



## **Dorset Council – Municipal Emergency Management Plan**

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### **Plan Details:**

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<b>Plan Title:</b>	Dorset Emergency Management Plan
<b>Issue Details:</b>	Issue 9, February 2024
<b>Review Authority:</b>	Dorset Municipal Emergency Management Committee
<b>Submission Authority:</b>	Commander Kate Chambers Northern Regional Emergency Management Controller

### **Approval:**

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<b>Approval Authority:</b>	Commissioner Donna Adams State Emergency Management Controller
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**Signature:**

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**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.

# Contents

<b>SECTION 1</b>	<b>OVERVIEW .....</b>	<b>6</b>
1.1	Glossary .....	6
1.2	Acronyms.....	11
1.3	Introduction.....	13
1.4	Authority .....	13
1.5	Purpose.....	13
1.6	Objectives.....	13
1.7	Scope and application .....	13
1.8	Municipal context statement .....	14
1.9	Emergency Contacts.....	17
<b>SECTION 2</b>	<b>GOVERNANCE AND MANAGEMENT .....</b>	<b>20</b>
2.1	Roles of government and emergency management partners .....	20
2.2	Tasmania’s legal framework for emergency management.....	20
2.3	Emergency Powers and Declarations .....	20
2.4	Governance and administrative framework .....	21
2.5	Ministerial Committee for Emergency Management .....	21
2.6	State Emergency Management Committee.....	21
2.7	Regional Emergency Management Committees.....	21
2.8	Dorset Municipal Emergency Management Committee.....	22
2.9	Functions and powers of municipal committees .....	22
2.10	Objectives of municipal committees.....	22
2.11	Hazard-specific roles and responsibilities .....	23
<b>SECTION 3:</b>	<b>PREVENTION AND MITIGATION ARRANGEMENTS.....</b>	<b>27</b>
3.1	Definition .....	27
3.2	Overview.....	27
3.3	Research .....	27
3.4	Hazard risk management .....	27
3.5	Municipal risk assessment.....	27
3.6	Council prevention and mitigation activities.....	30
3.7	Protective security and business continuity.....	30
3.8	Land use planning.....	30
3.9	Climate change adaption.....	31
<b>SECTION 4:</b>	<b>PLANNING AND PREPAREDNESS.....</b>	<b>32</b>
4.1	Definition.....	32
4.2	Community resources .....	32
4.3	Organisational capacity and capability.....	32
4.4	Municipal emergency management roles.....	33
4.5	Emergency management education and training .....	33
4.6	Maintaining the Municipal Emergency Coordination Centre .....	33
4.7	Maintaining systems and resources .....	34
4.8	Get Ready TasALERT .....	34
4.9	Information Management.....	34
4.10	Cost capture and financial administration .....	34
<b>SECTION 5: RESPONSE ARRANGEMENTS .....</b>	<b>35</b>	
5.1	Definition.....	35
5.2	Overview.....	35
5.3	Activation of emergency response.....	35
5.4	Activation of a Municipal Emergency Coordination Centre.....	36
5.5	Consequence management and coordination .....	37

5.6	Public information and warnings .....	38
5.7	Know your warnings .....	38
5.8	Tasmanian Emergency Information Service.....	42
5.9	Evacuation .....	43
5.10	Evacuation management.....	43
5.11	Decision to Evacuate .....	43
5.12	Withdrawal.....	44
5.13	Shelter .....	44
5.14	Return.....	44
5.15	Damage and impact assessment.....	44
5.16	Debriefs .....	45
5.17	Administration finance and cost capture.....	45
<b>SECTION 6: RECOVERY ARRANGEMENTS .....</b>		<b>47</b>
6.1	Definition .....	47
6.2	Recovery arrangements .....	47
6.3	Recovery information.....	48
6.4	At risk groups of people .....	49
6.5	Short term recovery .....	49
6.6	Long term recovery .....	49
6.7	Recovery functions .....	51
<b>SECTION 7: PLAN ADMINISTRATION .....</b>		<b>52</b>
7.1	Plan Contact .....	52
7.2	Review Requirements and Issue History.....	52
7.3	Consultation for this issue.....	52
7.4	Distribution List .....	52
7.5	Communications plan summary.....	53
7.6	Validation of this plan .....	53
<b>SECTION 8: APPENDICES.....</b>		<b>54</b>
Appendix 1: List of Tasmanian Legislation .....		55
Appendix 2: MEMC Terms of Reference .....		60
Appendix 3: MEMC Maintenance and Activity Schedule .....		62
Appendix 4: Municipal Risk Register .....		63
Appendix 5: Centres for Emergency Management .....		64
Appendix 6: Evacuation Centres .....		65
Appendix 7: Other Community Centres .....		66
Appendix 8: Nearby Safer Places.....		67
Appendix 9: Duty Statements and Action Cards .....		68
Appendix 10: Guidelines for Municipal Coordinator.....		70
Appendix 11: Recovery Functions Summary.....		73
Appendix 12: Other Emergency contacts.....		76

## List of Tables

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Table 1: Terms .....	6
Table 2: Acronyms .....	11
Table 3: Identified Hazards and Responsible Authorities .....	23
Table 4: Emergency Management Support Functions .....	26
Table 5: All hazards response - typical council actions .....	37
Table 6: Summary of public information arrangements .....	42

## 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:
<b>Affected Area Recovery Committee (AARC)</b>	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.
<b>biosecurity</b>	Biosecurity is the management of risks to the economy, the environment and the community, of pests and disease entering, emerging or establishing or spreading.
<b>capability</b>	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).
<b>capacity</b>	The extent to which a capability can be applied to a particular task or function.
<b>Centres (community)</b>	Evacuation Centre (see below) Information Centre (see below) Recovery Centre (see below)
<b>command</b>	The internal direction of an organisation's resources in an emergency.
<b>companion animal</b>	A captive-bred animal that is not commercial livestock.
<b>consequence</b>	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.
<b>consequence management</b>	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.
<b>consultation framework</b>	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.
<b>control</b>	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.
<b>coordination</b>	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.
<b>council</b>	Tasmanian local governments. In the context of this plan council refers to Dorset Council.
<b>debrief</b>	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.
<b>Deputy Municipal Coordinator</b>	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"><li>absent from duty or Tasmania</li><li>unable to perform Municipal Coordinator duties (permanently) or</li><li>temporarily not appointed (e.g. has resigned)</li></ul>

Term	In the context of this plan, this term means:
<b>disaster</b>	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.
<b>emergency</b>	An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
<b>emergency centres</b>	Emergency Coordination Centre (see below) Emergency Operations Centre (see below) Incident Control Centre (see below)
<b>Emergency Coordination Centre</b>	A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.
<b>emergency management</b>	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).
<b>Emergency Management Act 2006</b>	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.
<b>emergency management plan</b>	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.
<b>emergency management worker</b>	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).
<b>Emergency Operations Centre</b>	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.
<b>emergency powers (include risk assessment powers)</b>	Powers specified in the Act. Schedule 1: Emergency Powers Schedule 2: Special Emergency Powers of State Controller and Regional Controllers.
<b>emergency risk management</b>	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment.
<b>environment</b>	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).
<b>evacuation</b>	The movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.
<b>Evacuation Centre</b>	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).
<b>Executive Officer</b>	A person who is responsible for providing administrative and secretariat services for emergency management committees described in the Act.
<b>exercise</b>	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.
<b>Government agency</b>	An Agency within the meaning of the State Service Act 2000 or (b) a Statutory Authority.
<b>hazard</b>	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).

<b>Term</b>	<b>In the context of this plan, this term means:</b>
<b>Information Centre</b>	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.
<b>lessons management</b>	An overarching term that refers to collecting, analysing, disseminating and applying learning experiences from events, exercises, programs and reviews.
<b>Liaison Officer</b>	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.
<b>Management Authority</b>	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.
<b>Municipal Chairperson</b>	The person determined by Council to be the Municipal Chairperson (section 21(2) of the Act).
<b>Municipal Emergency Management Committee (MEMC)</b>	A Municipal Emergency Management Committee established under section 20 of the Act.
<b>Municipal Coordinator</b>	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act.
<b>Municipal Emergency Management Plan (MEMP)</b>	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.
<b>Municipal Recovery Coordinator</b>	A council employee responsible for recovery at the municipal level, appointed under section 24G of the Act.
<b>municipal/regional volunteer SES unit</b>	A SES volunteer unit established under sections 47 and 48 of the Act.
<b>People who are at increased risk in an emergency</b>	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.
<b>PPRR</b>	A comprehensive approach to emergency management that considers prevention and mitigation, preparedness, response and recovery aspects of emergencies and their consequences.
<b>preparedness</b>	Planned and coordinated measures so safe and effective response and recovery can occur.
<b>prevention and mitigation</b>	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
<b>property</b>	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).
<b>public information</b>	The management of public information and perceptions during the response to an incident.
<b>recovery</b>	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).
<b>Recovery Centre</b>	A place or facility where people affected by the emergency may be provided with information or support to recover from that emergency.
<b>region</b>	The northern region, the north-western region or the southern region of Tasmania, further defined in the Acts Interpretation Act 1931.
<b>Regional Controller</b>	The Regional Emergency Management Controller appointed under section 17 of the Act.
<b>Regional Emergency Coordination Centre (RECC)</b>	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:
<b>Regional Emergency Management Committee (REMC)</b>	A Regional Emergency Management Committee established under section 14 of the Act.
<b>Regional Emergency Management Plan</b>	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
<b>Regional Emergency Management Coordinator</b>	In the context of this plan the person appointed to the position of State Emergency Service (SES) Regional Emergency Management Coordinator (North).
<b>Regional Social Recovery Coordinator</b>	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.
<b>Register.Find. Reunite</b>	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).
<b>resources</b>	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).
<b>response</b>	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.
<b>risk</b>	The combination of the probability of an event and its negative consequences.
<b>situational awareness</b>	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.
<b>Standard Operating Procedures (SOP)</b>	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.
<b>State Controller</b>	State Emergency Management Controller, appointed under section 10 of the Act.
<b>State Emergency Management Committee (SEMC)</b>	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.
<b>state of alert</b>	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.
<b>state of emergency</b>	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.
<b>statutory authority</b>	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).
<b>Support Agency</b>	<b>Primary Support Agency:</b> 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. <b>Assisting Support Agency:</b> An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.
<b>TasALERT</b>	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:
<b>validation</b>	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
<b>warning</b>	Dissemination of a message signalling imminent hazard/s, which may include advice on protection measures.
<b>WebEOC</b>	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:

<b>Strategic Imperative 6:</b>  Council to advocate for health and wellbeing for all members of the community.	<i>6.1 Council will determine priorities for advocacy.</i>  <b>Focus Area:</b>  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
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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 Barnbougle 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**

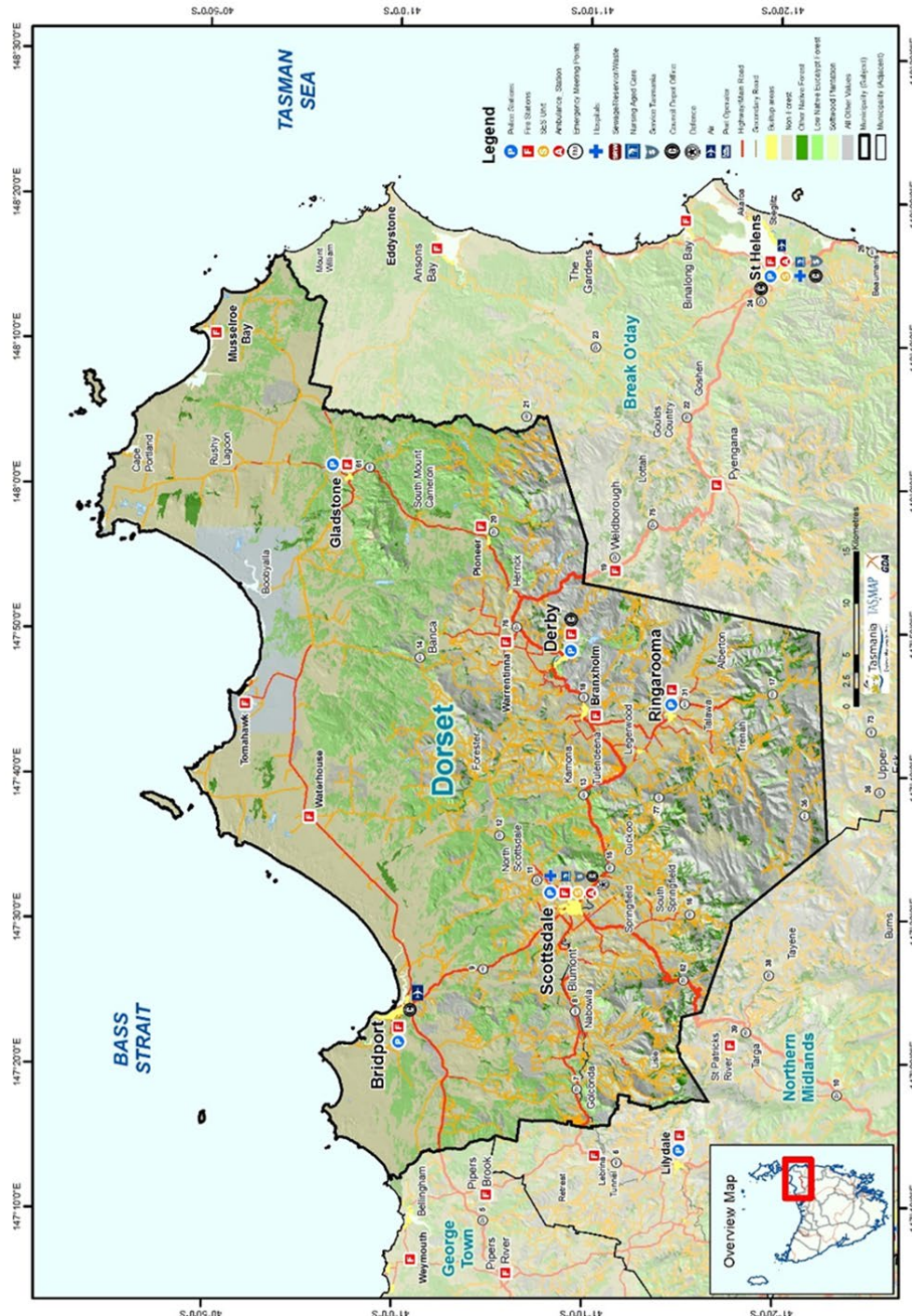
Potable water supply is managed by TasWater and available to those areas where the reticulated network is in place. Reticulated sewerage service is also managed by TasWater, however is limited to Scottsdale and Bridport, with the remainder of the municipality reliant on on-site wastewater management 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 MEMP Issue 31 January 2024





## 1.9 Emergency Contacts

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

### Non-emergency Contacts

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

<b>Tsunami warnings</b>	<p>Check the latest Bureau of Meteorology tsunami warnings. Listen to your local radio and TV announcements. Telephone 1300 TSUNAMI (<b>1300 878 6264</b>)</p>
<b>Telecommunications</b>	<p><b>Telstra</b> Web site: <a href="http://www.telstra.com.au">www.telstra.com.au</a> Phone: 132 203 - report faults and damage to Telstra property 132 299 - business-only technical support</p> <p><b>Optus</b> Web site: <a href="http://www.optus.com.au">www.optus.com.au</a> Phone: 133 937</p>
<b>Schools</b>	<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 <a href="#">Alerts for the Department for Education, Children and Young People Schools and Other Sites</a>.</p>
<b>Businesses</b>	<p>For information on preparing your business for natural disasters, visit the <a href="#">Business Tasmania website</a>.</p>
<b>Family and sexual violence specialist support services</b>	<p><b>In an emergency, where someone is in immediate danger, always call Triple Zero (000).</b> For more information about specialist support services available, visit <a href="http://www.safefromviolence.tas.gov.au">www.safefromviolence.tas.gov.au</a></p> <p><b>1800RESPECT – 1800 737 732</b> National sexual assault, domestic, family violence counselling service. Available 24 hours a day, seven days a week. <a href="http://www.1800respect.org.au">www.1800respect.org.au</a></p> <p><b>Safe at Home Family Violence Response and Referral Line – 1800 633 937</b> 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><b>Statewide Sexual Assault Crisis Line – 1800 697 877</b> Statewide crisis support service for recent sexual assaults. Available 24 hours a day, seven days a week.</p> <p><b>Family Violence Counselling and Support Service – 1800 608 122</b> 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><b>Men's Referral Service – 1300 766 491</b> 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><b>MensLine Australia – 1300 789 978</b> Telephone and online counselling service for men with emotional health and relationship concerns. Available 24 hours a day, seven days a week.</p>

<b>National Relay Service</b>	<p><b>Voice relay number – 1300 555 727</b></p> <p><b>TTY number – 133 677</b></p> <p><b>SMS relay – 0423 677 767</b></p> <p><b>Help Desk – 1800 555 660 (Available 8am – 6pm)</b></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>
<b>Translating and Interpreting Service</b>	<p><b>13 14 50</b></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

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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

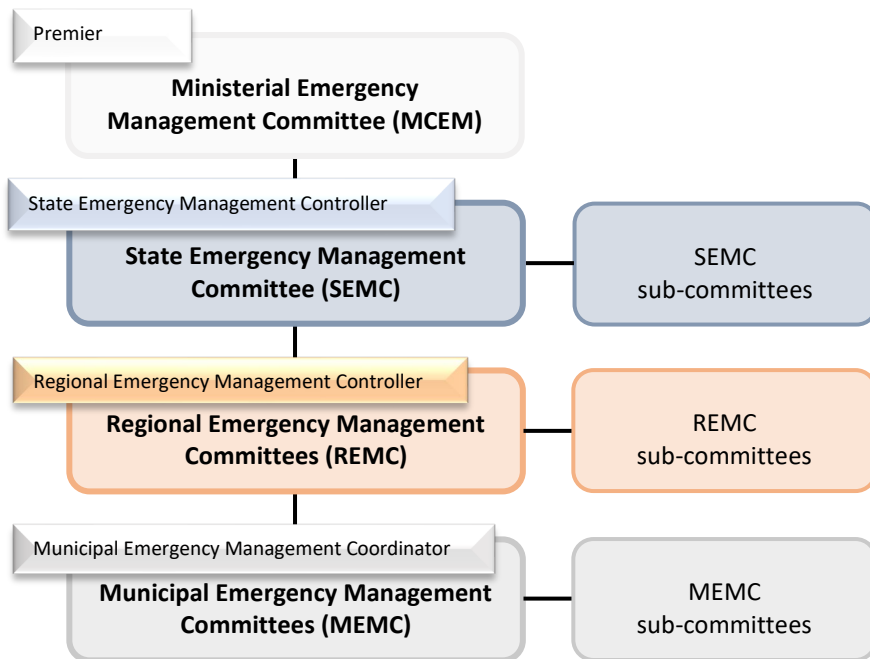


Figure 2—Tasmanian emergency management governance

## 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"> <li>• Power</li> <li>• Telecommunications</li> <li>• Water supply</li> <li>• Natural gas</li> <li>• Stormwater</li> </ul>	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"> <li>• Evacuation centres</li> <li>• Emergency accommodation</li> <li>• Emergency catering</li> <li>• Mental health and personal support</li> <li>• Financial assistance</li> <li>• Insurance</li> <li>• Clothing</li> <li>• Children services</li> <li>• Relief and recovery centres</li> <li>• Immunisation</li> <li>• Animal welfare</li> <li>• Support for business and industry, including primary producers</li> <li>• Restoration of critical and community infrastructure / assets</li> <li>• Restoration and rehabilitation of the environment</li> </ul>	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

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### 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
<b>Dam failure</b>	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.
<b>Flood (riverine / flash flood)</b>	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.
<b>Public health emergency (pandemic)</b>	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.
<b>Severe storms / Tempest</b>	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"> <li>• sustained winds of gale force &gt;60 kmh</li> <li>• wind gusts of 90 km/h or more (100 km/h) or more</li> <li>• very heavy rain that may lead to flash flooding</li> <li>• abnormally high tides (or storm tides) expected to exceed highest astronomical tide</li> <li>• unusually large surf waves expected to cause dangerous conditions on the coast</li> </ul>
<b>Critical infrastructure service disruption</b>	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
<b>Food contamination</b>	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.
<b>Heatwave</b>	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.
<b>Transport crash (road, aviation, marine)</b>	Low	A serious accident on the road network, aviation or marine environment that negatively impacts the daily functioning of the municipality
<b>Biosecurity (animal &amp; plants)</b>	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
<b>Coastal inundation</b>	Very low	Coastal inundation means the temporary or permanent flooding of land by the sea due to storm surge, tides or sea-level rise.
<b>Landslide / Landslip</b>	Very low	<p>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.</p> <p>The Dorset Council risk rating is consistent with that of the state.</p>
<b>Marine mammal stranding entanglement</b>	Very low	Entanglement with fishing gear and other marine pollution is a threat process for marine mammals.
<b>Marine pollution</b>	Very low	One of the most serious risks our marine environment faces is pollution from oil or other hazardous or noxious substances.
<b>Terrorism / Intentional violence</b>	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.

<b>Tsunami</b>	<b>Very low</b>	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.
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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

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### 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

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### 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	<b>Alert</b>	<p>Alert stage may be declared when the appropriate Management Authority receives notification regarding the <b>potential</b> for an emergency event to occur.</p> <p>Advice will be relayed to Municipal Emergency Coordinator(s) regarding the <b>potential</b> 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	<b>Standby</b>	<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	<b>Activation</b>	<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	<b>Stand-down</b>	<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	<b>Recovery</b>	<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"> <li>Monitor situation</li> <li>Brief stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Advise council stakeholders and MEMC</li> <li>Monitor situation</li> </ul>
2	Stand-by	<ul style="list-style-type: none"> <li>Maintain situational awareness</li> <li>Prepare to deploy for response</li> <li>Disseminate public information and warnings across municipal networks</li> <li>Nominate media/information officer and advise stakeholders</li> <li>Consider MEMC meeting</li> </ul>	<ul style="list-style-type: none"> <li>Update stakeholders (Council, MEMC) and circulate latest Contact List/Action Cards</li> <li>Consider MEMC meeting</li> <li>Locate keys to centres, notify centre manager, and arrange staff rosters</li> <li>Identify MECC personnel and draft rosters for next 24 hours</li> <li>Locate supplies to be needed in first few hours</li> </ul>
3	Response	<ul style="list-style-type: none"> <li>Maintain situational awareness of emergency</li> <li>Establish command and control arrangements for MECC</li> <li>Deploy resources and request extra assistance as required</li> </ul>	<ul style="list-style-type: none"> <li>Establish and communicate coordination location for council resources/requests</li> <li>Establish IMT</li> <li>Manage requests for assistance and Council resources</li> <li>Provide operational assistance</li> <li>Open and manage centres as required e.g. evacuation centres</li> </ul>

		<ul style="list-style-type: none"> <li>Assess impacts and effectiveness of response strategies</li> <li>Disseminate public information and warnings as required</li> <li>Provide information: SitReps to Regional Controller</li> <li>Conduct impact assessments and provide updates</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs</li> <li>Update stakeholders and RC as required</li> <li>Coordinate meals, relief and accommodation for workers</li> </ul>
<b>4</b>	<b>Stand down</b>	<ul style="list-style-type: none"> <li>Assess effectiveness of response actions</li> <li>Plan for end of response</li> <li>Liaise with Council and MRC regarding the status of recovery operations and arrange handover</li> <li>Confirm end/close of response and stand-down</li> <li>assess need for resupply of consumable items</li> </ul>	<ul style="list-style-type: none"> <li>Confirm end/close of Council operations for response</li> <li>Liaise with recovery workers and assess needs (MRC)</li> <li>Reinstate transport routes etc</li> <li>Consider establishing municipal Recovery Group</li> <li>Close centres as agreed</li> <li>Collate operational logs</li> <li>Finance: collate all costs associated with emergency response activities.</li> </ul>
<b>5</b>	<b>Debrief</b>	<ul style="list-style-type: none"> <li>Conduct internal debrief/s</li> <li>Participate in multi-agency debriefs as required and report to RC, MEMC and REMC</li> </ul>	<ul style="list-style-type: none"> <li>Conduct Council worker debrief</li> <li>Arrange for MEMC debrief and report to Regional Coordinator, MEMC and REMC</li> </ul>

## 5.6 Public information and warnings

[TasALERT](http://www.tasalert.com.au) ([www.tasalert.com.au](http://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

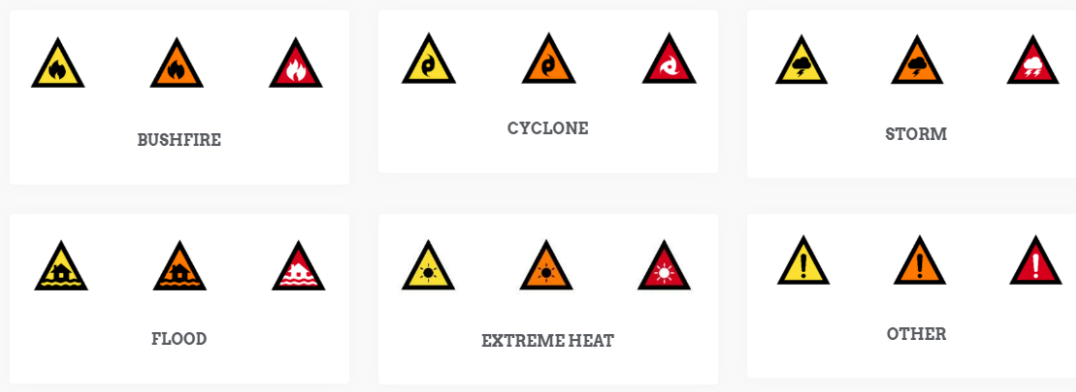
Council and relevant Management Authorities work together to ensure that messages are consistent and coordinated. Radio, television and door-knocking may all need to be used.

## 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.



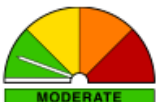
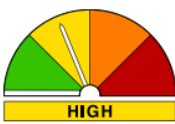

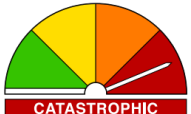
Each warning level has a set of action statements to give the community clearer advice about what to do. Calls to Action can be used flexibly across all three warning levels depending on the hazard.

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		
<b>Flood watch</b>	<b>Alert, Watch or Advice</b> 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
<b>Flood warnings</b>	<b>Warnings of Minor, Moderate or Major</b> 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
<b>Minor flood warning</b>	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
<b>Moderate flood warning</b>	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
<b>Major flood warning</b>	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		
<b>Severe weather warnings</b>	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
<b>Damaging winds</b>	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
<b>Dangerous surf</b>	Issued when swell is expected to exceed 6 metres about the north and east coasts, and 7 metres about the southeast coast	BoM
<b>Abnormally high tides</b>	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
<b>Very heavy rain that may lead to flash flooding</b>	Issued when the rainfall rate over one hour is expected to exceed the one in 5 or 1 in 10 year return period	BoM
<b>Severe thunderstorm warnings</b>	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> <li>hail greater than 2cm diameter</li> <li>wind gusts greater than 100 km/h</li> <li>flash flooding</li> <li>tornadoes</li> </ul>	BoM
<b>Bushwalkers weather alert</b>	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM
<b>Heatwave</b>	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
<b>No threat</b>	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
<b>Marine alert and Land Alert</b>	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
<b>Marine warning and Land warning</b>	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	<b>On site</b>	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	<b>EOC/ECC</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. MC/MRC)	Media
3	<b>Other centres e.g. evacuation</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. MC/MRC)	Media TEIS
4	<b>Municipal area</b>	Impact of emergency on local community	Mayor	Council media officer	Council media officer	Media Council website TEIS CALD
5	<b>Within the Region</b>	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	<p>Emergency food, clothing</p> <p>Repair or replacement of essential items and personal effects</p> <p>Essential emergency repairs to housing (to make residence safe and habitable)</p> <p>Demolition or rebuilding to restore housing</p> <p>Removal of debris from residential properties</p> <p>Extraordinary counter-disaster operations for the benefit of an affected individual</p> <p>Personal and financial counselling</p> <p>Evacuation Centre costs</p>
Category B	Essential	<p>Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices)</p> <p>Counter-disaster operations for the protection of the general public</p>
Category C	Non Essential	<p>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)</p> <p>A Fund may also include community awareness and education campaigns and other resilience building grants</p> <p>Applications for Category C assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister</p>
Category D	Non Essential	<p>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.</p> <p>Applications for Category D assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister</p>

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

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### 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.

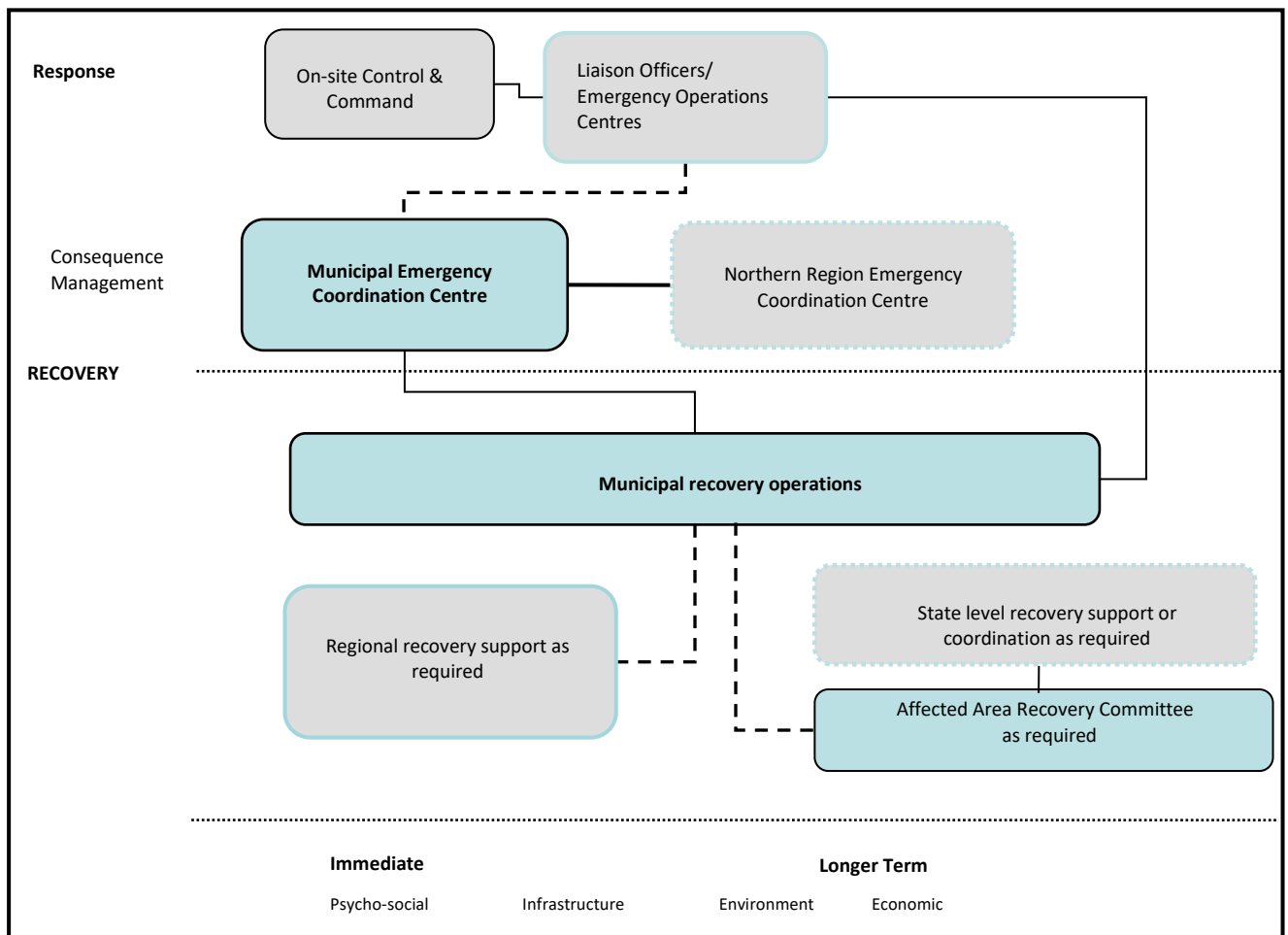
Responsibilities for recovery at municipal level can be met in partnership and with the assistance or support of Tasmanian Government agencies and NGOs, coordinated through regional arrangements.

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
<b>Social</b> <ul style="list-style-type: none"> <li>Emergency clothing/</li> <li>Emergency accommodation</li> <li>Emergency catering</li> <li>Personal support</li> <li>Emergency financial assistance</li> <li>Psychological first aid</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Recovery Coordinator (with Regional Recovery Officers)</li> </ul>	<b>Primary:</b> Department of Premier and Cabinet  <b>Supported by:</b> Department of Health, Department for Education, Children and Young People
<b>Economic</b> <ul style="list-style-type: none"> <li>Long-term legal, insurance and financial problems</li> <li>Disbursement of funds from appeals</li> <li>Property restoration (urban/rural)</li> <li>Stock assessment/destruction</li> <li>Emergency feed for animals</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Emergency Coordinator</li> <li>Municipal Recovery Coordinator</li> <li>General Manager</li> </ul>	<b>Primary:</b> Department of State Growth
<b>Infrastructure</b> <ul style="list-style-type: none"> <li>Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors)</li> <li>Environmental/Public Health</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure / Works Manager</li> <li>Environmental Health Officer</li> </ul>	<b>Primary:</b> Department of State Growth
<b>Environment</b> <ul style="list-style-type: none"> <li>Impact assessments (environmental focus)</li> <li>Environmental rehabilitation</li> <li>Disposal of animal carcasses, plant material or other infected matter</li> </ul>	<ul style="list-style-type: none"> <li>Environmental Health Officer</li> </ul>	<b>Primary:</b> 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](mailto: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	• All MEMC Members
	• Mayor and Councillors
	• General Manager

Organisation	Position
SES	<ul style="list-style-type: none"> <li>Unit Manager, SES Dorset Unit</li> <li>Regional Emergency Management Coordinator for Regional Emergency Management Controller</li> <li>SES Regional Manager</li> <li>SES Emergency Management Unit (for SES Director, State Controller)</li> </ul>
Tasmania Police	<ul style="list-style-type: none"> <li>Officer in Charge (OIC), Scottsdale Station</li> </ul>
Tasmania Fire Service	<ul style="list-style-type: none"> <li>Regional Chief</li> <li>District Officer (DO), North East District</li> </ul>
Ambulance Tasmania	<ul style="list-style-type: none"> <li>Superintendent, North East Region</li> </ul>
Neighbouring Councils	<ul style="list-style-type: none"> <li>Break O' Day, City of Launceston, George Town</li> </ul>

## 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

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

Appendix 1: List of Tasmanian Legislation	Page 55
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	
<a href="#">SEMC Strategic Directions Framework 2020-2025</a>	Department of Premier and Cabinet
<a href="#">Tasmanian Disaster Resilience Strategy 2020-2025</a>	Department of Premier and Cabinet
Risk assessment	
<a href="#">Tasmanian Disaster Risk Assessment (TASDRA)</a>	Department of Police, Fire and Emergency Management
<a href="#">Tasmanian Emergency Risk Assessment Guidelines</a>	Department of Police, Fire and Emergency Management
<a href="#">National Emergency Risk Assessment Guidelines</a>	Australian Institute for Disaster Resilience
Prevention, mitigation and risk reduction	
<a href="#">Guide to considering natural hazard risks in land use planning and building control</a>	Department of Premier and Cabinet
<a href="#">Principles for the consideration of Natural Hazards in the Planning System</a>	Department of Premier and Cabinet
Preparedness	
<a href="#">Managing Exercises: A handbook for Tasmanian Government agencies</a>	Department of Police, Fire and Emergency Management

Response	
<a href="#"><i>Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook</i></a>	Australian Institute for Disaster Resilience
<a href="#"><i>Emergency Evacuation Framework</i></a>	Tasmania Police
<a href="#"><i>Heatwave Ready Tasmania: Resources for residential aged care facilities in Tasmania</i></a>	Department of Health
<a href="#"><i>People at Increased Risk in an Emergency: A guide for Tasmanian government and non-government community service providers</i></a>	State Emergency Management Committee
<a href="#"><i>Spontaneous Volunteer Management Resource Kit: Helping to manage spontaneous volunteers in emergencies</i></a>	Australian Government Department of Housing, Community Services and Indigenous Affairs
<b>State Special Emergency Management Plans and other plans</b> (available on the <a href="#">Tasmanian Emergency Management System</a> )	
<i>Biosecurity Emergencies</i>	Department of Natural Resources and Environment
<i>Cetacean Incident Manual: ...</i>	Department of Natural Resources and Environment
<a href="#"><i>Dam Safety Emergencies</i></a>	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
<a href="#"><i>State Recovery Plan</i></a>	Department of Premier and Cabinet
<a href="#"><i>State Road and Bridge Emergency Management Plan</i></a>	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
<a href="#"><i>Tasmanian Marine Oil and Chemical Spill Contingency Plan (TasPlan)</i></a>	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
<b>Recovery</b>	
<a href="#"><i>State Recovery Plan</i></a> (State Special Emergency Management Plan)	Department of Premier and Cabinet
<a href="#"><i>Tasmanian Relief and Recovery Arrangements: Natural Disaster Relief to Local Government Policy</i></a>	Department of Premier and Cabinet
<a href="#"><i>Working together in recovery: a practical guide for the not-for-profit and public sectors,</i></a>	Curnin, S., University of Tasmania 2019

## Appendix 2: MEMC Terms of Reference

<b>Committee:</b>	Dorset Municipal Emergency Management Committee (MEMC)
<b>Date and Status of these Terms:</b>	October 2023
<b>Enquiries</b>	Municipal Coordinator Dorset Council 3 Ellenor Street, Scottsdale
<b>Review Notes</b>	These Terms of Reference are due for review in 2 years in line with the review of the Municipal Emergency Management Plan
<b>General Standards &amp; Practices</b>	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 <a href="http://www.ses.tas.gov.au">www.ses.tas.gov.au</a> )

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- 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 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	

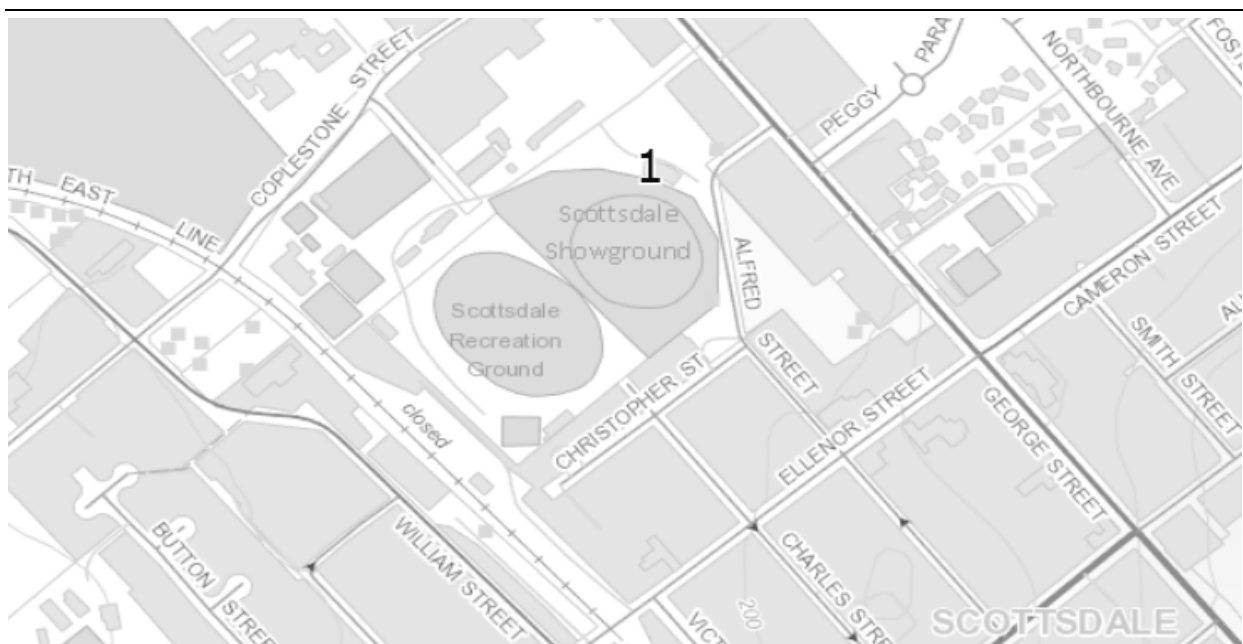


## Appendix 6: Evacuation Centres

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](http://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](http://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
<b>Economic Recovery</b>		
<b>Function</b>	<b>Coordinating agency</b>	<b>Support agency</b>
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
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)	
<b>Infrastructure Recovery</b>		
<b>Function</b>	<b>Coordinating agency</b>	<b>Support agency</b>
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

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)		
<b>Environmental Recovery</b>		
<b>Function</b>	<b>Coordinating agency</b>	<b>Support agency</b>
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 Natural Resources and Environment Tasmania Environment Protection Authority	

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	
<b>Cross-domain functions</b>		
<b>Function</b>	<b>Coordinating agency</b>	<b>Support agency</b>
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	
Collect data to inform missing persons investigations and recovery planning	Response Management Authority	
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

<b>River based oil spill or pollution above high water line</b>	EPA Division, Department of Primary Industries, Parks, Water and Environment	1800 005 171
<b>Marine accident</b>	Department of Police, Fire & Emergency Management  Marine & Safety Tasmania	000  6233 8911 0418 145 439