

## Tasmanian Municipal Emergency Management Plan

# Central Highlands

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### Plan Details

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### Approval

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<b>Approval Authority:</b>	Darren Hine State Emergency Management Controller
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**Signature:**

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**Date:** September 2016

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## Section 1 Overview

### Glossary

- 1.1 The following terms are used in this plan and have significance for this municipal area. All other terms used are consistent with the Tasmanian Emergency Management Plan (TEMP).
- 1.2 The *Emergency Management Act 2006* uses shortened phrasing for a number of titles (e.g. Municipal Committee for Municipal Emergency Management Committee) and this practice is applied in this plan.

**Table 1 Terms**

Term	In the context of this plan, this means:
<b>Affected Area Recovery Committee</b>	A group established under the authority of the Act to assist councils with longer-term recovery. It may also be referred to as a Recovery Taskforce (especially when its membership comprises State Government representatives).
<b>Command</b>	The internal direction of an organisation's resources in an emergency.
<b>Community centres</b> NB: one or more centre type can be combined at the same location if necessary.	<p><b>Assembly:</b> An identified location where affected persons can assemble. Assembly centres are generally established for a short period of time to meet the immediate personal support needs of individuals and families e.g. Evacuation Centres.</p> <p><b>Evacuation:</b> An identified location for persons of an affected area to be temporarily accommodated. This includes the provision of basic services to meet affected people's immediate personal needs.</p> <p><b>Information:</b> An identified location where information is made available for emergency-affected people. They can be virtual (e.g. call centres or web based), or physical (e.g. at a community centre). Notwithstanding the structural arrangements, the importance of providing clear and consistent information is acknowledged</p> <p><b>Recovery:</b> An identified location for affected persons to access information and assistance after an emergency has occurred. A range of Government and Non-Government Organisations operate from recovery centres (it can also be referred to as a 'One-Stop Shop').</p>
<b>Control</b>	The overall direction and management of response/recovery activities for an emergency. The authority for control can be established in legislation or in an emergency plan and includes tasking and coordinating other organisations resources to meet the needs of the situation (i.e. control operates horizontally across organisations).
<b>Coordination</b>	The systematic acquisition and application of resources (workers, equipment, goods and services) during response/recovery. Coordination can operate vertically within an organisation (as a function of command), as well as horizontally across organisations (as a function of control).
<b>Debrief</b>	A meeting of stakeholders to review the effectiveness of response/recovery operations.
<b>Deputy Municipal Coordinator</b>	<p>Deputy Municipal Emergency Management Coordinator appointed under section 23 of the <i>Emergency Management Act 2006</i>.</p> <p>Section 23 establishes the Deputy Municipal Coordinator as a ministerial appointment in each municipal area who can act for the Municipal Coordinator when the Municipal Coordinator is:</p> <ul style="list-style-type: none"> <li>absent from duty or Tasmania OR</li> </ul>

Term	In the context of this plan, this means:
	<ul style="list-style-type: none"> <li>• unable to perform the Municipal Coordinator duties (permanently) OR</li> <li>• is temporarily not appointed e.g. has resigned etc.</li> </ul>
<b>Emergency</b>	Further defined by the <i>Emergency Management Act 2006</i> . Simply explained, an event that endangers, destroys or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and requires a significant response from one or more of the statutory services.
<b>Emergency centres</b>	<p><b>Emergency Coordination Centre:</b> A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at Emergency Coordination Centres can be agency-specific or community focused. This means multiple centres may be active for a single emergency, and they may be co-located with other centres depending on the situation (e.g. an Emergency Operations Centre). Municipal, Regional and State Emergency Management Committees manage the Emergency Coordination Centres that are focused on community-wide consequence management.</p> <p><b>Emergency Operations Centre:</b> A generic term for any facility or location where an identified group or team meets to give direction for agency-specific work related to an emergency.</p> <p>This includes the acquisition and allocation of resources required by the agency. The way Emergency Operations Centres are used can vary depending on the situation.</p> <p><b>Incident Control Centre:</b> The location from which the Response Management Authority exercises Control of response operations for an emergency.</p>
<b>Emergency management</b>	Further defined in the <i>Emergency Management Act 2006</i> . Simply explained, emergency management is the framework that provides for planned and coordinated measures that reduce vulnerabilities and enhance capacities to withstand emergencies, as well as cope with and recover from their impacts.
<b>Emergency management plan</b>	A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area, identified hazard, or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide for safe and effective operations for emergency situations.
<b>Emergency management worker</b>	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; further defined by the <i>Emergency Management Act 2006</i> .
<b>Emergency powers and special emergency powers</b>	A power specified in Schedule 1 or Schedule 2 of the <i>Emergency Management Act 2006</i> .
<b>Emergency risk management</b>	Emergency risk management is a process that involves dealing with risks to the community arising from emergency events.
<b>Hazard</b>	A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment <i>further defined by the Emergency Management Act 2006</i> .
<b>Management Authority</b>	Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR spectrum.
<b>Municipal Chairperson</b>	The person determined by Council, under section 21 (2) of the <i>Emergency Management Act 2006</i> to be the Municipal Chairperson.
<b>Municipal Committee</b>	A Municipal Emergency Management Committee established under section 20 of the <i>Emergency Management Act 2006</i> .
<b>Municipal Recovery Coordinator</b>	A council worker who is authorised to coordinate, manage and advise on aspects of municipal recovery arrangements.

Term	In the context of this plan, this means:
<b>Municipal Coordinator</b>	<p>From the <i>Emergency Management Act 2006</i>: "Municipal Coordinator" means a person appointed as a Municipal Emergency Management Coordinator under section 23</p> <p>Section 21 establishes the Municipal Coordinator as a person appointed by the Minister who has the authority and ability to make decisions relating to the coordination of emergency management in the municipal area during an emergency without first seeking the approval of council. The Municipal Coordinator has other responsibilities established by the <i>Emergency Management Act 2006</i> including:</p> <ul style="list-style-type: none"> <li>• Executive Officer for the Municipal Committee</li> <li>• assist and advise the Municipal Chairperson, Regional Controller, SES Unit Manager and council</li> <li>• act as an Authorised Officer when required and authorise others to act as Authorised Officers.</li> </ul>
<b>Preparedness</b>	Planned and coordinated measures so safe and effective response and recovery can occur.
<b>Prevention and mitigation</b>	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
<b>Public information</b>	Information provided by emergency management authorities to the community during/following an emergency to promote and assist them in making informed, timely and appropriate decisions.
<b>Recovery</b>	A coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.
<b>Regional Emergency Management Committee</b>	A Regional Emergency Management Committee established under section 14 of the <i>Emergency Management Act 2006</i> .
<b>Regional Social Recovery Coordinator</b>	A nominated State Government worker who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.
<b>Regional Controller</b>	The Regional Emergency Management Controller appointed under section 17 of the <i>Emergency Management Act 2006</i> .
<b>Register. Find. Reunite</b>	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. Previously known as the National Registration and Inquiry System (NRIS).
<b>Response</b>	Planned and coordinated measures that resolve emergencies.
<b>Risk</b>	A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.
<b>Risk Assessment</b>	The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria.
<b>State Controller</b>	From the <i>Emergency Management Act 2006</i> : "State Controller" means the State Emergency Management Controller appointed under section 10.
<b>State of emergency</b>	A state of emergency declared under section 42 of the <i>Emergency Management Act 2006</i> .
<b>Support Agency</b>	<p><b>Assisting:</b> Assisting Support Agencies have specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p> <p><b>Primary:</b> Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies command their own resources in coordination with the Management Authority, as required.</p>
<b>Validation</b>	Activities that are conducted to assess or review the effectiveness of

<b>Term</b>	<b>In the context of this plan, this means:</b>
	emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
<b>Warnings</b>	Dissemination of a message signaling imminent impact of hazard/s on values, which may include advice on protection measures.
<b>Worker</b>	A generic term used to describe people who perform defined functions for an organisation or system, including: staff, volunteers and contractors/consultants.

## Acronyms

1.3 Table 2 lists acronyms that are used in this plan.

**Table 2 Acronyms**

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AGD	Attorney-General's Department
AQIS	Australian Quarantine and Inspection Service - DAFF
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CBRN	Chemical, Biological, Radiological, Nuclear
CHC	Central Highlands Council
DHHS	Department of Health and Human Services
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DSG	Department of State Growth
DTF	Department of Treasury and Finance
DVC	Derwent Valley Council
EA	Emergency Alert
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EPA	Environmental Protection Authority
GIS	Geographic Information Systems
MC	Municipal Coordinator
MRC	Municipal Recovery Coordinator
MECC	Municipal Emergency Coordination Centre
NGO	Non Government Organisation
PHS	Public Health Services
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (DPIPWE)
RSRC	Regional Social Recovery Coordinator
REMC	Regional Emergency Management Committee
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SIT REP	Situation Report

<b>Acronym</b>	<b>Stands for...</b>
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMP	Tasmanian Emergency Management Plan
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements

## Introduction

- 1.4 The strategic objectives for emergency management of the Central Highlands Municipal Committee are to:
- a maintain the Central Highlands Emergency Management Plan to guide the management of risks to the community arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery)
  - b recognise the value of relationships and partnerships for emergency management, in particular the importance of:
    - i community contributions in emergency management and promoting community engagement as required
    - ii maintaining linkages with related bodies including the Southern Region Emergency Management Committee (the Regional Committee)
    - iii identifying roles and responsibilities and integration processes between emergency management and Central Highlands Council management structures
  - c develop a progressive review system which is implemented for all emergency management elements which is based on continuous improvement principles
  - d maintain an active and relevant Municipal Committee.
- 1.5 A map of the municipal area is included in Figure 1.

## Authority

- 1.6 This plan is issued under the authority of the State Controller in accordance with the requirements of s34 of the *Emergency Management Act 2006* and is maintained by council. Further details about the plan are in Section 4 of this plan.

## Aim

- 1.7 The aim of this plan is to describe emergency management arrangements which reduce risks to the community and mitigate the impact and effects of any emergency on life and property in the Central Highlands area.

## Objectives

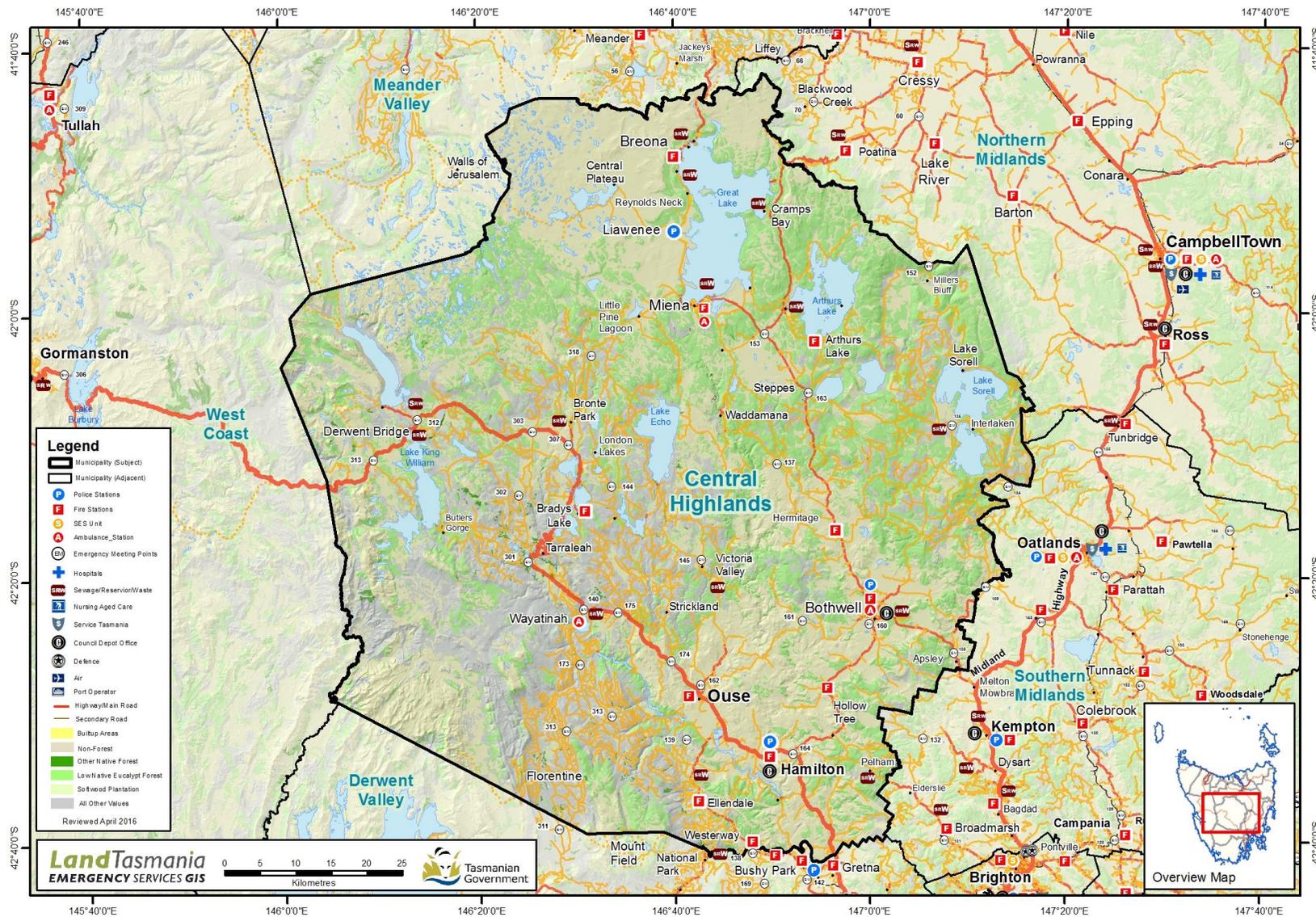
- 1.8 The objectives of this plan are to record:
- a roles and responsibilities related to identified hazards and emergency management functions
  - b current arrangements for prevention and mitigation, preparedness, response and recovery including:
    - i the legislated requirement to maintain this plan
    - ii protocols for coordinating mutual support with neighbouring councils
    - iii identification of ways to request/access additional support from regional, State and Commonwealth levels
    - iv identify opportunities to reduce risks to the community.

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

## Scope and Application

- 1.9 The arrangements in this plan are designed to be used to address emergencies that have the following characteristics:
  - a caused by hazards impacting in or on the Central Highlands area
  - b can be managed by the capability of local emergency management structures.
- 1.10 These arrangements are intended to be scalable and flexible so they can be adapted as required. They are always active across the PPRR spectrum but specific powers/authorities may be authorised (typically during response and recovery) to complement existing efforts.
- 1.11 The Municipal Coordinator may activate the plan. In addition, direction and/or advice to activate these arrangements may be provided by the:
  - a Regional Controller (Southern Region)
  - b Regional Manager, SES (Southern Region)
- 1.12 Other communications may occur between responsible officers from other State Government agencies identified in Section 2 and the Municipal Coordinator but coordination for formal activation of arrangements is best achieved by working with the Regional Controller/SES Regional Manager.
- 1.13 Additional/more detailed arrangements for specific hazards or function for this municipal area are described in Associated Plans etc and these are listed in Appendix 5.1 'Associated Documents'.

Figure 1 Map of Municipal Area



## Context Statement

### Brief History and Current Issues

- 1.14 The Central Highlands area is 834,805 hectares and was formed on the 2 April 1993, by the amalgamation of the former Municipal areas of Bothwell and Hamilton.

### Population and Demographics

- 1.15 Population at the last census was estimated at 2,262 persons. During the summer months, the population can increase up to 50,000 to 60,000. Visitors are a mixture of campervans and campers who camp on Crown land and shack owners.
- 1.16 The Great Lake and Arthurs Lake area has a growing population of permanent residents of retirement age. Residents rely on their own transport and mobile reception is not available in some areas.
- 1.17 There are many shack sites in private ownership (\*under the Shacks Program) that can lead to fluctuations in the population.
- 1.18 Most of the land around the lakes area is controlled by the Hydro Tasmania.

### Natural Features

- 1.19 In elevation the municipal area varies from below 20 metres in the Lower Derwent Valley to 1400 metres in the Highlands.
- 1.20 Rainfall varies from 400 mm per annum around Hamilton/Gretna Township to 780 mm along the Western boundary of the municipal area with the Highlands area receiving between 750 mm - 1500 mm.

### Built Environment

- 1.21 Main roads are controlled by the DSG with the Central Highlands Council maintaining smaller roads and bridges. This includes gravel roads that are accessible but owned by Forestry Tasmania or privately owned.

### Industry and Commerce

- 1.22 A major tourism venture in the Central Highlands is the Tarraleah Village that is accessed via the Lyell Highway south of Bronte.
- 1.23 Derwent Bridge and Lake Saint Claire have tourist accommodation on the Lyell Highway west of Bronte and has one road in and out and are located within the National Park boundary.

### Emergency Management

- 1.24 There are SES and Tasmania Fire Service volunteer units in the region. Other emergency partners are Hydro Tasmania, Forestry Tasmania, Parks and Wildlife (DPIPWE), Fisheries (DPIPWE), Southern Water and local farmers.
- 1.25 Council has the following communications systems available:
- a Council chamber telephones switchboard
  - b Council chamber fax machines with dedicated lines.
- 1.26 The following radio frequencies are used by the Central Highlands Council:
- a 79.0125 MHz Bradys Sugarloaf
  - b 78.7875 MHz Table Mountain.

## Hazard Summary

1.27 The main hazards for the Central Highlands are described in the following paragraphs.

### Severe Weather

- 1.28 In the areas of the Highland Lakes there are frequent land gales and squalls in the winter months.
- 1.29 Because of the activities held on or around the lakes all year round, severe weather can cause emergency situations with loss of life being a high risk.

### Damaging Wind

1.30 Are frequent in the Central Highlands municipality.

### Frost, Snow and Fog

1.31 Frost, snow and fog occur frequently in the winter months and are potential risks to motorists and bush walkers. Snow can prevent access and egress for days at a time to Miena and the Arthurs Lake area. There is a small full time population of around 200 residents.

### Fire

1.32 Fire is prevalent in all areas during the summer months.

### Floods

- 1.33 There is a risk of possible flash flooding to rivers and waterways for the Central Highlands. These are most likely to be:
- a Ouse river
  - b Clyde river
  - c Derwent river above the Meadow bank dam
- 1.34 There are large dams on farms in the Bothwell area that could cause flash flooding to the Clyde river if the dams failed. There are large Hydro Tasmania dams in the area these are:
- a Great lake Dam
  - b Chain of Hydro Tasmania dams above the Meadow bank lake
  - c Meadowbank Dam

### Transport Actions

- 1.35 There is a risk of possible isolation for residences and tourist in the event of:
- a traffic accidents
  - b land slides

## Section 2 Governance and Management

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This section records how municipal emergency management is governed and managed and what organisations/agencies are involved.

### Roles of Government and Emergency Management Partners

- 2.1 In Australia, the three spheres of government (Commonwealth, State and local) work in partnership to achieve safer, sustainable communities through robust emergency management arrangements. The Tasmanian Emergency Management Plan provides a summary of the different roles of government for emergency management. Non-Government organisations, industry/professions, communities and individuals complement the work of Governments for emergency management.
- 2.2 At municipal level, Councils have a central role in coordinating and facilitating a range of emergency management activities for all hazards, as well as resourcing specific council responsibilities for emergency management.
- 2.3 The Municipal Committee plays a pivotal role in meeting these requirements.

### The Legal Framework for Emergency Management

- 2.4 In Tasmania, powers and authorities for emergency management are provided in the *Emergency Management Act 2006* (The Act). The Act establishes a flexible emergency management system including emergency powers for the appointment of workers for emergency management functions including Municipal Coordinators, Deputy Municipal Coordinators and Municipal Chairpersons.
- 2.5 Supporting responsibilities are established in the *Local Government Act 1993* and the accompanying *Local Government (Building and Miscellaneous Provisions) Act 1993* for council functions and powers that include:
  - a providing for the health, safety and welfare of the community
  - b representing and promoting the interests of the community
  - c providing for the peace, order and good government of the municipal area.

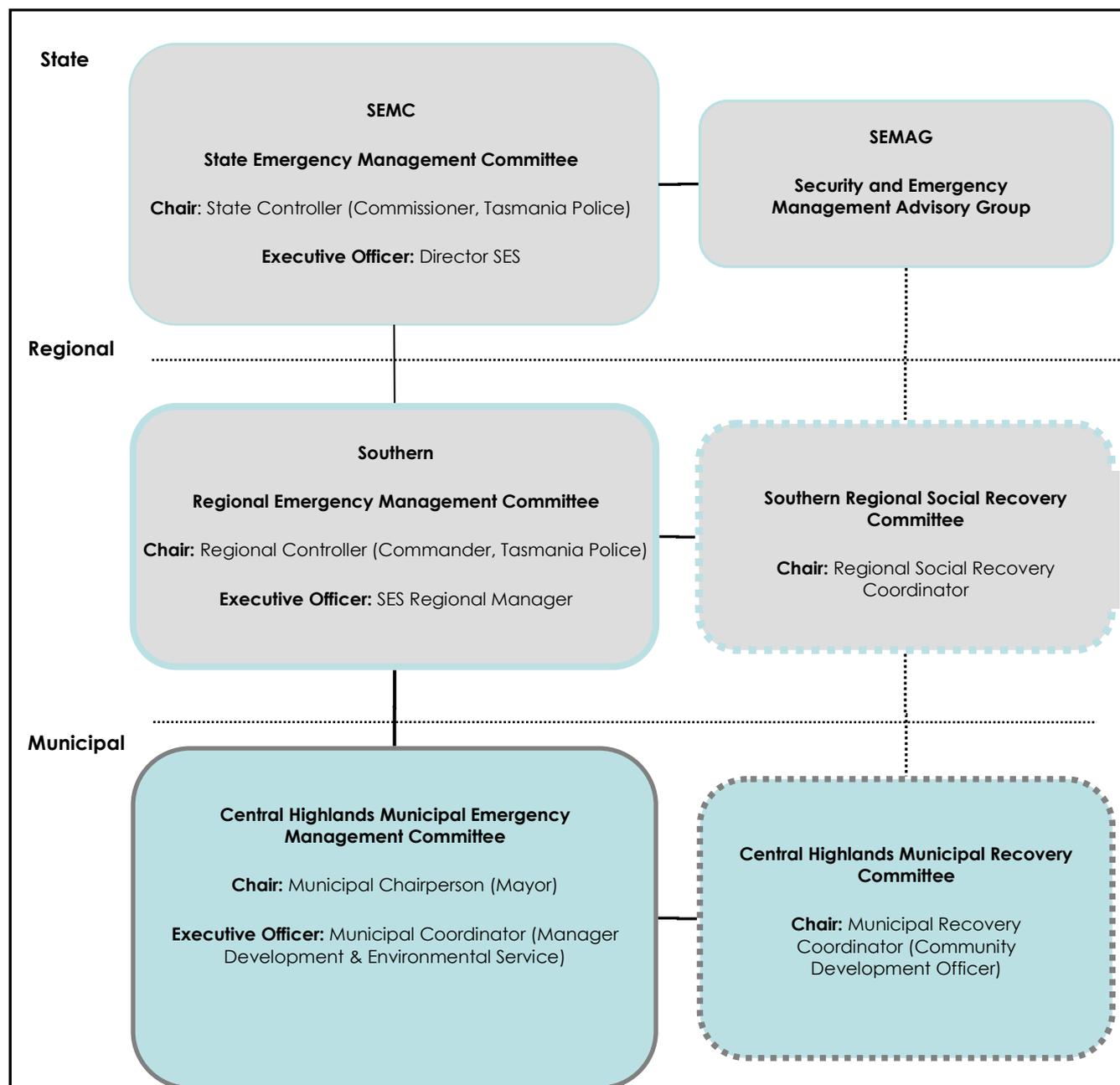
### Emergency Power and Declarations

- 2.6 Powers related to specific hazards and/or functions are established by specific State legislation or national arrangements (in some instances Commonwealth legislation can also provide authority).
- 2.7 The *Emergency Management Act 2006* provides additional powers for Regional Controllers, the State Controller, the Minister and the Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. There are three types of powers established by the Act:
  - a risk assessment powers-authorized by the State Controller (s36)
  - b emergency powers-authorized by the State Controller (s40)
  - c special emergency powers (under a declared state of emergency)-authorized by the Premier. In this circumstance, Regional Controllers automatically have emergency powers conferred to them (s42).

- 2.8 These powers can be used at any time, provided the criteria set out in the Act are met. Municipal Coordinators provide advice to the Regional Controller/SES Regional Manager if they believe powers should be authorised.
- 2.9 Conversely if powers under this Act are authorised the Regional Controller/SES Regional Manager will assist Municipal Coordinators to perform the functions required of them. Any specified authorised officer, that may include Municipal Coordinators, may need to implement the powers as required by the authorisation.

## Emergency Management Governance

Figure 2 Municipal Emergency Management Governance



**LEGEND:**

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

- 2.10 The Central Highlands Municipal Emergency Management Committee, chaired by the Mayor, or representative is supported by the Municipal Coordinator from Central Highlands Council as required by Sections 19-24 of the *Emergency Management Act 2006*.
- 2.11 The Municipal Committee maintains a Terms of Reference which are reviewed approximately every two years, noted by the State Emergency Management Committee.
- 2.12 In the Central Highlands area, a number of other committees and groups are part of the emergency management consultation framework. While they operate reasonably independently, they provide reports and information to the Municipal Committee as agreed and are invited to participate in the review of this plan.
- 2.13 The Central Highlands Municipal Committee is part of Southern region. The Southern Regional Emergency Management Committee has overarching responsibility for regional emergency management activities. Each municipal area is represented on the Regional Committee by the Municipal Coordinator.
- 2.14 The Regional Committee is chaired by the Regional Controller and supported by the SES Regional Manager as the Executive Officer to oversee Division 2 s13-18 of the *Emergency Management Act 2006* establishes these responsibilities and functions.

## Responsibilities

- 2.15 The following table summarises the responsibilities of Management Authorities and councils for hazards in Tasmania. This table is not intended to be exhaustive, and changes to it can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail for comprehensive responsibilities is included in the regional plan.

**Table 3 Summary of Responsibilities**

Row	Hazard	Response Management Authority	Typical Council Support Function and Activities
1	Biosecurity emergencies (includes exotic animal, plant and marine disease, and pest emergencies)	DPIPWE Biosecurity Tasmania	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Earthquake	TASPOL	Property identification Road closures Local operations centres Building inspections Engineering assessments Plant and machinery
3	Energy supply emergency (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG	Property identification Local operations centres Advice on facilities requiring priority restoration
4	Environmental emergency (including land and waterway pollution and spills)	DPIPWE EPA Division	Infrastructure information including storm water and sewerage Plant and machinery
5	Fire-national parks, reserves	DPIPWE Parks and Wildlife Service	Community information Plant and machinery

Row	Hazard	Response Management Authority	Typical Council Support Function and Activities
6	Fire-declared forest land/state forest	Forestry Tasmania	Community information Plant and machinery
7	Fire-urban, and privately managed rural land	TFS	Property identification Road closures Plant and machinery
8	Flood-dams	TASPOL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Plant and machinery
9	Flood-rivers	SES/TASPOL/Council	Property identification Road closures Local operations centres Community information Plant and machinery
10	Food contamination	DHHS – PHS	Premises inspection Infection controls Community Information Property identification
11	Hazardous materials-chemical, liquid fuel, explosives (unintentional release)	TFS	Property identification Road closures
12	Hazardous materials-radiological (unintentional release)	TASPOL	Property identification Road closures
13	Heatwave Incident	DHHS - PHS	Provision of warning and advise
14	Influenza pandemic	DHHS – PHS	Flu clinic facilities Community information
15	Infrastructure failure-buildings	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
16	Infrastructure failure-state roads and bridges NB includes transport disruption	DSG	Local operations centres Community information Plant and machinery Alternative transport routes
17	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
18	Landslip, landslide	TASPOL	Property identification Road closures

Row	Hazard	Response Management Authority	Typical Council Support Function and Activities
			Local operations centres Community information Plant and machinery
19	Public health emergency	DHHS - PHS	Premises inspection Infection controls Community Information Property identification
20	Space debris	TASPOL	Property identification Road closures Local operations centres Plant and machinery
21	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Plant and machinery
22	Transport crash-aviation (more than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
23	Transport crash: <ul style="list-style-type: none"> <li>• inland waters (no environmental emergency)</li> <li>• railway</li> <li>• road vehicles</li> </ul>	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
24	Water supply contamination	DHHS - PHS	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

## Section 3 Emergency Management Arrangements

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This section describes the general arrangements for emergency management in the municipal area. It has 4 sub-sections:

<b>Prevention and Mitigation</b>	This section describes the current focus of prevention and mitigation for municipal emergency management.
<b>Preparedness</b>	This section describes what is done to be ready to respond and manage recovery, before an emergency occurs or is imminent.
<b>Response</b>	This section describes what is done when an emergency occurs or is imminent.
<b>Recovery</b>	This section describes what is done in similar time frames to response to support recovery in the short-term and the longer term across the 4 recovery elements: <ul style="list-style-type: none"><li>• social</li><li>• infrastructure</li><li>• economic</li><li>• environment.</li></ul>

## Section 3.1 Prevention and Mitigation

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

### Overview

- 3.1.1 The Central Highlands Municipal Committee oversees a range of prevention and mitigation activities in collaboration with its emergency management partners at municipal, regional and state levels.
- 3.1.2 The current areas of focus for prevention and mitigation in the Central Highlands area are:
- a research
  - b risk management (includes risk assessments and risk reduction activities)
  - c protective security and business continuity
  - d land-use planning.

### Current Arrangements

#### Research

- 3.1.3 Through its membership, the Municipal Committee maintains an awareness of research for hazards and emergency management relevant to the municipal area. These hazards were described in Section 1 of this plan.
- 3.1.4 The research areas that are expected to be focused on for the life of this plan area: Bush Fire Prone Areas. This work is supported by Local Government Association Tasmania. Further information can be obtained from the Municipal Coordinator.
- 3.1.5 Findings of research that has relevance for the Municipal Committee's emergency management partners (including the community) are communicated/shared in a coordinated and appropriate way by committee members.

#### Risk Management

- 3.1.6 Each organisation is responsible for conducting risk assessments based on the findings of credible research, and incorporating the outcomes into their risk management programs and hazard registers as required. Risk assessment and risk management activities are completed in line with National Emergency Risk Assessment Guidelines (NERAG) and AS/NZS ISO 31000:2009 and the relevant requirements/guides of each participating organisation.
- 3.1.7 Outcomes of the Tasmanian Emergency Risk Management Project coordinated by the SES over 2003-2004 are reviewed by the Municipal Committee and is responsible for updating them on case by case basis, in consultation with stakeholders. Aspects that affect this municipal area are used as the basis for regular reviews to this plan, so the arrangements address the major risks to community safety.
- 3.1.8 Appendix 5.2 summarises the current risk assessment findings and identify the following general responsibilities for treatments:
- a council responsibility
  - b partnership: combination of councils, State Government agencies, industry, and individuals
  - c State Government agency, Industry Association, Industry sector or individual
  - d Whole of Government responsibility.

## Protective Security and Business Continuity

- 3.1.9 Emergency management for the Central Highlands area is part of business continuity arrangements for the area and the region. Each asset owner/service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.
- 3.1.10 Supply/redundancy of main services are of particular importance for local emergency management operations and mean relationships and arrangements are reviewed on an ongoing basis with asset owners/managers for the following 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.
- 3.1.11 Protective security practices have been further integrated into all safety management systems following increased frequency of events that are politically motivated or caused by intentional violence. As for business continuity arrangements, each organisation maintains their own arrangements to enhance their security. Specific advice related to counter-terrorism practices can be provided by the Counter Terrorism Unit.

## Land Use Planning

- 3.1.12 Land use planning responsibilities are identified in the Land Use Planning and Approvals Act 1993 and largely at municipal level they are managed by council.
- 3.1.13 Land use planning schemes for the Central Highlands area are reviewed and updated on an ongoing basis to incorporate enhanced preventative measures to mitigate the impact of emergencies on communities. These updates are progressively informed by a number of State and Commonwealth government initiatives and incorporated in line with hazard assessments for each area. For further information:  
[www.centralhighlands.tas.gov.au](http://www.centralhighlands.tas.gov.au).

## Section 3.2 Preparedness

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- 3.2 This section describes what is done to be ready to respond and manage recovery, before an emergency occurs or is imminent.

### Overview

- 3.2.1 Preparedness is managed collaboratively between State Government, councils and their emergency management partners.
- 3.2.2 Work health and safety legislation and general legal requirements of individuals form the basis 'preparedness' obligations e.g. employers are required to prepare their workers for the workplace environment, including emergencies.
- 3.2.3 Specific state and Commonwealth legislation establishes hazard and function specific responsibilities for regulators and government agencies (see the summary of legislation in TEMP Appendix 5.3)
- 3.2.4 Furthermore, the *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to preparedness at the municipal level including:
- a council responsibilities for:
    - i providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (s47)
    - ii providing facilities and resources for the municipal State Emergency Service Unit/s as well as the storage and maintenance of the equipment used by the unit/s and areas for training (arranged in conjunction with the Director State Emergency Service (s49)
    - iii making recommendations for the Municipal Coordinator and Deputy roles (s23-24) and providing a chairperson for the committee (s21).
  - b the preparation and maintenance of a municipal emergency management plan for the municipal area (s34)
  - c establishment of a Municipal Emergency Management Committee (s22)
  - d State Emergency Service responsibilities in Section 26 to:
    - i provide advice and services in accordance with emergency management plans
    - ii recruit, train and support a volunteer workforce.
- 3.2.5 Support Agencies and owner/operators of specific facilities maintain processes and arrangements so they are ready to:
- a fulfill their roles in emergency management
  - b achieve 'business as usual' for as long as possible, as well as
  - c coordinate recovery and support broader recovery efforts after the emergency, if required.

## Current Arrangements

### Municipal Emergency Management Committees

- 3.2.6 The consultation framework is outlined in Section 2 of this plan. This framework is coordinated by the State Emergency Service with the SEMC and is maintained with the support of State Government, councils, Non Government Organisations and other organisations.
- 3.2.7 For this area, the Municipal Committee has an important role in maintaining relationships so information is shared and effective arrangements are in place for emergency management. It is chaired by a council representative (usually the Mayor or his/her representative) and the Municipal Coordinator is its Executive Officer. Two important documents that support its continuity are:
- a Terms of Reference (see Appendix 5.3)
  - b Committee Maintenance Schedule (see Appendix 5.4).
- 3.2.8 The Municipal Committee should meet at least twice per year unless an emergency occurs and subsequent review of the operational aspects of this plan is required.

### Capacity and Capability

- 3.2.9 State Government agencies and Government Owned Businesses' maintain their own capacity and capability arrangements. In the municipal context the following points are important :
- a redundancy for council emergency management roles
  - b emergency management education and training for council workers
  - c maintaining the Municipal Emergency Coordination Centre
  - d maintaining basic systems so resources can be requested and shared.

### Relief Arrangements for Council Emergency Management Roles

- 3.2.10 The following list shows the relief model for key municipal emergency management roles.

Primary Role:	Usual Delegate:
Municipal Chairperson: Mayor	General Manager
Municipal Coordinator: Manger Development & Environmental Services	Deputy Municipal Coordinator – Works Manager
Municipal Recovery Coordinator: Community Development Officer	Deputy Municipal Recovery Coordinator – Finance Officer

### Education and Training

- 3.2.11 The Municipal Coordinator coordinates general inductions for workers with emergency management functions including media/information functions. The SES Regional Manager and Regional Social Recovery Coordinator assist as required.
- 3.2.12 Validation activities, which are useful training opportunities, are conducted at various times by a wide range of stakeholders. Municipal Committee members attend these and/or arrange for relevant people from their organisation to attend and/or participate where relevant.

### **Municipal Emergency Coordination Centre**

- 3.2.13 The Municipal Emergency Coordination Centre is maintained by the Municipal Coordinator. It provides a facility for:
- a coordinating council's emergency response
  - b coordinating requests from responding or recovery organisations for additional resources
  - c providing information e.g. to the Regional Controller, local community etc.
- 3.2.14 A summary of this facility and other important locations is included in Appendices 5.5 and 5.6.
- 3.2.15 Action cards and procedures are maintained by the Municipal Coordinator for use during operation and the versions that were current at the time this plan was issued are included in Appendix 5.7. These are designed so they can be used in any combination with other centres e.g. agency-specific Emergency Operations Centres/the Regional Emergency Coordination Centre etc.

### **Maintaining Basic Resources and Agreements**

- 3.2.16 A contact list for municipal emergency management is maintained by the Municipal Coordinator. It is checked at each committee meeting, updated and circulated to members and stakeholders. The Regional Committee's contact list is an important supplement to the Municipal Committee's contact list. It is updated in a similar way (coordinated by the SES Regional Manager).
- 3.2.17 Council has resources that may be directly utilised, access to other resources within the community and vital information about the community that will be required in the process of responding to and recovering from an emergency.
- 3.2.18 During an emergency affecting one or several municipal areas, resource support may be available from other councils, or via the SES who can access regional, State or Commonwealth resources. The availability of regional resources will be dependent on the extent of the emergency and other resource priorities. Resources from other regions may be deployed if the emergency has not impacted on those areas.
- 3.2.19 The Commonwealth maintains a stockpile of emergency response resources that can be accessed through the SES if required. The Municipal Coordinator should liaise with the SES Southern Regional Manager if resource support is required.
- 3.2.20 The Municipal Coordinator maintains an up-to-date list of local contractors who can provide machinery. Neighbouring councils such as Southern Midlands and Derwent Valley can provide assistance and resources during an emergency. Local organisations such as CWA, Sporting Clubs can provide catering in emergencies.

### **Community Warnings and Public Information**

- 3.2.21 This section summarises the main arrangements for the handling of public enquiries, issuing of warnings and provision of public information. For arrangements to issue warnings or open call centres in response etc. refer to Section 3.3 of this plan (Response).

### **Points for Public Enquiries**

- 3.2.22 The organisations represented on the Municipal Committee all maintain a number of different enquiry points for general enquiries e.g. switchboard number, websites etc.

### **Available Warning Systems**

- 3.2.23 Public warnings systems are maintained by responsible agencies (see examples below).
- 3.2.24 This plan recognises that warnings to the public are most effective when key messages are developed in advance based on best practice (e.g. AGDs 'Choosing your Words' ) into effective warnings. They are maintained in draft form so they can be made specific to each circumstance.
- 3.2.25 Emergency warning systems relevant to the Central Highlands area are:
- a mainstream flooding (from rivers) (BoM)
  - b heavy rain that may lead to flash flooding (BoM)
  - c severe weather e.g. damaging winds (BoM)
  - d bushfire alerts (TFS)
  - e Heatwave (DHHS)
  - f Standard Emergency Warning Signal (SEWS) (TASPOL)
  - g Emergency Alert (all hazards) (TFS)
  - h TasALERT (all hazards) (DPAC)
  - i Social Media accounts and websites (all agencies)
  - j Local ABC Radio (primary Support Agencies or response Management Authority)
  - k Road closures (TASPOL).

### **Public Information Readiness**

- 3.2.26 Response Management Authorities are responsible for maintaining scripts about hazards for use by TEIS (Tasmanian Emergency Information System) in draft form so they can be customised as required. The Municipal and Regional Committee are developing draft scripts that can be customised to broader impacts of emergencies/recovery matters.
- 3.2.27 Pre-prepared public information resources are tailored where possible to assist all members of the municipal area be informed about the emergency. The aged care units at Ouse are classified as a low dependency facility and is co-located with the Central Highlands Community Health Centre that is located in the heart of Ouse. Evacuation facilities have been identified for the residents. The Council owns units for older residents in Bothwell. These are classified as low dependency. Residents would be notified via the methods described in Table 5 of this document.
- 3.2.28 Specific arrangements for community warnings and public information are described in Appendix 5.8.

### **Municipal Emergency Management Plan**

- 3.2.29 The Municipal Committee is responsible for the preparation and maintenance of this plan. The plan is reviewed at least every two years after it was last approved. The SES provides guidance for the plans format and content and arranges for its approval by the State Controller.
- 3.2.30 Section 4 of this plan provides more information about this plan including the Distribution List. The current version of this plan is available from the SES website and the Municipal Coordinator.
- 3.2.31 Each organisation represented on the Municipal Committee is responsible for maintaining their own plans and procedures and making sure they are aligned with the arrangements in this plan.

## **Validations and Performance Management**

- 3.2.32 Validations are conducted as part of the emergency planning process to assess the effectiveness of emergency management arrangements. Validations include: debriefs, exercises and other workshops/meetings.
- 3.2.33 Each member organisation is responsible for making sure their own processes and procedures are tested at regular intervals and also for participating in other validations where able.
- 3.2.34 The planned validation activities for this plan are recorded in Section 4.
- 3.2.35 Council's Emergency Management Strategy commits council to conducting regular activities to ensure that council's staff and community groups are aware of current emergency plans and procedures and have the skills to implement them.
- 3.2.36 The Municipal Committee will sponsor annual validation activities to ensure the emergency management capability is maintained. These activities may take the form of training sessions, tutorial exercises or field exercises.
- 3.2.37 Debriefs are conducted by each member organisation after both exercises and operations and combined debriefs for agreed operations are arranged by the Municipal or the Regional Committee.
- 3.2.38 Lessons identified in debriefs are recorded and shared where relevant through the consultation framework.
- 3.2.39 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.

## **Administration Systems**

- 3.2.40 Each organisation involved in emergency management is responsible for managing its own administration needs. These require ongoing maintenance so they are able to be used effectively in emergencies. This usually includes two main areas:
  - a information management
  - b cost capture.

## **Information Management**

- 3.2.41 Systems for managing information during emergencies include prepared templates/proformas etc for:
  - a Situation Reports (SIT REPS)
  - b operational logs
  - c resource allocation
  - d recording expenditure (more information below in 'Cost Capture')
  - e registration systems-spontaneous volunteers, public offers, affected groups e.g. businesses
  - f supporting impact assessments (See Section 3.2 TEMP for recommended items to be recorded).

## **Cost Capture/Financial Administration**

- 3.2.42 All organisations maintain systems and processes so expenditure can be authorised for emergencies, recorded and reimbursement sought (where available). This includes identifying positions that are 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 processes are kept by council to request access to funds.

- 3.2.43 Council maintains arrangements to enable expenditure by the Municipal Coordinator (or their delegated representative) for emergencies.

## Section 3.3 Response

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3.3 This section describes what is done when an emergency occurs or is imminent.

### Overview

- 3.3.1 Arrangements for response are based on pre-agreed roles and responsibilities being undertaken in a coordinated way. Broad responsibilities for hazards or functions are usually established in legislation and the planning process is used to establish arrangements that draw on these responsibilities in a practical, flexible and scalable way to reduce the threat to life, property or the environment.
- 3.3.2 The roles and responsibilities relevant to municipal emergency management are summarised in Section 2 of this plan. This section records how these roles and responsibilities are generally used.
- 3.3.3 The following paragraphs describe the general arrangements for response. They should be referred to when:
- a arrangements for the emergency are inadequate/overwhelmed
  - b arrangements can enhance/complement what is already in place.
- 3.3.4 The arrangements described in this section are designed to address emergencies that occur in this municipal area, although these same arrangements can be used to support response for emergencies affecting other municipal areas or the region as a whole.
- 3.3.5 Emergency powers exist so authorised action can be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard specific State legislation and then incorporated in hazard specific plans. Additional powers are provided in the *Emergency Management Act 2006* and can be applied when the relevant criteria are met.
- 3.3.6 Overall control of an emergency can be assumed by emergency management authorities e.g. the Regional Controllers.

## Command, Control and Coordination

### All Hazards Response Arrangements and Escalation

- 3.3.7 When an emergency occurs, initial response actions are usually carried out at the emergency site by those who have the primary responsibility for protecting the life, property or environment that is being threatened. In the first instance this is usually the asset owner/manager of the property/premises and/or the people at the emergency site.
- 3.3.8 Where people are not present or able to respond effectively, specified agencies have authority to take control of the emergency. In this plan they are identified as the response Management Authority.
- 3.3.9 Response Management Authorities are supported by Support Agencies and councils can be requested to support response and make resources available. The usual way these requests are made is by direct contact with the Municipal Coordinator. At this point, consideration is given to the practicalities of opening the Municipal Emergency Coordination Centre to coordinate resources and requests (if it isn't already open).
- 3.3.10 The functions of the Emergency Coordination Centre are to:
- a provide the facility for coordinating the council's emergency response
  - b coordinate any requests from response Management Authorities for additional resources
  - c to provide information to the Regional Controller and the SES

- d to provide information to the local community.
- 3.3.11 See Appendix 5.6 for more information about the centre.
- 3.3.12 The General Manager is responsible for providing adequate workers and resources to operate the municipal coordination centre and the Municipal Coordinator is responsible for arranging the centre to be opened and managing it. More detailed operating procedures are maintained in Appendix 5.8.
- 3.3.13 Liaison Officers for responding agencies can support fellow workers at the emergency scene and provide advice to other agencies at Emergency Operations Centres/ Emergency Coordination Centres and/or senior managers who are monitoring the emergency.
- 3.3.14 The SES Regional Manager usually assists and advises Municipal Coordinator/Municipal Emergency Coordination Centre and is responsible for briefing the Regional Controller (and other stakeholders as required).
- 3.3.15 The SES Regional Manager is responsible for arranging regional support to councils, should this be required.
- 3.3.16 The Regional Controller can assume overall control of response/recovery operations (Section 18 of the Act). Emergency powers from the *Emergency Management Act 2006* do not need to be authorised for this to occur.

### **Emergency Powers**

- 3.3.17 Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Section 2 of this plan (see paragraph 2.6). The SES Regional Manager will coordinate activities on behalf of the Regional Controller when emergency powers are authorised.

### **Resource Sharing and Coordination**

- 3.3.18 The council has arrangements with Tasmania Police, Tasmanian Fire Service, State Emergency Service, Hydro Tasmania, Inland Fisheries, Forestry Tasmania and TasWater. The Council is able to access extra resources from the Derwent Valley, Southern Midlands and Northern Midlands Councils. This means resources can be shared to assist others in emergencies. Municipal Coordinators can coordinate these requests.

### **Consequence Management**

- 3.3.19 The Regional Controller's efforts are usually focused on consequence management (including public information strategies). This usually occurs in consultation with members of the Regional Committee and other relevant stakeholders acting as Liaison Officers and/or advisors coordinated by the SES Regional Manager. If further assistance is required, the Regional Controller can make requests to other regions or to the State Controller.
- 3.3.20 Offers of assistance from organisations that are not usually part of response arrangements (e.g. from the community, industry, celebrities, other regions/jurisdictions and interstate agencies) are handled by the response Management Authority, although they can be referred to the SES Regional Manager.
- 3.3.21 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 4 (following Figure 3) summarises typical response actions for all hazards and these are used/adjusted as required for each situation.

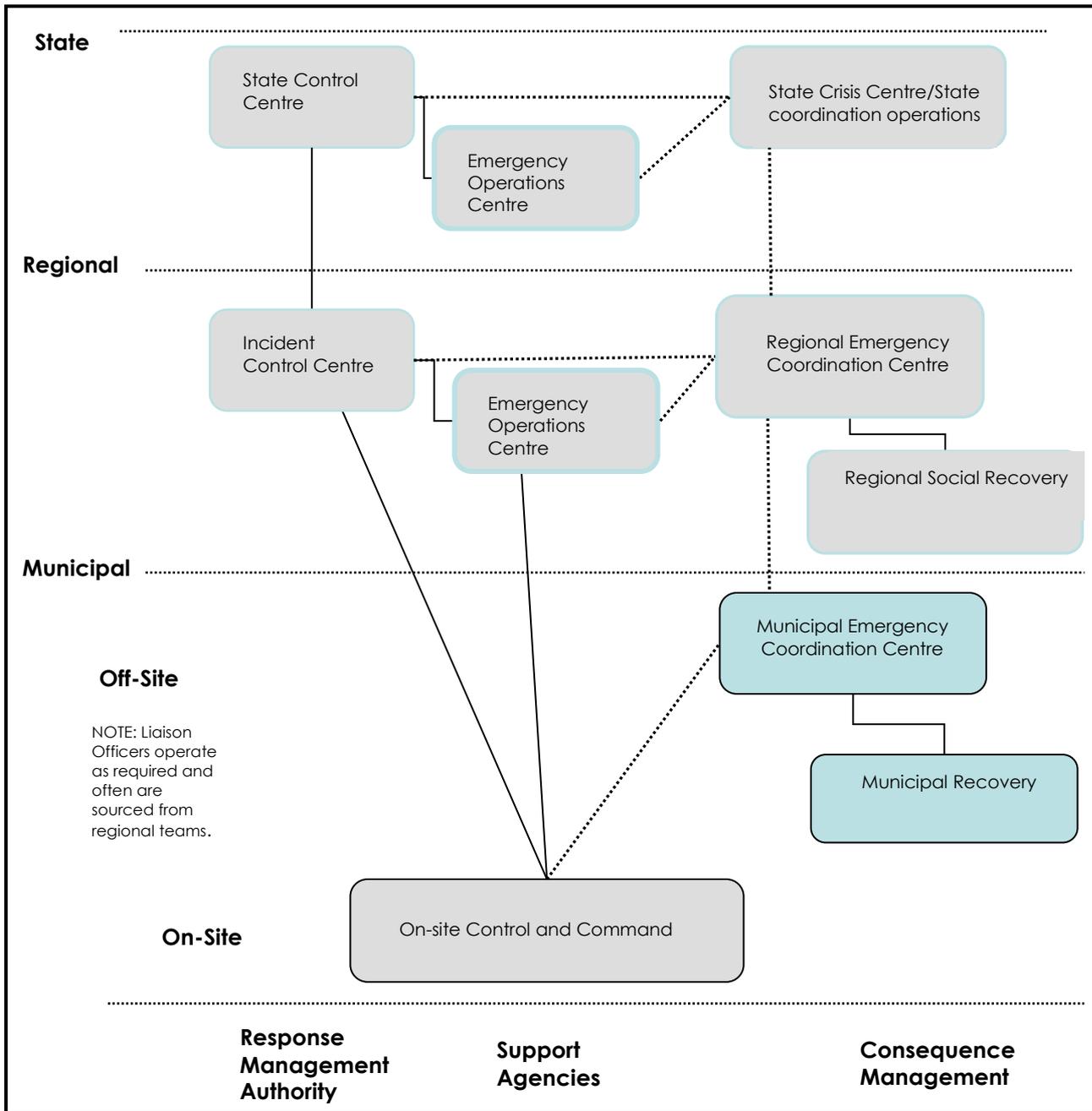


Figure 3 Response Management Structure

**LEGEND:**

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

**Table 4 All-Hazards Response: Typical Actions**

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

## Warnings and Public Information

### Warnings

- 3.3.22 Warnings are issued by the BoM for severe weather and other events (e.g. floods) and the TFS for fires and hazardous materials incidents. These warnings are sent to media outlets (radio and television) who issue the warnings which may be preceded by the SEWS (Standard Emergency Warning Signal) in accordance with Tasmania's guidelines. These guidelines note that the Regional Controller can request SEWS is used.
- 3.3.23 Response Management Authorities are responsible for issuing warnings and communicating the potential impacts and consequences to the community.
- 3.3.24 Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:
- a response Management Authority
  - b SES Regional Manager
  - c Regional Controller.
- 3.3.25 Relevant Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
- 3.3.26 'Emergency Alert' is a national capability that can send warnings to landline and mobile telephones via voice and text message in a geographic area. 'Emergency Alert' operates on a 'fee for service'. Cost recovery is coordinated at state level between TFS and the response Management Authority.
- 3.3.27 Warnings sent using the Emergency Alert system are coordinated by the response Management Authority and TFS. If council identifies a need to use the system, this is arranged with the SES Regional Manager.
- 3.3.28 Table 5 summarises current warning arrangements:

Table 5 Summary of Warning Systems and Arrangements

Natural Hazards	Warning Type	Issuing Agency	Method
<b>Flood</b>			
<b>Flood watch</b>	<b>An Alert, Watch or Advice</b> of possible flooding, if flood producing rain is expected to happen in the near future. The general weather forecasts can also refer to flood producing rain.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Flood alert</b>	<b>Warnings of 'Minor', 'Moderate' or 'Major' flooding</b> in areas where the Bureau has installed specialised warning systems.  In these areas, the flood warning message will identify the river valley, the locations expected to be flooded, the likely severity of the flooding and when it is likely to occur.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Minor flood warning</b>	Causes inconvenience. Low-lying areas next to watercourses are inundated which may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Moderate flood warning</b>	In addition to the above, the evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas requiring the removal of stock.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Major flood warning</b>	In addition to the 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	Emergency Services: SMS, telephone calls, emails, Fax
<b>Severe Weather</b>		BoM	
<b>Severe weather warnings</b>	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides. (see 1- 4 below)	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Damaging winds</b>	Gusts expected in excess of 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction), 'destructive' winds above 125 km/h	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Dangerous surf</b>	Issued when swell is expected to exceed 6 metres about the north and east coasts, and 7 metres about the southeast coast	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Abnormally high tides</b>	Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and maritime activities (generally when water level expected to reach	BoM	Public: Media Emergency Services: SMS, telephone calls,

Natural Hazards	Warning Type	Issuing Agency	Method
	40cm above normal spring tide level)		emails, Fax
<b>Heavy rains</b>	Issued when the rainfall rate over one hour is expected to exceed the one in 5 or 1 in 10 year return period	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Severe thunderstorm warnings</b>	provided when thunderstorms are expected to produce dangerous or damaging conditions: hail greater than 2cm diameter wind gusts greater than 100 km/h flash flooding tornadoes	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Bushwalkers weather alert</b>	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Ice and frost on roads</b>	Road weather alerts – advise of potentially dangerous driving conditions e.g fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Heatwave</b>	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DHHS	Public: Media, website Health & Emergency Services: SMS, telephone calls, emails, Fax
<b>Fire</b>			
<b>Low - Moderate Fire Danger Rating (FDR 0-11)</b>	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			
<b>High Fire Danger Rating (FDR 12-24)</b>	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			

Natural Hazards	Warning Type	Issuing Agency	Method
<p><b>Very High Fire Danger Rating (FDR 25-49)</b></p> 	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<p><b>Severe Fire Danger Rating (FDR 50-74)</b></p> 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<p><b>Extreme Fire Danger Rating (FDR 75-99)</b></p> 	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 during a fire.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<p><b>Catastrophic Fire Danger Rating (FDR &gt;100)</b></p> 	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 today.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Fire weather warning</b>	Issued when the rating on the fire danger scale is expected to exceed thresholds agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Advice</b>	' <b>Bushfire Advice</b> ' alert – This will advise you that a fire has started but there is no immediate danger, and includes general information to keep you up to date with developments.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Watch and Act</b>	' <b>Bushfire Watch and Act</b> ' alert – This represents a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax

Natural Hazards	Warning Type	Issuing Agency	Method
<b>Emergency Warnings</b>	' <b>Bushfire Emergency Warning</b> ' alert– This will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>No threat</b>	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: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Marine alert and Land Alert</b>	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: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Marine warning and Land warning</b>	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax

## Public Information

- 3.3.29 Council has a critical role in providing community leadership and ongoing information updates to reduce the uncertainty within the community. These roles need to be implemented as soon as possible to reduce the potential for inappropriate community action and in some cases concern.
- 3.3.30 Table 6 (on the following page) summarises the arrangements for providing information to the public about the emergency. In recent times there have been some changes in Tasmania's capability and standards these are briefly explained below.

### Tasmanian Emergency Information Service (TEIS)

- 3.3.31 Tasmania has a state call-centre capability known as the Tasmanian Emergency Information Service (TEIS). Managed by the Telecommunications Management Division (TMD) of the Department of Premier and Cabinet. This service provides an initial point of contact for the community to access self-help information following an emergency.
- 3.3.32 The service is activated and deactivated by Service Tasmania on request from the State Controller following advice of Regional Controllers. It can also be activated by the Secretary of the Department of Premier and Cabinet at the request a SEMAG member (usually for the response Management Authority or a major Support Agency for recovery functions). The decision to activate the service includes acceptance of a number of responsibilities including:
- a appointing a Liaison Officer to be located at the TEIS for the duration of the activation
  - b appointment of a supporting Information Manager.
- 3.3.33 The service operates on a 'fee for service' basis and further details are available in the TEIS Operational Handbook (Details can be found in the Associated Documents appendix).
- 3.3.34 If council/Municipal Coordinator requires the TEIS, a request is made to the SES Regional Manager who will consult with the Regional Controller.

3.3.35 If use of TEIS is approved, preparation of scripts is developed at this time, using a consultative approach.

### Working with the Media

3.3.36 The local and regional media outlets assist to provide information to the public about emergencies. Agency's involved in managing the emergency aim to provide comments through nominated media officers and limit their comments to their own role in response/recovery activities. Queries outside this scope are referred to the response Management Authority or the Regional Controller/SES Regional Manager.

**Table 6 Summary of Public Information Arrangements**

Row	Location	Scope of emergency information	Provided by:	Developed by:	Cleared by:	Distribution methods
1	<b>On-Site</b>	The emergency and its known impact	Response Management Authority. Support agencies can advise about their own roles	Response Management Authority.	Response Management Authority.	Media Agency websites Emergency Alert
2	<b>EOC/ECC</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator e.g. Municipal, Regional Controller	Media
3	<b>Other centres e.g. assembly, evacuation</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS
4	<b>Municipal area</b>	Impact of the emergency on the local community	Mayor	Council media officer	Council media officer	Media, council website TEIS, CALD
			Council switch board	Council media officer	Council media officer	Phone enquiries
5	<b>Within the region</b>	Impact of the emergency on the region	Regional Controller	SES Regional Manager or delegate	Regional Controller	Media, council websites, EIS CALD
			Response Management Authority	Media Officer	Response Management Authority, regional liaison	
			Regional Social Recovery Coordinator	Regional Social Recovery Coordinator/ Media Officer	SES Regional Manager or delegate for Regional Controller	
6	<b>Rest of the State</b>	Impact of the emergency for the	State Controller	SES Director, TASPOL	SES Director, TASPOL	Media, agency or

State including relief arrangements	Media Unit, Govt. Media Office	Media Unit, Govt. Media Office	SCC website, TEIS
	Response Management Authority	Response Management Authority, State liaison	CALD
	Premier/Minister	Govt. Media Office	Govt. Media Office

## Other Elements

### Evacuation Management

- 3.3.37 Evacuation involves the movement of people to a safer location and their return. For evacuation to be effective it must be appropriately planned and implemented. Tasmania Police and Tasmania Fire Service have legislative power to order evacuation, although voluntary evacuation is the preferred strategy in emergencies. It is recognized that evacuation is a multi-agency responsibility that requires the participation and cooperation of several agencies/organisations. It is essential that coordination and communication is maintained across all stages of evacuation. The Bushfire Evacuation Arrangements for Tasmania Fire Service and Tasmania Police 2013 provide interim guidance for conducting evacuations during a bushfire emergency for Tasmania Police (TASPOL), Tasmania Fire Service (TFS) and other stakeholders.
- 3.3.38 If the response Management Authority identifies a need for evacuation, the Municipal Coordinator can be contacted for assistance.
- 3.3.39 When evacuation plans involve significant changes to traffic flows over roads and bridges, the road owner/manager should be involved (i.e. council and/or DSG).
- 3.3.40 Councils maintain a register of facilities that could be used to provide services for displaced persons.
- 3.3.41 TFS also maintains a register of Evacuation Centre's and Nearby Safer Places for bushfires and will provide advice through the media and TFS website, if recommending that the community uses these.
- 3.3.42 Figure 4 illustrates the evacuation process as dictated by the State Evacuation Framework. A formal evacuation process does not prevent people in the community from making an independent decision to relocate in the appropriate circumstances.

### Coordination

- 3.3.43 Tasmania Police play a lead role in the evacuation process during an emergency. If time permits a Police Evacuation Coordinator may be appointed by a Police Commander to both coordinate the evacuation process with key agencies/organisations involved and to manage the withdrawal stage. The 'Register.Find.Reunite.' (RFR) process can be initiated by Tasmania Police, if required, as an aid to response and recovery.

### Decision

- 3.3.44 The decision to recommend the evacuation of people in and around at-risk areas, rests with the Incident Controller managing the emergency incident. The Incident Controller should consult with police and other experts.

### Warning

- 3.3.45 It is the responsibility of the Incident Controller to issue evacuation warnings to all people, including vulnerable people in the community and special facilities in the affected area. Evacuation warnings should be prepared in consultation with Tasmania Police.

### Withdrawal

3.3.46 The Police Evacuation Coordinator is responsible for managing the withdrawal of persons from an affected area.

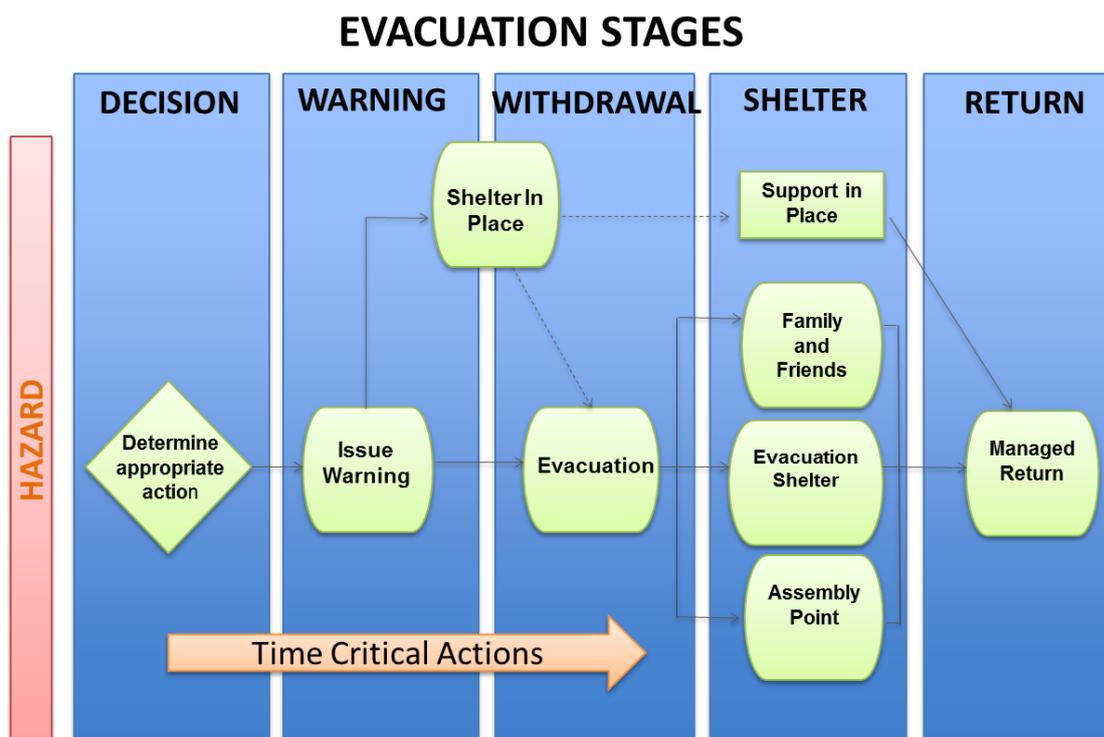
### Shelter

3.3.47 Where the Incident Controller determines that emergency shelters are required, they will advise Tasmania Police of the location and type of sheltering arrangements established. Municipal Councils may be required to activate Evacuation Centres as part of an evacuation.

### Return

3.3.48 The Incident Controller is responsible for the decision that evacuees can return if an area is sufficiently safe to do so, in consultation with Tasmania Police and other experts. The Police Evacuation Coordinator may be required to plan and manage the return of evacuees. Longer-term evacuees are managed by recovery agencies.

**Fig. 4. The Evacuation Process**



### Impact and Damage Assessments

3.3.49 The response Management Authority is responsible for coordinating impact assessments to be gathered and reported to other responding agencies and the relevant recovery officers (municipal/regional). Council may be asked to assist with this work.

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

- a number of injuries/deaths
- b number of private homes affected
- c number of private homes evacuated
- d number of businesses and primary producers affected

- e impacts on community assets/infrastructure (e.g. energy, water, transport, communications, sewerage)
  - f impacts on Government property and premises (e.g. land, buildings, infrastructure) and resources (especially council and State Government assets)
  - g commitment of the resources of responding agencies
  - h likely clean-up and recovery timeframes
  - i the current and/or likely media interest
- 3.3.51 Where transport corridors also provide access for other networks (e.g. power, water, telecommunications) the asset managers/owners are involved as required in decision-making.
- 3.3.52 GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

## Registrations

- 3.3.53 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 persons (e.g. people who are evacuated/their families)
  - b other stakeholder/affected groups (e.g. businesses)
  - c spontaneous volunteers
  - d witnesses
  - e potential donors/sponsors (equipment, services, supplies).
- 3.3.54 Registration may be commenced by the response Management Authority and is coordinated by them. This can be supplemented or supported by regional arrangements for ongoing coordination of registrations e.g. the regional recovery arrangements. When Evacuation or Recovery Centres are activated processes to support the registration should be implemented as soon as possible. Councils may be requested to assist. Australian Red Cross may also coordinate use of the Register, Find, Reunite system on request through TAS POL.
- 3.3.55 Registrations are shared regularly through the response phase including with the SES Regional Manager and Regional Social Recovery Coordinator.

## Debriefs

- 3.3.56 Debriefs provide an opportunity to review arrangements and decisions made.
- 3.3.57 The main objectives of debriefs are to:
- a acknowledge the input of all contributing organisations and individuals
  - b acquire constructive feedback from all involved on lessons learned
  - c identify where gaps exist in training and planning systems
  - d determine and program the best course of actions toward improving planning systems etc
  - e foster sound inter agency communication
  - f identify a need for specific investigation of issues and further debriefing on an individual or organisational level.
- 3.3.58 The Municipal Committee is responsible for reviewing emergencies that are significant to the area. Where appropriate and agreed this review is conducted by the Regional Committee so lessons can be shared easily with emergency management partners.

## Administration: Finance and Cost Capture

- 3.3.59 Organisations involved in response are responsible for retaining all invoices/records of expenditure absorbing their own expenses. Some expenses may be recovered if State/Commonwealth relief arrangements are activated and records show the appropriate details.
- 3.3.60 Records related to response are subject to the usual records management provisions and State archiving legislation and are treated accordingly. Logs, reports and briefings from response and recovery are collated progressively, and stored centrally for future reference.
- 3.3.61 Cost capture systems are established to align with the different types of eligible expenditure as follows:
- Category A:** Expenditure that is given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster
  - Category B:** Expenditure for the restoration of essential public assets and other acts of relief or restoration including extra ordinary costs of response operations during the emergency.  
Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured where agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities.
- 3.3.62 Where claims are to be made for relief reimbursement under the Tasmanian Relief and Recovery Arrangements (TRRA), the Municipal Coordinator discusses the matter first with the SES Regional Manager. Where appropriate, a written application will be developed and submitted to SES Assistant Director Emergency Management or DPAC Manager, Office of Security and Emergency Management.
- 3.3.63 If the Premier announces relief, councils collate records accordingly and pursue reimbursement. DPAC-OSEM will provide advice on request from councils.

## Section 3.4 Recovery

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- 3.4 This section describes what is done in similar time frames to response to support recovery in the short-term and the longer term across the four recovery elements

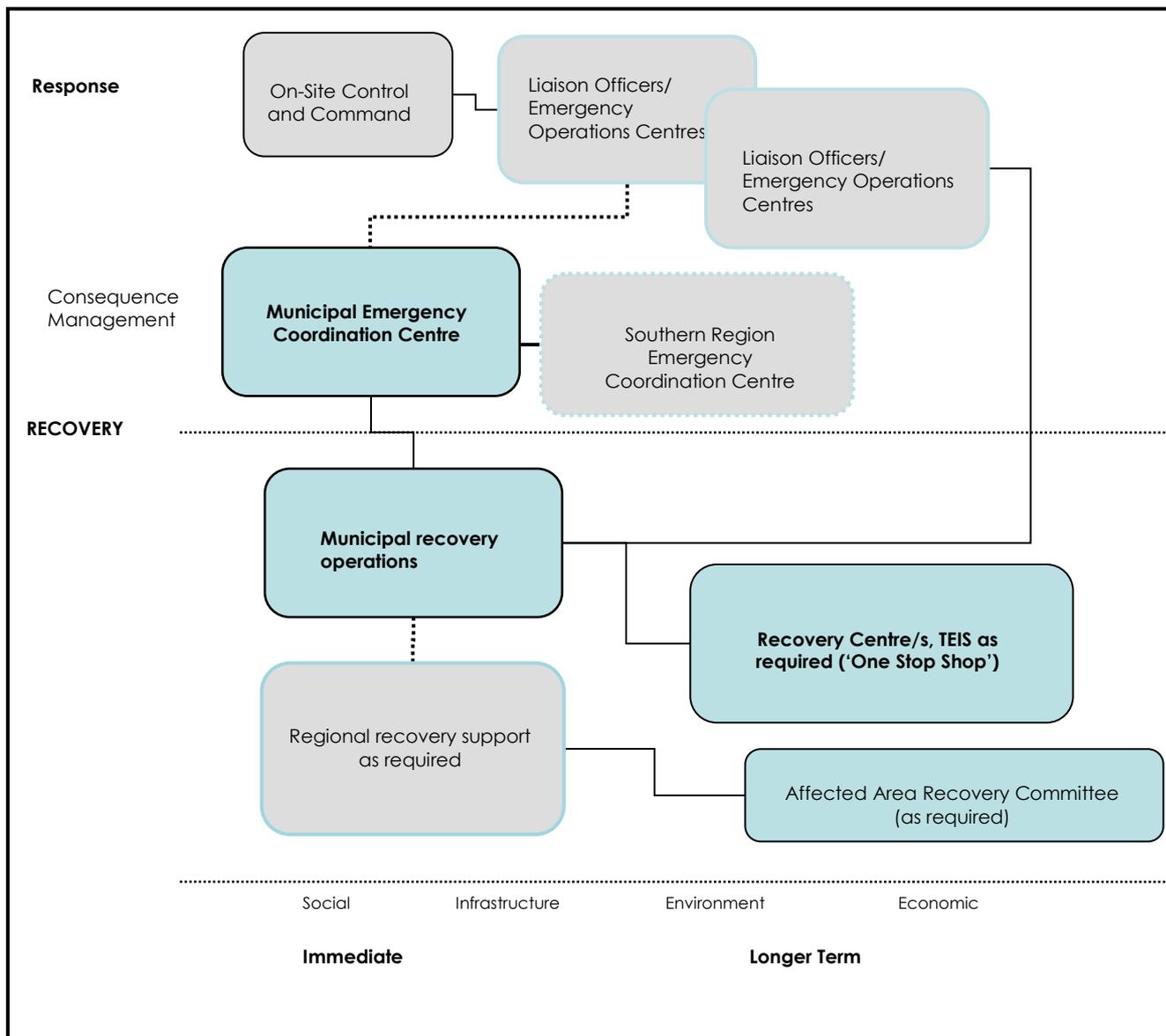
### Overview

- 3.4.1 Responsibilities for recovery rest primarily with council. These responsibilities can be met in partnership and with the assistance/support of State Government agencies and Non Government Organisations, coordinated using regional arrangements.
- 3.4.2 The Regional Emergency Management Plan is the guiding document when recovery needs escalate beyond municipal arrangements.
- 3.4.3 It is critical that recovery activities are planned and coordinated across all elements including:
- a social
  - b economic
  - c infrastructure
  - d environment.
- 3.4.4 The typical considerations in recovery include, but are not limited to:
- a assessing recovery needs across the four elements and prioritising the actions required
  - b developing, implementing and monitoring the provision of recovery activities that are aligned as much as possible with municipal long term planning and goals
  - c enabling communication with the community and community participation in decision making
  - d where possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

### Current Arrangements

- 3.4.5 Figure 5 on the following page shows typical recovery arrangements for all hazards, showing the close relationship between response operation and recovery and spanning short – longer-term activities. These arrangements are applied as required in each situation and are described in more detail in the following paragraphs.

**Figure 5 Recovery Management Arrangements**



**LEGEND:**

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

**Vulnerable Persons**

3.4.6 This plan is written in consideration of Council's identified emergency management roles and responsibilities for vulnerable persons. As such it is inclusive of relevant suggestions/advice contained within the Tasmanian Emergency Management Framework for Vulnerable People Version 1.0 whose articulated intent is to provide high level guidance and flexibility for emergency stakeholders in their development and implementation of emergency arrangements for vulnerable persons. Notably, the framework emphasises that emergency management for vulnerable persons is a shared responsibility, both at an individual/community and service provider/emergency stakeholder level. In this context, the dot points below provide a list of Council-specific roles and responsibilities which support a collaborative stakeholder approach for meeting the emergency management needs of vulnerable persons.

- Providing evacuation centres which are accessible to a broad cross section of the community;
- Maintain a broad knowledge of relevant service providers within the local government area;
- Promote community resilience as a part of normal Council business;
- Maintain a broad knowledge of the whereabouts of special facilities (schools; aged care facilities; child care centres) within the local government area;
- Provide local demographic information/advice to stakeholders as able and required;
- Provide support to emergency stakeholders with a statutory responsibility for vulnerable persons as able and required during emergencies;
- Develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable persons as able and required.

### **Short Term Arrangements and Recovery Centres ('One Stop Shop')**

- 3.4.7 In the immediate aftermath of an emergency, recovery services are delivered or coordinated by council. Following consultation with the response Management Authority and other emergency management partners regarding the likely impact, recovery needs and capacity, local arrangements can be activated by the Municipal Coordinator or the SES Regional Manager.
- 3.4.8 Regional recovery coordination is activated by the SES Regional Manager at the request of council. This may follow specific advice from the response Management Authority and/or the Regional Controller.
- 3.4.9 Council is responsible for operating a facility that provides access to recovery services for the community (often called a 'One Stop Shop'). The places currently identified as suitable for recovery centres/recovery functions are summarised in Appendix 5.9.
- 3.4.10 These facilities are activated on the request or advice of:
- a Municipal Coordinator
  - b Municipal Recovery Coordinator
  - c SES Regional Manager
  - d Regional Controller.
- 3.4.11 'Self help information can be made widely available using the TEIS. The arrangements described in paragraphs 3.3.28-3.3.30 (Section 3 Response) apply. In the context of municipal recovery, council would develop information for clearance through the channels appropriate for the emergency including the Regional Social Recovery Coordinator or specific members of the Regional Social Recovery Committee e.g. Centrelink member to confirm advice for people who may have lost employment due to an emergency.
- 3.4.12 Council is responsible for continuing impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long-term recovery process.

### **Longer Term**

- 3.4.13 As noted in the previous paragraphs recovery services are delivered, wherever possible, from recovery centres and councils may establish a community-based recovery group to manage recovery efforts. The Municipal Recovery Coordinator manages this group and arranges for updates to stakeholders and record keeping as required.
- 3.4.14 Affected Area Recovery Committees operate under the protection of the *Emergency Management Act 2006* when the Regional/State Controller accepts the Terms of Reference developed by the committee. A model Terms of Reference for Affected Area Recovery Committees' is available at [www.ses.tas.gov.au](http://www.ses.tas.gov.au).

- 3.4.15 The Affected Area Recovery Committee's role is to assist council by coordinating recovery activities through information sharing and collective decision-making. The typical membership of this committee is included in the model Terms of Reference and is usually chaired by the Mayor, or representative of the affected council.
- 3.4.16 The Affected Area Recovery Committee usually develops a plan that:
- a takes account of councils long-term planning and goals
  - b includes an assessment of the recovery needs and determines which recovery functions are still required
  - c develops a timetable for completing the 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 the monitoring of the progress of recovery
  - g effectively uses the support of State and Commonwealth agencies
  - h provides for the public access to information on the proposed programs and subsequent decisions and actions
  - i allows consultation with all relevant community groups.
- 3.4.17 The Affected Area Recovery Committee 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/information sessions for the community
  - b debriefs for recovery workers
  - c progress reports for council, the community, the SEMC, and any other agency/organisation as agreed. As appropriate this includes progressive summaries/analysis of records (financial and information) and recovery efforts to assist Affected Area Recovery Committees.
- 3.4.18 The Department of Premier and Cabinet can coordinate State Government agency recovery efforts to assist Affected Area Recovery Committees.

## Elements

- 3.4.19 The following table summarises the main points for managing and coordinating recovery in the longer term:

**Table 7 Recovery Summary**

Element and Examples	Council Position	Affected Area Recovery Committee
<b>Social</b> <ul style="list-style-type: none"> <li>• Emergency clothing/accommodation</li> <li>• Emergency catering</li> <li>• Personal support</li> <li>• Emergency cash grants/relief</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Recovery Coordinator (with recovery partners e.g. NGOs, THS and DHHS)</li> </ul>	<ul style="list-style-type: none"> <li>• DPAC</li> </ul>
<b>Economic</b> <ul style="list-style-type: none"> <li>• Long-term legal, insurance and financial problems</li> <li>• Disbursement of funds from appeals</li> <li>• Property restoration (urban/rural)</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Officer</li> </ul>	<ul style="list-style-type: none"> <li>• DSG</li> </ul>

- Stock assessment / destruction /
- Emergency feed for animals

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**Infrastructure**

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors)</li> <li>• Environmental/Public Health</li> </ul> | <ul style="list-style-type: none"> <li>• Engineering/Works Manager</li> <li>• Environmental Health Coordinator/Officer</li> </ul> | <ul style="list-style-type: none"> <li>• DSG</li> <li>• DHHS - PHS</li> <li>• Asset owners/managers e.g. Telstra, TasPorts, Hydro Tasmania, TasNetworks</li> </ul> |
|---|---|--|

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**Environment**

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Impact assessments (environment focus)</li> <li>• Environmental rehabilitation</li> <li>• Disposal of animal carcasses, plant material or other infected matter</li> </ul> | <ul style="list-style-type: none"> <li>• Environmental Officer</li> </ul> | <ul style="list-style-type: none"> <li>• DPIPWE</li> </ul> |
|---|---|--|
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## Section 4 Plan Administration

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### Plan Contact

- 4.1 This plan is maintained by the Municipal Coordinator, Central Highlands Council for the Central Highlands Municipal Emergency Management Committee. Feedback regarding this plan should be made in writing to:

Email: grogers@centralhighlands.tas.gov.au

Mail: Central Highlands Council, Tarleton Street, Hamilton TAS 7140

Fax: (03) 6259 5722

Office: (03) 6259 5503

### Review Requirements and Issue history

- 4.2 Section 34 of the *Emergency Management Act 2006* requires that this plan is reviewed at least once every 2 years after approval by the State Emergency Management Controller.
- 4.3 Each review should at least take into consideration the following factors:
- a emerging risks and hazards and potential treatments
  - b compliance with current legislation and policy
  - c accuracy of content e.g. roles, procedures and contacts
  - d functionality of plan during emergencies
  - e comments and suggestions from key stakeholders.
- 4.4 This issue entirely supersedes the previous issue of this plan. Superseded issues should be destroyed, or clearly marked as superseded and removed from general circulation.

Issue No.	Year Approved	Comments/Summary of Main Changes
1	1994	Review
2	1997	Review
3	2006	Review and Rewrite
4	2012	Reformat into a Prevention and Mitigation, Preparedness, Response and Recovery format
5	2014	Review
6	2016	Review

## Distribution List

4.5 This plan is issued electronically on the SES website, after it is approved. Print/paper copies are provided as follows:

Organisation	Position
<b>Council</b>	<ul style="list-style-type: none"> <li>• Municipal Emergency Management Committee-all council members</li> <li>• Mayor</li> <li>• General Manager</li> </ul>
<b>SES</b>	<ul style="list-style-type: none"> <li>• Unit Manager, SES Unit</li> <li>• Regional Manager, Southern Region (for Regional Controller)</li> <li>• Senior Planning and Education officer (for Director SES, State Controller, FireComm, Tasmania Police intranet and libraries)</li> </ul>
<b>Tasmania Police</b>	<ul style="list-style-type: none"> <li>• Officer in Charge (OIC), Bridgewater Division</li> </ul>
<b>Tasmania Fire Service</b>	<ul style="list-style-type: none"> <li>• District Officer (DO), Southern District</li> </ul>
<b>Ambulance Tasmania</b>	<ul style="list-style-type: none"> <li>• Superintendent, Southern Region</li> </ul>
<b>St John Ambulance</b>	<ul style="list-style-type: none"> <li>• Chief Executive Officer (for distribution to Volunteer Divisions)</li> </ul>
<b>Neighbouring Councils</b>	<ul style="list-style-type: none"> <li>• Derwent Valley, Southern Midlands</li> </ul>
<b>Other Organisations</b>	<ul style="list-style-type: none"> <li>• Hydro Tasmania</li> <li>• TasNetworks</li> <li>• Forestry Tasmania</li> <li>• Parks &amp; Wildlife Service</li> <li>• Australia Red Cross</li> </ul>

## Consultation for this Issue

4.6 The review of this issue of this plan was coordinated by the Municipal Coordinator for the Municipal Committee. This issue was updated/re-written as part of the State Preparedness Project (SES project 2010-2011) and the main round of consultation occurred over August 2011.

4.7 Over this period the committee invited comment from:

- a SES Regional Manager
- b SES Senior Planning and Education officer
- c Regional Social Recovery Coordinator
- d As per the Distribution List above

## Communications Plan Summary

4.7 Once the plan is approved its update will be communicated as follows:

- a paper copies sent to all positions listed on the Distribution List
- b endorsement by council
- c noting by the Regional Committee
- d the plan will be posted to the council website/available in Council Chambers foyer.

## Validation of this Plan

- 4.8 Arrangements in this plan will be validated within the 2-year review cycle by:
- a participating, where able, in other municipal/regional exercises
  - b conducting/participating in relevant debriefs
  - c The Municipal Coordinator participates in validation exercises held quarterly at the Southern Regional Emergency Management meetings.

## **Section 5 Appendices**

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Appendices are part of the plan and as such are not to be updated/circulated as separate attachments, without being approved.

## 5.1 Associated Documents

The documents listed here are relevant to this plan. The next time this plan is reviewed the current versions of these documents should also be checked. By that time, other documents may also have been developed that are relevant and they can be included in this list at that time.

### Legislation

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

### Plans and Arrangements

	Title	Custodian	Version/Date	Notes
1	Council maps for council roads and alternative transport plans	DPIPWE		
2	Fire Management Plans for Central Highlands	Forestry Tasmania		
3	CBR Response	TFS	April 2015	
4	Coronial Services	DoJ	June 2003	Administrator of Courts
5	Counter Terrorism Plan	DPEM	Issue 2, November 2014	Counter Terrorism Unit
6	Tasmanian Electricity Emergency Management Plan	DSG	Issue 2.1, April 2011	Plan includes descriptions of voluntary and mandatory restrictions on the use of electricity under extreme supply shortages.
7	State Fire Protection Plan	TFS	Issue 2.2 May 2013	
8	Gas Supply Emergency	DSG	Issue 1, Rev. A, Sept. 2007	
9	Hazardous Materials	TFS	March 2005	
10	Tasmania Mass Casualty Management Plan	DHHS	Issue 2, December 2014	
11	Ambulance Tasmania Incident Response Plan	DHHS	Vers. 1, October 2014	Ambulance Tasmania
12	Petroleum Products Supply Emergency	DSG	Issue 7, May 1997	
13	Transport Crash	TASPOL	Issue 1, August 2011	
14	Search and Rescue	TASPOL	Issue 2, February 2011	

	<b>Title</b>	<b>Custodian</b>	<b>Version/Date</b>	<b>Notes</b>
15	Tasmania Public Health Emergencies Management Plan	DHHS	Issue 2, December 2014	
16	Tasmanian Biosecurity Emergency Plan	DPIPWE	Issue 1, December 2010	
17	Tsunami Warning (BoM Arrangements)	BoM	Version 1.0.4, March 2008	
18	Municipal Recovery Plan	Council	2011	Municipal Coordinator – Central Highlands DES, Bothwell
19	Operational Handbook TEIS	DPAC	Version 9 May 2009	Available from SES Regional Manager
20	Protocol for Use of Emergency Alert	TFS	Version 3.3 July 2012	Available from SES Regional Manager
21	DHHS / THO Social Recovery Plan	DHHS	July 2014	
22	Southern Regional Emergency Management Plan	SES	Issue 7, 2016	Available from SES Regional Manager and SES website
23	State Road and Bridge Emergency Management Plan	DSG	Issue 1 December 2008	Available from SES website and DSG website ( <a href="http://www.transport.tas.gov.au/roads">www.transport.tas.gov.au/roads</a> )
24	Tasmanian Emergency Management Plan	SES	Issue 8.0 2015	( <a href="http://www.ses.tas.gov.au/Publications">www.ses.tas.gov.au/Publications</a> )

### Standards, Reports, Resources

<b>Title</b>	<b>Published by:</b>	<b>Date</b>
'Choosing Your Words'	AGD	2008

## 5.2 Risk Assessment Report

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The data produced for Central Highlands as part of the Tasmanian Emergency Risk Management Project is detailed in the following risk register. This includes a description of risks identified and the treatment strategies that are required for implementation. The sources of risk were reviewed and additional risks added and assessed when this plan was prepared.

Central Highlands Council is responsible for managing the incorporation of treatment strategies that are either the responsibility of council or both council and other levels of government or agencies, into the appropriate Operational Plans and/or Partnership Agreements as required.

### Recommended Treatment Strategies for Implementation

#### Specifically, each register includes:

- a the unique identifier number
- b the risk statement
- c the community-preferred treatment option/s
- d the perceived responsibility for treatment
- e the implementation timeframe for future actions.

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

The time frame for undertaking treatment options is also defined in the following time frames.

<b><sup>1</sup> Immediate</b>	action must be completed as soon as practicable within the current budget cycle
<b>Short-term</b>	action must be completed as soon as practicable within the next budget cycle
<b>Long-term</b>	action must be completed within 5 years
<b>On-going</b>	continuously monitor

I.D.	Risk Statement	Preferred Treatment/s	Responsibility for Treatment	Implementation Timeframe
<b>CE 01</b>	<b>Flood</b>			
<b>CE 01.08</b>	There is a risk of damage to roads and bridges from flooding	Ongoing upgrades or replacement of timber and obsolete bridges.	DSG, CHC, DVC	On-going
<b>CE 01.10</b>	There is a risk of failure of the bridge over the Tyenna River on Meadowbank Road isolating the Meadowbank community	Bridge replaced 2005 (now a single span)	DVC / CHC	Short Term
		Identify alternative routes	DVC / CHC	Immediate
<b>CE 02</b>	<b>Bushfire</b>			
<b>CE 02.02</b>	There is a risk to residential property in the Great Lakes area as a result of bushfire	Fire Management plan	TFS/PWS/SES/CHC	Immediate
		Planning scheme issues	CHC	Short-term
		Emergency management plan	CHC/SES	On-going
<b>CE 02.05</b>	There is a risk of loss of life from bushfire	Fire Management plan	TFS/PWS/SES/CHC	Immediate
		Planning scheme issues	CHC	Short-term
		Emergency management plan	CHC/SES	On-going
		Education	TFS, PWS, CHC	On-going
<b>CE 06</b>	<b>Public Health Epidemic</b>			
<b>CE 06.01</b>	There is a risk to population from a contagious disease or contamination of consumables	Continued support for public health programs.	CHC, DHHS-PHS	On-going
		Continued implementation public awareness.	CHC, DHHS-PHS	On-going
		Undertake food-handling courses.	CHC	On-going

I.D.	Risk Statement	Preferred Treatment/s	Responsibility for Treatment	Implementation Timeframe
<b>CE 08</b>	<b>Animal Disease</b>			
<b>CE 08.01</b>	There is a risk that exotic animal disease will impact on the agricultural industry.	Maintain quarantine standard	AQIS, DPIPWE, CHC	On-going
		Maintain animal testing	DPIPWE, Industry.	On-going
		On-going awareness of signs and symptoms programs.	AQIS, DPIPWE, CHC, industry.	On-going
<b>CE 08.03</b>	There is a risk that exotic animal disease will impact on the community well-being.	Recovery plan.	CHC, DPIPWE, SES, THS, DHS-PHS	Short-term
<b>CE 21</b>	<b>Infrastructure Failure</b>			
<b>CE 21.01</b>	There is a risk that dam failure will impact on the down stream populations in the Derwent Valley Council area.	Maintain evacuation plan	Hydro Tasmania, DVC, SES	On-going
		Public awareness	Hydro Tasmania, DVC,	Short-term
<b>CE 21.02</b>	There is a risk that wastewater treatment facility failure will result in public health concerns.	Maintain regular sampling / monitoring program	TasWater, CHC, DHHS-PHS	On-going
		Implement Telemetry monitoring system	TasWater, CHC, DHHS-PHS	On-going
		Maintain maintenance program	TasWater, CHC, DHHS-PHS	On-going
<b>CE 21.03</b>	There is a risk that timber bridges will fail resulting in community isolation and disruption	On-going upgrades or replacement of timber and obsolete bridges.	DSG, CHC, DVC	On-going
		Identification of alternative routes.	CHC	Short-term

<b>CE 24 Industrial Accident</b>				
CE 24.01	There is a risk that a forest industry accident will result in loss of life or injury.	Training,	Forest industry / Forestry Tasmania	On-going
		WH&S standards maintained,	Forest industry / Forestry Tasmania	On-going
		Forest practice codes followed	Forest industry / Forestry Tasmania	On-going
<b>CE 25 Pollution</b>				
CE 25.01	There is a risk that waste-water treatment facilities failure will result in pollution of water ways.	Maintain regular sampling / monitoring program	TasWater, CHC, DHHS-PHS	On-going
		Implement Telemetry monitoring system	TasWater, CHC, DHHS-PHS	On-going
		Maintain maintenance program	TasWater, CHC, DHHS-PHS	On-going
CE 25.02	There is a risk of pollution of the waterways from run off from forestry harvesting.	Ensure compliance with Forest Practices Code.	Forestry Tas, Industry, CHC, DPIPWE	On-going
		Introduce stricter code	Forestry Tas, Industry, CHC, DPIPWE	Short-term
<b>CE 26 Transport Accident</b>				
CE 26.03	There is a risk of loss of life or injury from a road transport accident.	Support road safety strategies	DSG, Industry groups, CHC	On-going

## 5.3 Municipal Committee Terms of Reference

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### Emergency Management

CENTRAL HIGHLANDS MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE



### Terms of Reference

<b>Committee:</b>	CENTRAL HIGHLANDS Municipal Emergency Management Committee
<b>Date and Status of these Terms:</b>	Issue 3 2016
<b>Enquiries</b>	Executive Officer Municipal Emergency Management Coordinator Central Highlands
<b>Review Notes</b>	These Terms of Reference are due for review in September 2016
<b>General Standards &amp; Practices</b>	The Tasmanian Emergency Management Plan describes the framework for this committee and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from <a href="http://www.ses.tas.gov.au">www.ses.tas.gov.au</a> ). The following points are specific to this group:

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1. **Authority & Background:** Section 20 of the *Emergency Management Act 2006* establishes the Central Highlands Emergency Management Committee within the Tasmanian emergency management framework for the Southern region.
2. **Purpose** Section 22 of the *Emergency Management Act 2006* outlines this committee's purpose and functions generally as:
 

"... to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ..."

  - 2.1 Functions
    - 2.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.
    - 2.1.2 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement.
    - 2.1.3 Oversight the management of emergencies where council/s resources are required to support response and recovery.
    - 2.1.4 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.
3. **Reports to** Southern Regional Emergency Management Committee

#### 4. Membership

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

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

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

At this stage security clearances are not required.

4.1 Chairperson	Mayor
4.2 Executive Officer	Municipal Emergency Management Coordinator, Central Highlands
4.3 Members	Municipal Recovery Coordinator Tas Police SES Tasmanian Fire Service Ambulance Tasmania Inland Fisheries Forestry Tasmania TasNetworks Hydro Tasmania Aurora Parks and Wildlife (DPIPWE) Regional Social Recovery Coordinator Central Highlands Community Health Centre (THS) Australia Red Cross
4.4 Nominated Proxies	As per the organisations

## 5.4 Municipal Committee Maintenance Schedule

Action	Responsibility	Frequency	Scheduled for Conduct
<b>Conduct meeting of the Municipal Committee</b>	Municipal Coordinator	Twice Yearly	March & September
<b>Conduct meeting of the Central Highlands Recovery Committee</b>	Municipal Recovery Coordinator	Annual	March
<b>Coordinate emergency management training for selected staff member/s on rotating basis and maintain training records</b>	Municipal Committee	Annually	As needed
<b>Plan, conduct and review an emergency management related exercise</b>	Municipal Committee	Every two years	
<b>Review emergency management plan and all appendices (including risk assessments and treatment strategies). Lodge Plan with SRDPG</b>	Municipal Committee	Annual	March
<b>Review and update contact lists</b>	Municipal Coordinator	Annual	March
<b>Attend SRSRC Meetings</b>	Municipal Recovery Coordinator	Quarterly	As advised
<b>Review Risk Treatment options in conjunction with Strategic Plan and budget</b>	Municipal Coordinator	Strategic Plan Budget	June

## 5.5 Centres for Emergency Management

### Emergency Operations Centres

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

Organisation	Municipal		Regional	
	Location	Contact	Location	Contact
<b>Council:</b>	Central Highlands Council Chambers, 6 Tarleton Street, Hamilton	Municipal Coordinator	Southern Region Headquarters Floor 1, 28 Bathurst St Hobart	SES Duty Officer
<b>TASPOL:</b>	Hamilton Police Station, 62 Franklin Place, Hamilton	Officer in Charge		
<b>TFS:</b>	Bothell Fire Station, 6 Barrack Street, Bothwell	First Officer		
<b>TFS:</b>	Miena Fire Station, 55-57 Cider Gum Drive, Miena	First Officer		
<b>SES:</b>	223 Bradys Lake Road, Bradys Lake	Unit Manager	Southern Region Headquarters Floor 1, 28 Bathurst St Hobart	SES Duty Officer

### Emergency Coordination Centres

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

	Municipal		Regional	
	Location	Contact	Location	Contact
<b>Primary</b>	Central Highlands Council Chambers, 6 Tarleton Street, Hamilton	Municipal Coordinator	Southern Region Headquarters Floor 1, 28 Bathurst St Hobart	SES Duty Officer
<b>Secondary</b>	Council Office, 19 Alexander Street, Bothwell	Municipal Coordinator	Refer to SES Regional Manager	N/A
<b>Primary</b>	Bothwell Fire Station, 6 Barrack Street, Bothwell	First Officer		
<b>Primary</b>	Miena Fire Station, 55-57 Cider Gum Drive, Miena	First Officer		

## **5.6 Central Highland Emergency Coordination Centre**

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### **Introduction**

The Central Highlands Emergency Coordination Centre (ECC) is the focal point for coordinating support from council and from community resources, on the request of either response Management Authorities or members of the community. The ECC is not the control centre for any emergency response, as this is undertaken by the statutory emergency services.

The ECC performs the following functions:

- a coordinates the activation, deployment and management of council and community resources
- b monitors operational activities
- c coordinates information to local communities affected by the emergency
- d coordinates local recovery efforts and identifies any support that may be required by regional recovery resources.

### **Location of the ECC**

The ECC will be located in the Council Chambers at the municipal offices at Hamilton. The ECC will be supported by the existing resources and amenities in these offices. The alternative is the council office at Bothwell.

### **Activation of CHECC**

#### **During Working Hours**

All local emergency of significance are to be referred to the Municipal Coordinator or in his absence the Deputy Municipal Coordinator.

The Municipal Coordinator will be responsible for assessing the emergency and determining if it is appropriate to establish the ECC. Generally the ECC will be established if:

- a coordination of local resources is required by external agencies, or
- b it is expected that significant community impact will result from the emergency.

The Municipal Coordinator will advise all staff of the emergency and that ECC workers are required to undertake the ECC staffing functions they have been trained to perform.

#### **After Hours Activation**

The SES, Tasmania Police or Central Highlands Council will contact the Municipal Coordinator who will be responsible for activating council resources after hours.

#### **Staffing of ECC**

Those personnel required in the Coordination Centre will be determined by the Municipal Coordinator. Depending on the emergency, the number and expertise of personnel will vary, but will generally comprise of the Municipal Coordinator, telephone operator and support workers.

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

**ECC Manager**

The Municipal Coordinator, the Deputy Municipal Coordinator or an officer authorised to act in such appointments will:

- a be responsible for the overall management of the emergency
- b coordinate resources and activities in the Coordination Centre
- c liaise with emergency services
- d liaise with the General Manager
- e ensure the Chairperson of the Municipal Committee is fully briefed.

**Communications Officer**

A worker familiar with communications will be assigned to establish and oversight all necessary radio and telephone communications to the ECC Coordinator, support organisations, council and SES Southern Region Headquarters and maintain the associated operations logs and status boards.

**Administration Staff**

Central Highlands Council will provide workers who will be responsible to:

- a operate telephones and/or radios as required
- b conduct such administrative tasks as are required
- c ensure the needs of ECC workers are met, e.g. welfare and nourishment
- d act as messengers, if required.

**Liaison Officers**

Each organisation involved in providing operational support in an emergency should provide a liaison officer to the ECC. The liaison officer should have knowledge of the organisation's resources, capabilities and response times. They must be able to commit their organisation's resources in support of the operation.

## **5.7 Action Cards and Duty Statements**

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### **Duty Card No.1**

**Position:** **Mayor**

**Responsible To:** **Central Highlands Council**

#### **Duties**

- a Receive notification of emergency from Municipal Coordinator
- b Notify Councilors, if warranted
- c Maintain contact with and support Municipal Coordinator
- d Manage ongoing information to the council
- e Council spokesperson for information to the community and media.

## **Duty Card No. 2**

**Position:** **Chair - Emergency Management Committee**

**Responsible To:** **Mayor/ Council**

### **Duties**

- a To chair council's Emergency Management Committee
- b Receive notification of emergency from Municipal Coordinator
- c Maintain contact with and support Municipal Coordinator during an emergency
- d Provide an annual report to council on the activities of the Municipal Committee
- e Maintain regular contact/ liaison with the Municipal Coordinator in regard to the administrative arrangements of the Municipal Committee.

### **Duty Card No.3**

**Position:**                      **General Manager**

**Responsible To:**              **Central Highlands Council**

#### **Duties**

- a    Notify the Mayor and Councilors, if warranted
  
- b    Assist the Mayor with community and media information
  
- c    Manage ongoing information to the community and media
  
- d    Liaise with and provide support to the Municipal Coordinator.

**Duty Card No. 4**

**Position:** **Municipal Coordinator**

**Responsible To:** **General Manager**

**Duties**

- a Responsible for the overall management of Central Highlands Council response to the emergency
- b Coordinate resources and activities in the Coordination Centre
- c Liaise with emergency services, particularly the SES Duty Officer and Southern Regional Manager.
- d Liaise with the Regional Controller (declared emergencies)
- e Undertake the role of Executive Officer to the Municipal Committee and carry out the administrative functions of that role
- f Notify the General Manager, Mayor, Chair of Central Highlands Municipal Committee of an emergency or potential emergency
- g Maintain a current emergency management plan through regular review

h To be a member of the Central Highlands Municipal Committee.

## **Duty Card No. 5**

**Position:** **Deputy Municipal Coordinator**

**Responsible To:** **General Manager/Municipal Coordinator**

### **Duties**

- a Assist the Municipal Coordinator in all duties
- b Act as Municipal Coordinator in his/her absence
- c To be a member of the Central Highlands Municipal Committee.

## **Duty Card No. 6**

**Position:** **Municipal Recovery Coordinator**

**Responsible To:** **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 DHHS
- f Maintain ongoing liaison with Regional Social Recovery Coordinator during the provision of services to the community

- g To be a member of the Central Highlands Municipal Committee.

## **Duty Card No. 7**

**Position:**                      **Manager Works**

**Responsible To:**              **General Manager/Municipal Coordinator**

### **Duties**

- a Receive notification of emergency from Municipal Coordinator
- b Coordinate the field operations in an emergency
- c Maintain contact with and support Municipal Coordinator
- d To be a member of the Central Highland Municipal Committee.

## **5.8 Standard Operating Procedures**

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### **First Alert of Emergency / Potential Emergency**

#### **Municipal Coordinator**

- a When first alerted of an emergency or potential emergency the Municipal Coordinator must assess the necessity to establish the operations centre.
- b On receiving the first alert the Municipal Coordinator shall contact response teams/supervisors and other potentially affected areas as determined appropriate.
- c If the operations centre is established the Municipal Coordinator shall:
  - i personally notify the General Manager or Manager Governance and Performance
  - ii email all workers and advise of current situation
  - iii personally contact those workers that may have a direct role in the emergency.
- d If the first alert is received outside normal working hours, the Municipal Coordinator must re-assess and determine the appropriate people to contact. Such contacts will depend on the type and extent of emergency.
- e After the alert period is over the Municipal Coordinator is to e-mail all staff and personally notify all workers directly involved that the emergency is over.

### **Bushfires – Council Roles and Responsibilities**

#### **Communication with Tasmania Fire Service (TFS)**

In the event of bushfires within the Central Highlands Municipal Area threatening life and/or property, the Municipal Coordinator will liaise with TFS to establish contact and offer council resources if and when required. Council will continue to receive situation reports through 'Fire-Comm' (1800 000 699) and the TFS website ([www.fire.tas.gov.au](http://www.fire.tas.gov.au)).

If deemed appropriate by the Municipal Committee, a council worker will be deployed to the TFS Incident Management Centre to act as a liaison officer for council. The Natural Resources Officer is the first preference to act as the liaison officer.

#### **Involvement of Staff**

- a Should any Central Highlands Council worker become aware of a fire, which may have the potential to threaten the residential area of Central Highlands, it should be reported immediately to the Tasmania Fire Service, phone 000, in the first instance, and then the Municipal Coordinator.
- b The Municipal Coordinator shall be responsible or nominate an officer to be responsible for the coordination of information and response.

- c Employees must make their supervisor aware of their location and the circumstances of the hazard.
- d They should ensure **at all times** that they do not place their lives or the lives of others at risk (common sense should prevail).
- e They should make every effort to contact in the first instance the Emergency Incident Coordinator at the scene to obtain directions or instructions.
- f If employees feel compelled to attend to personal affairs, they should obtain permission from their supervisor before absentsing him or herself.
- g It should be made clear that if an employee fears for the safety of family and friends and wishes to leave work and lend assistance, that council will understand their circumstances and immediately approve such an absence from work. This may necessitate the employee taking the quickest and most available means of rendering assistance, which may involve the use of a council vehicle. If this is the case the employee must inform their supervisor as soon as possible.
- h Employees should also be made aware that council cannot and will not use public assets to only protect employee's property. If employees are using council plant and equipment to assist in an emergency, they must only do so impartially with due regard to the relative risks and at the direction or knowledge of their supervisor, manager or the Emergency Incident Controller at the scene, coordinating the response (State Emergency Service, Tasmania Fire Service, etc.).
- i In order to facilitate the accurate and timely coordination for the provision of council services in an emergency it is recommended the current command structure be used in relation to managing the outside workforce. That is, the Works Centre Manager and Executive Officer for Works would take advice from the Municipal Coordinator for managing the allocation of resources. Supervisors would be assigned specific responsibilities as they became defined.

## Works Department Resources

The Central Highlands Council Works Department has resources available for use in the event of a fire that threatens property within the municipal area. Council officers trained to use this equipment in normal activities would use these resources. Additional training may be required for use in a fire emergency. The use would also be under instruction from TFS officers.

## 5.9 Community Centres

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

Row	Centre/Location Title and Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
1	Miena Community Hall	Toilets, Disability access, Kitchen, Bar-B-Ques, Parking Facility, Showers		Weekly	Assembly, Evacuation/ Recovery Centre	
2	Tarraleah Village	Camping, Accommodation, Hall, Kitchen, Offices, Toilets,		Daily	Assembly, Fire evacuation	
3	Bronte Village	Caravan Park, Toilets, Disability facilities, Accommodation, Shop, Kitchen		Daily	Evacuation/ Recovery Centre	
4	Derwent Bridge Hotel	Toilets, Kitchen, Accommodation, Camping Area		Daily	Evacuation/ Recovery Centre	
5	Ellendale Hall	Toilets, Kitchen, Hall		Weekly	Evacuation/ Recovery Centre, Place of assembly	
6	Hamilton Hall	Toilets, Kitchen, Hall		Weekly	Evacuation/ Recovery Centre, Place of assembly	
7	Bothwell	Toilets, Kitchen, Hall		Weekly	Evacuation/ Recovery Centre, Place of assembly	
8	Ouse Hall	Kitchen, Toilets & Hall		Weekly	Evacuation/ Recovery Centre	
9	Wayatinah Hall	Hall & Toilets		Weekly	Evacuation/ Recovery Centre	
10	Central Highlands Community Health Centre	Kitchen, Toilet, Shower, Temporary Accommodation		Daily	Evacuation Centre, Temporary Accommodation	