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:
biosecurity	the protection of public health and wellbeing, industries, and the environment from the negative impacts of pests, diseases, and weeds
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
climate change	refers to long-term shifts in temperature and weather patterns
combined area	means two or more municipal areas determined by the Minister to be a combined area under section 19 of the Act
command	the internal direction of an organisation's resources in an emergency
Community Recovery Committee (CRC)	A committee established under Section 24E of the *Emergency Management Act 2006* to guide or coordinate recovery activities at the local or regional level following an emergency event. May be established in the form of an Affected Area Recovery Committee or other type of committee as determined by the affected community.
companion animal	a captive-bred animal that is not commercial livestock
consequence management	activities undertaken to minimise recovery needs that emerge as a consequence of an incident such as protecting public health standards, restoring essential services and providing relief financial assistance
consultation framework	a framework comprising groups of people within the emergency management sector 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 act of bringing together organisations and other resources to support an emergency management response, and which involves the systematic acquisition and application of resources (organisational, human and equipment)
Council	in the context of this plan, Council refers to the Sorell local government authority
counselling	direct assistance provided by relevant service professionals to emergency-impacted people who may be having problems coping with the aftermath of an emergency
debrief	an activity held at the end of a task, shift or incident that is intended to gather information from action participants to gauge the success or otherwise of the action/s in which they participated
Deputy Municipal Coordinator (DMC)	a person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, who supports and can act for the Municipal Coordinator when the Municipal Coordinator is: • Absent from duty or Tasmania • Unable to perform Municipal Coordinator duties (permanently), or • Temporarily not appointed (e.g. has resigned)

emergency	an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response
emergency centres	**Emergency Coordination Centre (ECC):** a facility that can be established at a municipal, regional and/or state level to support the coordination and organisation of service provision in an emergency
	Emergency Operations Centre (EOC): a facility, either static or mobile, from which the total operational response (or aspects of the operational response) to an incident or emergency is controlled, coordinated and managed
	Incident Control Centre (ICC): the location or facility at which the Incident Controller and members of the Incident Management Team provide overall direction of response activities
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; includes descriptions of processes that provide for safe and effective operations in emergency situations
emergency management worker	Includes a member of a statutory service, whether for payment or other consideration or as a volunteer, an authorised officer or a person who does (or omits to do) any act to assist or works under the direction or control of an authorised officer
emergency powers and special emergency powers	powers specified in Schedules 1 and 2 of the Act
emergency risk management	a systematic process that identifies, mitigates and manages emergency-related risks, including through a range of control measures that contribute to the safety and 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
exercise	a simulated emergency scenario designed to validate emergency management arrangements and/or familiarise workers with them
Evacuation Centre	a place or facility established to provide people affected by an emergency with temporary shelter
hazard	a place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment
incident	An event, occurrence or set of circumstances that: has a definite spatial extent; has a definite duration; calls for human intervention; has a set of concluding conditions that can be defined; and is or will be under the control of an individual who has the authority to make decisions about the means by which it will be brought to an end
Information Centre	a place or facility established to provide information about an ongoing emergency, emergency response and/or relief services to assist those affected by the event
Liaison Officer	a person nominated to represent his/her organisation and: provide advice about the organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources
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), as well as assessing and validating the effectiveness of the strategies they implement
Municipal Emergency Management Committee (MEMC) Chairperson	the person determined by Council to be the Chairperson of the municipal area's MEMC under section 21(2) of the Act
Municipal Committee	a Municipal Emergency Management Committee established under section 20 of the Act

Municipal Coordinator (MC)	a person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act
Municipal Recovery Coordinator (MRC)	a Council employee responsible for recovery at the municipal level, appointed under section 24G of the Act
Permanent Timber Production Zone land	a land classification established under the Forest Management Act 2013 to replace the formerly-used term 'state forest'
preparedness	planned and coordinated measures that are undertaken to ensure 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	In an emergency, refers to the function and/or resources used to develop and manage information intended for circulation to members of the public
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 Centre	a place or facility where people affected by an emergency may be provided with information about, or support to recovery from, that 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 Coordinator	the person appointed to the position of State Emergency Service (SES) Emergency Management Coordinator (South)
Regional Recovery Officer	Regionally-based employees of the Department of Premier and Cabinet who work with local governments to undertake recovery planning and preparedness, build recovery capability, chair Regional Social Recovery Committees, and support local and regional relief and recovery activities during an emergency through these Committees as appropriate.
relief	the provision of material aid and emergency medical care necessary to save and preserve lives and enable families to meet their basic needs
resilience	The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management
resources	Any plant, vehicle, animal, apparatus, implement, earthmoving equipment, construction equipment, other equipment of any kind, persons, agency, authority, organisation or other requirement necessary for emergency management
response	actions taken in anticipation of, during and immediately after an emergency to minimise the effects of the emergency and provide emergency-affected people with immediate relief and support
risk	the combination of the probability of an event and the negative consequences
risk assessment	methodology used to determine the nature and extent of risk, by analysing potential hazards and existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend
situational awareness	individual or group knowledge and understanding of an emergency as it unfolds, including how the situation could potentially evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies

Standard Operating Procedure	an agreed and standardised set of directions for actions to be taken
State Controller	a person appointed as State Emergency Management Controller under section 10 of the Act, who is either: • head of the Department of Police, Fire and Emergency Management, or • a person appointed by the Minister
state of alert	under Division 3A of the Act, a state of alert may be declared when there is a significant threat of an emergency occurring in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania
state of emergency	under Division 4 of the Act, a state of emergency may be declared when an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required
Support Agency	**Assisting Support Agency:** an organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function
	Primary Support Agency: an organisation responsible for the delivery and/or coordination of specific support functions or resources that address a particular need and have the capability to command their own resources, as agreed and identified by and in coordination with the Management Authority
validation activities	activities that are conducted to assess or review the effectiveness of emergency management arrangements. Strategies adopted include exercises, operational debriefs, workshops, and reviews
warning	Information about an emergency that is impacting or is expected to impact communities that describes the expected consequences and includes advice on what people should do
worker	a generic term used to describe people who perform defined functions and paid or unpaid work for an organisation or system, including staff, volunteers, trainees and contractors/consultants

1.2 Acronyms

Acronyms used in this plan are consistent with the TEMA.

Table 2: Acronyms

Acronym	Stands for…
AFDRS	Australian Fire Danger Rating System
AIIMS	Australasian Inter-Service Incident Management System
AT	Ambulance Tasmania
BOM	Bureau of Meteorology
BT	Building Tasmania (formerly Department of State Growth)
CBRNE	Chemical, biological, radiological, nuclear and explosives
CEO	Chief Executive Officer (Council)
CRC	Community Recovery Committee
DECYP	Department for Education, Children and Young People
DMC	Deputy Municipal Coordinator
DMRC	Deputy Municipal Recovery Coordinator
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
DRFA	Disaster Recovery Funding Arrangements
ECC	Emergency Coordination Centre
EM	emergency management
EOC	Emergency Operations Centre
EPA	Environment Protection Authority Tasmania
GIS	Geographic Information System
ICC	Incident Control Centre
IMT	Incident Management Team
LC	Logistics Coordinator
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan (this plan)
MOU	Memorandum of Understanding
MRC	Municipal Recovery Coordinator
NBN	National Broadband Network
NGO	Non-Government Organisation
NRE Tas	Department of Natural Resources and Environment Tasmania
OSEM	Office of Security and Emergency Management (DPAC)
PCYC	Police Citizens Youth Club
PHS	Public Health Service (DoH)
PIU	Public Information Unit
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery

PWS	Parks and Wildlife Service (NRE Tas)
RC	Recovery Coordinator
RCM	Recovery Centre Manager
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
REMP	Regional Emergency Management Plan
RMA	Response Management Authority
RRO	Regional Recovery Officer
RRT	Resilience and Recovery Tasmania (DPAC)
RSRC	Regional Social Recovery Committee
SCC	State Control Centre
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SREMC	Southern Regional Emergency Management Committee
SRSRC	Southern Regional Social Recovery Committee
SSEMP	State Special Emergency Management Plan
SITREP	Situation Report
STT	Sustainable Timber Tasmania
TASDRA	Tasmanian Disaster Risk Assessment (2022)
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service (call centre)
TEMA	Tasmanian Emergency Management Arrangements
TEMS	Tasmanian Emergency Management System
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements
WebEOC	Web-based emergency operations information platform administered by TASPOL

1.3 Introduction

In accordance with the *Emergency Management Act 2006* (the Act), the Sorell Municipal Emergency Management Committee (MEMC) is required to develop a *Municipal Emergency Management Plan (MEMP)*.

Effective emergency management relies on partnerships between individuals, businesses, local emergency management organisations, community groups and all tiers of government. Sorell Council has an integral role in emergency management and has resources, local knowledge and community connections that support responding to and recovering from emergency events.

Emergency management supports Council's role in maintaining a safe, resilient and connected community by ensuring the community is prepared for, can respond to, and recover from emergency events.

Council recognises that emergency management must be developed and delivered in collaboration with emergency management partners and local communities.

Council is committed to achieving a high standard of emergency management capability by:

- maintaining the structure and functions of Sorell's Municipal Emergency Management Committee (MEMC)
- maintaining, reviewing and updating Council's *Municipal Emergency Management Plan (MEMP)* every two years or when significant changes to risk or response strategies are identified
- developing and maintaining other supportive documents that describe Council's emergency management capabilities and arrangements
- defining and adequately addressing all elements of the four emergency management phases: Prevention and mitigation, Preparedness, Response and Recovery (PPRR)
- embedding climate change risk and adaptation throughout all emergency management phases
- participating in Tasmania's regional and state-level emergency management structures.

1.4 Authority

This Plan is issued under the authority of the State Emergency Management Controller, in accordance with Section 34 of the *Emergency Management Act 2006* and is maintained by Council.

1.5 Purpose

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

1.6 Objectives

The objectives of this plan are to:

a Identify, document and communicate;
   i) Hazards most likely to impact the municipality
   ii) The roles and responsibilities of Council in relation to each hazard
   iii) The role and responsibilities of agencies in relation to each hazard
   iv) Current arrangements for emergency management at municipal, regional and state level
   v) opportunities to reduce risks to the community

b increase community awareness, preparedness and resilience to identified hazards.

1.7 Scope and Application

The arrangements 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, considering that legislated powers and/or authorised structural arrangements may be established to complement arrangements in response to a particular event.

More detailed arrangements for specific hazards or functions are described in documents listed at *Appendix 1*.

1.8 Activation

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

- Southern Regional Emergency Management Controller (Regional Controller)
- Regional Emergency Management Coordinator (South); or
- Chair of Council's Municipal Emergency Management Committee (MEMC), in consultation with the Municipal Coordinator

1.9 Context – Settlement, topography, climate and hazards

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 as of 2022 was 17,430. Population distribution is as follows:

Area	Population
Municipality	*17,430*
Midway Point	3384
Sorell	3180
Southern Beaches	6582
Dunalley	333
Rural areas	3255

Of the estimated total municipal population:

- Median Age is 42
- English is spoken in 92 per cent of homes.
- Almost 68.7 per cent travel to work by motor vehicle and only 1.1 per cent use public transport.
- 30 per cent of workers travel between 30 and 50km to work, which is much higher than the 19.5 per cent figure for all Southern Tasmania.

The main industrial and commercial development is 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 Orielton, Dunalley, Nugent, Wattle Hill and Pawleena, and a timber mill on the Arthur Highway, Forcett.

There are also several 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.

1.9.1 Major Transport Routes

The municipal area is traversed by important road and transport routes connecting Sorell and the Tasman Peninsula with Hobart and other parts of Tasmania.

Major routes include:

- Tasman Highway
- Arthur Highway
- Associated connections through the Sorell area
- local roads providing access to coastal and rural communities.

The road network is critical to emergency response, evacuation, access to essential services and the movement of people, freight and emergency resources. Road closures may isolate communities and disrupt access to the Tasman Peninsula and other coastal areas.

The municipal area also includes marine facilities and waterways that may be relevant to emergency response and evacuation, together with Hobart Airport and associated aviation infrastructure immediately adjacent to the municipal area.

1.9.2 Essential Services

Water and Sewerage: Reticulated water and sewerage services are managed by TasWater. many properties outside the urban settlement areas rely on on-site systems and private water supplies.

Stormwater: Council is responsible for municipal stormwater infrastructure. The network includes underground drainage in urban areas and roadside drains, culverts, channels and natural drainage systems in rural and semi-rural areas.

Electricity: Electricity transmission and distribution infrastructure is operated by TasNetworks. Electricity infrastructure may be vulnerable to damage from high winds, bushfire, lightning, flooding and other severe weather.

Telecommunications: Telecommunications services are provided through a combination of fixed-line, mobile and NBN infrastructure. Telecommunications disruption may significantly affect emergency warnings, public information, business continuity and Council operations. Significant blackspots exist in the Nugent, Copping and Kellevie areas.

Other communication networks: Council maintains communication systems and facilities to support operational activities during emergencies. These arrangements may be supplemented by regional and State emergency-management communications.

Medical: Emergency medical services are provided by Ambulance Tasmania, with The Royal Hobart Hospital and other health services available in the wider Southern Region. Emergency medical transport and access may be affected by road closures, severe weather and other disruptions.

1.9.3 Topography, Vegetation and Natural Resources

There are three main physical elements of the Council area:

1. southwestern shoreline fronting onto the relatively sheltered waters of Pittwater, Frederick Henry Bay and Norfolk Bay;
2. 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
3. steeper, more forested areas to the north.

1.9.4 Climate

Sorell has a temperate, maritime climate with relatively mild winters and a relatively small annual temperature range compared to inland locations (average daily maximum temperatures are around 22.5 °C in January and 12.4 °C in July).

The municipality receives an average of 550 mm of rainfall a year with no strong seasonal cycle (around 40 -50 mm each month). Rainfall can come from frontal rain systems from the west, or from episodic systems from the north and east.

Year-to-year rainfall variability in this municipality shows some correlation with the El Niño Southern Oscillation in winter (where El Niño winters are generally drier than average, La Niña winters are generally wetter than average), and some correlation with atmospheric blocking in summer and spring.

Long-term average temperatures have risen in the decades since the 1950s, at a rate similar to the rest of Tasmania (up to 0.1 °C per decade). Daily minimum temperatures have risen slightly more than daily maximum temperatures.

There has been a decline in average rainfall and a lack of very wet years in the municipality since the mid-1970s, and this decline has been strongest in autumn. This decline was exacerbated by the 'big dry' drought of 1995-2009. Rainfall in the recent two years has been close to average or slightly below.

1.9.5 Climate Change Impacts in Sorell

Climate change poses the potential for significant risks to Sorell Council's operations, infrastructure, service delivery and community resilience. Climate projections indicate that Sorell will experience increasing temperatures, changes in rainfall patterns, increased evaporation, more extreme rainfall events, increased bushfire danger and rising sea levels. These changes are expected to affect the frequency, intensity and consequences of hazards relevant to the municipality

The *Sorell Council Climate Change Adaptation Plan* uses the 2019 Climate Futures Tasmania projections under the Representative Concentration Pathway (RCP) 8.5 scenario to identify potential changes in the municipal area's future climate. Under this scenario, average daily maximum temperature is projected to increase from 16.2°C for the 1961–1990 baseline to 18.1°C by 2040–2060 and 19.7°C by 2080–2100. The average number of days above 30°C is projected to increase from two days per year to six days by mid-century and 10 days by the end of the century.

The projected increase in temperature is accompanied by substantially higher evaporation. Average annual evaporation is projected to increase from approximately 1,007 mm for the baseline period to 1,189 mm by 2040–2060 and 1,408 mm by 2080–2100. Although annual rainfall is not projected to change substantially, changes in rainfall intensity and seasonal distribution are important for emergency management. The 2019 projections indicate that a 1 per cent annual exceedance probability (AEP) 24-hour rainfall event could increase from approximately 236 mm under the baseline climate to 259 mm by 2040–2060 and 277 mm by 2080–2100.

Bushfire risk is also projected to increase. The average annual cumulative Forest Fire Danger Index is projected to increase from 1,356 under the baseline climate to 1,590 by 2040–2060 and 1,861 by 2080–2100. This indicates an increasing potential for conditions conducive to severe fire weather and may increase the likelihood and consequences of bushfire events, particularly when combined with periods of low rainfall, higher temperatures and increased evaporation.

Sea level rise presents an increasing risk to Sorell's coastal communities and infrastructure. The projected sea level associated with the 1 per cent AEP event, including freeboard, increases from 1.97 m under the baseline climate to 2.20 m by 2040–2060 and 2.81 m by 2080–2100. Increasing sea levels may increase the frequency and extent of coastal inundation during storm tides and severe weather events and may exacerbate existing coastal erosion and inundation risks.

These projected changes may increase the likelihood and consequences of heatwaves, bushfire, flooding, severe storms, coastal inundation and coastal erosion, and may contribute to disruption of transport networks, electricity, telecommunications, water, sewerage and other essential services. Climate change may also increase the potential for hazards to occur concurrently or to produce cascading impacts across interconnected infrastructure and services.

It is important to note that climate projections are scenarios rather than predictions and contain inherent uncertainty.

They provide an appropriate basis for considering how changing climate conditions may affect emergency-management risks and capability over time.

Council will consider projected climate change impacts across all elements of Prevention and mitigation, Preparedness, Response and Recovery (PPRR), including emergency planning, infrastructure and asset management, business continuity, community preparedness and recovery planning.

1.9.6 Concurrent and cascading event risks

Emergency events may occur concurrently or produce cascading impacts across interconnected systems. A severe storm, for example, may cause power outages, telecommunications disruption, flooding, road closures and damage to Council and community infrastructure at the same time.

These impacts may affect the capacity of agencies and communities to respond and recover, particularly where an event causes prolonged disruption to transport, electricity, telecommunications, water, sewerage or other essential services.

Sorell's emergency-management arrangements therefore need to be scalable and capable of supporting compound and cascading events, including events that extend beyond the municipal area or occur while other services or resources are already committed elsewhere

1.9.7 Hazards

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

a Flood

Sorell is exposed to riverine, flash and overland flooding, particularly within the catchments of Orielton Rivulet, Sorell Rivulet, Iron Creek, Gilling Brook and Carlton River. Flooding may result from intense rainfall and drainage capacity being exceeded and may cause damage to property and infrastructure, road closures, disruption to essential services and isolation of communities. The potential for more intense extreme rainfall events associated with climate change may increase the frequency and consequences of flooding. Extreme coastal water levels can be more likely during periods of high tides combined with storms, strong winds and low atmospheric pressure. Seasonal patterns vary by location, and winter conditions can increase coastal inundation risk in some areas. The municipality's dependence on constrained transport corridors may further increase the consequences of significant flood events.

b Bushfire

Sorell has significant bushfire exposure due to the combination of dry sclerophyll forest, commercial forestry, rural land and expanding residential development. Bushfire may threaten life and property, require evacuation, cause road closures and disrupt electricity, telecommunications and other essential services. Communities located within or adjoining rural and forested areas may be particularly vulnerable where access and evacuation routes are constrained. Increasing bushfire weather associated with climate change is expected to increase the potential consequences of bushfire across the municipality.

c Storm

Sorell is exposed to severe storms, including damaging winds, intense rainfall, thunderstorms and other extreme weather events. Storms may cause damage to buildings, vegetation, roads and other infrastructure, resulting in power and telecommunications outages, flooding, road closures and disruption to essential services. Storm impacts may occur concurrently and cascade across interconnected systems, increasing pressure on emergency services and Council resources and potentially isolating communities. Climate change is expected to increase the intensity of some extreme weather events.

d Coastal erosion

Sorell has extensive coastal areas exposed to coastal erosion, storm surge and coastal inundation. Coastal erosion is a progressive hazard that may damage or threaten private and public assets, roads, coastal reserves and other infrastructure and may reduce the resilience of coastal areas to severe weather events. Sea level rise and increasing exposure to extreme coastal water levels are expected to increase the potential for coastal erosion and inundation and may result in increasing impacts on coastal communities and infrastructure.

e Infrastructure failure

Sorell is dependent on critical infrastructure and essential services including electricity, telecommunications, water, sewerage, transport and Council infrastructure. Failure or prolonged disruption of these systems may affect community safety, emergency response, business continuity and the delivery of essential services. Infrastructure failures may also occur because of other hazards, such as bushfire, flooding and severe storms, and may create cascading impacts across multiple systems. The concentration of critical infrastructure and dependence on constrained transport corridors increases the potential consequences of significant infrastructure failure.

f Major road incident

Sorell is a major transport corridor connecting Greater Hobart with the Tasman Peninsula and Tasmania's east coast and has significant daily movement of residents, freight and visitors. Major road incidents may result in fatalities and serious injuries, traffic disruption, road closures, hazardous material releases and disruption to regional transport and supply chains. The Tasman Highway, Arthur Highway and constrained crossings and causeways are particularly important to emergency access, evacuation and regional connectivity. A significant incident affecting these routes may result in community isolation and place additional demands on emergency services and Council resources.

1.9.8 Emergency Services

The Sorell municipal area is served by Tasmania’s emergency service organisations, with local stations and volunteer units providing coverage across the municipality. Additional support is available through regional and State emergency management arrangements as required.

Tasmania Police (TasPol) operates the Sorell Police Station, with the municipality forming part of the Southern District and South East Division. A police station is also located at Dunalley, providing local policing capability to the southern and eastern parts of the municipality. Additional support is available from neighbouring police divisions and Southern District resources as required.

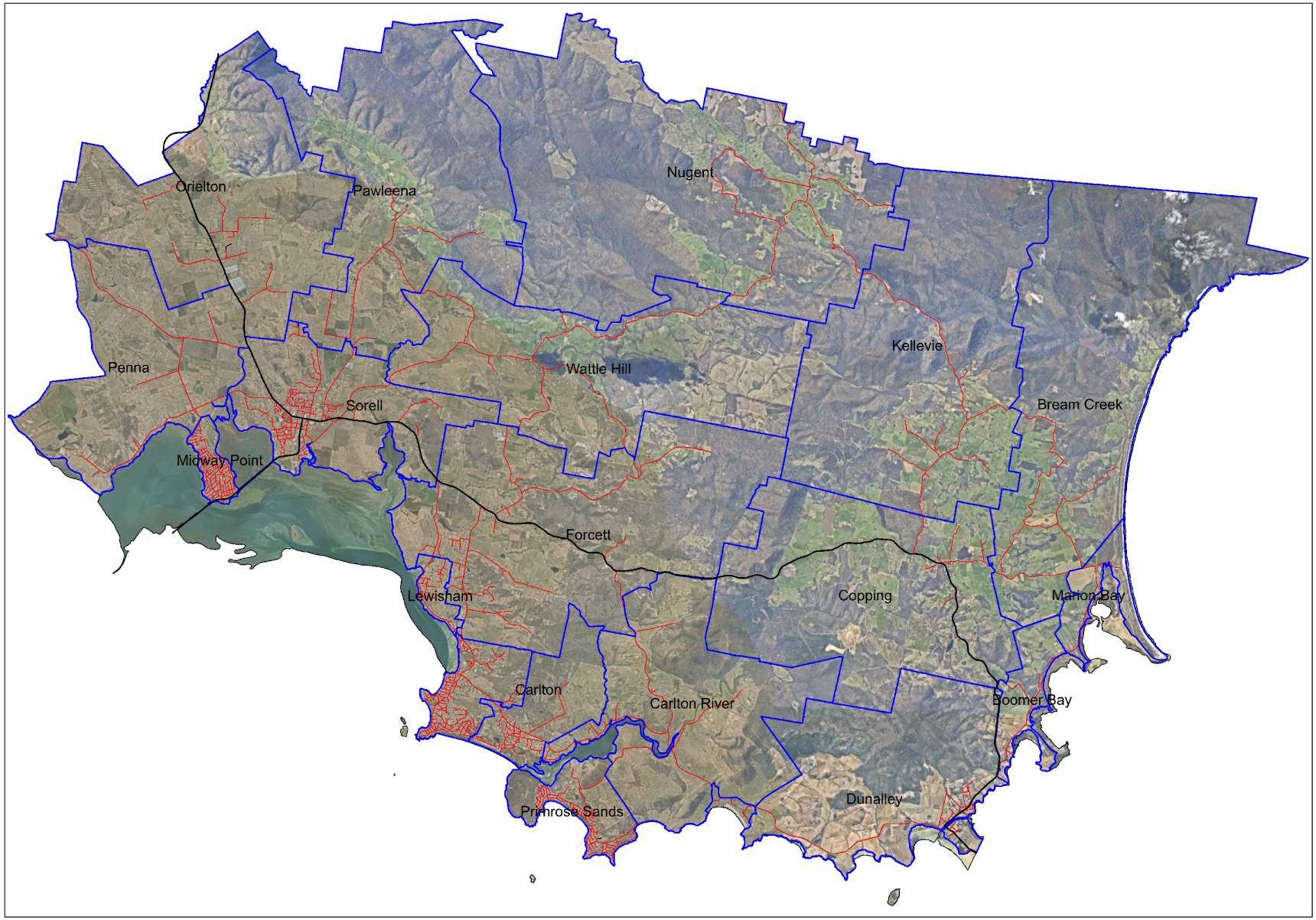
Tasmania Fire Service (TFS) is supported by volunteer brigades located throughout the municipality, including at Sorell, Midway Point, Dodges Ferry, Dunalley, Orielton, Primrose Sands and Wattle Hill. These brigades provide local capability for vegetation and structural fire response, with additional resources available through regional and State TFS arrangements.

State Emergency Service (SES) operates a unit based at the Sorell emergency services hub at 47 Cole Street. The Sorell SES unit is sponsored by Sorell Council for road crash rescue, and its volunteers also train in general rescue and storm and flood response. Additional support is available through SES Southern Regional Headquarters and other regional and State resources.

Ambulance Tasmania (AT) provides emergency ambulance services throughout the municipality, supported by regional resources as required. Emergency medical response and patient transport may be affected by road closures, severe weather, bushfire and other emergencies that restrict access to communities.

Other emergency response capability is provided by organisations and community-based services operating within the municipality, including Sea Rescue Tasmania, which provides marine search and rescue capability relevant to Sorell's extensive coastal and marine environment.

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, i.e. three tiers of government, focusing on the main roles at a municipal level.

1.1 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.

Sorell's MEMC plays a pivotal role in meeting these requirements, as detailed in *Section 2.6*.

1.2 Tasmania's Legal Framework for Emergency Management

In Tasmania, powers and authorities for emergency management are established in the *Emergency Management* Act 2006. 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.

1.3 Emergency powers and declarations

Powers related to specific hazards and/or functions are established by specific Tasmanian legislation or national arrangements.

The *Emergency Management Act 2006* 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 5 of the TEMA.

If powers are authorised, any specified authorised officer, including Municipal Coordinators, may be required to implement or support the implementation of authorised powers. The Regional Controller (supported by the Regional Coordinator) will assist Municipal Coordinators to perform the functions required of them. Municipal Coordinators may provide advice to the Regional Controller (or through the Regional Coordinator) if they consider that specific powers should be authorised.

In some instances, national legislation can also provide authority and powers, for example the *Biosecurity Act 2015 (Commonwealth)* during the COVID-19 pandemic.

1.4 Emergency Management Governance

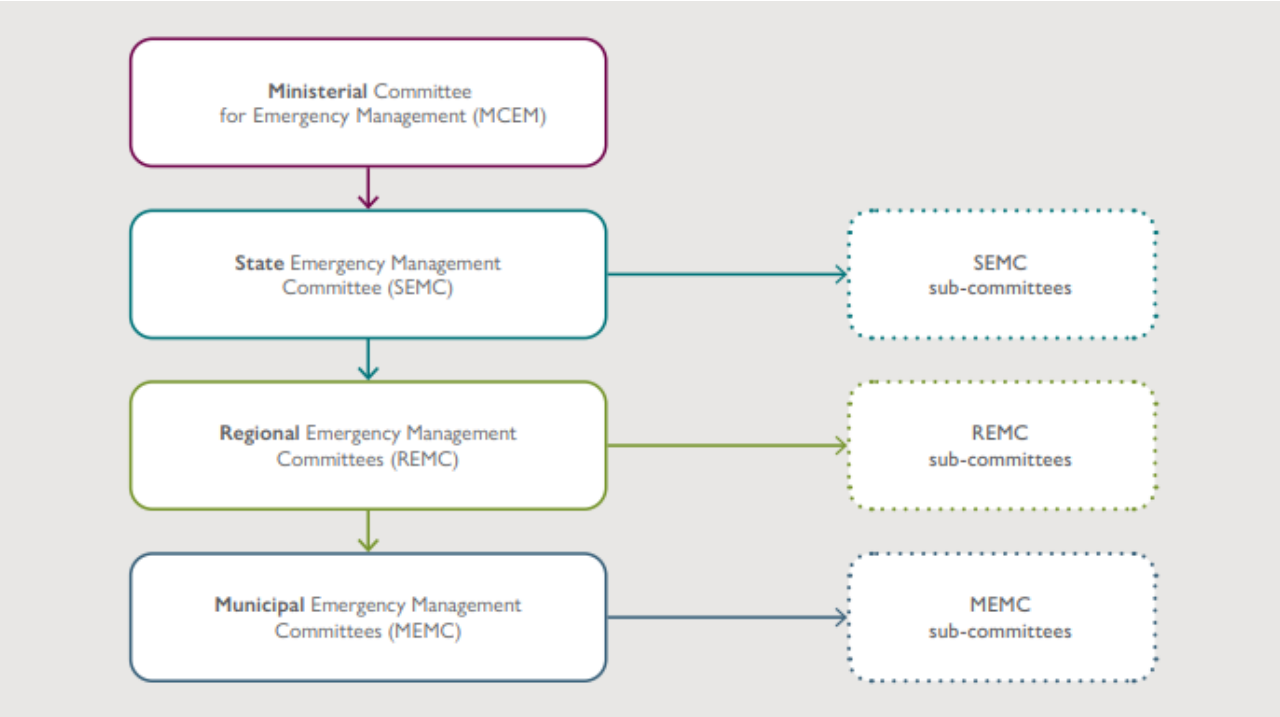


Figure 2: Governance arrangements

1.5 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 SES Regional Emergency Management Coordinator.

SREMC Terms of Reference are included in the Southern Regional Emergency Management Plan (REMP), which is reviewed every two years and available via authorised access to WebEOC a web-based emergency operations information platform administered by TASPOL.

1.6 Municipal Emergency Management Committee (MEMC)

As a statutory body under the *Emergency Management Act 2006*, the MEMC reports directly to the Southern Regional Emergency Management Committee (SREMC).

The MEMC has an important role in effective leadership and stakeholder communications during and after an emergency, but has no authority in the command, control, or coordination of a response to an emergency. The MEMC is not expected to be operationally involved in an emergency response. If possible, the MEMC will meet prior to, during and after an emergency and will provide strategic advice regarding Council's emergency response.

The MEMC is chaired by a Councillor (appointed by the Council) and supported by the Municipal Coordinator. The MEMC's Terms of Reference are provided at Appendix 3. Terms of Reference are reviewed approximately every two years in conjunction with review of this Municipal Emergency Management Plan (MEMP), which is provided to SREMC for noting.

The Municipal Coordinator leads Council's support role in an emergency, which may include establishing a Municipal Emergency Coordination Centre (MECC), staffed by an Incident Management Team, based on the functions of the Australasian Inter-Service Incident Management System (AIIMS).

Council does not operate a separate recovery committee; recovery activities are incorporated into the business of the MEMC, of which the Municipal Recovery Coordinator (MRC) is a member.

The strategic objectives of The Sorell Municipal Emergency Management Committee (MEMC) are to:

- Identify, review, promote and oversee opportunities to reduce the impacts of emergencies in the municipal area
- Identify, review and promote awareness of risk to the community arising from relevant hazards.
- Ensure the capacity and capability to respond to and recover from an emergency is maintained
- During emergency response, provide advice and assistance to the community and Response Management Authority (RMA)
- Maintain this Municipal Emergency Management Plan (MEMP)
- Recognise the value of community relationships and emergency management partnerships including maintaining linkages with Southern Regional Emergency Management Committee (SREMC) and other related bodies
- Maintain an active and relevant MEMC

1.7 Responsibilities

Tables 3 and 4 provides a summary of the responsibilities of Response Management Authorities (RMA) 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	RMA	Council's support function and activities (as required)
1	Biosecurity	NRE Tas (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal inundation – storm tide	SES	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 restoration priorities
5	Energy infrastructure (Includes electricity, gas, petroleum)	TasNetworks Enwave (Tas Gas) 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, other reserves	NRE Tas (PWS)	Community information Plant and machinery
8	Fire- Declared forest land, permanent timber production zone land	Sustainable Timber Tasmania (STT)	Community information Plant and machinery Evacuation Centres
9	Fire - Future potential timber production land	NRE Tas (PWS)	Community information Plant and machinery Evacuation Centres
10	Fire - Urban, structural & privately managed rural land	TFS	Property identification Road closures Plant and machinery Evacuation Centres
11	Flood – dams Dam safety	TASPOL (Assisted by dam owners)	Property identification Road closures Local operations centres Community information

			Plant and machinery Evacuation Centres
12	Flood – flash flood (Includes debris flow)	SES	Prevention, preparedness and mitigation measures Property identification Road closures Local operations centres Community information Plant and machinery Evacuation Centres
13	Flood – rivers	SES	Property identification Road closures Local operations centres Community information Plant and machinery Evacuation Centres
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	TFS	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. CBRNE 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	NRE Tas (PWS)	Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities
23	Marine pollution	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	NRE Tas (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification

26	Public health emergency	DoH (PHS)	Premises inspection Infection controls Community information Property identification
27	Recovery	Advisory agency – Resilience and Recovery Tasmania (DPAC)	Refer to Table 4 below
28	Space debris	SES, DPFEM 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
3	Essential services • Power	 TasNetworks Telstra	Provide resource support

	• Telecommunications • Water supply • Natural gas • Stormwater	TasWater TasGas Council	
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 • 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

1.1 Prevention and Mitigation Arrangements

This section describes the current focus of prevention and mitigation for municipal emergency management.

1.1.1 Overview

Sorell's Municipal Emergency Management Committee (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.

1.1.2 Research

Through its membership, MEMC maintains awareness of research for hazards and emergency management relevant to the municipal area. Hazards are described in *Table 3* 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.

1.1.3 Risk Management

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

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

The Sorell Emergency Management Committee has identified the hazards most likely to affect the municipal area. In consultation with the appropriate Management Authority, these hazards are risk rated against the *Tasmanian Emergency Risk Assessment Guidelines (TERAG)*. See *Appendix 2* for the Sorell Risk Assessment.

1.1.4 Protective Security and Business Continuity

Emergency events will impact the business continuity of Council and the community. Each asset owner and/or service provider is responsible for maintaining systems, processes and resources to achieve appropriate standards of protective security and business continuity.

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

- power supply
- potable water
- transport networks and alternative route planning
- telecommunications
- 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.

Council's business continuity arrangements are developed with consideration given to the *Tasmanian Municipal Emergency Management Guidelines* developed by the Local Government Association of Tasmania (LGAT).

1.1.5 Land Use Planning

The Tasmanian planning system is designed to manage land use and development in the state. The arrangements are set out in the *Land Use Planning and Approvals Act 1993*.

Land use planning encompasses several key components, including the *Tasmanian Planning Scheme, Regional Land Use Strategies, State Planning Provisions, Local Planning Schedules*, and *Specific Area Plans*.

The role of municipal councils is as the Planning Authority. The building system complements the planning system and provides for building standards that will ensure new buildings are built to building standards.

The *State Planning Provisions* provide for hazard codes for Riverine Flooding, Coastal Inundation, Coastal Erosion, Landslip, and Bushfire. Where a Municipal Council identifies that a locality specific treatment is needed, this can be incorporated into the planning system through either a Specific Area Plan, or a Hazard Management Plan that is endorsed by the Planning Authority.

1.1.6 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.

Australia's National Climate Risk Assessment (NCRA) emphasises that even achieving federal net zero emissions targets will not eliminate climate risks, making adaptation Councils highest priority to maintain safe and liveable communities.

All levels of government will need to work together to address the following challenges:

- Infrastructure and service adaptation
- Economic and social resilience
- Environmental and resource management
- Governance and financial planning

Adapting to climate change will require local governments to assume expanded responsibilities, while managing increased resource pressures across the full Prevention and mitigation, Preparedness, Response and Recovery (PPRR) spectrum.

1.2 Preparedness Arrangements

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

1.2.1 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.

1.2.2 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.

Review considerations include:

- emerging risks, hazards and potential treatments
- compliance with current legislation and policy
- accuracy and currency of content, e.g. roles, procedures, contacts
- functionality of the MEMP during emergencies
- comments and suggestions from stakeholders.

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.

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.

1.2.3 Capacity and Capability

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

- adequate staffing and redundancy to fulfil key council emergency management roles

- establishment and management of evacuation centres in the municipal area as required
- establishment and coordination of recovery centres in the municipal area as required
- emergency management education and training for council workers
- maintaining the Municipal Emergency Coordination Centre (MECC) capability
- maintaining basic systems so resources can be requested and shared.

1.2.4 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)	Deputy Mayor
Municipal Coordinator (MC) (Development Officer Risk & Strategy)	Deputy Municipal Coordinator (DMC) (Manager Planning)
Municipal Recovery Coordinator (MRC) (Community Development Officer)	Deputy Municipal Recovery Coordinator (DMRC) (Works Support Officer)

1.2.5 Emergency Management Education and Training

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

The Tasmanian Emergency Management Training package (TasEMT) is available from the SES website. The TasEMT resources can be used by workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the Prevention and Mitigation, Preparedness, Response and Recovery (PPRR) spectrum.

Council is committed to undertaking awareness and validation activities to ensure that key staff and community groups are fully aware of their roles in emergency management, which includes validation of this plan. Major actions are reflected in the Maintenance Schedule (refer to *Appendix 4*).

1.2.6 Municipal Emergency Coordination Centre (MECC) arrangements

The MECC is maintained by the Municipal Coordinator as a facility to:

a. coordinate Council's overall emergency response activities;
b. coordinate requests from response/recovery organisations for additional resources;
c. provide municipal intelligence and information, to the Response Management Authority or Regional Controller; and
d. disseminate community information, warnings and advice in alignment with the Response Management Authority

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

a. at the request of a Response Management Authority;
b. after consultation with the Mayor or Chief Executive Officer; and/or
c. at the direction of the Regional Controller or Regional Coordinator.

The Municipal Coordinator will nominate an Incident Management Team for the MECC based on the Australasian Inter-Service Incident Management System (AIIMS) principles and structure

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).

1.2.7 Maintaining Systems and Resources

The Municipal Emergency Management Committee's (MEMC) Emergency Management Contact List is maintained by the Municipal Coordinator. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders. This information is an important resource for the MEMC and

SREMC. Regional emergency management contacts are maintained and circulated by the Regional Coordinator after each quarterly SREMC meeting.

Council maintains resources and has access to other community resources and vital information about the community that will be required to support efforts to respond to and recover from an emergency.

Information about other Council arrangements, including relevant service or equipment providers, is recorded and maintained by the Municipal Coordinator. In the event of a public health emergency, Council is responsible for identifying potential clinic locations in the municipal area. More details, including potential sites for location of the Municipal Emergency Coordination Centre (MECC) and other Community Centres, are included at Appendix 5.

In an emergency, resource support may be provided by seeking assistance through Southern Regional Emergency Management Committee (SREMC) and/or neighbouring councils. Regional, state or national support can be accessed through the Reginal Coordinator or the Regional Controller.).

1.2.8 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*.

1.2.8.1 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.

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.

After an emergency, information about TasRECOVERY activities is published and regularly updated.

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

1.2.8.2 Points for Public Enquiries

All organisations represented on MEMC maintain phone and internet public enquiry points. In an emergency, Council's website and social media platforms are regularly updated with relevant information.

1.2.8.3 Available Warning Systems

Relevant emergency warning systems (and responsible agencies) are:

a. Flash and mainstream flooding (from rivers) (BoM, SES);
b. Severe weather eg. damaging winds (BoM, SES);
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).

1.2.9 Validation and Performance Management

Council is responsible for ensuring that regular testing and validation of the effectiveness of planned municipal processes and procedures are conducted as part of the emergency management planning process. Validation activities include debriefs, exercises, workshops, briefings and meetings.

Council is also responsible for participating in other organisations' validation activities whenever possible. Debriefs are conducted after both exercises and operations. Combined debriefs may be arranged by Municipal Emergency Management Committee (MEMC) or Southern Regional Emergency Management Committee (SREMC). Lessons identified are recorded and shared as appropriate through the emergency management consultation framework. Where opportunities for improvement are identified, action is taken to address the situation on a risk basis.

1.2.10 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.

1.2.10.1 Information Management

WebEOC is always available online 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 3.2.10.2*);
e. registration of spontaneous volunteers, public offers, impacted people/groups;
f. impact assessment and consequence management.

1.2.10.2 Cost Capture and Financial Administration

All organisations maintain systems and processes so that emergency-related expenditure can be authorized, 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.

1.2.10.3 Business continuity

Council employs around 90 people across a wide range of professions, including Facilities & Recreation, Roads & Stormwater, Health & Compliance, as well as numerous administrative, professional and executive staff.

In an emergency, some regular business functions may need to be put on hold to boost the staffing required to manage relief and recovery services for the community.

Council's *Business Continuity Plan* identifies risks and potential impact on critical business functions in an emergency, with strategies and procedures for mitigating these risks and restoring business functions as quickly as possible

1.3 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.

1.3.1 Overview

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

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

In general, emergency response can be segmented into five clearly defined stages. These stages are designed to ensure a graduated response to emergency events, thereby reducing the possibility of under or over reaction. The stages are listed in Table 6 below.

Table 6: Stages of response

Stage 1	**Alert**	Alert stage may be declared when the appropriate Management Authority receives notification regarding the potential for an emergency event to occur. Advice will be relayed to Municipal Emergency Coordinator(s) regarding the potential for an emergency which may necessitate response activities. Note: Some emergencies can occur without warning, triggering immediate activation (Stage 3).
Stage 2	**Standby**	Standby stage may be declared when the appropriate Management Authority considers or is advised an emergency response is imminent. During this stage planning for tactical response activities will commence. Notification to Municipal Emergency Coordinator(s) and broader emergency management stakeholders is common. Local and State Government organisations may commence passive measures in preparation for an emergency occurring.
Stage 3	**Activation**	Activation stage is declared when active emergency response measures are required or underway. Tactical emergency response operations and the dissemination of public information and warnings are the responsibility of the Response Management Authority. Depending on the size, scale and complexity of the emergency, coordination centres at municipal, regional or State-levels are activated to manage consequences. During this stage immediate relief activities may be operating in parallel (e.g. evacuation centres, emergency financial assistance to affected individuals). Planning for recovery based on anticipated social, environmental, built, and economic impacts should commence.
Stage 4	**Stand-down**	Stand-down stage occurs when tactical emergency response operations have ceased and the immediate threat to life, property or the environment has passed. Municipal, Regional or State coordination centres continue to operate. Impact and damage assessments commence to inform immediate, medium to long-term recovery measures. There is potential for a surge in immediate relief activities during this stage.
Stage 5	**Recovery**	Transition to recovery occurs. Recovery stage is informed by the assessment of social, economic, infrastructure and natural environments after an emergency has occurred. Effective recovery supports the restoration and

rehabilitation of each recovery domain, enabling a community to return to an effective level of functioning.

1.3.2 Command, Control and Coordination

1.3.2.1 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 Municipal Coordinator. At this point, consideration is given to the practicalities of opening a MECC to coordinate resources and requests (if not already open).

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 Coordinator is responsible for arranging regional support to Council, should this be required, and usually assists and advises the Municipal Coordinator and MECC. The Regional Coordinator 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.

1.3.2.2 Emergency Powers

Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Appendix 5 of the TEMA. The SES Regional Emergency Management Coordinator will coordinate activities on behalf of the Regional Controller when emergency powers are authorised.

1.3.2.3 Municipal Emergency Coordination Centre (MECC)

The MECC provides a range of services to the community and is the centre for municipal decision-making and strategic direction (in conjunction with and to support emergency services) during and after an emergency.

Council's Chief Executive Officer (CEO) is responsible for providing adequate staff and resources to activate and operate the MECC. The Municipal Coordinator is responsible for managing the MECC and for arranging for it to be opened.

A request to open the MECC may be made by the Regional Controller, Regional Coordinator, Council's Chief Executive Officer, the Municipal Emergency Management Committee (MEMC) Chairperson or the Municipal Coordinator.

Functions of the Municipal Emergency Coordination Centre (MECC) include:

- manage and coordinate Council's municipal resources to support emergency response activities
- coordinate requests from the Response Management Authority and Support Agencies for additional resources
- provide information and advice to the Regional Controller, Regional Coordinator and Response Management Authority
- Timely dissemination of public information, warnings and advice to the community
- manage evacuation, relief and recovery centres

The location of Council's primary and secondary MECC are identified at *Appendix 5.*

The Municipal Coordinator leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC. IMT membership will vary, depending on the nature and size of the event, but typically comprises officers to fulfil the following functions:

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

The Australasian Inter-Service Incident Management System (AIIMS) incident management structure provides for the Incident Controller, assigned overall responsibility for managing activities to resolve the incident. The Incident Controller leads the Incident Management Team following the Unity of Command principle.

The incident management structure and Incident Management Team will be determined by the size and complexity of the emergency and adjusted accordingly.

In response to smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, the Incident Controller may manage all functions. An Incident Management Team is created when functions are delegated to others.

1.3.2.4 Municipal Emergency Operations Centre (MEOC)

MEOCs are established to manage operational aspects of the relevant organisations' emergency response activities. Council may establish an MEOC from which to provide physical resource assistance to Response Management Authorities and Support Agencies.

The location of Council's primary and secondary MEOCs are identified at *Appendix 5.*

Functions of the MEOC include:

- management of operational tasking, personnel and resources
- establishing and monitoring communication networks
- coordination of response support operations
- management of requests for additional support
- coordination of logistical support for MEOC personnel.

1.3.2.5 Municipal Emergency Management Committee (MEMC)

When an emergency occurs, the Municipal Coordinator is to liaise with the MEMC Chairperson and the Regional Coordinator to confirm whether MEMC should meet. The Municipal Coordinator will maintain a procedure that details when MEMC should consider meeting.

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

- nature of the emergency
- resources available to deal with the emergency
- task prioritisation
- communications
- business continuity
- community engagement
- recovery

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

1.3.3 Resource Sharing and Coordination

In an emergency affecting one or more municipalities, resource support may be available through liaison with other councils or by contacting the Regional Coordinator, who can assist with requests for the provision of regional, state or national support resources.

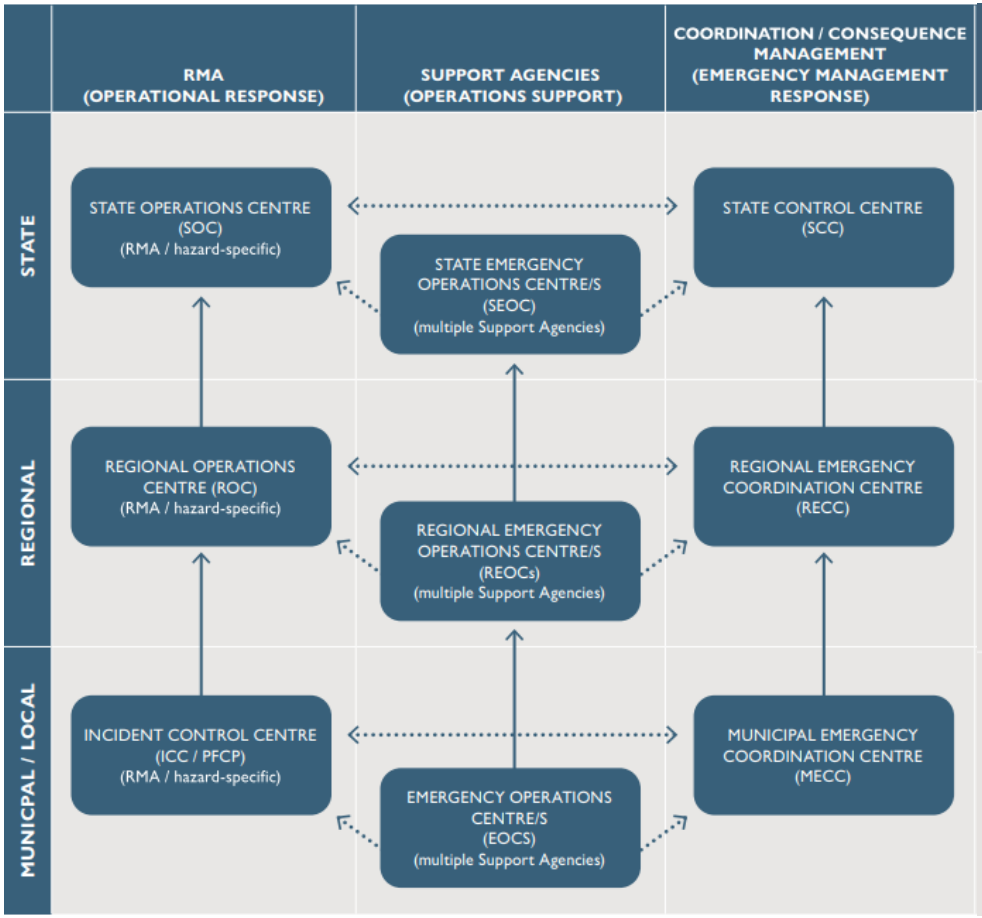
1.3.4 Consequence Management

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 7* summarises typical All-Hazard response actions undertaken by Council officers, which are used or adjusted as required.

Figure 3 - Command, Control and Coordination Arrangements



	COMMUNICATIONS	RESOURCES	EM PLANS/ SOPS	COMMAND/CONTROL & COORDINATION
STATE	Inter-agency / intra-agency communications requirements are **HIGH.** Increased need to brief upward from region to State.	Resource interoperability between agencies is **MEDIUM–HIGH.**	State arrangements come into play. Interface between localised, regional and state plans / protocols requred to a HIGH degree.	Collaboration between agencies at a regional and state level. Specific incident management rests with Management Authorities. Overall coordination of emergency management response rests with State EM Controller.
REGIONAL	Inter-agency / intra-agency communications needed. Regional EM Controller must be briefed. Upwards briefing from Regional EM Controller to State EM Controller required.	Utilisation / deployment of resources required at a regional level. Requirements for inter-agency resource interoperability are **MEDIUM–HIGH.**	Regional protocols / SOP's and plans come in to play. Interface between localised and regional plans / protocols required.	Regional collaboration between agencies. Specific incident management rests with Management Authorities. Overall coordination of emergency management response rests with the Regional EM Controller.
MUNICPAL / LOCAL	Individual agency communication protocols apply. Briefing upwards to Regional EM Controller required for situational awareness.	Utilisation / deployment of individual agency resources. Requirements for inter-agency resource interoperability are **NIL–HIGH.**	Individual EM Plans and SOP's apply with supporting agency plans and SOP's apply if required.	Individual agencies working independently. Command / control rests with Management Authorities.

LEGEND:

——— Direct reporting relationship

– – – – Also works/communicates with

Table 7: All-Hazards Response – Typical Council Actions

Note: Please refer to Table 2 Acronyms

Row	Phase	Responsibilities	Council considerations/actions
1	**Alert**	• Monitor situation • Brief stakeholders	• Advise council stakeholders (**MC**) • Monitor situation (**MC**)
2	**Stand-by**	• Prepare to deploy for response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders • Consider MEMC meeting	• Update stakeholders (**Mayor, Council, MEMC, CEO, Works Manager, MRC)** and circulate Contact List and Action Duties (**MC, DMC**) • Consider MEMC meeting (**MC**) • Locate keys to centres, notify centre managers and arrange staff rosters (**MRC**) • Nominate IMT and Operations Team members and staff rosters for centres/tasks for next 24 hrs (**CEO**, **MC, DMC, MRC, IMT**) • Locate supplies that are likely to be needed in the first few hours (**IMT**) • Nominate media officer and advise RMA (**MC**)
3	Respond	• Assess emergency scene • Establish command and control arrangements • Review whether MEMC should meet • Deploy resources and request extra assistance as required • Assess impacts and effectives 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	• Establish and communicate coordination location for council resources/requests (**MC**) • Establish IMT (**MC**) • Manage requests for assistance and resources (**MC, IMT**) • Provide operational assistance (**Manager Roads & Stormwater**) • Open and manage centres as required eg. evacuation centres (**MRC**) • Provide public with information (**MC**) • Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs (**Manager Roads & Stormwater**) • Update stakeholders and Regional Recovery Officer as required (**MC**) • Coordinate meals, relief and accommodation for workers (**IMT**)
4	**Stand-down (including recovery handover)**	• Assess effectiveness of response actions • Plan for end of response • Liaise with Council and Regional Recovery Officer 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	• Confirm end/close of Council operations for response (**MC**) • Liaise with recovery workers and assess needs (**MRC**) • Reinstate transport routes etc. (**Manager Roads & Stormwater**) • Consider establishing an Emergency Recovery Group (**MC**) • Close centres as agreed (**MRC**) • Collate logs, costs etc. and assess needs for resupply (**MC, IMT**)

1.3.5 Warnings

TasALERT is Tasmania's official online emergency information source, administered by the Department of Premier and Cabinet (DPAC). Hazard-specific information about warnings and call-to-action information is published on the TasALERT website and mobile App and provides a single source of emergency information before, during and after an emergency.

The TasALERT app launched in 2024 and sends real time notifications directly to users' devices about incidents and warnings in their area.

Bureau of Meteorology (BOM) 'Severe Weather Warnings' and 'Coastal Hazard Warnings' are published on TasALERT as incidents. This information is published as an incident not a warning as they are forecasts.

The Australian Warning System (AWS) provides nationally consistent three-level warning systems with clear icons and terminology. It uses a set of nationally consistent icons, the Australian Warning System warning levels are: Advice (Yellow), Watch and Act (Orange) and Emergency Warning (Red). In Tasmania, the Australian Warning System currently applies to bushfire, flood and storm.

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 RMA and TFS. If Council identifies a need to use the system, this may be arranged through the Regional Emergency Management Coordinator.

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

Council works in consultation with relevant emergency management authorities to ensure that messages are consistent and coordinated. A multi-channel approach including radio, television, door-knocking, and digital platforms may all be utilised as no single warning mechanism is guaranteed to reach everyone.

Table 7 summarises prominent warning arrangements and typical Council actions. More information about warnings is published on the Get Ready section of the TasALERT website.

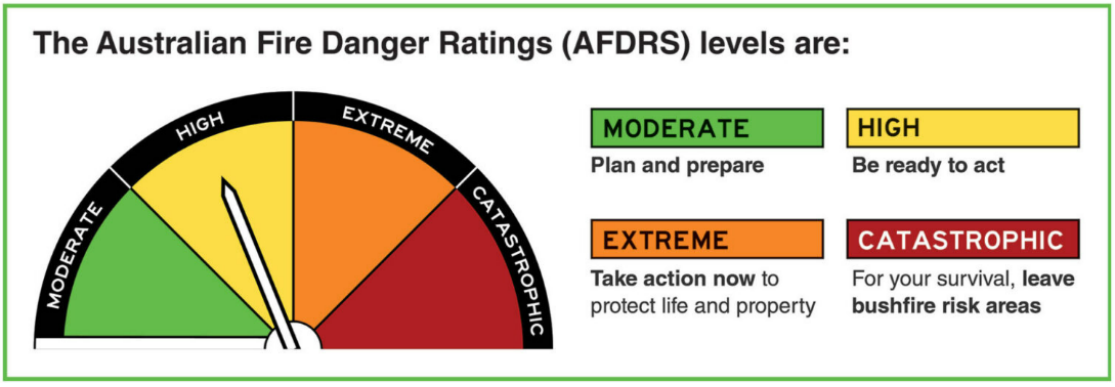
Table 8: Summary of prominent warning systems and arrangements

Hazard	Warning type/indication	BY	Action by MC
SEVERE WEATHER			
WARNINGS	Warnings are issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples are: land gales, squalls, flash flooding, dangerous surf or tides.		
Damaging winds	Mean wind speeds (averaged over 10 minutes) ≥ 63 km/h (34 knots), or for winds with a westerly component, wind gusts ≥ 100 km/h (54 knots), or for winds with an easterly component, wind gusts ≥ 80 km/h (43 knots) where soils are expected to be saturated (as a guide RZSM ≥ 75%)	BOM	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Destructive winds	Wind gusts ≥ 125 km/h (68 knots) or mean wind speeds (averaged over 10 minutes) ≥ 89 km/h (48 knots), or Wind gusts ≥ 110 km/h (59 knots) for easterly winds	BOM	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Dangerous surf	Issued when significant wave height ≥ 6 metres and from onshore directions, or swell height ≥ 7 metres at Cape Bruny when swell direction is from southwest	BOM	• Nil
Abnormally high tides	Issued when sea levels ≥ 1.9 metres above lowest astronomical tide at Battery Point (Hobart)	BOM	• Relay warnings • Update stakeholders • Place warnings at low-lying public carparks/parks
Heavy rain	Rainfall over a period between 30 minutes and 6 hours which exceeds the 10% AEP[1] depth	BOM	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders

Intense rain	Rainfall over a period between 30 minutes and 6 hours which exceeds the 2% AEP depth	BOM	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Severe thunderstorm	Issued when thunderstorms are expected to produce: - Damaging Wind Gusts (Wind gusts ≥ 90 km/h) - Destructive Wind Gusts (Wind gusts ≥ 125 km/h) - Large Hailstones (Hailstones ≥ 2 cm in diameter) - Heavy Rainfall (Rainfall over a period between 30 minutes and 6 hours which exceeds the 10% AEP depth) - Intense Rainfall (Rainfall over a period between 30 minutes and 6 hours which exceeds the 2% AEP depth) - Tornado	BOM	• Relay warnings • Notify outdoor crews & check availability • Update stakeholders
Bushwalkers weather alert	Only issued for the Western and Central Plateau weather districts. Issued when snow is expected to fall below 500 metres during July to September, below 1100 metres during January to March, and below 800 metres from October to December and April to June.	BOM	• Nil
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH (PHS)	• Relay warnings • Update stakeholders
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BOM	• Nil
FLOOD			
Flood Watch	**Flood Watch** means there is a developing weather pattern that may cause floods in 1-2 days. Can include advice for multiple catchments and areas.	SES	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
FLOOD WARNINGS:	**Flood Warnings** means flooding is about to happen or is already happening.		
Flood Advice 	An incident has started but no immediate danger. Stay up to date in case the situation changes. May also be used to communicate a reduced threat. May communicate inundation of low-lying areas near watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	SES	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders

Flood Watch and Act 	Heightened level of threat. Conditions are changing and people are advised to prepare and start to act to protect themselves, their families and properties.  In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is likely substantial in rural areas, requiring removal of stock.	SES	• Relay warnings • Ensure availability of outdoor crews • Place Evacuation Centres on standby • Update stakeholders
Flood Emergency	Highest level of warning. People may be in danger and advised to act immediately. Any delay may put lives at risk. In addition to above, extensive rural areas and/or urban areas may be inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people in some areas may be required.	SES	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Establish MECC/IMT • Place Evacuation Centres on standby • Consider MEMC meeting

FIRE



AFDR Moderate	Fires breaking out can be controlled. Some risk to people, homes and property.
AFDR High	Fires may spread rapidly and be difficult to control. Lives may be at risk and homes may be destroyed. Well-prepared and actively defended homes can offer safety.
ARDR Extreme	Fires will spread rapidly and be uncontrollable. Lives may be at risk and homes likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety.
AFDR Catastrophic	Fires will spread rapidly and be uncontrollable. Significant risk to lives and properties. Many homes are very likely to be destroyed. Even the best-prepared homes are not safe.
	Location-specific information about fires in the environment.

BUSHFIRE WARNINGS:			
Advice 	A fire has started and people should stay up-to-date but there is no immediate danger. Includes general, up-to-date information about developments.		• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Watch and Act 	A heightened level of threat. Conditions are changing and people in the area need to prepare and start to act to protect themselves and their families.		• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Consider MEMC meeting • Place Evacuation Centres on standby
Emergency 	People in specific locations are in danger and need to act immediately, as they will be impacted by fire.		• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Establish MECC/IMT • MEMC meeting, if possible • Place Evacuation Centres on standby
TSUNAMI			
No threat	Undersea earthquake detected but has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BOM	• Nil
Marine Alert Land Alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and possibility of only some localised overflow onto the immediate foreshore.	BOM	• Relay warnings • Update stakeholders
Marine Warning Land Warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BOM	• Relay warnings • Update stakeholders • Establish MECC/IMT • Consider a MEMC meeting

1.4 Public information

In an emergency, it is critical that information provided to the community is timely, accurate and informative. In periods 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. Public information should be designed to accommodate the diverse needs of people experiencing cultural, language, general communication and literacy challenges.

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.

1.4.1 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 the operation of TEIS.

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
- insufficient resources within the RMA 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. The PIU may provide Council with assistance in developing a public information document, Mayoral talking points and key messages consistent with the RMA's 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.

1.4.2 Tasmanian Emergency Information Service (TEIS)

TEIS operates on a fee-for-service basis. When activated, TEIS provides an initial point of contact for the community to access information about the emergency. TEIS is activated and deactivated by DPAC (Resilience and Recovery Tasmania) on request from the relevant RMA or Support Agency. Council or the MC may request TEIS activation by the Regional Controller through the Regional Emergency Management Coordinator.

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.

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

1.4.3 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 Coordinator.

The Mayor has a pivotal role as community leader to coordinate community information and is council's chief spokesperson. The Mayor (or delegate) will also speak on behalf of the affected community. The Mayor will be supported in this role by an experienced media liaison officer, typically head of Council's Communications and Media Team. The Municipal Coordinator will provide the Mayor with emergency related information.

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

- receive notification of the emergency from the Municipal Coordinator or Chief Executive Officer (CEO)
- notify Elected Members
- maintain contact with and support the Municipal Coordinator and CEO
- be Council spokesperson for information to the community and media.

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

Table 9: Summary of Public Information Arrangements

Location	Information scope	Provided by	Developed by	Cleared by	Channels
On-site	The emergency and its known impact	RMA (Support Agencies may provide input)	RMA	RMA	Media TasALERT Emergency Alert
EOC/ECC					Media

	Actions/ responsibilities of the centre	Centre Coordinator	Centre Coordinator	EM Coordinator	TasALERT TEIS Social media
Evacuation Centres	Actions/ responsibilities of the centre	Centre Coordinator	Centre Coordinator	MC, MRC, CEO	Media TasALERT/PIU Council website Social media Local networks TEIS
Municipal area	Impact of the emergency on local community	Mayor	Council communications officer	CEO	Media TasALERT/PIU Council website Phone enquiries Social media Local networks TEIS
Within the region	Impact of the emergency on the region	Regional Controller	Regional Coordinator	Regional Controller	Media TasALERT/PIU Council website Phone enquiries Social media TEIS
		RMA	Regional Media Officer	RMA Regional liaison	
		Resilience and Recovery Tasmania	Resilience and Recovery Tasmania	State Recovery Advisor	
Rest of the State	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director DPFEM Media Unit Government Media Office	DPFEM Media Unit Government Media Office	Media TasALERT/PIU Council website Phone enquiries Social media TEIS
		RMA	State Media Officer	RMA State liaison	
		Premier or Minister	Government Media Office	Head of Government Media Office	

1.4.4 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.

1.4.5 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. Tasmanian Police (TASPOL) has a lead role in evacuation. The *TEMA* and *Tasmanian Emergency Evacuation Framework* provide more detailed information about the evacuation process, roles and responsibilities in Tasmania.

1.4.5.1 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 and Building 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 several 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.

1.4.5.2 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.

1.4.5.3 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.

1.4.5.4 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.

1.4.5.5 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.

1.4.6 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 an Evacuation Centre is activated, processes to support registration should be implemented as soon as possible. Council is responsible for registering evacuees at an Evacuation Centre, generally through use of the Evacuation Registration Application, accessible through a handheld digital device, as arranged by the Municipal Coordinator or Municipal Recovery Coordinator.

Registration data may be shared, as appropriate, with relevant emergency management stakeholders throughout emergency response, consistent with disclaimers provided to affected people at the time of data collection.

All personal information provided for registration purposes must be managed in accordance with the provisions and principles of the *Personal Information Protection Act 2004*.

1.4.7 Impact Assessment

The Response Management Authority is responsible for coordinating rapid impact assessments and reporting on this to other response and recovery agencies including Resilience and Recovery Tasmania (DPAC) and the relevant municipal area Municipal Coordinator, Municipal Recovery Coordinator and regional/state officers.

Secondary impact assessments may be coordinated through the Regional Emergency Coordination Centre (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.

1.4.1 Pandemic Health Emergencies

The management of significant public health emergencies in Tasmania is guided by a State Special Emergency Management Plan (SSEMP): the *Tasmanian Public Health Emergencies Management Plan*.

In a global pandemic emergency, such as the COVID-19 pandemic, this may be supported by development of a complementary, event-specific SSEMP, such as the SSEMP that was developed in response to COVID-19.

One element of a coordinated response to a large-scale health emergency, such as a pandemic, is the establishment of community-based clinics to perform 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.

1.4.2 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 Municipal Emergency Management Committee (MEMC) and Southern Regional Emergency Management Committee (SREMC).

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

1.4.3 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 (Tasmanian Relief and Recovery Arrangements (TRRA)) disaster funding arrangements are activated, and eligibility criteria are met. In an emergency, Resilience and Recovery Tasmania (DPAC) provides advice on the status of arrangements and eligibility criteria.

Council will allocate an account number to record costs associated with an emergency. All expenditure is to be approved by the Chief Executive Officer (CEO), Municipal Coordinator or other authorised person before expenditure commitments are made.

All expenditure that may be eligible for Government assistance under the Tasmanian Relief and Recovery Arrangements 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.

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.

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

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

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 Tasmanian Relief and Recovery Arrangements relief reimbursement, the Municipal Recovery Coordinator will discuss the matter first with Resilience and Recovery Tasmania (DPAC). Where appropriate, a written application will be developed and submitted to DPAC. Council's Finance Department has designated responsibility for the cost recovery/claims process.

If the Premier announces Tasmanian Relief and Recovery Arrangements activation for the Council area, Council will collate records accordingly and pursue cost recovery. Council claims under Tasmanian Relief and Recovery Arrangements and Tasmanian Government claims under Disaster Recovery Funding Arrangements are subject to audit and assurance processes before acquittal. The Tasmanian Relief and

Recovery Arrangements and Disaster Recovery Funding Arrangements contain details about evidence that agencies and councils must collect and maintain. DPAC will provide information and advice on request.

1.5 Recovery Arrangements

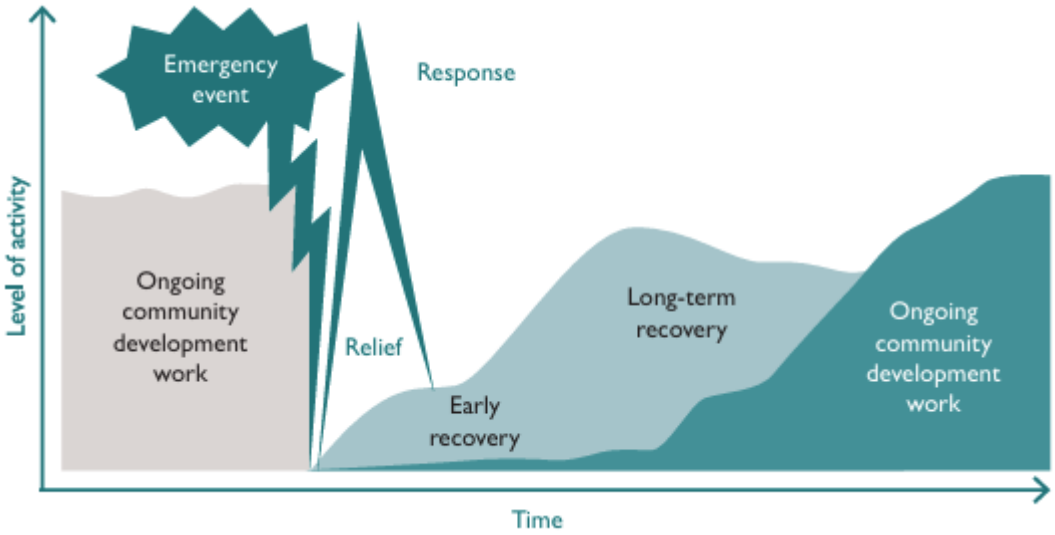
This section describes what is done in similar timeframes in response to support community recovery in the short-term and the longer term, across the four community recovery elements:

- psychosocial
- infrastructure
- economic
- environment.

1.5.1 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 – see *Figure 4*.

Figure 4 - Response to Recovery



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.

Recovery structures and activities are planned and coordinated across all recovery domains being:

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

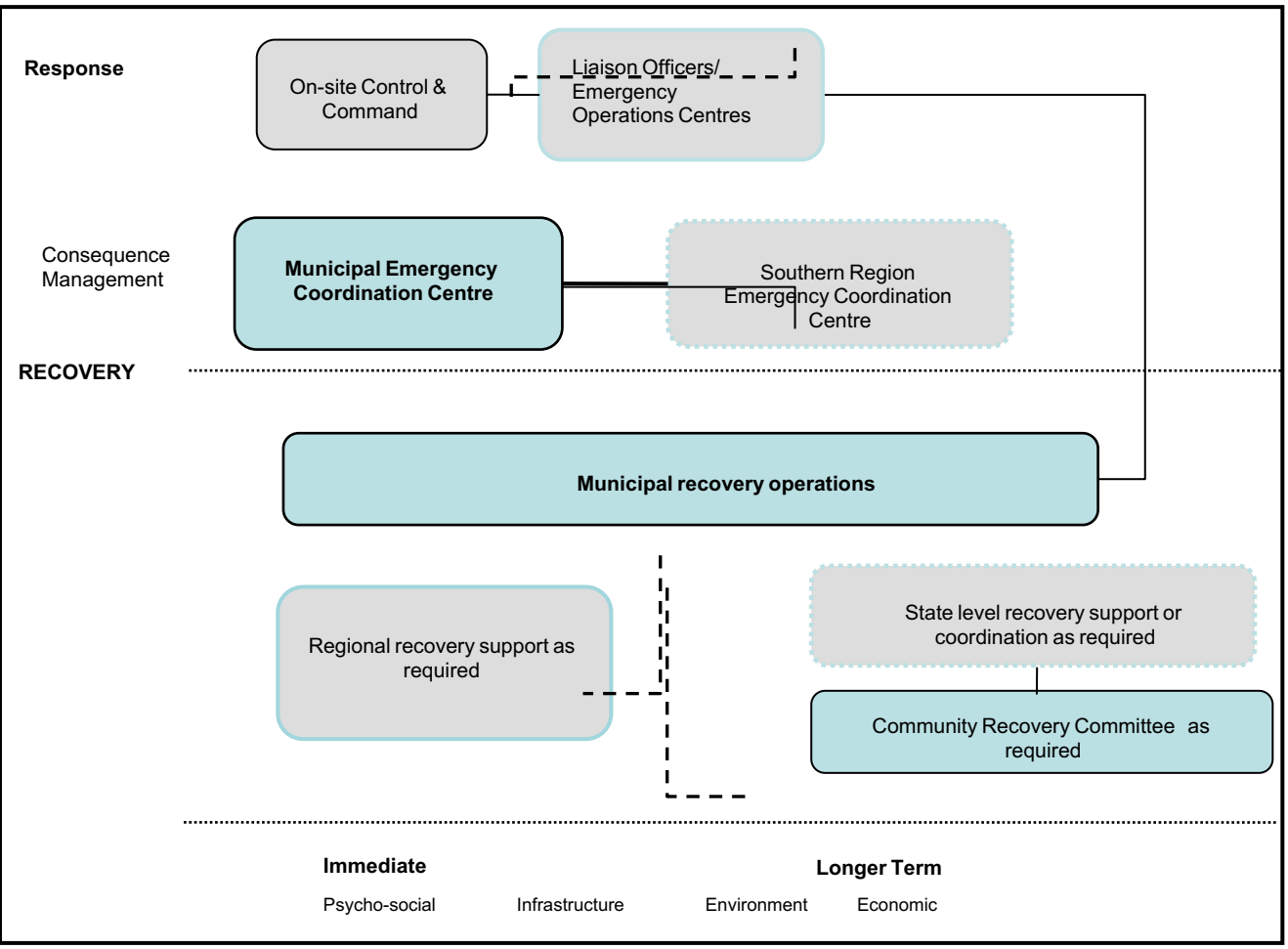
Typical recovery considerations include but are not limited to:

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).

1.5.2 Current Arrangements

Figure 5 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.



LEGEND:

Direct reporting relationship
Also works/communicates with

1.5.3 Media and Public Information

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

- TasRECOVERY section of the TasALERT website;
- Websites and social media of the Response Management Authority and other Tasmanian Government agencies;
- Radio, television and print media;
- Printed publications and brochures; and
- Public meetings, Evacuation and Recovery Centres and outreach visits.

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

The Mayor has a pivotal role as community leader to coordinate and communicate information and be the spokesperson for Council and the affected community.

The Mayor will be supported by Council's Communications and Media Team and the Chief Executive Officer (CEO) in the preparation of community and media statements.

The Municipal Coordinator and/or the Municipal Recovery Coordinator will provide the Mayor with recovery -related information.

1.5.4 Vulnerable and At-Risk Groups of People

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

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

- provide Evacuation Centres that are accessible to a broad cross-section of the community
- maintain broad knowledge of relevant service providers within the municipality
- promote community resilience as part of normal Council business
- maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, childcare centres) within the municipality
- provide local demographic information and advice to stakeholders as able and required
- provide support to emergency management stakeholders with a statutory responsibility for vulnerable and at-risk people, as able and required
- 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.

The National Climate Risk Assessment (NCRA) projects health system risks escalating from Moderate-High to Severe by 2050, creating dangers for vulnerable populations in the Sorell LGA. With the community's median age of 46 years and many residents in regional and remote areas with limited access to health service, climate-specific health risks will pose an increased risk.

Impacts may include:

- heat-related illness affecting older adults and those with chronic conditions
- air quality emergencies from bushfire smoke exposure
- medication access disruption
- extended power outages and transport disruptions
- mental health impacts from repeated extreme weather exposure
- climate anxiety
- health system disruptions

1.5.5 Short-Term Recovery

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

If a MC determines that recovery needs exceed municipal capabilities, they may either seek regional assistance or request the escalation of coordination responsibilities. Similarly, if a Regional Controller determines that recovery needs exceed regional capabilities, they may seek state assistance or request the escalation of coordination.

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.

In some cases, the Regional Controller or State Controller may establish recovery centres, but where this occurs it should be in consultation with councils. There should be no more than one centre in each town or affected locality.

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.

1.5.6 Long-Term Recovery

Where recovery needs can be met within municipal capabilities, medium to long-term recovery is coordinated locally by the MEMC (Level 1). Recovery activities in this instance are primarily supported by Council resources, business as usual services and community-based initiatives.

Where required, a MC may seek support or raise emerging issues through a REMC. A MC or Recovery Coordinator may share information about emerging social recovery needs with the relevant RSRC. Ongoing coordination of support and advice in relation to unmet recovery needs may be managed through the RSRC.

After significant emergencies and/or where recovery needs exceed municipal capabilities and/or resources, additional state-level recovery support may be activated.

In state-supported (level 2), state-coordinated (level 3) and catastrophic disaster recovery (level 4) arrangements, long-term recovery activities are captured in event-specific recovery plans developed by DPAC (RRT), a Recovery Taskforce, or other established governance structure.

Event-specific recovery plans will be developed in partnership with the affected communities through Community Recovery Committees or other community representative mechanisms, Coordinating Agencies and other recovery partners.

CRCs may be established under section 24E of the Act in partnership with the affected communities. Existing or emerging community-led committees may be used instead of or work with these structures where appropriate.

CRCs may be chaired by the relevant Mayor/s, Municipal Coordinator, a Tasmanian Government representative or another regional/local representative as agreed by the relevant local government/s, Regional Controller or State Recovery Advisor.

Membership of CRCs may include representatives from the affected communities, local government (Municipal Coordinator and/or Municipal Recovery Coordinator), Tasmanian government agencies and other organisations with a significant recovery role. DPAC may support the administration of a CRC and coordinate multi-agency recovery efforts to support local and council-led activities.

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

Section 4: Plan Administration

1.1 Plan Contact

This plan is maintained by the Sorell Council Municipal Coordinator on behalf of the Sorell Municipal Emergency Management Committee.

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

1.2 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
Issue 9	2023	Review
Issue 10	2026	Review and update

1.3 Consultation for this Issue

Review of this issue was coordinated by the Municipal Coordinator for the Municipal Emergency Management Committee. This issue was updated/rewritten as part of the statutory two-yearly review schedule. Comment was invited from:

a. Municipal Emergency Management Committee (MEMC) members
b. Recovery Tasmania Regional Recovery Officer (South);
c. SES Regional Emergency Management Coordinator;
d. Sorell Council Internal Review.

1.4 Distribution List

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

Table 11: Distribution List

Organisation	Position
Council	• All MEMC members • Mayors and Councillors • Chief Executive Officer (CEO) • Leadership Team
SES	• Unit Manager, Municipal SES Unit • Regional Manager (South) • Regional Coordinator (for Regional Controller) • Senior Planning and Education Officer (for SES Director, State Controller, WebEOC)
TASPOL	• Officer in Charge, Sorell Police Station and South-East Division
TFS	• District Officer, East Coast
AT	• Director, Southern Region
St John Ambulance	• Chief Executive Officer (for distribution to volunteer divisions)
Neighbouring municipalities	• Tasman Council • Clarence Council • Glamorgan Spring Bay Council • Southern Midlands
Other organisations	• Sustainable Timber Tasmania

1.5 Communications Plan Summary

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

a. Electronic copies sent to the positions listed in *Table 11*;
b. submitted for noting by the SREMC;
c. published on Council's website and available to the public in Council Chambers foyer;
d. available to interested parties on request.

1.6 Validation of this Plan

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

a. participating, where able, in other municipal/regional exercises; and
b. conducting/participating in relevant debriefs.

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 – Municipal Emergency Management Committee - 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
Emergency Management Act 2006	All-Hazard statewide emergency management provisions	SES
Land Use Planning and Approvals Act 1993	Planning schemes	DoJ
Local Government Act 1993	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	N/A	GIS & Asset Officer maintains (internal)
2	Fire Management Plans for Derwent District	STT		District Forest Manager
3	Municipal Recovery Plan	Council	2020	Corporate Admin Officer
Regional arrangements and plans				
1	Regional Emergency Management Plan	SES	Issue 10	2024
State arrangements and plans				
1	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 2	2023
2	Tasmanian Emergency Evacuation Framework	SES	Issue 2	2025
3	State Roads and Bridges Emergency Management Plan	DSG	Issue 4	2024
State Special Emergency Management Plans (SSEMP)			**Available WebEOC File Library**	
1	SEMP – Biosecurity	NRE Tas	Issue 2	2023
2	SEMP – Building Collapse	TFS	Issue 3	2024
3	SEMP – Counter-terrorism	TASPOL	Issue 3	2023
4	SEMP – COVID 19	DoH	Issue 5	2022
5	SEMP – Cyber Security Emergency Plan	DPaC	Issue 1	2025
6	SEMP – Dam safety	NRE Tas	Issue 5	2025
7	SEMP – Electricity, gas and liquid fuel disruption arrangements	DSG	Issue 4	2023
8	SEMP – Fire protection	TFS	Issue 4	2022
9	SEMP – Flood	SES	Issue 4	2023
10	SEMP – Hazardous materials	TFS	Issue 9	2021
11	SEMP – Impact & damage assessment	DPAC	Issue 3	2019
12	SEMP – Interoperability arrangements	DPAC	Issue 6	2025
13	SEMP – Mass casualties	DoH	Issue 4	2023
14	SEMP – Multiple Fatality	Chief Coroner	Issue 1	2017
15	SEMP – Pandemic influenza	DoH	Issue 5	2024
16	SEMP – Port safety (nuclear warships)	SES	Issue 5	2023
17	SEMP – Public health	DoH	Issue 2	2014
18	SEMP – Recovery	DPAC	Issue 4	2022
19	SEMP – Search and rescue	DPFEM	Issue 6	2023
20	SEMP – Tasmanian Public Health Emergencies	DoH	Issue 2	2014
21	SEMP – Transport crash	TASPOL	Issue 4	2022
22	SEMP – Tsunami	SES	Issue 3	2023

Other				
1	Emergency Alert – Frequently Asked Questions	TFS		Emergency Alert FAQ
2	TasPorts Emergency Management Plan	TasPorts	2017	TasPorts
3	TFS Community Protection Plans	TFS	Various	TFS website
4	SES Community Flood Guides	SES	Various	SES Website
5	SES Community Protection Flood Response Plans	SES	2024	WebEOC File Library

APPENDIX 2: Sorell Risk Assessment

Tasmanian Government responsibilities – emergency risk management

Tasmania's commitment to emergency risk management is demonstrated through development of the Tasmanian Disaster Risk Assessment.

Local government responsibilities – emergency risk management

Tasmania's local government authorities participated in workshops and contributed to development of the Tasmanian Emergency Risk Assessment Guidelines and Tasmanian Disaster Risk Assessment.

The benefits to Council in participating in these processes include to:

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

The responsibilities of Council in relation to emergency risk management are summarised in Table 3 and detailed in the TEMA.

The following risk register includes a description of risks identified and the treatment strategies Council has implemented to support the primary response authority.

ID	Risk statement	Response Management Authority (Lead Agency)	Council Treatments and support (What council does to support the Primary Response Authority)	
			Prevention/Mitigation Actions (Infrastructure, planning, policy)	**Community Resilience Building** (community development/liveability)
SC 01 Flood and Storm				
SC 01.01	There is a risk that flash flooding and overland flow will cause inundation of the Tasman Highway around Orielton, resulting in disruption to a critical transport route and emergency access.		• Maintain the *Sorell Municipal Emergency Management Plan* (MEMP) and associated emergency management arrangements for flood and storm events. • Maintain effective liaison and coordination arrangements with SES, the Bureau of Meteorology (BOM), emergency services, infrastructure and utility providers and other relevant agencies. • Participate in the Southern Regional Emergency Management Committee and Sorell Municipal Emergency Management Committee to support coordinated emergency preparedness and response. • Provide Council resources, information and operational support to SES and other responding agencies during flood and storm emergencies, within Council's available capability. • Support the identification, assessment and management of road closures, damaged Council infrastructure and access constraints during emergency events. • Provide available Council information, local knowledge and relevant infrastructure information to support emergency response and decision-making. • Communicate emergency warnings and public information through Council's established communication channels, consistent with advice from the lead emergency management agency and relevant authorities. • Maintain arrangements for Council's continuity of essential services during significant flood and storm events. • Maintain working relationships with critical infrastructure and utility providers to support coordination where flooding or storms affect electricity, telecommunications, water, sewerage, transport or other essential services. • Support post-event impact assessment, recovery coordination and restoration of Council services and infrastructure following significant flood and storm events.	
SC 01.02	There is a risk that flash flooding and overland flow will cause inundation of the Arthur Highway west of Copping, resulting in disruption to a critical transport route and emergency access.			
SC 01.03	There is a risk that intense local rainfall will cause flooding in Penna along Shark Point Road, resulting in inundation of roads, residential properties and agricultural properties.			
SC 01.04	There is a risk that intense local rainfall will cause flooding in Sorell from the Sorell Rivulet, resulting in inundation of Pioneer Park, low-lying properties along the rivulet, the rear of the shopping centre, and properties on Torquay Drive and Pawleena Road.			
SC 01.05	There is a risk that intense local rainfall will cause flooding in Orielton, resulting in inundation of low-lying roads, residential properties and agricultural properties.			

SC 01.06	There is a risk that intense local rainfall will cause flooding in Dunalley, resulting in inundation of low-lying roads, residential properties and agricultural properties.	State Emergency Service (SES)	Maintain strategic planning and land-use planning arrangements that identify and appropriately manage flood and storm risks, including through: • the *Strategic Plan*; • *Annual Plan* and operational planning; • *Sorell Land Supply Strategy*; • Township Structure Plans and Special Area Plans; and • relevant asset management plans. Continue implementation of Council's *Asset Management Strategy* and *Stormwater Asset Management Plan.* Ensure proposed use and development appropriately considers identified flood risks and complies with the *Tasmanian Planning Scheme*. Continue regular inspection and maintenance of Council stormwater infrastructure, particularly in known problem areas, including removal of debris where required. Continue hydraulic investigations and studies in residential areas with known stormwater issues to inform infrastructure planning and upgrades. Continue investment in stormwater and drainage improvements, including the private crossover upgrade program where this reduces stormwater impacts on Council roads. Continue community protection flood response planning with SES. Incorporate identified flood and storm risks into relevant infrastructure, land-use and asset planning. Maintain appropriate information-sharing and coordination arrangements with critical infrastructure and utility providers through municipal and regional emergency management arrangements.	Deliver annual community awareness and preparedness programs addressing flood and storm risks. Promote community preparedness resources, including: • Community Protection Flood Guides; • TasALERT; • Australian Warning System; • RiskReady; • Tasmanian Strategic Flood Maps; • Get Ready for Emergencies Guide; • Business Tasmania Emergency Toolkit; and • Council's flood and storm information. Undertake targeted communication with residents in identified flood-risk areas, as appropriate. Engage with communities, State agencies and other stakeholders through community information sessions, events and meetings to promote consistent risk and preparedness information. Communicate warnings and emergency information through Council's website and social media channels, consistent with advice from SES and other relevant authorities. Promote the SES emergency assistance arrangements, including the **132 500** service for storm and flood assistance. Support affected communities to access relevant recovery information, assistance and services following significant flood and storm events.
SC 01.07	There is a risk that severe storms and intense rainfall will cause flash flooding, resulting in damage to properties and roads and damage to or failure of bridges and other infrastructure.			
SC 01.08	There is a risk that extreme storm events, including low-level snowfall, hail, strong winds and thunderstorms, will result in power outages, critical infrastructure damage, road closures, business disruption, damage to agricultural infrastructure and disruption to agricultural operations, causing economic losses and community isolation.			
SC 02 Bushfire				

SC 02.01	There is a risk that bushfires across the Sorell municipality could result in loss of life, damage to property, businesses, critical infrastructure, critical services, community assets and natural values, and loss of wildlife, livestock and domestic animals.	Tasmania Fire Service (TFS)	• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for bushfire emergencies. • Maintain effective liaison and coordination with TFS, Parks and Wildlife Service, land management authorities, emergency services and other relevant agencies. • Participate in the East Coast Fire Management Area Committee, Southern Regional Emergency Management Committee and Sorell Municipal Emergency Management Committee. • Provide Council resources, local knowledge, infrastructure information and operational support to TFS and other responding agencies during bushfire emergencies, within Council's available capability. • Support the identification and management of road closures, damaged Council infrastructure and access constraints during bushfire emergencies. • Maintain and test arrangements for the use of evacuation and relief facilities, including arrangements for large animal evacuation where applicable. • Maintain arrangements for Council's continuity of essential services during significant bushfire events. • Support post-event impact assessment, recovery coordination and restoration of Council services and infrastructure following significant bushfire events.	
			Maintain strategic and land-use planning arrangements that identify and appropriately manage bushfire risk, including through: • Township Structure Plans; • Special Area Plans; • the Sorell Land Supply Strategy; and • relevant strategic and operational planning processes. Ensure proposed use and development appropriately considers bushfire risk and complies with the *Tasmanian Planning Scheme – Bushfire-Prone Areas Code.* Continue implementation of Council's Fire Abatement Program and Roadside Vegetation Management Program. Continue participation in relevant fire management and emergency management committees and arrangements. Maintain effective working relationships with TFS, Parks and Wildlife Service, land management authorities and other relevant land managers. Continue to provide appropriate opportunities for disposal of green waste generated through fire-hazard reduction activities at Council waste facilities.	Deliver annual community awareness and preparedness programs addressing bushfire risk. Promote bushfire risk and preparedness resources, including: • TasALERT; • fire danger ratings; • Australian Warning System; • RiskReady; • Get Ready for Emergencies Guide; • TFS My Bushfire Plan; • Business Tasmania Emergency Toolkit; • TFS Bushfire-Ready Neighbourhoods; • TFS Bushfire-Ready Challenge; • fire bans and permits; • fire risk and abatement requirements; • bushfire protection planning; and • preparedness information for livestock and domestic animals.

			Maintain and test evacuation centre arrangements, including consideration of facilities suitable for the evacuation of large animals. Incorporate bushfire risk into relevant infrastructure, asset management, land-use and development planning.	Maintain bushfire preparedness information on Council's website. Engage with communities, State agencies and other stakeholders through community information sessions, events and meetings to promote consistent bushfire risk and preparedness information. Communicate warnings and emergency information through Council's website and social media channels, consistent with advice from TFS and other relevant authorities. Support relevant community resilience and preparedness initiatives delivered within the Sorell municipality.
SC 02.02	There is a risk that bushfires across the Sorell municipality will compromise community safety through restricted access and egress routes, increased psychosocial impacts associated with ongoing bushfire threat awareness, and increased risk to residents in bushland–urban interface areas	Tasmania Fire Service (TFS)	• Maintain Council's emergency management arrangements for bushfire, including arrangements for supporting evacuation and community safety. • Work with TFS, Tasmania Police, SES, Building Tasmania and other relevant agencies to identify and manage access and egress constraints affecting communities exposed to bushfire. • Provide local knowledge and information regarding Council roads, infrastructure and community facilities to support emergency planning and response. • Maintain and test evacuation and relief centre arrangements, including consideration of community accessibility and the needs of vulnerable people. • Support coordinated communication with communities during bushfire emergencies, consistent with advice from TFS and other relevant authorities. • Support post-event recovery and community resilience activities following significant bushfire events.	
			Identify and consider bushfire-related access and egress constraints in relevant land-use, infrastructure and emergency planning. Incorporate bushfire evacuation considerations into relevant Township Structure Plans, Special Area Plans and other strategic planning processes. Consider the resilience of Council road infrastructure and alternative access routes serving bushfire-prone communities. Continue vegetation management and fire abatement programs that reduce bushfire risk along Council-managed roads and land. Maintain arrangements with relevant land managers and emergency services to address identified access,	Deliver community preparedness programs addressing bushfire risk, evacuation and household preparedness. Promote TFS My Bushfire Plan, TasALERT, Australian Warning System, RiskReady and other relevant preparedness resources. Encourage residents in bushland–urban interface areas to understand their bushfire risk and plan for evacuation. Promote preparedness for people who may require additional assistance during evacuation, including consideration of people with disability, older people and people with other support needs. Promote preparedness for livestock and domestic animals. Engage with communities in bushfire-prone areas through community information sessions, events and meetings. Support community resilience initiatives that strengthen local preparedness, connection and capacity to respond to

			evacuation and bushfire risk issues.	prolonged bushfire threat. Provide information about available psychosocial and recovery support following significant bushfire events.
SC 03 Coastal Inundation				
SC 03.01	There is a risk that changes in sea level, abnormally high tides, tidal inundation and storm surge, with or without flash flooding and overland flow, will result in damage to properties, roads, carparks, boat ramps, playgrounds, buildings and other infrastructure, and coastal and estuarine damage and erosion in Penna, Marion Bay, Boomer Bay, Lewisham, Carlton River, Connellys Marsh, Dunalley and other low-lying coastal areas.	State Emergency Service (SES)	• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for significant coastal inundation events. • Maintain liaison and coordination with SES, relevant State Government agencies, emergency services, land managers and infrastructure providers. • Provide local knowledge and relevant Council asset and infrastructure information to support emergency planning, response and decision-making. • Monitor and manage affected Council roads, reserves, facilities and other infrastructure where coastal inundation presents an immediate risk. • Implement appropriate temporary measures, access restrictions or closures where Council infrastructure or public safety is affected, subject to available resources and relevant approvals. • Support post-event impact assessment, recovery coordination and restoration of Council services and infrastructure following significant coastal inundation events.	
			Land-use and development controls; incorporation of coastal hazard information into strategic planning; support regional coastal hazard resilience planning; advocacy for appropriate coastal management planning; consideration of protection, adaptation and managed retreat options; and incorporation of coastal inundation risk into Council asset and infrastructure planning.	Community awareness and preparedness; information on risk, adaptation and recovery; community engagement; management of expectations; promotion of warning and preparedness information; and support for relevant Landcare, Coastcare and community resilience initiatives.
SC 04 Coastal Erosion				
			• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for significant coastal erosion events. • Maintain liaison and coordination with SES, relevant State Government agencies, emergency services, land managers and infrastructure providers. • Provide local knowledge and relevant Council asset and infrastructure information to support emergency planning, response and decision-making. • Monitor and manage affected Council roads, reserves, facilities and other infrastructure where coastal erosion presents an immediate risk. • Implement appropriate temporary measures, access restrictions or closures where Council infrastructure or public safety is affected, subject to available resources and relevant approvals.	

SC 04.01	There is a risk that coastal erosion will result in progressive loss of foreshore and land, causing damage to or loss of roads, public infrastructure, private property, recreational facilities and other assets in vulnerable coastal areas of the Sorell municipality.	State Emergency Service (SES)	• Support post-event impact assessment, recovery coordination and restoration of Council services and infrastructure following significant coastal erosion events.	
			Ensure proposed use and development appropriately consider identified coastal erosion risks and complies with the Tasmanian Planning Scheme. Incorporate identified coastal erosion risks into relevant strategic planning, Township Structure Plans, Special Area Plans and infrastructure planning. Continue to support regional coastal hazard resilience planning and the development of appropriate long-term coastal management responses. Advocate to relevant State agencies for coastal management planning that considers coastal protection, adaptation and, where appropriate, managed retreat. Incorporate coastal erosion risk into Council asset management and infrastructure planning, including consideration of the vulnerability and service life of assets located in coastal areas. Undertake or support appropriate coastal hazard investigations and monitoring to improve understanding of erosion processes and inform future management decisions. Consider the potential impacts of coastal erosion on critical access routes, public infrastructure and community facilities when planning infrastructure renewal or upgrades.	Deliver community awareness activities regarding coastal erosion risk, preparedness, adaptation and recovery. Provide affected communities with accessible information about known coastal erosion risks, Council's role and available adaptation and management options. Engage with affected communities to improve understanding of the progressive nature of coastal erosion and manage expectations regarding Council's capacity to undertake protection works on public and private land. Work with relevant Landcare, Coastcare and Friends groups, where appropriate, on coastal monitoring, revegetation, adaptation and mitigation activities. Promote relevant coastal hazard information and preparedness resources through Council's website, social media and community engagement activities. Engage with State agencies, landowners and community organisations to support consistent information about coastal erosion risks and longer-term adaptation options.
SC 05 Landslide				
			• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for landslide emergencies. • Maintain liaison and coordination with SES, emergency services, State Government agencies, infrastructure and utility providers and relevant landowners. • Provide Council's local knowledge, asset information and available operational resources to support emergency response and decision-making. • Support identification and management of road closures, access constraints and damage to Council infrastructure following landslide events.	

SC 05.01	There is a risk that landslides and slope instability will result in loss of life or injury, damage to or loss of property and infrastructure, road closures, disruption to essential services and restricted access to affected communities.	Building Tasmania (Mineral Resources Tasmania)	• Implement appropriate temporary road closures, access restrictions or other public safety measures where Council infrastructure or land is affected, subject to available resources and relevant approvals. • Communicate emergency and road closure information through Council's established communication channels, consistent with advice from SES and other relevant authorities. • Support post-event impact assessment, recovery coordination and restoration of Council services and infrastructure following significant landslide events.	
			Ensure proposed use and development appropriately consider identified landslide and slope instability risks and complies with the Tasmanian Planning Scheme. Consider known areas of slope instability in relevant strategic planning, development assessment, infrastructure planning and asset management processes. Require appropriate geotechnical assessment where development or infrastructure proposals may be affected by slope instability, in accordance with applicable planning and engineering requirements. Monitor known landslide-prone areas and Council infrastructure where there is an identified risk to public safety or service continuity. Incorporate identified landslide risks into Council road, drainage and infrastructure planning and maintenance. Maintain appropriate drainage and stormwater infrastructure in areas where uncontrolled water flows may contribute to slope instability. Work with relevant State agencies, landowners and infrastructure providers to address identified landslide risks and coordinate appropriate risk treatment.	Provide community information about landslide risk, preparedness and appropriate actions during and following significant rainfall or other conditions that may contribute to slope instability. Promote relevant emergency warnings and preparedness information through Council's website, social media and community engagement activities. Encourage property owners in known landslide-prone areas to understand their individual risk and obtain appropriate professional advice where required. Communicate information about road closures, access restrictions and alternative arrangements during landslide events. Support affected communities with relevant recovery information and assistance following significant landslide events.
SC 06 Heatwave				
			• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for heatwave events. • Maintain liaison and coordination with the Department of Health, SES, emergency services, community service providers, aged-care providers and other relevant agencies. • Support the dissemination of heatwave warnings, health advice and emergency information through Council's established communication channels, consistent with advice from the Department of Health and other relevant authorities. • Support access to suitable Council facilities that may provide relief from extreme temperatures, where appropriate and within Council's available capability.	

SC 06.01	There is a risk that extreme or prolonged periods of high temperatures will result in heat-related illness and death, increased demand for health and emergency services, disruption to community services and infrastructure, and increased risk to vulnerable and isolated members of the community.	Department of Health (DoH)	• Maintain arrangements for continuity of essential Council services during significant heatwave events. • Consider the impacts of extreme temperatures on Council staff, contractors and operational activities through Council's WHS arrangements. • Support post-event assessment and recovery where heatwave conditions result in significant disruption to Council services or community infrastructure.	
			Consider heatwave and extreme temperature risks in relevant strategic planning, land-use planning, infrastructure planning and asset management processes. Consider opportunities to improve shade, vegetation, water availability and thermal comfort in the planning and design of Council-managed public spaces and community facilities. Incorporate resilience to extreme temperatures into relevant building, facility and infrastructure renewal and upgrade projects. Maintain appropriate vegetation and tree management programs that support shade and thermal comfort while managing associated risks. Consider the capacity of Council facilities and infrastructure to remain operational during periods of extreme heat. Incorporate extreme temperature risks into relevant Council business continuity and service continuity arrangements.	Deliver community awareness and preparedness activities addressing heatwave and extreme temperature risks. Promote heatwave warnings, health advice and preparedness information issued by the Department of Health and other relevant authorities. Encourage residents to plan for periods of extreme heat, including access to cooling, water, transport and support networks. Promote awareness of the increased risks faced by older people, young children, people with disability and people who may be socially isolated. Encourage households, community organisations and support networks to identify people who may require additional assistance during prolonged periods of extreme heat. Engage with community organisations and service providers to support consistent heatwave preparedness and resilience messaging. Communicate warnings and public information through Council's website, social media and other appropriate community communication channels.
SC 07 Public Health				
			• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for significant public health emergencies. • Maintain liaison and coordination with the Department of Health, SES, emergency services, other Tasmanian councils and other relevant agencies and service providers. • Provide Council's local knowledge, relevant infrastructure and community information to support public health emergency planning and response. • Support the Department of Health and other relevant authorities in communicating public health warnings, directions and emergency information through Council's established communication channels. • Provide available Council resources, facilities and operational support to the response to significant public health emergencies, within Council's available capability.	

SC 07.01	There is a risk that a significant public health emergency, including an outbreak of communicable disease, will result in illness or death, increased demand for health and emergency services, disruption to essential services and community activities, impacts on businesses and the local economy, and increased risk to vulnerable and isolated members of the community.	Department of Health (DOH)	• Maintain arrangements for continuity of essential Council services during significant public health emergencies. • Support the implementation of relevant access, facility or operational controls where required by the RMA and within Council's legislative responsibilities. • Support post-event recovery and restoration of Council services and community facilities following significant public health emergencies.	
			Maintain Council policies, procedures and operational arrangements that support appropriate infection prevention and control and public health protection. Maintain appropriate standards of hygiene, cleaning, waste management and environmental health across Council-managed facilities and services. Incorporate public health emergency considerations into relevant business continuity, service continuity and operational planning. Maintain arrangements to support the safe operation of Council facilities during public health emergencies, including consideration of hygiene, ventilation, occupancy and other relevant controls. Maintain effective relationships with the Department of Health and other relevant agencies to support early identification, information sharing and management of emerging public health risks. Consider public health emergency risks when planning changes to Council services, facilities and community programs. Maintain appropriate arrangements for the management of Council staff and contractors during significant public health emergencies, including relevant WHS controls.	Deliver community information and preparedness activities, as appropriate, in support of Department of Health public health advice. Promote official public health warnings, advice and directions through Council's website, social media and other appropriate communication channels. Encourage residents and community organisations to maintain preparedness for significant public health emergencies, including consideration of vulnerable and isolated community members. Engage with community organisations, service providers, businesses and other stakeholders to support consistent public health information and preparedness messaging. Support community organisations and networks to identify and assist people who may experience increased vulnerability or isolation during a prolonged public health emergency. Provide information about available community, health and recovery support services following a significant public health emergency. Support community recovery and reconnection activities following prolonged disruption to community activities and services.
SC 08 Critical Infrastructure				

SC 08.01	There is a risk that failure or disruption of critical infrastructure will result in loss of essential services, disruption to businesses and community activities, restricted access and mobility, impacts on public safety and increased vulnerability and isolation of affected communities.	Relevant infrastructure owner/operator and/or designated response agency	• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for significant critical infrastructure failures. • Maintain liaison and coordination with infrastructure and utility providers, SES, emergency services, State Government agencies and other relevant stakeholders. • Maintain current information on Council-owned critical infrastructure and its dependencies to support emergency planning and response. • Provide Council's local knowledge, infrastructure information and available operational resources to infrastructure owners/operators and responding agencies during significant infrastructure failures. • Support the identification and management of impacts on Council roads, facilities, services and community access resulting from critical infrastructure failure. • Support public information and communication regarding impacts on Council services, facilities and infrastructure, consistent with information provided by the responsible infrastructure owner/operator or response agency. • Maintain arrangements for continuity of essential Council services where critical infrastructure failure affects Council operations. • Support post-event impact assessment, recovery coordination and restoration of affected Council services and infrastructure.	
			Maintain appropriate asset management arrangements for Council-owned critical infrastructure and services. Identify critical infrastructure dependencies and potential single points of failure relevant to Council's essential services and operations. Incorporate critical infrastructure resilience and service continuity considerations into relevant asset management, capital works, infrastructure planning and renewal programs. Maintain appropriate inspection, maintenance and renewal programs for Council-owned infrastructure. Maintain effective working relationships with critical infrastructure and utility providers through the Sorell Municipal Emergency Management Committee and Southern Regional Emergency Management Committee. Consider the potential impacts of infrastructure failure when planning new Council infrastructure, services and facilities. Incorporate critical infrastructure dependencies and service interruption into relevant business continuity and service continuity arrangements.	Provide clear and timely information to the community about disruptions to Council services and facilities resulting from critical infrastructure failures. Direct the community to information and assistance provided by relevant infrastructure owners, utility providers and emergency management agencies. Promote household and business preparedness for temporary loss of essential services, including electricity, telecommunications, water, sewerage and transport. Encourage residents and businesses to consider their reliance on critical infrastructure and maintain appropriate contingency arrangements. Engage with community organisations, businesses and service providers to identify community vulnerabilities associated with prolonged infrastructure disruption. Support community recovery and reconnection activities following significant or prolonged infrastructure failures. Consider the needs of vulnerable and isolated members of the community when communicating infrastructure disruptions and available support.

			Where Council relies on externally owned or operated infrastructure, maintain appropriate liaison and contingency arrangements to support continuity of Council services.	
SC 09 Major Road Incident				
SC 09.01	There is a risk that a major road incident will result in loss of life or serious injury, road closures, disruption to transport and essential services, damage to vehicles and infrastructure, hazardous material release, and disruption or isolation of affected communities.	TASPOL	• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for major road incidents. • Maintain liaison and coordination with Tasmania Police, Tasmania Fire Service, SES, Ambulance Tasmania, Building Tasmania and other relevant agencies. • Provide Council's local knowledge, road and infrastructure information and available operational resources to support emergency response. • Support the identification and management of **road closures, traffic diversions and access constraints** affecting Council roads and community access. • Provide available Council plant, equipment and personnel to support incident response and recovery, within Council's available capability and relevant operational arrangements. • Support the management of damage to Council roads, bridges, drainage infrastructure and other assets resulting from a major road incident. • Communicate road closures and impacts on Council services through Council's established communication channels, consistent with information provided by the lead response agency. • Support post-incident impact assessment, recovery coordination and restoration of affected Council infrastructure and services.	
			Maintain appropriate inspection, maintenance and renewal programs for Council-owned roads, bridges, drainage infrastructure and other transport assets. Incorporate road safety, network resilience and emergency access considerations into relevant asset management, infrastructure planning and capital works programs. Work with Building Tasmania, Tasmania Police and other relevant agencies to identify significant road safety and emergency access issues on the municipal road network. Consider the potential impacts of major road incidents on critical access routes, communities, businesses and essential services in relevant infrastructure and emergency planning. Maintain appropriate traffic management and roadwork arrangements for Council-controlled roads.	Promote community awareness of safe driving, road safety and appropriate behaviour around road incidents and emergency response operations. Communicate road closures, traffic disruptions and alternative access arrangements through Council's established communication channels, consistent with advice from the lead response agency and road authority. Encourage households and businesses to consider the potential effects of prolonged road closures or loss of access on essential supplies, transport and services. Provide information to affected communities following major road incidents regarding access arrangements, recovery activities and available support. Engage with affected communities and relevant stakeholders following significant incidents to support recovery and restoration of normal access.

			Incorporate road network disruption and alternative access arrangements into relevant business continuity and emergency planning. Consider hazardous material transport risks and potential impacts on communities, waterways, agricultural land and critical infrastructure when assessing major road incident scenarios.	
SC 10 Hazardous Materials				
SC 10.01	There is a risk that an incident involving the release, escape or uncontrolled exposure of hazardous materials will result in death or injury, contamination of the environment, damage to property and infrastructure, disruption to essential services and transport, evacuation or isolation of affected communities, and economic losses.	Tasmania Fire Service (TFS)	• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for hazardous materials incidents. • Maintain liaison and coordination with Tasmania Fire Service, Tasmania Police, SES, Ambulance Tasmania, Department of Health, environmental regulators, infrastructure and utility providers and other relevant agencies. • Provide Council's local knowledge, infrastructure information and available operational resources to support emergency response and decision-making. • Support the management of Council roads, facilities and infrastructure affected by a hazardous materials incident, including road closures, access restrictions and temporary measures where appropriate. • Provide available Council resources, plant, equipment and personnel to support response and recovery activities, within Council's available capability and relevant operational arrangements. • Support communication of warnings, road closures, evacuation information and other public information through Council's established communication channels, consistent with advice from the lead response agency. • Maintain arrangements for continuity of essential Council services where hazardous materials incidents affect Council operations or infrastructure. • Support post-incident impact assessment, environmental recovery and restoration of affected Council services and infrastructure.	
			Ensure relevant land-use planning and development assessment considers the potential risks associated with the storage, handling, processing and transport of hazardous materials. Consider hazardous materials risks in relevant strategic planning, infrastructure planning, emergency planning and development assessment processes. Maintain appropriate management, inspection and maintenance arrangements for Council facilities and infrastructure where hazardous materials are stored, used or transported. Maintain effective working relationships with emergency services, regulators, infrastructure providers and relevant	Provide community information about hazardous materials risks and appropriate actions during and following significant incidents. Promote official emergency warnings, evacuation instructions, shelter-in-place advice and other public safety information issued by the relevant response agencies. Communicate road closures, access restrictions and impacts on Council services through Council's established communication channels. Encourage households and businesses to understand appropriate actions in the event of a hazardous materials incident, including following official evacuation or shelter-in-place directions.

			businesses involved in the storage, handling or transport of hazardous materials. Consider the potential consequences of hazardous materials incidents when planning critical infrastructure, community facilities and transport routes. Incorporate hazardous materials incidents and potential environmental contamination into relevant business continuity, service continuity and recovery planning. Support relevant regulatory and emergency management agencies in the identification and management of hazardous materials risks within the municipality.	Engage with affected communities, businesses and relevant stakeholders following significant incidents to support recovery and restoration of normal services. Provide information about available community and recovery support following significant hazardous materials incidents.
SC 11 Structural Fire				
SC 11.01	There is a risk that a structural fire will result in loss of life or serious injury, damage to or loss of residential, commercial, industrial and community buildings and their contents, disruption to businesses and community services, and displacement of affected residents.	Tasmania Fire Service (TFS)	• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for significant structural fires. • Maintain liaison and coordination with Tasmania Fire Service, Tasmania Police, Ambulance Tasmania, SES and other relevant agencies. • Provide Council's local knowledge, infrastructure information and available operational resources to support emergency response and recovery. • Support the management of Council roads, facilities and infrastructure affected by a structural fire, including access restrictions and temporary measures where appropriate. • Provide available Council resources, plant, equipment and personnel to support response and recovery activities, within Council's available capability and relevant operational arrangements. • Support communication of road closures, access restrictions and other public information through Council's established communication channels, consistent with advice from TFS and other relevant authorities. • Support post-incident impact assessment, recovery coordination and restoration of affected Council services and infrastructure.	
			Ensure proposed use and development complies with applicable requirements of the **Tasmanian Planning Scheme** and relevant building and fire safety requirements. Consider fire safety and emergency access in relevant planning, development assessment and infrastructure processes within Council's legislative responsibilities. Maintain appropriate inspection, maintenance and fire safety arrangements for Council-owned buildings and facilities. Maintain appropriate emergency evacuation procedures for Council workplaces and facilities.	Promote community awareness of structural fire prevention and preparedness information provided by TFS and other relevant authorities. Encourage households and businesses to maintain appropriate fire safety measures and emergency plans. Promote appropriate emergency preparedness information, including evacuation planning and the importance of following TFS directions during a structural fire. Communicate emergency warnings, evacuation information, road closures and impacts on Council services through Council's established communication channels.

			Incorporate structural fire risks into relevant Council business continuity and service continuity arrangements. Maintain effective working relationships with TFS and other relevant agencies regarding significant structural fire risks affecting Council facilities and community infrastructure. Consider fire resilience and emergency access when planning new or upgraded Council facilities.	Engage with affected communities following significant structural fires to support recovery and access to relevant assistance. Support community recovery and reconnection activities where a significant structural fire results in displacement or prolonged disruption to community facilities or services.
SC 12 Biosecurity				
SC 12.01	There is a risk that a significant biosecurity incursion or outbreak will result in impacts to agriculture, livestock, aquaculture, natural environments and wildlife, disruption to businesses and supply chains, restrictions on the movement of people, animals or goods, and economic losses across the Sorell municipality.	Department of Natural Resources and Environment (NRE - Biosecurity Tasmania)	• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for significant biosecurity emergencies. • Maintain liaison and coordination with Biosecurity Tasmania, SES, relevant State agencies, emergency services, agricultural organisations and other stakeholders. • Provide Council's local knowledge, relevant infrastructure information and available operational support to Biosecurity Tasmania and other responding agencies, within Council's available capability. • Support implementation of movement controls, access restrictions, signage or other operational measures where requested or directed by the relevant response authority and within Council's legislative responsibilities. • Support communication of public information and official biosecurity directions through Council's established communication channels. • Maintain arrangements for continuity of essential Council services during significant biosecurity events. • Support post-event recovery and restoration of affected Council services and infrastructure where required.	
			Maintain appropriate Council planning, environmental management, waste management and operational practices that reduce the potential for the introduction and spread of biosecurity hazards. Maintain effective relationships with Biosecurity Tasmania, agricultural and land management organisations and other relevant stakeholders. Incorporate relevant biosecurity considerations into Council's management of public land, roads, reserves, waterways and waste facilities.	Support Biosecurity Tasmania in communicating biosecurity alerts, prevention measures and official directions to the community. Promote community awareness of the importance of reporting suspected biosecurity threats through the appropriate State reporting channels. Engage with agricultural, horticultural, aquaculture, tourism, business and community organisations to support consistent biosecurity preparedness and information. Promote preparedness information relating to the protection of livestock, crops, domestic animals and other assets

			Support relevant State biosecurity surveillance, prevention and control activities where Council has an appropriate role. Ensure Council staff and contractors are aware of relevant biosecurity requirements when undertaking activities that may contribute to the movement or spread of pests, diseases or contaminants. Consider biosecurity risks in relevant procurement, land management, vegetation management and infrastructure activities.	where relevant to a particular biosecurity threat. Communicate restrictions, public health or animal health advice, movement controls and other official information through Council's communication channels when requested by the relevant authority. Support affected communities and businesses to access relevant recovery information and assistance following a significant biosecurity event.
SC 13	**Compound/Cascading Emergency – emerging risk**			
SC 13.01	There is a risk that concurrent or sequential emergencies, hazards or infrastructure failures will interact or cascade across the Sorell municipality, resulting in consequences that exceed those associated with an individual event, including loss of life or injury, disruption to critical infrastructure and essential services, restricted access, community isolation, displacement, environmental damage and prolonged disruption to the local economy and community.	Multiple lead agencies, with the response arrangements determined by the initiating hazard and the nature of the escalation	• Maintain the *Sorell Municipal Emergency Management Plan* and associated arrangements for emergencies involving multiple hazards, agencies or concurrent incidents. • Maintain effective coordination and information-sharing arrangements with SES, emergency services, State Government agencies, critical infrastructure and utility providers and other relevant stakeholders. • Participate in regional and municipal emergency management arrangements to support coordinated planning for complex and compound emergencies. • Provide Council's local knowledge, infrastructure information and available operational resources to support incident coordination, response and recovery. • Identify and communicate cascading impacts on Council services, infrastructure, roads, facilities and community access during significant emergencies. • Maintain arrangements for continuity of essential Council services where multiple or prolonged emergencies affect Council operations. • Support coordinated public information and community messaging through Council's established communication channels, consistent with advice from the relevant lead agencies. • Support post-event impact assessment, recovery coordination and restoration of Council services and infrastructure following complex or prolonged emergencies.	
			Consider the potential for compound and cascading impacts in relevant emergency management, strategic planning, infrastructure planning, asset management and business continuity processes. Identify critical dependencies and potential single points of failure within Council services and infrastructure. Incorporate interdependencies between hazards, critical infrastructure and essential services into relevant risk and continuity planning. Consider the resilience of critical access routes, Council facilities and essential services to concurrent or sequential	Promote community preparedness for the possibility of prolonged or multiple concurrent emergencies. Encourage households and businesses to maintain emergency plans and supplies that support them during extended disruption to essential services, transport and communications. Promote preparedness information that recognises the potential for warnings, access, electricity, telecommunications and other services to be affected simultaneously.

			hazards. Maintain appropriate asset management, maintenance and renewal programs that reduce the potential for infrastructure failure to amplify the consequences of other emergencies. Maintain effective relationships with critical infrastructure and utility providers to support identification and management of interdependencies. Review lessons identified through significant emergencies and exercises and incorporate relevant findings into Council emergency management, business continuity and resilience planning. Monitor emerging hazards, changing risk conditions and new or evolving dependencies that may create compound or cascading risks.	Engage with community organisations, businesses, infrastructure providers and other stakeholders to identify vulnerabilities associated with prolonged or compound emergencies. Communicate consistent and coordinated emergency information through Council's website, social media and other appropriate channels, consistent with advice from lead agencies. Support community recovery, reconnection and resilience activities following prolonged or complex emergencies.

APPENDIX 3: Municipal Emergency Management Committee (MEMC) Terms of Reference

Sorell Municipal Emergency Management Committee Terms of Reference

Committee	Sorell Municipal Emergency Management Committee
Date and status	Municipal Emergency Management Plan Issue 10, August 2026
Enquiries	Executive Officer Municipal Emergency Management Coordinator Sorell Council
Review notes	These Terms of Reference are due for review in August 2028
General standards & practices	The *Tasmanian Emergency Management Arrangements* (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). The following are specific to this committee:
1. Authority & background	Section 20 of the *Emergency Management Act 2006* establishes the Sorell Municipal Emergency Management Committee within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	Section 22 of the *Emergency Management Act 2006* outlines this committee's purpose and functions generally as: *"… to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal are 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 …"*
3. Functions	• Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities • Review emergency management policy for the municipal area and identify opportunities for improvement • Oversight of the management of emergencies where council/s resources are required to support response and recovery • Nominate a representative to attend the Southern Region Emergency Management Committee activities and provide bilateral support • Coordinate/participate in at least one emergency management exercise every two years • Coordinate a post emergency operational debrief for all organisations involved in an emergency event • Meet at least twice per year unless an emergency event occurs and a subsequent review of the operational aspects of the Plan is required. These meetings will be scheduled by the Executive Officer at the appropriate intervals
4. Reports to	Southern Regional Emergency Management Committee (SREMC)

5. Chair and role

Sorell Council Mayor

The role of the MEMC Chair is to:

- Chair MEMC meetings
- Receive notification of emergencies from the Municipal Coordinator
- Maintain contact with and support the Municipal Coordinator during an emergency
- Maintain regular contact/liaison with the Municipal Coordinator regarding administrative arrangements of the MEMC.

In the event of resignation, removal from office or death of the Chair, Council shall appoint a replacement Chair as soon as possible and the appointee shall take office as soon as the appointment is made.

6. Executive Officer

Sorell Council Municipal Emergency Management Coordinator

7. Membership

Section 21 of the *Emergency Management Act 2006* establishes arrangements for MEMC membership, supplemented by the following practices:

- All members shall be appointed by Council for a term of three years.
- 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 MEMC.

Membership shall comprise persons, all of whom shall be appointed by the Council and represent the following:

- Mayor or Deputy Mayor (Chair)
- Chief Executive Officer (CEO)
- Municipal Coordinator (Executive Officer)
- Municipal Recovery Coordinator
- Deputy Municipal Coordinator
- Deputy Municipal Recovery Coordinator
- Manager Roads & Stormwater
- State Emergency Services (Regional Manager – Operations and Regional Coordinator)
- Tasmania Police
- Tasmania Fire Service
- Resilience and Recovery Tasmania
- Surf Life Saving Tasmania

Council may from time to time vary the number of members constituting MEMC. The MEMC may seek expertise from outside sources as required.

8. Tenure and Removal

Council may reappoint any member and may remove any member and appoint another member in their stead.

Each member of the Committee shall hold office until a successor is appointed by Council or Council revokes the member's appointment.

9. Office vacancy

The office of any member shall become vacant if that member is absent from three consecutive meetings without leave obtained from MEMC.

10. Meetings

MEMC shall meet at least twice a year and/or more frequently if an emergency occurs or a review of operational aspects of the Municipal Emergency Management Plan (MEMP) is required.

Meetings are scheduled by the Executive Officer and at the request of the Chairperson or Council.

11. Subcommittees

There are no formal standing sub-committees of the MEMC. Recovery matters are dealt with through the MEMC.

12. MEMP review process

The MEMC formally reviews the MEMP every two years in conjunction with the MEMC meeting schedule.

Reviews will, as a minimum, take into consideration:

- emerging risks and hazards and potential treatments;
- compliance of the plan with current legislation and policy;
- accuracy of content e.g. roles, procedures and contacts;
- functionality of the MEMP during emergencies; and
- comments and suggestions from key stakeholders.

APPENDIX 4: MEMC maintenance schedule

Action	Responsibility	Frequency	Scheduled
Conduct meetings of the MEMC	Municipal Coordinator	Biannually	March, September
Plan, conduct and review or participate in an emergency management related exercise	MEMC	Annually	November
Review MEMP and all appendices. Lodge plan with Regional Controller (SREMC Chair)	MEMC	Biennially	As per schedule
Review and update contact lists	Municipal Coordinator	Biannually	March, September
Attend SREMC meetings	Municipal Coordinator	Quarterly	As advised
Attend SRSRC meetings	Recovery Coordinator	Quarterly	As advised
Review Risk Treatment options in conjunction with strategic plan and budget	Municipal Coordinator	Annually	March, September

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 (EOC):

Organisation	Municipal location	Contact	Regional location	Contact
Council Primary	Sorell Council Depot 13 Montagu Street SORELL	Municipal Coordinator	SES Southern Region Headquarters 1/28 Bathurst St HOBART	SES Regional Coordinator
Council Secondary	Sorell Council Chambers 47 Cole Street SORELL	Municipal Coordinator	As above	As above
TASPOL	Sorell Police Station 59 Cole Street SORELL	Sergeant	Police Headquarters Liverpool Street HOBART	Police Radio Room 131 444
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	SES Unit Manager	SES Southern Region Headquarters 1/ 28 Bathurst St HOBART	SES Regional Manager

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 Council Chambers - 47 Cole Street, SORELL	Municipal Coordinator	Southern Region Headquarters - 1/28 Bathurst Street, HOBART	Regional Coordinator
Secondary	Sorell Memorial Hall – 47 Cole Street, SORELL	Municipal Coordinator	As above	As above

c Emergency Evacuation Centres

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

	Municipal location	Contact	Regional location	Contact
Primary	South East Sports Stadium - Montagu Street, SORELL	Municipal Recovery Coordinator	MyState Bank Arena 601 Brooker Highway, GLENORCHY	Regional Coordinator
Secondary	Sorell Memorial Hall - 47 Cole Street, SORELL	Municipal Recovery Coordinator	As above	As above

APPENDIX 6: Duty Statements

The following Duty Statements are designed to provide an abbreviated prompt to key emergency management personnel on the actions they need to consider when an emergency occurs. They can be extracted from the Plan and kept in a readily available location. Full version of roles and responsibilities can be found the Sorell Emergency Event Operational Guide.

Duty Statement: Municipal Emergency Management Committee (MEMC)

Committee's Duties

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

- the nature of the emergency
- the resources available to deal with the event
- task prioritisation
- communications
- business continuity
- community engagement
- recovery

Chairperson's Duties

1. Chair the Municipal Emergency Management Committee
2. Arrange for reports to Council, on an as-needs basis, covering the activities of the Committee and related emergencies.
3. Maintain regular contact/liaison with the Municipal Coordinator and Chief Executive Officer (CEO) regarding Committee administrative arrangements
4. Receive notification of emergency from the Municipal Coordinator
5. If appropriate, during an emergency event, convene the Committee and support the Municipal Coordinator

Municipal Coordinator's Duties

1. Undertake the role of Executive Officer of the Sorell Municipal Emergency Management Committee and carry out the administrative functions of that role

Committee Members' Duties

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

Duty Statements: Incident Management Team (IMT)

The following duty statements provide an abbreviated prompt for key personnel regarding their responsibilities during an emergency.

Council's Incident Management Team (IMT) is **scalable**. Not all functions will be activated for every emergency. Functions may be combined and undertaken by one officer, or separated and allocated to additional Council personnel, depending on the nature, scale, complexity and duration of the emergency.

The IMT supports the relevant **Response Management Authority** and does not replace the statutory responsibilities of the agency responsible for managing the emergency.

Duty Statements: Incident Management Team

Function	Key Responsibilities

Incident Control Set objectives, coordinate Council's overall response, establish IMT, liaise with CEO/Mayor/emergency-management system	**Municipal Emergency Management Coordinator (Municipal Coordinator) Emergency Coordination Centre Manager** • Responsible for overall management of Council's resources during the response to an emergency event, noting that the Chief Executive Officer (CEO) assumes overall responsibility for all council resources and activities • Establishing the Incident Management Team • Setting and achieving response objectives • Establishing procedures to identify and manage all risks • Ensuring a safe approach to the management of the incident • Brief and liaise with Mayor, Chief Executive Officer (CEO), Regional Emergency Management Coordinator and keep all relevant people informed about the incident's status and potential • Providing and receiving intel from/to Municipal and Regional Emergency Management Committees • Activate a Municipal Emergency Coordination Centre (MECC) and assist the Manager of Works to activate and resource a Municipal Emergency Operations Centre (MEOC) • **Reports to the Chief Executive Officer (CEO)**
	Deputy Municipal Emergency Management Coordinator • Support the Municipal Coordinator in the coordination of Council's response to emergency events. • Act as Municipal Emergency Management Coordinator in their absence. • Assist with the establishment and operation of the Municipal Emergency Coordination Centre (MECC). • Support coordination and liaison with the Municipal Emergency Management Committee, Regional Emergency Management Coordinator, emergency services and other relevant agencies. • Support the coordination of Council's emergency management planning, preparedness and response activities. • Assist with the transition from response to recovery, including liaison with the Municipal Recovery Coordinator and relevant Council officers. • Provide support to the Incident Management Team as required, including planning, information coordination and administrative activities. • **Reports to the Municipal Emergency Management Coordinator / Incident Controller.**
Recovery Recovery coordination, community needs, evacuation/recovery centres, transition to recovery	**Municipal Recovery Coordinator (Principal Resilience and Recovery)** • Support the Municipal Coordinator • Act as Municipal Coordinator in their absence • Identify and establish Evacuation Centres and/or other community recovery or information centres • Notify, brief and liaise with Southern Regional Emergency Management Committee (SREMC), recovery organisations, service providers and Resilience and Recovery Tasmania • Assessment and management of community needs • Record expenditure and administration associated with evacuation centre operations, shift logs, timesheets, activity records • **Reports to the Incident Controller**
	Deputy Recovery Coordinator • Provide support to the Municipal Coordinator and Recovery Coordinator • Act as Recovery Coordinator in their absence • Assist with the establishment and running of Evacuation Centres and/or other community recovery or information centres • Support the Recovery Coordinator with the assessment and management of community needs • Provide support to the Logistics function as required, including staffing, rostering, logistics and catering. • **Report to the Incident Controller**

Public Information Public information, warnings/messages, media, website/social media	**Manager - Community Relations** • Obtaining, assembling and preparing incident information in a manner suitable for dissemination to the public and other stakeholders • Distribute key messages and incident information to Councils Social Media pages and website • Prepare media releases/briefings notes for the Mayor • Ensure approved community communication is maintained and is consistent with emergency services messages/WebEOC • Manage/coordinate media and VIP interviews and arrivals within the designated holding areas at Evacuation Centres • Establish and maintain a public Information section, if warranted, by the size and complexity of the incident • **Reports to the Incident Controller**
Intelligence Collect, analyse and disseminate information; infrastructure impacts; situation awareness; resource status	**Manager Infrastructure and Assets** • Maintain a resource management system for all operational resources that have been allocated to the incident • Facilitate the mapping of all affected infrastructure • Manage and collate impact assessments of affected infrastructure, including all required evidence to capture costs incurred for an eligible event claim through Tasmanian Relief and Recovery Arrangements • Liaise with Manager Finance to provide information and evidence for eligible expenditure claims through Tasmanian Relief and Recovery Arrangements • Collate all supporting evidence needed for essential public asset reconstruction claims, ensuring asset registers are up-to-date and include evidence of the pre-disaster condition of essential public assets, photographs and maintenance records or inspection reports • Collection of information on the current and forecasted condition of council assets effected by the emergency • Processing of that information into timely, accurate and useful intelligence and sharing it with the Incident Management Team, to support decision making, planning and monitoring of response activities • Liaise with Manager Roads and Stormwater to complete impact assessments of all affected infrastructure, including all required evidence to capture costs incurred for an eligible event claim through Tasmanian Relief and Recovery Arrangements • **Reports to the Incident Controller**
	Manager Health and Compliance • Liaise with business owners to ensure they have relevant food handling information for flooding, loss of power and other emergency situations • Monitor potential environmental health impacts of the emergency and provide information to the Municipal Coordinator/relevant agencies • Work with Municipal Coordinator and Manager Community Relations to ensure public health messages for the community are included in council communications • Assess if additional support is required from Department of Public Health • Advise and inspect Evacuation Centre set up, prior to centre being opened to public • Assist council to determine if additional waste disposal services are required or free/discounted disposal fees should be implemented at waste transfer stations • Keep a record of waste disposal costs • Liaise with General Manager - Operations if usual waste disposal operations are interrupted • **Reports to the Incident Controller**
Operations Direct Council operational response; field crews; plant; contractors; operational tasks	**Manager Roads and Stormwater (Municipal Emergency Operations Centre Manager)** • Establish and manage Municipal Emergency Operations Centre (MEOC) • Responsible for managing resources allocated to respond to the incident • Implement strategies and tactics to respond to the incident • Responsible for managing plant, equipment and other physical council resources needed to respond to the incident

	• Manage and coordinate all field staff from the works depot including triaging, contractors, rostering and overtime • Record operational expenditure associated with the emergency and ensure all costs are allocated to the correct job numbers • Notify and liaise with General Manager - Operations where damage to Council infrastructure has been caused • **Reports to the Incident Controller**
Logistics Provide and sustain the people, facilities, equipment, supplies, ICT and other resources needed by the IMT	**GM – Operations (Municipal Emergency Coordination Centre Logistics Officer)** • Coordinate the establishment and ongoing operation of the Municipal Emergency Coordination Centre (MECC). • Coordinate Council-wide staffing and physical resources required to sustain the response. • Coordinate the provision of facilities, equipment, vehicles, supplies, catering and other resources required by the Incident Management Team. • Monitor resource requirements and identify shortages, constraints and emerging support needs. • Coordinate requests for additional Council, contractor or external resources as required. • Liaise with the Operations function regarding operational resource requirements and availability. • Liaise regarding staff welfare, fatigue management and workforce sustainability. • Coordinate with the Finance function regarding significant resource commitments and expenditure. • **Reports to the Incident Controller.**
	Corporate Administration Officer (Municipal Emergency Coordination Centre Administration Officer) • Assist with the establishment and set-up of the Municipal Emergency Coordination Centre (MECC). • Establish and maintain administrative systems for the Incident Management Team. • Support record keeping, document control, agendas, minutes, briefing notes and other administrative requirements. • Maintain logs of requests, actions, decisions and resource requirements. • Provide administrative support to Incident Management Team functions as required. • Support internal and external telephone and email communications. • **Reports to the Incident Controller.**
	Works Support Officer • Assist with the establishment and operation of the Municipal Emergency Operations Centre (MEOC). • Coordinate the provision of facilities, equipment and other physical resources required to sustain MEOC operations. • Liaise with Operations regarding the availability of plant, vehicles, equipment and other operational resources. • Support the coordination of physical resources required by the Incident Management Team. • **Reports to the Incident Controller**
	ICT and Communications Support **Techquity** • Coordinate ICT, telecommunications and connectivity requirements for the Municipal Emergency Coordination Centre (MECC) and Municipal Emergency Operations Centre (MEOC), including devices, telephones, internet connectivity and online meeting facilities. • **Reports to the Incident Controller**
Finance Cost capture, financial controls, expenditure and eligible	**Finance Manager** • Set up cost codes to capture all event specific financial information • Manage financial reports and auditing of eligible expenditure claims through Tasmanian Relief and Recovery Arrangements

recovery/reimbursement evidence	• **Reports to the Incident Controller**

Duty Statements: Other Emergency Roles

Mayor	• Receive notification of emergency from Municipal Coordinator/Chief Executive Officer (CEO) • Advise Councillors • Maintain contact with, and support Municipal Coordinator/Chief Executive Officer (CEO) • Act as spokesperson on behalf of the community and provide information to community and media in relation to the municipality • Promote and support emergency relief appeal arrangements • **Reports to the Council**
Chief Executive Officer (CEO)	• Establish and maintain contact with the Mayor and Councillors, as required • Assist the Mayor with community and media information • Manage ongoing information to Council staff • Liaise with and provide support to the Municipal Coordinator • Authorise the use of resources as may be appropriate, outside of normal operating guidelines, in support of Council's response to an emergency • **Reports to the Mayor**

Functional allocation

The following principles apply to allocation of IMT functions:

- functions will be activated according to the requirements of the emergency
- one officer may perform more than one function
- additional Council officers may be assigned to a function where workload or complexity requires
- specialist technical advice may be obtained from other Council officers, contractors, consultants or external agencies
- the Municipal Coordinator may reallocate functions as the emergency develops
- Council resources will be deployed according to operational priorities, available capability and the requirements of the Response Management Authority.

This approach allows Sorell Council to maintain a **proportionate and scalable emergency management structure** while recognising its relatively small workforce and reliance on existing organisational roles.

APPENDIX 7: Standard Operating Procedures and Policies

When first advised of an emergency or potential emergency, the following roles and responsibilities will be followed. The Deputy Municipal Coordinator maintains the *Sorell Emergency Event Operational Guide* which contains detailed operational procedures.

First alert – Municipal Coordinator (MC)

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

a assess the necessity to establish the Municipal Emergency Coordination Centre (MECC) and/or Municipal Emergency Operations Centre (MEOC)
b contact the Manager Roads & Stormwater to alert/activate MEOC teams/supervisors and other potentially affected operational areas
c notify Council's Chief Executive Officer
d notify the Communications and Media Team
e contact the staff who 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, including the On-call Works Officer.

Such contact will depend on the type and extent of the incident.

Liaison with emergency services

In the event of an emergency within the municipal area that threatens life and/or property, the Municipal Coordinator will liaise with emergency services and Southern Regional Emergency Management Committee (SREMC) through the Regional Coordinator.

APPENDIX 8: Community Centres

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

ID	Centre, location title & contact	Facilities	Location	Usage frequency	Occupancy capacity*	Comments
1	South East Stadium	• Large open space with ample parking • Tables and chairs • Unisex Amenities, including disabled • Kitchen area, including function space • Offices x5 • Generator plug- in • Phone lines & wireless internet outlets (eg. broadband) • Administration offices next door in close proximity • Outside recreational space	13 Montagu Street, Sorell	Daily	Hall Area: 1,950m^2 • Immediate: 1,625 pax • Temporary: 274 pax	• Fire evacuation centre • Evacuation • Recovery (One Stop Shop) • Information
2	Sorell Memorial Hall	• 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	Hall Area: 294m^2 • Immediate: 245 pax • Temporary: 41 pax	• Fire evacuation centre • Evacuation • Recovery (One Stop Shop) • Information Adjacent to Sorell Community Health Centre
3	Dodges Ferry Recreation Centre (DECYP asset)	• Large reserve • Male/female/ disabled toilets & showers • Stage/PA • Kitchen area • Meeting rooms with IT & phone lines • Adjoining ovals, school, carpark	532 Old Forcett Road, Dodges Ferry	Daily in school terms Weekly holidays	Hall Area: 682m^2 • Immediate: 568 pax • Temporary: 95 pax	• DECYP asset • School refuge • Fire evacuation centre • Evacuation • Recovery (One Stop Shop) • Information Bore water & tanks
4	Dunalley Hall	• Male/female/ disabled toilets & showers • Stage PA • Kitchen area	5 Franklin Street, Dunalley	Weekly	Hall Area: 179m^2 • Immediate: 149 pax • Temporary: 25 pax	• Recovery (One Stop Shop) • Information Tank water

	• Meeting rooms • Limited phone lines • Generator plug-in • Parking				Limited water for TFS
5 Primrose Sands Hall	• Large reserve • Male/female/ disabled toilets & showers • Kitchen area • Meeting rooms • IT & 2Xphone lines • Generator plug-in • Limited parking	532 Primrose Road, Primrose Sands	Weekly	Hall Area: 374m^2 • Immediate: 311 pax • Temporary: 52 pax	• Fire evacuation centre • Evacuation • Recovery (One Stop Shop) • Information Tank water Septic tank Limited water for TFS
6 Midway Point Hall	• Male/female/ disabled toilets & showers • Kitchen area • Meeting rooms • Generator plug-in • Limited parking	31 Raynors Road, Midway Point	Weekly	Hall Area: 194m^2 • Immediate: 161 pax • Temporary: 27 pax	• Fire evacuation centre • Evacuation • Recovery (One Stop Shop) • Information Town water

* Calculated using Red Cross Preferred Sheltering Practices guidelines:

Immediate sheltering – 1.2m^2 of personal space (single chair or standing room only) per person – up to 18 hours – for preservation of life during an emergency.

Temporary sheltering – 5m^2 of personal space (space for mattress, personal belongings and comfortable separation distance, inclusive of 1.5m aisle) per person – beyond 18 hours – for emergency accommodation during and after an emergency.

APPENDIX 9: Works Department Resources

Council has the following resources available for use in an emergency.

Use of any of this equipment in an emergency by trained Council officers would be under instruction from the RMA only.

Additional training may be required for use in response to an emergency.

Description	Number	Comments
10-yard Tip Truck	2	
11,000L slide in water tank and pump	2	For 10-yard trucks
1,500L water trailer and pump	1	
Motor grader	1	
Backhoe	2	
Tractor and slasher	2	
Light vehicles	10	7 x utility 3 x light truck
7-yard Tip Truck	2	Tipper only
Generator	1	Generator for emergency power back up to South East Stadium evacuation centre

Appendix 10: Bushfire Places of Last Resort (Nearby Safer Places)

Bushfire places of last resort are places of last resort for people during bushfire emergencies.

If you have not prepared your own Bushfire Plan, or your plan has failed, a bushfire place of last resort may provide a last resort shelter option.

Leaving early is always the safest option.

Tasmania Fire Service (TFS) identifies bushfire Places of Last Resort and lists them in *Community Bushfire Protection Plans*.

Places of Last Resort do not provide amenities or facilities.

Places of Last Resort are not Evacuation Centres nor Assembly Areas. If choosing to shelter there, you may be alone, without any support from emergency services. You may be subject to heavy smoke, falling ash and embers, intense heat and loud noise.

Sorell's bushfire places of last resort are identified below. Changes to bushfire places of last resort may be made over the life of this plan, so always check your Community Bushfire Protection Plan on the TFS website.

Row	Bushfire Place of Last Resort	Location	Community Bushfire Protection Plan	Comments
1	Boomer Jetty	Boomer Jetty Road, Boomer Bay	Dunalley	Public Jetty / Boat Ramp
2	Dunalley Hotel	210 Arthur Highway, Dunalley	Dunalley	Property
3	Bream Creek Showgrounds	138 Marion Bay Road, Copping	Copping	Showgrounds
4	Park Beach	Park Beach Road, Dodges Ferry	Dodges Ferry	Beach
5	Dodges Ferry Boat Park	2 Tiger Head Road, Dodges Ferry	Dodges Ferry	Open recreation area
6	Dodges Ferry Primary School	530 Old Forcett Road, Dodges Ferry	Dodges Ferry	Facilities, Oval
7	Lewisham Boat Ramp	101 Lewisham Scenic Drive, Lewisham	Dodges Ferry	Public Jetty / Boat Ramp
8	Lewisham Tavern	46 Lewisham Scenic Drive, Lewisham	Dodges Ferry	Property
9	Gypsy Place, Western Foreshore	Gypsy Place, Primrose Sands	Primrose Sands Area	Waterfront

Appendix 11: Road Closure Levels

Level 0 – BLACK No Access	• All persons are prohibited from entering the road. • Serious safety issues are present. • Emergency service personnel are also prohibited from entering the road.
Level 1 – RED Emergency Services Access Only	• Access is permitted only for emergency service personnel engaged in response, mitigation or other emergency operations. • In some circumstances, and on the advice of the Tasmania Fire Service (TFS), bona fide property owners and their assistants may also be permitted access to defend their properties against bushfire.
Level 2 – AMBER Essential Services Access Only	Access is permitted for: • contractors delivering equipment or providing services; • Rapid Impact Assessment Teams; • essential service personnel; and • persons permitted access under Level 1.
Level 3 – GREEN Authorised Access Only	Access is permitted for: • residents returning to their homes; • recovery or aid agencies; • persons permitted access under Levels 1 and 2; and • any other persons approved by Tasmania Police, in consultation with the Response Management Authority.
Road Open	• Tasmania Police, in consultation with the Response Management Authority for operational advice and a delegate of the relevant road owner for technical and legislative advice, has declared the road open to all users.