executives, managers and staff with information and tools that will enable a confident response to requests for Councils to provide support to emergencies.

Council will:

- implement the i-Responda framework, to ensure that all emergency response activities are undertaken within a consistent and robust risk assessment framework guiding practical decisions and actions pursuant to the Schemes‟ Rules, and

- establish, implement, monitor and review work health and safety policy and procedures consistent with the i-Responda framework.

7. INSURANCE

7.1 Local Government Association Asset Mutual Fund (LGAAMF)

The LGAAMF will continue to provide coverage to Council owned property, plant and machinery (mobile or otherwise) while it is being used in preventing, preparing, or responding to an emergency on the following basis:

- the plant, vehicle, or machinery must be operated by Council staff and in accordance with the i-Responda framework, and
- Council is responsible to ensure all property, vehicles, plant and machinery (mobile or otherwise) provided to support an emergency is fit for purpose and consistent with the emergency response.

7.2 Local Government Association Workers Compensation Scheme (LGAWCS)

Council's membership of the LGAWCS ensures that all staff are covered for workers compensation (as required by the *Return to Work Act 2014*) where the activity being carried out with Council plant and equipment is ordinary Council business, so the activity forms part of the employee's ordinary employment.

Pursuant to workers compensation legislation, the compensability arises from injury sustained in the course of employment. The i-Responda framework establishes that at all times in responding to an emergency incident or disaster, the Council, the CEO and the relevant employee/s will be undertaking ordinary activity in the course of employment controlled and directed by Council, including in an extraordinary event. Council employees will retain workers compensation cover when supporting the emergency services by operating Council plant and equipment in the conduct of Council business.

7.3 Local Government Association Mutual Liability Scheme (LGAMLS)

For the purpose of the i-Responda framework, the Council as a member of the Local Government Association Mutual Liability Scheme is entitled to civil liability cover including proactive risk management support, pursuant to the LGAMLS Rules.

The i-Responda framework establishes that all existing LGA LGRS insurance arrangements will continue (workers compensation, public liability and asset insurance) subject to the normal terms and conditions.

8. POLICY REVIEW

This Policy will be reviewed every four (4) years. The Council has the right to review this policy at any time, if considered desirable.

9. AVAILABILITY OF THIS POLICY

This Policy will be available for inspection at the Council's Office during ordinary business hours and via the Council's website, www.tumbybay.sa.gov.au. Copies will also be provided to the public upon request and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

10. FURTHER INFORMATION

File reference	R26/11744
Responsibility	Chief Executive Officer
Version	2
Effective date	14/07/2026
Last revised date	13/05/2020
Minutes reference	18c/72026
Next review date	November 2030
Applicable Legislation	*Local Government Act 1999* *Emergency Management Act 2004* *Work Health and Safety Act 2012* *Return to Work Act 2014*
Related Policies	State Emergency Management Plan
Related Procedures	Employee Emergency Response Support Register Emergency Services Plant and Equipment Register

AUTHORITY: Adopted by Council: 13/05/2020 {Motion 3c/52020}
Adopted by Council: 14/07/2026 {Motion 18c/72026}

SIGNED: … …….
Responsible Officer

Electronic version in Content Manager is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.