



Sorell Municipal Emergency Management Plan

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Section 1: Overview

1.1 Glossary

The following terms are provided in the context of this plan and are largely consistent with the Tasmanian Emergency Management Arrangements ([TEMA](#)). The *Emergency Management Act 2006* (**the Act**) abbreviates some titles (eg. Municipal Committee instead of Municipal Emergency Management Committee). This practice also applies to this plan.

Table 1: Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels. These committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities
biosecurity	Measures for the protection of the economy, environment and human health from the negative impacts associated with the entry, establishment or spread of exotic pests (including weeds) and diseases
capability	A function of human and physical resources, systems, processes, training and the supply chain, for example, trained personnel with equipment ready for deployment
capacity	The extent to which a capability can be applied to a particular task or function
command	The internal direction of an organisation's resources in an emergency
community centres <i>NB. Different centre types may be located at the same site</i>	<p>Assembly Centre: An identified location where affected people can assemble, generally established for a short time to meet the immediate personal support needs of individuals and families</p> <p>Evacuation Centre: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards</p> <p>Information Centre: A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event</p> <p>Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency</p>
companion animal	A captive-bred animal that is not commercial livestock
consequence management	Activities undertaken to manage the consequences of an emergency and/or emergency response, including activities to minimise recovery needs, including but not limited to measures to protect public health standards, restore essential services and provide relief and financial assistance
consultation framework	A framework made up of various groups within the emergency management system and the way these groups contribute to decision-making through consultation and collaboration; groups may include established committees and related stakeholder groups, supplemented by temporary working groups
control	The overall direction and management of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
coordination	The bringing together of organisations and other resources to support an emergency management response, involving the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation
Council	In the context of this plan, Council refers to the Sorell local government authority

Term	In the context of this plan, this means:
counselling	Direct assistance provided by relevant service professionals to emergency-impacted people who are or may be having problems coping with the aftermath of an emergency
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none"> absent from duty or Tasmania unable to perform Municipal Coordinator duties (permanently), or temporarily not appointed (eg. has resigned)
emergency	In summary: an event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response
emergency centres	<p>Emergency Coordination Centre (ECC): A facility established to coordinate and organise emergency provision of services, which can be established at municipal, regional and/or state levels</p> <p>Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency</p>
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency; can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions
emergency management plan	A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations
emergency powers and special emergency powers	Powers specified in Schedules 1 and 2 of the Act
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment
environment	Components include: land, air and water; organic and inorganic matter; living organisms; human-made or modified structures and areas; interacting natural ecosystems; and all other components of the earth further defined by the Act
hazard	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR). Management Authorities also assess and validate the effectiveness of the PPRR strategies they implement
Municipal Emergency Management Committee (MEMC) Chairperson	The person determined by Council to be the Chairperson of Council's MEMC (section 21 (2) of the Act)
Municipal Committee	A Municipal Emergency Management Committee (MEMC) established under section 20 of the Act
Municipal Coordinator (MC)	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act

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

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

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
CBD	Central Business District
CBRN	Chemical, Biological, Radiological, Nuclear
DCT	Department of Communities Tasmania
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoH	Department of Health
DoJ	Department of Justice
DOTAF	Department of Treasury and Finance
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DSG	Department of State Growth
DPIPWE	Department of Primary Industries, Parks, Water and Environment
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EPA	Environmental Protection Authority (Tasmania)
GIS	Geographic Information System
GM	General Manager (Council)
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan (this plan)
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
OSEM	Office of Security and Emergency Management (DPAC)
PHS	Public Health Service (DoH)
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (DPIPWE)
RC	Recovery Coordinator
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite service
RSRC	Regional Social Recovery Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service

Acronym	Stands for...
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SREMC	Southern Region Emergency Management Committee
SRSRC	Southern Region Social Recovery Committee
SITREP	Situation Report
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements

1.3 Introduction

Sorell Council (Council) has an integral role in emergency management and provides the focal point for leadership and service delivery to the community.

Strategic objectives of the Sorell Municipal Emergency Management Committee (MEMC) are to:

- a maintain this Municipal Emergency Management Plan (MEMP) to guide the management of risks to the community arising from emergencies by considering all elements of prevention and mitigation, preparedness, response and recovery (PPRR);
- b recognise the value of relationships and partnerships for emergency management, in particular the importance of:
 - i community contributions in emergency management and promoting community engagement as required;
 - ii maintaining linkages with related bodies including the Southern Region Emergency Management Committee (SREMC); and
 - iii identifying roles and responsibilities and integration processes between emergency management and Council management structures.
- c develop a progressive review system that is implemented for all emergency management elements and is based on continuous improvement principles; and
- d maintain an active and relevant municipal committee.

A map showing the municipal area is included at [Figure 1](#).

1.4 Authority

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

1.5 Purpose

The purpose of this plan is to describe emergency management arrangements for the municipal area of Sorell.

1.6 Objectives

The objectives of this plan are to record:

- a roles and responsibilities related to identified hazards and emergency management functions;
- b current arrangements for PPRR, including:
 - i the legislated requirement to maintain this plan;
 - ii protocols for coordinating mutual support with neighbouring councils; and
 - iii the identification of ways to request/access additional support from regional, state and federal levels; and
- c identify opportunities to reduce risks to the community.

These objectives are established so that effective response and recovery can occur.

1.7 Scope and application

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

- a caused by hazards impacting Sorell municipal area; and
- b able to be managed through the capability of local emergency management structures.

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

The Municipal Coordinator (MC) may activate this MEMP. Activation may also be directed or recommended by the Regional Controller (Southern Region).

Other communication may occur between the MC and responsible officers in other Tasmanian Government agencies (as identified in [Section 2](#)).

More detailed arrangements for specific hazards or functions are described in Associated Plans and other documents listed at [Appendix 1](#).

1.8 Context

The Sorell municipal area extends from the outer urban dormitory suburb of Midway Point to the west, to approximately 1km south of the canal at Dunalley. The municipal area shares a rural boundary with Tasman municipal council in the south, Glamorgan Spring Bay in the north-east, and Southern Midlands and Clarence in the north-west and west. Sorell municipality is bounded by the waters of Pittwater, Frederick Henry Bay and Norfolk Bay in the south-west and Tasman Sea to the east.

The settlement pattern of the municipal area is characterised by:

- a Fully-serviced urban centres of Midway point and Sorell;
- b Semi-serviced (no water, no sewer) transitional urban centres of Lewisham, Dodges Ferry, Carlton and Primrose Sands;
- c Rural townships of Forcett, Copping and Dunalley;
- d Small centres of holiday accommodation such as Connolly's Marsh and Marion Bay;
- e Large tracts of grazing land and dry land crop production;
- f Small pockets of rural residential land used for hobby farming, horse studs and commuter lifestyle; and
- g A dry sclerophyll forest hinterland, much of which is available for commercial harvesting.

The municipality's estimated population at the time of the 2016 Census was 15,218, increasing at around 1.6 per cent per annum. Population distribution is as follows:

Area	Population
Midway Point	2859
Sorell	2907
Dunalley	5517
Rural areas	2815

Of the estimated total municipal population:

- Approximately 63 per cent are of working age, around 93 per cent of whom have private vehicles available for use. Bus services are limited and confined generally to working hours.
- Just over 91 per cent were born in Australia.
- Approximately 87 per cent are of European origin.
- English is spoken in 92 per cent of homes.
- Almost 78 per cent travel to work by motor vehicle and only 1.6 per cent use public transport.
- Almost 80 per cent have internet access at their dwellings.
- Almost 20 per cent do not have internet access at their dwellings.

The main industrial and commercial development is located in Sorell, with the Inghams Chicken Processing Factory employing around 120 people. The adjacent Giblin Drive Industrial Estate currently houses 14 small businesses with around 120 full-time employees.

Other commercial premises are chicken growing sheds at Orielson, Dunalley, Nugent, Wattle Hill and Pawleena, and a timber mill on the Arthur Highway, Forcett. There are also a number of gravel quarries, transport operators and water carters in the Council area.

The area's rural economy is marked by a diversity of agriculture activities, with major livestock production including sheep, cattle and dairying. Cropping is also a source of agriculture activity, with harvests including hay, vegetables, small fruit and berries.

1.8.1 Major routes

The Tasman and Arthur Highways dominate the Council area's road system. The major route into and out of Sorell is via two causeways over Pittwater and Orielton Lagoon. The two major highways diverge at Sorell, with the Tasman Highway leading to the East Coast and the Arthur Highway to the Tasman Peninsula.

While alternative means of access are available, these two roads dominate vehicle movement within the area. Both highways are major tourist routes, with the trip from Sorell to Port Arthur being the most popular tourist route in Tasmania.

All other roads within Council area serve local needs. The most important of these is Old Forcett Road. Carlton Beach Road and Carlton River Road are the dominant access links for Southern Beaches communities.

Wielangta Road provides a major commercial link between Kelleve and Rheban on the East Coast and also carries a significant amount of tourist traffic.

1.8.2 Topography, vegetation and natural resources

There are three main physical elements of the Council area:

- a southwestern shoreline fronting onto the relatively sheltered waters of Pittwater, Frederick Henry Bay and Norfolk Bay;
- b undulating land cleared for grazing and dry land farming located generally in the valleys and associated with Orielton Rivulet, Sorell Rivulet, Iron Creek, Gillingbrook and Carlton River and various rivulets drawing to the east; and
- c steeper, more forested areas to the north.

1.8.3 Climate

The area has a relatively mild climate with little seasonal variation. Summer temperatures range from 11°C to 22°C, with the average winter range between 3°C and 11°C.

Annual rainfall averages vary between around 570mm in the Sorell and Southern Beaches areas to approximately 780mm in the more mountainous Nugent and Dunalley areas. Prevailing wind direction is generally north-westerly in the morning with south-easterly afternoon breezes.

1.8.4 Hazards

The following are considered the main hazards for the Sorell municipality:

- a Flood
- b Bushfire
- c Storm
- d Coastal erosion
- e Infrastructure failure
- f Road accident.

1.8.5 Emergency management

Sorell Memorial Hall (45 Cole Street, Sorell) is the municipality's designated Emergency Evacuation Centre and has served the community well in the past.

When completed, the new Pembroke Park Stadium will become the primary Evacuation Centre, offering more suitable, improved facilities including ablutions, offices and parking.



Figure 1: Map of municipal area

Section 2: Governance and management

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

2.1 Roles of government and emergency management partners

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

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

Council's MEMC plays a pivotal role in meeting these requirements, as detailed in [Section 2.4](#).

The *Local Government Act 1993* and *Local Government (Buildings and Miscellaneous Provisions) Act 1993* provide for municipal councils to be responsible for (among other things): public health; safety; community wellbeing; sanitation; cleansing; and some water supply matters. These requirements support the partnership between state and local governments to reduce risks to communities through prevention and mitigation activities.

2.2 Tasmania's legal framework for emergency management

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

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

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

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

2.2.1 Emergency powers and declarations

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

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

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

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

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

2.3 Emergency management governance

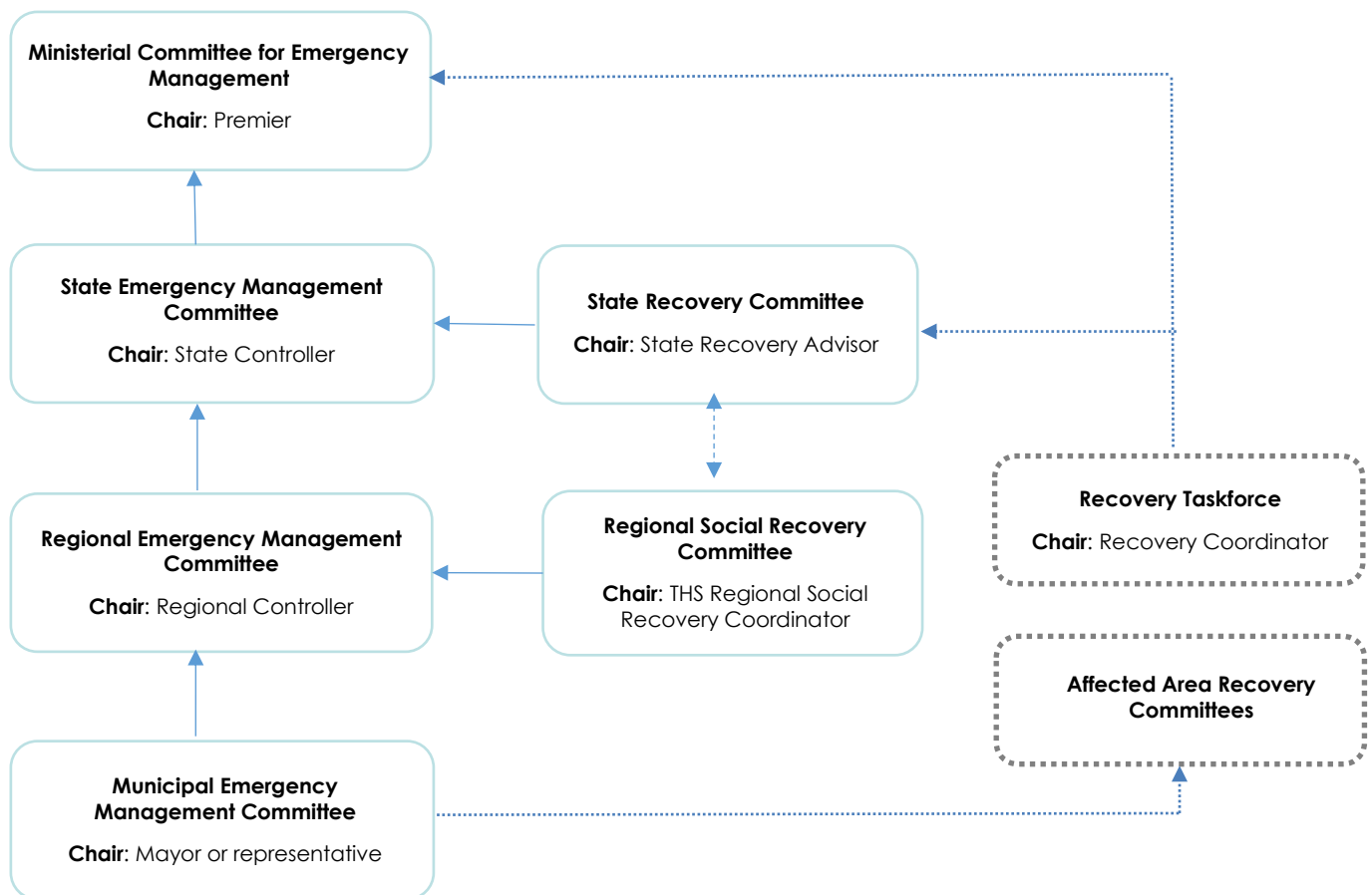


Figure 2: Governance arrangements

LEGEND:

- Direct reporting relationship
- Also works/communicates with

2.4 Municipal Emergency Management Committee (MEMC)

Council's MEMC is chaired by the Mayor or representative and supported by the MC, as required by the Act (sections 19-24). MEMC maintains Terms of Reference that are reviewed approximately every two years.

MEMC is not expected to provide operational involvement in an emergency response but has an important role in effective leadership and communications during and after an emergency.

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

2.5 Southern Regional Emergency Management Committee (SREMC)

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

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

2.6 Responsibilities

[Table 3](#) provides a summary of the responsibilities of Response Management Authorities and municipal councils for hazards in Tasmania. This list is not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail is included in the Regional Emergency Management Plan (REMP) and [TEMA](#).

Table 3: Summary of responsibilities

Row	Hazard or emergency event	Response Management Authority	Council support function and activities (as required)
1	Biosecurity	DPIPWE (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal inundation – storm tide	DPIPWE	Property identification Road closures Local operations centres Plant and machinery
3	Cybersecurity	DPAC (Digital Strategy and Services)	Community information
4	Earthquake	DSG	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
5	Energy infrastructure (Includes electricity, gas and petroleum)	TasNetworks Enwave (TasGas) Tasmanian Gas Pipeline Pty Ltd Fuel distributors	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
6	Energy supply (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG (Office of Energy Planning)	Property identification Local operations centres Advice on facilities requiring priority restoration
7	Fire National parks and other reserves	DPIPWE (PWS)	Community information Plant and machinery
8	Fire Declared forest land or permanent timber production zone land	Sustainable Timber Tasmania	Community information Plant and machinery Community Centres
9	Fire Future potential timber production land	DPIPWE (PWS)	Community information Plant and machinery Community Centres
10	Fire Urban, structural and privately-managed rural land	TFS	Property identification Road closures Plant and machinery Community Centres
11	Flood - dams Dam safety	TASPOL (assisted by dam owners)	Property identification Road closures Local operations centres Community information Plant and machinery
12	Flood – flash food (Includes associated debris flow)	SES	Prevention, preparedness and mitigation measures Property identification Road closures

Row	Hazard or emergency event	Response Management Authority	Council support function and activities (as required)
			Local operations centres Community information Plant and machinery
13	Flood – rivers	SES	Property identification Road closures Local operations centres Community information Plant and machinery
14	Food contamination	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
15	Hazardous materials	TFS	Property identification Road closures
16	Hazardous materials – radiological (unintentional release)	TFS	Property identification Road closures
17	Heatwave	DoH (PHS)	Support health system response Community information
18	Infrastructure failure – building collapse	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
19	Infrastructure failure – state roads and bridges	DSG (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
20	Intentional violence (eg. CBRN attacks, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
21	Landslip	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
22	Marine mammal stranding and entanglements	DPIPWE (PWS)	Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities
23	Marine pollution	DPIPWE (EPA)	Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities
24	Pandemic influenza	DoH (PHS)	Premises inspection Infection controls Community information Property identification
25	Pest infestation	DPIPWE (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification
26	Public health emergency	DoH (PHS)	Premises inspection Infection controls

Row	Hazard or emergency event	Response Management Authority	Council support function and activities (as required)
			Community information Property identification
27	Recovery	(Advisory agency – DPAC)	Refer to Table 4 below
28	Space debris	TASPOL, DSG Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene)	Property identification Road closures Local operations centres Plant and machinery Community information
29	Storm – high winds – tempest	SES	Property identification Road closures Local operations centres Plant and machinery
30	Transport crash – aviation (Less than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
31	Transport crash – aviation (More than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
32	Transport crash marine (No environmental emergency)	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
33	Transport crash – railway	TASPOL TFS	Local operations centres Plant and machinery Road closures Alternative transport routes
34	Transport crash – road vehicles	TASPOL	Plant and machinery Road closures Alternative transport routes
35	Tsunami	TASPOL	Property identification Road closures Local operations centres Plant and machinery
36	Water supply contamination (drinking water)	DoH (PHS)	Property identification Road closures Local operations centres Plant and machinery Management of water carriers
37	Water supply disruption	TasWater	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

Table 4: Other support services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
3	Essential services <ul style="list-style-type: none"> • Power • Telecommunications • Water supply • Natural gas • Stormwater 	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including <ul style="list-style-type: none"> • Accommodation • Catering • Personal support and community assessments • Financial and appeals • Insurance • Clothing • Children services • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare 	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

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

3.1.2 Research

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

Research areas to be focused on for the life of this plan are: flood; bushfire; storm; coastal erosion; infrastructure failure; and transport crash (road vehicles).

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

3.1.3 Risk management

Council is responsible for conducting risk assessments based on the findings of credible research, and for incorporating risk assessment outcomes into risk management programs and hazard registers. Risk assessment and management activities are completed in line with national, state and organisational guidelines.

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

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

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

[Appendix 2](#) summarises current risk assessment findings and identifies the following general responsibilities for treatments:

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

3.1.4 Protective security and business continuity

Council's emergency management includes business continuity arrangements for the municipality and the region. Each asset owner and/or service provider is responsible for

maintaining systems, processes and resources to achieve an appropriate standard of business continuity. Council maintains a full backup of administrative and financial records off-site.

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

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

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

3.1.5 Land use planning

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

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

More information is available at www.sorell.tas.gov.au or contact the Senior Town Planner.

3.1.6 Climate change adaptation

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

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

3.2 Preparedness arrangements

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

3.2.1 Overview

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

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

Council is responsible for:

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

SES is responsible for:

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

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

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

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

3.2.2 Municipal Emergency Management Plan (MEMP)

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

More information is provided in [Section 4](#) including the MEMP Distribution List. The current version of this plan is available from the MC or through authorised access to WebEOC. WebEOC is a web-based emergency operations information platform administered by TASPOL.

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

3.2.3 Municipal Emergency Management Committee (MEMC)

Municipal emergency management activities are coordinated by MEMC. MEMC is chaired a Council representative (usually the Mayor or his/her representative), supported by the MC as Executive Officer. MEMC has an important role in maintaining relationships so that information is shared, and effective arrangements are in place for emergency management.

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

MEMC will meet at least twice a year unless an emergency occurs and a subsequent review of the operational aspects of this MEMP is required. MEMC meetings are scheduled by the Executive Officer.

MEMC continuity is supported by *Terms of Reference* (refer to [Appendix 3](#)) and *Committee Maintenance Schedule/Action Plan* (see [Appendix 4](#)).

3.2.4 Capacity and capability

Tasmanian Government agencies and State-Owned Companies maintain their own capacity and capability arrangements. In the municipal context, the following points are important:

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

3.2.5 Relief arrangements for Council's emergency management roles

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

Table 5: Council's primary and relief function roles and officers

Primary role	Relief role
MEMC Chairperson (Mayor)	Alternative nominated Councillor
Municipal Coordinator (MC) (Works Manager)	Deputy Municipal Coordinator (DMC) (Community Liaison Officer)
Municipal Recovery Coordinator (MRC) (Human Resources & Community Services Manager)	Deputy Municipal Recovery Coordinator (DMRC) (Community Liaison Officer)

3.2.6 Education and training

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

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

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

3.2.7 Municipal Emergency Coordination Centre (MECC)

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

- a. coordinate Council's overall emergency response activities;
- b. coordinate requests from response/recovery organisations for additional resources; and
- c. provide information, for example to the Regional Controller, local community etc.

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

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

More details, including the location of MECC and other sites, is included at [Appendix 5](#).

The MC maintains MECC Action Cards and procedures for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations

Centre (EOC) or Regional Emergency Coordination Centre (RECC). Versions current at the time of this MEMP Issue are included at [Appendix 6](#).

3.2.8 Maintaining basic resources and agreements

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

Council is supported by a sectoral convention whereby Tasmanian councils assist each other with resource-sharing arrangements, supplemented by Southern Municipal Coordinators meetings.

While the municipal area is serviced by a number of water schemes, potable water may need to be transported by licensed water carriers in an emergency if necessary.

Power redundancy plug-ins are available for Sorell Memorial Hall, Community Administration Centre, Primrose Sands Hall, Dunalley Hall and Midway Point Hall. A 62.5 KVA generator trailer is stored at Council's depot and serviced twice yearly.

Council has GIS capability through the GIS and Asset section of the Engineering Department.

Council maintains a range of recovery and evacuation centre service and resource arrangements with non-government and community organisations.

Arrangements are in place with a local aged care facility to provide short-term care for vulnerable and at-risk people in the event of an emergency until assistance structures/measures are in place through the Department of Health (DoH) and/or the Tasmanian Health Service (THS).

3.2.9 Readiness for community warnings and public information

Wherever possible, key messages for community warnings and public information about emergencies are developed in advance, based on relevant best practice. These are maintained as drafts that can be quickly tailored to meet specific event needs.

This section summarises preparedness arrangements for public enquiries, issuing warnings and providing public information. Note: Response arrangements for issuing warnings and public information or opening call centres are included in [Section 3.3](#).

3.2.9.1 TasALERT

[TasALERT](#) is Tasmania's official source of publicly-available emergency management information. Administered by the Department of Premier and Cabinet (DPAC), the online website provides a single source of clear and consistent emergency and resilience information from emergency service organisations and government agencies. This information has been translated into AUSLAN and nine other language.

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

In an emergency, the website is updated with information about the event, including spatial (mapped) information about the event provided through [LISTmap](#) and links to dedicated social media channels.

3.2.9.2 Points for public enquiries

All organisations represented on MEMC maintain a number of different phone and internet enquiry points for general enquiries.

3.2.9.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

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

3.2.9.4 Public information readiness

Response Management Authorities are responsible for maintaining draft, customisable scripts about specific hazards for use in an emergency, including by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS). Council's MEMC and the SREMC are developing similar draft scripts for broader emergency and recovery use.

ABC Radio is the official emergency broadcasting station for Tasmania, broadcasting on frequency 936 kHz AM across the southern region.

Wherever possible, pre-prepared public information resources will be tailored to inform all residents of the municipality about the emergency. The increased number of international tourists travelling through the municipality may be more at risk in an emergency due to language differences and are therefore more heavily reliant on road closures to ensure they are directed away from potentially hazardous locations.

In an emergency, public information will be provided to vulnerable or at-risk groups through relevant Community Centres (for example, health care centres, aged care facilities, community halls) by direct calls from Council's customer services staff and social media platform updates provided by the Communications Officer.

3.2.10 Validation and performance management

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

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

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

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

3.2.11 Administration systems

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

3.2.11.1 Information management

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

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

- a. Situation Reports (SITREPS);
- b. operational logs;
- c. resource allocation;
- d. recording expenditure (see [Section 3.2.11.2](#));
- e. registration of spontaneous volunteers, public offers, impacted people/groups;
- f. impact assessment and consequence management.

3.2.11.2 Cost capture and financial administration

All organisations maintain systems and processes so that emergency-related expenditure can be authorised, recorded and reimbursement sought (where available).

Preparedness includes identifying the positions responsible for collating costs of response and recovery efforts. Cost capture systems should be aligned with the three components of the [Tasmanian Relief and Recovery Arrangements](#) (TRRA) and Council maintains financial administration processes to support requests for access to funds.

Council has arrangements in place to enable expenditure by the MC (or delegated representative) for emergency management purposes. GL and cost code are allocated to a potential emergency event at the beginning of each financial year.

3.3 Response arrangements

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

3.3.1 Overview

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

This section describes how the roles and responsibilities relevant to municipal emergency management (summarised in [Section 2](#)) generally apply in responding to an emergency.

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

Emergency powers enable authorised action to be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific legislation and incorporated into hazard-specific plans. Additional powers provided for in the Act may be applied if and when the specified criteria are met.

Depending on the scale and extent of the emergency, overall control of response may be assumed by emergency management authorities, such as the Regional Controller or State Controller.

3.3.2 Command, control and coordination

3.3.2.1 All-hazards response arrangements and escalation

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

Response Management Authorities are supported by Support Agencies and Council may be requested to support the response and make resources available, usually through direct contact with the MC. At this point, consideration is given to the practicalities of opening a MECC to coordinate resources and requests (if not already open). See [Appendix 5](#) for more information.

Council's General Manager is responsible for providing adequate staff and resources to operate the MECC. The MC is responsible for managing the MECC and for arranging for it to be opened. More detailed information is provided in [Appendix 6](#).

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

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

The Regional Controller can activate broader emergency management arrangements as necessary to support response/recovery operations (refer to section 18 of the Act). Legislated emergency powers do not need to be activated for this to occur.

3.3.2.2 Emergency powers

Emergency powers are established in the *Emergency Management Act 2006* and are summarised in [Section 2.2](#) of this plan. The Regional Planner will coordinate activities on behalf of the Regional Controller when emergency powers are authorised.

3.3.3 Resource sharing and coordination

Council has resource-sharing arrangements with other local government partners, should assistance be required. The Southern Tasmanian Councils Municipal Coordinators group can help coordinate resource-sharing requests.

3.3.4 Consequence management

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

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

- [Figure 3](#) summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation.
- [Table 6](#) summarises typical All-Hazard response actions undertaken by Council officers, which are used or adjusted as required.

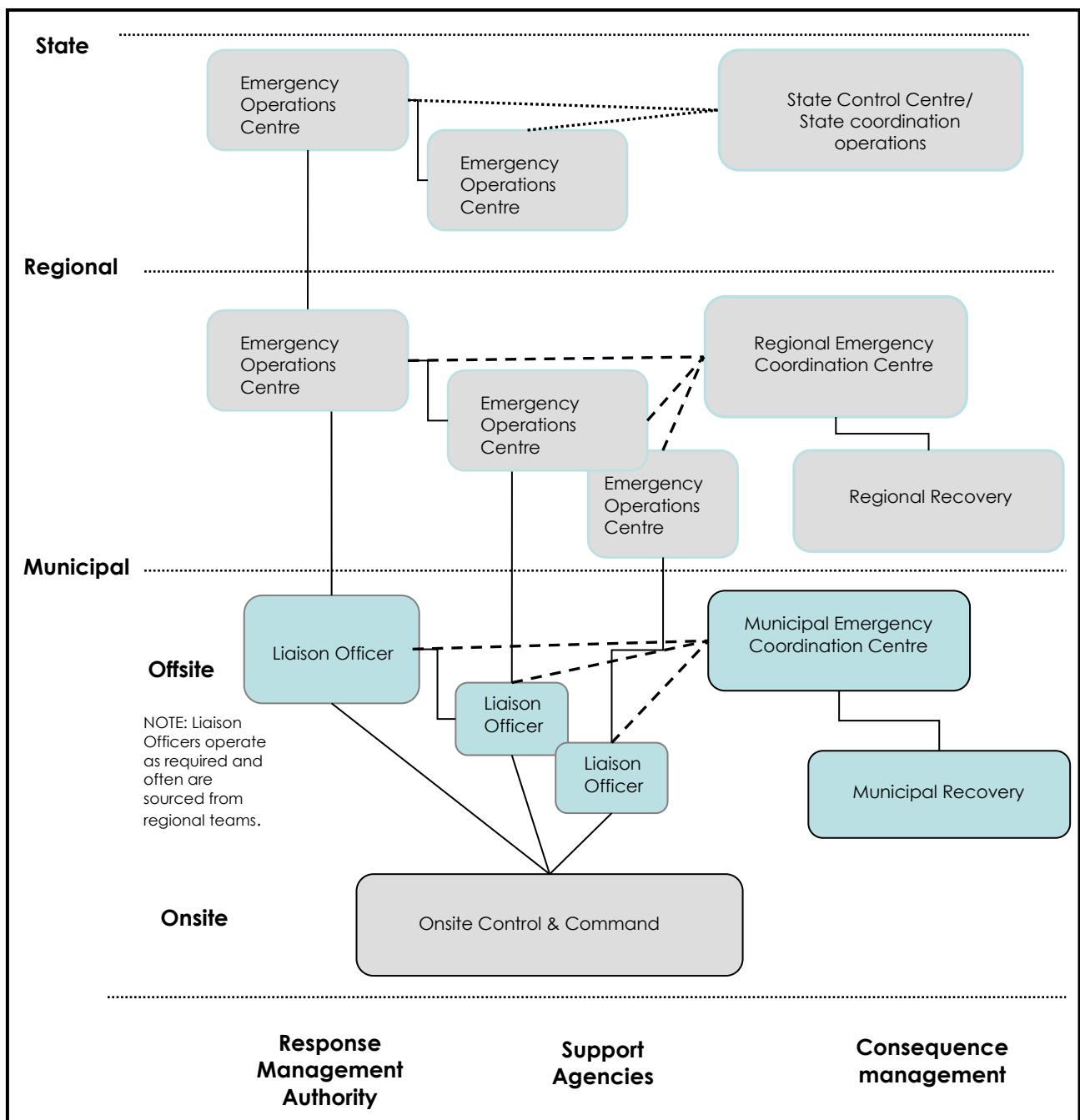


Figure 3: Response management structure

LEGEND:

- Direct reporting relationship
- Also works/communicates with

Table 6: All-Hazards response – typical Council actions*Note: Please refer to Table 2 Acronyms*

Row	Phase	Responsibilities	Council considerations/actions
1	Alert	<ul style="list-style-type: none"> • Monitor situation • Brief stakeholders 	<ul style="list-style-type: none"> • Advise Council Committee and stakeholders • Provide regular updates
2	Stand-by	<ul style="list-style-type: none"> • Prepare to deploy for response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders • Consider MEMC meeting 	<ul style="list-style-type: none"> • Update stakeholders (eg. Council, MEMC) and circulate latest contact list and Action Cards • Locate keys to centres, notify centre managers of potential use • Draft worker rosters for centres/tasks for next 24 hours • Locate supplies likely to be needed in the first few hours eg.: stationery; references (plans, map books, contact lists), extra equipment (phones, laptops, printers), tea/coffee • Nominate media officer and advise response agencies
3	Respond	<ul style="list-style-type: none"> • Assess emergency scene • Establish command and control arrangements • Review whether MEMC should meet • Deploy resources and request extra assistance as required • Assess impacts and effectiveness of response strategies • Consider evacuation • Provide further warnings and public information as required • Provide information: SitReps and public information • Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> • Establish and communicate coordination location for council resources/requests • Manage requests for assistance/resources • Open and manage centres as required eg. assembly or evacuation centres • Provide community with information • Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public/environmental health conditions and recovery needs • Update stakeholders and Regional Controller as required • Coordinate meals, relief/accommodation for Council workers
4	Stand-down (including recovery handover)	<ul style="list-style-type: none"> • Assess effectiveness of response actions • Plan for end of response • Liaise with Council and RC regarding the status of recovery operations and arrange handover • Confirm end/close of response and stand-down • Collate logs, costs etc and assess needs for resupply 	<ul style="list-style-type: none"> • Confirm end/close of council operations for response • Liaise with recovery workers and assess needs • Reinstate transport routes etc • Update stakeholders and Regional Controller and confirm ongoing points of contact • Close centres as agreed • Collate logs, costs etc. and assess needs for resupply
5	Debrief	<ul style="list-style-type: none"> • Conduct internal debrief/s • Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC 	<ul style="list-style-type: none"> • Conduct council worker debrief • Arrange for MEMC debrief and report to RC, MEMC and SREMC

3.3.5 Warnings

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

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

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

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

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

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

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




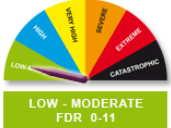



Cost recovery for use of the service is coordinated at state level by TFS and the relevant Response Management Authority.



[Table 7](#) summarises current warning arrangements and typical Council actions.

Table 7: Summary of warning systems and arrangements

Hazard	Warning type/indication	Issuing agency	Method
Flood			
Flood watch	Alert, Watch or Advice of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	Public: Media Emergency services: SMS, phone, emails
Flood warnings	Warnings of Minor, Moderate or Major flooding in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Minor flood warning	Causes inconvenience. The inundation of low-lying areas next to watercourses that may require the removal of stock and equipment. Minor roads may be closed, and low-level bridges submerged.	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Moderate flood warning	In addition to above, 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	Public: Media Emergency services: SMS, phone, emails, fax
Major flood warning	In addition to above, extensive rural areas and/or urban areas are inundated.	BoM	Emergency services: SMS, phone, emails, fax

Hazard	Warning type/indication	Issuing agency	Method
	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.		
Flood alert	Council has specialised warning systems installed on a number of rivulets. These alerts will be activated when water levels reach a predetermined height.	Council	SMS, emails
Severe weather			
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> • hail greater than 2cm diameter • gusts greater than 100 km/h • flash flooding • tornadoes 	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	Public: Media Emergency services: SMS, phone, emails, fax
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media Emergency services: SMS, phone, emails, fax
Fire			
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency services: SMS, phone, emails, fax

Hazard	Warning type/indication	Issuing agency	Method
Advice 	Bushfire Advice message to advise that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		Public: Media Emergency services: SMS, phone calls, emails, fax
Watch and Act 	Bushfire Watch and Act message – advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		Public: Media Emergency services: SMS, phone, emails, fax
Emergency Warnings 	Bushfire Emergency Warning message indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. The message may be preceded by an emergency warning signal (siren).		Public: Media Emergency services: SMS, phone, emails, fax
Low-Moderate Fire Danger Rating (FDR 0-11) 	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	Public: Media Emergency services: SMS, phone, emails, fax
High Fire Danger Rating (FDR 12-24) 	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.	TFS	Public: Media Emergency services: SMS, phone, emails, fax
Very High Fire Danger Rating (FDR 25-49) 	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire.	TFS	Public: Media Emergency services: SMS, phone, emails, fax
Severe Fire Danger Rating (FDR 50-74) 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire.	TFS	Public: Media Emergency services: SMS, phone, emails, fax

Hazard	Warning type/indication	Issuing agency	Method
Extreme Fire Danger Rating (FDR 75-99) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.</p>	TFS	Public: Media Emergency services: SMS, phone, emails, fax
Catastrophic Fire Danger Rating (FDR >100) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>There is a high likelihood that people in the path of a fire will be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Even the best-prepared homes will not be safe today.</p>	TFS	Public: Media Emergency services: SMS, phone, emails, fax
Tsunami			
No threat	<p>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.</p>	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone, emails
Marine alert and land alert	<p>Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.</p>	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone, emails
Marine warning and land warning	<p>Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.</p>	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone, emails

3.3.6 Public information

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

Council has a critical role in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging Council's existing community communication protocols and guidelines. [Table 8](#) summarises arrangements for issuing public information about the emergency.

3.3.6.1 TasALERT

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

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

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

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

In an emergency of local, regional and/or state significance, the whole-of-government Public Information Unit (PIU) may be activated to support the preparation and distribution of timely, accurate and consistent information to all stakeholders – from government and community leaders, through to government agencies, members of the public and media outlets. PIU activation is required to support operation of the Tasmanian Emergency Information Service (refer to [Section 3.3.6.2](#)).

PIU activation may be requested due to the:

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

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

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

3.3.6.3 Tasmanian Emergency Information Service (TEIS)

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

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

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

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

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

TEIS operates on a fee-for-service basis. More information is provided in *TEIS Arrangements* documentation (refer to [Appendix 1](#)).

3.3.6.4 Working with the media

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

Table 8: Summary of public information arrangements

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

3.3.7 Other elements

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

3.3.8 Evacuation

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

3.3.8.1 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, eg. Council, Department of State Growth.

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

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

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

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

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

Council maintains a register of appropriate facilities that may be used as evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in [Appendix 8](#).

3.3.8.2 Decision

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

3.3.8.3 Withdrawal

TASPOL has a lead role in the withdrawal stage of evacuation. A TASPOL Evacuation Coordinator may be appointed to coordinate and manage the withdrawal process.

3.3.8.4 Shelter

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

Nearby Safer Places are places that provide 'last resort' shelter options and are identified in Community Protection Plans.

3.3.8.5 Return

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

3.3.9 Impact assessment

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

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

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

- a. number of injuries and deaths;
- b. housing/accommodation needs;
- c. energy supplies;
- d. potable water;
- e. transport networks and alternative route planning;
- f. telecommunications;
- g. stormwater infrastructure and waterways; and
- h. public/environmental health standards.

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

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

3.3.10 Registrations

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

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

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

Registrations are shared regularly with relevant stakeholders throughout emergency response, including with the Regional Planner and SRSRC.

3.3.1 Pandemic health emergencies

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

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

One element of a coordinated response to a large-scale health emergency, such as an influenza pandemic, is the establishment of community-based clinics to perform a number of critical and beneficial functions for the general community.

The Tasmanian Health Service (THS) may call upon Council to provide a suitable venue for the establishment of clinic/s and to assist and support with the maintenance and operation of clinic/s during a pandemic emergency.

3.3.2 Debriefs

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

- a. acknowledge the input of all contributing organisations and individuals;
- b. gain constructive feedback from all involved on lessons identified;
- c. identify where gaps exist in training and planning systems;
- d. determine and program the best course of action for improving planning, management systems etc;
- e. foster sound interagency communication; and
- f. identify the need for specific investigation of issues and further debriefing at an individual or organisational level.

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

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

3.3.3 Administration: finance and cost capture

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

Organisations involved in response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if national (Disaster Recovery Funding Arrangements (DRFA)) and state (TRRA) disaster funding arrangements are activated and eligibility criteria are met.

Cost capture systems are established to align with the different types of eligible expenditure as follows:

DRFA category	Type	Claimable expenses
Category A	Essential	<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>

Counter-disaster operations for the protection of the general public

Category C	Non-Essential	No automatic coverage however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc). A fund may also include community awareness and education campaigns and other resilience building grants.
Category D	Non-Essential	A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional. These must be approved by the Prime Minister in writing.

All expenditure that may be eligible for Government assistance under the TRRA *Natural Disaster Local Government Relief Policy* must be separately costed for consolidation and audit purposes. Normal maintenance and administration costs are not eligible for assistance. However, additional costs over and above normal operating budgets may be regarded as eligible expenditure (eg. plant hire and overtime).

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

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

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

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

3.4 **Recovery arrangements**

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

3.4.1 **Overview**

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

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

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

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

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

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

Typical recovery considerations include but are not limited to:

- 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; and
- d. wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

3.4.2 **Current arrangements**

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

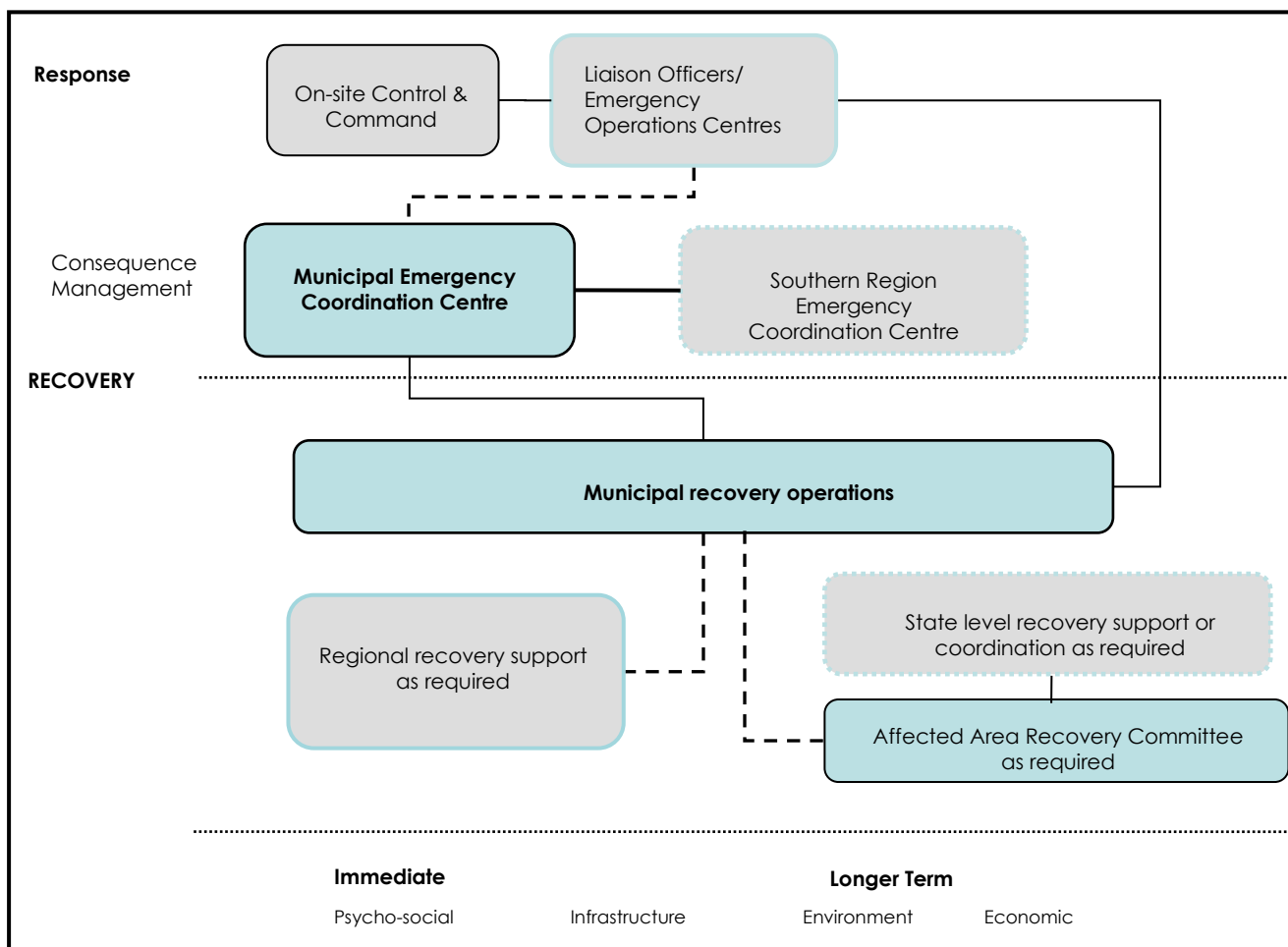


Figure 4: Community recovery management arrangements

LEGEND:

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

3.4.3 Media and public information

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

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

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

The Mayor has a pivotal role as community leader to communicate consistent and accurate information to the affected community, in accordance with Council's policies. Council may be supported by a media liaison officer, who can prepare community and media statements. The MC will provide the Mayor with recovery-related information.

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

3.4.4 At-risk groups of people

This plan is written in consideration of Council's emergency management role and responsibilities for at-risk groups. As such, it is inclusive of guidance provided in [People at Increased Risk in an Emergency: a guide for Tasmanian government and non-government community service providers](#). The guidance focuses on considering and addressing factors that may increase a person's level of risk in an emergency, emphasising shared responsibility at individual/community and service provider/emergency stakeholder levels.

In that context, the dot points below provide a list of Council-specific roles and responsibilities to support a collaborative approach for meeting the emergency management needs of at-risk and vulnerable people, being to:

- a. provide Evacuation Centres that are accessible to a broad cross-section of the community;
- b. maintain broad knowledge of relevant service providers within the municipality;
- 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; and
- g. develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable and at-risk people, as able and required.

3.4.5 Short-term recovery

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

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in [Appendix 8](#).

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

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

Council is responsible for coordinating ongoing impact assessments, particularly as they relate to recovery. This informs appropriate governance structures for medium and long-term recovery.

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 Register.Find.Reunite. Registration data collected by Council must be provided to Tasmanian Government agencies for recovery purposes.

3.4.6 Long-term recovery

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

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

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

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

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

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

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

An AARC will typically develop a recovery plan that:

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

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

- a. forums and information sessions for the community;
- b. debriefs for recovery workers; and
- c. progress reports for Council, the community, SEMC, SREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/analysis of records (financial and information).

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

3.4.7 Recovery functions

Council has municipal-level responsibilities across social, economic, infrastructure and environmental 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.

Table 9 (overleaf) summarises municipal-level responsibilities for recovery functions, noting that these are not intended to be exhaustive and should be read in conjunction with the *State Recovery Plan*, which outlines state-level responsibilities.

This summary aims to capture the way in which functions are delivered locally, noting that arrangements may vary between municipalities. This does not replace or change responsibilities outlined in the *State Recovery Plan* or TEMA but aims to show how these functions are delivered and coordinated locally, noting that there may be a need to identify a local liaison point even when a state-level agency leads delivery.

In some cases, local arrangements for delivery by a different agency may also be appropriate. If so, it is important to ensure that all relevant parties are consulted, agree on responsibilities, and maintain capability to deliver functions during and after an emergency.

In establishing arrangements, drafting officers and MEMC will also consider whether additional functions are relevant for the municipality, and document specific arrangements, including relevant internal procedures, standing contacts, memoranda of understanding, etc.

Table 9: Summary of recovery functions

Function	Municipal coordination	Responsible agencies	Municipal arrangements
Social Recovery			
Responsible Council coordinating positions	MC and MRC – in consultation with Regional Planner and THS RSRC		
Evacuation and recovery centres <ul style="list-style-type: none"> Establish temporary shelter options for displaced persons Establish recovery centres to provide information and access to services 	MC and MRC	Council THS (RSRC) NGOs	Refer to Action Cards for roles & responsibilities onsite at evacuation/ recovery centre in the Grab & Go bags
Emergency catering <ul style="list-style-type: none"> Provide food and water to affected and displaced persons 	Council Centre Manager Centre Logistics Officer	THS (RSRC) NGOs Salvation Army	Refer to Action Cards for roles & responsibilities onsite at evacuation/ recovery centre in the Grab & Go bags
Emergency accommodation <ul style="list-style-type: none"> Identify and broker emergency accommodation options for displaced persons 	Council Centre Manager Centre Logistics Officer	DCT DoH NGOs? Regional tourism organisations Centrelink	In consultation with Regional Planner and THS RSRC Refer to Action Cards for roles & responsibilities onsite at evacuation/ recovery centre in the Grab & Go bags
Clothing and household items <ul style="list-style-type: none"> Identify needs and coordinate the provision of donated items 	Council Centre Manager Centre logistics Officer	DPAC THS (RSRC) St Vincent de Paul	In consultation with Regional Planner and THS RSRC Refer to Action Cards for roles & responsibilities onsite at evacuation/ recovery centre in the Grab & Go bags
Care for children <ul style="list-style-type: none"> Provide support and care for children 	Council Centre Manager Centre Logistics Officer	DCT Local NGOs/community groups Local schools	In consultation with THS (RSRC) Refer to Action Cards for roles & responsibilities onsite at evacuation/ recovery centre in the Grab & Go bags
Mental health and personal support, including pastoral care and outreach services <ul style="list-style-type: none"> 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 	Council Centre Manager THS (RSRC)	DoH/THS NGOs	In consultation with THS (RSRC) Refer to Action Cards for roles & responsibilities onsite at evacuation/ recovery centre in the Grab & Go bags

Function	Municipal coordination	Responsible agencies	Municipal arrangements
Financial assistance for personal hardship and distress <ul style="list-style-type: none"> Assess and provide financial assistance to support affected persons 	DCT DoH	DPAC NGOs	
Economic Recovery			
Responsible Council coordinating position MRC			
Support for business and industry <ul style="list-style-type: none"> Assist impacted businesses to access information and advice 	Mayor/GM Community Services Section Engineering Section Planning Section	Local business/financial advice services DSG (Business and Trade Tasmania)	Organise workshops between impacted businesses and Government department for advice and information
Economic and industry-specific programs: <ul style="list-style-type: none"> Assess and identify business and economic needs Deliver targeted programs and financial assistance strategies as required, including local initiatives for economic revitalisation 	Mayor/GM Planning Department/ Serda Workforce Engagement and Development Officer DSG (Business and Trade Tasmania)	Industry bodies Regional tourism organisations Regional development organisations	Organise workshops and introductions between impacted businesses and Government department and industry for advice, information and assistance
Financial assistance measures for small businesses <ul style="list-style-type: none"> Assess and provide small business assistance under the Community Recovery Policy of the TRRA 	DSG (Business and Trade Tasmania)		Introductions between impacted businesses and Government department for advice, information and assistance
Infrastructure Recovery			
Responsible Council coordinating position GM / Mayor			
Roads and bridges <ul style="list-style-type: none"> 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-owned assets – Works Manager Non-council assets – other asset owners	Council (council assets) DSG Other asset owners	Coordinate inspections with Ausspan (preferred contractor) reporting biannually on bridges' maintenance & condition Road works programmer to inspect roads, assess and prioritise repair/ replacement works
Other community infrastructure and recreational facilities <ul style="list-style-type: none"> Undertake and facilitate the restoration of infrastructure and facilities 	Council owned assets – Facility Maintenance Coordinator/ Parks Works Programmer Non-council assets – other asset owners	Council (council assets) Other asset owners	Facility Maintenance Coordinator & Parks Works Programmer to inspect infrastructure and report, assess and prioritise repair/ replacement works to Works Manager

Function	Municipal coordination	Responsible agencies	Municipal arrangements
Ports, airports and rail <ul style="list-style-type: none">Undertake technical assessments, assess and prioritise restoration needsUndertake and facilitate the restoration of critical infrastructure	TasPorts TasRail Airport infrastructure owners	DSG (Infrastructure Policy)	N/A
Water supply and wastewater treatment <ul style="list-style-type: none">Undertake technical assessments, assess and prioritise restoration needsUndertake and facilitate the restoration of critical infrastructure	TasWater Council – Regulatory Services Manager/ EHO	DoH DPIPWE (EPA) DPIPWE (Dam Safety)	Regulatory Services Manager/ EHO to inspect infrastructure and report, assess and prioritise repair/ replacement works to Manager Engineering Services
Financial assistance for council infrastructure restoration <ul style="list-style-type: none">Collate damage cost estimates and manage financial records and reportingCoordinate and provide financial assistance to councils under the TRRA Local Government Policy	Council – Finance & Information Manager & GM	DPAC	GL & Cost codes are allocated each year for cost captures in case of an event
Electricity, gas, and liquid fuels Transport services Telecommunications Other infrastructure (schools, hospitals, irrigation, dams)	Refer to State Recovery Plan		
Environment Recovery			
Responsible Council coordinating position	Regulatory Services Manager / Environmental Health Officer (EHO)		
Environmental health and pollution <ul style="list-style-type: none">Conduct monitoring and surveillance activitiesRender (disperse/dilute/neutralise) the hazardous material safeDecontaminate affected people, places and equipment	Council – Regulatory Services Manager/ EHO Asset owner	Council DPIPWE (EPA) Asset owner DoH DoJ (WorkSafe)	Regulatory Services Manager/ EHO liaise with EPA, Asset owner and Government departments in solving the pollutant contamination
Natural environment, Aboriginal and cultural heritage rehabilitation <ul style="list-style-type: none">Coordinate and undertake natural environment rehabilitation worksCoordinate and undertake Aboriginal and cultural heritage rehabilitation works, in consultation with affected communities	DPIPWE – Crown Land, PWS, Aboriginal Heritage Council – Planning Department & Parks Works Programmer - Council land and parks	DPIPWE (PWS, Wildcare) NGOs Local community groups Local Aboriginal organisations	Council Planning Department & Parks Works Programmer coordinate with DPIPWE and local Aboriginal organisations in planning cultural heritage rehabilitation works

Function	Municipal coordination	Responsible agencies	Municipal arrangements
Animal welfare, feed and fodder <ul style="list-style-type: none"> Coordinate assistance for evacuated pets and companion animals Coordinate services to treat and care for affected wildlife Coordinate and manage services to meet the immediate needs of affected livestock 	Council – Regulatory Services Manager/animal management officers	DPIPWE (Animal Biosecurity & Welfare, Biosecurity Tasmania) NGOs Local community groups	Regulatory Services Manager/ animal management officers coordinate with Dodges Ferry Equestrian Club to position large animals/liaise with Biosecurity Tasmania for assistance with smaller pets eg. cats & dogs
Livestock carcass removal and disposal <ul style="list-style-type: none"> Coordinate removal and disposal of livestock carcasses 	Council – Regulatory Services Manager/animal management officers	DPIPWE (EPA) Local groups/contractors	Regulatory Services Manager/ animal management officers liaise with DPIPWE (EPA), DoH, DoJ (WorkSafe)
Waste management and removal <ul style="list-style-type: none"> Restore waste/refuse collection services Provide additional waste management services to community, as required Manage disposal of contaminated waste 	Council – Regulatory Services Manager/EHO	DPIPWE (EPA) – contaminated waste Contractors - Veoila/JJ Richards	Regulatory Services Manager/ EHO liaise with EPA and Government agencies
Assistance measures for primary producers <ul style="list-style-type: none"> Assess and provide primary producer assistance under the TRRA Community Recovery Policy Provide advice and other non-financial support to primary producers 	DPIPWE (AgriGrowth Tasmania) Mayor/GM	DPAC Industry bodies NGOs	Organise workshops and introductions between impacted businesses, Government agency & industry for advice, information and assistance
Cross-domain Recovery			
<div>Responsible Council coordinating position</div> <div>Communications Officer</div>			
Public communications and information <ul style="list-style-type: none"> Provision of information/advice to affected community Coordination of media enquiries and events 	Communications Officer/ Mayor	DPAC PIU TEIS	Support one source of truth lead agency policy Refer to Duty Statements and Action Cards for on-site roles & responsibilities (Grab & Go bags) Utilise social media/customer services deliver public information

Function	Municipal coordination	Responsible agencies	Municipal arrangements
Clean-up and demolition <ul style="list-style-type: none"> Assess building/property safety and demolition/clean-up requirements Provide assistance for clean-up of households and community assets where appropriate Coordinate large-scale demolition and clean-up programs 	Council – Works Manager/ Building Surveyor/Engineering Manager/Regulatory Services Manager/EHO	DPAC – large-scale demolition/clean-up DPIPWE (EPA) DoJ (WorkSafe) NGOs Local community groups	Council officers to inspect infrastructure, clean-up requirements and report/ assess and prioritise repair/replacement/ clean-up works
Registration and enquiry <ul style="list-style-type: none"> Register affected persons, including those attending evacuation/recovery centres Collect data to inform missing persons investigations and recovery planning 	Council – Recovery Coordinator/ Administration Officers/Centre Manager TASPOL Red Cross	Councils (evacuation centres) Red Cross – Register.Find.Reunite TASPOL Response Management Authority Other NGOs	Refer to Duty Statements and Action Cards for on-site roles & responsibilities (Grab & Go bags)
Public memorials <ul style="list-style-type: none"> Coordinate arrangements to manage spontaneous memorials 	Council – Mayor/Community Services Department/EHO/ Communications Officer	DPAC TASPOL THS (RSRC) NGOs	Mayor/Community Services Department familiar with public events to coordinate and internal departments to facilitate
Public donations Public appeals Spontaneous volunteers and offers of assistance Land information and data services	Refer to State Recovery Plan		

Section 4: Plan administration

4.1 Plan contact

This plan is maintained by the Sorell MC for the Sorell MEMC.

Feedback on this plan should be provided in writing to:

Email: sorell.council@sorell.tas.gov.au
Mail: Sorell Council, PO Box 126, SORELL TAS 7172
Phone: (03) 6269 0000

4.2 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.

Upon review of the MEMP by Council's MEMC at intervals not exceeding two years, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at [Section 4.4](#) below.

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

Table 10: Issue table

Issue No.	Year approved	Comments/summary of main changes
Issue 1	1992	Review
Issue 2	1998	Review
Issue 3	2007	Review and rewrite
Issue 4	2011	Reformat into PPRR format
Issue 5	2013	Review
Issue 6	2016	Review
Issue 7	2018	Review
Issue 8	2020	Review and reformat

4.3 Consultation for this issue

Review of this issue was coordinated by the MC for the MEMC. This issue was updated/rewritten as part of the statutory two-yearly review schedule. MEMC invited comment from:

- SES Regional Manager South;
- SES Regional Planner;
- Deputy Municipal Coordinator;
- DoH Regional Social Recovery Coordinator; and
- MEMC members.

4.4 Distribution list

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

Table 11: Distribution list

Organisation	Position
Council	<ul style="list-style-type: none"> • All MEMC members • Mayor • General Manager
SES	<ul style="list-style-type: none"> • Unit Manager, Municipal SES Unit • Regional Manager (South) • Regional Planner (for Regional Controller) • Senior Planning and Education Officer (for SES Director, State Controller, WebEOC)
TASPOL	<ul style="list-style-type: none"> • Officer in Charge, Sorell Police Station and South-East Division
TFS	<ul style="list-style-type: none"> • District Officer
AT	<ul style="list-style-type: none"> • Regional Manager, Southern Region
St John Ambulance	<ul style="list-style-type: none"> • Chief Executive Officer (for distribution to volunteer divisions)
Neighbouring municipalities	<ul style="list-style-type: none"> • Tasman Council • Clarence Council • Glamorgan Spring Bay Council • Southern Midlands
Other organisations	<ul style="list-style-type: none"> • Red Cross

4.5 Communications plan summary

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

- hardcopies sent to the positions listed in [Table 11](#);
- submitted for endorsement by Council;
- submitted for noting by the SREMC
- published on Council's website and available to the public in Council Chambers foyer.

4.6 Validation of this plan

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

- participating, where able, in other municipal/regional exercises;
- conducting/participating in relevant debriefs; and
- desktop or practical exercises conducted by MEMC.

Section 5: Appendices

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

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – Municipal committee maintenance schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty Statements and Evacuation Centre Action Cards

Appendix 7 – Standard Operating Procedures/Policies

Appendix 8 – Community Centres and Nearby Safer Places

APPENDIX 1: List of associated documents

When this MEMP is reviewed, current and new versions of relevant documents will also be checked.

a Legislation

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

b Plans and arrangements

Row	Title	Custodian	Version/date	Notes
Municipality arrangements and plans				
1	Council maps for council roads and alternative transport plans	Council	2011	GIS & Asset Officer maintains (internal)
2	Fire Management Plans for Derwent District	STT		District Forest Manager
3	Municipal Recovery Plan	Council	2020	Manager Community Services
Regional arrangements and plans				
1	Regional Emergency Management Plan	SES	Issue 8	2018
State arrangements and plans				
1	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
2	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
3	State Roads and Bridges Emergency Management Plan	DSG	Issue 2	2019 (June)
State Special Emergency Management Plans (SSEMP)		Available WebEOC File Library (DPFEM – SES)		
1	SSEMP – COVID 19	DoH	Issue 3	2020 (August)
2	SSEMP – Dam safety	DPIPWE	Issue 3	2019 (July)
3	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
4	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
5	SSEMP – Interoperability arrangements	DPAC	Issue 3	2018 (September)
6	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
7	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
8	SSEMP – Fire protection	TFS	Issue 3	2020 (February)
9	SSEMP – Recovery	DPAC	Issue 3	2018 (January)
10	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
11	SSEMP – Energy supply	DSG	Issue 2	2015 (January)
12	SSEMP – Biosecurity	DPIPWE	Issue 1	2010 (December)
13	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (March)
14	SSEMP – Flood	SES	Issue 2	2019 (July)
15	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
16	SSEMP – Public health	DoH	Issue 2	2014 (December)
17	SSEMP – Search and rescue	DPFEM	Issue 4	2018 (February)
18	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
19	SSEMP – Tsunami	SES	Issue 2	2020 (March)
Other				
1	Protocol for Use of Emergency Alert	TFS		

APPENDIX 2: Risk assessment report

As shown overleaf, a register of hazard risk treatment strategies has been compiled, which identifies community-preferred risk treatment options, provides an indication of responsibility for action and an indication as to the urgency of undertaking some work to eliminate or mitigate each risk.

Specifically, the register includes:

1. Unique identifier number;
2. Risk statement;
3. Community-preferred treatment option/s;
4. Perceived responsibility for treatment;
5. Implementation timeframe for future actions, noting that 'ongoing' is used where there is an identified need to monitor the adequacy of existing management arrangements to mitigate the risk.

The timeframes for undertaking treatment options is defined below:

- **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; and
- **Ongoing:** continuously monitor.

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframe
SO 01 FLOOD				
SO 01.01	There is a risk that Sorell Rivulet bridge will be inundated	Clear waterways	Council	Ongoing
		Engineering assessment of bridge	Council (AusSpan inspections quarterly)	Ongoing
SO 01.02	There is a risk of flash flooding in the Southern Beaches area	Development of stormwater system to control runoff	Council	Ongoing
SO 01.03	There is a risk that Orielton Lagoon will flood and cause road closures in the Shark Point and Penna area	Development of stormwater system to control runoff	Council	Ongoing
SO 01.04	There is a risk of flash flooding of Lewisham Road in the area of Forcett Lakes Golf Club	Development of stormwater system to control runoff	Council	Ongoing
SO 02 BUSHFIRE				
SO 02.01	There is a risk of wildfire impacting on Midway Point	Maintain buffer zones	Council	Immediate
		Review planning schemes	Council	Ongoing
SO 02.02	There is a risk on wildfire impacting on Sorell	Maintain buffer zones	Council	Immediate
		Review planning schemes	Council	Ongoing
SO 02.03	There is a risk on wildfire impacting on Lewisham and Dodges Ferry	Maintain buffer zones	Council	Immediate
		Review planning schemes	Council	Ongoing
SO 02.04	There is a risk on wildfire impacting on Primrose Sands	Maintain buffer zones	Council	Immediate
		Review planning schemes	Council	Ongoing
SO 02.05	There is a risk on wildfire impacting on other hamlets	Maintain buffer zones	Council	Immediate
		Review planning schemes	Council	Ongoing
SO 03 STORM				
SO 03.01	There is a risk that tidal surge will affect Carlton River	Planning restrictions	Council	Ongoing
SO 05 EARTHQUAKE/LANDSLIP				
SO 05.01	There is a risk of landslip at Shark Point and Primrose Sands	Planning restrictions	Council	Ongoing
		Services to remove groundwater	Council	Long-term
SO 06 PUBLIC HEALTH EPIDEMIC				
		Public education/ awareness program	Council	Ongoing

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframe
SO 06.01	There is a risk that the population will be exposed to Ross River Virus	Reduction programs	Council	On-going
SO 12 COASTAL EROSION				
SO 12.01	There is a risk that coastal erosion will affect Lewisham and Dodges Ferry	Foreshore protection	DPIPWE	Long-term
SO 21 INFRASTRUCTURE FAILURE				
SO 21.01	There is a risk that the Denison Canal bridge may fail structurally	Ongoing assessments and upgrades	DSG	Short-term
SO 21.02	There is a risk that the Denison Canal bridge may fail mechanically	Ongoing assessments and upgrades	DSG	Short-term
SO 21.03	There is a risk that water supplies could be disrupted as a result of damage to the causeways	Alternative supply routes	TasWater	Long-term
		Emergency repair system		
SO 21.04	There is a risk the Pawleena water supply dam will fail	Dam safety review	Pawleena Water Trust DPIPWE	Short-term
SO 21.05	There is a risk Sorell Rivulet bridge will fail	Engineering assessment	DSG	Short-term
		Clearance of waterway	Council	Ongoing
SO 22 STRUCTURAL FIRE				
SO 22.01	There is a risk that the CBD of Sorell may be affected by fire	Compliance with regulation	TFS, Council	Short-term
		Sufficient response resources	TFS	Short-term
SO 23 HAZARDOUS MATERIAL				
SO 23.01	There is a risk of chlorine leaks from treatment plants at Midway Point and Sorell	Relocate treatment plants	TasWater	Long-term
SO 25 POLLUTION				
SO 25.01	There is a risk that the Blackman Bay area will be affected by pollution	Improve sewerage system	TasWater	Long-term
SO 26 TRANSPORT ACCIDENT				
SO 26.03	There is a risk that the Sorell Rivulet bridge will be closed by a transport accident	Upgrade Nugent Road/Tasman Highway to one-lane, all-weather surface	DSG	Short-term

APPENDIX 3: MEMC Terms of Reference

Sorell

Municipal Emergency Management Committee

Terms of Reference



Committee	Sorell Municipal Emergency Management Committee
Date and status	Issue 8 2020
Enquiries	Executive Officer Municipal Emergency Management Coordinator
Review notes	These Terms of Reference are due for review in September 2022
General standards & practices	<p>The <i>Tasmanian Emergency Management Arrangements</i> (TEMA) describes the framework for this committee and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au).</p> <p>The following are specific to this committee:</p>
1. Authority & background	Section 20 of the <i>Emergency Management Act 2006</i> establishes the Sorell Municipal Emergency Management Committee within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	<p>Section 22 of the <i>Emergency Management Act 2006</i> outlines this committee's purpose and functions generally as:</p> <p>"... 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 ..."</p>
3. Functions	<ul style="list-style-type: none">3.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.3.1.2 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement.3.1.3 Oversight of the management of emergencies where council/s resources are required to support response and recovery.3.1.4 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.
4. Reports to	Southern Regional Emergency Management Committee (SREMC)

5. Membership

Section 21 of the *Emergency Management Act 2006* establishes the arrangements for this committee's membership. These are supplemented by the following practices:

- membership is reviewed every time the Terms of Reference is reviewed and members are confirmed in writing by the responsible officer/manager
- proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.

Invited guests support municipal emergency management as requested by the Chairperson, within their limits of safety and training.

At this stage security clearances are not required.

5.1 Chairperson

Sorell Mayor

5.2 Executive officer

Municipal Emergency Management Coordinator

5.3 Members

- General Manager
- Deputy Emergency Management Coordinator
- Municipal Recovery Coordinator
- Tasmania Police representative
- Ambulance Tasmania representative
- State Emergency Service representative
- Tasmania Fire Service representative

5.4 Chairperson

The role of the Chairperson is to:

- a Chair the Municipal Emergency Management Committee
- b Receive notification of emergency events from the Municipal Coordinator
- c Maintain contact with and support the Municipal Coordinator during an emergency event
- d Arrange for an annual report to be provided to Council on the activities of the Municipal Emergency Management Committee
- e Maintain regular contact/ liaison with the Municipal Coordinator in regard to the administrative arrangements of the Municipal Emergency Management Committee.

5.5 Frequency of meetings

The Committee will aim to meet twice annually, at times determined by the Chairperson. Desktop exercises should be conducted from time to time (using varied scenarios) to test the preparedness of emergency management arrangements and validate existing emergency management documentation.

APPENDIX 4: MEMC maintenance schedule

Action	Responsibility	Frequency	Scheduled
Conduct meeting of the MEMC	Municipal Coordinator	Biannually	May November
Conduct meeting of the SCRC	Municipal Recovery Coordinator	Annually	May November
Coordinate emergency management training for selected workers on rotating basis and maintain training records	MEMC	Biannually	April
Plan, conduct and review an emergency management related exercise	MEMC	Annually	October
Review MEMP (this plan) and all appendices (including risk assessments and treatment strategies) Lodge plan with SREMC	MEMC	Annually	January
Review and update contact lists	Municipal Coordinator	Quarterly	March September
Attend SREMC meetings	Municipal Coordinator	Quarterly	As advised
Attend SRSRC meetings	Municipal Recovery Coordinator	Quarterly	As advised
Review Risk Treatment options in conjunction with strategic plan and budget	Municipal Coordinator	Strategic Plan Budget	September March

APPENDIX 5: Centres for emergency management

a Emergency Operations Centres (EOC)

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

Organisation	Municipal location	Contact	Regional location	Contact
Council	Council Chambers 47 Cole Street SORELL	Works Manager OR Facility Maintenance Coordinator 0447 146 514	SES Southern Region Headquarters 1/28 Bathurst St HOBART	SES Duty Officer
TASPOL	Sorell Police Station 8 Sommerville Street SORELL	Officer in Charge (03) 6173 2988	Police Headquarters Liverpool Street HOBART	Police Radio Room 131444
TFS	1040 Cambridge Road CAMBRIDGE	Duty Officer	1040 Cambridge Road CAMBRIDGE	Duty Officer
AT	44 Walker St SORELL	Duty Officer	1-5 Melville Street HOBART	Duty Officer
SES	Mornington SES Unit 128 Mornington Rd MORNINGTON	Unit Manager (03) 6230 2716	SES Southern Region Headquarters 1/ 28 Bathurst St HOBART	Duty Officer

b Emergency Coordination Centres (ECC)

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

	Municipal location	Contact	Regional location	Contact
Primary	Sorell Memorial Hall 47 Cole Street SORELL	MC	Southern Region Headquarters 1/28 Bathurst Street HOBART	Regional Planner
Secondary	Sorell Council Offices 47 Cole Street SORELL	MC	Refer to Regional Planner	

APPENDIX 6: Duty Statements and Evacuation Centre Action Cards

The following are prompts for key personnel on the actions they need to consider in an emergency.

Duty Card No. 1: Mayor

1. Receive notification of emergency from Municipal Coordinator
2. Notify Councillors (if warranted)
3. Maintain contact with and support Municipal Coordinator
4. Manage ongoing information to Council
5. Act as the Council spokesperson for information to the community and media in relation to the Sorell municipal area

Responsible to Council

Duty Card No. 2: MEMC Chairperson

1. Chair Council's Municipal Emergency Management Committee (MEMC)
2. Receive notification of emergency from Municipal Coordinator
3. Maintain contact with and support Municipal Coordinator during an emergency
4. Provide an annual report to Council on the activities of the MEMC
5. Maintain regular contact/liaison with the Municipal Coordinator regarding administrative arrangements of the MEMC

Responsible to Mayor/Council

Duty Card No. 3: General Manager

1. Notify the Mayor and Councillors (if warranted)
2. Assist the Mayor with community and media information
3. Manage ongoing information to the community and media
4. Liaise with and provide resources and support to the Municipal Emergency Coordination Centre (MECC) and Municipal Coordinator
5. Maintain accurate records of financial expenditure associated with each individual emergency

Responsible to Council

Duty Card No. 4: Municipal Coordinator

1. Responsible for overall management of Council's response to the emergency
2. Coordinate resources and activities in the MECC
3. Liaise with emergency services, particularly SES Duty Officer and Regional Planner
4. Liaise with the Regional Controller (in declared emergencies)
5. Undertake the role of Executive Officer to Sorell MEMC and carry out the administrative functions of that role
6. Notify the General Manager, Mayor and MEMC Chairperson of an emergency or potential emergency
7. Maintain a current Municipal Emergency Plan (MEMP) through regular review
8. Be a member of the MEMC
9. Activate appropriate local emergency plans

Responsible to General Manager

Duty Card No. 5: Deputy Municipal Coordinator

1. Assist the Municipal Coordinator in all duties
2. Act as Municipal Coordinator in his/her absence
3. Be a member of the MEMC

Responsible to General Manager/Municipal Coordinator

Duty Card No. 6: Municipal Recovery Coordinator

1. Receive notification of emergency from Municipal Coordinator
2. Notify appropriate recovery organisations
3. Notify the Regional Social Recovery Coordinator
4. Maintain contact with and support the Municipal Coordinator
5. Manage the assessment of community needs with support from the Southern Regional Social Recovery Committee
6. Maintain ongoing liaison with the Regional Social Recovery Coordinator during the provision of services to the community
7. Be a member of the MEMC



Evacuation Centre Action Card #1

Senior Management

Initial tasks after activation

1. Liaise with Municipal Coordinator to ensure Evacuation Centre is open and sufficiently staffed

Ongoing tasks

1. Schedule and attend daily meetings with Evacuation Centre management (to include Mayor, Evacuation Centre Manager, Environmental Health Officer and Communications Officer) to review: public health; fatigue management; staffing and rostering; media and costings; daily public information updates for the community
2. Review Evacuation Centre statistics and liaise with Tasmanian Government agencies/representatives
3. Observe customer services/SMT/Mayor/Evacuation Centre Manager/Communications sections, and recommend changes to streamline systems, information distribution



Evacuation Centre Action Card #2

Evacuation Centre Manager

Initial tasks after activation

1. Activate contact list and evacuation centre personnel – initial personnel required:
 - 2 x Administration Officers (help set-up & electronic registration)
 - 2 x Logistics Officers
 - o 1 x Animal Management Officer (AMO) – AMO on call 0407 778 023
 - o 1 x Depot Officer – Depot on call 0447 146 514
 - 1 x Environmental Health Officer
 - 1 x IT Officer
 - 1 x Communications Officer
2. Meet deputy on site & arrange facility set-up
3. Delegate staff set-up duties and distribute Action Cards
4. Ensure staff are clearly identifiable
5. Set up registration area with Administration & IT Officers
6. Set up First Aid area and Officer
7. Set up for NGOs
8. Set up 24-hour roster and notify stand-by Council personnel
9. Arrange for catering services
10. Implement accident & incident reporting
11. Security arrangements
12. Liaise with Communications Officer & schedule twice daily public information sessions

Set-up checklist

- ☐ Activate contact list ☐ Brief staff on procedures, hand out Action Cards
- ☐ Set up registration area ☐ Brief registration staff – app/forms, wristbands, visitor log
- ☐ Signage, open centre
- ☐ Review MOUs with Nagana (vulnerable people), Lions/Rotary (initial bbq catering)
- ☐ Liaise with Logistics Officer re: catering; cleaning; parking; security
- ☐ Liaise with Communications Officer re information updates for: SMT; customer service; centre manager and deputy; community information boards

Ongoing tasks

1. Schedule regular evacuation centre staff briefings
2. Maintain roster & monitor staff fatigue, ensure time for changeover briefings
3. Liaise with external agencies on-site & Logistics Officers about needs being met
4. Ensure smooth running of centre basics with catering, cleaning and access to ablutions
5. Maintain shift log
6. Ensure GL & cost codes are correct on any spending; liaise with Finance Department



Evacuation Centre Action Card #3

Communications Officer

Initial tasks after activation

1. On Council website and social media, advertise that the Evacuation Centre is open, address of the Centre and 'what to take' list
2. Liaise with TasALERT as to what information to circulate
3. Gather information from all emergency services' and other agencies' websites

Ongoing tasks

1. Liaise with customer services/SMT/Mayor/Evacuation Centre Manager and provide updated dot point information for briefings to the public & Centre guests
2. Keep all Council employees 'in the loop' through 'Everyone CAC- Everyone Depot' emails
3. Advertise up-to-date briefings on ABC radio 936 AM
4. Update Community Information Boards at the Evacuation Centre



Evacuation Centre Action Card #4

Administration Officer

Initial tasks after activation

1. Ongoing liaison with Evacuation Centre Manager
2. Assist Logistics Officers to set up:
 - Registration area
 - External signage
 - Biscuits, tea, coffee area (goods located in Community Service storeroom CAC)
 - NGOs area
 - First Aid area and First Aid Officer
 - Community Information Boards
3. Set up and manage logs for
 - Staff
 - Visitors
 - Evacuation Centre guests
4. Ensure Fire Safety Plan is clearly displayed
5. Maintain details for Centre running:
 - Number of people sleeping overnight
 - Number of meals served, and by whom
 - Number of personnel and community groups involved

Ongoing tasks

1. Ensure smooth operation of registration area
2. Continue maintaining records and logs of Centre operation
3. Compile daily reports and information for Centre Manager and Communications Officer
4. Record notes on operational and community briefings
5. Liaise with Communications Officer and update Community Information Boards
6. Ensure all personnel sign in and out

Closure tasks

1. Collate and finalise all documentation and data
2. Assist with packing up Centre



Evacuation Centre Action Card #5

Logistics Officer

Initial tasks after activation

1. Undertake Evacuation Centre walk-through with Centre Manager to identify what is required
2. Clarify out-of-bounds or unsafe areas
3. Set up external signage
4. Set up, with the assistance of Administration Officer/s:
 - Registration area
 - External signage
 - Biscuits, tea, coffee area (goods located in Community Service storeroom CAC)
 - NGOs area
 - First Aid area and First Aid Officer
 - Community Information Boards
5. Ensure sufficient basics for opening, eg. toilet paper
6. Set up temporary fencing for external secure areas, Store Depot
7. Establish smoking area
8. Set up parking area, with signage
9. Ensure all staff are clearly identifiable
10. Arrange cleaning services:
 - Steve Griffith (cleaner) 0427 659 383
 - Southern Hygiene Services 02 6239 6629, 0418 853 781
11. Arrange garbage collection:
 - JJ Richards general enquiries 03 6208 2500
 - A/H Anita 0418 709 210; Chris Gourdain 0409 425 039
12. If loss of power likely, arrange for generator to be positioned and all pre-starts completed

Ongoing tasks

1. Manage any contractors
2. Liaise with Communications Officer and provide information as requested
3. Maintain records of contractors and equipment use
4. Respond to any other requests by Centre Manager

Closure tasks

1. Advise contractors and arrange final waste removal, facility cleaning and identification of corrective works resulting from operation
2. Walk through and close



Evacuation Centre Action Card #6

Environmental Health Officer

Initial tasks after activation

1. Assist Centre Manager with the environmental health implications and tasks to support setting up an Evacuation Centre
2. Liaise with caterers regarding environmental health issues
3. Liaise with Health Centre regarding First Aid and health issues potentially occurring in the Centre
4. Provide sharps bins
5. Assess Animal Management Officer's requirements for animal welfare and accommodation (Dodges Ferry Equestrian Centre identified as containment area, as well as local school farm)

Ongoing tasks

1. Provide support as required for the Centre and supporting agencies
2. Continually assess if disease outbreak may occur concurrent with or as a result of the emergency, and address issues as required
3. Monitor cleaning and garbage removal requirements for the Centre



Evacuation Centre Action Card #7

IT Officer

Initial tasks after activation

1. Ensure Council Office/s and Evacuation Centre are operational
2. Set up computers for the Evacuation Centre registration area
3. Set up CWA room as administration area for NGOs, plug in printers, etc
4. Consider setting up PA for information briefings
5. Ensure audio-visual set-up is ready to go for briefings and entertainment
6. Ensure backups are in place, in case of outage
7. Liaise with Communications Officer and Centre Manager regarding all requirements

Ongoing tasks

1. Provide IT and PA support as required for the Evacuation Centre and supporting agencies
2. As required, provide support on-site and through Council offices

Closure tasks

1. Shut down and return all IT and PA equipment
2. Ensure equipment is in good working order
3. Document procedures and equipment used, lost and/or damaged

APPENDIX 7: Standard Operating Procedures and Policies

When first advised of an emergency or potential emergency, the following should be followed:

Municipal Coordinator

When first alerted of an emergency or potential emergency the Municipal Coordinator must:

- a Assess the need to establish an Emergency Coordination Centre and/or Emergency Operations Centre
- b Contact response teams/supervisors and other potentially affected areas as deemed appropriate
- c Notify Council's General Manager
- d Notify the Media Liaison Officer
- e Contact staff that may have a direct role in the emergency.

If the first alert is received outside usual working hours the Municipal Coordinator must re-assess and determine the appropriate people to contact. Such contacts will depend on the type and extent of emergency.

Liaison with Emergency Services

In the event of an emergency occurring within the Council municipal area that threatens life and/or property, the Municipal Coordinator will liaise with all emergency services through SREMC (through the Regional Planner) or the Regional Controller.

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

Bushfire

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

If deemed appropriate by the Municipal Coordinator, a Council officer will be deployed to the TFS Incident Management Centre to act as a liaison officer for Council. The Municipal Coordinator shall be responsible, or nominate an officer to be responsible, for the coordination of information and response.

Floods

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

The Municipal Coordinator 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 evacuations are required, the decision to evacuate will be made by the Regional Controller in consultation with the SES and the Municipal Coordinator.

Storms

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

Sorell is subject to very strong winds and thunderstorms. Gale-force winds are common at any time of the year. The Municipal Coordinator will be advised of any severe weather warnings issued by the Bureau of Meteorology that indicate an impact within the Sorell community.

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 Municipal Coordinator.

APPENDIX 8: Community Centres and Nearby Safer Places

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

Row	Centre, location title & contact	Facilities	Location	Usage frequency	Could be used for	Comments
1	Sorell Memorial Hall (TFS approved) Municipal Coordinator	<ul style="list-style-type: none"> • Large open space opposite for parking • Stage area • PA system • Tables and chairs • Male/female/disabled toilets • Kitchen area • Offices x1 • Generator plug-in • Phone lines & wireless internet outlets (eg. broadband) • Administration offices next door • Pembroke Park amenities 100m away 	47 Cole St, Sorell	Weekly	<ul style="list-style-type: none"> • Community fire refuge • Evacuation • Recovery (One Stop Shop) • Information 	Adjacent to South East Community Care Opposite medical clinic
2	Dodges Ferry Recreation Centre	<ul style="list-style-type: none"> • Large reserve • Male/female/disabled toilets & showers • Stage/PA • Kitchen area • Meeting rooms with IT & phone lines • Adjoining ovals, school, carpark • 200 pax 	532 Old Forcett Road, Dodges Ferry	Daily in school terms Weekly holidays	<ul style="list-style-type: none"> • School refuge • Community fire refuge • Evacuation • Recovery (One Stop Shop) • Information 	Bore water & tanks
3	Dunalley Hall Not TFS approved	<ul style="list-style-type: none"> • Male/female/disabled toilets & showers • Stage PA • Kitchen area • Meeting rooms • Limited phone lines • Generator plug-in • Parking • 200 pax 	5 Franklin Street, Dunalley	Weekly	<ul style="list-style-type: none"> • Recovery (One Stop Shop) • Information 	Tank water Limited water for TFS
4	Primrose Sands Hall	<ul style="list-style-type: none"> • Large reserve • Male/female/disabled toilets & showers • Kitchen area • Meeting rooms • IT & 2Xphone lines • Generator plug-in • Limited parking • 150 pax 	532 Primrose Road, Primrose Sands	Weekly	<ul style="list-style-type: none"> • Community fire refuge • Evacuation • Recovery (One Stop Shop) • Information 	Tank water Septic tank Limited water for TFS
5	Midway Point Hall	<ul style="list-style-type: none"> • Male/female/disabled toilets & showers • Kitchen area 	31 Raynors Road, Midway Point	Weekly	<ul style="list-style-type: none"> • Community fire refuge • Evacuation 	Town water

Row	Centre, location title & contact	Facilities	Location	Usage frequency	Could be used for	Comments
		<ul style="list-style-type: none"> Meeting rooms Generator plug-in Limited parking 150 pax 			<ul style="list-style-type: none"> Recovery (One Stop Shop) Information 	

NEARBY SAFER PLACES

1	Boomer Bay Jetty	TFS Dunalley Protection Plan	Boomer Jetty Road, Boomer Bay
2	Dunalley Hotel	TFS Dunalley Protection Plan	210 Arthurs Highway, Dunalley
3	Marion Bay Beach	TFS Copping Protection Plan	Marion Bay Road, Marion Bay
4	Bream Creek Showgrounds	TFS Copping Protection Plan	138 Marion Bay Road, Copping
5	Park Beach	TFS Dodges Ferry Protection Plan	Park Beach Road, Dodges Ferry
6	Dodges Ferry Boat Park	TFS Dodges Ferry Protection Plan	2 Tigerhead Road, Dodges Ferry
7	Dodges Ferry Oval	TFS Dodges Ferry Protection Plan	530 Old Forcett Road, Dodges Ferry
8	Lewisham Boat Ramp	TFS Dodges Ferry Protection Plan	Off Lewisham Scenic Drive, Lewisham
9	Lewisham Tavern	TFS Dodges Ferry Protection Plan	46 Lewisham Scenic Drive, Lewisham



