



Central Highlands Municipal Emergency Management Plan

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Signature:

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Date:

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Section 1: Overview

1.1 Glossary

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

Table 1: Terms

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

Term	In the context of this plan, this means:
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none"> absent from duty or Tasmania unable to perform Municipal Coordinator duties (permanently), or temporarily not appointed (eg. has resigned)
emergency	An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response
emergency centres	<p>Emergency Coordination Centre (ECC): A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels</p> <p>Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency</p> <p>Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities</p>
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency; can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions
emergency management plan	A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer.
emergency powers and special emergency powers	Powers specified in Schedules 1 and 2 of the Act
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment
environment	Components include: land, air and water; organic and inorganic matter; living organisms; human-made or modified structures and areas; interacting natural ecosystems; and all other components of the earth further defined by the Act
exercise	A simulated emergency scenario designed to validate emergency management arrangements and/or familiarise workers with them
hazard	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment
Liaison Officer	A person nominated to represent his/her organisation and: provide advice about the organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR), as well as assessing and validating the effectiveness of the strategies they implement
Municipal Emergency Management Committee (MEMC) Chairperson	The person determined by Council to be the Chairperson of the Municipality's MEMC under section 21(2) of the Act

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

Term	In the context of this plan, this means:
Procedures (SOP)	
State Controller	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: <ul style="list-style-type: none"> • Head of the Department of Police, Fire and Emergency Management, or • a person appointed by the Minister
state of alert	A state of alert declared under Division 3A of the Act, for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania
state of emergency	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required
Support Agency	<p>Assisting Support Agency: An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function</p> <p>Primary Support Agency: An organisation responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities; Primary Support Agencies have specific capabilities or resources that address the need for a relevant support function and command their own resources in coordination with the Management Authority, as required</p>
validation	Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops and reviews
warning	Dissemination of a message signalling imminent hazard/s, which may include advice on protective measures
worker	A generic term used to describe people who perform defined functions for an organisation or system including: staff, volunteers and contractors/consultants

1.2 Acronyms

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

Table 2: Acronyms

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

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

1.3 Introduction

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

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

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

- a maintain this MEMP to guide the management of risk to the community arising from emergencies by considering all elements of Prevention and Mitigation, Preparedness, Response and Recovery (PPRR)
- 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 management as required
 - ii identifying roles and responsibilities and integration processes between emergency management and Council's management structures
- c develop a progressive review system for all elements of emergency management, based on continuous improvement principles
- d maintain linkages with related bodies, including the Southern Regional Emergency Management Committee (SREMC).

A map of the municipal area is included at [Figure 1](#).

1.4 Authority

This plan was prepared for issue under the authority of the State Controller, in accordance with section 34 of the Act. More information is included in [Section 4](#) of this plan.

1.5 Purpose

The purpose of this plan is to describe emergency management arrangements that reduce risks to the community and mitigate the impact and effects of any emergency on life and property in the Central Highlands municipality.

1.6 Objectives

The objective of this plan is to support effective response and recovery from an emergency by identifying and documenting:

- a roles and responsibilities relating to specific hazards and emergency management functions
- b current arrangements for PPRR
- c protocols for coordinating mutual support with neighbouring councils
- d ways to request/access support from regional, state and national levels
- e opportunities to reduce risks to the community.

1.7 Scope and application

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

- a caused by hazards impacting the Central Highlands municipal area
- b able to be managed through the capability of local emergency management structures.

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

The Municipal Coordinator (MC) may activate specific arrangements detailed in this plan. Activation may also be directed or recommended by the Regional Controller (Southern Region) or Central Highlands MEMC Chairperson. Other communication may occur between the MC and responsible officers in the State Emergency Service (SES) and other government agencies (refer to [Section 2](#)).

More detailed arrangements for specific hazards or functions are described in associated plans and other documents listed at [Appendix 1](#).

1.8 Context

Located in the centre of Tasmania, the Central Highlands municipality was formed on 2 April 1993 through the amalgamation of two former municipal areas: Bothwell and Hamilton. Central Highlands covers 8,010 km², or around 12 per cent of Tasmania's land mass, and is home to disparate and small but thriving communities. The area features glorious scenery and dramatic built heritage dating back to the early 19th century.

Central Highlands has strong agricultural, horticultural and tourism industries, with attractions including a World Heritage Area, two National Parks and other Wilderness Conservation Areas, as well as being home to many of Tasmania's recreational fly fishing, hunting and bushwalking communities. The municipality is the birthplace of Tasmania's hydroelectric power scheme and home to arguably the best trout fishing in the southern hemisphere.

The municipality's permanent resident **population** at last census was estimated at of around 2,260 with 3,700 ratepayers, many of whom own shacks in communities around the area's numerous lakes and mountains. The largest towns are Bothwell and Hamilton. 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 phone reception is not available in some areas.

Over summer, the resident and visitor population can fluctuate upwards to more than 50,000 people. Visitors largely comprise a mix of shack owners and campers/campervanners accessing Crown land. Major tourist attractions include Tarraleah Village, accessed via the Lyell Highway south of Bronte and Lake St Clair. Visitor accommodation at Lake St Clair is accessed via a single road into and out of the National Park. Most of the land around the lakes area is controlled by Hydro Tasmania.

The Central Highlands municipal area is bounded by the municipalities of: Derwent Valley to the south; Southern Midlands and Northern Midlands to the east; Meander Valley to the north; and West Coast to the west.

1.8.1 Major transport routes

The key road transport routes through the Central Highlands are:

- A5 Highland Lakes Road (from Melton Mowbray in the south, through Bothwell and Miena, along the western side of Great Lake and on to Deloraine in the north)
- A10 Lyell Highway (from Granton in the south, through Hamilton, Ouse, Tarraleah and Derwent Bridge, on to Zeehan in the west and terminating at Camdale near Burnie on the north-west coast).

Other major roads include:

- B11 Marlborough Highway (Bronte Park to Miena)
- B51 Poatina Road (from Highland Lakes Road north of Steppes to Poatina)
- B110 Hollow Tree Road (Hamilton to Bothwell)

Main roads through Central Highlands are controlled by the Department of State Growth (DSG), with Council responsible for the maintenance of smaller roads and bridges. There is also a network of unsealed roads that are publicly accessible but owned by Sustainable Timber Tasmania (STT) or private entities.

1.8.2 Essential services

TasWater provides **water and sewerage** services to residents of the townships of Bronte Park, Gretna, Hamilton, Ouse and Bothwell. Outside these areas and around the lakes district, residents rely on rainwater (tanks) and on-site waste disposal.

Waste transfer stations are located at Miena, Bronte Park and Bothwell, with the municipality's main landfill area situated at Hamilton.

Mobile phone and internet coverage outside townships is patchy, with a number of blackspots along sections of the Highland Lakes Road and the Lyell Highway.

1.8.3 Climate

The Central Highlands features the highest-altitude and most inland of Tasmania's landmass. As such, it has cooler temperatures and a larger daily temperature range than areas around the coast. The region experiences cold night-time temperatures and frosts over winter.

The municipality has a large east-west gradient of rainfall. The western half of the municipality receives over 1600mm average annual rainfall with a strong seasonal cycle (driest in February, wettest in August), brought mainly from frontal rain systems coming from the west. The eastern part of the municipality receives less than 600mm average annual rainfall with no significant seasonal cycle (35 to 55 mm rainfall each month), from a variety of weather systems.

Long-term average temperatures have risen in the decades since the 1950s, at a rate similar to the rest of Tasmania (up to 0.1°C per decade). There has been a decline in average rainfall and a lack of very wet years in the municipality since the mid-1970s, with decline being strongest in autumn. Average rainfall decline was exacerbated by the 'big dry' drought of 1995-2009. Rainfall since the end of the drought has been average or slightly above average.

1.8.4 Topography, vegetation and hazards

Central Highlands is the most mountainous municipality in Tasmania. Covering just over 834,800 hectares, elevation of the municipal area varies from under 20m above sea level in the Lower Derwent Valley to around 1,400m in the Highlands.

Many lakes are found in the Central Highlands, including:

- Arthurs Lake
- Bradys Lake
- Bronte Lagoon
- Great Lake
- Lagoon of Islands
- Lake Augusta
- Lake Binney
- Lake Crescent
- Lake Echo
- Lake King William
- Lake Sorell
- Little Pine Lagoon.

1.8.4.1 Natural hazards

Fire: Fire is a significant hazard across all parts of the municipality during the summer months.

Flood: There is a risk of possible flash flooding along rivers and waterways in the Central Highlands, with the most likely being: Ouse River; Clyde River; and River Derwent above Meadowbank Dam.

Severe weather: Around the Highland Lakes area, there are frequent land gales and squalls in winter. Severe weather can cause emergency situations around the lakes all

year round, with loss of life on or around the lakes being a high risk. Damaging winds are frequent across the municipality.

Frost, snow and fog: In the winter months, frost, snow and fog occur frequently and present potential risks to both motorists and bushwalkers. Snow can impede access to and egress from Miena and the Arthurs Lake Area for days at a time, significantly impacting the permanent population of around 200 residents.

1.8.4.2 Dam failure

There are large dams on farms in the Bothwell area that could cause flash flooding along the Clyde River in the event of dam failure.

There are also large Hydro Tasmania dams within the municipality, namely:

- Great Lake Dam
- Meadowbank Dam
- chain of Hydro Tasmania dams above Meadowbank Lake.

1.8.4.3 Road transport hazards

There is a risk of possible isolation for residents and tourists in the event of a traffic accident or landslide.

1.8.5 Emergency management

Both SES and Tasmania Fire Service (TFS) have volunteer units in the municipality. Other emergency management partners include STT, Hydro Tasmania, Parks and Wildlife Service and Inland Fisheries Service (Department of Primary Industries, Parks, Water and Environment) TasWater and local famers.

Rural landowners own equipment that could be useful in an emergency situation, for example firefighting units, bulldozers and excavators.

In an emergency, the radio frequencies used by Council are:

- 79.0125 MHz Bradys Sugarloaf
- 78.7875 MHz Table Mountain,

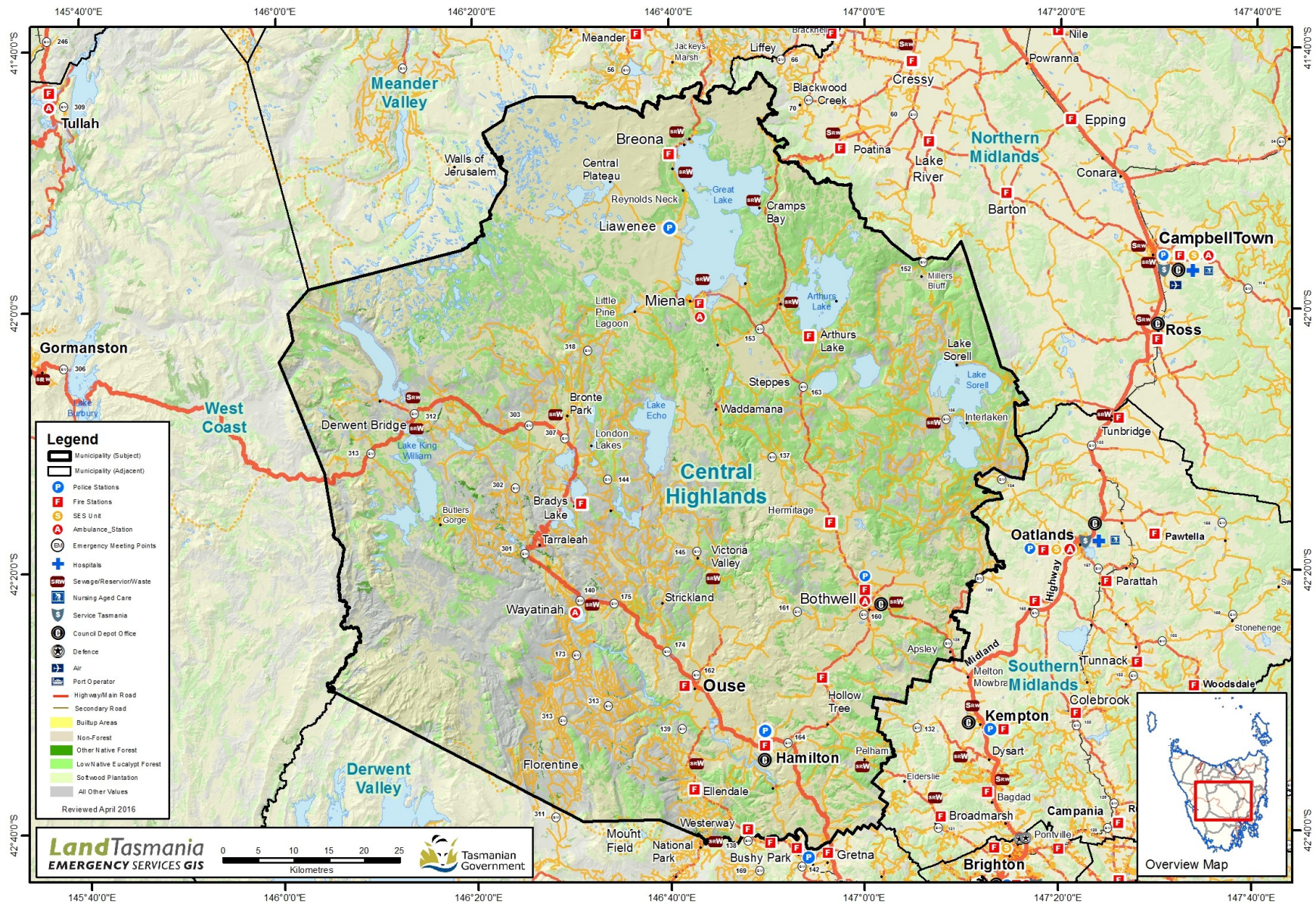


Figure 1: Map of municipal area

Section 2: Governance and management

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

2.1 Roles of government and emergency management partners

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

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

Local government authorities play a central role in coordinating and facilitating a range of emergency management activities across all hazards, as well as resourcing specific municipal responsibilities for emergency management. Central Highlands MEMC plays a pivotal role in meeting these requirements, as detailed in [Section 2.3](#).

2.2 Tasmania's legal framework for emergency management

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

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

- a provide for the health, safety and welfare of the community
- b represent and promote the interests of the community
- c provide for the peace, order and good government of the municipal area.

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

2.2.1 Emergency powers and declarations

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

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

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

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

2.3 Emergency management governance

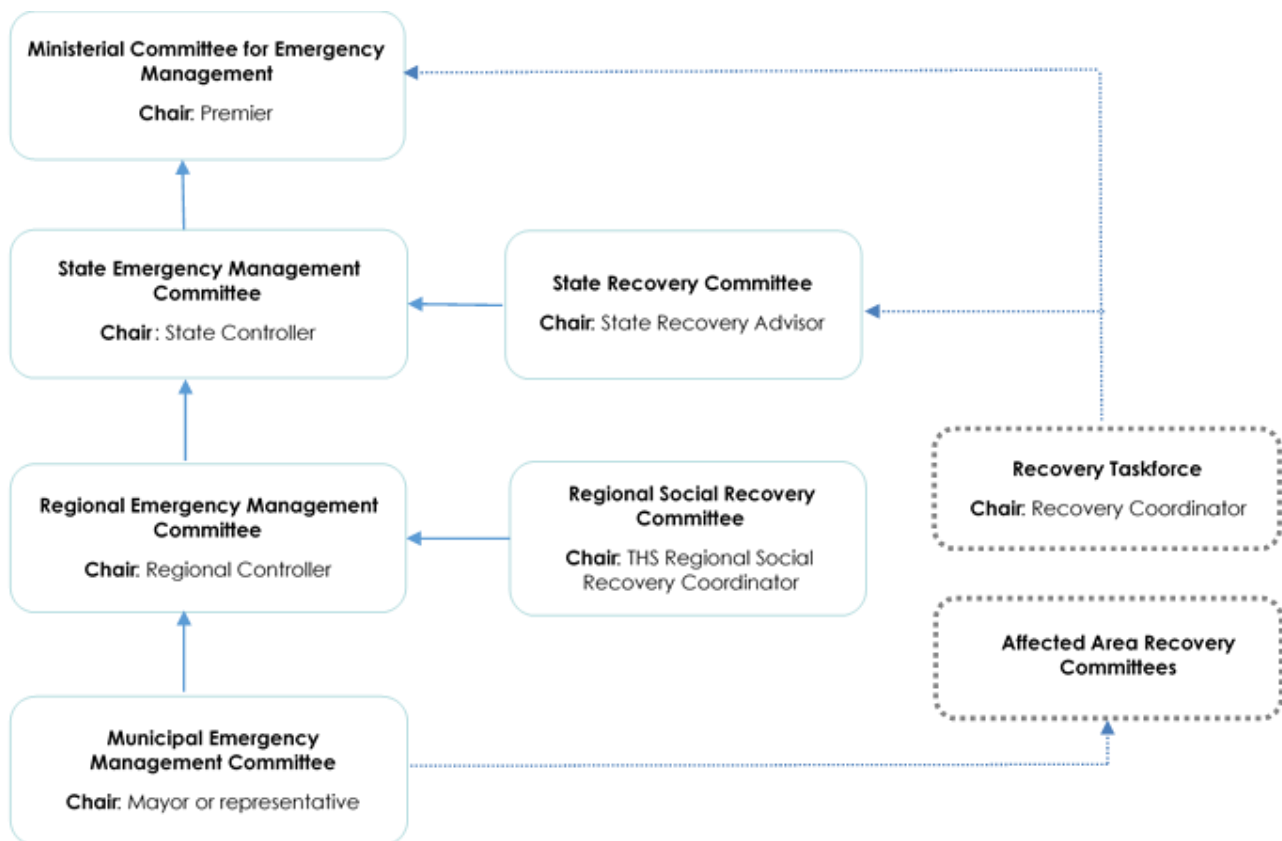


Figure 2: Governance arrangements

LEGEND:

- Direct reporting relationship
- Also works/communicates with

2.4 Southern Regional Emergency Management Committee (SREMC)

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

2.5 Municipal Emergency Management Committee (MEMC)

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

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

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

2.6 Responsibilities

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

Table 3: Summary of responsibilities

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

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

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

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

Table 4: Other support services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services
3	Essential services <ul style="list-style-type: none"> • Power • Telecommunications • Water supply • Natural gas • Stormwater 	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including <ul style="list-style-type: none"> • Accommodation • Catering • Personal support and community assessments • Financial and appeals • Insurance • Clothing • Children services • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare 	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

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

3.1.2 Research

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

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

3.1.3 Risk management

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

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

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

[Appendix 2](#) summarises current risk assessment findings for Central Highlands and identifies general responsibilities for the treatment of risks, including responsibility attributed to:

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

3.1.4 Protective security and business continuity

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

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

- a power supply
- b potable water
- c transport networks and alternative route planning
- d telecommunications
- e public/environmental health standards.

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

Council's business continuity arrangements are developed with consideration given to [Municipal Guidelines](#) developed by the Local Government Association of Tasmania (LGAT).

3.1.5 Land use planning

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

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

The *Central Highlands Interim Planning Scheme 2015* is the relevant planning scheme. For more information, see www.centralhighlands.tas.gov.au and www.iplan.tas.gov.au.

3.1.6 Climate change adaptation

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

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

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

3.2 Preparedness arrangements

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

3.2.1 Overview

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

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

Council is responsible for:

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

SES is responsible for:

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

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

Support Agencies and owners/operators of specific facilities maintain various processes and arrangements, so they are prepared to:

- a fulfill their roles in emergency management
- b achieve 'business as usual' for as long as possible
- c coordinate and/or assist broader recovery efforts after the emergency, if required.

3.2.2 Municipal Emergency Management Committee (MEMC)

MEMC has an important role in coordinating the activities identified in Council's emergency management strategic framework, maintaining relationships so that information is shared, and ensuring that effective arrangements are in place for emergency management. MEMC is chaired by the Mayor (or representative) and supported by the MC as Executive Officer.

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

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

3.2.3 Municipal Emergency Management Plan (MEMP)

MEMC is responsible for preparing and maintaining this plan (MEMP), which is reviewed and/or amended by MEMC and endorsed by Council every two years. Reviews are usually coordinated by the MC and include consideration of:

- a emerging risks, hazards and potential treatments
- b compliance with current legislation and policy
- c accuracy and currency of content, eg roles, procedures, contacts
- d functionality of plan during emergencies
- e comments and suggestions from key stakeholders.

The Regional Planner provides guidance for MEMP format and content, and coordinates legislatively-required approval by the State Controller. More information about consultation and distribution of this MEMP is provided in [Section 4](#).

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

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

3.2.4 Capacity and capability

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

- a redundancy and adequate relief for Council emergency management roles
- b emergency management education and training for Council workers
- c maintaining the Municipal Emergency Coordination Centre (MECC)
- d maintaining basic systems so resources can be requested and shared.

3.2.4.1 Municipal emergency management roles – primary and relief

Primary and relief personnel for key emergency management roles is provided in [Table 5](#).

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

Primary role	Relief role
MEMC Chairperson (Mayor)	MEMC Chairperson Delegate/Proxy (General Manager)
Municipal Coordinator (MC) (Manager Development and Environmental Services))	Deputy Municipal Coordinator (DMC) (Works Manager)
Municipal Recovery Coordinator (MRC) (Deputy General Manager)	Deputy Municipal Recovery Coordinator (DMRC) (Community Development Officer)

3.2.4.2 Emergency management education and training

The MC coordinates general induction for Council workers with emergency management functions, including media/information functions. The Regional Planner and Regional Social Recovery Coordinator may assist as required. Validation activities are useful training opportunities that are conducted at various times by a wide range of stakeholders. MEMC members attend these and/or arrange for relevant people from their respective organisations to participate.

[TasEMI](#) is an SES-provided, web-based resource for workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PRR spectrum. SES' Emergency Management Unit also conducts regular workshops.

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

3.2.4.3 Maintaining the Municipal Emergency Coordination Centre (MECC)

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

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

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

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

The MC maintains MECC Action Cards and procedures for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). More information about the MECC is provided in [Appendix 5](#). Current Action Cards are included at [Appendix 6](#).

3.2.4.4 Maintaining basic systems and resources

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

Council maintains resources and has access to other community resources and vital information about the community that will be required to support efforts to respond to and recovery from an emergency. Resource support may be provided by other councils, and regional, state or national support can be accessed through the SREMC Executive Officer (Regional Planner) or SES Regional Manager or Duty Officer (operational support).

The MC maintains an up-to-date list of local contractors who may be able to provide machinery. Neighbouring councils (for example, Southern Midlands and Derwent Valley) can provide help and resources. Community groups (such as the CWA and local sporting clubs) can provide catering in emergencies.

3.2.5 Readiness for community warnings and public information

Response Management Authorities maintain scripts of key messages for community warnings and public information about emergencies. These are usually developed in advance, based on relevant best practice, and maintained as drafts that can be customised to meet specific event needs. Pre-prepared public information resources can be tailored for municipal purposes; these resources can be accessed through TASPOL and SES. These may also be used by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS). Response arrangements for issuing warnings and public information or opening call centres are included in [Section 3.3](#).

3.2.5.1 TasALERT

[TasALERT](#) is the official online source of publicly-available emergency management information in Tasmania. Administered by the Department of Premier and Cabinet (DPAC), the website brings together clear and consistent emergency and resilience information from emergency service organisations and government agencies. TasALERT information is translated into AUSLAN and nine other languages.

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

3.2.5.2 Points for public enquiries

All organisations represented on MEMC maintain phone and internet public enquiry points. Council maintains an after-hours emergency point of contact. Council's website is kept up-to-date with relevant information and contact details (phone, email).

3.2.5.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

- a flash and mainstream flooding (from rivers) (BoM/Council)
- b severe weather eg. damaging winds (BoM)
- c bushfire (TFS)
- d Standard Emergency Warning Signal (SEWS) (TASPOL)
- e Emergency Alert (all hazards) (TFS)
- f local ABC Radio (primary Support Agencies or Response Management Authority)
- g road closure (TASPOL)
- h tsunami (TASPOL)
- i heatwave (DoH)
- j TasALERT (DPAC)
- k social media accounts (all agencies).

3.2.5.4 Information readiness for low-dependency aged care cohorts

Low-dependency aged care units are co-located with the Central Highlands Community Health Centre in the centre of Ouse. There are also Council-owned units for older residents in Bothwell, also classified as low-dependency. In an emergency, residents of these facilities would be notified via the methods described in [Table 6 \(Section 3.3.4\)](#).

3.2.6 Validation and lessons management

Council is responsible for ensuring that regular testing and validation of planned municipal processes and procedures are conducted as part of the emergency management planning process. Validation activities include debriefs, exercises, workshops, briefings and meetings. Planned validation activities are outlined in [Section 4](#).

Council is also responsible for participating in other organisations' validation activities whenever possible. Debriefs are conducted after both exercises and operations. Combined operational debriefs may be arranged by MEMC or SREMC. Lessons identified are recorded and shared as appropriate through the consultation framework.

Council is committed to conducting regular activities to ensure that Council staff and community groups are aware of current emergency plans and procedures and have the skills necessary to implement these. MEMC will also sponsor annual validation activities to ensure that emergency management capability is maintained. These activities may take the form of training sessions, tutorials or field exercises.

The performance of municipal emergency management is progressively reviewed through debriefs and at committee meetings for the area and the region. Where opportunities for improvement are identified, action is taken to address the situation on a risk basis. The [Municipal Guidelines](#) include a self-evaluation survey for use by the MEMC to formally review its performance and identify collective areas for future attention. This process may also inform the prioritisation of relevant work programs and funding applications.

3.2.7 Administration systems

Each organisation is responsible for managing and maintaining its own administration systems so these can be used effectively in emergencies. Key administration systems are described below.

3.2.7.1 Information management

WebEOC is available online at all times and used in an emergency to record decisions, tasks, Situation Reports (SITREPs), plans and documents, and to share information. WebEOC contains a library of current municipal, regional and state emergency management plans.

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

- a SITREPs
- b operational logs
- c resource allocation
- d recording expenditure (see [Section 3.2.7.2](#))
- e registration of spontaneous volunteers, public offers, impacted people/groups
- f impact assessment and consequence management.

3.2.7.2 Cost capture and financial administration

All organisations maintain systems and processes so that emergency-related expenditure can be authorised, recorded and reimbursement sought (where available). Preparedness includes identifying the positions responsible for collating the cost of response and recovery efforts.

Cost capture systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA). Processes are in place for Council to request access to TRRA funds.

Council maintains arrangements to enable expenditure by the MC (or delegated representative) for emergency-related costs.

3.3 Response arrangements

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

3.3.1 Overview

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

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

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

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

3.3.2 Command, control and coordination

3.3.2.1 All-hazards response arrangements and escalation

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

Response Management Authorities are supported by Support Agencies and Council may be requested to support the response and make resources available, usually through direct contact with the MC. At this point, consideration is given to the practicalities of opening a MECC to coordinate resources, information and requests (if not already open). See [Section 3.3.2.3](#) below and [Appendix 5](#) for more information about the MECC.

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

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

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

3.3.2.2 Emergency powers

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

3.3.2.3 Municipal Emergency Coordination Centre (MECC)

The MECC provides a range of services to the community and is the centre for municipal decision-making and strategic direction (in conjunction with and to support emergency services) during and after an emergency. Council's General Manager is responsible for providing adequate staff and resources to operate the MECC. The MC is responsible for managing the MECC and for arranging for it to be opened.

A request to open the MECC may be made by: Regional Controller; SES Regional Planner or Regional Manager; Council's General Manager; the MC; or any other person nominated by the MEMC.

Primary MECC functions are to:

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

The location of Council's **primary and secondary MECC** are identified at [Appendix 5](#).

The MC leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT structure and membership are determined by the size and complexity of the emergency, but typically comprise officers to fulfil the following functions:

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

These arrangements are designed to be flexible and scalable. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, one person may manage all or multiple functions. An IMT is created when functions are delegated to others.

If Council's capacity to support response is exceeded, the MC will seek regional support from SREMC through the Executive Officer (Regional Planner) or SES Regional Manager/Duty Officer (operational matters).

3.3.2.4 Emergency Operations Centres (EOCs)

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

The location of **primary and secondary EOCs** are identified at [Appendix 5](#).

EOC functions include:

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

3.3.2.5 Municipal Emergency Management Committee (MEMC)

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

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

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

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

3.3.3 Resource-sharing and coordination

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

Council has arrangements with Tasmania Police, TFS, SES, Hydro Tasmania, Inland Fisheries Services, STT and TasWater. Council is able to access support resources from Derwent Valley, Southern Midlands and Northern Midlands Councils.

3.3.4 Consequence management

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

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

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

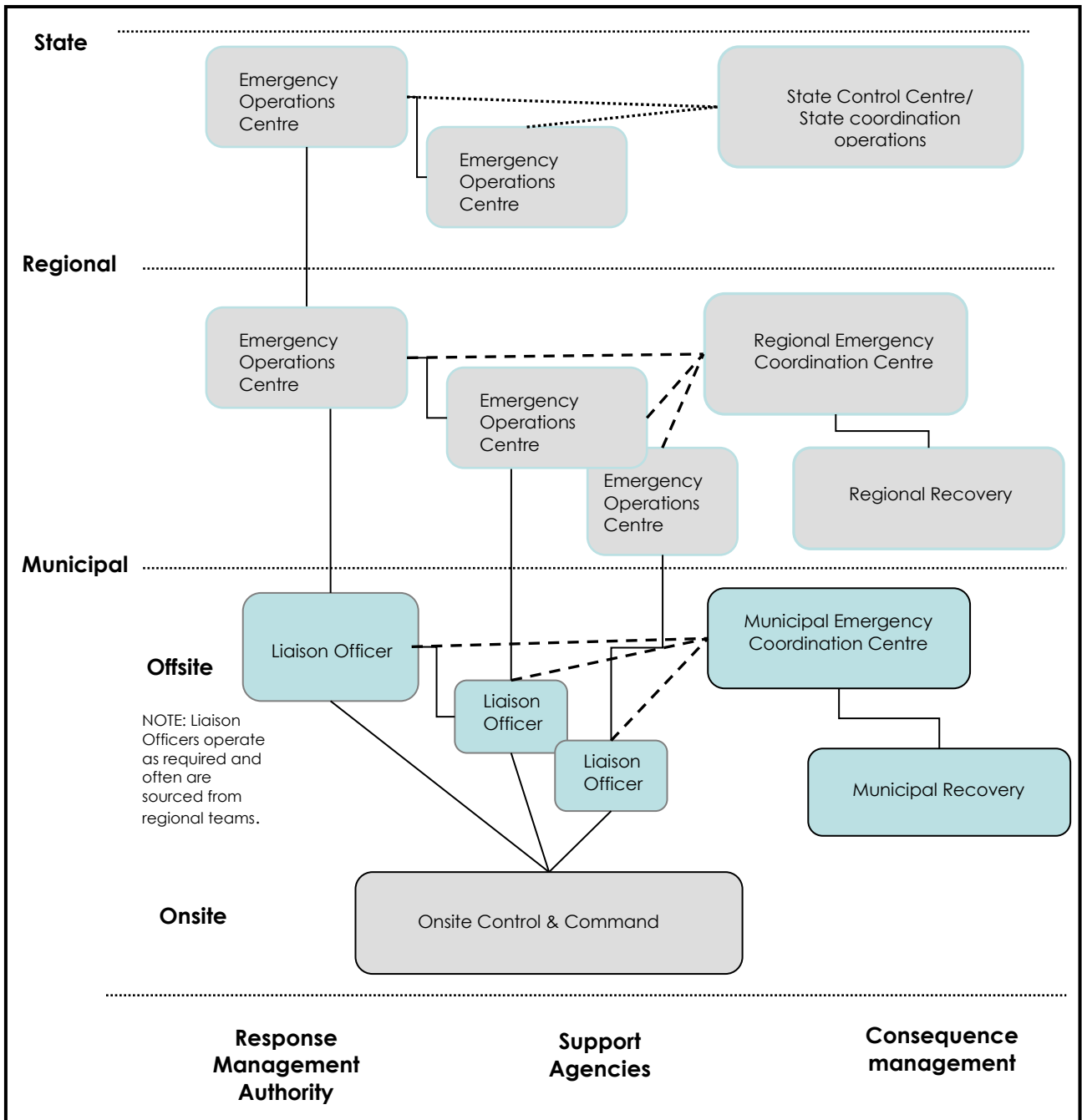


Figure 3: Response management structure

LEGEND:

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

Table 6: All-Hazards response – typical Council actions

Row	Phase	Responsibilities	Council considerations/actions
1	Alert	<ul style="list-style-type: none"> Monitor situation Brief stakeholders 	<ul style="list-style-type: none"> Advise council stakeholders and MEMC Monitor situation
2	Stand-by	<ul style="list-style-type: none"> Prepare to deploy for response Arrange warnings (if relevant) Update stakeholders Nominate media/information officer and advise stakeholders Consider MEMC meeting 	<ul style="list-style-type: none"> Update stakeholders (Council, MEMC) and circulate latest Contact List/Action Cards Obtain approval of owners for use of potential centres and locate keys Draft staff rosters for centres/tasks for next 24 hrs Locate supplies likely to be needed in the first few hours eg. stationery, references (plans, map books, contact lists), extra equipment (phones, laptops, printers), tea/coffee Nominate media officer and advise response agencies
3	Respond	<ul style="list-style-type: none"> Assess emergency scene Establish command and control arrangements Review whether MEMC should meet Deploy resources and request extra assistance as required Assess impacts and effectiveness of response strategies Consider evacuation Provide further warnings and public information as required Provide information: SitReps and public information Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> Establish and communicate MECC location for council resources/requests Manage requests for assistance/resources Open and manage centres as required eg. assembly or evacuation centres Provide community with information Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public/environmental health conditions and recovery needs Update stakeholders and Regional Controller as required Coordinate meals, relief/accommodation for Council workers
4	Stand-down (including recovery handover)	<ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response Liaise with Council and MRC regarding the status of recovery operations and arrange handover Confirm end/close of response and stand-down Collate logs, costs etc and assess needs for resupply 	<ul style="list-style-type: none"> Confirm end/close of Council operations for response Liaise with recovery workers and assess needs Reinstate transport routes etc. Update stakeholders and Regional Controller and confirm ongoing points of contact Close centres as agreed Collate logs, costs etc. and assess needs for resupply
5	Debrief	<ul style="list-style-type: none"> Conduct internal debrief/s Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC 	<ul style="list-style-type: none"> Conduct Council worker debrief Arrange for MEMC debrief and report to Regional Controller/SREMC

3.3.5 Warnings

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

Warnings are sent to media outlets (radio and television) for public broadcast and may be preceded or accompanied by the Standard Emergency Warning Signal (**SEWS**). The Regional Controller can request use of SEWS in an emergency. See [TEMA](#) for more information about SEWS.

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

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

- a Response Management Authority
- b Regional Planner, or
- c Regional Controller.

Council and relevant Management Authorities will work together to ensure that messages are consistent and coordinated. Radio, television and door-knocking may all need to be used.




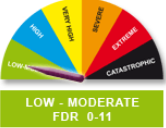


Emergency Alert is a fee-for-service national capability that is used to send emergency warnings via message to mobile phones (SMS) and landlines (voice) within a particular geographic area. Emergency Alert warnings are coordinated by the Response Management Authority and TFS. If Council identifies a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




Table 7 summarises current warning arrangements and typical Council actions.

Table 7: Summary of warning systems and arrangements

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
Flood				
Flood watch	Alert, Watch or Advice of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Flood warnings	Warnings of Minor, Moderate or Major flooding in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of flooding and when it is likely to occur.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Minor flood warning	Causes inconvenience. Inundation of low-lying areas next to watercourses may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Moderate flood warning	In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas, requiring the removal of stock.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Major flood warning	In addition to above, extensive rural and/or urban areas may be inundated. Properties and towns	BoM	Public: Multimedia Emergency	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
	are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood-affected areas may be required.		services: SMS, phone, emails	<ul style="list-style-type: none"> outdoor crews Update stakeholders Consider MEMC meeting
Severe weather				
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Nil
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Update stakeholders Place warnings at low-lying public car parks
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> hail greater than 2cm diameter gusts greater than 100 km/h flash flooding tornadoes 	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Notify outdoor crews and check availability Update stakeholders
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Nil
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Nil

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
Fire				
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BOM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Advice 	Bushfire Advice message advises that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
 Watch and Act	Bushfire Watch and Act message advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centre/s on standby
Emergency Warning 	Bushfire Emergency Warning indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. May be preceded by an emergency warning signal (siren).		Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Establish municipal IMT/MECC Have evacuation centre/s on standby
Low-Moderate Fire Danger Rating (FDR 0-11) 	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Nil
High Fire Danger Rating (FDR 12-24) 	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety.	TFS	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Very High Fire Danger Rating (FDR 25-49) 	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively-defended homes can offer safety.	TFS	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centre/s on standby

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
Severe Fire Danger Rating (FDR 50-74) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>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.</p>	TFS	<p>Public: Multimedia</p> <p>Emergency services: SMS, phone, emails</p>	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centre/s on standby
Extreme Fire Danger Rating (FDR 75-99) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>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.</p>	TFS	<p>Public: Multimedia</p> <p>Emergency services: SMS, phone, emails</p>	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by Consider MEMC meeting
Catastrophic Fire Danger Rating (FDR >100) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>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.</p>	TFS	<p>Public: Multimedia</p> <p>Emergency services: SMS, phone, emails</p>	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Prepare evacuation centre/s Establish an IMT Consider MEMC meeting
Tsunami				
No threat	<p>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.</p>	BoM	<p>Public: Multimedia</p> <p>Emergency services: SMS, phone, emails</p>	<ul style="list-style-type: none"> Nil
Marine alert and land alert	<p>Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.</p>	BoM	<p>Public: Multimedia</p> <p>Emergency services: SMS, phone, emails</p>	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Marine warning and land warning	<p>Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.</p>	BoM	<p>Public: Multimedia</p> <p>Emergency services: SMS, phone, emails</p>	<ul style="list-style-type: none"> Relay warnings Update stakeholders Establish municipal IMT/MECC Consider MEMC meeting

3.3.6 Public information

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

Council has a critical role in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging existing community communication

protocols and guidelines. These roles need to be initiated as soon as possible after an emergency occurs to reduce the potential for inappropriate community action or undue concern.

If the MECC is activated, Situation Reports (SITREPs) and information bulletins about facilities and emergency assistance will be provided to the community through the MECC, by an officer authorised by the MEMC. A system of twice-daily community briefings at published times may need to be provided during the emergency period, using the most effective communications channel/s available.

The Mayor has a pivotal role as community leader to coordinate community information and is chief spokesperson for Council and the affected community. The Mayor should be supported in this role by an experienced media liaison officer, who can prepare community and media statements for Mayoral endorsement. All Councillors and Council staff need to be aware that only the Mayor (or delegate) will speak on behalf of Council and the collective community. The MC will provide the Mayor with emergency-related information.

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

Any emergency that requires activation of this MEMP will necessitate a two-way flow of information and advice between the MC and the Regional Planner (and/or SES Regional Manager regarding operational matters).

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

3.3.6.1 TasALERT

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

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

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

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

PIU activation may be requested due to:

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

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

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

3.3.6.3 Tasmanian Emergency Information Service (TEIS)

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

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

- a a Liaison Officer to be located within TEIS for the duration of the activation, and
- b a supporting Information Manager.

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

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

3.3.6.4 Working with the media

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

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

Table 8: Summary of public information arrangements

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

3.3.7 Other elements

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

3.3.8 Evacuation

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

3.3.8.1 Management

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

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

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

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

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

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

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

3.3.8.2 Decision

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

3.3.8.3 Withdrawal

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

3.3.8.4 Shelter

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

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

3.3.8.5 Return

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

3.3.9 Registrations

Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:

- a affected people, such as evacuees and families
- b other stakeholder/affected groups, for example businesses
- c spontaneous volunteers
- d witnesses
- e potential donors/sponsors (equipment, services, supplies).

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

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

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

3.3.10 Impact assessment

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

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

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

- a number of injuries and deaths
- b housing/accommodation needs
- c energy supplies
- d potable water
- e transport networks and alternative route planning
- f telecommunications;
- g stormwater infrastructure and waterways; and
- h public/environmental health standards.

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

3.3.11 Pandemic health emergencies

The *Tasmanian Public Health Emergencies Management Plan* (TPHEMP) is a State Special Emergency Management Plan (SSEMP) that supports the TEMA in planning for significant public health emergencies. The *Tasmanian Health Action Plan for Pandemic Influenza* (THAPPI) is an Associate Plan of the TPHEMP that outlines the framework that Tasmania will use to manage the health sector's preparedness and response to an influenza pandemic.

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

3.3.12 Debriefs

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

- a acknowledge the input of all contributing organisations and individuals
- b gain constructive feedback from all involved on lessons identified
- c identify where gaps exist in training and planning systems
- d determine and program the best course of action for improving planning, management systems etc
- e foster sound interagency communication
- f identify the need for specific investigation of issues and further debriefing at an individual or organisational level.

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

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

3.3.13 Administration: finance and cost capture

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

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

DRFA category	Type	Claimable expenses
Category A	Essential	Emergency food, clothing Repair or replacement of essential items and personal effects Essential emergency repairs to housing (to make residence safe and habitable) Demolition or rebuilding to restore housing Removal of debris from residential properties Extraordinary counter-disaster operations for the benefit of an affected individual Personal and financial counselling Evacuation Centre costs
Category B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices) Counter-disaster operations for the protection of the general public

Category C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc) A Fund may also include community awareness and education campaigns and other resilience building grants Applications for Category C assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister
Category D	Non-Essential	A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional. Applications for Category D assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister

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

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

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

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

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

3.4 Recovery arrangements

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

3.4.1 Overview

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

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

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

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

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

- social
- economic
- infrastructure
- environment
- cross-domain

Typical recovery considerations include but are not limited to:

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

3.4.2 Current arrangements

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

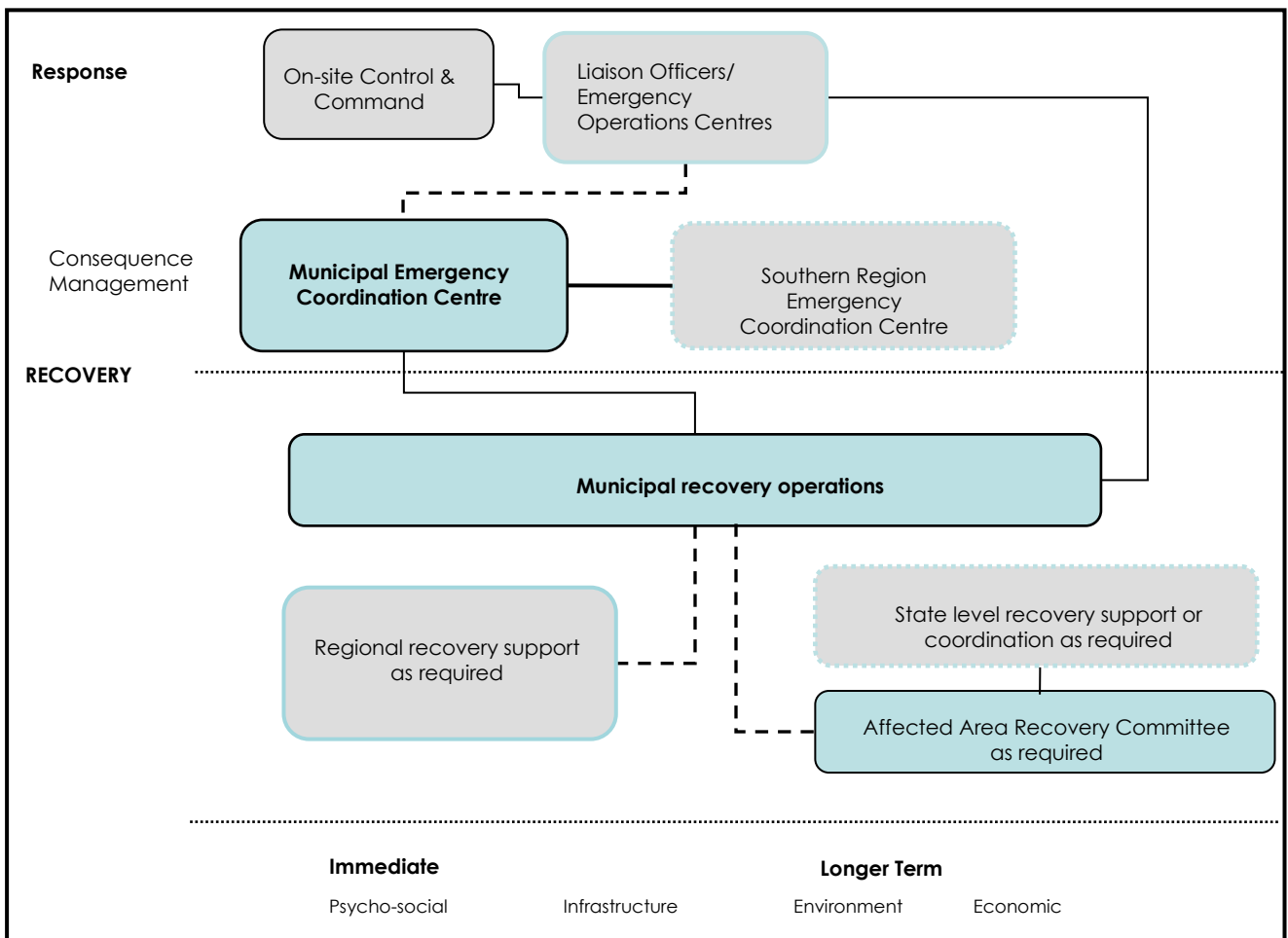


Figure 4: Community recovery management arrangements

LEGEND:

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

3.4.3 Media and public information

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

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

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

The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community. The Mayor will need to be supported by the media officer, who can prepare community and media statements. The MC or MRC will provide the Mayor with recovery-related information.

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

3.4.4 At-risk groups of people

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

Council's MRC is responsible for undertaking the following activities:

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

3.4.5 Short-term recovery

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

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

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

- a MC
- b A Recovery Coordinator
- c Regional Planner, or
- d Regional Controller

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

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

3.4.6 Long-term recovery

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

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

Where recovery needs can be met within municipal capabilities, medium to long-term recovery is coordinated locally by the MEMC (Level 1). Recovery activities in this instance are

primarily supported by Council resources, business as usual services and community-based initiatives. The MC may seek support or raise emerging issues through SREMC.

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

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

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

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

An AARC will typically develop a recovery plan that:

- a takes account of Council's long-term planning and goals
- b includes assessment of recovery needs and determines which functions are required
- c develops a timetable for completing major functions
- d considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people
- e allows full community participation and access
- f allows for monitoring of recovery progress
- g effectively uses the support of Tasmanian and Australian Government agencies
- h provides public access to information on proposed programs and subsequent decisions and actions
- i allows consultation with all relevant community groups.

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

- a forums and information sessions for the community
- b debriefs for recovery workers
- c progress reports for Council, the community, SEMC, SREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/analysis of records (financial and information).

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

3.4.7 Recovery functions

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

Section 4: Plan administration

4.1 Plan contact

This plan is maintained by the Central Highlands Municipal Coordinator for the Central Highlands MEMC.

Feedback on this plan should be provided in writing to:

Email: grogers@centralhighlands.tas.gov.au

Mail: Central Highlands Municipal Coordinator, PO Box 20 HAMILTON 7140

Phone: (03) 6259 5503

4.2 Review requirements and issue history

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

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

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

Table 9: Issue table

Issue No.	Year approved	Comments/summary of main changes
Issue 1	1994	Review
Issue 2	1997	Review
Issue 3	2006	Review and rewrite
Issue 4	2012	Reformat into PPRR format
Issue 5	2014	Review
Issue 6	2016	Review
Issue 7	2021	Incorporation of new TEMA, evacuation, recovery information; reformat

4.3 Consultation for this issue

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

- a SES Regional Manager
- b SES Regional Planner
- c Southern Regional Social Recovery Coordinator
- d MEMC members.

4.4 Distribution list

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

Table 10: Distribution list

Organisation	Position
Council	<ul style="list-style-type: none">• All MEMC members• Mayor and Councillors• General Manager
SES	<ul style="list-style-type: none">• Unit Manager, Central Highlands SES• Regional Manager (South)• Regional Planner (for Regional Controller)• SES Emergency Management Unit (for SES Director, State Controller, WebEOC)
TASPOL	<ul style="list-style-type: none">• Officer in Charge, Bridgewater Police Station
TFS	<ul style="list-style-type: none">• District Officer, Midlands District
AT	<ul style="list-style-type: none">• Manager – People & Operational Performance Improvement, Southern Region• Regional Manager, Southern Region• Coordinator of Emergency Management
Neighbouring councils	<ul style="list-style-type: none">• Southern Midlands Council• Derwent Valley Council
Other organisations	<ul style="list-style-type: none">• Hydro Tasmania• TasNetworks• Sustainable Timber Tasmania• Parks and Wildlife Service• Inland Fisheries Service• Red Cross

4.5 Communications plan summary

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

- a email copies sent to the positions listed in [Table 10](#)
- b submitted for noting by SREMC
- c endorsement by Council
- d published on Council's website
- e available to members of the public on request.

4.6 Validation of this plan

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

- a participating, where able, in other municipal/regional exercises
- b conducting/participating in relevant debriefs
- c refer to [Appendix 4](#).

Section 5: Appendices

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

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – MEMC resources, maintenance and activity schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty cards

Appendix 7 – Standard operating procedures

Appendix 8 – Community centres

APPENDIX 1: List of associated documents

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

a Legislation

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

b Plans and arrangements

Row	Title	Custodian	Version/date	Available from
Council arrangements and plans				
1	Council maps for council roads and alternative transport plans	Council		MC
2	Municipal Recovery Plan	Council		MRC
Regional arrangements and plans				
3	Regional Emergency Management Plan	SES	Issue 9	2021 (pending)
State arrangements and plans				
4	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
5	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
6	State Road and Bridge Emergency Management Plan	DSG	2009	
State Special Emergency Management Plans (SSEMP)		Available WebEOC File Library (DPFEM – SES)		
7	SSEMP – COVID 19	DoH	Issue 3	2020 (August)
8	SSEMP – Dam safety	DPIPWE	Issue 3	2019 (July)
9	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
10	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
11	SSEMP – Interoperability arrangements	DPAC	Issue 4	2020 (December)
12	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
13	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
14	SSEMP – Fire protection	TFS	Issue 3	2020 (February)
15	SSEMP – Recovery	DPAC	Issue 3	2018 (January)
16	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
17	SSEMP – Energy supply	DSG	Issue 2	2015 (January)
18	SSEMP – Biosecurity	DPIPWE	Issue 1	2010 (December)
19	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (March)
20	SSEMP – Flood	SES	Issue 2	2019 (July)
21	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
22	SSEMP – Public health	DoH	Issue 2	2014 (December)
23	SSEMP – Search and rescue	DPFEM	Issue 5	2020 (December)
24	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
25	SSEMP – Tsunami	SES	Issue 2	2020 (March)
Other				
26	TFS Community Protection Plans	TFS		TFS website

APPENDIX 2: Risk assessment report

a Tasmanian Government responsibilities – emergency risk management

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

b Local government responsibilities and benefits – emergency risk management

Tasmania's local government authorities supported development of TERAG. The benefits of participating in this process include:

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

The responsibilities of Council and the MEMC in relation to emergency risk management are summarised in [Table 3](#) and detailed in TEMA.

c Risks, recommended treatment strategies and timeframes

The following risk assessment includes a description of risks and treatment strategies. Sources of risk were reviewed and assessed with review of this MEMP.

Timeframes for undertaking treatment options are defined as:

- **Immediate:** action must be completed as soon as practical within current budget cycle (12 months)
- **Short-term:** action must be completed as soon as practical within the next budget cycle (12-24 months)
- **Long-term:** action must be completed within five years
- **Ongoing:** continuously monitor the adequacy of existing arrangements to mitigate the risk, or as described in the table.

d Responsibility for treatment

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

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
CE 01 Flood				
CE 01.08	There is a risk of damage to roads and bridges from flooding	Ongoing upgrades or replacement of timber and obsolete bridges	DSG/Council/Derwent Valley Council	Ongoing
CE 01.10	There is a risk of failure of the bridge over the Tyenna River on Meadowbank Road isolating the Meadowbank community	Identify alternative routes	Council	Immediate
CE 02 Bushfire				
CE 02.02	There is a risk to residential property in the Great Lake area as a result of bushfire	Fire Management Plan	TFS/PWS/Council	Immediate
		Planning Scheme issues	Council	Short-term
		Emergency management plan	Council	Ongoing
CE 02.05	There is a risk of loss of life from bushfire	Fire Management Plan	TFS/PWS/Council	Immediate
		Planning Scheme issues	Council	Short-term
		Emergency management plan	Council	Ongoing
		Education	TFS/PWS/Council	Ongoing
CE 06 Public health epidemic				
CE 06.01	There is a risk to the population from a contagious disease or contamination of consumables	Continued support for public health programs	Council/DoH/PHS	Ongoing
		Continued implementation of public awareness	Council/DoH/PHS	Ongoing
		Undertake food-handling courses	Council	Ongoing
CE 08 Exotic animal disease				
CE 08.01	There is a risk that exotic animal disease will impact on the agricultural industry	Maintain quarantine standard	Australian Quarantine and Inspection Service/DPIPWE/Council	Ongoing
		Maintain animal testing	DPIPWE/industry	Ongoing
		Ongoing awareness of signs and symptoms program	Australian Quarantine and Inspection Service/DPIPWE/Council/industry	Ongoing
CE 08.03	There is a risk that exotic animal disease will impact on community wellbeing	Recovery plan	Council/DPIPWE/DoH/PHS/THS	Short-term

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
CE 21 Infrastructure failure				
CE 21.01	There is a risk that dam failure will impact downstream populations in neighbouring Derwent Valley municipality	Maintain evacuation plan	Hydro Tasmania/Derwent Valley Council	Ongoing
		Public awareness	Hydro Tasmania/Derwent Valley Council	Short-term
CE 21.02	There is a risk that wastewater treatment facility failure will result in public health concerns	Maintain regular sampling/monitoring program	TasWater/Council/DoH/PHS	Ongoing
		Implement telemetry monitoring system	TasWater/Council/DoH/PHS	Ongoing
		Maintain maintenance program	TasWater/Council/DoH/PHS	Ongoing
CE 21.03	There is a risk that timber bridges will fail, resulting in community isolation and disruption	Ongoing upgrades or replacement of timber and obsolete bridges	DSG/Council/Derwent Valley Council	Ongoing
		Identify alternative routes	Council	Short-term
CE 24 Industrial accident				
CE 24.01	There is a risk that a forest industry accident will result in loss of life or injury	Training	STT/industry	Ongoing
		Maintain Work Health and Safety standards	STT/industry	Ongoing
		Follow Forest Practices Codes	STT/industry	Ongoing
CE 25 Pollution				
CE 25.01	There is a risk that wastewater treatment facility failure will result in pollution of waterways	Maintain regular sampling/monitoring program	TasWater/Council/DoH/PHS	Ongoing
		Implement telemetry monitoring system	TasWater/Council/DoH/PHS	Ongoing
		Maintain maintenance program	TasWater/Council/DoH/PHS	Ongoing
CE 25.02	There is a risk of pollution of the waterways from runoff from forestry harvesting	Ensure compliance with Forest Practices Code	STT/industry/Council/DPIPWE	Ongoing
		Introduce stricter code	STT/industry/Council/DPIPWE	Short-term
CE 26 Transport accident				
CD 26.03	There is a risk of loss of life or injury from a road transport accident	Support road safety strategies	DSG/industry groups/Council	Ongoing

APPENDIX 3: MEMC Terms of Reference

Central Highlands Municipal Emergency Management Committee Terms of Reference



Committee	Central Highlands Municipal Emergency Management Committee (MEMC)
Date and status	Issue 7, 2021
Enquiries	Executive Officer (Municipal Coordinator) Central Highlands Council
Review notes	These Terms of Reference are due for review in January 2023
General standards & practices	The <i>Tasmanian Emergency Management Arrangements</i> (TEMA) describes the framework for this MEMC and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au).

1. Authority & background	Section 20 of the <i>Emergency Management Act 2006</i> (the Act) establishes the MEMC within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	Section 22 of the Act outlines the MEMC's purpose and functions generally as: “...to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal 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 ...”
3. Role and functions	<ul style="list-style-type: none">3.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.3.1.2 Determine and review emergency management policy for the municipal area, including the performance of hazard risk assessment and management in accordance with current and relevant standards.3.1.3 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area, and identify excellence and opportunities for improvement.3.1.4 Oversee management of emergencies in which Council resources are required to support response and recovery.3.1.5 Report to the Regional Controller on any municipal matters that relate to the functions of the Regional Controller or the Southern Regional Emergency Management Committee.3.1.6 At the direction of the MEMC Chairperson or Municipal Coordinator, assist them or Council with the performance/exercise of functions and powers under the Act.3.1.7 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area.3.1.8 Coordinate at least one municipal emergency management exercise each year.3.1.9 Support the activities of responding organisations during an emergency impacting the municipality.3.1.10 Coordinate a post-emergency operational debrief for all organisations

involved in an emergency impacting the municipality.

- 4. Reports to** Southern Regional Emergency Management Committee
- 5. Membership** Section 21 of the Act establishes arrangements for this committee's membership, supplemented by the following practices:
- membership is reviewed every time the Terms of Reference are reviewed and members are confirmed in writing by the responsible officer/manager
 - proxies may 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.
Observers/guests may include interested members of the public.
At this stage, security clearances are not required.
- 6. Chairperson** Mayor, Central Highlands Council
- 7. Executive Officer** Municipal Coordinator, Central Highlands Council
- 8. Members**
- Mayor (Chair)
 - Municipal Coordinator
 - Deputy Municipal Coordinator
 - General Manager (CHC)
 - Municipal Recovery Coordinator
 - Deputy Municipal Recover Coordinator
 - Southern Regional Social Recovery Coordinator
 - State Emergency Service – Regional Planner; Regional Manager
 - Tasmania Police – Officer in Charge, Bridgewater
 - Tasmania Fire Service – District Officer
 - Ambulance Tasmania
 - Inland Fisheries Service
 - Parks and Wildlife Service
 - Sustainable Timber Tasmania
 - TasNetworks
 - Hydro Tasmania
 - Aurora Energy
 - Central Highlands Community Health Centre
 - Red Cross
- 9. Chairperson** The role of the MEMC Chairperson is to:
- chair the MEMC
 - receive notification of emergency events from the Municipal Coordinator
 - maintain contact with and support the Municipal Coordinator during an emergency event
 - maintain regular contact/liaison with the Municipal Coordinator with regard to the administrative arrangements of the MEMC.
- 10. Frequency of meetings** The MEMC aims to meet twice a year unless an emergency event occurs and a review of operational aspects of the Municipal Emergency Management Plan (MEMP) is required. Meetings are scheduled by the Executive Officer.
- 11. Sub-committee** Central Highlands Recovery Committee is a subcommittee of this MEMC

APPENDIX 4: MEMC maintenance and activity schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the MEMC	Municipal Coordinator	Biannual	March / September
Conduct meeting of the Central Highlands Recovery Committee	Municipal Recovery Coordinator	Annual	March
Coordinate emergency management training for selected staff member/s on rotating basis and maintain training records	MEMC	Annual	As required
Plan, conduct and review a related exercise	MEMC	Every two years	As advised
Review MEMP and all appendices (including risk treatment strategies) Lodge plan with Regional Planner for approval	MEMC	Biennial	September 2022
Review and update contact lists	Municipal Coordinator	Biannual	March / September
Attend SREMC Meetings	Municipal Coordinator	Quarterly	As advised
Attend SRSRC Meetings	Municipal Recovery Coordinator	Quarterly	As advised
Review risk treatment options in conjunction with municipal strategic plan and budget	Municipal Coordinator	Annual	May-June

APPENDIX 5: Centres for emergency management

a Municipal Emergency Coordination Centre (MECC)

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

	Municipal location	Contact	Regional location	Contact
Primary:	Central Highlands Council Chambers 6 Tarleton Street Hamilton	Municipal Coordinator	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Planner T: 03 6173 2700
Secondary:	Central Highlands Council Office 19 Alexander Street Bothwell	Municipal Coordinator	As above	As above

b Emergency Operations Centres (EOC)

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

Organisation	Municipal location	Contact	Regional location	Contact
Council:	Central Highlands Council Chambers 6 Tarleton Street Hamilton	Municipal Coordinator	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Duty Officer T: 03 6173 2700
TASPOL:	Hamilton Police Station 62 Franklin Place Hamilton	Officer in Charge T: 03 6122 2032	Bridgewater Police Station Green Point Road Bridgewater	T: 03 6173 2010 Police Radio Room 131 444
TFS:	Bothwell Fire Station 6 Barrack Street Bothwell	District Officer T: 0403 708 014	Southern Region Headquarters 1040 Cambridge Road, Cambridge	Regional Chief South T: 1800 000 699
SES:	Central Highlands Unit 223 Bradys Lake Road Bradys Lake	Unit Manager T: 02 6173 2700	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Manager T: 03 6173 2700
AT:	Miena Fire Station 55-57 Cider Gum Road Miena	Duty Manager, Northern Region: T 0439 317 747	Southern Region Headquarters 1-5 Melville Street, Hobart	Manager – People & Operational Performance Improvement, Southern Region T: 03 6166 1917

c Emergency Evacuation Centres

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

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

CENTRAL HIGHLANDS MUNICIPAL EMERGENCY COORDINATION CENTRE (MECC) PLAN

Introduction

This sub-plan should be read in conjunction with the Central Highlands MEMP and is subject to the same authority and provisions of the MEMP.

MECC functions

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

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

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

MECC location

The MECC will be located in the Central Highlands Council Chambers at Hamilton, supported by existing resources and amenities. The alternative site is the Council Office at Bothwell. Any additional resources should be requested through SES.

MECC activation

During business hours

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

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

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

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

After-hours activation

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

Council Reception

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

- a notify the MC that normal channels are unable to cope with call volume

- b direct calls relating to the emergency according to instructions provided by the MC
- c be aware that a MECC is likely to be established to handle emergency calls
- d route emergency calls to the MECC when instructed to do so
- e continue to route emergency calls to the MECC until advised otherwise by the MC
- f under no circumstances leave the switchboard unstaffed for any period of time.
- g liaise with the MC regarding after-hours switchboard operation – under no circumstances is the switchboard to be 'night-switched' without full approval of the MC
- h not refer members of the public visiting Council Chambers to the MECC, but phone through and advise the MECC that a member of the public would like to speak with them
- i refer all media enquiries to the MECC or as instructed by the MC.

MECC staffing

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

Personnel required in the MECC will be determined by the MC, in consultation with the MEMC. Depending on the situation, the number and expertise of personnel will vary, but workers will generally include the MC, Deputy MC, Works Manager, Environmental Health Officer and administrative support staff. These workers will be expected to fulfil the roles or duties of any or all of the following:

MECC Manager

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

- a be responsible for the overall management of emergency-related coordination activities
- b coordinate resources and activities in the MECC
- c liaise with emergency services
- d ensure the MEMC Chairperson is fully briefed.

Communications Officer

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

Administration Officer/s

Council will provide worker/s who will:

- a operate telephones and/or radios as required
- b undertake administrative tasks as required
- c ensure the needs of MECC staff are met, eg. welfare, nourishment and rostering
- d act as messengers, if required.

Liaison Officers

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

Reporting structures and external linkages

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

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

APPENDIX 6: Duty Statements and Action Cards

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

These arrangements are designed to be flexible and scalable and one person may fulfil more than one function, dependent upon the size of the emergency. Should the event be larger than Council's capacity to respond, the MC will seek support from the Southern Regional Emergency Management Committee (SREMC), through the SREMC Executive Officer (Regional Planner).

MEMC Duty Statements

Committee

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

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

Chairperson

1. Chair the MEMC.
2. Arrange for reports to the Council, on an as needs basis, covering the activities of the MEMC and related emergencies.
3. Maintain regular contact/liason with the Municipal Coordinator/General Manager regarding administrative arrangements of the MEMC.
4. Receive notification of emergency from Municipal Coordinator/General Manager.
5. If appropriate, during an emergency event, convene MEMC and support the Municipal Coordinator.

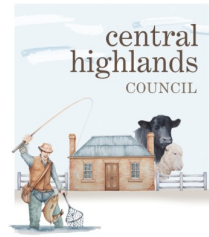
Executive Officer (Municipal Coordinator)

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

Committee Members

1. Provide advice within respective field of expertise.
2. Coordinate and manage resources from respective organisations in support of the MEMC.

ACTION CARD 1



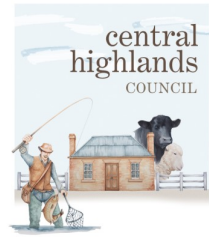
Position **MAYOR**

Responsible to **Central Highlands Council**

Duties

- a Receive notification of emergency from Municipal Coordinator
- b Advise and inform Councillors, if appropriate
- c Maintain contact with and support Municipal Coordinator
- d Manage ongoing information to Councillors
- e Undertake role of Council spokesperson for the community and for providing information to the community and media
- f Chair (or delegate chairing) Central Highlands Municipal Emergency Management Committee (MEMC) meetings
- g Establish and maintain links with Australian and Tasmanian Government Ministers, when appropriate
- h Manage public appeals, when appropriate
- i Establish and maintain community profile

ACTION CARD 2



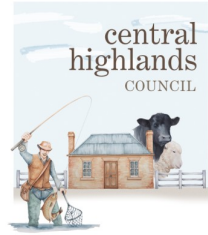
Position **COUNCILLORS**

Responsible to **Mayor**

Duties

- a Deputise for and/or support the Mayor, as requested by him/her
- b Receive notification of emergency
- c Support the Central Highlands Emergency Management Committee (MEMC) Chairperson and Municipal Coordinator during the emergency

ACTION CARD 3



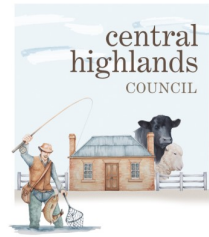
Position **MEMC Chairperson (Mayor)**

Responsible to **Central Highlands Council**

Duties

- a Receive notification of emergency
- b Convene and chair Municipal Emergency Management Committee (MEMC) meetings in response to the emergency
- c Support and liaise with the Municipal Coordinator during the emergency
- d Maintain contact and liaise with the Councillors and Officers, as required

ACTION CARD 4



Position

GENERAL MANAGER

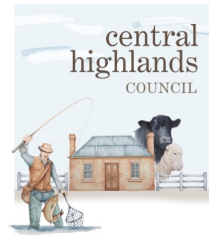
Responsible to

Central Highlands Council

Duties

- a Establish and maintain contact with the Mayor (and Councillors if warranted)
- b Assist the Mayor with community and media information
- c Manage ongoing information to the community and media
- d Manage ongoing information to Council staff
- e Liaise with and provide support to the Municipal Coordinator
- f Ensure accurate records of financial expenditure associated with the emergency are kept

ACTION CARD 6



Position

MUNICIPAL COORDINATOR

Responsible to

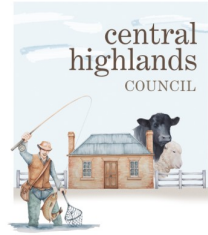
General Manager/Mayor

Duties

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

- a Responsible for overall management of Council's role in supporting response to the emergency
- b Notify the Mayor, Municipal Emergency Management Committee (MEMC) Chairperson, General Manager and other MEMC members of the emergency or potential emergency.
- c Activate the Central Highlands Municipal Emergency Coordination Centre (MECC) plan
- d Coordinate resources and activities in the MECC
- e Assist and advise the MEMC Chairperson and liaise with MEMC members
- f Liaise with emergency services
- g Liaise with the Regional Controller
- h Assist with the allocation of Council resources
- i Liaise with the Municipal Recovery Coordinator and/or Southern Regional Social Recovery Coordinator

ACTION CARD 6



Position

DEPUTY MUNICIPAL COORDINATOR

Responsible to

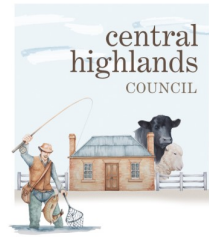
General Manager/Municipal Coordinator

Duties

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

- a Assist the Municipal Coordinator in all duties
- b Act as Municipal Coordinator in his/her absence
- c Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

ACTION CARD 7



Position

MUNICIPAL RECOVERY COORDINATOR

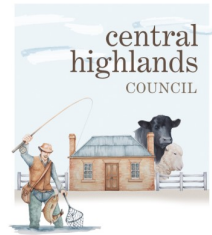
Responsible to

Municipal Coordinator

Duties

- a Receive notification of emergency from Municipal Coordinator
- b Notify appropriate recovery organisations
- c Notify Southern Regional Social Recovery Coordinator
- d Maintain contact with and support Municipal Coordinator
- e Manage assessment of community needs with support from Southern Regional Social Recovery Committee
- f Maintain ongoing liaison with the Southern Regional Social Recovery Coordinator during the provision of services to the community
- g Record expenditure associated with the emergency
- h Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

ACTION CARD 8



Position **MANAGER WORKS**

Responsible to **General Manager/Municipal Coordinator**

Duties

- a Receive notification of emergency from Municipal Coordinator
- b Ensure identified resources and equipment are available
- c Coordinate required field operations
- d Maintain contact with and support Municipal Coordinator
- e Record expenditure associated with the emergency
- f Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

APPENDIX 7: Standard Operating Procedures

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

First alert – Municipal Coordinator (MC)

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

- a assess the necessity to establish the MECC and/or a municipal EOC
- b contact response teams/supervisors and other potentially affected operational areas as deemed appropriate
- c notify Council's General Manager or Manager Governance and Performance (if appropriate)
- d contact those staff that may have a direct role in the emergency.

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

Liaison with emergency services

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

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

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

Bushfire

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

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

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

Flood

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

Storm

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

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

APPENDIX 8: Community centres

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

ID	Centre name and contact	Location	Facilities available	Normal usage	Could be used for	Comments
1	Miena Community Hall Contact: M/C, DMC	55-57 Cider Gum Road, Miena	Toilets, disability access, kitchen, barbeques, parking facility, showers	Weekly	Assembly Evacuation Recovery	
2	Tarraleah Village Contact: M/C, DMC	25 Oldina Drive Tarraleah	Camping, accommodation, hall, kitchen, offices, toilets,	Daily	Assembly Evacuation	
3	Bronte Park Village Contact: M/C, DMC	378 Marlborough Road Bronte Park	Caravan park, toilets, disability facilities, accommodation, shop, kitchen	Daily	Evacuation Recovery	
4	Derwent Bridge Hotel Contact: M/C, DMC	15573 Lyell Highway Derwent Bridge	Toilets, kitchen, accommodation, camping area	Daily	Evacuation Recovery	
5	Ellendale Hall Contact: M/C, DMC	937 Ellendale Road Ellendale	Toilets, kitchen, hall	Weekly	Assembly Evacuation Recovery	
6	Hamilton Hall Contact: M/C, DMC	6 Tarleton Street, Hamilton	Toilets, kitchen, hall	Weekly	Assembly Evacuation Recovery	
7	Bothwell Hall Contact: M/C, DMC	19 Alexander Street, Bothwell	Toilets, kitchen, hall	Weekly	Assembly Evacuation Recovery	
8	Ouse Hall Contact: M/C, DMC	6955 Lyell Highway, Ouse	Toilets, kitchen, hall	Weekly	Evacuation Recovery	
9	Wayatinah Hall Contact: M/C, DMC	Third Street, Wayatinah	Toilets, hall	Weekly	Evacuation Recovery	
10	Central Highlands Community Health Centre Contact: M/C, DMC	6896 Lyell Highway Ouse	Kitchen, toilet, shower	Daily	Evacuation Temporary shelter	

APPENDIX 9: Works Department resources

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

Use of any of this equipment in an emergency by trained Council officers would be under instruction from the Response Management Authority only. Additional training may be required for use in response to an emergency.

Description	Number	Comment
10 Yard tip trucks	4	
Dog trailers	4	
Motor graders	3	
1,000 litre trailer-mounted water cart	3	
Backhoe	2	
Tractor and slasher	1	
10,000 litre water cart	2	
13 tonne excavator	1	
Light vehicles	15	Assortment of cars, utes and light trucks
Chainsaws	8	