Southern Midlands Municipal Emergency Management Plan

Plan Details:

Plan Title:	Southern Midlands Municipal Emergency Management Plan
Issue Details:	Issue 8, April 2021
Review Authority:	Southern Midlands Municipal Emergency Management Committee
Submission Authority:	Commander Anthony Cerritelli Southern Region Emergency Management Controller

Approval:

Approval Authority:	Commissioner Darren Hine State Emergency Management Controller

Signature:

Date: 26 April 2021

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Section 1: Overview

1.1   Glossary

Terms used are consistent with the Tasmanian Emergency Management Arrangements (**TEMA**). The *Emergency Management Act 2006* (the Act) abbreviates some titles (eg. Municipal Coordinator instead of Municipal Emergency Management Coordinator). This practice also applies to this plan.

Table 1: Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels; these committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities
biosecurity	Measures for the protection of the economy, environment and human health from the negative impacts associated with the entry, establishment or spread of exotic pests (including weeds) and diseases
capability	A function of human and physical resources, systems, processes, training and the supply chain, for example, trained personnel with equipment ready for deployment
capacity	The extent to which a capability can be applied to a particular task or function
combined area	Means two or more municipal areas determined by the Minister to be a combined area under section 19 of the Act
command	The internal direction of an organisation's resources in an emergency
community centres *NB. Different centre types may be located at one site*	**Evacuation Centre**: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards
	Information Centre: A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event
	Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency
companion animal	A captive-bred animal that is not commercial livestock
consequence management	Activities undertaken to manage the consequences of an emergency and/or emergency response, including activities to minimise recovery needs, including but not limited to measures to protect public health standards, restore essential services and provide relief and financial assistance
consultation framework	A framework made up of various groups within the emergency management system and the way these groups contribute to decision-making through consultation and collaboration; groups may include established committees and related stakeholder groups, supplemented by temporary working groups
control	The overall direction and management of emergency management activities in an emergency situation; authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation; control relates to situations and operates horizontally across organisations
coordination	The bringing together of organisations and other resources to support an emergency management response; coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation
Council	In the context of this plan, Council refers to the Southern Midlands local government authority
counselling	Direct assistance provided by relevant service professionals to emergency-impacted people who are or may be having problems coping with the aftermath of an emergency

Term	In the context of this plan, this means:
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: • absent from duty or Tasmania • unable to perform Municipal Coordinator duties (permanently), or • temporarily not appointed (eg. has resigned)
emergency	An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response
emergency centres	**Emergency Coordination Centre (ECC):** A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels
	Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency
	Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency; can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions
emergency management plan	A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer.
emergency powers and special emergency powers	Powers specified in Schedules 1 and 2 of the Act
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment
environment	Components include: land, air and water; organic and inorganic matter; living organisms; human-made or modified structures and areas; interacting natural ecosystems; and all other components of the earth further defined by the Act
exercise	A simulated emergency scenario designed to validate emergency management arrangements and/or familiarise workers with them
hazard	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment
Liaison Officer	A person nominated to represent his/her organisation and: provide advice about the organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR), as well as assessing and validating the effectiveness of the strategies they implement
Municipal Emergency Management Committee (MEMC) Chairperson	The person determined by Council to be the Chairperson of the Municipality's MEMC under section 21(2) of the Act

Term	In the context of this plan, this means:
Municipal Committee (MEMC)	A Municipal Emergency Management Committee established under section 20 of the Act
Municipal Coordinator (MC)	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act
Municipal Recovery Coordinator (MRC)	A Council employee responsible for recovery at the municipal level, appointed under section 24G of the Act
Permanent Timber Production Zone land	A land classification established under the *Forest Management Act 2013* to replace the formerly-used term 'state forest'
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies
public information	The management of public information and perceptions during response to an incident
recovery	The process undertaken in an area or community affected by an emergency that returns all or part of the social, economic or environmental features or the infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency
Recovery function	A particular activity or group of activities that may be undertaken as part of recovery efforts
Regional Controller	A person appointed as Regional Emergency Management Controller under section 17 of the Act, who is either: a police commander determined by the Commissioner of Police and the State Controller; or a person appointed by the Minister
Regional Emergency Coordination Centre (RECC)	A facility from which regional coordination of emergency (consequence) management occurs during the response phase.
Regional Emergency Management Committee (REMC)	A Regional Emergency Management Committee established under section 14 of the Act
Regional Emergency Management Plan (REMP)	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act
Regional Planner	The person appointed to the position of State Emergency Service (SES) Emergency Management Planner (South)
Regional Social Recovery Coordinator	A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies
Register.Find.Reunite (RFR)	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency
response	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support
risk	The combination of the probability of an event and its negative consequences
risk assessment	Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend
situational awareness	Situational awareness involves an understanding of the current emergency incident, and how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies

Term	In the context of this plan, this means:
Standard Operating Procedures (SOP)	An agreed and standardised set of directions detailing actions to be taken
State Controller	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: • Head of the Department of Police, Fire and Emergency Management, or • a person appointed by the Minister
state of alert	A state of alert declared under Division 3A of the Act, for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania
state of emergency	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required
Support Agency	**Assisting Support Agency:** An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function
	Primary Support Agency: An organisation responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities; Primary Support Agencies have specific capabilities or resources that address the need for a relevant support function and command their own resources in coordination with the Management Authority, as required
validation	Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops and reviews
warning	Dissemination of a message signalling imminent hazard/s, which may include advice on protective measures
worker	A generic term used to describe people who perform defined functions for an organisation or system including: staff, volunteers and contractors/consultants

1.2   Acronyms

Acronyms used in this plan are consistent with the [TEMA](#).

Table 2: Acronyms

Acronym	Stands for…
AARC	Affected Area Recovery Committee
AIIMS	Australasian Inter-Service Incident Management System
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological, Nuclear
DCT	Department of Communities Tasmania
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoH	Department of Health
DoJ	Department of Justice
DOTAF	Department of Treasury and Finance
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
ECC	Emergency Coordination Centre
EPA	Environmental Protection Authority (DPIPWE)
EOC	Emergency Operations Centre
GIS	Geographic Information System
GM	General Manager (Council)
ICC	Incident Control Centre
LC	Logistics Coordinator
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan (this plan)
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
OSEM	Office of Security and Emergency Management (DPAC)
PHS	Public Health Service (DoH)
PIU	Public Information Unit (DPAC)
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (DPIPWE)
RC	Recovery Coordinator
RCM	Recovery Centre Manager
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee

Acronym	Stands for…
RFR	Register.Find.Reunite service
RSRC	Regional Social Recovery Coordinator
SCC	State Control Centre
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SRSRC	Southern Region Social Recovery Committee
SITREP	Situation Report
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements

1.3   Introduction

In accordance with the *Emergency Management Act 2006* (the Act), Southern Midlands Council (Council) is required to develop a Municipal Emergency Management Plan (MEMP) that details the municipality's approach to dealing with emergencies.

Effective emergency management relies on partnerships between individuals, businesses, local emergency management organisations and all tiers of government. Council has an integral role in emergency management and has resources and information about the community that support the process of responding to and recovering from an emergency.

The Southern Midlands Municipal Emergency Management Committee (MEMC)'s strategic objectives for emergency management are to:

a   maintain this MEMP to guide the management of community risks arising from emergencies, by considering all elements of Prevention and Mitigation, Preparedness, Response and Recovery (PPRR)

b   recognise the value of relationships and partnerships in emergency management, in particular the importance of:

   i   community contributions in emergency management, and promoting community engagement when required

   ii   maintaining links with related bodies, including the Southern Regional Emergency Management Committee (SREMC)

   iii   identifying roles and responsibilities, and integration between emergency management and Council's management structures

c   develop a progressive review system, implemented for all elements of emergency management, based on continuous improvement principles

d   maintain an active and relevant MEMC.

A map of the municipal area is included at *Figure 1*.

1.4   Authority

This plan was prepared by the Southern Midlands MEMC for issue under the authority of the State Controller, in accordance with section 34 of the Act. More information is included in *Section 4* of this plan.

1.5   Purpose

The purpose of this plan is to describe current governance and coordination arrangements, and roles and responsibilities for emergency management in the Southern Midlands municipality.

1.6   Objectives

The objectives of this plan are to document:

a   roles and responsibilities in relation to identified hazards and emergency management functions

b   current arrangements for PPRR, including:

   i   protocols for coordinating mutual support with neighbouring councils

   ii   ways to request/access additional support from regional, state and federal levels

c   opportunities to reduce risks to the community.

1.7   Scope and application

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

a   caused by hazards impacting the Southern Midlands municipal area

b   able to be managed through the capability of local emergency management structures.

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

The Municipal Coordinator (MC) may activate specific sections of the plan. Activation may also be directed or recommended by the Regional Controller (Southern Region) or MEMC Chairperson. Other communication may occur between the MC and responsible officers in the State Emergency Service and other Tasmanian Government agencies (as identified in *Section 2*).

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

1.8   Context

The municipality of Southern Midlands is centrally located in Tasmania, with the Midland Highway and the north-south rail corridor crossing the municipality. The economy of the municipality is predominantly rural-based.

Southern Midlands is a significant agricultural region and the main commodities produced are sheep, cattle and grain crops. The service sectors of health, education and tourism employ a significant number of people within the municipality. There is also a diverse range of small enterprises that provide employment opportunities.

As in many rural communities, the Southern Midlands **population** is relatively dispersed, with a population density of 2.3 people per square kilometre. The permanent population is relatively stable at around 6,000 (Australian Bureau of Statistics, 2016 Census) people living in 2,700 private residences. The median age is around 44 years, with almost half the population aged between 35 and 64 years. Just over 18 per cent of the population is under 15 years of age.

Municipal towns and localities include: Mangalore; Bagdad; Broadmarsh; Elderslie; Dysart; Kempton; Melton Mowbray; Oatlands; Tunbridge; Tunnack; Parattah; Woodsdale; Levendale; Runnymede; Colebrook; Campania; and Rekuna. Many examples of 19th century architecture are evident across the municipality, including grand old rural homesteads and convict-built cottages. Oatlands claims to have the largest number of preserved Georgian buildings in one rural area. All major population centres offer a range of community halls and other facilities suitable for use in an emergency.

Emerging issues for consideration in an emergency management context include the impact of increased urban development in the areas around Bagdad and Campania. There is also evidence of greater numbers of visitors across the municipal area, which has potential to increase traffic and impact transport infrastructure. A significant reduction in forestry activities has potential to impact on the availability of equipment and machinery capable of being used for firefighting purposes.

Long-term rainfall records and climate forecasts indicate that the municipality is becoming drier. Lack of rainfall increases the possibility and severity of bushfires and access to suitable water points for firefighting may become more difficult.

The Midlands Water Scheme, which is operated and managed by Tasmanian Irrigation, provides irrigation water to the agricultural district extending from Tunbridge to Kempton, with capacity for enhanced emergency firefighting capability though access to water and associated infrastructure.

1.8.1 Major transport routes

The major north-south road transport route through the municipality is the Midland Highway (A1), linking Hobart and Launceston. The Tas Gas pipeline basically follows the route of the Midland Highway.

Most residents rely on private motor vehicles for transport between locations. The municipality is served by an extensive school bus network but there are only limited public bus services. The rail network is used for freight and does not transport passengers.

Southern Midlands' road transport assets for management and protection include:

   a   the second longest municipal road length in Tasmania (803 kilometres)

       i.   30 km of urban sealed roads

      ii.   132 km rural sealed roads

    iii.   13 km of urban unsealed roads

    iv. 628 km of rural unsealed roads

   b   134 bridges.

The main rail corridor runs through the municipality. A number of stations not currently in use could be mobilised in an emergency. Some rural properties have airstrips suitable for light aircraft.

1.8.2 Essential services

TasWater provides six **water** schemes in the municipality, being at: Oatlands; Tunbridge; Kempton; Bagdad/Mangalore; Campania; and Colebrook. Five TasWater **sewerage** systems are located at: Oatlands; Kempton; Bagdad; Campania; and Colebrook.

There are four **waste** transfer stations in the municipality located at: Oatlands; Campania; Dysart; and Broadmarsh.

While there is excellent mobile **phone coverage** along the Midland Highway corridor and areas in the south of the municipal area, significant areas of the Southern Midlands have poor mobile phone coverage (for example, the Coal River Valley). Coverage in the eastern part of the municipality is being addressed through the construction of additional towers. Most residents have access to either a landline or mobile phone. The number of dwellings with **internet** access continues to increase. There are, however, areas that continue to experience poor access (for example, the Coal River Valley).

An Oatlands-based local **community radio** station (97.1 Mid FM) may be used for emergency message broadcasting, if required. However, coverage is limited and not all residents are able to tune in to the station.

1.8.3 Climate

Southern Midlands is described as having mild to warm summers and cold winters. Average January temperatures are below 30ºC. Winter temperatures can dip well below 0ºC, causing hazardous conditions, particularly for road users. Southern Midlands has experienced periods of prolonged drought and short periods of flooding rains.

Historical rainfall records for Oatlands demonstrate a declining trend since records began in 1882. Average annual rainfall has declined from 590mm in the period 1911-1940, to less than 500mm in the current decade. The average number of days on which greater than 1mm is recorded has declined from 106 (1911-1940) to 74 (current decade) days a year.

1.8.4 Topography, vegetation and hazards

The landscape of the municipality is diverse and covers around 2,611km². Key features are:
- extensive areas of native vegetation and improved pasture
- a tapestry of waterways and riparian vegetation
- significant wetlands at Lake Dulverton and Lake Tiberias
- remnant bush that is recognised for its biodiversity
- ongoing public concerns about tree decline
- the management of weeds, particularly gorse, is an ongoing issue for landholders

There are also areas of sodic and saline soil that need to be managed appropriately to avoid erosion and infrastructure damage.

The Hazard Risk Assessment (*Appendix 2*) identifies significant hazards for the municipality, being: bushfires; flooding; storms;, public health issues; exotic animal and food crop diseases; landslips; transport accidents; and infrastructure failure. Infrastructure failure may result in emergencies due to damage to the gas pipeline, water treatment plant shutdown or collapse of a dam wall.

1.8.5 Emergency management

As well as emergency management infrastructure, equipment and resources (fire stations, police presence, SES volunteers and the Multipurpose Health Centre) the municipality has access to other resources if required in an emergency.

Many residents own equipment that could be useful in an emergency situation, for example firefighting units, catering tools, bulldozers, excavators, light planes and helicopters.
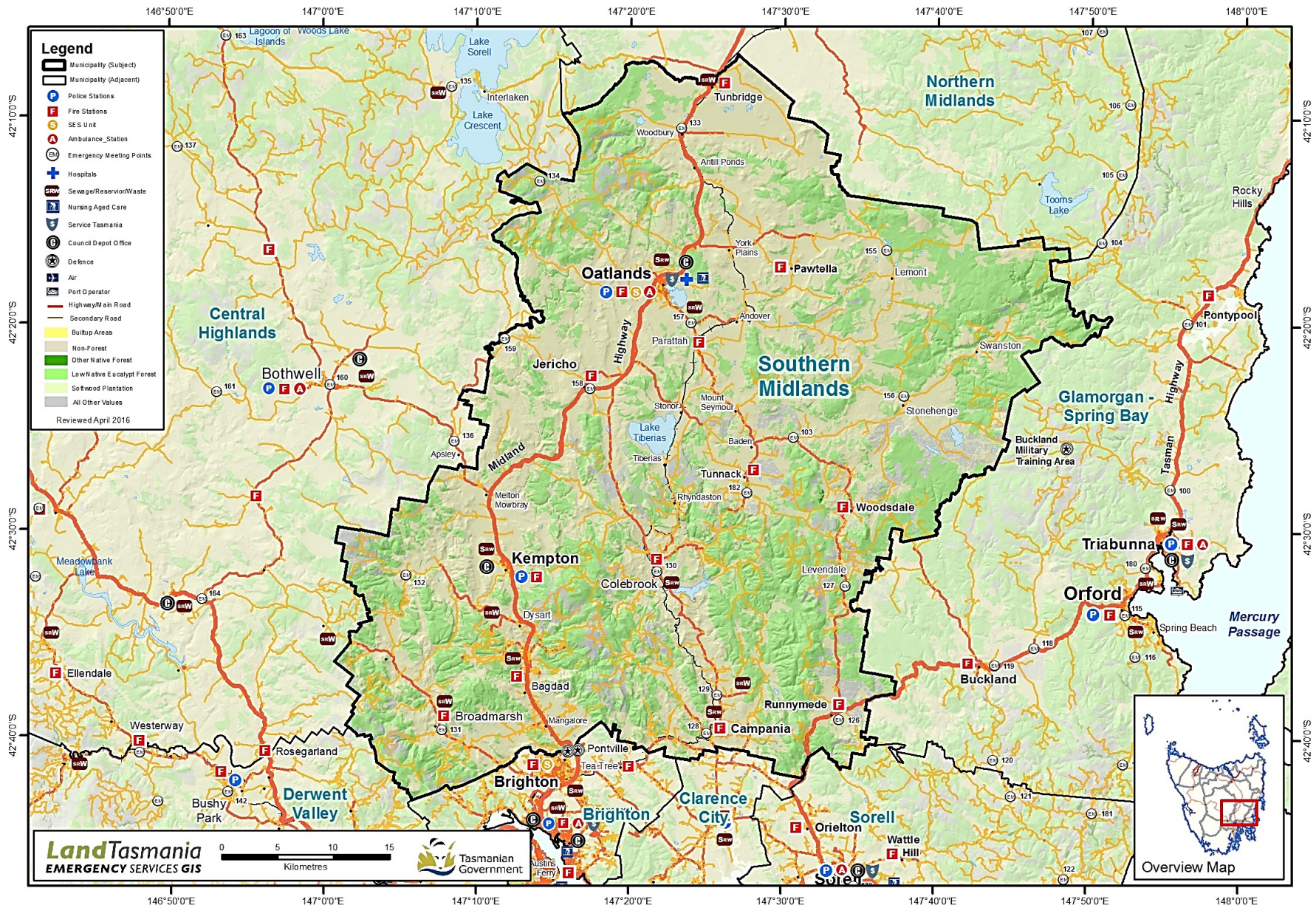
Figure 1: Map of municipal area

Section 2: Governance and management

This section details how municipal emergency management in Tasmania is governed and managed (*Figure 2*) and who is involved, focusing on the main roles at a municipal level.

2.1 Roles of government and emergency management partners

In Australia, the three tiers of government (federal, state and local) work in partnership to achieve safer, more resilient communities through robust emergency management arrangements.

The *Tasmanian Emergency Management Arrangements* ([TEMA)](#) provides a summary of the various emergency management roles and responsibilities across government, complemented by the work of NGOs, industry, professions, communities and individuals.

Local government authorities play a central role in coordinating and facilitating a range of emergency management activities across all hazards, as well as resourcing specific municipal responsibilities for emergency management. Southern Midlands MEMC plays a pivotal role in meeting these requirements, as detailed in *Section 2.3*.

2.2 Tasmania's legal framework for emergency management

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

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

a   provide for the health, safety and welfare of the community

b   represent and promote the interests of the community

c   provide for the peace, order and good government of the municipal area.

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

2.2.1 Emergency powers and declarations

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

The Act provides additional powers for Regional Controllers, the State Controller, Minister and Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. A summary of main powers under the Act is provided in Appendix 4 of the [TEMA](#).

The MC and the SES Regional Manager (or Duty Officer) may provide advice on the status of operational support issues to the Regional Controller (or through the Regional Planner) if they consider that specific powers should be authorised.

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

2.3   Emergency management governance
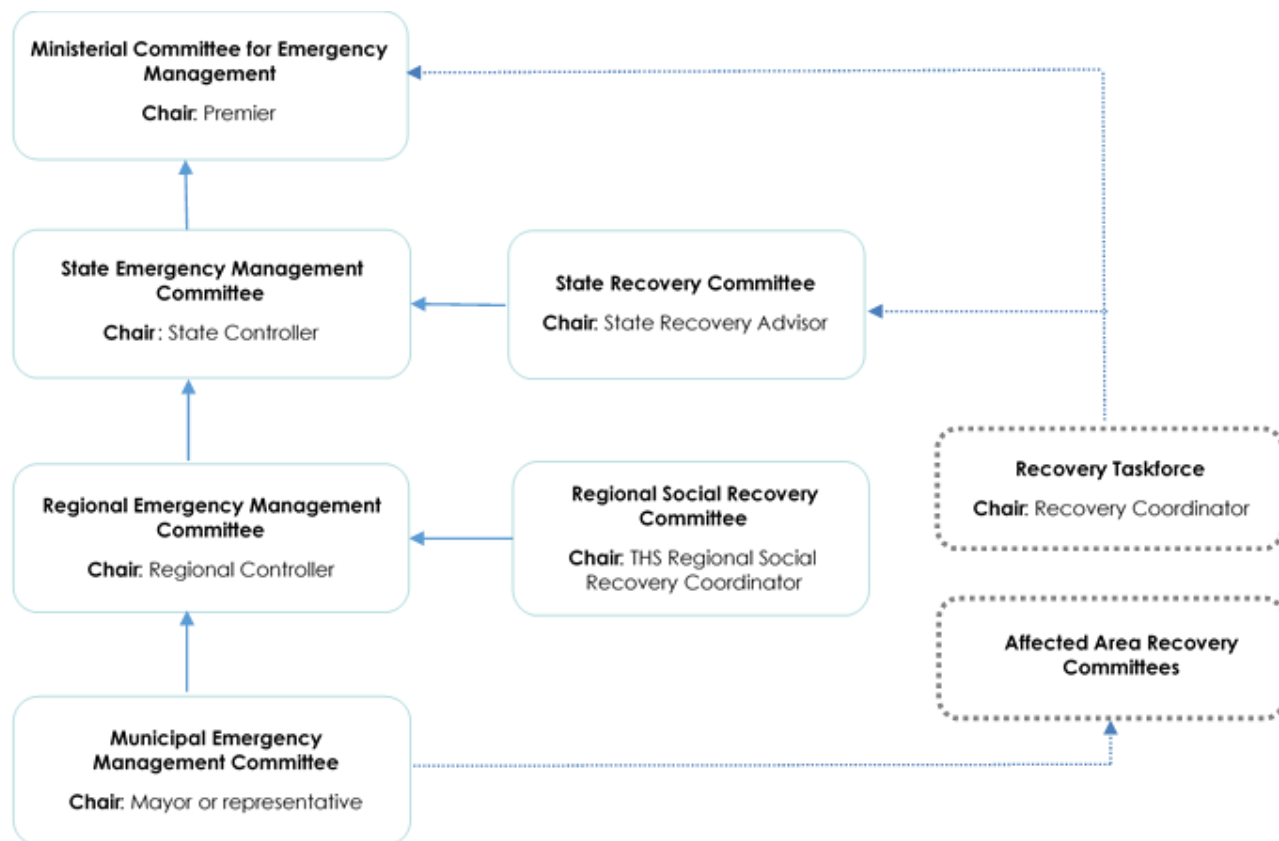
Figure 2: Governance arrangements

LEGEND:

———— Direct reporting relationship

------- Also works/communicates with

2.4   Southern Regional Emergency Management Committee (SREMC)

SREMC has overarching responsibility for emergency management activities in the Southern Region. All southern municipalities are represented on SREMC by each council's respective MC. SREMC is chaired by the Regional Controller. Executive Officer support is provided by the Regional Planner.

2.5   Municipal Emergency Management Committee (MEMC)

While the MEMC is not expected to provide operational involvement in an emergency response, the committee has an important role in effective leadership and communications during and after an emergency. It does this by meeting, if possible, during and after the emergency. At that time, MEMC will provide strategic advice regarding Council's emergency response. As many emergencies occur without warning, there may not be an opportunity for MEMC to meet prior to or during an emergency.

MEMC is chaired by the Mayor (or representative) and supported by the MC. MEMC maintains Terms of Reference, which are reviewed approximately every two years. The Southern Midlands MEMC Terms of Reference are provided at *Appendix 3*.

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

2.6   Responsibilities

Tables 4 and 5 provide a summary of the responsibilities of Response Management Authorities (RMAs), and the support functions of Council for hazards in Tasmania. These are not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail is included in the Southern Regional Emergency Management Plan (SREMP) and TEMA.

Table 3: Summary of responsibilities

Note: Refer to Section 1.2 for a list of acronyms used in the table below

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

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

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

Table 4: Other support services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services
3	Essential services • Power • Telecommunications • Water supply • Natural gas • Stormwater	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including • Accommodation • Catering • Personal support and community assessments • Financial and appeals • Insurance • Clothing • Children services • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

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

3.1.2 Research

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

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

3.1.3 Risk management

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

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

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

Appendix 2 summarises current risk assessment findings for Southern Midlands and identifies general responsibilities for the treatment of risks, including responsibility attributed to:

- Council
- partnerships (combination of local and state government agencies, industry, individuals)
- Tasmanian Government agency/ies, industry associations, industry sectors or individuals
- whole-of-government.

3.1.4 Protective security and business continuity

Emergency management includes business continuity arrangements for the municipality and the region. Each asset owner and/or service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.

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

a   power supply

b   potable water

c   transport networks and alternative route planning

d   telecommunications

e   public/environmental health standards.

Protective security practices have been further integrated into all safety management systems due to the increased frequency of events that are politically motivated or associated with intentional violence. Each organisation maintains their own arrangements to enhance security. Specific advice on counter-terrorism policies and practices may be provided by TASPOL Special Response and Counter-Terrorism Command.

3.1.5 Land use planning

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

Land use planning schemes for Southern Midlands are continually reviewed and updated to include improved preventative measures to help mitigate the impact of emergencies on communities.

The *Southern Midlands Interim Planning Scheme 2015* is the relevant planning scheme. For more information, see www.southernmidlands.tas.gov.au and www.iplan.tas.gov.au.

3.1.6 Climate change adaptation

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

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

Council is working to maintain and increase its knowledge and understanding of existing and evolving hazards, and to identify programs, assets and services that have the potential to strengthen resilience across the municipal area.

3.2   Preparedness arrangements

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

3.2.1 Overview

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

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

Council is responsible for:
a   providing resources and facilities for the management of emergencies in the municipal area in accordance with the MEMP
b   providing resources and facilities for Council-supported volunteer SES Unit/s, as well as for the storage and maintenance of equipment used by the Unit/s and areas for training (arranged in conjunction with the Director SES
c   establishing an MEMC
d   making recommendations for MC and DMC roles and providing a chairperson for MEMC
e   preparing and maintaining an MEMP.

SES is responsible for:
a   providing advice and services relating to emergency management, in accordance with emergency management plans
b   recruiting, training and supporting SES volunteer members.

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

Support Agencies and owners/operators of specific facilities maintain various processes and arrangements, so they are prepared to:
a   fulfill their roles in emergency management
b   achieve 'business as usual' for as long as possible
c   coordinate and/or assist broader recovery efforts after the emergency, if required.

3.2.2 Municipal Emergency Management Committee (MEMC)

MEMC has an important role in maintaining relationships so that information is shared and effective arrangements are in place for emergency management. MEMC is chaired by the Mayor (or representative) and supported by the MC as Executive Officer.

MEMC preparedness and continuity is supported by *MEMC Terms of Reference* (refer to *Appendix 3*) and a maintenance schedule and other resources (refer to *Appendix 4*).

The MC has a central role in communicating internal to Council and with external agencies before, during and after an emergency, including to ensure that Council resources are available as required.

3.2.3 Municipal Emergency Management Plan (MEMP)

MEMC is responsible for preparing and maintaining this plan (MEMP), which is reviewed at least every two years. Reviews are usually coordinated by the MC and include consideration of:
a   emerging risks, hazards and potential treatments
b   compliance with current legislation and policy
c   accuracy and currency of content, eg roles, procedures, contacts
d   functionality of plan during emergencies
e   comments and suggestions from key stakeholders.

The Regional Planner provides guidance for MEMP format and content, and coordinates approval by the State Controller. More information about consultation and distribution of this MEMP is provided in *Section 4*.

The current version of this MEMP is available from the MC or through authorised access to WebEOC (a web-based emergency operations information platform administered by TASPOL).

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

3.2.4 Capacity and capability

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

a   redundancy and adequate relief for Council emergency management roles

b   emergency management education and training for Council workers

c   maintaining the MECC

d   maintaining basic systems so resources can be requested and shared.

3.2.4.1   Municipal emergency management roles – primary and relief

Primary and relief personnel for key emergency management roles is provided in *Table 5*.

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

Primary role	Relief role
MEMC Chairperson (Mayor/Nominated Councillor)	MEMC Chairperson Proxy (Nominated Councillor)
Municipal Coordinator (MC) (General Manager)	Deputy Municipal Coordinator (DMC) (Works Manager)
Municipal Recovery Coordinator (MRC) (Manager Community & Corporate Development)	Deputy Municipal Recovery Coordinator (DMRC) (Determined at time of incident)

3.2.4.2   Emergency management education and training

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

TasEMT is an SES-provided, web-based resource for workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PPRR spectrum. SES' Emergency Management Unit also conducts regular workshops.

Validation activities are useful training opportunities that are conducted at various times by a wide range of stakeholders. MEMC members attend these and/or arrange for relevant people from their respective organisations to participate. Major actions are reflected in the MEMC Maintenance Schedule (refer to *Appendix 4*).

3.2.4.3   Maintaining the MECC

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

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

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

* at the request of a Response Management Authority
* after consultation with the Mayor or General Manager
* at the direction of the Regional Controller.

The MC maintains MECC Action Cards and Standard Operating Procedures (SOPs) and for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). Versions of Action Cards current at the time of this MEMP issue are included at *Appendix 6*.

When activated, the MECC will be supported by existing resources and amenities in the municipal offices at Oatlands or Kempton. More information is provided in *Appendix 5*.

3.2.4.4   Maintaining basic systems and resources

The MEMC's contact list for emergency management is maintained by the MC. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders. This information is an important resource for SREMC and SRSRC. Regional emergency management contacts are updated and circulated by the Regional Planner and Regional Social Recovery Coordinator to members and stakeholders after each quarterly meeting of the relevant groups.

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

3.2.5 Readiness for community warnings and public information

Response Management Authorities maintain scripts of key messages for community warnings and public information about emergencies. These are usually developed in advance, based on relevant best practice, and maintained as drafts that can be customised to meet specific event needs. These may also be used by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS). Response arrangements for issuing warnings and public information or opening call centres are included in *Section 3.3*.

Pre-prepared public information resources can be tailored for municipal purposes; these resources can be accessed through TASPOL and SES. Information can be disseminated through multiple channels, for example local community radio station 97.1 Mid FM.

3.2.5.1   TasALERT

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

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, Get Ready disaster preparedness and community resilience. In an emergency, the website is updated with information about the event, including spatial (mapped) information about the event provided through LISTmap and links to dedicated social media channels.

3.2.5.2   Points for public enquiries

All organisations represented on MEMC maintain phone and internet public enquiry points.

Council maintains a fully-manned after-hours emergency point of contact. Council's website is kept up-to-date with relevant information and staff contact details (phone, email).

3.2.5.3   Available warning systems

Relevant emergency warning systems (and responsible agencies) are:
a   flash and mainstream flooding (from rivers) (BoM/Council)
b   severe weather eg. damaging winds (BoM)
c   bushfire (TFS)
d   Standard Emergency Warning Signal (SEWS) (TASPOL)

	e	Emergency Alert (all hazards) (TFS)
	f	local ABC Radio (primary Support Agencies or Response Management Authority)
	g	road closure (TASPOL)
	h	tsunami (TASPOL)
	i	heatwave (DoH)
	j	TasALERT (DPAC)
	k	social media accounts (all agencies).

3.2.6 Validation and performance management

Council is responsible for ensuring that testing and validation of planned processes and procedures are conducted as part of the emergency management planning process. Validation activities include debriefs, exercises, workshops, briefings and meetings. Planned validation activities are outlined in *Section 4*. Council is responsible for ensuring that regular validations occur and for participating in other organisations' validation activities whenever possible. Debriefs are conducted after both exercises and operations. Combined debriefs for agreed operations are arranged by MEMC or SREMC. Lessons identified in debriefs are recorded and shared as appropriate through the consultation framework.

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

The Municipal Guidelines include a self-evaluation survey and the MEMC uses this annually to formally review its performance and identify collective areas for future attention. These may also inform the prioritisation of relevant work programs and funding applications.

3.2.7 Administration systems

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

3.2.7.1 Information management

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

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

	a	Situation Reports (SITREPS)
	b	operational logs
	c	resource allocation
	d	recording expenditure (see *Section 3.2.7.2*)
	e	registration of spontaneous volunteers, public offers, impacted people/groups
	f	impact assessment and consequence management.

3.2.7.2 Cost capture and financial administration

All organisations maintain systems and processes so that emergency-related expenditure can be authorised, recorded and reimbursement sought (where available). Preparedness includes identifying the positions responsible for collating costs of response and recovery efforts. Cost capture systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA) and Council maintains financial administration processes to support requests for access to TRRA funds.

Council has arrangements in place to enable expenditure by the MC (or delegated representative) for emergency management purposes.

3.3 <u>Response arrangements</u>

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

3.3.1 Overview

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

This section describes how the roles and responsibilities relevant to municipal emergency management generally apply in responding to an emergency. These are designed to address situations that occur in this municipal area, although these can be used to support response for emergencies affecting other municipal areas or the region. (Also refer to the typical Council support functions and activities summarised in *Section 2*.)

These arrangements should be referred to when: arrangements for the situation are inadequate/overwhelmed; and/or the arrangements can enhance/complement what is already in place.

Emergency powers enable authorised action to be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific legislation and incorporated into hazard-specific plans. Additional powers provided for in the Act may be applied if and when the specified criteria are met. Depending on the scale and extent of the emergency, overall control or coordination of response may be assumed by emergency management authorities, such as the Regional Controller or State Controller.

3.3.2 Command, control and coordination

3.3.2.1 All-hazards response arrangements and escalation

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

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

Council's General Manager (MC) is responsible for providing adequate staff and resources to operate the MECC. The MC is responsible for managing the MECC and for arranging for it to be opened. More detailed operating procedures are provided in *Appendices 5-7*.

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

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

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

3.3.2.2 Emergency powers

Emergency powers are established in the Act and summarised in *Appendix* 4 of the [TEMA](#). If emergency powers are authorised, SES supports the coordination of regional activities authorised by the Regional Controller.

3.3.2.3 Municipal Emergency Coordination Centre (MECC)

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

Primary MECC functions are to:

- maintain information flow to and from WebEOC
- coordinate Council's emergency response, including the activation, deployment and management of Council and community resources
- coordinate requests from the Response Management Authority and Support Agencies for additional resources
- monitor operational activities and provide information to the Regional Controller, local community, etc
- identify additional emergency requirements (eg. the need to activate local or regional recovery arrangements).

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

The MC leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT structure and membership will vary, but typically comprises officers to address:

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

IMT structure is determined by the size and complexity of the emergency and adjusted accordingly. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, one person may manage all or multiple functions. An IMT is created when functions are delegated to others.

These arrangements are designed to be flexible and scalable. Should the event be larger than Council's capacity to respond, the MC will seek support from the REMC.

3.3.2.4 Emergency Operations Centres (EOCs)

EOCs are established to manage the operational aspects of the relevant organisations emergency response activities.

The location of **primary and secondary EOCs** are identified at *Appendix 5.*

EOC functions include:

a management of operational tasking, personnel and resources
b establishing and monitoring communication networks
c coordination of response operations
d management of requests for additional support
e coordination of logistical support for EOC personnel.

3.3.2.5 Municipal Emergency Management Committee (MEMC)

When an emergency occurs, the MC liaises with the MEMC Chairperson and the Regional Planner to confirm whether MEMC should meet.

When an emergency meeting is convened, MEMC is to consider:
- nature of the emergency
- resources available to deal with the event
- task prioritisation
- communications
- business continuity
- community engagement
- recovery.

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

3.3.3 Resource-sharing and coordination

In an emergency affecting one or more municipalities, resource support may be available through MC liaison with other councils or by contacting SES, who can assist with requests for the provision of regional, state or national support resources. The availability of regional resources depends on the nature and scale of the emergency and resource priorities. Resources from other regions may be deployed if the event has not impacted on those areas.

3.3.4 Consequence management

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

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

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

State

Emergency Operations Centre

Emergency Operations Centre

State Control Centre/ State coordination operations

Regional

Emergency Operations Centre

Emergency Operations Centre

Regional Emergency Coordination Centre

Emergency Operations Centre

Regional Recovery

Municipal

Offsite

Liaison Officer

Municipal Emergency Coordination Centre

NOTE: Liaison Officers operate as required and often are sourced from regional teams.

Liaison Officer

Liaison Officer

Municipal Recovery

Onsite

Onsite Control & Command

Response Management Authority

Support Agencies

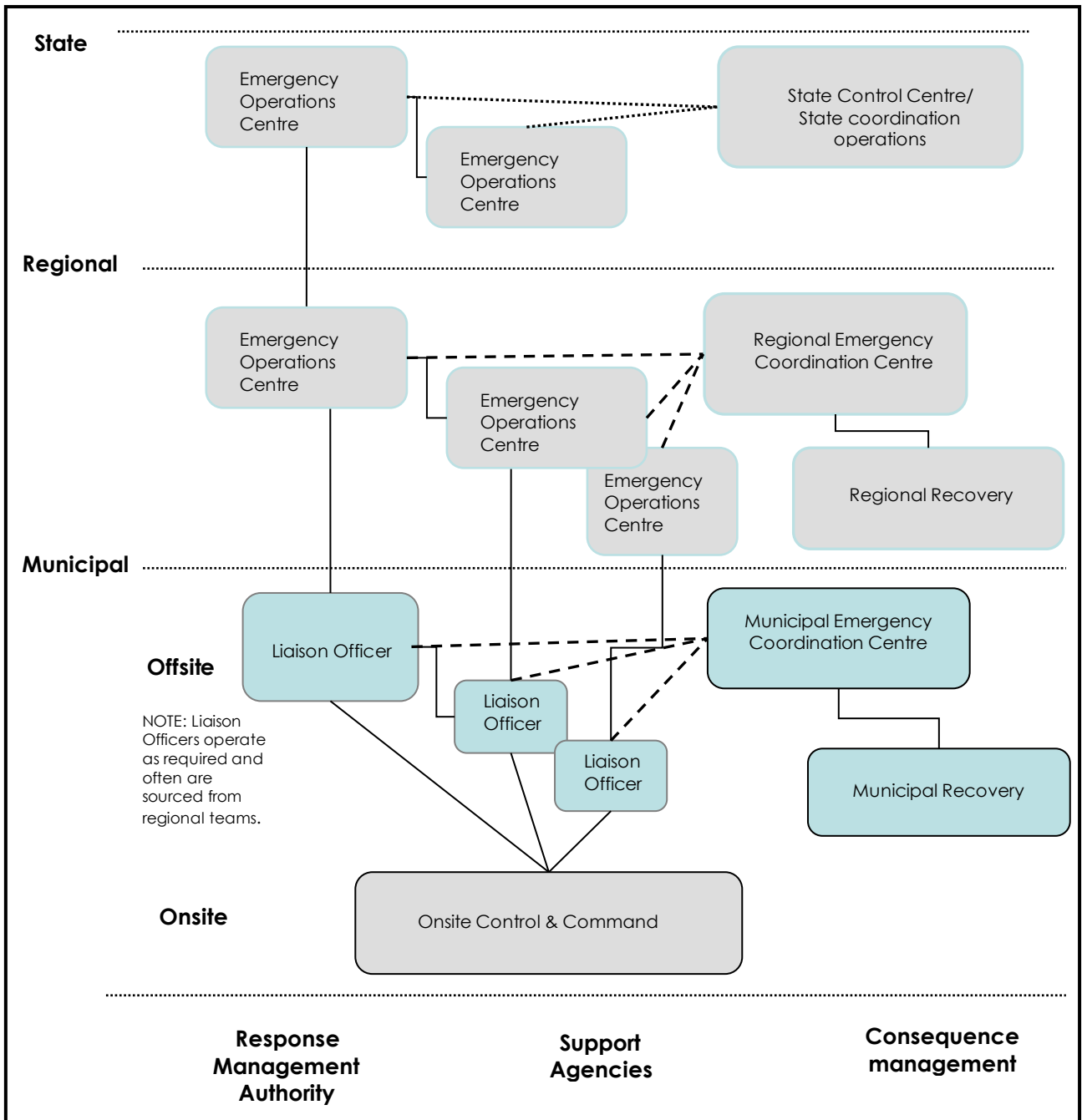**Consequence management**

Figure 3: Response management structure

LEGEND:

——————— Direct reporting relationship

- - - - Also works/communicates with

Table 6: All-Hazards response – typical Council actions

Row	Phase	Responsibilities	Council considerations/actions
1	**Alert**	• Monitor situation • Brief stakeholders	• Advise council stakeholders and MEMC • Monitor situation
2	**Stand-by**	• Prepare to deploy for response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders • Consider MEMC meeting	• Update stakeholders (Council, MEMC) and circulate latest Contact List/Action Cards • Obtain approval of owners for use of potential centres and locate keys • Draft staff rosters for centres/tasks for next 24 hrs • Locate supplies likely to be needed in the first few hours eg. stationery, references (plans, map books, contact lists), extra equipment (phones, laptops, printers), tea/coffee • Nominate media officer and advise response agencies
3	**Respond**	• Assess emergency scene • Establish command and control arrangements • Review whether MEMC should meet • Deploy resources and request extra assistance as required • Assess impacts and effectives of response strategies • Consider evacuation • Provide further warnings and public information as required • Provide information: SitReps and public information • Conduct impact assessments and provide updates	• Establish and communicate MECC location for council resources/requests • Manage requests for assistance/resources • Open and manage centres as required eg. assembly or evacuation centres • Provide community with information • Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public/environmental health conditions and recovery needs • Update stakeholders and Regional Controller as required • Coordinate meals, relief/accommodation for Council workers
4	**Stand-down** (including recovery handover)	• Assess effectiveness of response actions • Plan for end of response • Liaise with Council and RC regarding the status of recovery operations and arrange handover • Confirm end/close of response and stand-down • Collate logs, costs etc and assess needs for resupply	• Confirm end/close of Council operations for response • Liaise with recovery workers and assess needs • Reinstate transport routes etc. • Update stakeholders and Regional Controller and confirm ongoing points of contact • Close centres as agreed • Collate logs, costs etc. and assess needs for resupply
5	**Debrief**	• Conduct internal debrief/s • Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC	• Conduct Council worker debrief • Arrange for MEMC debrief and report to Regional Controller/SREMC

3.3.5 Warnings

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

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

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

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

a   Response Management Authority

b   Regional Planner, or

c   Regional Controller.

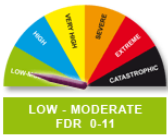Council and relevant Management Authorities will work together to ensure that messages are consistent and coordinated.

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

The MC maintains procedures that further detail Council's response to warnings. *Table 7* summarises current warning arrangements and typical Council actions.

Table 7: Summary of warning systems and arrangements

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
Flood				
Flood watch	**Alert, Watch or Advice** of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Flood warnings	**Warnings of Minor, Moderate or Major flooding** in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Minor flood warning	Causes inconvenience. The inundation of low-lying areas next to watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Moderate flood warning	In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
	substantial in rural areas, requiring the removal of stock.			
Major flood warning	In addition to above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood-affected areas may be required.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Consider MEMC meeting
Severe weather				
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders • Place warnings at low-lying public carparks
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: • hail greater than 2cm diameter • gusts greater than 100 km/h • flash flooding • tornadoes	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Notify outdoor crews and check availability • Update stakeholders
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
Fire				
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders
Advice	**Bushfire Advice** message advises that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Watch and Act	**Bushfire Watch and Act** message advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Notify RC to have evacuation centre/s on standby
Emergency Warning	**Bushfire Emergency Warning** indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. May be preceded by an emergency warning signal (siren).		**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Establish municipal IMT/MECC • Notify RC to have evacuation centre/s on standby
Low-Moderate Fire Danger Rating (FDR 0-11)	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
High Fire Danger Rating (FDR 12-24)	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety.	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
Very High Fire Danger Rating (FDR 25-49)	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively-defended homes can offer safety.	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Have evacuation centre/s on standby
Severe Fire Danger Rating (FDR 50-74)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively-defended homes can offer safety.	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Have evacuation centre/s on standby
Extreme Fire Danger Rating (FDR 75-99)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety.	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Have evacuation centres on stand-by • Consider MEMC meeting
Catastrophic Fire Danger Rating (FDR >100)	Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best-prepared homes will not be safe.	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Prepare evacuation centre/s • Establish an IMT • Consider MEMC meeting
Tsunami				
No threat	An undersea earthquake has been detected. However it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
Marine alert and land alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders
Marine warning and land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders • Establish municipal IMT/MECC • Consider MEMC meeting

3.3.6 Public information

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

Council has critical roles in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging Council's existing community communication protocols and guidelines. These roles need to be initiated as soon as possible after an emergency occurs to reduce the potential for inappropriate community action or undue concern.

Situation Reports (SITREPs) and information bulletins about facilities and emergency assistance should be provided to the community as soon as possible. A system of twice-daily community briefings at published times should be provided within the emergency period, using the most effective media available.

Local community radio station – 97.1 Mid FM – may be used to convey critical community information, noting that coverage is limited and not all residents of the municipality are able to tune in to that station.

The Mayor has a pivotal role as community leader to coordinate community information and is Council's chief spokesperson. The Mayor (or delegate) will also speak on behalf of the affected community. The Mayor should be supported in this role by an experienced media liaison officer, who can prepare community and media statements for Mayoral endorsement.

All Councillors and Council staff need to be aware that only the Mayor (or delegate) will speak on behalf of Council and the collective community. The MC will provide the Mayor with emergency-related information.

Media statements from Council should relate to community impact and Council actions: Council should not comment on matters that are the province of the Response Management Authority, emergency services, Support Agencies or post-emergency investigations. Statements made by people with knowledge of only a segment of the total emergency operations can cause public confusion and misunderstandings.

Table 8 summarises arrangements for issuing public information about the emergency.

3.3.6.1   TasALERT

TasALERT (www.tasalert.com.au) is Tasmania's official online emergency information source. In an emergency, the homepage of the website is updated to highlight current incidents. Each incident will have a dedicated page displaying all available information (mapped information, social media, new content etc.) specific to that incident.

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

3.3.6.2   Tasmanian Government Public Information Unit (PIU)

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

PIU activation may be requested due to:

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

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

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

3.3.6.3   Tasmanian Emergency Information Service (TEIS)

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

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

a   a Liaison Officer to be located within TEIS for the duration of the activation, and

b   a supporting Information Manager.

Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner. If TEIS activation is approved, scripts are developed consultatively through the whole-of-government Public Information Unit (PIU).

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

3.3.6.4   Working with the media

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

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

Table 8: Summary of public information arrangements

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

3.3.7 Other elements

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

3.3.8 Evacuation

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

3.3.8.1 Management

While emergency management authorities have legislated power to order emergency evacuation, voluntary evacuation is the preferred strategy. Evacuation requires the participation and cooperation of multiple agencies and/or organisations. When evacuation planning involves significant change to traffic flows, road owners or managers should be involved, eg. Council, Department of State Growth.

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

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

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

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

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

Council maintains a register of appropriate facilities that may be used as short and long-term evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in *Appendix 5 and Appendix 8*.

3.3.8.2 Decision

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

3.3.8.3 Withdrawal

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

3.3.8.4 Shelter

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

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

3.3.8.5   Return

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

3.3.9 Impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment and reporting on this assessment to other response and recovery agencies and the relevant municipal and/or regional recovery officers. GIS capability can assist with recording the outcomes of assessments and supporting broader consequence management planning.

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

Impact and damage assessment factors include, but are not limited to:
a   number of injuries and deaths
b   housing/accommodation needs
c   energy supplies
d   potable water
e   transport networks and alternative route planning
f   telecommunications;
g   stormwater infrastructure and waterways; and
h   public/environmental health standards.

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

3.3.10   Registrations

Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:
a   affected people, such as evacuees and families
b   other stakeholder/affected groups, for example businesses
c   spontaneous volunteers
d   witnesses
e   potential donors/sponsors (equipment, services, supplies).

Registration may be established and coordinated by the Response Management Authority. When an Evacuation or Recovery Centre is activated, processes to support registration should be implemented at the Centre/s as soon as possible. If an Evacuation Centre is activated, Council is responsible for registering evacuees using the Evacuation Centre Registration Application. Registration data may need to be provided to Red Cross if TASPOL requests the activation of Register.Find.Reunite (RFR).

Registration data may be shared, as appropriate, with relevant stakeholders throughout emergency response, consistent with disclaimers provided to affected people at the time of data collection. For example, when providing personal information at the time of registration, affected people should be aware that the data they provide will be shared with the relevant government agencies (municipal/state/federal) for the purposes of providing relief and recovery assistance and services. All personal information provided for registration purposes must be managed in accordance with the provisions and principles of the *Personal Information Protection Act 2004*.

3.3.11 Pandemic health emergencies

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

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

One element of a coordinated response to a large-scale health emergency, such as an influenza pandemic, is the establishment of community-based clinics to perform a number of critical and beneficial functions for the general community. The Tasmanian Health Service (THS) may call upon Council to provide a suitable venue for the establishment of clinic/s and to assist and support with the maintenance and operation of clinic/s during a pandemic emergency.

3.3.12 Debriefs

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

a   acknowledge the input of all contributing organisations and individuals

b   gain constructive feedback from all involved on lessons identified

c   identify where gaps exist in training and planning systems

d   determine and program the best course of action for improving planning, management systems etc

e   foster sound interagency communication

f   identify the need for specific investigation of issues and further debriefing at an individual or organisational level.

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

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

3.3.13 Administration: finance and cost capture

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

Organisations involved in response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if national (Disaster Recovery Funding Arrangements (DRFA)) and state (TRRA) disaster funding arrangements are activated and eligibility criteria are met. Cost capture systems are established to align with the different types of eligible expenditure as follows:

DRFA category	Type	Claimable expenses
Category A	Essential	Emergency food, clothing
		Repair or replacement of essential items and personal effects
		Essential emergency repairs to housing (to make residence safe and habitable)
		Demolition or rebuilding to restore housing
		Removal of debris from residential properties
		Extraordinary counter-disaster operations for the benefit of an affected individual
		Personal and financial counselling
		Evacuation Centre costs

Category B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices)
		Counter-disaster operations for the protection of the general public
Category C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc)
		A Fund may also include community awareness and education campaigns and other resilience building grants
		Applications for Category C assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister
Category D	Non-Essential	A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional.
		Applications for Category D assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister

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

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

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

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

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. Council claims under TRRA and Tasmanian Government claims under DRFA are subject to audit and assurance processes before acquittal. The TRRA and DRFA contain details about evidence that agencies and councils must collect and maintain. OSEM will provide information and advice on request.

3.4 <u>Recovery arrangements</u>

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

3.4.1 Overview

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

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

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

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

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

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

Typical recovery considerations include but are not limited to:

a   assessing recovery needs across all domains and prioritising actions required
b   developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals
c   enabling community communication and participation in decision-making
d   wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

3.4.2 Current arrangements

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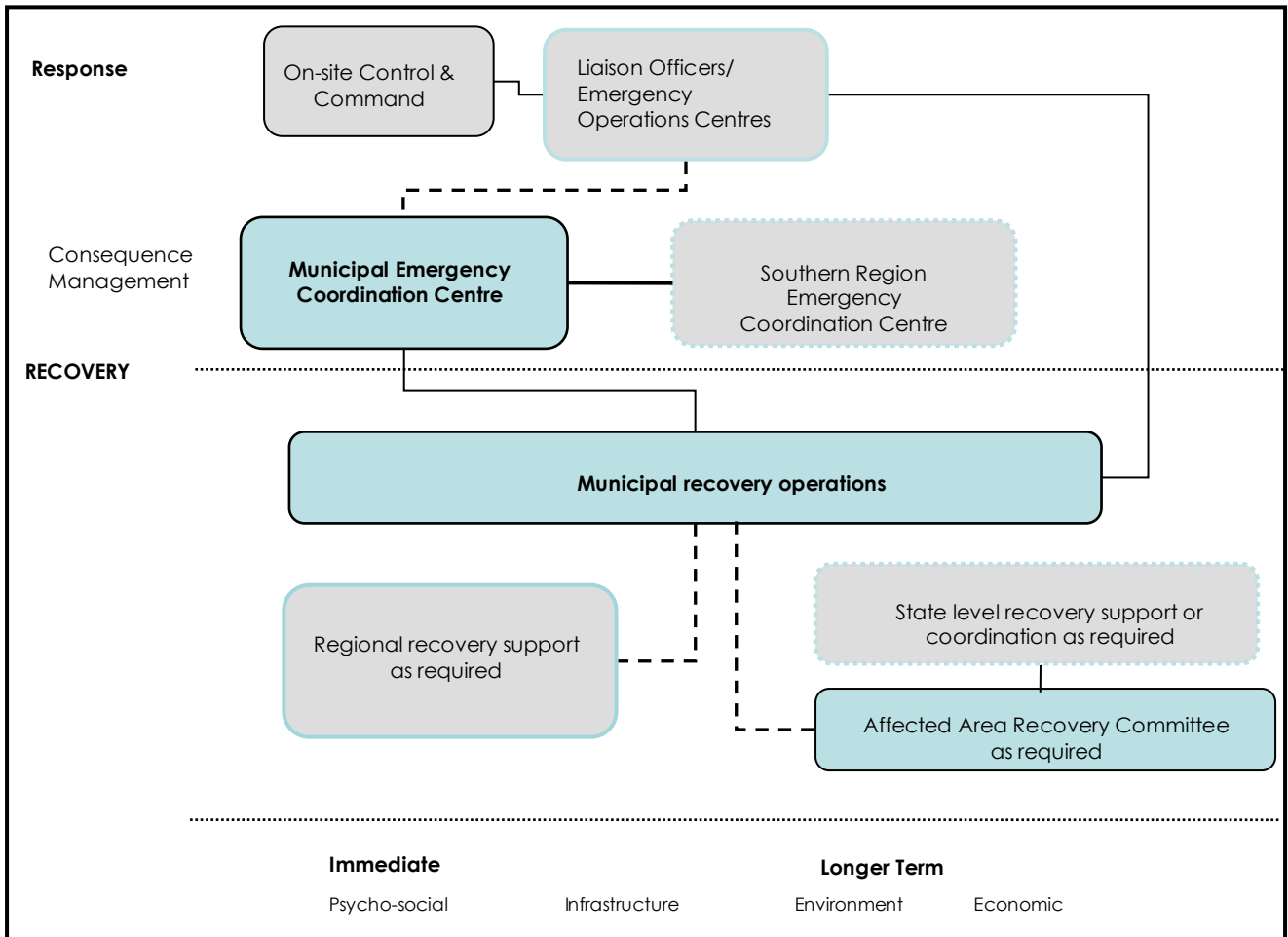
Figure 4: Community recovery management arrangements

LEGEND:
——— Direct reporting relationship
- - - - Also works/communicates with

3.4.3 Media and public information

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

- RMA's website and social media
- TasALERT website and social media
- radio, television and print media
- public meetings, Evacuation and Recovery Centres and outreach visits.

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

The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community, in accordance with Council's policies. The Mayor will be supported by the media officer, who can prepare community and media statements. The MC will provide the Mayor with recovery-related information. Council's *Communications Policy* and *Communications SOP* are associated documents that support this plan.

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

3.4.4 At-risk groups of people

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

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

a   provide Evacuation Centres that are accessible to a broad cross-section of the community

b   maintain broad knowledge of relevant service providers within the municipality

c   promote community resilience as part of normal Council business

d   maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, childcare centres) within the municipality

e   provide local demographic information and advice to stakeholders as able and required

f   provide support to emergency management stakeholders with a statutory responsibility for vulnerable and at-risk people, as able and required

g   develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable and at-risk people, as able and required.

3.4.5 Short-term recovery

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

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in *Appendix 8*. Recovery facilities are activated on request or advice from:

a   MC

b   Community Recovery Coordinator

c   Regional Planner, or

d   Regional Controller

Council is responsible for coordinating ongoing impact assessments, particularly as they relate to recovery. This informs appropriate governance structures for medium and long-term recovery. The MC (through an Emergency Recovery Committee, if formed) will arrange for impact assessments to be conducted.

Council registration processes must follow procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements, and be compatible with Register.Find.Reunite. Registration data collected by Council must be provided to Tasmanian Government agencies for recovery purposes.

3.4.6 Long-term recovery

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

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

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

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

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

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

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

An AARC will typically develop a recovery plan that:

a   takes account of Council's long-term planning and goals

b   includes assessment of recovery needs and determines which functions are required

c   develops a timetable for completing major functions

d   considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people

e   allows full community participation and access

f   allows for monitoring of recovery progress

g   effectively uses the support of Tasmanian and Australian Government agencies

h   provides public access to information on proposed programs and subsequent decisions and actions

i   allows consultation with all relevant community groups.

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

a   forums and information sessions for the community

b   debriefs for recovery workers

c   progress reports for Council, the community, SEMC, SREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/ analysis of records (financial and information).

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

3.4.7 Recovery functions

Council has municipal-level responsibilities across social, economic, infrastructure, environmental and cross-domain recovery functions. Council undertakes the primary role in providing recovery services in the immediate aftermath of an emergency and can be supported by a number of Tasmanian Government agencies and NGOs, depending on the capacity and presence of support services in the area.

Section 4: Plan administration

4.1 Plan contact

This plan is maintained by the Southern Midlands Municipal Coordinator for the Southern Midlands MEMC.

Feedback on this plan should be provided in writing to:

Email: mail@southernmidlands.tas.gov.au

Mail: PO Box 21 OATLANDS TAS 7120

Phone: (03) 6254 5000

4.2 Review requirements and issue history

Section 34 of the Act requires that this MEMP is reviewed at least once every two years after approval by the State Controller.

In reviewing the MEMP, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at *Section 4.4* below.

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

Table 9: Issue table

Issue No.	Year approved	Comments/summary of main changes
Issue 4	2006	Rewrite
Issue 5	2012	Rewrite
Issue 6	2014	Review
Issue 7	2016	Review
Issue 8	2021	Incorporation of TEMA, evacuation, DRFA information, reformatting

4.3 Consultation for this issue

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

a   SES Regional Manager
b   SES Regional Planner
c   Southern Regional Social Recovery Coordinator
d   Midlands Multi-Purpose Health Centre personnel
e   Tasmania Police
f   Local Medical Practitioners
g   Tasmania Fire Service
h   MEMC members.

4.4   Distribution list

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

Table 10: Distribution list

Organisation	Position
Council	• All MEMC members • Mayor and Councillors • GM
SES	• Unit Manager, SES Unit • Regional Manager (South) • Regional Planner (for Regional Controller) • SES Emergency Management Unit (for SES Director, State Controller, WebEOC)
TASPOL	• Divisional Inspector (Bridgewater) • Divisional Inspector (Sorell) • Officer in Charge, Oatlands Police Station
TFS	• District Officer, Midlands • District Officer, East Coast
AT	• Superintendent, Southern Region
St John Ambulance	• Chief Executive Officer (for volunteer divisions)
Neighbouring councils	• Brighton Council • Clarence City Council • Derwent Valley Council • Central Highlands Council • Northern Midlands Council • Glamorgan Spring Bay Council
Other organisations	• Midlands Multi-Purpose Health Centre • Department of Education

4.5   Communications plan summary

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

a   email copies sent to the positions listed in *Table 10*
b   submitted for noting by SREMC
c   endorsement by Council
d   published on Council's website
e   Published on Council's common network drive (for staff access)
f   available to interested parties on request at either Oatlands or Kempton Council Chambers.

4.6   Validation of this plan

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

a   participating, where able, in other municipal/regional exercises
b   conducting/participating in relevant debriefs
c   refer to *Appendix 4*.

Section 5: Appendices

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

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – MEMC resources, maintenance and activity schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty cards

Appendix 7 – Standard operating procedures

Appendix 8 – Community centres

APPENDIX 1: List of associated documents

The documents listed here are relevant to this MEMP. When the MEMP is reviewed, current versions of these documents will also be checked. Other relevant documents that may also have been developed between issues will be included.

a   Legislation

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

b   Plans and arrangements

Row	Title	Custodian	Version/date	Available from
Council arrangements and plans				
1	Council maps for council roads and alternative transport plans	Council	2018	General Manager
2	Fire Management Plans – Midlands	STT/PWS		STT/PWS
Regional arrangements and plans				
3	Regional Emergency Management Plan	SES	Issue 9	2021 (pending)
State arrangements and plans				
4	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
5	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
State Special Emergency Management Plans (SSEMP)		**Available WebEOC File Library (DPFEM – SES)**		
6	SSEMP – COVID 19	DoH	Issue 3	2020 (August)
7	SSEMP – Dam safety	DPIPWE	Issue 3	2019 (July)
8	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
9	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
10	SSEMP – Interoperability arrangements	DPAC	Issue 4	2020 (December)
11	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
12	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
13	SSEMP – Fire protection	TFS	Issue 3	2020 (February)
14	SSEMP – Recovery	DPAC	Issue 3	2018 (January)
15	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
16	SSEMP – Energy supply	DSG	Issue 2	2015 (January)
17	SSEMP – Biosecurity	DPIPWE	Issue 1	2010 (December)
18	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (March)
19	SSEMP – Flood	SES	Issue 2	2019 (July)
20	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
21	SSEMP – Public health	DoH	Issue 2	2014 (December)
22	SSEMP – Search and rescue	DPFEM	Issue 5	2020 (December)
23	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
24	SSEMP – Tsunami	SES	Issue 2	2020 (March)
Other				
25	Midlands Multi-Purpose Health Centre Plan	DoH	2011	Available from Centre
26	Emergency Alert – FAQ	TFS		Emergency Alert FAQ
27	TFS Community Protection Plans	TFS		TFS website

Southern Midlands Emergency Management SOPs (EMSOPs) are maintained by the MC	
ID	Title
1	First alert of emergency or potential emergency
2	Communication with the public, Councillors, staff and media
3	Municipal Emergency Coordination Centre (MECC) - Activation
4	Council reception, public enquiries and the MECC
5	Municipal Emergency Coordination Centre (MECC) roles
6	Bushfire specific protocols
7	Work centre resources

APPENDIX 2: Risk Assessment Report

a Tasmanian Government responsibilities – emergency risk management

Tasmania's commitment to emergency risk management is demonstrated through development of *Tasmanian Emergency Risk Assessment Guidelines* (TERAG) and risk assessment workshops.

b Local government responsibilities – emergency risk management

Tasmania's local government authorities supported the development of TERAG and committed resources toward the achievement of its aim. The benefits to Council in participating in this process include:

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

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

c TERAG data and recommended treatment strategies for implementation

The following risk register includes a description of risks identified and treatment strategies required. Sources of risk were reviewed and additional risks added and assessed with review of this MEMP.

Council is responsible for managing the incorporation of treatment strategies that are either the responsibility of Council, or of both Council and other levels of government or agencies, into appropriate operational plans and/or partnership agreements as required.

Specifically, each register includes:
- unique identifier number
- risk statement
- treatment option/s
- responsibility for treatment
- implementation timeframe.

Note that the timeframe descriptor 'ongoing' is used where there is a need to monitor the adequacy of existing management arrangements to mitigate the risk.

The timeframe for undertaking treatment options is also defined in the following:
- **Immediate action:** must be completed as soon as practical within current budget cycle (12 months);
- **Short-term action:** must be completed as soon as practical within the next budget cycle (12-24 months);
- **Long-term action:** must be completed within five years;
- **Ongoing:** continuously monitor; or
- As described in the table.

Register of risks and treatment strategies				
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframes**
SM 01 Flood				
SM 01.01	There is a risk that flooding of the Jordan River will cause damage to roads and bridges	Bridge design options	Council/DSG	Long-term
		Clear waterways	Landowners/DPIPWE	Ongoing
		Road design	Council/DSG	Long-term
SM 01.02	There is a risk that flooding of the Jordan River will cause property damage on the floodplain	Planning schemes	Council	Immediate
		Identify floodplain	Council/DPIPWE/Landowner	Short-term
SM 01.04	There is a risk that flooding of the Coal River will result in damage to roads and bridges	Bridge design options	Council/DSG	Long-term
		Clear waterways	Landowners/DPIPWE	Ongoing
		Road design	Council/DSG	Long-term
SM 01.07	There is a risk that flooding of the Blackman River will cause damage to roads and bridges	Bridge design options	Council/DSG	Long-term
		Clear waterways	Landowners/DPIPWE	Ongoing
		Road design	Council/DSG	Long-term
SM 01.08	There is a risk that flooding of the Jordan River will cause property damage on the floodplain	Planning schemes	Council	Immediate
		Identify floodplain	Council/DPIPWE/Landowner	Short-term
SM 02 Bushfire				
SM 02.01	There is a risk that bushfire will result in rural property damage, including fences, crops, trees, residences and machinery throughout the municipality	Fire Management Strategy	Council/TFS/PWS/STT	Short-term
		Education	TFS/Council	Ongoing
		Hazard reduction and enforcement of abatement notices	TFS/Council/landowners/PWS/STT	Ongoing
SM 02.02	There is a risk that bushfire will result in residential property damage throughout the municipality	Fire Management Strategy	Council/TFS/PWS/STT	Ongoing
		Education	TFS/Council	Ongoing
		Hazard reduction and enforcement of abatement notices	TFS/Council/landowners/PWS/STT	Ongoing
SM 02.05	There is a risk that bushfire will result in loss of timber bridges throughout the municipality	Bridge design options	Council/DSG	Long-term
		Road design	Council/DSG	Long-term

Register of risks and treatment strategies

ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
SM 02.06	There is a risk that bushfire will result in depletion of water supplies due to firefighting operations throughout the municipality	Additional local water storage and supply, including reticulation	Council/TasWater/DPIPWE/landowners	Long-term
SM 06 Public health epidemic				
SM 06.01	There is a risk that a public health epidemic will result in the loss of life	Immunisation program	Council	Ongoing
		Continued support of Public Health Service activities	DoH/Council	Ongoing
SM 08 Exotic animal disease				
SM 08.01	There is a risk that livestock will be destroyed as a result of exotic animal disease	Continued support for national and state strategies	Council/DPIPWE/industry	Ongoing
		Develop washing facilities for vehicles	Council/DPIPWE/industry	Short-term
SM 08.02	There is a risk to agricultural income as a result of exotic animal disease	Continued support for national and state strategies	Council/DPIPWE/industry	Ongoing
		Develop washing facilities for vehicles	Council/DPIPWE/industry	Short-term
SM 09 Crop disease				
SM 09.01	There is a risk to agricultural income as a result of food crop disease	Continued support for national and state strategies	Council/DPIPWE/industry	Ongoing
SM 09.02	There is a risk to agricultural income as a result of other crop disease	Continued support for national and state strategies	Council/DPIPWE/industry	Ongoing
SM 21 Infrastructure failure				
SM 21.01	There is a risk of loss of water supplies due to pipeline failure	Develop contingency plans for major reticulation lines	TasWater	Long-term
SM 21.02	There is a risk to agricultural income as a result of Craigbourne Dam failure	Frequent inspection of dam infrastructure	DPIPWE	Ongoing
SM 21.03	There is a risk of loss of water supplies due to dam failure on the river servicing the Oatlands township	Frequent inspection of dam infrastructure	TasWater	Ongoing

Register of risks and treatment strategies

ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
SM 21.04	There is a risk of loss of water supplies to the Colebrook township due to dam failure	Frequent inspection of dam infrastructure	TasWater	Ongoing
SM 26 Transport accident				
SM 26.01	There is a risk of a road traffic accident at a rail crossing causing loss of life	Safety audit of major transport routes	DSG/Council	Long-term
SM 26.02	There is a risk of rail accident at a rail crossing causing loss of life	Improve signage	TasRail/DSG	Short-term
		Install signals/barriers	TasRail/DSG	Short-term
SM 26.03	There is a risk of a traffic accident involving large vehicles and passenger buses resulting in loss of life and community disruption	Continued support of road safety strategies	DSG/Council/Road Safety Taskforce/TASPOL	Ongoing
		Undertake hazard study of the Midland Highway	DSG/Council/Road Safety Taskforce/TASPOL	Immediate
		Promote road upgrades	DSG/Road Safety Taskforce	Ongoing
SM 27 Storm				
SM 27.01	There is a risk that a storm may cause loss of life	Education and awareness	SES/BoM/Council	Short-term
SM 27.01	There is a risk that a storm may cause significant personal asset loss within the community	Building Standards	Council/Building Council of Australia/LGAT	Long-term

APPENDIX 3: MEMC Terms of Reference

Southern Midlands
Municipal Emergency Management Committee
Terms of Reference

Committee	Southern Midlands Municipal Emergency Management Committee (MEMC)
Date and status	Issue 8, 2021
Enquiries	Executive Officer (Municipal Emergency Management Coordinator) Southern Midlands Council
Review notes	These Terms of Reference are due for review in January 2023
General standards & practices	The *Tasmanian Emergency Management Arrangements* (TEMA) describes the framework for this MEMC and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au).
1. Authority & background	Section 20 of the *Emergency Management Act 2006* (the Act) establishes the MEMC within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	Section 22 of the *Act* outlines the MEMC's purpose and functions generally as: *"…to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal are that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management …"*
3. Role and functions	3.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.
	3.1.2 Determine and review emergency management policy for the municipal area, including the performance of emergency risk assessment and management in accordance with current and relevant standards.
	3.1.3 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s, and identify excellence and opportunities for improvement.
	3.1.4 Oversee management of emergencies in which Council resources are required to support response and recovery.
	3.1.5 Report to the Regional Controller on any municipal matters that relate to the functions of the Regional Controller or the Southern Regional Emergency Management Committee.
	3.1.6 At the direction of the MEMC Chairperson or Municipal Coordinator, assist them or Council with the performance/exercise of functions and powers under the Act.
	3.1.7 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area.
	3.1.8 Nominate a representative to participate in Southern Regional Emergency Management Committee activities and provide bilateral support.

<table>
<tr><td></td><td></td><td>3.1.9 Coordinate at least one municipal emergency management exercise each year.</td></tr>
<tr><td></td><td></td><td>3.1.10 Support the activities of responding organisations during an emergency impacting the municipality.</td></tr>
<tr><td></td><td></td><td>3.1.11 Coordinate a post-emergency operational debrief for all organisations involved in an emergency impacting the municipality.</td></tr>
</table>

4. **Reports to**   Southern Regional Emergency Management Committee

5. **Membership**   Section 21 of the Act establishes the arrangements for this committee's membership, supplemented by the following practices:

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

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

At this stage security clearances are not required.

6. **Chairperson**   Mayor, Southern Midlands Council (or nominated Councillor)

7. **Executive Officer**   Municipal Coordinator (General Manager), Southern Midlands Council

8. **Members**
- Chair (Mayor or nominated Councillor)
- Municipal Coordinator/General Manager (EO)
- Deputy Municipal Coordinator
- Municipal Recovery Coordinator
- Senior Works Coordinator SMC
- Midlands Multi-Purpose Health Centre representative
- Local General Practitioner (MMPHC)
- Tasmania Police – District Officer
- Tasmania Fire Service – District Officer (Midlands)
- Tasmania Fire Services (Midlands District representative)
- Tasmania Fire Service (East Coast District Representative)
- Ambulance Tasmania – District Officer
- State Emergency Service – Regional Manager
- State Emergency Service – Regional Planner
- State Emergency Service SMC RCR Unit Manager

9. **Chairperson**   The role of the MEMC Chairperson is to:
- chair the MEMC
- receive notification of emergency events from the Municipal Coordinator
- maintain contact with and support the Municipal Coordinator during an emergency event
- maintain regular contact/liaison with the Municipal Coordinator in regard to the administrative arrangements of the MEMC.

10. Frequency of meetings   The MEMC aims to meet twice a year unless an emergency event occurs and a review of operational aspects of the Municipal Emergency Management Plan (MEMP) is required. Meetings are scheduled by the Executive Officer.

APPENDIX 4: MEMC Maintenance and Activity Schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the MEMC	Municipal Coordinator	Biannual	March / September
Conduct meeting of the MEMC Recovery Sub-committee	Municipal Recovery Coordinator	Biannual	March / September
Coordinate emergency management training for selected staff member/s on rotating basis and maintain training records	Municipal Coordinator/ General Manager	Annual	April
Plan, conduct and review a related exercise	Municipal Coordinator/ General Manager	Annual	November
Review MEMP and all appendices (including risk treatment strategies) Lodge plan with SREMC	MEMC	Biennial	March
Review and update contact lists	Municipal Coordinator/ General Manager	Biannual	March / September
Attend SREMC Meetings	Municipal Coordinator/ General Manager	Quarterly	As advised
Attend SRSRC Meetings	Municipal Recovery Coordinator	Quarterly	As advised
Review risk treatment options in conjunction with municipal strategic plan and budget	Municipal Coordinator	Annual	March

APPENDIX 5: Centres for emergency management

a Municipal Emergency Coordination Centre (MECC)

The MECC is the focal point for coordinating municipal consequence management activities arising from the emergency, including the activation of Council and community resources. The MECC also monitors operational activities, coordinates the provision of information to local communities and identifies and coordinates local community recovery support.

	Municipal location	Contact	Regional location	Contact
Primary:	Southern Midlands Council Chambers 71 High Street Oatlands	Municipal Coordinator	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Planner
Secondary:	Southern Midlands Council Chambers 85 Main Street Kempton	Municipal Coordinator	A/A	SES Regional Planner

b Emergency Operations Centres (EOC)

EOCs are operational focus points for providing municipal resources and support at the request of the relevant Response Management Authority.

Organisation	Municipal location	Contact	Regional location	Contact
Council:	Southern Midlands Works Depot Glenelg Street Oatlands	Deputy Municipal Coordinator	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Planner
TASPOL:	Oatlands Police Station 83 High Street Oatlands	District Officer T: 03 6135 0551	Bridgewater Police Station Green Point Road Bridgewater	T: 03 6173 2010 Police Radio Room 131 444
TFS:	Midlands District Fire Station 6 Barrack Street Bothwell	District Officer T: 0438 708 014	Southern Region Headquarters 1040 Cambridge Road, Cambridge	Regional Chief T: 03 6169 4331
SES:	83 High Street Oatlands OR Old Huntinground Road Kempton	SES Unit Manager	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Manager or Duty Officer
AT:	Midlands Multipurpose Health Centre Church Street Oatlands	Duty Officer T: 6135 0540	State Headquarters 12 Brisbane Street Hobart	Communications Duty Manager T: 03 6166 1956

c Emergency Evacuation Centres

An Emergency Evacuation Centre is a facility that may be established to coordinate and meet the immediate needs of people evacuated from an emergency-affected area.

Selection of the most suitable site for an Evacuation Centre will be determined by the Recovery Coordinator and Municipal Coordinator after consultation with the MEMC. Prospective locations are listed at *Appendix 8*.

SOUTHERN MIDLANDS MUNICIPAL EMERGENCY COORDINATION CENTRE (MECC) PLAN

Introduction

This sub-plan should be read in conjunction with and supports implementation of the Southern Midlands MEMP. Accordingly, the preparation, review and implementation of this sub-plan is subject to the same authority and provisions of the MEMP.

MECC functions

The Southern Midlands MECC is not the control centre for any emergency response; this function is undertaken by the relevant Response Management Authority.

The MECC is the focal point for coordinating support from Council and community resources, at the request of either lead agencies or members of the community, and performs the following functions:

a   maintains information flow to and from WebEOC

b   coordinates the activation and deployment and management of Council and community resources

c   monitors operational activities

d   coordinates information to local communities affected by the emergency

e   coordinates local recovery efforts and identifies any support that may be required by regional recovery resources.

MECC location

The MECC will be located in the Council Chambers of the municipal offices at either Oatlands or Kempton, supported by the existing resources and amenities in the offices. Any additional resources should be requested through SES.

MECC activation

During business hours

All local emergencies of significance are to be referred to the Municipal Coordinator (MC) or, in his/her absence, the Deputy MC. The MC will advise the MEMC Chairperson of the situation.

The MC will be responsible for coordinating an assessment of the emergency and determining if it is appropriate to establish the ECC. Generally, the MECC will be established if:

a   coordination of resources is required by external agencies, or

b   if is expected that significant community impact will result from the emergency.

The MC will advise all relevant staff of the emergency and that ECC staff are required to undertake the MECC staffing functions for which they have been trained.

After-hours activation

Upon notification of an emergency, the MC will be responsible for activating Council resources after hours, consistent with the procedures listed above.

Council Reception

Council's telephone receptionist is likely to be the first person to become aware that an emergency is causing concern for a large number of residents, due to the volume of phone calls received. If the volume of calls exceeds the capacity of those handling them (ie. extensions permanently busy, numerous calls on hold, etc), then the receptionist should:

a   notify the local SES Unit Manager that normal channels are unable to cope with call volume

b   direct calls relating to the emergency according to instructions provided by the MC

c   be aware that an MECC will be established to handle emergency calls

d   route emergency calls to the MECC when instructed to do so

e   continue to route emergency calls to the MECC until advised otherwise by the MC

f   under no circumstances leave the switchboard unstaffed for any period of time.

g   liaise with the MC regarding after-hours switchboard operation – under no circumstances is the switchboard to be 'night-switched' without full approval of the MC

h   not refer members of the public visiting Council Chambers to the MECC, but should phone and advise the ECC that a member of the public would like to speak with them

i   refer all media enquiries to the ECC.

MECC staffing

All workers designated as having functions to perform in the MECC will undergo appropriate training, and skills will be validated on a regular basis.

Personnel required in the MECC will be determined by the MC, in consultation with the MEMC. Depending on the situation, the number and expertise of personnel will vary, but workers will generally include the MC, Deputy MC, a telephone operator, two-way radio operator, senior works and services supervisor and administration officer. These workers will be expected to fulfil the roles or duties of any or all of the following:

MECC Manager

The MC, Deputy MC or an officer authorised to act in such appointments will:

a   be responsible for the overall management of emergency-related coordination activities

b   coordinate resources and activities in the MECC

c   liaise with emergency services

d   liaise with the Infrastructure Coordinator

e   ensure the MEMC Chairperson is fully briefed.

Communications Officer

A staff member familiar with communications will be assigned to establish and oversee all necessary two-way radio and telephone communications to the on-site controller, support organisations, Council and SES Regional Headquarters, and maintain associated operations logs and status boards.

Administration Officer/s

Council will provide worker/s who will:

a   operate telephones and/or radios as required

b   undertake administrative tasks as required

c   ensure the needs of MECC staff are met, eg. welfare, nourishment and rostering

d   act as messengers, if required.

Liaison Officers

Each agency involved in providing operational support in an emergency may provide a Liaison Officer to the MECC, each of whom should have knowledge of their respective organisation's resources, capabilities and response times. Liaison Officers must be able to commit their organisation's resources in support of the operation.

Reporting structures and external linkages

The MECC Manager will provide regular reports to the MEMC Chairperson and the MC/General Manager. All reports are to be logged by the Communications Officer.

External linkages to the MECC will include all government and non-government agencies whose officers are involved in management of the emergency.

APPENDIX 6: Duty Statements and Action Cards

The following Duty Statements and Action Cards are designed to provide an abbreviated prompt to key emergency management personnel on the actions they need to consider when an emergency event occurs. They can be extracted from the Plan and kept in a readily available location.

These arrangements are designed to be flexible and scalable and one person may fulfil more than one function dependent upon the size of the emergency. Should the event be larger than Council's capacity to respond, the MC will seek support from the SREMC.

Municipal Emergency Management Committee (MEMC)

Committee's Duties

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

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

Chairperson's Duties

1. Chair the MEMC.

2. Arrange for reports to the Council, on an as needs basis, covering the activities of the MEMC and related emergencies.

3. Maintain regular contact/liaison with the Municipal Coordinator/General Manager regarding administrative arrangements of the MEMC.

4. Receive notification of emergency from Municipal Coordinator/General Manager.

5. If appropriate, during an emergency event, convene MEMC and support the Municipal Coordinator.

Executive Officer (Municipal Coordinator)'s Duties

1. Undertake the role of MEMC Executive Officer and carry out the administrative functions of that role.

Committee Members' Duties

1. Provide advice within their field of expertise.

2. Coordinate and manage resources from their respective organisations in support of the MEMC.

ACTION CARD 1

Position   **MAYOR**

Responsible to   **Southern Midlands Council**

Duties

a   Receive notification of emergency from Municipal Coordinator

b   Advise and inform Councillors, if appropriate

c   Maintain contact with and support Municipal Coordinator

d   Manage ongoing information to Councillors

e   Council spokesperson for information to the community and media

f   Chair (or delegate chairing) Southern Midlands Municipal Emergency Management Committee (MEMC) meetings

g   Establish and maintain links with Australian and Tasmanian Government Ministers

h   Manage public appeals, when appropriate

i   Establish and maintain community profile

ACTION CARD 2

Position   **COUNCILLORS**

Responsible to   **Mayor**

Duties

a   Deputise for and/or support the Mayor, as requested by him/her

b   Receive notification of emergency

c   Support the Southern Midlands Emergency Management Committee (MEMC) Chairperson and Municipal Coordinator during the emergency

ACTION CARD 3

Position   **MEMC Chairperson**

Responsible to   **Southern Midlands Council**

Duties

a   Receive notification of emergency

b   Convene and chair Municipal Emergency Management Committee (MEMC) meetings in response to the emergency

c   Support and liaise with the Municipal Coordinator during the emergency

d   Maintain contact and liaise with the Mayor and other Councillors as required

ACTION CARD 4

Position   **GENERAL MANAGER**

Responsible to   **Southern Midlands Council**

Duties

a   Establish and maintain contact with the Mayor (and Councillors if warranted)

b   Assist the Mayor with community and media information

c   Manage ongoing information to the community and media

d   Manage ongoing information to Council staff

e   Advise the Manager, Midlands Multi-Purpose Health Care Centre

f   Ensure accurate records of financial expenditure associated with the emergency are kept

ACTION CARD 5

Position   **MUNICIPAL COORDINATOR**

Responsible to   **General Manager/Mayor**

Duties

As prescribed in the *Emergency Management Act 2006* and include:

a   Responsible for the overall management of Council response to the emergency

b   Notify the Mayor, Municipal Emergency Management Committee (MEMC) Chairperson, General Manager and other MEMC members of the emergency or potential emergency.

c   Activate the Southern Midlands Municipal Emergency Coordination Centre (MECC) plan

d   Coordinate resources and activities in the MECC

e   Assist and advise the MEMC Chairperson

f   Liaise with emergency services

g   Liaise with the Regional Controller

h   Assist with the allocation of Council resources

i   Liaise with the Municipal and/or Regional Social Recovery Coordinator/s

j   Liaise with the MEMC

ACTION CARD 6

Position   **DEPUTY MUNICIPAL COORDINATOR**

Responsible to   **General Manager/Municipal Coordinator**

Duties

As prescribed in the *Emergency Management Act 2006* and include:

    a   Assist the Municipal Coordinator in all duties

    b   Act as Municipal Coordinator in his/her absence

    a   Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

ACTION CARD 7

Position   **MUNICIPAL RECOVERY COORDINATOR**

Responsible to   **General Manager/Municipal Coordinator**

Duties

a   Receive notification of emergency from Municipal Coordinator

b   Notify appropriate recovery organisations

c   Notify Regional Social Recovery Coordinator

d   Maintain contact with and support Municipal Coordinator

e   Manage assessment of community needs with support from Southern Regional Social Recovery Committee

f   Maintain ongoing liaison with Regional Social Recovery Coordinator during the provision of services to the community

b   Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

ACTION CARD 8

Position   **MANAGER INFRASTRUCTURE & WORKS (or nominee)**

Responsible to   **General Manager/Municipal Coordinator**

Duties

c   Receive notification of emergency from Municipal Coordinator

d   Ensure identified resources (EMSOP7)are available

e   Coordinate required field operations

f   Maintain contact with and support Municipal Coordinator

g   Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

ACTION CARD 9

Position   **MANAGER CORPORATE SERVICES**

Responsible to   **General Manager/Municipal Coordinator**

Duties

    a   Activate the Municipal Emergency Coordination Centre (MECC)

    b   Activate and manage workers to operate the MECC

    c   Manage supplies for the MECC and Council operations

    d   Maintain contact with and support the Municipal Coordinator

    e   Manage and record expenditure associated with the emergency

APPENDIX 7: Standard Operating Procedures

When first advised of an emergency or potential emergency, the following roles and responsibilities will be followed.

Municipal Coordinator (MC)

When first alerted about an emergency or potential emergency the MC must:

a   assess the necessity to establish the MECC and/or a municipal EOC

b   contact response teams/supervisors and other potentially affected operational areas as deemed appropriate

c   notify Council's GM (if appropriate)

d   contact those staff that may have a direct role in the emergency.

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

Liaison with emergency services

In the event of an emergency within the municipal area that threatens life and/or property, the MC will liaise with all emergency services through SREMC, through the Regional Manager (operational matters), Regional Planner (consequence and emergency management matters) or Regional Controller.

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

Bushfire

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

Should any Council employee become aware of a fire that may have the potential to threaten any part of the municipality, it will be reported immediately to TFS (phone 000) in the first instance, and then the MC.

Council's employees are not required to provide frontline firefighting capability, unless specifically requested. Their presence may place them at risk and potentially interfere with the work of emergency services.

Floods

SES has responsibility for receiving flood alerts and warnings from BoM and for conveying that advice to local government authorities that may be affected by potential floods. Council is responsible for supporting the community during a flood emergency. The MC will be provided with advice on the potential for flood events, the possible extent of flood inundation, and the resources available from SES to assist with flood mitigation actions.

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

Storms

SES has responsibility for receiving storm warnings from BoM and conveying that advice to local government authorities that may be affected by severe weather storms. The MC will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Taman municipal area.

SES provides initial response to any report of structural damage. In severe events, Council may be requested to support SES in responding to calls for assistance from the community. Requests will be received by the MC.

Note: Council maintains a suite of Emergency Management Standard Operating Procedures (EMSOPs) as associated documents to support this MEMP (refer to *Appendix 1*).

APPENDIX 8: Community centres

This list provides a summary of the facilities suitable for use as community centres in an emergency

Centre name and contact	Location	Facilities available	Normal usage	Could be used for	Comments
Oatlands Recreation Ground Contact: Greg Pennicott 0417 105 940	High Street Oatlands	Male/female/disabled toilets: Number? Kitchen area Kiosk/servery area Meeting rooms Oval 3G and 3G comms indoor and outdoor	Ad hoc	Assembly Evacuation	Could be used in conjunction with Gay Street Hall
Gay Street Hall Contact Jenny Wilson 0409 541 277	Gay Street Oatlands	Male/female/disabled toilets Kitchen area Hall	Ad hoc	Assembly Evacuation	Could be used in conjunction with Oatlands Recreation Ground
Broadmarsh/Elderslie Hall Contact Donna Blackwell 0408 146 754	1218 Elderslie Road, Broadmarsh	Male/Female Toilets Kitchen Hall	Ad hoc	Assembly	
Kempton Hall Contact Joy & Wayne Smith 0447 274 446 0458 501 198	89 Main Street Kempton	Male/Female Toilets Kitchen Hall	Ad hoc	Assembly Evacuation	Could be used in conjunction with Kempton Recreation Ground
Kempton Recreation Ground Contact Gabrielle Watkins 0419 385 010	130 Main Street Kempton	Male/Female Toilets Oval Kitchen	Ad hoc	Assembly Evacuation	Could be used in conjunction with Kempton Hall
Campania Halls Contact Jean Howlett 6260 4126	45 Reeve Street, Campania	Male/Female Toilets Kitchen Hall	Ad hoc	Assembly Evacuation	Could be used in conjunction with Campania Recreation Ground
Campania Recreation Ground Contact Steven Denny 0438 143 943	30-34 Reeve Street Campania	Large Reserve Male/female/disabled toilets, changerooms Clubrooms Kitchen area	Weekends	Assembly Information	Could be used in conjunction with Campania Halls

Centre name and contact	Location	Facilities available	Normal usage	Could be used for	Comments
Bagdad Community Club Contact Michelle Swan 0417 033 878	1661 Midland Highway Bagdad	Male/Female/Disabled toilets Oval Hall		Assembly Evacuation	
Levendale School Contact Janice McConnon 62 65 0631 0458 650 631	1315 Woodsdale Road Levendale	Male/Female Toilets Kitchen Office Multiple classrooms Laundry Showers		Assembly Evacuation	