



CENTRAL COAST COUNCIL



Latrobe Council

Tasmanian Municipal Emergency Management Plan


MERSEY-LEVEN

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Section 1 Overview

Glossary

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

Table 1 Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee	AARCs are groups established on a needs basis under the statutory authority vested in the State Controller, SEMC, Regional Controller or REMC to assist councils with longer term recovery. It may also be referred to as a Recovery Taskforce (especially when its membership comprises State Government representatives).
command	The internal direction of an organisation's resources in an emergency.
combined area	<p>From the <i>Emergency Management Act 2006</i>: "combined area" means two or more municipal areas determined by the Minister to be a combined area under section 19;</p> <p>Section 19 establishes a combined area as two or more municipal areas in the same region that are recognised by the Minister as having a common municipal committee. Each municipal area must have its own Municipal Coordinator appointed, irrespective of whether municipal areas are combined.</p>
community centres NB one or more centre type can be combined at the same location if necessary	<p>Assembly: An identified location where affected persons can assemble. Assembly centres are generally established for a short period of time to meet the immediate personal support needs of individuals and families e.g. Evacuation (fire) Centre.</p> <p>Evacuation: An identified location for persons of an affected area to be temporarily accommodated. This includes the provision of basic services to meet affected people's immediate personal needs.</p> <p>Information: An identified location where information is made available for emergency-affected people. They can be virtual (e.g. call centres or web based), or physical (e.g. at a community centre). Notwithstanding the structural arrangements, the importance of providing clear and consistent information is acknowledged.</p> <p>Recovery: An identified location for affected persons to access information and assistance after an emergency has occurred. A range of Government and Non-Government Organisations operate from recovery centres (it can also be referred to as a "One-Stop Shop").</p>
Evacuation (fire) Centre	A place nominated by the Tasmania Fire Service (TFS) with basic shelter and amenities for people whose property is under a bushfire threat, who choose to leave and have no alternative arrangements such as family and friends (TFS document "TAS 2010-2011 Evacuation (fire) Centre and FAQs for Councils" January 2011, p. 7). They are assembly centres that are bushfire specific.
control	The overall direction and management of response/recovery activities for an emergency. The authority for control can be established in legislation or in an emergency plan and includes tasking and coordinating other organisations resources to meet the needs of the situation (i.e. control operates horizontally across organisations).
coordination	The systematic acquisition and application of resources (workers, equipment, goods and services) during response/recovery. Coordination can operate vertically within

	an organisation (as a function of command), as well as horizontally across organisations (as a function of control).
Deputy Municipal Coordinator	<p>From the <i>Emergency Management Act 2006</i>: "Deputy Municipal Coordinator" means the Deputy Municipal Emergency Management Coordinator appointed under section 23</p> <p>Section 23 establishes the Deputy Municipal Coordinator as a ministerial appointment in each municipal area who can act for the Municipal Coordinator when the Municipal Coordinator is:</p> <ul style="list-style-type: none"> absent from duty or Tasmania OR unable to perform the Municipal Coordinator duties (permanently) OR is temporarily not appointed e.g. has resigned etc.
emergency	<p>(a) an event that –</p> <p>(i) endangers, destroys or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and</p> <p>(ii) requires a significant response from one or more of the statutory services; or</p> <p>(b) a significant threat of the occurrence of an event of a kind referred to in paragraph (a) in respect of which it is appropriate to take measures –</p> <p>(i) to prevent that possible resulting event; or</p> <p>(ii) to mitigate the risks associated with that threat and that possible resulting event;</p> <p>Any event where loss of, or damage to life, property or the environment occur, or are imminent, requiring the immediate deployment and coordination of resources by statutory services to prevent or mitigate the consequences of it.</p>
emergency centre	<p>Emergency Coordination Centre: A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at Emergency Coordination Centres can be agency specific or community focused. This means that multiple centres may be active for a single emergency, and they may be co-located with other centres depending on the situation (e.g. an Emergency Operations Centre). Municipal, Regional and State Emergency Management Committees manage the Emergency Coordination Centres that are focused on community-wide consequence management.</p> <p>Emergency Operations Centre: A generic term for any facility or location where an identified group or team meets to give direction for agency-specific work related to an emergency.</p> <p>This includes the acquisition and allocation of resources required by the agency. The way Emergency Operations Centres are used can vary depending on the situation.</p>
emergency management	<p>From the <i>Emergency Management Act 2006</i>: "emergency management" means –</p> <p>(a) the planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, overcome and recover from an emergency; or</p> <p>(b) the planning, organisation, coordination and implementation of civil defence measures; or</p> <p>(c) the conduct of, or participation in, research and training for any measures specified in paragraph (a) or (b); or</p> <p>(d) the development of policy and procedures relating to any measures or actions specified in paragraph (a), (b) or (c);</p> <p>Emergency management is the framework or management system that provides for planned and coordinated measures that reduce vulnerabilities and enhance capacities to withstand emergencies; as well as cope with, and recover from their impacts.</p>
emergency management plan	<p>From the <i>Emergency Management Act 2006</i>: "emergency management plan" means the Tasmanian Emergency Management Plan, a Regional Emergency Management Plan, a Municipal Emergency Management Plan or a Special Emergency Management Plan;</p> <p>A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a</p>

	geographic area, identified hazard, or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency powers (includes risk assessment powers)	<p>From the <i>Emergency Management Act 2006</i>: "emergency power" means a power specified in Schedule 1;</p> <p>These powers are formally sanctioned by the State Controller/ conferred on Regional Controllers and related to:</p> <ul style="list-style-type: none"> • directing/controlling movement of people, animals, wildlife • medical examination and/or treatment, decontamination • destruction of animals, wildlife, vehicles, premises/property suspected to be contaminated with chemical, biological, radiological materials • disposal of human and animal remains • managing energy supply (electricity, liquids, gas, other) • traffic control • closing public places/events • entry to vehicles or premises (stop, enter, inspect; seize, copy, take extracts of relevant items • property (e.g. excavate, earthworks, modify etc) • require cooperation for emergency management.
special emergency powers	<p>From the <i>Emergency Management Act 2006</i>: "special emergency power" means a power specified in Schedule 2.</p> <p>Powers that mean the State Controller or the Regional Controller affected by the declaration of a state of emergency can direct resources to be made available to persons involved in emergency management and take such actions considered appropriate for emergency management.</p>
Evacuation	Evacuation is the planned movement of people from unsafe or potentially unsafe areas to a safer location and their eventual return.
emergency risk management	A systematic process that produces a range of measures that contributes to wellbeing of communities and the environment.
hazard	"hazard" means a place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment.
Management Authority	The organisation responsible for providing guidance for aspects of comprehensive emergency management. This responsibility is often established in legislation and undertaken in partnership with other organisations.
Municipal Chairperson	<p>"Municipal Chairperson" means the person determined under section 21(2) by a council to be the Municipal Chairperson.</p> <p>Section 21 establishes the Municipal Chairperson as a person determined by council for the municipal area to chair the Municipal Committee.</p>
Municipal Committee	<p>From the <i>Emergency Management Act 2006</i>: "Municipal Committee" means a Municipal Emergency Management Committee established under section 20.</p> <p>Section 20 establishes the Municipal Committee as a group established to institute and coordinate emergency management for a municipal area or a combined area.</p> <p>As a combined municipal area recognised under the Act, the Central Coast, Devonport, Kentish and Latrobe Councils have established a Mersey-Leven Combined Municipal Committee (MLEMC).</p>
Municipal Social Recovery Coordinator and Deputy	A council worker who is authorised to coordinate, manage and advise on aspects of municipal social recovery arrangements.
Municipal Coordinator	<p>From the <i>Emergency Management Act 2006</i>: "Municipal Coordinator" means a person appointed as a Municipal Emergency Management Coordinator under section 23</p> <p>Section 21 establishes the Municipal Coordinator as a person appointed by the Minister who has the authority and ability to make decisions relating to the coordination of emergency management in the municipal area during an</p>

	<p>emergency without first seeking the approval of council. The Municipal Coordinator has other responsibilities established by the Emergency Management Act 2006 including:</p> <ul style="list-style-type: none"> • Executive Officer for the Municipal Committee • assist and advise the Municipal Chairperson, Regional Controller, SES Unit Manager and council • act as an Authorised Officer when required and authorise others to act as Authorised Officers.
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	Information provided by or for emergency management authorities to the general community prior/during/following an emergency to promote "self-help".
Regional Social Recovery Coordinator	A nominated State Government worker who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Social Recovery Coordinators and their deputies.
Regional Controller	<p>From the <i>Emergency Management Act 2006</i>: "Regional Controller" means the Regional Emergency Management Controller appointed under section 17;</p> <p>Section 17 establishes the Regional Controller function as a person who is either:</p> <ul style="list-style-type: none"> • a police commander determined by the Commissioner of Police and the State Controller OR • a person appointed by the Minister.
Recovery	Planned and coordinated measures that support emergency affected individuals and communities, economy/s, infrastructure and the environment.
state of emergency	<p>From the <i>Emergency Management Act 2006</i>: "state of emergency" means a state of emergency declared under section 42;</p> <p>Section 42 establishes a state of emergency as a declaration by the Premier when an emergency is occurring or has occurred in Tasmania resulting in circumstances that require or may require special emergency powers, because emergency powers would be insufficient to deal with the emergency.</p>
Support Agency	Organisations that are responsible for maintaining, or maintaining access to, specific functional capabilities as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority, as required.
validation	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
warnings	Dissemination of a message signaling imminent hazard/s, which may include advice on protection measures.

Acronyms

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

Table 2 Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
THS	Tasmanian Health Service
DSG	Department of State Growth
DoE	Department of Education
DHHS	Department of Health & Human Services
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DTF	Department of Treasury and Finance
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
FMAC	Fire Management Area Committee (Central North)
GIS	Geographic Information Services
MC	Municipal Coordinator
MRC	Municipal Recovery Coordinator
MECC	Municipal Emergency Coordination Centre
MLEMP	Mersey Leven Emergency Management Plan
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
SES	State Emergency Service
TAS POL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMP	Tasmanian Emergency Management Plan
TFS	Tasmania Fire Service
THS	Tasmania Health Service

Introduction

- 1.4 The strategic objectives for emergency management of the Mersey-Leven Emergency Management Committee are to:
- a maintain the Mersey-Leven Emergency Management Plan (MLEMP) to guide the management of risks to the community arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery)
 - b recognise and value the relationships and partnerships for emergency management, in particular the importance of:
 - i effective interactions between staff members with specified responsibilities for emergency management, across the four member councils
 - ii community contributions in emergency management and promoting community engagement as required
 - iii maintaining linkages with related bodies including the North-West Regional Emergency Management Committee and North-West Regional Social Recovery Committee
 - iv identifying roles and responsibilities and integration processes between emergency management and Central Coast, Devonport, Kentish and Latrobe Council management structures
 - c develop a progressive review system which is implemented for all emergency management elements that is based on continuous improvement principles
 - d maintain an active and relevant Mersey-Leven Emergency Management Committee (MLEMC).
- 1.5 A map showing the combined Mersey-Leven municipal area is included as Figure 1 at the end of this section (refer to p.13).

Authority

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

Aim

- 1.7 The aim of this plan is to describe the emergency management arrangements for the Mersey-Leven municipal combined area.

Objectives

- 1.8 The objectives of this plan are to record:
- a roles and responsibilities related to identified hazards and emergency management functions
 - b current arrangements for prevention and mitigation, preparedness, response and recovery including:
 - i the legislated requirement to maintain this plan
 - ii protocols for coordinating mutual support with neighbouring councils
 - iii identification of ways to request/access additional support from regional, State and Commonwealth levels
 - c identify opportunities to reduce risks to the community.
- 1.9 These objectives are established so that emergencies can be either prevented, their effects mitigated or effective response and recovery can occur.

Scope and Application

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

Context Statement

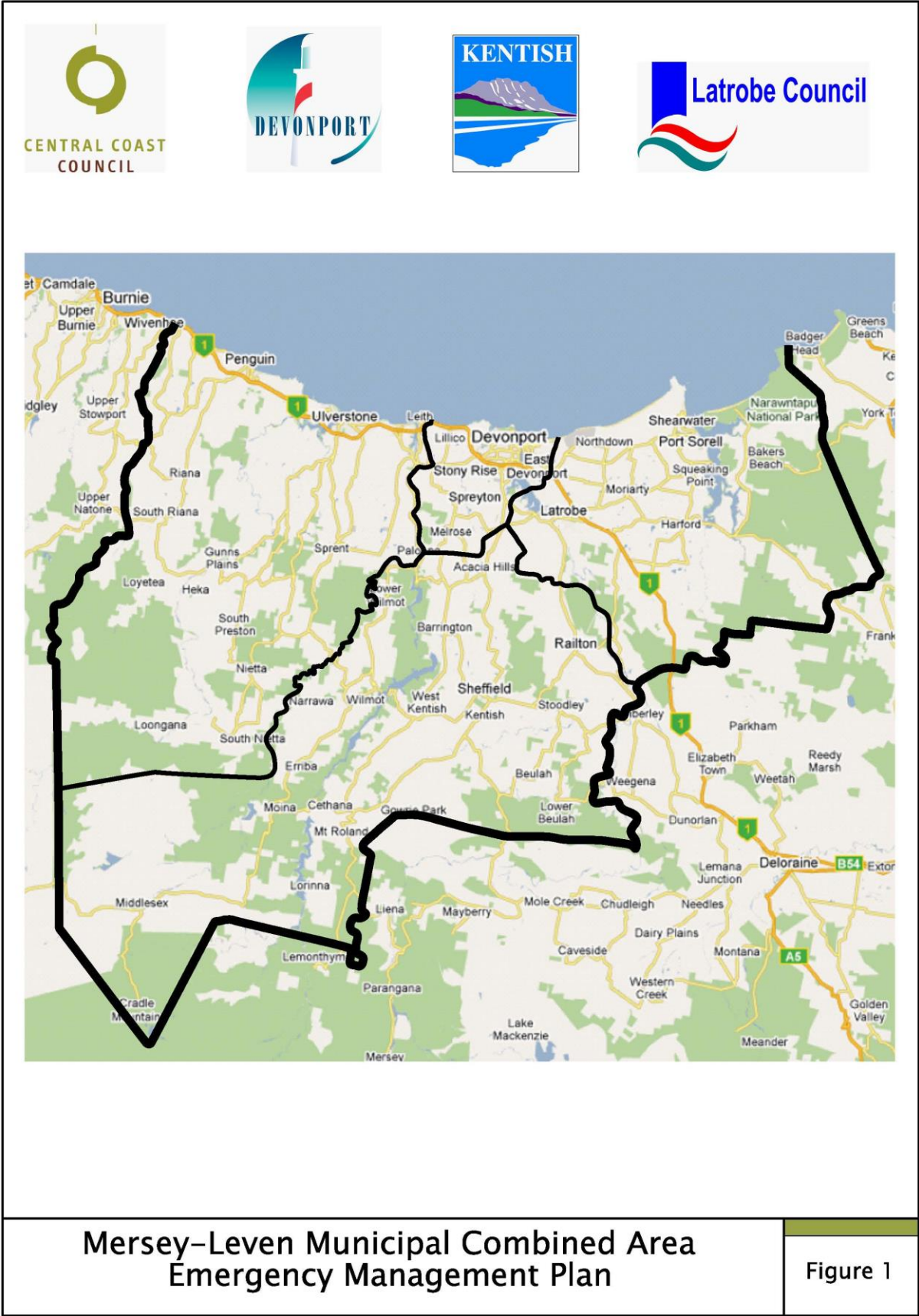
History of the Mersey-Leven Municipal Combined Area	<p>This Municipal Combined Area was established in the late 90's when approval was granted by the responsible Minister (under the equivalent of the authority of S. 19 of the <i>Emergency Management Act 2006</i> – (The Act)) for the three municipalities of Devonport City, Latrobe and Kentish, as a combined area for the establishment of an Emergency Management Committee. In 2003 approval was granted for Central Coast to join this combined municipal group.</p> <p>Emergency Management in the Mersey-Leven Area to this point has been characterised by the following examples:</p> <ul style="list-style-type: none">• The development of many effective working relationships between personnel in the four municipal areas that are the basis of building effective working relationships so critical to successful emergency management.• Production of a joint Mersey- Leven "Municipal Emergency Risk Register" in compliance with S. 22 of the Act.
General Description of the Area	<p>The Mersey-Leven municipal area is a "combined area" for the purposes of Emergency Management which encompasses the Central Coast, Devonport, Kentish and Latrobe councils.</p> <p>The Municipal Area is located in the geographic central north of Tasmania and has boundaries with the following Municipal Areas (refer to Figure 1 on p.13 for a map of the Combined Area):</p> <ul style="list-style-type: none">i. Beaconsfield and Deloraine to the east;ii. West Coast to the south;iii. Waratah-Wynyard to the south west; andiv. City of Burnie to the west. <p>The Combined Municipal Area covers 2788 sq. kms. (Central Coast with 924 sq. kms; Devonport with 114 sq. kms; Kentish with 1200 sq. kms and Latrobe with 550 sq. kms).</p>

Annual Rainfall/Climate	The annual rainfall is typically 1,000mm increasing further inland. The climate is classified as temperate, but varies from warm temperate in the coastal plains to cool temperate in the elevated inland areas. Severe storms and high winds are a common occurrence. Snowfalls can occur above the 150-metre level and impact most on the Kentish and Central Coast municipal areas; the heaviest falls occur in the September/October period.
Topography	The topography varies from narrow coastal plains, to undulating fertile hills, to rugged mountain terrain. River valleys are generally sharply defined. The highest point of elevation in the combined area is Cradle Mountain (1,545m).
Roads	The Bass Highway (National Highway) traverses the municipal area east/west generally along the coast. There is an extensive network of sealed and unsealed rural arterial and local roads which provide good all weather access to most parts of the combined municipal area. The exception is the more remote and mountainous southern parts within the Central Coast and Kentish Municipalities, although four wheel drive tracks are quite prevalent.
Agriculture	<p>The combined municipal area is a prime agricultural district and much of the economy of the area relies on rural production. The coastal plains and undulating hinterland contain the areas major agricultural land resource. Cash crop farming, dairying and beef cattle are the predominant rural and farming activities, together with tree plantations. A small amount of diversification such as deer and flower farming is also occurring.</p> <p>The airport and Mersey port are also critical to maintaining Tasmania's pest and disease free status so significant to the area's agricultural industries.</p>
Harbours and Airport	<p>The Mersey River at Devonport is both the main tourist port for the State and a major transport hub for the combined municipal area. In addition to the marine environment risks associated with port operations, bulk LPG storages are located within the port complex north of the Victoria Bridge and bulk fuel tanks south of the bridge.</p> <p>The Leven River at Ulverstone has mooring and boat launching facilities for small fishing and pleasure craft.</p> <p>The Devonport airport is located 5 km east of Devonport and is in the Latrobe municipality. The airport is owned and operated by the TasPorts (Tasmanian Ports Corporation) Pty Ltd.</p>
Population	<p>Population of the Mersey-Leven Area is approximately 64,200. Made up of:</p> <p>Central Coast- 22,313</p> <p>Devonport City 25,628;</p> <p>Latrobe 10,938; and</p> <p>Kentish 6,056</p>
Vulnerable Groups	The major group of vulnerable people is "the elderly"; aged persons complexes are distributed throughout the urban area.
Hazard Summary	<p>As for the rest of Tasmania, the Mersey-Leven Area's most prominent natural hazard is flood and is also subject to fire, as a result of its relatively low humidity, temperate weather and a reliance on forest and tourism industries. Storms, flooding and landslip are also identified natural hazards affecting the community.</p> <p>Examples of recent emergencies relevant to our area include:</p> <p>Mersey River Floods August 24th 1970; one fatality and estimated damage of \$5 million; 58 homes evacuated in Latrobe of which 15 were later condemned; many bridges on Dasher and Mersey rivers washed away. This issue is identified in the Mersey-Leven Risk Register as representing a High risk. A Mersey River Flood Response and Recovery Plan is currently nearing completion.</p>

	<p>Forth Flood August 2007; resulted in property damage and closure of Leith Road and Wilmot Road. Following the event a flood levee has been constructed to protect property in Leith Road; an emergency access road has been identified for Wilmot Road.</p>
	<p>Kelcey Tier Fires; have occurred every two to three years. Assets threatened include both housing and telecommunications infrastructure. A management plan exists for this area and has resulted in effective risk minimisation and response efforts in recent years.</p> <p>Storms are a regular occurrence e.g. the flood in September 2009, in which 36,000 homes were without power for up to three days, resulted in a cost to the Central Coast Council of approximately \$80,000. While Storms are identified in the Risk Register as a hazard, no risk level was estimated.</p> <p>Floods January 2011: In addition to significant damage to private property, the following impacts on Council property resulted across the member municipalities.</p> <p>Central Coast: significant flash flooding of the rivers and creeks resulting in a roads/bridges recovery estimated repair cost of \$5M (four bridges destroyed). Isolation of residents by failed bridges required construction of temporary/emergency access via the Dial Range and temporary bridge constructions.</p> <p>Devonport: road and landslips, bridge abutment erosions - estimated cost \$500K.</p> <p>Kentish – 73 homes and 16 businesses inundated; significant Council infrastructure damage to roads and bridges (two bridges destroyed) – estimated cost \$2.3M.</p> <p>Latrobe: damage to road surfaces etc. – estimated cost \$125K.</p>
	<p>Floods June 2016: Heavy prolonged rainfall across the region approaching a 1:200 year average recurrence interval (ARI) event resulted in extreme cases of river and tributary flooding. Much damage was caused to property and buildings in addition to Council infrastructure.</p> <p>Kentish Council sustained approximately \$8million of damage, including \$6million of bridges.</p> <p>Latrobe Council's damage bill was closer to \$2million, however the damage to private property especially in the lower reaches of the Latrobe township and on Railton Road was extreme and tragically included the loss of one life.</p> <p>Some areas are unlikely to ever be restored to pre-event conditions and this is certainly true with the massive amount of environmental/riverine damage in the Mersey, Forth and Leven Rivers.</p> <p>Central Coast Council sustained over \$7 million in damage, including over \$3 million of damage to bridges.</p> <p>Landslips across the region also necessitated significant road repairs with one major landslide at Gunns Plains covering over 3 sq km and being traversed by a major tourist road likely to be monitored for some years and a decision as to how to repair the road still to be determined (March 2017).</p> <p>Some homes have subsequently been demolished as a result of the event. As storm and flood activities escalated in June it became apparent that there were affected residents in Devonport, Forth and Railton that needed relocation, and an evacuation centre needed to be established for a short period, that would also include residents from the Latrobe area.</p> <p>To avoid duplication of effort and to utilise the Mersey/Leven Emergency Management and support/resource sharing arrangements, and to assist neighbouring municipalities of Kentish, Latrobe and Central Coast, who were already extended with tasks, a decision was made to request the activation of the evacuation centre at East Devonport Recreation Centre.</p> <p>This event will drive the reassessment of priorities in the Risk Register.</p>

Current Issues	The first step involves a review of the Mersey-Leven Emergency Risk Register. Risk issues will then be selected on the basis of relative risk for detailed analysis and planning for risk mitigation.
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Figure 1 Map of Mersey-Leven Combined Municipal Area



Section 2 Governance and Management

Roles of Government and Emergency Management Partners

- 2.1. In Australia, the three spheres of government (Commonwealth, State and Local) work in partnership to achieve safer, sustainable communities through robust emergency management arrangements. The Tasmanian Emergency Management Plan provides a summary of the different roles of government for emergency management. Non-Government organisations, industry/professions, communities and individuals complement the work of Governments for emergency management.
- 2.2. At municipal level, councils have a central role in coordinating and facilitating a range of emergency management activities for all hazards with the Municipal Committee, as well as resourcing specific council responsibilities for emergency management.
- 2.3. The Municipal Committee is pivotal in meeting these requirements.
- 2.4. Other service providers of the Municipal Committee may provide a support role during emergencies such as specialist advice and response.

The Legal Framework for Emergency Management

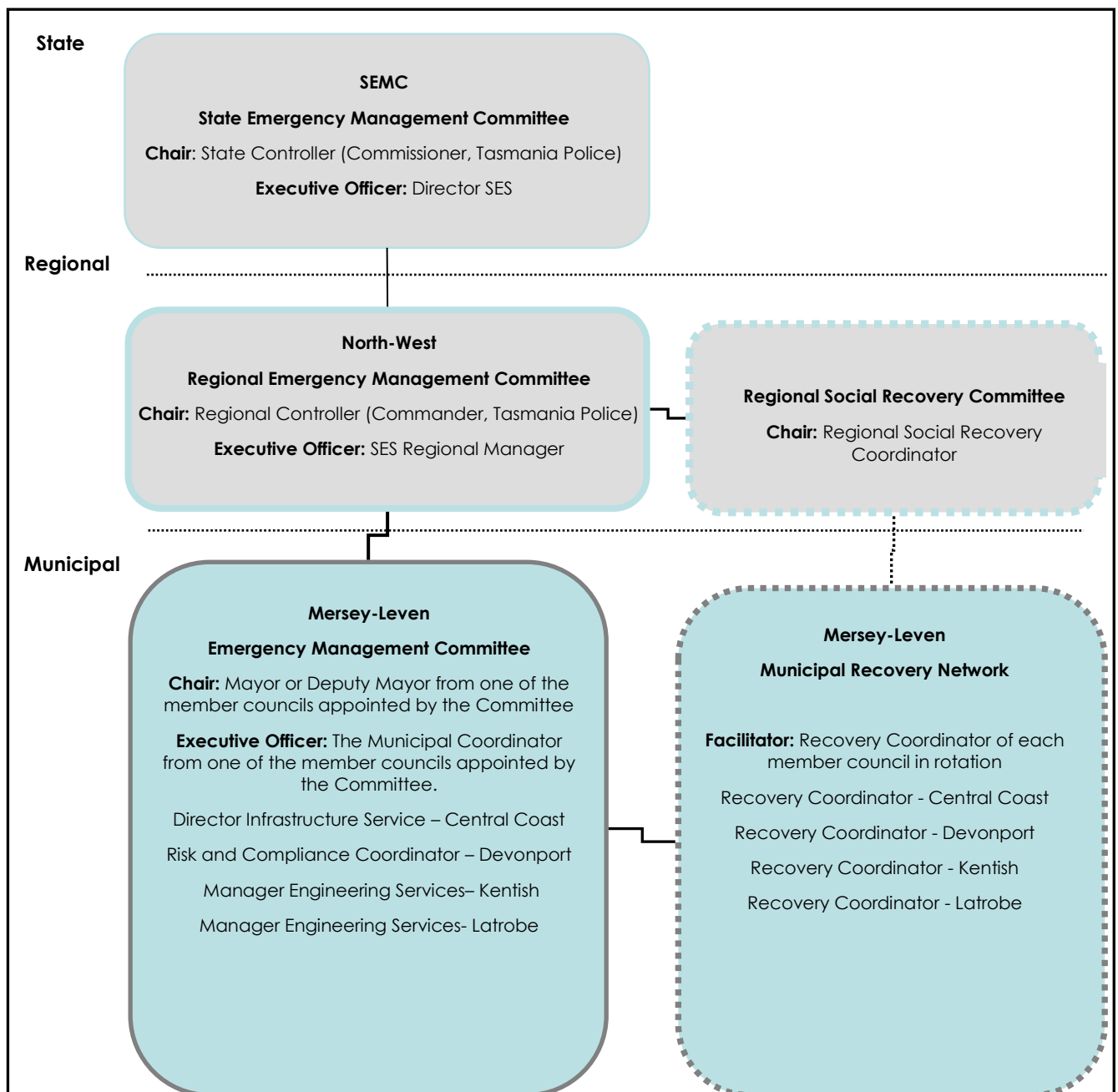
- 2.5. In Tasmania, powers and authorities for emergency management are provided in the *Emergency Management Act 2006*. The Act establishes a flexible emergency management system including emergency powers for the appointment of workers for emergency management functions including Municipal Coordinators,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

Emergency Power and Declarations

- 2.7. Powers related to specific hazards and/or functions are established by specific State legislation or national arrangements (in some instances Commonwealth legislation can also provide authority).
- 2.8. The *Emergency Management Act 2006* provides additional powers for Regional Controllers, the State Controller, the Minister and the Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. There are three types of powers established by the Act:
 - a risk assessment powers-sanctioned by the State Controller (s.36)
 - b emergency powers-sanctioned by the State Controller (s.40)
 - c special emergency powers (under a declared state of emergency)-sanctioned by the Premier. In this circumstance, Regional Controllers automatically have emergency powers conferred to them (s.42).
- 2.9. These powers can be used at any time, provide the criteria set out in the Act are met. Municipal Coordinators provided advice to the Regional Controller/SES Regional Manager if they believe powers should be sanctioned.
- 2.10. Conversely if powers under this Act are sanctioned the Regional Controller/SES Regional Manager will assist Municipal Coordinators to perform the functions required of them. Any specified authorised officer, which may include Municipal Coordinators, may need to implement the powers as required by the authorisation.

Emergency Management Governance

Figure 2 Municipal Emergency Management Governance - Mersey-Leven Municipal Area



LEGEND:

- Direct reporting relationship
- Also works or communicates with

Note: Roles listed apply at time of document acceptance, but are subject to change.

- 2.11. The Mersey-Leven Emergency Management Committee, chaired by one of the Mayors of the four member municipalities is supported by the Municipal Coordinator from each Council as required by Division 3 s.19-24 of the Emergency Management Act 2006.
- 2.12. The Municipal Committee maintains a "Terms of Reference" which is reviewed approximately every two years, noted by the State Emergency Management Committee and made available to the community on the SES website www.ses.tas.gov.au/Committees.
- 2.13. In the Mersey-Leven combined area a number of other committees and groups are part of the emergency management consultation framework. While they operate reasonably independently, they provide reports and information to the Municipal Committee as agreed and are invited to participate in the review of this plan. Figure 2 shows the consultation framework for the Mersey-Leven area (Refer to the previous page).
- 2.14. This committee is part of the North-West region. The North-West Regional Emergency Management Committee has overarching responsibility for regional emergency management activities. Its Municipal Coordinator represents each municipal area on the Regional Committee. In our situation, each of the four Municipal Coordinators and their Deputies are Regional Committee members.
- 2.15. The Regional Committee is chaired by the Regional Controller and supported by the SES Regional Manager as the Executive Officer to oversee Division 2 s.13-18 of the Emergency Management Act 2006 establishes these responsibilities and functions.

Responsibilities

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

Table 3 Summary of Responsibilities

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
1	Biosecurity emergencies (includes exotic animal, plant and marine disease, and pest emergencies)	Department of Primary Industries, Parks, Water and Environment (DPIPWE) - Biosecurity and Product Integrity Division	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal erosion	DPIPWE	Property identification Road closures Local operations centres Plant and machinery
3	Earthquake	Tasmania Police (TAS POL)	Property identification Road closures Local operations centres Building inspections Engineering assessments Plant and machinery
4	Energy supply emergency (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG	Property identification Local operations centres Advice on facilities requiring priority restoration
5	Environmental emergency (marine pollution and spills)	DPIPWE - Environment Division	Infrastructure information including storm water Plant and machinery
6	Fire-national parks, reserves	DPIPWE - Parks	Community information

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
			Plant and machinery
7	Fire-declared forest land/state forest	Sustainable Timber Tasmania	Community information Plant and machinery
8	Fire-urban, and privately managed rural land	Tasmania Fire Service (TFS)	Property identification Road closures Plant and machinery
9	Flood - dams	TAS POL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Plant and machinery
10	Flood - rivers	State Emergency Service (SES)/TAS POL/Councils	Property identification Road closures Local operations centres Community information Plant and machinery
11	Food contamination	DHHS	Premises inspection Infection controls Community Information Property identification
12	Hazardous materials - chemical, liquid fuel, explosives (unintentional release)	TFS	Property identification Road closures
13	Hazardous materials-radiological (unintentional release)	TAS POL	Property identification Road closures
14	Influenza pandemic	DHHS	Flu clinic facilities Immunisation Programs Community information
15	Infrastructure failure - buildings	TAS POL	Property identification Road closures Local operations centres Community information Plant and machinery
16	Infrastructure failure - State roads and bridges NB includes transport disruption	DSG	Local operations centres Community information Plant and machinery Alternative transport routes
17	Infrastructure failure – water and sewerage	TasWater	Property identification Road closures
18	Infrastructure failure – electricity, gas, petroleum	TasNetworks TasGas DSG Tas Ports	Property identification Road closures
19	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TAS POL	Property identification Road closures Local operations centres Community information

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
			Plant and machinery
20	Landslip, landslide	TAS POL	Property identification Road closures Local operations centres Community information Plant and machinery
21	Nuclear powered warship visits	TAS POL	Property identification Road closures Local operations centres Community information
22	Public health emergency	DHHS	Premises inspection Infection controls Community Information Property identification
23	Sea inundation from storm surge	Department of Police, Fire and Emergency Management (DPFEM)	Property identification Road closures Local operations centres Plant and machinery
24	Space debris	TAS POL	Property identification Road closures Local operations centres Plant and machinery
25	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Plant and machinery
26	Transport crash - aviation (less than 1,200m from the airport runway)	Initial response: Airservices Australia. Then: TAS POL	Community Information
27	Transport crash - aviation (more than 1,200m from the airport runway)	TAS POL	Property identification Road closures Local operations centres Plant and machinery
28	Transport crash: <ul style="list-style-type: none"> marine (no environmental emergency) railway road vehicles 	TAS POL	Local operations centres Plant and machinery Road closures Alternative transport routes
29	Tsunami and related sea inundation	DPFEM	Property identification Road closures Local operations centres Plant and machinery
30	Water supply contamination	DHHS/ Tas Water	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

Section 3 Emergency Management Arrangements

This section describes the general arrangements for emergency management in the Mersey-Leven combined municipal area. It has four sub-sections:

- | | |
|-------------------------------|---|
| 3.1 Prevention and Mitigation | This section describes the current focus of prevention and mitigation for municipal emergency management. |
| 3.2 Preparedness | This section describes what is done to be ready to respond and manage recovery, before an emergency occurs or is imminent. |
| 3.3 Response | This section describes what is done when an emergency occurs or is imminent. |
| 3.4 Recovery | This section describes what is done in similar time frames to response to support recovery in the short-term and the longer term across the four recovery elements: <ul style="list-style-type: none">• social• infrastructure• economic• environment. |

Section 3.1 Prevention and Mitigation

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

Overview

- 3.1.1. Put simply, "Prevention and Mitigation" is about eliminating or minimising the likelihood that an emergency will occur through planned and coordinated measures within the Mersey-Leven area.
- 3.1.2. The Mersey-Leven Combined Area Emergency Management Committee (MLEMC) oversees a range of prevention and mitigation activities in collaboration with its emergency management partners at municipal, regional and state levels.
- 3.1.3. The current areas of focus for prevention and mitigation in the Mersey-Leven combined area are:
- a research
 - b risk management (includes risk assessments and risk reduction activities)
 - c protective security and business continuity
 - d land-use planning.

Current Arrangements

Research

- 3.1.4. Through its membership, the Municipal Committee maintains an awareness of research for hazards and emergency management relevant to the municipal area. These hazards were briefly described in Section 1 of this plan.
- 3.1.5. The research areas that are expected to be focused (development or completion) on for the life of this plan are: Fire Plans for specific locations including plans identified through the Fire Management Area Committee – Central North (FMAC) , and updating the hazard register. This work is supported by Hydro Tasmania, the TFS and SES. Further information can be obtained from the Municipal Coordinator of the Council involved (Central Coast Council, Devonport, Kentish or Latrobe).
- 3.1.6. Findings of research that has relevance for the Municipal Committee's emergency management partners (including the community) are communicated/shared in a coordinated and appropriate way by committee members.

Risk Management

- 3.1.7. Each organisation is responsible for conducting risk assessments based on the findings of credible research, and incorporating the outcomes into their risk management programs and hazard registers as required. Risk assessment and risk management activities are completed in line with the relevant national standard e.g. AS/NZS ISO 31000:2009 and the relevant requirements/guides of each participating organisation.
- 3.1.8. Outcomes of the 2012 Tasmanian State Natural Disaster Risk Assessment (TSNDRA) are reviewed by the MLEMC which is responsible for updating them on case by case basis, in consultation with stakeholders. Aspects that affect this municipal area are used as the basis for regular reviews to this plan, to ensure that the arrangements continue to address the major risks to community safety within the Mersey-Leven area.
- 3.1.9. The Mersey-Leven Emergency Risk Register (refer Mersey-Leven Procedures and Guidelines) summarises the current risk assessment findings and identify the following general responsibilities for treatments:
- a council responsibility
 - b partnership: combination of councils, State Government agencies, Industry, Individuals
 - c State Government agency, Industry Association, Industry sector or individual
 - d Whole of Government responsibility.

Protective Security and Business Continuity

- 3.1.10. Emergency management for the Mersey-Leven area is part of business continuity arrangements for the area and the region. Each asset owner/service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity and protective security.
- 3.1.11. Supply/redundancy of essential services are of particular importance for local emergency management operations and mean relationships and arrangements are reviewed on an ongoing basis with asset owners/managers for the following areas including but not limited to:
- a power supply
 - b potable water and sewerage
 - c transport networks and alternative route planning
 - d telecommunications
 - e public/environmental health standards.

Land Use Planning

- 3.1.12. Land use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993* and largely at municipal level they are managed by council.
- 3.1.13. Land use planning schemes for each of the participating councils in the Mersey-Leven area are reviewed and updated continually to include improved preventative measures which help to mitigate the impact of emergencies on our communities. These updates are progressively informed by a number of State and Commonwealth government initiatives and incorporated in line with hazard assessments for each area. For further information:

Central Coast	" www.centralcoast.tas.gov.au "
Devonport	" www.devonport.tas.gov.au "
Kentish	" www.kentish.tas.gov.au "
Latrobe	" www.latrobe.tas.gov.au "

Current Mersey-Leven Combined Area Specific Arrangements

Process

- 3.1.14. At least once a year, the Municipal coordinators will meet and review the Mersey Leven Risk Register.

3.1.15. The purpose of the review is to achieve the following:

- a To ensure that all credible risks to the combined municipal area have been identified, assessed and prioritised (with due regard to the risks identified under both TEMP and The North West Regional EMP).
- b To analyse the current capability of the combined municipalities to implement existing and proposed emergency arrangements and to reflect this consideration in the risk evaluations and proposed risk treatments.
- c Once risks have been prioritised, to allocate responsibilities for the development of sub-plans for risk treatment of specific risks where warranted.

3.1.16. On completion of the review, the MLEMC oversees the development of a Work Program for the committee; implementation of projects flowing from the work program will ensure that over time, all identified credible risks are subject to a level of assessment appropriate to the estimated risk and that effective risk treatments are implemented.

3.1.17. It is fundamental to the success of our prevention and mitigation strategy that each of the four participating councils undertakes these projects; the expectation is that at least one major project is undertaken.

Resources

3.1.18. The individual councils are responsible for resourcing the implementation of prevention and mitigation strategies particular to their area.

3.1.19. Where appropriate, under the the MLEMC can call on the combined resources of the four councils particularly when implementing risk treatments.

3.1.20. Every opportunity is to be taken for accessing State and Federal funding for the prevention and mitigation of activities identified through the Risk Review process.

Section 3.2 Preparedness

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

Overview

- 3.2.1. Preparedness is managed collaboratively between State Government, councils and their emergency management partners.
- 3.2.2. Work health and safety legislation and individuals' general legal requirements in part form the basic "preparedness" obligations; that is, employers are required to prepare their workers for the workplace environment, including emergencies.
- 3.2.3. Specific State and Australian government legislation specifies hazard and function-specific responsibilities for regulators and government agencies (see the summary of legislation in Appendix 5.3 of TEMP,).
- 3.2.4. As well as existing legislation for work health and safety and hazard/function specific responsibilities, the *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to preparedness at the municipal level including:
- a council responsibilities for:
 - i providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (s.47)
 - ii providing facilities and resources for the municipal State Emergency Service Unit/s as well as the storage and maintenance of the equipment used by the unit/s and areas for training (arranged in conjunction with the Director State Emergency Service (s.49)
 - iii making recommendations for the Municipal Coordinator and Deputy roles (s.23-24) and providing a chairperson for the committee (s.21).
 - b the preparation and maintenance of a municipal emergency management plan for the municipal area (s34)
 - c establishment of a Municipal Emergency Management Committee (s.22)
 - d State Emergency Service responsibilities in s.26 to:
 - i provide advice and services in accordance with emergency management plans
 - ii recruit, train and support a volunteer workforce.
- 3.2.5. Support Agencies and owner/operators of specific facilities maintain processes and arrangements so they are ready to:
- a fulfill their roles in emergency management
 - b achieve "business as usual" for as long as possible, as well as
 - c coordinate recovery and aid broader recovery efforts after the emergency, if required.

Current Arrangements

Municipal Emergency Management Committees

- 3.2.6. The consultation framework is outlined in Section 2 of this plan. This framework is coordinated by the State Emergency Service with the SEMC and is maintained with the support of State Government, councils, Non-Government organisations and other organisations.
- 3.2.7. For the Mersey-Leven area, the Municipal Committee has an important role in maintaining relationships so information is shared and effective arrangements are in place for emergency management. It is chaired by a council representative (usually the Mayor or his/her deputy/representative) and any of the four Municipal Coordinators is its Executive Officer. An important documents that support its continuity are:
- a Terms of Reference (refer Mersey-Leven Procedures and Guidelines)
- 3.2.8. In the interests of uniformity across the member councils, the MLEMC has adopted proformas based on the models available from the SES website to make sure that its undertakings/activities are appropriately documented. These documents are available from the Municipal Coordinators. They are listed in Appendix 5.1 Associated Documents.

Capacity and Capability

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

Relief Arrangements for Council Emergency Management Roles

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

Municipal Area	Primary Role:	Usual Delegate:
Central Coast	Municipal Chairperson - Mayor	Deputy Mayor
	Municipal Coordinator – Director Infrastructure Services	Deputy Municipal Coordinator - Engineering Group Leader
	Municipal Recovery Coordinator –Community Development Officer	Deputy Municipal Recovery Coordinator – Community Services Officer
Devonport	Municipal Chairperson - Mayor	Deputy Mayor
	Municipal Coordinator – Risk and Compliance Coordinator	Deputy Municipal Coordinator – Deputy General Manager
	Municipal Recovery Coordinator – Cultural and Community Development Manager	Deputy Municipal Recovery – Community Development and Volunteer Coordinator
Kentish	Municipal Chairperson - Mayor	Deputy Mayor
	Municipal Coordinator - Manager Engineering Services	Deputy Municipal Coordinator – Works Manager
	Municipal Recovery Coordinator – Community Development	Deputy Municipal Recovery Coordinator – Technical Services Officer and Governance Officer
Latrobe	Municipal Chairperson - Mayor	Representing Councillor
	Municipal Coordinator – Manager: Engineering Services	Deputy Municipal Coordinator – Works Manager

Municipal Area	Primary Role:	Usual Delegate:
	Municipal Recovery Coordinator – Community Development Officer	Deputy Municipal Recovery Coordinator – Environmental Health Officer

Education and Training

- 3.2.11. The Municipal Coordinator coordinates general inductions for council employees with emergency management functions including media/information functions. The SES Regional Manager and Regional Social Recovery Coordinator assist as required.
- 3.2.12. The Municipal Coordinator of each member council is responsible for ensuring that the work of the MLEMC is communicated to all council employees with emergency management functions including media/information functions. This may be through existing information transfer mechanisms or a separate quarterly Council Emergency Management Group.
- 3.2.13. The Municipal Coordinator also coordinates relevant training of relevant personnel to maintain state of preparedness.
- 3.2.14. Validation activities, which are useful training opportunities, are conducted at various times by a wide range of stakeholders. Municipal Committee members attend these and/or arrange for relevant people from their organisation to attend and/or participate where relevant.
- 3.2.15. Familiarisation training of all personnel involved in Emergency Operations Centre operations is undertaken when required.

Municipal Emergency Coordination Centre

- 3.2.16. Each of the four participating Municipal Coordinators maintain a Municipal Emergency Coordination Centre (ECC) for their Municipal Area. Each provides a facility for:
 - a coordinating council's emergency response
 - b coordinating requests from responding or recovery organisations for additional resources
 - c providing information e.g. to the Regional Controller, local community etc.
- 3.2.17. A summary of these facilities and other important locations is included in the Mersey-Leven Procedures and Guidelines.
- 3.2.18. Whenever an emergency arises whose impact crosses municipal boundaries within the Mersey-Leven group, the most appropriate ECC is chosen after discussion / negotiation by the Municipal Coordinators involved with input/direction from the Regional Coordinator.
- 3.2.19. The preferred ECC location for each council is listed below, but other locations may be nominated if more appropriate to particular emergencies:

a	Central Coast	Police Station, 38 Victoria St, Ulverstone
b	Devonport City	Devonport Police Station, 24 Wenvoe St, Devonport
c	Kentish	Town Hall Supper Room, 66 High St, Sheffield
d	Latrobe	Council Chambers, 170 Gilbert St, Latrobe

Maintaining Basic Resources and Agreements

- 3.2.20. The Devonport Municipal Coordinator maintains a contact list for municipal emergency management on behalf of the combined Mersey-Leven councils. It is checked at each committee meeting, updated and circulated to members and stakeholders. The Regional Committee's contact list is an important supplement to the Municipal Committee's contact list. It is updated in a similar way (coordinated by the SES Regional Manager).
- 3.2.21. Key agreements/projects relevant to the maintenance of effective emergency management capabilities currently include the following:
 - a Shared Resources Project (involving the four member councils)
 - b GIS Service Level Agreement for data sharing between each of the member councils and DPIPW
 - c Memorandums of Understanding between SES and each of the member councils

- d Relevant resource lists are maintained by each member council
- e Assistance from SES for the provision of emergency power generators for the Municipal Coordination Centres.
- f Local Government Association of Tasmania (LGAT) Protocol for Inter-Council Emergency Management Resource Sharing.

Spontaneous Volunteers

- 3.2.22. It is recognised that agencies may be overwhelmed by offers of assistance by community members. Management and registration of spontaneous volunteers must be coordinated for effective activities. Councils will assist response management authorities in conjunction with Volunteering Tasmania to facilitate this.

Community Warnings and Public Information

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

Points for Public Enquiries

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

Available Warning Systems

- 3.2.25. Public warnings systems are maintained by responsible agencies (see examples below).
- 3.2.26. This plan recognises that warnings to the public are most effective when key messages are developed in advance based on best practice (e.g. AGDs "Choosing your Words") into effective warnings. They are maintained in draft form so they can be made specific to each circumstance.
- 3.2.27. Emergency warning systems relevant to the Mersey-Leven Combined Municipal Area are:
- a flash and mainstream flooding (from rivers) (BoM/Council)
 - b severe weather e.g. damaging winds (BoM)
 - c bush fire (TFS)
 - d Emergency Alert (all hazards) (TFS)
 - e Local ABC Radio (primary Support Agencies or response Management Authority)
 - f tsunami (TAS POL).

Public Information Readiness

- 3.2.28. Response Management Authorities are responsible for maintaining scripts about hazards for use by TEIS (Tasmanian Emergency Information System) in draft form so they can be customised as required.
- 3.2.29. Pre-prepared public information resources are tailored where possible to assist all members of the municipal area be informed about the emergency e.g. the aged and disabled. This includes:
- a Public media information includes warnings, announcements, bulletins, requests and other such information.
 - b During an emergency, the officer in charge of the Response Management Authority, or their duly appointed media liaison officer shall manage the release of information
 - c The Mayor, Municipal Emergency Coordinator, General Manager or authorised officer, shall be the only persons authorised to release official public information to the media.
 - d Should the emergency escalate and incorporate the Region Emergency Management Plan, then all media releases shall be through the Regional Emergency Management Controller or his duly appointed officer.

- e "Immediate release information" brought about by the urgency of a situation may be released by the officer in charge or senior ranking officer of the Response Management Authority or statutory body concerned at the time.

Municipal Emergency Management Plans

- 3.2.30. The MLEMC municipal coordinators are responsible for the preparation and maintenance of this plan. The plan is reviewed at least every two years after it was last approved. The SES provides guidance for the plan's format and content and arranges for its approval by the State Controller.
- 3.2.31. Section 4 of this plan provides more information about this plan including the Distribution List. The current version of this plan is available from the SES website and from each of the four Municipal Coordinators.
- 3.2.32. Each organisation represented on the Municipal Committee is responsible for maintaining their own plans, Risk Assessment and procedures and making sure they are aligned with the arrangements in this plan.
- 3.2.33. Individual organisations not represented on the MLEMC are required to also have their own plans. For example, Aged Care Facilities whose occupants are particularly vulnerable in emergencies affecting them are required to have their own plans.

Validations and Performance Management

- 3.2.34. Validations are conducted as part of the emergency planning process to assess the effectiveness of emergency management arrangements. Validations include: debriefs, exercises and other workshops/meetings.
- 3.2.35. Each member organisation is responsible for making sure their own processes and procedures are tested at regular intervals and also for participating in other validations where able.
- 3.2.36. The planned validation activities for this plan are recorded in Section 4.
- 3.2.37. Debriefs are conducted by each member organisation after both exercises and operations and combined debriefs for agreed operations are arranged by the Municipal or the Regional Committee.
- 3.2.38. Lessons identified in debriefs are recorded and shared where relevant through the consultation framework.
- 3.2.39. The performance of municipal emergency management is progressively reviewed through debriefs and at committee meetings for the area and the region. Where opportunities for improvement are identified, action is taken to address the situation on a risk basis.
- 3.2.40. The Municipal Guidelines include a self-evaluation survey and the committee uses this annually to formally review its performance and identify collective areas for future attention. These may also inform funding applications/priority setting.

Administration Systems

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

Cost Capture/Financial Administration

- 3.2.42. All organisations (including the four participating councils) maintain systems and processes so expenditure can be authorised for emergencies, recorded and reimbursement sought (where available). This includes identifying positions that are responsible for collating costs of response and recovery efforts. Cost capture systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA) and processes are kept by council to request access to funds.

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

Section 3.3 Response

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

Overview

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

Command, Control and Coordination

All Hazards Response Arrangements and Escalation

- 3.3.7. When an emergency occurs, initial response actions are usually carried out at the emergency site by those who have the primary responsibility for protecting the life, property or environment that is being threatened. In the first instance this is usually the asset owner/manager of the property/premises and/or the people at the emergency site.
- 3.3.8. Where the nominated people are not present or able to respond effectively, specified agencies/organisations have responsibilities/authority to take control of the situation. In this plan they are identified as the Response Management Authority. (Refer to Table 3).
- 3.3.9. Support Agencies assist Response Management Authorities; councils can be requested to support Response and make resources available. These requests are usually made by direct contact with the relevant Municipal Coordinator(s). At this point, consideration is given to the practicalities of opening the Municipal Emergency Coordination Centre to coordinate resources and requests (if it isn't already open). In situations where an emergency event involves more than one of the four member councils the Municipal Coordinators involved jointly decide on the most appropriate centre to use. Refer to the Mersey-Leven Procedures and Guidelines for more information about the centre.
- 3.3.10. The General Manager is responsible for providing adequate staff and resources to operate the emergency centre and/ or community Centre, and the Municipal Coordinator is responsible for arranging the Centre to be opened and managed. More detailed operating procedures are maintained in Appendix 5.1 Associated Documents (if it's a stand-alone procedure) or the Mersey-Leven Procedures and Guidelines, Action Cards and Duty Statements.

- 3.3.11. Liaison Officers for responding agencies can support fellow workers at the emergency scene and provide advice to other agencies at Emergency Operations Centres/Emergency Coordination Centres and/or senior managers who are monitoring the situation.
- 3.3.12. The SES Regional Manager usually assists and advises Municipal Coordinator/Municipal Emergency Coordination Centre and is responsible for briefing the Regional Controller (and other stakeholders).
- 3.3.13. The SES Regional Manager is responsible for arranging regional support to councils, should this be required.
- 3.3.14. The Regional Controller can assume overall control of response/community recovery operations (Section 18 of the Act). Emergency powers from the *Emergency Management Act 2006* do not need to be sanctioned for this to occur.
- 3.3.15. Once an emergency has been declared a "Regional Emergency" the Municipal Coordinator of the affected municipal area must ensure that a Liaison Officer (usually the Municipal Coordinator) is seconded to the Regional Emergency Coordination Centre.
- 3.3.16. Officers as listed (a – e) can request assistance from the relevant Municipal SES Unit, but only the SES Unit Manager or the Regional SES Duty Officer can activate an SES member:
 - a Any officer of the Tasmania Police.
 - b The Municipal Emergency Coordinator (or Deputy).
 - c Any officer of the Ambulance Tasmania.
 - d Any officer of the Tasmania Fire Service.
 - e Any officer of the State Emergency Service.
 - f Any officer of a government department responsible for taking action in accordance with any State or Municipal Emergency Management Plan.

Emergency Powers

- 3.3.17. Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Section 2 of this plan (see paragraph 2.5). The SES Regional Manager will coordinate activities on behalf of the Regional Controller when emergency powers are sanctioned.

Resource Sharing and Coordination

- 3.3.18. The four Mersey-Leven Member Councils have resource sharing arrangements under the Local Government Association of Tasmania Protocol for Inter-Council Emergency Management Resource Sharing.
- 3.3.19. Whenever an emergency involves more than one of the member council areas, the involved Municipal Coordinators work together to coordinate the response effort.

Consequence Management

- 3.3.20. The Regional Controller's efforts are usually focused on consequence management (including public information strategies). This usually occurs in consultation with members of the Regional Committee and other relevant stakeholders acting as Liaison Officers and/or advisors coordinated by the SES Regional Manager. If further assistance is required, the Regional Controller can make requests to other regions or to the State Controller.
- 3.3.21. Offers of assistance from organisations that are not usually part of response arrangements (e.g. from the community, industry, celebrities, other regions/jurisdictions and interstate agencies) are handled by the Response Management Authority, although they can be referred to the SES Regional Manager. See section 3.2.22 for information on managing spontaneous volunteers.
- 3.3.22. Figure 3 summarises the general command, control and coordination arrangements/process for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation. Table 4 (following Figure 3) summarises typical response actions for all hazards and these are used/adjusted as required for each situation.

Figure 3 Response Management Structure

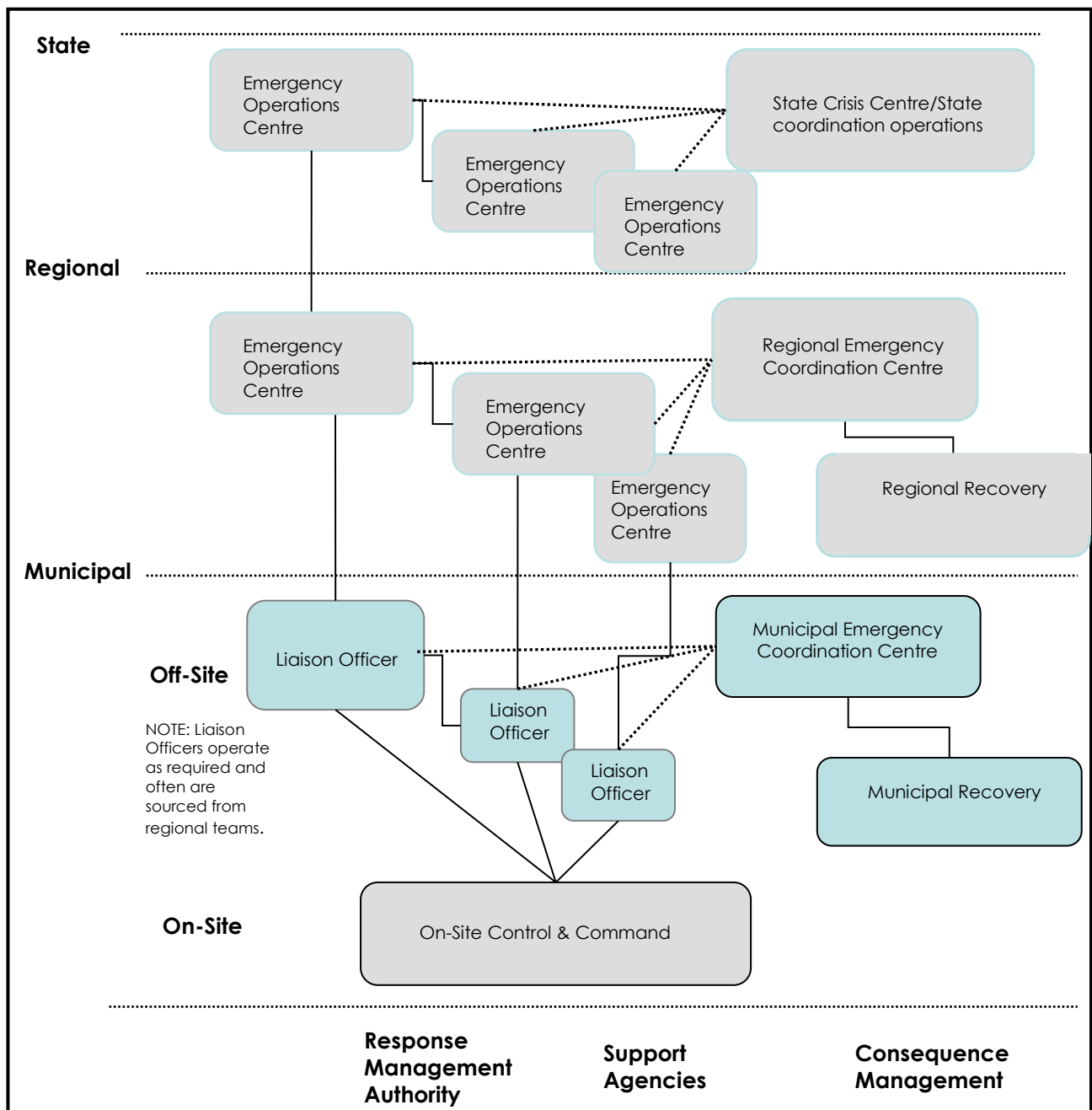


Table 4 All-Hazards Response: Typical Actions

Row	Phase	Response actions	Council considerations
1	Alert	<ul style="list-style-type: none"> • Monitor situation • Brief stakeholders 	<ul style="list-style-type: none"> • Advise Council stakeholders and committee • 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 	<ul style="list-style-type: none"> • Update stakeholders (council, committee and response Management Authority) and circulate latest version of contact list/Action Cards • Locate keys to centres, notify of centre managers of the potential for use • Draft staff rosters for centres/tasks for next 24hrs • Locate supplies that are likely to be needed in the first few hours e.g. stationary; references (Plans, map books, contact lists), extra equipment (phones, lap tops, 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 • 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: Sit Reps and public information • Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> • Establish and communicate coordination location for council resources/requests • Manage requests for assistance/resources • Open and manage centres as required e.g. 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/Regional Controller regarding the establishment and status of recovery operations and arrange "hand over" as required • Confirm end/close of response and stand down • Collate logs, costs etc. and assess needs for re-supply 	<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 re-supply
5	Debrief	<ul style="list-style-type: none"> • Conduct internal debrief/s • Participate in multi-agency debriefs as required and report to Regional Controller/Committee 	<ul style="list-style-type: none"> • Conduct council worker debrief • Arrange for committee debrief and report to Regional Controller/Committee



Warnings and Public Information





Warnings





- 3.3.23. Warnings are issued by the BoM for flood severe weather events, tsunامي, road weather alerts and fire weather conditions, and the TFS bushfire alerts. These warnings are sent to media outlets (radio and television) who issue the warnings which may be preceded by the SEWS (Standard Emergency Warning Signal) in accordance with Tasmania's guidelines. These guidelines notes that the Regional Controller can request SEWS is used.
- 3.3.24. Response Management Authorities are responsible for interpreting warnings and communicating the potential impacts and consequences to the community.
- 3.3.25. Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:
- a Response Management Authority
 - b SES Regional Manager
 - c Regional Controller.
- 3.3.26. Response Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
- 3.3.27. "Emergency Alert" is a national capability that can send warnings to landline and mobile telephones via voice and text message in a geographic area (messages to mobiles are based on their billing address, not actual location). "Emergency Alert" operates on a "fee for service". Cost recovery is coordinated at state level between TFS and the response Management Authority.
- 3.3.28. Warnings sent using the Emergency Alert system are coordinated by the Response Management Authority and TFS. If council identifies a need to use the system, this is arranged with the SES Regional Manager.
- 3.3.29. The following table summarises current warning arrangements:

Table 5 Summary of Warning Systems and Arrangements

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
Flood	Flood watch	A Flood Watch provides early advice of potential riverine flooding to emergency services and communities at risk of flooding. Flood Watches are issued when the combination of forecast rainfall and catchment or other hydrological conditions indicate that there is a significant risk of potential flooding	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
Severe Weather	Heavy rainfall with the potential for flash flooding	Flash flooding results from relatively short intense bursts of rainfall, commonly from thunderstorms. Flash floods tend to be quite local and are difficult to provide effective warning because of their rapid onset.	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Severe weather warnings	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides. (see below)	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Damaging winds	Gusts expected in excess of 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction, “destructive” winds above 125 kph/h.	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	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: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Storm Tide/Abnormally high tides	Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and marine activities. Generally caused by winds (expected to exceed highest astronomical tide by 0.5m).	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Bushwalking weather alert	Warning of conditions that may be hazardous to bushwalkers in Tasmania (generally for snow).	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
	Road weather alert	Warning to drivers on hazardous conditions like rain, fog, snow, surface ice.			Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Severe thunderstorm warnings	<p>A severe thunderstorm is one that produces any of the following: large hail (2cm in diameter or larger); damaging wind gusts (generally wind gusts exceeding 90 km/h); heavy rainfalls which may cause flash flooding; or tornadoes. A Severe Thunderstorm Warning is issued when: a severe thunderstorm is reported; there is strong evidence of a severe thunderstorm, and it is expected to persist; and existing thunderstorms are likely to develop into a severe thunderstorm.</p> <p>Severe thunderstorms can be quite localised and can develop quickly. The exact location of severe thunderstorms can be hard to predict. The warnings are usually issued without much lead-time before the event.</p>	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
Fire					
	Fire weather warning	Fire Weather Warnings are issued when weather conditions are conducive to the spread of dangerous bushfires and when the fire danger scale is expected to exceed thresholds agreed with Tas Fire. Warnings are generally issued within 24 hours of the potential onset of hazardous conditions	BoM/TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Low-Moderate Fire Danger Rating (FDR 1-11) 	Fires can be controlled easily. There is little risk to life and property.	BoM/TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	High Fire Danger Rating (FDR 12-24) 	Fires can be controlled. Embers can be blown ahead of fire. Spot fires can occur close to main fire. Loss of life highly unlikely and damage to property limited. Well prepared & actively defended houses can offer safety during a fire.	BoM/TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
	<p>Very High Fire Danger Rating (FDR 25-49)</p> 	<p>Some fires can be difficult to control. Flames may burn into the treetops. Embers can be blown ahead of fire. Spot fires may occur up to 2 km ahead of fire. Possibility people may die or be injured. Some homes may be damaged / destroyed. Well prepared houses can offer safety during a fire. Action: only stay if home is well prepared and can be actively defended.</p>	BoM/TFS		<p>Public: Media, TasALERT</p> <p>Emergency Services: SMS, telephone calls, emails, fax</p>
	<p>Severe Fire Danger Rating (FDR 50-74)</p> 	<p>Some fires will be uncontrollable & move quickly. Flames may be higher than roof tops. Embers can be blown around. Spot fires may occur up to 4km ahead of the fire. Chance some people may die and be injured. Some homes will be destroyed. Well prepared and actively defended houses can offer safety during fire. Action: Leaving early is safest option for survival. Only stay if home is well prepared & can be actively defended.</p>	BoM/TFS		<p>Public: Media, TasALERT</p> <p>Emergency Services: SMS, telephone calls, emails, fax</p>
	<p>Extreme Fire Danger Rating (FDR 75-99)</p> 	<p>Some fires will be uncontrollable, unpredictable & fast moving. Flames will be higher than roof tops. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions up to 6 km ahead of the fire. Some people may die and be injured. Hundreds of homes may be destroyed. Action: Leaving early is the safest option for survival. Only well prepared, well-constructed & actively defended houses are likely to offer safety during a fire.</p>	BoM/TFS		
	<p>Catastrophic Fire Danger Rating (FDR 100+)</p> 	<p>Most fires will be uncontrollable, unpredictable and fast moving. Flames will be higher than roof tops. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire. Some people may die and be injured. Thousands of homes will be destroyed. Well prepared, constructed and actively defended homes may not be safe during a fire unless firefighters have assessed them as defensible in the prevailing conditions.</p>	BoM/TFS		<p>Public: Media, TasALERT</p> <p>Emergency Services: SMS, telephone calls, emails, fax</p>

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
	Fire Permit Periods	TFS may declare a Fire Permit Period for all or parts of the State when the danger of bushfire is considered high. This is to coordinate and monitor controlled burning of vegetation and minimise the risk of fire spreading. During the Fire Permit Period, usually from November to March, fires are not banned but are allowed where there are good opportunities to safely use fire for land management purposes. Conditions are placed on the use of certain fires in the open. Permits contain conditions to increase the safety of the fire.	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Total Fire Bans 	The Tasmania Fire Service can declare a Total Fire Ban on days when the danger of fire is extremely high and when fires would be expected to develop rapidly and to be extremely difficult to control. Usually a Total Fire Ban lasts for 24 hours.	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Emergency Warnings	Bushfire Emergency Warning – will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Advice 	An incident has started. People in the area should keep up to date with developments.	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Watch and Act 	A heightened level of threat. Conditions are changing; you need to start taking action now to protect you and your family	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Emergency Warning 	You may be in danger and need to take action immediately. Any delay now puts your life at risk.	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
Tsunami					
	Tsunami Warning – No threat	An undersea earthquake has been detected, however it has not generated a tsunami, or tsunami poses no threat to			Public: Media, TasALERT Emergency Services: SMS,

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
		Australia and its offshore territories.			telephone calls, emails, fax
	Tsunami Warning - Marine & immediate foreshore threat	Warning of potentially dangerous rips, waves and strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.			Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Tsunami Warning - Land inundation threat	Warning for low lying coastal areas of major land inundation, flooding, dangerous rips, waves and strong ocean currents.			Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
Earthquake		Refer to Geoscience Australia – www.ga.gov.au . For warnings refer to Tsunami.	TAS POL		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax

Public Information

3.3.30. Table 6 (on the following page) summarises the arrangements for providing information to the public about the emergency. In recent times there have been some changes in Tasmania's capability and standards; these are briefly explained below.

Tasmanian Emergency Information Service (TEIS)

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

Working with the Media

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

Table 6 Summary of Public Information Arrangements

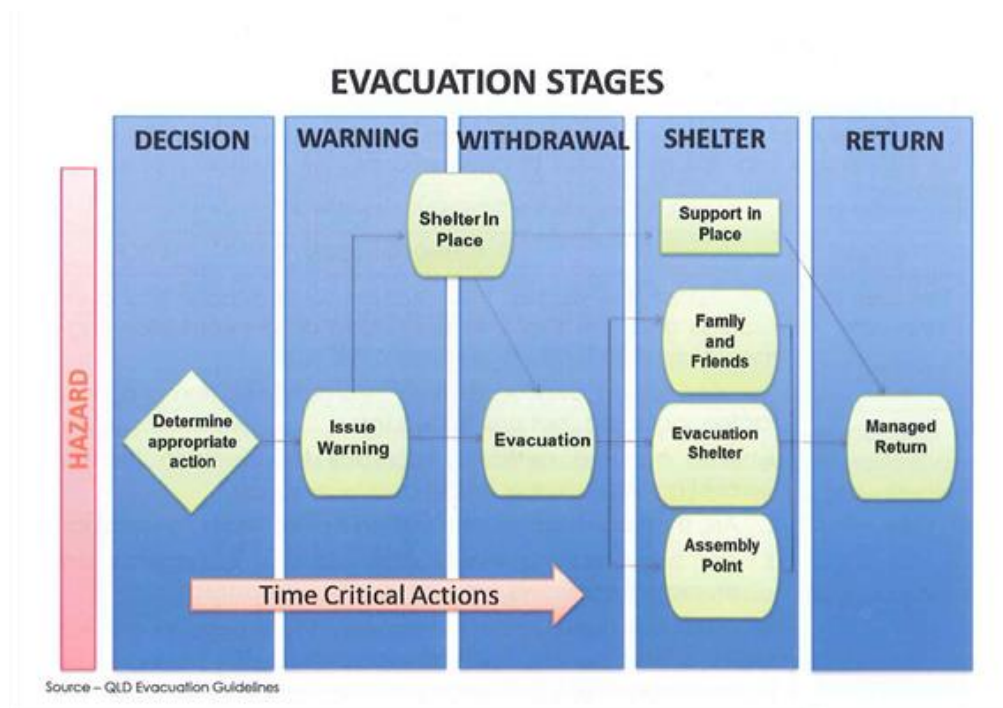
Row	Location	Scope of emergency information	Provided by:	Developed by:	Cleared by:	Distribution methods
1	On-Site	The emergency and its known impact	Response Management Authority. Support agencies can advise about their own roles	Response Management Authority.	Response Management Authority.	Media Agency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

Other Elements

Evacuation

- 3.3.37. Tasmania Police and Tasmania Fire Service have legislative power to order the evacuation of people but voluntary evacuation is the preferred strategy in emergencies.
- 3.3.38. If the Response Management Authority identifies a need for evacuation, then the Municipal Coordinator can be contacted for assistance.
- 3.3.39. When evacuation plans involve significant changes to traffic flows over roads and bridges, the road owner/manager should be involved i.e. council and/or DSG.
- 3.3.40. Council maintains a register of facilities that could be used for the provision of services for displaced person.
- 3.3.41. The TFS also maintains a register of Safer Neighbourhood Places for bushfires and will provide advice through the media and TFS website if they recommend these are used by the community.

Figure 4 Evacuation Stages



Impact Assessments

- 3.3.42. The Response Management Authority is responsible for coordinating impact assessments to be gathered and reported to other responding agencies and the relevant community recovery officers (municipal/regional). Council may be asked to assist with this work.
- 3.3.43. Impact assessments consider the following factors specifically:
- a housing/accommodation needs
 - b power supply
 - c potable water and sewerage
 - d transport networks and alternative route planning
 - e telecommunications
 - f public/environmental health standards.
- 3.3.44. Where transport corridors also provide access for other networks (e.g. power, water, telecommunications) the asset managers/owners are involved as required in decision-making.

3.3.45. GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

Registrations

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

- a affected persons (e.g. people who are evacuated/their families)
- b other stakeholder/affected groups (e.g. businesses)
- c spontaneous volunteers
- d witnesses
- e potential donors/sponsors (equipment, services, supplies).

3.3.47. Registration may be commenced by the Response Management Authority and is coordinated by them. This can be supplemented or supported by regional arrangements for ongoing coordination of registrations e.g. the regional recovery arrangements. Councils may be requested to assist and use their local event registration forms which are compatible with the Register, Find, Reunite form if the incident escalates and Australian Red Cross are activated. Australian Red Cross activate Register, Find, Reunite on request of the Tasmania Police

3.3.48. Registrations are shared regularly through the response phase including with the SES Regional Manager and Regional Social Recovery Coordinator.

Debriefs

3.3.49. Debriefs provide an opportunity to review arrangements and decisions made.

3.3.50. Key lessons identified are shared with stakeholders including the Municipal Committee, SES Regional Manager and/or the Regional Social Recovery Coordinator.

3.3.51. The Municipal Committee is responsible for reviewing emergencies that are significant to the area. Where appropriate and agreed, this review is conducted by the Regional Committee so lessons can be shared easily with emergency management partners.

Administration: Finance and Cost Capture

3.3.52. Organisations involved in response are responsible for retaining all invoices/records of expenditure. Some expenses may be recovered if State/Commonwealth relief arrangements are activated and records show the appropriate details.

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

3.3.54. Cost capture systems are established to align with the different types of eligible expenditure as follows:

- | | |
|--------------------|--|
| Category A: | Expenditure that is given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster. |
| Category B: | Expenditure for the restoration of essential public assets and other acts of relief or restoration including extra ordinary costs of response operations during the emergency.

Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured where agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities. |

3.3.55. If claims are to be made for relief reimbursement under the Tasmanian Relief and Recovery Arrangements (TRRA), the Municipal Coordinator discusses the matter first with the SES Regional Manager. Where appropriate, a written application will be developed and submitted to SES Assistant Director Policy and Programs or DPAC Manager, Office of Security and Emergency Management.

3.3.56. If Premier announces relief, councils collate records accordingly and pursue reimbursement. The SES Regional Manager can provide advice on request from councils.

Section 3.4 Recovery

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

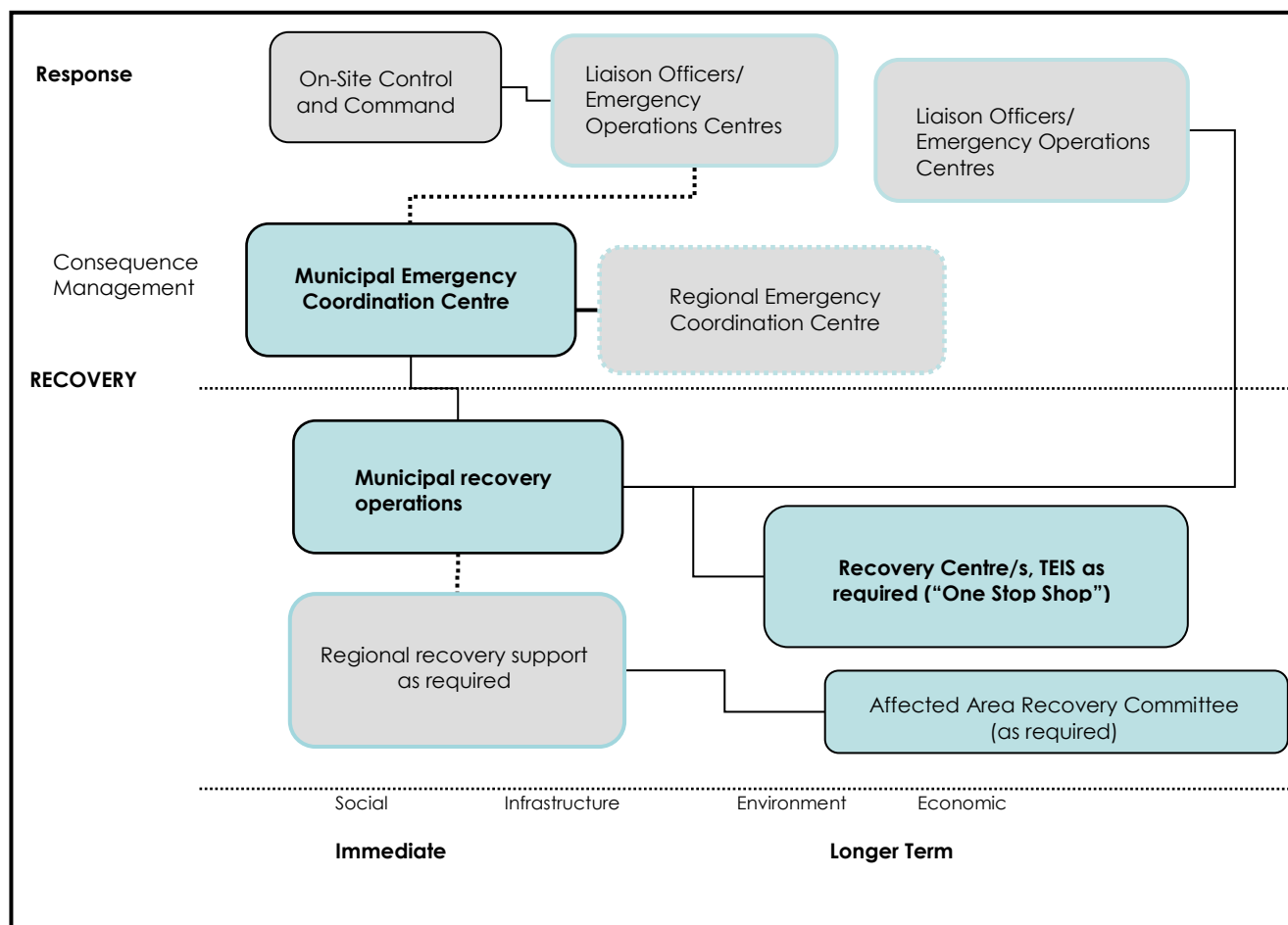
Overview

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

Current Arrangements

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

Figure 5 Recovery Management Arrangements



LEGEND:

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

Short Term Arrangements and Recovery Centres ("One Stop Shop")

- 3.4.6. In the immediate aftermath of an emergency, council delivers or coordinates recovery services. After consulting with the Response Management Authority and other emergency management partners about the likely impact, recovery needs and capacity, local arrangements can be activated by the Municipal Coordinator/Municipal Recovery Coordinator or the SES Regional Manager. These can either be limited to a single council or extended by agreement over two or more councils according to the need in each case.
- 3.4.7. Table 7 summarises responsibilities for recovery functions. The functions identified are not intended to be exhaustive.

Table 7 Recovery Responsibilities

Service/Function	Description	Primary Agency	Support Agency
Psycho-Social			
Accommodation	Provision of emergency and temporary accommodation	Council	DHHS
Animal Welfare	Provide support to the community for the preservation and protection of domestic animals	Council	RSPCA DPIPWE
Catering	Provision of emergency catering	Council	THS-North West NGO's
Clothing and Household Items	Provision of clothing and household items	Council	St Vincent de Paul
Personal Support	Provision of support services ranging from providing initial comfort to ongoing counseling	Council Dept. of Education	THS North West Church Groups Centacare Lifeline
Financial Assistance	Provision of short and long-term financial assistance to enable affected persons to replace essential belongings lost as a result of the emergency	DHHS – Disability Child Youth and Family Support Housing Tas Centrelink	
Interpreter Services	Facilitation of the provision of interpreter services for affected persons from diverse linguistic and cultural backgrounds	Translating and Interpreter Services	
Legal Services	Provision of legal advice	Community Legal Centre	Legal Aid
Recovery Centres	Establishment of one stop shops for a range of services	Council	THS North West
Registration and Inquiry	Registration of affected persons and provision of inquiry facilities to locate those persons	TAS POL	Council
Transport	Provision of both emergency evacuation support and subsequent coordination of transport	SES	Local operators
Environment			
Community Clean-up	Provision of assistance with clean-up of households and community assets following an emergency incident. (As determined by each situation)	Council	DPIPWE Environment DPAC
Waste/refuse collection	Restoration of waste/refuse collection	Council	Veolia JJ Richards Launceston
Disposal of Stock	Facilitation of disposal of stock	Council	DPIPWE
Economic			
Financial relief/Assistance	Facilitate discussions regarding financial relief/assistance.	Council	DPAC State Growth
	Provision of financial assistance	DPAC	DPIPWE (primary producers) Tas Farmers and Graziers
Infrastructure			

Service/Function	Description	Primary Agency	Support Agency
Municipal Roads and Bridges	Restoration of municipal roads and bridges	Council	
State Roads and Bridges	Restoration of state roads and bridges	DSG and Traffic Division	
Other Assets e.g. dams, pipelines. Power lines etc.	Restoration of other assets e.g. dams. Pipelines, power lines etc.	Asset and utility owner	Land owner
Drinking Water	Restoration/re-supply of drinking water	TasWater	DHHS
Electricity (very high voltage)	Restoration/re-supply of electricity (very high voltage)	Tas Networks	DSG NEMMCO
Electricity (domestic and commercial supply)	Restoration/re-supply of electricity (domestic and commercial)	Tas Networks	DSG Hydro Tas AEMO
Natural Gas	Restoration/re-supply of natural gas	TasGas	DSG
Telecommunications	Restoration of telecommunications including radio network	Network owner/manager	

- 3.4.8. Regional recovery coordination is activated by the SES Regional Manager and/or Regional Recovery Coordinator at the request of council. This may follow specific advice from the Response Management Authority and/or the Regional Controller.
- 3.4.9. Council is responsible for operating facilities that provide access to recovery services for the community (often called a "One Stop Shop"). The places currently identified as suitable for recovery centres/recovery functions across the four member councils are summarised in the Mersey-Leven Procedures and Guidelines.
- 3.4.10. These facilities are activated on the request or advice of:
- a Municipal Coordinator
 - b Municipal Recovery Coordinator
 - c Regional Social Recovery Coordinator
 - d SES Regional Manager
 - e Regional Controller
- 3.4.11. "Self-help" information can be made widely available using the TEIS. The arrangements described in paragraphs 3.3.28-3.3.30 (Section 3 Response) apply. In the context of municipal recovery, council would develop information for clearance through the channels appropriate for the event including the Regional Social Recovery Coordinator or specific members of the Regional Social Recovery Committee e.g. Centrelink member to confirm advice for people who may have lost employment due to an event.
- 3.4.12. Council is responsible for coordinating impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long term recovery process.

Longer Term

- 3.4.13. As noted in the previous paragraphs recovery services are delivered, wherever possible, from recovery centres and councils may establish a community-based recovery group to manage recovery efforts. The Municipal Recovery Coordinator manages this group and arranges for updates to stakeholders and record keeping as required.
- 3.4.14. Affected Area Recovery Committees operate under the protection of the *Emergency Management Act 2006* when the Regional/State Controller accepts the Terms of Reference developed by the committee. A model Terms of Reference for Affected Area Recovery Committees' is available at www.ses.tas.gov.au.
- 3.4.15. The Affected Area Recovery Committee's role is to assist council by coordinating recovery activities through information sharing and collective decision making. The typical membership of this committee is included in the model Terms of Reference and it is usually chaired by the Mayor of the affected council.
- 3.4.16. The Affected Area Recovery Committee usually develops a plan that:
- a takes account of councils long-term planning and goals
 - b includes an assessment of the recovery needs and determines which recovery functions are still required
 - c develops a timetable for completing the major functions
 - d considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people
 - e allows full community participation and access
 - f allows for the monitoring of the progress of recovery
 - g effectively uses the support of State and Commonwealth agencies
 - h provides for the public access to information on the proposed programs and subsequent decisions and actions; and
 - i allows consultation with all relevant community groups.
- 3.4.17. The committee is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:
- a forums/information sessions for the community
 - b debriefs for recovery workers
 - c progress reports for council, the community, the SEMC, and any other agency/organisation as agreed. As appropriate this includes progressive summaries/analysis of records (financial and information).
- 3.4.18. The Department of Premier and Cabinet can coordinate State Government agency recovery efforts to assist Affected Area Recovery Committees.

Elements

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

Table 8 Recovery Summary

Element and Examples	Council Position	Affected Area Recovery Committee (DPAC)
Social <ul style="list-style-type: none"> Long-term personal support including housing, emotional support etc. 	<ul style="list-style-type: none"> Municipal Recovery Coordinator for each council 	<ul style="list-style-type: none"> THS
Economic <ul style="list-style-type: none"> Long-term legal, insurance and financial problems Disbursement of funds from appeals Property restoration (urban/rural) Stock assessment/destruction/ Emergency feed for animals 	<ul style="list-style-type: none"> Central Coast Council – Director Corporate & Community Services Devonport – Community Partnerships Manager – Customers & Community Latrobe – Municipal Coordinator Kentish – Municipal Recovery Coordinator 	<ul style="list-style-type: none"> DSG with DTF
Infrastructure <ul style="list-style-type: none"> Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors) Environmental/Public Health 	<ul style="list-style-type: none"> Central Coast Council – Director Engineering Services Devonport – Community Partnerships Manager – Customers & Community Latrobe – Municipal Coordinator Kentish – Municipal Coordinator Environmental Health Coordinator/Officer for each council 	<ul style="list-style-type: none"> DSG DHHS Asset owners/managers e.g. Telstra, TasPorts, Hydro, TasNetworks, TasWater, TasGas
Environment <ul style="list-style-type: none"> Impact assessments (environment focus) Environmental rehabilitation Disposal of animal carcasses, plant material or other infected matter Health and Environment Incident Communications (Incident Communication Profile) 	<ul style="list-style-type: none"> Central Coast Council – Director Development & Regulatory Services Devonport – Community Partnerships Manager – Customers & Community Latrobe – Municipal Recovery Coordinator Kentish – Municipal Coordinator Environmental Officer 	<ul style="list-style-type: none"> DPIPWE DHHS Asset owners/managers e.g. Telstra, TasPorts, Hydro, TasNetworks, TasWater, TasGas

Section 4 Plan Administration

Plan Contact

- 4.1 This plan is maintained by the Devonport City Council's Municipal Coordinator for the Mersey-Leven Municipal Emergency Management Committee. Feedback regarding this plan should be made in writing to:

Email: kstone@devonport.tas.gov.au

Mail: P O Box 604, Devonport 7310.

Office phone number: (03) 6424 0511

Review Requirements and Issue history

- 4.2 Section 34 of the *Emergency Management Act 2006* requires that this plan is reviewed at least once every 2 years from the date of approval by the State Emergency Management Controller.
- 4.3 This issue entirely supersedes the previous issue of this plan. Superseded issues should be destroyed, or clearly marked as superseded and removed from general circulation.

Issue No.	Year Approved	Comments/Summary of Main Changes
1	2011	New document replacing the four individual member council plans
2	2014	Three-year review
3	2017	Three-year review

Distribution List

- 4.4 This plan is issued electronically on both the SES and Member Council websites, after it is approved. Print/paper copies are provided as follows:

Organisation	Position
Council	<ul style="list-style-type: none">Municipal Emergency Management Committee - all member council representatives (refer to Mersey-Leven Standard Operating Procedure Municipal Committee Terms of Reference)Mayor of each member councilGeneral Manager of each member council
SES	<ul style="list-style-type: none">Unit Manager, SES Unit Central Coast, Mersey, KentishRegional Manager, North-West RegionManager Planning (for Director SES, State Controller, FireComm, Tasmania Police intranet and libraries)
Tasmania Police	<ul style="list-style-type: none">Officer in Charge (OIC), Devonport StationOfficer in Charge (OIC), Latrobe StationOfficer in Charge (OIC), Sheffield StationOfficer in Charge (OIC), Ulverstone Station
Tasmania Fire Service	<ul style="list-style-type: none">District Officer (DO), Mersey District
Ambulance Tasmania	<ul style="list-style-type: none">Superintendent, North-West Region
Tasmanian Health Services	<ul style="list-style-type: none">North West Area Health Service – Emergency Management Coordinator
Neighbouring Councils	<ul style="list-style-type: none">BurnieWaratah Wynyard

Organisation	Position
	<ul style="list-style-type: none"> • Meander Valley • West Coast • West Tamar
Other Organisations	<ul style="list-style-type: none"> • North West Regional Social Recovery Coordinator - THS – North West • TasWater • Hydro Tasmania • Forestry Tasmania • DPIPWE • TasPorts • TasGas • TasNetworks • DSG

Consultation for this Issue

- 4.5 The review of this issue of this plan was coordinated by the Devonport Municipal Coordinator for the Mersey-Leven Emergency Management Committee. The work was guided by a Reference Group established by the MLEMC. review. This review occurred late 2017.
- 4.6 Over this period the committee invited comment from:
- SES Regional Manager
 - Regional Social Recovery Coordinator
 - Municipal Emergency Coordinators
 - TasWater

Communications Plan Summary

- 4.7 Once the plan is approved its update will be communicated as follows:
- paper copies sent to all positions listed on the Distribution List
 - endorsement by each of the four member councils
 - noting by the Regional Committee
 - the plan will be posted to the SES and member council websites

Validation of this Plan

- 4.8 Arrangements in this plan will be validated within the 2 year review cycle by:
- participating, where able, in other municipal/regional exercises
 - conducting/participating in relevant debriefs
 - conducting a Mersey-Leven Combined Area desk-top validation exercise at least once in each 2-year cycle.

Section 5 Appendices

5.1 Associated Documents

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

Legislation

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

Plans and Arrangements

Row	Title	Holder of Council Copy	Custodian of Original	Version/Date	Notes
1	Council maps for council roads and alternative transport plans	Each Council	Each Council	Refer GIS each member council	Director Engineering Services/Works Manager
2	Fire Management Plans for:				
	Kelcey Tier Greenbelt	Devonport	Devonport City	Version 1. August 2005	Devonport Municipal Coordinator – Community Partnerships Manager – Customers & Community
	Don Reserve	Devonport	Devonport City	Version 1 Feb 2005	As above
	Central North Fire Management Area Committee	Each Council	State Fire Management	Latest Version available on SFMC website	Updated annually
3	Cradle Valley Emergency Management Plan	Kentish	Kentish Council	Ver 1.4 March 2015	Cradle Mountain Emergency Management Committee
4	TasWater Incident & Emergency Management Plan		TasWater	Version 1.0 August 2014	Available from TasWater MLEMC member
5	Lower Forth River Response and Recovery Plan	Central Coast	Central Coast Council	Version 1 Mar 2008	Director Engineering Services
6	Mersey River Flood Survey	Latrobe / Devonport / Kentish Councils	Latrobe Council	May 2011	
7	Review of Railton Flood Mitigation Options	Kentish	Kentish Council	June 2014	
8	Operational Handbook TEIS		DPAC	Version 9 May 2009	Available from SES Regional Manager

Row	Title	Holder of Council Copy	Custodian of Original	Version/Date	Notes
9	Protocol for Use of Emergency Alert		TFS	Version 1.0 December 2009	Available from SES Regional Manager
10	Community Fire Refuge Arrangements & FAQs for Councils	Each Council	TFS	Version Jan 2011	Available from SES Regional Manager or Tasmanian Fire Service Mersey District Officer
11	Plan for the Delivery of Integrated Emergency Management within the Department of health and Human Services and Tasmanian Health Organisation	Each Council	SES	Version 10 June 2013	Available from SES Regional Manager
12	State Road and Bridge Emergency Management Plan		DSG	Issue 1 December 2008	Available from SES website and DSG website www.transport.tas.gov.au/roads
13	Tasmanian Emergency Management Plan		SES	Issue 8 2015	www.ses.tas.gov.au/Publications
14	TasPorts Emergency Management Plan		TasPorts	Version 1.0 June 2009	Available from SES website
15	Tasmanian Gas Pipeline Emergency Response Management Plan	Latrobe Council	Kentish Council	Version 2 February 2010	Available from Transmission Manager (Tas Gas Networks) on behalf of Tasmanian Gas Pipeline Pty Ltd
16	Devonport Aerodrome Emergency Management Plan		TasPorts	Version 4 2016	Available from TasPorts Aerodrome Manager. This plan is currently under review.
17	TasWater– Lake Isandula Dam Safety Emergency Plan	Central Coast	TasWater	January 2010	Available on the list; restricted access
18	Tasmanian Public Health Emergencies Plan			Issue 2 December 2014	
19	Tasmanian Health Action Plan for Pandemic Influenza			Version 1.0 March 2016	

Mersey-Leven Procedures and Guidelines

Row	Title	Custodian of Original	Version / Date	Notes
20	Terms of Reference for the Mersey-Leven Emergency Management Committee	Devonport Municipal Coordinator	December 2016	
21	Mersey-Leven Combined Area Report for Emergency Management Plan Risk Assessment	Central Coast Municipal Coordinator	October 2012	
22	Central Coast Council MOC Response Manual	Central Coast Municipal Coordinator		
23	State Special Emergency Management Plans			

Row	Title	Custodian of Original	Version / Date	Notes
	Dam Safety Emergencies		Issue 2 June 2016	
	Flood		Issue 1, March 2017	
	Recovery		Issue 1 November 2012	