# 3

## Chapter 3:
## Roles and responsibilities

# 3. Roles and responsibilities

## Key points

- Disaster resilience is everybody's business. Everyone has a part to play in reducing risks and being prepared. Emergencies are not a matter for governments alone.

- There are shared and defined responsibilities across sectors and levels, including individuals and families, businesses and other organisations plus all levels of government.

- An effective state framework for emergency management requires a high level of collaboration and coordination within and across all levels of government, and with non-government stakeholders, including communities and the private sector.

- Tasmania's emergency management sector includes specialist individuals and organisations with accountabilities and/or formally defined roles relating to supporting everyone's risk reduction and preparedness, emergency response, relief and recovery. This chapter outlines these management authorities and support agencies.

- Transition of responsibility arrangements between key authorities are a crucial component of emergency management in Tasmania.

## 3.1    Overview

A shared responsibilities approach to emergency management and disaster resilience relies on all parties working collaboratively. This includes the following:

**All levels of government**

- Local
- State
- National

**Tasmanian communities**

- Individuals and families
- Business, industry and primary producers
- Owners and operators
- Schools and school communities, childcare and elderly service providers
- Community organisations

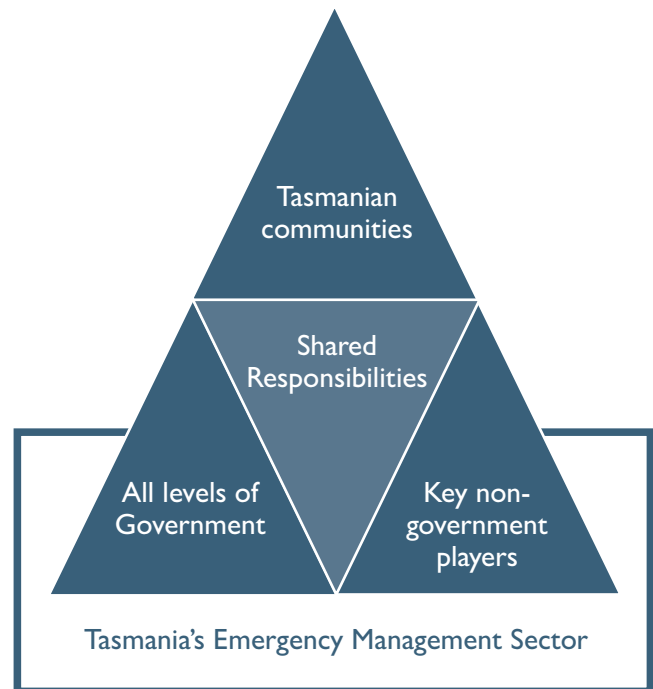**Key non-government stakeholders** – such as:

- critical infrastructure and service providers
- broadcasters and other information disseminators
- the not-for-profit sector and emergency management volunteers
- the insurance industry
- design, building and construction industries, land-use planners and natural resource management bodies
- scientists and research organisations

Effective emergency management requires collaboration and coordination within and across all levels of government and with non-government stakeholders, including communities and the private sector.

## 3.2    Tasmania's emergency management sector

Tasmania's emergency management sector includes:

- Hazard Advisory Agencies;
- Management Authorities;
- Support agencies for specific functional or consequence management areas.

Tasmanian communities

Shared Responsibilities

All levels of Government

Key non-government players

**Tasmania's Emergency Management Sector**

The following key roles coordinate the State's emergency management sector:

- State EM Controller
- State Operational Liaison Adviser (response)
- State Emergency Management Team (response)
- Public Information Unit (PIU)
- State Recovery Advisor
- State Recovery Coordinator and Recovery Taskforce

At a regional level there are the following key roles:

- Regional EM Controller
- Regional Operational Liaison Officer (response)
- Regional Emergency Management Team (response)

At a municipal level there are the following key roles:

- Municipal EM Coordinators
- Municipal Operational Liaison Officer (response)
- Municipal Emergency Management Team (response)

This chapter describes these roles and responsibilities in more detail.

## 3.3    Government's key roles

While everyone has a role to play in reducing their disaster risks, governments have key roles in emergency management.

Each level of government has different roles and responsibilities in emergency management. State and local governments have legislative, organisational arrangements and lines of reporting. They are responsible for emergency planning within their jurisdiction. This may include prevention (mitigation) and preparedness relating to:

- Individual and community safety and well-being.
- Property, assets and infrastructure.
- Landscape and the environment.

They also plan for response, relief and recovery.

All levels of government have disaster resilience obligations in line with the following:

- *Australian Government's Critical Infrastructure Strategy (2015).*
- *National Climate Resilience and Adaptation Strategy (2015).*
- *National Disaster Risk Reduction Framework (2018).*
- *National Partnership Agreement for Risk Reduction (2019).*
- *Australian Disaster Preparedness Framework (2019).*

Decisions should be taken at the lowest appropriate level of authority, in accordance with legislative requirements. Local responders are the building blocks of response and recovery on any scale. As the size, complexity, impacts and consequences of an emergency grow, the level of support from each level of government may increase.

### 3.3.1    Local Government

Municipal Councils play a fundamental role in emergency management. This is because of their:

- local community networks; and/or
- knowledge of local resources; and
- municipal emergency risk profile.

Local government often have a more detailed knowledge of the population dimensions within a municipal area such as people at risk and special interest groups.

In partnership with the State Government, Municipal Councils contribute to the safety and wellbeing of their communities through their local emergency management capability.

Municipal Councils work with partners at a municipal, regional and state level to fulfil the following emergency management roles and responsibilities in line with State and Commonwealth legislation.

**Oversee prevention and mitigation**
within the municipality or combined area:

- Research.
- Risk management - including risk assessments and risk reduction activities.
- Business continuity.
- Land-use planning.

**Prepare for emergencies**

- Work health and safety legislation and requirements compliance.
- Fulfil councils' legislative responsibilities defined in the Act:
  - provide resources and facilities to manage emergencies within the municipal area in accordance with the MEMP.
  - provide facilities and resources for the council-supported volunteer SES Unit/s. This includes storage and maintenance of the units' equipment and training areas (section 49 of the Act).
  - nominate the Municipal EM Coordinator and Deputy Municipal EM Coordinator roles (section 23).
  - Provide a Chairperson for the MEMC (section 21).

**Support agencies and owner/operators of specific facilities** to be ready to:

- fulfil their emergency management roles;

- maintain 'business as usual' for as long as possible; and

- coordinate recovery and support broader recovery efforts after the emergency, if required.

**Ensure evacuation arrangements** within the municipality by the identification, preparation and management of the municipality's 'evacuation centre'.

**Plan and coordinate recovery activities** within the municipality in partnership with the affected community and relevant State Government authorities. These activities should be in line with agreed priorities and arrangements and cover across all recovery domains:

- social;

- economic;

- infrastructure; and

- environment.

**Represent the municipality** on emergency management committees and groups, as required.

### 3.3.2 State Government

The State Government has primary responsibility for the protection and preservation of life, property and the environment within its jurisdiction. Community safety and wellbeing drives Tasmania's emergency management arrangements. This includes the protection of systems that support communities' safety and well-being: e.g. critical infrastructure such as power, water, telecommunications and other systems or assets located within the State.

The State Government establishes arrangements for most functions essential for effective emergency management (PPRR). For example, it maintains emergency service agencies such as:
- Police;
- Fire;
- Ambulance;
- State Emergency Service; and
- Health and medical services.

The Tasmanian Government's roles include:

- represent the State on inter-jurisdictional committees and groups;

- periodically assess state-level risks and assurance monitoring;

- facilitate and promote disaster resilience;

- develop, implement and ensure compliance with emergency mitigation policies and strategies in all relevant areas of government activity, including land-use planning, infrastructure provision and building standards;

- encourage and support stakeholders to assess and mitigate emergency risks;

- develop arrangements and plans for state-level emergency preparations;

- provide appropriate emergency awareness and education programs;

- ensure warning systems are in place;

- ensure that arrangements for evacuation are in place;

- ensure community and emergency management agencies are prepared for, and able to respond to emergencies, and that plans are exercised regularly;

- maintain adequate levels of capability, including appropriately equipped and trained career and volunteer emergency response personnel;

- ensure there are appropriate state-level relief and recovery arrangements;

- facilitate post-emergency assessment and lessons management processes;

- monitor, review and develop state-level capability;

- ensure arrangements for coordinating State Government resources and capabilities; and

- coordinate the response to and recovery from an emergency within Tasmania.

State Government Agencies should use a risk-based approach to develop their own (internal) emergency management arrangements to support their disaster resilience and emergency management responsibilities.

### 3.3.3 Australian Government

The Australian Government has specific responsibilities in relation to an emergency of national consequence. The Australian Government also maintains response plans that can support the Tasmanian Government in responding to an emergency.

A range of Australian Government departments have important roles in developing policies and planning for emergencies, facilitating resilience and providing services during and after emergencies. The Australian Government's roles include:

- facilitate and promote resilience to emergencies;

- provide leadership and collaborate with other levels of government in emergency management research and policy-making;

- identify national priorities for mitigating emergencies in collaboration with other levels of government, non-government organisations (NGOs), the business community and individuals;

- support emergency risk assessment and mitigation with other levels of government. This includes funding disaster mitigation;

- provide information services that underpin emergency management, such as meteorological, hydrological and geo-data services;

- provide public warnings for severe weather, bushfire, flood and tsunami;

- support emergency response when the State Government requests assistance;

- support public information, such as public safety broadcasts; and

- support disaster relief and recovery, including funding through the Disaster Recovery Funding Arrangements.

### 3.3.4 A shared approach

Dealing with emergencies is not a matter for governments alone. The shared roles and responsibilities for key non-government stakeholders, families and communities provide many benefits, including those summarised below.

## 3.4 Key non-government players

### 3.4.1 Critical infrastructure and services providers / operators

Critical infrastructure provides essential services such as:

- energy;

- utilities (water and waste);

- health;

- transport;

- food supply;

- communications;

- banking and finance;

- Government services;

- essential manufacturing; and

- emergency services.

Crowded places were previously considered as a sector within critical infrastructure. Due to the security profile for crowded places being distinct from other critical infrastructure, crowded places are now considered separately.

Inadequate infrastructure protection greatly impacts on emergency services. For example, emergency services agencies rely on telecommunications to alert and activate people and provide safe and effective resource coordination in an emergency.

Essential critical infrastructure and services providers must determine and discharge their legal obligations and must manage risks to their operations that could impact others. This may include material, financial, legal or reputational impact on others. Critical infrastructure and service providers have community service obligations. They are often subject to national regulatory frameworks. These overlap with Tasmania's emergency management arrangements.

Essential service providers and critical infrastructure owners and operators meet their obligations through appropriate risk management practice. Essential service providers, critical infrastructure owners and operators, and owners and operators of crowded places should:

- maintain a current and informed awareness of their operating environment;
- actively apply risk management techniques to their planning processes;
- conduct regular reviews of risk assessments, and security, emergency and contingency plans;
- provide adequate security for their assets;
- develop plans for crowded places in consultation with other agencies and organisations; and
- make provision to protect/replace their assets, including arranging adequate insurance.

### 3.4.2 Broadcasters and information dissemination mechanisms

Everyone needs information in order to make appropriate and informed decisions and actions before, during and after emergencies. The community must have information that is timely, tailored and relevant to enable their own decision-making.

Emergency managers rely on multiple modes of communication to the public. The public needs to have multiple ways to receive communications due to their individual circumstances and needs. Social media is increasingly used alongside other media. As the risk from a hazard increases, so too does the level of information and warnings about that hazard. Experience shows that having multiple modes of information transmission reinforces the message – for example: radio, television, websites, social media, and face-to-face meetings.

Broadcasters and information dissemination media have an important role in the conversations about changing risks and community vulnerabilities. They can convey messages about how to manage risks and preparedness. Broadcasters and media managers provide vital information in advance of and during emergency response, relief and recovery operations.

Managing and updating incident information is essential. Emergency managers rely on publishers and broadcasters:

- to disseminate information on preparation and mitigation strategies;
- to enable community understanding about their local risks; and
- for the communication of timely warnings when an emergency is imminent or occurring.

Broadcasters and publishers disseminate recovery information. They play a key role in framing recovery messages and ensuring affected communities understand the recovery support available.

Agreements between emergency agencies and key organisations, such as the Australian Broadcasting Corporation (ABC), Commercial Radio Australia, local and community broadcasters, ensure educational and warning messages are distributed as needed.

There are contracts between State and Territory governments and major telecommunication providers for the provision of emergency messages through the telephone-based *Emergency Alert*.

### 3.4.3 Not-for-profit sector

The not-for-profit sector plays an important role in emergency management. Specific roles depend on the nature of the organisation. They may, for example:

- provide resources and support services directly to those in need or via disaster relief organisations in accordance with pre-event planning;
- prevent and mitigate the impact of disasters, particularly natural disasters, through preparedness and recovery services and connections with communities; and
- support Government and emergency services, particularly in relief and recovery activities, by providing expertise, services and support under established arrangements with Government agencies.

Not-for-profit organisations should protect/replace their own assets from the likely risks in their area. As per

businesses and other organisations, they should:

- have adequate levels of insurance; and
- develop and test business continuity plans so that their operations can continue if they are impacted by an emergency.

### 3.4.4   Emergency management volunteers

Emergency management volunteers enable community participation in preparing for, responding to and recovering from emergencies and disasters. Emergency management volunteers include those involved in:

- prevention and mitigation (including community preparedness and education);
- response; and
- relief and recovery that may extend for months and years after an event.

Community members can best assist during the response and early recovery phases of an emergency through an existing emergency management support organisation.

It is useful to consider two groups of non-traditional volunteers who may become involved in emergencies: one 'formal' and the other 'informal'.

The formal group (organisation) has a well-developed emergency management capability or technical skill/s developed specifically for activation in times of emergency or disaster. These volunteers usually have leadership, command or supervision structures within their organisation. They can generally be readily tasked within their existing capability.

The informal group are self-activating individuals without an overarching command structure of organisation to take operational responsibility. These spontaneous volunteers may come together in an unplanned and sometimes unprepared ways.

### 3.4.5   The insurance industry

The insurance industry assists (insured) individuals, businesses and the community to recover financially from disasters. The insurance industry also provides information and advice on recovery and re-establishment following an emergency.

Insurance is a key element of community resilience although not all hazards can be mitigated by insurance. Insurance provides financial protection in the event of loss through aggregating premiums and spreading risk. All property owners – including home owners, occupiers and small businesses – can minimise the financial impact from many emergencies by purchasing insurance.

Having insurance for disasters does not reduce the number of deaths and injuries, physical damage and disruption to normal life, however, it provides readily available funds.

Insurance is essentially risk transfer. It allows the economy to:

- manage risk more effectively;
- reduce financial uncertainty in the event of a disaster; and
- allows for a more efficient use of capital by individuals, business and government.

Any transfer of risk in an insurance context does not relieve the responsibility of the owner to prepare their property adequately.

Insurance can also encourage mitigation to reduce losses from future disasters. The price, or premium for, and availability of, insurance signals the level of risk from a range of hazards. It encourages risk mitigation and therefore helps reduce vulnerability to loss.

### 3.4.6   Design, building and construction industries

The resilience of the built environment to hazards is a key factor in:

- promoting human safety;
- reducing damage costs; and
- enabling business continuity when emergencies occur.

Hazard leaders, developers, architects, engineers and the construction industry have important roles in improving

disaster resilience:

- Hazard leaders are responsible for:
  - understanding industry hazards and the consequent risks; and
  - ensuring collaborative plans and networks are in place to mitigate, plan, prepare for and recover from risks as they eventuate or as lessons are learnt from events.
- Developers have a responsibility to ensure their projects do not compromise the long-term safety, health and wellbeing of those who will live and work in their developments or increase or transfer exposure to hazards or risks for others in society.
- Architecture and engineering professionals have roles in being educated about hazard impacts on structures. They should promote best practice and innovation, and the use of suitable building products that are resilient to hazards.
- The building and construction industry has a role in promoting hazard awareness and risk minimisation in the industry. It facilitates a culture of compliance with building codes and standards.

All organisations should consider climate risks. For example, low lying coastal areas and associated coastal environment landscapes will be vulnerable to storm tides and rising sea levels.

### 3.4.7   Land-use planners

Land-use planning and environmental management that takes into account hazard risks is the most important measure in preventing and mitigating future vulnerabilities and emergency losses in areas of new development. The professions involved with land-use planning and design have important roles and responsibilities. These include:

- prudent risk assessment and management;
- implementing best practice planning; and
- taking into account emergency risk reduction measures, including evacuation routes.

Planning needs to ensure that legislative and policy frameworks enable recovery operations and that

urgently required works are not constrained during and after an emergency.

### 3.4.8   Natural resource management bodies

Tasmania's three regional Natural Resource Management (NRM) bodies provide a crucial link between:

- Government;
- communities;
- community organisations;
- rural and public land interest groups;
- land owners; and
- land managers.

They help prevent and/or mitigate damage to the natural environment at a broad geographic landscape or catchment scale. The NRM bodies are well placed to deliver post-disaster rehabilitation programs. This can also provide opportunities for social recovery in rural communities.

Good natural resource management assists emergency management and improves economic, social and environmental outcomes. Specific example strategies include:

- waterway protection;
- conservation of range lands;
- soil conservation; and
- control of weed, vermin and pest animals.

### 3.4.9   Scientists and research organisations

Scientists and research organisations:

- play a vital role in understanding and recording disasters; and
- can inform theoretical, predictive and evidence-based emergency management approaches.

For example:

- Research relating to climate change (including bushfire), social, economic, engineering, ICT and

cybersecurity, and other fields of research help to understand the short, medium and long term impacts of disasters.

- Exploring the reasons why people do or do not prepare for disasters can usefully help inform the broader evidence base for making decisions about managing risk.
- Scientific endeavour may devise measures, including monitoring and early warning networks, to help forecast and inform decision-makers of new opportunities to mitigate the impact of natural events.
- Researchers can also provide recommendations from their research outcomes for consideration that can often link with other considerations for policy and decision-makers.

Research work by the University of Tasmania (UTAS) has covered climate change as a cause of changing risk profile throughout the State. UTAS significantly contributed to the *Tasmanian Natural Disaster Risk Assessment 2016*. UTAS (through the *Climate Futures for Tasmania* project and the Antarctic Climate and Ecosystems Cooperative Research Centre) have completed work on impacts of extreme events and changes to bushfire hazard.

The *Climate Futures for Tasmania* project is an important source of information on the impacts of climate change for the Tasmanian Government and community. A current initiative being undertaken within UTAS to identify and coordinate research in the field of disaster resilience will contribute to building resilience in the Tasmanian community through greater knowledge.

National and inter-jurisdictional research focused groups, such as the Australasian Fire and Emergency Service Authorities Council (AFAC) Knowledge, Innovation and Research Utilisation Network, collaboratively assess research outcomes and use research to inform policy development and strategic directions.

The Australian Institute for Disaster Resilience (AIDR) Knowledge Hub includes links to research conducted within Australia and internationally. The Bushfire Natural Hazards Cooperative Research Centre (BNHCRC)

is another example of a multi-jurisdictional research organisation with a research program shaped to meet the needs of partner agencies throughout Australia.

## 3.5    The Tasmanian Community

All levels of government and non-government stakeholders focus on ensuring the wellbeing and safety of Tasmanians before, during and after emergencies. All individuals and organisations have key roles in understanding and mitigating the risks that affect them, and being prepared for an emergency. This includes being prepared for disruptions to essential services.

### 3.5.1    Businesses, industry and primary producers

Business continuity planning, risk management and contingency planning is crucial for individual businesses and industries resilience. Many of the responsibilities for businesses also apply to other organisations. Business operators, whether residential-based, small or large, must plan for their own business continuity.

Business continuity planning is about considering what would happen if a business or other organisation has limited or no access to the following during or after an emergency:

- buildings and other infrastructure;
- people (e.g. pandemic, or people not being physically able to travel to work and tourism operators); and
- systems including power and ICT.

Business continuity plans should identify possible and likely risks from hazards and consequent threats to the conduct, viability and profitability of an enterprise.

Businesses, industry and primary producers contribute to disaster resilience and emergency management by:

- understanding the risks they face and the risk their activities pose to the natural environment and to the community;
- ensuring they can provide their services during or soon after an emergency; and

- they can continue to contribute to their local community after an emergency.

Business owners need to:

- understand and manage their risks - they should be aware of legislation that may apply to their enterprise and the activities they are involved in before, during and after emergencies;

- make resilience a strategic objective - include it in plans and strategies;

- invest in organisational resilience - plan for disruptions and business continuity when a disaster occurs.

  - e.g. plan to make the operation less vulnerable to emergency impacts (like power failure) and protect and prepare assets from the likely risks in their area, including arranging adequate insurance.

- practice plans and arrangements to be ready and make improvements;

- try to find solutions with everyday benefits;

- consider how they can contribute to the local community's resilience;

- keep the long-term in mind when buying or maintaining assets;

- collaborate with others locally or in their sector for mutual benefits; and

- learn about what to do when a disaster happens.

Business operators that own or look after animals have a responsibility to look after those animals. They must try and ensure the animals' safety and wellbeing without endangering their own or others' lives. Primary producers must plan how to manage livestock when there is increased risk and after an emergency.

Businesses and industries can contribute local, state, national and international knowledge. Particular industries may provide expert resources, before, during and after emergencies. Industry peak bodies also have a role in managing industry recovery programs to improve resilience. Peak bodies may help ensure that landholders and operators can access information, advice and support tailored for that industry.

ICT businesses have a role in helping other businesses to reduce cybersecurity risks. Businesses also have a responsibility to prevent the spread of cybersecurity threats from one business to another.

### 3.5.2 Owners and operators

Owners or managers have overall responsibility for the safety and security of their property or services. They must:

- maintain a business continuity plan;

- consider the security profile for crowded places in their planning process (if applicable);

- maintain effective arrangements for requesting assistance;

- maintain emergency management capabilities and arrangements compatible with relevant Government agencies or other organisations for when additional assistance/coordination is needed; and

- resume ongoing responsibilities for the property or services after the emergency.

### 3.5.3 Families and individuals

Families and individuals have principal responsibility for their own safety and security, health and wellbeing, social connection and knowledge. This is done through household, family and individual risk identification and implementing mitigation measures, including having adequate financial protection through insurance.

Responsibilities for families and individuals include:

- Understand their risks.

- Reduce their risks.

- Consider future risks when buying items or property.

- Prepare themselves and their household (e.g. the SES 'Emergency Kit' or Australian Red Cross 'Get Prepared' app or 'Rediplan').

- Plan for disruption (e.g. no power/water/communications).

- Know where to find key information and use it.

- Know their neighbours – everybody is each other's front line.
- Be involved - volunteering helps local communities.

### 3.5.4 Communities and local community organisations

Local community organisations can take a wide range of actions to assist communities to become more disaster resilient. In particular, community organisations and community leaders should:

- promote high levels of awareness of the risks arising from hazards in their community, and the collective preparations and actions that should be taken to minimise risk;
- appreciate the consequences of such risks;
- provide active support for government and community efforts to minimise the possible consequences of emergencies, such as hazard risk reduction measures as well as helping to prioritise recovery efforts;
- promote a culture of support and recognition for volunteers;
- identify community strengths and capacities that can be used to support prevention and mitigation, preparedness, response and recovery; and
- provide local leadership in recovery, including establishing initial recovery activities before more formal recovery structures are established then using skills, experience and local knowledge in longer-term recovery.

### 3.5.5 Schools and school communities

Emergency plans for schools and school communities are important because:

- many communities have schools;
- schools may be associated with and organised by specific providers (this includes State Government, private and independent schools, and faith-based schools);

- school staff have a formal duty of care to students to keep them safe while at school;
- at times of emergency during school terms, schools may be required to keep students safe until they can be reunited with family;
- many people may be involved in the broader school community, including extended families and after school hours care-givers;
- through teaching and support staff, schools are able to communicate to school families about risks and actions in time of uncertainty, increased risk or emergency;
- some school buildings may be specifically constructed to better withstand extremes of weather and risks such as bushfire and therefore offer some level of protection to occupants; and
- specific transport arrangements might mean that it is possible to move students and teachers in a timely and efficient manner away from areas of greater or emerging risk.

The same principles apply to child care centres.

## 3.6 Roles and responsibilities within Tasmanian Emergency Management

Collaboration is a fundamental Tasmanian emergency management principle. It is key to addressing the responsibilities listed in TEMA Tables 10 and 11. The hazard groups, functional roles and responsibilities listed are not exhaustive. Changes can be made through the consultation process for future issues of the TEMA.

Hazard or function-specific and/or consequence management plans outline emergency management activities. This includes specific arrangements relating to intentional violence for Tasmania. Where there are no specific plans, the approaches included in the TEMA are to be used. This may be complemented by national plans or arrangements.

There are three types of emergency management sector roles:

- Hazard Advisory Agencies.
- Management Authorities.
- Supporting Agencies.

### 3.6.1    SEMC Hazard Advisory Agencies

- Hazard Advisory Agencies provide subject matter expertise and advice about risk and key mitigation strategies relating to particular hazards and emergency events.
- Hazard Advisory Agencies may have legislative and strategic policy responsibilities in Tasmania and nationally.

### 3.6.2    Management Authorities

Management Authorities provide direction so that capability is maintained for identified hazards or emergency events across the PPRR phases.

Management Authorities are responsible for coordinating and providing guidance for comprehensive emergency management. Management Authorities' activities can range from providing advice (as required) to actively coordinating and aligning effort between relevant emergency management partners. These variations in activities are due to a range of factors including:

- available research;
- relative maturity of current capacity and capability;
- resource constraints and allocation decisions;
- complementary initiatives; and
- other priorities.

Management Authority roles across the PPRR phases are broadly described below, with more detail in respective chapters of the TEMA.

*Table 9: SEMC Hazard Advisory Agencies*

| NATURAL HAZARD | |
|---|---|
| Bushfire | TFS |
| Coastal erosion (Crown and Reserve Estate) | DPIPWE |
| Coastal inundation | SES |
| Flood | SES |
| Geological hazard: including earthquake, landslide/landslip, sink hole, debris flow | DSG |
| Space debris / object | SES |
| Tsunami | SES |
| Meteorological emergency including severe storm, volcanic ash cloud, solar flares | BoM |

| ENVIRONMENTAL | |
|---|---|
| Biosecurity emergency | DPIPWE |
| Environmental contamination emergency | DPIPWE |
| Hazardous material | DoJ |

| MAN-MADE | |
|---|---|
| Building / infrastructure failure | DoJ |
| Dam failure | DPIPWE |
| Cyber emergency | DPaC DSS |
| Intentional violence | TAPOL |

| CRITICAL INFRASTRUCTURE DISRUPTION | |
|---|---|
| Energy supply | DSG |
| Transport | DSG |
| Communications | DPAC and DSG |
| Water supply | TasWater |
| Financial services | DoTF |

| OTHER | |
|---|---|
| Public health emergency including pandemic influenza, heatwave, drinking water supply contamination, food contamination, and radiological hazardous materials (unintended release) | DoH |

| PREVENTION AND MITIGATION | Maintains strategic oversight of relevant research, risk assessment and risk treatment activities within Tasmania, across all levels of government and the emergency management sector. This can include:<br><br>• planning process (risk assessment);<br>• providing information on hazards or events to the Tasmanian Government via SEMC and/or REMC so priorities can be set for risk treatment activities; and<br>• supporting Municipal Councils, critical infrastructure owners and other organisations in hazard research and risk assessment activities. |
|---|---|
| PREPAREDNESS | Maintains strategic oversight of, and can provide planned and coordinated measures for:<br><br>• emergency planning;<br>• validation;<br>• capacity building;<br>• response capability; and<br>• education within the Tasmania community and across all levels of government and the emergency management sector to ensure continuous improvement.<br><br>This can include:<br><br>• planning process, strategy and risk treatments;<br>• maintaining special plans, sub-plans or other associated plans; and<br>• evaluating and reporting on observations identified during exercises and operations. |
| RESPONSE | Deploys, commands and controls resources to save lives, protect property and the environment. Preserves the social and economic structure of the community. This can include:<br><br>• dissemination of warnings;<br>• gaining and maintaining situational awareness;<br>• activating and deploying resources and capabilities;<br>• coordinating response actions and flow of operational information;<br>• coordinating short-term relief to affected areas and supporting short term recovery activities;<br>• ensuring the formal transition to recovery;<br>• arranging de-activation/stand-down of operations and coordination centres; and<br>• evaluating and reporting on observations identified during operations. |
| RECOVERY | Management Authorities are not allocated for recovery from specific hazards.<br><br>Recovery planning and coordination occurs at municipal, regional and state-level across four domains: social, economic, infrastructure and environment. This includes:<br><br>• assessing recovery needs;<br>• establishing appropriate governance and coordination arrangements;<br>• coordinating recovery activities;<br>• reporting and financial arrangements; and<br>• evaluating and reporting on observations identified during recovery.<br><br>Agencies are allocated for each of the recovery domains. They are responsible for managing and coordinating the planning, delivery, monitoring and reporting on recovery functions within the domain.<br><br>DPAC is the SEMC Advisory Agency for recovery. It maintains the State Recovery Plan. |

*Table 10: Management Authorities for Hazards or Emergency Events*

| HAZARD OR EMERGENCY EVENT | MANAGEMENT AUTHORITY | | | |
|---|---|---|---|---|
| | Advisory Agency (Division) | Prevention/ Mitigation | Preparedness | Response |
| **Biosecurity** | DPIPWE (Biosecurity Tasmania) | | | |
| **Coastal Inundation – Storm Tide** | SES | SES | DoJ (Land Use Planning) | SES |
| **Cyber security** | DPAC (Digital Strategy & Services) | | | |
| **Energy infrastructure** Includes: electricity, gas & petroleum | TasNetworks Enwave (TasGas) / Tas Gas Pipeline Co. / Fuel Distributors | | | |
| **Energy Supply** Includes: petroleum, gas & electricity Excludes: energy infrastructure failures | DSG (Office of Energy Planning) | | | |
| **Fire** National parks & other reserves | DPIPWE (Parks & Wildlife) | | | |
| **Fire** Declared forest land/State forest | SST | | | |
| **Fire** Future potential production forest lands | DPIPWE (Parks & Wildlife) | | | |
| **Fire** Urban, structural & privately managed rural land | TFS | | | |
| **Flood – dams** Dam safety emergencies | DPIPWE (Water & Marine Division – Water Operations) | | | TASPOL (assisted by dam owner) |
| **Flood – flash flood** including associated debris flow | SES | Municipal Councils | | SES |
| **Flood – rivers** | SES | | | |
| **Food contamination** | DoH (PHS) | | | |
| **Hazardous materials** | DoJ (Worksafe Tasmania) | | | TFS |
| **Hazardous materials – radiological** unintended release of | DoH (PHS) | DoH (PHS) | | TFS |
| **Heatwave** | DoH (PHS) | | | |
| **Infrastructure failure –** building collapse | DoJ (Building Standards & Occupational Licencing) | | | TASPOL |
| **Infrastructure failure –** State roads & bridges | DSG (State Roads) | | | |
| **Intentional violence** eg. CBRN attacks, terrorist events | TASPOL | | | |
| **Marine mammal stranding and entanglements** | DPIPWE (Natural & Cultural Heritage Division) | | | DPIPWE (Parks & Wildlife) |
| **Marine Pollution** | DPIPWE (EPA) | | | |
| **Pandemic Influenza** | DoH (PHS) | | DPAC (OSEM) | DoH (PHS) |
| **Pest infestation** | DPIPWE (Biosecurity Tasmania) | | | |
| **Public health emergency** | DoH (PHS) | | | |
| **Recovery** | DPAC | *per Municipal and Regional EM plans* | | |

*Table 10: Management Authorities for Hazards or Emergency Events*

| HAZARD OR EMERGENCY EVENT | MANAGEMENT AUTHORITY | | | |
| --- | --- | --- | --- | --- |
| | Advisory Agency (Division) | Prevention/ Mitigation | Preparedness | Response |
| **Space debris** | SES | *Monitored and regulated by Aust Gov* | | TASPOL, DSG, TMAG (for preservation of meteorite & impact scene) |
| **Storm / high winds / tempest** | SES | | | |
| **Transport crash – aviation** Less than 1000m from the airport runway | TASPOL | *Aust Gov regulated* | Airline Operator Airport Manager | TASPOL |
| **Transport crash – aviation** More than 1000m from the airport runway | TASPOL | *Aust Gov regulated* | Airline Operator | TASPOL |
| **Transport crash – marine** No environmental emergency | MAST | | | TASPOL |
| **Transport crash – railway** | National Rail Safety Regulator DSG | Rail operator | | TASPOL TFS |
| **Transport crash – road vehicles** | DSG | | | TASPOL |
| **Tsunami** | SES | | | TASPOL |
| **Water supply contamination** Drinking water | DoH (PHS) | | | |
| **Water supply disruption** | TasWater | | | |

### 3.6.3 Support Agencies

Support Agencies are organisations responsible for the delivery and/or coordination of specific functions, as agreed with Management Authorities. Support Agencies command their own resources in collaboration with the Management Authority, as required.

The role of Support Agencies may include:

- providing functional support for activities across the PPRR phases. This can include providing workers, goods and services, especially for operations;
- providing advice relating to activities across the PPRR phases;
- requesting assistance from and coordinating efforts with other Support Agencies and other organisations to maximise use of all available resources;

- coordinating agency-specific planning and preparation for performing functions in the short term and over protracted periods in partnership with other Support Agencies. This can include:
  - development of supporting operational plans/ orders/SOPs/checklists/protocols, training, procurement, equipment and supplies maintenance; and
  - identifying ways to improve the emergency management capacity of the agency.

Some of the functions (or consequences) listed below may not be easily re-assigned to Support Agencies as most of these functions are either legislative responsibility-based or key functions of a specific agency.

The 'primary' support agency (in bold below) works collaboratively with other support agencies and, during the response to an emergency, in support of a RMA.

*Table 11: Support Agencies by functional and consequence responsibilities*

| FUNCTION / CONSEQUENCE | SUPPORT |
|---|---|
| Advice | |
| • Aboriginal heritage sites – protection during operations | DPIPWE Natural and Cultural Heritage Division (Aboriginal Heritage) |
| • Dam safety | DPIPWE (Water & Marine Division – Water Operations)<br>Tasmanian Irrigation<br>TasWater<br>Hydro Tasmania (generation) |
| • Emergency Management consultation framework | SES |
| • Emergency management plans (legislation) | Reviewing authorities |
| • Emergency plans (other) | Reviewing authorities |
| • Emergency risk framework | SES |
| • Energy supply (electricity, gas & petroleum) | DSG (Office of Energy Planning)<br>TasNetworks<br>Hydro Tasmania<br>TasGas<br>Energy suppliers, distributors & retailers |
| • Environmental Health | DoH (PHS)<br>Municipal Councils |
| • GIS / spatial data | DPIPWE (Land Tasmania) |
| • Hazard risk assessments | Prevention & Mitigation Management Authorities |
| • Historic heritage (building, places & features) | DPIPWE Natural and Cultural Heritage Division (Heritage Tasmania) |
| • Infrastructure impacts and consequences | Infrastructure owner/operator<br>DSG (Transport Systems & Planning Policy)<br>Municipal Councils |
| • Internet services | NBN Co |
| • Mitigation funding programs | SES<br>DPAC OSEM |
| • Natural values assessments | DPIPWE (Natural and Cultural Heritage Division)<br>Municipal Councils<br>Community groups |
| • Counter-terrorism arrangements | TASPOL – Special Response and Counter-terrorism |
| • Radiological & nuclear hazards | DoH (PHS) |
| • Recovery funding programs | DPAC<br>DoH<br>DoC |
| • Transport services and planning | DSG (Transport Systems & Planning)<br>Transport service providers |

*Table 11: Support Agencies by functional and consequence responsibilities*

| FUNCTION / CONSEQUENCE | SUPPORT |
|---|---|
| Analytical services | |
| • biological | **DPIPWE (EPA)**<br>FSST<br>DoH (PHS)<br>DoH (THS) |
| • chemical | **DPIPWE (EPA)** |
| • animal health laboratory | **DPIPWE (Biosecurity Tasmania)** |
| Australian Government assistance<br>(response & recovery) | **Aust Gov agencies**<br>**ADF assistance (DACC / DFACA)**<br>State EM Controller through the SCC<br>DPAC OSEM (Recovery) |
| Blood supplies | **Australian Red Cross Blood Service**<br>DoH (THS) |
| Casualty triage, treatment & transport<br>(single & multi/mass casualty events) | **Ambulance Tasmania**<br>St John Ambulance |
| Centres | |
| • Emergency Coordination - Municipal | **Municipal Councils (facility for ECC)**<br>**MEMC (managing an ECC)**<br>SES |
| • Emergency Coordination – Regional | **SES** |
| • Emergency Operations | **RMA**<br>Support Agencies |
| • Flu clinics | **DoH (THS)**<br>DoH (PHS)<br>Municipal Councils |
| • State Control Centre (administration & maintenance) | **TASPOL (Special Response & Counter-terrorism)** |
| Civil defence | **SES**<br>ADF MJOSS |
| Community awareness/education | **Preparedness Management Authorities** |
| Coronial investigation | **DoJ (Coronial Division)**<br>TASPOL<br>FSST |
| Counter-terrorism arrangements | **TASPOL (Special Response & Counter-terrorism)** |
| Criminal investigations (during emergencies) | **TASPOL** |
| Debriefs (combined / multi-agency) | **Agencies / organisations**<br>SEMC *(for multi-agency lessons management)* |

*Table 11: Support Agencies by functional and consequence responsibilities*

| FUNCTION / CONSEQUENCE | SUPPORT |
|---|---|
| Decontamination from: | |
| • CBRN events | **TFS**<br>DoH (PHS)<br>DoH (THS)<br>DPIPWE (EPA)<br>Municipal Councils<br>Facility / site owner |
| • Hazardous materials emergencies (chemical, biological, explosives) | **TFS**<br>TASPOL<br>FSST<br>DoH (PHS)<br>DoH (THS)<br>Municipal Councils<br>Facility / site owner<br>DPIPWE (EPA) |
| Disaster Victim Identification (DVI) | **TASPOL**<br>DoJ (Coronial Division)<br>FSST |
| Emergency Powers: | |
| • Authorisation of emergency powers | **State EM Controller**<br>DPFEM Legal Services<br>SEMC Executive Officer<br>Regional EM Controllers |
| • State of Alert | **State EM Controller**<br>DPFEM Legal Services<br>SEMC Executive Officer<br>Regional EM Controllers |
| • State of Emergency | **Premier**<br>DPFEM Legal Services<br>State EM Controller<br>Regional EM Controllers<br>MCEM & SEMC Executive Officers |
| • Risk identification and assessment | **State EM Controller**<br>DPFEM Legal Services<br>State EM Controller<br>Regional EM Controllers<br>SEMC Executive Officer |
| Evacuation | |
| • Decision to evacuate (including issue of warnings) | **RMA** |

Table 11: Support Agencies by functional and consequence responsibilities

| FUNCTION / CONSEQUENCE | SUPPORT |
|---|---|
| • Evacuation centre (activation) | **Municipal Councils** *(formal request to activate from Regional EM Controller)* NGOs DoH (THS) |
| • Operational | **TASPOL** Operational support agencies |
| Fire response on a marine vessel | **Captain** TFS *(by agreement with Captain of the vessel)* |
| Food and essential goods supply continuity | **Distributors and wholesalers** DSG (Transport Systems & Policy Planning) Freight and logistic companies / retailers |
| Forensic chemistry and biology services | **FSST** TASPOL |
| GIS • Web & desktop mapping systems • Coordination of remotely sensed imagery | **DPIPWE (ES GIS)** Aust Red Cross |
| Insurance industry advice | **DPAC** Insurance Council of Australia |
| Internet services | **NBN Co** |
| Interoperability arrangements | **DPAC OSEM** Tas Gov Agencies |
| Land rehabilitation | **Land manager / owner** DPIPWE  (Natural and Cultural Heritage Division) |
| Land-use planning | **DoJ** Municipal Councils DPIPWE SES TFS DSG (Infrastructure Tasmania) |
| Liaison (in emergencies): | |
| • Colleges and schools | **DoE** Independent Schools Tas Catholic Education Office Tas TasTAFE |
| • Municipal Councils | **SES** DPAC OSEM LGAT DoH (THS) |
| • Critical Infrastructure | **Owners / operators** *(Liaison through municipal / regional / state authorities depending on level of incident)* |

*Table 11: Support Agencies by functional and consequence responsibilities*

| FUNCTION / CONSEQUENCE | SUPPORT |
|---|---|
| • Media (at emergency site) | **RMA**<br>DPAC PIU |
| • Media (at centres) | **Centre Public Info Officer**<br>DPAC PIU |
| • Media (for the community) | **Council Mayor**<br>**DPAC PIU**<br>**RMA Public Info Officer**<br>*(Depending on level of incident)* |
| Marine mammal stranding and entanglement | **DPIPWE (Natural Heritage)**<br>**DPIPWE (Parks & Wildlife)** |
| Operational and coordination information<br>– situation reports, operational logs etc. | **Centres** (coordination, operations, others) |
| Performance management of emergency management arrangements | **State EM Controller**<br>**Regional EM Controllers**<br>**Municipal EM Coordinators**<br>**SEMC and REMC ExOs** |
| Pollution management – land | **Facility / site owner**<br>Municipal Councils<br>DPIPWE (EPA)<br>TFS<br>DoJ (Worksafe Tasmania) |
| Pollution management – marine: | |
| • In port | **TasPorts**<br>BoM<br>DPIPWE (EPA)<br>Shipping operator<br>TFS<br>Municipal Councils |
| • Less than 3 nautical miles from the Tasmanian coastline | **DPIPWE (EPA Division)**<br>AMSA<br>BoM<br>Shipping operator<br>TasPorts<br>TFS |
| • More than 3 nautical miles from the Tasmanian coastline | **AMSA**<br>BoM<br>DPIPWE – EPA<br>TasPorts<br>TFS<br>Shipping operator<br>Municipal Councils<br>SES<br>TFS<br>DoJ – Worksafe Tasmania |

*Table 11: Support Agencies by functional and consequence responsibilities*

| FUNCTION / CONSEQUENCE | SUPPORT |
|---|---|
| Property reinstatement (survey & valuation) | **DPIPWE (Land Tasmania)**<br>Municipal Councils |
| Rapid impact and damage assessments | **RMA**<br>Municipal Councils<br>Support Agencies |
| Registration: | |
| • Affected persons (evacuation centre) | **Municipal Councils**<br>NGOs |
| • Affected persons (reunification) | **TASPOL**<br>Aust Red Cross |
| • Business and economic impacts | **DSG (Business Tasmania)**<br>Municipal Councils<br>Business support services |
| • Casualties | **Ambulance Tasmania**<br>TASPOL<br>DoH (Tasmanian Health Service) |
| • Volunteers | **Municipal Councils**<br>NGOs |
| • Witnesses | **TASPOL**<br>Support agencies |
| Rescue (technical): | |
| • Aircraft crash<br>  (all areas except Hobart & Launceston airports) | **TFS**<br>Airline operators<br>SES<br>Ambulance Tasmania |
| • Aircraft crash<br>  (Hobart & Launceston airports) | **Air Services Australia**<br>Airline operators<br>SES<br>TFS<br>TASPOL<br>Ambulance Tasmania |
| • Cave rescue | **TASPOL**<br>SES<br>Ambulance Tasmania<br>Australian Cave Rescue Commission (ACRC) |
| • Confined space | **TFS**<br>Infrastructure / asset owner |
| • Domestic and industrial accidents | **TFS**<br>Ambulance Tasmania<br>Infrastructure / asset owner |

*Table 11: Support Agencies by functional and consequence responsibilities*

| FUNCTION / CONSEQUENCE | SUPPORT |
|---|---|
| • Extrication from road crash & heavy vehicles (rural) | **SES**<br>Ambulance Tasmania<br>TFS<br>Transport operator |
| • Extrication from road crash & heavy vehicles (urban) | **TFS**<br>Ambulance Tasmania<br>Transport operator |
| • Mines | **Mine management**<br>TFS<br>Ambulance Tasmania *(by agreement with mine management)* |
| • Swift water | **TASPOL**<br>Surf Life Saving Tas<br>SES |
| • Trench | **TFS**<br>Municipal Councils<br>Ambulance Tasmania |
| • Urban (USAR) | **TFS**<br>Asset/property owner<br>Ambulance Tasmania<br>TASPOL<br>SES |
| • Vertical (built environment) | **TFS**<br>SES<br>Ambulance Tasmania |
| • Vertical (natural environment) | **TASPOL**<br>SES<br>TFS<br>PWS<br>Ambulance Tasmania |
| Road Management: | |
| • Municipal roads | **Municipal Councils**<br>State Growth |
| • Other roads | **Asset owner**<br>State Growth |
| • State roads | **DSG** |
| Search: | |
| • Air search of coastal & inland waters | **TASPOL**<br>SES<br>Surf Life Saving Tas<br>Volunteer Marine Rescue / Coast Guard |

*Table 11: Support Agencies by functional and consequence responsibilities*

| FUNCTION / CONSEQUENCE | SUPPORT |
|---|---|
| • Air search of (Tasmanian) territorial waters | **AMSA**<br>BoM<br>TASPOL |
| • Land | **TASPOL**<br>SES |
| **SEWS**<br>(Standard Emergency Warning Signal) | **DPFEM Media & Comms or PIU**<br>*(in consultation with Tas Regional Director of BoM)*<br>Media outlets/broadcasters |
| **TasALERT**<br>www.alert.tas.gov.au | **DPAC** Communications & Protocol Office (CPO) |
| **TEIS** (Tasmania Emergency Information Service) | **DPAC**<br>State Agencies (interoperability arrangements) |
| **Traffic control**<br>any emergency except road / bridge infrastructure failure | **TASPOL**<br>DSG<br>SES |
| **Translation & interpreter service:** | |
| • AUSLAN (sign language) | **Not-for-profit provider**<br>Community leaders |
| • Languages other than English (LOTE) | **DoH (Federal) – National Translation & Interpreting Service**<br>Community leaders<br>NGOs (Migrant Resource Centre) |
| **Warnings for the community (community warnings):** | |
| • About severe weather events | **BoM**<br>DoH (PHS)<br>Municipal Councils<br>DPAC CPO / TasALERT<br>SES<br>TASPOL |
| • About the emergency | **RMA**<br>DPAC PIU / TasALERT<br>Municipal Councils<br>SES<br>TASPOL<br>DoH (PHS) |
| **Waste management** | **Land owner / manager**<br>DPIPWE (EPA Division) |
| **Wildlife & animal welfare in emergencies:** | |

*Table 11: Support Agencies by functional and consequence responsibilities*

| FUNCTION / CONSEQUENCE | SUPPORT |
|---|---|
| • Animal welfare (pets & companion animals) | **Owner**<br>Municipal Councils (if facilities available)<br>DPIPWE (Biosecurity Tas)<br>Community groups |
| • Animal welfare (livestock) | **Owner**<br>DPIPWE (Biosecurity Tasmania)<br>Municipal Councils (if facilities available)<br>Community groups |
| • Animal welfare (wildlife) | **DPIPWE – Natural Heritage**<br>DPIPWE – Biosecurity Tas<br>Municipal Councils<br>Community groups |

## 3.7   State Level Responsibilities

Key statewide emergency management coordination roles include the following.

### 3.7.1   State Emergency Management (EM) Controller

The role of the State EM Controller in the PPRR phases includes the following.

*Table 12: Functions and powers of the State EM Controller under the Act*

| PREVENTION / PREPAREDNESS | RESPONSE / RECOVERY |
|---|---|
| • chair the SEMC;<br><br>• as chair of the SEMC, provide strategic leadership and direction in the development of emergency management policy;<br><br>• ensure effective command, control and coordination arrangements are established prior to an emergency and maintained for the duration of an emergency;<br><br>• provide relevant advice to the Minister for Police, Fire and Emergency Management on emergency management matters arising from the SEMC and as a consequence of discharging State EM Controller duties; and<br><br>• contribute to national emergency management capability statements or agendas as/when required. | • direct the activation of the State Control Centre (SCC) if/when required;<br><br>• establish the strategic objectives and priorities for the overall consequence management of an incident, including the high-level activities during an emergency;<br><br>• require the Response Management Authority (RMA), Policy and Recovery Advisers to service the strategic objectives, priorities and high-level activities during an emergency;<br><br>• ensure all agencies involved in the emergency effort are properly discharging their responsibilities in respect to the emergency;<br><br>• identify and remedy critical capability or capacity gaps that may exist between agencies' responsibilities during an emergency;<br><br>• ensure the provision and maintenance of effective interoperability;<br><br>• ensure the coordination of public information;<br><br>• if necessary, support the RMA and other agencies through the acquisition and coordination of external resources to meet the strategic objectives, priorities and high-level activities in respect to an emergency;<br><br>• establish effective high-level multi-agency emergency management information sharing arrangements during an emergency;<br><br>• ensure community relief arrangements have been considered and are implemented when required;<br><br>• in conjunction with the State Recovery Advisor or State Recovery Coordinator, establish priorities and coordination of resources to meet recovery objectives; and<br><br>• provide strategic leadership and direction in the development of emergency management plans. |

### 3.7.2   Deputy State EM Controller

The Minister may appoint a Deputy State EM Controller under section 10 of the Act. The Deputy State EM Controller is the Deputy Commissioner of Police.

The Deputy State EM Controller may act as the State EM Controller in circumstances described in section 5 of the Act.

### 3.7.3   State Operational Liaison Adviser (Response)

The State Operational Liaison Advisor (OLA) is a representative of the RMA and will be appointed by the State EM Controller. The OLA will be of suitable seniority so they can authoritatively advise of the operational response to an emergency but are *not directly involved in the management of any operational response*.

The OLA will liaise with the state-level RMA Incident Control Centre (often referred to as a State Operations Centre) in order to:

- provide advice enabling the State EM Controller to direct the use of resources for emergency management as appropriate;
- ensure any instructions and decisions of the State EM Controller are transmitted to and adequately carried out by the RMA; and
- advise SEMC on the operational response to the emergency.

The OLA, through coordination with the SCC Manager, will establish Support Officers from within their agency or per the Interoperability Arrangements for the Sharing of Skilled Resources in Tasmania Plan (the Interoperability Arrangements) if required. In addition, the State EM Controller will determine any other members as the State Emergency Management Team (SEMT) to assist this role as appropriate.

### 3.7.4   SEMT (Response)

In addition to the established roles within the SCC, the State EM Controller may determine additional emergency services and other agency representatives are appropriate to assist in carrying out the functions of specific SCC advisory roles.

The State EM Controller will identify a cohort of subject matters experts from SEMC Hazard Advisory Agencies and they will be members of the SEMT, as directed.

### 3.7.5   Public Information Unit

The PIU of the SCC will be led by the Manager of the DPAC Communications and Protocol Unit. The PIU of the SCC will develop key public messages relating to an event / incident.

The structure and operations of the PIU is described in the *Public Information Unit Operations Manual*. Further information is in the *Protocol for Whole-Of-Government Public Information Support in Emergencies*. Both documents are available through the DPAC.

The PIU of the SCC will:

- support the dissemination of public information from the whole-of-government response to an emergency;
- provide advice to the State EM Controller, SEMC when/if constituted, and RECCs on media and public information issues;
- develop a whole-of-government media and public information strategy in consultation with relevant agencies as appropriate;
- develop media releases and talking points as appropriate;
- clear Ministerial media releases and media responses for the Head of Government Media Office;
- liaise with the RMA Public Information Officer, Head of the Government Media Office and Public information officers in the Department of Home Affairs (EMA); and
- manage TasALERT.

In a terrorist-related situation, public information strategies will be in accordance with the *National Security Public Information Guidelines* (NSPIG).

The Manager of the PIU of the SCC, through coordination with the SCC Manager, will establish Support Officers from within their Agency or use the Interoperability Arrangements.

## 3.7.6   State Recovery Advisor

Unless otherwise determined by the Premier or delegated under the Act, the State Recovery Advisor is the Secretary DPAC. The State Recovery Advisor may hold that office in conjunction with any other appointment, position or office.

*Table 13: Functions and powers of the State Recovery Advisory under the Act*

| FUNCTIONS / POWERS – SECTION 24B OF THE ACT |
| --- |
| • to ensure that plans and arrangements for recovery are prepared and maintained;<br>• to support the State EM Controller, Regional EM Controllers and State Recovery Coordinator to coordinate recovery processes during and after an emergency;<br>• to advise, on request, the Premier or the MCEM on matters related to recovery including –<br>　» the appointment of a State Recovery Coordinator; and<br>　» the establishment of a Recovery Taskforce;<br>• to oversee the transition of responsibility for recovery under section 24F of the Act;<br>• other functions in respect of recovery imposed on the State Recovery Advisor by the Premier;<br>• other functions in respect of recovery imposed on the State Recovery Advisor by the MCEM;<br>• other functions imposed by the Act or any other legislation; and<br>• prescribed functions. |

## 3.7.7   State Recovery Coordinator and Recovery Taskforce

*Table 14: Provisions relating to a State Recovery Coordinator and Recovery Taskforce under the Act*

| STATE RECOVERY COORDINATOR (SECTION 24D OF THE ACT) |
| --- |
| • Premier may appoint (in writing) a **State Recovery Coordinator** to lead a Recovery Taskforce.<br>• Premier is to specify the term of the appointment and the functions of the **State Recovery Coordinator**, and is to notify the State EM Controller of the appointment. |

| STATE RECOVERY COORDINATOR (SECTION 24D OF THE ACT) |
| --- |
| • Premier may determine that a **Recovery Taskforce** is to be established to support recovery during or after an emergency.<br>• If the Premier is not available to make a determination, the MCEM may determine that a **Recovery Taskforce** is to be established.<br>• If the determination is made, the DPAC Secretary is to establish a R**ecovery Taskforce.** |

## 3.8    Regional level

### 3.8.1    Regional EM Controller

The Regional EM Controller is the Tasmania Police District Commander in each of the three regions. The Regional EM Controller is appointed under section 17 of the Act. The functions and powers of a Regional EM Controller per section 18 of the Act are as follows.

*Table 15: Functions and powers of Regional EM Controllers under the Act*

| FUNCTIONS |
| --- |
| • to assist and advise the State EM Controller on all matters relating to emergency management in the region; |
| • prior to, during or after an emergency in the region, to ensure that their instructions and decisions and the instructions and decisions of the REMC, SEMC and State EM Controller are transmitted to, and adequately carried out by whomever they are directed or relate; |
| • to consider whether any powers or declarations under the Act need to be exercised or made for the purposes of emergency management in the region and, if so, to advise the State EM Controller of that need; |
| • if the Regional EM Controller considers that resources of another region are necessary for emergency management in the region, the Regional EM Controller may request those resources; |
| • other functions relating to emergency management imposed by the SEMC or State EM Controller; |
| • other functions imposed by the Act or any other Act; |
| • prescribed functions. |

| POWERS |
| --- |
| • impose functions on a MEMC and Municipal EM Coordinator within the region from time to time; |
| • determine powers that may be exercised by a Municipal EM Coordinator within the region from time to time; and |
| • do all other things necessary or convenient to be done in connection with the performance of their functions. |

Regional EM Controllers are responsible for:

- overseeing emergency management activities and planning at municipal level;
- reviewing all emergency management plans and procedures within the region to identify deficiencies, capability shortfalls and omissions;

- issuing emergency management instructions to all relevant agencies within the region; and
- performing the role of Chair of the REMC and guiding the activities of the REMC that relate to emergency management in the region.

The Regional EM Controller is accountable for notifying and activating all resources deemed necessary to manage a declared event (per Division 3A and 4 of the Act). This may include resources from other regions. That function may be delegated to the REMC Executive Officer.

A Deputy Regional EM Controller for a region is also appointed under section 17 of the Act.

### 3.8.2    Regional Operational Liaison Officer (Response)

The Regional Operational Liaison Officer (OLO) is a representative of the RMA and will be appointed by the Regional EM Controller. The OLO will be of suitable seniority so they can authoritatively advise of the operational response to an emergency but *not directly involved in the management of any operational response*.

The OLO will liaise with the (regional level) RMA Incident Control Centre (often referred to as a Regional Operations Centre) in order to:

- provide advice enabling the Regional EM Controller to direct the use of resources for emergency management as appropriate;
- ensure the instructions and decisions of the Regional EM Controller are transmitted to and adequately carried out by the RMA; and
- advise REMC on the operational response to the emergency.

The OLO, through coordination with the RECC, will establish Support Officers from within their agency or per the Interoperability Arrangements if required.

In addition, the Regional EM Controller will determine any other members as the Regional Emergency Management Team (REMT) to assist in this role as appropriate.

### 3.8.3 Regional Emergency Management Team (REMT)

In addition to the established roles within the RECC, the Regional EM Controller may determine additional emergency services and other agency representatives are appropriate to assist in carrying out the functions of specific advisory or liaison roles in a RECC.

The Regional EM Controller will identify a cohort of subject matters experts from Hazard Advisory Agencies and/or other agencies/organisations as or if required and request their physical presence in the RECC to form the REMT.

## 3.9 Municipal level

### 3.9.1 Municipal Emergency Management (EM) Coordinator

The Municipal EM Coordinator is nominated by a Municipal Council and appointed by the Minister under (section 23) the Act. Functions and powers of the position are detailed at section 24 of the Act.

*Table 16: Functions and powers of Municipal EM Coordinator under the Act*

**FUNCTIONS**

- to assist and advise the Municipal Chairperson and the relevant council on all matters with respect to emergency management in the municipal area or combined area;
- if the Regional EM Controller requires it, to assist and advise the Regional EM Controller on matters with respect to emergency management in the municipal area;
- prior to, during or subsequent to the occurrence of an emergency in the municipal area, to ensure that –
  » the resources of the relevant council are coordinated and used as required for the establishment and coordination of evacuation centres and recovery centres in the municipal area; and
  » his or her instructions and decisions and the instructions and decisions of the MEMC, Municipal Chairperson and Regional EM Controller are transmitted to, and adequately carried out by, the bodies and other persons to whom they are directed or relate;
- to consider whether any powers or declarations under this Act need to be used or made for the purposes of emergency management in respect of an emergency in the municipal area and, if so, to advise the Regional EM Controller of that need;
- if the Municipal EM Coordinator considers that resources of another municipal area are necessary to make better provision for emergency management in the municipal area, to request those resources;
- to assist the Unit Managers of the municipal volunteer SES units with the supply and coordination of equipment and facilities provided by the council and the maintenance of such equipment and facilities;
- other functions in respect of emergency management imposed by the REMC or the Regional EM Controller.

**POWERS**

- to utilise the resources of the municipal volunteer SES units in support of statutory services for emergency purposes within the municipal area;
- to advise the Municipal Council and councillors in the municipal area in respect of the facilities required for effective operation of the municipal volunteer SES units;
- powers determined by the Regional EM Controller by notice provided to the Municipal EM Coordinator.

The position's primary function is to coordinate, advise and assist the relevant Municipal Council on all matters pertaining to emergency management within the municipal area.

Tasks of a Municipal EM Coordinator include:

- as a member of a MEMC, participate in the development, review and exercise of relevant emergency management plans within the designated municipal area/s in accordance with legislative requirements and State policy;

- facilitation of emergency risk assessment including the development, implementation and monitoring of appropriate risk treatment activities;

- provision of executive support services to the MEMC and any special purpose committees established by Municipal Council for the purposes of emergency management;

- represent relevant Municipal Council/s on regional and, as required, State forums e.g. REMC;

- provide briefings to and advise Municipal Council and the Regional EM Controller on emergency management measures within the relevant municipal area;

- coordinate Municipal Council's response to the management of emergency events which occur within the municipal area in accordance with relevant plans;

- support the development and implementation of community education and awareness programs within the municipal area; and

- liaise with SES regional staff and the Unit Manager of the relevant SES Unit/s regarding development and maintenance of resource agreements and the delivery of Municipal Council responsibilities under any such agreements establish with the SES in Tasmania.

### 3.9.2 Municipal Recovery Coordinator

The functions and powers of a Municipal Recovery Coordinator are detailed at section 24H of the Act.

*Table 17: Functions and powers of Municipal Recovery Coordinator under the Act*

| FUNCTIONS |
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| • A Municipal Recovery Coordinator has the following functions, for the purposes of the planning, review and implementation of recovery processes, in respect of the municipal area for which he or she is the Municipal Recovery Coordinator: |
| • prior to, during or subsequent to the occurrence of an emergency within the municipal area, to ensure that – <br> » arrangements are in place to implement recovery processes, including the establishment and coordination of evacuation centres and recovery centres; and <br> » his or her instructions and decisions and the instructions and decisions of the MEMC, Municipal Chairperson and Regional EM Controller are transmitted to, and adequately carried out by, persons to whom they are directed or relate; |
| • to advise the Regional EM Controller of any powers or declarations under the Act that are to be used, or made, for the purposes of recovery within the municipal area; |
| • to request resources of another municipal area if the Municipal Recovery Coordinator considers that those resources are necessary to implement recovery processes within the municipal area; |
| • to assist a recovery committee established under section 24E within the municipal area or a combined area; |
| • to assist and advise the Municipal Chairperson, the MEMC or the relevant council on all matters with respect to recovery within the municipal area or a combined area; |
| • other functions in respect of recovery imposed on the Municipal Recovery Coordinator by the MEMC or the Municipal EM Coordinator; |
| • other functions imposed on the Municipal Recovery Coordinator by the or any other Act; |
| • other functions imposed on the Municipal Recovery Coordinator by a MEMP. |

| POWERS |
|---|
| • prescribed powers; |
| • the power to do all things necessary or convenient to perform their functions. |