



Dorset Municipal Emergency Management Plan

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Acknowledgement of Country

The Dorset Council proudly acknowledges Tasmanian Aboriginal people and their rich culture and pays respect to elders past and present. We acknowledge Aboriginal people as Tasmania's first peoples and as the traditional custodians of the land and water on which we rely.

We recognise and value the ongoing contribution of Aboriginal people and communities to Tasmanian life and knowledge and embrace the spirit of reconciliation.

Section 1: Overview

1.1 Acronyms and Terms

A range of acronyms and terms are used throughout this plan. Acronyms and terms used are consistent with the Tasmanian Emergency Management Arrangements ([TEMA](#)). The *Emergency Management Act 2006* (the Act) abbreviates some titles (e.g. Municipal Committee instead of Municipal Emergency Management Committee). This practice also applies to this plan. Acronyms and terms are detailed at Appendix 13: Acronyms and terms on page 74.

1.2 Introduction

The Dorset Council (Council) has an integral role in emergency management and provides the focal point for leadership and service delivery to the community. The Council has resources that may be directly used and has access to other resources within the community and to vital information about the community that will be required in the process of preparing for, responding to and recovering from an emergency. A map showing the municipal area is included in this section on page 9.

1.3 Authority

This plan is issued under the authority of the State Controller in accordance with the requirements of Section 34 of the *Emergency Management Act 2006* (the Act) and is maintained by Council. Further details are in Section 4 of this plan.

1.4 Aim

The purpose of this plan is to detail arrangements intended to reduce emergency-related risks to the community and provide a mechanism to mitigate and counter the impact and effects of an emergency that may arise within the Dorset municipal area.

1.5 Objectives

The objectives of this plan are intended to support effective response and recovery, as listed below:

- a Record roles and responsibilities related to identified hazards and emergency management functions;
- b Record current arrangements for prevention and mitigation, preparedness, response and recovery (PPRR) including:
 - i the legislated requirement to maintain this plan;
 - ii protocols for coordinating mutual support with neighbouring councils; and
 - iii the identification of ways to request/access additional support from regional, state and federal levels;
- c Identify opportunities to reduce risks to the community;
- d Increase community awareness and involvement in risk and emergency management;
- e Enhance the integration of Council and community safety and wellbeing programs into Council's operational plans;
- f Provide a framework for ongoing assessment of risks to the community and environment and the pursuit of effective treatment options; and
- g Describe Council's contribution to the management of emergency events within the municipal area and the region.

1.6 Scope and application

The arrangements detailed in this plan are designed to address emergencies that are:

- a Caused by hazards impacting the Dorset Council municipal area; and
- b Able to be managed through the capability of local emergency management structures.

These arrangements are intended to be scalable and flexible so they can be adapted as required across the PPRR spectrum, considering that legislated powers and/or authorised structural arrangements may be established to complement these arrangements in response to a particular event.

The Municipal Coordinator (MC) may activate specific sections of the plan. Activation may also be directed or recommended by the:

- a. Regional Controller (Northern Region);
- b. SES Regional Emergency Management Planner (North) (Regional Planner); or
- c. Chair of Council's MEMC.

Other communication may occur between the MC and responsible officers in other Tasmanian Government agencies as required, but the coordination of formal activation is best achieved by working with the Regional Controller, or SES Regional Planner.

More detailed arrangements for specific hazards or functions are described in Associated Plans and other documents listed at Appendix 1: List of associated documents, on page 48.

1.7 Context and Municipal Information

The arrangements of this plan align to an all-hazard framework and are intended to be scalable and flexible so they can be adapted as and when required.

Tasmanian Aboriginals were the original inhabitants of the Dorset Council area where they lived in harmony with the land. Their rich history reaches back 40,000 years prior to European settlement. Tasmanian Aboriginal people occupied every type of habitat across what the Dorset Municipality is now.

The Dorset Council was created in 1993 from the amalgamation of the former municipalities of Scottsdale and Ringarooma. It is located in Tasmania's north east occupying an area of 3,223 square kilometres. It is bordered by Break O'Day Municipality to the east, south and south-east, George Town Municipality to the west, City of Launceston Municipality to the south-west and the Bass Strait coast to the north. There is a permanent population of approximately 6,617 based on the 2016 census.

Scottsdale is the area's administrative and main service centre, with a population of around 1,905. Bridport, a fishing, retirement and holiday village north of Scottsdale on the coast, has a population of around 1,266 that increases to around 2000-2500 during summer. The many other rural and coastal villages throughout the area all have populations less than 500. The region has been traditionally involved in agriculture, mining, forestry and associated industries, however growth in other sectors such as tourism has occurred in recent years due to attractions such as the Blue Derby Mountain Bike Trails, Bridestowe Lavender Estate and Barnbougle Golf courses.

One of Dorset's outstanding qualities is the spectacular diversity of landforms and ecosystems, including coastal geomorphology with extensive complex dunes, rolling rural landscapes, precipitous mountains and a broad range of vegetation types. The area is well endowed with natural resources, boasting large areas of fertile soils, native and plantation forests, abundant but relatively undeveloped water resources and significant undeveloped coastal resources.

The Council area encompasses a total land area of 3,200 square kilometres.

The Dorset Council (Dorset) and local emergency service agencies are committed toward ensuring community safety through effective emergency management planning.

1.7.1 Transport routes

In terms of transport the following provide the principal gateway to the municipality of Dorset:

- a. Tasman Highway
- b. Golconda Road
- c. Bridport Road

The Dorset Council area is served by Bridport to Flinders Island and Cape Barren Island shipping service.

1.7.2 Climate

The Dorset municipality experiences a mainly temperate, maritime climate and relatively small seasonal variations (Bridport average daily maximum temperature is 22 °C in February, 13.3 °C in July). The inland areas experience a wider temperature variation than coastal locations, including cold overnight temperatures.

- There is a gradient in average annual rainfall across the municipality, with 1000 mm with a larger seasonal cycle in the west (e.g. Lebrina receives 1088 mm, minimum of 36 mm in February and a maximum of 120 mm in July).
- Rainfall in the Dorset municipality can come from the regular westerly frontal rain systems that cross Tasmania, however a large proportion of the rainfall comes from episodic systems from the north and east, including cutoff lows.
- Year-to-year rainfall variability in this area shows a correlation with the El Niño Southern Oscillation in winter and spring (where El Niño winters are generally drier than average, La Niña winters are generally wetter than average), and some correlation with the Indian Ocean Dipole in the same seasons. There is also a correlation with atmospheric blocking in spring, summer and autumn (blocking affects the incidence of easterly systems and cutoff lows).
- Average temperatures have risen in the decades since the 1950s, at a rate similar to the rest of Tasmania (up to 0.15 °C per decade). Daily minimum temperatures have risen slightly more than daily maximum temperatures.

There has been a decline in average rainfall and a lack of very wet years in the Dorset municipality since the mid 1970s, and this decline has been strongest in autumn. This decline was exacerbated by the 'big dry' drought of 1995-2009. The recent two years have seen above average rainfalls, partly due to the contribution from extreme rainfall events

1.7.1 River Systems

The Ringarooma River is primarily the largest river within the municipal area. Several small creeks and streams flow into the Ringarooma River and it is subject to flooding at Branxholm and Derby during high rainfall periods.

1.7.2 Industries

The Dorset municipal area is home to a number of industrial and commercial operations. Its largest industries are agriculture, forestry and fishing. Tourism related activities within the municipality is increasing and is anticipated to be a significant economic driver into the future

1.7.3 History of Emergency Events

The northern part of Tasmania, including the Dorset municipal area is subject to the impact of a variety of emergency events. Since settlement of the Dorset region, emergency events have included earthquakes and tremors, human disease outbreaks, animal disease outbreaks, industrial accidents, tornadoes and severe storms, flooding (in particular the Briseis Dam Disaster that resulted in the deaths of 14 people in 1929), bushfires, mine collapses, landslips.

Hazards and Risks

The Dorset Council regularly reviews and assesses identified hazards and risks. The council maintains an emergency management risk register that details a risk statement, identifies the source of the risk (hazard) against a range of categories. These details are then assessed against a consequence and likelihood score and given a confidence level rating. A range of current and proposed risk treatments are then identified, and a residual risk score applied.

General

The main hazards identified by Dorset Council include flooding, fire, infrastructure failure, public health (pandemic), recreational and transport accidents.

Of these hazards, flooding and bushfire constitutes the key natural hazards for the Dorset LGA.

The Dorset Council periodically reviews and assesses identified hazards and risks. The council maintains an emergency management risk register that details a risk statement, identifies the source

of the risk ((hazard) against a range of categories. These details are then assessed against a consequence and likelihood score and given a confidence level rating. A range of current and proposed risk treatments are then identified, and a residual risk score applied. The current risks within the municipality are detailed on the Dorset Emergency Risk Register, outlined on page 51.

Fire Risk

Fire (bush, urban and industrial) represents a key risk for the Dorset local government area, particularly with respect to the possible impacts to the agricultural community.

Tasmania Fire Service, Tasmania Police and Sustainable Timber Tasmania each have arrangements in place to assist in the prevention of, preparation for, response to and recovery from fire incidents for the area.

The Tasmania Fire Service is the response Management Authority for urban and industrial fire and have a strong volunteer capacity in the Dorset community. The Dorset Council (in conjunction with other agencies such as SES) provide support to TFS in the event of a fire incident.

Parks and Wildlife Service is the response Management Authority for fire incidents occurring in national parks reserves and other crown land. Sustainable Timber Tasmania is the response Management Authority for fires occurring in Permanent Timber Production Zone land

1.7.4 Essential services

Potable water supply is managed by TasWater and available to those areas where the reticulated network is in place.

A system of underground drainage pipes caters for the stormwater drainage of urbanised areas of the municipality.

The electricity generation, transmission and distribution system is owned and operated by Hydro Tasmania and TasNetworks, respectively. Administration centres for these organisations are located within the northern region.

A number of telecommunication companies provide communication services to the municipal area including the national broadband network. The National Broadband Network (NBN) has been substantially rolled out across the municipal area.

Dorset residents have ready access to the Health Services. The Scottsdale Hospital (also referred to as the North Eastern Soldiers Memorial Hospital) provides 18 acute care beds, an Outpatient and Emergency Service, palliative care, low risk midwifery run antenatal and extended midwifery services, physiotherapy, radiology, social worker and visiting services. Other services provided include Community Nursing and Home Help. Telehealth conferencing to specialist health services is available from the hospital to residents.

1.7.5 Emergency services

Dorset is well served by Tasmania's emergency services agencies. Tasmania Police (TASPOL) have stations at Gladstone, Derby, Bridport, Ringarooma and Scottsdale. Tasmania Fire Service (TFS) have stations at Musselroe Bay, Gladstone, Pioneer, Winnaleah, Derby, Branhholm, Ringarooma, Scottsdale and Bridport. These stations are supported by several community volunteers.

Ambulance Tasmania (AT) has a station located at Scottsdale. A paramedic is on duty by day and on-call during the night. The AT paramedic is supported by volunteers.

State Emergency Services (SES) has a regional office located at Youngtown and an operational unit at Scottsdale resourced from community volunteers.

Section 2: Governance and management

This section details how municipal emergency management is governed and managed (*Figure 2*) and who is involved, i.e. three tiers of government, focusing on the main roles at a municipal level.

2.1 Roles of government and emergency management partners

In Australia, the three tiers of government (federal, state and local) work in partnership to achieve safer, more resilient communities through robust emergency management arrangements. The Tasmanian Emergency Management Arrangements ([TEMA](#)) provides a summary of the various emergency management roles and responsibilities across government, complemented by the work of NGOs, industry, professions, communities and individuals.

At a municipal level, local government authorities such as the Dorset Council, play a central role in coordinating and facilitating a range of emergency management activities across all hazards, as well as resourcing specific municipal responsibilities for emergency management.

Council's Municipal Emergency Management Committee (MEMC) plays a pivotal role in meeting these requirements, as detailed in section 2.4.

2.2 Tasmania's legal framework for emergency management

In Tasmania, powers and authorities for emergency management are established in the Act. The Act provides for a flexible and scalable emergency management system, including provision for emergency powers and the appointment of workers to fulfil emergency management functions and roles, including Municipal Coordinators (MC), Deputy Municipal Coordinators (DMC) and Municipal Chairpersons.

Supporting municipal responsibilities are established in the *Local Government Act 1993*, including functions and powers that:

- a. provide for the health, safety and welfare of the community;
- b. represent and promote the interests of the community; and
- c. provide for the peace, order and good government of the municipal area.

The *Public Health Act 1997* also provides for the emergency management of public health risks, including provisions associated with the declaration of a public health emergency under that legislation.

2.2.1 Emergency powers and declarations

Powers related to specific hazards and/or functions are established by specific Tasmanian legislation or national arrangements. In some instances, national legislation can also provide authority.

The Act provides additional powers for Regional Controllers, the State Controller, Minister and Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment.

A summary of the main powers under the Act is provided in Appendix 4 of the [TEMA](#).

MCs may provide advice to the Regional Controller (or through the SES Regional Planner) if they consider that specific powers should be authorised.

If powers are authorised, any specified authorised officer, including MCs, may be required to implement authorised powers. The Regional Controller (supported by the Regional Planner) will assist MCs to perform the functions required of them.

2.3 Emergency management governance

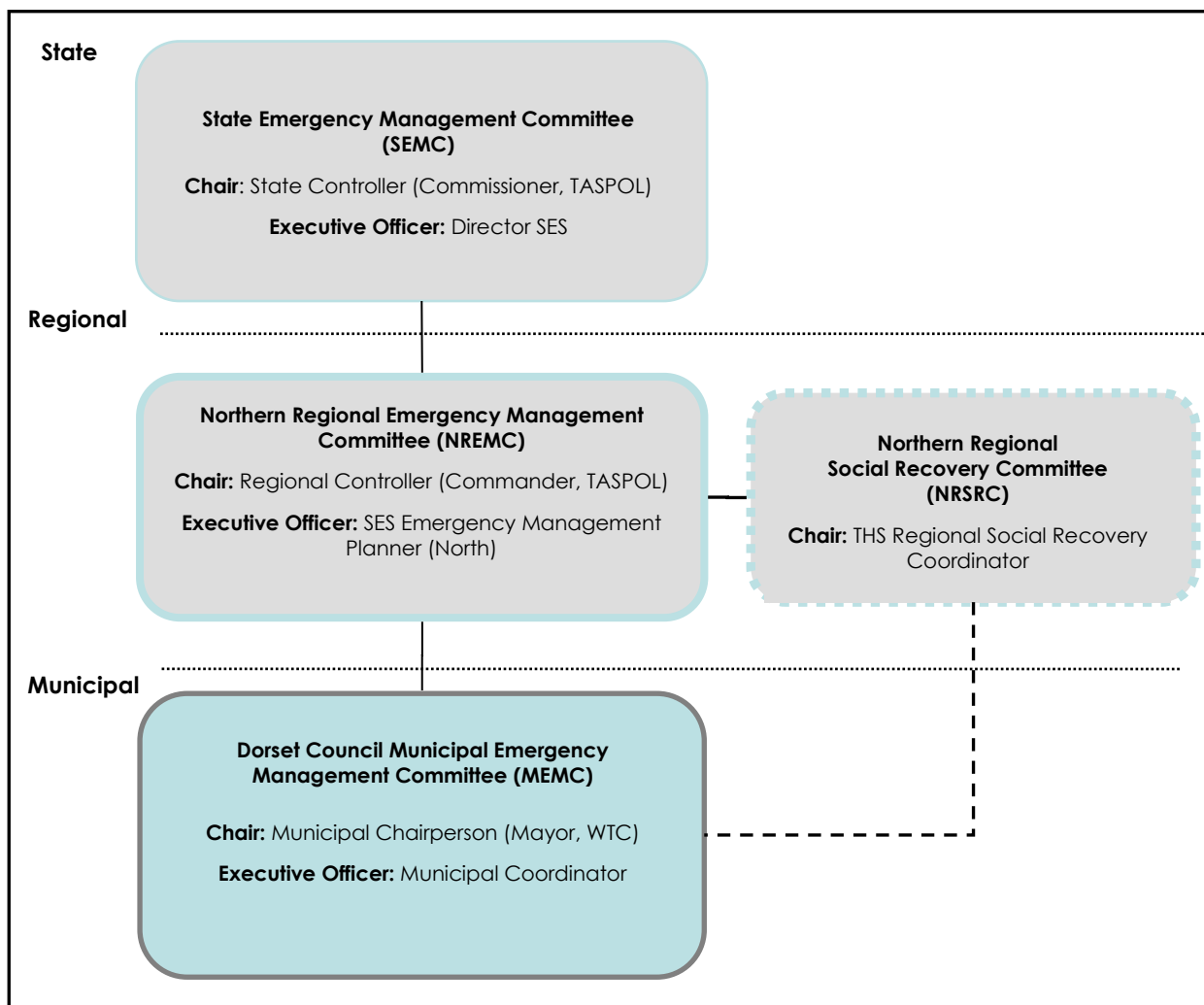


Figure 2: Governance arrangements

LEGEND:

- Direct reporting relationship
- Also works/communicates with

2.4 Municipal Emergency Management Committee (MEMC)

MEMC is chaired by the Mayor, or an elected representative, and supported by the MC. The MEMC maintains Terms of Reference, which are reviewed approximately every two years and noted by the regional controller. The Dorset Council MEMC terms of reference is detailed on page 55.

A number of other Council committees and groups are part of the emergency management consultation framework. While these operate independently, they provide reports and information to MEMC, as agreed, and are invited to participate in the review of this MEMC.

MEMC is not expected to provide operational involvement in an emergency response but has an important role in effective leadership and communications during and after an emergency. It does this by meeting, if possible, during and after the emergency. At that time, the MEMC will provide strategic advice and direction regarding Council's emergency response. As many emergencies occur without warning, there may not be an opportunity for the MEMC to meet prior to or during an emergency.

The MC leads Council's response to an emergency by establishing an Incident Management Team, based on AIMS principles. The MC maintains measures that provides guidance as to when the MEMC may meet prior to or during an emergency and establish the agenda for those meetings.

2.4.1 Dorset MEMC Objectives

The objectives of Council's MEMC are to:

- a maintain the Dorset MEMP to guide the management of risks to the community arising from emergencies by considering all elements of PPRR;
- b recognise the value of relationships and partnerships for emergency management, in particular the importance of:
 - i community contributions in emergency management and promoting community engagement as required;
 - ii maintaining linkages with related bodies, including the Northern Regional Emergency Management Committee (NREMC); and
 - iii identifying roles and responsibilities and integration processes between emergency management and Council management structures.
- c Develop and maintain recovery measures that once implemented will provide adequate to the Dorset community;
- d develop and implement a progressive review system for all emergency management elements, based on continuous improvement principles; and
- e maintain an active and relevant MEMC.

2.5 Northern Regional Emergency Management Committee (NREMC)

NREMC has overarching responsibility for emergency management activities in the Northern Region. All Northern municipalities are represented on NREMC by each council's respective MC.

NREMC is chaired by the Regional Controller. Executive Officer support is provided by the Regional Planner.

2.6 Responsibilities

Table 1 provides a summary of the responsibilities of Response Management Authorities and Council for hazards in Tasmania. This list is not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail is included in the Regional Emergency Management Plan (REMP) and [TEMA](#).

As detailed above (section 2.4), Dorset Council through its' MEMC is not expected to provide operational involvement in an emergency response. As such it is important to note that council is not a first response agency nor is it considered a response management authority under the TEMA.

Dorset Council will, however, support the response management authority or the Northern Regional Emergency Coordination Centre when tasked or requested to do so. All tasks and requests for support will be assessed by Council's MC or delegate to ensure council has the capacity and capability to fulfil the task or activity requested. Assessment of requested field based operational tasks or activities will use a WHS risk-based approach (dynamic or otherwise). In the event that the risk is assessed as high once control measures are in place, Council will advise the requesting party that they are unable to fulfil the task due to high WHS risks to its personnel.

Table 1: Summary of Responsibilities

| Row | Hazard or emergency event | Response Management Authority | Council's support function and activities (as required) |
|-----|---------------------------------|----------------------------------|--|
| 1 | Biosecurity | DPIPWE (Biosecurity Tasmania) | Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery |
| 2 | Coastal inundation – storm tide | DPIPWE | Property identification Road closures Local operations centres Plant and machinery |

| Row | Hazard or emergency event | Response Management Authority | Council's support function and activities (as required) |
|-----|--|---|--|
| 3 | Cybersecurity | DPAC (Digital Strategy and Services) | Community information |
| 4 | Earthquake | DSG | Property identification Road closures Local operations centres Advice on facilities requiring priority restoration |
| 5 | Energy infrastructure (Includes electricity, gas and petroleum) | TasNetworks Enwave (TasGas) Tasmanian Gas Pipeline Pty Ltd Fuel distributors | Property identification Road closures Local operations centres Advice on facilities requiring priority restoration |
| 6 | Energy supply (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures) | DSG (Office of Energy Planning) | Property identification Local operations centres Advice on facilities requiring priority restoration |
| 7 | Fire National parks and other reserves | DPIPWE (PWS) | Community information Plant and machinery |
| 8 | Fire Declared forest land or permanent timber production zone land | Sustainable Timber Tasmania | Community information Plant and machinery Community Centres |
| 9 | Fire Future potential timber production land | DPIPWE (PWS) | Community information Plant and machinery Community Centres |
| 10 | Fire Urban, structural and privately-managed rural land | TFS | Property identification Road closures Plant and machinery Community Centres |
| 11 | Flood - dams Dam safety | TASPOL (assisted by dam owners) | Property identification Road closures Local operations centres Community information Plant and machinery |
| 12 | Flood – flash food (Includes associated debris flow) | SES | Prevention, preparedness and mitigation measures Property identification Road closures Local operations centres Community information Plant and machinery |
| 13 | Flood – rivers | SES | Property identification Road closures Local operations centres Community information Plant and machinery |
| 14 | Food contamination | DoH (PHS) | Premises inspection Infection controls Community Information Property identification |
| 15 | Hazardous materials | TFS | Property identification Road closures |
| 16 | Hazardous materials – radiological (unintentional release) | TFS | Property identification Road closures |
| 17 | Heatwave | DoH | Support health system response |

| Row | Hazard or emergency event | Response Management Authority | Council's support function and activities (as required) |
|-----|---|--|--|
| | | (PHS) | Community information |
| 18 | Infrastructure failure – building collapse | TASPOL | Property identification Road closures Local operations centres Community information Plant and machinery |
| 19 | Infrastructure failure – state roads and bridges | DSG (State Roads) | Local operations centres Community information Plant and machinery Alternative transport routes |
| 20 | Intentional violence (eg. CBRN attacks, terrorist events) | TASPOL | Property identification Road closures Local operations centres Community information Plant and machinery |
| 21 | Landslip | TASPOL | Property identification Road closures Local operations centres Community information Plant and machinery |
| 22 | Marine mammal stranding and entanglements | DPIPWE (PWS) | Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities |
| 23 | Marine pollution | DPIPWE (EPA) | Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities |
| 24 | Pandemic influenza | DoH (PHS) | Premises inspection Infection controls Community information Property identification |
| 25 | Pest infestation | DPIPWE (Biosecurity Tasmania) | Premises inspection Infestation controls Community information Property identification |
| 26 | Public health emergency | DoH)PHS) | Premises inspection Infection controls Community information Property identification |
| 27 | Recovery | (Advisory agency – DPAC) | Refer to Table 4 below |
| 28 | Space debris | TASPOL, DSG Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene) | Property identification Road closures Local operations centres Plant and machinery Community information |
| 29 | Storm – high winds – tempest | SES | Property identification Road closures Local operations centres Plant and machinery |
| 30 | Transport crash – aviation (Less than 1000m from the airport runway) | TASPOL | Property identification Road closures Local operations centres Plant and machinery |
| 31 | Transport crash – aviation | TASPOL | Property identification Road closures |

| Row | Hazard or emergency event | Response Management Authority | Council's support function and activities (as required) |
|-----|---|-------------------------------|---|
| | (More than 1000m from the airport runway) | | Local operations centres Plant and machinery |
| 32 | Transport crash marine (No environmental emergency) | TASPOL | Local operations centres Plant and machinery Road closures Alternative transport routes |
| 33 | Transport crash – railway | TASPOL TFS | Local operations centres Plant and machinery Road closures Alternative transport routes |
| 34 | Transport crash – road vehicles | TASPOL | Plant and machinery Road closures Alternative transport routes |
| 35 | Tsunami | TASPOL | Property identification Road closures Local operations centres Plant and machinery |
| 36 | Water supply contamination (drinking water) | DoH (PHS) | Property identification Road closures Local operations centres Plant and machinery Management of water carriers |
| 37 | Water supply disruption | TasWater | Property identification Road closures Local operations centres Plant and machinery Management of water carriers |

Table 2: Other support services

| Row | Function or activity | Responsible organisation | Typical Council support function/activities |
|-----|---|---|--|
| 1 | Barriers and signage | Council | Provide resource support |
| 2 | Dissemination of public information | Response Management Authority Council | Provide community information on recovery services |
| 3 | Essential services <ul style="list-style-type: none"> Power Telecommunications Water supply Natural gas Stormwater | TasNetworks Telstra TasWater TasGas Council | As requested |
| 4 | Human resources | SES Council | Provide resource support. |
| 5 | Medical treatment and patient transport | AT | Provide resource support |
| 6 | Plant and equipment | Council | Provide support where there are adequate resources available |
| 7 | Recovery services including <ul style="list-style-type: none"> Accommodation Catering Personal support and community assessments | Council Supported by Northern Regional Social Recovery Committee | Coordinate delivery of recovery services via the Northern Regional Social Recovery Committee. Coordinate the delivery of the evacuation facility and required services. |

| Row | Function or activity | Responsible organisation | Typical Council support function/activities |
|-----|--|---|---|
| | <ul style="list-style-type: none"> Financial and appeals Insurance Clothing Children services Registration and inquiry Immunisation Community development Animal welfare | (NRSRC) and other Regional or state-level resources as required | |

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

MEMC oversees a range of prevention and mitigation activities, in collaboration with emergency management partners at municipal, regional and state levels.

Current areas of focus for prevention and mitigation are:

- a. research;
- b. risk management (includes risk assessments and risk reduction activities);
- c. protective security and business continuity;
- d. land use planning; and
- e. climate change adaptation.

3.1.2 Research

Through its membership, MEMC maintains awareness of research for hazards and emergency management relevant to the municipal area. Hazards are described in Section 2 of this plan.

Research findings that are relevant to the MEMC's emergency management partners (including the community) are communicated and shared in a coordinated and appropriate way by MEMC members.

3.1.3 Risk management

The identification and implementation of risk treatments, controls or mitigation strategies occurs after emergency risk assessments. Risk reduction strategies may be categorised in a number of ways and summarised as:

- levels of autonomy (e.g. behavioral, procedural and physical controls);
- nature of control (e.g. process or physical); and
- life-cycle phases (e.g. PPRR, operational phases/elements).

Once risk assessments are validated and accepted, relevant stakeholders manage programs and projects to treat those risks. Management Authorities for prevention and mitigation and/or the relevant SEMC Hazard Advisory Agencies report on the outcomes of relevant programs and projects through the emergency management governance framework.

Appendix 2: Risk assessment report (*detailed on page 50*), summarises current risk assessment findings and identifies the following general responsibilities for treatments:

- a. Council responsibility;
- b. Partnership (combination of local and state government agencies, industry, individuals);
- c. Tasmanian Government agency, industry association, industry sector or individual; and
- d. Whole-of-government responsibility.

3.1.4 Protective security and business continuity

Council's emergency management includes business continuity arrangements for the municipality and the region. Each asset owner and/or service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.

The supply or redundancy of main services is particularly important for local emergency management operations and requires the ongoing review of relationships and arrangements with asset owners or managers for the following areas, including but not limited to:

- a. power supply;

- b. potable water;
- c. transport networks and alternative route planning;
- d. telecommunications; and
- e. public/environmental health standards.

Protective security practices have been further integrated into all safety management systems following increased frequency of events that are politically motivated or caused by intentional violence. As for business continuity arrangements, each organisation maintains their own arrangements to enhance their security. Specific advice related to counter-terrorism practices can be provided by TASPOL Special Response and Counter-Terrorism Command.

3.1.5 Land use planning

Land use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993* and at municipal level these are largely managed by local government.

Land use planning schemes for the Dorset municipal area are continually reviewed and updated to include improved preventative measures to help mitigate the impact of emergencies on communities.

The Dorset Interim Planning Scheme 2013 is the relevant planning scheme at the time of writing. See: <https://www.Dorset.tas.gov.au/Your-Property/Planning/Planning-Scheme>

Relevant aspects that have been considered as part of the planning schemes include:

- a flood risk;
- b landslip hazard;
- c coastal inundation
- d coastal / tidal erosion
- e bushfire hazard; and
- f flood and debris risk management.

3.1.6 Climate change adaptation

Climate change is altering risk and hazard profiles for local governments and communities, with more frequent, more extreme weather events intensifying the risk posed by existing and evolving natural hazards.

Adaptation to climate change requires new or changed roles and resource burden at a local government level across the PRR spectrum.

Council will work to maintain and increase its knowledge and understanding of existing and evolving hazards, and to identify programs, assets and services that have the potential to strengthen resilience across the municipal area.

3.2 Preparedness arrangements

This section describes what is done to be ready to respond to an emergency and manage recovery, before an emergency occurs or is imminent. More detailed information about what preparedness entails is provided in the [TEMA](#).

3.2.1 Overview

Preparedness is managed collaboratively between state and local government organisations and their emergency management partners.

The Act identifies specific responsibilities for preparedness, including the following.

Council is responsible for:

- a. providing resources and facilities for the management of emergencies in the municipal area in accordance with this MEMP (section 47);
- b. providing facilities and resources for the council supported volunteer SES Unit/s, as well as the storage and maintenance of the equipment used by the unit/s and areas for training (arranged in conjunction with the Director SES (section 49);
- c. making recommendations for MC and DMC roles (sections 23-24) and providing a chairperson for MEMC (section 21).
- d. preparing and maintaining a MEMP (section 34); and
- e. establishing an MEMC (section 22);

SES is responsible for:

- a. providing advice and services relating to emergency management in accordance with emergency management plans; and
- b. recruiting, training and supporting SES volunteer members.

SES also supports the Regional Controller in preparing and maintaining the Regional Emergency Management Plan (REMP) and the Northern Regional Emergency Management Committee (NREMC), in which Council participates.

Support Agencies and owners/operators of specific facilities maintain various processes and arrangements, so they are prepared to:

- a. fulfil their roles in emergency management;
- b. achieve 'business as usual' for as long as possible; and
- c. coordinate and/or assist broader recovery efforts after the emergency, if required.

3.2.2 Municipal Emergency Management Plan (MEMP)

Council's MEMC is responsible for the preparation and maintenance of this plan (MEMP). The MEMP is reviewed at least every two years from the date of last approval. SES provides guidance for the format and content of the MEMP and arranges for its approval by the State Controller.

More information is provided in *Section 4* (commencing on page 45) including the MEMP distribution list. The current version of this plan is available from the MC or through authorised access to WebEOC. WebEOC is a web-based emergency operations information platform administered by TASPOL.

Each organisation represented on MEMC (E.G. SES, TasFire) is responsible for maintaining their own plans and procedures and making sure these are aligned with the arrangements set out in this MEMP.

3.2.3 Municipal Emergency Management Committee (MEMC)

The consultation framework outlined in *Section 2* is coordinated by SES and SEMC and maintained with the support of state and local government, NGOs and other organisations.

MEMC has an important role in maintaining relationships so that information is shared and effective arrangements are in place for emergency management. Council's MEMC is chaired by the Mayor or his/her representative and supported by the MC as Executive Officer.

MEMC continuity is supported by *Terms of Reference* (refer to Appendix 3: MEMC Terms of Reference on page 55) and *Committee Maintenance Schedule/Action Plan* (see Appendix 4: MEMC maintenance schedule on page 57).

It is important to note that Council does not operate a separate recovery committee. Recovery activities are incorporated into the business of MEMC. The Dorset Municipal Coordinator participate as a member of the Northern Regional Social Recovery Committee (NRSRC).

3.2.4 Capacity and capability

Tasmanian Government agencies and State-Owned entities maintain their own capacity and capability arrangements. In the municipal context, Council recognises the importance of maintaining and monitoring capacity and capability for emergency management, including:

- a. redundancy for Council emergency management roles;
- b. emergency management education and training for Council workers;
- c. maintaining the Municipal Emergency Coordination Centre (MECC); and
- d. maintaining basic systems so resources can be requested and shared.

3.2.5 Relief arrangements for Council's emergency management roles

Council's primary and relief model for key emergency management roles is shown in Table 5.

Table 3: Council's primary and relief function roles and officers

| Primary role | Relief role |
|--------------------------------------|-------------------------------------|
| MEMC Chairperson (Mayor) | General Manager |
| Municipal Coordinator (MC) | Deputy Municipal Coordinator (DMC), |
| Municipal Recovery Coordinator (MRC) | As identified at the time required |

3.2.6 Education and training

The MC coordinates general induction for workers with emergency management functions, including media/information functions. The Regional Planner and Regional Social Recovery Coordinator may assist as required.

[TasEMT](#) is an SES-provided, web-based resource for workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PPRR spectrum. SES' Emergency Management Unit also conducts relevant regular workshops.

Validation activities are useful training opportunities that are conducted at various times by a wide range of stakeholders. MEMC members attend these and/or arrange for relevant people from their respective organisations to participate.

Council commits financially to the maintenance of a high level of emergency management capability. Major actions are reflected in the Maintenance Schedule (refer to Appendix 4: MEMC maintenance schedule on page 57). Council's commitment extends to conducting regular training and exercise activities to ensure ongoing capability of staff and includes professional development programs for key staff.

3.2.7 Municipal Emergency Coordination Centre (MECC)

In the event an emergency operations/coordination centre is required, Dorset Council has arrangements in place for this to occur. The MECC will be located at the Council offices at Scottsdale.

The Dorset MECC is maintained by the MC as a facility to:

- a. coordinate Council's overall emergency response activities;
- b. coordinate requests from response/recovery organisations for additional resources; and

- c. provide information, for example to the Regional Controller, local community etc.

In an emergency, the MECC is activated by the MC under the following conditions:

- a. at the request of a Response Management Authority;
- b. after consultation with the Mayor or General Manager; and/or
- c. at the direction of the Regional Controller.

The MECC's primary functions are detailed on page 24:

The MC will nominate an Incident Management Team for the MECC if required.

More details, including the location of MECC and other sites, is included at Appendix 6: Dorset Municipal Emergency Coordination Centre on page 59. Other centres are detailed at Appendix 5: Centres for emergency management on page 58.

The MC maintains MECC duty statements and procedures for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). Current versions at the time of this MEMP revision are included at Appendix 7: Duty statements which are detailed on page 60.

Details associated with the activation of the Dorset Emergency Coordination Centre are detailed at Appendix 8: SOPs & policies for warnings, public information, working with the media on page 64.

Council's contact list for emergency management arrangements is maintained by the MC. This information is an important resource for the NREMC and NRSRC. Contacts are updated as required and circulated by the Regional Planner and Regional Social Recovery Coordinator to members and stakeholders after each quarterly meeting of those groups.

Information about other Council arrangements, including relevant service or equipment providers, is recorded and maintained by the MC.

3.2.8 Validation and performance management

Council is responsible for ensuring that testing and validation of the effectiveness of planned processes and procedures are conducted as part of the emergency management planning process. Validation activities include debriefs, exercises, workshops, briefings and meetings. Planned validation activities are outlined in Section 4 on page 46.

Council is responsible for ensuring that regular validations occur and for participating in other organisations' validation activities whenever possible.

Debriefs are conducted after both exercises and operations. Combined debriefs for agreed operations are arranged by MEMC or NREMC. Lessons identified in debriefs are recorded and shared as appropriate through the consultation framework.

The performance of municipal emergency management is progressively reviewed through debriefs and at committee meetings for the area and the region. Where opportunities for improvement are identified, action is taken to address the situation on a risk basis.

3.2.9 Administration systems

Each organisation involved in emergency management is responsible for managing and maintaining its own administration systems so they can be used effectively in emergencies. The key administration systems are information management and cost capture.

3.2.9.1 Information management

WebEOC is available online at all times and used in an emergency to record decisions, tasks, situation reports, plans and documents, and share information. WebEOC contains a library of municipal, regional and state emergency management plans.

Systems for recording and managing information during emergencies include draft templates and proformas for documents including but not limited to:

- a. Situation Reports (SITREPS);

- b. operational logs;
- c. resource allocation / recording expenditure (see section 3.2.9.2 below);
- d. registration of spontaneous volunteers, public offers, impacted people/groups;
- e. impact assessment and consequence management.

3.2.9.2 Cost capture and financial administration

Council maintain systems and processes so that emergency-related expenditure can be authorised, recorded and reimbursement sought (where available). As such, Council is responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if state and Commonwealth government relief arrangements are activated and records show the appropriate details.

As part of council's processes, the MC will arrange for specific cost code account numbers to be allocated prior to an emergency, for distribution to the relevant staff as/when required. All expenditure is to be approved by the MC, GM, Deputy GM or other authorised person before cost commitments are made.

Records related to response are subject to the usual records management provisions and State archiving legislation and are treated accordingly. Logs, reports and briefings from Response and community recovery are collated progressively and stored centrally for future reference.

Dorset Council has established cost capture processed to align with the different type of eligible expenditure as follow:

| | |
|-------------------|--|
| Category A | Funds given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster. |
|-------------------|--|

| | |
|-------------------|--|
| Category B | <p>Expenditure for the restoration of essential public assets and other acts of relief or restoration, including extraordinary costs of response operations during the emergency.</p> <p>Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured when agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities.</p> |
|-------------------|--|

If claims are to be made for relief reimbursement under the Tasmanian Relief and Recovery Arrangements (TRRA), the Municipal Coordinator discusses the matter first with the SES Regional Planner.

If the Premier announces relief, councils collate records accordingly and apply for reimbursement. The SES Regional Planner may provide advice on request from councils.

Further details surrounding cost capture and financial administration within the response phase are detailed in page 22.

3.3 Response arrangements

This section describes what is done when an emergency occurs or is imminent. More detailed information about what response entails is provided in the [TEMA](#).

3.3.1 Overview

Effective response relies on the coordinated activation of pre-agreed roles and responsibilities that are clearly defined, easily understood and well-communicated. High-level responsibilities for hazards or functions are usually prescribed in legislation, but the planning process establishes arrangements that draw on these responsibilities in a practical, flexible and scalable way to reduce the threat to life, property and the environment.

The arrangements described in this section are designed to address situations that occur in the Dorset municipal area, although these can be used to aid response for emergencies affecting other municipal areas, or the region as a whole.

Emergency powers enable authorised action to be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific State legislation and then incorporated in hazard-specific plans. Additional powers are provided in the *Emergency Management Act 2006* and can be applied when the relevant criteria are met. Depending on the scale and extent of the emergency, overall control of response may be assumed by emergency management authorities, such as the Regional Controller or State controller.

3.3.2 Command, control and coordination

All-hazards response arrangements and escalation

When an emergency occurs, initial response actions are usually carried out at the emergency site by those with primary responsibility for protecting the life, property or environment under threat. In the first instance, this is usually the asset owner or manager of the property or premises and/or the people at the emergency site. Command, control and coordination arrangements are described in the [TEMA](#) (Chapter 6 – Response).

Response Management Authorities are supported by Support Agencies and Council may be requested to support the response and make resources available, usually through direct contact with the MC. At this point, consideration is given to the practicalities of opening an MECC to coordinate resources and requests (if not already open). See Appendix 6: Dorset Municipal Emergency Coordination Centre on page 59 for more information about the MECC.

The General Manager is responsible for providing adequate staff and resources to operate the MECC if required. The MC is responsible for managing the MECC and for arranging for it to be opened. More detailed operating procedures are provided at Appendix 8: SOPs & policies for warnings, public information, working with the media on page 64.

Liaison Officers from responding agencies may support fellow workers at the emergency scene and provide advice to other agency representatives at emergency operations or coordination centres (EOCs or ECCs) and/or to the senior managers monitoring the situation.

The Regional Planner is responsible for arranging regional support to Council, should this be required, and usually assists and advises the MC and MECC. The Regional Planner is also responsible for briefing the Regional Controller (and other stakeholders as required).

The Regional Controller can assume overall control of response/recovery operations (refer to section 18 of the Act). Legislated emergency powers do not need to be activated for this to occur.

Emergency powers

Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Section 2 of this plan. The Regional Planner will coordinate activities on behalf of the Regional Controller when emergency powers are authorised.

Municipal Emergency Coordination Centre (MECC)

In addition to the information surrounding Municipal Emergency Coordination Centre on page 20, Council's MECC provides a range of services to the community. The MECC is the centre for decision-making and the determination of strategic direction (in conjunction with emergency services) during and after an emergency.

Additional functions of the MECC include:

- a. maintain information flow to and from WebEOC.
- b. monitor all operational activities;
- c. provide a facility for coordinating Council's response to an emergency situation, including activation, deployment and management of Council and community resources;;
- d. coordinate requests from the Response Management Authority and Support Agencies for additional resourcing across all response levels – municipal, regional and state;
- e. provide for the management of information to be reported to the Regional Controller and SES;
- f. coordinate media management in consultation with the NRECC and DPAC's Public Information Unit;
- g. coordinate and disseminate public information to the local community; and
- h. identify additional emergency requirements (eg. the need to activate local or regional recovery arrangements).

The location of council's **primary MECC** – known as the Dorset Municipal Emergency Coordination Centre is, Council Chambers, 3 Ellenor Street, Scottsdale.

The **secondary MECC** location is, Council Depot, 54 Ringarooma Road, Scottsdale

Council will provide physical resource assistance to lead agencies in managing the response to emergency events.

The MC will lead Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT membership will vary, depending on the nature and size of the event, but typically comprises officers to address:

- coordination of activities (typically the MC or DMC);
- communications;
- administration;
- logistics coordination; and
- recovery.

An incident management structure will be established. The Incident Controller is assigned overall responsibility for managing all activities and to resolve an incident. The Incident Controller also leads the Incident Management Team (IMT).

Incident management structure and IMT is determined by the size and complexity of the emergency and adjusted accordingly. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, the Incident Controller may manage all functions. An IMT is created when functions are delegated to others.

These arrangements are designed to be flexible and scalable and one person may fulfil more than one function. Should the event be larger than Council's capacity to respond, the MC will seek support from the REMC.

3.3.2.1 Municipal Emergency Management Committee (MEMC)

When an emergency occurs, the MC liaises with the MEMC Chairperson and the Regional Planner to confirm whether MEMC should meet.

When an emergency meeting is convened, MEMC is to consider:

- nature of the emergency;
- resources available to deal with the event;
- task prioritization (via the development of an incident action plan if needed);
- communications;
- business continuity;
- community engagement; and
- recovery.

MEMC members are responsible for providing strategic advice within their field of expertise to the Regional Controller and for coordinating and managing resources from their respective organisations to support MECC operations.

3.3.2.2 Emergency Contacts

Council maintains a list of emergency contacts for government departments and statutory authorities that may be required to be called upon in an emergency. Details can be located at Appendix 12: Emergency contacts on page 72.

3.3.3 Resource-sharing and coordination

Council has resource-sharing arrangements with other municipalities and agencies. These arrangements are generally informal and often facilitated through regional emergency management arrangements. As a result, resources can be shared to assist others in emergencies. The MC can coordinate and facilitate requests for shared resources.

3.3.4 Consequence management

A key focus for the Regional Controller is consequence management (including public information strategies), in consultation with NREMC members, Liaison Officers and/or advisors representing other stakeholders and/or the Regional Planner. If further assistance is required, the Regional Controller may make requests for assistance to other regions or to the State Controller.

The Response Management Authority handles offers of assistance from organisations that are not usually part of response arrangements (for example, offers from the community, industry, other regions/jurisdictions and interstate agencies), although these offers can be referred to a supporting agency, depending on the scale and nature of the event.

- Figure 3 summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation.
- Table 4 summarises typical All-Hazard response actions undertaken by Council officers, which are used or adjusted as required.

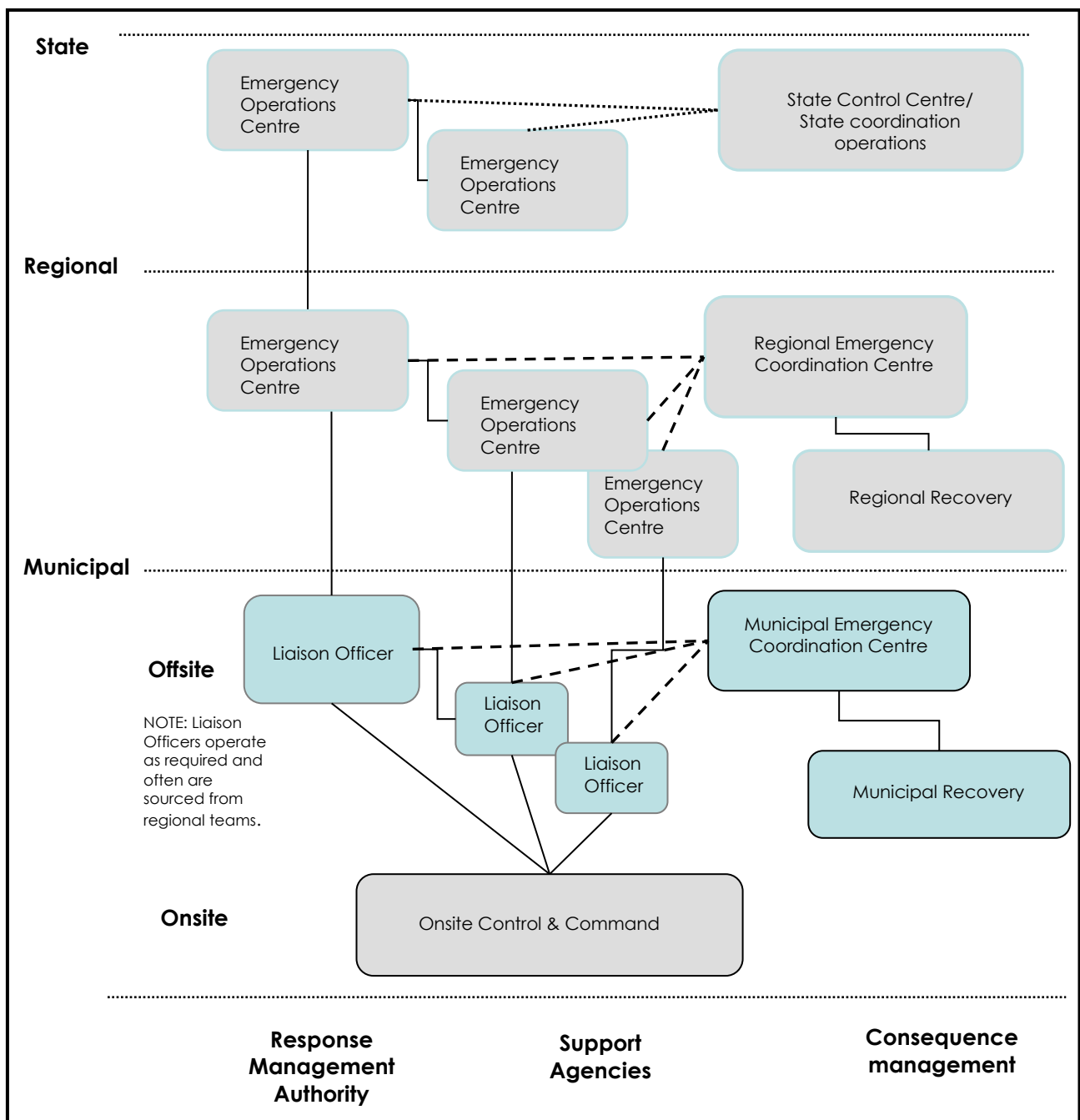


Figure 3: General command, control and coordination arrangements

LEGEND:

- Direct reporting relationship
- - - Also works/communicates with

Table 4: All-Hazards response – typical Council actions**Note:** Please refer to Table 10: Acronyms

| Row | Phase | Responsibilities | Council actions (action taken by) |
|-----|--|--|--|
| 1 | Alert | <ul style="list-style-type: none"> Monitor situation Brief stakeholders | <ul style="list-style-type: none"> Advise council stakeholders (MC) Monitor situation (MC) |
| 2 | Stand-by | <ul style="list-style-type: none"> Prepare to deploy for response Arrange warnings (if relevant) Update stakeholders Nominate media/information officer and advise stakeholders Consider MEMC meeting | <ul style="list-style-type: none"> Update stakeholders (M; GM; WM/IM and RC) and circulate Contact List and Action Duties (MC) Consider MEMC meeting (MC) Locate keys to centres, notify centre managers and arrange staff rosters (RC; DMRC) Nominate IMT and Operations Team members and staff rosters for centres/tasks for next 24 hrs (MC; RC, AO) Locate supplies that are likely to be needed in the first few hours. (AO) Nominate media officer and advise response agencies (MC) |
| 3 | Respond | <ul style="list-style-type: none"> Assess emergency scene Establish command and control arrangements Review whether MEMC should meet Deploy resources and request extra assistance as required Assess impacts and effectiveness of response strategies Consider evacuation Provide further warnings and public information as required Provide information: SitReps and public information Conduct impact assessments and provide updates | <ul style="list-style-type: none"> Establish and communicate coordination location for council resources/requests (MC) Establish IMT (MC) Manage requests for assistance and resources (AO; MC) Provide operational assistance (WM/IM) Open and manage centres as required eg. evacuation centres (RC; DMRC) Provide public with information (MC) Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs (WM/IM) Update stakeholders and RC as required (MC) Coordinate meals, relief and accommodation for workers (AO) |
| 4 | Stand-down (including recovery handover) | <ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response Liaise with Council and RC regarding the status of recovery operations and arrange handover Confirm end/close of response and stand-down Collate logs, costs etc and assess needs for resupply | <ul style="list-style-type: none"> Confirm end/close of Council operations for response (MC) Liaise with recovery workers and assess needs (RC) Reinstate transport routes etc (WM/IM) Consider establishing an Emergency Recovery Group (MC) Close centres as agreed (RC) Collate logs, costs etc and assess needs for resupply (MC, AO) |
| 5 | Debrief | <ul style="list-style-type: none"> Conduct internal debrief/s Participate in multi-agency debriefs as required and report to RC, MEMC and NREMC | <ul style="list-style-type: none"> Conduct council worker debrief (MC) Arrange for MEMC debrief and report to RC, MEMC and NREMC (MC) |

3.3.5 Warnings

BoM warnings are issued for severe weather, flood, fire weather and tsunamis. TFS publishes fire danger rating forecasts issued by BOM daily during the bushfire season. DoH (PHS) issues public health advice and alerts.

Warnings are sent to media outlets (radio and television) for public broadcast and may be preceded or accompanied by the Standard Emergency Warning Signal (**SEWS**), in accordance with Tasmania's guidelines. See [TEMA](#) for more detailed information about SEWS. The RC can request the use of SEWS in an emergency.

Response Management Authorities are responsible for interpreting warnings and communicating potential impacts and consequences to the community.

Council may support communications by relaying warnings in accordance with municipal responsibilities and/or assist other groups if requested by the:

- a. Response Management Authority;
- b. Regional Planner; or
- c. Regional Controller.

Council and relevant Management Authorities will work together to ensure that messages are consistent and coordinated.

Emergency Alert is a fee-for-service national capability that is used to send emergency warnings via message to mobile phones (SMS) and landlines (voice) located within a particular geographic area. Warnings issued through this service are coordinated by the Response Management Authority and TFS. If Council identifies a need to use the system, this may be arranged through the Regional Planner.

Cost recovery for use of the service is coordinated at state level by TFS and the relevant Response Management Authority.

The MC maintains procedures that further detail Council's response to warnings.

3.3.5.1 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:



- a. Flash and mainstream flooding (from rivers) (BoM);
- b. Major rivulet flood warning system (BoM)
- c. Severe weather eg. damaging winds (BoM);
- d. Bushfire (TFS);
- e. Standard Emergency Warning Signal (SEWS) (TASPOL);
- f. Emergency Alert (all hazards) (TFS);
- g. Local ABC Radio (primary Support Agencies or Response Management Authority);
- h. Road closure (TASPOL);
- i. Tsunami (TASPOL);
- j. All hazards Emergency Alert (TFS); and
- k. TasALERT (DPAC).


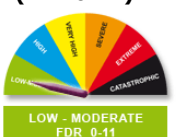


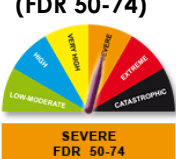

Table 5 summarises current warning arrangements and typical Council actions.

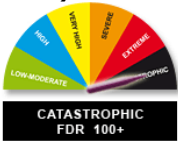
Table 5: Summary of warning systems and arrangements

| Hazard | Warning type/indication | Issuing agency | Method | Action by MC |
|--------------------|---|----------------|---|---|
| Flood | | | | |
| Flood watch | Alert, Watch or Advice of possible flooding, if flood-producing rain is expected in the near future. | BoM | Public: Media Emergency services: SMS, | <ul style="list-style-type: none">• Relay warnings• Ensure availability of outdoor crews |

| Hazard | Warning type/indication | Issuing agency | Method | Action by MC |
|--------------------------------|--|----------------|---|---|
| | General weather forecasts can also refer to flood-producing rain. | | phone calls, emails | <ul style="list-style-type: none"> Update stakeholders |
| Flood warnings | <p>Warnings of Minor, Moderate or Major flooding in areas that BoM has specialised warning systems in place.</p> <p>Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.</p> | BoM | <p>Public: Media</p> <p>Emergency services: SMS, phone calls, emails, fax</p> | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders |
| Minor flood warning | <p>Causes inconvenience.</p> <p>The inundation of low-lying areas next to watercourses that may require the removal of stock and equipment.</p> <p>Minor roads may be closed and low-level bridges submerged.</p> | BoM | <p>Public: Media</p> <p>Emergency services: SMS, phone calls, emails, fax</p> | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders |
| Moderate flood warning | <p>In addition to above, evacuation of some houses may be required.</p> <p>Main traffic routes may be covered.</p> <p>The area of inundation is substantial in rural areas, requiring the removal of stock.</p> | BoM | <p>Public: Media</p> <p>Emergency services: SMS, phone calls, emails, fax</p> | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders |
| Major flood warning | <p>In addition to above, extensive rural areas and/or urban areas are inundated.</p> <p>Properties and towns are likely to be isolated and major traffic routes likely to be closed.</p> <p>Evacuation of people from flood-affected areas may be required.</p> | BoM | <p>Emergency services: SMS, phone calls, emails, fax</p> | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Consider MEMC meeting |
| Severe weather | | | | |
| Severe weather warnings | <p>Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires.</p> <p>Examples: land gales, squalls, flash flooding, dangerous surf or tides.</p> | BoM | <p>Public: Media</p> <p>Emergency services: SMS, phone calls, emails, fax</p> | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders |
| Damaging winds | <p>Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h</p> | BoM | <p>Public: Media</p> <p>Emergency services: SMS, phone calls, emails, fax</p> | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders |
| Dangerous surf | <p>Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.</p> | BoM | <p>Public: Media</p> <p>Emergency services: SMS, phone calls, emails, fax</p> | <ul style="list-style-type: none"> Nil |
| Abnormally high tides | <p>Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities.</p> | BoM | <p>Public: Media</p> <p>Emergency services: SMS, phone calls, emails, fax</p> | <ul style="list-style-type: none"> Relay warnings Update stakeholders Place warnings at low-lying public carparks |

| Hazard | Warning type/indication | Issuing agency | Method | Action by MC |
|---|--|----------------|--|---|
| | Generally, when water level is expected to reach 40cm above normal spring tide level. | | | |
| Very heavy rain that may lead to flash flooding | Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period | BoM | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders |
| Severe thunderstorm warnings | Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> hail greater than 2cm diameter gusts greater than 100 km/h flash flooding tornadoes | BoM | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Notify outdoor crews and check availability Update stakeholders |
| Bushwalkers weather alert | Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather. | BoM | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Nil |
| Heatwave | Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat. | DoH | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Update stakeholders |
| Ice and frost on roads | Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow | BoM | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Nil |
| Fire | | | | |
| Fire weather warning | Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania. | BoM | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Update stakeholders |
| Advice  | Bushfire Advice message to advise that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments. | | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders |
| Watch and Act  | Bushfire Watch and Act message – advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families. | | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Notify RC to have evacuation centres on standby |

| Hazard | Warning type/indication | Issuing agency | Method | Action by MC |
|--|---|----------------|--|---|
| Emergency Warnings  | Bushfire Emergency Warning message indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. The message may be preceded by an emergency warning signal (siren). | | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Establish an IMT Notify RC to have evacuation centres on standby |
| Low-Moderate Fire Danger Rating (FDR 0-11)  | Fires breaking out today can be controlled easily. There is little risk to people and property. | TFS | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Nil |
| High Fire Danger Rating (FDR 12-24)  | Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire. | TFS | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders |
| Very High Fire Danger Rating (FDR 25-49)  | Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire. | TFS | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by |
| Severe Fire Danger Rating (FDR 50-74)  | Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire. | TFS | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on standby |
| Extreme Fire Danger Rating (FDR 75-99)  | Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire. | TFS | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by Consider an MEMC meeting |

| Hazard | Warning type/indication | Issuing agency | Method | Action by MC |
|---|---|----------------|--|---|
| Catastrophic Fire Danger Rating (FDR >100)  | <p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>There is a high likelihood that people in the path of a fire will be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Even the best-prepared homes will not be safe today.</p> | TFS | Public: Media Emergency services: SMS, phone calls, emails, fax | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Prepare evacuation centres Establish an IMT Consider an MEMC meeting |
| Tsunami | | | | |
| No threat | <p>An undersea earthquake has been detected.</p> <p>However it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.</p> | BoM | Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails | <ul style="list-style-type: none"> Nil |
| Marine alert and Land alert | Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore. | BoM | Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails | <ul style="list-style-type: none"> Relay warnings Update stakeholders |
| Marine warning and Land warning | Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents. | BoM | Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails | <ul style="list-style-type: none"> Relay warnings Update stakeholders Establish an IMT Consider a MEMC meeting |

3.3.6 Public information

During an emergency, it is critical that information provided to the community is timely, accurate and informative. In a period of uncertainty, community anxiety and concern can be reduced by providing advice on what has happened, what needs to be done and where people can go for assistance. While the media will provide information on what has happened, their focus will not always provide the level of detail required to meet the needs of an affected community.

Council has a critical role in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging Council's existing community communication protocols and guidelines. Table 6 summarises arrangements for issuing public information about the emergency.

3.3.6.1 TasALERT

TasALERT (www.tasalert.com.au) is Tasmania's official online emergency information source. Outside emergency response periods, the website provides general information on topics such as volunteering, disaster preparedness and resilience-focused campaigns.

In an emergency, the homepage of the website is updated to highlight current incidents. Each incident will have a dedicated page displaying all available information (mapped information, social media, new content etc.) specific to that incident.

The website also aggregates social media feeds from emergency services and Tasmanian Government departments, as well as using spatial (mapped) data to provide appropriate and authoritative emergency information.

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

In an emergency of local, regional and/or state significance, the whole-of-government Public Information Unit (PIU) may be activated to support the preparation and distribution of timely, accurate and consistent information to all stakeholders – from government and community leaders, through to government agencies, members of the public and media outlets. PIU activation is required to support operation of the Tasmanian Emergency Information Service.

PIU activation may be requested due to the:

- scale, impact or longevity of the emergency;
- need for a coordinated, whole-of-government public information response; and/or
- insufficient resources within the Response Management Authority to manage all public information requirements in response to an emergency.

Council or the MC may request PIU support or activation by the Regional Controller through the Regional Planner. PIU may provide Council with assistance for developing a Public Information Document, Mayoral talking points, key messages and development of a single 'source of truth'.

If PIU support or activation is approved, public messaging and information will be developed through collaboration between Council and PIU staff.

3.3.6.3 Tasmanian Emergency Information Service (TEIS)

Tasmania has a state call-centre capability known as the Tasmanian Emergency Information Service (TEIS), managed by the Telecommunications Management Division (TMD) of the Department of Premier and Cabinet. This service provides an initial point of contact for the community to access self-help information following an emergency.

When activated, TEIS provides an initial point of contact for the community to access information about an emergency. TEIS is activated and deactivated by DPAC's Office of Security and Emergency Management, on request from the relevant Response Management Authority or major Support Agency.

The decision to activate includes acceptance of responsibilities that include appointing:

- a Liaison Officer to be located within TEIS for the duration of the activation; and
- a supporting Information Manager.

Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner.

If activation of TEIS is approved, scripts are developed consultatively through the whole-of-government Public Information Unit.

TEIS operates on a fee-for-service basis.

3.3.6.4 Public information readiness

Response Management Authorities are responsible for maintaining draft, customisable scripts about specific hazards for use by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS).

Specific arrangements for community warnings and public information are described in this section and at Appendix 8: SOPs & policies for warnings, public information, working with the media on page 64.

3.3.6.5 Working with the Media

Local and regional media outlets help disseminate public information about emergencies. Agencies involved in managing the emergency aim to provide comments through nominated spokespeople and/or media officers, limited to comments relevant to each agency's specific role in response/recovery activities. Queries outside this scope are referred to the Response Management Authority or the Regional Controller through the Regional Planner.

The **Mayor** has a pivotal role as community leader to coordinate community information and is Council's chief spokesperson. The Mayor (or delegate) will also speak on behalf of the affected community. The Mayor will be supported in this role by an experienced media liaison officer, typically the General Manager and the Media & Communications Officer, who can arrange for the preparation of community and media statements for Mayoral endorsement. If deemed necessary, an experienced media liaison officer will be sourced from another local government area. The MC will provide the Mayor with emergency-related information.

In an emergency, the Mayor's public information role includes to:

- a. receive notification of the emergency from the MC or GM;
- b. notify Councillors;
- c. maintain contact with and support the MC and GM;
- d. direct ongoing information to Council; and
- e. be Council spokesperson for information to the community and media.

Media statements from Council will relate to community impact and action taken by Council. Council will not comment on matters that are the province of emergency services or post-emergency investigations.

A list of media outlets are detailed at Appendix 9: Media Outlets on page 67.

Table 6: Summary of public information arrangements

| Row | Location | Scope of information | Provided by | Developed by | Cleared by | Distribution methods |
|-----|-------------------------------------|--|--|--|---|---|
| 1 | On-site | The emergency and its known impact | Response Management Authority (Support agencies may advise about their own roles) | Response Management Authority | Response Management Authority | Media Agency websites Emergency Alert |
| 2 | EOC/ECC | Actions/responsibilities of the centre | Centre Coordinator | Centre Coordinator | Authorised Emergency Management Coordinator (eg. Municipal or RC) | Media |
| 3 | Other centres eg. evacuation | Actions/responsibilities of the centre | Centre Coordinator | Centre Coordinator | Centre Coordinator | Media TEIS |
| 4 | Municipal area | Impact of the emergency on local community | Mayor | Council executive officer/GM | Council executive officer/ Mayor | Media Council website TEIS CALD |
| | | | Council switchboard | Council executive officer | Council executive officer | Phone enquiries |
| 5 | Within the region | Impact of the emergency on the region | RC | Regional Planner | RC | Media Council website |
| | | | Response Management Authority | Regional Media Officer | Response Management Authority Regional liaison | TEIS CALD |
| | | | Regional SRC | Regional SRC Regional Media Officer | RC through the Regional Planner | |
| 6 | | | State Controller | SES Director | SES Director | Media |

| | | | | | |
|--------------------------|--|-------------------------------|-------------------------|--|--|
| Rest of the State | Impact of the emergency on Tasmania, including relief arrangements | | TASPOL Media Unit | TASPOL Media Unit | Agency or event-specific website TEIS CALD |
| | | | Government Media Office | Government Media Office | |
| | | Response Management Authority | State Media Officer | Response Management Authority State liaison | |
| | | Premier or Minister | Government Media Office | Head of Government Media Office | |

3.3.7 Other elements

In an emergency, Council's usual administrative and financial arrangements may be disrupted and staff impacted. Increased demands on staff to maintain usual services while contributing to Council's role of responding to the incident / emergency imposes conflicting requirements. Councils may wish to seek and obtain additional administrative support from other municipalities.

3.3.8 Evacuation

Evacuation involves the movement of people threatened by a hazard to a safer location and, typically, their eventual, safe and timely return. To be effective, evacuation must be appropriately planned and implemented. Coordination and communication must be maintained across all stages of evacuation.

3.3.8.1 Evacuation Management

While emergency management authorities have legislated power to order emergency evacuation, voluntary evacuation is the preferred strategy. Evacuation requires the participation and cooperation of multiple agencies and/or organisations. When evacuation planning involves significant change to traffic flows, road owners or managers should be involved, e.g. Council, Department of State Growth.

[TEMA](#) and the *Tasmanian Emergency Evacuation Framework* (2018) provide more detailed information about the evacuation process, roles and responsibilities in Tasmania.

Council has primary responsibility for activating and managing an Evacuation Centre within the municipal area, if requested by the Regional Controller, including the registration of evacuees presenting and the management of waste, environmental health and pollution at the site.

Council also has a number of support roles and responsibilities and the MC may be contacted for Council advice and assistance with:

- evacuation risk assessment and decision to evacuate;
- withdrawal coordination;
- traffic management;
- alternative emergency accommodation via NRSRC ;
- animal welfare (pets, companion animals, livestock) if facilities are available; and

If necessary, TASPOL will liaise with Council about concerns for the welfare of individuals or missing person enquiries.

Council maintains a register of appropriate facilities that may be used as evacuation centres and provide services for displaced persons in cooperation with the NRSRC. Facility specifications and capabilities are provided at Appendix 11: Evacuation Centres and Nearby Safer Places (page 70) and Appendix 10 Community Centres (page 69).

3.3.8.2 Evacuation Coordination

Tasmania Police play a lead role in the evacuation process during an emergency. If time permits a Police Evacuation Coordinator may be appointed by a Police Commander to both coordinate the evacuation process with key agencies/organisations involved and to manage the withdrawal stage.

3.3.8.3 Decision to Evacuate

The decision to recommend the evacuation of people in and around at-risk areas, rests with the Response Management Authority's Incident Controller, who consults with TASPOL, Council and others. If a decision to evacuate is made, public warnings will be issued.

3.3.8.4 Evacuation Warning

It is the responsibility of the Incident Controller to issue evacuation warnings to all people, including vulnerable people in the community and special facilities in the affected area. Evacuation warnings should be prepared in consultation with Tasmania Police.

3.3.8.5 Withdrawal

The TasPol Evacuation Coordinator is responsible for managing the withdrawal of persons from an affected area. If required, Council may be called upon to support the withdrawal depending upon the available capacity and capability as well as associated WHS risks.

3.3.8.6 Shelter

If evacuation of an area is indicated, the Regional Controller may contact the MC to ask Council to activate an Evacuation Centre.

Nearby Safer Places are places that provide 'last resort' shelter options and are identified in Community Protection Plans. Nearby Safer Places within Council's municipal area are listed at Appendix 11: Evacuation Centres and Nearby Safer Places on page 70.

3.3.8.7 Return

The Response Management Authority's Incident Controller is responsible for deciding when it is safe for evacuees to return to an area, in consultation with TASPOL and other experts. A TASPOL Evacuation Coordinator may be required to plan and manage the return of evacuees. Longer-term evacuees are managed by recovery agencies.

3.3.9 Registrations

Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:

- a. affected people, such as evacuees and families;
- b. other stakeholder/affected groups, for example businesses;
- c. spontaneous volunteers;
- d. witnesses; and
- e. potential donors/sponsors (equipment, services, supplies).

Registration may be established and coordinated by the Response Management Authority. When Evacuation or Recovery Centres are activated, processes to support registration should be implemented as soon as possible. This may be supplemented or supported by regional arrangements for the ongoing coordination of registrations into the recovery phase. When Council is required to operate an Evacuation or Recovery Centre, registration will be implemented using the registration application that has been developed for councils. Information collected via the application may need to be provided to Red Cross if TASPOL requests the use of Register.Find.Reunite (RFR).

For those residents who wish to register, however do not elect to stay at an evacuation centre, they are to be directed to the Australian Red Cross Register.Find.Reunite (RfR) website or call centre to provide their details if in fact RfR has been activated.

Registrations are shared regularly with relevant stakeholders throughout the emergency response, including with the Regional Planner and NRSRC. Privacy provision will always be considered.

3.3.1 Pandemic health emergencies

The *Tasmanian Public Health Emergencies Management Plan* (TPHEMP) is a State Special Emergency Management Plan (SSEMP) that supports the TEMA in planning for significant public health emergencies.

The *Tasmanian Health Action Plan for Pandemic Influenza* (THAPPI) is an Associate Plan of the TPHEMP that outlines the framework that Tasmania will use to manage the health sector's preparedness and response to an influenza pandemic.

One element of a coordinated response to a large-scale health emergency, such as an influenza pandemic, is the establishment of community-based clinics to perform a number of critical and beneficial functions for the general community. The Tasmanian Health Service (THS) may call upon Council to provide a suitable venue for the establishment of clinic/s and to assist and support with the maintenance and operation of clinic/s during a pandemic emergency.

3.3.2 Impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment and reporting on this assessment to other response and recovery agencies and the relevant municipal and/or regional recovery officers.

Secondary impact assessments may be coordinated through the RECC and Council may be asked to assist with this work by providing data on request.

Impact and damage assessment factors include, but are not limited to:

- a. number of injuries and deaths;
- b. energy supplies (TasNetWorks)
- c. potable water (TasWater)
- d. support housing/accommodation needs (Via NRSRC);
- e. potable water;
- f. transport networks and alternative route planning for local roads; Department of State Growth is responsible for state roads.
- g. stormwater infrastructure
- h. public/environmental health standards.

Where transport corridors provide access for other networks such as power, water and telecommunications, the relevant asset managers/owners will be involved in decision-making, as required.

Supportive GIS capabilities and resources can be used to record the (mapped) outcomes of assessments and support broader consequence management planning

3.3.3 Debriefs

Immediately after an emergency, some issues invariably require investigation and discussion, which may identify learnings and the need for changed or new processes and systems. These matters are best initially considered in an Operational Debrief forum, the main objectives of which are to:

- a. acknowledge the input of all contributing organisations and individuals;
- b. gain constructive feedback from all involved on lessons identified;
- c. identify where gaps exist in training and planning systems;

- d. determine and program the best course of action for improving planning, management systems etc;
- e. foster sound interagency communication; and
- f. identify the need for specific investigation of issues and further debriefing at an individual or organisational level.

Lessons identified are shared with stakeholders including the MEMC, Regional Planner and SRSRC.

MEMC is responsible for reviewing emergencies that are significant to the municipality. Where impacts also extend beyond this area, the review may be conducted by NREMC so lessons can be shared easily with emergency management partners.

3.3.4 Administration: finance and cost capture

Records related to response are subject to the usual records management provisions and archiving legislation and treated accordingly. Logs, reports and briefings from response and recovery are collated progressively and stored centrally for future reference.

Organisations involved in response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if national (Disaster Recovery Funding Arrangements (DRFA)) and state (TRRA) disaster funding arrangements are activated and eligibility criteria are met. Cost capture systems are established to align with the different types of eligible expenditure as follows:

| DRFA category | Type | Claimable expenses |
|---------------|---------------|--|
| Category A | Essential | Emergency food, clothing Repair or replacement of essential items and personal effects Essential emergency repairs to housing (to make residence safe and habitable) Demolition or rebuilding to restore housing Removal of debris from residential properties Extraordinary counter-disaster operations for the benefit of an affected individual Personal and financial counselling Evacuation Centre costs |
| Category B | Essential | Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices) Counter-disaster operations for the protection of the general public |
| Category C | Non-Essential | No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc). A fund may also include community awareness and education campaigns and other resilience building grants. |
| Category D | Non-Essential | A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional. These must be approved by the Prime Minister in writing. |

Council will establish special accounts to record all costs associated with an emergency. All expenditure is to be approved by the MC, GM, or other authorised person before cost commitments are made.

Council has a specific emergency management function within its *Annual Operating Plan*, with account numbers set up to track costs associated with emergency management annual operational expenses.

All expenditure that may be eligible for Government assistance under the TRRA Natural Disaster Local Government Relief Policy must be separately costed for consolidation and audit purposes. Normal maintenance and administration costs are not eligible for assistance. However,

additional costs over and above normal operating budgets may be regarded as eligible expenditure (e.g. plant hire and overtime).

Damage to any asset must be directly attributed to the event and should not include normal maintenance operations, particularly for assets that were in a poorly maintained state at the time of the emergency. For auditing purposes, Council is required to supply records of maintenance on the items and assets in question.

Assistance may be provided to Council to restore an essential public asset to the equivalent of its pre-emergency standard, subject to current planning and developmental controls and building standards. Additional costs incurred by Council beyond that level in restoring or replacing an asset to a higher standard (improvement or betterment) are not eligible for assistance and must be borne by Council.

Where claims are to be made for TRRA relief reimbursement, the MC will discuss the matter first with OSEM (DPAC). Where appropriate, a written application will be developed and submitted to SES Assistant Director Policy and Programs or to the OSEM Director.

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. OSEM will provide information and advice on request.

3.4 Recovery arrangements

This section describes what is done to support short to longer-term recovery across the four main recovery domains.

3.4.1 Overview

Recovery is the process of dealing with the impacts of an emergency and returning social, economic, infrastructure and natural environments to an effective level of functioning.

Recovery is most effective when communities are supported to lead and participate in processes and activities in their local area. Municipal committees, councils, community groups and local leaders all play a significant role in enabling and facilitating local engagement in recovery planning, and in coordinating the implementation of local recovery activities.

The *State Recovery Plan* and *Northern REMP* describe various state-level and regional-level recovery arrangements and should be read in conjunction with this plan.

Responsibilities for recovery rest primarily with Council. These responsibilities can be met in partnership and with the assistance or support of Tasmanian Government agencies and NGOs, coordinated through regional arrangements.

The *Dorset Social Recovery Plan 2018* is the guiding document when an emergency escalates beyond municipal arrangements.

It is critical that activities are planned and coordinated across all recovery domains being:

- a. social;
- b. economic;
- c. infrastructure;
- d. environment; and
- e. cross-domain

Typical recovery considerations include but are not limited to:

- o providing required assistance to the affected community by assessing recovery needs across all domains and prioritising actions required;
- o developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals;
- o enabling community communication and participation in decision-making;
- o requesting that the Northern Region Recovery Coordinator coordinate the provision of required services/support; and
- o wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

Where recovery needs exceed Municipal capabilities, State Government agencies and non-government organisations may provide assistance and support through regions, and/or coordinate longer term recovery in partnership with the State Government. The advice of Municipal Coordinators will be critical to determining the level of recovery needs and state Government involvement. Therefore, communication between the MC, the SES Regional Planner and the Northern Region Social Recovery Coordinator is vitally important prior to and during the recovery phase in order to provide the identified support.

Recovery Management Arrangements are outlined in the TEMA, Chapter 7 - Recovery and the State Special Plan - Recovery

3.4.2 Current arrangements

Figure 4 shows typical All-Hazards recovery arrangements, showing the close relationship between response operation and recovery, spanning short to longer-term activities. Arrangements are applied as required and described in more detail in the following sections.

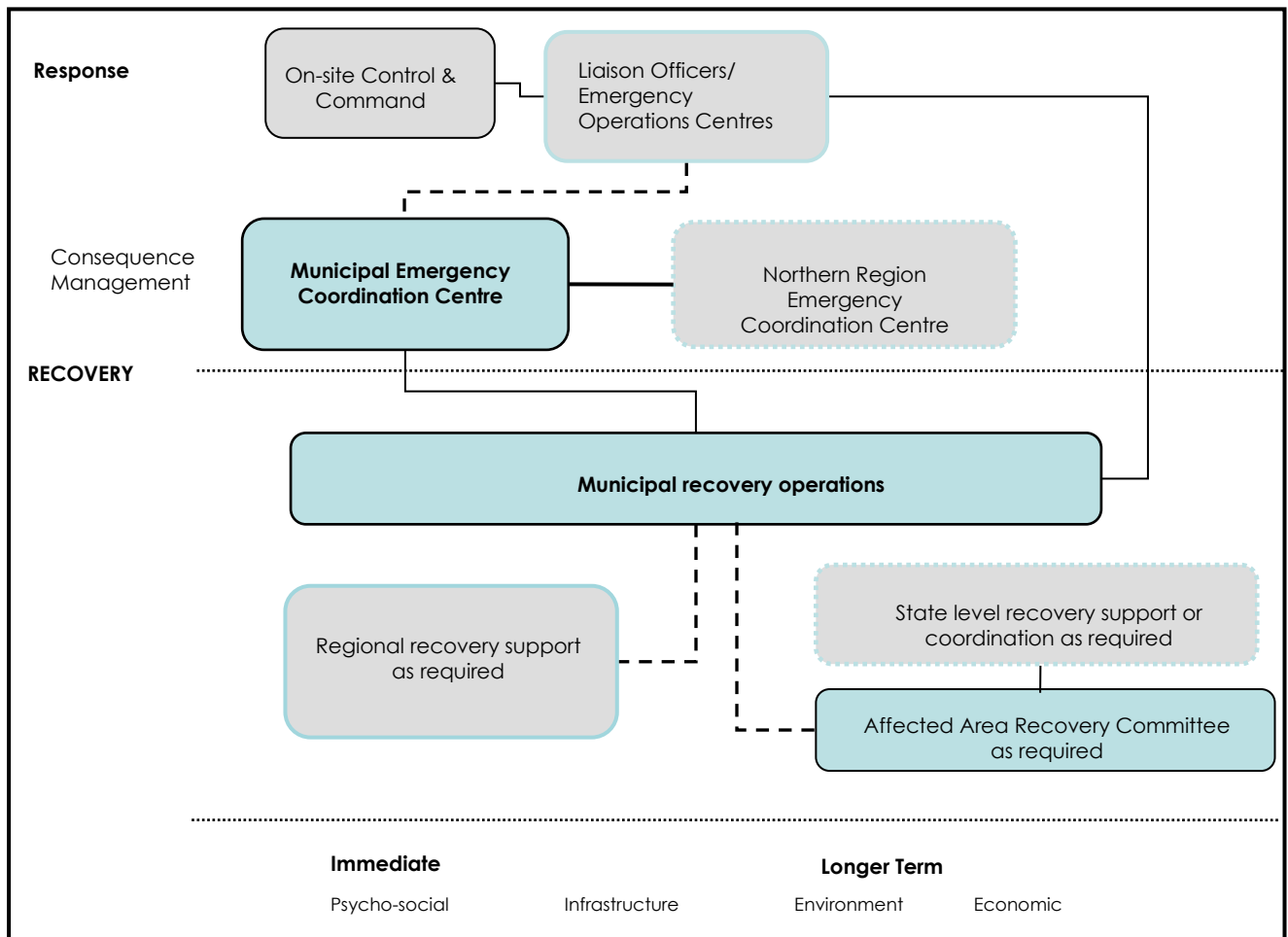


Figure 4: Community recovery management arrangements

LEGEND:

- Direct reporting relationship
- - - Also works/communicates with

3.4.3 Media and public information

In recovery, information may be communicated through a range of channels, including:

- RMA's website and social media;
- Council's website and social media;
- TasALERT website and social media;
- Radio, television and print media; and
- Public meetings, Evacuation and Recovery Centres and outreach visits.

Council has a critical role in providing community leadership and ongoing information updates to reduce community uncertainty. This role should be implemented as soon as possible after an emergency occurs to reduce the potential for inappropriate action or undue concern.

The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community, in accordance with Council's policies. The Mayor will be supported by the General Manager, and the Media and Communications Officer who can prepare community and media statements. The MC will provide the Mayor with recovery-related information.

If the whole-of-government PIU is activated for an emergency, it will have dedicated resources tasked with coordinating recovery information and contributing to the development of documentation to guide transition from response to recovery, including development of a *Recovery Communications Strategy*.

3.4.4 At-risk groups of people

Council-specific roles and responsibilities support a collaborative stakeholder approach for meeting the emergency management and recovery needs of at-risk people.

Council's **Recovery Coordinator** is responsible for undertaking the following activities:

- a. provide Evacuation Centres that are accessible to a broad cross-section of the community;
- b. maintain broad knowledge of relevant service providers within the municipality and across the region; in partnership with NRSRC
- c. promote community resilience as part of normal Council business;
- d. maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, childcare centres) within the municipality;
- e. provide local demographic information and advice to stakeholders as able and required;
- f. provide support to emergency management stakeholders with a statutory responsibility for vulnerable and at-risk people, as able and required in partnership with NRSRC; and
- g. develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable and at-risk people, as able and required.

3.4.5 Short-term recovery

In the immediate aftermath of an emergency, recovery services are delivered or coordinated by Council. After consultation with the Response Management Authority and other emergency management partners about impact assessment, recovery needs and capacity, local arrangements can be activated by the MC, supported by the SES Regional Planner.

Regional recovery coordination is activated by the Regional Controller through the Regional Planner at the request of Council. This may follow advice from the Response Management Authority and/or Regional Controller.

Council is responsible for operating facilities that provide access to recovery services) for the community. The places currently identified as suitable for recovery centres / recovery functions are those detailed at Appendix 10 Community Centres and in more detail in the Dorset Council Social Recovery Plan 2015.

Recovery facilities are activated on the request or advice from the:

- a. MC;
- b. Community Recovery Coordinator;
- c. Regional Planner; or
- d. Regional Controller

Council is initially responsible for coordinating processes to register people attending evacuation and recovery centres. In significant emergencies, registration may be undertaken by NGOs, such as the Australian Red Cross, with oversight from the relevant evacuation centre manager (Council officer).

Council registration processes must follow any procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements, and be compatible with Register.Find.Reunite. Registration data collected by councils will be provided to Tasmanian Government agencies for recovery purposes upon request. Information privacy provisions as they apply to Dorset Council will be applied for all such requests.

Self-help information can be made widely available using the TEIS. The arrangements described on page 33 apply. In the context of municipal recovery, council would develop information for clearance through the channels appropriate for the event, including the Regional Social Recovery Coordinator or specific member of the Regional Community Recovery Committee.

Council is responsible for continuing impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long term recovery process.

Table 7 details a summary of recovery functions. This table is detailed on page 44.

3.4.6 Long-term recovery

As the response phase draws to a close, recovery activities transition from short-term coordination to long-term arrangements designed to meet anticipated recovery needs.

Arrangements for the assessment of recovery needs and long-term recovery structures are documented in the *State Recovery Plan*. The State Recovery Advisor (DPAC) works in consultation with the MC, Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery arrangements.

Where recovery needs can be met within municipal capabilities, medium to long-term recovery is coordinated locally by Council's MEMC (Level 1). Recovery activities in this instance are primarily supported by Council resources, business as usual services and community-based initiatives. The MC may seek support or raise emerging issues through NREMC or the NRSRC.

After significant emergencies and/or where recovery needs exceed municipal capabilities and/or resources, additional state-level recovery support may be activated. Level 2 and Level 3 arrangements are detailed in the *State Recovery Plan*. State-supported recovery (Level 2) involves the Tasmanian Government supporting the coordination of recovery coordination at local or regional levels, usually through an Affected Area Recovery Committee (AARC). State-coordinated recovery (Level 3) involves the Tasmanian Government coordinating recovery through AARC/s, as well as appointing a Recovery Taskforce led by a Recovery Coordinator.

AARCs may be established under section 24E of the Act, in partnership with local government bodies, municipal committees and affected communities. AARCs may be established locally for one municipality or regionally for multiple municipalities.

The purpose of an AARC is to coordinate recovery activities at regional and local levels through information-sharing, collaboration and collective decision-making. An AARC's role includes developing event-specific recovery plans, facilitating community engagement and participation in recovery, and guiding the implementation of local recovery projects and activities.

An AARC is usually chaired by the Mayor, the MC or another regional/local representative. AARCs can include representatives from affected communities, local government, state government agencies and other organisations with a significant recovery role. DPAC may support the administration of an AARC and coordinate multi-agency recovery efforts to support local and council-led activities.

An AARC will typically develop a recovery plan that:

- a. takes account of Council's long-term planning and goals;
- b. includes assessment of recovery needs and determines which functions are required;
- c. develops a timetable for completing major functions;
- d. considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people;
- e. allows full community participation and access;
- f. allows for monitoring of recovery progress;
- g. effectively uses the support of Tasmanian and Australian Government agencies;
- h. provides public access to information on proposed programs and subsequent decisions and actions; and
- i. allows consultation with all relevant community groups.

The AARC is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:

- a. forums and information sessions for the community;
- b. debriefs for recovery workers; and

- c. progress reports for Council, the community, SEMC, NREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/analysis of records (financial and information).

In more localised events, the MC may consider it necessary to establish a Local Community Recovery Committee as soon as practicable. This group will include appropriate affected people, existing community groups and agencies to begin recovery discussions. No matter what the scale or severity of the event, it is important for local communities to have an avenue to discuss and share experiences.

3.4.7 Recovery functions

Council has municipal-level responsibilities across social, economic, infrastructure, environmental and cross-domain recovery functions. Council undertakes the primary role in providing recovery services in the immediate aftermath of an emergency and can be supported by a number of Tasmanian Government agencies and NGOs, depending on the capacity and presence of support services in the area.

Elements

The following table summarises the main points for managing and coordinating recovery in the longer term:

Table 7 Recovery Summary

| Element and Examples | Council Position | Affected Area Recovery Committee |
|---|--|---|
| Social <ul style="list-style-type: none"> Emergency clothing/accommodation Emergency catering Personal support Emergency cash grants/relief | <ul style="list-style-type: none"> Municipal Recovery Coordinator (with community recovery partners, e.g. NGOs and DoH) | <ul style="list-style-type: none"> DoH DPaC Communities Tasmania |
| Economic <ul style="list-style-type: none"> Long-term legal, insurance and financial problems Disbursement of funds from appeals Property restoration (urban/rural) Stock assessment/destruction Emergency feed for animals | <ul style="list-style-type: none"> Manager Corporate Manager Development | <ul style="list-style-type: none"> DPIPWE with DTF |
| Infrastructure <ul style="list-style-type: none"> Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors) Environmental/Public Health | <ul style="list-style-type: none"> Infrastructure / Works Manager Environmental Health Coordinator/Officer | <ul style="list-style-type: none"> DSG DoH Asset owners/managers (e.g. Telstra, TasPorts, Hydro, Aurora, Transend) |
| Environment <ul style="list-style-type: none"> Impact assessments (environmental focus) Environmental rehabilitation Disposal of animal carcasses, plant material or other infected matter | <ul style="list-style-type: none"> Environmental Officer | <ul style="list-style-type: none"> DPIPWE |

Section 4: Plan administration

4.1 Plan contact

This plan is maintained by the Municipal Coordinator, Dorset Council for the Dorset Council Municipal Emergency Management Committee. Feedback regarding this plan should be made in writing to:

Municipal Coordinator, Dorset Council

3 Ellenor Street (PO Box 21)

Scottsdale TAS 7260

Email: dorset@dorset.tas.gov.au

Phone: 03 6352 6500

4.1.1 Review requirements and issue history

Section 34 of the Act requires that this MEMP is reviewed at least once every two years after approval by the State Controller.

Upon review of the MEMP by Council's MEMC at intervals not exceeding two years, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at section 4.3 below.

This issue entirely supersedes the previous issue of this MEMP. Superseded issues are to be destroyed, or clearly marked as superseded, and removed from general circulation.

Table 8: Issue table

| | | |
|-----------|----------------|-------------------------------------|
| Version 1 | November, 1993 | Scottsdale & Ringarooma Amalgamated |
| Version 2 | February, 1996 | Complete revision and re-issue. |
| Version 3 | March, 2001 | Complete revision and re-issue. |
| Version 4 | December, 2004 | Complete revision and re-issue. |
| Version 5 | October, 2008 | Complete revision and re-issue. |
| Version 6 | February 2015 | Complete revision and re-issue. |
| Version 7 | June 2018 | Complete revision and re-issue. |
| Version 8 | November 2020 | Complete revision and re-issue. |

4.2 Consultation for this issue

The review of this issue of this plan was coordinated by the Municipal Coordinator for the Dorset Council Municipal Emergency Management Committee. This issue was updated/rewritten as part of the statutory two-yearly review schedule and the main round of consultation occurred in February 2021. MEMC invited comment from:

Over this period the committee invited comment from:

- a. SES Regional Planner;
- b. SES Regional Manager;
- c. SES Regional Officer;
- d. TFS
- e. Tasmanian Health Service (North Eastern Soldiers Memorial Hospital)
- f. TASPOL

- g. TasNetworks
- h. Dorset Council Municipal Emergency Management Committee members.

4.3 Distribution list

This plan will be available electronically through WebEOC after approval. Electronic copies will be provided as follows:

Table 9: Distribution list

| Organisation | Position |
|------------------------------|---|
| Council | <ul style="list-style-type: none"> • Municipal Emergency Management Committee-all council members • Mayor • General Manager |
| SES | <ul style="list-style-type: none"> • Dorset Unit Manager, SES Unit • Regional Manager, Northern Region • Regional Planner (for Regional Controller) • SES Emergency Management Unit |
| Tasmania Police | <ul style="list-style-type: none"> • Inspector, George Town |
| Tasmania Fire Service | <ul style="list-style-type: none"> • Region Chief and District Officer |
| Ambulance Tasmania | <ul style="list-style-type: none"> • Superintendent, Northern Region |
| St John Ambulance | <ul style="list-style-type: none"> • Chief Executive Officer (for distribution to Volunteer Divisions) |
| Neighbouring Councils | <ul style="list-style-type: none"> • Launceston City Council • George Town Council • City of Launceston • Break O'Day |
| Other Organisations | <ul style="list-style-type: none"> • TasPorts • TasNetworks • Tasmanian Health Service (memorial hospital) |

4.4 Communications plan summary

When endorsed by Council and approved by the State Controller, update of this MEMP will be communicated as follows:

- a. Email copies sent to the positions listed in section 4.2 *and organisation detailed in Table 9*
- b. submitted for noting by the NREMC
- c. published on Council's website and available to the public by request to the MC; and
- d. available to interested parties on request.

4.5 Validation of this plan

Arrangements in this plan will be validated within the two-year review cycle by:

- e. participating, if possible, in other municipal/regional exercises
- f. conducting/participating in relevant debriefs
- g. Reviewing plan contents as a result of emergency exercises undertaken

Section 5: Appendices

Appendices are part of this MEMP and as such are not to be updated or circulated as separate attachments without this MEMP being approved by the State Controller.

Appendix 1: List of associated documents

Appendix 2: Risk assessment report

Appendix 3: MEMC Terms of Reference

Appendix 4: MEMC maintenance schedule

Appendix 5: Centres for emergency management

Appendix 6: Dorset Municipal Emergency Coordination Centre

Appendix 7: Duty statements

Appendix 8: SOPs & policies for warnings, public information, working with the media

Appendix 9: Media Outlets

Appendix 10 Community Centres

Appendix 11: Evacuation Centres and Nearby Safer Places

Appendix 12: Emergency contacts

Appendix 13: Acronyms and Terms

Appendix 1: List of associated documents

The documents listed here are relevant to this MEMP. When the MEMP is reviewed, current versions of these documents will also be checked. Other relevant documents that may also have been developed between issues will be included.

a Legislation

| Legislation | Related hazard or function | Administration |
|---|--|----------------|
| <i>Emergency Management Act 2006</i> | All-Hazard statewide emergency management provisions | SES |
| <i>Land Use Planning and Approvals Act 1993</i> | Planning schemes | DoJ |
| <i>Local Government Act 1993</i> | Council responsibilities | DPAC |

b Plans and arrangements

| Row | Title | Custodian | Version/date | Available from |
|--|--|--|--------------|---|
| Council arrangements and plans | | | | |
| 1 | Council maps for council roads and alternative transport plans | Council | 2010 | Dorset Infrastructure / Engineering section |
| 2 | Fire Management Plans for Dorset | Council | | Forestry Manager |
| Regional arrangements and plans | | | | |
| 3 | Regional Emergency Management Plan | SES | Issue 10 | 2019 |
| State arrangements and plans | | | | |
| 4 | Tasmanian Emergency Management Arrangements (TEMA) | SES | Issue 1 | 2019 (December) |
| 5 | Tasmanian Emergency Evacuation Framework | SES | Issue 1 | 2018 (July) |
| State Special Emergency Management Plans (SSEMP) | | Available WebEOC File Library (DPFEM – SES) | | |
| 6 | SSEMP – COVID 19 | DoH | Issue 1 | 2020 (March) |
| 7 | SSEMP – Dam safety | DPIPWE | Issue 3 | 2019 (July) |
| 8 | SSEMP – Hazardous materials | TFS | Issue 8 | 2017 (April) |
| 9 | SSEMP – Impact and damage assessment | DPAC | Issue 3 | 2019 (January) |
| 10 | SSEMP – Interoperability arrangements | DPAC | Issue 3 | 2018 (September) |
| 11 | SSEMP – Pandemic influenza | DoH | Issue 4 | 2019 (July) |
| 12 | SSEMP – Port safety (nuclear warships) | SES | Issue 4 | 2016 (June) |
| 13 | SSEMP – Fire protection | TFS | Issue 2.3 | 2018 (June) |
| 14 | SSEMP – Recovery | DPAC | Issue 3 | 2018 (January) |
| 15 | SSEMP – Structural collapse | TFS | Issue 2 | 2020 |
| 16 | SSEMP – Energy supply | DSG | Issue 2 | 2015 (January) |
| 17 | SSEMP – Biosecurity | DPIPWE | Issue 1 | 2010 (December) |
| 18 | SSEMP – Counter-terrorism | TASPOL | | 2017 (May) |
| 19 | SSEMP – Flood | SES | Issue 2 | 2019 (July) |
| 20 | SSEMP – Mass casualties | DoH | Issue 3 | 2017 (November) |
| 21 | SSEMP – Public health | DoH | Issue 2 | 2014 (December) |
| 22 | SSEMP – Search and rescue | DPFEM | Issue 4 | 2018 (February) |
| 23 | SSEMP – Transport crash | TASPOL | Issue 3 | 2018 (July) |
| 24 | SSEMP – Tsunami | SES | Issue 1 | 2015 (September) |
| Other | | | | |
| 25 | Protocol for Use of Emergency Alert | TFS | | |
| 26 | TasPorts Emergency Management Plan | TasPorts | | |

| Row | Title | Custodian | Version/date | Available from |
|-----|---|-----------------------|--------------|------------------------|
| 27 | TFS Community Protection Plans | TFS | | |
| 28 | Tasmania Marine Oil and Chemical Spill Contingency Plan | DPIPWE – EPA Division | – 2019 | DPIPWE – EPA Divisions |

b Standards, Reports, Resources

| Title | Published by: | Date |
|-----------------------|---------------|------|
| 'Choosing Your Words' | AGD | 2008 |

Appendix 2: Risk assessment report

a Tasmanian Government responsibilities – emergency risk management

Tasmania's commitment to emergency risk management is demonstrated through development of *Tasmanian Emergency Risk Assessment Guidelines* and associated risk assessment workshops.

b Local government responsibilities – emergency risk management

Tasmania's local government authorities supported the development of TERAG and committed resources toward the achievement of its aim. The benefits to Council in participating in this process include:

- a. demonstrates sound commitment to managing emergency risks within the community and a primary interest in community safety;
- b. potentially reduces levels of risk within the community;
- c. ensures the identification of risks that are the focus of emergency management planning;
- d. ensures a focus on preventing emergencies rather than to reacting to them;
- e. enables improved community understandings of emergency management and the risk management process;
- f. improves governmental understanding of risks from a community perspective;
- g. provides an opportunity to reduce the cost to communities from emergency impacts;
- h. enables use of a best practice standard in risk management;
- i. ensures and maximises access to national DRFA funding; and
- j. complements Council's existing practices and commitment to risk management.

The responsibilities of Council and the MEMC in relation to emergency risk management are summarised in Table 1 and detailed in TEMA.

c TERAG data and recommended treatment strategies for implementation

The following risk register includes a description of risks identified and treatment strategies required. Sources of risk were reviewed and additional risks added and assessed with review of this MEMP.

Council is responsible for managing the incorporation of treatment strategies that are either the responsibility of Council, or of both Council and other levels of government or agencies, into appropriate Operational Plans and/or Partnership Agreements as required.

Specifically, each register includes:

1. Unique identifier number;
2. Risk statement;
3. Treatment strategies / option(s)
4. Officer responsible for treatment;
5. Implementation timeframe.

Note that the timeframe descriptor 'ongoing' is used where there is a need to monitor the adequacy of existing management arrangements to mitigate the risk.

The timeframe for undertaking treatment options is also defined in the following:

- **Immediate action:** must be completed as soon as practical within current budget cycle (12 months);
- **Short-term action:** must be completed as soon as practical within the next budget cycle (12-24 months);
- **Long-term action:** must be completed within five years;
- **Ongoing:** continuously monitor; or
- as described in the table.

4.6 Dorset Council Emergency Risk Register

| # | RISK STATEMENT | PREFERRED TREATMENT | RESPONSIBLE AGENCY | CURRENT CONTROLS | STATUS |
|----------------|--|---|--|--|---------|
| DM 1.01 | There is a risk that a failure of a dam may cause damage to property and subsequent financial loss. | Conduct detailed research into the structural integrity of any dam, failure control mechanisms and the need for evacuation plans etc. | DPIPWE | Water Management (Safety of Dams) Regulations stipulate engineering and safety inspections. | Ongoing |
| DM 1.02 | There is a risk that a failure of a dam may cause the loss of human life. | Conduct detailed research into the structural integrity of any dam, failure control mechanisms and the need for evacuation plans etc. | DPIPWE | Water Management (Safety of Dams) Regulations stipulate engineering and safety inspections. | Ongoing |
| DM 2.01 | There is a risk that the loss of power to industrial users in the municipality for more than 12 hours may cause production stoppages with consequent financial and economic loss. | Review roles and responsibilities in regard to power distribution network through municipality, including contingency plans for failure to key facilities | TasNetworks | The power distribution network for North East Tasmania is maintained to provide a more reliable supply | Ongoing |
| DM 2.02 | There is a risk that the loss of power to industrial users in the municipality for more than 12 hours may cause a disruption in the provision of products and services. | Review roles and responsibilities in regard to power distribution network through municipality, including contingency plans for failure to key facilities | TasNetworks | The power distribution network for North East Tasmania is currently being upgraded to provide a more reliable supply | Ongoing |
| DM 2.03 | There is a risk that the loss of power to domestic users within the municipality for more than 24 hours may cause public health issues, e.g. sewage treatment, water supply, hospitals, dependent home-based patients. | Review roles and responsibilities in regard to power distribution network through municipality, including contingency plans for failure to key facilities | TasNetworks Dorset Council Taswater NESM Hospital | The TasNetworks data base details the type and location of essential service infrastructure. This information provides TasNetworks with a priority rating for service restoration. Taswater has access to or operates backup generators and pumps. The NESM Hospital has backup generators on site. | Ongoing |
| DM 3.01 | There is a risk that a road transport accident involving a container carrying hazardous product on any road may cause damage to property and subsequent financial loss. | Investigate existing road classifications and where necessary, implement changes to maximise safety on key road transport routes. | DSG Dorset Council | The North East Tasmania Access Study (NETAS) undertaken by Dept State Growth identifies strategic transport routes and infrastructure requirements to ensure an infrastructure upgrade program to enhance transport safety into the North East. | Ongoing |

| | | | | | |
|----------------|--|---|---|---|---------|
| DM 3.02 | There is a risk that a road transport accident involving a container carrying hazardous product on any road may cause the loss of human life. | Investigate existing road classifications and where necessary, implement changes to maximise safety on key road transport routes. | DSG Dorset Council | The North East Tasmania Access Study (NETAS) undertaken by Dept State Growth identifies strategic transport routes and infrastructure requirements to ensure an infrastructure upgrade program to enhance transport safety into the North East. | Ongoing |
| DM 3.03 | There is a risk that a road transport accident involving a container carrying hazardous product on any road may cause environmental damage. | Investigate existing road classifications and where necessary, implement changes to maximise safety on key road transport routes. | DSG Dorset Council | The North East Tasmania Access Study (NETAS) undertaken by State Growth identifies strategic transport routes and infrastructure requirements to ensure an infrastructure upgrade program to enhance transport safety into the North East. | Ongoing |
| DM 4.01 | There is a risk that a flash flood of any of the major river basins may cause loss of life or significant loss or damage to infrastructure and property. | Consider evacuation plans for all low lying areas that could be effected. | SES Dorset Council | Evacuation plans for major towns. Plans for flood risk study at Derby and Branxholm. | Ongoing |
| DM 5.01 | There is a risk that a wild fire incident may cause significant damage to infrastructure or loss of life. | Use mitigating procedures to prevent major damage or loss of property or life in townships. Ensure town planning controls are in place for building in bushfire prone areas. | TFS Parks and Wildlife Service Sustainable Timber Tasmania Dorset Council State Fire Management Council | Maintain and update Bushfire Mitigation Plans. Strategic Fuel Reduction activities and maintenance of Fire Trails. Dorset Council Planning Scheme. | Ongoing |

| | | | | | |
|-----------------|---|--|--|--|---------|
| DM 6.01 | There is a risk that townships could be isolated due to single road access to the town being blocked by fire, flood, storm surge or landslip. | Use mitigation strategies to reduce the likelihood of closures to roads at Bridport, Tomahawk, and Musselroe Bay due to fire, flood, storm surge or landslip. Investigate alternate routes for access to townships. | Dorset Council Tasmania Fire Service SES | Maintain and update Bushfire Mitigation Plans Strategic Fuel Reduction activities and maintenance of Fire Trails. Construction of Bridport Western Access Road | Ongoing |
| DM 7.01 | There is a risk that storm surge in Bass Strait may cause flooding of townships, damage to property and subsequent financial loss. | Consider evacuation plans for low lying coastal areas. | Dorset Council SES | Emergency response from SES | Ongoing |
| DM 7.02 | There is a risk that storm surge in Bass Strait may cause flooding of townships, damage to property and subsequent financial loss. | Identify areas for rapid evacuation. | Dorset Council SES | Emergency Response from SES | Ongoing |
| DM 8.01 | There is a risk that a major outbreak of animal disease could cause severe financial loss | Work with DPIPWE and Veterinarians to detect outbreaks quickly. | Dorset Council DPIPWE | Animal disease response from Dept. Primary Industry. | Ongoing |
| DM 9.01 | There is a risk that severe storms (high wind events) may cause significant damage and financial loss. | Identify areas of severe exposure and educate residents to prepare for storm events. | Dorset Council SES | Emergency Response from SES | Ongoing |
| DM 9.02 | There is a risk that severe storms (high wind events) may cause significant loss of life. | Work with BoM to issue adequate early warning of storm events. | Dorset Council SES | Emergency Response from SES | Ongoing |
| DM 10.01 | There is a risk that a major pandemic outbreak will cause financial loss. | Consider implementing a pandemic plan. Consider community education program. Consider implementing the DoH pandemic plan. | Dorset Council DoH SES | Pandemic response from DoH and Council. | Ongoing |

| | | | | | |
|-----------------|---|--|---------------------------------------|--|---------|
| DM 10.01 | There is a risk that a major pandemic outbreak will cause loss of life. | Consider implementing a pandemic plan. Consider community education program. Consider implementing the DoH pandemic plan. | Dorset Council DoH SES | Pandemic response from DoH and Council. | Ongoing |
| DM 11.01 | There is a risk that the contamination of water supply to townships may cause loss of life or financial loss. | Develop a security system for all water storage facilities. Maintain water quality monitoring/treatment programs | Taswater Dorset Council | Taswater guidelines for safe drinking water. | Ongoing |
| DM 12.01 | There is a risk to the community from acts of terrorism. | Support National and State counter terrorism awareness. | Tasmania Police Dorset Council | Emergency response from Tasmania Police. Community awareness programs and hotlines for the reporting of suspicious behaviour. | Ongoing |
| DM 13.01 | There is a risk of community disruption as a result of fuel shortage. | Support Tasmanian Petroleum Products Emergency Plan. | Dorset Council | - | Ongoing |
| DM 14.01 | There is a risk that an earthquake will result in damage to public and private property and infrastructure. | Consider evacuation plans for areas prone to earthquakes. | Dorset Council SES | Ensure earthquake provisions of building code and design standards are implemented. | Ongoing |

Appendix 3: MEMC Terms of Reference

Dorset Council - Municipal Emergency Management Committee Terms of Reference

| | |
|--|---|
| Committee: | Dorset Municipal Emergency Management Committee (MEMC) |
| Date and Status of these Terms: | April 2018 |
| Enquiries | Municipal Coordinator Dorset Council 3 Ellenor Street, Scottsdale |
| Review Notes | These Terms of Reference are due for review in 2 years in line with the review of the Municipal Emergency Management Plan |
| General Standards & Practices | The Tasmanian Emergency Management Plan describes the framework for this committee. The committee meets usually once per year. Meetings are convened at Dorset Council Chambers (3 Ellenor St, Scottsdale). Its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au) |

- 1. Authority & Background:** The MEMC is a committee that forms a vital part of Tasmania's emergency management framework. It exists under the authority of the *Emergency Management Act 2006*)
- 2. Purpose:**
- 2.1 Functions**

Key functions of the MEMC include:

 - To promote, facilitate and advocate for continuous improvement in Emergency Management within the municipality including emergency planning, preparedness, response and recovery.
 - Institute and coordinate emergency management in the Dorset Municipal area.
 - Providing a forum for liaison between organisations with EM responsibilities in the municipality.
 - Report to the Regional Controller on any municipal matters that relate to the function of the Regional Committee.
 - Work with stakeholders to facilitate the assessment of major risks within the Dorset Municipality.
 - Work with DMEMC stakeholders to develop and implement risk treatment strategies for the Dorset municipality.
 - Identify actions to reduce the incident and impacts of emergencies

- Review the management of emergencies that have occurred in the municipality, and identify and/or support opportunities for improvement.
- It is acknowledged that during any emergency event that not all members of the Committee would be required to be activated. The MEM Coordinator determines which members of the Committee will be required for activation particular to each specific event.

3. Reports to:

Dorset Council; Northern Regional Controller

4. Membership

Current member organisations are listed below. These organisations are confirmed as part of the review of the Terms of Reference.

- Tasmania Police
- State Emergency Service
- Tasmania Fire Service
- Ambulance Tasmania
- Dorset Council
- North East Soldiers Memorial Hospital
- DoH – Public Health
- TasNetworks

Member organisations are required to nominate a primary representative and consider a proxy nomination.

4.1 Chairperson:

A Councillor nominated as the Council representative to the Committee.

4.2 Executive Officer:

Municipal Emergency Management Coordinator

4.3 Members:

As per attachment

4.4 Proxies

Member organisations are responsible for nominating proxy representatives. A list of these representatives is not held by the Committee as it is subject to regular change.

5. Presiding at Meetings

- The chairperson of the Municipal Emergency Management Committee is to preside at all meetings of the committee at which he or she is present
- If the Municipal Chairperson is not present at a meeting, the Municipal Emergency Management Co-ordinator will be the chair.

6. Quorum at meetings

- A quorum of the Committee must not be less than 3 members consisting of the chairperson, the executive officer of the Committee and one other member
- A meeting of a Committee at which a quorum is present is competent to transact any business of the Committee

7. Secretariat

- The Executive Officer is responsible for the preparation of Agendas and recording of Minutes. Minutes of meetings will be distributed by the Executive Officer to Committee members.

Appendix 4: MEMC maintenance schedule

| Action | Responsibility | Frequency | Scheduled for conduct |
|--|-----------------------|-----------------|--------------------------|
| Conduct meeting of the Dorset MEMC | Municipal Coordinator | Annually | Prior to bushfire season |
| Coordinate emergency management training for selected worker member/s on rotating basis | Municipal Coordinator | Annually | Ongoing throughout year |
| Plan, conduct and review an EM related exercise | Municipal Coordinator | Every two years | August |
| Review MEM Plan and all appendices (including risk assessments and treatment strategies). Lodge plan with NREMC XO | Dorset MEMC | Every two years | September |
| Review and update contact lists | Municipal Coordinator | Bi-annually | March/Sept |
| Attend REMC Meetings | Municipal Coordinator | Quarterly | As advised |
| Attend NRSRC Meetings | Recovery Coordinator | Quarterly | As advised |
| Review Risk Treatment options | Municipal Coordinator | Annually | March |

Appendix 5: Centres for emergency management

a Emergency Operations Centres (EOC)

The following information summarises the main details for agency specific facilities that can be used as emergency operations centres.

| Organisation | Municipal | Contact | Regional |
|----------------|---|-----------------------|---|
| | Location | | Location |
| Council | Scottsdale Recreation Ground, Scottsdale | Municipal Coordinator | |
| TASPOL | Scottsdale Police Station | | Major Incident Room Police HQ Cimitero St, Launceston |
| TFS | Scottsdale Fire Station William St Scottsdale | FireComm | Northern Region Headquarters 339 Hobart Road, Youngtown, Launceston |
| SES | SES Dorset Unit Little William St | | Northern Region Headquarters 339 Hobart Road, Youngtown, Launceston |

b Emergency Coordination Centres (ECC)

The following summarises details for facilities that can be used as emergency coordination centres:

| | Municipal | Contact | Regional | |
|------------------|--|-----------------------|-------------------------------|------------------|
| | Location | | Location | Contact |
| Primary | Council Chambers, 3 Ellenor Street, Scottsdale | Municipal Coordinator | Refer to SES Regional Manager | SES Duty Officer |
| Secondary | Council Depot, 54 Ringarooma Road, Scottsdale | Municipal Coordinator | Refer to SES Regional Manager | N/A |

Appendix 6: Dorset Municipal Emergency Coordination Centre

General

Operational control of any emergency remains the province of the response agency. Each response agency will usually manage the command and control aspects of the emergency through an Emergency Operations Centre (EOC). In doing so, the person in charge of the response agency may continue to control the emergency from that lead agencies normal EOC or may request support from the Dorset Emergency Coordination Centre (Dorset MECC) and request the co-ordination of supporting tasks through this facility.

Location and Activation

The Dorset MECC can be activated at the Council offices throughout the municipal area, if considered more suitable. Centres can be activated by:

- a) Municipal Coordinator, Dorset; or
- b) Deputy Municipal Coordinator (in the absence of the Municipal Coordinator).

Staffing Levels

When activated, the Dorset MECC should be staffed to undertake the following tasks:

- a) Communications - radios and telephones.
- b) Information recording - includes resource requests, map marking and situation reports.

The Director of Infrastructure is responsible for the provision of staff and resources to operate the centre on a continuous basis for the duration of any emergency.

The Municipal Co-ordinator shall be responsible for the management of the Dorset MECC.

Administration and Finance

General

Responsibility for administration and accounting for expenses incurred in an emergency in the municipal area rests with the Corporate Services Manager. Expenditure necessarily incurred in combating an emergency in the municipal area will be recovered utilising the user pays principle.

Emergency Administration

The Director of Corporate Services is to co-ordinate all administrative support and documentation for all declared disasters and emergencies in the municipal area.

Separate files pertaining to the situation will be maintained and presented for inspection by State or Federal Government authorities if required.

Provision of Resources

At the request of a response agency, resources of Dorset and other resources made available will be used under the control of the Municipal Coordinator.

Authority to Incur Expenditure

The Director of Infrastructure will maintain an emergency order book to hire, purchase or obtain such items not readily available to assist the emergency management organisations to effectively carry out their duties during times of declared emergency or disaster. In the absence of the Director of Infrastructure another authorised employee can be nominated by the General Manager to operate the emergency order book.

Unauthorised committal of resources or requests for outside assistance will necessitate recovery of those expenses incurred from the individual concerned.

Dorset may pursue the recovery of all operational support expenses from the appropriate statutory authority or through assessing Tasmania Natural Disaster Relief and Recovery Arrangements (TNDARRA) through the Department of Treasury and Finance

Appendix 7: Duty statements

The following Duty Statements are designed to provide an abbreviated prompt to key emergency management personnel on the actions they need to consider when an emergency event occurs. They can be extracted from the Plan and kept in a readily available location.

These arrangements are designed to be flexible and scale able and one person may fulfil more than one function dependent upon the size of the emergency. Should the event be larger than Dorset Council's capacity to respond, the MC will seek support from the REMC.

Duty Statement: Municipal Emergency Management Committee (MEMC)

Committee's duties

When it meets prior to or during an emergency, MEMC is to provide strategic advice on the management of emergencies where Council resources are required to support response and recovery. The committee shall also consider the following:

- Nature of the emergency;
- Resources available to deal with the event;
- Task prioritisation;
- Communications;
- Business continuity;
- Community engagement; and
- Recovery.

Chairman's duties

The chairperson of the MEMC is a Councillor of Dorset Council and is responsible for the following:

1. Chair Council's MEMC.
2. Manage and focus the discussion of emergency management issues at MEMC meetings as conducted
3. Liaise with the Municipal Coordinator in relation to emergency management matters which may impact the municipality;
4. Oversee the development and review of this plan, and
5. Promote pro-active emergency management in the community via the MEMC committee
6. Endorse for Council approval Emergency Management plans as appropriate, the MEM Plan and any subordinate plans i.e. Recovery Plan
7. Receive notification of emergency from Municipal Coordinator
8. Maintain contact with and support Municipal Coordinator during an emergency event

Municipal Coordinator's Duties

1. Undertake the role of MEMC Executive Officer and carry out the administrative functions of that role.

Committee Members' Duties

1. Provide advice within their field of expertise.
2. Coordinate and manage resources from their respective organisation in support of the MEMC.

Duty Statements: Emergency roles

Position: Mayor

Responsible to: Dorset Council

Duties:

- Promote the importance of emergency management within council and across the community (including prevention, preparedness, response and recovery) and support special initiatives
- Provide a link to State and Federal Ministers as required by the Municipal Emergency Management Committee when normal communication channels break down
- Receive notification of emergency from Municipal Coordinator/General Manager
- Notify Councillors, if warranted
- Maintain contact with and support Municipal Coordinator
- Manage ongoing information to the Council
- Council spokesperson for information to the community and media
- Provide reassurance to members of the community who have been affected by an emergency event

Councillors

Responsible to: Mayor

During or upon the cessation of an emergency, Councillors are responsible for the following key tasks:

- a assist the Mayor as requested
- b assist the Municipal Committee as requested.

General Manager

Responsible to: Mayor and Council

In relation to emergency management, the General Manager of Dorset Council is responsible for the following:

- a Notify the Mayor and Councillors on emergency management related issues, if warranted
- b Assist the Mayor with community and media information
- c Manage ongoing information to the community and media
- d Providing Dorset resource support as requested by the Municipal Coordinator prior to, during or upon cessation of an emergency and during the recovery phase
- e Providing council support as requested by the MEMC
- f Liaising with SES Regional Planning and Manager in nominating Municipal Coordinator for Dorset and in discussion of special projects

Municipal Coordinator

Responsible to: General Manager

The Municipal Coordinator is responsible for the following tasks:

- a Responsible for the overall management of council response to an emergency
- b Coordinate resources and activities in the coordination centre
- c Liaise with Emergency Services, particularly the SES Duty Officer/Regional Manager
- d Liaise with Regional Controller (declared emergencies or significant events)
- e Notify the GM, Mayor, Chair of Municipal Committee of an emergency or potential emergency
- f Co-ordinate the meeting schedule for the MEMC, act as Executive Officer for the committee and carry out the administrative functions of that role
- g Brief Dorset on all matters pertaining to emergency management and represent any requirements to the appropriate officers
- h Represent Dorset at the meetings of the NREMC
- i Initiate the activation of this emergency management plan and or relevant sub plans as required
- j Liaise with external agencies in all phases of emergency management
- k Authorise required expenditure in combating an emergency event, and advise council as soon as possible after such expenditure
- l Promote emergency management training and education within the local government area
- m Provide comment on emergency management arrangements in Tasmania as required by reviews of legislation and subsequent state and regional plans
- n Initiate ongoing risk assessments for the Dorset Municipality including subsequent reviews of this plan as required by the Emergency Management Act 2006
- o Maintain a current Emergency Management Plan through regular review
- p Oversee the activities of the Deputy Municipal Coordinator.

Deputy Municipal Coordinator

Responsible to: Municipal Coordinator

The Deputy Municipal Coordinator for Dorset Council is responsible for:

- a Assisting the Municipal Coordinator as requested or needed
- b carrying out tasks as requested by the Municipal Coordinator
- c proposing and/or supporting emergency management initiatives
- d performing the functions of the Municipal Coordinator in his/her absence.

Dorset Council Social Recovery Coordinator

Responsible to: Municipal Coordinator

The Community Recovery Coordinator for Dorset Council is responsible for:

- a Receive notification of emergency from Municipal Coordinator
- b Identify and establish Evacuation Centre, Fire Evacuation Centre or Recovery Centre as directed

- c Notify appropriate recovery organisations
- d Notify Regional Social Recovery Coordinator (DoH)
- e Maintain contact with and support Municipal Coordinator
- f Manage assessment of community needs with support from DoH
- g Maintain ongoing liaison with DoH during the provision of services to the community
- h To be a member of the Dorset Council Emergency Management Committee
- i Represent Dorset Council at meetings of the Northern Regional Social Recovery Committee
- j Providing social recovery advice to the Dorset Council Emergency Management Committee and Council

Appendix 8: SOPs & policies for warnings, public information, working with the media

When first advised of an emergency or potential emergency, the following roles and responsibilities will be followed:

Municipal Coordinator (MC)

When first alerted about an emergency or potential emergency the MC must:

- a Assess the necessity to establish the MECC and/or EOC;
- b Contact the EOC Manager to alert/activate response teams/supervisors and other potentially affected operational areas as deemed appropriate;
- c Notify Council's GM;
- d Notify the Media Liaison/Executive Officer; and
- e Contact those staff that may have a direct role in the emergency.

If the first alert is received outside usual working hours, the MC must re-assess and determine the appropriate people to contact including any Dorset on-call personnel. Such contact will depend on the type and extent of the incident.

Liaison with Emergency Services

In the event of an emergency within the municipal area that threatens life and/or property, the MC will liaise with all emergency services through NREMC via the Regional Planner or the Regional Controller.

The NREMC Executive Officer (Regional Planner) will arrange for briefings from the Response Management Authority. These briefings will identify the role of Council and the physical and human resources that may be required to assist.

Bushfire

The MC will be advised of severe fire weather days and this will provide the trigger to alert Council staff to be vigilant in identifying fire outbreaks, and monitoring the current situation through the TFS website (www.fire.tas.gov.au).

Should any Council employee become aware of a fire that may have the potential to threaten any residential area of Dorset Council municipality, it will be reported immediately to TFS (phone 000) in the first instance, and then the MC.

The MC shall contact the General Manager or other nominated officer to be responsible for the coordination of information and response.

Council's employees are not required to provide frontline firefighting capability, however, support to the TFS will be provided in mop-up operations when the major fire risk has abated and when request to provide such support.

Floods

SES has responsibility for receiving flood alerts and warnings from BoM and for conveying that advice to local government authorities that may be affected by potential floods.

Council is responsible for supporting the community during a flood emergency.

The MC will be provided with advice on the potential for flood events, the possible extent of flood inundation, and the resources available from SES to assist with flood mitigation actions.

If evacuation is required, the decision to evacuate will be made by the Regional Controller in consultation with SES and the MC.

Depending upon the severity of the rainfall event and potential for flooding, the MC may request the General Manager to move all available crews to flood response operations and, if necessary activate the MECC.

Storms

SES has responsibility for receiving storm warnings from BoM and conveying that advice to local government authorities that may be affected by severe weather storms.

The MC will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Dorset Council municipal area.

SES will provide the initial response to any report of structural damage. In severe events, Council may be requested to support SES in responding to calls for assistance from the community. This request will be received through the MC.

Depending upon the severity of the storm and associated damage, the MC may request the General Manager to move all available crew to flood response operations and, if necessary, activate the MECC.

Operations Areas

In order to provide accurate and timely coordination of resources in an emergency, the existing management structure will be used as far as practical. Outdoor crews across the municipality will work together under the coordination of the MECC Manager, who would take advice from the MC for managing the allocation of resources. Supervisors and team leaders will be assigned specific responsibilities as they are defined.

Communications

Dorset Council

Dorset operates a VHF radio network, current details can be found via the Australian Communications and Media Authority's Register of Radiocommunications Licences.

Communications Functions

The statutory authorities have their own radio systems. All apart from Tasmania Police have access to each others frequency

Hydro Tasmania, TasNetworks have their own Digital Radio System.

A number of businesses, farmers and private citizens have UHF CB radio bases and mobile radios and telephones. All radios are fitted with channels reserved for emergency calls only.

During any emergency or disaster, the various emergency services are expected to utilise their own communications systems.

In the event of a statutory agency losing access to its base station, a mobile base station may be available from the Northern Region Headquarters of the SES.

The SES and TFS maintain a number of mobile and handheld VHF radios that could be made available to support statutory services or Dorset during an emergency

Public Information and working with the media

During any emergency the provision of information to the public is critical. As such emergency information is vital for relaying important emergency event information to the community.

Media Access

During an emergency, accredited media representatives should only be granted access to any site at the discretion of the lead agency and the respective site controller.

Media Releases

Release of media information relating to the emergency event is the sole prerogative of the response management agency. In the event Council needs to reinforce any messaging released from the RMA, the messaging will be shared to residents via council's appropriate media channels, including social media.

Media Centre

Should an emergency attract unusual levels of media presence, Dorset in conjunction with the lead agency, should designate a site as a media centre from which all media representatives should operate, to avoid unnecessary invasion of space required for managing the emergency.

Media Announcements

Public announcements during an emergency are to be made by the person appointed from the response management authority. The Mayor or his/her delegate will be the spokesperson for Dorset in the event support is required to reinforce announcements.

Public announcements can be made through the media agencies detailed in the following pages.

Emergency Service Announcements

Emergency service announcements will be released to the media on the authority of the response agency or the RC or his/her nominated representative. They are not to be released at council level.

Directions and Public Information

Directions for co-ordination and control of members of the public, volunteers and volunteer groups will be issued from the Dorset MECC.

Information bulletins, situation reports and information regarding facilities, emergency assistance and emergency management arrangements will be provided through the Dorset MECC from an officer authorised by the Dorset MEMC. All such information will be retained and wherever possible the WebEOC application is to be utilised to retain the information.

Appendix 9: Media Outlets

RADIO STATIONS

Radio LAFM / 7SD, 109 York Street, Launceston

Mon – Fri 9.00am til 4.00pm

Administration 6331 4844

Direct line to Newsroom: 6332 0813

After Hours News Editor: Richard Clarke 0412 915 666

Fax (8.30am til 5.30 pm) 6331 2547 or 6334 3795

(Marked to LAFM Newsroom, and telephone 6334 1524 to advise fax being sent)

AH contact, Richard Clarke, or, 0412 915 666

Colin Taylor 0400 455 599

Tote Sport Radio 1008 AM, 75 Invermay Rd, Launceston

News is networked from 7TAB in Hobart.

Phone calls should go direct to Hobart 6278 2730 or 6278 2777

Newsroom is manned:

Monday to Friday - 6.00 a.m. to 12.00 p.m.

FAX : 6228 3108

(Marked to Newsroom, and telephone 6278 2730 to advise fax being sent.)

Radio 7NT - ABC, 45 Anne Street, East Launceston

Administration 6323 1030

Direct line to newsroom: 6332 4240

Newsroom is manned:

Monday to Friday - 6.00 a.m. to 11.00 p.m.

Sunday - 2.30 p.m. to 11.00 p.m.

Weekends : ABC Hobart 6235 3377

FAX: 6332 4210

(Launceston Office)

City Park Radio / 7LTN-FM, PO Box 1501, Launceston

Hours of operation -

Monday to Friday - 6.00 a.m. to 9.00 a.m.

5.00 p.m. to 11.00 p.m.

Weekends 6.00 a.m. to 12.00 p.m.

Administration 6334 3344

FAX 6334 6818

Radio 7WAY-FM, 93 Reatta Road, Trevallyn

Hours of operation

7 days/week 6.00 a.m. to midnight

Phone 6334 0100

FAX (emergencies only) 6334 9413

TELEVISION

Channel 9 - Southern Cross Network

Direct line to newsroom: 6344 0260 / 6344 0264

FAX: 6344 5681

(Marked to SCN TV Newsroom, and phone 6344 0260 to advise fax being sent.)

Office switchboard : 6344 0202

ABC TV

As for Radio 7NT

WIN TV (Launceston) Channel 6

Office & Switchboard 6341 5971

FAX: 6341 5998

Northern News Pager: 016 181 999

Channel 10 (Digital only, based in Melbourne)

Phone (03) 9275 1010

Fax (03) 9275 1011

NEWSPAPERS

Examiner, 113 Cimitiere Street, Launceston

Phone numbers:

Switchboard 6336 7111

Fax: 6331 4858

E-mail: feedback@examiner.com.au
mail@examiner.com.au

Fax

Appendix 10 Community Centres

This list summarises locations that may be useful for managing emergencies.

| | Centre/Location Title & Contact | Facilities | Location | Usage Frequency | Could be used for: | Comments |
|---|--|--|-----------------------------------|----------------------------|--------------------------------------|-----------------|
| 1 | Council Office | Male/female/disabled toilets Kitchen area Meeting rooms Offices Phone lines Internet outlets | 3 Ellenor Street Scottsdale | Daily | Office space, Meeting rooms | |
| 2 | Scottsdale Council Depot | Male/female toilets Kitchen area Meeting rooms Offices Phone lines Internet outlets | | Daily | Office Space, Meeting rooms | |

Appendix 11: Evacuation Centres and Nearby Safer Places

This list immediately below summarises a range of locations that may be used as evacuation centres.

| Centre, location title and contact | Facilities | Location | Usage frequency | Could be used for | Comments |
|--|--|--------------------------------|---|--|---|
| Dorset Council Office | Meeting space Toilets Tables and chairs Kitchen Phone lines Computer network Internet capability | 3 Ellenor Street Scottsdale | The facility is used on a daily basis for Council administrative operations | Initial evacuation centre Information | Designated as Emergency Coordination Centre |
| Scottsdale Recreation Ground, Scottsdale | Gym Hall Function Area Toilets Kitchen | George Street Scottsdale | The facility is used regularly for community/council functions and events | Evacuation centre, short terms shelter | Designated as an evacuation centre |
| Bridport Hall, Bridport | Gym Hall Function Area Toilets Kitchen | Main Street, Bridport | The facility is used regularly for community/council functions and events | Evacuation centre, short terms shelter | |
| Legerwood Hall, Legerwood | Hall Toilets Kitchen | Main Street Legerwood | The facility is used regularly for community/council functions and events | Evacuation Centre | |
| Gladstone Hall, Gladstone | Hall Toilets Kitchen | 1 Carr Street Gladstone | The facility is used regularly for community/council functions and events | Evacuation Centre | |

Nearby Safer Places are places of last resort where people can shelter during bushfires. Sheltering at a Nearby Safer Place is not without risk during an emergency.

Tasmania Fire Service identifies Nearby Safer Places and lists these in *Community Bushfire Protection Plans*. Dorset Council Nearby Safer Places are identified below:

| Row | Nearby Safer Place | Location | Community Bushfire Protection Plan | Fire Danger Rating/Index | Comments |
|-----|--|---|------------------------------------|--------------------------|------------------|
| 1 | Bridport Football Club Recreation Ground | Bridport 532668E, 5460629N | | Catastrophic 100+ | Large open space |
| | Bridport Village Green | Bridport 533160E, 5461058N | | Catastrophic 100+ | Large open space |
| | | http://www.fire.tas.gov.au/userfiles/protectionplans/north/Protection_Bridport.pdf | | | |
| | Centenary Park/Braxholm Park | Braxholm 561767E, 5442164N | | Catastrophic 100+ | Large open space |
| | | http://www.fire.tas.gov.au/userfiles/protectionplans/north/P_Braxholm.pdf | | | |
| | Crank It Cafe | Derby 567324E, 5444603N | | Catastrophic 100+ | Large open space |
| | Free CampGround Southern end | Derby 567528E, 5444342N | | Catastrophic 100+ | Large open space |
| | | http://www.fire.tas.gov.au/userfiles/protectionplans/north/201805_N_Protection_Derby.pdf | | | |
| | Gladstone Fire Station | Gladstone 584845E, 5465597N | | Catastrophic 100+ | Large open space |

http://www.fire.tas.gov.au/userfiles/tym/file/NEW_CPP_PAGES/201212_N_Protection_Gladstone%20Area.pdf

| | | | |
|-------------------------|------------------------------------|-------------------|------------------|
| Musselroe Bay Boat Ramp | Musselroe Bay 599018E, 5479482N | Catastrophic 100+ | Large open space |
|-------------------------|------------------------------------|-------------------|------------------|

http://www.fire.tas.gov.au/userfiles/tym/file/NEW_CPP_PAGES/201310_N_Protection_MusselroeBay.pdf

| | | | |
|----------------------------|-------------------------------|---------------|------------------|
| Tomahawk Recreation Ground | Tomahawk 564416E, 5475285N | Extreme 75-99 | Large open space |
|----------------------------|-------------------------------|---------------|------------------|

| | | | |
|--------------------|-------------------------------|-------------------|------------------|
| Tomahawk Boat Ramp | Tomahawk 565367E, 5474844N | Catastrophic 100+ | Large open space |
|--------------------|-------------------------------|-------------------|------------------|

http://www.fire.tas.gov.au/userfiles/tym/file/NEW_CPP_PAGES/201302_N_Protection_Tomahawk.pdf

Appendix 12: Emergency contacts

Emergency telephone numbers for government departments and statutory authorities for the Dorset Municipal Area are:

| | | |
|---|--|--|
| Tasmania Police | Emergency / Life threatening | 000 |
| | Non Emergency / Life threatening | 131 444 |
| Tasmania Fire Service | | 000 |
| Ambulance Tasmania | Ambulance Calls - Urgent | 000 |
| | Non Urgent Calls - (Operational) | 1800 008 008 |
| SES | Northern Region Headquarters Regional Emergency Management Planner | 6336 3790 (all hours) 6777 3951 (all hours) |
| Tas Ports | Port Emergency Services | 6380 3075 (24 hrs) |
| Marine and Safety Tasmania | | 0418 145 439 |
| Education Department (DoE) | Bridport Primary School | 6356 1226 |
| | Scottsdale Primary School | 6352 0200 |
| | Scottsdale High School | 6352 6333 |
| | Ringarooma Primary School | 6353 2271 |
| Health Department (DoH) | Launceston General Hospital | 6777 6777 |
| | North Eastern Soldiers Memorial Hospital | 6778 8522 |
| TasNetworks | | 1800 638 449 132 004 (Faults) 0408 353 970 |
| State Library of Tasmania | Main Street, Bridport | 6778 8581 |
| | 51 King Street Scottsdale | 6778 8586 |
| | 14 Main Street, Ringarooma | 6353 2155 |
| Rivers & Water Supply Commission | | 1300 368 550 |
| Parks & Wildlife Service | | 1300 368 550 |
| Department of Primary Industries, Parks, Water and Environment | | 1300 135 513 |
| TasWater (all hours) | | 136992 |
| Telstra | | 1100 Faults 13 22 03 Residential 13 29 99 Small Business 13 22 55 Med Business |
| NBN Co. | | 1800 687 626 6236 4701 0400 351 872 |
| Defence Support | SES | 132 500 (24 hrs) |

Contact numbers for Emergency Management Partners

The following table indicates the hazards most likely to occur in the municipal area and the principle agency responsible to take action and / or provide advice on any specific hazard.

| Emergency | Advisory Agency | Initial Contact Number |
|---|--|-------------------------------|
| Fire | Tasmania Fire Service | 000 |
| Land based hazardous substance spill or explosion | Tasmania Fire Service | 000 |
| Transportation accident | Department of Police & Emergency Management | 000 |
| Earth tremor, earthquake or landslide | Department of Infrastructure Energy and Resources | 1300 851 225 |
| Public Health Emergency | Department of Health | 1300 135 513 |
| Food contamination | Department of Health | 1300 135 513 |
| Water supply contamination | Department of Health | 1300 135 513 |
| Animal disease | Department of Primary Industries, Parks, Water and Environment (Chief Veterinary Officer) | 6233 6836 |
| River based environmental emergency | EPA Division, Department of Primary Industries, Parks, Water and Environment | 1300 135 513 |
| River based oil spill or pollution above high water line | EPA Division, Department of Primary Industries, Parks, Water and Environment | 1800 005 171 |
| Marine accident | Department of Police & Emergency Management | 000 |
| | Marine & Safety Tasmania | 6233 8911 0418 145 439 |
| Tsunami and sea related inundation | Department of Police & Emergency Management | 131 444 |

Appendix 13: Acronyms and Terms

4.7 Glossary

4.7.1 Acronyms

Acronyms used in this plan are consistent with the [TEMA](#).

Table 10: Acronyms

| Acronym | Stands for... |
|---------|--|
| AARC | Affected Area Recovery Committee |
| AIMS | Australasian Inter-Service Incident Management System |
| AO | Administrative Officer |
| AT | Ambulance Tasmania |
| BoM | Bureau of Meteorology |
| CALD | Culturally and Linguistically Diverse |
| CBRN | Chemical, Biological, Radiological, Nuclear |
| DSG | Department of State Growth |
| DMC | Deputy Municipal Coordinator |
| DoE | Department of Education |
| DoH | Department of Health |
| DoJ | Department of Justice |
| DPAC | Department of Premier and Cabinet |
| DPFEM | Department of Police, Fire and Emergency Management |
| DPIPWE | Department of Primary Industries, Parks, Water and Environment |
| ECC | Emergency Coordination Centre |
| EOC | Emergency Operations Centre |
| GIS | Geographic Information System |
| GM | General Manager (Council) |
| LC | Logistics Coordinator |
| MC | Municipal Coordinator |
| MECC | Municipal Emergency Coordination Centre |
| MEMC | Municipal Emergency Management Committee |
| MEMP | Municipal Emergency Management Plan (this plan) |
| MRC | Municipal Recovery Coordinator |
| NGO | Non-Government Organisation |
| OCM | Operations Centre Manager |
| OESM | Office of Security and Emergency Management (DPAC) |
| PHS | Public Health Service (DoH) |
| PO | Planning Officer |
| PPRR | Prevention and Mitigation, Preparedness, Response and Recovery |
| RC | Recovery Coordinator |
| RCM | Recovery Centre Manager |
| RECC | Regional Emergency Coordination Centre |

| Acronym | Stands for... |
|---------|--|
| REMC | Regional Emergency Management Committee |
| RFR | Register.Find.Reunite service |
| RSRC | Regional Social Recovery Coordinator |
| SEMC | State Emergency Management Committee |
| SES | State Emergency Service |
| SEWS | Standard Emergency Warning Signal |
| SLST | Surf Life Saving in Tasmania |
| SOP | Standard Operating Procedure |
| NRSRC | Northern Region Social Recovery Committee |
| SITREP | Situation Report |
| TASPOL | Tasmania Police |
| TEIS | Tasmanian Emergency Information Service |
| TEMA | Tasmanian Emergency Management Arrangements |
| TERAG | Tasmanian Emergency Risk Assessment Guidelines |
| TFS | Tasmania Fire Service |
| THS | Tasmanian Health Service |
| TRRA | Tasmanian Relief and Recovery Arrangements |
| WM / IM | Works Manager / Infrastructure Manager / Engineering Manager |

4.7.2 Terms

Terms used are consistent with the Tasmanian Emergency Management Arrangements ([TEMA](#)). The *Emergency Management Act 2006* (the Act) abbreviates some titles (e.g. Municipal Committee instead of Municipal Emergency Management Committee). This practice also applies to this plan.

Table 11: Terms

| Term | In the context of this plan, this means: |
|---|---|
| Affected Area Recovery Committee (AARC) | A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels. These committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities |
| command | The internal direction of an organisation's resources in an emergency. |
| community centres <i>NB. Different centre types may be located at the same site</i> | <p>Evacuation Centre: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards.</p> <p>Information Centre: A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event.</p> <p>Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency.</p> |
| control | The overall direction and management of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. |

| Term | In the context of this plan, this means: |
|--|---|
| coordination | The bringing together of organisations and other resources to support an emergency management response. Coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation. |
| Council | In the context of this plan, Council refers to the Glamorgan Spring Bay local government authority |
| debrief | To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident. |
| Deputy Municipal Coordinator (DMC) | A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none"> absent from duty or Tasmania unable to perform Municipal Coordinator duties (permanently), or temporarily not appointed (eg. has resigned) |
| emergency | In summary: an event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. |
| emergency centres | <p>Emergency Coordination Centre (ECC): A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.</p> <p>Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency.</p> <p>Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities.</p> |
| emergency management | The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency. Can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions. |
| emergency management plan | A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations. |
| emergency management worker | A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer. |
| emergency powers and special emergency powers | Powers specified in Schedules 1 and 2 of the Act: |
| emergency risk management | A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment. |
| hazard | A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment. |
| Management Authority | Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR). Management Authorities also assess and validate the effectiveness of the PPRR strategies they implement. |
| Municipal Chairperson | The person determined by Council to be the Municipal Chairperson (section 21(2) of the Act). |

| Term | In the context of this plan, this means: |
|---|---|
| Municipal Committee | A Municipal Emergency Management Committee established under section 20 of the Act. |
| Municipal Coordinator (MC) | A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act. |
| Municipal Recovery Coordinator (MRC) | A Council employee responsible for recovery at the municipal level, appointed under section 24G of the Act. |
| Permanent Timber Production Zone land | A land classification established under the <i>Forest Management Act 2013</i> to replace the formerly-used term 'state forest'. |
| preparedness | Planned and coordinated measures so safe and effective response and recovery can occur. |
| prevention and mitigation | Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies. |
| public information | The management of public information and perceptions during response to an incident. |
| recovery | The process undertaken in an area or community affected by an emergency that returns all or part of the social, economic or environmental features or the infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency. |
| Recovery Function | A particular activity or group of activities that may be undertaken as part of recovery efforts. |
| Regional Controller | A person appointed as Regional Emergency Management Controller under section 17 of the Act, who is either: a police commander determined by the Commissioner of Police and the State Controller; or a person appointed by the Minister. |
| Regional Emergency Coordination Centre (RECC) | A facility from which regional coordination of emergency (consequence) management occurs during the response phase. |
| Regional Emergency Management Committee (REMC) | A Regional Emergency Management Committee established under section 14 of the Act. |
| Regional Emergency Management Plan (REMP) | A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act. |
| Regional Planner | The person appointed to the position of State Emergency Service (SES) Emergency Management Planner (North). |
| Regional Social Recovery Coordinator | A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies. |
| Register.Find.Reunite (RFR) | Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. |
| response | Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. |
| risk | The combination of the probability of an event and its negative consequences. |
| risk assessment | Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend. |
| situational awareness | Situational awareness involves an understanding of the current emergency incident, and how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies. |

| Term | In the context of this plan, this means: |
|---------------------------|--|
| State Controller | A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: <ul style="list-style-type: none"> • Head of the Department of Police, Fire and Emergency Management, or • a person appointed by the Minister. |
| state of alert | A state of alert declared under Division 3A of the Act, for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania. |
| state of emergency | A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required. |
| Support Agency | <p>Assisting Support Agency: An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p> <p>Primary Support Agency: An organisation responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies have specific capabilities or resources that address the need for a relevant support function and command their own resources in coordination with the Management Authority, as required.</p> |
| validation | Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops and reviews. |
| warning | Dissemination of a message signalling imminent hazard/s, which may include advice on protective measures. |
| worker | A generic term used to describe people who perform defined functions for an organisation or system including: staff, volunteers and contractors/consultants. |