

Minutes

of Ordinary Meeting

18 JULY 2011

Note:

Minutes subject to confirmation at
a meeting of the Council to be held on
15 August 2011.

Minutes of an ordinary meeting of the Central Coast Council held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 18 July 2011 commencing at 6.00pm.

Councillors attendance

Cr Jan Bonde (Mayor)
Cr Lionel Bonde
Cr Amanda Diprose
Cr Cheryl Fuller
Cr Gerry Howard
Cr Philip Viney

Cr Tony van Rooyen (Deputy Mayor)
Cr Garry Carpenter
Cr David Dry
Cr Ken Haines
Cr Brian Robertson

Councillors apologies

Cr John Deacon

Employees attendance

Acting General Manager (Mr Michael Stretton)
Director Corporate & Community Services (Mr Cor Vander Vlist)
Engineering Group Leader (Mr Paul Breaden)
Environmental Engineer (Mr Philip Adams)
Executive Services Officer (Miss Lisa Mackrill)
Land Use Planning Group Leader (Mr Ian Sansom)
Planning Officer (Mrs Merrilyn Knowles)

Media attendance

The Advocate newspaper.

Public attendance

Six members of the public attended during the course of the meeting.

Prayer

The meeting opened in prayer.

CONFIRMATION OF MINUTES OF THE COUNCIL

208/2011 Confirmation of minutes

The Executive Services Officer reported as follows:

“The minutes of the previous ordinary meeting of the Council held on 20 June 2011 and the special meeting of the Council held on 27 June 2011 have already been circulated. The minutes are required to be confirmed for their accuracy.

The *Local Government (Meeting Procedures) Regulations 2005* provide that in confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.”

■ Cr Robertson moved and Cr Viney seconded, “That the minutes of the previous ordinary meeting of the Council held on 20 June 2011 and the special meeting of the Council held on 27 June 2011 be confirmed.”

Carried unanimously

COUNCIL WORKSHOPS

209/2011 Council workshops

The Executive Services Officer reported as follows:

“The following council workshops have been held since the last ordinary meeting of the Council.

- . 20.06.011 – Rates
- . 04.07.2011 – General Manager’s quarterly review.

This information is provided for the purpose of record only.”

■ Cr Howard moved and Cr Diprose seconded, “That the Officer’s report be received.”

Carried unanimously

MAYOR'S COMMUNICATIONS

210/2011 Mayor's communications

The Mayor reported as follows:

"I have provided all Councillors with a copy of a written report regarding the 2011 Future of Local Government National Summit recently attended by myself and the General Manager."

211/2011 Mayor's diary

The Mayor reported as follows:

"I have attended the following events and functions on behalf of the Council:

- . ABC Radio - Statewide Mornings interview
- . St Vincent de Paul Society - Winter Appeal 2011 official launch
- . Community Safety Partnership Committee meeting
- . Central Coast Chamber of Commerce & Industry Inc. - Member Benefits launch
- . Enormity Inc. - Coat Day 2011 launch
- . Municipal Association of Victoria - Future of Local Government National Summit (Melbourne)."

The Deputy Mayor reported as follows:

"I have attended the following events and functions on behalf of the Council:

- . Ulverstone Fire Brigade - annual dinner
- . Ulverstone High School Gallery - Winter Exhibition opening
- . Apex Club of Ulverstone - changeover dinner."

Cr Howard reported as follows:

"I have attended the following events and functions on behalf of the Council:

- . Lions Club of Ulverstone - annual dinner
- . North Western Fisheries Association - annual general meeting
- . RAAF Association, NW Branch - luncheon."

Cr Robertson reported as follows:

"I have attended the following events and functions on behalf of the Council:

- . Rotary Club of Ulverstone – changeover dinner
- . Australian Sports Commission – West Ulverstone Primary School Active After-school Communities Program launch
- . Tasmania Police – Western Police District Annual Performance Review (Burnie)."

Cr Carpenter reported as follows:

"I have attended the following events and functions on behalf of the Council:

- . DairyTas & Dairy Australia – TasDairy Conference 2011 (Ulverstone)."

Cr Deacon reported as follows:

"I have attended the following events and functions on behalf of the Council:

- . Ulverstone Municipal Band – annual general meeting."

Cr Fuller reported as follows:

"I have attended the following events and functions on behalf of the Council:

- . Penguin High School – Applied Learning evening
- . NAIDOC Week – flag raising ceremony."

■ Cr Diprose moved and Cr Viney seconded, "That the Mayor's, Deputy Mayor's, Cr Howard's, Cr Robertson's, Cr Carpenter's, Cr Deacon's and Cr Fuller's reports be received."

Carried unanimously

212/2011 Pecuniary interest declarations

The Mayor reported as follows:

"Councillors are requested to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda."

The Executive Services Officer reported as follows:

"The *Local Government Act 1993* provides that a councillor must not participate at any meeting of a council in any discussion, nor vote on any matter, in respect of which the councillor has an interest or is aware or ought to be aware that a close associate has an interest.

Councillors are invited at this time to declare any interest they have on matters to be discussed at this meeting. If a declaration is impractical at this time, it is to be noted that a councillor must declare any interest in a matter before any discussion on that matter commences.

All interests declared will be recorded in the minutes at the commencement of the matter to which they relate."

Cr Robertson reported as follows:

"I will be declaring an interest in respect of Laneway between Victoria Street and King Edward Street, Ulverstone (Minute No. 238/2011)."

Cr Fuller reported as follows:

"I will be declaring an interest in respect of the Bottle-shop (Hotel industry) at 36-42 Main Road, Penguin – Application No. DA210338 (Minute No. 222/2011)."

Cr (J) Bonde reported as follows:

"I will be declaring an interest in respect of the Option for the purchase of Council land at Park Avenue, Penguin (135A/2011 – 18.04.2011) (Minute No. 244A/2011)."

213/2011 Public question time

The Mayor reported as follows:

"At 6.40pm or as soon as practicable thereafter, a period of not more than 30 minutes is to be set aside for public question time during which any member of the public may ask questions relating to the activities of the Council.

Public question time will be conducted as provided by the *Local Government (Meeting Procedures) Regulations 2005* and the supporting procedures adopted by the Council on 20 June 2005 (Minute No. 166/2005)."

COUNCILLOR REPORTS

214/2011 Councillor reports

The Executive Services Officer reported as follows:

“Councillors who have been appointed by the Council to community and other organisations are invited at this time to report on actions or provide information arising out of meetings of those organisations.

Any matters for decision by the Council which might arise out of these reports should be placed on a subsequent agenda and made the subject of a considered resolution.”

Cr Carpenter reported on the recently held Gunns Plains Hall community supper to celebrate new renovations.

APPLICATIONS FOR LEAVE OF ABSENCE

215/2011 Leave of absence

The Executive Services Officer reported as follows:

“The *Local Government Act 1993* provides that the office of a councillor becomes vacant if the councillor is absent without leave from three consecutive ordinary meetings of the council.

The Act also provides that applications by councillors for leave of absence may be discussed in a meeting or part of a meeting that is closed to the public.

There are no applications for consideration at this meeting.”

DEPUTATIONS

216/2011 Deputations

The Executive Services Officer reported as follows:

"No requests for deputations to address the meeting or to make statements or deliver reports have been made."

PETITIONS

217/2011 Petitions

The Executive Services Officer reported as follows:

"Two petitions have been received as follows."

217A/2011 Petitions – Objection to bottle-shop (Hotel industry) at 36-42 Main Road, Penguin

The Executive Services Officer reported as follows:

"The following petition has been received:

'Subject matter	The subject matter of this petition is to object to the bottle-shop development (Hotel industry) at 36-42 Main Road, Penguin.
Statement of subject matter and action requested	<p>The following petitioners ask the Council to refuse the application for a bottle-shop development at 36-42 Main Road, Penguin.</p> <p>Another bottle-shop is not needed in the Penguin township.</p> <p>The proposed site is on the busiest traffic area in Penguin. It is extremely dangerous for school buses, general traffic and pedestrians.</p>
Signatories	There are 290 signatories to this petition.'

A copy is attached. Whilst the petition is largely in compliance with s.57 of the *Local Government Act 1993*, a number of signatories have been excluded due to incomplete or inconsistent information being provided. The petition is accordingly able to be tabled, with the signatory count reduced to 287.

The petition is listed here for receipt. The development application for a bottle-shop (Hotel industry) at 36-42 Main Road, Penguin is listed for determination by the Council at Minute No. 222/2011."

- Cr van Rooyen moved and Cr Howard seconded, "That the petition be received."

Carried unanimously

217B/2011 Petitions – Objection to bottle-shop (Hotel industry) at 36-42 Main Road, Penguin

The Executive Services Officer reported as follows:

"The following petition has been received:

'Subject matter	The subject matter of this petition is to object to the bottle-shop development (Hotel industry) at 36-42 Main Road, Penguin.
Statement of subject matter and action requested	<p>The following petitioners ask the Council to refuse the application for a bottle-shop development at 36-42 Main Road, Penguin.</p> <p>Another bottle-shop is not needed in the Penguin township.</p> <p>The proposed site is on the busiest traffic area in Penguin. It is extremely dangerous for school buses, general traffic and pedestrians.</p> <p>We currently have a Sports/Service Club and a Thirsty Camel bottle-shop both selling alcohol at very competitive prices.</p>
Signatories	There are 225 signatories to this petition.'

A copy is attached. Whilst the petition is largely in compliance with s.57 of the *Local Government Act 1993*, a number of signatories have been excluded due to incomplete or inconsistent information being provided. The petition is accordingly able to be tabled, with the signatory count reduced to 201.

The petition is listed here for receipt. The development application for a bottle-shop (Hotel industry) at 36-42 Main Road, Penguin is listed for determination by the Council at Minute No. 222/2011."

- Cr Howard moved and Cr Carpenter seconded, "That the petition be received."

Carried unanimously

COUNCILLORS' QUESTIONS

218/2011 Councillors' questions without notice

The Executive Services Officer reported as follows:

"The *Local Government (Meeting Procedures) Regulations 2005* provide as follows:

- '29 (1) A councillor at a meeting may ask a question without notice of the chairperson or, through the chairperson, of –
 - (a) another councillor; or
 - (b) the general manager.
- (2) In putting a question without notice, a councillor must not –
 - (a) offer an argument or opinion; or
 - (b) draw any inferences or make any imputations –except so far as may be necessary to explain the question.
- (3) The chairperson must not permit any debate of a question without notice or its answer.
- (4) The chairperson, councillor or general manager who is asked a question without notice may decline to answer the question.
- (5) The chairperson may refuse to accept a question if it does not relate to the activities of the council.

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- (6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes.
 - (7) The chairperson may require a councillor to put a question without notice in writing.'

If a question gives rise to a proposed matter for discussion and that matter is not listed on the agenda, Councillors are reminded of the following requirements of the Regulations:

- '8 (5) Subject to subregulation (6), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.
- (6) A council by absolute majority... may decide at an ordinary meeting to deal with a matter that is not on the agenda if the general manager has reported –
 - (a) the reason it was not possible to include the matter on the agenda; and
 - (b) that the matter is urgent; and
 - (c) that (qualified) advice has been provided under section 65 of the Act.'

Councillors who have questions without notice are requested at this time to give an indication of what their questions are about so that the questions can be allocated to their appropriate Departmental Business section of the agenda."

The allocation of topics ensued.

219/2011 Councillors' questions on notice

The Executive Services Officer reported as follows:

"The *Local Government (Meeting Procedures) Regulations* 2005 provide as follows:

- '30 (1) A councillor, at least 7 days before an ordinary meeting of a council or council committee, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.

(2) An answer to a question on notice must be in writing.'

It is to be noted that any question on notice and the written answer to the question will be recorded in the minutes of the meeting as provided by the Regulations.

Any questions on notice are to be allocated to their appropriate Departmental Business section of the agenda.

No questions on notice have been received."

DEPARTMENTAL BUSINESS

DEVELOPMENT & REGULATORY SERVICES

220/2011 Development & Regulatory Services determinations

The Director Development & Regulatory Services reported as follows:

"A Schedule of Development & Regulatory Services Determinations made during the month of June 2011 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities."

The Executive Services Officer reported as follows:

"A copy of the Schedule has been circulated to all Councillors."

■ Cr Haines moved and Cr van Rooyen seconded, "That the Schedule of Development & Regulatory Services Determinations (a copy being appended to and forming part of the minutes) be received."

Carried unanimously

221/2011 Council acting as a planning authority

The Mayor reported as follows:

"The *Local Government (Meeting Procedures) Regulations 2005* provide that if a council intends to act at a meeting as a planning authority under the *Land Use Planning and Approvals Act 1993*, the chairperson is to advise the meeting accordingly.

The Director Development & Regulatory Services has submitted the following report:

"If any such actions arise out of Minute No. 222/2011, they are to be dealt with by the Council acting as a planning authority under the *Land Use Planning and Approvals Act 1993*."

The Executive Services Officer reported as follows:

"Councillors are reminded that the *Local Government (Meeting Procedures) Regulations 2005* provide that the general manager is to ensure that the reasons for a decision by a council acting as a planning authority are recorded in the minutes."

- Cr van Rooyen moved and Cr Viney seconded, "That the Mayor's report be received."

Carried unanimously

222/2011 Bottle-shop (Hotel industry) at 36-42 Main Road, Penguin – Application No. DA210338

Cr Fuller, having declared an interest, retired from the meeting and left the Chamber for that part of the meeting relating to the consideration, discussion and voting on the matter of the Bottle-shop (Hotel industry) at 36-42 Main Road, Penguin – Application No. DA210338.

The Director Development & Regulatory Services reported as follows:

"The Planning Officer has prepared the following report:

<i>'DEVELOPMENT APPLICATION NO.:</i>	DA210338
<i>APPLICANT:</i>	Lester Franks
<i>LOCATION:</i>	36-42 Main Road, Penguin
<i>ZONING:</i>	Business
<i>PLANNING INSTRUMENT:</i>	Central Coast Planning Scheme 2005 (the Scheme)
<i>ADVERTISED:</i>	4 June 2011
<i>REPRESENTATIONS EXPIRY DATE:</i>	12 July 2011
<i>REPRESENTATIONS RECEIVED:</i>	Six
<i>42-DAY EXPIRY DATE:</i>	12 July 2011 (extension of time granted until 25 July 2011)
<i>DECISION DUE:</i>	18 July 2011
<i>PURPOSE</i>	

The purpose of this report is to make a determination on an application for a bottle-shop at 36-42 Main Road, Penguin; a reduction of the required car parking spaces and consideration of six representations received in response to the application.

BACKGROUND

A copy of the application is provided at Annexure 1 and plans at Annexure 2. A location plan is provided at Annexure 3.

The property was previously owned and occupied by Stubbs Hardware and was subsequently sold and is currently unoccupied. The property is on two

titles and the bottle-shop is proposed on the easternmost title (CT22731/3). The proposal is to convert and extend an existing storage shed for use as a drive-through bottle-shop.

The site is located at the western end of the Penguin Urban Design Overlay and is zoned Business. Penguin Creek runs along the rear boundary of the site, Hiscutt Park is on the eastern boundary and the northern boundary fronts Crescent Street.

DISCUSSION

The following table is an assessment of the proposal against the relevant Scheme provisions:

CLAUSE	ASSESSMENT AND COMMENT
OBJECTIVES FOR PLANNING	
2.0 Objectives for Planning	<p>Complies.</p> <p>The proposal is consistent with the Objectives for Planning, particularly 2.1(a), (i) and (j), which are as follows:</p> <p><i>(a) Residential, commercial, industrial and community facilities are to be concentrated in the existing urban areas.</i></p> <p><i>(i) The environmental qualities of the coastal and river systems are to be protected.</i></p> <p><i>(j) Development of land and its use is to be carried out in a way so as to minimise environmental harm.</i></p>
ZONE STANDARDS (BUSINESS ZONE)	
12.1 Zone Purpose	<p>Complies.</p> <p>The purpose of the Zone is to provide for retailing, offices and community services in a concentrated area and to focus business activity within the established business areas.</p>

	<p>The proposed development is consistent with the purpose in that it is a retail activity within the established business area and Zone in Penguin.</p>
12.2 Use Table	<p>Complies.</p> <p>The proposal is a discretionary use that is consistent with the Zone Purpose statement.</p>
DEVELOPMENT STANDARDS	
12.3.1 Land near Residential Zone	<p>Complies.</p> <p>If the proposal is within 100m of the Residential Zone the use must operate before 7.00am or after 9.00pm.</p> <p>The proposed bottle-shop is within 27m of the Residential Zone and the hours of operation are Monday to Wednesday 9.00am – 9.00pm, Thursday to Saturday 9.00am – 10.00pm and Sunday 11.00am – 8.00pm.</p> <p>The proposal was assessed against the Performance Criteria which allows the hours of operation to be extended provided that there is no unreasonable reduction in residential amenity from:</p> <ul style="list-style-type: none"> (a) noise; (b) traffic movements; (c) light spillage; or (d) odour or other emissions. <p>The Residential Zone is to the south of the development and is separated by Penguin Creek and existing vegetation. The development and traffic movements are sited to the north so noise, traffic and light generated by the bottle-shop will not reduce the residential amenity as the buildings themselves will act as a barrier (see Annexure 4).</p>

12.4.3 A1 Building height	<p>Complies.</p> <p>The overall height of the building from natural ground level is 5.9m. This includes 1.0m of consolidated fill.</p>
12.4.3 A2 & P2 Building façade	<p>Complies.</p> <p>The building façade is comprised of colorbond and brick and the entry point has a sliding glass door with glass surrounds. There is a large drive-through canopy which is consistent with other drive-through bottle-shops.</p> <p>The Scheme requires:</p> <ul style="list-style-type: none"> • a wall area of at least 25%; • at least an area of 40% glazed; and • an entry point recessed a minimum of 1.5m. <p>The plans show a wall area well in excess of 25%, a glazed area of approx. 0.067% and a recessed entry point (under the canopy). The applicant has stated that the area of glazing has been kept to a minimum for security reasons. Accordingly, the development must be assessed with the Performance Criteria.</p> <p>The proposal meets the Performance Criteria as the entry point is easily identifiable and the façade, which features a large wall of the same colour brick and colorbond in the corporate colours of the developer will be broken up with six snap lock poster frames.</p>
12.4.4 Building access and services	<p>Complies by condition.</p> <p>Access and stormwater matters are addressed by permit conditions recommended by the Council's Environmental Engineer.</p> <p>Sewerage and reticulated water are available to the site. These matters will be dealt with by CMW at the</p>

	<p>building application stage.</p> <p>Telecommunications and electricity to be addressed by service provider.</p>
12.4.5 Crime prevention	<p>Complies.</p> <p>The external area of a building adjacent to its front door must be visible 50m from a road, be provided with artificial lighting and visible from within the building while the main front door is closed.</p> <p>The proposal meets all the requirements as the front door is within 20m of the road and will be illuminated by external lighting fixed to the building. The entrance will be double sliding glass doors surrounded by glass panelling.</p>
12.4.6 Delivery areas	<p>Complies by condition.</p> <p>The Scheme requires the provision of a loading and unloading area on-site, that is separate from areas of public access. Also, the Traffic Impact Assessment (TIA) provided by Terry Eaton advises that the driveway is to provide for heavy rigid truck access with loading provisions clear of existing traffic and separate pedestrian access footway and a pathway at the frontage of the shop (see Annexure 5 for concept plan).</p>
12.4.7 Refuse storage	<p>Complies.</p> <p>The refuse skip is located inside the building near the delivery area and will not be visible from public areas.</p>
RELEVANT SCHEDULES	
S11.0 Car parking	<p>Does not comply.</p> <p>According to the Scheme's Car Parking Schedule a Hotel industry use requires one car parking space per employee plus ten parking spaces per 100m² of retail floor area.</p>

	<p>The proposed bottle-shop has a retail floor area of 225m² and will employ three staff. Accordingly, the Scheme requires that 23 car parking spaces need to be provided for the development.</p> <p>It is proposed to provide 12 car parking spaces on the site comprising nine customer parking spaces and three employee parking spaces. Accordingly, there is a shortfall of 11 car parking spaces and therefore, the development must rely on the Performance Criteria (PC).</p>
S11.3.1 P1	<p>Complies by condition.</p> <p>Under the PC, the Council may waive or reduce the number of required on-site car parking spaces if:</p> <ul style="list-style-type: none"> <i>(a) there is no adverse impact on the streetscape;</i> <i>(b) the number or size of vehicles will not create a traffic hazard or create on-street parking congestion; and</i> <i>(c) there is no adverse impact on the amenity of the surrounding locality.</i> <p>In waiving or reducing the number of required on-site car parking spaces, the Council may require a cash-in-lieu contribution for the number of car parking spaces not provided.</p> <ul style="list-style-type: none"> <i>(a) There is no adverse impact on the streetscape.</i> <p>A TIA undertaken for the development has identified that the traffic and parking associated with the development would not cause an adverse impact on the streetscape. The proposal meets the Scheme's site distance requirements, however, it is recommended that a "No standing" section be provided along Crescent Street in front of the subject site to enhance visibility. This recommendation would reduce on-street parking on Crescent Street by four spaces.</p>

	<p><i>(b) The number or size of vehicles will not create a traffic hazard or create on-street parking congestion.</i></p> <p>The TIA has demonstrated that the Scheme's Hotel industry parking requirements are excessive, when considered in the context of a bottle-shop operation. The assessment points out that the average customer stay at a bottle-shop is 2.5 minutes and that the maximum peak hourly arrivals would be 176 vehicles (mostly on Friday and Saturday evenings). Based on these figures, the 23 parking spaces required by the Scheme would have a space utilisation ratio of 0.32. The TIA states that it is normal traffic planning practice to adopt a space utilisation ratio of 0.80. The proposed nine customer service bays would have a space utilisation ratio of 0.82, which is considered to be acceptable. Accordingly, it is concluded that there is sufficient merit in the TIA for the Council to consider a reduction in the number of on-site car parking spaces.</p> <p><i>(c) There is no adverse impact on the amenity of the surrounding locality.</i></p> <p>The TIA is based on the premise that there are sufficient parking spaces provided in the surrounding locality, which includes 16 parking spaces on-street and in the layby opposite the site. However, it is noted that the TIA is based on a "No standing" section being implemented in front of the subject site, which will result in a loss of four car parking spaces. Whilst the TIA demonstrates that the on-site parking spaces will be sufficient for the development, the Council cannot discount the impact of the loss of the four parking spaces on the surrounding locality. The Council accepts that there will be no direct adverse impact on the amenity of the area, however, the Council will need to undertake future works to manage parking space numbers in the area to ensure that the traffic environment continues to function effectively.</p>
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	<p>Therefore, a cash-in-lieu contribution should be sought to accommodate the loss of the four spaces.</p> <p><i>Cash-in-lieu of car parking.</i></p> <p>In accordance with the Council's Car Parking Cash-In-Lieu Contribution Policy it is recommended that the Council waive seven of the car parking spaces required by the Scheme because it has been satisfactorily demonstrated that the Scheme's parking requirement for a bottle-shop development is excessive and that the proposal would not:</p> <ul style="list-style-type: none">• cause an adverse impact on the streetscape;• create a traffic hazard or on-street parking congestion; or• adversely impact on the amenity of the surrounding locality. <p>It is further recommended that the Council request a cash-in-lieu contribution for four of the required spaces to accommodate the loss of on-street parking spaces. Therefore, a condition has been recommended that a cash-in-lieu contribution of four spaces x \$3,335 per space = \$13,340 be made to the Council. The cash-in-lieu payment is to be received by the Council prior to building approval being issued for the development.</p>
<p>S15.1</p> <p>S15.1 Purpose</p>	<p>Penguin Urban Design Guidelines</p> <p>Complies.</p> <p>To encourage building design and landscape improvements within the overlay that are sympathetic to the coastal landscape.</p> <p>The property has already been developed as a hardware store and yard. The bottle-shop will remodel and extend one of the existing buildings. The modifications are regarded as an improvement in appearance and a movement closer to being in sympathy with the coastal landscape.</p>

S15.3 Buildings over 8m height	<p>Complies.</p> <p>Only applies to buildings over 8m in height. In this case the building is 5.85m.</p>
<p>S15.5.1</p> <p>A1 Maximum height</p>	<p>Building design</p> <p>Complies.</p> <p>Building height is 5.85m which is under the 8m standard.</p>
A2 Length of continuous wall	<p>Non-compliant.</p> <p>The proposal has a continuous wall of 31.5m. The Acceptable Solution (AS) requires a wall no longer than 16m measured parallel to the front boundary. Therefore, the PC applies.</p>
P2 Length of continuous wall	<p>Complies.</p> <p>The applicant maintains that the contrast in cladding, glass sliding doors with surrounding glass panelling, the double roller door and the large canopy with support beams will provide an interesting aesthetic and prevent the appearance of a solid continuous wall.</p> <p>A building may have a continuous wall longer than the AS if it is in keeping with the coastal village character and reflects the existing building rhythm within the town of Penguin.</p> <p>Given that the proposal is utilising an existing building, there is no change to the character and building rhythm and therefore compliance with the PC is achieved.</p>
S15.5.2 A1 Building siting	<p>Non-compliant.</p> <p>(a) A building with a wall height of up to 6m can have a 0m setback from the frontage; the actual front setback is 4.8m to the canopy. This complies.</p>

	<p>(b) A building with wall heights of up to 6m can have one side boundary 0m and any other side boundary 2m or half the wall height, whichever is greater. The wall height of the existing building on the eastern boundary is 5.5m and has a setback varying from 1.4m to 2.6m. This complies. The wall height of the bottle-shop on the western side is 5.85m with a setback varying from 0.6m to 9.0m. This is non-compliant and therefore the PC applies.</p> <p>(c) Not applicable.</p>
S15.5.2 P1 Building setbacks	<p>Complies.</p> <p>A lesser setback for the western wall can be approved where it is in keeping with the coastal village character, would not cause any overshadowing or loss of privacy on the adjoining properties and would not affect views between buildings to the foreshore and hinterland. As the changes to the property will not be less compliant than the building on the site, the building complies.</p> <p>In this case, because the building exists and is part of the coastal village character, it would not be reasonable or appropriate to require major changes to the structure of the building. Also the structure:</p> <ul style="list-style-type: none"> • does not and will not cause overshadowing or loss of privacy; • reflects the existing building rhythm within the town of Penguin; and • maintains views between buildings to the foreshore and hinterland.
S15.5.4 Access and off-street carparking	<p>This site was previously used as a hardware store, which consisted of a shop and storage areas.</p> <p>Previously there was no parking provided on the site but there was a parking area across the road and</p>

	<p>on-street parking outside the property.</p> <p>Off-street carparking in the Business Zone must be located at the rear or side boundaries of a property or below natural ground level or screened from public view.</p> <p>The proposal is for a drive-through bottle-shop and the three parking spaces provided are at the front of the property. The rest of the cars will be parked under the canopy.</p> <p>It is not possible or appropriate to locate carparking at the rear or side of buildings in this case.</p> <p>The parking area would be screened from public view through its position 0.75m to 1.25m below Crescent Street, and the provision of a landscape garden at the street edge will achieve compliance with the AS.</p>
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CONSULTATION

In accordance with s.57(3) and of the *Land Use Planning and Approvals Act 1993*:

- a site notice was posted;
- an advertisement was placed in the Public Notices section of The Advocate newspaper;
- adjoining owners were sent a letter advising of the application and inviting comment.

The application was referred to the Council's Planning and Assessment Team. Any relevant comments received from the Planning and Assessment Team are included in the recommendation of the application.

Six representations were received within the timeframe; two additional representations were received too late to be considered but raised similar objections.

The objections are contained in Annexure 6 and are summarised and responded to as follows:

MATTERS RAISED	RESPONSE
SUBMISSION 1 –	
1 Removal of site notice.	The Council was informed of the site notice being removed and this was replaced on Monday, 6 June.
2 If as rumoured, the applicants are connected to an existing hotel, the bottle-shop should be there.	Not a matter that can be considered under the Scheme.
3 Broken bottles and indiscretions.	Any perceived anti-social behavioural problems are not a consideration of the Scheme and would be a Police matter.
4 Alcohol problems in the community.	The developer will be required to obtain a liquor licence from the Department of Treasury and Finance, Liquor and Gaming Branch, Licensing Board. One of its considerations is whether the licence is in the best interests of the community (see Annexure 7). However, this is not a valid consideration of the Scheme.
SUBMISSION 2 –	
1 Concerns about broken glass.	See response to Submission 1.
2 Keep bottle-shops in the hotels.	Not a matter that can be considered under the Scheme.
SUBMISSION 3 –	
1 Concerned about drink-driving.	See response to Submission 1.

SUBMISSION 4 –		
1	Degradation of surrounding public places and facilities.	See response to Submission 1.
2	Proximity of skate park.	Not a matter that can be considered under the Scheme.
3	Proximity of government subsidised housing.	Not a matter that can be considered under the Scheme.
SUBMISSION 5 –		
1	Development within a flood plain.	The developer proposes to raise the site by approximately one metre to prevent future flooding. This adaptive measure will effectively address flooding issues for the proposal.
2	Development an anathema to the intention and purpose of the Penguin Urban Design Guidelines. Included an extract from the Parsons Brinckerhoff report dated June 2008.	<p>The property is in private ownership and zoned Business which allows a developer to lodge a permitted or discretionary application under the Scheme.</p> <p>The Parsons Brinckerhoff report was considered in the development of the Penguin Urban Design Guidelines Schedule. The report has no legal status and is therefore not a valid consideration for this application.</p>
SUBMISSION 6 –		
1	Enough liquor outlets in Penguin.	See response to Submission 1.

IMPACT ON RESOURCES

The proposal has no likely impact on Council resources outside those usually required for assessment and reporting, and possibly costs associated with an appeal against the Council's determination should one be instituted by the applicant.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions

The Shape of the Place

- Encourage a creative approach to new development

A Connected Central Coast

- Provide for a diverse range of movement patterns

Community Capacity and Creativity

- Facilitate entrepreneurship in the business community

The Environment and Sustainable Infrastructure

- Contribute to a safe and healthy environment.

CONCLUSION

A discretionary planning application was triggered by the proposed use and variations to the AS in relation to hours of operation, the building façade and carparking requirements as prescribed by the Scheme. These issues were able to be addressed adequately against the relevant PC of the Scheme.

The issues raised in the representations are considered to have insufficient merit in this case to warrant a refusal of the application.

Recommendation

It is recommended that the application be approved, with the conditions and notes listed on the draft Permit at Annexure 8.'

The report is supported."

The Executive Services Officer reported as follows:

"A copy of the Annexures referred to in the report by the Planning Officer have been circulated to all Councillors."

■ Cr van Rooyen moved and Cr (L) Bonde seconded, "That the application for a bottle-shop (Hotel industry) at 36–42 Main Road, Penguin is approved subject to conditions and notes listed on the draft Permit at Annexure 8 (a copy being appended to and forming part of the minutes)."

Voting for the motion

(8)

Cr (J) Bonde

Cr (L) Bonde

Cr Carpenter

Cr Diprose

Cr Dry

Cr Haines

Cr van Rooyen

Cr Viney

Voting against the motion

(2)

Cr Howard

Cr Robertson

Motion

Carried

Cr Fuller returned to the meeting at this stage.

GENERAL MANAGEMENT

223/2011 Minutes and notes of committees of the Council and other organisations

The General Manager reported as follows:

"The following (non-confidential) minutes and notes of committees of the Council and other organisations on which the Council has representation have been received:

- . Barrington Fire Management Area Committee – meeting held on 12 May 2011
- . Central Coast Community Safety Partnership Committee – meeting held on 22 June 2011
- . Central Coast Youth Engaged Steering Committee – meeting held on 23 June 2011
- . Penguin Miniature Railway Committee – meeting held on 28 June 2011
- . Development Support Special Committee – meeting held on 11 July 2011.

Copies of the minutes and notes have been circulated to all Councillors."

■ Cr Robertson moved and Cr Haines seconded, "That the (non-confidential) minutes and notes of committees of the Council be received."

Carried unanimously

224/2011 Schedule of Appointments to Statutory Bodies, Groups and Organisations, Council and Special Committees, Community Advisory Groups and Working Groups – Emergency Management (155/2009 – 18.05.2009)

The General Manager provided the following report:

"PURPOSE

This report considers emergency management of the Council and the region and seeks the endorsement of the Council in respect to the provision of this service.

BACKGROUND

Current statutory appointments of the Municipal Emergency Management Coordinator and Deputy Municipal Emergency Management Coordinator will expire on 7 August 2011.

The Director Engineering Services reports as follows:

'DISCUSSION

Current appointments are as follows:

- 1 Bevin Eberhardt, Director Engineering Services – the Municipal Emergency Management Coordinator (Municipal Coordinator); and
- 2 Tony King, Public Safety Coordinator – the Deputy Municipal Emergency Management Coordinator (Deputy Municipal Coordinator).

In respect to the Municipal Coordinator role this rests with the Director Engineering Services.

The Deputy Coordinator role has integrated well with the position of Public Safety Coordinator and should continue.

In respect to Municipal Community Recovery Coordinator and Deputy Municipal Community Recovery Coordinator positions these are currently filled by the following:

- 3 Kerry Gillard, Administrative/Events Officer – Municipal Community Recovery Coordinator (Recovery Coordinator); and
- 4 Marjorie Fitzgerald, Human Resources Systems Officer – Deputy Municipal Community Recovery Coordinator (Deputy Recovery Coordinator).

Both staff are willing to continue in their roles of recovery but would like to switch positions in respect to the Coordinator and Deputy Coordinator roles. This would be an acceptable arrangement. While these positions can be approved by the Municipal Coordinator and General Manager it is suggested that they be formally endorsed by the Council to tie in with the Municipal Coordinator appointments.

CONSULTATION

No public consultation required.

IMPACT ON RESOURCES

Funds are allocated in the Estimates.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

A Connected Central Coast

- . Connect the people with services

The Environment and Sustainable Infrastructure

- . Contribute to a safe and healthy environment
- . Develop and manage sustainable built infrastructure
- . Contribute to the preservation of the natural environment

Council Sustainability and Governance

- . Improve corporate governance
- . Improve service provision
- . Improve the Council's financial capacity to sustainably meet community expectations
- . Effective communication and engagement
- . Strengthen local–regional connections.

CONCLUSION

It is recommended that the Council:

- 1 nominate Bevin Eberhardt, Director Engineering Services for appointment by the Minister, as the Municipal Emergency Management Coordinator (Municipal Coordinator); and
- 2 nominate Tony King, Public Safety Coordinator for appointment by the Minister, as the Deputy Municipal Emergency Management Coordinator (Deputy Municipal Coordinator);

each for a period two years; and further

- 3 endorse Marjorie Fitzgerald, Human Resources Systems Officer as the Municipal Community Recovery Coordinator (Recovery Coordinator); and
- 4 endorse Kerry Gillard, Administrative/Events Officer as the Deputy Municipal Community Recovery Coordinator (Deputy Recovery Coordinator);

each for a period two years.'

The report is supported."

■ Cr van Rooyen moved and Cr Dry seconded, "That the Council:

- 1 nominate Bevin Eberhardt, Director Engineering Services for appointment by the Minister, as the Municipal Emergency Management Coordinator (Municipal Coordinator); and
- 2 nominate Tony King, Public Safety Coordinator for appointment by the Minister, as the Deputy Municipal Emergency Management Coordinator (Deputy Municipal Coordinator);

each for a period two years; and further

- 3 endorse Marjorie Fitzgerald, Human Resources Systems Officer as the Municipal Community Recovery Coordinator (Recovery Coordinator); and
- 4 endorse Kerry Gillard, Administrative/Events Officer as the Deputy Municipal Community Recovery Coordinator (Deputy Recovery Coordinator);

each for a period two years."

Carried unanimously

225/2011 Public question time

The time being 6.40pm, the Mayor introduced public question time.

Questions and replies concluded at 6.46pm.

CORPORATE & COMMUNITY SERVICES

226/2011 Corporate & Community Services determinations made under delegation

The Director Corporate & Community Services reported as follows:

"A Schedule of Corporate & Community Services Determinations made during the month of June 2011 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities."

The Executive Services Officer reported as follows:

"A copy of the Schedule has been circulated to all Councillors."

■ Cr van Rooyen moved and Cr Robertson seconded, "That the Schedule of Corporate & Community Services Determinations (a copy being appended to and forming part of the minutes) be received."

Carried unanimously

227/2011 Contracts and agreements

The Director Corporate & Community Services reported as follows:

"A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into during the month of June 2011 has been submitted by the General Manager to the Council for information. The information is reported in accordance with approved delegations and responsibilities."

The Executive Services Officer reported as follows:

"A copy of the Schedule has been circulated to all Councillors."

■ Cr Haines moved and Cr Howard seconded, "That the Schedule of Contracts and Agreements (a copy being appended to and forming part of the minutes) be received."

Carried unanimously

228/2011 Correspondence addressed to the Mayor and Councillors

The Director Corporate & Community Services reported as follows:

"PURPOSE

This report is to inform the meeting of any correspondence received during the month of June 2011 and which was addressed to the 'Mayor and Councillors'. Reporting of this correspondence is required in accordance with Council policy.

CORRESPONDENCE RECEIVED

The following correspondence has been received and circulated to all Councillors:

- Letter concerning building works in Spencer Place.

Where a matter requires a Council decision based on a professionally developed report the matter will be referred to the Council. Matters other than those requiring a report will be administered on the same basis as other correspondence received by the Council and managed as part of the day-to-day operations."

- Cr Viney moved and Cr Fuller seconded, "That the Director's report be received."

Carried unanimously

229/2011 Common seal

The Director Corporate & Community Services reported as follows:

"A Schedule of Documents for Affixing of the Common Seal for the period 21 June 2011 to 18 July 2011 is submitted for the authority of the Council to be given. Use of the common seal must first be authorised by a resolution of the Council.

The Schedule also includes for information advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities."

The Executive Services Officer reported as follows:

"A copy of the Schedule has been circulated to all Councillors."

- Cr van Rooyen moved and Cr Howard seconded, "That the common seal (a copy of the Schedule of Documents for Affixing of the Common Seal being appended to and forming part of the minutes) be affixed subject to compliance with all conditions of approval in respect of each document, and that the advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities be received."

Carried unanimously

230/2011 Financial statements

The Director Corporate & Community Services reported as follows:

“The following principal financial statements of the Council for the period ended 30 June 2011 are submitted for consideration:

- Summary of Rates and Fire Service Levies
- Capital Works Resource Schedule.”

The Executive Services Officer reported as follows:

“Copies of the financial statements have been circulated to all Councillors.”

■ Cr Haines moved and Cr Fuller seconded, “That the financial statements (copies being appended to and forming part of the minutes) be received.”

Carried unanimously

231/2011 Fees and Charges 2011–2012 – Rural accesses

The Director Corporate & Community Services reported as follows:

PURPOSE

The purpose of this report is to consider altering the Fees and Charges 2011–2012 in regard to the inclusion of a set charge for the installation of rural accesses (including culverts) under the rural access section of the Roadworks Authority Rates.

BACKGROUND

The Council sets the fees and charges each year and any change to these fees requires a resolution from the Council.

DISCUSSION

In the setting of the 2011–2012 Fees and Charges the Council would like to introduce a new charge for the installation of rural accesses (including culverts). This work was previously undertaken as private works and it is proposed that the introduction of this fee will formalise the charges for this type of work.

CONSULTATION

This item has no effect in relation to consultation.

IMPACT ON RESOURCES

The introduction of this fee should simplify the charging out of these works.

CORPORATE COMPLIANCE

The Strategic Plan 2009–2014 includes the following objectives:

The Environment and Sustainable Infrastructure

- . Develop and manage sustainable built infrastructure
- . Contribute to the preservation of the natural environment

Council Sustainability and Governance

- . Improve service provision.

CONCLUSION

It is recommended that the following fees be updated into the Fees and Charges 2011–2012:

- . Rural access:
 - (a) supply and install culvert and gravel access – 3 metres wide \$1,000.00; and
 - (b) supply and install culvert and gravel access – 6 metres wide \$1,500.00.”

■ Cr Robertson moved and Cr Carpenter seconded, “That the following fees be updated into the Fees and Charges 2011–2012:

- . Rural access:
 - (a) supply and install culvert and gravel access – 3 metres wide \$1,000.00; and
 - (b) supply and install culvert and gravel access – 6 metres wide \$1,500.00.”

Carried unanimously

232/2011 Roads and streets nomenclature – Naming of new roads off West Gawler Road, Gawler

The Director Corporate & Community Services reported as follows:

"The Administrative/Events Officer has prepared the following report:

PURPOSE

The purpose of this report is to consider the naming of two new roads off West Gawler Road, Gawler.

BACKGROUND

John Burrows, the developer of a new subdivision off West Gawler Road, Gawler, was asked to submit name/s for the subdivision. He contacted the Council seeking assistance with the naming.

The Environmental Engineer advised that, as the main subdivision road is not really an extension of West Gawler Road, it should have a new name, along with the cul-de-sac off the road.

Upon investigation, and further discussions with the Environmental Engineer, it was suggested that the main road be named Ozanne Drive, Gawler, as "Ozanne" was the surname of the original land grantee, and that the cul-de-sac be named Ploverton Court, Gawler, "Ploverton" being the name given to the subdivision by the developer.

Mr Burrows had no objections to these names.

Comments or suggestions were sought from the Secretary of the Nomenclature Board. At this stage, he could see no issues with the suggested names.

DISCUSSION

The Council's policy for the naming of local roads and streets (Minute No. 472/95 – 18.9.95) is as follows:

"That ... the Council promote road and street names that:

- (i) are in keeping with the character of the area in which they are located;
- (ii) assist in developing the identity of the area in which they are located;
- (iii) reflect the history of the area in which they are located;
- (iv) do not duplicate other road/street names;

- (v) are not offensive/insulting/irreverent;
- (vi) are not misleading."

The policy is generally in accordance with rules defined by the Nomenclature Board.

CONSULTATION

The report outlines the consultation undertaken.

IMPACT ON RESOURCES

As signage will be provided by the developer, there will be no or little impact on Council resources.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure.

CONCLUSION

It is recommended that the new roads off West Gawler Road, Gawler be named Ozanne Drive and Ploverton Court (cul-de-sac).'

The report is supported."

The Executive Services Officer reported as follows:

"A plan highlighting the new subdivision streets has been circulated to all Councillors."

■ Cr Howard moved and Cr Viney seconded, "That the Council recommend to the Nomenclature Board of Tasmania that the new roads off West Gawler Road, Gawler be named Ozanne Drive and Ploverton Court (cul-de-sac)."

Carried unanimously

233/2011 Roads and streets nomenclature – Naming of new road off Turners Beach Road, Turners Beach

The Director Corporate & Community Services reported as follows:

“The Administrative/Events Officer has prepared the following report:

‘PURPOSE

The purpose of this report is to consider the naming of a new road off Turners Beach Road, Turners Beach.

BACKGROUND

Steve Voss, the developer of a new subdivision (formerly a caravan park) off Turners Beach Road, Turners Beach, has submitted the names “Seaside Drive” or “Shorehaven Drive” for the new road.

Due to duplication with other roads, “Seaside Drive’ has been discounted, and following further consultation with the developer it was decided that “Shorehaven Drive” would be a suitable road name.

The Nomenclature Board has no objection to the submitted name.

DISCUSSION

The Council’s policy for the naming of local roads and streets (Minute No. 472/95 – 18.9.95) is as follows:

“That ... the Council promote road and street names that:

- (i) are in keeping with the character of the area in which they are located;
- (ii) assist in developing the identity of the area in which they are located;
- (iii) reflect the history of the area in which they are located ;
- (iv) do not duplicate other road/street names;
- (v) are not offensive/insulting/irreverent;
- (vi) are not misleading.”

The policy is generally in accordance with rules defined by the Nomenclature Board.

Comments or suggestions were sought from the Secretary of the Nomenclature Board. He had no problems with the name, and because the road is within the town boundary, only requires notification that the Council has approved the name.

There is no duplication with other road/street names.

CONSULTATION

The report outlines the consultation undertaken.

IMPACT ON RESOURCES

As signage will be provided by the developer, there will be no impact on Council resources.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

The Environment and Sustainable Infrastructure
Develop and manage sustainable built infrastructure.

CONCLUSION

It is recommended that the new road off Turners Beach Road, Turners Beach be named Shorehaven Drive.'

The report is supported."

The Executive Services Officer reported as follows:

"A plan highlighting the new subdivision street has been circulated to all Councillors."

■ Cr Dry moved and Cr Haines seconded, "That the Council advise the Nomenclature Board of Tasmania that the new road off Turners Beach Road, Turners Beach will be named Shorehaven Drive."

Carried unanimously

ENGINEERING SERVICES

ENGINEERING SERVICES

234/2011 Engineering Services determinations

The Director Engineering Services reported as follows:

"A Schedule of Engineering Services Determinations made during the month of June 2011 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities."

The Executive Services Officer reported as follows:

"A copy of the Schedule has been circulated to all Councillors."

■ Cr Robertson moved and Cr Viney seconded, "That the Schedule of Engineering Services Determinations (a copy being appended to and forming part of the minutes) be received."

Carried unanimously

235/2011 Opening of various streets/roads

The Director Engineering Services reported as follows:

"It is necessary to formally resolve that the Council intends to 'open', after the expiration of 28 days, the following streets/roads which have been constructed in new subdivisions:

- Kentish Street (extension), Penguin;
- Shorehaven Drive, Turners Beach;
- Ozanne Drive, Gawler;
- Ploverton Court, Gawler; and
- Buttons Avenue (cul-de-sac), Ulverstone."

The Executive Services Officer reported as follows:

"Plans of Kentish Street, Penguin; Shorehaven Drive, Turners Beach; Ozanne Drive, Gawler; Ploverton Court, Gawler and Buttons Avenue, Ulverstone have been circulated to all Councillors."

■ Cr Robertson moved and Cr (L) Bonde seconded, "That, having given notice in accordance with the *Local Government (Highways) Act 1982*, the Council open as a highway Kentish Street, Penguin; Shorehaven Drive, Turners Beach; Ozanne Drive, Gawler; Ploverton

Court, Gawler and Buttons Avenue, Ulverstone (plans of the streets/roads being appended to and forming part of the minutes)."

Carried unanimously

236/2011 Various streets/roads – Certificate of completion

The Director Engineering Services reported as follows:

"It is necessary for the Council to certify that the following streets/roads have been constructed substantially in accordance with the plans and specifications approved by the Council:

- . Kentish Street (extension), Penguin;
- . Shorehaven Drive, Turners Beach;
- . Ozanne Drive, Gawler;
- . Ploverton Court, Gawler; and
- . Buttons Avenue (cul-de-sac), Ulverstone."

The Executive Services Officer reported as follows:

"Plans of Kentish Street, Penguin; Shorehaven Drive, Turners Beach; Ozanne Drive, Gawler; Ploverton Court, Gawler and Buttons Avenue, Ulverstone have been circulated to all Councillors."

■ Cr Fuller moved and Cr Diprose seconded, "That, the Council certify under the hand of the Corporation's engineer that Kentish Street, Penguin; Shorehaven Drive, Turners Beach; Ozanne Drive, Gawler; Ploverton Court, Gawler and Buttons Avenue, Ulverstone (plans of the streets/roads being appended to and forming part of the minutes) have been constructed substantially in accordance with the plans and specifications approved by the Council."

Carried unanimously

237/2011 Mersey-Leven Emergency Management Plan 2011

The General Manager reported as follows:

"PURPOSE

This report considers the Council's endorsement of the Mersey-Leven Emergency Management Plan 2011.

BACKGROUND

The Mersey-Leven combined area covers the municipal areas of Central Coast, Devonport, Kentish and Latrobe. The four councils have established a Mersey-Leven Emergency Management Committee (MLEMC) which currently operates under separate Municipal Emergency Management Plans. These Plans were required to be updated in 2010 and the opportunity was taken to combine the four Plans into one to form the Mersey-Leven Emergency Management Plan (the Plan).

The Director Engineering Services reports as follows:

'DISCUSSION

The process of combining the Plans was commenced in 2009 but delayed in order to integrate with the State program of updating Emergency Management Plans in accordance with SES guidelines. A grant was obtained for the project to enable engagement of a consultant to facilitate the process. Unfortunately further delays were experienced due to unavailability of the consultant from time to time due to unforeseen circumstances. The January 2011 floods also had an effect on available resources to complete the Plan.

The project was undertaken as a resource sharing project and part of the aim was to achieve improved integration and a better understanding of emergency management from a Municipal, Regional, State and Federal perspective. This objective has been achieved and was in fact assisted by the time delays of the project and the January 2011 floods.

The Plan has been split into the following sections:

- 1 Mersey-Leven Emergency Management Plan;
- 2 Mersey-Leven Procedures and Guidelines – includes Terms of Reference for MLEMC, Municipal Emergency Risk Register and Emergency Operations Guidelines;
- 3 Mersey-Leven Emergency Contact lists.

This will enable the Plan to be up to date for the two year period required and ensure that the Contact lists and Procedures and Guidelines are working documents and regularly updated during this period.

The Plan is provided to the Council for endorsement (Annexure 1). Following endorsement by all four councils, the Plan will be forwarded to the SES

Regional Manager for forwarding to the State Emergency Management Controller for approval.

CONSULTATION

The review of the Plan was coordinated by the Central Coast Municipal Coordinator for the MLEMC. The work was guided by a Reference Group established by the MLEMC consisting of the Municipal and Deputy Municipal Coordinators from each council working with the consultant to produce a draft Plan. The draft was updated/rewritten as part of the State Preparedness Project (SES Project 2010–2011) and the main round of consultation occurred over the first half of 2010. A period of final general consultation occurred during March/April 2011 with relevant feedback incorporated in the Plan.

The final Plan was endorsed by the MLEMC on 15 June 2011.

IMPACT ON RESOURCES

The project has been funded by a Shared Services Grants Program provided by the State Government and in-kind support from the four participating councils.

Completion of the Mersey–Leven Procedures and Guidelines and update of the Municipal Emergency Risk Register will be undertaken over the next six months to complete the project.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

A Connected Central Coast

- Connect the people with services

The Environment and Sustainable Infrastructure

- Contribute to a safe and healthy environment
- Develop and manage sustainable built infrastructure
- Contribute to the preservation of the natural environment

Council Sustainability and Governance

- Improve corporate governance
- Improve service provision

- Improve the Council's financial capacity to sustainably meet community expectations
- Effective communication and engagement
- Strengthen local-regional connections.

CONCLUSION

It is recommended that the Council endorse the Mersey-Leven Emergency Management Plan 2011.'

The report is supported."

The Executive Services Officer reported as follows:

"A copy of the Mersey-Leven Emergency Management Plan 2011 has been circulated to all Councillors."

■ Cr van Rooyen moved and Cr Haines seconded, "That the Council endorse the Mersey-Leven Emergency Management Plan 2011 (a copy being appended to and forming part of the minutes)."

Carried unanimously

238/2011 Laneway between Victoria Street and King Edward Street, Ulverstone

Cr Robertson, having declared an interest, retired from the meeting and left the Chamber for that part of the meeting relating to the consideration, discussion and voting on the matter of the Laneway between Victoria Street and King Edward Street, Ulverstone.

The Director Engineering Services reported as follows:

"PURPOSE

The purpose of this report is to provide information for the Council to determine if the laneway between Victoria Street and King Edward Street, Ulverstone (Lot 1 on Registered Plan P.156905) on the northern side of the Civic Centre car park should be declared a highway in accordance with s.12 of the *Local Government (Highways) Act 1982* (the Act).

BACKGROUND

The Engineering Group Leader reports as follows:

'To declare a section of road a "highway" means that the Council, as the local road authority, take over responsibility for maintenance of that section of road. It does not obligate the Council to upgrade the section of road. It also means that the section of land becomes a legal frontage to a Council maintained road.

The laneway has existed in its present form since the late 1800s. It is shown on early title plans as a "Right of Way 25 Links Wide" when initially "Divided for Sale" in 1881. The registered owner at the time of subdivision, Mr Charles Kent (or Kerr – difficult to interpret old titles) is still the registered owner of the land as ownership was never transferred. Title plans for subsequent changes to the western lots near King Edward Street in 1918 also designate the land as Right of Way. Title plans/amendments after this dating between 1968 and 2009 indicate the area to be a "roadway" of width 5.03m (25 links). In 2009 the Titles Office created a title, Lot 1 on Plan P.156905 (Annexure 1) for the laneway and again denoted it as Right of Way. Whilst the right of way is for use of the public, the property at 11 King Edward Street also has a right of carriage over the right of way.

In 2006 a development application (DEV2006.57) was received for a group house development (strata title) at 16 Main Street. A permit was subsequently issued in January 2007. Discussion during this process between Development & Regulatory Services staff and the developer led to a request for the road to be "legalised as a Council road".

The Engineering Services Department was requested to investigate the process and finalise the arrangement.

Whilst no formal arrangement is in place, the Council has, on occasion, maintained the laneway.

DISCUSSION

Legal advice was taken to determine the best process to use to "take over" responsibility for the laneway

Effectively there are two ways the Council could do this.

The first is for the Council to acquire or take possession of the land under the *Land Acquisition Act 1993*. As the registered owner would be long since deceased, then the Public Trustee would be required to represent him.

The second is for the road to be declared a "highway" under s.12 of the Act. Standard requirements are generally applicable for the Council to do this,

that is, the road should be to a particular dimension and construction standard. This is not currently the case, however, subsection (3) advises the resolution is not invalidated by not complying with the standard requirements.

Once declared, the resolution is published in the Gazette and the highway will need to be recorded on the title. In this case, it is believed the Public Trustee will need to obtain letters of administration in the Estate of the owner and represent him in our application.

Of the seven properties bordering the laneway, six have vehicular access to the laneway with the exception being 11 King Edward Street which accesses from King Edward Street. For four properties (9 King Edward Street, 2/16 Main Street, 18 Main Street and 28 Victoria Street) the laneway is the only vehicular access to the property.

Land owners in the adjacent vicinity were advised of the Council's proposed course of action to declare the lane a highway and assume maintenance responsibilities for the road. They were asked to inform the Council if they supported or objected to the proposal. A mail-back form was provided for this purpose. Of the 11 letters sent, four did not respond, two were not in favour and five were in favour.

Consideration of negative responses –

The response from 28 Victoria Street advises they are content to leave the laneway the way it is. This property shares a side boundary and has an access gate off the laneway to the rear of the property.

The response from 18 Main Street advises they “for all intents and purposes” own the share of the laneway adjacent to their property. This is not the case; the land is not owned by the adjacent land owners. Whilst performing some maintenance on the road in the past, they confirm that the Council has now commenced maintaining the vegetation. The main issue for them appears to be keeping the laneway as it is now. Their legal access is off Main Street but they have a business (hairdressing), pedestrian access and vehicular access all from the laneway.

It should be noted that the consultation and support of the owners is not required under the Act, but provides the Council with support for its decision.

To my knowledge there are no current plans for the Council to upgrade the laneway and it will remain in its current state for the foreseeable future.

CONSULTATION

Legal advice has been sought on this matter.

Local consultation has taken place via a request to adjacent land owners to confirm whether they support or object to the land being declared a “highway”.

IMPACT ON RESOURCES

The initial impact on resources is legal costs and costs associated with alteration of titles. It is estimated these costs will be below \$3,000 and will be absorbed within existing operational budgets. The additional maintenance costs are expected to be negligible as the Council is already performing vegetation maintenance works. A low use gravel road such as this would require minimal road surface maintenance.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

A Connected Central Coast

- . Provide for a diverse range of movement patterns
- . Connect the people with services
- . Improve community wellbeing

The Environment and Sustainable Infrastructure

- . Contribute to a safe and healthy environment
- . Develop and manage sustainable built infrastructure

Council Sustainability and Governance

- . Improve service provision
- . Effective communication and engagement.

CONCLUSION

The laneway is able to remain in its current status but this does not resolve issues with regard to legal road frontage and confuses maintenance responsibilities. It is recommended that the laneway between Victoria Street and King Edward Street, Ulverstone (Lot 1 on Registered Plan P.156905), be declared a highway in accordance with s.12 of the *Local Government (Highways) Act 1982*.

The report is supported."

The Executive Services Officer reported as follows:

"A copy of the title plan has been circulated to all Councillors."

■ Cr Fuller moved and Cr van Rooyen seconded, "That the laneway between Victoria Street and King Edward Street, Ulverstone, Lot 1 on Registered Plan P.156905, be declared a highway in accordance with s.12 of the *Local Government (Highways) Act 1982*."

Carried unanimously

Cr Robertson returned to the meeting at this stage

239/2011 Tenders for Penguin Creek bridge – Johnsons Beach Road, Penguin

The Director Engineering Services reported as follows:

"PURPOSE

The purpose of this report is to make recommendation on tenders received for repairs to the bridge over Penguin Creek on Johnsons Beach Road, Penguin. This bridge was damaged in the January 2011 floods.

BACKGROUND

The Engineering Group Leader reports as follows.

'Flood damage was sustained to the bridge structure along with severe scouring of the creek bed. This bridge is the sole access to local residents and public facilities. This bridge is currently open but with width restrictions.

Consultants were engaged to inspect the bridge structure and make recommendations on rehabilitation works required. The main items identified were:

- 1 protection of exposed steel sheet piles;
- 2 repairs to damaged wingwalls;
- 3 scour protection to creek bed;
- 4 replacement of pedestrian walkway.

The above work is considered a minimum level of works required.

The inspections revealed the existing steel sheet pile abutments provide adequate capacity to carry a new superstructure, both in terms of loading and service life subject to the above repair work being done.

Based on this, design and construct tenders were called for the bridge repairs on 28 May 2011, closing at 2.00pm on 29 June 2011. A minimum conforming standard was outlined, along with general evaluation criteria.

DISCUSSION

Tenders were received as follows (including GST and \$20,000 contingency):

TENDERER	PRICE \$
TasSpan Pty Ltd Option A	206,081.00
TasSpan Pty Ltd Option B	219,154.00
VEC Civil Engineering Pty Ltd Option A	262,572.00
VEC Civil Engineering Pty Ltd Option B	362,353.00
BridgePro Engineering Pty Ltd	303,300.00
<i>ESTIMATE</i>	<i>213,000.00</i>

TasSpan Pty Ltd Option A –

- . Single span, 8.3m on existing abutments.
- . Precast concrete plank construction.
- . 5.5m wide vehicular carriageway + 1.6m wide pedestrian walkway.
- . W-beam guardrail on bridge with pedestrian rail on north side.
- . W-beam guardrail on approaches.
- . Mass concrete infill against sheet piling.
- . Precast concrete wingwalls with mass concrete footing.
- . Roadworks at both ends to match into existing.
- . Dry rock armour across creek invert.

TasSpan Pty Ltd Option B –

- . Single span, 8.3m on existing abutments.
- . Precast concrete plank construction.
- . 6.4m wide vehicular carriageway + 1.6m wide pedestrian walkway.
- . W-beam guardrail on bridge with pedestrian rail on north side.
- . W-beam guardrail on approaches.

- . Mass concrete infill against sheet piling.
- . Precast concrete wingwalls with piled footing.
- . Roadworks at both ends to match into existing.
- . Dry rock armour across creek invert.

VEC Civil Engineering Pty Ltd Option A –

- . Single span, 8.2m on existing abutments.
- . Precast concrete plank construction.
- . 6.0m wide vehicular carriageway + 1.8m wide pedestrian walkway.
- . W-beam guardrail on bridge with pedestrian rail on north side.
- . W-beam guardrail on approaches.
- . Mass concrete infill against sheet piling.
- . Precast concrete wingwalls with piled footing.
- . Roadworks at both ends to match into existing.
- . Dry rock armour at creek invert.

VEC Civil Engineering Pty Ltd Option B –

- . Single span, 12.0m on new abutments.
- . Precast concrete plank construction.
- . 6.0m wide vehicular carriageway + 1.8m wide pedestrian walkway.
- . W-beam guardrail on bridge with pedestrian rail on north side.
- . W-beam guardrail on approaches.
- . Precast concrete wingwalls with piled footing.
- . Roadworks at both ends to match into existing.
- . Dry rock armour at creek invert.

BridgePro Engineering Pty Ltd –

- . Single span, 8.2m on existing abutments.
- . Precast concrete T-beam/plank construction.
- . 6.0m wide vehicular carriageway + 1.8m wide pedestrian walkway.
- . W-beam guardrail on bridge with pedestrian rail on north side.
- . W-beam guardrail on approaches.
- . Mass concrete infill against sheet piling.
- . Precast concrete wingwalls with piled footing.
- . Roadworks at both ends to match into existing.
- . Dry rock armour at creek invert.

The preferred option for any bridge replacement is with a permanent concrete structure if it falls within budget as there are low lifecycle and maintenance costs. All tenderers provided concrete permanent options.

The three tenderers are recognised as being competent to perform the works and their structures conform to relevant standards.

All tenderers have addressed the repair work to the abutments, new concrete wingwalls and a structural concrete deck sitting on the existing abutments. Standard w-beam and pedestrian railing is proposed by all three.

TasSpan Pty Ltd submitted two options. Option B provides for a more appropriate carriageway width and a better foundation design under the wingwalls.

VEC Civil Engineering Pty Ltd submitted two options. Option B is for a complete bridge replacement, including abutments, and increases the opening size of the bridge to approximately 12.0m. From a design aspect, this option is advantageous but cost prohibitive due to budget constraints.

BridgePro Engineering submitted one tender. This tender differed from the others mainly in that mass concrete blocks were specified for the wingwalls rather than precast concrete panels.

The Council uses a weighted tender assessment method based on:

- . compliance with tender documents;
- . experience;
- . personnel;
- . construction period;
- . OHWS system and record;
- . design;
- . tender price/value for money.

TasSpan Pty Ltd – Option B achieved the highest rating based on this method.

CONSULTATION

This item has followed a public tendering process.

Local consultation and public notice will be provided at the time of construction.

IMPACT ON RESOURCES

The unscheduled replacement of this bridge is a substantial impact on resources. This was outlined at the Council meeting on 21 February 2011 (Minute No. 49/2011). Funding will effectively consist of a 25% share from

the Council and a 75% share from the Natural Disaster Local Government Relief Policy.

The preferred tender is \$6,154.00 over the budget allocation, however, given the contribution above this will have minimal impact and will be funded from within the overall flood damage budget.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

A Connected Central Coast

- Provide for a diverse range of movement patterns

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure

Council Sustainability and Governance

- Improve the Council's financial capacity to sustainably meet community expectations.

CONCLUSION

It is recommended that the tender for Option B from TasSpan Pty Ltd in the amount of \$219,154.00 (including GST) for the replacement of the Penguin Creek bridge at Johnsons Beach Road, Penguin be accepted and approved by the Council.'

The Engineering Group Leader's report is supported."

- Cr Viney moved and Cr van Rooyen seconded, "That the tender for Option B from TasSpan Pty Ltd in the amount of \$219,154.00 (including GST) for the replacement of Penguin Creek bridge at Johnsons Beach Road, Penguin be accepted."

Voting for the motion

(10)

Cr (J) Bonde
Cr Carpenter
Cr Diprose
Cr Dry
Cr Fuller
Cr Haines
Cr Howard

Voting against the motion

(1)

Cr (L) Bonde

Cr Robertson
Cr van Rooyen
Cr Viney

Motion

Carried

240/2011 Tenders for Leven River Wharf Precinct pathways (55/2011 – 21.02.2011)

The Director Engineering Services reported as follows:

"PURPOSE

The purpose of this report is to make recommendation on tenders received for the Leven River Wharf Precinct pathways, Ulverstone.

BACKGROUND

The Engineering Group Leader reports as follows:

'A report was presented to the Council on 21 February 2011 (Minute No. 55/2011) to consider an offer from the Department of Infrastructure, Energy and Resources (DIER) to arrange for construction of the link pathways as a variation to the bridge construction contract.

The Council resolved:

"That the offer from the Department of Infrastructure, Energy and Resources (DIER) to arrange for the construction of the footpath links to Reibey Street, the Wharf, Anzac Park and Kings Parade as a variation to DIERs existing bridge contract with Council payment deferred to 2011–12, be accepted by the Council subject to price variation received following detail design and Clause 27(1)(b) of the *Local Government (General) Regulations 2005*."

During this process the large scope of the work became evident. DIER realised that completion may not be possible by the time the bridge was completed. The offer to organise the works and provide bridging funds was subsequently withdrawn by DIER on 19 May 2011.

"...3. Council footpath.

When originally discussed, my expectation was that the bridge would be completed in May, thus the discussion about getting your footpath plans to DIER by end March and starting the work under the bridge contract before

the end of the financial year. We received the plans and quantities on the 10 May 2011.

On the basis that the bridge will not be completed by May, and that VEC are currently preparing a quote to you which will be ready on the 25 May 2011, it would appear that it will not be possible to start construction of the footpath until the 2011/12 financial year. On this basis it would appear that there is no benefit in DIER taking this project on under its contract for the bridge. In addition, the work detailed is significantly more in terms of quantum and risk than I had envisaged earlier in the year.

My brief and cursory overview values this work in excess of \$500k, with a significant risk in the construction of the no fines concrete and the retaining walls. Most of this work will now be carried out after the new bridge is completed and our supervision role will be reduced when the old bridge demolition is underway.

My view is that this significant footpath contract should now be let separately to the bridge contract to ensure that Council can get competitive tenders for the quantum of work included. The documentation provided to us appears to be a full set of tender documents, ready for tender.

If this is the way forward and to ensure fairness, VEC should be asked to hold off providing their quote to you, and they can submit a tender with other tenderers."

The *Local Government (General) Regulations 2005* and the Council's Purchasing and Procurement Policy require the Council to publicly advertise tenders over \$100,000.00 (exc. GST).

As the project's value exceeded this amount it was not possible for Council officers to continue negotiations directly with DIER's contractor. It was determined that the public tender process would need to be used.

Tenders were called for the construction of pathways and retaining walls at the Ulverstone Wharf Precinct on 28 May 2011, closing at 2.00pm on 22 June 2011.

DISCUSSION

Tenders were received as follows (including GST and \$30,000.00 contingency):

TENDERER	PRICE \$
Hardings Hotmix Pty Ltd	\$640,992.00
Shaw Contracting Pty Ltd	\$645,095.00
VEC Civil Engineering Pty Ltd	\$645,344.20
Classic Landscapes	\$646,065.35
Vos Construction & Joinery Pty Ltd	\$729,740.01
Hazel Bros. Group Pty Ltd	\$749,649.24
<i>BUDGET</i>	<i>\$600,000.00</i>

Prior to the tender process an alternative wall design was requested from GHD, the structural engineer for this project, in an attempt to reduce material quantities for the wall construction and improve constructability. The revised design was received close to the end of the tender process, with insufficient time to issue an addendum. Due to time constraints it was elected to receive tenders as per the original design rather than extend the tender period, and then reassess the alternative using the revised quantities and tendered rates.

Based on revised quantities, savings in the order of \$60,000 could be made on the tender prices, thereby achieving the works within the budget allowance of \$600,000. This will be treated as a variation to the contract works.

It should be noted that the four lowest tenders have only a 1% difference between them. Close tendering such as this reinforces the need to use clearly identified methods for comparison.

The Engineering Group uses a weighted tender assessment method based on:

- . compliance with tender documents;
- . previous experience;
- . personnel (management);
- . personnel (field);
- . proposed construction period;
- . quality system;
- . OHWS policy and record;
- . tender price/value for money.

A Tender Review Panel of three officers was used for this project and scored each tender for the respective areas.

The tender of VEC Civil Engineering Pty Ltd achieved the highest combined rating using the assessment method for both the original tender and the revised option. VEC has confirmed their acceptance to use the tendered rates and revised quantities.

CONSULTATION

This item has followed a public tendering process.

Local consultation and public notice will be provided at the time of construction.

IMPACT ON RESOURCES

The revised scope of the project can be accommodated within the 2011–12 budget. The project will be managed by Council staff.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

A Connected Central Coast

- . Provide for a diverse range of movement patterns
- . Connect the people with services

The Environment and Sustainable Infrastructure

- . Contribute to a safe and healthy environment
- . Develop and manage sustainable built infrastructure.'

The Engineering Group Leader's report is supported.

CONCLUSION

It is recommended that the tender for the Leven River Wharf Precinct pathways, Ulverstone from VEC Civil Engineering Pty Ltd in the sum of \$645,344.20 (including GST) be accepted and approved by the Council."

- Cr Robertson moved and Cr Dry seconded, "That the tender for the Leven River Wharf Precinct pathways, Ulverstone from VEC Civil Engineering Pty Ltd in the sum of \$645,344.20 (including GST) be accepted."

Carried unanimously

CLOSURE OF MEETING TO THE PUBLIC

241/2011 Meeting closed to the public

The Executive Services Officer reported as follows:

"The *Local Government (Meeting Procedures) Regulations 2005* provide that a meeting of a council is to be open to the public unless the council, by absolute majority, decides to close the meeting or part of the meeting because it wishes to discuss a matter (or matters) in a closed meeting and the Regulations provide accordingly.

Moving into a closed meeting is to be by procedural motion. Once a meeting is closed, meeting procedures are not relaxed unless the council so decides.

It is considered desirable that the following matters be discussed in a closed meeting:

- . Minutes and notes of other organisations and committees of the Council;
- . Cradle Mountain Water – Water and Sewerage Owner Representative (198A/2011 – 20.06.2011) and
- . Option for the purchase of Council land at Park Avenue, Penguin (135A/2011 – 18.04.2011).

These are matters relating to:

- . information provided to the Council on the condition it is kept confidential; and
- . proposal for the Council to dispose of land."

■ Cr Fuller moved and Cr Robertson seconded, "That the Council close the meeting to the public to consider the following matters, they being matters relating to:

- . information provided to the Council on the condition it is kept confidential; and
- . proposal for the Council to dispose of land;

and the Council being of the opinion that it is lawful and proper to close the meeting to the public:

- . Minutes and notes of other organisations and committees of the Council;
- . Cradle Mountain Water – Water and Sewerage Owner Representative (198A/2011 – 20.06.2011) and

Option for the purchase of Council land at Park Avenue, Penguin (135A/2011 – 18.04.2011)."

Carried unanimously and by absolute majority

The Executive Services Officer further reported as follows:

"1 The *Local Government (Meeting Procedures) Regulations 2005* provide in respect of any matter discussed at a closed meeting that the general manager is to record in the minutes of the open meeting, in a manner that protects confidentiality, only the fact that the matter was discussed and is not to record in the minutes of the open meeting the details of the outcome unless the council determines otherwise.

2 The *Local Government Act 1993* provides that a councillor must not disclose information seen or heard at a meeting or part of a meeting that is closed to the public that is not authorised by the council to be disclosed.

Similarly, an employee of a council must not disclose information acquired as such an employee on the condition that it be kept confidential.

3 In the event that additional business is required to be conducted by a council after the matter(s) for which the meeting has been closed to the public have been conducted, the Regulations provide that a council may, by simple majority, re-open a closed meeting to the public."

GENERAL MANAGEMENT

242/2011 Minutes and notes of other organisations and committees of the Council

The General Manager reported (reproduced in part) as follows:

"The following minutes and notes of committees of the Council and other organisations on which the Council has representation have been received:

...

The *Local Government (Meeting Procedures) Regulations 2005* provide in respect of any matter discussed at a closed meeting that 'the general manager –

- (a) is to record in the minutes of the open meeting, in a manner that protects confidentiality, only the fact that the matter was discussed; and
- (b) is not to record in the minutes of the open meeting the details of the outcome unless the council or council committee determines otherwise.'

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting."

243/2011 Cradle Mountain Water – Water and Sewerage Owner Representative (198A/2011 – 20.06.2011)

The Executive Services Officer reported as follows:

"PURPOSE

The purpose of this report is to seek the Council's preferences for the filling out of the ballot paper for one Owner Representative to the Tasmanian Water and Sewerage Corporation (North-Western Region) Pty Ltd (Cradle Mountain Water).

...

The *Local Government (Meeting Procedures) Regulations 2005* provide in respect of any matter discussed at a closed meeting that 'the general manager –

- (a) is to record in the minutes of the open meeting, in a manner that protects confidentiality, only the fact that the matter was discussed; and

- (b) is not to record in the minutes of the open meeting the details of the outcome unless the council or council committee determines otherwise.'

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting."

CORPORATE & COMMUNITY SERVICES

244/2011 Option for the purchase of Council land at Park Avenue, Penguin (135A/2011 – 18.04.2011)

The Mayor, having declared an interest, retired from the meeting and left the Chamber for that part of the meeting relating to the consideration, discussion and voting on the matter of the Option for the purchase of Council land at Park Avenue, Penguin.

The Deputy Mayor assumed the Chair in the Mayor's absence.

The Executive Services Officer reported (reproduced in part) as follows:

"PURPOSE

The purpose of this report is to note a communication received from...

The *Local Government (Meeting Procedures) Regulations 2005* provide in respect of any matter discussed at a closed meeting that 'the general manager –

- (b) is to record in the minutes of the open meeting, in a manner that protects confidentiality, only the fact that the matter was discussed; and
- (b) is not to record in the minutes of the open meeting the details of the outcome unless the council or council committee determines otherwise.'

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting."

GENERAL MANAGEMENT

242A/2011 Minutes and notes of other organisations and committees of the Council

The Executive Services Officer reported as follows:

"The following minutes and notes of committees of the Council and other organisations on which the Council has representation have been received:

- Cradle Coast Authority Board – meeting held on 14 June 2011.

The minutes and notes have been provided to the Council on the condition they are kept confidential.

Copies of the minutes and notes have been circulated to all Councillors."

- Cr Fuller moved and Cr van Rooyen seconded, "That the Officer's report be received."

Carried unanimously

**243A/2011 Cradle Mountain Water – Water and Sewerage Owner Representative
(198A/2011 – 20.06.2011)**

The Executive Services Officer reported as follows:

"PURPOSE

The purpose of this report is to seek the Council's preferences for the filling out of the ballot paper for one Owner Representative to the Tasmanian Water and Sewerage Corporation (North-Western Region) Pty Ltd (Cradle Mountain Water).

BACKGROUND

Nominations were called for the election of an Owner Representative to Cradle Mountain Water on 3 June 2011 and the Council nominated Mayor Jan Bonde for this position. The vacancy has occurred as Mayor Lynn Laycock's term expired on 1 July 2011.

DISCUSSION

Following receipt of nominations, Sandra Ayton – Returning Officer on behalf of Cradle Mountain Water Owner Representatives – has advised there were four nominations and a ballot is required for the position.

Nominations received are Mayor Jan Bonde, Cr Gary Bramich, Deputy Mayor Grant Goodwin and Mayor Daryl Quilliam. Candidate profiles are appended at Annexure 1.

A ballot will be conducted at the meeting as the ballot paper is required to be returned by 29 July 2011.

CONSULTATION

Consultation was not required for this report.

IMPACT ON RESOURCES

There is no impact on Council resources.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009-14 includes the following strategies and key actions:

Council Sustainability and Governance

- Improve service provision
- Strengthen local-regional connections.

CONCLUSION

It is recommended that the General Manager be authorised to fill out the ballot paper in the order of preference nominated by the Council."

The Executive Services Officer further reported as follows:

"A copy of the Candidate profiles has been circulated to all Councillors."

■ Cr Haines moved and Cr Fuller seconded, "That the General Manager be authorised to fill out the ballot paper in the following order for the election of one Owner Representative to the Tasmanian Water and Sewerage Corporation (North-Western Region) Pty Ltd (Cradle Mountain Water):

- 1 Mayor Jan Bonde
- 2 Mayor Daryl Quilliam
- 3 Deputy Mayor Grant Goodwin
- 4 Cr Gary Bramich."

GENERAL MANAGEMENT

Voting for the motion

(10)

Cr (J) Bonde
Cr Carpenter
Cr Diprose
Cr Dry
Cr Fuller
Cr Haines
Cr Howard
Cr Robertson
Cr van Rooyen
Cr Viney

Voting against the motion

(1)

Cr (L) Bonde

Motion

Carried

CLOSED MEETING - CONFIDENTIAL

CORPORATE & COMMUNITY SERVICES

244A/2011 Option for the purchase of Council land at Park Avenue, Penguin (135A/2011 – 18.04.2011)

The Mayor, having declared an interest, retired from the meeting and left the Chamber for that part of the meeting relating to the consideration, discussion and voting on the matter of the Option for the purchase of Council land at Park Avenue, Penguin.

The Deputy Mayor assumed the Chair in the Mayor's absence.

The Director Corporate & Community Services reported as follows:

"PURPOSE

The purpose of this report is to note a communication received from Island Care (formerly Eliza Purton Home for the Aged Inc.) regarding an option on the purchase of certain Council owned property at Park Avenue, Penguin, to Island Care.

BACKGROUND

In April 2011 the Council passed the following motion (Minute No. 135A/2011) as the result of a request from Eliza Purton Home for the Aged (now Island Care);

'That the Council agree to extend the current Contract of Purchase to Eliza Purton Home for the Aged for the sale of the two properties identified as the former Penguin Council Works Depot (Title Refs 216328/24 and 74043/23) to be sold as a remediated site, at the current valuation of \$489,000 (excluding GST) under the following conditions:

- . that the term of the Contract extension be no longer than two years;
- . that the Contract extension include a non-refundable deposit of \$48,900 being that deposit paid upon the signing of the original Contract; and
- . that the Council is able to continue to let the properties to other parties until such time as the Contract has been completed.'

Following that meeting the Council advised lawyers acting on behalf of Eliza Purton Home for the Aged of the Council's resolution.

The Council has now received the following communication from Island Care which states (in part) as follows:

'....To that end we no longer wish to proceed with the purchase of the Sunnyridge Avenue land in Penguin currently the subject of a contract extension. We therefore request that the Central Coast Council and Island Care mutually agree to cancel the contract extension and refund the deposit paid.

We apologise for the delay in our decision and thank you for your patience in this matter.'

DISCUSSION

The former Penguin Council Depot is currently leased to the Historical Machinery Club of Tasmania Inc. and to the Lions Club of Penguin on a monthly lease, awaiting the outcome of ongoing considerations concerning the future of the property. The remaining property is currently vacant land utilised for parking purposes at times.

This report simply advises the Council that Island Care is no longer interested in purchasing the property. As the previous contract has now lapsed the Council need only return the deposit paid by Island Care as detailed in the terms of the original contract.

A further report will be prepared for the Council to enable appropriate consideration of future options for the use or disposal of the property.

CONSULTATION

The report outlines the consultation undertaken.

IMPACT ON RESOURCES

There is no impact on resources.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

The Shape of the Place

- . Adopt an integrated approach to land use planning
- . Encourage a creative approach to new development

A Connected Central Coast

- . Connect the people with services
- . Improve community wellbeing

Community Capacity and Creativity

- Facilitate entrepreneurship in the business community

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure

Council Sustainability and Governance

- Improve service provision
- Improve the Council's financial capacity to sustainably meet community expectations.

CONCLUSION

This report simply advises the Council that Island Care is no longer interested in purchasing the property that was formerly the Penguin Council Depot site."

- Cr Fuller moved and Cr Howard seconded, "That the Director's report be noted."

Voting for the motion

(9)

Cr van Rooyen

Cr Carpenter

Cr Diprose

Cr Dry

Cr Fuller

Cr Haines

Cr Howard

Cr Robertson

Cr Viney

Voting against the motion

(1)

Cr (L) Bonde

Motion

Carried

The Mayor returned to the meeting and resumed the chair.

Closure

There being no further business, the Mayor declared the meeting closed at 7.52pm.

CONFIRMED THIS 15TH DAY OF AUGUST, 2011.

Chairperson

(Imm:dil)

Appendices

- Minute No. 220/2011 – Schedule of Development & Regulatory Services Determinations
- Minute No. 222/2011 – Permit for bottle-shop (Hotel industry) at 36-34 Main Road Penguin (Application No. DA210338)
- Minute No. 226/2011 – Schedule of Corporate & Community Services Determinations
- Minute No. 227/2010 – Schedule of Contracts & Agreements
- Minute No. 229/2010 – Schedule of Documents for Affixing of the Common Seal
- Minute No. 230/2010 – Financial statements
- Minute No. 234/2010 – Schedule of Engineering Services Determinations
- Minute Nos 235 & 236/2011 – Plans of Kentish Street, Penguin; Shorehaven Drive, Turners Beach; Ozanne Drive, Gawler; Ploverton Court, Gawler and Buttons Avenue, Ulverstone
- Minute No. 237/2011 – Mersey-Leven Emergency Management Plan 2011

QUALIFIED PERSON'S ADVICE

The *Local Government Act 1993* provides (in part) as follows:

. A general manager must ensure that any advice, information or recommendation given to the council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

. A council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council.

I therefore certify that with respect to all advice, information or recommendation provided to the Council within these minutes:

(i) the advice, information or recommendation was given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and

(ii) where any advice was directly given by a person who did not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

Sandra Ayton
GENERAL MANAGER

Appendices

Central Coast Council

List of Development Applications Determined

Period From: 1 June 2011 To 30 June 2011

CENTRAL COAST COUNCIL

I certify that this is the schedule referred to in Minute No. 220/2011 of a meeting of the Council held on 18/07/2011

Executive Services Officer

Application Number	Property Address	Development Application Type	Description of Proposed Use Date	Application Date	Decision Determined	Day
DA210344	114 Ironcliffe Court Penguin 7316	Discretionary Development Application	Residential outbuilding - shed - variation to rear and side setbacks	05-May-2011	01-Jun-2011	27
DA210346	34 Industrial Drive Ulverstone 7315	Discretionary Development Application	Asphalt Plant extension - conveyor skip (30 & 34 Industrial Drive, Ulverstone)	05-May-2011	06-Jun-2011	32
DA210347	Main Road Penguin 7316	Discretionary Development Application	Tourist accommodation - extensions to Cabins 20, 22 and 33	09-May-2011	01-Jun-2011	23
DA210345	88 Esplanade Turners Beach 7315	Discretionary Development Application	New dwelling	10-May-2011	24-Jun-2011	32
DA210170-1	180 Allport Street Leith 7315	Permitted Development Application	Residential	13-May-2011	02-Jun-2011	20
DA210352	21 Maskells Road Ulverstone 7315	Discretionary Development Application	Manufacturing Industry and Subdivision of 21 Maskells Road (CT 156018/1) and CT155475/1 Fieldings Way, Ulverstone	19-May-2011	16-Jun-2011	27
DA210355	20-22 Lloyd Street Ulverstone 7315	Permitted Development Application	Subdivision - 53 Heathcote and 22 Lloyd Street, Ulverstone	20-May-2011	29-Jun-2011	10
DA210356	620 Wilmot Road Forth 7310	Permitted Development Application	Native plants nursery	23-May-2011	07-Jun-2011	15
DA210358	780 South Road Penguin 7316	Permitted Development Application	Storage shed	25-May-2011	02-Jun-2011	8
DA210359	68 Main Road Penguin 7316	Discretionary Development Application	Change of use units and house - Tourist accommodation	26-May-2011	21-Jun-2011	25
DA210360	2 George Street Ulverstone 7315	Permitted Development Application	Covered entry and covered deck	30-May-2011	01-Jun-2011	2
DA210363	380 Braddons Lookout Road Forth 7310	Permitted Development Application	Dwelling Addition (Deck)	02-Jun-2011	06-Jun-2011	4

Application Number	Property Address	Development Application Type	Description of Proposed Use Date	Application Date	Decision Determined	Day
DA210367	10 Southern Cross Drive Ulverstone 7315	Permitted Development Application	Residential dwelling	09-Jun-2011	23-Jun-2011	13
DA210366	2289 Castra Road Upper Castra 7315	Permitted Development Application	Dwelling addition	09-Jun-2011	21-Jun-2011	11
DA210368	3 Explorer Drive Turners Beach 7315	Permitted Development Application	Residential dwelling	10-Jun-2011	20-Jun-2011	9
DA210374	1 Hampson Street Penguin 7316	Permitted Development Application	Roof over existing deck	17-Jun-2011	21-Jun-2011	4
DA210375	Willmot Road Forth 7310	Permitted Development Application	Shed	17-Jun-2011	21-Jun-2011	4
DA210377	3 Shelton Court Ulverstone 7315	Permitted Development Application	Shed	20-Jun-2011	21-Jun-2011	1
DA210379	14-16 King Street Ulverstone 7315	Permitted Development Application	Shed	24-Jun-2011	28-Jun-2011	4
DA210381	9 Ocean Drive Ulverstone 7315	Permitted Development Application	Awning	28-Jun-2011	30-Jun-2011	2

Building Approvals – 26

<i>Type</i>	<i>No.</i>	<i>Total Value (\$)</i>
Dwellings	4	1,201,131
Flats/Units	4	696,848
Additions	6	104,851
Alterations	0	0
Outbuildings	9	127,252
Other	5	2,200,300
The estimated cost of building works totalled		4,330,382

Amended Building Permits – 2

Plumbing Permits – 26

Special Plumbing Permits – 1

Special Plumbing Permits (on-site wastewater management systems) – 3

Food Business registrations – 22

Place of Assembly licences – 3

Temporary Place of Assembly licences – 1



Michael Stretton
DIRECTOR DEVELOPMENT & REGULATORY SERVICES

PLANNING PERMIT

(DISCRETIONARY)

(S57 Land Use Planning & Approvals Act 1993)

To: Lester Franks
PO Box 358
DEVONPORT TAS 7310

Details of Planning Application:

Property Address: 36-42 Main Road
Penguin 7316

Permit No: **DA210338**

Development/Use: Bottle Shop (Hotel Industry)

Zone: Business

Use Class: Hotel industry

Decision:

The decision is reproduced as follows:

Approved with Conditions. Authorised by Council.

I, <u>LISA MACKRILL</u> (name)	
Executive Services Officer, do certify that this is the	
1 st	page of <u>2</u> pages comprising the Planning
Permit granted at and referred to in the Minutes of	
the Meeting of the Council numbered <u>222/2011</u>	
and held on the <u>18th July 2011</u>	
<u>[Signature]</u>	Dated <u>20/07/2011</u>
(signed)	

- 1 The development must be substantially in accordance with the application for this permit, unless modified by a condition of this permit.
- 2 A carparking cash-in-lieu contribution of \$13,340 is to be made to the Council prior to the issue of Building Approval for the development being 4 carparking spaces required by under S11.3.1 of the Planning Scheme but not provided on the site.
- 3 Any vehicle access must be constructed in accordance with Standard Drawing SD-1003 Urban Roads - Typical Vehicle Crossing (copy enclosed), noting that any work associated with the road, kerb crossover or footpath infrastructure will be undertaken by the Council at the applicant's/property owner's cost, unless alternative arrangements are approved by the Council's Director Engineering Services or his representative.
- 4 Any existing access or part thereof, made redundant by the development must be removed, noting that any work associated with the road, kerb crossover or footpath infrastructure will be undertaken by the Council at the applicant's/property owner's cost, unless alternative arrangements are approved by the Council's Director Engineering Services or his representative.
- 5 A Road Reserve Permit must be issued by the Council's Public Safety Officer, or his representative, prior to any works or activity being undertaken within the road reservation. Application forms are available from the Council's Engineering Services Department and a fee applies.
- 6 The access, dimensions and design of internal roadways and car parking spaces must comply with AS/NZS 2890.1:2004 Parking facilities - Off-street car parking.
- 7 The following recommendations of the Traffic Impact Assessment must be implemented, to the satisfaction of the Director Engineering Services or his representative (copy attached):
 - (a) A surface profile for the entry, service bay area and exit complying with AS/NZS2890.1:2004 off-street parking code;
 - (b) The driveway to provide for heavy rigid truck access with loading provisions clear of existing traffic;
 - (c) A separate pedestrian pathway between the footpath and the frontage of the shop;
 - (d) Signage to mark the entrance/exit and direction of traffic flow.
- 8 The width of vehicle accesses to Crescent Street must not exceed 6.0m in width.



Permit No: DA210338

1. <u>LISA MACKRILL</u> (name)	
Executive Services Officer, do certify that this is the	
<u>2nd</u> page of <u>2</u> pages comprising the Planning	
Permit granted at and referred to in the Minutes of	
the Meeting of the Council numbered <u>222/2011</u>	
and held on the <u>18th July / 2011</u>	
<u>[Signature]</u>	Dated <u>20/07/2011</u>

- 9 The fence along the Crescent Street frontage must be of a height and nature such that the minimum safe sight distance requirements set out in Table S2.6.2 of the Planning Scheme are maintained for each site exit/entry.

Please note:

- 1 A planning permit remains valid for two years. If the use or development has not substantially commenced within this period an extension may be granted if a request is made before this period expires. If the permit lapses, a new application must be made.
- 2 A planning permit does not circumvent the need for any other approvals, such as a building permit or a licence under State legislation.
- 3 During assessment a discrepancy was noted between the Title boundary and the physical boundary. To correct this discrepancy it would be desirable to undertake a boundary adjustment such that the title boundary follows the existing fenceline and main building wall along the Crescent Street frontage, with the remaining section to be dedicated as 'road', to the satisfaction of the Council's Director Development & Regulatory Services.
- 4 The car parking cash-in-lieu contribution amount is based on the Council's charge for a car parking space of \$3,335.00.
- 5 Consideration needs to be given to the safety of pedestrian traffic in respect to any difference in level between the existing footpath and surface level within the property, and any fence/barrier that may be constructed along the Crescent Street frontage. Please liaise with the Council's Environmental Engineer on this matter prior to the commencement of construction.
- 6 Any works associated with existing footpaths, kerb and channel, nature strips, stormwater infrastructure or other Council services will be undertaken by the Council, unless alternative arrangements are approved by the Council's Director Engineering Services or his representative.
- 7 Any damage or disturbance to footpaths, kerb and channel, roads, nature strips, stormwater infrastructure or existing services must be rectified, noting that this work will be undertaken by the Council at the applicant's expense, unless alternative arrangements are approved by the Council's Director Engineering Services, or his representative.
- 8 Building and plumbing permits are required for the proposed development. A copy of this planning permit should be given to your building surveyor.

A copy of an extract from the minute is enclosed for your information.

If you wish to appeal against any of the permit conditions, you must lodge an appeal with the Resource Management and Planning Appeal Tribunal, GPO Box 2036, Hobart 7001 within 14 days from the date of this advice (refer s.61 of the Land Use Planning and Approvals Act 1993). The appeal must be in writing and lodged with the prescribed fee - please contact the Tribunal (ph 6233 6464) about procedures and further information regarding lodgement of an appeal.

Persons having lodged representations may also appeal the council decision.

This decision shall not be effective or acted upon until it is determined that there has been no appeal instituted within the appeal period or if an appeal has been instituted, until the determination of that appeal.

	Name:	Signed:	Date:
	Ian Sansom		
Title:	LAND USE PLANNING GROUP LEADER	Permit No:	DA210338



CENTRAL COAST COUNCIL

CENTRAL COAST COUNCIL

I certify that this is the schedule referred to in
Minute No. 226/2011 of a meeting of the
Council held on 18/07/2011


Executive Services Officer

**SCHEDULE OF CORPORATE & COMMUNITY SERVICES DETERMINATIONS
MADE UNDER DELEGATION**

Period: 1 to 30 June 2011

Abatement notices issued

ADDRESS

PROPERTY ID

Nil.

Nil.

Declaration of Dangerous Dog

ADDRESS

24 Undara Crescent, West Ulverstone

Kennel Licence issued

ADDRESS

OWNER

Nil.

Nil.

Cor Vander Vlist

DIRECTOR CORPORATE & COMMUNITY SERVICES

PO Box 220 / DX 70506
19 King Edward Street
Ulverstone Tasmania 7315
Tel 03 6429 8900
Fax 03 6425 1224
admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au



CENTRAL COAST COUNCIL

CENTRAL COAST COUNCIL

I certify that this is the schedule referred to in
Minute No. 227/2011 of a meeting of the
Council held on 18.10.11

[Signature]
Executive Services Officer

SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the Common Seal)

Period: 1 to 30 June 2011.

Contracts

Contract No. 22/2010-11

King & Harding Pty Ltd

Construction of roundabout at Main Street / King Edward Street, Ulverstone.

\$125,799.42 incl. GST

Agreements

Nil

[Signature]

Sandra Ayton

GENERAL MANAGER

PO Box 220 / DX 70506
19 King Edward Street
Ulverstone Tasmania 7315
Tel 03 6429 8900
Fax 03 6425 1224
admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au



CENTRAL COAST COUNCIL

CENTRAL COAST COUNCIL

I certify that this is the schedule referred to in
Minute No. 229/2011 of a meeting of the
Council held on 18/07/2011


Executive Services Officer

**SCHEDULE OF DOCUMENTS FOR AFFIXING OF
THE COMMON SEAL**

Period: 21 June 2011 to 18 July 2011

Documents for affixing of the common seal

- . Adhesion Order
52 Wilmot Road, Forth and 209 Kindred Road, Forth
Application No. DA2010063
- . Sealed Plan Amendment
6 Brockmarsh Place, Ulverstone
Application No. PLA2009.122
(Sealed Plan Amendment in conjunction with 6 Knights Road subdivision)

Final plans of subdivision sealed under delegation

- . Final Plan
158 South Road, Penguin
Application No. PLA2009.84
- . Final Plan
CT161501/1, CT161501/2 and CT161501/4 Buttons Avenue, Ulverstone
Application No. DEV2009.104
(Consolidation of titles re Childcare Centre)
- . Final Plan
586 and 598 Camena Road, Camena
Application No. SUB2009.6


Michael Stretton
ACTING GENERAL MANAGER

PO Box 220 / DX 70506
19 King Edward Street
Ulverstone Tasmania 7315
Tel 03 6429 8900
Fax 03 6425 1224
admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au

**A SUMMARY OF RATES & FIRE SERVICE LEVIES
FOR THE PERIOD ENDED 30 JUNE 2011**

	2009/2010		2010/2011	
	\$	%	\$	%
Rates paid in Advance	-	-	492,583.49	-4.15
Rates Receivable	444,586.68	-3.94	290,344.45	2.45
Demanded	315,622.42	2.80	12,084,578.35	101.70
	11,401,361.94	101.14		
	11,272,397.68	100.00	11,882,339.31	100.00
Collected	10,186,352.70	90.37	10,853,098.60	91.34
Add Pensioners – Government	801,456.88	7.11	739,708.76	6.23
Pensioners – Council	29,155.00	0.26	30,835.00	0.26
	10,069,668.37	97.73	11,623,642.36	97.82
Remitted	4,353.39	0.04	5,389.66	0.05
Discount Allowed	453,318.75	4.02	470,387.61	3.96
Paid in advance	492,583.49	-4.37	531,368.77	-4.47
Outstanding	290,344.45	2.58	314,288.45	2.64
	11,272,397.68	100.00	11,882,339.31	100.00



Andrea O'Rourke
ASSISTANT ACCOUNTANT

1-Jul-2011

CENTRAL COAST COUNCIL	
I certify that this is <i>The Financial</i>	
Statements	referred to in
Minute No. <i>230/2011</i> of a meeting of the	
Council held on <i>18/10/12011</i>	
<i>[Signature]</i>	
Executive Services Officer	

Works Programme 2010-2011

(Schedule indicates site construction only)

Task Name	Status	Budget	Notes	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
CAPITAL WORKS PROGRAMME 2010-11		\$12,266,200													
Strategic Projects		\$3,232,000													
Leven River Bridge features - stage 1 Contribution		\$342,000	Contribution.												
Liverstone Wharf - land purchase		\$508,000	Payment												
Liverstone Wharf (Re-development)		\$2,280,000	Wharf Building and surrounds												
Property Management		\$1,627,000													
East Uverstone Industrial Estate - Export Drive		\$300,000	Construct culverts and services												
East Uverstone Industrial Estate - stage 2		\$440,000	Drainage and footpaths												
Former Penguin depot - remediation		\$80,000	Finalise contamination remediation												
Kings Road Rec.		\$415,000	Roadworks and services - Suburb												
Russell Avenue		\$321,000	Roadworks and services - Suburb												
Worles Doon		\$17,000													
Swilchboard Upgrade		\$7,000	Electrical switch board upgrade												
Uverstone Depot - culverts upgrade		\$10,000	Minor improvements												
Wash Down Bay - S/NV Interceptor		\$0	Deferred, flood...												
Emergency Services		\$2,827,000													
SES - Alarm System		\$5,000	Alarm for main building												
SES - Fence hard island area		\$7,000	Concrete western part of site												
SES - Roller door controller		\$3,000	Remote control to open doors												
Bridge Replacement - Burnmuir Rd, Leven River (Prelim.)		\$162,000	Replace with concrete structure												
Bridge Replacement - Puttins Rd, Leven River (Prelim.)		\$230,000	Replace with concrete structure												
Bridge Replacement - Hellichaugh Rd, Gavler River		\$340,000	Replace with concrete structure												
Manion Road, Leven River - Delay Bridge		\$165,000	Temporary Access												
Kearhalls Bridge Rd, Leven River - Bridge Repairs		\$20,000	Replace pile, headstocks, walers and b/c												
Johnsons Beach Rd, Penguin Creek - Bridge Repairs		\$180,000	Aspects substructure												
Spillmuis Rd, Wilmer River - Bridge Repairs		\$80,000	Repair guardrail & retaining wall												
Islandia Rd, West Gavler River - Bridge Repairs		\$26,000	Repair wingwalls												
Coil Club Rd, Leven River - Bridge Repairs		\$40,000													
Islandia Rd, Gavler River - Bridge Repairs		\$40,000													
Miscellaneous Bridge Repairs		\$20,000													
Purtons Flats Access Road		\$80,000	Emergency access from frontage Rd												
Bacon Road Access Road		\$80,000	Emergency access from Farners Rd												
Islandia Rd - Reconstruction		\$50,000	Repair washed road at sections												
Gunn's Plains Rd - Reconstruction		\$20,000	Repair washed road sections												
Longgans Rd - Reconstruction		\$90,000	Repair washed sections and slips												
Longgans Rd - Reconstruction & Slip Repair		\$10,000	Repair washed section												
Kearhalls Bridge Rd - Reconstruction		\$80,000	Repair washed section												
Raymond Rd - Reconstruction		\$180,000	Re-instate road shoulder												
Central Cestra Rd - Landfill Repair		\$40,000	Re-instate road shoulder												
Gunn's Plains Rd - Landfill Repair		\$40,000	Bottom Guardrail												
Gunn's Plains Rd - Landfill Repair		\$50,000	Rein Mats												
Gunn's Plains Rd - Landfill Repair		\$40,000	100m east of Reno Mattress												
Gunn's Plains Rd - Landfill Repair		\$50,000	2km from Preston Road												
Islandia Rd - Landfill Repair		\$90,000	North of Coas Rd												
Laster Creek Rd - Landfill Repair		\$40,000	Sections against Leven River												
Raymond Rd - Landfill Repair		\$120,000	1km from Preston Rd												
Preston Rd - Culvert Replacement		\$40,000	3km from Preston Rd												
Raymond Rd - Culvert Replacement		\$90,000	Near Raymond Rd												
Environment & Parks - Repairs		\$80,000	Upgrades culverts to box culverts												
Roads - Urban Sealed		\$1,127,000	Repairs washed creek sections												
Alexandra Road (Parking)		\$0	Deferred, funding transfer to Alex. Rd												
Alexandra Road (STSSUS)		\$416,000	Traffic calming in shared environment												
Blackburn Drive		\$0	Deferred, funding transfer to Alex. Rd												
Cuan Oreson/Whit Crescel		\$60,000	Reconstruct kerb & pment failures												
Crossover/Ramp Improvements		\$20,000	Carried out as per priority list...												
Intersection Lighting		\$7,000	Annual programme improvements												
King Edward Street/Main Street (Black spot)		\$100,000	Upgrade junction to improve safety												
Leighlands Avenue		\$45,000	Reconstruct kerb & pment failures												
Leven River Bridge Landscaping		\$60,000	Groundwork and plantings												
Leven Street		\$0	Deferred...												
Queen Street Crossing		\$0	Deferred, funding transfer to Alex. Rd...												
Railway Crossings		\$20,000	Upgrades and improvements												
Sally Cycling Route		\$5,000	Super Tuesday												
Sports Complex Avenue		\$0	Deferred, Flood...												
Street resurfacing		\$243,000	Annual programme												
Traffic Management/Improvements		\$10,000	Minor improvements from requests												
Westfield Drive Safety Fencing (Black spot)		\$100,000	Guardrail west of Clayton Tunnel												
William Street (RT3)		\$0	Deferred, Flood...												
Roads - Rural Sealed		\$992,000													

(Schedule indicates site construction only)

[illegible]

Works Programme 2010-2011

(Schedule indicates site construction only)

Task Name	Status	Budget	Notes	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011	April 2011	May 2011	June 2011
Fallow Park - skate park	Not Started	\$45,000	CMF audit works												
Johnsons Beach Road - skate park	Not Started	\$322,000													
Laven Canyon - edge track lookout	Not Started	\$50,000	Complete lookout												
Laven River Weir Assessment	Not Started	\$9	Defence, Flood...												
Park Signage Upgrade	Not Started	\$20,000	New signage / upgrade of existing												
Playground equipment	Not Started	\$40,000	Equipment in various locations												
Turners Beach (OC Ling Caravan Park Beach Access)	Not Started	\$15,000	Access upgrade - sorting funding required												
West Uiverstone - Pomplu Road beach access	Not Started	\$20,000	Upgrade and new beach access												
Solar light trail (Parks)	Not Started	\$8,500													
Public Amenities	Not Started	\$218,000													
Bus shelters	Not Started	\$15,000	Bus shelters as required												
Capex line - Door Replacements	Not Started	\$15,000	Replace existing doors												
New Wright Memorial Fountain - upgrade	Not Started	\$25,000	Refining of fountain...												
Public Convenience signage upgrade	Not Started	\$10,000	New style signage in various locations												
Shrine of Remembrance - clock face (mechanism replacement)	Not Started	\$15,000	Upgrade analogue clock mechanism...												
Toilet Furniture Upgrade	Not Started	\$10,000	Replace porcelain toilets with stainless steel												
Turners Beach - Esplanade East - Demolish Toilets	Not Started	\$8,000	Demolish toilets												
Uiv Surf Lifesaving Club - changerooms	Not Started	\$120,000	Deferred - some funds re-allocated...												
Cemeteries	Not Started	\$198,000													
Memorial Park - new plinths	Not Started	\$19,000	Provision for new graves												
Memorial Park - utility shed	Not Started	\$165,000	New storage / admin building to replace												
Memorial Park - watering system	Not Started	\$10,000	Provision for new graves												
Administration Centre	Not Started	\$19,000													
Penguin Service Centre	Not Started	\$10,000	Minor office renovation												
Admin Centre - office alterations	Not Started	\$8,000													
Cultural Activities	Not Started	\$15,000													
Uiv History Museum - repair/upgrade facade	Not Started	\$16,000	Refurbish artwork on facade												
Control of Animals	Not Started	\$5,000													
Cover public walking area	Not Started	\$3,000	Weather proof section of building												
Dog exercise areas - fencing	Not Started	\$2,000	Deferred...												
Housing	Not Started	\$117,700													
External rehabilitation	Not Started	\$47,500	General external maintenance												
Ganaaway - carport	Not Started	\$12,000	Deferred...												
HWC Removal	Not Started	\$12,000	Hot water cylinder renewal												
Internal rehabilitation	Not Started	\$48,200	General internal maintenance												
Civic Centre	Not Started	\$14,000													
Heat Pumps Gwiler Room	Not Started	\$3,000	Heat / cooling for Gwiler Room												
Replace oven in Gwiler Room	Not Started	\$0	Deferred...												
Toilet Cistern Upgrade	Not Started	\$11,000	Upgrade toilets												
Public Halls and Buildings	Not Started	\$41,000													
Jojo Hall Demolition	Not Started	\$20,000	Funds transferred from swimming pool access												
Uiverstone Senior Citizens - rear door	Not Started	\$15,000	Deferred - alternatives being investigated												
Penguin Railway Station - Platform Upgrade	Not Started	\$8,000													
Caravan Parks	Not Started	\$20,000													
Replaces oil burner with electrical heating	Not Started	\$20,000	Replace oil burner with electrical heating												
Swimming Pool and Waterslide	Not Started	\$0													
Disabled access - Learn to swim pool	Not Started	\$0	Deferred - Education dept will not provide												
Active Recreation	Not Started	\$208,000													
Penguin Athletic Track Power upgrade	Not Started	\$17,000	Provision for power extension												
Shared Pathway - Turners beach to Uiverstone	Not Started	\$50,000	Access upgrade												
Uiverstone Recreation Ground - lighting upgrade design	Not Started	\$5,000	Provide extra lights where required												
Uiverstone showground - landscaping existing carpark	Not Started	\$34,000	Landscaping between buildings and river												
Uiverstone showground - perimeter & dog fencing	Not Started	\$10,000	Repair Alice street fence												
Uiverstone showground - softfall fencing	Not Started	\$30,000	Fencing behind home plate												
Recreation Centres	Not Started	\$105,000													
Uiverstone Sports Centre - dormitory floor	Not Started	\$24,000	Dormitory floor												
Uiverstone Sports Centre - kitchen bar equipment	Not Started	\$38,000	Kitchen bar equipment												
Uiverstone Sports Centre - office admin refurb	Not Started	\$16,000	Office refurbishment												
Uiverstone Sports Centre - security upgrade	Not Started	\$10,000	Security upgrade												
Visitor Information Services	Not Started	\$3,000													
Penguin Visitor Information Centre - brochure racks	Not Started	\$3,000	Supply and install brochure racks												
Child Care	Not Started	\$3,000													
Initial Fence Around Fire Exit	Not Started	\$3,000	Initial Fence Around Fire Exit												
Initial Fence Around Fire Exit	Not Started	\$0													
LEGEND	Not Started	\$0													
Not Started	Not Started	\$0													
Commenced (Construction or Preliminary)	Not Started	\$0													
Complete	Not Started	\$0													
Deferred	Not Started	\$0													



CENTRAL COAST COUNCIL

CENTRAL COAST COUNCIL

I certify that this is the schedule referred to in
Minute No. 234/2011 of a meeting of the
Council held on 18/07/2011


Executive Services Officer

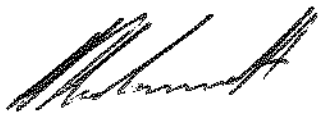
SCHEDULE OF ENGINEERING SERVICES DETERMINATIONS

Period: 1 June 2011 – 30 June 2011

Approval of Roadworks and Services

Developer: Mobego Pty Ltd
Location: 16 Beach Road, Ulverstone
No. of Lots: 3
Engineer: Ridsen Knightly
(RJK Consulting Engineers Pty Ltd)

Developer: Greg Morton
Location: 126 Trevor Street, Ulverstone
No. of Lots: 71
Engineer: Ridsen Knightly
(RJK Consulting Engineers Pty Ltd)

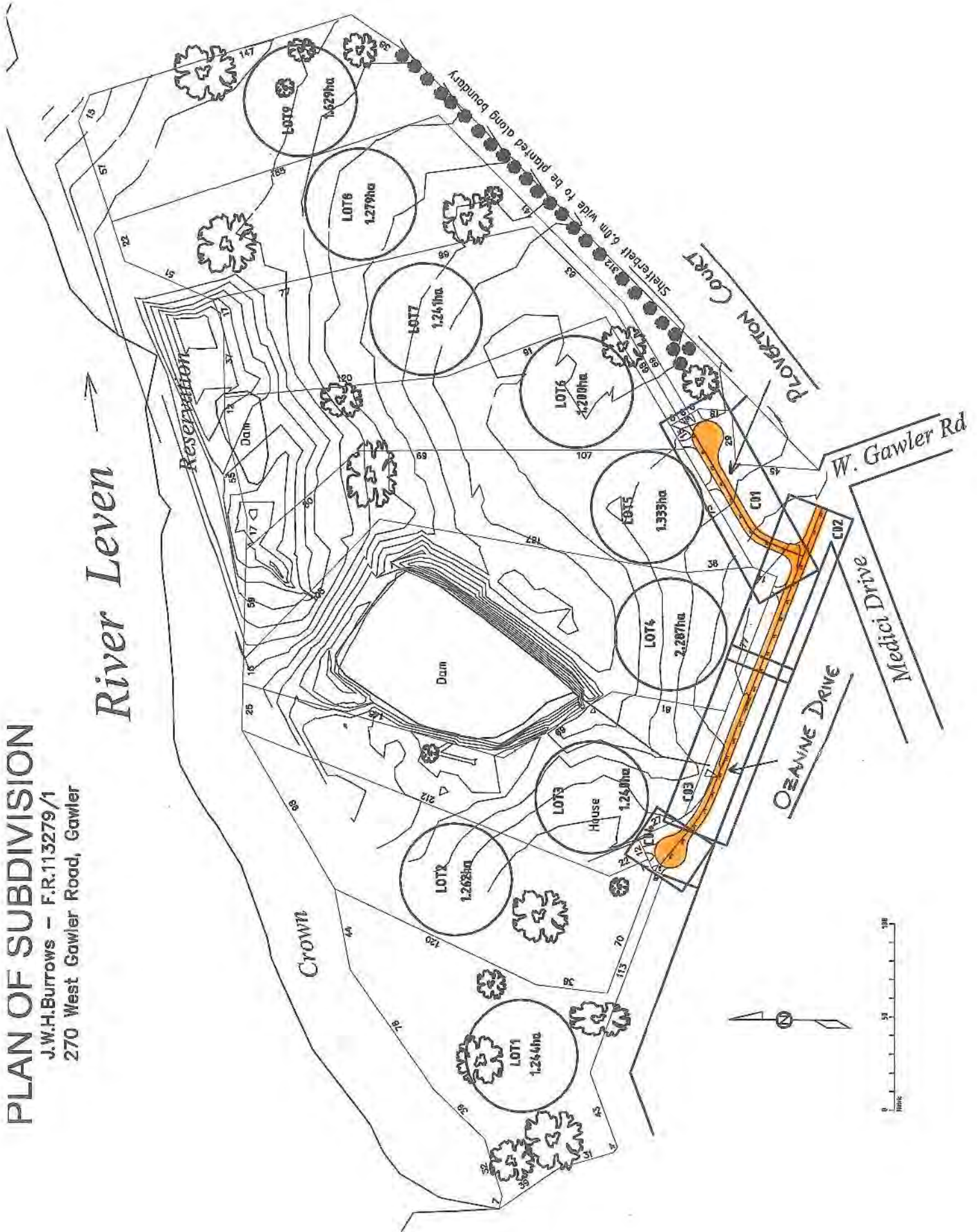


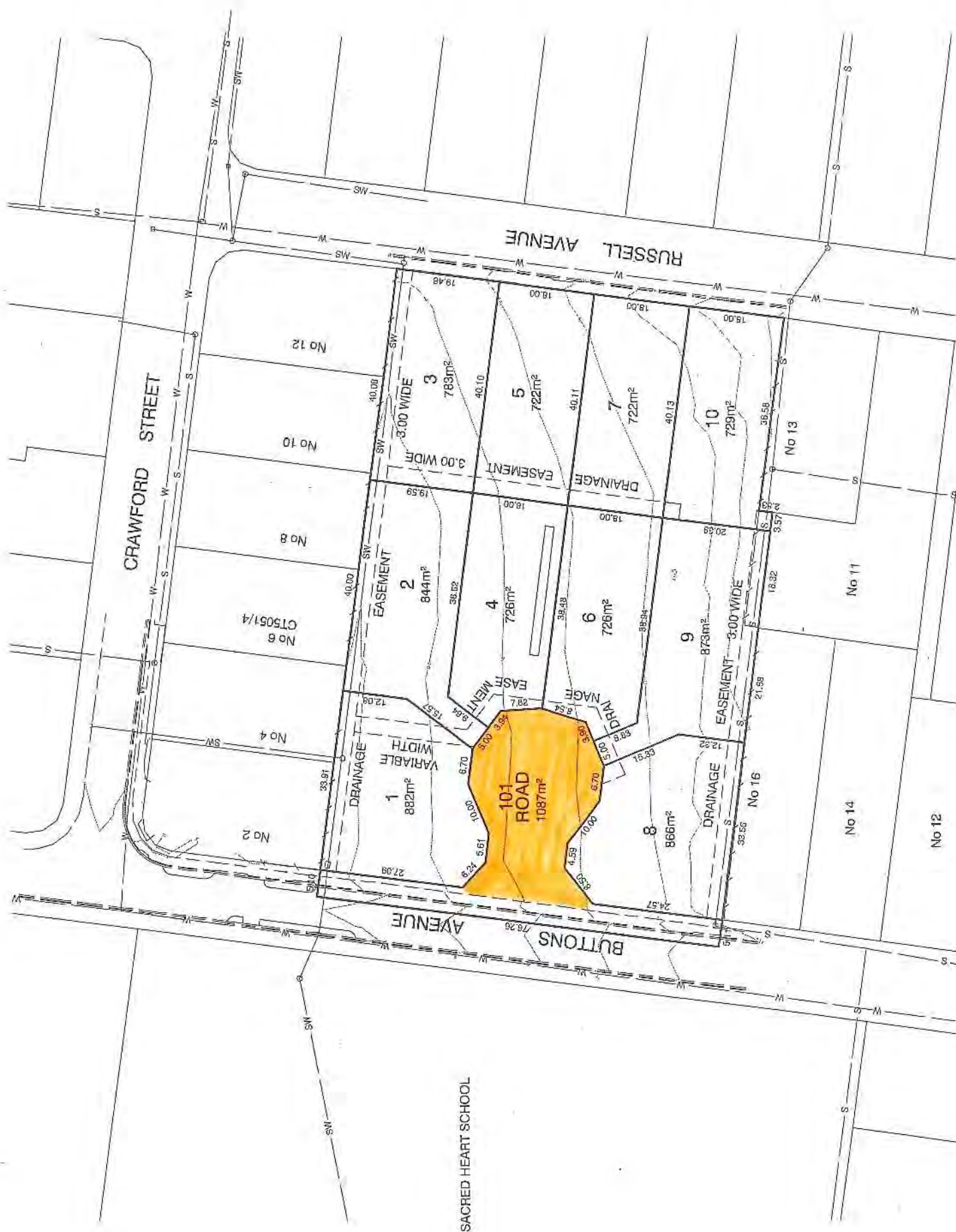
Bevin Eberhardt
DIRECTOR ENGINEERING SERVICES

PLAN OF SUBDIVISION

J.W.H.Burrows - F.R.113279/1
270 West Gawler Road, Gawler

River Leven







Tasmanian Municipal Emergency Management Plan

MERSEY-LEVEN

Plan Details:

Plan Title:	Mersey-Leven Emergency Management Plan
Issue Details:	Final version, June 2011
Review Authority:	Mersey-Leven Emergency Management Committee
Submission Authority:	North-West Regional Emergency Management Controller

Approval:

Approval Authority:	Commissioner Darren Hine State Emergency Management Controller
---------------------	---

Signature:

Date: _____ June, 2011

CENTRAL COAST COUNCIL
I certify that this is <i>Mersey-Leven</i>
<i>Emergency Management Plan</i>
referred to in
Minute No. <i>237/2011</i>
²⁰¹¹ of a meeting of the
Council held on <i>18</i>
<i>1.07.2011</i>

Executive Services Officer

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Section 1 Overview

Glossary

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

Table 1 Terms

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

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

	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 powers (includes risk assessment powers)	<p>From the <i>Emergency Management Act 2006</i>: "emergency power" means a power specified in Schedule 1;</p> <p>These powers are formally sanctioned by the State Controller/ conferred on Regional Controllers and related to:</p> <ul style="list-style-type: none"> • directing/controlling movement of people, animals, wildlife • medical examination and/or treatment, decontamination • destruction of animals, wildlife, vehicles, premises/property suspected to be contaminated with chemical, biological, radiological materials • disposal of human and animal remains • managing energy supply (electricity, liquids, gas, other) • traffic control • closing public places/events • entry to vehicles or premises (stop, enter, inspect; seize, copy, take extracts of relevant items • property (e.g. excavate, earthworks, modify etc) • require cooperation for emergency management.
special emergency powers	<p>From the <i>Emergency Management Act 2006</i>: "special emergency power" means a power specified in Schedule 2.</p> <p>Powers that mean the State Controller or the Regional Controller affected by the declaration of a state of emergency can direct resources to be made available to persons involved in emergency management and take such actions considered appropriate for emergency management.</p>
emergency risk management	A systematic process that produces a range of measures that contributes to wellbeing of communities and the environment.
hazard	"hazard" means a place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment.
Management Authority	<p>The organisation responsible for providing guidance for aspects of comprehensive emergency management. This responsibility is often established in legislation and undertaken in partnership with other organisations.</p> <p>NOTE: Management Authority is a new term developed through the last review of the TEMP. It is an adaptation of the "Lead Combat Agency" term which is not as appropriate for prevention and mitigation and preparedness arrangements (which are new sections in emergency management plans).</p>
Municipal Chairperson	<p>"Municipal Chairperson" means the person determined under section 21(2) by a council to be the Municipal Chairperson.</p> <p>Section 21 establishes the Municipal Chairperson as a person determined by council for the municipal area to chair the Municipal Committee.</p>
Municipal Committee	<p>From the <i>Emergency Management Act 2006</i>: "Municipal Committee" means a Municipal Emergency Management Committee established under section 20.</p> <p>Section 20 establishes the Municipal Committee as a group established to institute and coordinate emergency management for a municipal area or a combined area.</p> <p>As a combined municipal area recognised under the Act, the Central Coast, Devonport, Kentish and Latrobe Councils have established a Mersey-Leven Combined Municipal Committee (MLEMC).</p>
Municipal Community Recovery Coordinator and Deputy	A council worker who is authorised to coordinate, manage and advise on aspects of municipal community recovery arrangements.
Municipal Coordinator	<p>From the <i>Emergency Management Act 2006</i>: "Municipal Coordinator" means a person appointed as a Municipal Emergency Management Coordinator under section 23</p> <p>Section 21 establishes the Municipal Coordinator as a person appointed by the Minister who has the authority and ability to make decisions relating to the coordination of emergency management in the municipal area during an emergency</p>

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

Acronyms

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

Table 2 Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AT	Ambulance Tasmania (was "TAS")
BoM	Bureau of Meteorology
DEDTA	Department of Economic Development and Tourism and the Arts
DHHS	Department of Health and Human Services
DIER	Department of Infrastructure, Energy and Resources
DoE	Department of Education
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPEM	Department of Police and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DTF	Department of Treasury and Finance
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
GIS	Geographic Information Services
MC	Municipal Coordinator
MCRC	Municipal Community Recovery Coordinator
MECC	Municipal Emergency Coordination Centre
MLEMP	Mersey Leven Emergency Management Plan
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
SES	State Emergency Service
TAS POL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMP	Tasmanian Emergency Management Plan
TFS	Tasmania Fire Service

Introduction

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

Authority

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

Aim

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

Objectives

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

Scope and Application

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

Context Statement

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

Annual Rainfall/Climate	The annual rainfall is typically 1,000mm increasing further inland. The climate is classified as temperate, but varies from warm temperate in the coastal plains to cool temperate in the elevated inland areas. Severe storms and high winds are a common occurrence. Snowfalls are common above the 150-metre level and impact most on the Kentish and Central Coast municipal areas; the heaviest falls occur in the September/October period.
Topography	The topography varies from narrow coastal plains, to undulating fertile hills, to rugged mountain terrain. River valleys are generally sharply defined. The highest point of elevation in the combined area is Cradle Mountain (1,545m).
Roads	The Bass Highway (National Highway) traverses the municipal area east/west generally along the coast. There is an extensive network of sealed and unsealed rural arterial and local roads which provide good all weather access to most parts of the combined municipal area. The exception is the more remote and mountainous southern parts within the Central Coast and Kentish Municipalities, although four wheel drive tracks are quite prevalent.
Agriculture	<p>The combined municipal area is a prime agricultural district and much of the economy of the area relies on rural production. The coastal plains and undulating hinterland contain the areas major agricultural land resource. Cash crop farming, dairying and beef cattle are the predominant rural and farming activities, together with tree plantations. A small amount of diversification such as deer and flower farming is also occurring.</p> <p>The airport and Mersey port are also critical to maintaining Tasmania's pest and disease free status so significant to the area's agricultural industries.</p>
Harbours and Airport	<p>The Mersey River at Devonport is both the main tourist port for the State and a major transport hub for the combined municipal area. In addition to the marine environment risks associated with port operations, bulk LPG storages are located within the port complex north of the Victoria Bridge and bulk fuel tanks south of the bridge.</p> <p>The Leven River at Ulverstone has mooring and boat launching facilities for small fishing and pleasure craft.</p> <p>The Devonport airport is located 5 km east of Devonport and is in the Latrobe municipality. The airport is owned and operated by the TasPorts (Tasmanian Ports Corporation) Pty Ltd.</p>
Population	<p>Population of the Mersey-Leven Area is approximately 63,100. Made up of:</p> <p>Central Coast- 21,700;</p> <p>Devonport City 25,500;</p> <p>Latrobe 9,600; and</p> <p>Kentish 6,300</p>
Vulnerable Groups	The major group of vulnerable people is "the elderly"; aged persons complexes are distributed throughout the urban area.
Hazard Summary	<p>As for the rest of Tasmania, the Mersey-Leven Area's most prominent natural hazard is fire, as a result of its relatively low humidity, temperate weather and a reliance on forest and tourism industries. Storms, flooding and landslip are also identified natural hazards affecting the community.</p> <p>Examples of recent emergencies relevant to our area include:</p> <p>Mersey River Floods August 24th 1970; one fatality and estimated damage of \$5 million; 58 homes evacuated in Latrobe of which 15 were later condemned; many bridges on Dasher and Mersey rivers washed away. This issue is identified in the Mersey-Leven Risk Register as representing a High risk. A Mersey River Flood Response and Recovery Plan is currently nearing completion.</p> <p>Forth Flood August 2007; resulted in property damage and closure of Leith Road and Wilmot Road. Following the event a flood levee has been constructed to protect property in Leith Road; an emergency access road</p>

	has been identified for Wilmot Road.
	<p>This issue is also identified in the Mersey-Leven Risk Register as representing a High risk. A Lower Forth Flood Response and Recovery Plan was completed in March 2008.</p> <p>Turners Beach Fire 2007; a considerable number of homes in the township were threatened – fencing lost. The fire spotted up to 2 km away from the front and crossed the Forth River. TFS has since developed a Turners Beach Fire Management Plan.</p> <p>Kelcey Tier Fires; have occurred every two to three years. Assets threatened include both housing and telecommunications infrastructure. A management plan exists for this area and has resulted in effective risk minimisation and response efforts in recent years.</p> <p>Storms are a regular occurrence e.g. the flood in September 2009, in which 36,000 homes were without power for up to three days, resulted in a cost to the Central Coast Council of approximately \$80,000. While Storms are identified in the Risk Register as a hazard, no risk level was estimated.</p> <p>Floods January 2011: In addition to significant damage to private property, the following impacts on Council property resulted across the member municipalities.</p> <p>Central Coast: significant flash flooding of the rivers and creeks resulting in a roads/bridges recovery estimated repair cost of \$5M (four bridges destroyed). Isolation of residents by failed bridges required construction of temporary/emergency access via the Dial Range and temporary bridge constructions.</p> <p>Devonport: road and landslips, bridge abutment erosions - estimated cost \$500K.</p> <p>Kentish – 73 homes and 16 businesses inundated; significant Council infrastructure damage to roads and bridges (two bridges destroyed) – estimated cost \$2.3M.</p> <p>Latrobe: damage to road surfaces etc. – estimated cost \$125K.</p>
Current Issues	<p>The development and effective implementation of this Mersey-Leven Emergency Management Plan (MLEMP) is the next significant step in advancing emergency management in the combined municipal area.</p> <p>The first step involves a review of the Mersey-Leven Emergency Risk Register. Risk issues will then be selected on the basis of relative risk for detailed analysis and planning for risk mitigation.</p>

Figure 1 Map of Mersey-Leven Combined Municipal Area



Section 2 Governance and Management

Roles of Government and Emergency Management Partners

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

The Legal Framework for Emergency Management

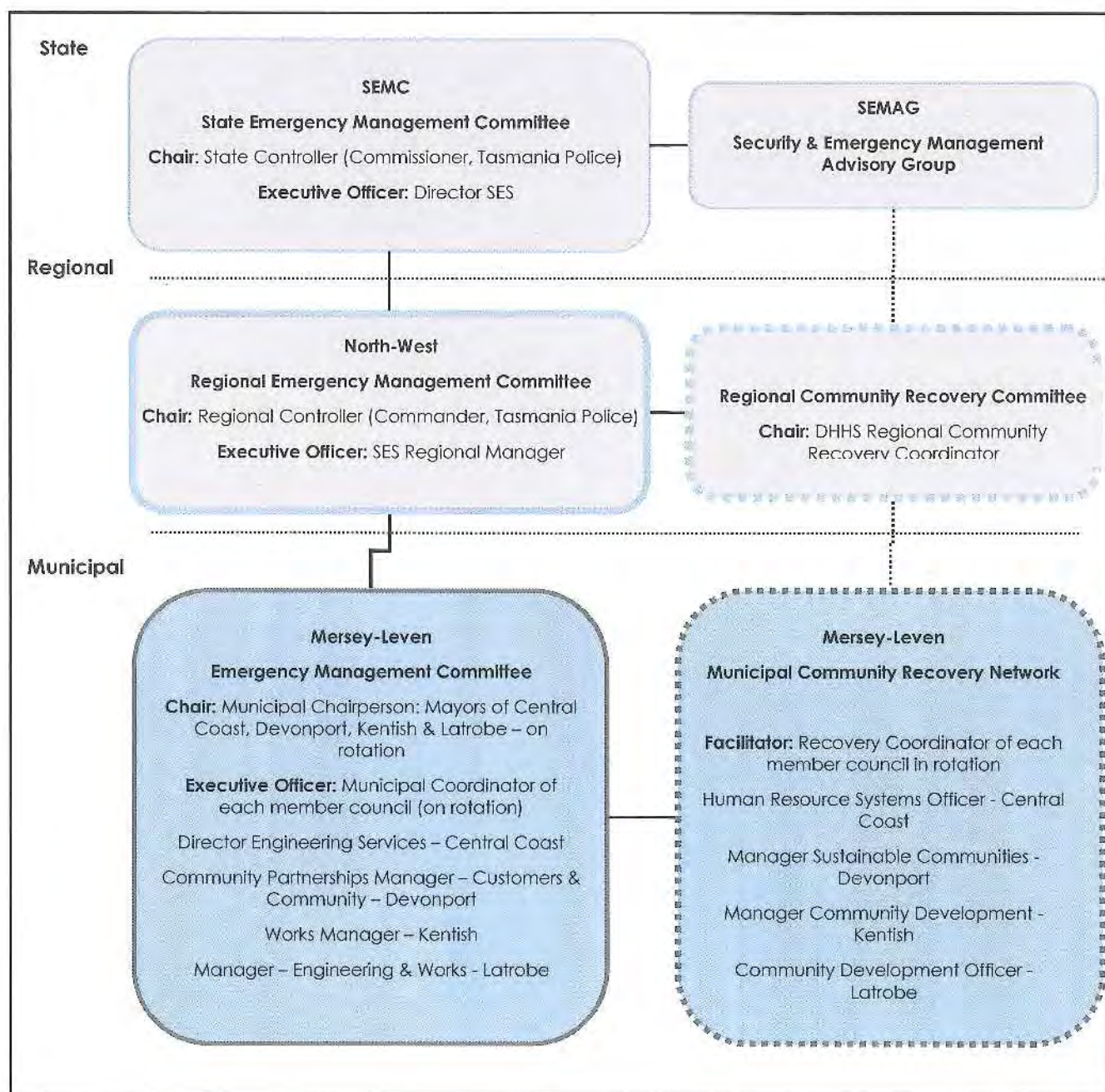
- 2.5. In Tasmania, powers and authorities for emergency management are provided in the *Emergency Management Act 2006*. The Act establishes a flexible emergency management system including emergency powers for the appointment of workers for emergency management functions including Municipal Coordinators,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

Emergency Power and Declarations

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

Emergency Management Governance

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



LEGEND:

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

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

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

Responsibilities

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

Table 3 Summary of Responsibilities

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

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
6	Fire-national parks, reserves	DPIPWE - Parks	Community information Plant and machinery
7	Fire-declared forest land/state forest	Forestry Tasmania	Community Information Plant and machinery
8	Fire-urban, and privately managed rural land	Tasmanian Fire Service (TFS)	Property identification Road closures Plant and machinery
9	Flood - dams	TAS POL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Plant and machinery
10	Flood - rivers	State Emergency Services (SES)/TAS POL/Councils	Property identification Road closures Local operations centres Community information Plant and machinery
11	Food contamination	Department of Health and Human Services (DHHS) - Environmental Health	Premises inspection Infection controls Community Information Property Identification
12	Hazardous materials - chemical, liquid fuel, explosives (unintentional release)	TFS	Property identification Road closures
13	Hazardous materials-radiological (unintentional release)	TAS POL	Property Identification Road closures
14	Influenza pandemic	DHHS - Public Health	Flu clinic facilities Immunisation Programs Community information
15	Infrastructure failure - buildings	TAS POL	Property identification Road closures Local operations centres Community information Plant and machinery
16	Infrastructure failure - State roads and bridges NB includes transport disruption	Department of Infrastructure, Energy and Resources (DIER) - Roads and Traffic Division	Local operations centres Community information Plant and machinery Alternative transport routes
17	Infrastructure failure – water and sewerage	Cradle Mountain Water	Property identification Road closures
18	Infrastructure failure – electricity, gas, petroleum	Aurora TasGas TFS Tas Ports	Property identification Road closures
19	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TAS POL	Property identification Road closures Local operations centres

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

Section 3 Emergency Management Arrangements

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

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

Section 3.1 Prevention and Mitigation

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

Overview

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

Current Arrangements

Research

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

Risk Management

- 3.1.7. Each organisation is responsible for conducting risk assessments based on the findings of credible research, and incorporating the outcomes into their risk management programs and hazard registers as required. Risk assessment and risk management activities are completed in line with the relevant national standard e.g. AS/NZS ISO 31000:2009 and the relevant requirements/guides of each participating organisation.
- 3.1.8. Outcomes of the Tasmanian Emergency Risk Management Project coordinated by the SES over 2003-2004 are reviewed by the MLEMC which is responsible for updating them on case by case basis, in consultation with stakeholders. Aspects that affect this municipal area are used as the basis for regular reviews to this plan, to ensure that the arrangements continue to address the major risks to community safety within the Mersey-Leven area.
- 3.1.9. The Mersey-Leven Emergency Risk Register (refer Mersey-Leven Procedures and Guidelines) summarises the current risk assessment findings and identify the following general responsibilities for treatments:
- a council responsibility
 - b partnership: combination of councils, State Government agencies, Industry, Individuals
 - c State Government agency, Industry Association, Industry sector or individual

- d Whole of Government responsibility.

Protective Security and Business Continuity

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

Land Use Planning

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

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

Current Mersey-Leven Combined Area Specific Arrangements

Process

- 3.1.14. At least once every two years, the MLEMC will establish a sub-committee to review the Mersey-Leven Municipal Emergency Risk Register in the context of this plan and against the background of both the North West Regional EMP and TEMP. The sub-committee is to be referred to as the Mersey-Leven Risk Review Committee (MLRRC).
- 3.1.15. The purpose of the review is to achieve the following:
 - a To ensure that all credible risks to the combined municipal area have been identified, assessed and prioritised (with due regard to the risks identified under both TEMP and The North West Regional EMP).
 - b To analyse the current capability of the combined municipalities to implement existing and proposed emergency arrangements and to reflect this consideration in the risk evaluations and proposed risk treatments.
 - c Once risks have been prioritised, to allocate responsibilities for the development of sub-plans for risk treatment of specific risks where warranted.
- 3.1.16. On completion of the review, the MLEMC oversees the development of a Work Program for the committee; implementation of projects flowing from the work program will ensure that over time, all identified credible risks are subject to a level of assessment appropriate to the estimated risk and that effective risk treatments are implemented.
- 3.1.17. It is fundamental to the success of our prevention and mitigation strategy that each of the four participating councils undertake these projects; the expectation is that at least one major project

e.g. the development of a Dial Range Fire Plan, will be ongoing at any point in time across the four member municipalities.

Resources

- 3.1.18. The individual councils are responsible for resourcing the implementation of prevention and mitigation strategies particular to their area.
- 3.1.19. Where appropriate, under the Shared Resources Project, the MLEMC can call on the combined resources of the four councils particularly when implementing risk treatments.
- 3.1.20. Every opportunity is to be taken for accessing State and Federal funding of the prevention and mitigation activities identified through the Risk Review process.

Section 3.2 Preparedness

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

Overview

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

Current Arrangements

Municipal Emergency Management Committees

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

Capacity and Capability

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

Relief Arrangements for Council Emergency Management Roles

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

Municipal Area	Primary Role:	Usual Delegate:
Central Coast	Municipal Chairperson - Mayor	Deputy Mayor
	Municipal Coordinator - Director Engineering Services	Deputy Municipal Coordinator - Public Safety Coordinator
	Municipal Community Recovery Coordinator – Human Resources Systems Officer	Deputy Municipal Community Recovery Coordinator – Administration Officer
Devonport	Municipal Chairperson - Mayor	Deputy Mayor
	Municipal Coordinator - Community Partnerships Manager – Customers & Community	Deputy Municipal Coordinator – Assistant General Manager, Customers & Community
	Municipal Community Recovery Coordinator – Sustainable Communities Manager	Deputy Municipal Community Recovery – Environmental Health Coordinator
Kentish	Municipal Chairperson - Mayor	Deputy Mayor
	Municipal Coordinator - Works Manager	Deputy Municipal Coordinator - Technical / Fleet Officer
	Municipal Community Recovery Coordinator – Manager Community Development	Deputy Municipal Community Recovery Coordinator – Executive Support Officer and Community Development Officer

Municipal Area	Primary Role:	Usual Delegate:
Latrobe	Municipal Chairperson – Mayor	Representing Councillor
	Municipal Coordinator – Manager: Engineering and Works	Deputy Municipal Coordinator – Team Leader: Buildings
	Municipal Community Recovery Coordinator – Community Development Officer	Deputy Municipal Community Recovery Coordinator – Environmental Health Officer

Education and Training

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

Municipal Emergency Coordination Centre

- 3.2.16. Each of the four participating Municipal Coordinators maintain an Municipal Emergency Coordination Centre (ECC) for his/her Municipal Area. Each provides a facility for:
 - a coordinating council's emergency response
 - b coordinating requests from responding or community recovery organisations for additional resources
 - c providing information e.g. to the Regional Controller, local community etc.
- 3.2.17. A summary of these facilities and other important locations is included in the Mersey-Leven Procedures and Guidelines.
- 3.2.18. Action cards and procedures are maintained by the Municipal Coordinators for use during operation and the versions that were current at the time this plan was issued are included in the "Mersey-Leven Emergency Operations Centre Operations Manual" listed in the Mersey-Leven Procedures and Guidelines. These are designed so they can be used in any combination with other centres e.g. agency-specific Emergency Operations Centres/the Regional Emergency Coordination Centre etc.
- 3.2.19. Whenever an emergency arises whose impact crosses municipal boundaries within the Mersey-Leven group, the most appropriate ECC is chosen after discussion / negotiation by the Municipal Coordinators involved with input/direction from the Regional Coordinator.
- 3.2.20. The preferred ECC location for each council is listed below, but other locations may be nominated if more appropriate to particular emergencies:

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

Maintaining Basic Resources and Agreements

- 3.2.21. The Devonport Municipal Coordinator maintains a contact list for municipal emergency management on behalf of the combined Mersey-Leven councils. It is checked at each

committee meeting, updated and circulated to members and stakeholders. The Regional Committee's contact list is an important supplement to the Municipal Committee's contact list. It is updated in a similar way (coordinated by the SES Regional Manager).

3.2.22. Key agreements/projects relevant to the maintenance of effective emergency management capabilities currently include the following:

- a Shared Resources Project (involving the four member councils)
- b GIS Service Level Agreement for data sharing between each of the member councils and DPIPWE
- c Informal Plant Sharing Agreement between the four member councils
- d Service Level Agreement between each council and Cradle Mountain Water
- e Memorandums of Understanding between SES and each of the member councils
- f Relevant resource lists are maintained by each member council
- g Formal agreements with SES for the provision of emergency power generators for the Municipal Coordination Centres.

Community Warnings and Public Information

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

Points for Public Enquiries

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

Available Warning Systems

3.2.25. Public warnings systems are maintained by responsible agencies (see examples below).

3.2.26. This plan recognises that warnings to the public are most effective when key messages are developed in advance based on best practice (e.g. AGDs "Choosing your Words") into effective warnings. They are maintained in draft form so they can be made specific to each circumstance.

3.2.27. Emergency warning systems relevant to the Mersey-Leven Combined Municipal Area are:

- a flash and mainstream flooding (from rivers) (BoM/Council)
- b severe weather e.g. damaging winds (BoM)
- c bush fire (TFS)
- d Emergency Alert (all hazards) (TFS)
- e Local ABC Radio (primary Support Agencies or response Management Authority)
- f tsunami (TAS POL).

Public Information Readiness

3.2.28. Response Management Authorities are responsible for maintaining scripts about hazards for use by TEIS (Tasmanian Emergency Information System) in draft form so they can be customised as required. The Municipal and Regional Committee are developing draft scripts that can be customised related to broader impacts of emergencies/community recovery matters.

3.2.29. Pre-prepared public information resources are tailored where possible to assist all members of the municipal area be informed about the emergency e.g. the aged and disabled. This includes:

- a Public media information includes warnings, announcements, bulletins, requests and other such information.
- b During an emergency, the officer in charge of the Response Management Authority, or his/her duly appointed media liaison officer shall manage the release of information

- c The Mayor, Municipal Emergency Coordinator, General Manager or authorised officer, shall be the only persons authorised to release official public information to the media.
 - d Should the emergency escalate and incorporate the Region Emergency Management Plan, then all media releases shall be through the Regional Emergency Management Controller or his duly appointed officer.
 - e "Immediate release information" brought about by the urgency of a situation may be released by the officer in charge or senior ranking officer of the Lead Combat Authority or statutory body concerned at the time.
- 3.2.30. Specific arrangements for community warnings and public information are described in the "Guidelines for Council Issued Warnings and other Public Emergency Information" document (listed in the Mersey-Leven Procedures and Guidelines).

Municipal Emergency Management Plans

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

Validations and Performance Management

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

Administration Systems

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

- b cost capture.

Information Management

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

Cost Capture/Financial Administration

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

Section 3.3 Response

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

Overview

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

Command, Control and Coordination

All Hazards Response Arrangements and Escalation

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

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

Emergency Powers

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

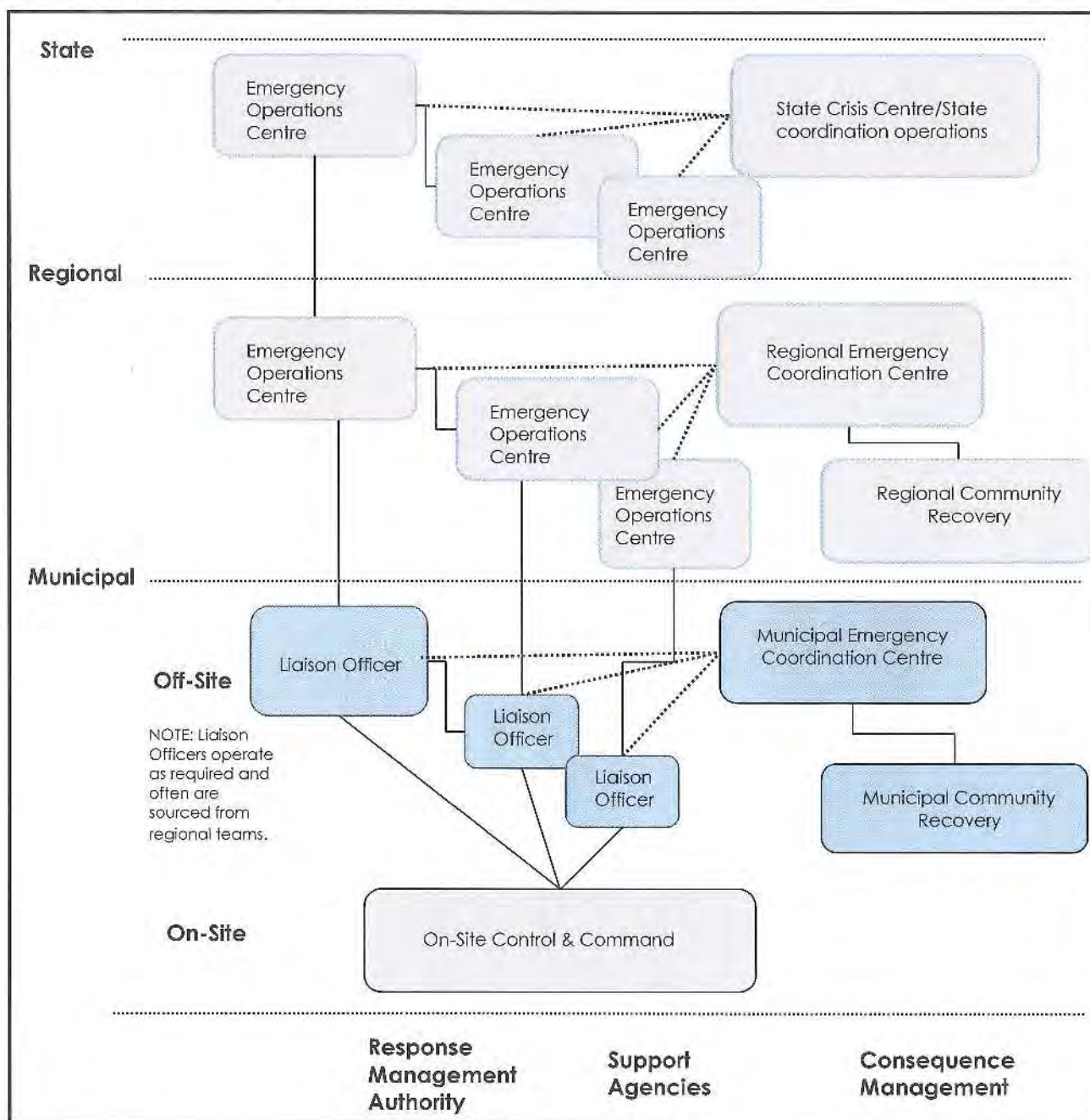
Resource Sharing and Coordination

- 3.3.18. The four Mersey-Leven member councils have resource sharing arrangements with each other. This means resources can be shared to assist others in any emergencies. Municipal Coordinators coordinate these requests.
- 3.3.19. Whenever an emergency involves more than one of the member council areas, the involved Municipal Coordinators work together to coordinate the response effort.

Consequence Management

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

Figure 3 Response Management Structure



LEGEND:

- Direct reporting relationship
- Also works/communicates with

Table 4 All-Hazards Response: Typical Actions

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


Warnings and Public Information






Warnings

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

Table 5 Summary of Warning Systems and Arrangements

Natural Hazards	Warning Type	Issuing Agency	Method
Flood			
Flood watch	An Alert, Watch or Advice of possible flooding, if flood producing rain is expected to happen in the near future. The general weather forecasts can also refer to flood producing rain.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Flood alert	Warnings of "Minor", "Moderate" or "Major" flooding in areas where the Bureau has installed specialised warning systems. In these areas, the flood warning message will identify the river valley, the locations expected to be flooded, the likely severity of the flooding and when it is likely to occur.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Minor flood warning	Causes inconvenience. Low-lying areas next to watercourses are inundated which may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Moderate flood warning	In addition to the above, the evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas requiring the removal of stock.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Major flood warning	In addition to the above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood affected areas may be required.	BoM	Emergency Services: SMS, telephone calls, emails, Fax
Severe Weather		BoM	
Severe weather warnings	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides. (see 1- 4 below)	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Damaging winds	Gusts expected in excess of 100km/h (75km/h when wind is from the east or south – i.e. an unusual direction), "destructive" winds above 125km/h	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Dangerous surf	Issued when swell is expected to exceed 6m about the north and east coasts, and 7m about the southeast coast	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Abnormally high tides	Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and maritime activities (generally when water level expected to reach 40cm above normal spring tide level)	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax

Natural Hazards	Warning Type	Issuing Agency	Method
Flash flooding	Issued when the rainfall rate over one hour is expected to exceed the one in five or one in ten year return period	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Severe thunderstorm warnings	Provided when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> • hail greater than 2cm diameter • wind gusts greater than 100km/h • flash flooding • tornadoes 	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Ice and frost on roads	Road weather alerts – advise of potentially dangerous driving conditions e.g. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Fire			
Fire weather warning	Issued when the rating on the fire danger scale is expected to exceed thresholds agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Fire weather alert Advice	Bushfire Advice message – This will advise you that a fire has started but there is no immediate danger, and includes general information to keep you up to date with developments.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Watch and Act	Bushfire Watch and Act message – This represents a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Emergency Warnings	Bushfire Emergency Warning – This will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Low - Moderate Fire Danger Rating (FDR 0-11)	Fires breaking out today can be controlled easily. There is little risk to people and property.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			

Natural Hazards	Warning Type	Issuing Agency	Method
High Fire Danger Rating (FDR 12-24) 	<p>Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
Very High Fire Danger Rating (FDR 25-49) 	<p>Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
Severe Fire Danger Rating (FDR 50-74) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
Extreme Fire Danger Rating (FDR 75-99) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
Catastrophic Fire Danger Rating (FDR >100) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best prepared homes will not be safe today.</p>		

Tsunami		
No threat	An undersea earthquake has been detected, however it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BoM
Marine alert and Land Alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM

Public Information

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

Tasmanian Emergency Information Service (TEIS)

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

Working with the Media

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

Table 6 Summary of Public Information Arrangements

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

Other Elements

Evacuation

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

Impact Assessments

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

Registrations

- 3.3.46. Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:
 - a affected persons (e.g. people who are evacuated/their families)
 - b other stakeholder/affected groups (e.g. businesses)
 - c spontaneous volunteers
 - d witnesses
 - e potential donors/sponsors (equipment, services, supplies).
- 3.3.47. Registration may be commenced by the response Management Authority and is coordinated by them. This can be supplemented or supported by regional arrangements for ongoing coordination of registrations e.g. the regional community recovery arrangements. Councils may be requested to assist. Australian Red Cross may also coordinate use of the National Red Cross and Inquiry System (NRIS) on request.
- 3.3.48. Registrations are shared regularly through the response phase including with the SES Regional Manager and Regional Community Recovery Coordinator.

Debriefs

- 3.3.49. Debriefs provide an opportunity to review arrangements and decisions made.
- 3.3.50. Key lessons identified are shared with stakeholders including the Municipal Committee, SES Regional Manager and/or the Regional Community Recovery Coordinator.
- 3.3.51. The Municipal Committee is responsible for reviewing emergencies that are significant to the area. Where appropriate and agreed this review is conducted by the Regional Committee so lessons can be shared easily with emergency management partners.

Administration: Finance and Cost Capture

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

Section 3.4 Community Recovery

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

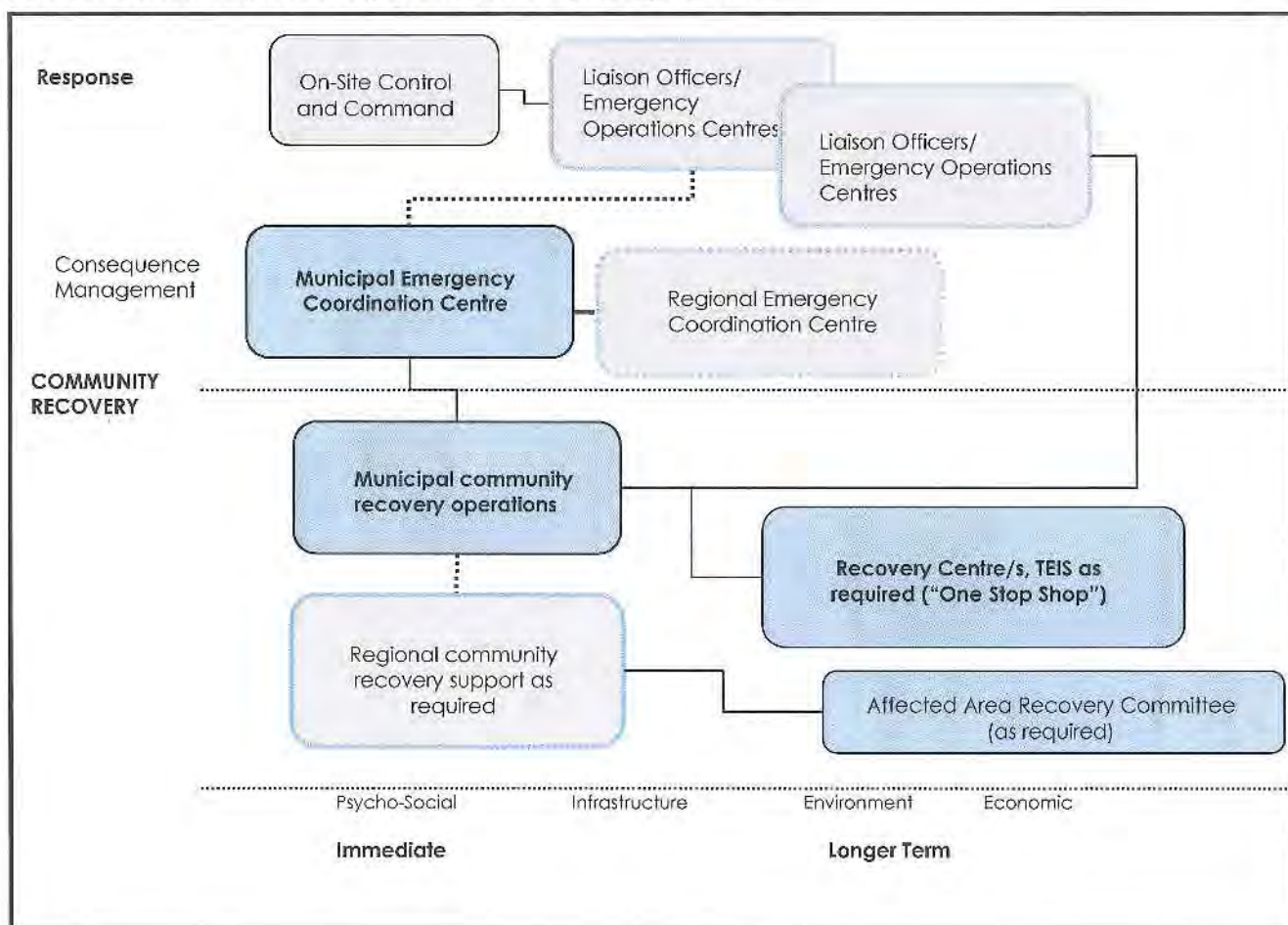
Overview

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

Current Arrangements

- 3.4.5. Figure 4 on the following page shows typical community recovery arrangements for all hazards, showing the close relationship between response operation and community recovery and spanning short – longer term activities. These arrangements are applied as required in each situation and are described in more detail in the following paragraphs.

Figure 4 Community Recovery Management Arrangements



LEGEND:

- Direct reporting relationship
- Also works/communicates with

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

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

Table 7 Community Recovery Responsibilities

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

Service/Function	Description	Primary Agency	Support Agency
State Roads and Bridges	Restoration of state roads and bridges	DIER Roads and Traffic Division	
Other Assets e.g. dams, pipelines. Power lines etc.	Restoration of other assets e.g. dams. Pipelines, power lines etc.	Asset and utility owner	Land owner
Drinking Water	Restoration/re-supply of drinking water	Cradle Mountain Water	DHHS
Electricity (very high voltage)	Restoration/re-supply of electricity (very high voltage)	Aurora	DIER Office of Energy Planning and Conservation NEMMCO
Electricity (domestic and commercial supply)	Restoration/re-supply of electricity (domestic and commercial)	Aurora	DIER Office of Energy Planning and Conservation NEMMCO Transend
Natural Gas	Restoration/re-supply of natural gas	TasGas	DIER
Telecommunications	Restoration of telecommunications including radio network	Network owner/manager	

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

Longer Term

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

Elements

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

Table 8 Community Recovery Summary

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

Section 4 Plan Administration

Plan Contact

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

Email: bevin.eberhardt@centralcoast.tas.gov.au

Mail: PO Box 220, Ulverstone 7315

Office phone number: (03) 6429 8900

Review Requirements and Issue history

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

Issue No.	Year Approved	Comments/Summary of Main Changes
1	2011	New document replacing the four individual member council plans

Distribution List

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

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

Organisation	Position
	<ul style="list-style-type: none"> • Meander Valley • West Coast • West Tamar
Other Organisations	<ul style="list-style-type: none"> • North West Regional Community Recovery Coordinator - DHHS – North West Area Health Service • Cradle Mountain Water • Hydro Tasmania • Forestry Tasmania • DPIPWE • TasPorts • TasGas • Aurora • DIER

Consultation for this Issue

- 4.5 The review of this issue of this plan was coordinated by the Central Coast Municipal Coordinator for the Mersey-Leven Emergency Management Committee. The work was guided by a Reference Group established by the MLEMC. This issue was updated/re-written as part of the State Preparedness Project (SES project 2010-2011) and the main round of consultation occurred over the first half of 2010. A period of final general consultation occurred during March/April 2011.
- 4.6 Over this period the committee invited comment from:
- a SES Regional Manager
 - b SES Manager Planning
 - c DHHS Regional Community Recovery Coordinator

Communications Plan Summary

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

Validation of this Plan

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

5.1. Associated Documents

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

Legislation

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

Plans and Arrangements

Row	Title	Holder of Council Copy	Custodian of Original	Version/Date	Notes
1	Council maps for council roads and alternative transport plans	Each Council	Each Council	Refer GIS each member council	Director Engineering Services/Works Manager
2	Fire Management Plans for: Mersey District 2010-2011	Each member council	Forestry Tasmania	Version 1 October 2010	Mersey District Forrest Manager
	Murchison District 2009-2010	Each member council	Forestry Tasmania	Version 1 October 2010	Murchison District Forrest Manager
	Kelcey Tier Greenbelt	Devonport	Devonport City	Version 1. August 2005	Devonport Municipal Coordinator – Community Partnerships Manager – Customers & Community
	Don Reserve	Devonport	Devonport City	Version 1 Feb 2005	As above
	Cradle Valley	Kentish	Parks & Wildlife Service	Version 1.3 Feb 2008	Cradle Mountain Emergency Management Committee
3	Cradle Valley Emergency Management Plan	Kentish	Parks & Wildlife Service	Ver 1.10 Feb 2008	Cradle Mountain Emergency Management Committee
4	Cradle Mountain Water Emergency Management Plan	Each Council	Cradle Mountain Water	Version 1 2011	
5	Lower Forth River Response and Recovery Plan	Central Coast	Central Coast Council	Version 1 Mar 2008	Director Engineering Services
6	Mersey River Flood Survey	Latrobe / Devonport / Kentish Councils	Latrobe Council	Draft 2011	
7	Operational Handbook TEIS		DPAC	Version 9 May 2009	Available from SES Regional Manager
8	Protocol for Use of Emergency Alert		TFS	Version 1.0 December 2009	Available from SES Regional Manager

Row	Title	Holder of Council Copy	Custodian of Original	Version/Date	Notes
9	Community Fire Refuge Arrangements & FAQs for Councils	Each Council	TFS	Version Jan 2011	Available from SES Regional Manager or Tasmanian Fire Service Mersey District Officer
10	North-West Regional Community Recovery Plan	Each Council	Nth West Regional Community Recovery Committee	Version 8 Feb 2011	Available from each Municipal Community Recovery Coordinator
11	Mersey District Pandemic Plan	Each Council	MLEMC	Version 1 2008	Available from DHHS - Northwest Regional Community Recovery Coordinator
12	North-West Regional Emergency Management Plan	Each Council	SES	Version 8 July 2008	Available from SES Regional Manager and SES website
13	State Road and Bridge Emergency Management Plan		DIER	Issue 1 December 2009	Available from SES website and DIER website www.transport.tas.gov.au/roads
14	Tasmanian Emergency Management Plan		SES	Issue 6 2009	www.ses.tas.gov.au/Publications
15	TasPorts Emergency Management Plan		TasPorts	Version 1.0 June 2009	Available from SES website
16	Tasmanian Gas Pipeline Emergency Response Management Plan	Latrobe Council	Kentish Council	Version 2 February 2010	Available from Transmission Manager (Tas Gas Networks) on behalf of Tasmanian Gas Pipeline Pty Ltd
17	Tasmanian Marine Chemical Spill Contingency (TasChemPlan)		DPIPWE	Version 1 2003	Available from the SES website under Plans
18	Tasmanian Marine Oil Pollution Contingency (TasPlan)		DPIPWE	Version 1 2001	Available from the SES website under Plans
19	Devonport Aerodrome Emergency Management Plan		TasPorts	Version 1 2007	Available from TasPorts Aerodrome Manager. This plan is currently under review.
20	Cradle Mountain Water – Lake Isandula Dam Safety Emergency Plan	Central Coast	Cradle Mountain Water	January 2010	

Mersey-Leven Procedures and Guidelines

Row	Title	Custodian of Original	Version / Date	Notes
21	Terms of Reference for the Mersey-Leven Emergency Management Committee	Devonport Municipal Coordinator	Version 2, September 2010	
22	Mersey-Leven Municipal Emergency Risk Register	Central Coast Municipal Coordinator	November 2007	
23	Mersey-Leven Emergency Operations Guidelines	Municipal Coordinators for each Member council	Work in progress	Includes guidance to council emergency operations