



Tasmanian Municipal Emergency Management Plan

Mersey-Leven Combined Area

Plan Details:

Plan Title:	Mersey-Leven Municipal Emergency Management Plan
Issue Details:	Issue 5 - October 2024
Review Authority:	Mersey-Leven Combined Municipal Emergency Management Committee
Submission Authority:	North-West Regional Emergency Management Controller

Approval:

Approval Authority:	Commissioner Donna Adams State Emergency Management Controller
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Signature:

A handwritten signature in black ink, appearing to be 'D Adams', written over a horizontal line.

Date: 12 December 2024

Acknowledgement of Country

The Mersey-Leven Combined Municipal Emergency Management Committee proudly acknowledge the traditional owners of this Country and of lutrawita (Tasmania), the palawa/pakana people.

We recognise Aboriginal people's continuing connection to Land, Sea, Waterways, Sky and Culture and pay our respects to Elders, past and present.

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SECTION 1 Overview

1.1 Glossary

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

Table 1: Terms

Term	In the context of this plan, this term means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels; these committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities.
biosecurity	Biosecurity is the management of risks to the economy, the environment and the community, of pests and disease entering, emerging or establishing or spreading.
capability	Capability is a function of human and physical resources, systems/processes, training and the supply chain (e.g. trained personnel with equipment ready for deployment).
capacity	The extent to which a capability can be applied to a particular task or function.
Centres (community)	Evacuation Centre (see below) Information Centre (see below) Recovery Centre (see below)
combined area	Two or more municipal areas determined by the Minister to be a combined area under section 19 <i>Emergency Management Act 2006</i> Section 19 establishes that a group of two or more municipal areas in the same region, are recognised by the Minister as having a common municipal committee. Each municipal area must have its own Municipal Coordinator appointed, irrespective of whether municipal areas are combined.
command	The internal direction of an organisation's resources in an emergency.
Community Recovery Committee	Committees established under Section 24E of the Emergency Management Act 2006 to guide or coordinate recovery activities at the local or regional level following an emergency event. May be established in the form of an Affected Area Recovery Committee or other type of committee as determined by the affected community.
companion animal	A captive-bred animal that is not commercial livestock.
consequence	A consequence is defined as: (a) the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain or (b) the outcome of an event or situation expressed qualitatively or quantitatively. In the emergency risk management context, consequences are generally described as the effects on persons, society, the environment and the economy.
consequence management	Activities undertaken by Support Agencies to minimise recovery needs that emerge due to the emergency and /or the emergency response. It can include, but is not limited to, measures that protect public health standards, restore essential services and provide relief financial assistance.
consultation framework	The various groups within the emergency management system and how they contribute to decision-making, through consultation and collaboration. These groups include established committees, sub-committees, and related stakeholder groups and can be supplemented by temporary working groups.

Term	In the context of this plan, this term means:
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.
council	Tasmanian local governments. In the context of this plan council refers to the councils of the Mersey-Leven Combined Municipal Emergency Management Committee - Central Coast Council, Devonport City Council, Latrobe Council and Kentish Council.
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	Deputy Municipal Emergency Management Coordinator appointed under section 23 of the <i>Emergency Management Act 2006</i> . The Deputy Municipal Coordinator who can act 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	An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
emergency centres	Emergency Coordination Centre (see below) Emergency Operations Centre (see below) Incident Control Centre (see below)
Emergency Coordination Centre	A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.
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 the above measures or actions (section 3 of the Act).
<i>Emergency Management Act 2006</i>	The legislation that provides for the protection of life, property and the environment in the event of an emergency in Tasmania, the establishment of Tasmania's emergency management arrangements and the provision of certain rescue and retrieval operations.
emergency management plan	A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide for safe and effective operations for emergency situations.
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 (see section 3 of the Act).

Term	In the context of this plan, this term means:
Emergency Operations Centre	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.
emergency powers (include risk assessment powers)	Powers specified in the Act. Schedule 1: Emergency Powers Schedule 2: Special Emergency Powers of State Controller and Regional Controllers.
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment.
environment	Components including land, air and water; organic matter and inorganic matter; living organisms; humanmade or modified structures and areas; interacting natural ecosystems; all other components of the earth (section 3 of the Act).
evacuation	The movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.
Evacuation Centre	A place, or facility, where people affected by an emergency may be provided with information in relation to hazards associated with the emergency or with temporary shelter from those hazards (Section 3 of the Act).
Executive Officer	A person who is responsible for providing administrative and secretariat services for emergency management committees described in the Act.
exercise	Simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together.
Government agency	An Agency within the meaning of the <i>State Service Act 2000</i> or (b) a Statutory Authority.
hazard	A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment (section 3 of the Act).
Information Centre	A facility to provide visitors with, and answer inquiries for, information concerning the emergency or operation in progress. It includes the supply of information of a general nature to assist the those affected by the event.
lessons management	An overarching term that refers to collecting, analysing, disseminating and applying learning experiences from events, exercises, programs and reviews.
Liaison Officer	A person nominated to represent his or her organisation for emergency management. Liaison Officers provide advice about their organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources of the organisation they represent.
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR phases. Assess and validate the effectiveness of strategies that they implement across the phases of emergency management.
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	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act.

Term	In the context of this plan, this term means:
Municipal Emergency Management Plan	A plan approved by the State Controller for a Municipal Committee area under section 34, as amended or substituted from time to time with the approval of the State Controller under that section.
Municipal Recovery Coordinator	A council employee responsible for recovery at the municipal level, appointed under section 24G of the Act. .
municipal/regional volunteer SES unit	A SES volunteer unit established under sections 47 and 48 of the Act.
People who are at increased risk in an emergency	Individuals who find preparing for, responding to or recovering from an emergency challenging because they are experiencing factors that compromise their safety and security, health and wellbeing, knowledge, and/or social connection.
PPRR	A comprehensive approach to emergency management that considers prevention and mitigation, preparedness, response and recovery aspects of emergencies and their consequences.
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.
property	Includes an animal and any part of an animal; a plant and any part of a plant, whether alive or dead (section 3 of the Act).
public information	The management of public information and perceptions during the 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 (section 3 of the Act).
Recovery Centre	A place or facility where people affected by the emergency may be provided with information or support to recover from that emergency.
region	The northern region, the north-western region or the southern region of Tasmania, further defined in the Acts Interpretation Act 1931.
Regional Controller	The Regional Emergency Management Controller appointed under section 17 of the Act.
Regional Emergency Coordination Centre	A Regional Emergency Coordination Centre (RECC) is the facility from which the coordination of the emergency (consequence) management response occurs.
Regional Emergency Management Committee	A Regional Emergency Management Committee established under section 14 of the Act.
Regional Emergency Management Plan	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
Regional Coordinator	In the context of this plan the person appointed to the position of State Emergency Service (SES) Regional Emergency Management Coordinator (North, North-West or South).
Register.Find. Reunite	Australian Government service operated by Australian Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. Previously known as the National Registration and Inquiry System (NRIS).
resources	Includes any plant, vehicle, animal, apparatus, implement, earthmoving equipment, construction equipment, other equipment of any kind, persons,

Term	In the context of this plan, this term means:
	agency, authority, organisation or other requirement necessary for emergency management (section 3 of the Act).
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.
situational awareness	Situational awareness involves not only an understanding of the current emergency incident but also forecasting how it could evolve to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.
Standard Operating Procedures (SOP)	A set of directions detailing what actions are to be taken, as well as how, when, by whom and why, for specific events or tasks.
State Controller	State Emergency Management Controller, appointed under section 10 of the Act.
State Emergency Management Committee (SEMC)	Established under section 7 of the Act. A management committee which institutes and coordinates policy, arrangements and strategies for State level emergency management; coordinates/oversees the management of emergencies that affect more than one region and other emergencies; and identifies and promotes opportunities for improvement in emergency management.
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 there is 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 that special emergency powers may be required.
statutory authority	A body or authority, whether incorporated or not, which is established or constituted by or under an Act or under the royal prerogative, being a body or authority which, or of which the governing authority, wholly or partly comprises a person or persons appointed by the Governor, a Minister or another statutory authority, but does not include a Government department (section 3 of the Act).
Support Agency	Primary Support Agency: Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority, as required. Support Agencies have specific capabilities or resources that address the need for a relevant support function. Support Agency: An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.
TasALERT	Tasmania Government's official emergency website that brings together information from emergency services and government agencies.
validation	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
warning	Dissemination of a message signalling imminent hazard/s, which may include advice on protection measures.
WebEOC	Web based emergency operations platform administered by Tasmania Police. WebEOC is an all-inclusive multi-agency all hazard information sharing system.

1.2 Acronyms

Acronyms used in this plan are consistent with the [Tasmanian Emergency Management Arrangements Issue 2 \(TEMA\)](#).

Table 2: Acronyms

Acronym	Stands for:
AARC	Affected Area Recovery Committee
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CCC	Central Coast Council
DCC	Devonport City Council
DMC	Deputy Municipal Coordinator
DoH	Department of Health
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DRFA	Disaster Recovery Funding Arrangements
DSG	Department of State Growth
ECC	Emergency Coordination Centre
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
EPA	Environment Protection Authority
GIS	Geographic Information Systems
ICS	Incident Control System
GM	General Manager (of Council)
IMT	Incident Management Team
KC	Kentish Council
LC	Latrobe Council
MC	Municipal Emergency Management Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan
MLMEMC	Mersey-Leven Municipal Emergency Management Committee
MLMEMP	Mersey-Leven Municipal Emergency Management Plan
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
NRE	Natural Resources and Environment Tasmania
PHS	Public Health Service (of DoH)
PIU	Public Information Unit (of DPaC)
PPRR	Prevention, Preparedness, Response and Recovery

PWS	Parks and Wildlife Service (of NRE)
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite (Australian Red Cross)
RMA	Response Management Authority
RRC	Regional Recovery Coordinator
RRO	Regional Recovery Officer
RRT	Resilience and Recovery Tasmania
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SITREP	Situation Report
TASPOL	Tasmania Police
TasPorts	Tasmanian Ports Corporation
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TEMS	Tasmanian Emergency Management System (formerly known as WebEOC)
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements
WebEOC	Web Emergency Operations Centre (now known as TEMS)
WoG	Whole of Government

1.3 Introduction

In accordance with the *Emergency Management Act 2006* (the Act), the Mersey-Leven Municipal Emergency Management Committee (MLMEMC) is required to develop a Municipal Emergency Management Plan (MEMP).

Effective emergency management relies on partnerships between individuals, businesses, local emergency management organisations and all tiers of government.

The four Councils have an integral role in emergency management and have resources and information about the community that support the process of responding to and recovering from emergency events.

This MLEMP was prepared by the Mersey-Leven Municipal Emergency Management Committee. It describes all-hazard arrangements across prevention and mitigation, preparedness, response and recovery (PPRR). This Plan provides information to the community regarding the identification of hazards and the management of emergencies most likely to affect the Mersey-Leven combined municipalities.

1.4 Authority

This Plan was prepared for issue under the authority of the State Emergency Management Controller, in accordance with [Section 34 of the Emergency Management Act 2016](#).

1.5 Purpose

The purpose of this Plan is to identify the hazards and describe emergency management arrangements that reduce risks to the community and mitigate the impacts of an emergency on life and property in the Mersey-Leven combined area.

1.6 Objectives

The objectives of this Plan are to:

- a identify and document:
 - i hazards most likely to impact the municipality
 - ii the roles and responsibilities of Council in relation to each hazard
 - iii the roles and responsibilities of agencies in relation to each hazard
 - iv current arrangements for emergency management at municipal, regional and State level
 - v opportunities to reduce risks to the community
- b increase community awareness, preparedness and resilience to identified hazards.

1.7 Scope and application

The arrangements in this Plan are designed to address emergencies that occur in the Mersey-Leven combined municipal area.

Emergency management arrangements are intended to be scalable and flexible so they can be adapted as required. Legislated powers and authorised structural arrangements enable response to specific hazards (e.g., pandemic, fire, flood). Hazard-specific legislation and associated State Emergency Management Plans are listed in [Section 8](#).

1.8 Municipal context statement

This Municipal Combined Area was established in the late 1990s when approval was granted by the responsible Minister (under the equivalent of the authority of S. 19 of the Emergency Management Act 2006, for the three municipalities of Devonport City, Latrobe and Kentish, as a combined area for the establishment of an Emergency Management Committee.

In 2003 approval was granted for Central Coast to join this combined municipal group. Emergency Management in the Mersey-Leven Area to this point has been characterised by the following examples:

- The development of many effective working relationships between personnel in the four municipal areas that are the basis of building effective working relationships so critical to successful emergency management.
- Production of a joint Mersey-Leven “Municipal Emergency Risk Register” in compliance with the Act.

The Mersey-Leven municipal area is a “combined area” for the purposes of Emergency Management and encompasses the Central Coast, Devonport, Kentish and Latrobe municipal areas.

The Municipal Area is located in the geographic central north of Tasmania and has boundaries with the following municipal areas (refer to Figure 1 for a map of the Combined Area):

- West Tamar to the east
- West Coast and Meander Valley to the south and
- City of Burnie and Waratah-Wynyard to the west.

The Combined Municipal Area covers 2,788 sq. kms. (Central Coast with 924 sq. km; Devonport with 114 sq. kms; Kentish with 1,200 sq. km and Latrobe with 550 sq. km)

History of emergency events

The Mersey-Leven Area’s most prominent natural hazard is flood and is also subject to fire, as a result of its relatively low humidity, temperate weather and a reliance on forest and tourism industries. Storms and landslip are also identified natural hazards affecting the community.

Examples of past emergencies relevant to the area include:

- Mersey River Floods August 1970: one fatality and estimated damage of \$5 million; 58 homes evacuated in Latrobe of which 15 were later condemned; many bridges on Dasher and Mersey Rivers washed away. Flooding is identified in the Mersey-Leven Risk Register as a high risk.
- Forth Flood August 2007: resulted in property damage and closure of Leith Road and Wilmot Road. Following the event a flood levee was constructed to protect property in Leith Road; and an emergency access road has been identified for Wilmot Road.
- Kelcey Tier Fires: have occurred every two to three years. Assets threatened include both housing and telecommunications infrastructure. A management plan exists for this area and has resulted in effective risk minimisation and response efforts in recent years.
- Storms are a regular occurrence e.g. the flood in September 2009 during which 36,000 homes were without power for up to three days, resulting in a cost to the Central Coast Council of approximately \$80,000. While Storms are identified in the Risk Register as a hazard, no risk level was estimated.
- Floods January 2011: In addition to significant damage to private property, the following impacts on Council property resulted across the member municipalities:
 - Central Coast: significant flash flooding of the rivers and creeks resulting in a roads/bridges recovery estimated repair cost of \$5 million (four bridges destroyed). Residents were isolated by failed bridges and required the construction of temporary/emergency access via the Dial Range and temporary bridge constructions.
 - Devonport: road and landslips, bridge abutment erosions - estimated cost \$500,000.
 - Kentish: 73 homes and 16 businesses inundated and significant Council infrastructure damage to roads and bridges (two bridges destroyed) – estimated cost \$2.3 million.
 - Latrobe: damage to road surfaces etc. – estimated cost \$125,000

- Floods June 2016: heavy prolonged rainfall across the region approaching a 1:200 year average recurrence interval (ARI) event resulted in extreme cases of river and tributary flooding. Much damage was caused to property and buildings in addition to Council infrastructure.
 - Kentish Council sustained approximately \$8 million of damage, including \$6 million of bridges.
 - Latrobe Council's damage bill was closer to \$2 million, however the damage to private property especially in the lower reaches of the Latrobe township and on Railton Road was extreme and tragically included the loss of one life.
 - Some areas are unlikely to ever be restored to pre-event conditions and this is certainly true with the massive amount of environmental/riverine damage in the Mersey, Forth and Leven Rivers
 - Central Coast Council sustained over \$7 million in damage, including over \$3 million of damage to bridges
 - Landslips across the region also necessitated significant road repairs with one major landslip at Gunns Plains covering over 3 sq km and being traversed by a major tourist road.
 - Some homes were subsequently demolished as a result of the event.
 - As storm and flood activities escalated in June it became apparent that there were affected residents in Devonport, Forth and Railton that needed relocation, and an evacuation centre needed to be established for a short period that would also include residents from the Latrobe area.
 - To avoid duplication of effort, to utilise the Mersey-Leven Emergency Management Committee and support/resource sharing arrangements, and to assist neighbouring municipalities of Kentish, Latrobe and Central Coast, who were already extended with tasks, a decision was made to request the activation of the evacuation centre at East Devonport Recreation Centre.

- Severe Weather Event October 2022: Heavy prolonged rainfall across the region resulted in extreme cases of river and tributary flooding. Much damage was caused to property and buildings in addition to Council infrastructure.
 - Central Coast Council sustained extensive damage to roads and bridges as a result of flooding and landslide. The value of damages is estimated to be in the order of \$6 million. The Loongana area was cut off from public road access for three months while bridge and road works were completed to restore access, with access only available through private forestry roads.
 - Devonport Council area sustained minor damage to infrastructure. Buster Road Bridge surface washed away, and a large tree was removed. A section of Don Rail trail washed away. Remediation will require redesign to ensure resilience to future inundation.
 - Latrobe & Kentish Councils - Up to 300mm of rain fell in the Mersey River catchment area during the period of 13 to 15 October 2022 that resulted in water levels exceeding the major event in the Mersey. Water falling in the catchment flooded properties, overloaded drainage infrastructure, and caused extensive damage to roads and bridges. Flow in the Mersey River and its tributaries was unable to be contained within the main channel and caused further damage to nearby essential and non-essential public infrastructure in addition to private property.

Responding agencies across the LGA, NW region and state included Department of State Growth, TasNetworks, Telstra, TasWater, Forestry, Hydro, TasFire, SES, TasPol, Tas Irrigation, Latrobe Council, businesses, and private landholders. Numerous Council and Department of State Growth roads were impacted within the catchment, including complete blockage by debris and extensive wash outs.

For Latrobe an evacuation centre was established overnight on the 13th October at the Latrobe Memorial Hall due to inundation of properties with floodwater. For Kentish an evacuation centre was established overnight on the 13th of October at the Green Hall due to inundation of properties with floodwater. A recovery centre for the region was also established.

Population and demographics

The population of the Mersey-Leven Area is approximately 68,000 and is made up of:

- Central Coast 22,760 ([ABS 2021 Census](#))
- Devonport City 26,150 ([ABS 2021 Census](#))
- Latrobe 12,420 ([ABS 2021 Census](#))
- Kentish 6,603 ([ABS 2021 Census](#))

The major demographic of people at risk in the Mersey-Leven area are the elderly - complexes accommodating aged persons are distributed throughout the urban areas.

Natural environment and geography

The topography varies from narrow coastal plains, to undulating fertile hills, to rugged mountain terrain. River valleys are generally sharply defined. The highest point of elevation in the combined area is Cradle Mountain (1,545m)

Climate and Weather

The annual rainfall is typically 1,000mm, increasing further inland. The climate is classified as temperate but varies from warm temperate in the coastal plains to cool temperate in the elevated inland areas. Severe storms and high winds are a common occurrence. Snowfalls can occur above the 150-metre level and impact most on the Kentish and Central Coast municipal areas; with the heaviest falls occurring in the September/October period.

Major transport (including roads, rail, airports and ports)

Roads

The Bass Highway (National Highway) traverses the municipal area east/west generally along the coast. There is an extensive network of sealed and unsealed rural arterial and local roads which provide good all-weather access to most parts of the combined municipal area. The exception is the more remote and mountainous southern parts within the Central Coast and Kentish Municipalities, although four-wheel drive tracks are quite prevalent.

Rail

The TasRail Western Line operates within the Mersey-Leven area. It spans east/west generally, from Burnie to Devonport, followed by sites at Railton, before continuing through towards the Meander Valley and Northern Midlands.

Airports

The Devonport Airport is located 5 km east of Devonport and is in the Latrobe municipality. The airport is owned and operated by the TasPorts (Tasmanian Ports Corporation) Pty Ltd.

Ports

The Mersey River at Devonport is both the main tourist port for the State and a major transport hub for the combined municipal area. The Spirits of Tasmania travel between Geelong and Devonport carrying passengers, vehicles and freight. In addition to the marine environment risks associated with port operations, bulk LPG storages are located within the port complex north of the Victoria Bridge and bulk fuel tanks south of the bridge.

Industrial infrastructure and economic drivers

Agriculture

The combined municipal area is a prime agricultural district and much of the economy of the area relies on rural production. The coastal plains and undulating hinterland contain the areas major agricultural land resource. Cash crop farming, dairying and beef cattle are the predominant rural and farming activities, together with tree plantations. A small amount of diversification such as deer and flower farming are also occurring. The Devonport Airport and Port of Devonport are also critical to maintaining Tasmania's pest and disease-free status which is significant to the area's agricultural industries.

Other

Telecommunications

The majority of the Mersey-Leven area has 4G or 5G telecommunications coverage. However some more remote and rural areas do not have 4G or 3G coverage.

Water

TasWater and Hydro Tasmania have several dams in the Mersey-Leven combined area. These include Lake Isandula, Paloona Dam, Devils Gate Dam, Cethana Dam, Rowallan Dam, and Paranga Dam. There are many minor dams particularly farm dams in the area.

Health and medical services

The [Mersey Community Hospital](#) is located at Latrobe and is operated by the Tasmania Health Service. A broad range of services are provided including an Emergency Department, Day Surgery, Ante and Post Natal Care. The North West Regional Hospital is located in Burnie west of the Mersey-Leven combined area.

Figure 1: Map of Mersey-Leven Combined Municipalities (see Figures 2-5 for more details for each municipality)

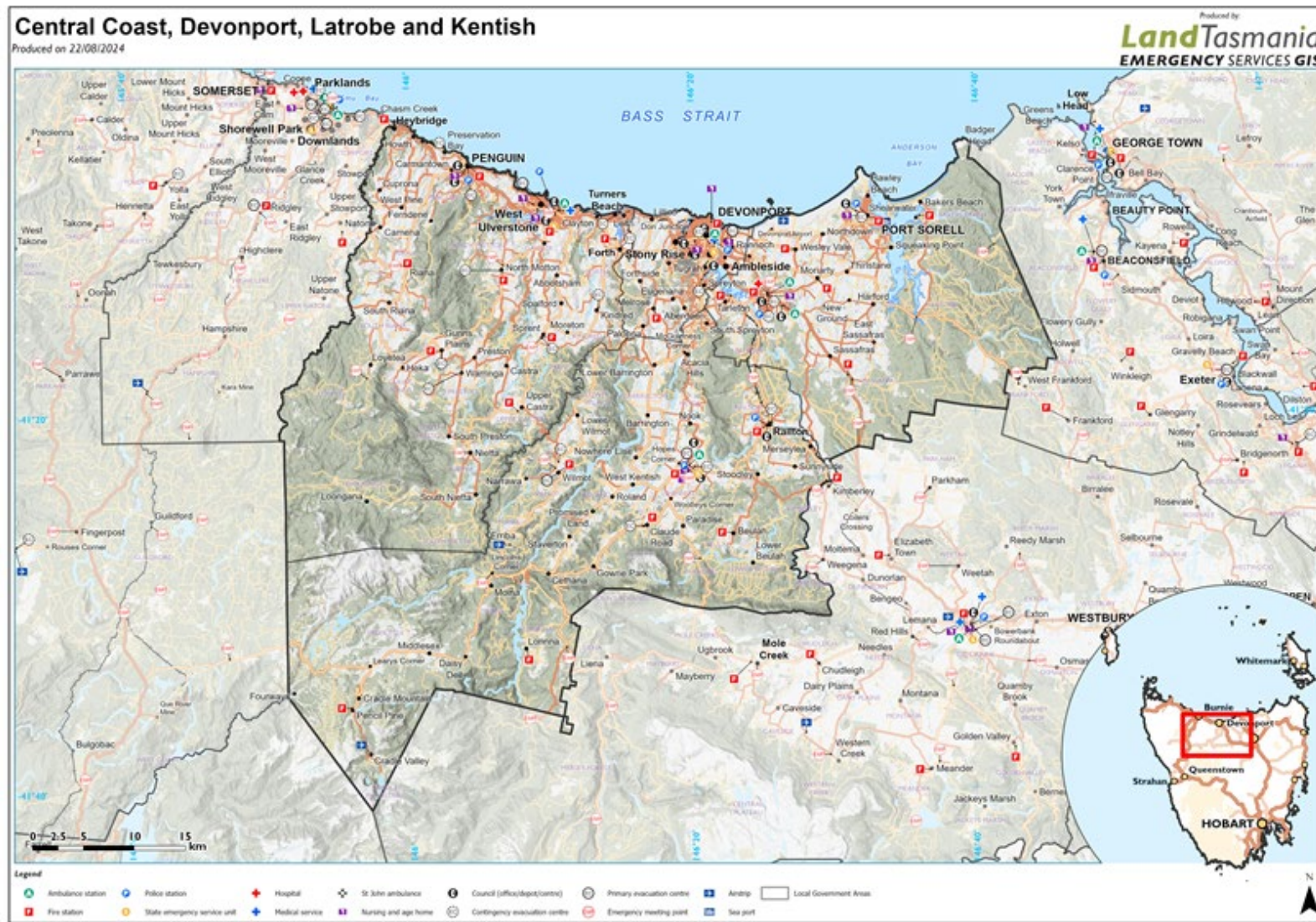


Figure 2: Central Coast Municipal Area



Figure 3: Map of Devonport Municipal Area

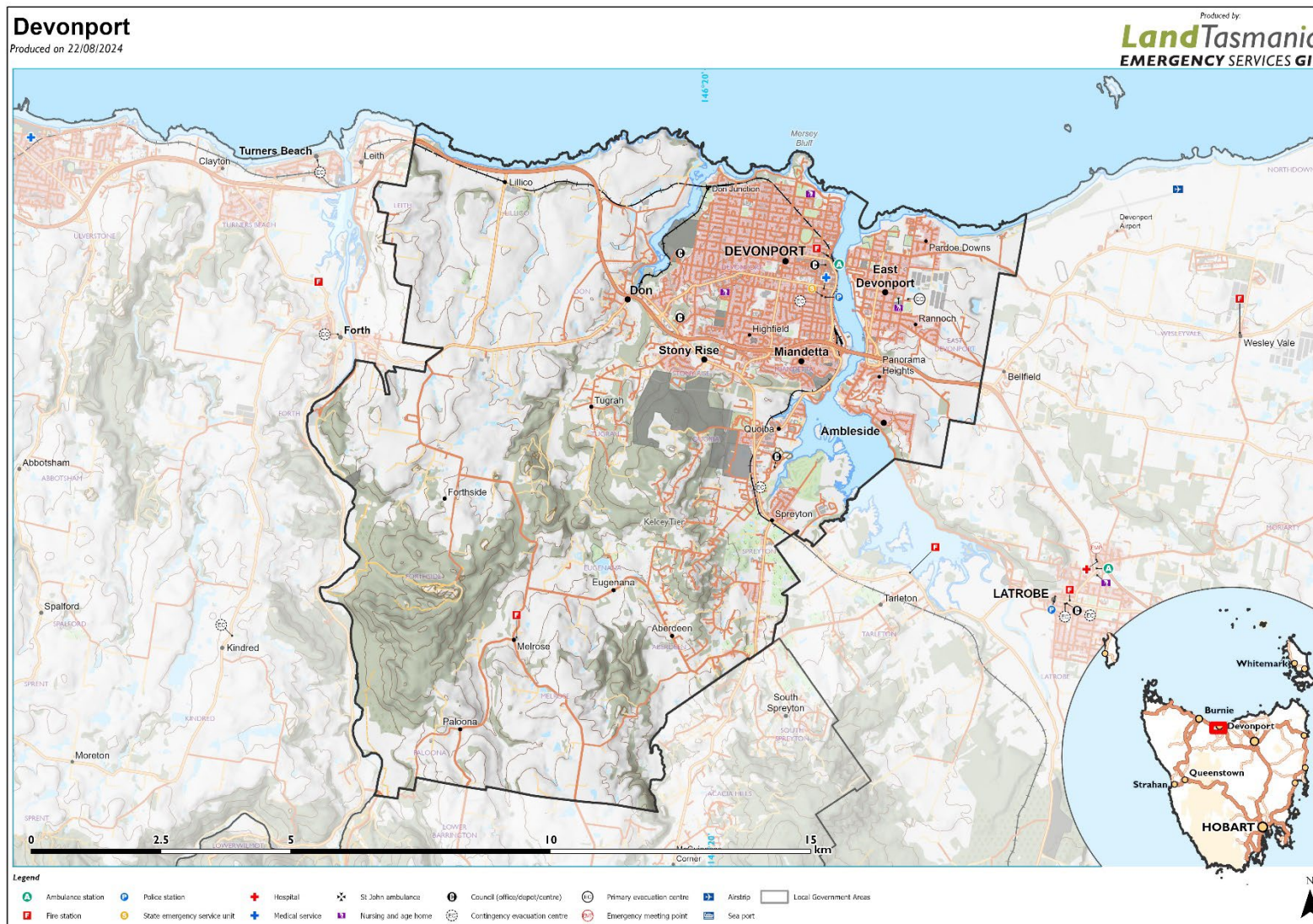


Figure 4: Map of Latrobe Municipal Area

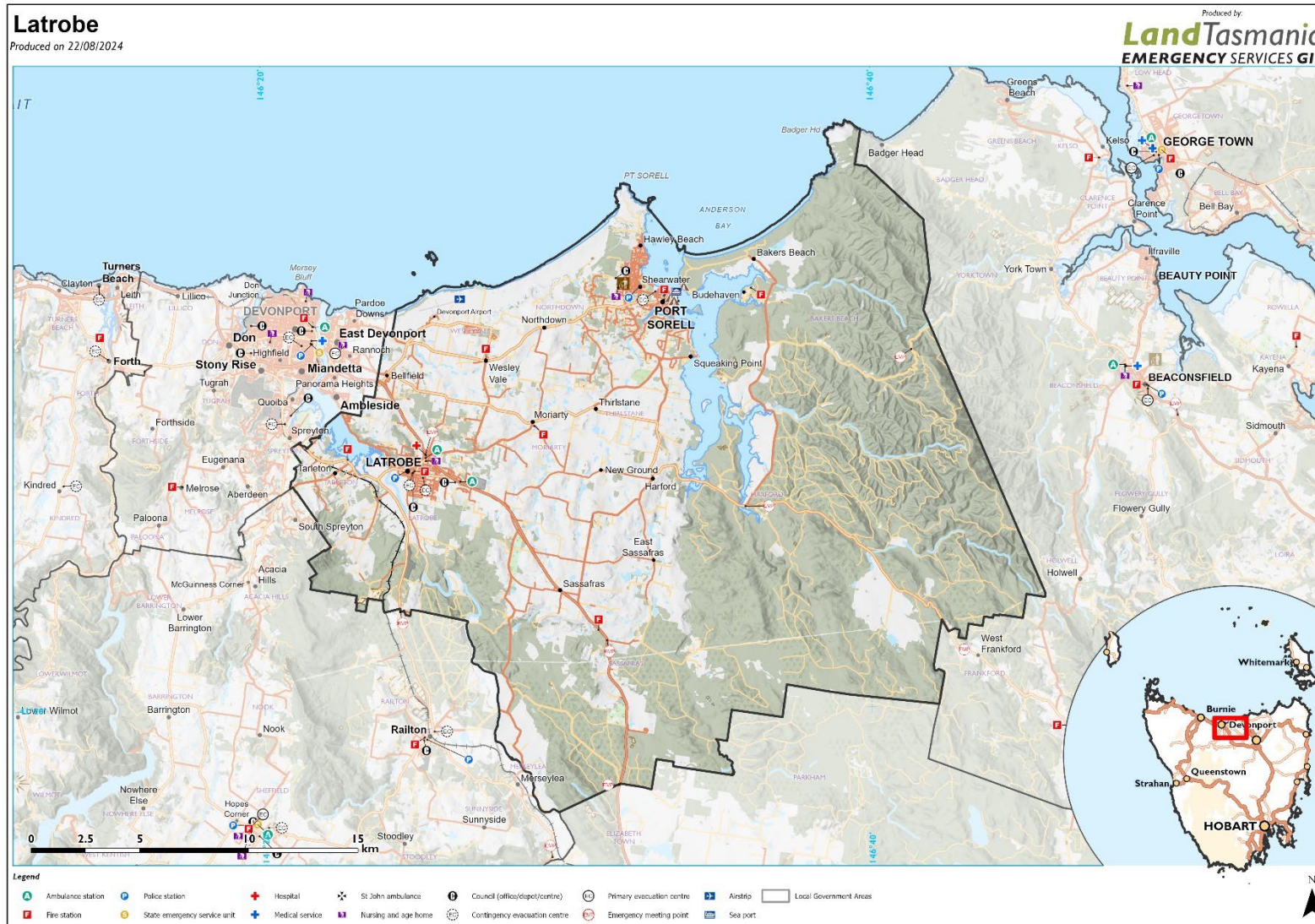


Figure 5: Map of Kentish Municipal Area

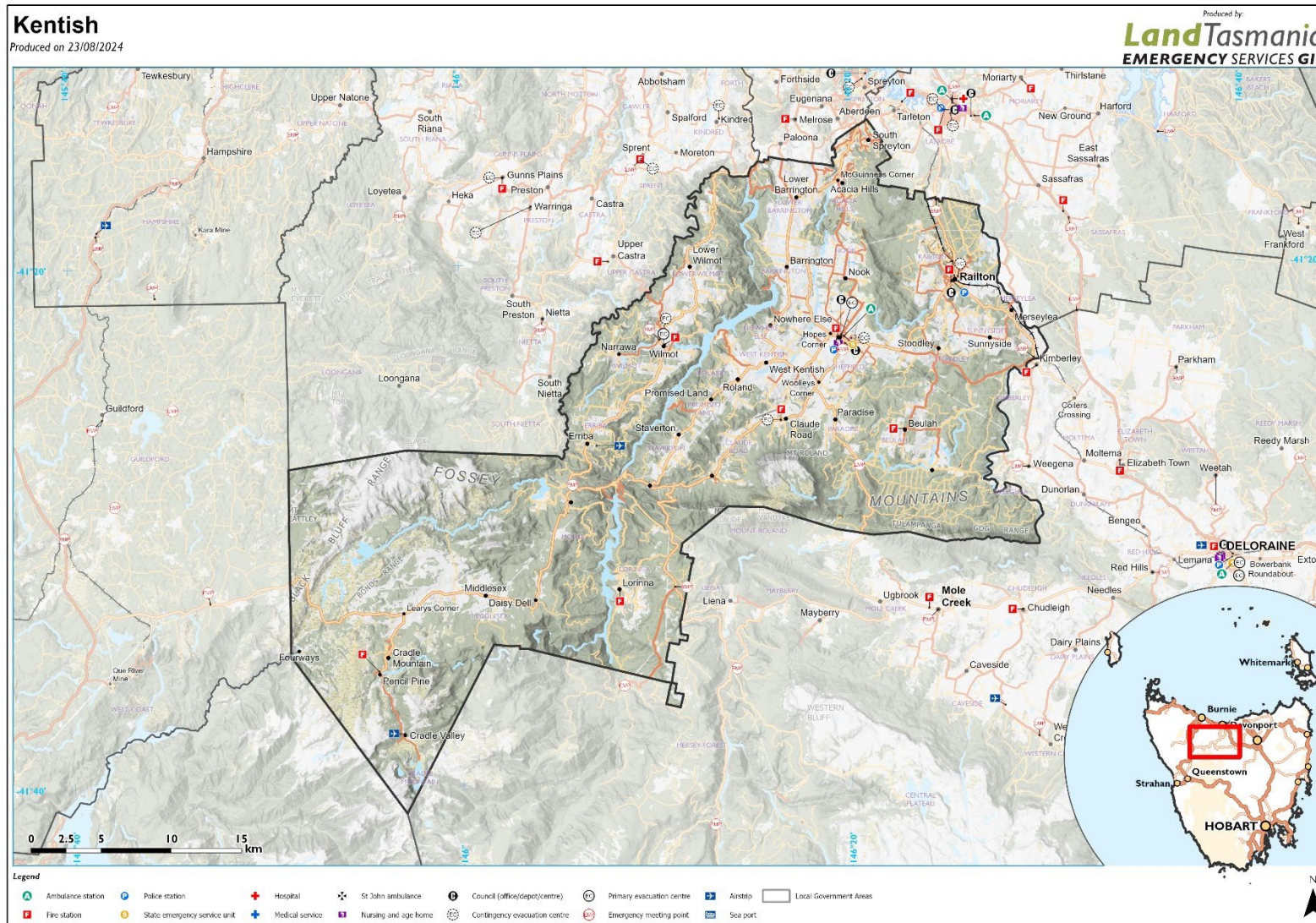


Table 3: Emergency contacts

Life threatening emergencies	Telephone Triple Zero (000) <i>For life threatening, critical or serious situations only.</i>
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Other Emergency Contacts

Ambulance Tasmania	In an emergency call 000 Non-urgent ambulance assistance: 1800 008 008 Administration: 1300 303 196 Locating AEDs in Tasmania
State Emergency Service (SES) Flood and Storm Assistance	Telephone 132 500
Tasmania Fire Service	To report a fire, telephone Triple Zero (000) For non-emergencies, contact 1800 000 699 State-wide fire bans Fire alert map Fire alert list
Tasmania Police Assistance Line	Telephone 131 444
Crime Stoppers	Telephone 1800 333 000

Businesses	For information on preparing your business for natural disasters, visit the Business Tasmania website .
Emergency animal disease	If you suspect a farm animal has an emergency animal disease, report it by calling 1800 675 888 any time. Visit the Biosecurity Tasmania website to find out more about animal biosecurity.
Emergency plant pest	If you suspect an emergency plant pest or disease, report it by calling 1800 084 881 any time. Visit the Biosecurity Tasmania website to find out more about plant biosecurity.
Family and sexual violence specialist support services	In an emergency, where someone is in immediate danger, always call Triple Zero (000). For more information about specialist support services available, visit www.safefromviolence.tas.gov.au 1800RESPECT – 1800 737 732 National sexual assault, domestic, family violence counselling service. Available 24 hours a day, seven days a week. www.1800respect.org.au Safe at Home Family Violence Response & Referral Line – 1800 633 937 Information and referral service that connects callers to the appropriate family violence service, including counselling. After-hours calls are directed to Tasmania Police. Available 24 hours a day, seven days a week. Statewide Sexual Assault Crisis Line – 1800 697 877 Statewide crisis support service for recent sexual assaults. Available 24 hours a day, seven days a week. Family Violence Counselling and Support Service – 1800 608 122 Statewide counselling and support service for children, young people and adults affected by family violence. Monday to Friday, 9am - midnight Weekends and public holidays: 4pm - midnight Men's Referral Service – 1300 766 491 Counselling service available to men and families that provide telephone counselling, online chat, information and referrals to local services. Available 24 hours a day, seven days a week.

	MensLine Australia – 1300 789 978 Telephone and online counselling service for men with emotional health and relationship concerns. Available 24 hours a day, seven days a week.
Health and hospital information	Contact the Department of Health or phone Service Tasmania on 1300 135 513
Health direct	After hours medical advice 1800 022 222
National Relay Service	Voice relay number – 1300 555 727 TTY number – 133 677 SMS relay – 0423 677 767 Help Desk – 1800 555 660 (Available 8am – 6pm) The National Relay Service (NRS) allows people who are deaf, hard of hearing and/or have a speech impairment to make and receive phone calls.
Orphaned or injured wildlife	To report injured or orphaned wildlife, contact the Department of Primary Industries, Parks, Water and Environment Mon to Fri, 9am to 5pm on 6165 4305
Poison Information Centre	Telephone 131 126
Power supply/outages	TasNetworks: Current power outage information Report fallen powerlines or a power outage: 132 004
Road conditions and closures	For state-wide details visit: Tasmania Police Department of State Growth
Schools	For information on school closures, contact the school directly – phone, web page or social media are suggested. Any Tasmanian Government schools closed because of emergencies will also be listed at Alerts for the Department for Education, Children and Young People Schools and Other Sites.
TasALERT	https://alert.tas.gov.au/?view=both Tasmania’s TasALERT is the official online source of publicly available emergency management information in Tasmania.
Telecommunications	Telstra Web site: www.telstra.com.au Phone: 132 203 - report faults and damage to Telstra property 132 299 - business-only technical support Optus Web site: www.optus.com.au Phone: 133 937
Translating and Interpreting Service	13 14 50 The Translating and Interpreting Service (TIS National) is an interpreting service for people who do not speak English and for agencies and businesses that need to communicate with their non-English speaking clients.
Tsunami warnings	Check the latest Bureau of Meteorology tsunami warnings. Listen to your local radio and TV announcements. Telephone 1300 TSUNAMI (1300 878 6264)
Weather and warnings	Visit the Bureau of Meteorology site , or check their Telephone Weather Services Directory for Tasmania . For warnings and advice, tune to local ABC radio station. Details of your local

	ABC radio frequency and web page can be obtained from www.abc.net.au/local .
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SECTION 2 Governance and Management

This section describes how emergency management in Tasmania is governed and managed and who is involved.

2.1 Roles of government and emergency management partners

The Tasmanian Government has primary responsibility for emergency management legislation, policies and frameworks within Tasmania. Partnerships across all levels of government and sectors underpin these arrangements.

The Tasmanian Emergency Management Arrangements Issue 2 defines emergency management roles and responsibilities across government, complemented by the work of NGOs, industry, professions, communities and individuals.

Municipal emergency management structures play a pivotal role in ensuring municipal emergency management arrangements are met and coordinated, as well as resourcing specific emergency functions such as the management of evacuation centres and relief / recovery centres as required.

2.2 Tasmania's legal framework for emergency management

In Tasmania, powers and authorities for the conduct of emergency management activities are established by the [Emergency Management Act](#). The Act provides for the management and coordination of emergencies that is flexible and scalable, including provision for emergency powers and the appointment of key individuals.

Table 4: Emergency management roles defined by the Act

Activities, functions and powers	Articulated through	Activities are coordinated and supported by
State level (Division 1)	<i>Tasmanian Emergency Management Arrangements (TEMA)</i> State Emergency Management Plans (replace with (SEMP))	The State Controller <ul style="list-style-type: none"> oversees emergency management activities and chairs the State Emergency Management Committee (SEMC).
Regional level (Division 2)	Regional Emergency Management Plan (REMP)	Regional Controller supported by the Regional Emergency Management Committee (REMC). The Regional Controller's Executive Officer (SES Regional Emergency Management Coordinator) is the conduit between municipal and regional arrangements.
Municipal level (Division 3)	Municipal Emergency Management Plans (MEMP)	Municipal Emergency Management Committees (MEMC). Municipal Emergency Management (EM) Coordinators.
Recovery (Division 3)	<i>Tasmanian Relief and Recovery Arrangements</i>	State Recovery Advisor State Recovery Coordinator Recovery Taskforce

Council-specific responsibilities are established in the [Local Government Act 1993](#) including functions and powers that:

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

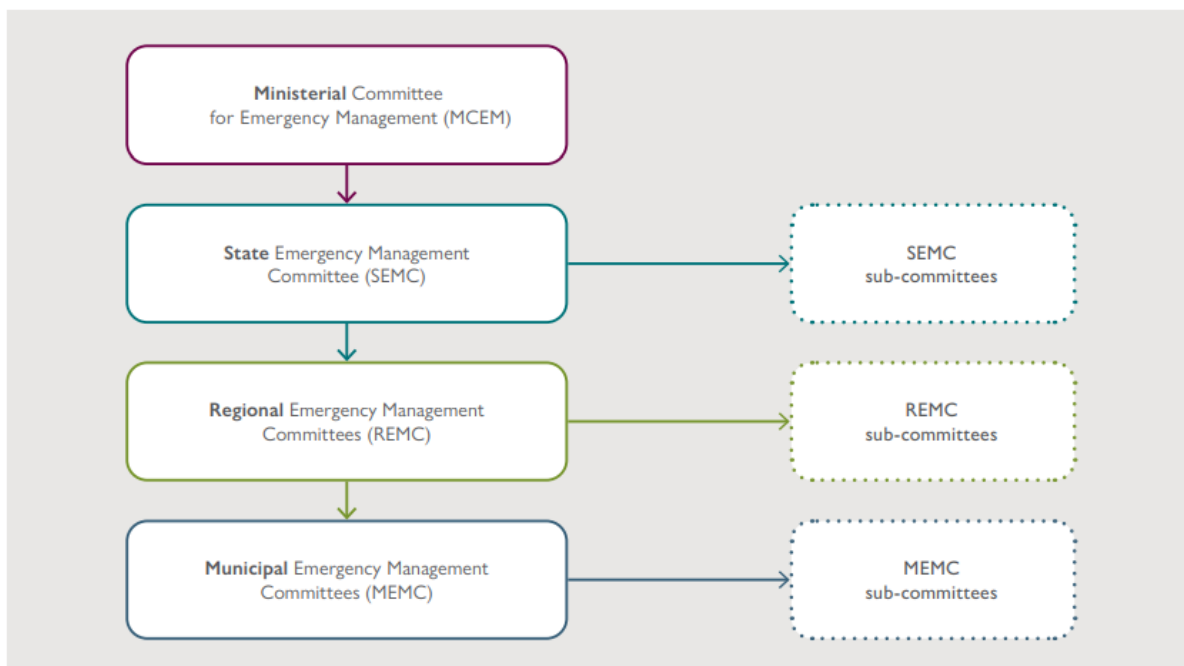
2.3 Emergency Powers and Declarations

The [Emergency Management Act](#) provides specific powers for authorised officers. This includes Municipal Emergency Management Coordinators, Regional Emergency Management Controllers, and the State Emergency Management Controller. A summary of powers for authorised officer is provided in Appendix 5 of TEMA Issue 2.

Powers related to specific hazards are established by Tasmanian legislation or national arrangements. For example, the Tasmanian [Public Health Act 1997](#) provides for the management of public health risks, including provisions for the declaration of a public health emergency. A full list of Tasmanian legislation relating to the management of hazards is listed in [Appendix 1](#).

2.4 Governance and administrative framework

Figure 6: Tasmanian emergency governance structure



2.5 Ministerial Committee for Emergency Management

The Ministerial Committee for Emergency Management provides ministerial-level strategic policy oversight of emergency management (Section 6c of the Act). The Premier chairs the Ministerial Committee for Emergency Management, and the Department of Premier and Cabinet provide the secretariat.

The Ministerial Committee for Emergency Management is supported by the State Emergency Management Committee (SEMC).

2.6 State Emergency Management Committee

The SEMC coordinates emergency management in Tasmania, including the preparation and review of the TEMA and State Emergency Management Plans (SEMPs).

The SEMC is chaired by the State Emergency Controller, and the SES Emergency Management Unit provide the secretariat. The functions and powers of the State Emergency Management Committee are detailed in Section 9 of the Act.

2.7 Regional Emergency Management Committees

There are three emergency management regions in Tasmania. These are North, North-West and South. Regional Emergency Management Committees (REMCs) are established under Section 14 the Act and operate within each region.

The REMCs have overarching responsibility for emergency management within regional boundaries. Municipalities, including the Central Coast Council are represented at the on REMCs by their respective Municipal Coordinators. The North-West REMC is chaired by the Regional Emergency Management Controller, and the SES Emergency Management Unit provide the secretariat.

2.8 Mersey-Leven Municipal Emergency Management Committee

The Mersey-Leven Municipal Emergency Management Committee (MLMEMC) is established by Sections 19 and 20 of the Act.

Each MEMC is chaired by Council and supported by the Municipal Emergency Management Coordinator. The Mersey-Leven MEMC's Terms of Reference are provided at [Appendix 2](#). The Terms of Reference detail the MLMEMC membership.

The MLMEMC activity schedule, including the frequency of meetings, is provided at [Appendix 3](#).

2.9 Functions and Powers of Municipal Emergency Management Committees

The functions of the Mersey-Leven MEMC are to:

- a to institute and coordinate, and to support the institution and coordination of, emergency management for the municipal area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management in the Mersey-Leven municipal area
- b to determine and review emergency management policy for the Mersey-Leven municipal area
- c to review the management of emergencies that have occurred in the Mersey-Leven municipal area, and identify and promote opportunities for improvement in emergency management
- d to report to the North-West Regional Emergency Management Controller on any municipal matters that relate to the functions and powers of the Regional Controller or Regional Committee
- e at the direction of the Municipal Chairperson or a Municipal Coordinator, to assist them or Council in the performance and exercise of functions and powers under the Act
- f other functions imposed from time to time by the Regional Committee or Regional Controller.

The Mersey-Leven MEMC has the following powers:

- a to establish subcommittees for the purposes of assisting the MEMC in the performance and exercise of its functions and powers
- b prescribed powers
- c to do all other things necessary or convenient to be done in connection with the performance and exercise of its functions and powers.

2.10 Current Mersey-Leven Combined Area Specific Arrangements

Process

Municipal coordinators will regularly meet and review the Mersey-Leven Emergency Risk Register.

The purpose of the review was to achieve the following:

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

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

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

Resources

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

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

Every opportunity is to be taken for accessing state and federal funding for the prevention and mitigation of activities identified through the risk review process.

2.11 Tasmanian Hazards

[Table 5](#) identifies hazards most likely to impact Tasmania. The table includes the relevant Response Management Authorities for each hazard. 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.

Response Management Authorities are reliant on many other organisations to fulfill their responsibilities and to manage the consequences of emergencies. These include the advisory agencies and support agencies who are coordinated at State, regional or municipal level. A comprehensive list of advisory and support agencies for specific emergency management functions is reflected in TEMA Issue 2 (Chapter 3).

Table 5: Hazards/events, advisory agencies and management authorities

Emergency event	Advisory agency	Management Authority		
		Prevention	Preparedness	Response
Act of violence (e.g. Terrorist events)	TASPOL			
Animal, plant & invasive pest incident	NRE (Biosecurity Tasmania)			
Coastal inundation	SES	DPAC (land-use planning)	SES	
Cyber security emergency	DPAC (Digital Strategy & Services)			
Dam failure	NRE		TASPOL (assisted by dam owner)	

Emergency event	Advisory agency	Management Authority		
		Prevention	Preparedness	Response
Energy infrastructure incident (electricity, gas & petroleum products)		Hydro Tasmania TasNetworks Tasmanian Gas Pipeline petroleum products distributors		
Energy supply disruption (electricity, gas & petroleum products)		DSG (Renewables, Climate & Future Industries Tasmania)		
Environmental contamination		EPA Municipal Councils		
Fire (National Parks, Future Potential Production Forest & other reserves)		NRE (Parks & Wildlife)		
Fire (Permanent Timber Production Zone)		STT		
Fire (urban, structural & private rural land)		TFS		
Flood – flash flood (incl. Associated debris flow)	SES	Land & asset owner		SES
Flood – riverine		SES		
Food & essential goods supply & distribution disruption		DSG		
Food contamination		DoH NRE (Biosecurity Tasmania)		
Hazardous materials incident		DoJ		TFS
Heatwave		DoH		
Infrastructure failure (building collapse)		DoJ		TFS
Infrastructure failure (roads & bridges)		DSG (State roads & bridges) relevant road manager (other roads & bridges)		
Marine mammal incident		NRE		
Marine pollution		EPA		
Public or environmental health incident		DoH		
Radiological materials incident		DoH		TFS
Sewerage disruption		TasWater		

Emergency event	Advisory agency	Management Authority		
		Prevention	Preparedness	Response
Space debris/object	SES	Australian Space Agency National Emergency Management Agency (NEMA)		DPFEM
Space weather	BoM	TasNetworks (for electricity) Airservices Australia & commercial airlines (for aviation) DSG (for telecommunications) ADF (Defence assets)		
Storm	SES			
Telecommunications disruption (impact liaison)	DSG	impacted sectors telecommunication service providers		
Telecommunications infrastructure failure	DPAC	telecommunication service providers		
Transport accident (aviation <1km from runway)	TASPOL	Australian Government	airline operator airport manager	TASPOL
Transport accident (aviation >1km from runway)	TASPOL	Australian Government	airline operator	TASPOL
Transport accident (marine)	MAST			TASPOL
Transport accident (railway)	National Rail Safety Reg. DSG	TasRail private rail operators		TASPOL TFS
Transport accident (road vehicles)	DSG relevant road manager			TASPOL
Transport networks & system	DSG			
Tsunami	SES			TASPOL
Water supply contamination & disruption	TasWater			

SECTION 3: Prevention and Mitigation Arrangements

3.1 Definition

Prevention measures seek to eliminate the impact of hazards and/or reduce susceptibility to them. Mitigation measures accept that the event will occur and seek to reduce the inevitable impact by both:

- physical means (e.g. flood levees)
- increasing the resilience of the community that may be impacted by those hazards.

This section describes the prevention and mitigation for hazards at municipal level.

3.2 Overview

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

Current areas of focus for prevention and mitigation are

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

3.3 Research

Through its membership, the MLMEMC maintains awareness of research in relation to hazards within the municipal area. Hazards-specific responsibilities are described in [Section 2](#).

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

3.4 Hazard risk management

In Tasmania, Management Authorities responsible for prevention and mitigation functions must ensure that processes are in place to provide specialist advice to support hazard-specific risk assessments.

At municipal level, the hazard risk assessment process is used to understand and maintain awareness of local hazards and the risk they pose to the community. Risk assessments also assist Councils to prioritise risk treatment strategies when setting work programs.

3.5 Municipal risk assessment

The Mersey-Leven Municipal Emergency Management Committee has identified the following hazards as most likely to affect the municipal area. In consultation with the appropriate Management Authority, these hazards have been risk rated against the [Tasmanian Disaster Risk Assessment Guidelines](#) (TASDRA).

Table 6: Mersey-Leven hazard review summary

Refer to the [Tasmanian Disaster Risk Assessment](#) for further information on hazards in Tasmania.

Hazard	Risk Rating	Context Statement
Biosecurity (animal & plant)	High	The natural geography of Tasmania provides a natural control against biosecurity hazards. However, port and airport infrastructure located within the Municipal area, in conjunction with increasing levels of globalisation contributes to an increased exposure to biosecurity hazards such as exotic pests, weeds, or disease.
Bushfire	High	The Mersey-Leven combined area has a relatively large area of fire intolerant highland, alpine and rainforest vegetation. The changing climate conditions increase complexity to ongoing fire hazard management practices. Prolonged, unseasonably hot and dry conditions present challenges due to shortened windows of opportunity for fuel reduction.
Coastal inundation	High	Large low-pressure systems can cause unusually high tides and/or riverine flooding and/or predicted sea level rises. Coastal inundation and/or erosion to built up areas can cause loss of residential and other buildings, road infrastructure, community and utility assets, including environmental values such as beach/coastal dunes, parklands and large areas of saltmarsh/wetland.
Critical infrastructure service disruption	Medium	Energy supply emergency has been identified as a hazard to likely effect the Municipal area. Essential services like energy supply are compounded by inter-dependencies. A Loss of energy supply has flow on effects with communications, water quality, health, commerce, manufacturing, and public administration.
Flood (riverine & Flash flood)	High	High intensity storms or prolonged rainfall events may cause natural catchments to flood, and stormwater infrastructure to fail. Climate change is a contributing factor.
Heatwave	High	The recent historic record indicates that the likelihood of a heatwave event is increasing. The Mersey-Leven Municipal area has identified its age demographic comprising of larger number of elderly – which are especially vulnerable to the effects of extreme and extended periods of heat.
Landslide / landslip	Medium	Landslips caused by natural instability combined with heavy rainfall, saturated soils and/or seismic activity can result in isolated communities and damage to infrastructure.
Public health emergency (pandemic influenza)	Extreme	The consequence of a Public Health Emergency can cause widespread serious illness and/or death, disruptions to society and overwhelming of the health system.
Severe storms / Tempest	High	Slow moving and/or intense storms in combination with high winds and rain will affect the Mersey-Leven municipal areas, due to impacts to life, residential and other buildings, roads, rail, bridge infrastructure, community and utility assets/services.

3.6 Council prevention and mitigation activities

The MLMEMC has undertaken and validated a risk assessment for the Mersey-Leven Combined Area. Emergency Management stakeholders manage programs and projects to treat risks. Management Authorities for prevention and mitigation functions report on the outcomes of risk treatment programs through the emergency management governance framework.

Information captured in [Section 8](#) of this Plan details current risk assessment findings for the Mersey-Leven Combined Area and identifies responsibilities for the treatment of risks, including responsibility attributed to:

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

3.7 Protective security and business continuity

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

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

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

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

For broad protective security advice, refer to Tasmania's Protective Security Policy Framework (TAS-PSPF) and related policies at [TAS-PSPF](#).

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

3.8 Land use planning

The Tasmanian planning system is a comprehensive framework designed to manage land use and development in the state effectively. It encompasses several key components, including the Tasmanian Planning Policies, Regional Land Use Strategies, the Tasmanian Planning Scheme, State Planning Directives, Local Planning Schedules, and Specific Area Plans. The arrangements are set out in the [Land Use Planning and Approvals Act 1993](#).

The role of municipal councils is as the Planning Authority to consider development applications and make administrative decisions that are based on the councils' planning scheme. The building system complements the planning system and provides for building standards that will ensure new buildings are

resilient to design events for wind, riverine flooding, coastal inundation, coastal erosion, landslip, and bushfire.

The State Planning Provisions provide for hazard codes for riverine flooding, coastal inundation, coastal erosion, landslip, and bushfire. For more information, refer to the [Tasmanian Planning Commission](#). Central Coast, Devonport, Latrobe and Kentish Local Provisions Schedules can be accessed via the [Tasmanian Planning Scheme](#) website - [PlanBuild Tasmania](#).

Land use planning schemes for Devonport, Central Coast, Latrobe and Kentish are continually reviewed and updated to include improved preventative measures to help mitigate the impact of emergencies on communities. Relevant elements include:

- a sediment and erosion control
- b landslip risk management
- c bushfire risk management
- d flood and debris risk management
- e coastal inundation risk management
- f coastal erosion risk management.

3.9 Climate change adaption

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 prevention/mitigation, preparedness, response and recovery spectrum.

Councils are working to maintain and increase their 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.

SECTION 4: Planning and Preparedness

4.1 Definition

Preparedness is the ability to be ready for, or to anticipate action, in response to an emergency occurring. Planning, exercising and lessons management are key to continually improving preparedness.

Planning and preparedness involve actions and activities to ensure that, as the risk increases or when an emergency happens, communities, resources and services are available and capable of taking appropriate actions for response and recovery.

In Tasmania, Planning and preparedness is managed collaboratively between State and local government organisations, including emergency management partners.

4.2 Community resources

This section provides resources and information available to community members on what they can do to plan and prepare for an emergency event before it happens. Visit [TasALERT Get Ready](#) tab for more information and access to resources including:

Risk Ready (<https://alert.tas.gov.au/get-ready/risk-ready/>): A tool designed to improve community resilience to natural hazards. Risk Ready will improve an individual's understanding of natural hazard risks and help to plan, mitigate and manage the risk of damage. Individuals can enter an address in the search bar below to see results for each property.

Insurance Checkup (<https://alert.tas.gov.au/get-ready/insurance-checkup/>): Having the right insurance will help repair, rebuild, replace and recover. Whether a renter, homeowner or run a business, the Insurance Checkup can help users understand how to find the right level and type of insurance.

Know Your Warnings (<https://alert.tas.gov.au/know-your-warnings/>): Australia is implementing a nationally consistent warning system for emergencies like bushfire, flood, storm, and severe weather. This system is called the Australian Warning System (AWS). In Tasmania, the Australian Warning System currently applies to bushfires and floods. Knowing and understanding these warning levels will help individuals to be better prepared to take action when the time comes.

4.3 Organisational capacity and capability

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

- a adequate staffing and redundancy to fulfil key council emergency management roles
- b establishment and management of evacuation centres in the municipal area as required
- c establishment and coordination of relief and recovery centres in the municipal area as required
- d emergency management education and training for council workers
- e maintaining the Municipal Emergency Coordination Centre (MECC) capability
- f maintaining basic systems so resources can be requested and shared.

4.4 Municipal emergency management roles

Key municipal-level emergency management roles are provided below:

Table 7: Municipal emergency management roles

Municipal Area	Primary role	Proxy
Central Coast	Municipal Chairperson (Mayor)	Municipal Chairperson Delegate/Proxy (Deputy Mayor)
	Municipal Coordinator (Director Infrastructure Services)	Deputy Municipal Coordinator (DMC) (Public Safety Officer)
	Municipal Recovery Coordinator (MRC) (Director Community, Growth and Development)	Deputy Municipal Recovery Coordinator (Community Development Officer)
Devonport	Municipal Chairperson (Mayor)	Municipal Chairperson Delegate/Proxy (Deputy Mayor)
	Municipal Coordinator (Risk and Compliance Coordinator)	Deputy Municipal Coordinator (DMC) (Deputy General Manager)
	Municipal Recovery Coordinator (MRC) (Community Services Manager)	Deputy Municipal Recovery Coordinator (Customer Service Coordinator) or (Deputy General Manager)
Kentish	Municipal Chairperson (Mayor)	Municipal Chairperson Delegate/Proxy (Deputy Mayor)
	Municipal Coordinator (Manager Infrastructure and Assets)	Deputy Municipal Coordinator (DMC) (Operations Manager)
	Municipal Recovery Coordinator (MRC) (Team Leader Community and Economic Development)	Deputy Municipal Recovery Coordinator (Business support – Executive Support Officer or Regulatory Services Support Officer)
Latrobe	Municipal Chairperson (Mayor)	Municipal Chairperson Delegate/Proxy Representing Councillor
	Municipal Coordinator (Manager Infrastructure and Assets)	Deputy Municipal Coordinator (DMC) (Operations Manager)
	Municipal Recovery Coordinator (MRC) (Community Development)	Deputy Municipal Recovery Coordinator (Environmental Health Officer)

4.5 Emergency management education and training

The Municipal Coordinator is responsible for the provision of advice to Council workers regarding emergency management functions. Validation activities, including exercises, are useful training opportunities that are conducted at various times by a wide range of stakeholders.

The Tasmanian Emergency Management Training ([TasEMT](#)) package is available from the SES website. The [TasEMT](#) resources can be used by workers with emergency management responsibilities to increase

their knowledge, capability and proficiency across the PRR spectrum. The SES Emergency Management Unit also conducts regular workshops.

Councils and the MLMEMC are committed to undertaking awareness and validation activities to ensure that key staff and community groups are fully aware of their roles in emergency management, which includes validation of this plan.

4.6 Maintaining the Municipal Emergency Coordination Centre

The Municipal Emergency Coordination Centre (MECC) is maintained by the Municipal Coordinator as a facility from which to:

- a coordinate council's overall emergency response, immediate relief and recovery activities
- b coordinate requests from response and recovery organisations
- c provide municipal intelligence / information to the RMA or Regional Controller relating to the activities of Council throughout response, immediate relief and recovery phases
- d promote community information, warnings and advice as required and aligned with the appropriate Management Authority.

In an emergency the MECC is activated by the Municipal Emergency Coordinator:

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

4.7 Maintaining systems and resources

The MEMC's contact list for emergency management is maintained by the Municipal Coordinator. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders.

Councils maintain resources and access to community information which may be required to support emergency response and recovery efforts. Resource support may be provided by other councils, and regional, State, or national support can be accessed through regional emergency management structures as required.

4.8 Get Ready TasALERT

Tasmania's [TasALERT](#) is the official online source of publicly available emergency management information in Tasmania. Administered by the Department of Premier and Cabinet (DPAC), the website brings together authoritative and consistent emergency and resilience information from emergency service organisations and government agencies. TasALERT information is translated into AUSLAN and nine other languages. The [TasALERT app](#) was released in 2024.

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, [Get Ready](#) disaster preparedness and community resilience.

In an emergency, the website is updated with information about the event, including spatial (mapped) information with links to dedicated social media channels.

4.9 Information Management

In Tasmania, personnel involved in emergency management activities use WebEOC to record and share information, decisions, tasks, reports, plans and documents relating to the event.

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 expenditure records
- e registration of spontaneous volunteers, public offers, impacted people/groups
- f damage impact assessment.

4.10 Cost capture and financial administration

Councils maintain systems and processes so that emergency-related expenditure can be authorised and recorded, and (if applicable) reimbursement of emergency event expenditure, which is requested through the Tasmanian Relief and Recovery Arrangements (TRRA). Preparedness includes identifying the positions responsible for collating the costs of response and recovery efforts.

Councils maintain arrangements to enable expenditure by the Municipal Emergency Coordinator (or delegate) for emergency-related costs. The Municipal Coordinator will arrange for the allocation of specific cost codes prior to an emergency, for distribution to relevant staff as/when required.

SECTION 5: Response Arrangements

5.1 Definition

An emergency response is an immediate, systematic response to an unexpected or dangerous occurrence. The goal of emergency response is the immediate protection of people, property, and the environment. Emergencies warranting an emergency response range from hazardous material spills to natural disasters.

5.2 Overview

Emergency response considers actions taken in anticipation of, during, and immediately after an emergency to minimise its effects so people affected have immediate relief and support.

Tasmania recognises two focus areas of emergency response:

- 1. Tactical / Operational Response:** The Response Management Authority asserts command and control of operational resources to resolve the incident.
- 2. Emergency Management and Coordination:** Tasmania’s emergency management arrangements are activated at either State, regional and/or municipal level to facilitate the coordination and management of consequences. Coordination structures transition emergency response activities, including immediate relief measures, to short-medium- or long-term recovery.

This section describes how roles and responsibilities relevant to municipal emergency management generally apply in periods of emergency response.

5.3 Activation of emergency response

In general, emergency response can be segmented into five clearly defined stages. These stages are designed to ensure a graduated response to emergency events, thereby reducing the possibility of under or over reaction.

The stages are:

Stage 1	Alert	Alert stage may be declared when the appropriate Management Authority receives notification regarding the potential for an emergency event to occur. Advice will be relayed to Municipal Emergency Coordinator(s) regarding the potential for an emergency which may necessitate response activities. Note: Some emergencies can occur without warning, triggering immediate activation (Stage 3).
Stage 2	Standby	Standby stage may be declared when the appropriate Management Authority considers or is advised an emergency response is imminent. During this stage planning for tactical response activities will commence. Notification to Municipal Emergency Coordinator(s) and broader emergency management stakeholders is common . Local and State Government organisations may commence passive measures in preparation for an emergency occurring.
Stage 3	Activation	Activation stage is declared when active emergency response measures are required or underway. Tactical emergency response operations and the dissemination of public information and warnings are the responsibility of the Response Management Authority. Depending on the size, scale and complexity of the emergency, coordination centres at municipal, regional or State-levels are activated to manage consequences.

During this stage immediate relief activities may be operating in parallel (e.g. evacuation centres, emergency financial assistance to affected individuals). Planning for recovery based on anticipated social, environmental, infrastructure, and economic impacts should commence.

Stage 4	Stand-down	<p>Stand-down stage occurs when tactical emergency response operations have ceased and the immediate threat to life, property or the environment has passed.</p> <p>Municipal, regional or State coordination centres continue to operate. Impact and damage assessments commence to inform immediate, medium to long-term recovery measures.</p> <p>There is potential for a surge in immediate relief activities during this stage.</p>
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Stage 5	Recovery	<p>Transition to recovery occurs.</p> <p>Recovery stage is informed by the assessment of social, economic, infrastructure and natural environments after an emergency has occurred. Effective recovery supports the restoration and rehabilitation of each recovery domain, enabling a community to return to an effective level of functioning.</p>
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5.4 Activation of a Municipal Emergency Coordination Centre

Tactical emergency response operations and the dissemination of public information, warnings and advice is managed by the relevant Response Management Authority.

The Regional Emergency Management Controller can activate broader emergency management arrangements as necessary to manage and coordinate consequences of the emergency. This may include the activation of municipal or regional emergency coordination centres. Legislated emergency powers do not need to be activated for this to occur.

Primary function of a Municipal Emergency Coordination Centre is to:

- a manage and coordinate Council's municipal resources to support emergency response activities
- b coordinate requests from the Response Management Authority as required
- c manage evacuation, relief and recovery centres as required under the direction of the Regional Emergency Controller or Response Management Authority
- d timely provision of information and advice to the Regional Controller or Response Management Authority regarding municipal activities and impacts
- e timely dissemination of public information, warnings and advice to the community
- f identification of additional emergency requirements (e.g. activation of regional recovery arrangements).

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

The Municipal Emergency Management Coordinator leads each Council's response to an emergency by establishing a Management Team within the MECC. The structure is determined by the size and complexity of the emergency and , but typically comprise officers to fulfil the following functions:

- a Municipal MECC Manager (typically the Municipal Coordinator or deputy)
- b Public Information and Communications Officer
- c Operations Officer
- d Administration and Finance Officer
- e Logistics Officer
- f Planning Officer
- g Evacuation Centre Manager(s) as required

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

If a Council's capacity to support response is exceeded, the Municipal Coordinator will seek support from other councils or regional support.

5.5 Consequence management and coordination

A key focus for the Regional Controller is consequence management, including public information strategies, in consultation with the regional emergency management network. If support beyond the capacity of the region is required, the Regional Controller may request assistance from other regions or the State Controller.

If Council's capacity to support response is exceeded, the Municipal Coordinator will seek regional support from the REMC through the Executive Officer (Regional Coordinator).

Table 8: All hazard response typical council actions

Row	Phase	Responsibilities	Council considerations/actions
1	Alert	<ul style="list-style-type: none"> Monitor situation Brief stakeholders 	<ul style="list-style-type: none"> Advise council stakeholders and MEMC Monitor situation
2	Stand-by	<ul style="list-style-type: none"> Maintain situational awareness Prepare to deploy for response Disseminate public information and warnings across municipal networks Nominate media/information officer and advise stakeholders Consider MEMC meeting 	<ul style="list-style-type: none"> Update stakeholders (Council, MEMC) and circulate latest Contact List/Action Cards Consider MEMC meeting Locate keys to centres, notify centre manager, and arrange staff rosters Identify MECC personnel and draft rosters for next 24 hours Locate supplies to be needed in first few hours
3	Response	<ul style="list-style-type: none"> Maintain situational awareness of emergency Establish command and control arrangements for MECC Deploy resources and request extra assistance as required Assess impacts and effectiveness of response strategies Disseminate public information and warnings as required Provide information: SitReps to Regional Controller Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> Establish and communicate coordination location for council resources/requests Establish an MECC (scalable & flexible) Manage requests for assistance and Council resources Provide operational assistance Open and manage centres as required e.g. evacuation centres Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs Update stakeholders and RC as required Coordinate meals, relief and accommodation for workers
4	Stand down	<ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response 	<ul style="list-style-type: none"> Confirm end/close of Council operations for response

		<ul style="list-style-type: none"> • Liaise with Council and MRC regarding the status of recovery operations and arrange handover • Confirm end/close of response and stand-down • Assess need for resupply of consumable items 	<ul style="list-style-type: none"> • Liaise with recovery workers and assess needs and develop community recovery plans (MRC) • Reinstate transport routes etc • Work with DPAC RRT to assess the need for a Community Recovery Committee and establish as required • Close centres as agreed • Collate operational logs • Finance: collate all costs associated with emergency response activities.
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 REMC 	<ul style="list-style-type: none"> • Conduct Council worker debrief • Arrange for MEMC debrief and report to Regional Coordinator, MEMC and REMC

5.6 Public information and warnings

[TasALERT \(www.tasalert.com.au\)](http://www.tasalert.com.au) and the TasALERT app) is Tasmania's official online emergency information source. In an emergency, the homepage of the website is updated to highlight current incidents.

Response Management Authorities are responsible for the dissemination of public information and warnings and communicating potential impacts and consequences to the community.

Warnings provide individuals and communities with real time information on what is happening and what they need to do. Warnings are also sent to media outlets (radio and television) for public broadcast. Council may support emergency communications by relaying warnings in accordance with the:

- a Response Management Authority
- b Regional Emergency Management Coordinator
- c Regional Emergency Management Controller

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

5.7 Know your warnings

In 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.

The [TasALERT Know Your Warning](#) page provides valuable, up-to-date information on emergency icons, and consistent warning system for emergencies like bushfire, flood, storm, and severe weather.

5.8 Tasmanian Emergency Information Service

When activated, the Tasmanian Emergency Information Service (TEIS) call centre provides an initial point of contact for the community to access information about an emergency. TEIS is activated by the Department of Premier and Cabinet, on request from the relevant Response Management Authority or Support Agency.

Table 9: 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. MC/MRC)	Media
3	Other centres e.g. evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. MC/MRC)	Media TEIS
4	Municipal area	Impact of emergency on local community	Mayor	Council media officer	Council media officer	Media Council website TEIS CALD
5	Within the Region	Impact of the emergency on the region	Regional Controller Response Management Authority Regional Coordinator	Regional Coordinator Regional Media Officer Regional Coordinator/	Regional Controller Response Management Authority Regional Liaison Regional Controller through the Regional Coordinator	Media Council website TEIS CALD
6	Rest of the State	Impact of the emergency on Tasmania, including relief arrangements	State Controller Response Management Authority Premier or Minister	SES Director DPFEM Media Unit Government Media Office State Media Officer Government Media Office	SES Director DPFEM Media Unit Government Media Officer Response Management Authority State Liaison Head of Government Media Office	Media Agency or event specific website TEIS CALD

5.9 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.

5.10 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.

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

Councils have primary responsibility for managing Evacuation Centres within the Mersey-Leven combined area, including the registration of evacuees.

Councils also has several support roles, and the Municipal Coordinator may be contacted for advice and assistance with:

- a evacuation risk assessment and decision to evacuate
- b withdrawal coordination
- c traffic management
- d establishment of evacuation centres, relief centres or recovery centres
- e alternative emergency accommodation
- f animal welfare (pets, companion animals, livestock) if facilities are available
- g decision to return.

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

Council maintains a register of appropriate facilities that may be used as short and long-term evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in [Appendix 6](#) and [Appendix 7](#).

5.11 Decision to Evacuate

The decision evacuate people rests with the Response Management Authority, who consults with the Regional Emergency Controller, Tasmania Police and Council as required. If a decision to evacuate is made, public warnings will be issued and DPAC RRT will be notified.

5.12 Withdrawal

Tasmania Police are the designated Management Authority for evacuations. Once a decision to evacuate has been made, Tasmania Police will appoint an Evacuation Coordinator to manage the withdrawal process, shelter and safe return of impacted individuals.

5.13 Evacuation centres

Evacuation centres are established to protect individuals from the threat of disaster and assist with meeting their basic needs. Evacuation centres provide basic facilities and accommodation for people from evacuated areas who are unable to stay with friends or family or arrange their own accommodation.

Evacuation centre management may involve dealing with people under a great deal of stress; marginalised people affected by homelessness, drug and alcohol abuse or mental health issues; and newly arrived people or tourists.

The location of evacuation centres will be determined by the Regional Controller in consultation with the relevant Council. Where there is not a facility which is accessible to the evacuated community and safe from the emergency threat within that Council area, the Regional Controller may direct an evacuation centre to be opened in a neighbouring Council area. If an evacuated community becomes isolated and is unable to access evacuation centre facilities, they may seek support at an Assembly Centre or as a last resort shelter at a Nearby Safer Place.

Councils have the primary responsibility for establishing and managing evacuation centres, and maintain plans, operational procedures and support arrangements to support this function. Regional Social Recovery Committees and DPAC RRT support the provision of supports and services at evacuation centres as required.

5.14 Nearby Safer Place

A nearby safer place is a place of last resort for people during bushfire emergencies. If people have not prepared their own Bushfire Plan, or the plan has failed, a Nearby Safer Place may be their last resort.

A nearby safer place is a place that has been assessed by Tasmania Fire Service as a place that people can go to as a place of last resort where they should be able to survive a bushfire attack.

Nearby Safer Places do not provide facilities or amenities. Vehicles, pets and other animals may not be able to access Nearby Safer Places.

There may be risks in getting to, or sheltering at, a Nearby Safer Place. They may be in locations that could be directly impacted by bushfire. If this occurs, Nearby Safer Places may experience heavy smoke, falling ash and embers, intense heat and loud noise.

Tasmania Fire Service identifies some nearby safer places and lists these in [Community Bushfire Protection Plans](#). The Tasmania Fire Service website has more information on [Nearby Safer Places](#).

5.14 Return

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

5.15 Damage and impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment. Reporting damage and impacts using spatial mapping capability can assist with recording the outcomes of assessments and supporting broader consequence management planning.

Secondary impact assessments may be coordinated through an RECC and Council may be asked to assist with this work by providing municipal-level details and assessments.

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

- a number of injuries and deaths
- b housing/accommodation needs
- c energy supply interruptions / outages
- d potable water supply
- e transport networks and alternative route planning
- f telecommunications

- g stormwater infrastructure and waterways
- 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.

5.16 Debriefs

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

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

Lessons identified are shared with stakeholders including the MEMC and the REMC.

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

5.17 Administration finance and cost capture

Records related to response are subject to the usual records management provisions and archiving legislation and treated accordingly. Emergency response 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 reimbursed under:

1. [Natural Disaster Relief and Recovery Arrangements](#) (Commonwealth)
2. [Tasmanian Relief and Recovery Arrangements](#) (State)

Specific financial assistance to councils is provided under the [Tasmanian Relief and Recovery Arrangements Natural Disaster Relief to Local Government Policy](#).

Disaster funding arrangements are activated once eligibility criteria are met. Cost capture systems are established to align with the different types of eligible expenditure as in [Table 10](#).

The [Tasmanian Relief and Recovery Arrangements Natural Disaster Relief to Local Government Policy](#) provides further information on how councils can seek assistance under the TRRA, eligible activities and expenditure, the claims process, and audit and assurance requirements.

Councils wishing to seek assistance under the TRRA should contact Resilience and Recovery Tasmania within DPAC.

Table 10: Summary of disaster funding arrangements

DRFA Category	Type	Claimable expenses
Category A	Essential	<p>Emergency food, clothing and accommodation</p> <p>Repair or replacement of essential items and personal effects</p> <p>Essential emergency repairs to housing (to make residence safe and habitable)</p> <p>Demolition or rebuilding to restore housing</p> <p>Removal of debris from residential properties</p> <p>Extraordinary counter-disaster operations for the benefit of an affected individual</p> <p>Personal and financial counselling</p> <p>Evacuation Centre costs</p>
Category B	Essential	<p>Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices)</p> <p>Counter-disaster operations for the protection of the general public</p>
Category C	Non Essential	<p>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)</p> <p>A Fund may also include community awareness and education campaigns and other resilience building grants</p> <p>Applications for Category C assistance are coordinated and submitted by Resilience and Recovery Tasmania for mandatory approval by the Prime Minister</p>
Category D	Non Essential	<p>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.</p> <p>Applications for Category D assistance are coordinated and submitted by Resilience and Recovery Tasmania for mandatory approval by the Prime Minister</p>

SECTION 6: Recovery Arrangements

6.1 Definition

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.

6.2 Recovery arrangements

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.

Tasmania's [State Recovery Plan](#) describes State and regional-level recovery arrangements and should be read in conjunction with this Plan.

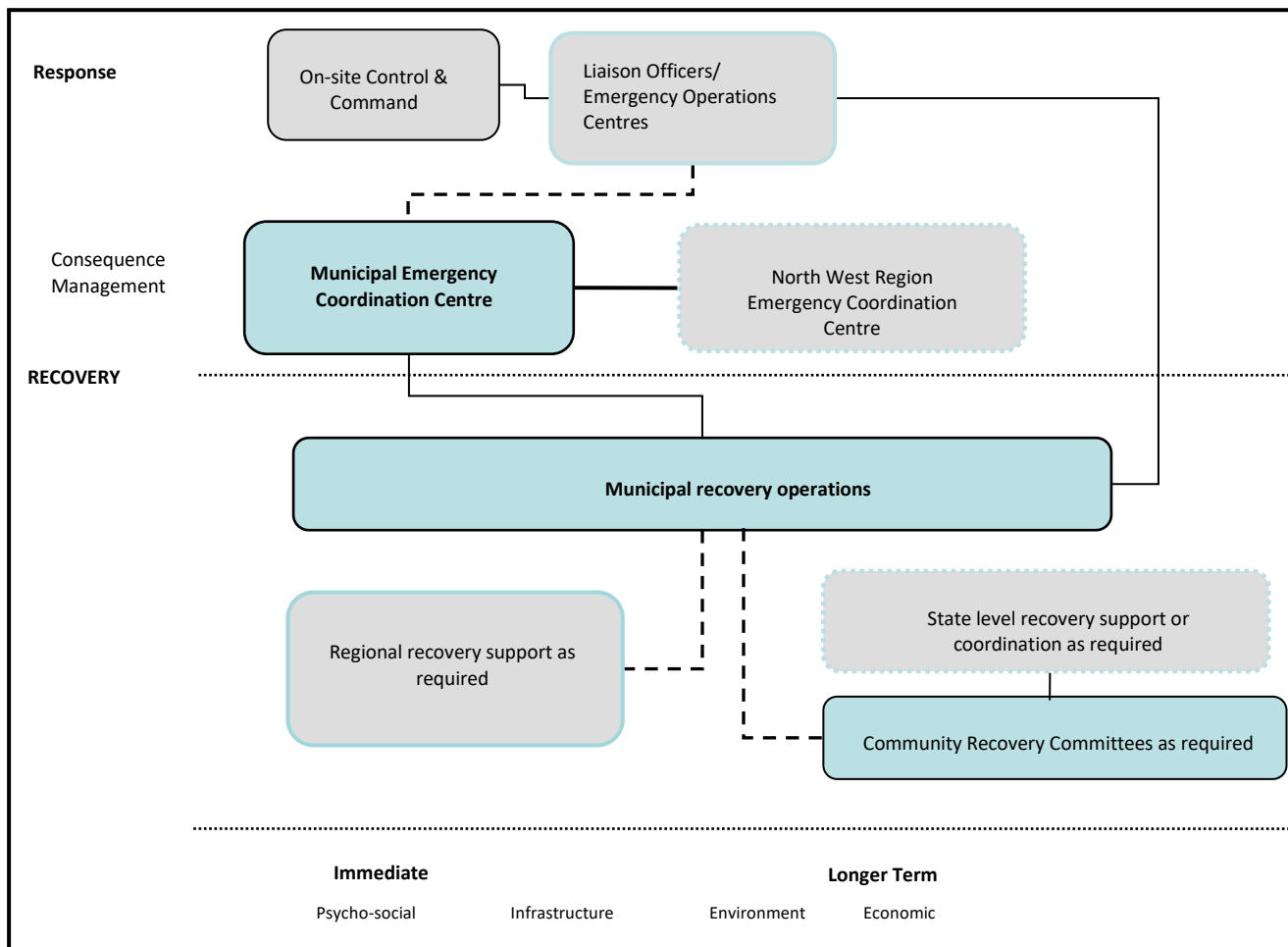
Responsibilities for recovery at municipal level can be met in partnership and with the assistance or support of Tasmanian Government agencies and NGOs, coordinated through regional arrangements.

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

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

Figure 7: Community recovery arrangements

LEGEND:



6.3 Recovery information

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

- Response Management Authority website and social media
- [TasALERT](#) website and social media
- radio, television and print media
- public meetings, Evacuation and Recovery Centres and outreach visits.

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

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

6.4 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.

The responsibilities of Municipal Recovery Coordinators are set out [in Section 24H of the Emergency Management Act 2006](#). In practice this involves Municipal Recovery Coordinator undertaking the following types of activities:

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

6.5 Short term recovery

In the immediate aftermath of a Level 1 (local) 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 Municipal Coordinator, supported by the Regional Recovery Officer.

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in [Appendix 6](#). Recovery facilities are activated on request or advice from:

- a Municipal Emergency Coordinator
- b Municipal Recovery Coordinator
- c Regional Emergency Management Coordinator or
- d Regional Recovery Officer
- e Regional Emergency Management Controller.

Council is responsible for contributing to ongoing impact assessments, particularly as they relate to informing immediate to longer-term recovery measures.

Council registration processes must follow procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements, and should be compatible with the Tasmanian Government's Evacuation Centre Registration App (Survey 123). Registration data collected by Council must be provided to Tasmanian Government agencies for recovery purposes.

6.6 Long term recovery

As the response phase draws to a close, recovery activities transition from immediate, short-term relief measures to long-term recovery structures 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 council, Regional Emergency Management Committee (and/or the Regional Social Recovery Committee), Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery requirements.

Responsibility for coordination of recovery escalates from municipal to regional to state levels depending on the scale and complexity of the emergency event.

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

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, as well as Level 4 (catastrophic) emergencies.

Community Recovery Committees (including Affected Area Recovery Committees – AARCs) may be established under section 24E of the Act, in partnership with local government bodies, municipal committees and affected communities. Community Recovery Committees may be established locally for one Municipality or regionally for multiple municipalities. For more details about AARC's refer to the [State Recovery Plan](#).

In more localised events, the Municipal Coordinator 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.

6.7 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.

Table 11: Recovery functions by domain

Social Recovery		
Coordinating Agency	Department of Premier and Cabinet	
Function	Responsible Agency	Support Agency
Evacuation centres <ul style="list-style-type: none"> ▪ Establish emergency shelter for displaced persons ▪ Provide food and water to displaced persons ▪ Arrange laundering of linen / towels used in an evacuation centre 	Councils	DPAC (RRT) NGOs

Recovery centres <ul style="list-style-type: none"> Establish recovery centres to provide information and access to services 	Councils	DPAC (RRT) State Growth (Business Tasmania) NRE-Tas (AgriGrowth) NGOs Insurance Council of Australia (ICA)
Personal support <ul style="list-style-type: none"> Arrange Psychological First Aid and chaplaincy services for evacuation and recovery centres Coordinate support for people with specific needs (e.g. elderly, people with disabilities) Promote additional psychosocial support through primary health or community-based services. 	DPAC (RRT)	NGOs DoH
Mental health advice and support <ul style="list-style-type: none"> Assess and assist individuals who require specialised psychological support, including through escalation from NGOs or community-based support services Coordinate support for people with complex needs through appropriately qualified staff (e.g. social workers) Provide advice on, and coordinate, appropriate medium and long-term mental health recovery initiatives 	DoH	NGOs
Emergency accommodation <ul style="list-style-type: none"> Arrange or broker emergency accommodation options for displaced persons who cannot reside with friends/family or in an evacuation centre 	DPAC (RRT)	NGOs
Care for children <ul style="list-style-type: none"> Provide support and care for unaccompanied minors in an evacuation centre and other emergency settings 	DECYP	NGOs
Financial assistance for personal hardship and distress <ul style="list-style-type: none"> Deliver the Personal Hardship and Distress Assistance Policy under the TRRA 	DPAC (RRT)	
Financial Assistance for not-for-profit organisations <ul style="list-style-type: none"> Assess and provide assistance to not-for-profit organisations under the TRRA Community Recovery Policy 	DPAC (RRT)	
Technical advice (as required): <ul style="list-style-type: none"> Drinking and waste water management Hygiene, sanitation, and infection control Food safety (handling and storage) Air quality Protection against hazardous materials/substances 	DoH	Councils DOJ (WorkSafe) NRE-Tas (Biosecurity Tasmania)

Economic Recovery		
Coordinating Agency	Department of State Growth	
Function	Responsible Agency	Support Agency
Support for business and industry <ul style="list-style-type: none"> Promote and distribute information to assist the business community to build resilience and prepare to support their own recovery (e.g. business continuity plans) Assist impacted businesses to access information and advice Provide advice on re-establishment or alternative strategies 	State Growth	
Economic and industry-specific programs	State Growth	Industry bodies

<ul style="list-style-type: none"> Assess and identify business and economic needs Deliver targeted programs and financial assistance strategies as required 		Regional Tourism organisations Regional Development organisations
Financial assistance measures for small businesses <ul style="list-style-type: none"> Assess and provide small business assistance under the Community Recovery Policy of the TRRA 	State Growth	DPAC (RRT)

Infrastructure Recovery		
Coordinating Agency	Department of State Growth	
Function	Responsible Agency	Support Agency
Roads and bridges <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake stabilisation and remediation works Undertake and facilitate the restoration of critical infrastructure Rebuild and restore infrastructure to be sustainable and more resilient to future events 	Asset owners (as applicable): State Growth Councils NRE-Tas (PWS) Sustainable Timber Tasmania TasRail (Rail bridges) Hydro Tasmania	State Growth
Other community infrastructure and recreational facilities <ul style="list-style-type: none"> Undertake and facilitate the restoration of infrastructure and facilities 	Asset owners (as applicable): Councils NRE-Tas Sustainable Timber Tasmania	
Ports, airports and rail <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure 	TasPorts TasRail Airport infrastructure owners	State Growth
Electricity supply and generation <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure 	Hydro Tasmania TasNetworks	State Growth Australian Energy Market Operator
Natural gas <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure 	TasGas	State Growth
Liquid fuel supply <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure 	Liquid fuel suppliers	State Growth

Environmental Recovery		
Coordinating Agency	Department of Natural Resources and Environment Tasmania Environment Protection Authority (EPA)	
Function	Responsible Agency	Support Agency
Environmental health and pollution <ul style="list-style-type: none"> Conduct monitoring and surveillance activities Render (disperse/dilute/neutralise) the hazardous material safe Decontaminate affected people, places and equipment 	Councils EPA Asset owner	DOJ DoH
Crown land, National Park and landscape rehabilitation <ul style="list-style-type: none"> Coordinate and undertake natural environment 	NRE-Tas	NGOs

rehabilitation works		
Aboriginal, natural and cultural heritage <ul style="list-style-type: none"> ▪ Undertake assessment of risk posed to natural and cultural heritage places in affected areas ▪ Coordinate and undertake Aboriginal, natural and cultural heritage rehabilitation works, in consultation with affected communities ▪ Undertake recovery monitoring of Aboriginal, natural and cultural heritage places 	DPAC (Aboriginal Heritage Tasmania) NRE-Tas	Tasmanian Aboriginal Land and Sea Council
Animal welfare, feed and fodder <ul style="list-style-type: none"> ▪ Coordinate assistance for household pets and assistance animals presenting at an evacuation centre ▪ Coordinate services to treat and care for affected wildlife ▪ Coordinate and manage services to meet the immediate needs of affected livestock 	Councils NRE-Tas	Community groups NGOs
Assistance measures for primary producers <ul style="list-style-type: none"> ▪ Assess and provide primary producer assistance under the TRRA Community Recovery Policy ▪ Provide advice and other non- financial support to primary producers 	NRE-Tas Industry bodies NGOs	DPAC (RRT)
Waste management and carcass removal <ul style="list-style-type: none"> ▪ Dispose of contaminated waste ▪ Coordinate the removal of livestock carcasses 	Councils NRE-Tas	EPA
Biosecurity and invasive species <ul style="list-style-type: none"> ▪ Conduct monitoring and surveillance activities ▪ Coordinate the delivery of diagnostic services ▪ Restrict the movement of hazardous organisms 	NRE-Tas	

Cross-domain Recovery		
Coordinating Agency	Department of Premier and Cabinet	
Function	Responsible Agency	Support Agency
Large-scale demolition and clean-up <ul style="list-style-type: none"> ▪ Assess demolition and clean-up requirements and determine the need for a coordinated approach ▪ Support or coordinate large-scale demolition and clean-up programs 	DPAC (RRT)	Councils State Growth EPA DOJ DoH
Government liaison with the insurance industry <ul style="list-style-type: none"> ▪ Coordinate insurance information and advice 	DPAC (RRT)	ICA Insurers
Registration and enquiry <ul style="list-style-type: none"> ▪ Identify and register attendees at evacuation centres ▪ Facilitate the reunification of family and friends separated during an emergency ▪ Collect data to inform missing persons investigations and recovery planning 	Councils TASPOL	NRE-Tas Australian Red Cross NGOs
Public memorials <ul style="list-style-type: none"> ▪ Coordinate arrangements to manage spontaneous memorials ▪ Coordinate the establishment of permanent memorials, in consultation with affected communities 	DPAC (RRT) Councils	TASPOL NGOs
Public donations – material goods <ul style="list-style-type: none"> ▪ Coordinate the storage and distribution of donated material goods 	DPAC (RRT)	NGOs
Spontaneous volunteers and offers of assistance <ul style="list-style-type: none"> ▪ Coordinate the registration, training and coordination 	DPAC (RRT)	NGOs

of volunteers offering assistance <ul style="list-style-type: none"> ▪ Coordinate and manage community, corporate and business offers of assistance 		
Public appeals <ul style="list-style-type: none"> ▪ Coordinate the collection and administration of financial donations on behalf of affected communities 	DPAC (RRT)	NGOs Financial institutions

SECTION 7: Plan Administration

7.1 Plan Contact

This Plan is maintained by the Executive Officer of the Mersey-Leven Municipal Emergency Management Committee. Feedback regarding this plan should be made in writing to:

Email: admin@centralcoast.tas.gov.au

Mail: PO Box 220 / 19 King Edward Street, Ulverstone Tasmania 7315

Office phone number (03) 6429 8900

7.2 Review Requirements and Issue History

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

In reviewing the MEMP, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at [Section 7.4](#).

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.

Issue table

Issue No.	Year Approved	Comments/Summary of Main Changes
1	2011	New document replacing the four individual member council plans
2	2014	Three-year review
3	2017	Three-year review
4	2021	Two-year review
5	2024	Review

7.3 Consultation for this issue

Review of this issue was coordinated by the Executive Officer for the MLMEMC (Central Coast Council Municipal Emergency Coordinator). This issue was updated/rewritten as part of the statutory two-yearly review schedule. MEMC invited comment from:

MLMEMC members.

Regional Emergency Management Coordinator

Assistant Director Emergency Management (SES)

North-West Regional Emergency Management Controller

7.4 Distribution List

This Plan will be available electronically on the Central Coast, Devonport, Latrobe and Kentish Council websites and through WebEOC once approved. Electronic copies will be provided as follows:

Organisation	Position
Council	<ul style="list-style-type: none">All MLMEMC MembersMayor of each councilGeneral Manager of each council
SES	<ul style="list-style-type: none">Regional Emergency Management Coordinator

Organisation	Position
	<ul style="list-style-type: none"> for the North West Regional Emergency Management Controller • SES Emergency Management Unit (for SES Director, State Controller) • Regional Manager North West • Unit Manager, SES Units Central Coast, Mersey, Kentish
Tasmania Police	<ul style="list-style-type: none"> • Inspector Devonport and Inspector Central North
Tasmania Fire Service	<ul style="list-style-type: none"> • District Officer (DO), Mersey District
Ambulance Tasmania	<ul style="list-style-type: none"> • North West Region
Neighbouring Councils	<ul style="list-style-type: none"> • Burnie, Waratah Wynyard, Meander Valley, West Coast, West Tamar
Other Organisations	<ul style="list-style-type: none"> • TasWater, TasNetworks, TasPorts, TasGas, Parks & Wildlife Service, TasRail, NRE, Devonport Airport

7.5 Communications plan summary

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

- a email copies sent to the positions listed in the above table
- b submitted for noting by North West REMC
- c endorsement by Councils
- d published on Council's public website.

7.6 Validation of this plan

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

- a participating, where able, in other municipal/regional exercises
- b conducting/participating in relevant debriefs.

SECTION 8: 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 Tasmanian Legislation

Appendix 2 – MEMC Terms of Reference

Appendix 3 – MEMC Maintenance and Activity Schedule

Appendix 4 – Municipal Risk Register

Appendix 5 – Centres for emergency management

Appendix 6 – Evacuation Centres

Appendix 7 – Other Community Centres

Appendix 8 – Nearby Safe Places

Appendix 9 – Recovery Functions Summary

Appendix 1: List of Tasmanian Legislation

Tasmanian legislation related to emergency management.

Legislation	Subject
<i>Biosecurity Act 2019</i>	to provide for the protection and enhancement of Tasmania's biosecurity status for the benefit of Tasmania's industries, environment and public wellbeing by providing for the prevention, detection and control of animal and plant disease, pests and other biosecurity matter.
<i>Building Act 2016</i>	building emergency work
<i>COVID-19 Disease Emergency (Commercial Leases) Act 2020</i>	(a) to implement measures that may assist the continued functioning of the economy during the financial hardship period and the recovery of the economy after the end of the period; and (b) to enable an appropriate apportioning, between parties to a protected lease, of the financial burden caused to the parties by, or relating to, the disease-related factors.
<i>Dangerous Goods (Road and Rail Transport) Act 2010</i>	to regulate by nationally consistent legislation the transport of dangerous goods by road and rail in order to promote public safety and protect property and the environment
<i>Electricity Supply Industry Act 1995</i>	to promote efficiency and competition in the electricity supply industry, to provide for a safe and efficient system of electricity generation, transmission, distribution and supply, to provide for the safety of electrical installations, equipment and appliances, to enforce proper standards in the performance of electrical work, to protect the interests of consumers of electricity and for related purposes
<i>Emergency Management Act 2006</i>	to provide for the protection of life, property and the environment in the event of an emergency, to establish emergency management arrangements, and to provide for certain rescue and retrieval operations
<i>Environmental Management and Pollution Control (Waste Management) Regulations 2020</i>	to regulate and manage controlled waste which is the most hazardous category of waste and requires special management, including chemicals, poisons, fish waste and sewage
<i>Environmental Management and Pollution Control Act 1994</i>	emergency authorisations of an act or omission that might otherwise constitute a contravention of this Act
<i>Fire Service Act 1979</i>	to consolidate and amend the law relating to preventing and extinguishing fires and the protection of life and property from fire
<i>Food Act 2003</i>	emergency powers to prevent or reduce the possibility of a serious danger to public health or to mitigate the adverse consequences of a serious danger to public health
<i>Gas Industry Act 2019</i>	to regulate gas related activities
<i>Gas Safety Act 2019</i>	to regulate the gas industry, to provide for safety and technical standards that ensure that the gas supply industry, gas facilities, gas installations, gas appliances, gas storage systems and gas conditioning systems are constructed, maintained and operated to a high standard of safety and in a manner that protects persons and property, and for related purposes

Legislation	Subject
<i>General Fire Regulations 2021</i>	regulations regarding fire protection, evacuation and containment of fire hazards
<i>Land Use Planning and Approvals Act 1993</i>	to make provision for land use planning and approvals, including risk from environmental or natural hazard
<i>Launceston Flood Risk Management Act 2015</i>	to make provision for and in relation to the management of the likelihood, severity and duration of, and emergencies consisting of, floods in Launceston
<i>Local Government Act 1993</i>	to provide for local government and establish councils to plan for, develop and manage municipal areas in the interests of their communities
<i>Marine and Safety Authority Act 1997</i>	to establish the Marine and Safety Authority and for related matters
<i>Marine Farming Planning Act 1995</i>	to provide for the planning of marine waters for marine farming and the allocation of marine farming leases, including Emergency arrangements
<i>Marine Search and Rescue Act 1971</i>	to make provision with respect to the carrying out of certain marine search and rescue operations
<i>Marine-related Incidents (MARPOL Implementation) Act 2020</i>	to protect State waters from pollution by oil and other substances, and to give effect to certain parts of the MARPOL Convention
<i>Natural Resource Management Act 2002</i>	to establish committees for natural resource management and to provide for the development of regional strategies for natural resource management
<i>Petroleum Products Emergency Act 1994</i>	to provide for the conservation of petroleum products in the event or likely event of shortages of supplies of petroleum products occurring in the State
<i>Police Powers (Public Safety) Act 2005</i>	to authorise police officers to stop and search persons and vehicles, to question persons and to seize things for the purposes of public safety
<i>Public Health Act 1997</i>	to protect and promote the health of communities in the State and reduce the incidence of preventable illness, including emergency powers
<i>Radiation Protection Act 2005</i>	for the protection of people and the environment from harmful radiation, including emergency powers
<i>Rail Safety National Law (Tasmania) Act 2012</i>	to apply as a law of this State a national law relating to the provision of a national system of rail safety
<i>Security-sensitive Dangerous Substances Act 2005</i>	to restrict and regulate access to certain dangerous substances whose deliberate misuse would constitute an especial threat to State security and public safety, to regulate and monitor, and improve the security of, commercial, industrial and other activities carried out in connection with such dangerous substances
<i>Terrorism (Commonwealth Powers) Act 2002</i>	to refer certain matters relating to terrorist acts to the Parliament of the Commonwealth for the purposes of section 51(xxxvii) of the Constitution of the Commonwealth
<i>Terrorism (Preventive Detention) Act 2005</i>	to allow persons to be taken into custody and detained in order to prevent an imminent terrorist act occurring or preserve evidence of, or relating to, a recent terrorist act
<i>Water Management Act 1999</i>	to provide for the management of Tasmania's water resources, including water supply emergencies

Legislation	Subject
<i>Work Health and Safety Act 2012</i>	to secure the health, safety and welfare of persons at work and for related purposes

Plans and Arrangements

Strategies and frameworks	
SEMC Strategic Directions Framework 2020-2025	Department of Premier and Cabinet
Tasmanian Disaster Resilience Strategy 2020-2025	Department of Premier and Cabinet
Risk assessment	
Tasmanian Disaster Risk Assessment (TASDRA)	Department of Police, Fire and Emergency Management
Tasmanian Emergency Risk Assessment Guidelines	Department of Police, Fire and Emergency Management
National Emergency Risk Assessment Guidelines	Australian Institute for Disaster Resilience
Prevention, mitigation and risk reduction	
Guide to considering natural hazard risks in land use planning and building control	Department of Premier and Cabinet
Principles for the consideration of Natural Hazards in the Planning System	Department of Premier and Cabinet
Tasmania's Protective Security Policy Framework	Department of Premier and Cabinet
Preparedness	
Managing Exercises: A handbook for Tasmanian Government agencies	Department of Police, Fire and Emergency Management
Response	
Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook	Australian Institute for Disaster Resilience
Emergency Evacuation Framework	Tasmania Police
Heatwave Ready Tasmania: Resources for residential aged care facilities in Tasmania	Department of Health
People at Increased Risk in an Emergency: A guide for Tasmanian government and non-government community service providers	State Emergency Management Committee
Spontaneous Volunteer Management Resource Kit: Helping to manage spontaneous volunteers in emergencies	Australian Government Department of Housing, Community Services and Indigenous Affairs
State Special Emergency Management Plans and other plans (available on the TEMS)	
Biosecurity Emergencies	Department of Natural Resources and Environment,
Cetacean Incident Manual: ...	Department of Natural Resources and Environment,
Dam Safety Emergencies	Department of Natural Resources and Environment,
Electricity, Gas and Liquid Fuel Supply Disruption Arrangements	Department of State Growth

Flood	State Emergency Service
Hazardous Materials Emergencies	Tasmania Fire Service
Impact and Damage Assessment	Department of Premier and Cabinet
Interoperability Arrangements for Sharing Skilled Resources in Tasmania	Department of Premier and Cabinet
Pandemic Influenza	Department of Health
Port Safety Plan for Visits of Nuclear-Powered Warships to Hobart	Tasmanian Government State Emergency Service, Issue 5, 2023
State Fire Protection Plan	Tasmania Fire Service
State Recovery Plan	Department of Premier and Cabinet
State Road and Bridge Emergency Management Plan	Department of State Growth
State Tsunami Emergency Response Plan	State Emergency Service
Structural Collapse	Tasmania Fire Service
Tasmanian Counter-Terrorism Arrangements	Tasmania Police
Tasmanian Marine Oil and Chemical Spill Contingency Plan (TasPlan)	Environment Protection Authority
Tasmanian Mass Casualty Management Arrangements	Department of Health
Tasmanian Public Health Emergencies Management Plan	Department of Health
Tasmanian Search and Rescue Plan	Department of Police, Fire and Emergency Management
Tasmanian Wilderness World Heritage Area Fire Management Plan	Department of Natural Resources and Environment
Transport Crash Emergencies	Tasmania Police
Recovery	
State Recovery Plan (State Special Emergency Management Plan)	Department of Premier and Cabinet
Tasmanian Relief and Recovery Arrangements: Natural Disaster Relief to Local Government Policy	Department of Premier and Cabinet
Working together in recovery: a practical guide for the not-for-profit and public sectors,	Curnin, S., University of Tasmania 2019

Standards, reports and resources

Row	Title	Custodian	Version	Date
1	Choosing Your Words	AGD	2	2008
2	Tasmanian Municipal Emergency Management Guidelines	LGAT	2	2020
3	Municipal Fire Management Plan – Kelsey Tier Greenbelt	DCC		
4	Municipal Fire Management Plan – Don Reserve	DCC		

4	Central North Fire Management Area Bushfire Management Plan	SFMC	1.1	2023
5	Cradle Valley Emergency Management Plan	KC		
6	North West Region Emergency Management Plan	SES	11	2021
7	Devonport Aerodrome Emergency Management Plan	TasPorts		
8	Dam Safety Emergency Plans (available on the REMC Layer LISTmap (restricted))	TasWater Hydro Tas Irrigation	Various	Various
9	Maps for council roads and alternative transport plans	DCC CCC LC KC	Various	Various
10	Central Coast Council MOC Response Manual	CCC		

Mersey-Leven Municipal Emergency Management Committee

Terms of Reference

Committee	Mersey-Leven Municipal Emergency Management Committee
Date Adopted	19 November 2024
Date Reviewed	November 2024
Enquiries	Mersey-Leven Emergency Management Committee Administration Support
Review	These Terms of Reference are due for review every two years
Background	<p>The history of the Committee to this point has been characterised by the following examples:</p> <ul style="list-style-type: none"> • The development of many effective working relationships between personnel in the four municipal areas and other stakeholders. These relationships provide the basis of the capacity for our organisations to work effectively together, referred to in the Tasmanian Emergency Management Plan as being so critical to successful Emergency Management. • Production of a joint Mersey-Leven “Municipal Emergency Risk Register” in compliance with S. 22 of the Act. • Production of a combined Mersey-Leven Emergency Management Plan and the development of hazard specific sub-plans. <p>A Mersey-Leven Emergency Management Executive Officer is appointed to effectively administer the work of the Mersey-Leven Municipal Emergency Management Committee and to develop/administer/support/maintain the implementation of emergency plans and associated documentation.</p>
Purpose	The purpose of this Committee is to ensure that the four municipalities making up the Mersey-Leven area meet their responsibilities under the Emergency Management Act 2006.
Meeting Frequency & Meeting Place	<p>The Committee meet four times a year, rotating to each council hosting a meeting. The Executive Officer, in consultation with the Municipal Emergency Management Coordinators will ensure the format and the following year’s meeting dates are confirmed at the final meeting for the year.</p> <p>Representatives of stakeholder organisations, whilst welcome to attend all meetings, may be contacted and invited to a particular meeting to provide advice on specific matters.</p> <p>Stakeholder meetings may also be convened as and when required through the Executive Officer, with minutes taken and circulated to the full membership.</p>
Quorum Requirements	<p>50% of member Councils plus 50% of the Committees service providers.</p> <p>There is no quorum requirement for separately convened stakeholder meetings.</p>

Roles & Responsibilities

With the power established in S 22 of the Emergency Management Act 2006, this Committee has the following primary roles & responsibilities:

- To support the institution and coordination of Emergency Management in the Municipal areas of Devonport, Latrobe, Kentish and Central Coast. This includes the development and review of the Mersey-Leven Municipal Emergency Management Plan and any Special Plans relating to Emergency Management in the four municipal areas.
- To review the management of emergencies that occur in the municipal areas and identify and promote opportunities for improvement.
- To assist and advise the officers of each of the municipal areas in the performance of their duties under the Act.
- To ensure that Elected Members and relevant council staff are kept informed of the work of the committee.
- To ensure that member councils and their officers always approach Emergency Management in a manner that maximises cooperation and effective integration of resources. For example, to view the resources of each municipal area as unified for the purposes of Emergency Management. To ensure that at each Committee meeting they attend, non-municipal Stakeholders are provided with a means of informing Mersey Leven Emergency Management decision making within their specific interest areas.
- To ensure that an effective network is maintained to ensure that relationships between Mersey-Leven Municipal Recovery personnel and relevant Recovery Service Providers from across the combined area are optimised.
- To share knowledge, experience, resources and skills across Councils to ensure a consistent response and level of preparedness.

Representation

This Committee meets four times each year (refer to the listing that follows).

**Members
(Authority – The Act - Schedule 3)**

Municipal Chairperson	Mayor or Deputy Mayor from one of the member councils appointed by the Committee
Executive Officer	The Municipal Coordinator from one of the member councils appointed by the Committee and usually from the Council of the Municipal Chairperson.
Administration Support	Nominated person from the Council of the Executive Officer
Membership	<p>From each member council (Section 21.(1)):</p> <ul style="list-style-type: none"> • Mayor or Deputy Mayor • Municipal Emergency Management Coordinator or Deputy • Municipal Recovery Coordinator or Deputy <p>Representation from each of the following service providers (Determined by the Municipal Chairperson under Section 21.(1).(d)):</p> <ul style="list-style-type: none"> • State Emergency Service

- Tasmanian Health Service
- Tasmania Police
- Tasmania Fire Service

The following is a list of Stakeholder Organisations, a representative is welcome to attend and may be invited to attend to provide advice on specific matters:

- Ambulance Tasmania
- TasWater
- TasNetworks
- TasPorts
- TasGas
- Parks & Wildlife Service
- TasRail
- DPIPWE (represented by Biosecurity Tasmania)
- Devonport Airport
- Origin Energy
- Others as required

Reporting North West Regional Emergency Management Committee.
Also reports to each of the four member Municipal Councils through the Mayors and Municipal Coordinators

Proxies must be nominated and they assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.

Term of Office

The Term of Office for an appointed position will coincide with the Local Government elections and will be appointed for a 4-year term. It is not intended that the previous Chairperson, Executive Officer & Administration Support will be re-elected. If the Chairperson is unable to fulfil the role due to unforeseen circumstances, a new chairperson will be elected and consideration given to the continuing role of Executive Officer and Administration Support at that time.

Appendix 3: MEMC Maintenance and Activity Schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of MEMC	Municipal Coordinator	Quarterly	
Review and update contact lists	Municipal Coordinator	Quarterly	
Coordinate emergency management training for selected staff member/s on rotating basis and maintain training records	Municipal Coordinator		
Plan, conduct and review a related exercise	Municipal Coordinator	Biennial	
Review MEMP. Lodge plan with Regional Coordinator for approval	MEMC	Biennial	
Attend NWREMC meetings	Municipal Coordinator	Quarterly	
Attend NWRSRC meeting	Municipal Recovery Coordinator	Quarterly	
Review risk register and treatment plans with municipal strategic plan and budget.	Municipal Coordinator (with MEMC)		

Appendix 4: Municipal Emergency Risk Register

The TERAG principles were applied to the existing Municipal Emergency Risk Register.

The Risk Register reflects common hazards and risks and municipality specific risk.

The risk register will guide the risk reduction endeavours of the KIMEMC over the life of the plan

The Register is reviewed annually and following significant events.

The Mersey-Leven MEMC Executive Officer, the Central Coast Municipal Emergency Management Coordinator is the custodian of the Municipal Emergency Risk Register.

Appendix 5: Centres for Emergency Management

Emergency Operations Centres (EOC)

EOCs are operational focus points for providing municipal resources and support at the request of the relevant Response Management Authority. The following information summarises the main details for agency specific facilities that can be used as emergency operations centres.

Organisation	Municipal Location	Contact	Regional Location	Contact
Central Coast Council	Works Operations Depot, 25 Short Street Ulverstone	Deputy MEMC	Ulverstone	03 6429 8100
Devonport City Council	Works Depot, 50 Lawrence Street Devonport			
Latrobe Council	Latrobe Operations Depot, 8709 Bass Highway Latrobe	Operations Manager (Deputy MEMC)		6426 4444
Kentish Council	Kentish Operations Depot, 20 Claude Road Sheffield	Operations Manager (Deputy MEMC)		6491 0200
Tasmania Police			Western District Headquarters 90-98 Wilson Street, Burnie 7320	13 1444
Tasmania Fire Service			North-West Regional Headquarters 15 Three Mile Line, Burnie 7320	6477 7250
State Emergency Service			North West Regional Headquarters 88 Wilson Street, Burnie 7320	6477 7293

Municipal Emergency Coordination Centres (MECC)

The MECC is the focal point for coordinating municipal and consequence management activities arising from the emergency, including the activation of Council and community resources. The MECC also monitors operational activities, coordinates the provision of information to local communities and identifies and coordinates local community recovery support. The following information summarises the main details for facilities that can be used as emergency coordination centres.

	Municipal Location	Contact	Regional Location	Contact
Primary	Central Coast Council Council Chambers 19 King Edward Street, Ulverstone	Municipal Coordinator	North West Regional Headquarters 88 Wilson Street, Burnie 7320	6477 7293 Regional Emergency Management Coordinator
Primary	Devonport City Council Works Depot 50 Lawrence Street, Devonport	Municipal Coordinator		

Primary	Latrobe & Kentish Councils Council Chambers 170 Gilbert Street Latrobe	Municipal Coordinator
Secondary	Kentish Council Council Chambers 69 High Street Sheffield	Municipal Coordinator

Appendix 6: Evacuation Centres

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

Selection of the most suitable site for an Evacuation Centre will be determined by the Recovery Coordinator and Municipal Coordinator after consultation with the Response Management Authority and the Regional Controller. Council staff and managers have access keys. Prospective locations are listed on COP Emergency Management layer and are listed below.

The information below is not included on the document on the council website as sites are activated subject to conditions, resourcing and availability.

	Centre Title	Facilities	Location	Contact	Usage Frequency	Comments
1	Ulverstone Sport and Leisure Complex (Primary Evacuation Centre)	Stadiums, multiple large spaces, dormitories	2 Flora Street Ulverstone	CCC Recovery Coordinator		
2	Forth Hall		680 Forth Rd Forth Tas 730	CCC Recovery Coordinator		
3	Gunns Plains Hall		957 Gunns Plains Rd Gunns Plains Tas 7315	CCC Recovery Coordinator		
4	Kindred Hall		735 Kindred Rd Kindred Tas 7310	CCC Recovery Coordinator		
5	North Motton Hall		578 Preston Rd North Motton Tas 7315	CCC Recovery Coordinator		
6	Penguin Sports Centre		5 Sports Complex Ave Penguin Tas 7316	CCC Recovery Coordinator		
7	Preston Community Centre		1833 Preston Rd Preston Tas 7315	CCC Recovery Coordinator		
8	Sprent Community Centre		1299 Castra Rd Sprent Tas 7315	CCC Recovery Coordinator		
9	Sulphur Creek Memorial Hall		310 Preservation Dr Sulphur Creek Tas 7316	CCC Recovery Coordinator		
10	Turners Beach Hall		58-60 Esplanade Turners Beach Tas 7315	CCC Recovery Coordinator		
11	Devonport Recreation Centre	Toilets, showers, kitchen	30-46 Forbes St Devonport Tas 7310	DCC Recovery Coordinator		
12	East Devonport Recreation Centre (Primary Evacuation Centre)	Toilets, showers, kitchen	67 Caroline St East Devonport Tas 7310	DCC Recovery Coordinator		
13	Maidstone Park	Toilets, showers, kitchen	31-49 Mersey Main Rd Spreyton Tas 7310	DCC Recovery Coordinator		Not to be used in flooding event

14	Camp Banksia	Toilets (inc disabled), showers, kitchen	1 Anderson St Port Sorell Tas 7307	LC/KC Recovery Coordinator	
15	Latrobe and Districts Youth Centre	Toilets (inc disabled), showers, kitchen	Cnr Cotton & Percival St Latrobe Tas 7307	LC/KC Recovery Coordinator	
16	Latrobe Memorial Hall	Toilets (inc disabled), showers, kitchen	170 Gilbert St Latrobe Tas 7307	LC/KC Recovery Coordinator	
17	Claude Road Hall	Toilets (inc disabled), showers, kitchen	787 Claude Rd Claude Road Tas 7306	LC/KC Recovery Coordinator	Can be isolated in flooding
18	Kings Hall	Toilets (inc disabled), showers, kitchen	10 Latrobe Rd Railton Tas 7306	LC/KC Recovery Coordinator	
19	Sheffield Hall (Primary Evacuation Centre)	Toilets (inc disabled), showers, kitchen	66 High St Sheffield Tas 7306	LC/KC Recovery Coordinator	
20	Sheffield Recreation Ground	Toilets (inc disabled), showers, kitchen	30 Spring St Sheffield Tas 7306	LC/KC Recovery Coordinator	
21	Wilmot Memorial Hall (Primary Evacuation Centre)	Toilets (inc disabled), showers, kitchen	53 Main St Wilmot Tas 7310	LC/KC Recovery Coordinator	Not to be used in flooding event
22	Wilmot Recreation Ground	Toilets (inc disabled), showers, kitchen	2847 Wilmot Rd Wilmot Tas 7310	LC/KC Recovery Coordinator	

Appendix 7: Nearby Safer Places

Nearby Safer Place is a place of last resort for people during bushfire emergencies. If people have not prepared their own Bushfire Plan, or the plan has failed, a Nearby Safer Place may be their last resort.

Nearby Safer Places have been assessed by Tasmania Fire Service as places that people can go to as a last resort where they should be able to survive the bushfire attack.

Nearby Safer Places do not provide facilities or amenities. Vehicles, pets and other animals may not be able to access Nearby Safer Places.

If choosing to shelter from a bushfire at a Nearby Safer Place, people may need to move around the site to be safe from radiant heat. If a Nearby Safer Place is a building, access into the building is not guaranteed. People may need to shelter behind the building and move around it to protect themselves as the bushfire passes around them

There may be risks in getting to, or sheltering at, a Nearby Safer Place. They may be in locations that could be directly impacted by bushfire. If this occurs, Nearby Safer Places may experience heavy smoke, falling ash and embers, intense heat and loud noise. It may be difficult to see and breathe.

Nearby Safer Places are not Evacuation Centres or Assembly Areas. If choosing to shelter at a Nearby Safer Place, individuals may be there alone, without any support from emergency services.

In some communities, Tasmania Fire Service may not identify any Nearby Safer Places. This may be because there are no publicly accessible sites that are suitable.

Tasmania Fire Service identifies [Nearby Safer Places](#) and lists these in [Community Bushfire Protection Plans](#). Nearby Safer Places in King Island identified below:

Visit: www.fire.tas.gov.au for more information about preparing for bushfires.

	Nearby Safer Place (current at 25.10.2024)	Location	Community Bushfire Protection Plan	Comments
1	Blythe Heads Day Use Area	Sice Avenue, Heybridge	Heybridge incl Howth, Chasm Creek	
2	Main Beach	Main Road, Penguin	Penguin Area	
3	Penguin Football Oval	1 Dial Park Drive, Penguin	Penguin Area	
4	Turners Beach Oval	Henry Street, Turners Beach	Turners Beach incl Leith & Forth	
5	Forth Recreation Ground	Mell Street, Forth		
6	Springlawn	Bakers Beach Road, Narawntapu National Park	Bakers Beach incl Budehaven	
7	Claude Road Memorial Hall	787 Claude Road	Claude Road incl Gowrie Park	
8	Hydro Tasmania & Gowrie Park Wilderness Village	1471 Claude Road, Gowrie Park	Claude Road incl Gowrie Park	
9	836 Lorinna Road	836 Lorrina Road	Lorinna Area incl Lemonthyme	
10	<i>TFS has not identified any suitable Nearby Safer Places in the Cradle Valley Area</i>		Cradle Valley Area incl Lake Lea, Middlesex, Pencil Pine and Dove Lake	

Appendix 8: Recovery Functions Summary

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