



Northern Midlands Municipal Emergency Management Plan

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Acknowledgement of Country

The Northern Midlands Council proudly acknowledges Tasmanian Aboriginal people and their rich culture and pays respect to elders past and present. We acknowledge Aboriginal people as Tasmania's first peoples and as the traditional owners and custodians of the land and water on which we rely.

We recognise and value the ongoing contribution of Aboriginal people and communities to Tasmanian life and knowledge and embrace the spirit of reconciliation.

Section 1: Overview

1.1 Acronyms and Terms

A range of acronyms and terms are used throughout this plan. Acronyms and terms used are consistent with the Tasmanian Emergency Management Arrangements ([TEMA](#)). The *Emergency Management Act 2006* (the Act) abbreviates some titles (e.g. Municipal Committee instead of Municipal Emergency Management Committee). This practice also applies to this plan. Acronyms and terms are detailed on [page 75](#) (Appendix 13: Acronyms and Terms).

1.2 Introduction

The Northern Midlands Council (Council) has an integral role in emergency management and provides the focal point for leadership and service delivery to the community. The Council has resources that may be directly used and has access to other resources within the community and to vital information about the community that will be required in the process of preparing for, responding to and recovering from an emergency. A map showing the municipal area is included in this section on page 10 Authority

This plan is issued under the authority of the State Controller in accordance with the requirements of Section 34 of the *Emergency Management Act 2006* (the Act) and is maintained by Council. Further details are in Section 4 of this plan. Page 47.

1.3 Aim

The aim of the plan is to describe the emergency management arrangements for the municipal area of Northern Midlands.

1.4 Objectives

The objectives of this plan are intended to support effective response and recovery, as listed below:

- a Record roles and responsibilities related to identified hazards and emergency management functions;
- b Record current arrangements for prevention and mitigation, preparedness, response and recovery (PPRR) including:
 - i the legislated requirement to maintain this plan;
 - ii protocols for coordinating mutual support with neighbouring councils; and
 - iii the identification of ways to request/access additional support from regional, state and federal levels;
- c Identify opportunities to reduce risks to the community;
- d Increase community awareness and involvement in risk and emergency management;
- e Enhance the integration of Council and community safety and wellbeing programs into Council's operational plans;
- f Provide a framework for ongoing assessment of risks to the community and environment and the pursuit of effective treatment options; and
- g Describe Council's contribution to the management of emergency events within the municipal area and the region.

1.5 Scope and application

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

- a Caused by hazards impacting the Northern Midlands Council municipal area; and
- b Able to be managed through the capability of local emergency management structures.

These arrangements are intended to be scalable and flexible so they can be adapted as required across the PPRR spectrum, considering that legislated powers and/or authorised structural

arrangements may be established to complement these arrangements in response to a particular event.

The Municipal Coordinator (MC) may activate specific sections of the plan. Activation may also be directed or recommended by the:

- a. Regional Controller (Northern Region);
- b. SES Regional Emergency Management Planner (North) (Regional Planner); or
- c. Chair of Council's MEMC.

Other communication may occur between the MC and responsible officers in other Tasmanian Government agencies as required, but the coordination of formal activation is best achieved by working with the Regional Controller, or SES Regional Planner.

More detailed arrangements for specific hazards or functions are described in Associated Plans and other documents listed at Appendix 1: List of associated documents detailed on page 50.

1.6 Context and Municipal Information

This plan applies to the municipal area of Northern Midlands.

The arrangements of this plan align to an all-hazard framework and are intended to be scalable and flexible so they can be adapted as and when required.

Tasmanian Aboriginals were the original inhabitants of the Northern Midland Council area where they lived in harmony with the land. Their rich history reaches back 40,000 years prior to European settlement. Tasmanian Aboriginal people occupied every type of habitat across what is now the Northern Midlands Municipality.

The Northern Midlands Council was created in 1993 from the merger of the former municipalities of Longford, Evandale, Campbell Town and Ross, together with the towns of Rossarden, Avoca and Royal George from the Fingal municipality.

The Council's neighbours are Meander Valley, Launceston, Break-O'Day and Southern Midlands Councils.

Lying within the South Esk catchment, Longford is located within the upper part of the large floodplain known as the Hadspen Retarding Basin. When water levels are high, water backs up a considerable distance into the Macquarie River.

The area has experienced major emergencies including the 1929, 1969 and 2016 Longford floods and several smaller flood events.

The region is predominantly agricultural, noted for wool, dairy produce and stock breeding.

Longford, the largest town in the Northern Midlands municipality, is 175 m above sea level and located at the convergence of the Macquarie River and the South Esk River, 21 km south of Launceston. It has a Service Tasmania shop, supermarkets, bakeries, a bank, a Post Office, hotels, cafés, take-aways, hairdressers and service stations. A kindergarten and large primary school provide education for younger children; secondary students travel to the District High School in Cressy, or to one of the schools in Launceston. Two local bus companies provide transport to school and to Launceston. Healthcare is provided by local doctors. Toosey Aged & Community Care provides residential care centre for elderly people. The nearest hospital is in Launceston.

The 2016 ABS (ERP 2017) census recorded 13,043 Northern Midlands residents living in the communities and surrounding districts of Longford (5,541), Perth (3,040), Evandale (2,133) and Campbell Town/Ross/Avoca (2,327).

The median age of a Northern Midlands resident is 46 years (compared to an Australia wide average of 39 years (2016 ABS census). The median age varies across communities; ranging from a low of 39 years in Cressy and a high of 50 years in Ross.

Northern Midlands residents enjoy a high-quality lifestyle, with many choosing to live the rural life in the area's historic towns and villages, whilst being close enough to the cities of Launceston and Hobart to access and enjoy the urban services and workplaces.

The highest number of people in the Northern Midlands is in age bracket 25-54 years, representing 35.1%, followed by the over 65 year age bracket at 21.3% of the population. 17.1% of the population are in the 0-14 years age bracket: 10.8% of the population are in the age bracket of 15-24 years 15.5% of the population are in the age bracket of 55-64 years. These figures indicate that Northern Midlands has an ageing population.

At the 2016 census, 69.4% dwellings in the Northern Midlands LGA were occupied by families, 28.5% occupied by lone person, and 2.1% group occupied. There are some 640 buildings identified as being located in a flood risk area – approximately 25% of the Longford area. The average household size was 2.3 (Australia wide 2.6).

The population of Northern Midlands is estimated to increase slightly into the foreseeable future.

A map of the municipal area is included in Figure 1.

1.6.1 Natural Features

The Northern Midlands is one of the largest and most diverse municipal areas in Tasmania. It covers an area of 5,130 square kms, extending from Liffey Bluff in the west to Mt St John in the east (150kms) and from Relbia in the north to Tooms Lake in the south (95 kms). It ranges from mountainous country on its eastern and western boundaries, to extensive grazing lands renowned for fine wool production and the rich agricultural river flats of the Esk, Lake and Macquarie Rivers. The Midlands Highway, which connects Hobart and Launceston, bisects the Northern Midlands. Ben Lomond National Park dominates the Northern Midlands landscape.

The area has a number of excellent recreational areas and sporting facilities, and in particular, is renowned for its trout fishing rivers and lakes.

The Northern Midlands climate is temperate maritime with moderate seasonal variations. As with all of Northern Tasmania, no one point is more than 80 kilometres from the sea. The average maximum temperature is 16.8°Celsius. The average minimum is 6.2° Celsius.

The annual level of rainfall is 689mm at Launceston Airport and 950mm at Rossarden in the eastern area of the Northern Midlands. In comparison, Sydney's annual level of rainfall is 1,220mm.

1.6.2 Built Environment

Launceston Airport is situated in the Northern Midlands. The airport has experienced a major increase in passenger numbers in recent years; increasing from 534,000 in 2001/02 to 1,390,000 in 2018/19.

Council has developed the Launceston Airport TRANSlink precinct, a large, high-quality industrial, business and transport precinct, adjacent to the airport. Over 50 companies have already identified and taken advantage of TRANSlink's strategic geographic location, its user-friendly planning scheme and highly competitive rating and fees schedule, by establishing their business in the TRANSlink precinct.

The Northern Midlands is bisected by the main highway between Hobart and Launceston. The Midlands Highway, which connects Hobart and Launceston, bisects the Northern Midlands.

A narrow gauge rail network connects the State to its centres and ports The Main Line between Hobart and Launceston and the Western Line, between Western Junction and Burnie pass through the Northern Midlands Municipal Area.

1.6.3 Industry and Commerce

Tasmania has a national and international reputation as a touring holiday destination given the state's magnificent wilderness, spectacular natural landscape, rich cultural heritage and superb wine and food. The Northern Midlands Council is committed to working with local tourism operators, regional bodies and Tourism Tasmania to support tourists at times during times of emergency.

Northern Midlands Council works proactively to encourage the many visitors travelling the Midlands Highway to stop and savour the beauty and attractions of the area, rather than treating the highway merely as a means of getting between Hobart and Launceston. Council is working with the local tourism association to identify opportunities to capitalise on the World Heritage Listing achieved in

2010 by two Longford Estates – Woolmers and Brickendon. These will need to be considered as sites of economic and historical importance in the event of an emergency.

The Northern Midlands is considered a prime location for further business developments. Factors that assist with attracting new businesses include the geographic location of the area in the heart of the State, the proximity to Launceston and its workforce, the airport and adjacent TRANSLink precinct, a pro-active Council and quality lifestyle. The Heritage Highway Touring Route encompasses the Northern Midlands and the area is increasingly active in the tourism industry.

The major manufacturers are JBS Australia & Tas Quality Meats which operates separate meat works, Haywards Steel Fabrication and Construction, Austral Bricks, Koppers Timber Preservation and Sevrup Fisheries etc.

The region is predominantly agricultural, noted for wool, dairy produce, vegetables, stock breeding and recently berries.

The Northern Midlands produces a significant percentage of the state's meat sheep and cattle, wool and crops including peas, poppies, cereal, potatoes and onions.

1.6.4 History of Emergency Events

The northern part of Tasmania, including the Northern Midlands municipal area is subject to the impact of a variety of emergency events. Since European settlement of the northern region, emergency events have included earthquakes and tremors, human disease outbreaks, animal disease outbreaks, industrial accidents, tornadoes and severe storms, flooding, bushfires, oil spills, mine collapses, and landslips.

Flooding of the South Esk and Macquarie Rivers

The South Esk and Macquarie Rivers have a long history of flooding, with the first officially reported flooding occurring in 1828 (during which time, the Ross Bridge was completely submerged).

Again, in 1863, the Northern Midlands was affected by flood waters believed to exceed the 1929 flood peak. During this flood, one of the piers of the Perth Bridge was damaged and King's Bridge at Longford was completely washed away.

Other significant floods affecting the northern midlands (including Longford) area occurred in 1870 (September 9), 1872 (May 18), 1872 (June), 1875 (December), 1880 (April), 1889 (November), 1893 (July), 1910 (April), 1911 (March), 1916 (December), 1923 (June) and 1926 (October).

During the 1929 (April) flood, an approximate peak discharge of 5000 cumecs occurred at Perth, and 4000 cumecs at Longford. Longford and Evandale were inundated.

More recently, the Northern Midlands has been affected by flooding in 1992 (September), 1993 (December), 1995 (January) and 2000 (January).

In 2011, (January, March and August) Longford was impacted by significant flooding causing widespread road closures and infrastructure damage (roads and bridges). During the March and August floods of this year, some properties lying outside of the Longford levee system were inundated.

In June 2016, Longford was impacted by the most significant flood since 1969 causing widespread road closures and infrastructure damage to roads and adjacent river recreation reserves. Some properties lying outside the Longford levee system were inundated along with farming property infrastructure damage.

1.7 Hazards and Risks

1.7.1 General

The main hazards identified by Northern Midlands Council include flooding, fire, infrastructure failure, public health (pandemic), transport accidents, and airport operations

Of these hazards, flooding and bushfire constitutes the key natural hazards for the Northern Midlands LGA.

The Northern Midlands Council periodically reviews and assesses identified hazards and risks. The council maintains an emergency management risk register that details a risk statement, identifies the source of the risk ((hazard) against a range of categories. These details are then assessed against a consequence and likelihood score and given a confidence level rating. A range of current and proposed risk treatments are then identified, and a residual risk score applied. The current risks within the municipality that are assessed as high after taking into consideration the mitigation measures are Flooding, Bushfire, Wildfire and Pandemic.

1.7.2 Fire Risk

Fire (bush, urban and industrial) represents a key risk for the northern midlands local government area, particularly with respect to the possible impacts to the agricultural community. Most recently, the area has been affected by the 2012 Tyre Fire (causing significant short-term pollution and medium-term economic impacts for the Longford area), followed by the Symmons Plains fires (causing significant agricultural losses).

Tasmania Fire Service, Tasmania Police and Sustainable Timber Tasmania each have arrangements in place to assist in the prevention of, preparation for, response to and recovery from fire incidents for the area.

The Tasmania Fire Service is the response Management Authority for urban and industrial fire and have a strong volunteer capacity in the Northern Midlands community. The Northern Midlands Council (in conjunction with other agencies such as SES) provide support to TFS in the event of a fire incident.

Parks and Wildlife Service is the response Management Authority for fire incidents occurring in national parks reserves and other crown land. Sustainable Timber Tasmania is the response Management Authority for fires occurring in Permanent Timber Production Zone land.

1.7.3 Essential services

Potable water supply is managed by TasWater and available to those areas where the reticulated network is in place.

A system of underground drainage pipes caters for the stormwater drainage of urbanised areas of the municipality.

The electricity generation, transmission and distribution system is owned and operated by Hydro Tasmania and TasNetworks, respectively. Administration centres for these organisations are located within the northern region.

The National Broadband Network (NBN) has been substantially rolled out across the municipal area and is serviced by a range of telecommunications companies.

Northern Midlands residents have ready access to Health Services via community health centres at Longford and Campbell Town.

The Campbell Town Health and Community Service is a multipurpose service comprising 6 acute care beds and 20 residential aged care beds, the service also coordinates the delivery of a range of services to the surrounding community including Community Nursing, Home Help/Personal Care and visiting services.

The Longford Community Health Centre provides child health, oral health, community nursing and home care services as well as support for physiotherapy for the Longford and surrounding districts. Visiting outreach services use the consulting rooms at Longford to meet with clients.

The Launceston General Hospital (LGH) is located in the Launceston City area and provides acute care for residents of the Northern Midlands and the greater northern Tasmanian area.

1.7.4 Emergency services

Northern Midlands is well served by Tasmania's emergency services agencies. Tasmania Police (TASPOL) have stations at Evandale, Perth, Longford, Cressy and Campbell Town. Tasmania Fire Service (TFS) have stations at Longford, Perth, Cressy, Evandale, Nile, Campbell Town and Ross. These stations are supported by several community volunteers.

Ambulance Tasmania (AT) has a station located at Longford, Campbell Town and Avoca. A paramedic is on duty by day and on-call during the night. The AT paramedic is supported by volunteers. Those urban areas within the municipality, closer to Launceston are serviced by AT from Longford or within the Launceston City area.

State Emergency Services (SES) has a regional office located at Youngtown and an operational unit at Campbell Town resourced from community volunteers.

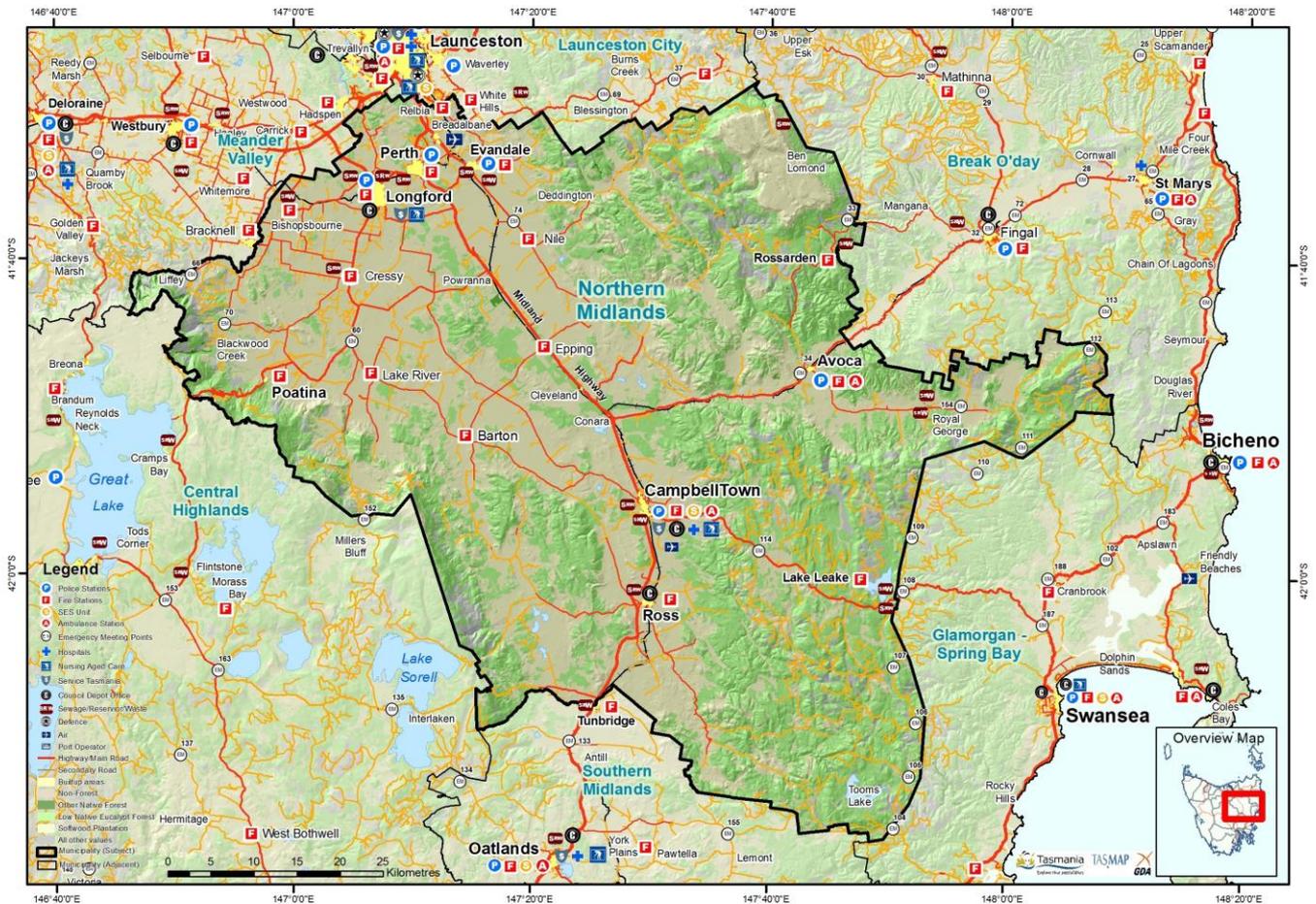


Figure 1: Map of municipal area

Section 2: Governance and management

This section details how municipal emergency management is governed and managed (Figure 2) and who is involved, ie. three tiers of government, focusing on the main roles at a municipal level.

1.8 Roles of government and emergency management partners

In Australia, the three tiers of government (federal, state and local) work in partnership to achieve safer, more resilient communities through robust emergency management arrangements. The Tasmanian Emergency Management Arrangements ([TEMA](#)) provides a summary of the various emergency management roles and responsibilities across government, complemented by the work of NGOs, industry, professions, communities and individuals.

At a municipal level, local government authorities such as the Northern Midlands Council, play a central role in coordinating and facilitating a range of emergency management activities across all hazards, as well as resourcing specific municipal responsibilities for emergency management.

Council's Municipal Emergency Management Committee (MEMC) plays a pivotal role in meeting these requirements, as detailed in section 3.

1.9 Tasmania's legal framework for emergency management

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

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

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

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

1.9.1 Emergency powers and declarations

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

The Act provides additional powers for Regional Controllers, the State Controller, Minister and Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment.

A summary of the main powers under the Act is provided in Appendix 4 of the [TEMA](#).

MCs may provide advice to the Regional Controller (or through the SES Regional Planner) if they consider that specific powers should be authorised.

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

1.10 Emergency management governance

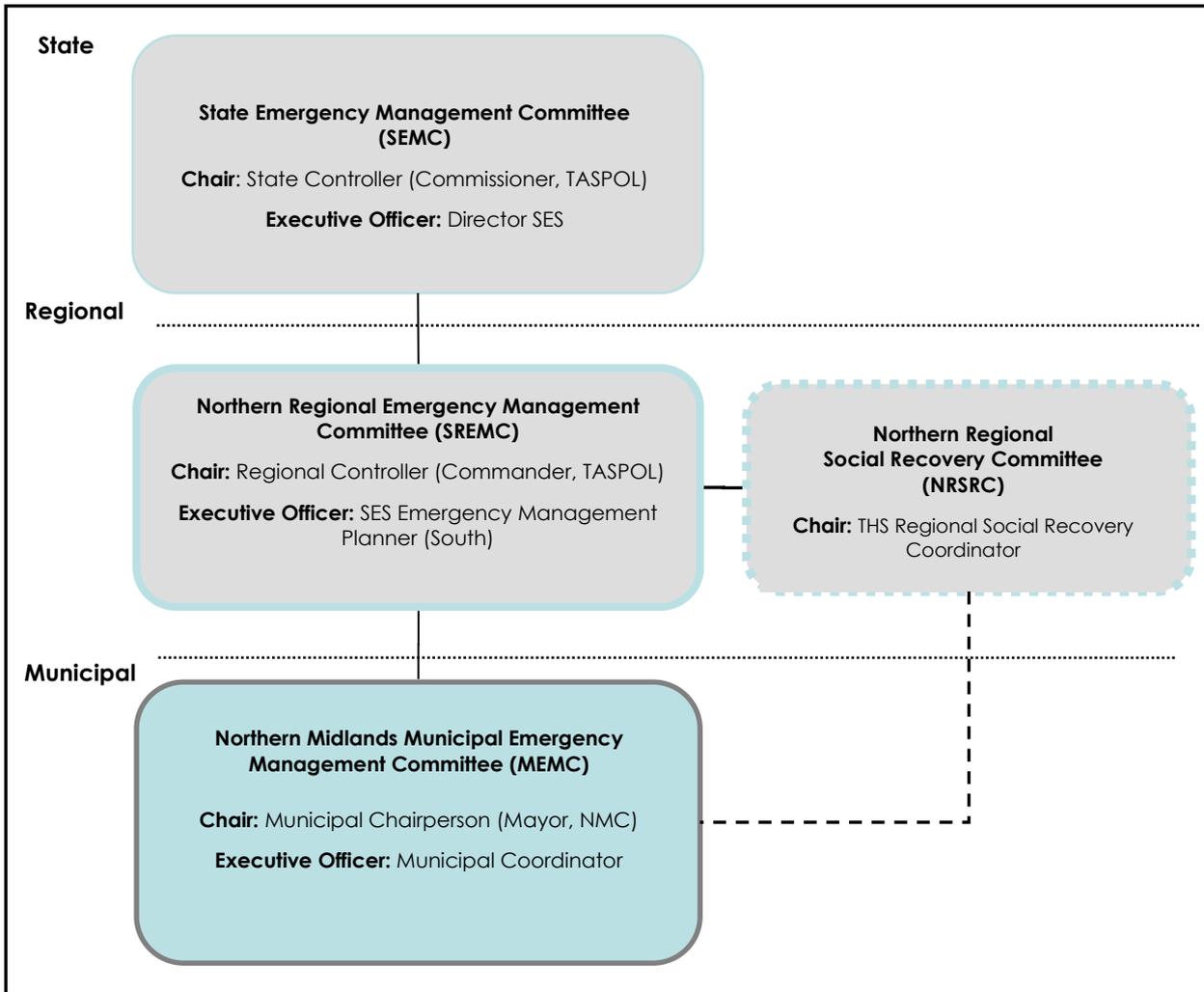


Figure 2: Governance arrangements

LEGEND:

- Direct reporting relationship
- Also works/communicates with

1.11 Municipal Emergency Management Committee (MEMC)

MEMC is chaired by the Mayor, or an elected representative, and supported by the MC. The MEMC maintains Terms of Reference, which are reviewed approximately every two years and noted by the Regional Controller. The Northern Midlands Council MEMC terms of reference is detailed on page 56.

A number of other Council committees and groups are part of the emergency management consultation framework. While these operate independently, they provide reports and information to MEMC, as agreed, and are invited to participate in the review of this MEMP.

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

The MC leads Council's response to an emergency by establishing an Incident Management Team, based on AIMS principles. The MC provides guidance as to when the MEMC may meet prior to or during an emergency and establishes the agenda for those meetings.

The MEMC routinely meets quarterly and/or as needed.

1.11.1 Northern Midlands MEMC Strategic Objectives

Strategic objectives of Council's MEMC are to:

- a maintain the Northern Midlands Emergency Management Plan to guide community risk management arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery);
- b increase community resilience;
- c recognise the value of relationships and partnerships in emergency management, in particular the importance of:
 - i community contributions in emergency management and promoting community engagement when required;
 - ii maintaining links with related bodies, including the Northern Region Emergency Management Committee (the Regional Committee);
 - iii identifying roles and responsibilities, and integration between emergency management and Northern Midlands Council management structures;
- d develop a progressive review system, implemented for all emergency management elements, which is based on continuous improvement principles;
- e maintain an active and relevant Municipal Committee.

1.12 Northern Regional Emergency Management Committee (NREMC)

NREMC has overarching responsibility for emergency management activities in the Northern Region. All Northern municipalities are represented on NREMC by each council's respective MC.

NREMC is chaired by the Regional Controller. Executive Officer support is provided by the Regional Planner.

1.13 Responsibilities

Table 1 provides a summary of the responsibilities of Response Management Authorities and Council for hazards in Tasmania. This list is not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail is included in the Regional Emergency Management Plan (REMP) and [TEMA](#).

Northern Midlands Council through its' MEMC is not expected to provide operational involvement in an emergency response. As such it is important to note that council is not a first response agency nor is it considered a response management authority under the TEMA.

Northern Midlands Council will, however, support the response management authority or the Northern Regional Emergency Coordination Centre when tasked or requested to do so. All tasks and requests for support will be assessed by Council's MC or delegate to ensure council has the capacity and capability to fulfil the task or activity requested. Assessment of requested field based operational tasks or activities will use a WHS risk-based approach (dynamic or otherwise). In the event the risk is assessed as high, once control measures are in place, Council will advise the requesting party that they are unable to fulfil the task due to high WHS risks to its personnel.

Table 1: Summary of Responsibilities

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
1	Biosecurity	DPIPWE (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery

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

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
16	Hazardous materials – radiological (unintentional release)	TFS	Property identification Road closures
17	Heatwave	DoH (PHS)	Support health system response Community information
18	Infrastructure failure – building collapse	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
19	Infrastructure failure – state roads and bridges	DSG (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
20	Intentional violence (e.g. CBRN attacks, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
21	Landslip	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
22	Marine pollution	DPIPWE (EPA)	Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities
23	Pandemic (e.g. Covid-19)	DoH (PHS)	Community Information Activate and execute staged emergency response plan in accordance with DoH direction Mobile test facility site availability
24	Pest infestation	DPIPWE (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification
25	Public health emergency	DoH (PHS)	Premises inspection Infection controls Community information Property identification
26	Recovery	(Advisory agency – DPAC)	Refer to Table 7 below
27	Space debris	TASPOL, DSG Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene)	Property identification Road closures Local operations centres Plant and machinery Community information
28	Storm – high winds – tempest	SES	Property identification Road closures Local operations centres Plant and machinery
29	Transport crash – aviation (Less than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
30	Transport crash – aviation	TASPOL	Property identification Road closures

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
	(More than 1000m from the airport runway)		Local operations centres Plant and machinery
31	Transport crash marine (No environmental emergency)	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
32	Transport crash – railway	TASPOL TFS	Local operations centres Plant and machinery Road closures Alternative transport routes
33	Transport crash – road vehicles	TASPOL	Plant and machinery Road closures Alternative transport routes
34	Tsunami	TASPOL	Property identification Road closures Local operations centres Plant and machinery
35	Water supply contamination (drinking water)	DoH (PHS)	Property identification Local operations centres Management of water carriers
36	Water supply disruption	TasWater	Property identification Local operations centres Plant and machinery Management of water carriers

Table 2: Other support services

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

Row	Function or activity	Responsible organisation	Typical Council support function/activities
	<ul style="list-style-type: none"> • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare 		

Section 3: Emergency management arrangements

2.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

2.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

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

2.1.2 Research

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

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

The research area to be focused on for the life of this plan is flooding. This work is supported by Bureau of Meteorology and the State Emergency Service.

In undertaking individual and collaborative flood research initiatives, Northern Midlands Council is an active member of the TAS Flood Warning Consultative Committee.

2.1.3 Risk management

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

- levels of autonomy (e.g. behavioural, procedural and physical controls);
- nature of control (e.g. process or physical); and
- life-cycle phases (e.g. PPRR, operational phases/elements).

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

Appendix 2: Risk assessment report, summarises current risk assessment findings and identifies the following general responsibilities for treatments:

- a. Council responsibility;
- b. Partnership (combination of local and state government agencies, industry, individuals);
- c. Tasmanian Government agency, industry association, industry sector or individual; and
- d. Whole-of-government responsibility.

2.1.4 Protective security and business continuity

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

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

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

Protective security practices have been further integrated into all safety management systems following increased frequency of events that are politically motivated or caused by intentional violence. As for business continuity arrangements, each organisation maintains their own arrangements to enhance their security. Specific advice related to counter-terrorism practices can be provided by TASPOL Special Response and Counter-Terrorism Command.

2.1.5 Land use planning

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

The planning scheme for the Northern Midlands area is reviewed and updated continually to include improved preventative measures, which help mitigate the impact of emergencies on communities. These updates are progressively informed by a number of State and Australian government initiatives and are incorporated in line with hazard assessments for each area. For further information: www.northernmidlands.tas.gov.au.

Relevant aspects that are considered as part of land use planning within the municipality include:

- a. sediment and erosion control;
- b. landslip risk management;
- c. bushfire risk management; and
- d. flood and debris risk management;

2.1.6 Climate change adaptation

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

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

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

2.2 Preparedness arrangements

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

2.2.1 Overview

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

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

Council is responsible for:

- a. providing resources and facilities for the management of emergencies in the municipal area in accordance with this MEMP (section 47);
- b. providing facilities and resources for the council supported volunteer SES 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 SES (section 49));
- c. making recommendations for MC and DMC roles (sections 23-24) and providing a chairperson for MEMC (section 21).
- d. preparing and maintaining a MEMP (section 34); and
- e. establishing an MEMC (section 22);

SES is responsible for:

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

SES also supports the Regional Controller in preparing and maintaining the Regional Emergency Management Plan (REMP) and the Northern Regional Emergency Management Committee (NREMC), in which Council participates.

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

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

2.2.2 Municipal Emergency Management Plan (MEMP)

Council's MEMC is responsible for the preparation and maintenance of this plan (MEMP). The MEMP is reviewed at least every two years from the date of last approval. SES provides guidance for the format and content of the MEMP and arranges for its approval by the State Controller.

More information is provided in Section 4: Plan administration on page 47 including the MEMP distribution list. The current version of this plan is available from the MC or through authorised access to WebEOC. WebEOC is a web-based emergency operations information platform administered by TASPOL.

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

2.2.3 Municipal Emergency Management Committee (MEMC)

The consultation framework outlined in *Section 2* is coordinated by SES and SEMC and maintained with the support of state and local government, NGOs and other organisations.

MEMC has an important role in maintaining relationships so that information is shared, and effective arrangements are in place for emergency management. Council's MEMC is chaired by the Mayor or his/her representative and supported by the MC as Executive Officer.

MEMC continuity is supported by *Terms of Reference* (detailed on page 56) and *Committee Maintenance Schedule/Action Plan* (see Appendix 4: MEMC maintenance schedule on page 58).

2.2.3.1 Municipal Recovery Committee

The Recovery Committee forms part of the NMC MEMC.

Primary functions of the Recovery Committee are to:

- a develop, review and maintain the Northern Midlands Recovery Management Plan;
- b develop and conduct exercises which test the Northern Midlands Recovery Management Plan (usually in conjunctions municipal emergency management exercise);
- c provide information and support to the Municipal Committee and Municipal Community Recovery Committee as required.
- d coordinate the provision of recovery services to persons within the municipal area during and immediately following an emergency.

2.2.4 Capacity and capability

Tasmanian Government agencies and State-Owned entities maintain their own capacity and capability arrangements. In the municipal context, Council recognises the importance of maintaining and monitoring capacity and capability for emergency management, including:

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

2.2.5 Relief arrangements for Council's emergency management roles

Council's primary and relief model for key emergency management roles is shown in Table 5.

Table 3: Council's primary and relief function roles and officers

Primary role	Delegate
MEMC Chairperson (Mayor)	(Deputy Mayor)
Municipal Coordinator	Deputy Municipal Coordinator
Municipal Recovery Coordinator	Deputy Municipal Recovery Coordinator

2.2.6 Education and training

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

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

Validation activities are useful training opportunities that are conducted at various times by a wide range of stakeholders. MEMC members attend these and/or arrange for relevant people from their respective organisations to participate.

Council commits financially to the maintenance of a high level of emergency management capability. Major actions are reflected in the Maintenance Schedule (refer to page 58). Council's commitment extends to conducting regular training and exercise activities to ensure ongoing capability of staff and includes professional development programs for key staff.

2.2.7 Municipal Emergency Coordination Centre (MECC)

In the event an emergency operations/coordination centre is required, Northern Midlands Council has robust arrangements in place for this to occur. The MECC will be located at the Council Chambers in Longford. As a contingency, the Longford council depot has been identified as a secondary site in the event that the Council Chambers are not available.

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

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

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

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

Details associated with the activation of the Northern Midlands Emergency Coordination Centre are detailed at Appendix 8: SOPs & policies for warnings, public information, working with the media on page 65 .

The MECC's primary functions are detailed on page 26.

The MC will nominate an Incident Management Team for the MECC if required.

More details, including the location of MECC and other sites, is included at Appendix 6: Northern Midland Municipal Emergency Coordination Centre at page 60

Other centres are detailed at Appendix 5: Centres for emergency management on page 59

Maintaining MECC Basic Resources and Agreements

The MC maintains MECC duty statements and procedures for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). Current versions at the time of this MEMP revision are included on page 62.

Council's contact list for emergency management arrangements is maintained by the MC. This information is an important resource for the NREMC and NRSRC. Contacts are updated as required and circulated by the Regional Planner and Regional Social Recovery Coordinator to members and stakeholders after each quarterly meeting of those groups.

The Northern Midlands Council has resources which may be directly utilised, has access to other resources within the community and has vital information about the community that will be required in the process of responding to and recovering from an emergency.

Council has in place a proactive resource sharing arrangement with neighbouring Councils.

2.2.8 Validation and performance management

Council is responsible for ensuring that testing and validation of the effectiveness of planned processes and procedures are conducted as part of the emergency management planning process. Validation activities include debriefs, exercises, workshops, briefings and meetings. Planned validation activities are outlined in *Section 4 on page 47*.

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.

The Northern Midlands Municipal Emergency Management committee commits to conduct regular activities to ensure that council's staff and community groups are aware of current emergency plans and procedures and have the skills to implement them. The Municipal Committee will sponsor annual validation activities to ensure the emergency management capability is maintained. These activities may take the form of training sessions, discussion exercises or functional exercises.

Each member organisation must ensure that its processes and procedures are tested regularly and must participate in other validations when able.

Debriefs are conducted by each member organisation after exercises and operations. Combined debriefs for agreed operations are arranged by the Municipal or the Regional Committee. Lessons identified in debriefs are recorded and shared, if relevant, through the consultation framework.

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

2.2.9 Administration systems

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

2.2.9.1 Information management

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

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

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

2.2.9.2 Cost capture and financial administration

Council maintain systems and processes so that emergency-related expenditure can be authorised, recorded and reimbursement sought (where available). As such, Council is responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if state and Commonwealth government relief arrangements are activated and records show the appropriate details.

As part of council's processes, the MC will arrange for specific cost code account numbers to be allocated prior to an emergency, for distribution to the relevant staff as/when required. All expenditure is to be approved by the MC, GM, Deputy GM or other authorised person before cost commitments are made.

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 community recovery are collated progressively and stored centrally for future reference.

Northern Midlands Council has established cost capture processed to align with the different type of eligible expenditure as follow:

Category A	Funds given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster
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Category B	Expenditure for the restoration of essential public assets and other acts of relief or restoration, including extraordinary costs of response operations during the emergency.
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Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured when agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities.

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 Planner.

If the Premier announces relief, councils collate records accordingly and apply for reimbursement. The SES Regional Planner may provide advice on request from councils.

Further details surrounding cost capture and financial administration within the response phase are detailed in page 23.

2.3 Response arrangements

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

2.3.1 Overview

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

The arrangements described in this section are designed to address situations that occur in the Northern Midlands municipal area, although these can be used to aid response for emergencies affecting other municipal areas, or the region as a whole.

Emergency powers enable authorised action to 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. Depending on the scale and extent of the emergency, overall control of response may be assumed by emergency management authorities, such as the Regional Controller or State controller.

2.3.2 Command, control and coordination

2.3.2.1 All-hazards response arrangements and escalation

When an emergency occurs, initial response actions are usually carried out at the emergency site by those with primary responsibility for protecting the life, property or environment under threat. In the first instance, this is usually the asset owner or manager of the property or premises and/or the people at the emergency site. Command, control and coordination arrangements are described in the [TEMA](#) (Chapter 6 – Response).

Response Management Authorities are supported by Support Agencies and Council may be requested to support the response and make resources available, usually through direct contact with the MC. At this point, consideration is given to the practicalities of opening an MECC to coordinate resources and requests (if not already open). For more information about the MECC see details recorded on page 26.

The General Manager is responsible for providing adequate staff and resources to operate the MECC if required. The MC is responsible for managing the MECC and for arranging for it to be opened. More detailed operating procedures are provided at Appendix 8: SOPs & policies for warnings, public information, working with the media on page 65.

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

The Regional Planner is responsible for arranging regional support to Council, should this be required, and usually assists and advises the MC and MECC. The Regional Planner is also responsible for briefing the Regional Controller (and other stakeholders as required).

The Regional Controller can assume overall control of response/recovery operations (refer to section 18 of the Act). Legislated emergency powers do not need to be activated for this to occur.

2.3.2.2 Emergency powers

Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Section 2 of this plan. The Regional Planner will coordinate activities on behalf of the Regional Controller when emergency powers are authorised.

2.3.2.3 Municipal Emergency Coordination Centre (MECC)

In addition to the information surrounding Municipal Emergency Coordination Centre on page 22, Council's MECC provides a range of services to the community. The MECC is the centre for decision-making and the determination of strategic direction (in conjunction with emergency services) during and after an emergency.

Additional functions of the MECC include:

- a. maintain information flow to and from WebEOC;
- b. monitor all operational activities;
- c. provide a facility for coordinating Council's response to an emergency situation, including activation, deployment and management of Council and community resources;
- d. coordinate requests from the Response Management Authority and Support Agencies for additional resourcing across all response levels – municipal, regional and state;
- e. provide for the management of information to be reported to the Regional Controller and SES;
- f. coordinate media management in consultation with the NRECC and DPACs Public Information Unit;
- g. coordinate and disseminate public information to the local community; and
- h. identify additional emergency requirements (e.g. the need to activate local or regional recovery arrangements).

The location of council's **primary MECC** – known as the Northern Midlands Municipal Emergency Coordination Centre – is the Council Office (Chambers), 13 Smith St Longford.

The **secondary MECC** location is the Council Depot 13 Goderich St Longford.

Council will provide physical resource assistance to lead agencies in managing the response to emergency events.

The MC will lead Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT membership will vary, depending on the nature and size of the event, but typically comprises officers to address:

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

The AllMS incident management structure provides for the Incident Controller, assigned overall responsibility for managing all activities, to resolve an incident. The Incident Controller also leads the IMT in accordance with the Unity of Command principle.

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

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

2.3.2.4 Municipal Emergency Management Committee (MEMC)

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

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

- nature of the emergency;

- resources available to deal with the event;
- task prioritisation;
- communications;
- business continuity;
- community engagement; and
- recovery.

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

2.3.2.5 Emergency Contacts

Council maintains a list of emergency contacts for government departments and statutory authorities that may be required to be called upon in an emergency. Details can be located at Appendix 12: Emergency contacts on page 73.

2.3.3 Resource-sharing and coordination

During an emergency affecting one or several municipal areas, resource support may be available from other councils, or via the SES Regional Planner who can access regional, State or Commonwealth resources. The availability of regional resources will be dependent on the extent of the emergency and other resource priorities. Resources from other regions may be deployed if the emergency has not impacted on those areas.

The MC should liaise with the SES Regional Planner if resource support is required.

2.3.4 Consequence management

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

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

- Table 3 summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation.
- Table 4 summarises typical All-Hazard response actions undertaken by Council officers, which are used or adjusted as required.

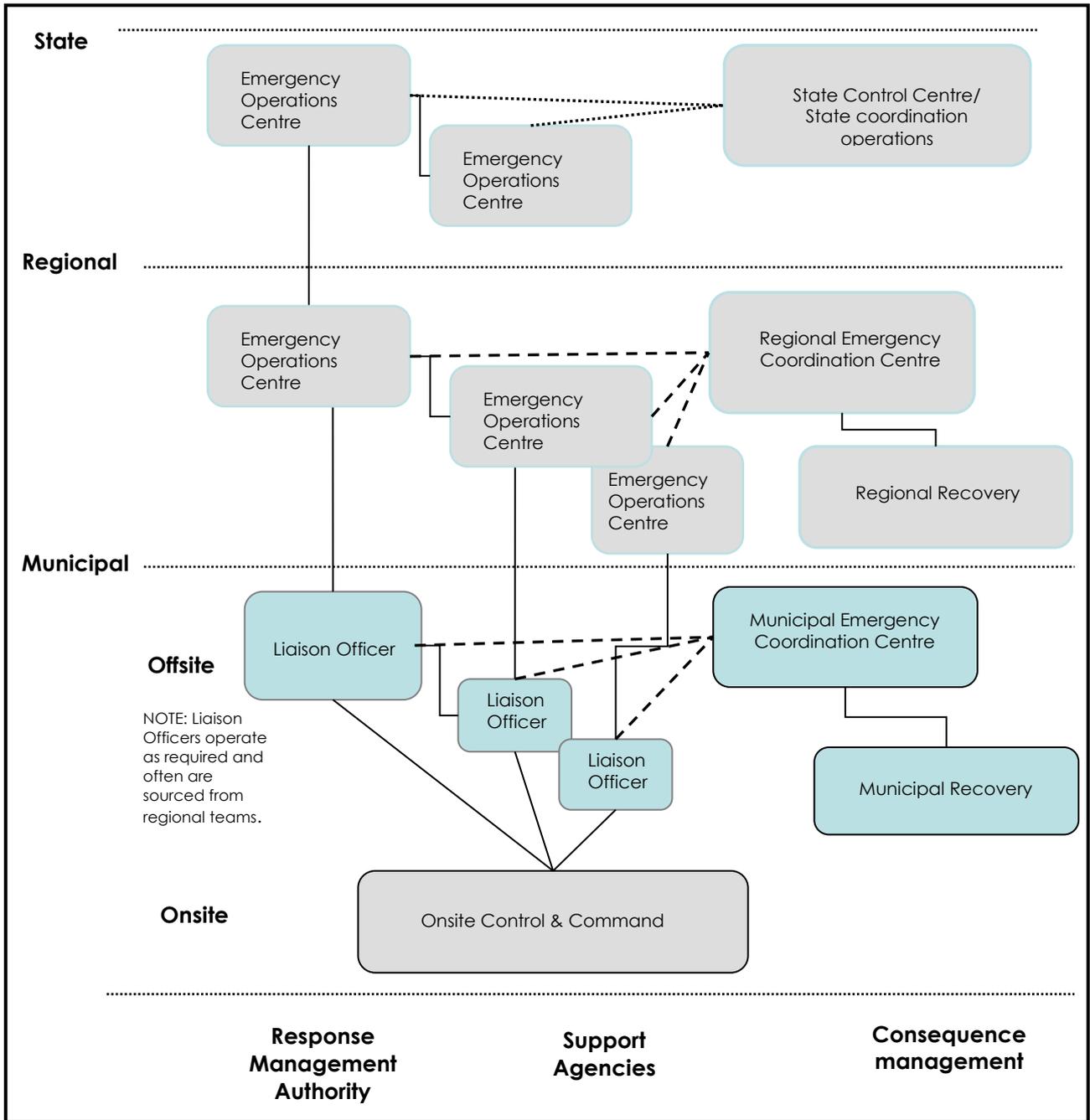


Figure 3: Response management structure

LEGEND:

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

Table 4: All-Hazards response – typical Council actions

Note: Please refer to **Table 10: Acronyms**

Row	Phase	Responsibilities	Council actions (action taken by)
1	Alert	<ul style="list-style-type: none"> Monitor situation Brief stakeholders 	<ul style="list-style-type: none"> Advise council stakeholders (MC) Monitor situation (MC)
2	Stand-by	<ul style="list-style-type: none"> Prepare to deploy for response Arrange warnings (if relevant) Update stakeholders Nominate media/information officer and advise stakeholders Consider MEMC meeting 	<ul style="list-style-type: none"> Update stakeholders (M; GM; WM and RC) and circulate Contact List and Action Duties (MC) Consider MEMC meeting (MC) Locate keys to centres, notify centre managers and arrange staff rosters (RC; DMRC) Nominate IMT and Operations Team members and staff rosters for centres/tasks for next 24 hrs (MC; RC, AO) Locate supplies that are likely to be needed in the first few hours. (AO) Nominate media officer and advise response agencies (MC)
3	Respond	<ul style="list-style-type: none"> Assess emergency scene Establish command and control arrangements Review whether MEMC should meet Deploy resources and request extra assistance as required Assess impacts and effectiveness of response strategies Consider evacuation Provide further warnings and public information as required Provide information: SitReps and public information Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> Establish and communicate coordination location for council resources/requests (MC) Establish IMT (MC) Manage requests for assistance and resources (AO; MC) Provide operational assistance (WM) Open and manage centres as required e.g. evacuation centres (RC; DMRC) Provide public with information (MC) Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs (WM) Update stakeholders and RC as required (MC) Coordinate meals, relief and accommodation for workers (AO)
4	Stand-down (including recovery handover)	<ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response Liaise with Council and RC regarding the status of recovery operations and arrange handover Confirm end/close of response and stand-down Collate logs, costs etc and assess needs for resupply 	<ul style="list-style-type: none"> Confirm end/close of Council operations for response (MC) Liaise with recovery workers and assess needs (RC) Reinstate transport routes etc (WM) Consider establishing an Emergency Recovery Group (MC) Close centres as agreed (RC) Collate logs, costs etc and assess needs for resupply (MC, AO)
5	Debrief	<ul style="list-style-type: none"> Conduct internal debrief/s Participate in multi-agency debriefs as required and report to RC, MEMC and NREMC 	<ul style="list-style-type: none"> Conduct council worker debrief (MC) Arrange for MEMC debrief and report to RC, MEMC and NREMC (MC)

2.3.5 Warnings

In the event where warnings to the community are required, Council is committed to working proactively with other emergency stakeholders to ensure that timely and effective warnings are issued to members of the public as applicable/appropriate.

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

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

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

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

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

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

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

Cost recovery for use of the service is coordinated at state level by TFS and the relevant Response Management Authority.

The MC maintains procedures that further detail Council's response to warnings.

2.3.5.1 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

- a. Flash and mainstream flooding (from rivers) (BoM/Council);
- b. Major rivulet flood warning system (BoM / Council)
- c. Severe weather e.g. damaging winds (BoM);
- d. Bushfire (TFS);
- e. Standard Emergency Warning Signal (SEWS) (TASPOL);
- f. Emergency Alert (all hazards) (TFS);
- g. Local ABC Radio (primary Support Agencies or Response Management Authority);
- h. Road closure (TASPOL);
- i. Tsunami (TASPOL);
- j. All hazards Emergency Alert (TFS); and
- k. TasALERT (DPAC).

Table 5 summarises current warning arrangements and typical Council actions.

Table 5: Summary of warning systems and arrangements

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Flood				
Flood watch	Alert, Watch or Advice of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	Public: Media Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Flood warnings	Warnings of Minor, Moderate or Major flooding in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Minor flood warning	Causes inconvenience. The inundation of low-lying areas next to watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Moderate flood warning	In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas, requiring the removal of stock.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Major flood warning	In addition to above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood-affected areas may be required.	BoM	Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Consider MEMC meeting
Severe weather				
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Update stakeholders Place warnings at low-lying public car parks
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> hail greater than 2cm diameter gusts greater than 100 km/h flash flooding tornadoes 	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Notify outdoor crews and check availability Update stakeholders
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions e.g. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil
Fire				
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Advice 	Bushfire Advice message to advise that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders
Watch and Act 	Bushfire Watch and Act message – advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Notify RC to have evacuation centres on standby

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Emergency Warnings 	Bushfire Emergency Warning message indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. The message may be preceded by an emergency warning signal (siren).		Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Establish an IMT Notify RC to have evacuation centres on standby
Low-Moderate Fire Danger Rating (FDR 0-11) 	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil
High Fire Danger Rating (FDR 12-24) 	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Very High Fire Danger Rating (FDR 25-49) 	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire.	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by
Severe Fire Danger Rating (FDR 50-74) 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire.	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on standby
Extreme Fire Danger Rating (FDR 75-99) 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by Consider an MEMC meeting

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
	homes are likely to offer safety during a fire.			
Catastrophic Fire Danger Rating (FDR >100) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>There is a high likelihood that people in the path of a fire will be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Even the best-prepared homes will not be safe today.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Prepare evacuation centres Establish an IMT Consider an MEMC meeting
Tsunami				
No threat	An undersea earthquake has been detected, however it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> Nil
Marine alert and Land alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> Relay warnings Update stakeholders Establish an IMT Consider a MEMC meeting

2.3.1 Points for Public Enquiries

When required, Council's customer service centre operates as an initial point of enquiry to the community during times of emergency.

Should Council's resources become overwhelmed to this end, Council will seek assistance from the SES, through the Regional Planner in establishing either a 1800 number or by activating TEIS (whichever is deemed more appropriate).

2.3.2 Public information

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

Council has a critical role in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging Council's existing community communication protocols and guidelines. Table 6 summarises arrangements for issuing public information about the emergency.

2.3.2.1 TasALERT

TasALERT (www.tasalert.com.au) is Tasmania's official online emergency information source. Outside emergency response periods, the website provides general information on topics such as volunteering, disaster preparedness and resilience-focused campaigns.

In an emergency, the homepage of the website is updated to highlight current incidents. Each incident will have a dedicated page displaying all available information (mapped information, social media, new content etc.) specific to that incident.

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

2.3.2.2 Tasmanian Government Public Information Unit (PIU)

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

PIU activation may be requested due to the:

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

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

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

2.3.2.3 Tasmanian Emergency Information Service (TEIS)

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.

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

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

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

Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner.

If activation of TEIS is approved, scripts are developed consultatively through the whole-of-government Public Information Unit.

TEIS operates on a fee-for-service basis.

2.3.2.4 Public information readiness

Response Management Authorities are responsible for maintaining draft, customisable scripts about specific hazards for use by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS).

Specific arrangements for community warnings and public information are described in this section and on page 65.

2.3.2.5 Working with the Media

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

The **Mayor** has a pivotal role as community leader to coordinate community information and is Council's chief spokesperson. The Mayor (or delegate) will also speak on behalf of the affected community. The Mayor will be supported in this role by an experienced media liaison officer, typically the General Manager, who can arrange for the preparation of community and media statements for Mayoral endorsement. If deemed necessary, an experienced media liaison officer will be sourced from another local government area. The MC will provide the Mayor with emergency-related information.

In an emergency, the Mayor's public information role includes to:

- a. receive notification of the emergency from the MC or GM;
- b. notify Councillors;
- c. maintain contact with and support the MC and GM;
- d. direct ongoing information to Council; and
- e. be Council spokesperson for information to the community and media.

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

A list of media outlets are detailed at Appendix 9: Media Outlets on page 68.

Table 6: Summary of public information arrangements

Row	Location	Scope of information	Provided by	Developed by	Cleared by	Distribution methods
1	On-site	The emergency and its known impact	Response Management Authority (Support agencies may advise about their own roles)	Response Management Authority	Response Management Authority	Media Agency websites Emergency Alert
2	EOC/ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. Municipal or RC)	Media
3	Other centres e.g. evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS
4	Municipal area	Impact of the emergency on local community	Mayor	Council executive officer/GM	Council executive officer/ Mayor	Media Council website

			Council switchboard	Council executive officer	Council executive officer	Phone enquiries
5	Within the region	Impact of the emergency on the region	RC	Regional Planner	RC	Media Council website
			Response Management Authority	Regional Media Officer	Response Management Authority Regional liaison	TEIS CALD
			Regional SRC	Regional SRC Regional Media Officer	RC through the Regional Planner	
6	Rest of the State	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director TASPOL Media Unit Government Media Office	SES Director TASPOL Media Unit Government Media Office	Media Agency or event-specific website
			Response Management Authority	State Media Officer	Response Management Authority State liaison	TEIS CALD
			Premier or Minister	Government Media Office	Head of Government Media Office	

2.3.3 Other elements

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

2.3.4 Evacuation

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

2.3.4.1 Evacuation Management

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

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

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

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

- evacuation risk assessment and decision to evacuate;

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

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

Council maintains a register of appropriate facilities that may be used as evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided at Appendix 11: Evacuation Centres and Nearby Safer Places (page 72) and (page 70).

2.3.4.2 Evacuation Coordination

Tasmania Police play a lead role in the evacuation process during an emergency. If time permits a Police Evacuation Coordinator may be appointed by a Police Commander to both coordinate the evacuation process with key agencies/organisations involved and to manage the withdrawal stage

2.3.4.3 Decision to Evacuate

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

2.3.4.4 Evacuation Warning

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

2.3.4.5 Withdrawal

The TasPol Evacuation Coordinator is responsible for managing the withdrawal of persons from an affected area. If required, Council may be called upon to support the withdrawal depending upon the available capacity and capability as well as associated WHS risks

2.3.4.6 Shelter

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

Nearby Safer Places are places that provide 'last resort' shelter options and are identified in Community Protection Plans. Nearby Safer Places within Council's municipal area are listed at *Appendix 11: Evacuation Centres and Nearby Safer Places on page 72*

2.3.4.7 Return

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

2.3.5 Registrations

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

- a. affected people, such as evacuees and families;
- b. other stakeholder/affected groups, for example businesses;
- c. spontaneous volunteers;

- d. witnesses; and
- e. potential donors/sponsors (equipment, services, supplies).

Registration may be established and coordinated by the Response Management Authority. When Evacuation or Recovery Centres are activated, processes to support registration should be implemented as soon as possible. This may be supplemented or supported by regional arrangements for the ongoing coordination of registrations into the recovery phase. When Council is required to operate an Evacuation or Recovery Centre, registration will be implemented using the registration application that has been developed for councils. Information collected via the application may need to be provided to Red Cross if TASPOL requests the use of Register.Find.Reunite (RfR).

For those residents who wish to register, however do not elect to stay at an evacuation centre, they are to be directed to the Australian Red Cross Register.Find.Reunite (RfR) website or call centre to provide their details if in fact RfR has been activated.

Registrations are shared regularly with relevant stakeholders throughout the emergency response, including with the Regional Planner and NRSRC. Privacy provision will always be considered and applied.

2.3.1 Pandemic health emergencies

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

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

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

2.3.2 Impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment and reporting on this assessment to other response and recovery agencies and the relevant municipal and/or regional recovery officers.

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

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

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

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

GIS capabilities and resources can be used to record the (mapped) outcomes of assessments and support broader consequence management planning

2.3.3 Debriefs

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

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

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

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

2.3.4 Administration: finance and cost capture

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

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

DRFA category Type		Claimable expenses
Category A	Essential	Emergency food, clothing Repair or replacement of essential items and personal effects Essential emergency repairs to housing (to make residence safe and habitable) Demolition or rebuilding to restore housing Removal of debris from residential properties Extraordinary counter-disaster operations for the benefit of an affected individual Personal and financial counselling Evacuation Centre costs
Category B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices) Counter-disaster operations for the protection of the general public
Category C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (e.g. repairs to sportsgrounds, playgrounds, tracks, trails, etc). A fund may also include community awareness and education campaigns and other resilience building grants.
Category D	Non-Essential	A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional. These must be approved by the Prime Minister in writing.

Council will establish special accounts to record all costs associated with an emergency. All expenditure is to be approved by the MC, GM, or other authorised person before cost commitments are made.

Council has a specific emergency management function within its *Annual Operating Plan*, with account numbers set up to track costs associated with emergency management annual operational expenses.

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

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

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

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

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. OSEM will provide information and advice on request

2.4 Recovery arrangements

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

2.4.1 Overview

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

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

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

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

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

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

Typical recovery considerations include but are not limited to:

- a. providing required assistance to the affected community by assessing recovery needs across all domains and prioritising actions required;
- b. developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals;
- c. enabling community communication and participation in decision-making;
- d. requesting that the Northern Region Recovery Coordinator coordinate the provision of required services/support; and
- e. wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

Where recovery needs exceed Municipal capabilities, State Government agencies and non-government organisations may provide assistance and support through regions, and/or coordinate longer term recovery in partnership with the State Government. The advice of Municipal Coordinators will be critical to determining the level of recovery needs and state Government involvement. Therefore, communication between the MC, the SES Regional Planner and the Northern Region Social Recovery Coordinator is vitally important prior to and during the recovery phase in order to provide the identified support.

Recovery Management Arrangements are outlined in the TEMA, Chapter 7 - Recovery and the State Special Plan - Recovery

2.4.2 Current arrangements

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

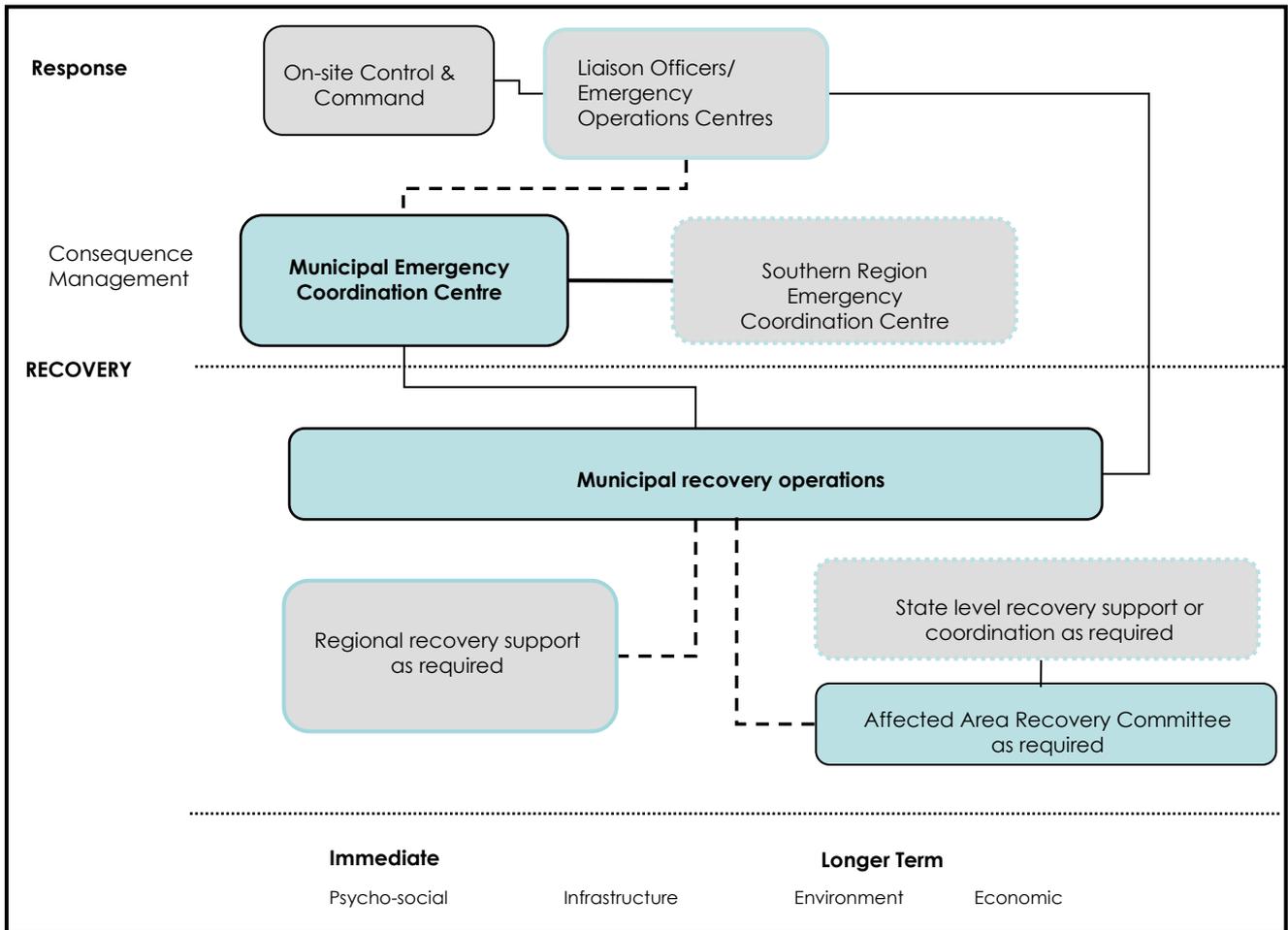


Figure 4: Community recovery management arrangements

LEGEND:

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

2.4.3 Media and public information

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

- RMA's website and social media;
- Council's website and social media;
- TasALERT website and social media;
- Radio, television and print media; and
- Public meetings, Evacuation and Recovery Centres and outreach visits.

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

The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community, in accordance with Council's policies. The Mayor will be supported by the General Manager, who can prepare community and media statements. The MC will provide the Mayor with recovery-related information.

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

2.4.4 At-risk groups of people

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

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

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

2.4.5 Short-term recovery

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

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres / recovery functions are those detailed at Appendix 10: Community Centres on page 70.

Recovery facilities are activated on the request or advice from the:

- a. MC;
- b. Community Recovery Coordinator;
- c. Regional Planner; or
- d. Regional Controller

Council is initially responsible for coordinating processes to register people attending evacuation and recovery centres. In significant emergencies, registration may be undertaken by NGOs, such as the Australian Red Cross, with oversight from the relevant evacuation centre manager (Council officer).

In addition to details outlined on page 38, Council registration processes must follow any procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements, and be compatible with Register.Find.Reunite. Registration data collected by councils will be provided to Tasmanian Government agencies for recovery purposes upon request. Information privacy provisions as they apply to Northern Midlands Council will be applied for all such requests.

Self help' information can be made widely available using the TEIS. The arrangements described on page 35. 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 member of the Regional Community Recovery Committee.

Council is responsible for continuing impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long term recovery process.

Table 7 details a summary of recovery functions. This table is detailed on page 46.

2.4.6 Long-term recovery

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

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

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

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

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

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

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

An AARC will typically develop a recovery plan that:

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

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

- a. forums and information sessions for the community;
- b. debriefs for recovery workers; and

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

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

2.4.7 Recovery functions

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

Elements

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

Table 7 Recovery Summary

Element and Examples	Council Position	Affected Area Recovery Committee
Social <ul style="list-style-type: none"> Emergency clothing/accommodation Emergency catering Personal support Emergency cash grants/relief 	<ul style="list-style-type: none"> Municipal Recovery Coordinator (with community recovery partners, e.g. NGOs and DoH) 	<ul style="list-style-type: none"> DoH DPaC Communities Tasmania
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"> Economic Development Coordinator 	<ul style="list-style-type: none"> DPIPWE 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"> Infrastructure / Works Manager Environmental Health Coordinator/Officer 	<ul style="list-style-type: none"> DSG DoH Asset owners/managers (e.g. Telstra, TasPorts, Hydro, Aurora, Transend)
Environment <ul style="list-style-type: none"> Impact assessments (environmental focus) Environmental rehabilitation Disposal of animal carcasses, plant material or other infected matter 	<ul style="list-style-type: none"> Environmental Officer 	<ul style="list-style-type: none"> DPIPWE

Section 4: Plan administration

2.5 Plan contact

This plan is maintained by the Municipal Coordinator, Northern Midland Council for the Northern Midlands Council Municipal Emergency Management Committee. Feedback regarding this plan should be made in writing to:

- a Email: council@nmc.tas.gov.au
- b Mail: : Northern Midlands Council, 13 Smith Street (PO Box 156), Longford TAS 7310
- c Fax: (03) 6397 7331
- d Office phone number: (03) 6397 7303
- e Web: www.nmc.tas.gov.au

2.6 Review requirements and issue history

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

Upon review of the MEMP by Council's MEMC at intervals not exceeding two years, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list detailed on page 48.

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

Table 8: Issue table

Issue No.	Year approved	Comments/summary of main changes
1	2005	First issue
2	2012	Rewrite
3	2015	Review
4	2018	Review
5	2020	Review

2.7 Consultation for this issue

The review of this issue of this plan was coordinated by the Municipal Coordinator for the Northern Midlands Municipal Emergency Management Committee. This issue was updated as part of the statutory two-yearly review schedule and the main round of consultation occurred in September 2020. MEMC invited comment from:

Over this period the committee invited comment from:

- a. SES Regional Planner;
- b. SES Regional Manager;
- c. SES Regional Training Officer;
- d. Regional Social Recovery Coordinator; and
- e. Northern Midlands Council Municipal Emergency Management Committee members.

2.8 Distribution list

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

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

Table 9: Distribution list

Organisation	Position
Council	<ul style="list-style-type: none">• Municipal Emergency Management Committee-all council members• Mayor• General Manager
SES	<ul style="list-style-type: none">• Unit Manager, SES Unit• Regional Manager, Northern Region• Regional Planner, Northern Region (for Regional Controller
Tasmania Police	<ul style="list-style-type: none">• Divisional Inspector, Longford
Tasmania Fire Service	<ul style="list-style-type: none">• Regional Chief and District Officer
Ambulance Tasmania	<ul style="list-style-type: none">• Superintendent, Northern Region

2.9 Communications plan summary

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

- a. Email copies sent to the positions and organisations *detailed in Table 9 above*.
- b. submitted for noting by the NREMC
- c. published on Council's website and available to the public by request to the MC; and
- d. made available to interested parties on request

2.10 Validation of this plan

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

- a. participating, where able, in other municipal/regional exercises;
- b. conducting/participating in relevant debriefs; and
- c. Reviewing plan contents as a result of emergency exercises undertaken.

Section 5: Appendices

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

Appendix 1: List of associated documents

Appendix 2: Risk assessment report

Appendix 3: MEMC Terms of Reference

Appendix 4: MEMC maintenance schedule

Appendix 5: Centres for emergency management

Appendix 6: Northern Midland Municipal Emergency Coordination Centre

Appendix 7: Duty Statements (Duty Cards)

Appendix 8: SOPs & policies for warnings, public information, working with the media

Appendix 9: Media Outlets

Appendix 10: Community Centres

Appendix 11: Evacuation Centres and Nearby Safer Places

Appendix 12: Emergency contacts

Appendix 13: Acronyms and Terms

Appendix 1: List of associated documents

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

a Legislation

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

b Plans and arrangements

Row	Title	Custodian	Version/date	Available from
Council arrangements and plans				
1	Council maps for council roads and alternative transport plans	Council	2011	IT Officer
2	Northern Region Fire Action Plan	TFS	2016	Soft copy in NMC Electronic Filing System – ECM21/021/001
3	Municipal Social Recovery Management Plan	Council	2017	EMC and NMC website
4	NMC Flash Flooding and River Floods Procedures	NMC	2012	EMC and NMC website
5	Longford Flood Evacuation Plan	SES	2011	SES
6	Longford Flood Protection Action Plan	NMC	2014	EMC
7	Longford Flood Protection Action Plan, Team Leaders Manual	NMC	2020	EMC and Works Manager
8	Standard Operating Procedure – Erection of Temporary Flood Protection	NMC	2020	EMC and Works Manager
9	Standard Operating Procedure – Removal of Temporary Flood Protection	NMC	2020	EMC and Works Manager
10	Standard Operating Procedure – Back Creek Flood Gates	NMC	2020	EMC and Works Manager
Regional arrangements and plans				
11	Regional Emergency Management Plan	SES	Issue 10	2019
State arrangements and plans				
12	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
13	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
State Special Emergency Management Plans (SSEMP)		Available WebEOC File Library (DPFEM – SES)		
14	SSEMP – COVID 19	DoH	Issue 3	2020 (August)
15	SSEMP – Dam safety	DPIPWE	Issue 3	2019 (July)
16	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
17	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
18	SSEMP – Interoperability arrangements	DPAC	Issue 4	2020 (December)
19	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
20	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
21	SSEMP – Fire protection	TFS	Issue 3	2020 (February)
22	SSEMP – Recovery	DPAC	Issue 3	2018 (January)

Row	Title	Custodian	Version/date	Available from
23	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
24	SSEMP – Energy supply	DSG	Issue 3	2020 (March)
25	SSEMP – Biosecurity	DPIPWE	Issue 1	2010 (December)
26	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (March)
27	SSEMP – Flood	SES	Issue 2	2019 (July)
28	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
29	SSEMP – Public health	DoH	Issue 2	2014 (December)
30	SSEMP – Search and rescue	DPFEM	Issue 5	2020 (December)
31	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
32	SSEMP – Tsunami	SES	Issue 1	2015 (September)
Other				
33	Protocol for Use of Emergency Alert	TFS		
34	TasPorts Emergency Management Plan	TasPorts		
35	TasWater EM Plan	TasWater		
36	TFS Community Protection Plans	TFS		
37	Tasmania Marine Oil and Chemical Spill Contingency Plan	DPIPWE – EPA Division	– 2019	DPIPWE – EPA Divisions
38	Operational Handbook TEIS	DPAC		DPaC OSEM

b Standards, Reports, Resources

Title	Published by:	Date
'Choosing Your Words'	AGD	2008

Appendix 2: Risk assessment report

a Tasmanian Government responsibilities – emergency risk management

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

b Local government responsibilities – emergency risk management

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

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

The responsibilities of Council and the MEMC in relation to emergency risk management are summarised in Table 1 and detailed in TEMA.

c TERAG data and recommended treatment strategies for implementation

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

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

Specifically, each register includes but limited to:

1. Unique identifier number;
2. Risk statement;
3. Treatment strategies / option(s)
4. Officer responsible for treatment;
5. Implementation / review timeframe.

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

The timeframe for undertaking treatment options is also defined in the following:

- **Immediate action:** must be completed as soon as practical within current budget cycle (12 months);
- **Short-term action:** must be completed as soon as practical within the next budget cycle (12-24 months);
- **Long-term action:** must be completed within five years;
- **Ongoing:** continuously monitor; or as described in the table



Northern Midlands Council Strategic Risk Register

Scope: Northern Midlands local government area
Objective: To ensure a safer Northern Midlands community
Latest review: 25.9.2020 - refer to doc control tab for document review history
Assessment Team: Des Jennings, Maree Bricknell, Leigh McCullagh, Merel Richardson

Status

-  Action required
-  Some action required
-  Complete

Risk No.	Area / Category	Hazard Type	Risk Description	Risk Category	Risk Rating			Treatments	Target Risk Rating			Status	Responsibility:	Next Review Date:
					Conseq	Likelihood	Risk Level		Conseq	Likelihood	Risk Level			
1		Grass/Bush Fire	<ul style="list-style-type: none"> Damage to property. Loss of human life. Damage to the environment. Business financial and economic losses. 		Major	Likely	High	<ul style="list-style-type: none"> Fire breaks. Reduction burning, Roadside slashing, Abatement notices, TS permits, Residential fire plans. Community education. Planning Permit Provisions. TFS training to volunteers. 	Moderate	Likely	High		Managers, GM	25/09/2021
2		Industrial Fire	<ul style="list-style-type: none"> Business financial and economic losses. 		Major	Possible	High	<ul style="list-style-type: none"> Enforcement of Planning Permit conditions, Liaison with businesses for risk reduction practices, TF assessments, Promote business continuity planning. 	Major	Possible	High		Managers, GM	25/09/2021
3		Severe Weather (high wind or land gale event - more than 120k/n)	<ul style="list-style-type: none"> Property damage and subsequent financial loss. Loss of human life. 		Minor	Possible	Medium	<ul style="list-style-type: none"> Liaison with building surveyors (ensure they are continuing to take land gale risk into account with future ventures). SES to maintain a state of operational readiness. SES to participate in regular training and exercises. Promote residential and business mitigation/preparedness strategies to the community (clear gutters; clear overhanging tree branches, etc.) Council Infrastructure resources. Complete arborist inspections. 	Minor	Possible	Medium		Managers, GM	25/09/2021

Risk No.	Area / Category	Hazard Type	Risk Description	Risk Category	Risk Rating			Treatments	Target Risk Rating			Status	Responsibility:	Next Review Date:
					Conseq	Likelihood	Risk Level		Conseq	Likelihood	Risk Level			
6		Pandemic	<ul style="list-style-type: none"> Disruption to business continuity causing financial/economic loss. Significant strain on existing health and other community services Significant loss of life. 		Moderate	Possible	High	<ul style="list-style-type: none"> Promote business continuity planning for business owners. Community education (social distancing; hand hygiene). Flu clinic plans in place. 	Moderate	Possible	High		Managers, GM	25/09/2021
7		Hazmat	<ul style="list-style-type: none"> Injury or death Subsequent economic/financial loss. Significant environmental damage. 		Minor	Possible	Medium	<ul style="list-style-type: none"> Hazmat training plans in place for relevant services. Hazmat plans in place and communicated to others. Hazmat arrangements exercised. Swimming pool chlorine procedures/controls. 	Minor	Unlikely	Low		Managers, GM	25/09/2021
8		Utility Outages (Communication systems)	<ul style="list-style-type: none"> Subsequent financial/economic loss. Disruption of industry, people's and health systems 		Minor	Likely	Medium	<ul style="list-style-type: none"> Community education - communicate contingency arrangements to the public. Telstra ancillary resources. Emergency services communication resources. Ancillary power supplies. Community education. Continuity planning. WHS protocols. 	Moderate	Unlikely	Medium		Managers, GM	25/09/2021
9		Utility Outages (electricity)	<ul style="list-style-type: none"> Subsequent financial/economic loss. Disruption of industry, people's and health systems 		Major	Possible	High	<ul style="list-style-type: none"> Community education - communicate contingency arrangements to the public. Telstra ancillary resources. Emergency services communication resources. Ancillary power supplies. Community education. Continuity planning. WHS protocols. 	Moderate	Unlikely	Medium		Managers, GM	25/09/2021
10		Flooding	<ul style="list-style-type: none"> Damage to property and subsequent financial loss. Loss of life and injury to people. Disruptions to essential community services (e.g., transport systems; social services) Environmental harm. 		Moderate	Unlikely	Medium	<ul style="list-style-type: none"> Longford levee system. Council resources. Telemetry systems. BOM forecasting. Levee system training and levee maintenance. Levee inspections. Flood plans and Evacuation plans. Flood mapping. Dam surveillance. Dam emergency plans. Irrigation Tasmania. Tas Police. SES. 	Moderate	Rare	Medium		Managers, GM	25/09/2021
11		Traffic Incident	<ul style="list-style-type: none"> Loss/injury of human life, Community trauma. Significant environmental harm. 		Moderate	Possible	High	<ul style="list-style-type: none"> Campbell Town SES. Council resources. Police. Tas Fire. Legislative compliance. Traffic control plans. Containment controls. Hazmat arrangements. 	Moderate	Possible	High		Managers, GM	25/09/2021

Risk No.	Area / Category	Hazard Type	Risk Description	Risk Category	Risk Rating			Treatments	Target Risk Rating			Status	Responsibility:	Next Review Date:
					Conseq	Likelihood	Risk Level		Conseq	Likelihood	Risk Level			
12		Air Services	<ul style="list-style-type: none"> • Significant loss of life, • Damage to property, and • Environmental harm. 		Moderate	Possible	High	<ul style="list-style-type: none"> • CASA controls. • Airport Emergency Management plans. 	Moderate	Unlikely	Medium		Managers, GM	25/09/2021
13		Terrorism	<ul style="list-style-type: none"> • Damage to property and subsequent financial loss. • Loss of life and injury to people. • Disruptions to essential community services (e.g., transport systems; social services) • Environmental harm. 		Moderate	Unlikely	Medium	<ul style="list-style-type: none"> • Emergency Services. 	Moderate	Unlikely	Medium	 	Managers, GM	25/09/2021

Appendix 3: MEMC Terms of Reference

Northern Midland Council

Municipal Emergency Management Committee

Terms of Reference

Committee:	Northern Midlands Emergency Management Committee (NMEMC)
Date and Status of these Terms:	December 2017
Enquiries	Des Jennings Emergency Management Coordinator Northern Midlands Council 13 Smith Street, Longford Ph: 03 63977303 des.jennings@nmc.tas.gov.au
Review Notes	These Terms of Reference are due for review in 2 years in line with the review of the Municipal Emergency Management Plan.
General Standards & Practices	The Tasmanian Emergency Management Plan describes the framework for this committee.

The committee meets every four months of April, August, and December, commencing at 0930hrs. Meetings conclude at approximately 1100hrs. Meetings are convened at Northern Midlands Council at 13 Smith Street, Longford (Council Chambers).

Its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au)

-
- 1. Authority & Background:** The NMEMC is a committee that forms a vital part of Tasmania's emergency management framework. It exists under the authority of the *Emergency Management Act 2006*.
 - 2. Purpose:**
 - 2.1 Functions** Key functions of the NMEMC include:
 - To promote, facilitate and advocate for continuous improvement in Emergency Management within the municipality including emergency planning, preparedness, response and recovery
 - Providing a forum for liaison between organisations with emergency management responsibilities in the municipal area
 - Work with stakeholders to facilitate the assessment of major risks within the Northern Midlands;
 - Work with the NMEMC stakeholders to develop and implement risk treatment strategies for Northern Midlands
 - Identify actions to reduce the incidence and impacts of emergencies

- Review the management of significant emergencies that have occurred in the municipal area, and identify and/or support opportunities for improvement

3. Reports to: Northern Midlands Council, Northern Regional Controller

4. Membership Current member organisations are listed below. These organisations are confirmed as part of the review of the Terms of Reference.

- Tasmania Police
- State Emergency Service
- Tasmanian Fire Service
- Tasmanian Ambulance Service
- Northern Midlands Council
- Toosey Aged Care

Member organisations are required to nominate a primary representative and consider a proxy nomination.

3.1 Chairperson Mayor

3.2 Executive Officer Municipal Emergency Management Coordinator

3.3 Members As per attachment

3.4 Proxies Member organisations are responsible for nominating proxy representatives. A list of these representatives is not held by the Committee as it is subject to regular change.

5. Presiding at Meetings The Chairperson of the NMEMC is to preside at all meetings of the committee at which he or she is present.

If the Municipal Chairperson is not present at a meeting, The Municipal Emergency Management Coordinator will be the chair.

6. Quorum at meetings A quorum of the Committee must not be less than 3 members consisting of the chairperson, the executive officer of the Committee and one other member.

A meeting of a Committee at which a quorum is present is competent to transact any business of the Committee.

7. Secretariat The Executive Officer is responsible for the preparation of Agendas and recording of Minutes. Minutes of meetings will be distributed by the Executive Officer to Committee members.

8. Sub Committees The following groups are sub-committees of this committee:

- Northern Midlands Community Recovery Committee.

Appendix 4: MEMC maintenance schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the NMC MEMC	Municipal Coordinator	Twice yearly	March, October
Coordinate emergency management training for selected worker member/s on rotating basis (AIIIMS, WebEOC etc.)	Municipal Coordinator	Annual	Ongoing throughout year
Plan, conduct and review an EM related exercise as it applies to the NMC	Municipal Coordinator	Every two years	As identified
Participate in state and regional EM exercises	Municipal Coordinator MNC MEMC	As required	As advised
Review EM Plan and all appendices (including risk assessments and treatment strategies). Lodge plan with NREMC	MNC MEMC	Every two years	September
Review and update contact lists	Municipal Coordinator	Bi-annually	March/Sept
Attend REMC Meetings	Municipal Coordinator	Quarterly	As advised
Attend NSRSRC Meetings	Recovery Coordinator	Quarterly	As advised
Review Risk Treatment options in conjunction with strategic plan and budget	Municipal Coordinator	Annually	March

Appendix 5: Centres for emergency management

a Emergency Operations Centres (EOC)

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

Organisation	Location	Contact	Regional
TASPOL	Longford Campbell Town		Major Incident Room Police HQ Cimitero St, Launceston
TFS		FireComm	Northern Region Headquarters 339 Hobart Road, Youngtown, Launceston
SES			Northern Region Headquarters 339 Hobart Road, Youngtown, Launceston

b Municipal Emergency Coordination Centre (ECC)

The following summarises details for facilities that can be used as NMC emergency coordination centres:

Municipal	Location	Contact
Primary	Council Chambers Smith St, Longford	Municipal Coordinator
Secondary	Council Depot Goderich St, Longford	Municipal Coordinator

Appendix 6: Northern Midland Municipal Emergency Coordination Centre

General

Operational control of any emergency remains the province of the response agency. Each response agency will usually manage the command and control aspects of the emergency through an Emergency Operations Centre (EOC). In doing so, the person in charge of the response agency may continue to control the emergency from that lead agencies normal EOC or may request support from the Northern Midlands Emergency Coordination Centre (NMC MECC) and request the co-ordination of supporting tasks through this facility.

Location and Activation

The NMC MECC can be activated at the Council offices throughout the municipal area, if considered more suitable. Centres (either Council Chambers at Smith St or Council Depot at Goderich St Longford) can be activated by:

- a) Municipal Co-ordinator, Northern Midlands; or
- b) Deputy Municipal Co-ordinator (in the absence of the Municipal Coordinator).

Keys are available from 13 Smith St, Longford or Municipal Co-ordinator for NMC.

Staffing Levels

When activated, the NMC MECC should be staffed to undertake the following tasks:

- a) Communications - radios and telephones.
- b) Information recording - includes resource requests, map marking and situation reports.

The Municipal Coordinator is responsible for the provision of staff and resources to operate the centre on a continuous basis for the duration of any emergency.

The Municipal Co-ordinator shall be responsible for the management of the NMC MECC.

Administration and Finance

General

Responsibility for administration and accounting for expenses incurred in an emergency in the municipal area rests with the Corporate Services Manager. Expenditure necessarily incurred in combating an emergency in the municipal area will be recovered utilising the user pays principle.

Emergency Administration

The General Manager is to co-ordinate all administrative support and documentation for all declared disasters and emergencies in the municipal area.

Separate files pertaining to the situation will be maintained and presented for inspection by State or Federal Government authorities if required.

Provision of Resources

At the request of a response agency, resources of NMC and other resources made available will be used under the control of the Municipal Coordinator.

Authority to Incur Expenditure

The General Manager will maintain an emergency order book to hire, purchase or obtain such items not readily available to assist the emergency management organisations to effectively carry out their duties during times of declared emergency or disaster. In the absence of the General Manager another authorised employee can be nominated by the General Manager to operate the emergency order book.

Unauthorised committal of resources or requests for outside assistance will necessitate recovery of those expenses incurred from the individual concerned.

The Mayor and General Manager are authorised to commit up to the emergency budget allocation without prior council approval.

NMC may pursue the recovery of all operational support expenses from the appropriate statutory authority or through assessing Tasmania Natural Disaster Relief and Recovery Arrangements (TNDRA) through the Department of Treasury and Finance

DRAFT

Appendix 7: Duty Statements (Duty Cards)

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

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

Duty Statement: Municipal Emergency Management Committee (MEMC)

Committee's duties

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

- Nature of the emergency;
- Resources available to deal with the event;
- Task prioritisation;
- Communications;
- Business continuity;
- Community engagement; and
- Recovery.

Chairman's duties

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

Municipal Coordinator's Duties

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

Committee Members' Duties

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

Duty Statements: Emergency roles

Mayor

In relation to emergency management, the Mayor of Northern Midlands is responsible to the Northern Midlands Council and for the following key tasks:

- a Upon receipt of an emergency notification from the Municipal Coordinator, assess and notify other councillors
- b act as central media representative for all general information to the Northern Midlands community during emergencies
- c initiate public appeals for financial assistance and liaise with service clubs and other organisations who may wish to assist
- d provide a link to State and Federal Ministers as required by the Municipal Committee if normal communication channels breakdown
- e provide Northern Midlands Council support as requested by the Municipal Committee
- f promote the importance of emergency management within Northern Midlands Council and across the community (including prevention, preparedness, response and community recovery measures) and support special initiatives
- g fly the Northern Midlands Council flag by talking with victims of emergencies and assessing the level of effectiveness of emergency management teams and subsequently provide necessary feedback to the Municipal Committee.

Councillors

During or upon the cessation of an emergency, Councillors are responsible for the following key tasks:

- o assist the Mayor as requested
- o assist the Municipal Committee as requested.
- o promote the importance of emergency management across the community (including prevention, preparedness, response and community recovery measures) and support special initiatives

Chair, Emergency Management Committee

In relation to emergency management, the Chair of the Emergency Management Committee is responsible to the Mayor and Council and for the following key tasks

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

General Manager

In relation to emergency management, the General Manager of Northern Midlands Council is responsible for the following:

- o provide Northern Midlands Council resource support as requested by the Municipal Coordinator prior to, during and after an emergency
- o liaise with the SES Regional Planner in nominating the Municipal Coordinator for Northern Midlands Council and in discussion of special projects.

Municipal Coordinator

The Municipal Coordinator is responsible to the General Manager and for the following tasks:

- a coordinate the meeting schedule for the Municipal Committee and act as Executive Officer for this committee
- b brief Northern Midlands Council on all matters pertaining to emergency management and represent any requirements to the appropriate officers
- c represent Northern Midlands Council at the meetings of the Northern Regional Emergency Management Committee
- d initiate the activation of this emergency management plan and or relevant associated plans as required
- e liaise with external agencies in all phases of emergency management
- f authorise required expenditure in combating an emergency and advise Northern Midlands Council as soon as possible after such expenditure
- g direct the activities of the NMC Deputy Municipal Coordinator
- h oversee the tasking of any volunteers that may be attached to Northern Midlands Council from time to time in support of emergency response
- i promote emergency management training and education within the municipal area
- j provide comment on emergency management arrangements in Tasmania as required by reviews of legislation and subsequent state and regional plans
- k initiate ongoing risk assessments for Northern Midlands including subsequent reviews of this plan as required by the *Emergency Management Act 2006*
- l furnish this plan to the SES Regional Planner for endorsement by the Regional Controller and approval by the State Controller at least every two years.

Deputy Municipal Coordinator

The Deputy Municipal Coordinator is responsible to the Municipal Coordinator and for the following tasks:

- a carrying out tasks as requested by the Municipal Coordinator
- b proposing and/or supporting emergency management initiatives
- c performing the functions of the Municipal Coordinator in his/her absence.

Northern Midlands Council Recovery Coordinator

The Community Recovery Coordinator is responsible to the Municipal Coordinator and for the following tasks:

- a developing and maintaining the Northern Midlands Community Recovery Plan
- b representing Northern Midlands Council at meetings of the Northern Regional Community Recovery Committee
- c coordinating the activation of community recovery services
- d coordinating the activation of recovery centres
- e providing community recovery advice to the Municipal Committee and Northern Midlands Council.

Appendix 8: SOPs & policies for warnings, public information, working with the media

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

Municipal Coordinator (MC)

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

- a Assess the necessity to establish the MECC and/or EOC;
- b Notify Council's GM alert/activate response teams/supervisors and other potentially affected operational areas as deemed appropriate;
- c Notify the Media Liaison; and
- d Contact those staff that may have a direct role in the emergency.

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

Liaison with Emergency Services

In the event of an emergency within the municipal area that threatens life and/or property, the MC will liaise with all emergency services through NREMC and through the Regional Planner or the Regional Controller.

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

Bushfire

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

If deemed appropriate by the MC a council officer will be deployed to the TFS Incident Management Centre to act as a liaison officer for Council.

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

The MC shall contact the General Manager or other nominated officer to be responsible for the coordination of information and response.

Council's employees are not required to provide frontline firefighting capability, however, support to the TFS will be provided in mop-up operations when the major fire risk has abated and when requested to provide such support.

Floods

SES has responsibility for receiving flood alerts and warnings from BoM and for conveying that advice to local government authorities that may be affected by potential floods.

Council is responsible for supporting the community during a flood emergency.

The MC will be provided with advice on the potential for flood events, the possible extent of flood inundation, and the resources available from SES to assist with flood mitigation actions.

If evacuation is required, the decision to evacuate will be made by the Regional Controller in consultation with SES and the MC.

Depending upon the severity of the rainfall event and potential for flooding, the MC may request the General Manager to move all available crews to flood response operations and, if necessary activate the MECC.

Storms

SES has responsibility for receiving storm warnings from BoM and conveying that advice to local government authorities that may be affected by severe weather storms.

The MC will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Northern Midlands Council municipal area.

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

Depending upon the severity of the storm and associated damage, the MC may request the General Manager to move all available crew to flood response operations and, if necessary, activate the MECC.

Operations Areas

In order to provide accurate and timely coordination of resources in an emergency, the existing management structure will be used as far as practical. Outdoor crews across the municipality will work together under the coordination of the MECC Manager, who would take advice from the MC for managing the allocation of resources. Supervisors and team leaders will be assigned specific responsibilities as they are defined.

Communications

Telstra

All Telstra lines and systems are managed through Launceston.

Northern Midlands Council

NMC operates a VHF radio network primarily used in the operational area. The transmitter is located Millers Bluff and base stations located at Longford and Campbell Town Depots.

Communications Functions

The statutory authorities have their own radio systems. All apart from Tasmania Police have access to each others frequency

Hydro Tasmania, TasNetworks have their own Digital Radio System.

A number of businesses, farmers and private citizens have UHF CB radio bases and mobile radios and telephones. All radios are fitted with channels reserved for emergency calls only.

During any emergency or disaster, the various emergency services are expected to utilise their own communications systems.

In the event of a statutory agency losing access to its base station, a mobile base station may be available from the Northern Region Headquarters of the SES.

The SES and TFS maintain a number of mobile and handheld VHF radios that could be made available to support statutory services or NMC during an emergency

Public Information and working with the media

During any emergency the provision of information to the public is critical. As such emergency information is vital for relaying important emergency event information to the community.

Media Access

During an emergency, accredited media representatives should only be granted access to any site at the discretion of the lead agency and the respective site controller.

Media Releases

Release of media information relating to the emergency event is the sole prerogative of the response management agency. In the event Council needs to reinforce any messaging released from the RMA, the messaging will be shared to residents via council's appropriate media channels, including social media.

Media Centre

Should an emergency attract unusual levels of media presence, NMC in conjunction with the lead agency, should designate a site as a media centre from which all media representatives should operate, to avoid unnecessary invasion of space required for managing the emergency.

Media Announcements

Public announcements during an emergency are to be made by the person appointed from the response management authority. The Mayor or his/her delegate will be the spokesperson for NMC in the event support is required to reinforce announcements.

Public announcements can be made through the media agencies detailed in the following pages.

Emergency Service Announcements

Emergency service announcements will be released to the media on the authority of the response agency or the RC or his/her nominated representative. They are not to be released at council level.

Directions and Public Information

Directions for co-ordination and control of members of the public, volunteers and volunteer groups will be issued from the NMC MECC.

Information bulletins, situation reports and information regarding facilities, emergency assistance and emergency management arrangements will be provided through the NMC MECC from an officer authorised by the NMC MEMC. All such information will be retained and wherever possible the WebEOC application is to be utilised to retain the information.

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Appendix 9: Media Outlets

RADIO STATIONS

Radio LAFM, 109 York Street, Launceston

Direct line to Newsroom Mon – Fri 9.00am til 4.00pm 6332 0813
After Hours News Editor: 0412 915 666
Fax (8.30am til 5.30 pm) 6331 2547 or 6334 3795
(Marked to LAFM Newsroom, and telephone 6334 1524 to advise fax being sent)

Tote Sport Radio 1008 AM, 75 Invermay Rd, Launceston

News is networked from 7TAB in Hobart.
Phone calls should go direct to Hobart 6278 2730 or 6278 2777
Newsroom is manned:
Monday to Friday - 6.00 a.m. to 12.00 p.m.
FAX : 6228 3108
(Marked to Newsroom, and telephone 6278 2730 to advise fax being sent.)

Radio 7NT - ABC, 45 Anne Street, East Launceston

Administration 6323 1030
Direct line to newsroom: 6332 4240
Newsroom is manned:
Monday to Friday - 6.00 a.m. to 11.00 p.m.
Sunday - 2.30 p.m. to 11.00 p.m.
Weekends : ABC Hobart 6235 3377
FAX: 6332 4210
(Launceston Office)

City Park Radio / 7LTN-FM, PO Box 1501, Launceston

Hours of operation -
Monday to Friday - 6.00 a.m. to 9.00 a.m.
5.00 p.m. to 11.00 p.m.
Weekends 6.00 a.m. to 12.00 p.m.
Administration 6334 3344
FAX 6334 6818

Radio 7WAY-FM, 93 Reatta Road, Trevallyn

Hours of operation
7 days/week 6.00 a.m. to midnight
Phone 6334 0100
FAX (emergencies only) 6334 9413

Tamar FM

Hours of operation 24 hrs/7 days
Phone 6382 3953

TELEVISION

Channel 7 6345 777

ABC TV

As for Radio 7NT (listed above)

WIN TV (Launceston) 6341 5999

Channel 10 (Digital only, based in Melbourne)

Phone (03) 9275 1010

Fax (03) 9275 1011

NEWSPAPERS

Examiner, 71-75 Paterson Street, Launceston

Phone numbers - Switchboard 6331 5111

After 4 p.m. - News Editor 6332 0352

FAX 6334 7328

Advocate, 268 York Street, Launceston

Phone Numbers - Switchboard 6331 7999

Burnie Office, 56 Mount Street, Burnie

Phone Numbers - Switchboard 6430 1409

After hours News Editor 6430 1361

FAX: 6430 1461

Mercury, 70 St. John Street, Launceston

Phone Numbers - Switchboard 6231 9144

Emergencies 6294 4220

Appendix 10: Community Centres

This list summarises locations that may be useful for managing emergencies.

Additional details are located at www.northernmidlands.tas.gov.au/community/facilities/halls-and-community-centres

Council outdoor crews and managers have keys to access the halls.

	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
1	Avoca Community Centre	Kitchen Toilets (disabled)	Arthur Street Avoca	Daily		40 persons Heating
2	Avoca Memorial Hall	Kitchen Toilets	Falmouth Street Avoca	Daily		150 persons Heating
3	Bishopsbourne Community Centre	Kitchen Toilets (disabled)	Bishopsbourne Rd	Daily		200 persons Heating
4	Campbell Town Recreation Ground Complex	Male/female/disabled toilets (Number) Kitchen area Meeting rooms Offices Phone lines Internet outlets	High Street Campbell Town	Daily		Office space, Meeting rooms
5	Campbell Town Town Hall	Male/female/disabled toilets (Number) Kitchen area Meeting rooms Offices Phone lines Internet outlets	High Street Campbell Town	Daily	Office space, Meeting rooms	300 persons Heating
6	Cressy Community Centre	Kitchen Toilets	Main Street			200 persons Heating
7	Epping Forest Hall	Kitchen Toilets	Midland Highway, Epping Forest			100 persons Heating
8	Evandale Memorial Hall	Kitchen Toilets (disabled)	High Street			200 persons Heating
9	Evandale Community Centre	Kitchen (tea & coffee only) Toilets				75 persons Heating
10	Liffey Hall	Kitchen (basic) Toilets	Liffey Road			60 persons Heating
11	Longford Recreation Ground Complex		Smith St			100 persons
12	Longford Municipal Hall	Male/female/disabled toilets (Number) Kitchen area Meeting rooms Offices	Wellington St, Longford	Daily	Office space, Meeting rooms	

Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
	Phone lines Internet outlets				
13 Perth Community Centre	Kitchen Toilets (disabled)	Fairtlough St			200 persons Heating
14 Poatina Community Centre	Male/female/disabled toilets (Number) Kitchen area Meeting rooms Offices Phone lines Internet outlets	Gordon St Poatina	Daily	Office space, Meeting rooms	** Privately managed**
15 Ross Town Hall and Reading Rooms	Kitchen Toilets (disabled)	Bridge St			300 persons Heating

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Appendix 11: Evacuation Centres and Nearby Safer Places

This list immediately below summarises a range of locations that may be used as evacuation centres/ With the exception of the Council office at Riverside, the other locations can temporary house people for a short period of time (max xx days) subject to support from other agencies and NGO's. They are included in order of priority and will be escalated as additional need is established.

Centre, location title and contact	Facilities	Location	Usage frequency	Could be used for	Comments
Longford Municipal Hall	Male/female/disabled toilets (Number) Kitchen area Meeting rooms Offices Phone lines Internet outlets	Wellington St, Longford	Daily	Evacuation centre, short term shelter, Information centre	Designated as evacuation / recovery centre No showers
Campbell Town Recreation Complex	Male/female/disabled toilets (Number) Kitchen area Meeting rooms Offices Phone lines Internet outlets	High St Campbell Town	Daily	Evacuation centre, short term shelter, Information centre	Designated as an evacuation centre

Nearby Safer Places are places of last resort where people can shelter during bushfires. Sheltering at a Nearby Safer Place is not without risk during an emergency.

Tasmania Fire Service identifies Nearby Safer Places and lists these in *Community Bushfire Protection Plans*. Northern Midlands Council Nearby Safer Places are identified below:

Row	Nearby Safer Place	Location	Community Bushfire Protection Plan	Fire Danger Rating/Index	Comments
1	Conara Park	Conara Junction	Conara	Catastrophic 100+	http://www.fire.tas.gov.au/userfiles/tym/file/NEW_CPP_PAGES/201510_N_Protection_Conara.pdf
2	Avoca	Boucher Memorial Park	Avoca	Catastrophic 100+	http://www.fire.tas.gov.au/userfiles/protectionplans/north/201611_N_Protection_Avoca_FINAL.pdf
3	Rossarden	Rossarden Recreational Ground Ex-Tin Mine Tailings Pit	Rossarden	Catastrophic 100+	http://www.fire.tas.gov.au/userfiles/protectionplans/north/201507_N_Protection_Rossarden_Final.pdf

Appendix 12: Emergency contacts

Emergency telephone numbers for government departments and statutory authorities for the Northern Midlands Municipal Area are:

Tasmania Police		000
Tasmania Fire Service		000
Ambulance Tasmania	Ambulance Calls - Urgent	000
	Non Urgent Calls - (Operational) (Note: the Beaconsfield Ambulance Station is controlled directly from Hobart by Ambulance Tasmania)	1800 008 008
SES	Northern Region Headquarters	6336 3790 (all hours)
State Government Departments		
Education Department (DoE)	State Office	1800 816 057
Health Department (DoH)	Launceston General Hospital	6348 7111
	Campbell Town Health and Community Service	6774 8000
	Longford – Community Health Centre	6777 3800
TasNetworks		1800 638 449
State Library of Tasmania		6165 5600
Dept of Primary Industries & Water		1800 005 171
Parks & Wildlife Service		1300 368 550
Department of Primary Industries, Parks, Water and Environment		1300 135 513
TasWater (all hours)		136992
Australia Post		131318
Telstra		1100
Tas Irrigation	Emergency Event Manager (EEM) Dam Safety Engineer GM Technical Support	0417 279 062 0439 028 781 0429 044 526

Contact numbers for Emergency Management Partners

The following table indicates the hazards most likely to occur in the municipal area and the principle agency responsible to take action and / or provide advice on any specific hazard.

Emergency	Advisory Agency	Initial Contact Number
Fire	Tasmania Fire Service	000
Land based hazardous substance spill or explosion	Tasmania Fire Service	000

Transportation accident	Department of Police & Emergency Management	000
Earth tremor, earthquake or landslide	Department of Infrastructure Energy and Resources	1300 851 225
Storm, tempest or flood	Northern Midlands Council	6397 7303
Public Health Emergency	Department of Health	1300 135 513
Food contamination	Department of Health	1300 135 513
Water supply contamination	Department of Health	1300 135 513
Animal disease	Department of Primary Industries, Parks, Water and Environment (Chief Veterinary Officer)	6233 6836
River based environmental emergency	EPA Division, Department of Primary Industries, Parks, Water and Environment	1300 135 513
River based oil spill or pollution above high water line	EPA Division, Department of Primary Industries, Parks, Water and Environment	1800 005 171
Marine accident	Department of Police & Emergency Management Marine & Safety Tasmania	000 6233 8911 0418 145 439
Tsunami and sea related inundation	Department of Police & Emergency Management	131 444

Appendix 13: Acronyms and Terms

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

Table 10: Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AIMS	Australasian Inter-Service Incident Management System
AO	Administrative Officer
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological, Nuclear
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoH	Department of Health
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
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
GIS	Geographic Information System
GM	General Manager (Council)
LC	Logistics Coordinator
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan (this plan)
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
NMC	Northern Midlands Council
OCM	Operations Centre Manager
OESM	Office of Security and Emergency Management (DPAC)
PHS	Public Health Service (DoH)
PO	Planning Officer
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
RC	Recovery Coordinator
RCM	Recovery Centre Manager
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite service

Acronym	Stands for...
RSRC	Regional Social Recovery Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
NRSRC	Northern Region Social Recovery Committee
SITREP	Situation Report
STT	Sustainable Timber Tasmania
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements
WM	Works Manager / Infrastructure Manager / Engineering Manager

Terms

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

Table 11: Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels. These committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities
command	The internal direction of an organisation's resources in an emergency.
community centres <i>NB. Different centre types may be located at the same site</i>	<p>Evacuation Centre: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards.</p> <p>Information Centre: A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event.</p> <p>Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency.</p>
control	The overall direction and management of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
coordination	The bringing together of organisations and other resources to support an emergency management response. Coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation.

Term	In the context of this plan, this means:
Council	In the context of this plan, Council refers to the Northern Midlands local government authority
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident.
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none"> absent from duty or Tasmania unable to perform Municipal Coordinator duties (permanently), or temporarily not appointed (e.g. has resigned)
emergency	In summary: an event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
emergency centres	<p>Emergency Coordination Centre (ECC): A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.</p> <p>Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency.</p> <p>Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities.</p>
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency. Can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions.
emergency management plan	A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer.
emergency powers and special emergency powers	Powers specified in Schedules 1 and 2 of the Act:
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment.
hazard	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	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR). Management Authorities also assess and validate the effectiveness of the PPRR strategies they implement.
Municipal Chairperson	The person determined by Council to be the Municipal Chairperson (section 21 (2) of the Act).
Municipal Committee	A Municipal Emergency Management Committee established under section 20 of the Act.
Municipal Coordinator (MC)	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act.

Term	In the context of this plan, this means:
Municipal Recovery Coordinator (MRC)	A Council employee responsible for recovery at the municipal level, appointed under section 24G of the Act.
Permanent Timber Production Zone land	A land classification established under the <i>Forest Management Act 2013</i> to replace the formerly-used term 'state forest'.
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur.
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
public information	The management of public information and perceptions during response to an incident.
recovery	The process undertaken in an area or community affected by an emergency that returns all or part of the social, economic or environmental features or the infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency.
Recovery Function	A particular activity or group of activities that may be undertaken as part of recovery efforts.
Regional Controller	A person appointed as Regional Emergency Management Controller under section 17 of the Act, who is either: a police commander determined by the Commissioner of Police and the State Controller; or a person appointed by the Minister.
Regional Emergency Coordination Centre (RECC)	A facility from which regional coordination of emergency (consequence) management occurs during the response phase.
Regional Emergency Management Committee (REMC)	A Regional Emergency Management Committee established under section 14 of the Act.
Regional Emergency Management Plan (REMP)	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
Regional Planner	The person appointed to the position of State Emergency Service (SES) Emergency Management Planner (North).
Regional Social Recovery Coordinator	A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.
Register.Find.Reunite (RFR)	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency.
response	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support.
risk	The combination of the probability of an event and its negative consequences.
risk assessment	Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend.
situational awareness	Situational awareness involves an understanding of the current emergency incident, and how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.
State Controller	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: <ul style="list-style-type: none"> • Head of the Department of Police, Fire and Emergency Management, or • a person appointed by the Minister.

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

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