

dorset
C O U N C I L

Ordinary Agenda

Council Meeting

18 March 2024

BRANXHOLM HALL

it's in the making

Qualified Persons Advice

The *Local Government Act 1993*, Section 65, provides (in part) as follows: -

- A general manager must ensure that any advice, information or recommendation given to the council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.
- A council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council and a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council with the general managers certification.

I therefore certify that with respect to all advice, information or recommendation provided to the council in or with this agenda:

- a. the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- b. where any advice is directly given by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

Notification of Council Meeting

NOTICE¹ is given that the next Ordinary Meeting of the Dorset Council will be held on Monday, 18 March 2024 at the **Branxholm Hall, 9 Stoke Street, Branxholm** commencing at 6:00 pm.

Council is also holding a drop in session from 5:00 pm for any interested community members to come and meet the Commissioner and Management Team and ask questions in an informal setting.

Members of the public are invited to attend in person, however, if any member of the public is feeling unwell, **please do not attend**.

The audio recording of the Council Meeting, except for any part held in Closed Session, will be made available to the public as soon as practicable after the meeting via Council's website and social media.



JOHN MARIK
General Manager

¹ In accordance with the Local Government (Meeting Procedures) Regulations 2015

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**Council Meeting
Agenda
18 March 2024**

Meeting Opened:

Present:

Apologies:

Acknowledgement of Country

Dorset Council acknowledges the deep history and culture of the First People who were the traditional owners of the lands and waterways where we live and work. We acknowledge the clans-people who lived here for over a thousand generations on the Country where Branhholm is built and throughout the area we know as the north east region.

Dorset Council acknowledge the present-day Aboriginal custodians and the inclusive contribution they make to the social, cultural and economic essence of the municipality.

Item 36/24 Confirmation of Ordinary Council Meeting Minutes – 19 February 2024

Ref: DOC/24/1914

The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 19 February 2024 finds them to be a true record and recommends that they be taken as read and signed as a correct record.

Recommendation

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 19 February 2024 having been circulated to the Commissioner, be confirmed as a true record.

Item 37/24 Confirmation of Agenda

Recommendation

That Council confirm the Agenda and order of business for the 18 March 2024 Council Meeting.

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Commissioner is requested to indicate whether he has, or is likely to have a pecuniary interest (any pecuniary interest or pecuniary detriment) or conflict of interest in any item on the Agenda.

INTEREST DECLARED

Commissioner Wardlaw's Calendar | 15 February 2024 – 13 March 2024

February 2024

- 15 Annual Mayoral Croquet Challenge with General Manager John Marik, St Leonards
- 18 Bridport Innovations Annual General Meeting with Director – Infrastructure, Michael Buckley, Bridport Bunker Club
- 19 Weekly meeting with the Management Team, Council Chambers
- 19 Meet and Greet Session with the Management Team, Gladstone Hall
- 19 February Council Meeting, Gladstone Hall
- 22 Meeting with Tas Community Fund representatives with General Manager, John Marik, Council Chambers
- 22 Meeting with Rotary Club of Scottsdale representatives with General Manager and Assistant General Manager regarding the Scottsdale Railway Station refurbishment, Council Chambers
- 22 Weekly meeting with the Management Team, Council Chambers
- 22 Dorset Community Connect one year celebration with General Manager and Administration Manager, Scottsdale
- 23 Meeting with Simone Lee from Tasmanian Audit Office, Launceston
- 26 Branxholm Progress Association Meeting with Director – Infrastructure, Branxholm Hall
- 27 Dorset Audit Panel Meeting, Council Chambers
- 28 Scottsdale Probus Meeting, Northbourne Community Centre

March 2024

- 2 Attended the Back to Gladstone event, Gladstone
- 4 Meeting with Telstra representatives with General Manager, Council Chambers
- 4 North East Tasmania Chamber of Commerce Meeting with Director – Infrastructure, Scottsdale Art Gallery Café
- 5 March Briefing Workshop, Council Chambers
- 6 Annual State Grants Commission Hearing with General Manager, via Microsoft Teams
- 6 Meeting with Councillor Ian Bark and his wife, Deputy Mayor of Bridport, Dorset Shire Council, England UK, Bridport Café
- 8 Meeting with ratepayer, Branxholm
- 8 Attended the Legerwood Catering Group Meeting, Legerwood Hall
- 12 Radio interview with General Manager, Mornings with Leon Compton, ABC Northern Tasmania, on site in Scottsdale

- 12 Meeting with Minister Michael Ferguson with General Manager, via Zoom
- 13 Disaster Ready Fund – Intelligent Wireless Network demonstration by Telstra with General Manager, via Microsoft Teams

Item 40/24 Management Team Briefing Report

The purpose of this agenda item is to provide the Commissioner and the community with a briefing on matters of interest dealt with during the past month by Council’s Management Team.

COUNCIL COMMITTEE - AUDIT PANEL MINUTES

On 27 February 2024, the Audit Panel held their meeting for the March quarter. The following items were included in the agenda for discussion:

1. Presentation of the 2023/24 Audit Strategy by the Tasmanian Audit Office
2. Declaration of Conflict of Interest
3. Confirmation of Audit Panel Minutes – 24 October 2023
4. Work Health & Safety Update
5. Quarterly Financial Report – 31 December 2023
6. Presentation of Independent Auditors Report of Roads to Recovery, Local Roads and Community Infrastructure and Disaster Relief Funding Streams
7. Managing Conflicts of Interest of Councillors Framework
8. Outstanding Matter from Previous Meetings
9. December Annual Plan Update
10. Other Business / Update on Significant Events

The unconfirmed Audit Panel minutes for this meeting have been included in the attachments for Council’s information.

COUNCIL MANAGEMENT RESOURCING UPDATE

Appointment | Acting Director - Corporate Services

Effective Tuesday, 12 March, Lauren Tolputt stepped into the role of Acting Director - Corporate Services. No staff are leaving Council and the change in structure has been necessitated by current capacity constraints. Lauren’s previous role was Council’s Administration Manager. Lauren’s new role will have the finance function reporting through to her which will continue to be managed by Allison Saunders as Council’s Finance Manager.

FUTURE OF LOCAL GOVERNMENT SUBMISSION

Dorset Council has submitted reports to the Local Government Review Board (the Board) during all stages of the Future of Local Government (FoLG) process. The Board released the final report in relation to the Future of Local Government in November 2023. Submissions in relation to this report were due 29 February 2024. Dorset Council made a submission on the 27 February 2024.

Dorset Council has not been included in the phase 1 council amalgamation proposal, however the final report does recommend changes to the Dorset Local Government Area (LGA). The final report recommends the “North-East” Council include the Dorset LGA, along with rural areas to the west from George Town LGA and to the south-west incorporating parts of the City of Launceston LGA. Dorset Council is conceptually supportive of this recommendation which agrees to Council’s stage 2 interim report submission as endorsed by Council in the 17 July 2023 Council Meeting (Minute No. 108/23).

In relation to the North-East Council as proposed in the final report, Dorset Council proposes the Board consider the North West areas of the Break O’Day LGA (BODC LGA), including Weldborough, the Blue Tier Mountain Bike Trails and an area west of Ansons Bay. This position is in line with Dorset Council’s stage 2 interim report submission as endorsed by Council in the 17 July 2023 Council Meeting (Minute No. 108/23). This review of the BODC and Dorset municipalities would best align with the Boards intent for next phase of voluntary amalgamation discussion in mid-2025.

In relation to mandatory shared services, Dorset Council is supportive of LGAs undertaking reviews in relation to shared services models on a voluntary basis, as opposed to this being mandated. Dorset Council has been fully involved with workshops with the Local Government Association of Tasmania (LGAT) on the final report, including Dorset Council’s position in relation to mandated shared services. Dorset Council stands behind LGATs submission in relation to shared services and highlights the further work required by the State Government to attain broad sector support for mandating shared services. The workshops on this point highlighted a clear division in the Local Government sector.

A copy of Council’s submission dated 27 February 2024 can be found in the [attachments](#).

CHILD AND YOUTH SAFE ORGANISATIONS FRAMEWORK UPDATE

On 19 December 2023, Louise Coe was appointed as the Independent Regulator of the Child and Youth Safe Organisations Framework (CYSOF) which Council was required to comply with by 1 January 2024. The role of the Independent Regulator is to lead the establishment of the new Office of the Independent Regulator and to oversee the operation of the CYSOF. The Office of the Independent Regulator has been conducting a series of information and engagement sessions over recent days, with a session being held in Scottsdale on Tuesday 5 March. An invitation was extended by Council on the Independent Regulator’s behalf to all known stakeholders that may be required to comply with the CYSOF, and a representative from Council attended the engagement session. The Office of the Independent Regulator has expressed that the approach they are taking towards compliance is looking to see organisations demonstrating that they are responding to the CYSOF in a way that aligns with each organisation’s circumstances and resources. This is the sensible approach that the Local Government sector were hoping for.

To assist Councils with the implementation of the CYSOF, the Local Government Association of Tasmania (LGAT) has made an officer available for 2 days per week. This officer is communicating directly with representatives from all councils, identifying and providing support around key issues as they emerge and assisting with the development of model policies, procedures and templates.

The next steps for Council in relation to the implementation of the CYSOF will occur over the next 3 months and include:

- The establishment and first meeting of an internal CYSOF working group
- The development of CYSOF Action Plan by the internal working group
- Planning for and commencing implementation of any high priority initiatives from the CYSOF Action Plan
- The establishment and first meeting of a CYSOF working group consisting of representatives from other Northern Councils
- Ongoing participation in the Tasmania-wide CYSOF working group hosted by LGAT, and any relevant special interest groups

APPROVED APPLICATIONS

| | Approved February | Approved 2024 YTD | Approved 2023 YTD |
|-----------------------------|-------------------|-------------------|-------------------|
| Planning | 11 | 16 | 15 |
| Building² | 8 | 20 | 15 |
| Plumbing | 5 | 9 | 11 |

See attachments for detailed information about applications approved in February 2024.

² From 15 March 2023, Dorset Council ceased providing Building Surveying services for any new building applications. Council is still providing Plumbing Surveyor services and continues to act as the Permit Authority, as required.

CUSTOMER SERVICE REQUESTS

| | Requests Received February 2024 | Comparison Requests February 2023 | Received 2024 | Comparison 2023 |
|-----------------------------------|------------------------------------|---|------------------|--------------------|
| Animal | 5 | - | 5 | - |
| Bridges | - | - | - | - |
| Caravan Parks | - | - | 2 | - |
| Cemeteries | - | - | - | - |
| Community Development General | - | - | - | - |
| Corporate Services General | - | - | - | - |
| Customer Service | - | - | - | - |
| Emergency Services Enquiries | - | - | - | - |
| Environmental Management & Health | 1 | - | 2 | - |
| Government Relations | - | - | - | - |
| Licencing | - | - | - | - |
| Parks and Reserves | - | 2 | - | 2 |
| Planning & Building | 1 | - | 1 | 1 |
| Public Health | - | - | 1 | - |
| Public Online Enquiries | 9 | 1 | 20 | 2 |
| Public Amenities | 1 | - | 3 | - |
| Public Halls Buildings | - | - | - | - |
| Recreation Grounds | 1 | 1 | 1 | 1 |
| Roads | 23 | 4 | 44 | 9 |
| Swimming Pools | - | - | - | - |
| Waste Management | - | 1 | - | 1 |
| Total Requests | 41 | 9 | 79 | 16 |

A detailed copy of the 2024 Customer Service Requests is included in the attachments.

WASTE MANAGEMENT REQUESTS

| | Requests Received February 2024 | Comparison February 2023 | FYTD Received 2023/24 | Comparison FYTD Received 2022/23 |
|---------------------------------|------------------------------------|-----------------------------|--------------------------|--|
| Feedback and Queries | 2 | 1 | 15 | 8 |
| Missed Bins – Council Fault | - | - | - | - |
| Request a New Service (Opt In) | - | - | - | - |
| Repair Bin | 5 | 5 | 37 | 39 |
| Replace Bin | 1 | 9 | 27 | 33 |
| Request a New Service | 2 | 3 | 25 | 22 |
| Remove Additional Bin | 31 | - | 65 | 8 |
| Request an Additional Bin | - | - | 2 | 23 |
| Request an Upsize/Downsize | 1 | 8 | 34 | 35 |
| Request to Opt Out (of Service) | - | - | 2 | - |
| Request a Collection | - | - | - | - |
| Total Requests | 42 | 26 | 207 | 168 |

2023/24 CAPITAL WORKS PROGRAM

Ref: DOC/23/8447

| |
|----------------------------|
| Complete 2023/24 |
| Completed in February 2024 |

| PROJECT | PROJECT PHASE |
|--|------------------------------------|
| BRIDGES | |
| Bridge 1507 Garibaldi Road, Pioneer - timber superstructure renewal (carried forward) | Beam delivery scheduled |
| Bridge 1507 Garibaldi Road, Pioneer - timber renewal (additional works to carried forward) | Beam delivery scheduled |
| Bridge 1508 Garibaldi Road, Pioneer – scour protection piers (flood related) | Repair options under investigation |
| Bridge 1514 Coffey Road / Carries Brook, Ringarooma – timber superstructure replacement | Completed |
| Bridge 1572 Haas Road / Frenches Creek, Legerwood – upgrade to concrete | Carried Forward – 2024/25 |
| Bridge 1550 Barnbogle Road, Jetsonville – timber re-deck | Completed |
| Bridge 1599 Nook Road, Nabowla – timber re-deck | Completed |
| Bridge 1515 Maurice Road, Ringarooma - upgrade to concrete (carried forward) | Completed |
| Bridge 1617 Duncraggen Road, Jetsonville - upgrade to concrete (carried forward) | Completed |
| ROADS - RESHEETING | |
| Burns Road, Wyena | Completed |
| Boddingtons Road, Bridport | Completed |
| Forsyth Hill Road, Ringarooma | Completed |
| New River Road, Ringarooma | Completed |
| West Maurice Road, Ringarooma | Completed |
| Banca Link Road, Winnaleah | Completed |
| Olivers Road, Winnaleah | Completed |
| Rosier Road, Ringarooma | Completed |
| Sledge Track, Springfield | Completed |
| Koomeela Road, West Scottsdale | Completed |
| Duncraggen Road, Jetsonville (carried forward) | Completed |
| ROADS - RESEALS | |
| Banca Link Road, Winnaleah | Completed |
| Sledge Track, Briggs Road to Brid River, West Scottsdale | Completed |
| Legerwood Lane, Legerwood | Completed |
| Tomahawk Drive, Tomahawk | Completed |
| Murphy Place, Scottsdale | Completed |
| Golconda Road, Lietinna | Completed |
| Golconda Road, Lietinna | Completed |
| Golconda Road, Lietinna | Completed |
| Banca Road, Winnaleah | Completed |
| Racecourse Road, Winnaleah | Completed |
| Warrentinna Road, Winnaleah | Completed |
| Fenckers Road, Branxholm | Completed |
| Main Road, Musselroe Bay | Completed |

| PROJECT | PROJECT PHASE |
|--|--------------------------------------|
| Cairns Close, Tomahawk (carried forward) | Prep completed waiting on contractor |
| Telita Road, Telita (carried forward) | Completed |
| Main Road, Pioneer (carried forward) | Completed |
| Charles Street, Pioneer (carried forward) | Completed |
| Moore Street, Pioneer (carried forward) | Completed |
| Alfred Street, Pioneer (carried forward) | Completed |
| STORMWATER | |
| Joyce Street, Branxholm – renewal | Commenced |
| Allan Street, Derby – renewal | Completed |
| William Street, Scottsdale (Incitec Pivot) – investigation | Commenced |
| Northeast Park, Scottsdale – upgrade existing network | Completed |
| Murray Street, Bridport – upgrade | Completed |
| William Street, Bridport – extend existing network from Richard Street | Planning |
| South Street, Bridport – renew pipeline from Main Street to Thomas Street | Commenced |
| Union Street, Scottsdale - upgrade existing pipeline lower end of Union Street (carried forward) | Completed |
| Main Street, Bridport - upgrade existing 525 pipeline to 900 and install new side entry pits (carried forward) | Commenced |
| Bentley Street, Bridport – upgrade existing 525 pipeline to 900 (carried forward) | Completed |
| Bridport - stormwater pit replacements in Walter Street and Richard Street (carried forward) | Completed |
| Urban Stormwater Management Plan (carried forward) | |
| Victoria Street, Scottsdale – upgrade (carried forward) | Completed |
| ROADS - OTHER | |
| Golconda Road, Golconda – renew pavement from Denison River 1km east | Commenced |
| Golconda Road, Lietinna – renew pavement adjacent to Moores Road | Commenced |
| South Street, Bridport – replace kerb from Main Street to Thomas Street | Scheduled |
| Gillespies Road, Nabowla – upgrade | Commenced |
| Cascade Dam Road, Derby – safety upgrade | Planning |
| Carisbrook Lane, Legerwood - complete works McDougalls Road intersection (carried forward) | Commenced |
| Carisbrook Lane, Legerwood - underpass contribution (carried forward) | Not proceeding |
| Old Waterhouse Road, Waterhouse - safety improvements and upgrade (carried forward) | Commenced |
| Golconda Road, Golconda - straighten road alignment and upgrade culvert Lone Star Creek (carried forward) | Completed |
| FOOTPATHS | |
| Alfred Street, Scottsdale – replace kerb and footpath (Ellenor to Christopher Street) | Completed |
| Smith Street, Scottsdale – new (Alice to Union Street) | Planning |
| Tomahawk Drive, Tomahawk – new (Morgan Esplanade to playground) | Commenced |

| PROJECT | PROJECT PHASE |
|--|-------------------------------|
| BUILDINGS | |
| Branxholm Park – new BBQ upgrade | Commenced |
| Branxholm Hall – front disabled access upgrade and step handrail to side entrance | Completed |
| Derby Town Hall – re-roof | Awarded |
| Gladstone Hall – new hot water unit | Completed |
| Ringarooma Hall – new heat pumps | Completed |
| Ringarooma Public Toilets – replace cisterns | Completed |
| Scottsdale Sports Stadium – replace roller door | Completed |
| Scottsdale Visitor Information Centre – repair additional windows | Completed |
| Scottsdale Aquatic Centre – amenities upgrade | Completed |
| Scottsdale Depot – office renovation | Planning |
| Scottsdale Depot – new storage sheds (carried forward) | Planning |
| Scottsdale Depot – earthworks for storage sheds (additional works to carried forward) | Planning |
| Scottsdale Depot – chemical spill trays | Completed |
| Bridport Girl Guides Building – planning and investigation | Planning |
| Bridport Seaside Caravan Park – pin code upgrades to Main, Mattingleys Beach and Goftons Beach Amenities Blocks | Completed |
| Bridport Seaside Caravan Park – renewal of Eastmans Beach public toilets | Planning |
| Bridport Seaside Caravan Park – gas upgrade to Main amenities and Eastmans Beach shower block | Commenced |
| Winnaleah Hall – disabled access upgrade | Completed |
| Blue Derby Mountain Bike Trails – new trail crew storage shed | Planning |
| Scottsdale Railway Station Restoration (carried forward) | Rotary Project |
| Building Renovations (Proposed Workers Accommodation) - 71 Main Street, Derby (carried forward) | Blue Derby Foundation Project |
| Bridport Football Club viewing deck (carried forward) | Commenced |
| Depot Storage (carried forward) | Planning |
| Scottsdale Sports Stadium - floor recoat (carried forward) | Completed |
| Sideling Toilets – additional solar panels | Completed |
| Gladstone Hall - new septic tank (carried forward) | Completed |
| WASTE MANAGEMENT | |
| Green Waste – storage / processing investigation and implementation | Completed |
| Scottsdale Waste Transfer Station – spare bin area roof covering | Planning / Quotes |
| Branxholm and Gladstone Waste Transfer Stations – gates | Completed |
| Branxholm Waste Transfer Station – recycle bin upgrade | Planning |
| LAND IMPROVEMENTS | |
| Scottsdale Recreation Ground – new cricket pitch covers | Ordered |
| Scottsdale Recreation Ground – upgrade lighting and reseal road at Show Office | Commenced |
| Scottsdale Aquatic Centre – shade cloth for external fence | Completed |
| Bridport Cemetery – new grave surrounds | Planning |
| Main Street, Derby (near Bank House) – retaining wall to stabilise access road | Planning |
| Legerwood Memorial Park – site works for new equipment | Completed |
| Blue Derby Mountain Bike Trails – Relics trail bridge | Awaiting permits |
| Blue Derby Mountain Bike Trails – Rusty Crusty Bridge and trail rebuild (flood related) | Awaiting permits |

| PROJECT | PROJECT PHASE |
|---|------------------|
| Blue Derby Mountain Bike Trails – Hazy Days trail capping of stones | Completed |
| Blue Derby Mountain Bike Trails – network signage redesign | Commenced |
| Blue Derby Mountain Bike Trails – original trailhead redevelopment (south of Main Street) | Commenced |
| Blue Derby Mountain Bike Trails – Tunnel lights renewal | Planning |
| Blue Derby Mountain Bike Trails – Kumma Gutza re-route | Completed |
| Blue Derby Mountain Bike Trails – Turbo Tunnel re-route | Commenced |
| Northeast Park - MTB Trails (carried forward) | Planning |
| Rail Trail (carried forward) | Planning |
| Gladstone Pump Track (carried forward) | Planning |

Recommendation

That Council

1. receive and note the unconfirmed Audit Panel Minutes, dated 27 February 2024;
2. note the management resourcing update;
3. note the Dorset Council submission on the Future of Local Government Review – Final Report, and note that this submission will be forwarded to the Local Government Association of Tasmania for their Local Government sector records;
4. note the update on the Child and Youth Safe Organisations Framework; and
5. receive and note the Management Team Briefing Report.

Item 41/24

Council Workshops Held Since Last Council Meeting

5 March | Briefing Workshop

- PRESENTATION: Dorset Community House – Bright Dorset Project Update
- PRESENTATION: ACEN Australia – North East Wind Project Update
- Recovery of Unpaid Rates
- Playground Facility Audit
- Community Hub – Child and Family Health Discussion
- Draft Green Waste Strategy
- Bad Debt Update
- Main Street, Bridport – Speed Zone Assessment
- Social Media Policy Review
- Local Government Association of Tasmania General Meeting – 14 March 2024
- Briefing Reports and Question Time
 - Commissioners Communications
 - Correspondence
 - Management Team Updates

Nil

The following questions have been **received on notice**:

Karl Willrath, Scottsdale | 2 March 2024

Mayor Howard would often spruik the benefits of the Dorset Council "private sector model" of local government. As Dorset is the only council in the state that is under a board of inquiry, in part due to non-compliance, and this "private sector model" now openly appears to be more akin to a sovereign citizen model of government. Is Dorset management prepared to declare the private sector/SovCit model an abject failure, before the board of inquiry hands down its report?

Response from General Manager, John Marik:

Every organisation's aim should be – whether it's a private organisation, Government Business Enterprise, State Owned Entity or any form of Government – is to ensure it operates as effectively and efficiently as possible and utilises resources in the best way to provide value for its key stakeholders, while having regard and being fully compliant with relevant legislation and standards. This is Dorset Council's aim.

Karl Willrath, Scottsdale | 7 March 2024

Even though Dorset might now be selling less obesogenic foodstuffs at the Scottsdale pool kiosk, does Council think it may be more ethically sound to stop selling these items completely and source income for the pool elsewhere? (see attached spreadsheet provided for information)

Response from Scottsdale Aquatic Centre Manager, Jane Kilburn:

The provision of healthier snacks has been a process of improvement each year at the kiosk and something Council would like to see continue as the residents of Dorset are encouraged to change their purchasing decisions towards healthier options. The kiosk is limited regarding the types of food it can sell as only pre-prepared foods can be sold. This limits the range of healthier fresher options.

The sources of income from the pool are currently under review as budget submissions are prepared. Growth in income at the Aquatic Centre is currently forecast to be generated from the swimming school, bookings and additional fitness activities provided at the centre.

NOTE: A supplementary question was asked in relation to this matter directly to Council, as follows:

For the spreadsheets of all foodstuffs sold at the Scottsdale pool kiosk since it reopened after rebuild.

Response from General Manager, John Marik:

In addition to the food item sales for 2022/23 and 2023/24 (to 1 February 2024) previously requested and provided, 2021/22 food item sales dating back to the reopening of the pool after

the rebuild have also been provided in the attachments. The attachment includes food item sales from the reopening of the facility up to 13 March 2024.

The following questions were received without notice from members of the public:

Item 44/24 Deputations

Item 45/24 Commissioner Question Time

The following questions were received without notice from the Commissioner:

Item 46/24 Notices of Motion by the Commissioner

Purpose

The purpose of this agenda item is to table the Council's draft Playground Facility Audit Report (the Report) for the Dorset Municipality for endorsement by Council for community consultation.

Background

The Report was identified as a key project as part of the Dorset Council Priority Projects Plan 2023-2025 and was developed in order to identify gaps and opportunities and inform decisions for the strategic upgrade and development of existing and future facilities.

The Report process identified the community's thoughts on the most important elements required of playgrounds and provided suggestions for improvements across Dorset's playgrounds.

Planning, Environment & Statutory Requirements

Australian Standard for playground equipment - AS 4685:2021.

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperatives 4.1 and 8.3

- Priority Projects Plan 2023-2025 – Project 14

Financial & Asset Management Implications

The report outlines future projects that require costings and future budget consideration.

Community Considerations

The development of the Report was undertaken in three stages:

Inventory and Playground Review:

- A desktop analysis was conducted to identify the equipment elements in each playground and gather information regarding age of equipment and approximate lifespan. Equipment was attributed to a target age group/s based on manufacturer's recommendations and grouped by individual play space. Site inspections were conducted where necessary to determine equipment condition.

Community Consultation:

- Community consultation was undertaken from Wednesday 31 October to Friday 8 December 2023. It consisted of:
 - Staff consultation – works and infrastructure staff were consulted in order to understand gaps and opportunities from a maintenance and construction perspective
 - Online community survey - A total of 31 responses were received via the online survey.

- Design a Playground Competition - A total of 24 entries were received from young people across the municipality for the competition.

Consolidation of Information and Report Development

- The Report was developed utilising funds from the Lift Local Grant.

Officer's Comments

There are 25 playground facilities across Dorset representing significant Council investment that is required for the facilities to be properly managed, to ensure that the needs of the community continue to be met and to ensure the best value for the available resources. The Report outlines strategies and recommendations for future upgrades and developments associated with Dorset playgrounds.

Information and data collated during the development of the Report has already been utilised to obtain funding for a Playground Upgrade Project through the Open Spaces Grants Program which will see upgrades to three playgrounds across the municipality (Children's Reserve, Branxholm Park and Winnaleah Park). The Report will be instrumental in ensuring Council have shovel ready projects going forward and can allocate and attract future funding and resources as required.

Prior to next steps being undertaken, recommendations listed in the Plan will be circulated for community consultation. Feedback from the community will then be considered and the recommendations will be utilised to inform budget discussions for 2024/25 and for future asset management planning. All costings will also be utilised in Council's Long Term Financial Plan.

The Report is available in the agenda attachments.

Recommendation

That Council endorse the attached Playground Facility Audit Report recommendations for a community consultation period of 14 days.

Purpose

The purpose of this agenda item is for Council to approve (i) a reallocation of \$100,000 in grant funding received under Phase 3 of the Local Roads and Community Infrastructure (LRCI) Program and (ii) a budget variation of \$50,000, for construction of a sealed pathway through the North East Corridor from Coplestone Street to King Street, Scottsdale.

Background

The LRCI Program is an Australian Government initiative that provides funding to councils across the country to deliver priority local road and community infrastructure projects in their region. The LRCI Program has a strict 'use-it-or-lose-it' policy whereby any grant monies not expended by the due date will be returned to the Program. Phase 3 of the LRCI Program was introduced in October 2020, with Council receiving approximately \$1.5 million toward a range of local projects. The funding cut-off date for this phase of the program is 30 June, 2024; inclusive of a 12 month extension that was provided to all councils in lieu of disruptions to project delivery caused by COVID.

Of the \$1.5 million provided to Council under Phase 3, \$100,000 was allocated toward restoration works upon the former Scottsdale Railway Station – a State-listed heritage building located upon Crown land that is contained within the declared 'North East Corridor' (pursuant to the *Strategic Infrastructure Corridors (Strategic and Recreational Use) Act 2016*). In February 2020 Council was appointed the corridor manager of the North East Corridor for the purpose of recreational use (walking, riding, etc.) of the corridor. The station restoration project has been led by the Scottsdale Rotary Club, with the ambition of the project being refurbishment of the building to a condition that it can be re-purposed for tourist information and complementary uses.

Various site clean-up activities have been undertaken at the station site to date, coordinated by Rotarians and supported by members of the public. High-level concept plans for redevelopment of the station have also been commenced. However, continuous increases in building material costs and project management resourcing challenges have delayed progress of the project. With the funding cut-off date of 30 June 2024 drawing ever nearer, discussion between Council and Rotary recently turned to how best to ensure the LRCI allocation is invested in a viable, complementary project for Scottsdale prior to the allocation lapsing, whilst also ensuring that an equivalent allocation was quarantined in Council's 2024/25 budget for future implementation of the station restoration project. To this end, a sealed pathway within the North East Corridor - from Coplestone Street through to King Street – is now being proposed. The pathway – approximately 750 metres in length – would link the former Railway Station in with the town's footpath network and be constructed by Council staff. With an estimated construction cost of \$150,000, an additional budget variation of \$50,000 would therefore also be required to fulfil completion of the project.

Planning, Environment and Statutory Requirements

- Section 82 of the *Local Government Act 1993*
- Part 5, Division 3 of the *Strategic Infrastructure Corridors (Strategic and Recreational Use) Act 2016*
- Tasmanian Planning Scheme

Risk Management

N/A

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperative 10.1

Community Considerations

Council and the Scottsdale Rotary Club have held numerous on-site discussions regarding the station restoration project and are in agreement upon the approach moving forward for the site.

Officer's Comments

Reallocation of grant funding from the station restoration project toward the proposed recreation corridor pathway project will ensure that funding for a substantial community benefit in Scottsdale is still delivered for Scottsdale. Not only does the recreation corridor pathway project represent a pedestrian - friendly logistical connection between Scottsdale's recreation and business precincts, it also acts to buttress future redevelopment of the former station site; complementing the aesthetic and surveillance of the site and the investment-appeal of the station restoration project for eligible grant funding streams in addition to the \$100,000 that would be set aside under Council's 2024/25 Budget. Deferring the station restoration project to the 2024/25 financial year would therefore support Rotary to sufficiently scope the project and identify – in collaboration with Council input – the preferred internal configuration of the building for future tourist information and associated uses.

Recommendation

That Council approve:

- a reallocation of grant funding of \$100,000 received under Phase 3 of the Local Roads and Community Infrastructure Program, and
 - a variation to the 2023/24 Budget Estimates of \$50,000,
- for construction of a recreation corridor pathway between Coplestone Street and King Street, Scottsdale.

Purpose

The purpose of this agenda item is to provide Council with a copy of the 2019 and 2024 Main Street, Bridport Speed Zone Assessment Reports prepared by Midson Traffic.

Background

Tourist visitation and residential growth has been on a steady upward trajectory for Bridport for over a decade. With the increase in these activities has come an increase in traffic and pedestrian activity; which is perhaps most pronounced along Main Street in the vicinity of Village Green. In 2019 Council, in consideration of concerns expressed by Councillors and members of the community, engaged traffic engineer Midson Traffic to undertake a review of the intersection of Main Street and Henry Street to determine the most appropriate intersection layout based on traffic and pedestrian demands, as well as road safety considerations. The overarching recommendation from the report was that the existing intersection layout be retained, with potential consideration being given to installation of a ‘wombat crossing’ configuration in the future.

Concerns again re-emerged regarding observed vehicle speeds and pedestrian crossing safety along Main Street. In 2023 Council officers re-visited the pedestrian crossing matter by seeking a review of the 2019 Midson report, whilst expanding the scope of the new report to also include appraisal of the merits of a Council-suggested speed limit reduction along the Main Street ‘shopping zone’ (from the Town Hall roundabout through to the Bridport Primary School’s school speed zone) to 40 km/h (from the current speed of 50 km/h). This new report has now been prepared (dated February 2024) and provides a technical assessment of (i) the merits of a speed limit reduction (as well as a signage plan for its implementation) and (ii) the current operation of the Main Street / Henry Street junction, in the context of the proposed speed limit changes associated with Main Street.

Planning, Environment and Statutory Requirements

– *Local Government (Highways) Act 1982.*

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperative 6.1.

Risk Management

The Principles associated with Austroads assessment of speed limits demonstrate that the reduction of the speed limit from 50 km/h to 40 km/h is supported on technical grounds.

Financial and Asset Management Implications

The Dorset Pedestrian Crossing Projects have formed part of the funding application to the Vulnerable Road Users Program and Safer Rural Roads Programs with applications closing on 23 February 2024. The relevant percentage of Council contribution will be included in next financial year’s budget proposals.

Community Considerations

Public consultation around pedestrian crossing safety in Scottsdale and Bridport has been the driver behind the updated reports. Any proposed changes to crossings will be via consultation with the public

Officer's Comments

The Dorset municipality has three priority locations where vulnerable road users intersect with traffic. These locations with high traffic volumes and concerns regarding speed include King and George Streets in Scottsdale and the Main Street / Henry Street, Bridport junction.

The safety improvements for all three sites are tentatively costed at \$95,000 with additional work required in regards to the proposed Bridport Main Street pedestrian crossing treatment. The Minister for Infrastructure and Transport, Michael Ferguson has committed \$50,000 to Scottsdale for pedestrian crossings with Council applying for funding via the Vulnerable Road User Program (VRUP) grant stream (which has now closed) to potentially fund the remaining portion of the project. The Tasmanian Government has also provided a letter of support in relation to Council's VRUP application.

The Midson report in relation to the Bridport Main Street, has identified the current operation of the raised intersection is considered satisfactory from a traffic assessment perspective, and from a technical perspective, and thus a wombat crossing is not required due to the low speed. However, this does not align with feedback from the community. The community has informed Council that through the busier periods it is difficult to cross Main Street as a result of traffic volume, rather than due to traffic speed. Therefore further consultation and consideration for a pedestrian crossing treatment on Main Street through the shopping precinct of Bridport is proposed. While vehicle speed was not identified in the report as a major concern, Council do recommend a speed reduction from 50 km/h to 40 km/h along Main Street, Bridport (see figure 1 below).

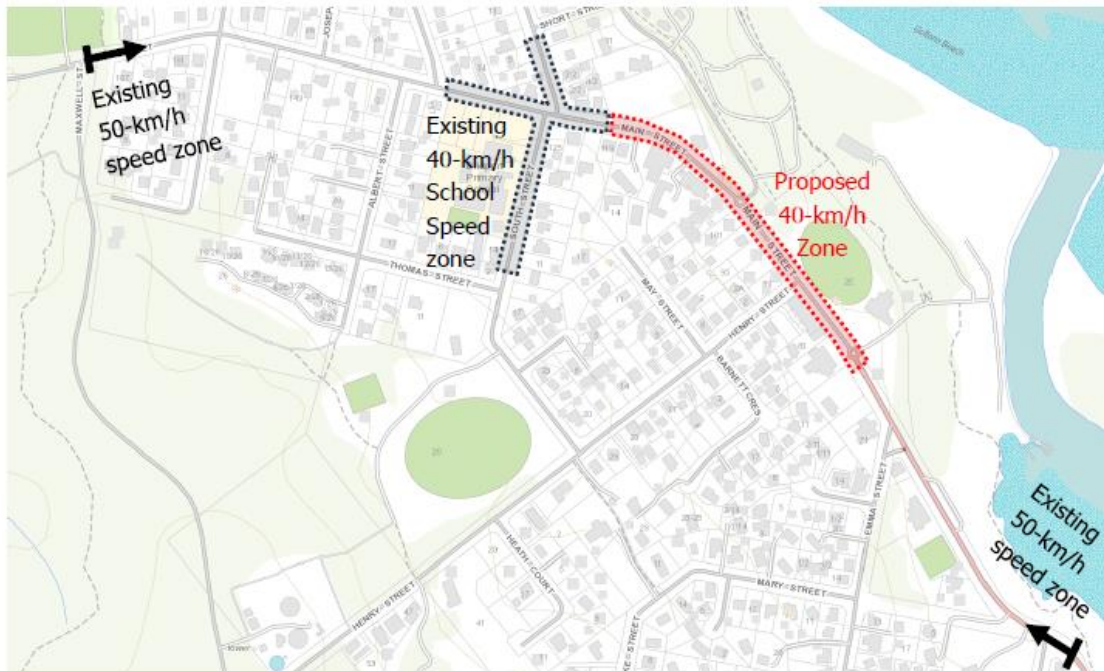


Figure 1. Proposed speed limit reduction zone change along Main Street, Bridport.

Another issue of concern raised through customer requests and in community group meetings is the riding of bicycles, skateboards and electric scooters along the shopping precinct footpath. The current signage does not appear to be an adequate deterrent, therefore Council propose to install improved signage, stickers and stencils to identify a dismount zone.

Recommendation

That Council:

1. receive and note:
 - a. the Main Street / Henry Street Bridport Intersection Assessment (2019) and
 - b. the Main Street Bridport Speed Zone Assessment (2024),
prepared by Midson Traffic;
2. engage with the Department of State Growth for final approval to reduce the lawful speed limit along Main Street, Bridport from 50 km/h to 40km/h, consistent with the zone change area illustrated in figure 1 above;
3. install improved signage, stickers on bins and stencils on pathways to better identify a dismount zone along the shop fronts in Main Street Bridport and improve safety for pedestrians; and
4. prepare design concepts for pedestrian crossing treatment, within the proximity of the Main Street and Henry Street, Bridport intersection, for future public consultation.

Purpose

The purpose of this agenda item is to review Policy No. 44 – Social Media (the Policy).

Background

The 2023/24 Annual Plan requires reviewing of the Policy, which was originally adopted by Council on 20 May 2013 and last reviewed on 21 January 2019.

The Policy provides guidance and sets out obligations that govern Council’s use of social media as an effective external communication resource, used by elected members and employees.

The aim of the Policy is to build an understanding of what is appropriate and productive use of social media, to minimise miscommunication and prevent misuse of social media tools that will undermine Council’s brand.

Planning, Environment & Statutory Requirements

N/A

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperatives 5.1 and 10.1

Risk Management

A social media policy outlines appropriate use of social media. Using the policy to guide Councillors and employees in appropriate use of social media will assist in reducing risk to Council through misuse of social media.

Financial & Asset Management Implications

N/A

Community Considerations

Social media is a valuable tool for community engagement. Council currently uses Facebook and Instagram for purposes such as:

- Events including Council Meetings & Public Consultations
- Found dogs
- Road closures & maintenance

- Photos from community events
- Emergency management
- Waste Management updates
- General information for the community

Use of social media has the ability to distribute information quickly to a wide audience.

Officer's Comments

The existing Policy was based on a template provided by the Local Government Association of Tasmania, which is no longer available for Council use, and required a comprehensive review of not only content but format as well. After consulting other council social media policies including Burnie, Glenorchy, Clarence, Latrobe and Derwent Valley, the majority of content within the existing Policy is still relevant, albeit proposed to be presented in a clearer and more succinct format.

Recommended changes to the existing Policy include:

- Reviewed format and streamlining of information;
- Expanded objective;
- New scope to be succinct, clear and concise;
- Inclusion of clear definition of terms used within the Policy, with references to primary Administrator and Moderator; and
- New section outlining the promotion of external content.

A new Operational Policy and Risk Assessment Matrix has also been developed. This Operational Policy contains employee focussed requirements of enacting the Council Social Media Policy, with a risk assessment matrix providing guidance to administrators and moderators on content and associated risk level when posting on social media.

A copy of the recommended revised policy is included with the agenda attachments.

Recommendation

That Council adopt the attached revised Policy No. 44 – Social Media.

Purpose

The purpose of this agenda item is to review Policy No. 4 - Sponsorship of Sporting and Cultural Representatives (the Policy).

Background

The Annual Plan for 2023/24 requires reviewing of the Policy, which was last reviewed by Council in May 2019 and was discussed at the March Briefing Workshop.

Planning, Environment and Statutory Requirements

Local Government Act 1993.

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperatives 4.3 and 10.1

Risk Management

Regular review of policies is important to appraise the merits of individual policies and ensure ongoing compliance with current legislation and standards.

Financial and Asset Management Implications

Council has an annual budget allocation of \$5,000. Since the 2019 review of the Policy, Council have provided sponsorships totalling \$8,250, with a breakdown provided below:

| Financial Year | Number of Applications | Amount |
|----------------|------------------------|---------|
| 2019/20 | 4 | \$2,000 |
| 2020/21 | 1 | \$500 |
| 2021/22 | 4 | \$2,000 |
| 2022/23 | 6 | \$3,750 |

To date in the 2023/24 financial year, Council have approved 5 applications totalling \$2,750.

Community Considerations

The policy was introduced to ensure consistency when dealing with requests from Dorset residents for financial assistance for state and national sporting and cultural representatives.

Officer's Comments

The recommended changes to the Policy include:

- Clear guidelines on how to apply for sponsorship under this Policy and evidence required;
- Minor update to the assessment of applications to be undertaken in conjunction with the Mayor; and
- Inclusion of a statement advising that recipients that received funding under the Policy will be listed in Council's Annual Report as required by relevant legislation.

A copy of the revised Policy (track changed) is included with the agenda attachments.

Recommendation

That Council adopt the attached revised Policy No. 4 – Sponsorship of Sporting and Cultural Representatives.

Purpose

The purpose of this agenda item is to approve a variation to the 2023/24 capital works road re-sheeting budget by reallocating \$100,000 of unexpended funds to re-sheeting works on Cascade Dam Road, Derby.

Background

Cascade Dam Road traffic volumes have increased considerably since the inception of mountain biking in Derby. For several years, complaints regarding the hazardous condition of the road, compounded by increasing volumes of residential and business traffic, were received by Council. During 2023, Council undertook extensive works to the road formation, introducing a 40 mm sub base to handle the increased volumes and improve the overall road performance to its current, improved condition.

Although complaints have reduced, concern regarding the road's ongoing rough and uneven surface has continued to be expressed, with a loss of the road profile apparent. Council officers have subsequently inspected the road and concur that further works are required. To this end, it has been identified that Cascade Dam Road requires an additional 20 mm 'wear' layer to meet suitable standards for an unsealed road of its usage pattern. This wear layer would also improve the structure of the road for any transition to a sealed formation, subject to future budgetary considerations. The most cost-effective solution for the required works is to re-sheet approximately 3.2 km of the road. Approximately 800 metres of the re-sheet works would apply to the Council maintained section of Cascade Dam Road, with the remaining 2.4 km located upon Permanent Timber Production Zone land within the jurisdiction of Sustainable Timber Tasmania.

Council's civil construction team have completed all budget-approved road re-sheeting projects for the 2023/24 financial year, including an additional carry-forward project from last financial year. The team is therefore in a position to undertake the proposed works before the end of the financial year, which have been costed at \$100,000.

Planning, Environment and Statutory Requirements

- *Forest Management Act 2013*
- *Local Government Act 1993*
- *Local Government (Highways) Act 1982*

Risk Management

Council has conducted a risk assessment on the condition of Cascade Dam Road, Derby.

Strategic and Annual Plan

Dorset Council Strategic Plan (2023 – 2032), Imperative 10.1.

Community Considerations

Council has listened to extensive feedback from Derby residents, shuttle operators, Derby visitors and the Blue Derby Foundation as to the substandard condition of the unsealed section of Cascade Dam Road, Derby.

Officer's Comments

A total of eleven re-sheeting projects were included within Council's capital works road re-sheeting program for the 2023/24 financial year, all of which have now been completed (and without further contingency required). Favourably, the completion of the program has been delivered below budget, with almost \$240,000 remaining unexpended.

Cascade Dam Road has a high business and residential usage with the topography of the road increasing the risk to all users. It is therefore recommended that the proposed re-sheeting works on Cascade Dam Road be performed as a matter of priority, through re-allocation of \$100,000 of unexpended budget funds from the 2023/24 road re-sheeting program.

| | 2023/24 Original Budget | 2023/24 Year to Date Budget | Budget Variance |
|-------------------------------------|----------------------------|--------------------------------|-----------------|
| Capital Works Road Resheeting | \$1,080,000 | \$840,479 | \$239,521 |
| Cascade Dam Road Resheeting Project | \$0 | \$0 | \$100,000 |
| Capital Works Road Resheeting | \$1,080,000 | \$940,479 | \$139,521 |

Recommendation

That Council approve a variation to the 2023/24 capital works road re-sheeting budget by reallocating \$100,000 of unexpended funds to re-sheeting works on Cascade Dam Road, Derby.

Purpose

The purpose of this agenda report is for Council to formally adopt the Dorset Municipal Emergency Management Plan - Issue 9 (February 2024).

Background

Dorset Council is required by the *Emergency Management Act 2006* to compile, maintain and review an Emergency Management Plan for the Dorset Municipality. The Dorset Municipal Emergency Management Plan (the Plan) was first initiated in 1993 after amalgamations and has been updated a number of times with the last review conducted in 2021.

Pursuant to the *Emergency Management Act 2006*, Section 34(6) states that the MEMC is to review its Plan at least once every 2 years. The Plan was due for review in mid-2023, however the delayed release of the new standard template was not available for Council use until early November 2023.

The draft Plan was circulated to a range of State Government agencies and relevant stakeholders who form the Dorset Municipal Emergency Management Committee (MEMC) for input and feedback during December 2023 and January 2024, with feedback received incorporated into the Plan. The Plan was approved by the State Emergency Management Controller on 4 March 2024.

Planning, Environment & Statutory Requirements

Emergency Management Act 2006

Strategic and Annual Plan

Strategic Plan 2023 – 2032 – Imperative 10.2.

Risk Management

The Plan lists hazards that are most likely to affect the municipal area, and in consultation with the appropriate Management Authority, these hazards have been risk rated against the Tasmanian Disaster Risk Assessment Guideline. Extreme or high risks identified in the Plan for Dorset are bushfire / fire, dam failure and flood (riverine / flash flood), with many medium, low and very low hazards also listed.

Financial & Asset Management Implications

The current responsible actions from the Plan will be absorbed as part of Council's current 2023/24 Budget Estimates.

Community Considerations

The Plan will be available on the Dorset Council website for public access once adopted by Council.

Officer's Comments

The Plan provides the structure and framework that outlines the roles and responsibilities of all parties involved in emergency management within the Dorset Municipality.

The Plan will also be tabled at the next Dorset MEMC meeting scheduled for May 2024.

Recommendation

That Council adopt the attached Dorset Municipal Emergency Management Plan - Issue 9, February 2024.

Recommendation

That the Meeting be closed to the public pursuant to Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, and that members of the public be required to leave the meeting room.

Time Meeting Closed to the Public:

CLOSED SESSION AGENDA ITEMS

Purpose

To confirm the Minutes of Proceedings of the Dorset Council Ordinary Meeting Closed Session held on 19 February 2024.

Purpose

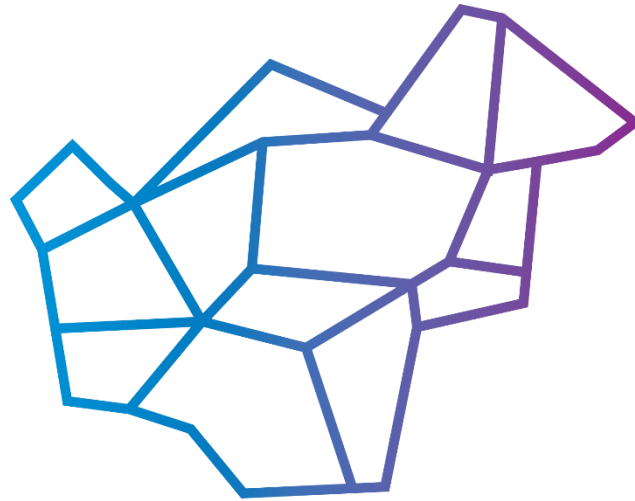
The purpose of this agenda item is to authorise the General Manager to recover outstanding rate debt pursuant to Division 11 of the *Local Government Act 1993* (the Act).

This item is considered in closed session in accordance with Regulation 15 (2)(g) of the *Local Government (Meeting Procedures) Regulations 2015*

“15 (2)(g):

information of a personal and confidential nature or information provided to the council on the condition it is kept confidential”

Time Meeting Closed:



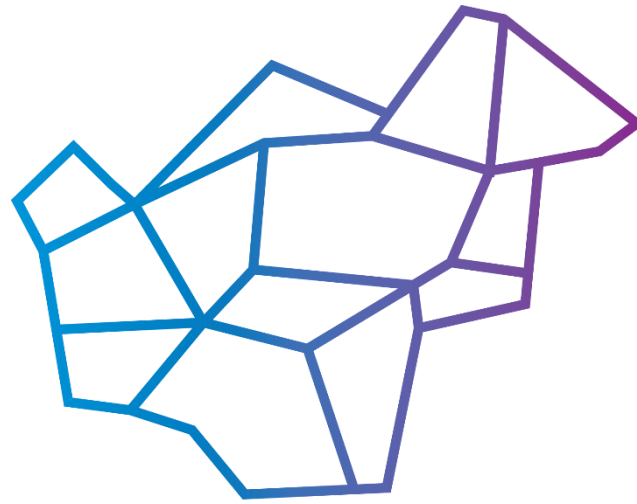
dorset
C O U N C I L

Ordinary Council Meeting

Agenda Attachments

18 March 2024

it's in the making



dorset
C O U N C I L

UNCONFIRMED
Minutes

Council Meeting

19 February 2024

GLADSTONE HALL

it's in the making

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Council Meeting Minutes 19 February 2024

Meeting Opened: 6:00 pm

Present: Commissioner Andrew Wardlaw

Assistant General Manager / Director – Community & Development: Rohan Willis, Director – Infrastructure: Michael Buckley, Finance Manager: Allison Saunders, Administration Manager: Lauren Tolputt, Consultant Town Planner: George Walker, Executive Assistant: Sarah Forsyth

Apologies: General Manager: John Marik

Acknowledgement of Country

Dorset Council acknowledges the deep history and culture of the First People who were the traditional owners of the lands and waterways where we live and work. We acknowledge the clans-people who lived here for over a thousand generations on the Country where Gladstone is built and throughout the area we know as the north east region.

Dorset Council acknowledge the present-day Aboriginal custodians and the inclusive contribution they make to the social, cultural and economic essence of the municipality.

Item 18/24 **Confirmation of Ordinary Council Meeting Minutes – 22 January 2024**
Ref: DOC/24/851

The Chair reported that he had viewed the minutes of the Ordinary Meeting held on Monday, 22 January 2024 finds them to be a true record and recommends that they be taken as read and signed as a correct record.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That the Minutes of Proceedings of the Dorset Council Ordinary Meeting held on 22 January 2024 having been circulated to the Commissioner, be confirmed as a true record.

CARRIED: COMMISSIONER

Item 19/24 Confirmation of Agenda

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council confirm the Agenda and order of business for the 19 February 2024 Council Meeting.

CARRIED: COMMISSIONER

Item 20/24 Declaration of an Interest of the Commissioner or Close Associate

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Commissioner is requested to indicate whether he has, or is likely to have a pecuniary interest (any pecuniary interest or pecuniary detriment) or conflict of interest in any item on the Agenda.

INTEREST DECLARED

Commissioner Wardlaw Item 21 – River Road Consulting (previously declared)

Item 21/24 Commissioner Communications

Commissioner Wardlaw's Calendar | 18 January 2024 – 14 February 2024

January 2024

- 18 Meeting with ratepayer, Bridport Café
- 22 Citizenship Ceremony for Edessa Balboa and Gina Lethborg, Council Chambers
- 22 Meeting with Liberal Party Member, Simon Wood with General Manager, Council Chambers
- 22 Meeting with Labor Party Member, Janie Finlay with General Manager, Council Chambers
- 22 Weekly meeting with the Management Team, Council Chambers
- 22 January Council Meeting, Council Chambers
- 25 Meeting with ratepayer, Bridport Café
- 25 Meet and Greet with Australia Day Ambassador, Main Street Restaurant, Derby
- 25 Dorset Australia Day Awards Ceremony, Ringarooma Memorial Hall
- 26 Bridport Splash, Goftons Beach, Bridport
- 26 Dorset Australia Day Pool Party, Scottsdale Aquatic Centre
- 29 Weekly meeting with the Management Team, Council Chambers
- 30 Dorset Structure Plans Overview with Council Consultant Town Planner George Walker and Planning Officer Lily Hayes, Council Chambers
- 31 Meeting with grave restoration project members, Ellesmere Cemetery

February 2024

- 1 Meeting with Dorset Tasmania History Society Group, Scottsdale
- 5 North East Tasmania Chamber of Commerce Meeting, Scottsdale Art Gallery Café
- 6 February Council Briefing Workshop, Council Chambers

- 6 Meeting with Queensland Government representatives on study tour of Tasmania, with General Manager John Marik and Trail Operations Manager Pete Coleborn, Derby
- 7 Official opening of APM Disability Employment Services new office with General Manager John Marik, Scottsdale
- 7 Dorset Coastal Working Group Meeting with Director – Infrastructure Michael Buckley, Bridport
- 7 Future-Links Gladstone Meeting with Director – Infrastructure Michael Buckley, Gladstone Hall
- 12 Weekly meeting with the Management Team, Council Chambers
- 12 Visit to the Scottsdale Military Museum
- 12 Meeting with ratepayers with Assistant General Manager, Nabowla
- 13 Meeting with Professor David Adams with General Manager John Marik, Council Chambers
- 14 Meeting with ratepayer, Bridport Café
- 14 Northern Tasmania Development Corporation (NTDC) Member Representative Group Meeting, Launceston
- 14 TasWater half-yearly briefing to owner representatives with General Manager John Marik, Launceston

Extension of Appointment

On 15 January 2024, Minister for Local Government, Hon. Nic Street MP, wrote to advise that an extension had been requested and granted to the Dorset Board of Inquiry for presentation of their report into Dorset Council. This period has been extended from 28 February 2024 to 30 April 2024.

To read the correspondence from the Minister, please find it in the [attachments](#).

Record of Payments

See below table of payments made to River Road Consulting for reimbursement of expenses to the Commissioner for the six months ended January 2024:

Payment Listing: River Road Consulting

| Invoice Date | Description | Actual | GST | Total |
|--------------|--|---------------------|------------|---------------------|
| 31/08/2023 | Commissioner Fees – 02/08/2023 – 31/08/2023 | \$21,357.06 | \$2,135.70 | \$23,492.76 |
| 30/09/2023 | Commissioner Fees – 01/09/2023 – 30/09/2023 | \$22,083.33 | \$2,208.33 | \$24,291.66 |
| 31/10/2023 | Commissioner Fees – 01/10/2023 – 31/10/2023 | \$22,083.33 | \$2,208.33 | \$24,291.66 |
| 30/11/2023 | Reimbursement of Council related travel expenses | \$618.29 | \$61.84 | \$680.13 |
| 30/11/2023 | Commissioner Fees – 01/11/2023 – 30/11/2023 | \$22,083.33 | \$2,208.33 | \$24,291.66 |
| 31/12/2023 | Commissioner Fees – 01/12/2023 – 31/12/2023 | \$22,083.33 | \$2,208.33 | \$24,291.66 |
| 31/01/2024 | Commissioner Fees – 01/01/2024 – 31/01/2024 | \$22,083.33 | \$2,208.33 | \$24,291.66 |
| TOTAL | | \$132,392.00 | | \$145,631.19 |

Item 22/24 Management Team Briefing Report

The purpose of this agenda item is to provide the Commissioner and the community with a briefing on matters of interest dealt with during the past month by Council's Management Team.

Recommendation

That Council receive and note the Management Team Briefing Report.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council receive and note the Management Team Briefing Report.

CARRIED: COMMISSIONER

Item 23/24 Council Workshops Held Since Last Council Meeting

6 February | Briefing Workshop

Item 24/24 Applications for Leave of Absence

Nil

Item 25/24 Public Question Time

The following questions were **taken on notice** at the 22 January Council Meeting:

Jeff Jennings, Bridport

The following questions relate to the Planning Scheme and the assessment process that took place in allowing the building of visitor accommodation at 101 Main Street, Bridport.

This is in no way a criticism of any person in the Council or the developer, but an attempt to reveal the inadequacies in a system that allowed this development to proceed.

Under the LUPA Act 1993, a development proposal should "provide for fair and sustainable use of land".

Also under LUPA, the process should "ensure that the effects of the environment are considered and provide for explicit consideration of social and economic effects when decisions are made".

1. *What definition of "fair" was used in assessing the impact of building a 9m high building less than 2m from a residential property, for example, did the Council or developer enter into any discussion with neighbours with regard to their concerns before the development application was made?*
2. *What explicit considerations were given to the social and economic impact this building would have on neighbouring properties? For example, was consideration given to the effect this development might have on neighbours mental well-being, privacy and the value of their properties?*
3. *If the answer to these questions is in the negative, will the Dorset Council include performance criteria in its planning schemes to ensure these problems do not occur again?*

The application failed to meet the acceptable solution 6.8m height in A2, but because of the lack of adequate performance criteria, the development was considered acceptable.

Response from Director – Community and Development, Rohan Willis:

An extensive range of objectives are provided under the *Land Use Planning and Approvals Act 1993* in addition to the referenced objective. Development applications are not individually assessed against these objectives in themselves; rather these objectives are relied upon, amongst various other instruments (including State Policies, National Environment Protection Measures, Regional Land Use Strategies), to inform the preparation of Council planning schemes – which are the key instrument utilised for assessment of development applications in respective municipal areas.

A comprehensive assessment of the development application for 101 Main Street, Bridport was undertaken by Council's then Town Planner, Thomas Wagenknecht, with a recommendation for approval advanced at the December 2022 Council Meeting which was unanimously endorsed by Councillors. Although representations were received, no objectors sought to appeal Council's decision to TASCAT. During the statutory assessment period for the application, all adjoining landowners were issued with notifications advising upon the application. Council is always supportive of proponents making contact with neighbours to discuss their projects, regardless of the statutory notification requirements for those development applications requiring public advertising; but it is unknown whether the proponent sought this approach.

In January 2023 Council adopted the Tasmanian Planning Scheme (the TPS), comprising the State Planning Provisions and Council's Local Provisions Schedule. Implementation of the Tasmanian Planning Scheme included several months of formal and informal community consultation. Under the former planning scheme (the Dorset Interim Planning Scheme 2013), the subject land along with numerous other properties fronting Main Street was identified within the Local Business Zone, while land to the rear of these properties was identified within the Urban Mixed Use Zone. If Council had integrated the same zoning configuration from its former planning scheme into the TPS, building heights in both the Local Business Zone and the Urban Mixed Use Zone would have been provided permitted approval pathways for building heights of up to 9 metres and 10 metres, respectively. Instead, Council took initiative and pursued a compromise approach, whereby land in these areas could still be developed for mixed-use purposes (i.e. commercial and non-commercial pursuits) albeit in accord with a reduced building height limit. Land fronting Main Street was therefore zoned Village, with land to the immediate rear of this and beyond zoned General Residential. Development in both the Village and General Residential zones under the TPS is provided with permitted approval pathways for building heights of up to 8.5 metres, with corresponding performance criteria available for appraisal of buildings that exceed that height. Although the standards for building height in the General Residential Zone have remained effectively unchanged in the Tasmanian Planning Scheme, it is noted that building height in the Village Zone that seeks to exceed 8.5 metres would be subjected to more multifarious assessment criterion than that provided for the Local Business Zone under the former planning scheme.

Edwina Powell, Springfield

With consideration of the development of the railway station precinct, I would like to know why that hasn't been considered for development rather than the rail trail itself?

There was initially plans for the development of an RV park, developing that up as a good parking area, would have addressed the issues of vandalism of that building and returning to your question Commissioner, my understanding is that the railway station it belongs to the state government and that Dorset Council is the management authority. So the building doesn't belong to us, but we are the managers of that whole area.

Response from Director – Community and Development, Rohan Willis:

Council is in discussion with the Scottsdale Rotary Club regarding conceptual redevelopment of the former railway station site. Broader community consultation upon development of the site will be undertaken as the concept matures.

The former railway station building is contained within the North East Corridor, of which Council is the appointed Corridor Manager pursuant to the *Strategic Infrastructure Corridors (Strategic and Recreational Use) Act 2016*. A refurbishment project for the building is being coordinated by Scottsdale Rotary in conjunction with Australian Government grant funding received by Dorset Council via the Local Roads and Community Infrastructure Phase 3 funding stream.

The following questions were received **without notice** from members of the public:

Jodie Terry, Springfield

Could Cape Portland Road be considered for re-sheeting, perhaps in the next budget, or some maintenance prior to the next budget? The condition of the road is bad at the moment, with no road base left to grade back onto the road and with school starting, it is dangerous and I can't hear the school kids over the noise when driving the school bus.

Response from Director – Infrastructure, Michael Buckley:

This has been brought up internally for consideration by infrastructure employees, with Council identifying that that road surface has reached the end of its useful life from a re-sheet that occurred approximately 6-7 years ago. The team along with contractors have done a good job in maintaining the road during this period on a regular basis. This will be considered during upcoming budget deliberations, with any additional feedback from you welcome to inform those discussions.

Jenny Bellinger, Pioneer

In relation to a footpath at Pioneer, would I just complete a form as part of the mentioned upcoming community budget submission process to request the construction of one be considered?

Response from Finance Manager, Allison Saunders

Yes.

In relation to the Garibaldi Road bridge, I lent on the left hand side railing on Friday night and it moved significantly. Could Council look at ensuring it is safe to the community in the interim prior to the completion of the bridge works planned in the capital works program?

Response from Director – Infrastructure, Michael Buckley:

As I understand it is quite steep underneath, so Council is engaging assistance from a contractor for the proposed bridge works. I appreciate the feedback and will note for the team to review in the interim.

Lastly, Little Blue Lake at South Mount Cameron. I have brought this up before that there needs to be a public toilet/s available for visitation to the area. It is the second most advertised attraction in the area after the Lavender Farm, and I have been previously advised to follow up with Crown Land myself as it is owned by the State Government. Could Council provide a request to Crown asking them to review installing toilets in this area?

Response from Commissioner Andrew Wardlaw:

I note that this isn't a Council owned asset, but under the control of Parks and Wildlife. I was at a meeting with Parks and Wildlife representatives last week and raised this particular issue and I believe it is in their forward program for investigation, subject to funding commitments. I am happy to write a letter and raise the issue formally again.

Item 26/24 Deputations

Nil

Item 27/24 Commissioner Question Time

The following questions were received **without notice** from the Commissioner:

Nil

Item 28/24 Notices of Motion by the Commissioner

Nil

**** Council acted as the Planning Authority for Item 29*

Item 29/24 Planning Application - Hotel Industry Use – Bar Associated with Indoor Golf Simulator Entertainment (with Relaxed Hours of Operation Standard - Saturday) | 6/85 Main Street BRIDPORT

Reporting Officer: Consultant Town Planner, George Walker

Ref: DOC/24/1789 | PLA/2024/2 | Assessment Report: DOC/24/1791

Purpose

The purpose of this report is for Council to consider a proposal for the use of a building for an indoor golf simulator and bar located at 6/85 Main Street, Bridport.

Recommendation

It is recommended that the proposal for the use of a building for an Indoor Golf Simulator and Bar at the subject land, be approved subject to the following conditions:

1. *Basis of Approval*

The use and development is approved and must be undertaken in accordance with the Endorsed Documents, except where specified otherwise in this permit and documents lodged with this application (PLA/2024/002). Any substantial variation from this application will require the further planning consent of the Council.

2. *Amended Plans*

The use approved by this permit is limited to the following operating hours:

- (a) 7:00am to 9:00pm Monday to Friday;
- (b) 8:00am to 9:00pm Saturday; and
- (c) 9:00am to 5:00pm Sunday.

*** It was noted by the Consultant Town Planner that there was an administrative error to the heading of recommended condition 2. This error was amended prior to decision.*

DECISION

MOVED / SECONDED: Commissioner Wardlaw

It is recommended that the proposal for the use of a building for an Indoor Golf Simulator and Bar at the subject land, be approved subject to the following conditions:

1. *Basis of Approval*

The use and development is approved and must be undertaken in accordance with the Endorsed Documents, except where specified otherwise in this permit and documents lodged with this application (PLA/2024/002). Any substantial variation from this application will require the further planning consent of the Council.

2. *Operating Hours*

The use approved by this permit is limited to the following operating hours:

- (d) 7:00am to 9:00pm Monday to Friday;
- (e) 8:00am to 9:00pm Saturday; and
- (f) 9:00am to 5:00pm Sunday.

NOTE: For the purpose of this permit “**the person responsible**”, depending on the context, means:

- a) The person who has and takes the benefit of this permit for the undertaking of the use or development authorised pursuant to it;
- b) The person or persons who undertake development or use pursuant to this permit; and
- c) Servants, agents and contractors, in each case of such persons.

ADVISORY NOTES

(i) Permission in Writing

Any reference to the need for Council approval of a matter or thing prescribed under the conditions pertinent to this permit requires such approval to be given in writing.

(ii) Objections to Proposal

This permit has no effect until the expiry of the period for the lodgement of an appeal against the granting of the permit or, if an appeal is lodged, until ten days after the appeal has been determined by the Resource and Planning Stream of the Tasmanian Civil and Administrative Tribunal (TASCAT).

(iii) Appeal Provisions

Attention is directed to sections 61 and 62 of the Land Use Planning and Approvals Act 1993 (as amended) which relate to appeals. These provisions should be consulted directly, but the following provides a guide as to their content:

- A planning appeal may be instituted by lodging a notice of appeal with the Resource and Planning Stream of the Tasmanian Civil and Administrative Tribunal (TASCAT).*
- A planning appeal may be instituted within 14 days of the date the planning authority serves notice of the decision on the applicant.*

(iv) Permit Commencement

This permit takes effect 14 days after the date of Council's notice of determination or at such time as any appeal to the Resource and Planning Stream of the Tasmanian Civil and Administrative Tribunal (TASCAT) is abandoned or determined. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in writing.

(v) Period of Approval

Pursuant to Section 53(5) the Land Use Planning and Approvals Act 1993, this approval will lapse after a period of two (2) years from:

- (a) the date on which the permit is granted; or*
- (b) if an appeal has been instituted against the planning authority's decision to grant the permit, the date of the determination or abandonment of the appeal,*

if the use or development is not substantially commenced within that period.

(vi) Other Approvals

This permit does not imply that any other approval required under any other by-law or legislation has been granted. At least the following additional approvals may be required before construction commences:

- (a) Building approval*

(vii) Liquor Licensing

The person responsible is made aware of the obligations under the Liquor Licencing Act 1990 for the service of alcohol from the premises in association with the use approved by this permit.

CARRIED: COMMISSIONER

Item 30/24**Quarterly Financials | Period Ended 31 December 2023**

Reporting Officer: Finance Manager, Allison Saunders

Ref: DOC/24/1703

Purpose

The purpose of this agenda item is to present to Council and the community the financial performance for the 6 months ended 31 December 2023.

Recommendation

That Council receive the Financial Report for the period ended 31 December 2023.

DECISION**MOVED / SECONDED: Commissioner Wardlaw**

That Council receive the Financial Report for the period ended 31 December 2023.

CARRIED: COMMISSIONER**Item 31/24****Blue Derby Operations Quarterly Report | December 2023**

Reporting Officer: General Manager, John Marik

Ref: DOC/24/1601

Purpose

The purpose of this agenda item is to provide Council with a quarterly report on the costs and revenue streams of the Blue Derby Mountain Bike Trails (MTB) and any significant adverse events relating to the performance of the Memorandum of Understanding (MoU) with the Blue Derby Foundation (the Foundation).

Recommendation

That Council receive the Blue Derby Mountain Bike Trails – December Quarterly Update.

***It was noted by the Chair that financial statements from the Blue Derby Foundation were received post the agenda being released to the public. These financial statements are attached to the Minutes for information.*

DECISION**MOVED / SECONDED: Commissioner Wardlaw**

That Council receive the Blue Derby Mountain Bike Trails – December Quarterly Update.

CARRIED: COMMISSIONER**Item 32/24****Dorset Priority Projects Plan 2023-2025 Update**

Reporting Officer: General Manager, John Marik

Ref: DOC/24/1655 | Master Listing Update: DOC/24/1657 | Updated Plan: DOC/23/8099

Purpose

The purpose of this agenda item is to update the community on the progress of the Priority Projects Plan 2023 - 2025.

Recommendation

That Council:

1. note the progress report in relation to the Priority Projects Plan;
2. authorise the Priority Projects Plan project 19 to be updated for the Derby Master planning external funding request of \$500,000;
3. authorise the Priority Projects Plan project 20 scope to be updated to include Bridport Main Street; and

4. note that the community can follow Priority Project Updates on Council's website under Building, Planning and Projects / Major Projects.

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That Council:

1. note the progress report in relation to the Priority Projects Plan;
2. authorise the Priority Projects Plan project 19 to be updated for the Derby Master planning external funding request of \$500,000;
3. authorise the Priority Projects Plan project 20 scope to be updated to include Bridport Main Street; and
4. note that the community can follow Priority Project Updates on Council's website under Building, Planning and Projects / Major Projects.

CARRIED: COMMISSIONER

Item 33/24

Closure of Meeting to the Public

DECISION

MOVED / SECONDED: Commissioner Wardlaw

That the Meeting be closed to the public pursuant to Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, and that members of the public be required to leave the meeting room.

Time Meeting Closed to the Public: 6:58 pm

CARRIED: COMMISSIONER

Meeting Adjourned: 6:58 pm

Reason: *Tea break with the public*

Meeting Resumed: 7:11 pm

CLOSED SESSION ITEMS

The following matter was listed in the Closed Session Meeting section of the Council Agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015:

Item 34/24 Varied General Rate Remissions

The report on this matter was listed in the Closed Meeting section of the Council Agenda in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015* as the detail covered in the respective reports relates to:

- personal and confidential information

Time Meeting Closed: 7:12pm

Minutes Confirmed: 18 March 2024

Minute No:

.....
Commissioner Wardlaw

| | A | B | C | D | E | F | L | |
|----|---|---|---|--|--|---------------------|--|--|
| 1 | Blue Derby Foundation | | | | | | | |
| 2 | Blue Derby Foundation Limited | | | | | | | |
| 3 | C/O Australia Post - Derby LPO56 Main St DERBY TAS 7264 | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | Profit and Loss Report 16th Feb 24. | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | Original Forecast Budget 12 Mths 23-24 | YTD Budget July 23 - Jan 24 | YTD Actual July 23 - Jan-24 | YTD Variance | New Budget 12 Mths 23-24 Revised Feb 24 | |
| 9 | | | | | | | | |
| 10 | 4-0000 | Income | | | | | | |
| 11 | 4-1300 | Donation - Public Tap Points | 10,521 | 6,471 | 5,201 | (1,271) | 8,451 | |
| 12 | 4-1450 | Membership Fees | 490 | 490 | 711 | 221 | 1,551 | |
| 13 | 4-1703 | Merchandise - Sale Net | - | - | 2,280 | 2,280 | 2,280 | |
| 14 | 4-1706 | Other | - | - | - | - | - | |
| 15 | 4-1707 | Contribution - Dorset Council | 125,000 | 125,000 | 125,000 | - | 125,000 | |
| 16 | 4-1708 | Sponsors | 35,000 | 24,500 | 3,958 | (20,542) | 22,458 | |
| 17 | 4-1709 | Booking Platform Comms _ Need data* | - | - | - | - | - | |
| 18 | 4-1710 | Donations - Cash Boxes | 900 | 600 | - | (600) | - | |
| 19 | 4-1711 | Merchandise - Licence Fees | - | - | 182 | 182 | 1,432 | |
| 20 | 4-1713 | Derby Park Camping Fees | 44,752 | 21,352 | 19,141 | (2,211) | 49,417 | |
| 21 | 4-1714 | Endorsements - STA | 36,000 | 20,000 | 5,750 | (14,250) | 9,750 | |
| 22 | 4-1716 | Supporters | 21,000 | 14,000 | - | (14,000) | 7,000 | |
| 23 | 4-1717 | Partners | 40,000 | 20,000 | - | (20,000) | 8,500 | |
| 24 | 4-1718 | Events Gross Revenues | 7,117 | 7,116 | 6,461 | (655) | 9,461 | |
| 25 | 4-1719 | Special Projects | 4,000 | 4,000 | - | (4,000) | - | |
| 26 | 4-1721 | Advertising | - | - | - | - | - | |
| 27 | | Total Income | 324,780 | 243,529 | 168,684 | (74,845) | 245,300 | |
| 28 | | | | | | | | |
| 29 | | | | | | | | |
| 30 | | | | | | | | |
| 31 | | | | | | | | |
| 32 | | | | | | | | |
| 33 | | | | | | | | |
| 34 | | | | | | | | |
| 35 | 6-0000 | Expenses | | | | | | |
| 36 | 6-1120 | Advertising | 10,100 | 9,600 | 3,726 | 5,874 | 13,326 | |
| 37 | 6-1240 | Computer & IT Expenses | 3,310 | 1,510 | 917 | 593 | 2,316 | |
| 38 | 6-1420 | Account=Company Sec. fees | 6,000 | 3,600 | 850 | 2,750 | 4,250 | |
| 39 | 6-1430 | Board, committee & Office Expenses | - | - | 95 | (95) | 615 | |
| 40 | 6-1445 | Project Contracts - Management | 12,000 | 12,000 | 12,725 | (725) | 34,125 | |
| 41 | 6-1480 | Licensing Fees | - | - | 309 | (309) | 309 | |
| 42 | 6-1550 | Insurance Premium | 3,059 | 3,059 | 3,062 | (3) | 3,062 | |
| 43 | 6-1620 | Legal Fees | 2,000 | - | - | - | - | |
| 44 | 6-1640 | Quest Payment Systems (Donation Tap Points) | 2,094 | 1,194 | 1,150 | 44 | 2,050 | |
| 45 | 6-4100 | Admin Contracts | 8,000 | 4,000 | 373 | 3,627 | 4,773 | |
| 46 | 6-4534 | Web Development | 8,800 | 8,800 | 4,800 | 4,000 | 9,600 | |
| 47 | 6-4535 | Events costs as per event budget | 4,383 | 4,383 | 4,609 | (226) | 8,609 | |
| 48 | 6-4536 | Marketing & Communications Consultant Costs | 30,016 | 27,616 | 12,160 | 15,456 | 28,470 | |
| 49 | 6-4537 | Other | - | - | - | - | - | |
| 50 | 6-4538 | Merchandise Cost of sales | - | - | 447 | (447) | 447 | |
| 51 | 6-4540 | Audit Fees | 1,000 | 1,000 | 1,470 | (470) | 1,470 | |
| 52 | | Total Expenses | 90,762 | 76,762 | 46,694 | 30,068 | 113,423 | |
| 53 | | | | | | | | |
| 54 | | Operating profit | 234,018 | 166,767 | 121,990 | (44,777) | 131,877 | |
| 55 | | | | | | | | |
| 56 | | Forecast Distribution to Dorset Council* | | | | | 50,000 | |
| 57 | | | | | | | | |
| 58 | | Retained Earning | | | | | 81,877 | |
| 59 | | | | | | | | |
| 60 | | * Booking platform comms held by Council plus currently budgeted \$50,000 should be min return to Council. | | | | | | |
| 61 | | | | | | | | |



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C O U N C I L

UNCONFIRMED

Audit Panel Minutes

Tuesday, 27 February 2024

2:00 pm

Council Chambers
3 Ellenor Street SCOTTSDALE

CONFIDENTIAL

Present: Ian Wright (Chair), Commissioner Andrew Wardlaw, John Marik (General Manager), Allison Saunders (Finance Manager), Michael Buckley (Director - Infrastructure), Simone Lee (Tas Audit Office – via Zoom), Dylan Xing (Tas Audit Office – via Zoom)

Apologies: Nil

Minutes: Allison Saunders (Finance Manager)

Commenced: 2:08 pm

| Item | Title | Page |
|------|--|-------|
| 1 | Presentation of the 2023/24 Audit Strategy | 3 |
| 2 | Declaration of Conflict of Interest | 3 |
| 3 | Confirmation of Audit Panel Minutes 24 October 2023 | 3 |
| 4 | Work Health & Safety Update | 4 |
| 5 | Quarterly Financial Report – 31 December 2023 | 4-5 |
| 6 | Presentation of Independent Auditors Report of R2R, LRCI and Disaster Relief Funding | 5 |
| 7 | Managing Conflicts of Interest of Councillors Framework | 5 |
| 8 | Outstanding Matters from Previous Audit Panel Meeting | 6 |
| 9 | December Annual Plan Update | 7 |
| | Other Business / Update on Significant Events | |
| | 1. Blue Derby Operations Transfer Update | |
| | 2. May Shaw Update | |
| | 3. Rail Trail Update | |
| | 4. Local Government Amalgamation | |
| 10 | 5. Board of Inquiry | 7 - 8 |
| | 6. Stormwater Asset Management Plan Update | |
| | 7. Road and Footpath Plan Update | |
| | 8. Rates Strategy / Fresh Valuation Update | |
| | 9. Other Business | |
| | 10. Next Meeting Date | |

Item 1

SUBJECT: Presentation of the 2023/24 Audit Strategy – Tasmanian Audit Office
PRESENTER: Tasmanian Audit Office

Purpose

The purpose of this agenda item is for the Tasmanian Audit Office to present their 2022/23 audit approach to the Panel.

- Simone Lee and Dylan Zing presented audit strategy and ran through key matters in the strategy.
- Advised that entity risk has been increased to moderate due to the Board of Inquiry.
- The Audit Office advised that corporate governance risk is heightened due to Councillor suspension which is the reason why the risk increased.

Simone and Dylan left the meeting

Item 2

SUBJECT: Declaration of Conflict of Interest
PRESENTER: Group

Purpose

The purpose of this agenda item is to provide an opportunity for panel members to declare any conflicts of interest for items to be discussed during this meeting.

No conflicts reported

Item 3

SUBJECT: Confirmation of Audit Panel Minutes | 24 October 2023
PRESENTER: Group

Purpose

That the Minutes of Proceedings of the Audit Panel Meeting held on 24 October 2023, having been circulated to all Members, be confirmed as a true record.

All present confirmed Minutes as presented.

Item 4

SUBJECT: Work Health and Safety Update
PRESENTER: Michael Buckley

Purpose

The purpose of this agenda item is present an update on WH&S within Council, with Director – Infrastructure, Michael Buckley attending.

- General Manager provided a background of the WH&S changes and introduction.
- Director - Infrastructure gave a thorough update on current operational processes and updates made to existing documentation.

Q: A question was asked regarding what percentage of improvement in Infrastructure team safety culture?

A: Director - Infrastructure advised that most staff are on board with safety changes

Q: What are the main risks?

A: Blue Derby Mountain Bike Trail & Construction team and lack of documentation. High level of skill and capability of crew members.

ACTIONS: Director - Infrastructure to attend May meeting with reporting stats for March/April/May
 Discussion on what format / content that report will contain (safety KPIs etc.)
 Invitation to attend to be sent to Administration Manager and / or People and Safety Officer to attend the next meeting to present an additional report.

Item 5

SUBJECT: Quarterly Financial Report | Period Ended 31 December 2023
PRESENTER: Allison Saunders

Purpose

The purpose of this agenda item is to present to Council and the community the financial performance for the 6 months ended 31 December 2023.

- Finance Manager gave a brief overview of the report.

Q: Is there a reason for the workers compensation increase?

A: Workers compensation has primarily increased due to higher insurance costs from that of previous years.

Q: The results for the Bridport Seaside Caravan Park (BSCP) are interesting especially budget and actuals for revenue?

A: The annual budget for revenue received from camping fees is allocated based on previous year actuals which indicate that the majority of revenue is received during the months of January and February and over the March long weekend / Easter holiday period (peak season).

- Those present discussed the proposed changes / options to the BSCP operating.

Q: In relation to the Aquatic Centre, the results for kiosk sales and employee maintenance costs stand out?

A: Kiosk sales were under budget year to date to December, however, January is usually the busiest month at the pool due to school holidays. Current results show a good volume of sales have been achieved since the last reporting period. Employee costs for maintenance relate to the operation of the pool control room, which was previously the responsibility of the Pool Manager and included in the employee budget for the Aquatic Centre. As these operations are complex, the responsibility for this transferred to the Infrastructure team this financial year, which is where the budget was been included. The General Manager praised the management of the centre this season.

Item 6

SUBJECT: Presentation of Independent Auditors Report of Roads to Recovery, Local Roads and Community Infrastructure and Disaster Relief Funding

PRESENTER: Allison Saunders

Purpose

The purpose of this agenda item is to present the Independent Auditors Report of Roads to Recovery (R2R), Local Roads and Community Infrastructure (LRCI) and Disaster Relief Funding for the 2022/23 financial year.

- Brief update provided by Finance Manager.

Item 7

SUBJECT: Managing Conflicts of Interest of Councillors Framework

PRESENTER: John Marik

Purpose

The purpose of this agenda item is to discuss the Managing Conflicts of Interest of Councillors – Framework Proposal and Council’s submission.

- Chair praised Council’s submission.

Q: Was there any consideration for suspended councillors that couldn’t be consulted on something that will affect them?

A: The General Manager explained that Dorset are one of 29 councils and that the Local Government Association of Tasmania had made a submission on behalf of the sector after consulting with a cross section of elected members from across the State. In addition to this, Dorset Council provided its own submission.

Item 8

SUBJECT: Outstanding Matters from Previous Audit Panel Meetings
PRESENTER: Allison Saunders

Purpose

The purpose of this agenda item is to advise the Audit Panel as to the outcomes of any outstanding matters from previous Audit Panel Meetings.

| Item | Action | Responsible | Outcome |
|------|--|-------------------------------|---|
| 4 | Investigate process post Audit Panel meetings with the intent to table at a Council Meeting along with the unconfirmed minutes of the meeting. | Allison Saunders / John Marik | Unconfirmed minutes tabled by Council at 20 November 2023 Council Meeting. Commissioner provided a copy of General Manager Certification template from Burnie City Council for discussion. |
| 7 | 2023/24 Work Plan to include any relevant policies up for review. | Allison Saunders | The following policies are still to be reviewed as per Council's 2023/24 Annual Plan: <ul style="list-style-type: none"> ▪ Sponsorship of Sporting and Cultural Representatives ▪ Risk Management Policy ▪ Electronic Communications ▪ Public Interest Disclosures Act 2002 Procedures ▪ Social Media ▪ Bridport Seaside Caravan Park – Annual Site |

- Discussed item 4 and the General Manager Certification template – agreed to implement at next meeting.
- Discussed item 7 and the remaining policies to be reviewed by 30 June. Appropriate that the Risk Management, Electronic Communications and Public Interests Disclosures Act policies be discussed at the next Audit Panel Meeting.
- Discussed planning for the 2024/25 Annual Plan, with the tenure and composition review of the Audit Panel to be included in the second quarter.

ACTIONS: Audit Panel General Manager Certification to be published in the Audit Panel agenda, commencing in May.

Bring the reviewed Risk Management, Electronic Communications and Public Interest Disclosures policies to the next Audit Panel meeting for review.

The review of the Audit Panel tenure and composition to be included in the 2024/25 Annual Plan (second quarter).

Item 9

SUBJECT: December Annual Plan Update
PRESENTER: John Marik

Purpose

The purpose of this agenda item is to update Council and the community on progress of the 2023/24 Annual Plan as at 31 December 2023.

- General Manager gave an overview on Annual Plan process.
- Structure Plan community consultation currently underway.

Item 10

SUBJECT: Other Business / Update on Significant Events
PRESENTER: Group

Blue Derby Operations Transfer Update

- General Manager gave an update to the Audit Panel.

ACTIONS: General Manager to contact Blue Derby Foundation members to discuss conflict at the Annual General Meeting.
 General Manager to review the Foundation budget for 2024/25 financial year.
 General Manager to speak to Foundation Chair about importance of delivering budgeted outcomes.

May Shaw Update

- The General Manager advised that May Shaw is now transferred onto one title.
- There are issues with stamp duty holding up the process of transferring the property to May Shaw, with May Shaw CEO following up and will advise outcome.

Rail Trail Update

- Council is at an advanced stage of refreshing the business case, including total life-cycle cost and Tourism, Recreation, Conservation (TRC) Tourism are refreshing the economic demand study that was completed well over a decade ago.

Local Government Reform Update

- Verbal update from the General Manager.
- Board of Inquiry Status

Stormwater Asset Management Plan Update

- Verbal update provided by Finance Manager

Road and Footpath Plan Update

- Verbal update provided by Director – Infrastructure.
- Consultation underway with external stakeholders including Department of State Growth, Sustainable Timber Tasmania and Tas Farmers and Graziers on traffic flows for commercial activities.

Rates Strategy / Fresh Valuation Update

- Verbal update from General Manager.

Q: Which other Councils are going through a revaluation?

A: TAKEN ON NOTICE

ACTION: Investigate which other Councils are going through the revaluation process.

Other Business

- Nil

Next Meeting Date

- 28 May 2024 – invite to be circulated

Meeting Closed: 4:15pm

UNCONFIRMED



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C O U N C I L

Item 40 - Attachment

Our Ref: DOC/24/2459

27 February 2024

ABN 68 027 137 155
3 Ellenor Street
Scottsdale Tasmania
PO Box 21 Scottsdale
Tasmania 7260

T 03 6352 6500
F 03 6352 6509
E dorset@dorset.tas.gov.au
dorset.tas.gov.au



Attention: Local Government Reform
Office of Local Government
Department of Premier and Cabinet
GPO Box 123
HOBART TAS 7001

EMAIL ONLY: lgconsultation@dpac.tas.gov.au

Dear Minister Street

SUBMISSION IN RELATION TO FINAL REPORT – THE FUTURE OF LOCAL GOVERNMENT REVIEW

Thank you for the opportunity to comment on the final report in relation to the future of local government review from the perspective of Dorset Council.

Recommendation 4 (page 58 of 200) recommends certain Local Government Areas (LGAs) work towards formal amalgamation proposals. Dorset Council has not been included in the phase 1 council amalgamation proposal, however the final report does recommend changes to the Dorset LGA. The final report recommends the “North-East” Council whereby the Dorset LGA would include rural areas to the west from George Town LGA and to the south-west incorporating parts of the City of Launceston LGA. Dorset Council is supportive of this recommendation which conceptually agrees to Council’s stage 2 interim report submission as endorsed by Council in the 17 July 2023 Council Meeting (Minute No. 108/23, Reference DOC/23/8155).

In relation to the North-East Council as proposed in the final report, Dorset Council propose the Board consider the North West areas of the Break O’Day LGA (BODC LGA). Dorset Council’s stage 2 interim report submission as endorsed by Council in the 17 July 2023 Council Meeting (Minute No. 108/23, Reference DOC/23/8155) included the following view adopted by Council in relation to the boundary of the Dorset LGA and BODC LGA:

Weldborough and the Blue Tier mountain bike trails could be transferred to Dorset given that Dorset already maintains this important part of the Blue Derby mountain bike trail network. Additionally, Weldborough residents go to school, play sport, shop, work and socialise mainly in the Dorset municipality mainly due to the inaccessibility of the Tasman Highway linking Break O' Day and Dorset. This area is also serviced by Dorset companies in terms of both inbound and outbound freight.

There is a second area west of Ansons Bay which contains two large farms (Telegraph and Ansons Meadows) and several smaller farms who similarly are serviced by Dorset based companies and whose residents also attend school, play sport, shop and socialise mainly in Dorset. This area should be considered for inclusion in the Dorset municipality via negotiation with Break O' Day Council.

Dorset and BODC have had very high level discussions in relation to both the above mentioned areas. There was appetite from both sides to investigate the possible LGA boundaries between BODC and Dorset. A proposed review of the Dorset and BODC LGA boundaries was agreed to best occur when the Dorset LGA are in a position to conduct full feasibility modelling and costings conducted for the North-East catchment. This would best align with the Boards intent for next phase of voluntary amalgamation discussions in mid-2025 per the page 15 of 200 of the final report.

In relation to mandatory shared services, Dorset Council are supportive of LGAs undertaking reviews in relation to shared services models on a voluntary basis, as opposed to this being mandated. Dorset Council have been fully involved with workshops on the final report, including Dorset Council's position in relation to mandated shared services, with the Local Government Association of Tasmania (LGAT). Dorset Council stand behind LGATs submission in relation to shared services and highlight the further work required by the State Government to attain broad sector support for mandating shared services. The workshops on this point highlighted a clear division in the Local Government sector.

If you have any queries regarding this submission, please contact me direct via phone: 03 6352 6576 or email: gm@dorset.tas.gov.au in the first instance.

Yours sincerely



John Marik
General Manager

DORSET COUNCIL – Planning Approvals

1 February 2024 to 29 February 2024

| | | | |
|--------------|---|---|---|
| DEV-2023/130 | Mr D Joyce 2 Main ST BRIDPORT | Lodged 18/11/2023 Value of Works - \$100,000 | Extension to hatchery fish race Determined APPD on 12/02/2024 |
| DEV-2024/5 | GHD Pty Ltd 31662 Tasman HWY DERBY 31668 Tasman HWY DERBY | Lodged 18/01/2024 Value of Works - \$4,700,000 | Demolition of existing buildings and construction and use of a battery energy storage system Determined APPD on 21/02/2024 |
| DEV-2024/166 | Environmental Management and Consulting 7 King ST SCOTTSDALE | Lodged 16/01/2024 Value of Works - \$40,000 | Removal of five (5) underground fuel storage tanks including reinstatement tanks Determined APPD on 07/02/2024 |
| DEV-2024/11 | Bison Constructions 42 Peddles RD LEGERWOOD | Lodged 02/02/2024 Value of Works - \$95,000 | Construction of stock yard cover Determined APPD on 02/02/2024 |
| DEV-2024/12 | Mr J J Champ Mrs S L Champ 16 Charles ST BRIDPORT | Lodged 02/02/2024 Value of Works - \$9,000 | Carport Determined APPD on 02/02/2024 |
| DEV-2024/13 | Mr G C Way 4 Willow CT WINNALEAH | Lodged 08/02/2024 Value of Works - \$48,000 | Outbuilding Determined APPD on 08/02/2024 |

| | | | |
|-------------|---|---|--|
| DEV-2024/16 | Mr P A Gambetta 39 Henry ST BRIDPORT | Lodged 15/02/2024 | Change of Use (Residential) Determined APPD on 15/02/2024 |
| DEV-2024/17 | MDC Design and Drafting 61 Emma ST BRIDPORT | Lodged 21/02/2024 Value of Works - \$300,000 | Construction of Dwelling Determined APPD on 21/02/2024 |
| DEV-2024/18 | Mr S A Williams 1 Main ST BRIDPORT | Lodged 21/02/2024 | Dwelling Addition Determined APPD on 21/02/2024 |
| DEV-2024/20 | Mr R J Dale 59 King ST SCOTTSDALE | Lodged 22/02/2024 Value of Works - \$2,000 | Carport Addition Determined APPD on 22/02/2024 |
| DEV-2024/21 | Bison Constructions 12 McDougalls RD LEGERWOOD | Lodged 22/02/2024 Value of Works - \$103,000 | Construction of hay shed Determined APPD on 22/02/2024 |

DORSET COUNCIL – Building Approvals

1 February 2024 to 29 February 2024

| | | | |
|--------------|---|---|---|
| OTH-2023/124 | Tasbuilt Homes & Cabins 10 George ST SCOTTSDALE | Lodged 18/12/2023 Value of Works - \$503,970 | New Dwelling and Carport Determined APPR on 05/02/2024 |
| OTH-2024/1 | S Group 37 Frances ST BRIDPORT | Lodged 24/01/2024 Value of Works - \$600,000 | Demolition & New Building - Dwelling, Garage & Swimming Pool Determined APPR on 02/02/2024 |
| OTH-2024/3 | TCP Building Design 25 Pearce ST BRANXHOLM | Lodged 12/02/2024 Value of Works - \$130,000 | Ancillary Dwelling Determined APPR on 26/02/2024 |
| OTH-2024/4 | Ms M S Williams 1366 Warrentinna RD BRANXHOLM | Lodged 12/02/2024 Value of Works - \$50,000 | Dwelling Additions Determined APPR on 26/02/2024 |
| OTH-2024/5 | Design to Live 123 Waterhouse RD BRIDPORT | Lodged 12/02/2024 Value of Works - \$40,000 | Shed Determined APPR on 26/02/2024 |
| OTH-2024/9 | Mr N D Gerke Mrs Y R Gerke 19 Henry ST BRIDPORT | Lodged 13/02/2024 Value of Works - \$200,000 | New Dwelling Determined APPR on 27/02/2024 |

| | | | | | |
|-------------|--|-------------------|---------------------------|----------------------------|-------------------------------|
| OTH-2024/10 | Mr N D Gerke Mrs Y R Gerke 15 Flinders LANE BRIDPORT | Lodged 13/02/2024 | New Dwelling | Value of Works - \$200,000 | Determined APPR on 27/02/2024 |
| OTH-2024/11 | Prime Design 14 Thomas ST SCOTTSDALE | Lodged 13/02/2024 | Addition to Alfresco Area | Value of Works - \$89,000 | Determined APPR on 27/02/2024 |

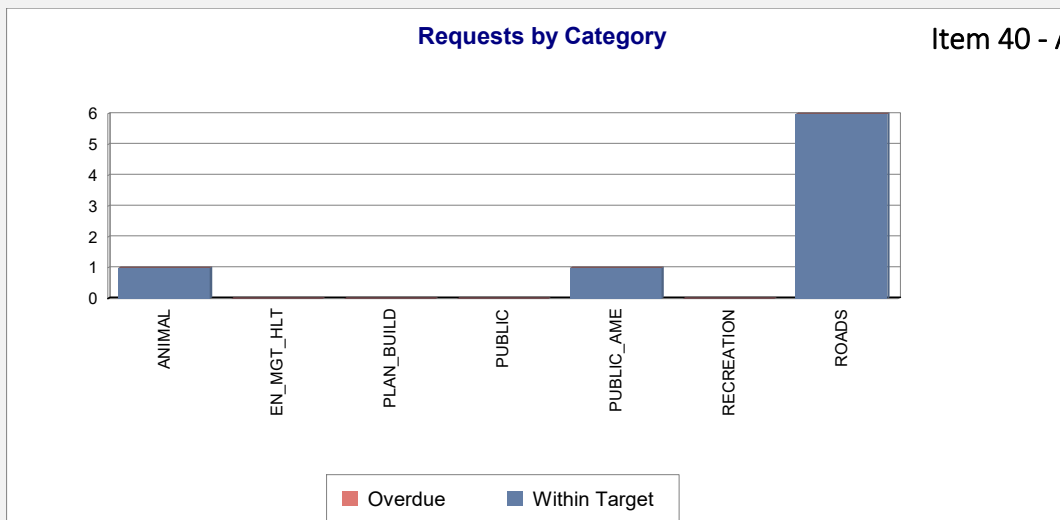
DORSET COUNCIL – Plumbing Approvals

1 February 2024 to 29 February 2024

| | | | |
|--------------|--|---|---|
| OTH-2023/124 | Tasbuilt Homes & Cabins 10 George ST SCOTTSDALE | Lodged 18/12/2023 Value of Works - \$503,970 | New Dwelling and Carport Determined APPR on 05/02/2024 |
| OTH-2024/1 | S Group 37 Frances ST BRIDPORT | Lodged 24/01/2024 Value of Works - \$600,000 | Demolition & New Building - Dwelling, Garage & Swimming Pool Determined APPR on 02/02/2024 |
| SP-2024/3 | TCP Building Design 25 Pearce ST BRANXHOLM | Lodged 12/02/2024 Value of Works - \$130,000 | Ancillary Dwelling Determined APPR on 26/02/2024 |
| OTH-2024/9 | Mr N D Gerke Mrs Y R Gerke 19 Henry ST BRIDPORT | Lodged 13/02/2024 Value of Works - \$200,000 | New Dwelling Determined APPR on 27/02/2024 |
| OTH-2024/10 | Mr N D Gerke Mrs Y R Gerke 15 Flinders LANE BRIDPORT | Lodged 13/02/2024 Value of Works - \$200,000 | New Dwelling Determined APPR on 27/02/2024 |

Requests by Category

Item 40 - Attachment



Customer Request Summary by Category

For period 01/02/2024 to 29/02/2024

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 07/03/2024 1:59:12PM

| Major / Minor Category | New Requests Received | Total requests closed this period | Closed Within Target | % | Closed, but Over Target | % | Open Within Target | Open, but Over Target |
|---|-----------------------|-----------------------------------|----------------------|-------------|-------------------------|-----------|--------------------|-----------------------|
| Animals | 5 | 1 | 1 | 100% | 0 | 0% | 4 | 3 |
| Barking Dog | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Animal Welfare | 4 | 1 | 1 | 100% | 0 | 0% | 3 | 3 |
| Environmental Management and Health | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 1 |
| Fire Hazards | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 1 |
| Planning & Building Services | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Building Enquiries | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Public | 9 | 0 | 0 | 0% | 0 | 0% | 9 | 8 |
| Online Enquiries | 9 | 0 | 0 | 0% | 0 | 0% | 9 | 8 |
| Public Amenities | 1 | 1 | 1 | 100% | 0 | 0% | 0 | 0 |
| Public Amenities Maintenance | 1 | 1 | 1 | 100% | 0 | 0% | 0 | 0 |
| Recreation Grounds | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Recreation Grounds Maintenance | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Roads | 23 | 6 | 6 | 100% | 0 | 0% | 16 | 1 |
| Roads Enquiries | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Roads Rural - Kerb & Gutter Maintenance | 3 | 2 | 2 | 100% | 0 | 0% | 1 | 0 |
| Roads Rural - Maintenance | 8 | 1 | 1 | 100% | 0 | 0% | 7 | 0 |
| Roads Rural - Signage & Guide Posts Maintenance | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Roads Rural - Verge Mowing/Slashing | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |

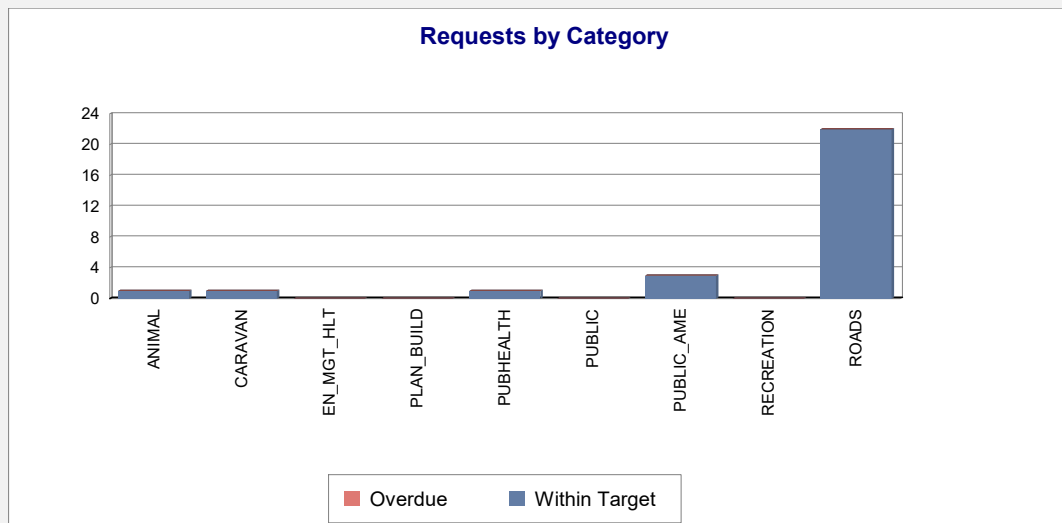
For period 01/02/2024 to 29/02/2024

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 07/03/2024 1:59:20PM

| Major / Minor Category | New Requests Received | Total requests closed this period | Closed Within Target | % | Closed, but Over Target | % | Open Within Target | Open, but Over Target |
|---|-----------------------|-----------------------------------|----------------------|-------------|-------------------------|-----------|--------------------|-----------------------|
| Roads | 23 | 6 | 6 | 100% | 0 | 0% | 16 | 1 |
| Stormwater Maintenance | 1 | 1 | 1 | 100% | 0 | 0% | 0 | 0 |
| Roads Urban - Footpath Maintenance | 2 | 0 | 0 | 0% | 0 | 0% | 1 | 1 |
| Roads Urban - Garden Bed Maintenance | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Roads Urban - Maintenance | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Roads Urban - Spraying/Pest Plant Control | 1 | 1 | 1 | 100% | 0 | 0% | 0 | 0 |
| Roads Urban - Tree/Vegetation Maintenance | 3 | 1 | 1 | 100% | 0 | 0% | 2 | 0 |
| GRAND TOTAL | 41 | 8 | 8 | 100% | 0 | 0% | 32 | 13 |



Customer Request Summary by Category

For period 01/01/2024 to 29/02/2024

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 07/03/2024 2:01:13PM

| Major / Minor Category | New Requests Received | Total requests closed this period | Closed Within Target | % | Closed, but Over Target | % | Open Within Target | Open, but Over Target |
|--|-----------------------|-----------------------------------|----------------------|-------------|-------------------------|-----------|--------------------|-----------------------|
| Animals | 5 | 1 | 1 | 100% | 0 | 0% | 4 | 3 |
| Barking Dog | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Animal Welfare | 4 | 1 | 1 | 100% | 0 | 0% | 3 | 3 |
| Caravan Parks | 2 | 1 | 1 | 100% | 0 | 0% | 1 | 0 |
| Caravan Parks Maintenance | 2 | 1 | 1 | 100% | 0 | 0% | 1 | 0 |
| Environmental Management and Health | 2 | 0 | 0 | 0% | 0 | 0% | 2 | 2 |
| Fire Hazards | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 1 |
| Noise Pollution | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 1 |
| Planning & Building Services | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Building Enquiries | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Public Health | 1 | 1 | 1 | 100% | 0 | 0% | 0 | 0 |
| Water Safety | 1 | 1 | 1 | 100% | 0 | 0% | 0 | 0 |
| Public | 20 | 0 | 0 | 0% | 0 | 0% | 20 | 19 |
| Online Enquiries | 20 | 0 | 0 | 0% | 0 | 0% | 20 | 19 |
| Public Amenities | 3 | 3 | 3 | 100% | 0 | 0% | 0 | 0 |
| Public Amenities Maintenance | 3 | 3 | 3 | 100% | 0 | 0% | 0 | 0 |
| Recreation Grounds | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Recreation Grounds Maintenance | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |

For period 01/01/2024 to 29/02/2024

Double click onto the Minor Category to access Request detail

Dorset A7 *live*

Report Created: 07/03/2024 2:01:22PM

| Major / Minor Category | New Requests Received | Total requests closed this period | Closed Within Target | % | Closed, but Over Target | % | Open Within Target | Open, but Over Target |
|---|-----------------------|-----------------------------------|----------------------|-------------|-------------------------|-----------|--------------------|-----------------------|
| Roads | 44 | 22 | 22 | 100% | 0 | 0% | 21 | 1 |
| Roads Enquiries | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Roads Rural - Kerb & Gutter Maintenance | 5 | 3 | 3 | 100% | 0 | 0% | 2 | 0 |
| Roads Rural - Maintenance | 14 | 6 | 6 | 100% | 0 | 0% | 8 | 0 |
| Roads Rural - Shoulder Maintenance | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Roads Rural - Signage & Guide Posts Maintenance | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Roads Rural - Spraying/Pest Plant Control | 1 | 1 | 1 | 100% | 0 | 0% | 0 | 0 |
| Roads Rural - Tree/Vegetation Maintenance | 1 | 1 | 1 | 100% | 0 | 0% | 0 | 0 |
| Roads Rural - Verge Mowing/Slashing | 3 | 2 | 2 | 100% | 0 | 0% | 1 | 0 |
| Stormwater Maintenance | 3 | 3 | 3 | 100% | 0 | 0% | 0 | 0 |
| Roads Urban - Footpath Maintenance | 4 | 2 | 2 | 100% | 0 | 0% | 1 | 1 |
| Roads Urban - Garden Bed Maintenance | 1 | 0 | 0 | 0% | 0 | 0% | 1 | 0 |
| Roads Urban - Maintenance | 4 | 1 | 1 | 100% | 0 | 0% | 3 | 0 |
| Roads Urban - Spraying/Pest Plant Control | 2 | 2 | 2 | 100% | 0 | 0% | 0 | 0 |
| Roads Urban - Tree/Vegetation Maintenance | 3 | 1 | 1 | 100% | 0 | 0% | 2 | 0 |
| GRAND TOTAL | 79 | 28 | 28 | 100% | 0 | 0% | 50 | 25 |

Item 43 - Attachment

| 2022/2023 Summer Season | |
|---|-------------------------|
| Product Name | Product Quantity |
| Rainbow Fantasy Sour straps each | 2,672 |
| Mini Sausage Rolls | 1,838 |
| Strawberry Sour straps each | 1,459 |
| Party Pies | 1,385 |
| Raspberry Twister each | 897 |
| Large | 867 |
| Mince Meat Pies | 838 |
| Cappuccino | 451 |
| Milo Scoop Shake Icecream Cup | 311 |
| Icy Pole Lemonade Iceblock | 311 |
| Oreo Sandwich Icecream | 301 |
| Twisties chips 45g | 299 |
| Small | 298 |
| Maxibon Mint Pickle Rick Icecream | 287 |
| Burger Rings Chips 45g | 276 |
| Coke 600ml | 269 |
| Doritos Chips 45g | 256 |
| Chicken Smiths Chips 45g | 238 |
| Kit Kat chocolate 45g | 224 |
| Latte | 222 |
| Lifesavers Iceblock | 217 |
| Billabong Rainbow Icecream | 215 |
| Hot Chocolate | 214 |
| Maxibon Honeycomb | 203 |
| Salt & Vinegar Smiths Chips 45g | 201 |
| Maxibon Vanilla Icecream | 195 |
| Pasty | 193 |
| Smarties chocolate 50g | 190 |
| Drumstick Vanilla Icecream | 177 |
| Iced cupcake | 177 |
| Drumstick Super Choc Icecream | 173 |
| Mount franklin water 600ml | 172 |
| Barbeque Smiths Chips 45g | 171 |
| Frosty Fruits Natural Tropical Iceblock | 170 |
| Coke No Sugar 600ml | 170 |
| Pump Water 750ml | 164 |
| Chocolate Fudgy Wudgy biscuit | 163 |
| Original Smiths Chips 45g | 159 |
| Caramilk icecream | 157 |
| Anzac biscuit | 154 |
| Fanta 600ml | 154 |
| Fruit Box - Apple Blackcurrant | 144 |
| Connoisseur Cookies and Cream Icecream | 143 |
| Vanilla Coke | 135 |
| Sprite 600ml | 131 |
| raspberry fanta | 130 |
| Drumstick Boysenberry Icecream | 128 |

| | |
|--|-----|
| Dixie Icecream Cup | 124 |
| Tomato sauce | 122 |
| Drumstick Mint | 117 |
| Cheese & Onion Smiths Chips 45g | 113 |
| Flat White | 108 |
| Fruit Box - Tropical | 105 |
| giant freddo | 102 |
| Connoisseur Murray River Salted Caramel & Macadamia Icecream | 100 |
| Coke cans | 97 |
| Boost chocolate bar 60g | 97 |
| Blueberry Muffin | 89 |
| Chocolate Muffin | 87 |
| Freddo Frog milk chocolate 12g | 80 |
| Powerade mountain blast 600ml | 64 |
| Mount franklin sparkling water 450ml | 63 |
| Vanilla coke NO SUGAR | 59 |
| Barista Bro iced choc 500ml | 57 |
| Cherry Ripe chocolate 52g | 55 |
| Pump Berry 750ml | 52 |
| Sprite plus | 51 |
| Powerade berry ice 600ml | 44 |
| Long Black | 41 |
| Learn to swim | 39 |
| Powerade orange 600ml | 38 |
| Almond milk | 36 |
| Barista Bro double espresso 500ml | 33 |
| Swimming Nappy Large | 31 |
| Peach Iced Tea Fuze | 29 |
| Keri Apple Juice | 26 |
| LTS full price | 25 |
| Powerade lemon lime 600ml | 25 |
| Swimming Nappy Medium | 23 |
| Junior futures biofuel flexiseal | 22 |
| Impressed juice apple 425ml | 22 |
| BBQ sauce | 20 |
| Impressed juice orange 425ml | 20 |
| Swimming Nappy Small | 19 |
| Keri Orange Juice | 18 |
| Tea - English Breakfast | 17 |
| Lamington | 16 |
| Small tea | 15 |
| Junior Jet Goggles - Orange lens / Blue strap | 14 |
| Adult Jet Goggles - Black Smoke lens / Red strap | 13 |
| Junior Jet Goggles - Blue lens / Yellow strap | 12 |
| Espresso | 12 |
| Large tea | 11 |
| Adult Jet Goggles - Blue lens /white nose/ black strap | 11 |
| Adult Futura Biofuse Flexiseal Goggles Black | 8 |
| Tea - Earl Grey | 6 |
| Chicken Twisties 45g | 5 |

| | |
|---|---|
| Extra shot | 5 |
| Adult Jet Goggles - Purple lens / grey nose/ Purple strap | 5 |
| Marquee hire | 4 |
| Tea - Honey Dew Green | 4 |
| Donations | 3 |
| Trestle table | 3 |
| Earplug Biofuse Aquatic | 3 |
| Birthday party hire | 2 |
| Lane hire | 2 |
| Junior Jet Goggles - Red lens/blue nose / Red strap | 2 |
| Macchiato | 2 |
| Junior Jet Goggles - Blue lens / Red strap | 2 |
| Half strength | 1 |
| Impressed Tropical Juice 425ml | 1 |
| Kickboard Eva | 1 |

| 2023/2024 Summer Season - up to 1/2/24 | |
|---|-------------------------|
| Product Name | Product Quantity |
| Mini Sausage Rolls | 1,668 |
| Rainbow Fantasy Sour straps each <i>(stopped selling)</i> | 1,027 |
| Party Pies | 997 |
| Large coffee | 753 |
| Mince Meat Pies | 728 |
| Strawberry Sour straps each <i>(stopped selling)</i> | 582 |
| Cappuccino | 377 |
| Milo Scoop Shake Icecream Cup | 370 |
| Frosty Fruit Sorbetlicious | 339 |
| Oreo Sandwich Icecream | 312 |
| Mixed lollies \$1 | 304 |
| Raspberry Twister each <i>(stopped selling)</i> | 286 |
| BBQ Chips | 282 |
| Mixed Lollies \$2 | 272 |
| Small coffee | 263 |
| Icy Pole Lemonade Iceblock | 248 |
| Cheezels | 231 |
| Coke No Sugar 600ml | 226 |
| Sandwich <i>(introduced in 23/24 season)</i> | 218 |
| Latte | 207 |
| Salt and Vinegar Samboys | 180 |
| Coke 600ml | 174 |
| Hot Chocolate | 168 |
| Lifesavers Iceblock | 165 |
| Maxibon Honeycomb | 163 |
| Pop Top Apple 250ml | 162 |
| Maxibon Vanilla Icecream | 162 |
| Aqua Aerobics - Concession | 159 |
| Dairy Milk Chunky | 159 |
| Mixed Lollies \$0.50 | 157 |
| Nippys Chocolate | 156 |
| Maxibon Mint Pickle Rick Icecream | 153 |
| Grainwaves | 140 |
| Pop Top ABC | 138 |
| Dixie Icecream Cup | 137 |
| Kit Kat Chunky | 137 |
| Pasty | 135 |
| Drumstick Super Choc Icecream | 133 |
| Byron Bay Dottie | 127 |
| Drumstick Vanilla Icecream | 126 |
| Caramilk icecream | 124 |
| Frosty Fruits Natural Tropical Iceblock | 120 |
| Nippys Coffee | 119 |
| Connoisseur Cookies and Cream Icecream | 119 |
| Primo Salami | 119 |
| Chicken Samboys | 113 |
| Drumstick Boysenberry Icecream | 111 |

| | |
|--|-----|
| Drumstick Mint | 106 |
| Hartz Still Water 750ml | 105 |
| Flat White | 104 |
| Hartz Still 600ml | 98 |
| Connoisseur Murray River Salted Caramel & Macadamia Icecream | 98 |
| Cherry Ripe chocolate 52g | 90 |
| Peach Iced Tea Fuze | 90 |
| Popcorn | 83 |
| Go Natural Nut Bar | 80 |
| Nippys Honeycomb | 79 |
| Primo Ham | 75 |
| Cans | 73 |
| Hartz Creamin Soda 600ml | 70 |
| Hartz Lemonade 600ml | 70 |
| Aqua Aerobics _ full | 64 |
| Pure TAS Blackcurrent | 60 |
| Hartz Raspberry 600ml | 60 |
| Hartz Lime 600ml | 57 |
| Nippys Strawberry | 56 |
| Iced Tea Raspberry | 52 |
| Monster cookie maxibon | 47 |
| Billabong Rainbow Icecream | 35 |
| Long Black | 35 |
| Zuppa Duppa | 33 |
| Hartz Sars | 33 |
| Squeezed Orange 350ml | 32 |
| Byron Bay White Choc Macadamia G/F | 31 |
| Kiosk \$5 Voucher | 30 |
| Level Raspberry | 30 |
| LTS full price | 29 |
| H2COCO | 28 |
| Level Lemonade | 25 |
| Cheese and Bacon Roll | 24 |
| Apple mango 350ml | 23 |
| Cloudy Apple 350ml | 23 |
| Oat | 21 |
| Extra shot | 20 |
| Almond milk | 20 |
| Swimming Nappy Large | 18 |
| Swimming Nappy Medium | 14 |
| Green juice 350ml | 14 |
| Large tea | 14 |
| Infant Spot goggles | 13 |
| Tea - English Breakfast | 13 |
| Jet Green/Clear | 12 |
| Jet Junior Empire Yellow | 12 |
| Soy Milk | 12 |
| Toatl Choc Milk | 12 |
| Junior Jet Blue/Red | 11 |
| Junior Jet Biofuse Navy/Red | 11 |

| | |
|-------------------------------------|----|
| Jet Mirror Black/Silver | 11 |
| Hartz 250ml | 11 |
| Junior Jet Blue/Orange | 11 |
| Biofuse Black/Smoke | 10 |
| Cloudy ABC 350ml | 10 |
| Espresso | 10 |
| Junior Jet pink/Blue | 9 |
| Swimming Nappy Small | 9 |
| Small tea | 9 |
| Biofuse 2.0 White/Smoke | 7 |
| Macchiato | 6 |
| Tea - Earl Grey | 6 |
| Competition Opal | 5 |
| Jet Goggles Adult Jade/Silver/Clear | 5 |
| Tea - Honey Dew Green | 4 |
| Earplug Biofuse Aquatic | 4 |
| Mocha | 4 |
| Lockers | 3 |
| Biofuse Blue/Orange | 3 |
| Donations | 3 |
| Kit Kat chocolate 45g | 3 |
| Maxibon Monster Cream | 3 |
| Junior opal mirror | 3 |
| Birthday party hire | 2 |
| Fruit Box - Tropical | 2 |
| Tea - Lemongrass and Ginger | 2 |
| Junior jet mirror | 1 |
| Extra Hot | 1 |
| Kickboard Eva | 1 |

| 2021/2022 Summer Season | |
|-----------------------------------|-------------------------|
| Product Name | Product Quantity |
| Mini Sausage Rolls | 2,486 |
| Tomato sauce | 2,085 |
| Strawberry Sour straps each | 1,580 |
| Party Pies | 1,569 |
| Mince Meat Pies | 1,115 |
| Rainbow Fantasy Sour straps each | 1,094 |
| Large | 1,093 |
| Cappuccino | 755 |
| Raspberry Twister each | 646 |
| Coke 600ml | 624 |
| Billabong Rainbow Icecream | 526 |
| Small | 502 |
| Milo Scoop Shake Icecream Cup | 496 |
| Oreo Sandwich Icecream | 419 |
| Free entry | 406 |
| Chocolate Fudgy Wudgy biscuit | 387 |
| Maxibon Vanilla Icecream | 378 |
| Kit Kat chocolate 45g | 375 |
| Burger Rings Chips 45g | 362 |
| Twisties chips 45g | 357 |
| Iced cupcake | 335 |
| Lifesavers Iceblock | 335 |
| Icy Pole Lemonade Iceblock | 327 |
| Doritos Chips 45g | 322 |
| Coke No Sugar 600ml | 321 |
| Salt & Vinegar Smiths Chips 45g | 311 |
| Freddo Frog milk chocolate 12g | 307 |
| Barbeque Smiths Chips 45g | 305 |
| Pasty | 299 |
| Mount franklin water 600ml | 292 |
| Chicken Twisties 45g | 282 |
| Drumstick Vanilla Icecream | 273 |
| BBQ sauce | 270 |
| Anzac biscuit | 268 |
| Fanta 600ml | 266 |
| Chicken Smiths Chips 45g | 261 |
| Caramilk icecream | 261 |
| Latte | 255 |
| Maxibon Honeycomb | 245 |
| Blueberry Muffin | 237 |
| Fruit Box - Apple Blackcurrant | 236 |
| Pump Water 750ml | 236 |
| Hot Chocolate | 227 |
| Chocolate Muffin | 225 |
| Maxibon Mint Pickle Rick Icecream | 224 |
| Dixie Icecream Cup | 220 |
| Fruit Box - Tropical | 209 |

| | |
|--|-----|
| Original Smiths Chips 45g | 208 |
| Frosty Fruits Natural Tropical Iceblock | 205 |
| Sprite 600ml | 203 |
| Flat White | 200 |
| Drumstick Super Choc Icecream | 191 |
| Crunchie chocolate 50g | 182 |
| Connoisseur Cookies and Cream Icecream | 178 |
| Cheese & Onion Smiths Chips 45g | 168 |
| Lift 600ml | 166 |
| Boost chocolate bar 60g | 157 |
| Connoisseur Murray River Salted Caramel and Macadamia Icecream | 157 |
| Smarties chocolate 50g | 155 |
| Powerade mountain blast 600ml | 153 |
| Drumstick Mint | 151 |
| Drumstick Boysenberry Icecream | 140 |
| Cherry Ripe chocolate 52g | 139 |
| Powerade berry ice 600ml | 105 |
| Pump Berry 750ml | 84 |
| Powerade orange 600ml | 81 |
| Mother original 500ml | 62 |
| Barista Bro double espresso 500ml | 60 |
| Mount franklin sparkling water 450ml | 59 |
| Kiss biscuits | 59 |
| Tea - English Breakfast | 52 |
| Swimming Nappy Small | 51 |
| Impressed juice apple 425ml | 47 |
| Barista Bro iced choc 500ml | 47 |
| Splits ice cream | 46 |
| Long Black | 42 |
| Small tea | 34 |
| Impressed juice orange 425ml | 33 |
| Ham and Cheese Sandwich | 32 |
| Swimming Nappy Medium | 31 |
| Meat & Salad Sandwich | 30 |
| Impressed Tropical Juice 425ml | 30 |
| Infant Sea Squad Illusion Goggle - Turquoise/Yellow/Clear | 27 |
| Peach Iced Tea Fuze | 25 |
| Junior Jet Goggles - Blue lens / Yellow strap | 24 |
| Junior Jet Goggles - Blue lens / Red strap | 24 |
| Almond milk | 24 |
| Swimming Nappy Large | 22 |
| Junior Jet Goggles - Red lens/blue nose / Red strap | 22 |
| Golden gaytime icecream | 22 |
| Powerade lemon lime 600ml | 20 |
| Adult Futura Biofuse Flexiseal Goggles Black | 20 |
| Junior Jet Goggles - Orange lens / Blue strap | 20 |
| Soy Milk | 19 |
| Large tea | 19 |
| Sunscreen tube Kids 35g Cancer Council | 19 |
| Adult Jet Goggles - Clear lens / Jade Green strap | 15 |

| | |
|---|----|
| Barney Banana Icecream | 15 |
| Adult Jet Goggles - Black Smoke lens / Red strap | 14 |
| Tea - Earl Grey | 14 |
| Adult Jet Goggles - Blue lens /white nose/ black strap | 12 |
| Espresso | 12 |
| Keri Orange Juice | 11 |
| Adult Jet Goggles - Purple lens / grey nose/ Purple strap | 10 |
| Salad Sandwich | 9 |
| Vanilla Coke | 9 |
| Infant Rollup Armband Floaties | 9 |
| Macchiato | 9 |
| Banana Bread | 7 |
| Extra shot | 5 |
| Kickboard Eva | 4 |
| Earplug Biofuse Aquatic | 3 |
| Extra Hot | 2 |
| Small size | 2 |
| Vanilla coke NO SUGAR | 2 |
| Full cream milk | 2 |
| Tea - Lemongrass and Ginger | 2 |
| Large cup size | 1 |

| 2022/2023 Summer Season | |
|---|-------------------------|
| Product Name | Product Quantity |
| Rainbow Fantasy Sour straps each | 2,672 |
| Mini Sausage Rolls | 1,838 |
| Strawberry Sour straps each | 1,459 |
| Party Pies | 1,385 |
| Raspberry Twister each | 897 |
| Large | 867 |
| Mince Meat Pies | 838 |
| Cappuccino | 451 |
| Milo Scoop Shake Icecream Cup | 311 |
| Icy Pole Lemonade Iceblock | 311 |
| Oreo Sandwich Icecream | 301 |
| Twisties chips 45g | 299 |
| Small | 298 |
| Maxibon Mint Pickle Rick Icecream | 287 |
| Burger Rings Chips 45g | 276 |
| Coke 600ml | 269 |
| Doritos Chips 45g | 256 |
| Chicken Smiths Chips 45g | 238 |
| Kit Kat chocolate 45g | 224 |
| Latte | 222 |
| Lifesavers Iceblock | 217 |
| Billabong Rainbow Icecream | 215 |
| Hot Chocolate | 214 |
| Maxibon Honeycomb | 203 |
| Salt & Vinegar Smiths Chips 45g | 201 |
| Maxibon Vanilla Icecream | 195 |
| Pasty | 193 |
| Smarties chocolate 50g | 190 |
| Drumstick Vanilla Icecream | 177 |
| Iced cupcake | 177 |
| Drumstick Super Choc Icecream | 173 |
| Mount franklin water 600ml | 172 |
| Barbeque Smiths Chips 45g | 171 |
| Frosty Fruits Natural Tropical Iceblock | 170 |
| Coke No Sugar 600ml | 170 |
| Pump Water 750ml | 164 |
| Chocolate Fudgy Wudgy biscuit | 163 |
| Original Smiths Chips 45g | 159 |
| Caramilk icecream | 157 |
| Anzac biscuit | 154 |
| Fanta 600ml | 154 |
| Fruit Box - Apple Blackcurrant | 144 |
| Connoisseur Cookies and Cream Icecream | 143 |
| Vanilla Coke | 135 |
| Sprite 600ml | 131 |
| raspberry fanta | 130 |
| Drumstick Boysenberry Icecream | 128 |

| | |
|--|-----|
| Dixie Icecream Cup | 124 |
| Tomato sauce | 122 |
| Drumstick Mint | 117 |
| Cheese & Onion Smiths Chips 45g | 113 |
| Flat White | 108 |
| Fruit Box - Tropical | 105 |
| giant freddo | 102 |
| Connoisseur Murray River Salted Caramel and Macadamia Icecream | 100 |
| Coke cans | 97 |
| Boost chocolate bar 60g | 97 |
| Blueberry Muffin | 89 |
| Chocolate Muffin | 87 |
| Freddo Frog milk chocolate 12g | 80 |
| Powerade mountain blast 600ml | 64 |
| Mount franklin sparkling water 450ml | 63 |
| Vanilla coke NO SUGAR | 59 |
| Barista Bro iced choc 500ml | 57 |
| Cherry Ripe chocolate 52g | 55 |
| Pump Berry 750ml | 52 |
| Sprite plus | 51 |
| Powerade berry ice 600ml | 44 |
| Long Black | 41 |
| Learn to swim | 39 |
| Powerade orange 600ml | 38 |
| Almond milk | 36 |
| Barista Bro double espresso 500ml | 33 |
| Swimming Nappy Large | 31 |
| Peach Iced Tea Fuze | 29 |
| Keri Apple Juice | 26 |
| LTS full price | 25 |
| Powerade lemon lime 600ml | 25 |
| Swimming Nappy Medium | 23 |
| Junior futures biofuel flexiseal | 22 |
| Impressed juice apple 425ml | 22 |
| BBQ sauce | 20 |
| Impressed juice orange 425ml | 20 |
| Swimming Nappy Small | 19 |
| Keri Orange Juice | 18 |
| Tea - English Breakfast | 17 |
| Lamington | 16 |
| Small tea | 15 |
| Junior Jet Goggles - Orange lens / Blue strap | 14 |
| Adult Jet Goggles - Black Smoke lens / Red strap | 13 |
| Junior Jet Goggles - Blue lens / Yellow strap | 12 |
| Espresso | 12 |
| Large tea | 11 |
| Adult Jet Goggles - Blue lens /white nose/ black strap | 11 |
| Adult Futura Biofuse Flexiseal Goggles Black | 8 |
| Tea - Earl Grey | 6 |
| Chicken Twisties 45g | 5 |

| | |
|---|---|
| Extra shot | 5 |
| Adult Jet Goggles - Purple lens / grey nose/ Purple strap | 5 |
| Marquee hire | 4 |
| Tea - Honey Dew Green | 4 |
| Donations | 3 |
| Trestle table | 3 |
| Earplug Biofuse Aquatic | 3 |
| Birthday party hire | 2 |
| Lane hire | 2 |
| Junior Jet Goggles - Red lens/blue nose / Red strap | 2 |
| Macchiato | 2 |
| Junior Jet Goggles - Blue lens / Red strap | 2 |
| Half strength | 1 |
| Impressed Tropical Juice 425ml | 1 |
| Kickboard Eva | 1 |

| 2023/2024 Summer Season - up to 13/3/24 | |
|---|------------------|
| Product Name | Product Quantity |
| Mini Sausage Rolls | 2,138 |
| Party Pies | 1,280 |
| Rainbow Fantasy Sour straps each <i>(stopped selling)</i> | 1,027 |
| Large | 932 |
| Mince Meat Pies | 899 |
| Strawberry Sour straps each <i>(stopped selling)</i> | 582 |
| Milo Scoop Shake Icecream Cup | 561 |
| Frosty Fruit Sorbetlicious | 503 |
| Cappuccino | 476 |
| Oreo Sandwich Icecream | 447 |
| Mixed Lollies \$2 | 439 |
| BBQ Chips | 415 |
| Mixed lollies \$1 | 387 |
| Small | 343 |
| Icy Pole Lemonade Iceblock | 321 |
| Coke No Sugar 600ml | 311 |
| Sandwich <i>(introduced in 23/24 season)</i> | 300 |
| Raspberry Twister each <i>(stopped selling)</i> | 286 |
| Lifesavers Iceblock | 276 |
| Coke 600ml | 271 |
| Latte | 266 |
| Salt and Vinegar Samboys | 265 |
| Aqua Aerobics - Concession | 252 |
| Mixed Lollies \$0.50 | 238 |
| Dixie Icecream Cup | 235 |
| Cheezels | 231 |
| Maxibon Honeycomb | 224 |
| Nippys Chocolate | 221 |
| Pop Top Apple 250ml | 220 |
| Maxibon Mint Pickle Rick Icecream | 217 |
| Kit Kat Chunky | 200 |
| Hot Chocolate | 199 |
| Maxibon Vanilla Icecream | 198 |
| Pasty | 189 |
| Caramilk icecream | 188 |
| Grainwaves | 184 |
| Drumstick Super Choc Icecream | 180 |
| Pop Top ABC | 175 |
| Drumstick Vanilla Icecream | 171 |
| Dairy Milk Chunky | 170 |
| Frosty Fruits Natural Tropical Iceblock | 164 |
| Chicken Samboys | 162 |
| Connoisseur Cookies and Cream Icecream | 160 |
| Nippys Coffee | 160 |
| Byron Bay Dottie | 158 |
| Drumstick Boysenberry Icecream | 151 |
| Drumstick Mint | 147 |

| | |
|--|-----|
| Primo Salami (<i>introduced 23/24 season</i>) | 146 |
| Hartz Still Water 750ml | 146 |
| Hartz Still 600ml | 140 |
| Flat White | 133 |
| Go Natural Nut Bar | 131 |
| Connoisseur Murray River Salted Caramel and Macadamia Icecream | 127 |
| Cherry Ripe chocolate 52g | 118 |
| Popcorn | 116 |
| Peach Iced Tea Fuze | 116 |
| Primo Ham (<i>introduced 23/24 season</i>) | 105 |
| Hartz Creamin Soda 600ml | 96 |
| Nippys Honeycomb | 95 |
| Hartz Lemonade 600ml | 93 |
| Aqua Aerobics _ full | 88 |
| Monster cookie maxibon | 82 |
| Pure TAS Blackcurrent | 81 |
| Hartz Lime 600ml | 75 |
| Cans | 73 |
| Hartz Raspberry 600ml | 72 |
| Iced Tea Raspberry | 70 |
| Nippys Strawberry | 69 |
| LTS full price | 54 |
| Long Black | 44 |
| Squeezed Orange 350ml | 43 |
| Hartz Sars | 42 |
| Level Raspberry | 40 |
| Maxibon Monster Cream | 40 |
| H2COCO | 39 |
| Byron Bay White Choc Macadamia G/F | 36 |
| Billabong Rainbow Icecream | 35 |
| Level Lemonade | 34 |
| Apple mango 350ml | 34 |
| Zuppa Duppa | 33 |
| Almond milk | 32 |
| Kiosk \$5 Voucher | 30 |
| Cheese and Bacon Roll | 25 |
| Swimming Nappy Large | 24 |
| Cloudy Apple 350ml | 24 |
| Swimming Nappy Medium | 23 |
| Oat | 23 |
| Extra shot | 22 |
| Heart Icecream | 21 |
| Tea - English Breakfast | 19 |
| Hartz 250ml | 19 |
| Junior Jet Blue/Orange | 18 |
| Large tea | 17 |
| Soy Milk | 16 |
| Green juice 350ml | 14 |
| Infant Spot goggles | 13 |
| Espresso | 13 |

| | |
|-------------------------------------|----|
| Jet Mirror Black/Silver | 13 |
| Small tea | 13 |
| Jet Green/Clear | 12 |
| Jet Junior Empire Yellow | 12 |
| Cloudy ABC 350ml | 12 |
| Toatl Choc Milk | 12 |
| Donations | 11 |
| Biofuse Black/Smoke | 11 |
| Junior Jet Biofuse Navy/Red | 11 |
| Junior Jet Blue/Red | 11 |
| Swimming Nappy Small | 10 |
| Junior opal mirror | 9 |
| Jet Goggles Adult Jade/Silver/Clear | 9 |
| Junior Jet pink/Blue | 9 |
| Competition Opal | 8 |
| Biofuse 2.0 White/Smoke | 8 |
| Tea - Earl Grey | 7 |
| Mocha | 7 |
| Silicon cap | 6 |
| Polyester Cap | 6 |
| Macchiato | 6 |
| Tea - Honey Dew Green | 4 |
| Earplug Biofuse Aquatic | 4 |
| Jet junior blue orange | 3 |
| Lockers | 3 |
| Kit Kat chocolate 45g | 3 |
| Junior jet mirror | 3 |
| Biofuse Blue/Orange | 3 |
| Fruit Box - Tropical | 2 |
| Birthday party hire | 2 |
| Tea - Lemongrass and Ginger | 2 |
| Extra Hot | 2 |
| Trestle table | 1 |
| Kickboard Eva | 1 |
| Marquee hire | 1 |

DORSET COUNCIL

PLAYGROUND AUDIT

January 2024



dorset
COUNCIL

1. OVERVIEW

There are 25 playgrounds across 11 localities within the Dorset municipality. Together they represent significant Council investment that is required to be properly managed to ensure that the needs of the community continue to be met and ensure the best value for the available resources.

Playgrounds are a critical component within communities as they provide opportunities to engage in active recreation outside of organised sports and to develop coordination, strength and motor skills. While sport is the backbone of regional communities playing may not be accessible, affordable or desirable for many. With more than one quarter (28.7%) of Tasmanian children identified as overweight or obese¹ and physical activity a key component to a healthy lifestyle, low/no cost active recreational opportunities are more important than ever for communities.

Play supports the holistic development of children by improving cognitive, physical, social and emotional wellbeing. As play changes as children grow and develop it is imperative that we balance the target age of equipment to cater for a broad age range and a diverse mix of equipment styles. By ensuring that not only does the equipment promote play but also encourages imagination and creativity we can influence the physical and mental health and wellbeing of young people within the community and assist with laying the foundations for healthy, resilient adults.

Playgrounds should ideally be inclusive, engaging and safe, allowing children and young people to take risks in a controlled environment. As they act as informal meeting places for children and families to interact it is also ideal that playgrounds, particularly in rural spaces, are developed further as social, family and recreation spaces to provide space for informal gatherings, relaxation and play rather than just single purpose play parks where possible. These multi use green spaces are a key element in promoting community liveability and developing positive health outcomes.

The Dorset Council Playground Audit was identified as a key project as part of the Dorset Council Priority Projects Plan 2023-2025 and was developed in order to identify gaps and opportunities and inform decisions for the strategic upgrade and development of existing and future facilities.

2. METHODOLOGY

This Playground Facility Audit has been undertaken in three stages:

Stage 1: Inventory and Playground Review - A desktop analysis was conducted to identify the equipment elements in each playground and gather information regarding age of equipment and approximate lifespan. Equipment was attributed to a target age group/s based on manufacturer's recommendation and grouped by individual play space. Annual maintenance audits were reviewed and site inspections conducted where necessary to determine equipment condition.

Stage 2: Community Consultation - A community consultation process was conducted from Wednesday 31st October to Friday 8th December. The consultation consisted of:

- Staff Consultation – Works and Infrastructure staff were consulted in order to understand gaps and opportunities from a maintenance and construction perspective.
- Online Community Survey: A total of 31 responses were received via the online survey.

¹ ABS 2017/2018

- Design a Playground Competition: A total of 24 entries were received from young people across the municipality for the competition.

Stage 3: Consolidation of Information and Report Development - Information was collated and analysed prior to being presented as a report.



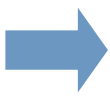
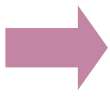

The aim of the Audit process was to provide:

- an itemised inventory of the equipment, including age, lifespan and target demographic
- demographic information for the locations of playgrounds
- community consultation into usage and equipment style to inform future upgrades
- guidance for the systematic investment in upgrades



3. PLAYGROUND REVIEW

Dorset playgrounds cater for a variety of age groups with each age group requiring a different element of equipment and play space. This report has utilised the following breakdowns to ensure consistency during the audit.

- 
Infant/Toddler—Ages 0-2: Low/ground level play structures, gentle slides, interactive spaces to encourage sensory exploration, and fine motor skill development.
- 
Toddler/Infant—Ages 3-5: Greater challenges for motor, social and sensory development.
- 
School Age—Ages 6-12: More challenging climbers, taller slides, dynamic net play structures and exhilarating zip lines that promote physical coordination, social skills and cognitive engagement.
- 
Teen and Adult—Ages 13+: Fitness circuits, ninja warrior courses that challenge at a more adult level.
- 
Accessible—All ages: Wheelchair accessible, sensory equipment etc.

The following is a breakdown of the demographics within each locality and the playgrounds and equipment located within it.

BRIDPORT

| | |
|--|-------------|
| 0-4 year olds | 94 |
| 5-9 year olds | 85 |
| 10-14 year olds | 107 |
| 15-19 year olds | 64 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Increase of 30 since 2016)</i> | 350 |
| TOTAL NUMBER OF RESIDENTS <i>(Increase of 174 since 2016)</i> | 1742 |

(2021 Census Data)



There are 7 playground spaces throughout Bridport:



Bridport Foreshore (Skate Park area)

This area consists of a brand new skate park (completed in 2022), half-court basketball (completed in 2023) and several pieces of exercise equipment.

The play space is well utilised and as it is adjacent to the popular Lions Adventure Playground provides a value add to cater for older children and teenagers in the area.

Toilets, drinking water and parking are all located approximately 100m away adjacent to the Lions Adventure Playground. Access is relatively flat along a gravel path.

Play space is unfenced and situated between 10 and 15m from the dirt access road to the Surf Lifesaving Club and Goftons Beach.

| Equipment | Installed | Target Age Group | | | | |
|-----------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Skate Park | 2022 | | | | | |
| Exercise Equipment | 2022 | | | | | |
| Basketball Half Court | 2023 | | | | | |



Bridport Foreshore (Opposite RSL)

The playground area consists of a swing and slide. The equipment is in average condition and due for an upgrade. The space is located 300m away from the popular Lions Adventure. Parking is available 50m away but access is via stairs or a steep grassed bank. Toilets, drinking water and alternative parking are located approximately 250m adjacent to the Lions Adventure Playground with access via a gravel path. Playground is unfenced but situated over 40m away

from Main Street and down a steep bank.

| Equipment | Installed | Target Age Group | | | | |
|--------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Slide | 2001 | | | | | |
| Double Swing | 2004 | | | | | |



Lions Adventure Playground

The playground has a broad selection of equipment and is very well utilised. For future equipment, options focus should be on younger age groups and on including more accessible play options to cater for those with a disability.

Parking, drinking water and toilets plus BBQ's are located at the Lions Adventure Playground. Access is flat along gravel paths.

Playground is unfenced and situated 8m from busy carpark and 15m from a dirt access road to the Surf

Lifesaving Club and Gofton's Beach.

| Equipment | Installed | Target Age Group | | | | |
|--------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Flying Fox | 2018 | | | | | |
| Dolphin/Shark Rocker | 2018 | | | | | |
| Birds Nest Swing | 2018 | | | | | |
| Green Spin Seat | 2018 | | | | | |
| Yellow Spin Seat | 2018 | | | | | |
| Boat and Slide | 2018 | | | | | |
| 5 Seat Swing Combo | 2018 | | | | | |
| Climbing Hexagon | 2018 | | | | | |
| Space Net Climbing Frame | 2018 | | | | | |



Bentley Street Playground

This playground consists of a swing set and a spring toy both of which are overdue for upgrade.

Toilets are located 250m away at the Old Pier boat ramp. Parking is available 3m adjacent to the playground. Access to the playground is flat.

Playground is unfenced and situated 7m from road (Bentley Street).

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Double Swings | 2005 | | | | | |
| Spring Toy (Junior Rocker) | 2005 | | | | | |



Play Centre (Joseph Street)

This playground is part of the Bridport Play Centre which is utilised by Bridport Girl Guides and Playgroups.

Parking, toilets and drinking water all available onsite.

Playground is fenced.

| Equipment | Installed | Target Age Group | | | | |
|----------------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Swings | Unknown | | | | | |
| Boat Slide Combination Equipment | Unknown | | | | | |



Bridport Recreation Ground Playground

This playground consists of a double swing and two spring rockers.

Toilets, parking and drinking water is all located at the Bridport Recreation Ground Multifunction Centre. Access is flat.

Playground is unfenced but situated 25m back from the Bridport Recreation Ground carpark.

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Double Swing | 1999 | | | | | |
| Spring Toy (Minibike) | 1999 | | | | | |
| Spring Toy (Junior Rocker) | 2005 | | | | | |



Main Street (Tennis Courts)

This playground is located directly behind the tennis court at the Visitor Information Centre and seems to be used more as an overflow if the Lions Adventure Playground is full. As this playground is coming up for renewal it could be that instead of replacing we look at instead consolidating this playground into the Lions Adventure Playground.

Toilets and parking are located 60m away at the Visitor Information Centre. Access is via a sloped grass walkway.

Playground is unfenced but situated 20m back from the road (Main Street).

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Combination Play Equipment | 2004 | | | | | |

SCOTTSDALE

| | |
|--|-------------|
| 0-4 year olds | 105 |
| 5-9 year olds | 124 |
| 10-14 year olds | 167 |
| 15-19 year olds | 128 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 45 since 2016)</i> | 524 |
| TOTAL NUMBER OF RESIDENTS <i>(Increase of 35 since 2016)</i> | 2408 |

(2021 Census Data)



There are 8 playground spaces throughout Scottsdale.



Northeast Park

Northeast Park is a popular location for locals and visitors alike with the duck pond particularly popular amongst younger children. Unfortunately the playground currently has a lack of equipment for young children in the Infant/Toddler age range.

The park has a lot of potential with the boardwalk at the rear of the park showcasing the natural assets and a stage set up providing great future opportunities for events or festivals. Both the boardwalk and the stage area are in need of attention if they are to be utilised regularly.

Toilets and parking are located at the park entry approximately 80m away. Access to the playground is via a grassed slope. BBQs and shelter are also available within the Northeast Park approximately 20m from the playground.

Playground is unfenced but set back from the main road (Ringarooma Road).

| Equipment | Installed | Target Age Group | | | | |
|------------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Birds Nest Swing Combination | 2018 | | | | | |
| Spin Seat – Blue | 2018 | | | | | |
| Spin Seat – Green | 2018 | | | | | |
| Climbing Frame and Slide | 2018 | | | | | |

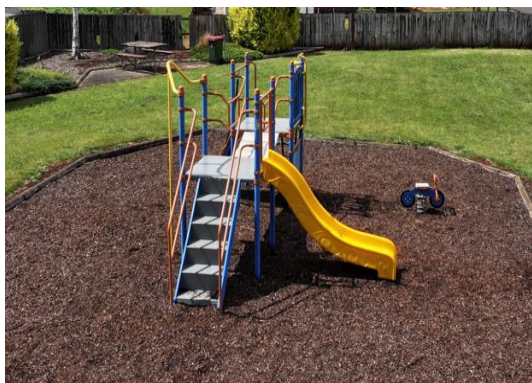


Elizabeth/Ethel Street Park

The Elizabeth/Ethel Street Park is a popular stopping place after school for families. The park has some updated equipment but there is also some that is overdue for an upgrade. This park would benefit from open ended play equipment so children can engage their imagination and creativity. There is ample space available for further options.

There is no toilets or drinking water available at the park. Parking is on street only. Playground is unfenced.

| Equipment | Installed | Target Age Group | | | | |
|--------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Birds Nest Swing | 2018 | | | | | |
| Double Swing | 2007 | | | | | |
| Plastic Ring | 2018 | | | | | |
| Spin Seat – Yellow | 2018 | | | | | |
| Carousel with Bars – Red | 2018 | | | | | |
| Spiral Slide | 2006 | | | | | |
| Spring Toy (Frog) | Unknown | | | | | |
| Whirlpool Climbing Frame | 2006 | | | | | |



Spotswood Drive Playground

This playground is very popular due to the high number of families and children in the area. The equipment is over 20 years old. Including some younger age targeted equipment and potentially some options for teenagers would be beneficial. There is ample space to install further options.

There is no toilets or drinking water available at the park. Parking is on street only. Playground in

unfenced.

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Combination Play Equipment | 1999 | | | | | |
| Spring Toy (Minibike) | 1999 | | | | | |



Scottsdale Recreation Ground Playground

This playground consists of a swing set and a netball hoop.

Parking is available 40m away. Toilets are 130m away and there is drinking water available 70m away. The Scottsdale Recreation Ground is due for a feasibility study to determine future direction so it is recommended not to make any changes to this area in the interim.

Playground is unfenced.

| Equipment | Installed | Target Age Group | | | | |
|--------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Double Swing | 2018 | | | | | |
| Netball Hoop | Unknown | | | | | |



Scottsdale Skate Park

The Skate Park is underutilised due to its design and would benefit greatly from an upgrade.

Toilets are located 240m away at the Children's Reserve or 260m away at the Rec Ground. Drinking water is available outside the netball courts 370m away. Parking is available next to the Nugget Sellers Pavilion or on street along Alfred Street. Play space is fenced.

The Scottsdale Recreation Ground is due for a feasibility study to determine future direction so it is recommended not to make any changes to this area in the interim.

| Equipment | Installed | Target Age Group | | | | |
|-----------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Skate Park - Concrete | 2013 | | | | | |



Scottsdale Tennis Courts Playground

The equipment is in good condition with the playground relatively underutilised by the public due to its location. Toilets are located internally at the Stadium

Toilets are located 370m away at the Recreation Ground (via Rose Street), parking is available adjacent to the playground. Access to the playground is flat and grassed but via a locked gate.

| Equipment | Installed | Target Age Group | | | | |
|-----------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Play Fort | 2007 | | | | | |



McLennan Street Playground

This playground is a double swing only.

There is no toilets or drinking water available at the park.
Parking is on street only.

Playground is unfenced

| Equipment | Installed | Target Age Group | | | | |
|--------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Double Swing | 2006 | | | | | |



Children's Reserve (Anzac Park)

This playground is well utilised particularly for birthday parties however a key piece for the early childhood age group is the helicopter which is dated and in need of upgrade. Consideration could be given to include pieces from both the Infant/Toddler and the Early Childhood age groups as well as Accessible play options. Further development could also take advantage of the grass mounds and the concrete bike path to create more of a 'destination' style playground.

Toilets and BBQ facilities are available at the park. There is no drinking water. Parking is available on George Street located 50m along a concrete footpath. Playground is unfenced but set well back from the road.

| Equipment | Installed | Target Age Group | | | | |
|-----------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Space Net | 2018 | | | | | |
| Helicopter | 1995 | | | | | |
| Double Swings | 1995 | | | | | |
| Car Fort | 2016 | | | | | |
| Musical Rail | 2016 | | | | | |
| Combination and Slide | 1995 | | | | | |
| Spring Toy (Horse) | 1995 | | | | | |
| Exercise Bike | 2019 | | | | | |
| Push Up Bars | 2019 | | | | | |
| Sit Up Bench | 2019 | | | | | |
| Power Bike | 2019 | | | | | |
| Bike Track - Concrete | Unknown | | | | | |

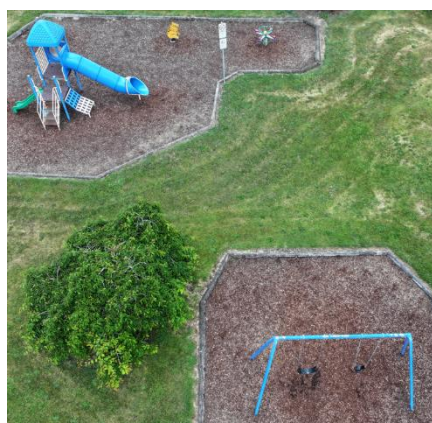
BRANXHOLM

| | |
|--|------------|
| 0-4 year olds | 6 |
| 5-9 year olds | 11 |
| 10-14 year olds | 12 |
| 15-19 year olds | 14 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 16 since 2016)</i> | 43 |
| TOTAL NUMBER OF RESIDENTS <i>(Decrease of 31 since 2016)</i> | 236 |

(2021 Census Data)



There are 2 playground spaces throughout Branhholm.



Branxholm Park Playground

The Branhholm Park receives traffic from the camping ground as well as locals and visitors and is generally well utilised. The majority of the equipment however, is well overdue for an upgrade (2017). Equipment is non-existent for the Infant/Toddler age group and is minimal for Teen/Young Adults.

Toilets and parking are located at the park. BBQ facilities are also available.

Playground is partly fenced (road frontage only)

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Combination Play Equipment | 1997 | | | | | |
| Spring Toy (Koala) | 1997 | | | | | |
| Spring Toy (Whale) | 1997 | | | | | |
| Double Swing | 1997 | | | | | |
| Spring Toy (Starfish) | 2020 | | | | | |



Branxholm Recreation Ground

This is a small playground consisting of a slide, double swing and spring toy. There is no toilets or drinking water available. Parking is at the recreation ground with flat access to the playground. Potential exists to consolidate this playground with Branhholm Park or relocate the equipment to another rural playground as it is no longer regularly used. Playground is unfenced.

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Spring Toy (Junior Rocker) | 2006 | | | | | |
| Slide | 2006 | | | | | |
| Double Swing | 2006 | | | | | |

DERBY

| | |
|---|------------|
| 0-4 year olds | 0 |
| 5-9 year olds | 5 |
| 10-14 year olds | 6 |
| 15-19 year olds | 9 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 7 since 2016)</i> | 20 |
| TOTAL NUMBER OF RESIDENTS <i>(Decrease of 64 since 2016)</i> | 109 |

(2021 Census Data)



There is 1 playground space in Derby.



Derby Park Playground

The Derby Park receives significant volumes of traffic from the camping ground and has recently been upgraded. Future updates should look at options for Infant/Toddler and Accessible play equipment.

There is toilets available at Derby Park 60m away. Parking and drinking water is both available as is BBQ facilities.

Playground is unfenced and located within 10m from Main Street.

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Spring Toy (Hen) | 2022 | | | | | |
| Spring Toy | 2022 | | | | | |
| Combination Play Equipment | 2022 | | | | | |
| Double Swing | 2007 | | | | | |
| | 2022 | | | | | |
| Air Walker | 2010 | | | | | |

RINGAROOMA

| | |
|--|------------|
| 0-4 year olds | 13 |
| 5-9 year olds | 16 |
| 10-14 year olds | 18 |
| 15-19 year olds | 19 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 17 since 2016)</i> | 66 |
| TOTAL NUMBER OF RESIDENTS <i>(Decrease of 1 since 2016)</i> | 337 |

(2021 Census Data)

There is 1 playground space in Ringarooma.





Ringarooma Recreation Ground

The Ringarooma playground is quite isolated from the main centre of Ringarooma. There is limited options for teenagers and none for Infant/Toddlers.

There is public toilets located on Main Street 900m away and parking at the Recreation Ground. Access is flat. Playground is partly fenced.

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Combination Play Equipment | 1998 | | | | | |
| Spring Toy (Junior Rocker) | 1998 | | | | | |
| Double Swing | 2005 | | | | | |

LEGERWOOD

| | |
|--|------------|
| 0-4 year olds | 10 |
| 5-9 year olds | 15 |
| 10-14 year olds | 28 |
| 15-19 year olds | 12 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Increase of 11 since 2016)</i> | 65 |
| TOTAL NUMBER OF RESIDENTS <i>(Increase of 11 since 2016)</i> | 204 |

(2021 Census Data)



There is 1 playground space in Legerwood.



Legerwood Memorial Park

Legerwood Memorial Park caters well for ages 2 up but has no options targeted at the Infant/Toddler age groups. Future updates should look at options for Infant/Toddler and Accessible play equipment.

An upgrade is currently underway to install two new equipment pieces.

Toilets are located 150m away at the Visitor Centre. Parking is 30m away on roadside. Access is flat. Playground is

unfenced.

| Equipment | Installed | Target Age Group | | | | |
|------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Double Swing | Unknown | | | | | |
| Train Rocker | 2008 | | | | | |
| Amazon Play Unit | Unknown | | | | | |
| Starfish Rocker | 2009 | | | | | |
| Climbing Frame | Unknown | | | | | |

| | | | | | | |
|----------------------------------|---------|--|--|--|--|--|
| Flex Station | Unknown | | | | | |
| Stepping Machine x 2 | Unknown | | | | | |
| Climbing Nets | Unknown | | | | | |
| Spinning Top Wheel | Unknown | | | | | |
| Free Runner | 2019 | | | | | |
| 5 seat swing combo | 2023 | | | | | |
| Galaxy Saturn Carousel (4 seats) | 2023 | | | | | |

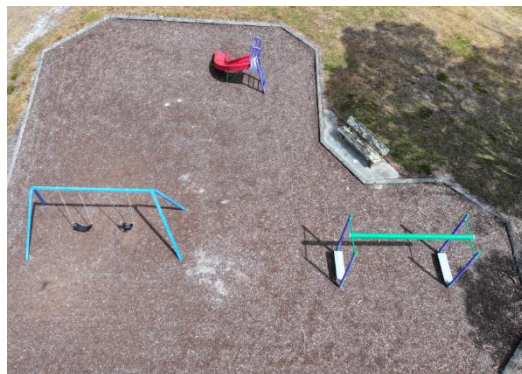
PIONEER

| | |
|---|-----------|
| 0-4 year olds | 13 |
| 5-14 year olds | 16 |
| 15-19 year olds | 18 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(remained the same since 2016)</i> | 22 |
| TOTAL NUMBER OF RESIDENTS <i>(Decrease of 10 since 2016)</i> | 79 |

(2021 Census Data)



There is 1 playground space in Pioneer.



Pioneer Hall

The Pioneer Hall playground has no equipment targeted at the Infants/Toddler age group. The equipment that is there is restricted to single usage equipment such as a slide and swing.

Public toilets and parking are available at the Hall. Access is flat.

Playground is unfenced and set back 25m from main road and 15m from side road.

| Equipment | Installed | Target Age Group | | | | |
|-------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Double Swing | 1998 | | | | | |
| Aeroglide | 2007 | | | | | |
| Curved Solo Slide | 2007 | | | | | |

GLADSTONE

| | |
|--|------------|
| 0-4 year olds | 4 |
| 5-9 year olds | 3 |
| 10-14 year olds | 8 |
| 15-19 year olds | 0 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 30 since 2016)</i> | 15 |
| TOTAL NUMBER OF RESIDENTS <i>(Decrease of 15 since 2016)</i> | 124 |

(2021 Census Data)



There is 1 playground space in Gladstone.



Gladstone Park

The Gladstone Park has no equipment targeted at the Infant/Toddler age group and limited equipment for teenagers. It is located adjacent to the Gladstone Hall.

Toilets and parking are available at the Gladstone Hall. Access is flat.

Playground is unfenced but set back behind Gladstone Hall away from the road.

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Combination Play Equipment | 2002 | | | | | |
| Quad Swing | 2002 | | | | | |
| Flying Fox | 2002 | | | | | |
| Spring Toy – Bird | Unknown | | | | | |
| Jumping Stick | Unknown | | | | | |

TOMAHAWK

| | |
|---|-----------|
| 0-4 year olds | 0 |
| 5-14 year olds | 0 |
| 15-19 year olds | 0 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 4 since 2016)</i> | 0 |
| TOTAL NUMBER OF RESIDENTS <i>(Increase of 6 since 2016)</i> | 54 |

(2021 Census Data)



There is 1 playground space in Tomahawk.



Tomahawk Reserve and BBQ Area

Tomahawk Reserve has a good selection of equipment to suit different ages. Usage is generally from visiting families and campers at the Tomahawk Caravan Park. Consideration could be given for future equipment to target the Infant/Toddlers age range. As a coastal area there is issues with corrosion at this playground with the equipment needing to be checked regularly.

Toilets and parking are both available on site at the playground. Access is flat.

Playground is unfenced and set back 20m from the road and 4m from the carpark.

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Swing | Unknown | | | | | |
| Spring Toy (Dolphin) | Unknown | | | | | |
| Combination Play Equipment | 2011 | | | | | |
| Comet Spinning Wheel | 2011 | | | | | |
| Basketball hoop | Unknown | | | | | |

WINNALEAH

| | |
|--|------------|
| 0-4 year olds | 12 |
| 5-9 year olds | 8 |
| 10-14 year olds | 22 |
| 15-19 year olds | 8 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Increase of 15 since 2016)</i> | 50 |
| TOTAL NUMBER OF RESIDENTS <i>(Remained the same since 2016)</i> | 225 |

(2021 Census Data)

There is 1 playground space in Winnaleah.





Main Street Playground

Winnaleah Park has a good selection of equipment for Early Childhood and School Age groups but consideration could be given for additional equipment pieces for Infant/Toddlers. There is a basketball court available for the teenage age groups.

Toilets are available 60m across the road at the Winnaleah Hall. Parking is available on street outside the playground. Access is flat. There is a BBQ available for use. The playground lacks shade, seating and any vegetation.

Playground is fenced.

| Equipment | Installed | Target Age Group | | | | |
|----------------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| Double Swing | 2003 | | | | | |
| Spring Toy (Minibike) | 1998 | | | | | |
| Spring Toy (Kangaroo) | 1998 | | | | | |
| Spring Toy (Plane) | 1998 | | | | | |
| Spring Toy (Junior Rocker) | 2003 | | | | | |
| Carousel with Bars | Unknown | | | | | |
| Birds Nest Swing | Unknown | | | | | |
| Sky Ring Carousel | Unknown | | | | | |

JETSONVILLE

| | |
|---|------------|
| 0-4 year olds | 10 |
| 5-9 year olds | 7 |
| 10-14 year olds | 6 |
| 15-19 year olds | 9 |
| TOTAL CHILDREN AND YOUNG PEOPLE <i>(Decrease of 8 since 2016)</i> | 32 |
| TOTAL NUMBER OF RESIDENTS <i>(Increase of 10 since 2016)</i> | 147 |

(2021 Census Data)



There is 1 playground space in Jetsonville.



Jetsonville Hall

The Jetsonville Hall is well equipped and is home to the Jetsonville Playgroup. The majority of the equipment is targeted at the younger age groups up to the age of 5.

Toilets, parking at drinking water is available at the Hall. Access is flat and there is plenty of seating and shade.

Playground is fenced.

| Equipment | Installed | Target Age Group | | | | |
|-----------------------|-----------|------------------|-----|------|-----|---|
| | | 0-2 | 3-5 | 6-12 | 13+ | A |
| 4 seat Seesaw | 2008 | | | | | |
| Yellow Tunnel | Unknown | | | | | |
| Combination and Slide | Unknown | | | | | |
| Double Swing | 2008 | | | | | |

3. FINDINGS

The consultation period identified that the top 4 most popular playgrounds in Dorset were:

1. Lions Adventure Playground and Skate Park Area, Bridport foreshore

Why we love it:

- Good variety of equipment to suit all ages
- Good amenities – toilets, shade, picnic tables, water
- Good location and access

What we could do to make it better:

- Fencing between the play area and the road
- More Baby/Toddler equipment
- Water play area
- Plants/Green space
- Shade over picnic tables
- More seating
- Better parking for skate park area

2. Children's Reserve (Anzac Park), Scottsdale

Why we love it:

- Location
- Good equipment for younger children
- Toilet and BBQ
- Green space – grassy hills, lawn and gardens
- Bike track
- Enclosed park (safe)

What we could do to make it better:

- More shade
- More BBQ/seating
- More nature focus play
- More equipment – swings, tunnel, climbing structures, basketball space, etc
- Toilet upgrade
- Water refill station
- Bike track around the perimeter causes issues when kids are crossing

3. Elizabeth/Ethel Street Park, Scottsdale***Why we love it:***

- Access
- Space and range of activities

What we could do to make it better:

- BBQ
- More equipment
- Toilet

4. Northeast Park, Scottsdale***Why we love it:***

- Ducks
- Variety of activities – playground, outdoor exploring, bushwalks, ponds, wildlife, BBQ's and toilets

What we could do to make it better:

- Shade and seating
- Better pond maintenance to clear blockages and prevent flooding

The consultation process also indicated that the most important facilities and/or elements to include in a playground were:

- Nature based open ended play options – trees, rocks, logs, landscaping etc
- Amenities – Toilets, water, picnic tables and seating, BBQ's
- Diverse equipment for all age groups and abilities– encourage safe, risky play
- Safety - Secure fencing – particularly for younger children and in playgrounds near busy roads.
- Slides and swings for different age groups, zip lines, in ground trampolines, cubby houses, climbing options, sand play, water play, treasure trails and obstacle courses
- Good shade cover

Some of the key themes identified as a result of the consultation process include:

- Our playgrounds should include a variety of elements - not just play equipment but natural elements such as paths, landscaping and vegetation that enhance the area and create play and exploration opportunities. Nature based play is a much needed element – rocks, logs, equipment built into the environment. Water and sand play could be included in some playgrounds.

- Amenities are an important element in play spaces. Shade and seating are important components that need to be included for those watching and those needing to take a break from play. Ensuring our main parks have enough BBQ areas and picnic tables as well as drinking water. Baby change facilities are required.
- Playgrounds lack diversity from park to park – people would travel to a playground if it offered a unique experience from the one in their local area.
- Consolidation of smaller playgrounds should be considered in areas such as Bridport Foreshore and smaller localities such as Branxholm. This would reduce maintenance and renewal costs for playgrounds that don't receive much usage.
- A focus should be on providing holistic, multi-generational, multi-use community hubs that provide areas for informal gatherings, relaxing and play. Particularly in rural localities where encouraging community connections is vital. Having localised multiuse green spaces are a key element in supporting community liveability.
- There is a lack of equipment across Dorset catering for those with a disability and for the infant/toddler age bracket. More emphasis could be placed on ensuring toddler spaces are safe (fenced) and even separate from older children play spaces.



Playground Competition Winner – Kinder to Grade 2 – F Whyte

4. STRATEGIES and RECOMMENDATIONS

- Diversify our play spaces to enhance value and choice – identify ‘themes’ for each of the playgrounds and ensure the equipment ranges from park to park.
- Ensure there is diversity in the style and type of play equipment and elements provided at each park – there is currently a narrow range of equipment provided at the smaller playgrounds (swing, slide and spring toy)
- Include natural elements within play spaces– rocks, logs etc and include trees and landscape elements into play areas.

The following recommendations and associated timeframes have been identified and take into account age of equipment, community demographics, visitation and community feedback from the consultation process:

Short Term Recommendations (within the next 6-12 months):

- Replace main equipment elements at the Children’s Reserve, Scottsdale – helicopter and combination play equipment. Install additional play elements such as basketball court, natural play elements, seating and landscaping. Concept plan to be developed and consultation to occur.
- Replace main equipment at Branxholm Park – combination play equipment. Concept plan to be developed and consultation to occur.
- Update Winnaleah Park to include additional landscaping, and play elements. Concept plan to be developed and consultation to occur.

Medium Term Recommendations (within the next 1-2 years):

- Investigate the feasibility of consolidating the following smaller playgrounds:
 1. Bentley Street, Tennis Courts and Opposite the RSL into the Lions Adventure Playground, Bridport to increase the range of equipment available at the Lions Adventure Playground and decrease maintenance and costs associated with playground upgrades. (Investigate feasibility of installing a interactive ‘trail’ alongside the foreshore including art/sensory/adventure style equipment/activities to compensate for less formal playgrounds along the foreshore area.)
 2. Branxholm Recreation Ground into Branxholm Park to decrease maintenance and costs associated with playground upgrades. (Demographics currently do not warrant two playgrounds in Branxholm.)
- Investigate the provision of full or part fencing in key playgrounds:
 1. Lions Adventure Playground, Bridport
 2. Derby Park Playground
- Prepare business case to upgrade Scottsdale Skate Park
- Install playground elements targeting Infant/Toddler age range at Spotswood Drive Playground.
- Install additional playground elements in particular those targeting Infant/Toddler age range at Winnaleah Park Playground.
- Increase options for accessible play across:
 1. Lions Adventure Playground, Bridport
 2. Children’s Reserve, Scottsdale

Long Term Recommendations (within the next 2+ years):

- Investigate upgrade and/or improvements to the following playgrounds:
 1. Tomahawk Reserve
 2. McLennan Street, Scottsdale
 3. Elizabeth/Ethel Street, Scottsdale
 4. Ringarooma Recreation Ground Playground
 5. Pioneer Hall Playground
 6. Gladstone Hall Playground
- Upgrade Lions Adventure Playground to include additional landscaping, shade and seating plus additional play elements.



Dorset Council
Main St/ Henry St, Bridport
Intersection Assessment
December 2019



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1. Introduction

1.1 Background

Midson Traffic were engaged by Dorset Council to investigate the intersection of Main Street and Henry Street and determine the most appropriate intersection layout based on traffic and pedestrian demands, as well as road safety considerations. The existing junction has a raised intersection traffic calming treatment.

It has been reported to Council that there is confusion of priority between pedestrians and motorists at the intersection. The existing line marking of the ramps of the raised intersection treatment may be confused for zebra crossing line markings.

1.2 Site Location

The intersection of Main Street and Henry Street is located in the heart of Bridport's commercial centre as shown in Figure 1.

Figure 1 Subject Site



Image source: LIST Map, DPIPWE

2. Existing Conditions

The intersection is currently a raised platform junction, with ramps on each approach. Line marking consists of speed hump markings on each approach to the intersection, centre lines, and “Pedestrians Give Way to Traffic” on each pedestrian crossing location.

The raised intersection is a traffic calming device that provides a reduced speed environment on Main Street and the Henry Street approach to the intersection.

The existing intersection is shown in Figure 2.

Figure 2 Existing Intersection



2.1 Traffic Flow

Council traffic data for Main Street from November/ December 2010 is summarised in Table 1.

Table 1 Main Street Traffic Data Summary

| Variable | Value | Comment |
|------------------------------|------------------------|--|
| Peak weekday hourly volume | 372 vehicles per hour | Between 4:00pm and 5:00pm |
| Peak weekend hourly volume | 350 vehicles per hour | Between 11:00am and 12:00noon |
| Average weekday daily volume | 3,118 vehicles per day | Friday has the highest average daily traffic volume, with 3,445 vehicles per day |
| Average weekend daily volume | 2,870 vehicles per day | Saturday is typically busier than Sunday, with an average daily traffic volume of 3,056 vehicles per day |
| Percent Heavy Vehicles | 6.4% | 5% 2 axle trucks, 1.4% larger heavy vehicles. |

It can be seen that the peak traffic volume is during the afternoon weekday peak period. During this time, the majority of traffic is travelling into Bridport from surrounding areas.

Traffic data for Henry Street was not available, however it is estimated to be in the order of 1,000 vehicles per day during peak periods.

2.2 Pedestrian Movements

No pedestrian data is available for Main Street. Observations indicate that there are moderate pedestrian movements during peak school periods associated with parents and children walking to and from the school. The majority of these movements occur on the western side of Main Street.

Peak tourism season is between December and March. During this period, there are moderate tourist pedestrian numbers walking along and across Main Street.

2.3 Road Safety Performance

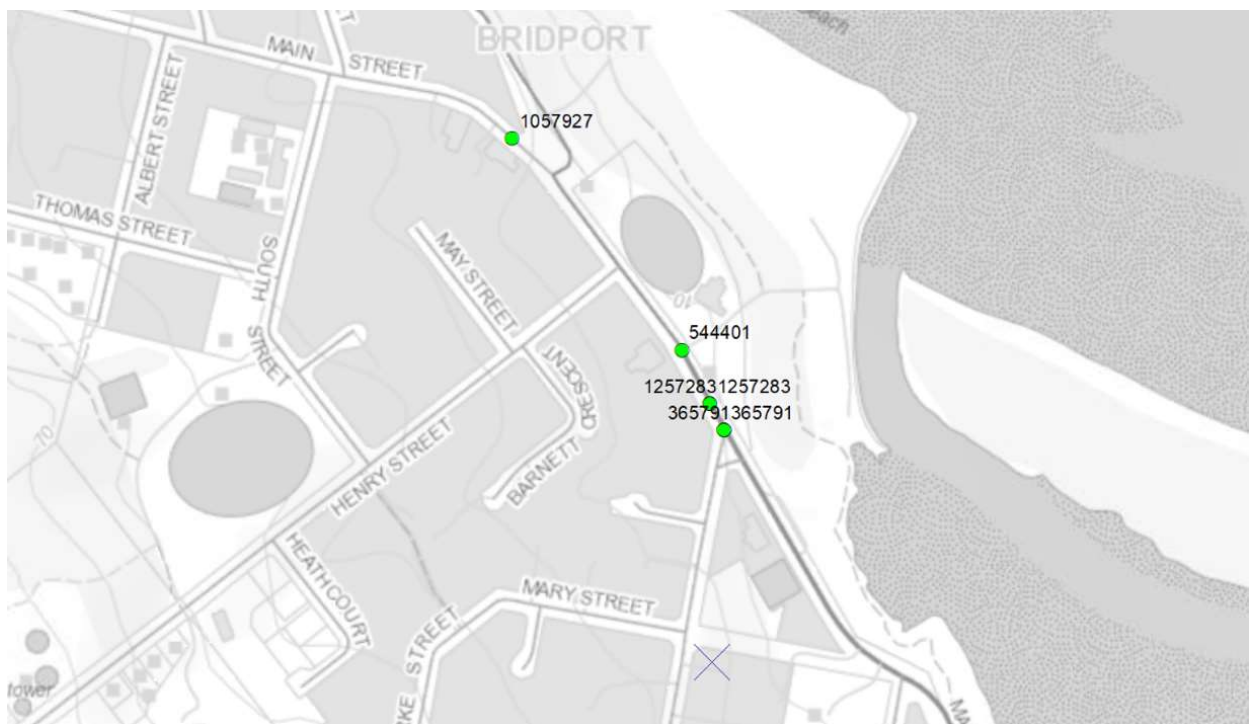
Crash data was obtained from the Department of State Growth for a period of 5 years for Main Street near the subject site. The crash data is summarised as follows:

- A total of 4 crashes were reported during this time.

- Severity. Of these crashes 1 crash involved minor injury and 3 involved property damage only.
- Year. All crashes were reported in 2014 and 2015 (1 crash in 2014 and 3 in 2015).
- Month. There was no seasonal trend. One crash was reported in March, May, November and December.
- Day of week. Two crashes were reported on Fridays, and one crash each on a Wednesday and a Sunday.
- Time of day. 1 crash was reported early morning (5:11AM) and all other crashes were reported after 4:00PM (between 4:00PM and 9:00PM).
- Vehicle types. All crashes involved cars. No crashes involved pedestrians.
- Crash types. No crash type trends were noted. 1 x 'rear-end'; 1 x 'other-curve'; 1 x 'other-straight'; 1 x 'other-manoeuving'.
- Crash locations. No crashes were reported at the Henry Street intersection. The crash locations are shown in Figure 3.

The crash history does not indicate that there are any existing road safety issues in Main Street near the subject site. Importantly no crashes were reported that involved a pedestrian.

Figure 3 Crash Locations



2.4 Road Rules

Rule 353(1) of the Road Rules (2009) states the following with regards to pedestrians at a road junction:

"If a driver who is turning from a road at an intersection is required to give way to a pedestrian who is crossing the road that the driver is entering, the driver is only required to give way to the pedestrian if the pedestrian's line of travel in crossing the road is essentially perpendicular to the edges of the road the driver is entering – the driver is not required to give way to a pedestrian who is crossing the road the driver is leaving".

In the context of the Henry Street/ Main Street intersection, a pedestrian crossing Henry Street along the western footpath of Main Street has priority over vehicles turning left or right into Henry Street from Main Street. The same pedestrian does not have priority over vehicles approaching from Henry Street.

Similarly, a pedestrian crossing Main Street has priority over a vehicle turning into that leg of Main Street from Henry Street, but not a vehicle travelling along Main Street.

3. Options Investigation

There are a number of potential options available for the intersection. These are outlined as follows:

- Do nothing (retain the layout as it currently is).
- Retain existing intersection infrastructure but remove “Pedestrians Give Way to Traffic” line marking on each pedestrian approach to the intersection.
- Install pedestrian warning signage.
- Install Wombat crossings on each approach (three zebra crossings on the existing raised intersection).
- Remove raised intersection treatment.
- Remove raised intersection treatment and install speed humps on the approach to the intersection.

These options are considered in the following sections.

3.1 Do Nothing Option

The intersection has been in operation since 2010 and no crashes have been reported in recent years. The intersection has been designed in accordance with relevant standards and guidelines provides a traffic calmed environment that is appropriate for the associated traffic function and adjacent land use.

The physical layout of the intersection appears to be clear and the raised intersection treatment provides a low speed traffic environment.

It may seem reasonable to retain the status quo, however the line marking “Pedestrians Give Way to Traffic” is in conflict with the Road Rules and should be removed.

3.2 Removal of “Pedestrians Give Way to Traffic” Line Marking

The line marking on the face of the ramps leading to the raised intersection are similar to zebra crossing line markings and may give a false impression that pedestrians have priority. This is a relatively common issue with speed humps located on or near pedestrian crossing locations.

The installation of warning signage to highlight road user priority is often considered a ‘last resort’. In this case, “Pedestrians Give Way to Traffic” line marking has been installed on the start of each of the pedestrian crossing locations to indicate that the speed hump line marking does not provide pedestrians with priority over traffic.

The technical issue with this line marking is that it is not strictly correct. For example, a pedestrian crossing Henry Street at the western side of Main Street has priority over a vehicle turning from Main Street. The same pedestrian does not have right of way over a vehicle originating from the Henry Street approach (refer to Road Rules in Section 2.4).

The line marking therefore provides an incorrect message to pedestrians and therefore a potentially litigious situation for Council.

It is strongly recommended that the line marking be removed as a minimum treatment.

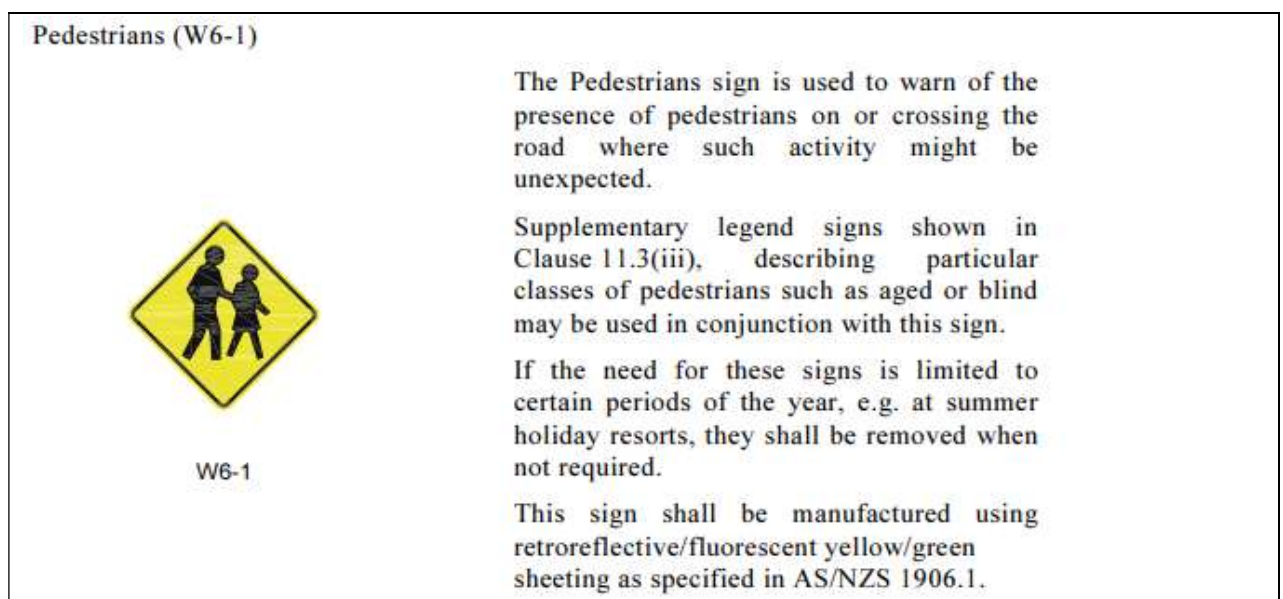
3.3 Warning Signage

The existing line marking warning, "Pedestrians Give Way to Traffic", provides the incorrect message for pedestrians and potentially increases confusion of right of way.

If the issue is pedestrian safety then warning signage should be installed to alert motorists of the presence of pedestrians crossing Henry Street and Main Street.

Pedestrian warning signage is defined in AS1742.10, *Pedestrian Control and Protection*, 2009 as shown in Figure 4. The signage can be placed in Main Road on the departures from the roundabouts either side of Henry Street, as well as in Henry Street on the approach to the Main Street intersection. Consideration should be made to remove the signage (or have them as folding style signs) during non-peak seasonal periods.

Figure 4 Pedestrian Warning Signage



3.4 Wombat Crossings

The installation of zebra crossings on one or all three of the pedestrian crossing locations changes the priority to pedestrians. Done correctly, this may improve pedestrian safety and provide a greater traffic calmed environment (reduced vehicle speeds).

Wombat crossings are a pedestrian zebra crossing placed on the raised flat surface of a road hump. Although similar to a flat-top road hump, wombat crossings give priority to pedestrians while flat-top road

humps do not. While wombat crossings may be installed at locations where there is a need to give pedestrians priority to safely cross the road, in the context of local area traffic management, they should always be installed as part of a whole of street treatment in a similar way that flat top road humps are installed.

Zebra crossings and wombat crossings are a relatively unusual pedestrian crossing facilities in Tasmania compared with other States. The majority of zebra crossings in the Hobart municipality are located within car parking areas (ie. shopping centre car parks, University of Tasmania, etc), or slip lanes (Brooker Avenue). Their use as a mid-block pedestrian crossing facility is extremely unusual. As a result, there is a road safety risk associated with their use due to a lack of driver awareness and unfamiliarity. In the context of the Bridport site, the seasonal use by regular users during periods when there is low pedestrian activity exacerbates this (ie. regular road users become familiar with not requiring to give way to pedestrians for a large part of the year). Any installation of zebra crossings, particularly wombat crossings at an intersection (as there are no comparable installations in Tasmania), should therefore be considered with a degree of caution.

There are several examples of existing wombat crossings in Tasmania area:

- Hill Street, West Hobart – single Wombat crossing located on the western approach to the Pine Street/ Lansdowne Crescent roundabout. This Wombat crossing is currently subject of a trial investigation.
- Two wombat crossings in Terry Street, Glenorchy.
- Two wombat crossings in Grosvenor Crescent, Sandy Bay (University of Tasmania).
- Three wombat crossings in Dobson Road, Sandy Bay (University of Tasmania).

3.4.1 Warrants for Wombat Crossing Installation

The Austroads guidelines for the appropriate and inappropriate uses of Wombat Crossings is summarised in Table 2.

Table 2 Austroads Application of Wombat Crossings

| Appropriate Use of Wombat Crossings | Inappropriate Use of Wombat Crossings |
|--|---|
| <ul style="list-style-type: none"> ▪ Where pedestrian crossings are needed ▪ Where there is a need to reduce vehicle speeds at a pedestrian crossing ▪ On one-lane (one-way) and two-lane streets ▪ At mid-block locations, especially at or near schools ▪ On streets with low speed (less than 60-km/h) and traffic volume environments ▪ Where there is adequate street lighting to maximise visibility | <ul style="list-style-type: none"> ▪ On streets without adequate street lighting ▪ Where property access may be significantly affected ▪ On bends or crests or other locations where sight distance may be insufficient ▪ On bus and designated cycle routes unless an acceptable sympathetic design is used ▪ Where access by emergency vehicles would be adversely affected ▪ On undivided streets wider than two lanes |

Australian Standards, AS1742.10, *Manual of Uniform Traffic Control Devices, Part 10: Pedestrian Control and Protection*, 2009, provides guidance for the installation of Zebra Pedestrian Crossings. The purpose and safe operation of a Zebra crossing is defined in AS1742.10 as follows:

"The purpose of the pedestrian crossing (zebra) is to time separate pedestrians and vehicular traffic by assigning priority to pedestrians using the crossings. The existence of a pedestrian on the crossing imposes a legal requirement on vehicular traffic to give way to the pedestrian.

Safe operation of a pedestrian crossing (zebra) is dependent upon the driver being able to see both a pedestrian on or about to use the crossing and the signs and markings associated with the crossing in time for the vehicle to be able to be stopped if necessary to give way to the pedestrian. This requires attention to the placement of the crossing if in the vicinity of curves, intersections or other roadway features likely to obstruct sight. It also requires that adequate sight distance be provided to pedestrians at or near the kerbside and about to use the crossing".

AS1742.10 provides little technical guidance for the safe installation of zebra and wombat crossings. It does not provide specific guidance for the installation of zebra or wombat crossings at approach legs of intersections, but does state that for 'other locations' (ie. locations that are not mid-block or slip lanes), that principles applicable to mid-block crossings are applied and that safety of pedestrians and other road users at these crossings is assessed as adequate.

Of relevance to the installation of wombat crossings at the Henry Street/ Main Street intersection, it states that *"there shall be adequate sight distance between approaching vehicles and pedestrians about to use the crossing for the former to be able to stop in time to give way to the latter. This shall be achieved*

primarily by means of parking restrictions near the crossing. Kerb extensions may also be required to achieve this sight distance where kerbside parking is frequent".

In this case, the design of the raised intersection incorporates kerb bulbing that provides good sight distance past on-street car parking.

The technical warrants for their installation vary between States and Territories of Australia. Technical warrants for the installation of zebra crossings (and consequently wombat crossings) have not been prepared for Tasmania. The Department of State Growth generally defer to VicRoads Guidelines for technical road design requirements. The VicRoads Zebra crossing technical guidelines are set out in Table 3.

Table 3 VicRoads Pedestrian Zebra Crossing Guidelines

| Acceptable Locations | Unacceptable Locations |
|---|---|
| <ul style="list-style-type: none"> ▪ Collector and local roads on which traffic speeds are low ▪ Left turn slip lanes at signalised intersections where VicRoads Regions considers them necessary ▪ Car parks ▪ Other off-road situations (eg. Caravan Park) ▪ Service roads where pedestrian operated signals of intersection signals operate on the main carriageway | <ul style="list-style-type: none"> ▪ Across arterial roads ▪ Left turn slip lanes at signalised intersections (unless considered necessary for pedestrian safety) ▪ Where there is poor visibility on the approach to the proposed site of the crossing, or where conspicuousness of the device may be less than optimal |
| General Conditions | |
| <ul style="list-style-type: none"> ▪ Pedestrian volumes of 20 or more per hour ▪ Vehicle volumes of 200 or more per hour for the same hour ▪ Speed limit of 50-km/h or less ▪ Vehicle speed of 60-km/h (85th percentile) or less | |

In this case the following key points relating to the Henry Street/ Main Street intersection are noted:

- The hourly traffic volumes on Main Street exceed 200 vehicles per hour during peak periods (noting approximately 350 and 372 vehicles per hour during the morning and afternoon peaks respectively).
- The hourly traffic volumes on Henry Street are unlikely to reach 200 vehicles per hour at any period throughout a typical day.
- Pedestrian crossing volumes would exceed 20 per hour crossing Henry Street all year (significantly exceed 20 pedestrians during the summer peak). Pedestrian volumes would exceed 20 per hour during summer crossing Main Street but are unlikely to reach 20 per hour during winter months.
- Main Street is considered an 'collector' road in the context of its traffic carrying function through Bridport.
- Vehicle speeds are considered to be sufficiently low enough for zebra crossing installations.

Based on the above high-level assessment, the installation of Wombat crossings (zebra crossings on the raised intersection) be warranted across Main Street, but not warranted across Henry Street.

3.5 Removal of Raised Intersection Treatment

A potential option is to remove the raised intersection treatment. This would result in a standard T-junction that is consistent with other intersections in the Bridport area. This may reduce potential confusion of priority between pedestrians and motorists.

Removal of the raised intersection treatment is likely to increase vehicle speeds on Main Street.

3.6 Replace Raised Intersection Treatment with Speed Humps

To provide traffic calming on the approaches to the intersection with an alternative traffic calming method, it may be possible to replace the raised intersection treatment with speed humps on the approaches to the intersection. The speed humps would reduce vehicle speeds on Main Street, thus improving pedestrian safety.

For speed humps to be effective, they need to have adequate spacing. In an urban environment, speed hump spacing should be approximately 150 metres. This would result in only one speed hump in Main Street between the two roundabouts (with spacing of around 100 metres between the speed hump and each roundabout).

It is further noted that the placement of a speed hump on the Henry Street approach would have little benefit if placed close to the intersection. This is due to the fact that vehicles would already be slowing to give way at the Main Street intersection.

Speed humps would need to be carefully designed to not impact on the existing parallel parking on Main Street.

The replacement of the raised intersection treatment with speed humps is therefore considered a viable option.

There is also a risk that speed humps may provide a misinterpretation of a pedestrian zebra crossing in much the same way as the existing raised intersection treatment does (due to the regulatory line marking that is required).

4. Summary of Options Investigated

A summary of options investigated are summarised in Table 4.

Table 4 Traffic Management Options

| Traffic Management Option | Potential Effectiveness | Comments |
|---|---|--|
| Do nothing | Does not address issue. | Retains status quo. Vehicle speeds are relatively low and no crashes have been reported. "Pedestrians give way to traffic" sends incorrect message and places Council in a potentially litigious situation. |
| Removal of "Pedestrians Give Way to Traffic" line marking | Line marking provides an incorrect message and should be removed. | It is recommended that the line marking be removed as a minimum treatment. |
| Install warning signage | Provides warning of pedestrians at intersection. | Minimal treatment. Consideration should be made to removing signage during non-peak periods. |
| Install wombat crossings | May provide improved pedestrian crossing, but may not improve safety. | Warrants for the installation of wombat crossings are potentially met for Main Street but not Henry Street. |
| Remove raised intersection treatment | Provides a consistent junction treatment and therefore may provide a consistent level of safety for all road users. | Would reduce potential confusion of priority between pedestrians and vehicles by removing speed hump delineation markings but may increase vehicle speeds on Main Street. |
| Replace raised intersection with speed humps | Unlikely to be effective as the speed humps may be confused as pedestrian crossing locations. | Spacing of speed humps in Main Street would be need to be approximately 150 metres and therefore only one speed hump could be placed between the roundabouts. |

5. Conclusions

This report documents the findings of an investigation of the Henry Street/ Main Street intersection in Bridport. The intersection is currently a raised platform junction, with ramps on each approach. Line marking consists of speed hump markings on each approach to the intersection, centre lines, and "Pedestrians Give Way to Traffic" painted on each pedestrian crossing location.

It has been reported to Council that there is confusion of priority between pedestrians crossing at the intersection and motorists travelling through the intersection. The speed hump line markings on the approach to the intersection are similar in appearance to zebra crossing line marking and may result in confusion of priority.

Pedestrian warning signage can be installed to alert motorists of the presence of pedestrians crossing Henry Street and Main Street.

The replacement of the raised intersection treatment with traditional speed humps is not recommended as only one speed hump could be installed with spacing of approximately 100 metres to each roundabout. It is further noted that the speed humps may give an impression of a zebra crossing in Main Street.

It is a viable option to remove the raised intersection treatment. This would result in an intersection that is consistent with other intersections in the surrounding transport network thus reducing any confusion of priority between pedestrians and motorists. This would result in increased vehicle speeds along Main Street.

Based on the findings of this report, it is recommended that the intersection layout be retained and the line marking "Pedestrians Give Way to Traffic" be removed. The installation of "Pedestrians Give Way to Traffic" on each pedestrian crossing location is in conflict with the Road Rules. Turning vehicles must give way to pedestrians on the road into which they are entering. This line marking should therefore be removed as a minimum treatment.

It is understood that the "Pedestrians Give Way to Traffic" line marking was installed to reduce confusion of priority between pedestrians and vehicles. The removal of the "Pedestrians Give Way to Traffic" line marking therefore does not address the issue of confusion at the intersection.

Council may consider the installation of a single wombat crossing on Main Street. The warrants for the installation of wombat crossings on the Main Street approach may be met, but unlikely to be met for the Henry Street approach. Such a treatment is unusual in Tasmania and is therefore may result in continued confusion and potential crash risk. If a wombat crossing at this location is preferred by Council, consideration of a trial period is recommended.



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Dorset Council

Main Street, Bridport
Speed Zone Assessment

February 2024



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1. Introduction

1.1 Background

Midson Traffic were engaged by Dorset Council to assess the speed zoning in Main Street, Bridport. Dorset Council have proposed a reduced speed limit of 40-km/h for a section of Main Street through the shopping precinct of Bridport. This report provides a technical assessment of the merits of a speed limit reduction, as well as a signage plan for its implementation.

Dorset Council undertook a review of the intersection of Main Street and Henry Street in 2019 to determine the most appropriate intersection layout based on traffic and pedestrian demands, as well as road safety considerations. This report provides a assessment of the current operation of this junction in the context of the proposed speed limit changes associated with Main Street.

2. Existing Conditions

2.1 Transport Network

The transport network relevant to the study area consists of Main Street. It also considers side roads of Henry Street, Bentley Street, Westwood Street and South Street.

Main Street connects between the Emily Street/ Edward Street junction at its eastern end and Sandy Points Road at its western end. It provides the primary access to Bridport. Within the main shopping precinct of Bridport, Main Street has indented parking and increased pedestrian activity. The intersection of Main Street and Henry Street is a traffic calmed raised platform junction. Various sections of Main Street are shown in Figure 1.

The majority of Main Street within the study area is signed as a 50-km/h, with a short section of 40-km/h School Zone signage (operational only during peak school activity). Pedestrian warning signage has been installed at various locations along Main Street. The existing speed zoning within the study area is shown in Figure 7.

Figure 1 Main Street



Henry Street connects to Main Street at a raised platform T-junction, with Main Street having priority. Henry Street provides connectivity to a predominantly residential catchment within Bridport. Henry Street becomes an unsealed road at its western end, connecting to the southern end of Maxwell Street.

Bentley Street provides connectivity to a residential catchment area, as well as foreshore areas (boat ramp, old pier, etc). Bentley Street connects to the eastern side of Main Street at a three-leg roundabout.

Westwood Street connects to the eastern side of Main Street at a T-junction. It runs parallel to Bentley Street and services a residential catchment. The 40-km/h school zone extends a short distance into Westwood Street.

South Street provides connectivity to Bridport Primary School as well as a residential catchment area. It connects to Main Street at a T-junction. South Street carries approximately 300 vehicles per day. A 40-km/h school zone extends between Main Street and Thomas Street. South Street looking east towards Main Street is shown in Figure 2.

Figure 2 South Street



2.2 Main Street Traffic Data

Traffic data was collected at two sites in Main Street using pneumatic tube counters for one full week between 23rd January to 29th January 2024. The data collected was used to determine vehicle speed and volume information.

The traffic counters were located either side of the Henry Street junction as shown in Figure 3.

Figure 3 Traffic Counter Locations



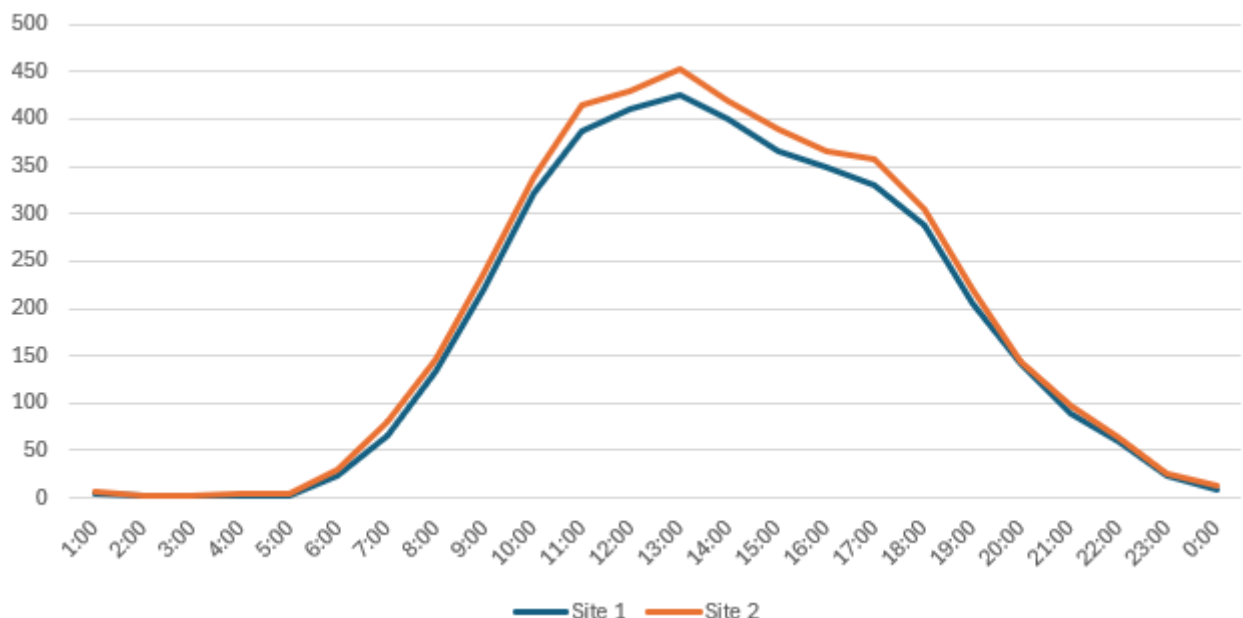
2.2.1 Traffic Volumes

The traffic counters recorded similar traffic volumes at the two sites. The traffic volumes are summarised in Table 1, and the hourly traffic volume distribution is shown in Figure 4.

The traffic volumes are likely to represent peak seasonal activity. During other months of the year the traffic volumes are likely to be generally lower.

Table 1 Traffic Volume Summary

| Site | Average Daily Traffic Volume (weekday average) | Average Daily Traffic Volume (7-day average) | Peak Hour Traffic Volume |
|--------|--|--|--------------------------|
| Site 1 | 4,284 vpd | 4,263 vpd | 426 vph |
| Site 2 | 4,603 vpd | 4,544 vpd | 452 vph |

Figure 4 Hourly Traffic Volumes

2.2.2 Existing Speed Analysis

The location of the traffic counters enabled speed analysis to be undertaken at the raised intersection treatment at Henry Street, as well as within the Main Street midblock location north of Henry Street. This provides an assessment of the traffic calming impacts associated with the raised intersection treatment, as well as the likely maximum speeds within the main shopping section of Main Street. The speed analysis at each site is summarised in Table 2.

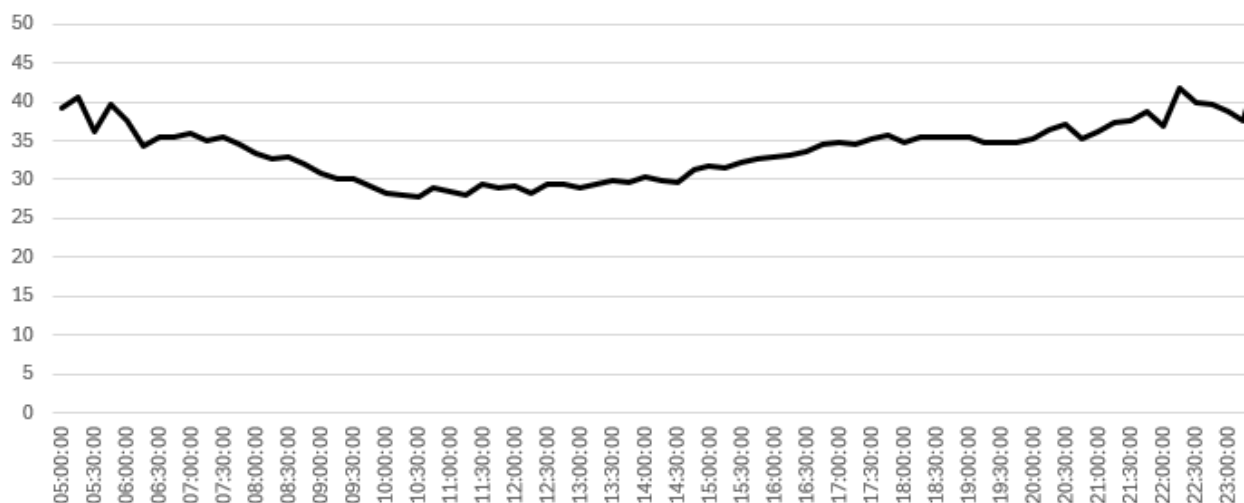
It can be seen that all vehicles at both sites travelled below the existing posted speed limit of 50-km/h, with a maximum speed of 45-km/h recorded at Site 2. It is noted that vehicle speeds are likely to increase to the north of the Bentley Street junction due to less pedestrian and less parking activity (excluding the school zone during active school traffic periods).

Table 2 Speed Analysis Summary

| Site | Sample Size | Average Speed | 85 th Percentile Speed | Maximum Speed |
|--------|----------------|---------------|-----------------------------------|---------------|
| Site 1 | 4,263 vehicles | 26.6 km/h | 32.4 km/h | 45 km/h |
| Site 2 | 4,544 vehicles | 20.8 km/h | 25.8 km/h | 40 km/h |

The change in 85th percentile speed throughout the day at Site 1 was also investigated. This is shown in Figure 5. Note that the hours between 5:00am and 11:00pm were examined as hours outside of this range had volumes too low to record a valid 85th percentile speed.

It can be seen that the 85th percentile speed reduces throughout the middle of the day, corresponding to periods with higher traffic flow and increased parking and pedestrian activity. It can be seen that there is approximately a 10-km/h difference in the 85th percentile speeds throughout the day. This is a relatively normal outcome for traffic speeds through an activity area such as a shopping precinct. Importantly the 85th percentile speeds do not exceed the posted speed limit at any time of the day.

Figure 5 Change in 85th Percentile Speed Throughout Day

2.3 Pedestrian Activity

No pedestrian data is available for Main Street. General site observations indicate that there are moderate pedestrian movements during peak school periods associated with parents and children walking to and from the school. The majority of these movements occur on the western side of Main Street.

Peak tourism season is between December and March. During this period, there are moderate tourist pedestrian numbers walking along and across Main Street. Much of the pedestrian activity is concentrated near the Henry Street intersection.

2.4 Road Safety Performance

Crash data can provide valuable information on the road safety performance of a road network. Existing road safety deficiencies can be highlighted through the examination of available crash data.

Crash data was obtained from the Department of State Growth for a five-year period between 1st January 2019 to 31st December 2023 for the full length of Main Street through Bridport.

The findings of the crash data is summarised as follows:

- A total of 11 crashes were reported during this time.
- Severity. 2 crashes involved minor injury; 1 crash required first aid at the scene; 8 crashes involved property damage only.
- Time of day. Early morning crashes were dominant, with 5 crashes reported between midnight and 4:00am. 6 Crashes were reported between 11:00am and 6:00pm.
- Day of week. Weekend crashes were dominant, with 5 crashes reported on Saturdays and 3 crashes reported on Sundays. 1 crash was reported on a Monday, Wednesday and Thursday.
- Crash types. No crash trends were noted by crash type. The majority of incidents were single vehicle crashes (7 crashes). 2 crashes involved side-swipe collisions.
- Crash locations. 4 crashes were located at intersections (2 crashes at Edward Street/ Emily Street/ Main Street intersection; 1 crash at the Ada Street/ Main Street intersection; 1 crash at the Westwood Street intersection); 7 crashes were reported at midblock locations.

A total of 4 crashes were reported within the study area being considered for a reduced speed limit. The crash locations are shown in Figure 6.

- Vulnerable road users. 1 crash involved a motorcycle ('lane side swipe' collision at the intersection of Ada Street and Main Street resulting in property damage only). No crashes involved pedestrians or cyclists.

The crash history does not indicate that there are any existing road safety issues in Main Street within the study area. Importantly no crashes were reported that involved pedestrians.

Figure 6 Crash Locations



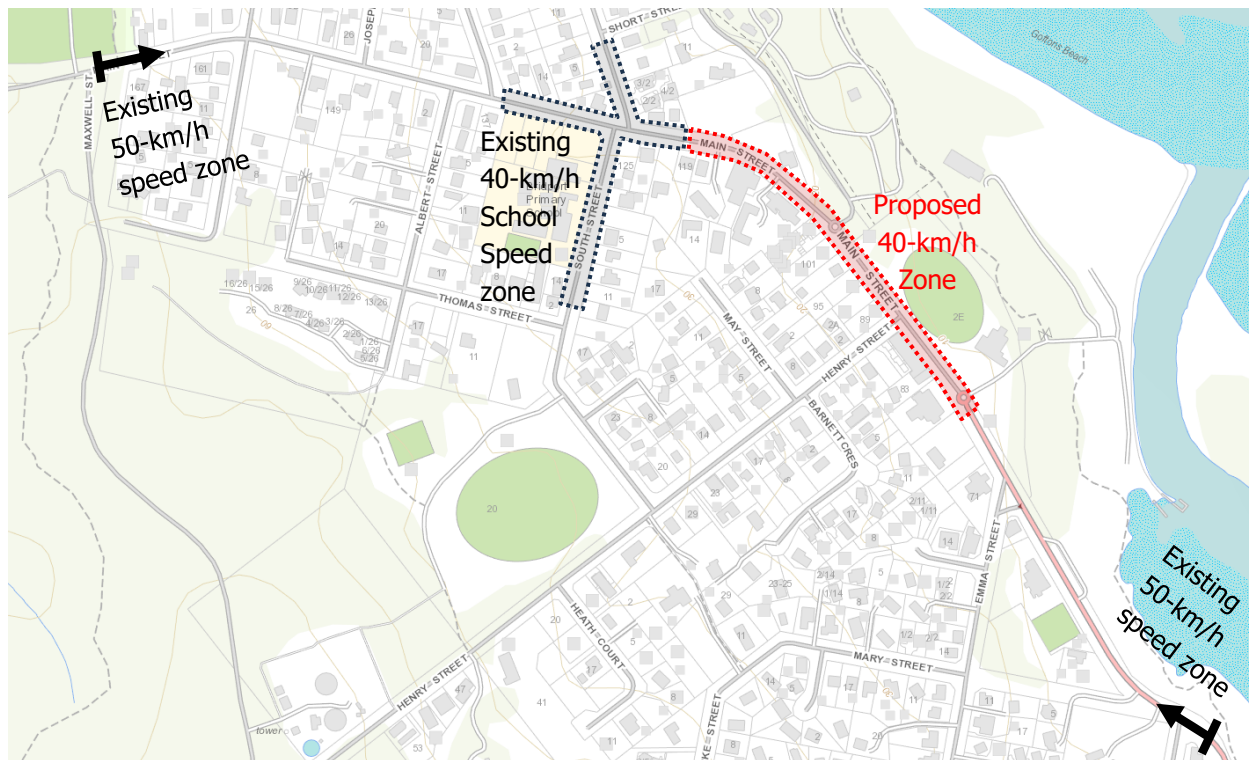
Source: Department of State Growth

3. Speed Zone Proposal

The majority of Main Street is signed as a 50-km/h speed zone, with a small section that is a 40-km/h School Zone (active during peak school periods). The school zone is controlled by electronic signage.

Council are proposing to change the speed limit from 50-km/h to 40-km/h within the shopping region of Main Street through Bridport as shown in Figure 7. The section of the 50-km/h speed zone south of the southern end of the school zone is signed as a "Shopping Zone".

Figure 7 Proposed Speed Zone Changes



4. Review of Main Street/ Henry Street Junction

4.1 Previous Assessment

Midson Traffic undertook a review of the intersection of Main Street and Henry Street for Dorset Council in 2019. The aim of the report was to determine the most appropriate intersection layout based on traffic and pedestrian demands, as well as road safety considerations. At the time of the report the intersection consisted of a 'raised platform' junction. Warning signage was painted on the road to alert pedestrians to give way to pedestrians.

Various options were considered for the report, which were outlined as follows:

- Do nothing.
- Retain existing intersection infrastructure but remove "Pedestrians Give Way to Traffic" line marking on each pedestrian approach to the intersection.
- Install pedestrian warning signage.
- Install Wombat crossings on each approach (three zebra crossings on the existing raised intersection).
- Remove raised intersection treatment.
- Remove raised intersection treatment and install speed humps on the approach to the intersection.

The report recommended that the intersection layout be retained and the line marking "Pedestrians Give Way to Traffic" be removed. The installation of "Pedestrians Give Way to Traffic" on each pedestrian crossing location is in conflict with the requirements of the Australian Road Rules. Turning vehicles must give way to pedestrians on the road into which they are entering.

Following completion of the report, Council replaced the "Pedestrians Give Way to Traffic" markings with "Look Out Before you Step Out" markings.

4.2 Current Junction Assessment

The infrastructure associated with the existing junction is mostly unchanged from the 2019 assessment. Changes have only related to pavement markings that provide an advisory warning for pedestrians.

Whilst the pavement markings are considered unusual, there are no specific road safety issues associated with their installation.

Traffic data for vehicles travelling across the intersection along Main Street indicate that vehicle speeds are very low, thus providing a safe operating environment for all users (particularly pedestrians). The 85th percentile speed of traffic travelling through the intersection was recorded as 26-km/h.

The current operation of the raised intersection is therefore considered satisfactory. No further changes are recommended.

5. Speed Zone Requirements

5.1 Speed Limit Requirements

The Austroads publication, *'Guide to Road Safety Part 3: Safe Speed'*, 2021, provides guidance on the application of appropriate speed limits to facilitate a safe environment for all users in accordance with the Safe Systems framework.

Austroads states that there is potential for obtaining community support for road function and consequently infrastructure that manages safe speeds in the context of "movement and place." When speed limits are supported in this context, there is a potential for greater compliance, safety improvement and community acceptance. In some communities there is also growing acceptance for lower speed limits, particularly at locations where there is higher risk. This has started at schools, has migrated to shopping strips and now is gaining acceptance for lower quality rural roads.

In general, when setting speed limits, a range of factors need to be considered, within the context of the Safe System. These include:

- Crash risk.
- Current operating performance.
- Road and roadside infrastructure.
- Geometry and roadside development.

These factors are investigated in the following sections.

5.1.1 Crash Risk

Austroads states that the most important consideration in the assessment or review of a speed zone should be the determination of the crash risk on that road.

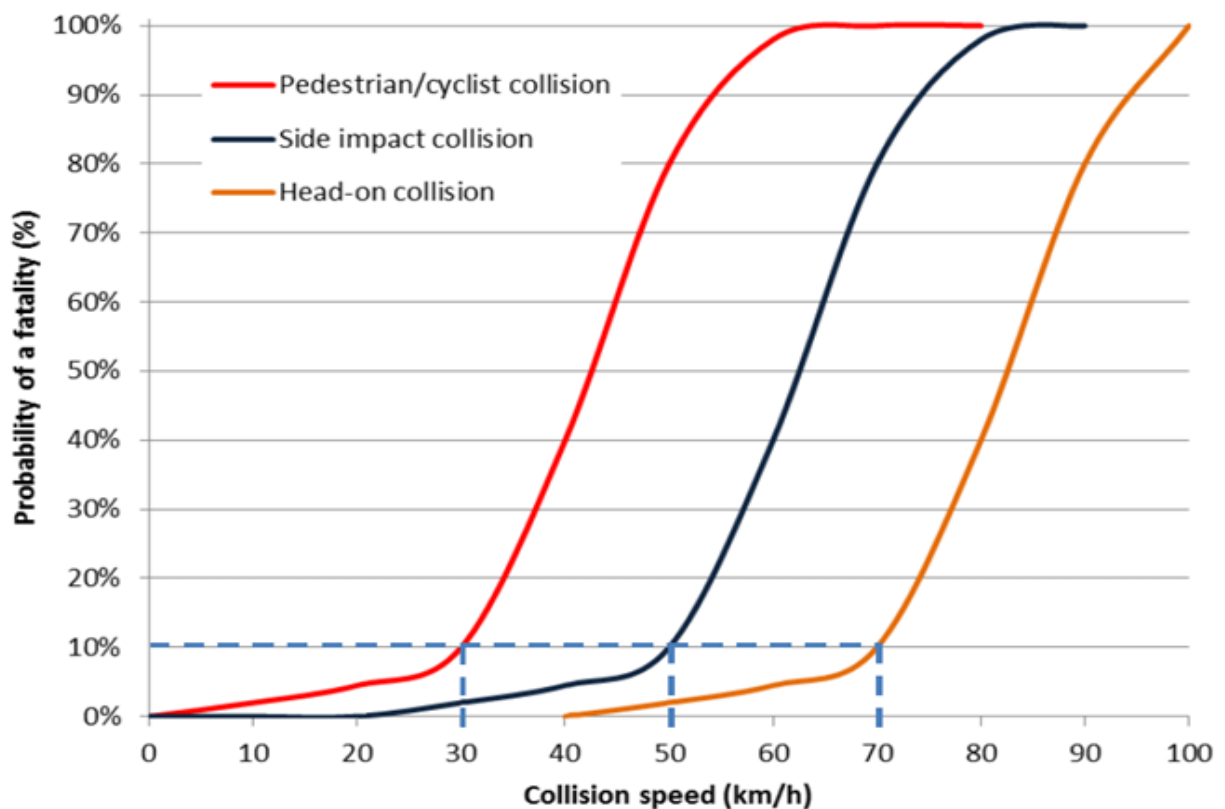
The most common way to determine the crash risk is the crash history, however risk can be determined in a variety of other ways, as crash history is heavily influenced by the volume of road users using that road.

In this case the crash history does not provide an indication that there are any existing road safety deficiencies that may require a reduction in the speed limit in order to improve road safety. It is noted however that Main Street contains a 'shopping strip', has a relatively high level of pedestrian activity associated with recreational areas (beach, etc), and has school activity. In this regard, there is a risk of conflict between vehicles and vulnerable road users. It is common traffic engineering practice to reduce the speed limit to 40-km/h through shopping precincts to improve safety for vulnerable road users.

Austroads provides research on the relationship between collision speed and probability of fatality for various crash types. In shopping strips and town centres where there is a high proportion of pedestrian activity, the risk of pedestrian collisions increases. The difference between the probability of fatality at

collision speeds of 50-km/h and 40-km/h is 80% and 40% respectively. This is reproduced in Figure 8. Furthermore, the ability for vehicles to reduce speed prior to impact is significantly greater at lower speeds, therefore the risk of pedestrian fatalities is greatly reduced in road environments that have a 40-km/h speed limit compared to 50-km/h.

Figure 8 Relationship between Collision Speed and Probability of Fatality



On this basis the reduction of the speed limit from 50-km/h to 40-km/h is considered to be appropriate.

5.1.2 Operating Performance

Traffic data collected between Bentley Street and Henry Street indicates that vehicles are travelling well below the posted speed limit of 50-km/h. The maximum speed recorded in the surveys within this section of road was 45-km/h. The existing 85th percentile speed of this section of Main Street was recorded as 32-km/h. In general terms it is good traffic engineering practice for the 85th percentile speed to be aligned with the posted speed limit.

The existing operating performance of this section of road is consistent with the expected performance of a 40-km/h section of road.

A reduction in the speed limit from 50-km/h to 40-km/h through this section of Main Street would therefore not require further modifications of infrastructure to reinforce the reduced speed environment.

5.1.3 Road and Roadside Furniture

Main Street through Bridport has undergone revitalisation in recent years. This has resulted in a contemporary 'shopping strip' design that provides improved pedestrian safety and parking improvements.

The existing design and layout of Main Street is consistent with 40-km/h roadside environment design principles.

5.1.4 Geometry and Roadside Development

Main Street has a relatively straight horizontal alignment through the proposed reduced speed limit area. Clear visibility is available along both approaches of Main Street through the study area.

Adjacent land use through the area predominantly consists of commercial sites, with on-street parking provided to support businesses.

These factors are consistent with 40-km/h roadside environment design principles.

5.1.5 Austroads Assessment Summary

The principles associated with Austroads assessment of speed limits demonstrate that the reduction of the speed limit from 50-km/h to 40-km/h is supported on technical grounds.

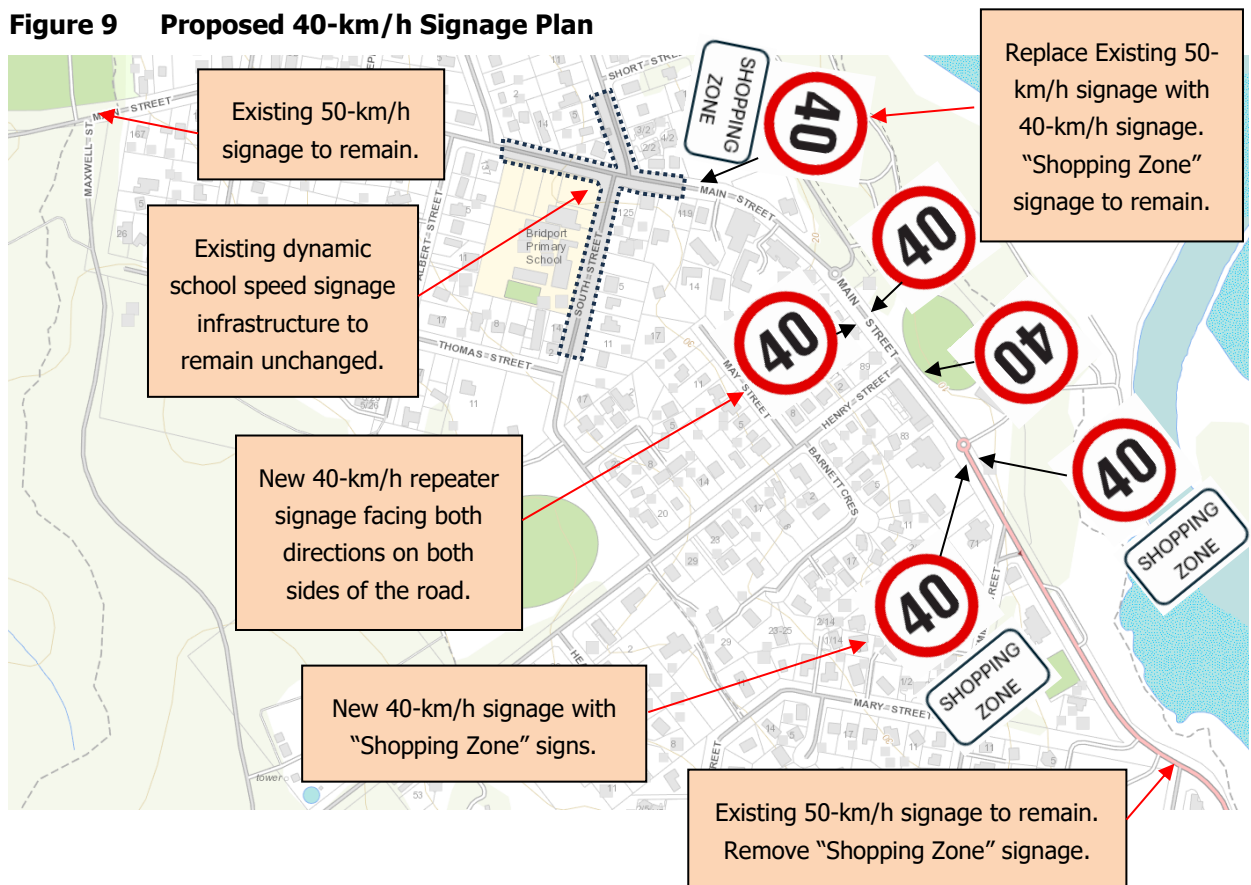
6. Technical Speed Signage Requirements

The installation of a 40-km/h speed zone requires new signage at multiple locations. In Tasmania the default urban speed limit is 50-km/h, which requires signage to indicate an alternative speed limit whenever a vehicle enters the road from a connecting junction.

The complication for Main Street is the existing 40-km/h School Zone which is located immediately west of the proposed 40-km/h speed zone. For vehicles travelling northbound along Main Street it is not possible to install a 50-km/h sign at the electronic school zone sign. This will effectively result in the extension of the 40-km/h zone for westbound traffic until the end of the existing school zone.

The signage plan for the proposed 40-km/h speed zone is shown in Figure 9.

Figure 9 Proposed 40-km/h Signage Plan



The existing 50-km/h signage at the

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Document Status

| Revision | Author | Review | Date |
|----------|--------------|-------------------|------------------|
| 0 | Keith Midson | Zara Kacic-Midson | 26 February 2024 |
| | | | |
| | | | |



DRAFT REVIEWED Policy 44 – Social Media

| | |
|---------------------|-------------------------------|
| CM10 Ref: | DOC/24/1927 |
| Adopted: | 20 May 2013 Minute 66/13 |
| Version: | 4 |
| Reviewed Date: | 18 March 2024 Minute xx/24 |
| Author | Executive Assistant |
| Responsible Officer | Executive Assistant |

OBJECTIVE

The purpose of the Policy is to define the objectives and obligations that govern Council's use of social media as an effective external communication resource.

SCOPE

This Policy applies to:

- Council employees who have a role in administering and moderating social media sites on behalf of Council;
- Council employees, volunteers and other people communicating using social media for or on behalf of Council; and
- elected members of Council.

DEFINITIONS

The definitions of terms used in this Policy are set out below.

| Term | Definition |
|----------------------|--|
| Administrator | The person authorised to oversee the creation and management of Council's social media sites. Unless otherwise stated, the primary Administrator will be the Executive Assistant. |
| Moderator | A person who has been given permission to post on behalf of Council and to moderate the content on that Council site. It is the responsibility of the Executive Assistant to act as the primary Moderator for the Council (or a business unit of Council e.g. Scottsdale Aquatic Centre, Bridport Seaside Caravan Park, etc.). |
| Moderate | To monitor content by removing posts or responding to posts, when appropriate, on behalf of Council (or a business unit of Council e.g. Scottsdale Aquatic Centre, Bridport Seaside Caravan Park, etc.). |
| Social Media | Social media is a collection of internet based tools which facilitate conversations through the construction of words, pictures, videos and audio. Social media sites are platforms such as Facebook, Instagram, Snapchat, LinkedIn, You Tube and X (formally Twitter). |
| User | A member of the general public who may communicate with any of Council's social media sites by viewing and / or posting to that site. |
| Post | A post is to place information on a social media site. |

POLICY

1 KEY PRINCIPLES

| | |
|----------------------|--|
| Open | Use social media to share and promote access to information, services and community events (where appropriate) whilst also being transparent and accountable. |
| Collaborative | Use social media in conjunction with other communication methods, including traditional media, to deliver key messages and important information and create opportunities to listen and engage with the general public. |
| Appropriate | In developing, posting and responding to content, Council employees and elected members will uphold the values of the Council by acting with honesty, integrity, courtesy and professionalism and will not be defamatory, discriminatory, harassing or encourage law breaking. |
| Responsive | Council employees will utilise social media to respond quickly to the general public and emerging issues. |
| Reliable | Maintain a consistent and quality social media presence and ensure that all information disseminated through social media is accurate, authorised and aligned with Council. |

2 USE OF SOCIAL MEDIA

2.1 Roles and Responsibilities

| | |
|------------------------|--|
| Mayor | <ul style="list-style-type: none"> ▪ Should seek advice from the General Manager and / or the Executive Assistant regarding tools available and should be communicating in their role as outline in Section 27(1)(b) of the <i>Local Government Act 1993</i> (i.e. act as the spokesperson of the Council). ▪ Should clearly clarify when communicating that a view is their own, when not speaking on behalf of Council. ▪ Understand and comply with the provisions of this Policy. ▪ Seek training and development for using social media, if applicable. ▪ Seek advice from the General Manager if unsure about applying the provisions of this Policy. ▪ Seek approval before using any Council branding on social media. |
| General Manager | <ul style="list-style-type: none"> ▪ Should ensure responsibilities / delegations in relation to social media are clearly defined and act as a source of advice to the Mayor. ▪ Ensures that Council's use of social media complies with the intent and requirements of this Policy. ▪ Educate elected members and employees about this Policy and their responsibilities when using social media. ▪ Should approve the use of Council branding. ▪ Should ensure compliance with social media provider conditions. ▪ Should act as the spokesperson on operational issues or issues of fact. ▪ Should clearly clarify when communicating that a view is their own, when not speaking on behalf of Council. ▪ Seek legal advice, as appropriate, where an issue is likely to be contentious or may create legal risk for Council. |

Elected Members¹

- Should seek advice from the Mayor or General Manager and be sure not to speak on behalf of Council as this is the role of the Mayor.
- A person authorised to comment on behalf of Council may be limited to a particular topic or specific types of social media, or both.
- Comment only on topics within their area of expertise and authority.
- Should clearly clarify when communicating that a view is their own, when not speaking on behalf of Council.
- Elected members must not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist or infringes copyright.
- Must ensure their social media interactions comply with relevant legislation (as listed in this document) and the Councillors Code of Conduct.
- Acknowledge that the use of social media is an elected members' personal responsibility regardless of whether the social media is undertaken during the course of Council business or out of hours, and irrespective of whether a Council device is used or personal technology.
- Elected members must not establish fictitious names or identities when communicating through social media.
- Understand and comply with the provisions of this Policy.
- Seek training and development for using social media, if applicable.
- Seek advice from the General Manager if unsure about applying the provisions of this Policy.
- Seek approval before using any Council branding on social media.

Directors / Managers

- Provide advice and assist with the development of content for social media.
- Ensure relevant employees consult and obtain appropriate approvals for their planned use of social media.
- Offer regular training and updates for staff who are using social media.

Social Media Administrators and Moderators

- Undertake the role of administrator, and moderator for Council's social media accounts.
- Only post on behalf of Council from the authorised administrative profiles set up for Dorset Council.
- Maintain records in accordance with Council's Customer Service Charter.
- A person authorised to comment on behalf of Council may be limited to a particular topic or specific types of social media, or both.
- Should clearly clarify when communicating that a view is their own, when not speaking on behalf of Council.
- Apply principles of moderating according to the established house rules (see 2.2) and operational policy and risk assessment.

¹ Refer Appendix A for elected member self-assessment designed by Tasmanian Integrity Commission which may assist in decision making (page 9).

| | |
|---------------------------------|--|
| Employees and Volunteers | <ul style="list-style-type: none"> ▪ Seek advice and approval from relevant Director / Manager for any planned social media posts. ▪ Understand and comply with the requirements of this Policy. ▪ Maintain records of use of social media related to Council activities to the extent practicable. ▪ Seek advice from the General Manager or direct report if unsure about applying any of the provisions of this Policy. |
| IT Services | <ul style="list-style-type: none"> ▪ Ensure the Council IT network remains secure. ▪ Regularly back up and archive any internally hosted social media sites. |

2.2 House Rules

- Do not harass, abuse or threaten other visitors, people or organisations.
- Do not post comments that are likely to offend others, particularly in reference to an individual's race, gender, sexuality, political leaning, religion or disability.
- Do not use obscene or offensive language.
- Do not post repeat comments continuously.
- Do not promote anything that may constitute spam, such as commercial interests, solicitations, advertisements or endorsements of any non-governmental agency.

2.3 Content

Council will provide an established operational policy as to who will write and post content, who will moderate and approve content, and who will respond to negative and positive posts, and how. Council know that social media is a 24/7 medium, however Council's moderation capabilities are not. Council's page will be monitored closely, however there may be some posts which have commenting capabilities turned off or user contributions restricted.

Any social media accounts for Council (or a business unit of Council) must not be established without consent from either the General Manager or the relevant Director.

| | |
|-----------------------------------|--|
| Posting Content | <p>Content on Council's social media sites will, where appropriate:</p> <ul style="list-style-type: none"> ▪ also be available on Council's website. ▪ include links directing users back to the Council website for in depth information, documents, forms or online services necessary to conduct business with Council. ▪ Include posts to third party sites for information, promotion or service delivery activity or to provide factual clarification in response to third party information as it relates to the Council. ▪ Posts will only disclose information which is classified as suitable for the public domain. |
| Promoting External Content | <p>Information shared from another source is to be clearly linked to the purpose of Council's social media account or it has been determined to be in the community's interest. This may include, but not limited to posts:</p> <ul style="list-style-type: none"> ▪ relating to emergency events, ▪ from Council partners, |

| | |
|--|--|
| | <ul style="list-style-type: none"> ▪ by local, state or federal government bodies, ▪ about community events or initiatives, ▪ recognised state or national events, and ▪ other items as directed or approved by the General Manager or the Mayor. |
| Monitoring / Moderating Content | <p>As a minimum requirement, Council will monitor social media content and exchanges at least once daily, during regular business hours and establish whether:</p> <ul style="list-style-type: none"> ▪ comments need replies (where appropriate), noting that not all comments on posts are a direct enquiry to Council or necessarily seeking a response. ▪ comments need to be hidden or removed. It is acknowledged that posts or material that is reasonably critical of Council will not be deleted. ▪ current content is factual, accurate and up to date. ▪ costs are relevant. ▪ new information needs uploading. <p>Posts that make specific mention of confidential material about Council or individuals, or mention employees by name on Council's social media sites will be removed.</p> |
| Response | <p>Council will monitor all posts on its social media sites and respond where it determines it is appropriate to do so. It is acknowledged that not all comments on posts are a direct enquiry to Council or necessarily seeking a response.</p> <p>Complaints will be managed in accordance with Council's Customer Service Charter.</p> |
| Removing Content | <p>Council reserves the right to remove certain content such as illegal or offensive material. Council also reserves the right to remove a person from their site if that person repeatedly posts illegal and / or offensive material or operates outside of the 'house rules' listed on Council's social media sites and in this Policy. Council will, when possible, state why a post of content was removed regardless of who posted it.</p> <p>Disputes will be managed in accordance with Council's Customer Service Charter.</p> |
| Branding | <p>The brand is the corporate identity of Council and can take many forms (name, sign, symbol, colour combination, slogan, etc.). A clear brand is an essential tool in online communications and subsequently Council's Municipal Logo Policy including Council's Style Guide must be adhered to when posting content. The Dorset Council logo should always be attached to corporate content.</p> <p>Social media sites belonging to business units of Council that have their own branding must always carry their relevant logo, such as the Bridport Seaside Caravan Park.</p> |
| Copyright | <p>Material which is copyrighted will not be used unless prior written consent is obtained from the creator or copyright owner and the original author or source of the material is acknowledged.</p> <p>Moderators will be diligent in their consideration of brand, copyright, fair use and trademarks.</p> |
| Information Management | <p>With regard to social media sites, Council will make all reasonable endeavours to comply with the requirements of the <i>Archives Act 1983</i> and Dorset Council's Customer Service Charter.</p> |

2.4 Use of Social Media by Council Employees and Elected Members

Council supports the use of social media for professional purposes such as communicating with fellow employees, elected members or professional colleagues, acquiring or sharing information, and use for educational or professional development activities.

Incidental use of social media by employees during work time is permissible, provided the use of equipment and consumption of space on the network is kept to a minimum and does not compromise, pre-empt or impact adversely upon Council business. Such use should not interfere with productivity, effectiveness and legitimate work activities and the time spent on personal use must be kept to a minimum. Excessive use will not be tolerated.

| | |
|--|---|
| Personal Use of Social Media | Council will not require employees or elected members to hand over credentials to a personal social media account, however personal use must comply with this Policy. |
| Use of Council Email for Social Media | Council employees and elected members are not permitted to use a Council email address (e.g. xxxxxxxx@dorset.tas.gov.au) as the contact address for a personal social media site. |
| Considering a Post | <p>The following questions provide an employee or elected member with an effective litmus test for whether a post is appropriate or not. When commenting, consideration should be given to the following:</p> <ul style="list-style-type: none"> ▪ Could what you are doing, harm the reputation of your Council? ▪ Are you disclosing Council material that you are not authorised to disclose? ▪ Have you made it clear when your contribution is as a private individual, not an employee or elected member of Council? ▪ Are you willing to defend your post to your colleagues or fellow elected members? ▪ Are you behaving with integrity, respect and accountability? <p>A simple guide for elected members is provided in Appendix A.</p> |

2.5 Penalties for Breach of Policy

An elected member breaching this Policy may be subject to a Code of Conduct complaint (as per *the Local Government Act 1993*) and the *Local Government (General) Regulations 2015*.

Employees breaching this Policy may be subject to disciplinary action as per the operational Employee Conduct Policy.

3 LEGAL ISSUES AND LIABILITIES

| | |
|---|---|
| Defamation / Offensive or Obscene Material | <p>Social media can blur private and public domains and activities on social media platforms should be considered public activities. Despite the availability of privacy functions on social media platforms, the possibility exists for content to be shared beyond intended recipients. Additionally, it should be noted that the terms and conditions of use for most social media sites state that all content becomes the property of the site on which it is posted.</p> <p>Online content is essentially permanent and should NEVER be considered private.</p> |
| Privacy and Confidentiality | In using social media, moderators and elected members will be cognisant of requirements under the <i>Personal Information Protection Act 2004</i> and the <i>Local Government Act 1993</i> . |

Personal and sensitive information cannot be published without permission of the person to which that information belongs.

Moderators and elected members will not disclose confidential Council information, including but not limited to matters relating to closed meetings of Council, unless this has been approved in writing by the General Manager.

Risk Management

An operational risk assessment will be undertaken for each new planned aspect of social media use. Such assessment will consider things like lack of followers, blurring of professional and personal communications, online activism and negative comments, expectation of instant responses, breaches of law or codes of conduct, unauthorised posts, etc.

The liabilities section of this policy covers off on some specific risks but legal advice should be sought where appropriate.

4 RESOURCING / TRAINING

Council will ensure that social media activities are adequately resourced to allow for content development, monitoring, interpreting the volume and content of messages and responding, as required.

Training will be provided to Administrators and Moderators on an ongoing basis (and on request). Where appropriate, Council may engage external providers to provide social media training.

RELEVANT LEGISLATION

There are no specific social media references in the *Local Government Act 1993*. However, more generally the Act provides that a Council is to communicate with its community in an open and transparent manner. Using social media is one tool which allows Council to meet its obligations.

The following State and Federal legislation may be deemed relevant to this Policy:

Archives Act 1983

Defamation Act 2005

Personal Information Protection Act 2004

Local Government Act 1993

Copyright Act 1968

Work Health and Safety Act 2012

Anti-Discrimination Act 1998

Right to Information Act 2009

Public Interest Disclosures Act 2002

Online Safety Act 2021

RELATED DOCUMENTS

- Councillor Code of Conduct
- Electronic Communications Policy
- Communications Policy
- Customer Service Charter
- Community Consultation Policy and Guidelines
- Personal Information Protection Policy
- Operational Social Media Policy and Risk Assessment Matrix
- Operational Disciplinary Policy
- Operational Employee Conduct Policy

REVIEW

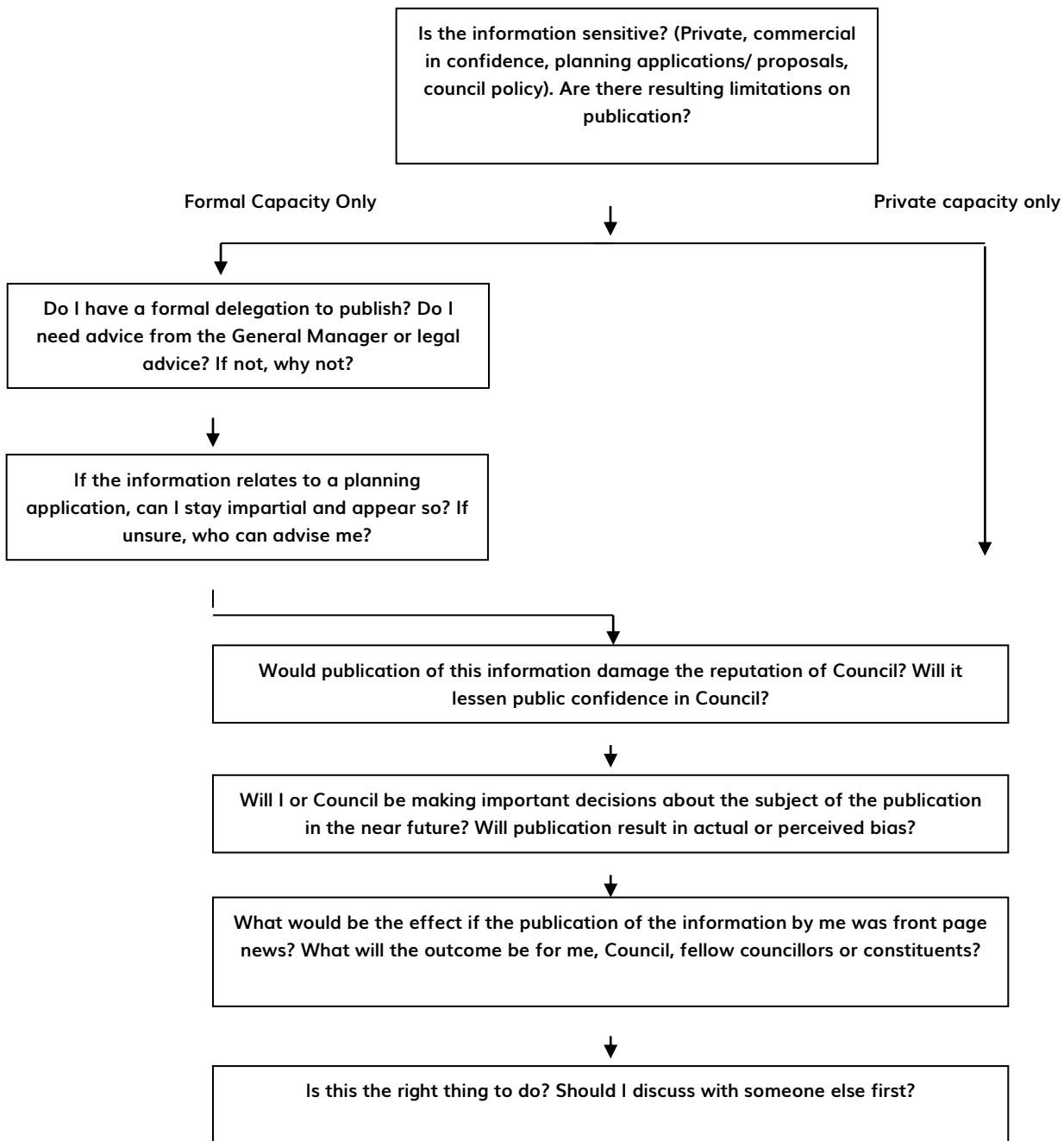
This Policy will be reviewed every 5 years, or earlier if required.

DOCUMENT INFORMATION

| Version | Doc Ref | Date Reviewed | Author | Comments |
|---------|-------------|-----------------|---------------|---|
| V1 | 13/4720 | 20 May 2013 | Guy Jetson | Policy established based on LGAT model template |
| V2 | 16/2258 | 21 March 2016 | Guy Jetson | Updates as recommended based on NSW Model Template |
| V3 | 16/2258[v2] | 21 January 2019 | Sarah Forsyth | Minor changes to officers, rules and grammatical errors |
| V4 | DOC/24/1927 | February 2024 | Sarah Forsyth | Comprehensive review of Policy |

APPENDIX A

1. Questions for consideration by elected members.



Howard A.E (2012), Connecting with Communities: How Local Government is Using Social Media to Engage with Citizens, ANZOG Institute for Governance at the University of Canberra and Australian Centre for Excellence in Local Government,

Item 51 - Attachment



Policy 4 – Sponsorship of Sporting and Cultural Representatives

TRIM-Ref: DOC/19/3412
 Adopted: 6 October 2003
 Minute 208/03
 Version: 65
 Reviewed Date: ~~20 May 2019~~ 18 March 2024
 Council Minute No: ~~77/19~~

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OBJECTIVE

To ensure consistency in dealing with requests for financial assistance for state and national sporting and cultural representatives.

POLICY

Council will consider providing financial assistance for individuals that reside in the Dorset municipal area who:

- a) have been selected to represent Tasmania in a national sporting elite competition or cultural event, to a maximum of \$500; or
- b) have been selected to represent Australia at an international sporting elite competition or cultural event, to a maximum of \$1,000.

Individuals selected for, or participating in, Masters sporting competitions/_events are **not eligible** for financial assistance under the Policy.

All requests for sponsorship must

- a. be made in writing via the applicable form available on Council's website or from the Customer Service team;
- b. be received prior to the date of the event; and
- c. be accompanied by evidence of selection in the form of official correspondence addressed to the person seeking sponsorship.

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Assessment and determination of applications for funding assistance will be undertaken by the Council's Executive Assistant, ~~with the approval of~~ in conjunction with the Mayor. Councillors will be notified of the outcome of all applications through departmental briefing reports.

Successful applicants will be congratulated in a personal letter from the Mayor, as well as through social media and other community communications, as appropriate.

Recipients of sponsorship provided under this Policy will be listed in Council's Annual Report.



Dorset Council – Municipal Emergency Management Plan

Plan Details:

| | |
|------------------------------|--|
| Plan Title: | Dorset Emergency Management Plan |
| Issue Details: | Issue 9, February 2024 |
| Review Authority: | Dorset Municipal Emergency Management Committee |
| Submission Authority: | Commander Kate Chambers Northern Regional Emergency Management Controller |

Approval:

| | |
|----------------------------|---|
| Approval Authority: | Commissioner Donna Adams State Emergency Management Controller |
|----------------------------|---|

Signature:

A handwritten signature in black ink, appearing to be "D. Adams", written over a horizontal line.

Date: 4 March 2024

Acknowledgement of Country

The Dorset Council and the Department of Police, Fire and Emergency Management proudly acknowledges the First Nations people of lutruwita / Tasmania and their ongoing strength in practicing the world's oldest living cultures.

We pay our respects to the Aboriginal and Torres Strait Islander people with whom we work and acknowledge their deep spiritual connection to this land, water and culture.

We pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their leaders past, present and emerging.

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SECTION 1 Overview

1.1 Glossary

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

Table 1: Terms

| Term | In the context of this plan, this term 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. |
| biosecurity | Biosecurity is the management of risks to the economy, the environment and the community, of pests and disease entering, emerging or establishing or spreading. |
| capability | Capability is a function of human and physical resources, systems/processes, training and the supply chain (e.g. trained personnel with equipment ready for deployment). |
| capacity | The extent to which a capability can be applied to a particular task or function. |
| Centres (community) | Evacuation Centre (see below) Information Centre (see below) Recovery Centre (see below) |
| command | The internal direction of an organisation's resources in an emergency. |
| companion animal | A captive-bred animal that is not commercial livestock. |
| consequence | A consequence is defined as: (a) the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain or (b) the outcome of an event or situation expressed qualitatively or quantitatively. In the emergency risk management context, consequences are generally described as the effects on persons, society, the environment and the economy. |
| consequence management | Activities undertaken by Support Agencies to minimise recovery needs that emerge due to the emergency and /or the emergency response. It can include, but is not limited to, measures that protect public health standards, restore essential services and provide relief financial assistance. |
| consultation framework | The various groups within the emergency management system and how they contribute to decision-making, through consultation and collaboration. These groups include established committees, sub-committees, and related stakeholder groups and can be supplemented by temporary working groups. |
| 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. |
| 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 | Tasmanian local governments. In the context of this plan council refers to Dorset Council. |
| 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 | Deputy Municipal Emergency Management Coordinator appointed under section 23 of the <i>Emergency Management Act 2006</i> . The Deputy Municipal Coordinator who can act 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 (e.g. has resigned) |

| Term | In the context of this plan, this term means: |
|--|---|
| disaster | A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic or environmental losses and impacts. |
| emergency | 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 | Emergency Coordination Centre (see below) Emergency Operations Centre (see below) Incident Control Centre (see below) |
| Emergency Coordination Centre | A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels. |
| 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 the above measures or actions (section 3 of the Act). |
| Emergency Management Act 2006 | The legislation that provides for the protection of life, property and the environment in the event of an emergency in Tasmania, the establishment of Tasmania's emergency management arrangements and the provision of certain rescue and retrieval operations. |
| emergency management plan | A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to Tasmanian emergency management. It 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 (see section 3 of the Act). |
| Emergency Operations Centre | 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. |
| emergency powers (include risk assessment powers) | Powers specified in the Act. Schedule 1: Emergency Powers Schedule 2: Special Emergency Powers of State Controller and Regional Controllers. |
| emergency risk management | A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment. |
| environment | Components including land, air and water; organic matter and inorganic matter; living organisms; humanmade or modified structures and areas; interacting natural ecosystems; all other components of the earth (section 3 of the Act). |
| evacuation | The movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return. |
| Evacuation Centre | A place, or facility, where people affected by an emergency may be provided with information in relation to hazards associated with the emergency or with temporary shelter from those hazards (section 3 of the Act). |
| Executive Officer | A person who is responsible for providing administrative and secretariat services for emergency management committees described in the Act. |
| exercise | Simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together. |
| Government agency | An Agency within the meaning of the State Service Act 2000 or (b) a Statutory Authority. |
| hazard | A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment (section 3 of the Act). |

| Term | In the context of this plan, this term means: |
|---|--|
| Information Centre | A facility to provide visitors with, and answer inquiries for, information concerning the emergency or operation in progress. It includes the supply of information of a general nature to assist the those affected by the event. |
| lessons management | An overarching term that refers to collecting, analysing, disseminating and applying learning experiences from events, exercises, programs and reviews. |
| Liaison Officer | A person nominated to represent his or her organisation for emergency management. Liaison Officers provide advice about their organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources of the organisation they represent. |
| Management Authority | Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR phases. Assess and validate the effectiveness of strategies that they implement across the phases of emergency management. |
| Municipal Chairperson | The person determined by Council to be the Municipal Chairperson (section 21(2) of the Act). |
| Municipal Emergency Management Committee (MEMC) | A Municipal Emergency Management Committee established under section 20 of the Act. |
| Municipal Coordinator | A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act. |
| Municipal Emergency Management Plan (MEMP) | A plan approved by the State Controller for a Municipal Committee area under section 34, as amended or substituted from time to time with the approval of the State Controller under that section. |
| Municipal Recovery Coordinator | A council employee responsible for recovery at the municipal level, appointed under section 24G of the Act. |
| municipal/regional volunteer SES unit | A SES volunteer unit established under sections 47 and 48 of the Act. |
| People who are at increased risk in an emergency | Individuals who find preparing for, responding to or recovering from an emergency challenging because they are experiencing factors that compromise their safety and security, health and wellbeing, knowledge, and/or social connection. |
| PPRR | A comprehensive approach to emergency management that considers prevention and mitigation, preparedness, response and recovery aspects of emergencies and their consequences. |
| 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. |
| property | Includes an animal and any part of an animal; a plant and any part of a plant, whether alive or dead (section 3 of the Act). |
| public information | The management of public information and perceptions during the 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 (section 3 of the Act). |
| Recovery Centre | A place or facility where people affected by the emergency may be provided with information or support to recover from that emergency. |
| region | The northern region, the north-western region or the southern region of Tasmania, further defined in the Acts Interpretation Act 1931. |
| Regional Controller | The Regional Emergency Management Controller appointed under section 17 of the Act. |
| Regional Emergency Coordination Centre (RECC) | A RECC is the facility from which the coordination of the emergency (consequence) management response occurs. |

| Term | In the context of this plan, this term means: |
|---|--|
| Regional Emergency Management Committee (REMC) | A Regional Emergency Management Committee established under section 14 of the Act. |
| Regional Emergency Management Plan | A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act. |
| Regional Emergency Management Coordinator | In the context of this plan the person appointed to the position of State Emergency Service (SES) Regional Emergency Management Coordinator (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 | Australian Government service operated by Australian Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. Previously known as the National Registration and Inquiry System (NRIS). |
| resources | Includes any plant, vehicle, animal, apparatus, implement, earthmoving equipment, construction equipment, other equipment of any kind, persons, agency, authority, organisation or other requirement necessary for emergency management (section 3 of the Act). |
| 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. |
| situational awareness | Situational awareness involves not only an understanding of the current emergency incident but also forecasting how it could evolve to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies. |
| Standard Operating Procedures (SOP) | A set of directions detailing what actions are to be taken, as well as how, when, by whom and why, for specific events or tasks. |
| State Controller | State Emergency Management Controller, appointed under section 10 of the Act. |
| State Emergency Management Committee (SEMC) | Established under section 7 of the Act. A management committee which institutes and coordinates policy, arrangements and strategies for State level emergency management; coordinates/oversees the management of emergencies that affect more than one region and other emergencies; and identifies and promotes opportunities for improvement in emergency management. |
| 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 there is 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 that special emergency powers may be required. |
| statutory authority | A body or authority, whether incorporated or not, which is established or constituted by or under an Act or under the royal prerogative, being a body or authority which, or of which the governing authority, wholly or partly comprises a person or persons appointed by the Governor, a Minister or another statutory authority, but does not include a Government department (section 3 of the Act). |
| Support Agency | Primary Support Agency: Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority, as required. Support Agencies have specific capabilities or resources that address the need for a relevant support function. Assisting Support Agency: An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function. |
| TasALERT | Tasmania Government's official emergency website that brings together information from emergency services and government agencies. |

| Term | In the context of this plan, this term means: |
|-------------------|---|
| validation | Activities that are 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 protection measures. |
| WebEOC | Web based emergency operations platform administered by Tasmania Police. WebEOC is an all-inclusive multi-agency all hazard information sharing system. |

1.2 Acronyms

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

Table 2: Acronyms

| Acronym | Stands for: |
|---------|---|
| AARC | Affected Area Recovery Committee |
| AT | Ambulance Tasmania |
| BoM | Bureau of Meteorology |
| CALD | Culturally and Linguistically Diverse |
| DMC | Deputy Municipal Coordinator |
| DoH | Department of Health |
| DoJ | Department of Justice |
| DPAC | Department of Premier and Cabinet |
| DPFEM | Department of Police, Fire and Emergency Management |
| DRFA | Disaster Recovery Funding Arrangements |
| DSG | Department of State Growth |
| ECC | Emergency Coordination Centre |
| EMP | Emergency Management Plan |
| EOC | Emergency Operations Centre |
| EPA | Environment Protection Authority |
| GIS | Geographic Information Systems |
| ICS | Incident Control System |
| GM | General Manager (Council) |
| IMT | Incident Management Team |
| MC | Municipal Coordinator |
| MECC | Municipal Emergency Coordination Centre |
| MEMC | Municipal Emergency Management Committee |
| MEMP | Municipal Emergency Management Plan |
| MRC | Municipal Recovery Coordinator |
| NGO | Non-Government Organisation |
| NRE | Natural Resources and Environment Tasmania |
| OSEM | Office of Security and Emergency Management |
| PHS | Public Health Services (of DoH) |
| PIU | Public Information Unit (of DPaC) |
| PPRR | Prevention, Preparedness, Response and Recovery |
| PWS | Parks and Wildlife Service (division of NRE) |
| RECC | Regional Emergency Coordination Centre |
| REMC | Regional Emergency Management Committee |
| RFR | Register.Find.Reunite (Australian Red Cross) |
| RMA | Response Management Authority |
| SEMC | State Emergency Management Committee |
| SES | State Emergency Service |
| TASPOL | Tasmania Police |

| | |
|----------|---|
| TasPorts | Tasmanian Ports Corporation |
| TEIS | Tasmanian Emergency Information Service |
| TEMA | Tasmanian Emergency Management Arrangements |
| TFS | Tasmania Fire Service |
| TRRA | Tasmanian Relief and Recovery Arrangements |
| WebEOC | Web Emergency Operations Centre |

1.3 Introduction

In accordance with the *Emergency Management Act 2006* (the Act), Dorset Municipal Emergency Management Committee (MEMC) is required to develop a Municipal Emergency Management Plan (MEMP) that details the municipality's approach to dealing with emergencies. A map of the municipal area is included at Figure 1.

Effective emergency management relies on partnerships between individuals, businesses, local emergency management organisations and all tiers of government. Council has an integral role in emergency management and has resources and information about the community that support the process of responding to and recovering from emergency events. This can be evidenced by Council alignment with the 2023-2032 strategic plan.

A key strategic imperative for the Dorset Council as detailed in the Strategic Plan 2023-2032 is:

| | |
|---|---|
| <p>Strategic Imperative 6:</p> <p>Council to advocate for health and wellbeing for all members of the community.</p> | <p><i>6.1 Council will determine priorities for advocacy.</i></p> <p>Focus Area:</p> <p>Effective emergency management arrangements in place including appropriate support to response management authorities and immediate community relief and recovery measures will contribute towards meeting this strategic imperative</p> |
|---|---|

This MEMP was prepared by the Dorset Municipal Emergency Management Committee. It describes all-hazard arrangements across the prevention and mitigation, preparedness, response and recovery (PPRR) phases. This Plan provides information to the community regarding the identification of hazards and the management of emergencies most likely to affect the Dorset municipality.

1.4 Authority

This Plan was prepared for issue under the authority of the State Emergency Management Controller, in accordance with [Section 34 of the Emergency Management Act 2016](#).

1.5 Purpose

The purpose of this Plan is to identify the hazards and describe emergency management arrangements that reduce risks to the community and mitigate the impacts of an emergency on life and property in Dorset.

1.6 Objectives

The objectives of this Plan are to:

- a identify and document:
 - i hazards most likely to impact the municipality
 - ii the roles and responsibilities of Council in relation to each hazard
 - iii the roles and responsibilities of agencies in relation to each hazard
 - iv current arrangements for emergency management at municipal, regional and State level
 - v opportunities to reduce risks to the community
- b increase community awareness, preparedness and resilience to identified hazards.

1.7 Scope and application

The arrangements in this Plan are designed to address emergencies that occur in the Dorset municipal area.

Emergency management arrangements are intended to be scalable and flexible so they can be adapted as required. Legislated powers and authorised structural arrangements enable response to specific hazards (e.g., pandemic, fire, flood). Hazard-specific legislation and associated State Special Emergency Management Plans are listed in Section 8.

1.8 Municipal context statement

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.

Population and demographics

There is a permanent population of approximately 6,829 based on the 2021 census.

Scottsdale is the area's administrative and main service centre, with a population of around 2408. Bridport is located north of Scottsdale on the coast, and is the second largest town with a population of usually around 1742, however this can increase substantially during holidays. The many other rural and coastal villages throughout the area all generally 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 Barnboughle Golf courses.

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

History of emergency events

Dorset municipal area has been subject to the impact of a variety of emergency events. Events have included human disease outbreaks (COVID-19), severe storms, flooding (in particular the Briseis Dam Disaster that resulted in the deaths of 14 people in 1929), bushfires and landslips.

Climate and Weather

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 and 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

Environmental characteristics

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, and abundant water resources. The Ringarooma River is 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.

Major transport (including roads, rail, airports and ports)

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

- Tasman Highway
- Golconda Road
- Bridport Road

The wharf in Bridport services the fishing industry as well as shipping services to Flinders Island and Cape Barren Island.

Industrial infrastructure and economic drivers

Agriculture is a significant part of the Dorset economy, with the area known for its dairy farming, beef production, and cropping. The fertile soils and temperate climate home to a number of industrial and commercial operations. Other significant economic drivers include aquaculture, forestry and tourism related activities such as mountain bike riding and golfing. The municipality has several large dams including Headquarters Road Dam, Dunns Creek Dam, Cascade Dam and Frome Dam.

Essential and community services

Potable water supply is managed by TasWater and available to those areas where the reticulated network is in place. Reticulated sewerage service is also managed by TasWater, however is limited to Scottsdale and Bridport, with the remainder of the municipality reliant on on-site wastewater management systems. 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. The Musselroe Wind Farm located in Cape Portland has a nameplate capacity of 168 MW, and on average has an annual net output of 564.9 GWh.

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.

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 Tomahawk, Waterhouse, Musselroe Bay, Gladstone, Pioneer, Winnaleah, Derby, Branxholm, Ringarooma, Scottsdale and Bridport. These stations are supported by community volunteers. State Emergency Services (SES) has an operational unit at Scottsdale resourced by community volunteers. Ambulance Tasmania (AT) has stations located at Scottsdale and Bridport. A paramedic is on duty by day and on-call during the night. The AT paramedic is supported by volunteers.

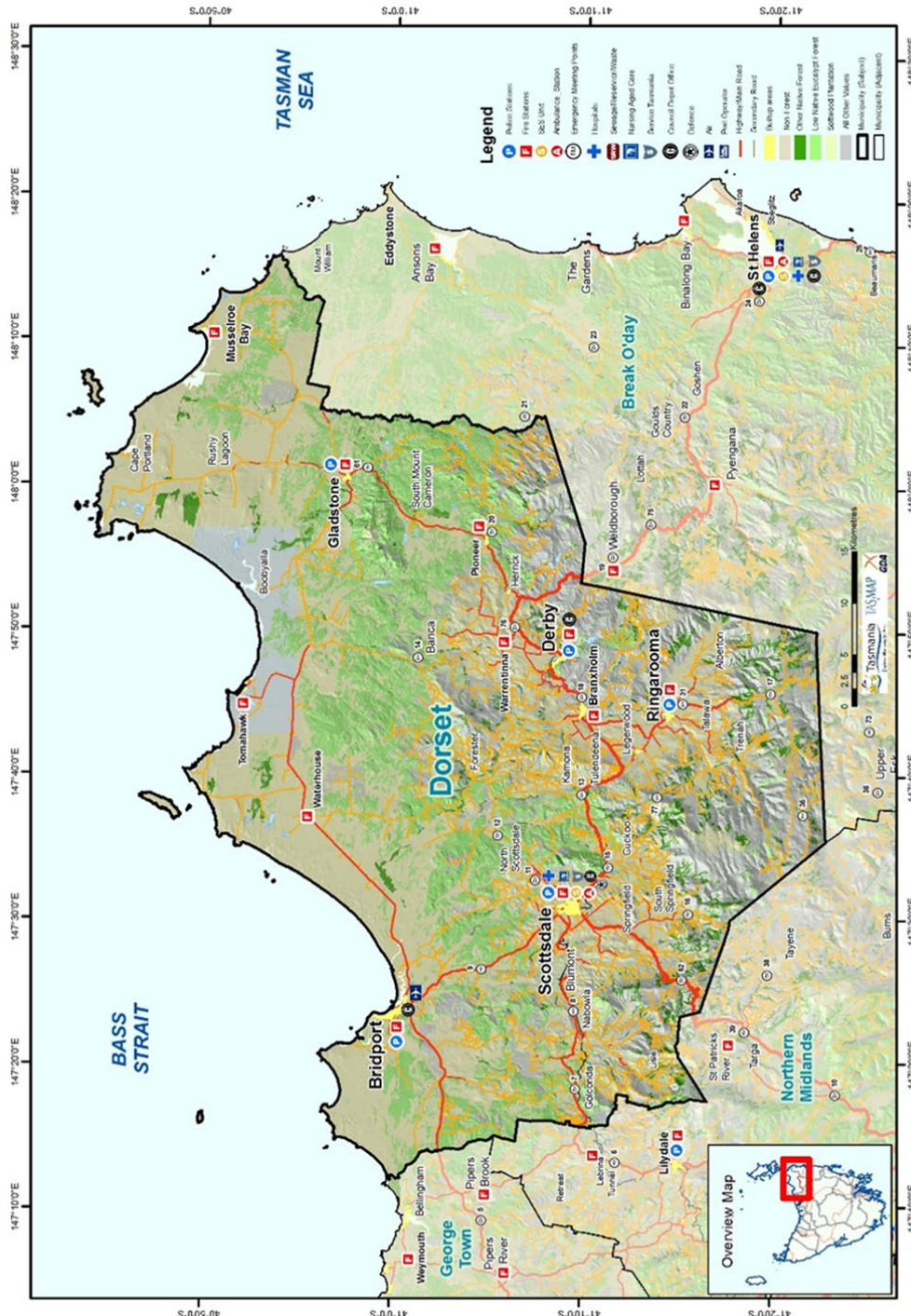


Figure 1: Map of Municipal Area

1.9 Emergency Contacts

| | |
|--|--|
| Life threatening emergencies | Telephone Triple Zero (000) <i>For life threatening, critical or serious situations only.</i> |
| State Emergency Service (SES) flood and storm assistance | Telephone 132 500 |
| Tasmanian Police Assistance Line | Telephone 131 444 |

Non-emergency Contacts

| | |
|---------------------------------|--|
| Tasmania Fire Service | To report a fire, telephone Triple Zero (000) For non-emergencies, contact 1800 000 699 State-wide fire bans Fire alert map Fire alert list |
| Ambulance Tasmania | Non-urgent ambulance assistance: 1800 008 008 Administration: 1300 303 196 Early Access to Defibrillation Program : 1300 979 057 |
| Tasmania Police | 131 444 |
| Crime Stoppers | 1800 333 000 |
| Health and hospital information | Contact the Department of Health or phone Service Tasmania on 1300 135 513 North Eastern Soldiers Memorial Hospital (03) 6778 8522 Ochre Medical Centre Scottsdale (03) 6352 2522 |
| Poison Information Centre | 131 126 |
| Health direct | After hours medical advice - phone 1800 022 222 |
| Road conditions and closures | For state-wide details visit: Tasmania Police Department of State Growth |
| Power supply/outages | TasNetworks: Current power outage information Report fallen powerlines or a power outage: phone 132 004 |
| Weather and warnings | Visit the Bureau of Meteorology site , or check their Telephone Weather Services Directory for Tasmania . For warnings and advice, tune to your local ABC radio station. Details of your local ABC radio frequency and web page can be obtained from www.abc.net.au/local . |
| Emergency animal disease | If you suspect a farm animal has an emergency animal disease, report it by calling 1800 675 888 any time. Visit the Biosecurity Tasmania website to find out more about animal biosecurity. |
| Orphaned or injured wildlife | To report injured or orphaned wildlife, contact Natural Resources and Environment Tasmania Mon to Fri, 9am to 5pm on 6165 4305 |
| Emergency plant pest | If you suspect an emergency plant pest or disease, report it by calling 1800 084 881 any time. Visit the Biosecurity Tasmania website to find out more about plant biosecurity. |

| | |
|---|---|
| Tsunami warnings | Check the latest Bureau of Meteorology tsunami warnings. Listen to your local radio and TV announcements. Telephone 1300 TSUNAMI (1300 878 6264) |
| Telecommunications | <p>Telstra Web site: www.telstra.com.au Phone: 132 203 - report faults and damage to Telstra property 132 299 - business-only technical support</p> <p>Optus Web site: www.optus.com.au Phone: 133 937</p> |
| Schools | <p>For information on school closures, contact the school directly – phone, web page or socials are suggested.</p> <p>Any Tasmanian Government schools closed because of emergencies will also be listed at Alerts for the Department for Education, Children and Young People Schools and Other Sites.</p> |
| Businesses | For information on preparing your business for natural disasters, visit the Business Tasmania website . |
| Family and sexual violence specialist support services | <p>In an emergency, where someone is in immediate danger, always call Triple Zero (000).</p> <p>For more information about specialist support services available, visit www.safefromviolence.tas.gov.au</p> <p>1800RESPECT – 1800 737 732 National sexual assault, domestic, family violence counselling service. Available 24 hours a day, seven days a week. www.1800respect.org.au</p> <p>Safe at Home Family Violence Response and Referral Line – 1800 633 937 Information and referral service that connects callers to the appropriate family violence service, including counselling. After-hours calls are directed to Tasmania Police. Available 24 hours a day, seven days a week.</p> <p>Statewide Sexual Assault Crisis Line – 1800 697 877 Statewide crisis support service for recent sexual assaults. Available 24 hours a day, seven days a week.</p> <p>Family Violence Counselling and Support Service – 1800 608 122 Statewide counselling and support service for children, young people and adults affected by family violence. Monday to Friday, 9am - midnight Weekends and public holidays: 4pm - midnight</p> <p>Men's Referral Service – 1300 766 491 Counselling service available to men and families that provide telephone counselling, online chat, information and referrals to local services. Available 24 hours a day, seven days a week.</p> <p>MensLine Australia – 1300 789 978 Telephone and online counselling service for men with emotional health and relationship concerns. Available 24 hours a day, seven days a week.</p> |

| | |
|---|---|
| National Relay Service | <p>Voice relay number – 1300 555 727</p> <p>TTY number – 133 677</p> <p>SMS relay – 0423 677 767</p> <p>Help Desk – 1800 555 660 (Available 8am – 6pm)</p> <p>The National Relay Service (NRS) allows people who are deaf, hard of hearing and/or have a speech impairment to make and receive phone calls.</p> |
| Translating and Interpreting Service | <p>13 14 50</p> <p>The Translating and Interpreting Service (TIS National) is an interpreting service for people who do not speak English and for agencies and businesses that need to communicate with their non-English speaking clients.</p> |

Other localised emergency contacts are detailed at Appendix 12: Other Emergency contacts.

SECTION 2 Governance and Management

This section describes how emergency management in Tasmania is governed and managed and who is involved.

2.1 Roles of government and emergency management partners

The Tasmanian Government has primary responsibility for emergency management legislation, policies and frameworks within Tasmania. Partnerships across all levels of government and sectors underpin these arrangements.

The Tasmanian Emergency Management Arrangements ([TEMA](#)) defines emergency management roles and responsibilities across government, complemented by the work of NGOs, industry, professions, communities and individuals.

Local government authorities are central in coordinating municipal-level emergency management activities across all hazards, as well as resourcing specific emergency functions such as the management of evacuation centres and relief / recovery centres as required.

The Dorset MEMC plays a pivotal role in ensuring municipal emergency management arrangements are met and coordinated.

2.2 Tasmania's legal framework for emergency management

In Tasmania, powers and authorities for the conduct of emergency management activities are established by the *Emergency Management Act*. The Act provides for the management of emergency events that is flexible and scalable, including provision for emergency powers and the appointment of key individuals to fulfil specific emergency management functions.

Supporting municipal responsibilities are established in the [Local Government Act 1993](#), including functions and powers that:

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

2.3 Emergency Powers and Declarations

The [Emergency Management Act 2006](#) provides specific powers for authorised officers. This includes Municipal Emergency Management Coordinators, Regional Emergency Management Controllers, and the State Emergency Management Controller. A summary of powers for authorised officer is provided in Appendix 4 of the [TEMA](#).

Powers related to specific hazards are established by Tasmanian legislation or national arrangements. For example, the Tasmanian [Public Health Act 1997](#) provides for the management of public health risks, including provisions for the declaration of a public health emergency. A detailed list of other legislation relating to emergency management in Tasmania is detailed at Appendix 1: List of Tasmanian Legislation) on page 55.

2.4 Governance and administrative framework

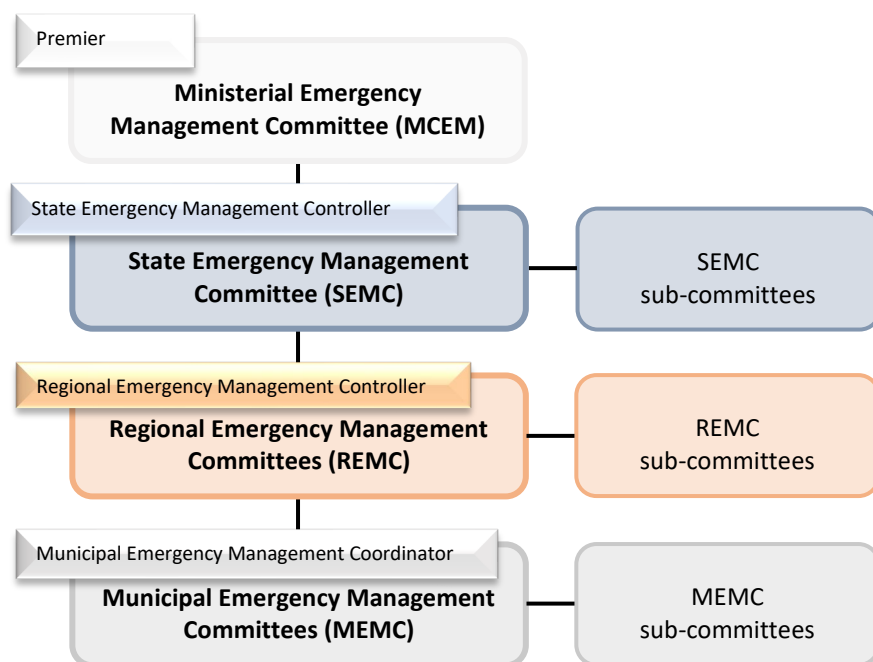


Figure 2—Tasmanian emergency management governance

2.5 Ministerial Committee for Emergency Management

The Ministerial Committee for Emergency Management provides ministerial-level strategic policy oversight of emergency management (Section 6c of the [Emergency Management Act 2006](#)). The Premier chairs the Ministerial Committee for Emergency Management, and the Department of Premier and Cabinet provide the secretariat.

The Ministerial Committee for Emergency Management is supported by the State Emergency Management Committee (SEMC).

2.6 State Emergency Management Committee

The State Emergency Management Committee coordinates emergency management in Tasmania, including the preparation and review of the *Tasmanian Emergency Management Arrangements* (TEMA) and State Special Emergency Management Plans (SSEMPs). Refer to Section 8 for a comprehensive list of State Special Emergency Management Plans in Tasmania.

The State Emergency Management Committee is chaired by the State Controller, and the SES Emergency Management Unit provide the secretariat. The functions and powers of the State Emergency Management Committee are detailed in Section 9 of the Act.

2.7 Regional Emergency Management Committees

There are three emergency management regions in Tasmania. These are North, North-West and South. Regional Emergency Management Committees (REMCs) are established by the Act and operate within each region.

The REMCs have overarching responsibility for emergency management activities within regional boundaries. Municipalities within each region, including Dorset, are represented at the Northern REMC by their respective Municipal Coordinators. The Northern REMC is chaired by the Regional Emergency Management Controller, and the SES Emergency Management Unit provide the secretariat.

2.8 Dorset Municipal Emergency Management Committee

The Dorset Municipal Emergency Management Committee (MEMC) is established by Section 20 of the Act.

Each MEMC is chaired by Council and supported by the Municipal Emergency Management Coordinator. The Dorset MEMC's Terms of Reference is detailed at appendix 2 on page 60. The MEMC Terms of Reference are reviewed every two years in conjunction with review of this MEMP, which is provided to the Regional and State committees for noting. The MEMC has established a maintenance and activity schedule which is detailed at appendix 3 on page 62.

2.9 Functions and powers of municipal committees

The functions of the Dorset MEMC are to:

- a) to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management in the Dorset municipal area
- b) to determine and review emergency management policy for the Dorset municipal area
- c) to review the management of emergencies that have occurred in the Dorset municipal area, and identify and promote opportunities for improvement in emergency management
- d) to report to the Northern Regional Emergency Management Controller on any municipal matters
- e) at the direction of the Municipal Chairperson or a Municipal Coordinator, to assist them or Council in the performance and exercise of functions and powers under the Act
- f) other functions imposed from time to time by the Regional Committee or Regional Controller.

A Dorset MEMC has the following powers:

- a) to establish subcommittees for the purposes of assisting the MEMC in the performance and exercise of its functions and powers
- b) prescribed powers
- c) to do all other things necessary or convenient to be done in connection with the performance and exercise of its functions and powers.

2.10 Objectives of municipal committees

To meet emergency management responsibilities defined by the Act, the objectives of the Dorset Municipal Committee are to:

- a) maintain this MEMP to identify and guide the management of hazards and associated risks to the community
- b) review the capacity and capability of Dorset Council and participating agencies to manage emergency management responsibilities, including:
 - i. appointments of key personnel (Municipal Emergency Management Coordinator and deputy; Municipal Recovery Coordinator and deputy)
 - ii. management of a Municipal Emergency Coordination Centre (MECC) if required
 - iii. management of evacuation centres as required
 - iv. management of relief or recovery centres as required
- c) recognise the value of partnerships across municipal emergency management networks, in particular:

- i understanding and documenting the municipal context
 - ii supporting and maintaining coordinated community engagement activities
 - iii maintaining linkages with related emergency management stakeholders
 - iii identifying municipal skills, resources and capabilities able to be integrated with existing emergency management response and recovery structures.
- d) develop and maintain a progressive emergency management review system, based on the principles of continuous improvement.

The MEMC has an important role in effective coordination before, during and after emergencies.

2.11 Hazard-specific roles and responsibilities

Below [Table 3](#) and [Table 4](#) provide a summary of Response Management Authorities (RMAs), and the support functions of Council for identified hazards in Tasmania. These are 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.

Table 3: Identified Hazards and Responsible Authorities

| Row | Hazard or emergency event | Response Management Authority | Council's support function and activities (as required) |
|-----|---|---|--|
| 1 | Biosecurity | Department of Natural Resources and Environment Tasmania (Biosecurity Tasmania) | Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery |
| 2 | Coastal inundation (storm tide / tsunami) | Department of Natural Resources and Environment Tasmania | Property identification Road closures Local operations centres Plant and machinery |
| 3 | Cybersecurity | Department of Premier and Cabinet (Digital Strategy and Services) | Community information |
| 4 | 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 |
| 5 | Energy supply (includes: petroleum, gas, electricity. Excludes: energy infrastructure failures) | Department of State Growth (Office of Energy Planning) | Property identification Local operations centres Advice on facilities requiring priority restoration |
| 6 | Fire National parks and other reserves | Department of Natural Resources and Environment Tasmania (Parks and Wildlife Services) | Community information Plant and machinery Community centres |
| 7 | Fire Declared forest land or permanent timber production zone land | Sustainable Timber Tasmania | Community information Plant and machinery Community centres |
| 8 | Fire Future potential timber production land | Department of Natural Resources and Environment Tasmania (Parks and Wildlife Services) | Community information Plant and machinery Community centres |
| 9 | Fire Urban, structural and privately managed rural land | Tasmanian Fire Service | Property identification Road closures Plant and machinery |

| Row | Hazard or emergency event | Response Management Authority | Council's support function and activities (as required) |
|-----|---|--|---|
| | | | Community Centres |
| 10 | Flood (dam failure) Dam safety | TASPOL (assisted by dam owners) | Property identification Road closures Local operations centres Community information Plant and machinery |
| 11 | Flood (flash food) (including debris flow) | State Emergency Service | Prevention, preparedness and mitigation measures Property identification Road closures Local operations centres Community information Plant and machinery Community centres |
| 12 | Flood (riverine) | State Emergency Service | Property identification Road closures Local operations centres Community information Plant and machinery Community centres |
| 13 | Food contamination | Department of Health (Public Health Services) | Premises inspection Infection controls Community Information Property identification |
| 14 | Hazardous materials | Tasmanian Fire Service | Property identification Road closures |
| 15 | Hazardous materials – radiological (unintentional release) | Tasmanian Fire Service | Property identification Road closures |
| 16 | Heatwave | Department of Health (Public Health Services) | Support health system response Community information |
| 17 | Infrastructure failure (building collapse) | TASPOL | Property identification Road closures Local operations centres Community information Plant and machinery |
| 18 | Infrastructure failure (state roads and bridges) | Department of State Growth (State Roads) | Local operations centres Community information Plant and machinery Alternative transport routes |
| 19 | Intentional violence (e.g., chemical, biological, radiological, nuclear attacks, terrorist events) | TASPOL | Property identification Road closures Local operations centres Community information Plant and machinery |
| 20 | Marine mammal stranding and entanglements | Department of Natural Resources and Environment Tasmania (Parks and Wildlife Services) | Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities |

| Row | Hazard or emergency event | Response Management Authority | Council's support function and activities (as required) |
|-----|--|--|--|
| 21 | Marine pollution | Environment Protection Authority | Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities |
| 22 | Pandemic influenza | Department of Health (Public Health Services) | Testing clinic facilities Premises inspection Infection controls Community information Property identification |
| 23 | Pest infestation | Department of Natural Resources and Environment Tasmania (Biosecurity Tasmania) | Premises inspection Infestation controls Community information Property identification |
| 24 | Public health emergency | Department of Health (Public Health Services) | Premises inspection Infection controls Community information Property identification |
| 25 | Space debris | TASPOL, Department of State Growth Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene) | Property identification Road closures Local operations centres Plant and machinery Community information |
| 26 | Storm – high winds – tempest | State Emergency Service | Property identification Road closures Local operations centres Plant and machinery |
| 27 | Transport crash – aviation (Less than 1000m from the airport runway) | TASPOL | Property identification Road closures Local operations centres Plant and machinery |
| 28 | Transport crash – aviation (More than 1000m from the airport runway) | TASPOL | Property identification Road closures Local operations centres Plant and machinery |
| 29 | Transport crash marine (No environmental emergency) | TASPOL | Local operations centres Plant and machinery Road closures Alternative transport routes |
| 30 | Transport crash – railway | TASPOL Tasmanian Fire Service | Local operations centres Plant and machinery Road closures Alternative transport routes |
| 31 | Transport crash – road vehicles | TASPOL | Plant and machinery Road closures Alternative transport routes |
| 32 | Tsunami | TASPOL | Property identification Road closures Local operations centres Plant and machinery |
| 33 | Water supply contamination | TasWater | Property identification |

| Row | Hazard or emergency event | Response Management Authority | Council's support function and activities (as required) |
|-----|---------------------------|-------------------------------|---|
| | (drinking water) | | Road closures Local operations centres Plant and machinery Management of water carriers |
| 34 | Water supply disruption | TasWater | Property identification Road closures Local operations centres Plant and machinery Management of water carriers |

Table 4: Emergency Management Support Functions

| 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 | Promote community information / public information and warnings |
| 3 | Essential services <ul style="list-style-type: none"> • Power • Telecommunications • Water supply • Natural gas • Stormwater | TasNetworks Telstra TasWater TasGas Council | Provide resource support |
| 4 | Human resources | DPaC (Interoperability Arrangements) Council | Provide resource support |
| 5 | Medical treatment and patient transport | Ambulance Tasmania Department of Health | Provide resource support |
| 6 | Plant and equipment | Council | Provide resource support |
| 7 | Recovery services including <ul style="list-style-type: none"> • Evacuation centres • Emergency accommodation • Emergency catering • Mental health and personal support • Financial assistance • Insurance • Clothing • Children services • Relief and recovery centres • Immunisation • Animal welfare • Support for business and industry, including primary producers • Restoration of critical and community infrastructure / assets • Restoration and rehabilitation of the environment | Regional and State resources as required coordinated at the municipal level by Council | Coordinate delivery of recovery services at municipal level |

SECTION 3: Prevention and Mitigation Arrangements

3.1 Definition

Prevention measures seek to eliminate the impact of hazards and/or reduce susceptibility to them. Mitigation measures accept that the event will occur and seek to reduce the inevitable impact by both:

- physical means (e.g. flood levees) and
- increasing the resilience of the community that may be impacted by those hazards.

This section describes the prevention and mitigation for hazards at municipal level.

3.2 Overview

The 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
- e climate change adaptation.

3.3 Research

Through its membership, the MEMC maintains awareness of research in relation to hazards within the municipal area. Hazards-specific responsibilities are described in [Section 2](#) of this plan.

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

3.4 Hazard risk management

In Tasmania, Management Authorities responsible for prevention and mitigation functions must ensure that processes are in place to provide specialist advice to support hazard-specific risk assessments.

At a municipal level, the hazard risk assessment process is used to understand and maintain awareness of local hazards and the risk they pose to the community. Risk assessments also assist Councils to prioritise risk treatment strategies when setting work programs.

3.5 Municipal risk assessment

The Dorset Emergency Management Committee has identified the following hazards as most likely to affect the municipal area. In consultation with the appropriate Management Authority, these hazards have been risk rated against the Tasmanian Disaster Risk Assessment Guideline (TASDRA).

| Hazard | Risk Rating | Municipal Statement in Relation to Hazard |
|-----------------|-------------|--|
| Bushfire / Fire | Extreme | Dorset municipality includes a national park, future potential production forest, timber production zones, private land and public reserves. Severe damage from wild fire to this estate would seriously threaten public health and safety, and Tasmania's environment, tourism industry and future economy. |

| | | |
|---|--------|---|
| | | The Dorset Council risk rating is consistent with that of the state |
| Dam failure | High | A dam incident means any incident or event relating to the structural integrity or safety of the dam which causes, or has the potential to cause: death or injury to a person; damage to, or loss of, property or services; material environmental harm or serious environmental harm. Dam failures may cause a range of consequences including direct and indirect damage and loss to the wider community, environment, and also business impacts on dam owners. |
| Flood (riverine / flash flood) | High | A flood is an event where water inundates land that is normally dry. Flooding is the second most costly, widespread, disastrous, and frequent natural hazard in Tasmania. The Dorset Council risk rating is consistent with that of the state. |
| Public health emergency (pandemic) | Medium | A pandemic is a worldwide spread of a new disease and are usually a viral respiratory disease such as influenza or coronavirus COVID-19. Pandemics can impact individual health, overwhelm the health service, and interrupt supply chains and your ability to get out and about in the community. |
| Severe storms / Tempest | Medium | Tasmania's maritime climate often produces severe storms. Different parts of the state tend to be more exposed to different types of weather systems. BoM defines a weather event as severe when there is/are: <ul style="list-style-type: none"> • sustained winds of gale force >60 kmh • wind gusts of 90 km/h or more (100 km/h) or more • very heavy rain that may lead to flash flooding • abnormally high tides (or storm tides) expected to exceed highest astronomical tide • unusually large surf waves expected to cause dangerous conditions on the coast |
| Critical infrastructure service disruption | Low | The disruption of critical infrastructure can affect the delivery of essential services, including the provision of energy, transport, water, food, communications, health, emergency response services and payment/financial services |
| Food contamination | Low | Foodborne illness results from eating food or drinking water contaminated with disease-causing microorganisms (such as salmonella), harmful chemicals or toxins. These illnesses affect more than 4 million Australians each |

| | | |
|---|----------|--|
| | | year, and can be the cause of emergencies or result as a consequence of an emergency. |
| Heatwave | Low | In the last 150 years, heatwaves have caused more deaths in Australia than all other natural disasters combined, including bushfires, floods and storms. There are four stages of heat illness: dehydration; heat cramps; heat exhaustion; and heat stroke. Heat illness is most likely to occur during a series of hot days, particularly when temperatures remain high overnight. |
| Transport crash (road, aviation, marine) | Low | A serious accident on the road network, aviation or marine environment that negatively impacts the daily functioning of the municipality |
| Biosecurity (animal & plants) | Very Low | Dorset municipality hosts some of the state's most productive agricultural land, Plant and animal pest and disease incursions and other biosecurity incidents can be financially and emotionally devastating to affected farmers and producers within the municipality. Any major outbreak could likely cause crop losses, the destruction of animals, lost income and access to markets and impact on the clean green reputation of the region |
| Coastal inundation | Very low | Coastal inundation means the temporary or permanent flooding of land by the sea due to storm surge, tides or sea-level rise. |
| Landslide / Landslip | Very low | Landslide is the movement of earth, rock or debris down a slope. It is sometimes termed 'slope failure'. With its hilly, mountainous topography, Tasmania is prone to landslides. Quick-onset slope failures tend to be a consequence of either heavy rainfall or a geological event. Slope failure has caused deaths in Tasmania along transport routes and in mines. Landslip is of some concern in Derby where a number of mountain trails exist on landslide prone land. The Dorset Council risk rating is consistent with that of the state. |
| Marine mammal stranding entanglement | Very low | Entanglement with fishing gear and other marine pollution is a threat process for marine mammals. |
| Marine pollution | Very low | One of the most serious risks our marine environment faces is pollution from oil or other hazardous or noxious substances. |
| Terrorism / Intentional violence | Very low | A hostile act including terrorism / intentional violence is an act intended to cause injury/death to people, disrupt business or effect publicity for a cause. Crowded places such as sporting venues, shopping centres, and major events continue to be attractive targets for hostile acts. |

| | | |
|---------|----------|---|
| Tsunami | Very low | A tsunami is a series of powerful, fast moving waves produced during a large-scale ocean disturbance. Tsunamis can be detected by the Australian Tsunami Detection System, but they can still occur with very little warning to evacuate. |
|---------|----------|---|

Refer to the [Tasmanian Disaster Risk Assessment \(TASDRA\)](#) for further information on hazards in Tasmania.

Additional Municipal risk information is detailed at appendix 4 on page 63.

3.6 Council prevention and mitigation activities

The Dorset Council has undertaken and validated a risk assessment for the Dorset municipality. Emergency Management stakeholders manage programs and projects to treat risks. Management Authorities for prevention and mitigation functions report on the outcomes of risk treatment programs through the emergency management governance framework.

Information captured in Section 8 of this Plan details current risk assessment findings for Dorset and identifies responsibilities for the treatment of risks, including responsibility attributed to:

- Council
- partnerships (combination of local and state government agencies, industry, individuals)
- Tasmanian Government agencies, industry associations, industry sectors or individuals
- whole-of-government.

3.7 Protective security and business continuity

Emergency management includes protective security and 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 essential services is particularly important for local emergency management operations and requires ongoing review of relationships and arrangements with asset owners or managers for areas including but not limited to:

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

Protective security practices have been further integrated into all safety management systems due to the increased frequency of events that are politically motivated or associated with intentional violence. Each organisation maintains their own business continuity arrangements to enhance security. Specific advice on counter-terrorism policies and practices may be provided by TASPOL Emergency Management and Special Response Command.

Council's business continuity arrangements are developed with consideration given to [Municipal Guidelines](#) developed by the Local Government Association of Tasmania (LGAT).

3.8 Land use planning

Land use planning responsibilities are identified in the [Land Use Planning and Approvals Act 1993](#). At municipal level, these are largely managed by local government.

The land use planning schemes for Dorset include preventative measures to help mitigate the impact of emergencies on communities. Relevant elements include:

- a sediment and erosion control
- b landslip risk management
- c bushfire risk management
- d flood and debris risk management
- e coastal inundation risk management
- f coastal erosion risk management.

The Tasmanian Planning Scheme is the relevant planning scheme and includes Local Provisions Schedules for councils. For more information refer to the [Tasmanian Planning Commission](#). Dorset Local Provisions Schedules can be accessed via the [Tasmanian Planning Scheme](#).

3.9 Climate change adaption

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 prevention/mitigation, preparedness, response and recovery spectrum.

Council is working 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.

SECTION 4: Planning and Preparedness

4.1 Definition

Preparedness is the ability to be ready for, or to anticipate action, in response to an emergency occurring. Planning, exercising and lessons management are key to continually improving preparedness.

Planning and preparedness involves actions and activities to ensure that, as the risk increases or when an emergency happens, communities, resources and services are available and capable of taking appropriate actions for response and recovery.

In Tasmania, Planning and preparedness is managed collaboratively between State and local government organisations, including emergency management partners.

4.2 Community resources

This section provides resources and information available to community members on what they can do to plan and prepare for an emergency event before it happens. Visit [TasALERT Get Ready](#) tab for more information and access to resources including:

Risk Ready (<https://alert.tas.gov.au/get-ready/risk-ready/>): A tool designed to improve community resilience to natural hazards. Risk Ready will improve an individual's understanding of natural hazard risks and help to plan, mitigate and manage the risk of damage. Individuals can enter an address in the search bar below to see results for each property.

Insurance Checkup (<https://alert.tas.gov.au/get-ready/insurance-checkup/>): Having the right insurance will help repair, rebuild, replace and recover. Whether you're a renter, homeowner or run a business, the Insurance Checkup can help you understand how to find the right level and type of insurance for you.

Know Your Warnings (<https://alert.tas.gov.au/know-your-warnings/>): Australia is implementing a nationally consistent warning system for emergencies like bushfire, flood, storm, and severe weather. This system is called the Australian Warning System (AWS). In Tasmania, the Australian Warning System currently applies to bushfires and floods. Knowing and understanding these warning levels will help you to be better prepared to take action when the time comes.

4.3 Organisational capacity and capability

Council recognises the importance of maintaining and monitoring internal capacity and capability for emergency management, including:

- a adequate staffing and redundancy to fulfil key council emergency management roles
- b establishment and management of evacuation centres in the municipal area as required
- c establishment and coordination of relief and recovery centres in the municipal area as required
- d emergency management education and training for council workers
- e maintaining the Municipal Emergency Coordination Centre (MECC) capability
- f maintaining basic systems so resources can be requested and shared.

4.4 Municipal emergency management roles

Key municipal-level emergency management roles are provided below:

| Primary role | Relief role |
|--------------------------------------|--|
| MEMC Chairperson (Mayor) | MEMC Chairperson Delegate/Proxy Another Dorset Councillor |
| Municipal Coordinator | Deputy Municipal Coordinator (DMC) Determined at time of incident |
| Municipal Recovery Coordinator (MRC) | Deputy Municipal Coordinator Determined at time of incident |

4.5 Emergency management education and training

The Municipal Coordinator is responsible for the provision of advice to Council workers regarding emergency management functions. Validation activities, including exercises, are useful training opportunities that are conducted at various times by a wide range of stakeholders.

The Tasmanian Emergency Management Training ([TasEMT](#)) package is available from the SES website. The TasEMT resources can be used by workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PPRR spectrum. The SES Emergency Management Unit also conducts regular workshops.

Council is committed to undertaking awareness and validation activities to ensure that key staff and community groups are fully aware of their roles in emergency management, which includes validation of this plan.

Dorset Council will also periodically arrange for the delivery of other emergency management training in order to build additional capability. Training delivery will be sourced from the relevant state government agency. Training includes:-

- Evacuation Centre Management
- Survey 123
- WEBEOC / TEMS
- The List / COP
- MEMC Induction / Refresher

4.6 Maintaining the Municipal Emergency Coordination Centre

The Municipal Emergency Coordination Centre (MECC) is maintained by the Municipal Coordinator as a facility from which to:

- a coordinate council's overall emergency response, immediate relief and recovery activities
- b coordinate requests from response and recovery organisations
- c provide municipal intelligence / information to the RMA or Regional Controller relating to the activities of Council throughout response, immediate relief and recovery phases
- d promote community information, warnings and advice as required and aligned with the appropriate Management Authority.

In an emergency the MECC is activated by the Municipal Emergency Coordinator:

- a at the request of a Response Management Authority
- b after consultation with the Mayor or General Manager

c at the direction of the Regional Controller.

4.7 Maintaining systems and resources

The MEMC's contact list for emergency management is maintained by the Municipal Coordinator. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders.

Council maintains resources and access to community information which may be required to support emergency response and recovery efforts. Resource support may be provided by other councils, and regional, State, or national support can be accessed through regional emergency management structures as required.

4.8 Get Ready TasALERT

Tasmania's [TasALERT](#) is the official online source of publicly available emergency management information in Tasmania. Administered by the Department of Premier and Cabinet (DPAC), the website brings together authoritative and consistent emergency and resilience information from emergency service organisations and government agencies. TasALERT information is translated into AUSLAN and nine other languages.

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, [Get Ready](#) disaster preparedness and community resilience.

In an emergency, the website is updated with information about the event, including spatial (mapped) information with links to dedicated social media channels.

4.9 Information Management

In Tasmania, personnel involved in emergency management activities use WebEOC to record and share information, decisions, tasks, reports, plans and documents relating to the event.

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
- d expenditure records
- e registration of spontaneous volunteers, public offers, impacted people/groups
- f damage impact assessment.

4.10 Cost capture and financial administration

Council maintains systems and processes so that emergency-related expenditure can be authorised and recorded, and (if applicable) reimbursement of emergency event expenditure, which is requested through the Tasmanian Relief and Recovery Arrangements (TRRA). Preparedness includes identifying the positions responsible for collating the costs of response and recovery efforts.

Council maintains arrangements to enable expenditure by the Municipal Emergency Coordinator (or delegate) for emergency-related costs. The Municipal Coordinator will arrange for the allocation of specific cost codes prior to an emergency, for distribution to relevant staff as/when required.

SECTION 5: Response Arrangements

5.1 Definition

An emergency response is an immediate, systematic response to an unexpected or dangerous occurrence. The goal of emergency response is the immediate protection of people, property, and the environment. Emergencies warranting an emergency response range from hazardous material spills to natural disasters.

5.2 Overview

Emergency response considers actions taken in anticipation of, during, and immediately after an emergency to minimise its effects so people affected have immediate relief and support.

Tasmania recognises two focus areas of emergency response:

1. Tactical / Operational Response: The Response Management Authority asserts command and control of operational resources to resolve the incident.
2. Emergency Management and Coordination: Tasmania's emergency management arrangements are activated at either State, regional and/or municipal level to facilitate the coordination and management of consequences. Coordination structures transition emergency response activities, including immediate relief measures, to short-medium- or long-term recovery.

This section describes how roles and responsibilities relevant to municipal emergency management generally apply in periods of emergency response.

5.3 Activation of emergency response

In general, emergency response can be segmented into five clearly defined stages. These stages are designed to ensure a graduated response to emergency events, thereby reducing the possibility of under or over reaction.

The stages are:

| | | |
|---------|----------------|--|
| Stage 1 | Alert | <p>Alert stage may be declared when the appropriate Management Authority receives notification regarding the potential for an emergency event to occur.</p> <p>Advice will be relayed to Municipal Emergency Coordinator(s) regarding the potential for an emergency which may necessitate response activities.</p> <p>Note: Some emergencies can occur without warning, triggering immediate activation (Stage 3).</p> |
| Stage 2 | Standby | <p>Standby stage may be declared when the appropriate Management Authority considers or is advised an emergency response is imminent. During this stage planning for tactical response activities will commence.</p> <p>Notification to Municipal Emergency Coordinator(s) and broader emergency management stakeholders is common . Local and State Government organisations may commence passive measures in preparation for an emergency occurring.</p> |

| | | |
|---------|-------------------|---|
| Stage 3 | Activation | <p>Activation stage is declared when active emergency response measures are required or underway. Tactical emergency response operations and the dissemination of public information and warnings are the responsibility of the Response Management Authority.</p> <p>Depending on the size, scale and complexity of the emergency, coordination centres at municipal, regional or State-levels are activated to manage consequences.</p> <p>During this stage immediate relief activities may be operating in parallel (e.g. evacuation centres, emergency financial assistance to affected individuals). Planning for recovery based on anticipated social, environmental, built, and economic impacts should commence.</p> |
| Stage 4 | Stand-down | <p>Stand-down stage occurs when tactical emergency response operations have ceased and the immediate threat to life, property or the environment has passed.</p> <p>Municipal, regional or State coordination centres continue to operate. Impact and damage assessments commence to inform immediate, medium to long-term recovery measures.</p> <p>There is potential for a surge in immediate relief activities during this stage.</p> |
| Stage 5 | Recovery | <p>Transition to recovery occurs.</p> <p>Recovery stage is informed by the assessment of social, economic, infrastructure and natural environments after an emergency has occurred. Effective recovery supports the restoration and rehabilitation of each recovery domain, enabling a community to return to an effective level of functioning.</p> |

5.4 Activation of a Municipal Emergency Coordination Centre

Tactical emergency response operations and the dissemination of public information, warnings and advice is managed by the relevant Response Management Authority.

The Regional Emergency Management Controller can activate broader emergency management arrangements as necessary to manage and coordinate consequences of the emergency. This may include the activation of municipal or regional emergency coordination centres. Legislated emergency powers do not need to be activated for this to occur.

Primary function of a Municipal Emergency Coordination Centre is to:

- a manage and coordinate Council's municipal resources to support emergency response activities
- b coordinate requests from the Response Management Authority as required
- c manage evacuation, relief and recovery centres as required under the direction of the Regional Emergency Controller or Response Management Authority
- d timely provision of information and advice to the Regional Controller or Response Management Authority regarding municipal activities and impacts
- e timely dissemination of public information, warnings and advice to the community
- f identification of additional emergency requirements (e.g. activation of regional recovery arrangements).

The location of Council's primary and secondary MECC are identified at [Appendix 5](#).

The Municipal Emergency Coordinator leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC. The IMT structure is determined by the size and complexity of the emergency and typically comprise officers to fulfil the following functions:

- a Dorset Council MECC Commander (typically the Municipal Coordinator or deputy)
- b Public Information and Communications Coordinator
- c Operations Coordinator
- d Administration and Finance Coordinator
- e Logistics Coordinator
- f Municipal Planning Coordinator (typically the Municipal Recovery Coordinator or deputy)
- g Evacuation Centre Manager(s) as required

These arrangements are designed to be flexible and scalable. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, one person may manage all or multiple functions.

If Council's capacity to support response is exceeded, the Municipal Coordinator will seek support from other councils or regional support.

5.5 Consequence management and coordination

A key focus for the Regional Controller is consequence management, including public information strategies, in consultation with the regional emergency management network. If support beyond the capacity of the region is required, the Regional Controller may request assistance from other regions or the State Controller.

If Council's capacity to support response is exceeded, the Municipal Coordinator will seek regional support from the REMC through the Executive Officer (Regional Coordinator) or SES Regional Manager/Duty Officer (operational matters).

Table 5: All hazards response - typical council actions

Note: Please refer to [Table 2: Acronyms](#)

| Row | Phase | Responsibilities | Council considerations/actions |
|-----|----------|--|---|
| 1 | Alert | <ul style="list-style-type: none"> • Monitor situation • Brief stakeholders | <ul style="list-style-type: none"> • Advise council stakeholders and MEMC • Monitor situation |
| 2 | Stand-by | <ul style="list-style-type: none"> • Maintain situational awareness • Prepare to deploy for response • Disseminate public information and warnings across municipal networks • Nominate media/information officer and advise stakeholders • Consider MEMC meeting | <ul style="list-style-type: none"> • Update stakeholders (Council, MEMC) and circulate latest Contact List/Action Cards • Consider MEMC meeting • Locate keys to centres, notify centre manager, and arrange staff rosters • Identify MECC personnel and draft rosters for next 24 hours • Locate supplies to be needed in first few hours |
| 3 | Response | <ul style="list-style-type: none"> • Maintain situational awareness of emergency • Establish command and control arrangements for MECC • Deploy resources and request extra assistance as required | <ul style="list-style-type: none"> • Establish and communicate coordination location for council resources/requests • Establish IMT • Manage requests for assistance and Council resources • Provide operational assistance • Open and manage centres as required e.g. evacuation centres |

| | | | |
|----------|-------------------|--|---|
| | | <ul style="list-style-type: none"> Assess impacts and effectiveness of response strategies Disseminate public information and warnings as required Provide information: SitReps to Regional Controller Conduct impact assessments and provide updates | <ul style="list-style-type: none"> Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs Update stakeholders and RC as required Coordinate meals, relief and accommodation for workers |
| 4 | Stand down | <ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response Liaise with Council and MRC regarding the status of recovery operations and arrange handover Confirm end/close of response and stand-down assess need for resupply of consumable items | <ul style="list-style-type: none"> Confirm end/close of Council operations for response Liaise with recovery workers and assess needs (MRC) Reinstate transport routes etc Consider establishing municipal Recovery Group Close centres as agreed Collate operational logs Finance: collate all costs associated with emergency response activities. |
| 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 REMC | <ul style="list-style-type: none"> Conduct Council worker debrief Arrange for MEMC debrief and report to Regional Coordinator, MEMC and REMC |

5.6 Public information and warnings

[TasALERT](http://www.tasalert.com.au) (www.tasalert.com.au) is Tasmania's official online emergency information source. 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 specific to that incident.

Response Management Authorities are responsible for the dissemination of public information and warnings and communicating potential impacts and consequences to the community.

Warnings provide individuals and communities with real time information on what is happening and what they need to do. Warnings are also sent to media outlets (radio and television) for public broadcast. Council may support emergency communications by relaying warnings in accordance with the:

- a Response Management Authority
- b Regional Emergency Management Coordinator
- c Regional Emergency Management Controller

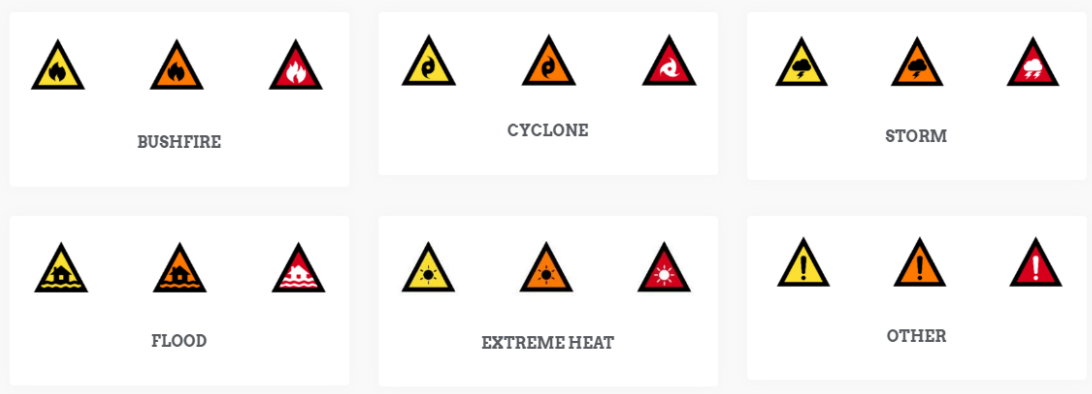
Council and relevant Management Authorities work together to ensure that messages are consistent and coordinated. Radio, television and door-knocking may all need to be used.

5.7 Know your warnings

In 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.

The [TasALERT Know Your Warning](#) page provides valuable, up-to-date information on emergency icons, and consistent warning system for emergencies like bushfire, flood, storm, and severe weather.

The Australian Warning System is a new national approach to information and Calls to Actions for hazards like bushfire, flood, storm, cyclone, extreme heat and severe weather.



A warning provides point-in-time information about a hazard that is impacting or is expected to impact communities. It describes the impact and expected consequences for communities and includes advice on what people should do.

There are three warning levels:

Advice (Yellow): An incident has started. There is no immediate danger. Stay up to date in case the situation changes.

Watch and Act (Orange): There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.



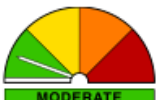



Emergency Warning (Red): An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

Each warning level has a set of action statements to give the community clearer advice about what to do. Calls to Action can be used flexibly across all three warning levels depending on the hazard.

| ADVICE | WATCH AND ACT | EMERGENCY WARNING |
|---|---|---|
| Prepare now Stay informed Monitor conditions Stay informed/threat is reduced Avoid the area Return with caution Avoid smoke | Prepare to leave/evacuate Leave/evacuate now (if you are not prepared) Prepare to take shelter Move/stay indoors Stay near shelter Walk two or more streets back Monitor conditions as they are changing Be aware of ember attacks Move to higher ground (away from creeks/rivers/coast) Limit time outside (cyclone, heat asthma) Avoid the area Stay away from damaged buildings and other hazards Prepare for isolation Protect yourself against the impacts of extreme heat Do not enter flood water Not safe to return Prepare your property (cyclone/storm) | Leave/evacuate (immediately, by am/pm/hazard timing) Seek/take shelter now Shelter indoors now Too late/dangerous to leave |

Other Warnings

| Hazard | Warning Type/indication | Issuing Agency |
|--|---|----------------|
| Flood | | |
| Flood watch | Alert, Watch or Advice of possible flooding, if flood producing rain is expected to happen in the near future. The general weather forecasts can also refer to flood producing rain. | BoM |
| Flood warnings | Warnings of Minor, Moderate or Major flooding in areas where the Bureau has specialised warning systems in place. In these areas the flood warning message will identify the river valley, the locations expected to be flooded, and the likely severity of the flooding when it is likely to occur. | BoM |
| Minor flood warning | Causes inconvenience. Low-lying areas next to watercourses are inundated which may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged. | BoM |
| Moderate flood warning | In addition to the above, the evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas requiring the removal of stock. | BoM |
| Major flood warning | In addition to the above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood affected areas may be required. | BoM |
| Severe Weather | | |
| Severe weather warnings | These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides. | BoM |
| Damaging winds | Gusts expected in excess of 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction), or destructive winds above 125 km/h | BoM |
| Dangerous surf | Issued when swell is expected to exceed 6 metres about the north and east coasts, and 7 metres about the southeast coast | BoM |
| Abnormally high tides | Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and maritime activities (generally when water level expected to reach 40cm above normal spring tide level) | BoM |
| Very heavy rain that may lead to flash flooding | Issued when the rainfall rate over one hour is expected to exceed the one in 5 or 1 in 10 year return period | BoM |
| 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 • wind gusts greater than 100 km/h • flash flooding • tornadoes | BoM |
| Bushwalkers weather alert | Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather | BoM |
| Heatwave | Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat. | BoM / DoH |

| Hazard | Warning Type/indication | Issuing Agency |
|---|--|----------------|
| Ice and frost on roads | Road weather alerts to advise of potentially dangerous driving conditions e.g. fog, low visibility in heavy rain, gusty winds, widespread frost, snow | BoM |
| Fire | | |
| Fire weather warning | Issued when the rating on the fire danger scale is expected to exceed thresholds agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania. | BoM |
| Smoke Alert | Smoke Alert Provides information about smoke from a fire, bushfire or fuel reduction burn that may impact a community or areas of Tasmania. | TFS |
|  | | |
| No Rating (FBI 0-11) | On days of minimal risk, no rating will be issued. Action: Fires may start but are unlikely to spread in a fast or threatening way. | TFS |
|  | | |
| Moderate Fire Danger Rating (FBI 12-23) | Plan and Prepare Most fires can be controlled. Action: Stay up to date and be ready to act if there is a fire | TFS |
|  | | |
| High Fire Danger Rating (FBI 24-49) | Be Ready to Act Fires can be dangerous Action: There's a heightened risk. Be alert for fires in your area. Decide what you will do if a fire starts. If a fire starts, your life and property may be at risk. The safest option is to avoid bush fire risk areas. | TFS |
|  | | |
| Extreme Fire Danger Rating (FBI 50-99) | Take action now to protect your life and property Fire will spread quickly and be extremely dangerous Action: These are dangerous fire conditions. Check you bushfire plan and that your property is fire ready. If a fire starts, take immediate action. If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts. Reconsider travel through bush fire risk areas. | TFS |
|  | | |
| Catastrophic Fire Danger Rating (FBI 100+) | For your survival, leave bush fire risk areas If a fire starts and takes hold, lives are likely to be lost Action: These are the most dangerous conditions for a fire. Your life may depend on the decisions you make, even before there is a fire. Stay safe by going to a safer location early in the morning or the night before. Homes cannot withstand fires in these conditions. You may not be able to leave and help may not be available. | TFS |
|  | | |
| Tsunami | | |

| Hazard | Warning Type/indication | Issuing Agency |
|--|---|----------------|
| No threat | An undersea earthquake has been detected, however it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories. | BoM |
| 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 |
| Marine warning and Land warning | Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents. | BoM |

5.8 Tasmanian Emergency Information Service

When activated, the Tasmanian Emergency Information Service (TEIS) call centre provides an initial point of contact for the community to access information about an emergency. TEIS is activated by the Department of Premier and Cabinet, on request from the relevant Response Management Authority or 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.

TEIS operates on a fee-for-service basis.

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 (e.g. MC/MRC) | Media |
| 3 | Other centres e.g. evacuation | Actions/responsibilities of the centre | Centre Coordinator | Centre Coordinator | Authorised Emergency Management Coordinator (e.g. MC/MRC) | Media TEIS |
| 4 | Municipal area | Impact of emergency on local community | Mayor | Council media officer | Council media officer | Media Council website TEIS CALD |
| 5 | Within the Region | Impact of the emergency on the region | Regional Controller Response Management Authority Regional Social Recovery Coordinator | Regional EM Coordinator Regional Media Officer Regional Social Recovery Coordinator/ | Regional Controller Response Management Authority Regional Liaison Regional Controller through the | Media Council website TEIS CALD |

| Row | Location | Scope of information | Provided by | Developed by | Cleared by | Distribution methods |
|-----|-------------------|--|-------------------------------|---|--|--|
| | | | | | Regional EM Coordinator | |
| 6 | Rest of the State | Impact of the emergency on Tasmania, including relief arrangements | State Controller | SES Director DPFEM Media Unit Government Media Office | SES Director DPFEM Media Unit Government Media Officer | Media Agency or event specific website TEIS CALD |
| | | | Response Management Authority | State Media Officer | Response Management Authority State Liaison | |
| | | | Premier or Minister | Government Media Office | Head of Government Media Office | |

5.9 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.

5.10 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.

The [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 managing Evacuation Centres within the Dorset area, including the registration of evacuees.

Council also has several support roles and the Municipal Coordinator may be contacted for advice and assistance with:

- evacuation risk assessment and decision to evacuate
- withdrawal coordination
- traffic management
- establishment of evacuation centres, relief centres or recovery centres
- alternative emergency accommodation
- animal welfare (pets, companion animals, livestock) if facilities are available
- decision to return.

If necessary, Tasmanian Police 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 short and long-term evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in [Appendix 6](#) and [Appendix 7](#).

5.11 Decision to Evacuate

The decision evacuate people rests with the Response Management Authority, who consults with the Regional Emergency Controller, Tasmania Police and Council as required. If a decision to evacuate is made, public warnings will be issued.

5.12 Withdrawal

Tasmania Police are the designated Management Authority for evacuations. Once a decision to evacuate has been made, Police will appoint an Evacuation Coordinator to manage the withdrawal process, shelter and safe return of impacted individuals.

5.13 Shelter

The provision of emergency sheltering to protect individuals from the threat of disaster and assist with meeting their basic needs is complex and dynamic. It may involve dealing with people under a great deal of stress; marginalised people affected by homelessness, drug and alcohol abuse or mental health issues; and newly arrived people or tourists.

Emergency sheltering encompasses two different phases – immediate and temporary sheltering. The two phases are not sequential:

1. Immediate sheltering is when people seek temporary short-term respite in a safer location for a period of between 1-18 hours. The provision of bedding and substantial meals may not be available or required. Examples include public cyclone shelters and places of refuge.
2. Temporary sheltering is a stay in a safer location for a period, often in excess of 18 hours and may extend into weeks or even months. The provision of bedding, substantial meals and more comprehensive support is required. Evacuation centres are a type of temporary sheltering.

5.14 Nearby safer place

A nearby safer place is a place of last resort for people during bushfire emergencies. If you have no bushfire survival plan, or your plan has failed, a nearby safer place may be your last resort when there is an imminent threat of bushfire.

Tasmania Fire Service identifies some nearby safer places and lists these in [Community Bushfire Protection Plans](#). Nearby Safer Places are assessed annually. Nearby Safer place established for the Dorset Municipality Council are detailed at [appendix 8](#) on page 67.

5.14 Return

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

5.15 Damage and impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment. Reporting damage and impacts using spatial mapping capability can assist with recording the outcomes of assessments and supporting broader consequence management planning.

Secondary impact assessments may be coordinated through a RECC and Council may be asked to assist with this work by providing municipal-level details and assessments.

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

- a number of injuries and deaths
- b housing/accommodation needs
- c energy supply interruptions / outages
- d potable water supply

- e transport networks and alternative route planning
- f telecommunications
- g stormwater infrastructure and waterways
- 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.

5.16 Debriefs

Immediately after an emergency, some issues invariably require investigation and discussion to identify learnings and the need for changed or new processes and systems. These 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
- 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 and the REMC.

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

5.17 Administration finance and cost capture

Records related to response are subject to the usual records management provisions and archiving legislation and treated accordingly. Emergency response 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 reimbursed under:

1. [Natural Disaster Relief and Recovery Arrangements](#) (Commonwealth)
2. [Tasmanian Relief and Recovery Arrangements](#) (State)

Specific financial assistance to councils is provided under the [Tasmanian Natural Disaster Relief to Local Government](#) policy.

Disaster funding arrangements are activated once eligibility criteria are met. Cost capture systems are established to align with the different types of eligible expenditure as the table below.

Summary of Disaster Funding Expenses

| 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 (e.g. repairs to sportsgrounds, playgrounds, tracks, trails, etc) A Fund may also include community awareness and education campaigns and other resilience building grants Applications for Category C assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister |
| 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. Applications for Category D assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister |

All eligible expenditure 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 Municipal Coordinator will discuss the matter first with OSEM (DPaC). Where appropriate, a written application will be developed and submitted to OSEM.

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. Council claims under TRRA and Tasmanian Government claims under DRFA are subject to audit and assurance processes before acquittal. The TRRA and DRFA contain details about evidence that agencies and councils must collect and maintain. OSEM will provide information and advice on request.

SECTION 6: Recovery Arrangements

6.1 Definition

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.

6.2 Recovery arrangements

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.

Tasmania's [State Recovery Plan](#) describes State and regional-level recovery arrangements and should be read in conjunction with this Plan.

Responsibilities for recovery at municipal level can be met in partnership and with the assistance or support of Tasmanian Government agencies and NGOs, coordinated through regional arrangements.

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

- social
- economic
- infrastructure
- environment
- cross-domain.

Typical recovery considerations include but are not limited to:

- a assessing recovery needs across all domains and prioritising actions required
- b developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals
- c enabling community communication and participation in decision-making
- d wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

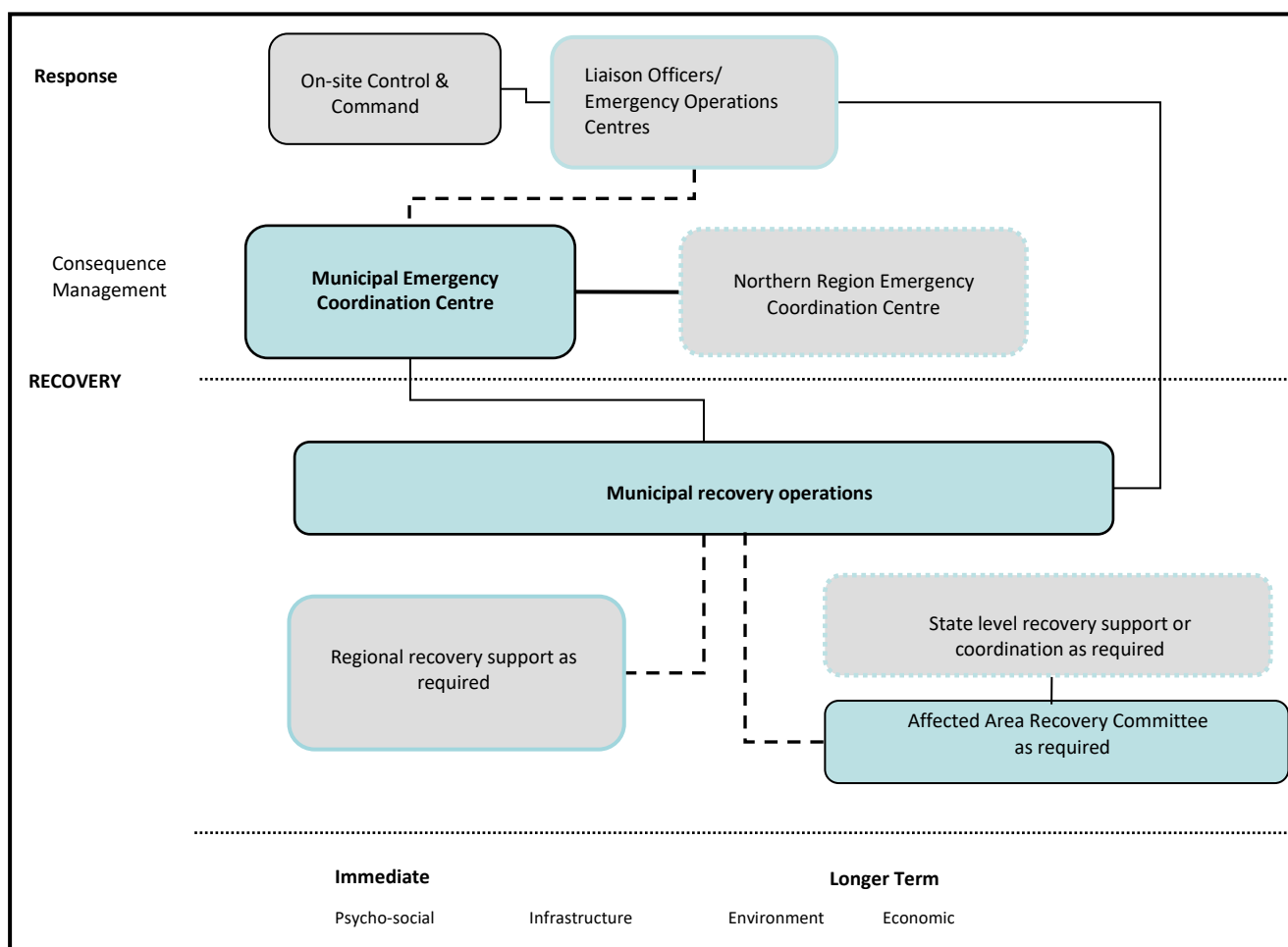


Figure 3: Community recovery arrangements

LEGEND:

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

6.3 Recovery information

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

- Response Management Authority website and social media
- TasALERT website and social media
- radio, television and print media
- 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. The Mayor will need to be supported by the media officer, who can prepare community and media statements. The Municipal Coordinator or MRC 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*.

6.4 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 Municipal Recovery Coordinator is responsible for undertaking the following activities:

- a manage and maintain evacuation centres that are accessible to a broad cross-section of the community
- b maintain broad knowledge of relevant service providers within the municipality
- 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
- 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.

6.5 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 Municipal Coordinator, supported by the Regional EM Coordinator.

Regional recovery coordination is activated by the Regional Controller through the Regional EM Coordinator 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 summarised in [Appendix 6](#) and [Appendix 7](#). Recovery facilities are activated on request or advice from:

- a Municipal Emergency Coordinator
- b Municipal Recovery Coordinator
- c Regional Emergency Management Coordinator or
- d Regional Emergency Management Controller.

Council is responsible for contributing to ongoing impact assessments, particularly as they relate to informing immediate to longer-term recovery measures.

Council registration processes must follow procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements, and be compatible with the Tasmanian Government's Survey 1, 2, 3 application. Registration data collected by Council must be provided to Tasmanian Government agencies for recovery purposes.

6.6 Long term recovery

As the response phase draws to a close, recovery activities transition from immediate, short-term relief measures to long-term recovery structures 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 Municipal

Emergency Management Committee, Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery requirements.

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

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 Municipal Coordinator 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:

- takes account of Council's long-term planning and goals
- includes assessment of recovery needs and determines which functions are required
- develops a timetable for completing major functions
- considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people
- allows full community participation and access
- allows for monitoring of recovery progress
- effectively uses the support of Tasmanian and Australian Government agencies
- provides public access to information on proposed programs and subsequent decisions and actions
- 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
- c progress reports for Council, the community, SEMC, REMC and any other agency/organisation as agreed and appropriate, including progressive summaries/ analysis of records (financial and information).

In more localised events, the Municipal Coordinator 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.

6.7 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.

| Recovery Function | Council Position | Coordinating Agency |
|---|--|---|
| Social <ul style="list-style-type: none"> • Emergency clothing/ • Emergency accommodation • Emergency catering • Personal support • Emergency financial assistance • Psychological first aid | <ul style="list-style-type: none"> • Municipal Recovery Coordinator (with Regional Recovery Officers) | Primary: Department of Premier and Cabinet Supported by: Department of Health, Department for Education, Children and Young People |
| 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"> • Municipal Emergency Coordinator • Municipal Recovery Coordinator • General Manager | Primary: Department of State Growth |
| 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 Officer | Primary: Department of State Growth |
| 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 Health Officer | Primary: Environment Protection Authority |

SECTION 7: Plan Administration

7.1 Plan Contact

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

Email: dorset@dorset.tas.gov.au

Mail: PO Box 21 Scottsdale TAS 7260

Phone number: (03) 6352 6500

7.2 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.

In reviewing the MEMP, 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 4.4](#).

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.

Issue table

| Issue No. | Year Approved | Comments/Summary of Main Changes |
|-----------|---------------|-------------------------------------|
| Version 1 | 1993 | Scottsdale & Ringarooma Amalgamated |
| Version 2 | 1996 | Complete revision and re-issue. |
| Version 3 | 2001 | Complete revision and re-issue. |
| Version 4 | 2004 | Complete revision and re-issue. |
| Version 5 | 2008 | Complete revision and re-issue. |
| Version 6 | 2015 | Complete revision and re-issue. |
| Version 7 | 2018 | Complete revision and re-issue. |
| Version 8 | 2021 | Complete revision and re-issue. |
| Version 9 | 2024 | Complete revision and re-issue. |

7.3 Consultation for this issue

Review of this issue was coordinated by the Municipal Coordinator for the MEMC. This issue was updated/rewritten as part of the statutory two-yearly review schedule. MEMC invited comment from:

Northern Regional Emergency Management Controller

Regional Emergency Management Coordinator

Dorset MEMC members.

7.4 Distribution List

This Plan will be available electronically through WebEOC once approved. Electronic copies will be provided as follows:

| Organisation | Position |
|--------------|--|
| Council | <ul style="list-style-type: none"> • All MEMC Members • Mayor and Councillors • General Manager |

| Organisation | Position |
|-----------------------|---|
| SES | <ul style="list-style-type: none"> • Unit Manager, SES Dorset Unit • Regional Emergency Management Coordinator for Regional Emergency Management Controller • SES Regional Manager • SES Emergency Management Unit (for SES Director, State Controller) |
| Tasmania Police | <ul style="list-style-type: none"> • Officer in Charge (OIC), Scottsdale Station |
| Tasmania Fire Service | <ul style="list-style-type: none"> • Regional Chief • District Officer (DO), North East District |
| Ambulance Tasmania | <ul style="list-style-type: none"> • Superintendent, North East Region |
| Neighbouring Councils | <ul style="list-style-type: none"> • Break O' Day, City of Launceston, George Town |

7.5 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 the above Table
- b submitted for noting by Northern REMC
- c endorsement by Council
- d published on Council's public website.

7.6 Validation of this plan

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

- a participating, where able, in other municipal/regional exercises
- b conducting/participating in relevant debriefs.

SECTION 8: 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.

| | |
|--|---------|
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| Appendix 2: MEMC Terms of Reference | Page 60 |
| Appendix 3: MEMC Maintenance and Activity Schedule | Page 62 |
| Appendix 4: Municipal Risk Register | Page 63 |
| Appendix 5: Centres for Emergency Management | Page 64 |
| Appendix 6: Evacuation Centres | Page 65 |
| Appendix 7: Other Community Centres | Page 66 |
| Appendix 8: Nearby Safer Places | Page 67 |
| Appendix 9: Duty Statements and Action Cards | Page 68 |
| Appendix 10: Guidelines for Municipal Coordinator | Page 70 |
| Appendix 11: Recovery Functions Summary | Page 73 |
| Appendix 12: Other Emergency contacts | Page 76 |

Appendix 1: List of Tasmanian Legislation

Tasmanian legislation related to emergency management.

| Legislation | Subject |
|---|--|
| <i>Biosecurity Act 2019</i> | to provide for the protection and enhancement of Tasmania's biosecurity status for the benefit of Tasmania's industries, environment and public wellbeing by providing for the prevention, detection and control of animal and plant disease, pests and other biosecurity matter. |
| <i>Building Act 2016</i> | building emergency work |
| <i>COVID-19 Disease Emergency (Commercial Leases) Act 2020</i> | (a) to implement measures that may assist the continued functioning of the economy during the financial hardship period and the recovery of the economy after the end of the period; and (b) to enable an appropriate apportioning, between parties to a protected lease, of the financial burden caused to the parties by, or relating to, the disease-related factors. |
| <i>Dangerous Goods (Road and Rail Transport) Act 2010</i> | to regulate by nationally consistent legislation the transport of dangerous goods by road and rail in order to promote public safety and protect property and the environment |
| <i>Electricity Supply Industry Act 1995</i> | to promote efficiency and competition in the electricity supply industry, to provide for a safe and efficient system of electricity generation, transmission, distribution and supply, to provide for the safety of electrical installations, equipment and appliances, to enforce proper standards in the performance of electrical work, to protect the interests of consumers of electricity and for related purposes |
| <i>Emergency Management Act 2006</i> | to provide for the protection of life, property and the environment in the event of an emergency, to establish emergency management arrangements, and to provide for certain rescue and retrieval operations |
| <i>Environmental Management and Pollution Control (Waste Management) Regulations 2020</i> | to regulate and manage controlled waste which is the most hazardous category of waste and requires special management, including chemicals, poisons, fish waste and sewage |
| <i>Environmental Management and Pollution Control Act 1994</i> | emergency authorisations of an act or omission that might otherwise constitute a contravention of this Act |
| <i>Fire Service Act 1979</i> | to consolidate and amend the law relating to preventing and extinguishing fires and the protection of life and property from fire |
| <i>Food Act 2003</i> | emergency powers to prevent or reduce the possibility of a serious danger to public health or to mitigate the adverse consequences of a serious danger to public health |
| <i>Gas Industry Act 2019</i> | to regulate gas related activities |
| <i>Gas Safety Act 2019</i> | to regulate the gas industry, to provide for safety and technical standards that ensure that the gas supply industry, gas facilities, gas installations, gas |

| Legislation | Subject |
|--|--|
| | appliances, gas storage systems and gas conditioning systems are constructed, maintained and operated to a high standard of safety and in a manner that protects persons and property, and for related purposes |
| <i>General Fire Regulations 2021</i> | regulations regarding fire protection, evacuation and containment of fire hazards |
| <i>Land Use Planning and Approvals Act 1993</i> | to make provision for land use planning and approvals, including risk from environmental or natural hazard |
| <i>Launceston Flood Risk Management Act 2015</i> | to make provision for and in relation to the management of the likelihood, severity and duration of, and emergencies consisting of, floods in Launceston |
| <i>Local Government Act 1993</i> | to provide for local government and establish councils to plan for, develop and manage municipal areas in the interests of their communities |
| <i>Marine and Safety Authority Act 1997</i> | to establish the Marine and Safety Authority and for related matters |
| <i>Marine Farming Planning Act 1995</i> | to provide for the planning of marine waters for marine farming and the allocation of marine farming leases, including Emergency arrangements |
| <i>Marine Search and Rescue Act 1971</i> | to make provision with respect to the carrying out of certain marine search and rescue operations |
| <i>Marine-related Incidents (MARPOL Implementation) Act 2020</i> | to protect State waters from pollution by oil and other substances, and to give effect to certain parts of the MARPOL Convention |
| <i>Natural Resource Management Act 2002</i> | to establish committees for natural resource management and to provide for the development of regional strategies for natural resource management |
| <i>Petroleum Products Emergency Act 1994</i> | to provide for the conservation of petroleum products in the event or likely event of shortages of supplies of petroleum products occurring in the State |
| <i>Police Powers (Public Safety) Act 2005</i> | to authorise police officers to stop and search persons and vehicles, to question persons and to seize things for the purposes of public safety |
| <i>Public Health Act 1997</i> | to protect and promote the health of communities in the State and reduce the incidence of preventable illness, including emergency powers |
| <i>Radiation Protection Act 2005</i> | for the protection of people and the environment from harmful radiation, including emergency powers |
| <i>Rail Safety National Law (Tasmania) Act 2012</i> | to apply as a law of this State a national law relating to the provision of a national system of rail safety |
| <i>Security-sensitive Dangerous Substances Act 2005</i> | to restrict and regulate access to certain dangerous substances whose deliberate misuse would constitute an especial threat to State security and public safety, to regulate and monitor, and improve the security of, |

| Legislation | Subject |
|--|--|
| | commercial, industrial and other activities carried out in connection with such dangerous substances |
| <i>Terrorism (Commonwealth Powers) Act 2002</i> | to refer certain matters relating to terrorist acts to the Parliament of the Commonwealth for the purposes of section 51(xxxvii) of the Constitution of the Commonwealth |
| <i>Terrorism (Preventive Detention) Act 2005</i> | to allow persons to be taken into custody and detained in order to prevent an imminent terrorist act occurring or preserve evidence of, or relating to, a recent terrorist act |
| <i>Water Management Act 1999</i> | to provide for the management of Tasmania's water resources, including water supply emergencies |
| <i>Work Health and Safety Act 2012</i> | to secure the health, safety and welfare of persons at work and for related purposes |

Plans and Arrangements

Standards, reports and resources

| Row | Title | Custodian | Version | Date |
|-----|---|-----------|---------|------|
| 1 | 'Choosing Your Words" | AGD | 2 | 2008 |
| 2 | Tasmanian Municipal Emergency Management Guidelines | LGAT | Issue 2 | 2020 |
| 3 | Tasmanian State Disaster Risk Assessment | SES | | 2022 |
| 4 | Tasmanian Emergency Risk Assessment Guidelines | SES | | 2017 |
| 5 | Derby Mountain Bike Trail Emergency Response Plan | DC | | 2021 |

| Strategies and frameworks | |
|---|---|
| SEMC Strategic Directions Framework 2020-2025 | Department of Premier and Cabinet |
| Tasmanian Disaster Resilience Strategy 2020-2025 | Department of Premier and Cabinet |
| Risk assessment | |
| Tasmanian Disaster Risk Assessment (TASDRA) | Department of Police, Fire and Emergency Management |
| Tasmanian Emergency Risk Assessment Guidelines | Department of Police, Fire and Emergency Management |
| National Emergency Risk Assessment Guidelines | Australian Institute for Disaster Resilience |
| Prevention, mitigation and risk reduction | |
| Guide to considering natural hazard risks in land use planning and building control | Department of Premier and Cabinet |
| Principles for the consideration of Natural Hazards in the Planning System | Department of Premier and Cabinet |
| Preparedness | |
| Managing Exercises: A handbook for Tasmanian Government agencies | Department of Police, Fire and Emergency Management |

| Response | |
|---|--|
| Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook | Australian Institute for Disaster Resilience |
| Emergency Evacuation Framework | Tasmania Police |
| Heatwave Ready Tasmania: Resources for residential aged care facilities in Tasmania | Department of Health |
| People at Increased Risk in an Emergency: A guide for Tasmanian government and non-government community service providers | State Emergency Management Committee |
| Spontaneous Volunteer Management Resource Kit: Helping to manage spontaneous volunteers in emergencies | Australian Government Department of Housing, Community Services and Indigenous Affairs |
| State Special Emergency Management Plans and other plans (available on the Tasmanian Emergency Management System) | |
| <i>Biosecurity Emergencies</i> | Department of Natural Resources and Environment |
| <i>Cetacean Incident Manual: ...</i> | Department of Natural Resources and Environment |
| Dam Safety Emergencies | Department of Natural Resources and Environment |
| <i>Electricity, Gas and Liquid Fuel Supply Disruption Arrangements</i> | Department of State Growth |
| <i>Flood</i> | State Emergency Service |
| <i>Hazardous Materials Emergencies</i> | Tasmania Fire Service |
| <i>Impact and Damage Assessment</i> | Department of Premier and Cabinet |
| <i>Interoperability Arrangements for Sharing Skilled Resources in Tasmania</i> | Department of Premier and Cabinet |
| <i>Pandemic Influenza</i> | Department of Health |
| <i>Port Safety Plan for Visits of Nuclear-Powered Warships to Hobart</i> | Tasmanian Government State Emergency Service, Issue 5, 2023 |
| <i>State Fire Protection Plan</i> | Tasmania Fire Service |
| State Recovery Plan | Department of Premier and Cabinet |
| State Road and Bridge Emergency Management Plan | Department of State Growth |
| <i>State Tsunami Emergency Response Plan</i> | State Emergency Service |
| <i>Structural Collapse</i> | Tasmania Fire Service |
| <i>Tasmanian Counter-Terrorism Arrangements</i> | Tasmania Police |
| Tasmanian Marine Oil and Chemical Spill Contingency Plan (TasPlan) | Environment Protection Authority |
| <i>Tasmanian Mass Casualty Management Arrangements</i> | Department of Health |
| <i>Tasmanian Public Health Emergencies Management Plan</i> | Department of Health |
| <i>Tasmanian Search and Rescue Plan</i> | Department of Police, Fire and Emergency Management |

| | |
|---|---|
| <i>Tasmanian Wilderness World Heritage Area Fire Management Plan</i> | Department of Natural Resources and Environment |
| <i>Transport Crash Emergencies</i> | Tasmania Police |
| Recovery | |
| <i>State Recovery Plan</i> (State Special Emergency Management Plan) | Department of Premier and Cabinet |
| <i>Tasmanian Relief and Recovery Arrangements: Natural Disaster Relief to Local Government Policy</i> | Department of Premier and Cabinet |
| <i>Working together in recovery: a practical guide for the not-for-profit and public sectors,</i> | Curnin, S., University of Tasmania 2019 |

Appendix 2: MEMC Terms of Reference

| | |
|--|---|
| Committee: | Dorset Municipal Emergency Management Committee (MEMC) |
| Date and Status of these Terms: | October 2023 |
| 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. 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:** Section 22 of the *Emergency Management Act 2006* outlines the Committee's purpose and functions generally as:
- "... to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ...",
- and specifically, to mitigate the impacts of an emergency on life and property within the Dorset municipality through the emergency management arrangements as outlined within the Municipal Emergency Management Plan ("MEMP").
- 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.

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

Member organisations are required to nominate a primary representative and 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 above
- 4.4 Proxies** Member organisations are responsible for nominating proxy representatives. A list of these representatives is held by the Executive Officer of the Committee and confirmed at each meeting.
- 5. Presiding at Meetings**
- The chairperson of the Municipal Emergency Management Committee is to preside at all meetings of the committee at which they are 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.
- 8. Meeting Schedule**
- The MEMC will aim to meet at a minimum twice per calendar year. May, prior to heightened flood risk and November, prior to heighten bushfire risk. The chair may choose to meet more frequently in the event identified hazards require closer scrutiny or there are emergency management related issues that require a collective assessment.

Appendix 3: MEMC Maintenance and Activity Schedule

| Action | Responsibility | Frequency | Scheduled for conduct |
|--|-----------------------------------|------------|------------------------|
| Conduct meeting of MEMC | Municipal Coordinator | Biannually | May and November |
| Review and update contact lists | Municipal Coordinator | Biannually | May and November |
| Coordinate emergency management training for selected staff member/s on rotating basis and maintain training records | Municipal Coordinator | Biennially | As required |
| Plan, conduct and review a related exercise | Municipal Coordinator | Biennially | November |
| Review MEMP. Lodge plan with Regional Emergency Management Coordinator who will arrange review and approval | MEMC | Biennially | October of review year |
| Attend NREMC meetings | Municipal Coordinator | Quarterly | Feb, May, Aug & Nov |
| Attend NRSRC meeting | Municipal Recovery Coordinator | Quarterly | As advised |
| Review risk register and treatment plans with municipal strategic plan and budget. | Municipal Coordinator (with MEMC) | Annually | May |
| Review Derby Mountain Bike Trail Emergency Response Plan | Municipal Coordinator (with MEMC) | Annual | October |

Appendix 4: Municipal Risk Register

Tasmanian Government responsibilities – emergency risk management

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

Local government responsibilities and benefits – emergency risk management

Tasmania's local government authorities supported development of TERAG. The benefits of participating in this process include:

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

Risks, recommended treatment strategies and timeframes

The following risk assessment includes a description of risks and treatment strategies. Sources of risk were reviewed and assessed with review of this MEMP.

Timeframes for undertaking treatment options are defined as:

- 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 the adequacy of existing arrangements to mitigate the risk, or as described in the table.

Responsibility for treatment

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.

The Risk Register has been structured to reflect hazards and risks to the municipality. The risk register will guide the risk reduction endeavours of the MEMC over the life of the plan. The Register is reviewed at meetings of the MEMC. The Risk Register is not attached as the MEMC manages the register as a dynamic document.

Appendix 5: Centres for Emergency Management

Emergency Operations Centres (EOC)

EOCs are operational focus points for providing municipal resources and support at the request of the relevant Response Management Authority. The following information summarises the main details for agency specific facilities that can be used as emergency operations centres.

| Organisation | Municipal Location | Contact | Regional Location | Contact |
|-------------------------------|--|---------------------------------------|---|------------------------------|
| Council | Dorset Council Chambers 3 Ellenor St Scottsdale | Municipal Coordinator 03 6352 6500 | | |
| Tasmania Police | Scottsdale Police Station 6 Alfred St Scottsdale | Officer in charge | Launceston Police Station 125-127 Cimitero St Launceston | Police radio room 131 444 |
| Tasmania Fire Service | Scottsdale Fire Station 33 William St Scottsdale | Chief Officer | Northern Region Headquarters 339 Hobart Rd Youngtown | 03 6777 3666 |
| State Emergency Service | Scottsdale Fire Station 33 William St Scottsdale | Unit Manager | Northern Region Headquarters 339 Hobart Rd Youngtown | SES Duty Officer |

Municipal Emergency Coordination Centres (MECC)

The MECC is the focal point for coordinating municipal and consequence management activities arising from the emergency, including the activation of Council and community resources. The MECC also monitors operational activities, coordinates the provision of information to local communities and identifies and coordinates local community recovery support. The following information summarises the main details for facilities that can be used as emergency coordination centres.

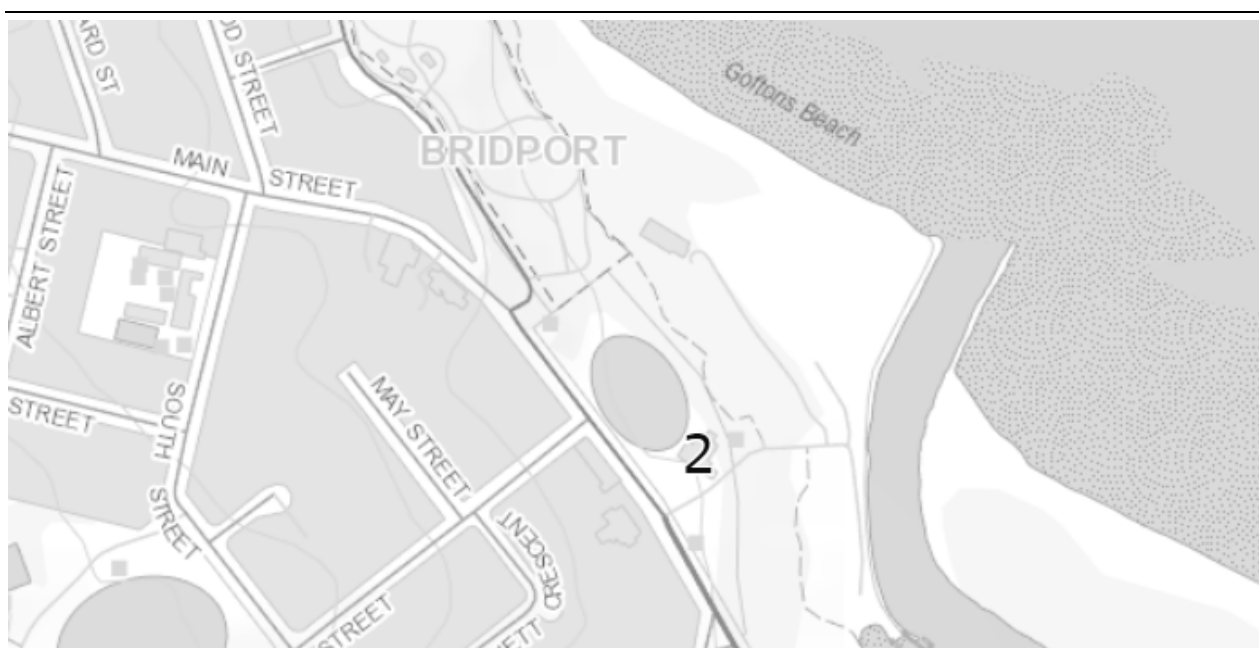
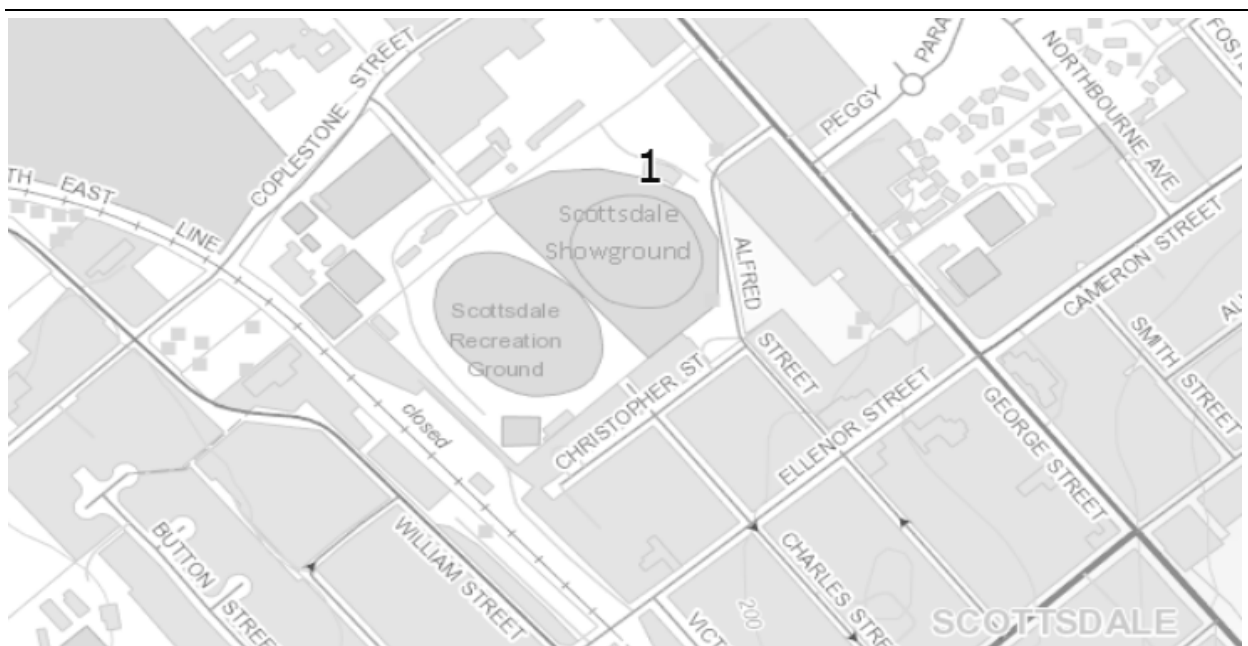
| | Municipal Location | Contact | Regional Location | Contact |
|-----------|--|---------------------------------------|----------------------------------|---------|
| Primary | Council Chambers, 3 Ellenor Street, Scottsdale | Municipal Coordinator 03 6352 6575 | Refer to SES Regional Manager | |
| Secondary | Council Depot, 54 Ringarooma Road, Scottsdale | Municipal Coordinator 03 6352 6575 | Refer to SES Regional Manager | |

Appendix 6: Evacuation Centres

An Emergency Evacuation Centre is a facility that may be established to coordinate and meet the immediate needs of people evacuated from an emergency-affected area.

Selection of the most suitable site for an Evacuation Centre will be determined by the Recovery Coordinator and Municipal Coordinator after consultation with the Response Management Authority. Council staff and managers have access keys. Prospective locations are listed on COP Emergency Management layer and are listed below.

| Centre Title | Facilities | Location | Contact | Usage Frequency | Comments |
|-----------------------------------|---|-------------------------|--------------|-----------------|----------|
| 1 Scottsdale Recreation Ground | Function area, toilets, showers, kitchen | George St Scottsdale | 03 6352 6500 | Daily | |
| 2 Bridport Hall | Gym Hall, function area, toilets, kitchen | Main St Bridport | 03 6352 6500 | Daily | |



Appendix 7: Other Community Centres

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

| | Centre Title | Facilities | Location | Usage Frequency | Could be used for | Comments |
|---|--------------------------------|--|----------------------------------|-----------------|-------------------|----------------------------------|
| 1 | Bridport Multi-function Centre | Function room, toilet, kitchen, shower, open space | 20 South St Bridport | Daily | Assembly | |
| 2 | Legerwood Hall | Hall, toilet, kitchen | 9 Main St Legerwood | Daily | Assembly | |
| 3 | Branxholm Football Club | Function room, toilet, kitchen, open space | 4 Frederick St Branxholm | Daily | Assembly | Higher ground during flash flood |
| 4 | Gladstone Hall | Hall, toilet, kitchen | 1 Carr St Gladstone | Daily | | |
| 5 | Derby Town Hall | Hall, toilet | 80-82 Main St Derby | Daily | | |
| 6 | Ringarooma Community Hub | Function room, toilet, kitchen, open space | 40 East Maurice Rd Ringarooma | Daily | | |
| 7 | Pioneer Memorial Hall | Hall, toilet, kitchen | Racecourse Rd Pioneer | Daily | | |

Appendix 8: Nearby Safer Places

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

The identification and assessment of nearby safer places involves:

- consulting the local community to identify where they are likely to go to seek shelter in a bushfire
- using desktop geographic information systems and site visits to evaluate shelter options
- undertaking field surveys to accurately measure and assess sites
- analysing bushfire attack level and radiant heat flux using computer modelling.

Tasmania Fire Service identifies [Nearby Safer Places](#) and lists these in [Community Bushfire Protection Plans](#). Nearby Safer Places in Dorset identified below:

Visit: www.fire.tas.gov.au for more information about preparing for bushfires.

| | Nearby Safer Place | Location | Community Bushfire Protection Plan | Comments |
|----|--|--|------------------------------------|----------|
| 1 | Branxholm Centenary Park | 1-7 Scott St Branxholm | Branxholm Area | |
| 2 | Bridport Football Club Recreation Ground | Henry St Bridport | Bridport | |
| 3 | Bridport Village Green | Main St Bridport | Bridport | |
| 4 | Derby Cafe | Junction of Main St and Christopher St Derby | Derby Area | |
| 5 | Derby trailhead carpark | 99 Main St Derby | Derby Area | |
| 6 | Gladstone Fire Station | Chaffey St Gladstone | Gladstone Area | |
| 7 | Musselroe Bay Boat Ramp | Main Rd Musselroe Bay | Musselroe Bay Area | |
| 8 | Winnaleah District High School | 32 Main St Winnaleah | Pioneer Area | |
| 9 | Ringarooma Primary School | 1 Fry St Ringarooma | Ringarooma Area | |
| 10 | Tomahawk Recreation Ground | Tomahawk Dr Tomahawk | Tomahawk | |
| 11 | Tomahawk Boat Ramp | Tomahawk Dr Tomahawk | Tomahawk | |

Appendix 9: Duty Statements and Action Cards

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.

Appendix 10: Guidelines for Municipal Coordinator

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 EM Coordinator or the Regional Controller.

The NREMC Executive Officer (Regional EM Coordinator) 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 Radio communications Licences.

Communications Functions

Tasmanian Government Radio Network (TasGRN) is a single unified and digitally encrypted government radio network used by Tasmania's emergency services, land management and electricity industries.

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 11: Recovery Functions Summary

| | | |
|---|---|--|
| Evacuation centres Establish congregate shelter options for displaced persons Establish recovery centres to provide centralised information and access to services | Council | DPaC (Regional Recovery Coordinator) NGOs |
| Emergency catering in Evacuation Centres Provide food and water to affected and displaced persons | Council | DPaC NGOs |
| Emergency accommodation Identify and broker emergency accommodation options for displaced persons | Department of Premier and Cabinet | Council Regional tourism organisations Centrelink |
| Clothing and household items Identify needs and coordinate the provision of donated items in an evacuation centre | Council | Department of Premier and Cabinet Local NGOs/community groups |
| Care for children Provide support and care for children | Department for Education, Children and Young People | Local NGOs/community groups |
| Mental health and personal support, including pastoral care and outreach services Coordinate and manage services to meet the psychosocial needs of affected populations Provide bereavement support for communities Assess and provide for medium to long term psychosocial needs | Department of Premier and Cabinet | DoH NGOs/local service providers |
| Financial assistance for personal hardship and distress Assess and provide financial assistance to support affected persons | Department of Premier and Cabinet | Council (will refer only) NGOs |
| Economic Recovery | | |
| Function | Coordinating agency | Support agency |
| Support for business and industry Assist impacted businesses to access information and advice | Department of State Growth (Business and Trade Tasmania) | Local business/financial advice services Council |
| Economic and industry-specific programs: Assess and identify business and economic needs Deliver targeted programs and financial assistance strategies as required, including local initiatives for economic revitalisation | Department of State Growth (Business and Trade Tasmania) | Industry bodies Regional Tourism organisations Regional Development organisations Council Council |
| Financial assistance measures for small businesses Assess and provide small business assistance under the Community Recovery Policy of the TRRA | Department of State Growth (Business and Trade Tasmania) | |
| Infrastructure Recovery | | |
| Function | Coordinating agency | Support agency |
| Roads and bridges Undertake technical assessments, assess and prioritise restoration needs Undertake stabilisation and remediation works Undertake and facilitate the restoration of critical infrastructure Rebuild and restore infrastructure to be sustainable and more resilient to future events | Council - council owned assets Other asset owners for non-council assets | Department of State Growth |

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| Other community infrastructure and recreational facilities | Council - council owned assets | |
| Undertake and facilitate the restoration of infrastructure and facilities | Other asset owners for non-council assets | |
| Ports, airports and rail | TasPorts | Department of State Growth (Infrastructure Policy) |
| Undertake technical assessments, assess and prioritise restoration needs | TasRail | |
| Undertake and facilitate the restoration of critical infrastructure | Airport infrastructure owners | |
| Water supply and wastewater treatment | TasWater | Environment Protection Authority |
| Undertake technical assessments, assess and prioritise restoration needs | Council | Natural Resources and Environment (Dam Safety) |
| Undertake and facilitate the restoration of critical infrastructure | | |
| Financial assistance for council infrastructure restoration | Council | |
| Collate damage cost estimates and manage financial records and reporting | Department of Premier and Cabinet | |
| Coordinate and provide financial assistance to councils under the TRRA Local Government Policy | | |
| Electricity, gas, and liquid fuels | TasNetworks | |
| Transport services | TasGas | |
| Telecommunications | Refer to the State Recovery Plan | |
| Other infrastructure (schools, hospitals, irrigation, dams) | | |
| Environmental Recovery | | |
| Function | Coordinating agency | Support agency |
| Environmental health and pollution | Council | Department of Health |
| Conduct monitoring and surveillance activities | Department of Natural Resources and Environment Tasmania | Department of Justice (Worksafe) |
| Render (disperse/dilute/neutralise) the hazardous material safe | Environment Protection Authority | |
| Decontaminate affected people, places and equipment | Asset owner | |
| Natural environment, Aboriginal and cultural heritage rehabilitation | Department of Natural Resources and Environment Tasmania | Environment Protection Authority |
| Coordinate and undertake natural environment rehabilitation works | Department of Premier and Cabinet | NGOS |
| Coordinate and undertake Aboriginal and cultural heritage rehabilitation works, in consultation with affected communities | Council land and parks | Local community groups Local Aboriginal organisations |
| Animal welfare, feed and fodder | Council | NGOs (RSPCA) |
| Coordinate assistance for evacuated pets and companion animals | Department of Natural Resources and Environment Tasmania | Local community groups |
| Coordinate services to treat and care for affected wildlife | | |
| Coordinate and manage services to meet the immediate needs of affected livestock | | |
| Livestock carcass removal and disposal | Council | Local community groups/contractors |
| Coordinate the removal and disposal of livestock carcasses | Department of Department of Natural Resources and Environment Tasmania Environment Protection Authority | |

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| Waste management and removal | Council | |
| Restore waste/refuse collection services | Department of Department of | |
| Provide additional waste management services to community, as required | Natural Resources and Environment Tasmania | |
| Manage disposal of contaminated waste | Environment Protection Authority | |
| Assistance measures for primary producers | Department of Natural Resources and Environment Tasmania | Council |
| Assess and provide primary producer assistance under the TRRA Community Recovery Policy | Department of State Growth | Department of Premier and Cabinet |
| Provide advice and other non-financial support to primary producers | AgriGrowth Tasmania Industry bodies NGOS | |
| Cross-domain functions | | |
| Function | Coordinating agency | Support agency |
| Public communications and information | Department of Premier and Cabinet – Public Information Unit | Council |
| Provision of information and advice to affected community | | |
| Coordination of media enquiries and events | | |
| Clean-up and demolition | Council | Department of Natural Resources and Environment Tasmania |
| Assess building/property safety and demolition/clean-up requirements for Council assets | Department of Premier and Cabinet | Environment Protection Authority |
| Provide assistance to clean up of households and community assets where appropriate | | Department of Justice (Worksafe) |
| Coordinate large-scale demolition and clean-up programs | | NGOs Local community groups |
| Registration and enquiry | Council (Evacuation Centre only) | NGOs |
| Register affected persons, including those attending evacuation/recovery centres | Tasmania Police Response Management Authority | |
| Collect data to inform missing persons investigations and recovery planning | | |
| Public memorials | Council | Tasmania Police |
| Coordinate arrangements to manage spontaneous memorials | Department of Premier and Cabinet | NGOs |
| Public donations | Refer to State Recovery Plan | |
| Public appeals | | |
| Spontaneous volunteers and offers of assistance | | |
| Land information and data services | | |

Appendix 12: Other Emergency contacts

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

| State Government Departments | | |
|---|--|--|
| Education (DECYP) | State Office | 1800 816 057 |
| Health Department (DoH) | Launceston General Hospital North Eastern Soldiers Memorial Hospital | 6777 6777 6778 8522 |
| TasNetworks | | 1800 638 449 |
| Dept of Natural Resources and Environment | | 1300 368 550 |
| Parks & Wildlife Service | | 1300 827 727 |
| TasWater (all hours) | | 136992 |
| Australia Post | | 131318 |
| Telstra | | 1100 |
| Tas Irrigation | Emergency Event Manager (EEM) Dam Safety Engineer GM Technical Support | 0417 279 062 0439 028 781 0429 044 526 |

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 |
|---|--|---|
| Land based hazardous substance spill or explosion | Tasmania Fire Service | 000 |
| Transportation accident | Department of Police, Fire & Emergency Management | 000 |
| Earth tremor, earthquake or landslide | Department of State Growth | 1800 030 688 |
| Storm, tempest or flood | Dorset Council | B/H 6352 6500 A/H Emergency 1300 858 824 |
| Public Health Emergency | Department of Health | 1800 671 738 |
| Food contamination | Department of Health | 1800 671 738 |
| Water supply contamination | Department of Health | 1800 671 738 |
| Animal disease | Department of Natural Resources and Environment Tasmania (Chief Veterinary Officer) | 1800 675 888 |
| River based environmental emergency | EPA Division, Department of Primary Industries, Parks, Water and Environment | 1800 005 171 |

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|---|---|--------------------------------------|
| 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, Fire & Emergency Management Marine & Safety Tasmania | 000 6233 8911 0418 145 439 |