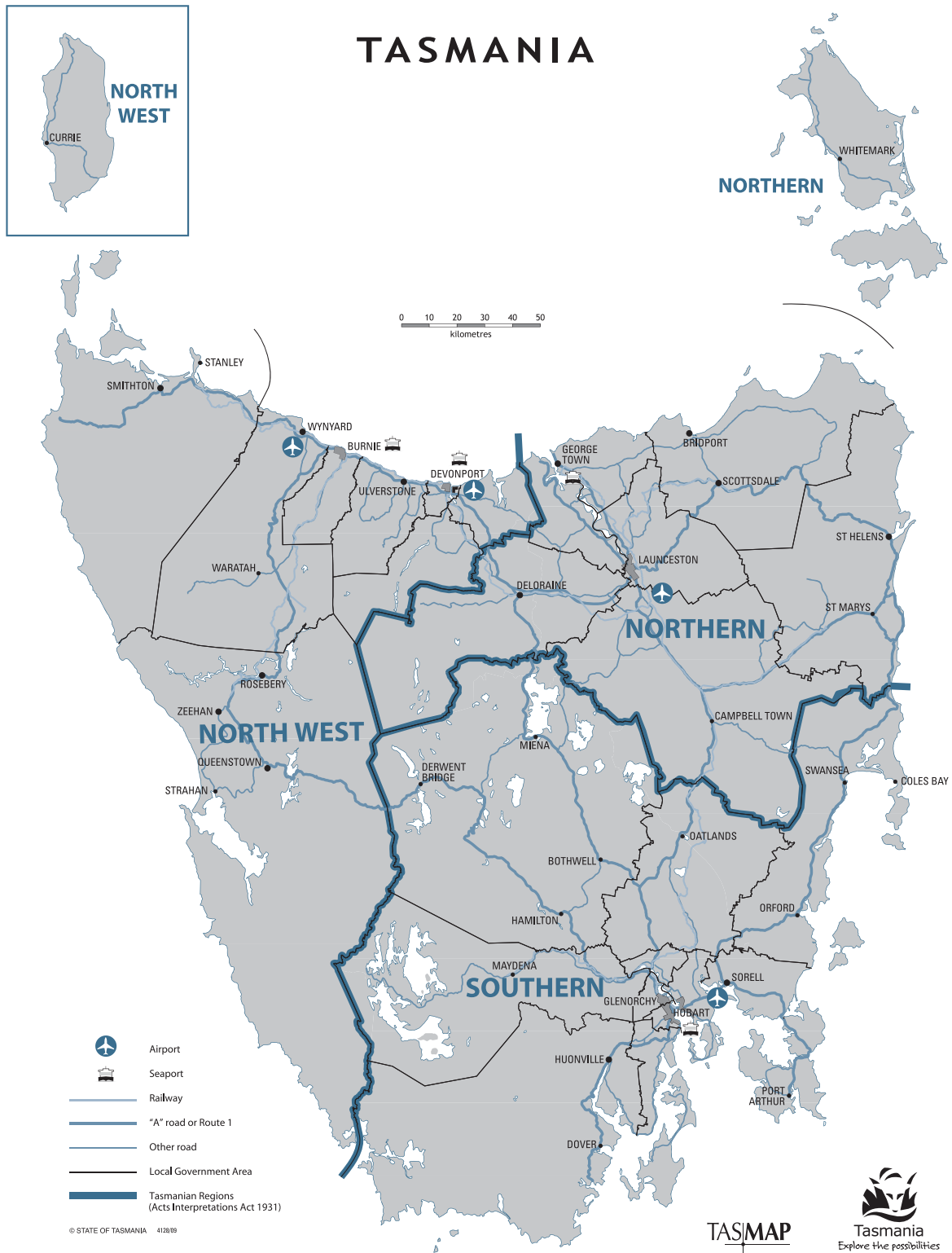


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5.1 Map of Tasmania



5.2 Roles of Government

Broad emergency management responsibilities for the three spheres of government are outlined below:

	Municipal	State	Commonwealth
Prevention and Mitigation	<ul style="list-style-type: none"> Identify, research, assess and treat risks (within the municipal area and/or in partnership with neighbouring councils) Apply a range of strategies to prevent and mitigate the effects of emergency events (eg land use planning schemes and approval processes, application of building codes, capital works-flood levees) Represent community interests for emergency management to other levels of government and contribute to decision-making processes 	<ul style="list-style-type: none"> Maintain relevant legislation and policy for comprehensive emergency management (PPRR) in Tasmania Provide support for research and emergency risk management Represent community interests for emergency management to other levels of government and contribute to decision-making processes Implement mitigation strategies (eg land use planning directives, fuel reduction programs) 	<ul style="list-style-type: none"> Undertake research and risk assessment of national significance Provide warnings for severe weather events Provide financial support for national mitigation priorities and strategies Develop national policy
Preparedness	<ul style="list-style-type: none"> Establish and maintain a municipal emergency management committee, or participate in a combined committee Maintain systems and processes for municipal emergency management, and maintain a written record of these arrangements in the municipal emergency management plan Recommend and support a Municipal Emergency Management Coordinator and Deputy Have arrangements in place so that municipal volunteer SES units are maintained to support the plan, including the provision of adequate resources and facilities for the volunteers Develop and implement municipal community awareness and education programs and warning systems 	<ul style="list-style-type: none"> Maintain the State emergency management framework including plans, arrangements and key capabilities Strengthen partnerships with and between emergency management stakeholders Develop and implement state-wide community awareness and education programs and warning systems Appoint State and Regional Controllers and Municipal and Deputy Coordinators 	<ul style="list-style-type: none"> Maintain national and Commonwealth plans for international situations and inter-jurisdictional coordination Maintain key resources (eg the Attorney-General's Department Coordination Centre, national medical stockpile) Capacity development (eg training courses, forums, research initiatives, equipment schemes)

	Municipal	State	Commonwealth
Response	<ul style="list-style-type: none"> • Support the response Management Authority in accordance with the municipal plan (including the provision of available council resources) • Coordinate Support Agencies at the municipal level to address consequences arising from an emergency • Respond to emergencies that can be managed at the municipal level 	<ul style="list-style-type: none"> • Provide resources and facilities for the purpose of managing/coordinating emergency response activities of State and regional significance • Coordinate response operations • Source additional assistance from Commonwealth agencies as required 	<ul style="list-style-type: none"> • Coordinate response and recovery arrangements for overseas events • Coordinate inter-jurisdictional support • Arrange for Australian Defence Force assistance to be provided to the jurisdictions • Coordinate national consultation in emergencies of national significance
Recovery	<ul style="list-style-type: none"> • Coordinate recovery efforts for the municipal area, including input into other regional recovery initiatives • Deliver community recovery services from municipal and State resources • Support analysis of relevant emergency events 	<ul style="list-style-type: none"> • Provide financial and other assistance through the supply and coordination of human and material resources • Lead or enable assessment and analysis of the impact of emergency events of State significance 	<ul style="list-style-type: none"> • Provide financial support to jurisdictions • Provide individual income support

5.3 Associated Documents

Legislation

5.3.1 A range of legislation supports emergency management in Tasmania and specific references are usually included in emergency plans. The list below shows the legislation identified by State Government stakeholders as having particular relevance for State level emergency management. This list includes but is not limited to:

Legislation	Related hazard/function	Administration
<i>Acts Interpretation Act 1931</i>	This act sets out common terminology and requirements across Tasmanian legislation including defining the three regions that the Tasmanian emergency management system operates in.	DoJ
<i>Administrative Arrangements Orders (No. 3) 2008</i>	These orders allocate responsibility to Government departments for the administration of Tasmanian legislation.	DoJ
<i>Ambulance Service Act 1982</i>	All hazards	DHHS
<i>Animal Health Act 1995</i>	Bio-security emergencies	DPIW
<i>Coroners Act 1995</i>	All hazards	DoJ
<i>Dangerous Goods Act 1998</i>	Hazardous materials	DoJ
<i>Electricity Supply Industry Act 1995</i>	Energy supply emergency	DIER
<i>Electronic Transactions Act 2000</i>	This act provides the framework for using electronic signatures (eg approval processes for out-of-session decisions).	DoJ
<i>Emergency Management Act 2006</i>	This act sets the framework for Tasmanian emergency management.	DPEM
<i>Environmental Management and Pollution Control Act 1994</i>	Environmental emergencies	DEPHA
<i>Financial Management and Audit Act 1990</i>	Responsibilities for State Government Heads of Agency	DTF
<i>Fire Service Act 1979</i>	Fire	DPEM
<i>Gas Act 2000</i>	Energy supply emergency	DIER
<i>General Fire Regulations 2000</i>	Fire	DPEM
<i>Land Use Planning and Approvals Act 1993</i>	All hazards	DoJ
<i>Living Marine Resources Management Act 1995</i>	Bio-security emergencies	DPIW

Legislation	Related hazard/function	Administration
<i>Local Government Act 1993</i>	Council responsibilities/All hazards	DPAC
<i>Marine Search and Rescue Act 1971</i>	Search and rescue (function)	DPEM
<i>Petroleum Products Emergency Act 1994</i>	Energy supply emergency	DIER
<i>Plant Quarantine Act 1997</i>	Bio-security emergencies	DPIW
<i>Police Powers (Public Safety) 2005</i>	All hazards	DoJ
<i>Pollution of Waters by Oil and Noxious Substances Act 1987</i>	Environmental emergencies	DEPHA
<i>Public Account Act 1986</i>	Relief and recovery arrangements	DTF
<i>Public Health Act 1997</i>	Public health emergencies	DHHS
<i>Quarantine Act 1908</i>	Bio-security emergencies	DPIW
<i>Rail Infrastructure Act 2007</i>	Transport crash-railway	DIER
<i>Rail Safety Act 1997</i>	Transport crash-railway	DIER
<i>Roads and Jetties Act 1935</i>	Infrastructure failure (State roads and bridges)	DIER
<i>Security-sensitive Dangerous Substances Act 2005</i>	Intentional violence	DoJ
<i>Terrorism (Commonwealth Powers) Act 2002</i>	Intentional violence	DoJ
<i>Terrorism (Preventative Detention) Act 2005</i>	Intentional violence	DoJ
<i>Terrorism Insurance Act 2003</i>	Intentional violence	Commonwealth
<i>Traffic Act 1925</i>	Infrastructure failure (State roads and bridges), Transport crash-road vehicles	DIER
<i>Victims of Crime Compensation Act 1994</i>	Intentional violence	DoJ
<i>Water Management Act 1999</i>	Flood from dam failure	DPIW

Plans

National and Commonwealth Plans

- 5.3.2 The main plans that have relevance to all-hazard emergency management arrangements within Tasmania are:
- COMDISPLAN Australian Government Disaster Response Plan
 - NCTP National Counter-Terrorism Plan
 - COMRECEPLAN Australian Government Plan for the Reception of Australian Citizens and Approved Foreign Nationals Evacuated from Overseas
- 5.3.3 Other national plans that have relevance to Tasmanian arrangements are acknowledged within the State emergency plans (See Appendix 5.5).

Tasmanian Plans

- 5.3.4 State emergency plans current at the time of approval of this plan are listed in Appendix 5.5. This list is maintained by the State Emergency Service on its website. These plans contextualise the all-hazard arrangements outlined in this plan, and create linkages with other specific national and regional arrangements. Some State Government agencies also maintain agency-specific plans for emergency management.
- 5.3.5 Regional plans for North-West, Northern and Southern regions contextualise the relevant all-hazard arrangements outlined in this plan, for each region.
- 5.3.6 Municipal plans contextualise the relevant all-hazard arrangements outlined in regional plans, for each municipal area.

Standards

- 5.3.7 The current versions of the standards listed next have particular relevance for Tasmanian emergency management:
- AS 3745 Emergency control organisation and procedures for buildings, structures and workplaces (under review at the time of issue and may be re-titled as 'Emergency Planning')
 - AS/NZS 4360 Risk Management
 - AS/NZS 4581 Management System Integration
 - HB 167 Security Risk Management
 - HB 221 Business Continuity Management
 - ISO/PAS 22399 Societal Security-Guideline for Incident Preparedness and Operational Continuity Management.

Other Resources

- 5.3.8 'Australasian Inter-Service Incident Management System (AIIMS)' maintained by the Australasian Fire and Emergency Service Council (AFAC)
- 5.3.9 'Climate Change Impacts and Risk Assessment – A guide for business and Government', (Department of Environment and Heritage, Australian Greenhouse Office), 2006
- 5.3.10 Emergency Management Australia maintains a set of manuals and guides that are publicly available at www.ema.gov.au
- 5.3.11 'Emergency Warnings: Choosing your words' (Attorney-General's Department), 2008

- 5.3.12 'General Insurance Catastrophe Coordination Arrangements', Insurance Council of Australia, May 2007 www.insurancecouncil.com.au
- 5.3.13 'Natural Disasters in Australia Reforming Mitigation, Relief and Recovery Arrangements' for the Council of Australian Governments (COAG), August 2002
- 5.3.14 'National Inquiry on Bushfire Mitigation and Management' (report to COAG), January 2005
- 5.3.15 'Style Manual' 6th Edition 2002 (Snooks and Co)
- 5.3.16 'Tasmania Fire Service and Tasmania Police Position on the Protection of People and Homes Threatened by Bushfires', September 2007.

5.4 Emergency Management Committees

5.4.1 Typical Membership and Reporting Arrangements

This appendix summarises the typical membership and reporting arrangements for committees related to the *Emergency Management Act 2006*. Arrangements for Sub-Committees and Affected Area Recovery Committees are also included. While meeting frequency is not specified in the Act, a minimum of 2 meetings per year is recommended (meeting more frequently as required).

5.4.1.1 Ministerial Committee

Chairperson	Premier, Tasmania
Executive Officer	To be determined by the Premier
Title	Ministerial Committee
Membership (Determined by the Premier Section 12)	<ul style="list-style-type: none"> • Minister for Police and Emergency Management • State Controller • Any other Ministers or persons the Premier considers appropriate
Reports to	Premier, Tasmania

5.4.1.2 State Emergency Management Committee (SEMC)

Chairperson	State Controller (Commissioner Tasmania Police)
Executive Officer	Director, State Emergency Service
Title	State Emergency Management Committee
Membership (Determined by State Controller Section 8)	<ul style="list-style-type: none"> • Secretary, Department of Premier and Cabinet • Secretary, Department of Health and Human Services • All members of the Security and Emergency Management Advisory Group (SEMAG) • Any other persons the State Controller considers appropriate.
Reports to	Premier, Tasmania via Minister for Police and Emergency Management

5.4.1.3 Security and Emergency Management Advisory Group (SEMAG)

Co-Chairs	<ul style="list-style-type: none"> • Deputy Commissioner of Police, Department of Police and Emergency Management • Deputy Secretary, Department of Premier and Cabinet
Executive Officer	Director, State Security Unit
Title	Security and Emergency Management Advisory Group
Membership (Determined by SEMC)	<ul style="list-style-type: none"> • Deputy Secretaries: <ul style="list-style-type: none"> - Department of Infrastructure, Energy and Resources - Department of Primary Industries and Water - Department of Justice - Department of Education - Department of Treasury and Finance - Department of Environment, Parks, Heritage and the Arts - Department of Economic Development and Tourism • Department of Health and Human Services: <ul style="list-style-type: none"> - Chief Medical Officer - Director, Public Health - Chief Executive Officer, Tasmanian Ambulance Service • Department of Police and Emergency Management <ul style="list-style-type: none"> - Director, State Emergency Service - Director, Forensic Science Service Tasmania - Chief Officer, Tasmania Fire Service • Department of Premier and Cabinet <ul style="list-style-type: none"> - Head of Media, Government Communications Office - Manager, Office of Security and Emergency Management
Reports to	SEMC

5.4.1.4 Regional Emergency Management Committees (REMC)

Chairperson	Regional Controllers
Executive Officer	Regional Managers State Emergency Service
Title	Northern/North-West/Southern Regional Emergency Management Committee
Membership (Determined by the Regional Controller Section 15)	<ul style="list-style-type: none"> • Regional representatives for State agencies based in the region which can include: Fire, Ambulance, Police, Health (including the Regional Community Recovery Coordinators), Education, others • Municipal Coordinators and Municipal Community Recovery Coordinators within the region • Other stakeholders in the region (eg ports-sea/air, dams, major facilities, Non-Government Organisations)
Reports to	SEMAG (through Director State Emergency Service)

5.4.1.5 Municipal Emergency Management Committees (MEMC)

Chairperson	Municipal Chairperson (usually council's General Manager, Mayor or a senior Councillor)
Executive Officer	Municipal Coordinator
Title	Council or Area Emergency Management Committee
Membership (Determined by the Municipal Chairperson Section 21)	<ul style="list-style-type: none"> • Representatives from State agencies based in the municipal area which can include: Fire, Ambulance, Police, Health (including the Regional Community Recovery Coordinators), Education, others • Council workers including: Environmental Health Officer, Municipal Coordinator, Municipal Community Recovery Coordinator and Deputies • Other stakeholders in the municipal area (eg ports-sea/air, dams, major facilities, Non-Government Organisations)
Reports to	Regional Committee (may also report to council)

5.4.1.6 Sub-Committees (Municipal, Regional and State) and other Stakeholder groups

Chairperson	<ul style="list-style-type: none"> • Stakeholder Groups: Determined by existing legislation/regulation/other agreement • Sub-Committees: <ul style="list-style-type: none"> - Municipal/Regional: As determined by the relevant committee - State: As determined by the SEMAG/SEMC
Executive Officer	As for Chairperson (Arranged by chairing agency)
Title	As for Chairperson
Membership	<ul style="list-style-type: none"> • As for 'Chairperson', with consideration given to: <ul style="list-style-type: none"> - Content experts - Related policy/protocol and operational advisers, owners and managers - Other persons relevant to the scope of the group (eg airport, ports, dams, major facilities, Non-Government Organisations) etc
Reports to	<ul style="list-style-type: none"> • Municipal and Regional Sub-Committees and Stakeholder Groups report to the relevant committee • State Sub-Committees and Stakeholders Groups report to the SEMAG

5.4.1.7 Affected Area Recovery Committee (AARC)

Chairperson	<ul style="list-style-type: none"> • The Chairperson for the municipal or regional AARC is authorised by the Regional Controller. It is usually the Mayor of the affected municipal area. • The Chairperson for the State AARC is authorised by the State Controller.
Executive Officer	As for Chair
Title	<Area or event> Affected Area Recovery Committee
Membership may include but is not limited to	<ul style="list-style-type: none"> • Mayors and a community representative from each affected municipal area • Regional Community Recovery Coordinator/s • State Emergency Service managers from Regional or State Headquarters (as required) • Nominated representatives from State Government agencies: <ul style="list-style-type: none"> - Department of Treasury and Finance - Department of Premier and Cabinet - Department of Economic Development and Tourism - Department of Infrastructure, Energy and Resources • Relevant Commonwealth Government agencies • Non-Government Organisations involved in recovery efforts • Other persons relevant to the scope of the recovery effort
Reports to	<ul style="list-style-type: none"> • Municipal/regional AARCs report to the Regional Controller • State AARCs report to the State Controller

5.4.2 Model Terms of Reference

A model structure for the Terms of Reference for emergency management committees and sub-committees is provided below (a model Terms of Reference for Affected Area Recovery Committee is maintained in Microsoft Word format at www.ses.tas.gov.au).

Committee	Title of the committee
Date and status of these Terms	DRAFT or ACCEPTED and Issue X Year (use whole numbers only) Example: ACCEPTED Issue 1 2009
Enquiries	Executive Officer's substantive position and organisation
Review notes	Summary statement for reviewing the Terms of Reference. Example: These Terms of Reference are due for review in June 2010.
Background	Short statement about the committee's background. This could include when it was first formed, major/recent achievements and any notable events that affect its operation.
Purpose	Short statement about what the committee is for. Include titles/sections of relevant legislation.
Functions	Optional. Identify the main ways the committee will operate/the main things it will do to achieve its stated purpose. It is recommended to limit these to 3-5 points.
Membership	
Members	List the departments/organisations that typically make up the committee and their role (eg Chairperson, Executive Officer, member, proxy). Note that membership guidance included in this plan incorporates the requirements of the <i>Emergency Management Act 2006</i> .
Proxies	Note the general conditions for proxies. This should include the conditions or criteria for nominated proxies to take on the role. Example: Proxies should be nominated and they assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.
Stakeholders/ Observers/Guests	Optional. Note the general conditions associated with others who are likely to be involved in the committee's operation, and list the organisations/positions that have been identified.
Appendices	Include any other information that is important for operational continuity of the committee. This includes but is not limited to: <ul style="list-style-type: none"> • Roles and responsibilities (members, proxies, stakeholders, observers, guests etc) • Practices and protocols of the committee including but not limited to: maintaining core documents (eg Terms of Reference, risk context statement, work program); describing meeting arrangements (eg frequency, usual practices for agendas, meeting notes etc), decision-making protocols, quorum, reporting arrangements etc
Header and Footer	Page numbers. 'Page X of Y' format is recommended at the bottom right of each page. Other information to be considered for inclusion is: Draft/Issue number and year of acceptance.

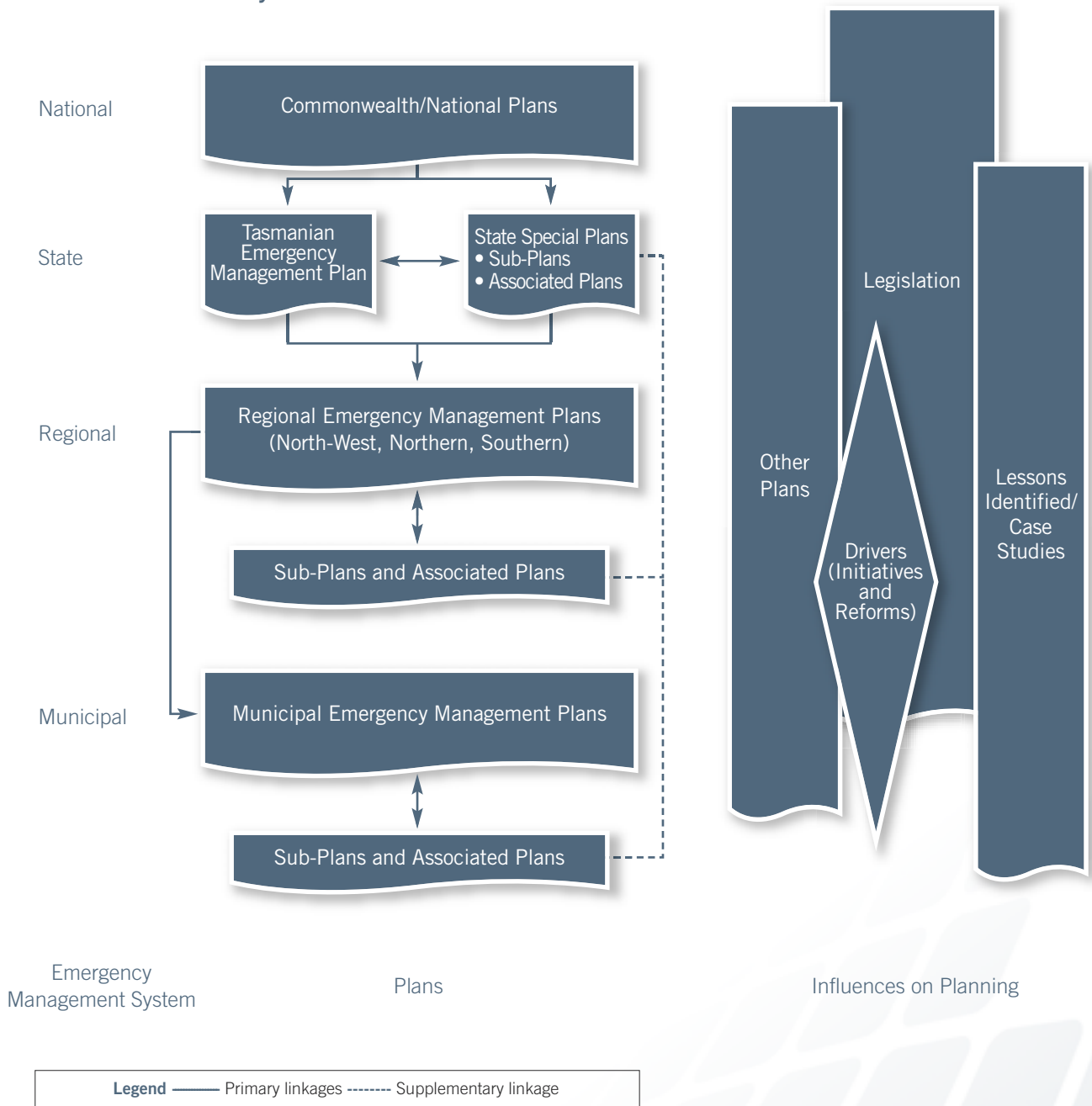
5.4.3 Current State and Regional Committees and Sub-Committees

The following list provides a summary of the committees that are operating at regional and State level for emergency management. The agency that chairs the committee is shown in brackets. This list is current at the time of issue of this plan. It is updated at scheduled times and the current version can be found on the State Emergency Service website.

1	Bio-Security Preparedness Program Steering Committee	DPIW
2	Critical Incident Stress Management (CISM) Committee	TAS POL
3	Energy Coordination and Advisory Committee	DIER
4	Northern Regional Community Recovery Committee	DHHS
5	Northern Regional Emergency Management Committee	Regional Controller (TAS POL)
6	North-West Regional Community Recovery Committee	DHHS
7	North-West Regional Emergency Management Committee	Regional Controller (TAS POL)
8	Nuclear Powered Warships Visits Committee	SES
9	Security and Emergency Management Advisory Group	TAS POL and DPAC
10	Southern Regional Community Recovery Committee	DHHS
11	Southern Regional Emergency Management Committee	Regional Controller (TAS POL)
12	State Community Recovery Committee	DHHS
13	State Emergency Management Committee	State Controller (TAS POL)
14	State Emergency Media Committee	DPAC
15	State Health and Human Services Emergency Committee	DHHS
16	State Marine Pollution Committee	DEPHA
17	State Mitigation Assessment Panel	SES
18	Tasmanian Consultative Committee on Fire Weather Services	BoM
19	Tasmanian Colonial Services Committee	DoJ
20	Tasmanian Disaster Victim Identification Committee	TAS POL
21	Tasmanian Flood Warning Consultative Committee	BoM
22	Tasmanian Hazardous Materials and CBRN Advisory Group	TFS
23	Tasmanian Petroleum Products Emergency Management Committee	DIER
24	Tasmanian Search and Rescue Committee	TAS POL
25	Tasmanian Urban Search and Rescue (USAR) Working Group	TFS

5.5 Emergency Management Plans

5.5.1 Plan Hierarchy



5.5.2 Current State Emergency Plans

The following list provides a summary of the emergency plans that are maintained at State level. These plans describe the arrangements for identified hazards or risks, and should be referred to for more information in specific situations. This list is current at the time of issue of this plan. It is updated at scheduled times and the current version can be found on the State Emergency Service website.

Row	Plan Title	Review Authority	Related National Plans/Groups
1	Australian Tsunami Alert Service-Tasmanian Arrangements (ATAS)	ATAS	N/A
2	Disaster Victim Identification (DVI) Procedure Manual	TAS POL	National DVI Guidelines
3	Emergency Animal Disease Management Plan	DPIW	AUSVETPLAN AQUAVETPLAN
4	Flood Warning Management Plan for Tasmania	SES	N/A
5	Major Epidemics Management Plan	DHHS	N/A
6	Multi-Casualty Incident Plan	DHHS	N/A
7	Petroleum Products Emergency Plan	DIER	NLFRP
8	Special Plan for Visits of Nuclear Powered Warships	SES	OPSMAN 1
9	State Community Recovery Plan (Draft)	DHHS	N/A
10	State Fire Protection Plan	TFS	N/A
11	State Road and Bridge Emergency Management Plan	DIER	N/A
12	Tasmanian Action Plan for Human Influenza Pandemic (TAPHIP)	DPAC	NAPHIP
13	Tasmanian Contingency Plan for Space Re-Entry Debris	SES	AUSCONPLAN-SPRED
14	Tasmanian Coronial Services	DoJ	N/A
15	Tasmanian Electricity Emergency Plan	DIER	NEMEP
16	Tasmanian Gas Supply Emergency Coordination Plan	DIER	Gas Emergency Procedures Manual
17	Tasmanian Government Chemical, Biological and Radiological Security Incident Response Plan	TFS	National CBRN Plan
18	Tasmanian Hazardous Materials Emergency Plan	TFS	N/A
19	Tasmanian Health Action Plan for Pandemic Influenza (THAPPI)	DHHS	AHMPPI
20	Tasmanian Marine Chemical Spill Contingency	DEPHA	ChemPlan
21	Tasmanian Marine Oil Pollution Contingency	DEPHA	NMOSC
22	Tasmanian Oiled Wildlife Response Plan	DPIW	N/A
23	Tasmanian Radio Communications Plan	DPEM	N/A
24	Tasmanian Road Accident Rescue Arrangements	TFS	N/A
25	Tasmanian Search and Rescue Plan	TAS POL	National Search and Rescue Response Arrangements (AMSA)

5.6 Approaches to Developing Mitigation Strategies

5.6.1 Autonomy Levels

Level of Control	Behavioural Controls - <i>Reliance on human action initiated by individuals or groups based on their experience</i>	Procedural Controls - <i>Reliance on human action in accordance with prescribed approaches within a management system</i>	Physical Controls - <i>Automatic execution of controls within a management system and without requiring human action</i>
1	<ul style="list-style-type: none"> • Immature organisation • High turnover of staff • High proportion of new population within community • History of control failure 	<ul style="list-style-type: none"> • Documented procedure (no document control) • One-off competency assessment against procedure • One-off conformance and outcome evaluation 	<ul style="list-style-type: none"> • Designed to specific performance criteria (availability, reliability) • Implemented to design criteria
2	<ul style="list-style-type: none"> • Organisation with well understood roles and responsibilities • Skilled and trained staff • Community with communication and interaction between all population groups • History of minor control failures 	<ul style="list-style-type: none"> • Document control system • Periodic competency assessment against the procedure • Defined performance outcomes • Periodic conformance auditing including management reporting of audit outcomes 	<ul style="list-style-type: none"> • Designed in relation to the element at risk to be protected • Managed as part of a preventative maintenance system • System generated notification in the event of activation and failure
3	<ul style="list-style-type: none"> • Mature organisation with clear and documented roles and responsibilities • Experienced and skilled staff • Well established community with high level of awareness and/or education involving all population groups • No history of any control failures and demonstrated ability to learn from the past 	<ul style="list-style-type: none"> • Management system including rules and protocols (access, authority levels, expected control range) • Continuous performance checks • Management reporting of conformance • Documented management follow-up of deficiencies • Management system subject to external accreditation and auditing 	<ul style="list-style-type: none"> • Control covered by a rigorous change management • Deliberate actions required for disabling control • Failures managed as part of maintenance system and given higher priority for resolution • Maintenance system differentiates between critical and non-critical tasks • Documented management follow-up of system deficiencies

5.6.2 Process or Physical Base

Examples: Physical mitigation strategies	Examples: Process mitigation strategies
<ul style="list-style-type: none"> • Structural measures (eg levees, infrastructure changes) • Bushfire fuel reduction activities • Physical security measures (eg quarantine and border control measures, fences, increased surveillance, changes to locks and access points) • Warning systems • Critical infrastructure protection (CIP) programs 	<ul style="list-style-type: none"> • Recruitment/retention of trained emergency management officers (career and volunteer) • Risk assessment and mitigation with relevant stakeholders • Legislation, regulations, council by-laws • Land use planning processes including building codes and planning schemes/zones • Protective security processes eg information and personnel security • Programs and services that promote public, environmental and psycho-social health • Incentive schemes, and making funding available for emergency management research, training or risk treatments • Insurance, protections, compensation arrangements • Business continuity arrangements

5.7 Emergency Management Contacts

The following list provides general contact details to support emergency management planning. This list is not designed for use in emergencies.

Prevention-Mitigation		
1	Emergency risk management	State Emergency Service www.ses.tas.gov.au
2	Funding programs	State Emergency Service www.ses.tas.gov.au
3	Management Authorities (See Section 2 of this plan)	Service Tasmania 1300 135 513 www.service.tas.gov.au
4	Protective security information	State Security Unit, Tasmania Police
Preparedness		
5	Emergency management plans	State Emergency Service www.ses.tas.gov.au
6	Management Authorities (See Section 2 of this plan)	Service Tasmania 1300 135 513 www.service.tas.gov.au
Response		
	Emergency	
7	Police, Fire, Ambulance	000. Mobiles can also use 112.
8	Storm and Flood Response	State Emergency Service 132 500
9	Aurora (electricity)	13 2004
10	Powerco (gas)	180 2111
11	DIER (State roads and bridges)	1800 005 282
12	Environmental emergency	1800 005 171
13	ADF JOSS Hobart	Director State Emergency Service
14	National Security Hotline	1800 123 400
15	AGDCC	Director State Emergency Service State Controller
16	Police	131 444 www.police.tas.gov.au/community-alerts
17	Fire	1800 000 699 or www.fire.tas.gov.au
18	Ambulance	1800 008 008 or www.dhhs.tas.gov.au

Response		
	Emergency	
19	Poisons Information Centre	131 126
20	Support Agencies (See Section 2 of this plan)	Service Tasmania 1300 135 513 www.service.tas.gov.au
21	Translation and Interpreter Services	DIAC 131 450
Community Recovery		
22	Support Agencies (See Section 2 of this plan)	Service Tasmania 1300 135 513 www.service.tas.gov.au
23	Tasmanian Emergency Information Service (TEIS)	1800 567 567 (Diverts to recorded message if not active/in use)
24	National Emergency Call Centre	Advised through media releases at the time of the emergency

5.8 Financial Administration Guide

Cost Capture Overview

- 5.8.1 Optimising reimbursement following an emergency situation relies on all agencies keeping records of expenditure that readily show eligibility.
- 5.8.2 Separate financial records are maintained for 'emergency' expenditure not only for the purpose of subsequent audit certification but also for later analysis. This is equally important in non-declared situations as current agreements with Department of Treasury and Finance require auditable accounts if the State is to financially assist agencies that respond to a considerable, but non-declared, emergency event.
- 5.8.3 To separate financial records, it is recommended that cost centres are kept available for this purpose, and job codes that are likely to be used to capture and differentiate expenditure types during operations are identified. Note that the Department of Treasury and Finance is likely to seek copies of records so that reimbursement of extraordinary financial expenditure can be authorised under the Tasmanian Relief and Recovery Arrangements.
- 5.8.4 Additionally all expenditure is to be categorised for reporting purposes, as Category A, B or C.

Expenditure Categories

- 5.8.5 Category A is emergency expenditure that is given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster. These costs will be incurred in the immediate aftermath of the emergency and will not continue for a long period. This expenditure includes:
 - a. emergency food, clothing or temporary accommodation
 - b. repair or replacement of essential household items and personal effects
 - c. essential repairs to housing, including temporary repairs and repairs to restore housing to a liveable condition
 - d. destruction or rebuilding to restore housing to a liveable condition
 - e. removal of rubbish from houses to make them safe and liveable
 - f. personal and financial counselling to ease personal hardship and distress arising because of the emergency, as well as the
 - g. costs of providing this assistance (eg evacuation and operation of evacuation centres and recovery centres).
- 5.8.6 Category B costs include restoration of essential public assets and other acts of relief or restoration, such as the extra ordinary costs of response operations during the emergency. An essential public asset is one that is identified as being essential to the ongoing viability of the community (they may be managed by Government, Government owned or private organisations).
- 5.8.7 Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured where agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities. Such costs can be recorded under both Category A and Category B where, had it not been for the emergency event, they would not have been incurred.

- 5.8.8 All reported expenditure should be supported by substantiating documentation including the following as appropriate:
- a. invoices
 - b. employee timesheets
 - c. confirmation of pay rates
 - d. internal plant charge rate schedule
 - e. details of any insurance recovery or reimbursement
 - f. asset register
 - g. general ledger printouts for the natural disaster.

Tasmanian Relief and Recovery Arrangements

The following information is summarised from the Tasmanian Relief and Recovery Arrangements.

Financial Support to Affected Individuals

- 5.8.9 The Department of Health and Human Services has a range of expenditure-related responsibilities to emergency affected people under the Tasmanian Emergency Management Plan (and reflected in the DHHS Emergency Management Protocols) including administration of the State Government's Personal Hardship and Distress Arrangements when the Tasmanian Relief and Recovery Arrangements are activated.
- 5.8.10 Personal Hardship and Distress Arrangements include Emergency Grants and Recovery and Restoration Grants for individuals and families less able to provide for their own recovery.

Financial Support to Local Government

- 5.8.11 Where an emergency event has a significant impact on a local council, the response Management Authority or other appropriate authority will make recommendations to the Premier regarding activation of the Local Government Relief and Recovery package. In making recommendations the following factors are considered, but not limited to:
- a. financial impact on local government
 - b. impact on council owned infrastructure and assets
 - c. disruption to council activities and programs
 - d. impact on local community.
- 5.8.12 Following activation, assistance is available once a council's expenditure on eligible relief and recovery measures exceeds its first threshold. More assistance is available if the council's second threshold is passed.
- 5.8.13 The thresholds are calculated in the same way as under the NDRRA. A council's first expenditure threshold is 0.225% of its total general rates revenue and general purpose grants receipts two financial years prior and its second threshold is 1.75 times that amount. A council will be reimbursed 50% of its eligible expenditure between the first and second thresholds and 75% of expenditure on eligible expenditure above the second threshold.

Community Recovery Funds

- 5.8.14 Where a community is severely affected, the State and Commonwealth Governments may activate Community Recovery modules to provide financial assistance to small businesses, primary producers, not-for-profit organisations. A community recovery fund may also be established to support recovery initiatives. In general, such measures will be jointly activated and announced by the Premier and Prime Minister.
- 5.8.15 Where a community has been severely affected by an emergency, the response Management Authority or other appropriate authority will make recommendations to the Premier regarding appropriateness of activation of the community recovery arrangements, based on damage assessments conducted.
- 5.8.16 Under these arrangements clean-up and assistance grants are administered by the Department of Primary Industries and Water (primary producers), Department of Economic Development and Tourism (small business and not-for-profit organisations), and the Department of Treasury and Finance (Community Recovery Funds).

5.9 Response Centre Arrangements

5.9.1 Emergency Operations Centres and Emergency Coordination Centres

The main differences between the functions carried out at Emergency Operations Centres and Emergency Coordination Centres in Tasmania are identified below.

Emergency Operations Centre	Emergency Coordination Centre
Sets objectives, determines strategies and tactics to resolve the emergency or certain aspects of it	Sets objectives, determines strategies and tactics to resolve consequences of the emergency (can be agency specific or Whole-Of-Government/community focused)
Allocates, deploys and manages resources for response to the emergency	Allocates, deploys and manages resources to address consequences from the emergency
Usually agency-specific and typically the response Management Authority is most likely to establish an EOC	Usually staffed by a range of agency Liaison Officers
Provides media information about the emergency	May provide public information about the consequences of the emergency

5.9.2 Emergency Coordination Centre Arrangements

The general arrangements for coordination centres managed by emergency management committees established by the Act are summarised below:

Details	Municipal Emergency Coordination Centre	Regional Emergency Coordination Centre	State Crisis Centre
Requested/recommended by	Senior Officer for the response Management Authority AND/OR the Municipal Coordinator	Senior Officer for the response Management Authority AND/OR Regional Controller	Senior Officer for the response Management Authority AND/OR State Controller
Opened and closed by	Municipal Coordinator	Regional Coordinator	State Controller
Usually assisted by	Municipal Committee members and councils	Police Regional Committee	DPAC SES State Security Unit
Primary location	Refer to Municipal Plans	Refer to Regional Plans	Hobart
Notification provided to	Municipal Committee members Regional SES Duty Officer	Regional Committee Director State Emergency Service	SEMC/SEMAG Ministerial Committee (if activated) Regional Controllers, AGDCC

5.10 State Crisis Centre Overview

A summary of the facilities at the primary site for the State Crisis Centre is outlined below. More details are included in the State Crisis Centre Handbook, which is maintained by the State Security Unit.

Summary		
Location	Hobart	
Access	State Security Unit (03) 6230 2500 Departmental or photographic identification is required and access is restricted.	
Parking	Nil (Limited space for set down/drop off in non-secured areas is available). Closest public car park within 150 metres (not 24 hours), street parking is available.	
Facilities		
Communications:		
Telephone Points	Yes	International, national, mobile and local calls OK
Data Points (Departmental server)	Yes	Internet access OK
Internet Points	Yes	Stand-alone points that any laptop can use
Video Conference	Yes	Refer to State Crisis Centre Handbook
Telephone Conference	Yes	Refer to State Crisis Centre Handbook
Facsimile (Receiving)	Yes	Refer to State Crisis Centre Handbook
Facsimile (Sending)	Yes	Refer to State Crisis Centre Handbook
Information Management:		
Printers	Yes	Black and white, colour
Scanners	Yes	Colour
Light projection	Yes	Permanently installed
White boards	Yes	Electronic/smart boards permanently installed
Working Areas:		
Seating	Yes	Can seat 20 people comfortably at a meeting table. Space for additional seating is available.
Break out areas	Yes	3 rooms of varying size (range 6-20 seats). Other areas by arrangement.
Media Liaison Area	Yes	This facility is available in the same building.
Ancillary Matters:		
Continuous Power	Yes	Refer to State Crisis Centre Handbook
Kitchen	Yes	1 x small tea room (automatic hot water urn, small refrigerator) 1 x large kitchen with stove, ovens, (microwave and convection), refrigerator, dishwasher, crockery, table, chairs/tables for 8-12 people
Restrooms	Yes	Facilities for men and women with showers
Accommodation	No	Closest approximately 200 metres
Catering	No	Closest approximately 200 metres (not 24 hours)

5.11 Summary of Australian Defence Force Arrangements: DFACA and DACC

Defence Force Aid to Civilian Authorities (DFACA)

- 5.11.1 DFACA is the provision of Australian Defence Force assistance to civil law enforcement authorities (eg Police) in the performance of law enforcement tasks. Most commonly used for counter-terrorism, DFACA arrangements can also be used for other purposes. In certain circumstances, Australian Defence Force personnel employed on DFACA tasking may be armed and authorised to use lethal force.
- 5.11.2 Requests for assistance under DFACA are made in writing to the authorising Ministers (the Prime Minister, the Minister for Defence and the Attorney-General) by the Premier, through the Commissioner or Deputy Commissioner of Police. The Director State Emergency Service should also be informed of any DFACA requests to allow for coordination with any other requests for Commonwealth assistance, and further communications (where information security conditions permit).

Defence Assistance to Civilian Communities (DACC)

- 5.11.3 Assistance under DACC is classified in 6 categories and is either for emergency (Categories 1-3) or non-emergency situations (Categories 4-6). A summary of these categories is provided below for information only as requests should not be made specifically for assistance under the DACC arrangements. Generally, any requests for Commonwealth assistance should be focused on the outcome that the jurisdiction is seeking assistance with. The relevant Commonwealth agency will identify the appropriate arrangement/s that apply.
- 5.11.4 Specifically, assistance provided under DACC provisions are managed using COMDISPLAN arrangements. The provision of this assistance is underpinned by a set of principles that are considered each time a request is made by the Commonwealth. They are based on the Commonwealth being satisfied that the jurisdiction's resources and capability are likely to be inadequate and/or exhausted in response/community recovery operations (ie assistance under DACC is the exception, not the rule).

DACC Categories 1-6 Emergency and Non-Emergency Assistance

	EMERGENCY ASSISTANCE			NON-EMERGENCY ASSISTANCE		
Details	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
What it's for	Emergency assistance of a minor nature (ie can be provided from local military commander's own resources)	Emergency assistance beyond Category 1	Assistance associated with managing consequences of the emergency	Non-emergency assistance	Non-emergency assistance of a minor nature ie can be provided from local military commander's own resources	Non-emergency assistance to civil authorities eg Police
When it can be requested	Localised emergency situations that directly threaten life or property and support is not expected to be required for more than 24 hours	Continuing/ more extensive emergency operations where support is anticipated to be required for more than 24 hours	Assistance is not directly related to the saving of life or property, but can be requested as an extension of Category 2 assistance	Various, including assistance with law enforcement tasks.		
Tasmanian Liaison	Senior Officer for response Management Authority	Director State Emergency Service	Director State Emergency Service	Director State Emergency Service	Director State Emergency Service	State Controller or delegate
Defence Liaison	Manager, Joint Operation Support Staff (JOSS) Anglesea Barracks, Hobart	Emergency Management Australia, AGD	Emergency Management Australia, AGD	Emergency Management Australia, AGD	Manager, Joint Operation Support Staff (JOSS) Anglesea Barracks, Hobart	Emergency Management Australia, AGD
Cost Recovery	Not required	Not required	Required	Required	Required	Required
Other Notes	Advice of assistance must be provided to the Director State Emergency Service	N/A	State must meet indemnity and insurance requirements	Requesting organisation must meet indemnity and insurance requirements. Advice of assistance should be provided to the Director State Emergency Service.		

5.12 National Principles for Disaster Recovery

These principles were endorsed by the Community and Disability Services Ministers Advisory Council, prior to being accepted by the Australian Emergency Management Committee in April 2008.

1. Successful recovery is based on an understanding of the community context.
2. Successful recovery acknowledges the complex and dynamic nature of emergencies and communities.
3. Successful recovery is responsive and flexible, engaging communities and empowering them to move forward.
4. Successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs.
5. Successful recovery is built on effective communication with affected communities and other stakeholders.
6. Successful recovery recognises, supports and builds community, individual and organisational capacity.