
Minutes of an ordinary meeting of the Central Coast Council held via Zoom (electronic conferencing) on Monday, 24 January 2022 commencing at 6.00pm.

Councillors attendance

Cr Jan Bonde (Mayor)	Cr John Beswick
Cr Garry Carpenter (Deputy Mayor)	Cr Amanda Diprose
Cr Cheryl Fuller	Cr Casey Hiscutt
Cr Annette Overton	Cr Tony van Rooyen
Cr Philip Viney	

Councillors apologies

Nil

Employees attendance

General Manager (Ms Sandra Ayton)
Director Infrastructure Services (Mr Paul Breaden)
Director Community Services (Mr Daryl Connelly)
Executive Services Officer (Mrs Lou Brooke)

Media attendance

Due to COVID-19 restrictions, media representatives were not able to attend the meeting.

Public attendance

Due to COVID-19 restrictions, the public were not able to attend the meeting.

Acknowledgement of Country

The Council acknowledges and pays respect to the Tasmanian Aboriginal community as the traditional owners and custodians of this land on which we live.

Prayer

The meeting opened in prayer.

CONFIRMATION OF MINUTES OF THE COUNCIL

1/2022 Confirmation of minutes

The Executive Services Officer reported as follows:

“The minutes of the ordinary meeting of the Council held on 13 December 2021 have already been circulated. The minutes are required to be confirmed for their accuracy.

The *Local Government (Meeting Procedures) Regulations 2015* provide that in confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.”

■ Cr Hiscutt moved and Cr Overton seconded, “That the minutes of the ordinary meeting of the Council held on 13 December 2021 be confirmed.”

Carried unanimously

COUNCIL WORKSHOPS

2/2022 Council workshops

The Executive Services Officer reported as follows:

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

- . 20.12.2021 – Welcome to and Acknowledgment of Country Guidelines; Review of public attendance at Council meetings; Election promises for community groups
- . 10.01.2022 – Cultural Heritage Study; Quarterly update
- . 17.01.2022 – Flagpole Policy; Beach access review.

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

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

Carried unanimously

MAYOR'S COMMUNICATIONS

3/2022 Mayor's communications

The Mayor to report:

"I have no communications at this time."

4/2022 Mayor's diary

The Mayor reported as follows:

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

- . Presentation of school certificates – Ulverstone Secondary College – Ulverstone
- . Citizenship Ceremony – Ulverstone
- . Switch Special Board Meeting – Ulverstone
- . HIVE Volunteers Christmas Afternoon Tea – Ulverstone
- . Radio interview."

The Executive Services Officer reported as follows:

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

Carried unanimously

5/2022 Declarations of interest

The Mayor reported as follows:

"Councillors are requested to indicate whether they have, or are likely to have, a pecuniary (or conflict of) 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.”

No interests were declared at this time.

COUNCILLOR REPORTS

6/2022 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 Hiscutt reported on the first meeting of the Slipstream Circus Board Inc. for 2022, stating that enrolment numbers are currently low. Cr Hiscutt voiced the Boards’ encouragement for increased participation. Cr Hiscutt noted that a matter regarding venue lighting has been raised with the Council, and is being progressed through the General Manager.

APPLICATIONS FOR LEAVE OF ABSENCE

7/2022 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

8/2022 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

9/2022 Petitions

The Executive Services Officer reported as follows:

“No petitions under the provisions of the *Local Government Act 1993* have been presented.”

COUNCILLORS' QUESTIONS

10/2022 Councillors' questions without notice

The Executive Services Officer reported as follows:

“The *Local Government (Meeting Procedures) Regulations 2015* provide as follows:

'29 (1) A councillor at a meeting may ask a question without notice –

(a) of the chairperson; or

(b) through the chairperson, of –

(i) another councillor; or

(ii) the general manager.

(2) In putting a question without notice at a meeting, 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 of a meeting 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 at a meeting may decline to answer the question.
 - (5) The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.
 - (6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.
 - (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 at an ordinary council meeting, ..., may decide to deal with a matter that is not on the agenda if –
 - (a) the general manager has reported the reason it was not possible to include the matter on the agenda; and
 - (b) the general manager has reported that the matter is urgent; and
 - (c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.'

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.

11/2022 Councillors' questions on notice

The Executive Services Officer reported as follows:

"The *Local Government (Meeting Procedures) Regulations 2015* provide as follows:

'30 (1) A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, 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."

PUBLIC QUESTION TIME

12/2022 Public question time

The Mayor reported as follows:

"The Council received four submissions for Public Question Time. Public Question Time will commence at 6.40pm or as soon as practicable thereafter."

13/2022 Public questions taken on notice

The Executive Services Officer reported as follows:

"No public questions were taken on notice from the 13 December 2021 meeting."

DEPARTMENTAL BUSINESS

GENERAL MANAGEMENT

14/2022 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:

- Turners Beach Community Representatives Committee – meeting held 25 November 2021.

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

■ Cr Hiscutt moved and Cr van Rooyen seconded, “That the (non-confidential) minutes and notes of committees of the Council be received.”

Carried unanimously

15/2022 Quarterly Performance Report – 2021–2022 Annual Plan progress

Cr Fuller left the meeting at 6.11pm.

The General Manager reported as follows:

“PURPOSE

The purpose of this report is to present a Quarterly Performance Report (31 December 2021) for the Council’s 2021–2022 Annual Plan.

BACKGROUND

The Council’s 2021–2022 Annual Plan and Budget Estimates were adopted by the Council at its meeting on Monday, 21 June 2021 in accordance with the requirements of the *Local Government Act 1993*.

DISCUSSION

The Quarterly Performance Report to Council provides an update on the progress of strategic actions included in the Council’s 2021–2022 Annual Plan. Strategies and

Actions are listed in Department order and provide information on what is planned to be achieved during the financial year. Each action's status includes progress comments and the estimated percentage completed against the targets set. Highlights of achievements during the second quarter included:

- . The Complete Streets – Penguin Town Centre Master Plan and Strategies report received and endorsed at the November 2021 Council meeting;
- . Preliminary projects identified in the Complete Street's Penguin Town Centre Master Plan will commence in 2022, through the Local Roads and Community Infrastructure Program;
- . Reconciliation Action Plan adopted at the December 2021 Council meeting;
- . Greening Central Coast Strategy adopted by the Council at the November 2021 Council meeting;
- . The Acknowledgement of Country and Welcome to Country Policy was developed, and is expected to be submitted to the February 2022 Council meeting for adoption;
- . Preliminary findings for the Council's Cultural Heritage Plan were presented at a Councillor Workshop, it is envisaged that a draft study will be completed by the end of February 2022;
- . A Stormwater Retention/Detention Service Level Policy has been developed with a view to the Policy being adopted at the February 2022 Council meeting;
- . Following a community consultation process, the Waste Strategy is being finalised and will be submitted to the February 2022 Council meeting.

A copy of the Quarterly Performance Report to Council – 31 December 2021 is appended.

CONSULTATION

Consultation is not required on this report.

RESOURCE, FINANCIAL AND RISK IMPACTS

Other than staff time there is no impact on Council resources.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

Council Sustainability and Governance

- . Improve corporate governance
- . Improve service provision

- . Effective communication and engagement
- . Strengthen local-regional connections.

CONCLUSION

It is recommended that Council receive the Quarterly Performance Report.”

The Executive Services Officer reported as follows:

“A copy of the Quarterly Performance Report to Council – 31 December 2021 having been circulated to Councillors.”

■ Cr van Rooyen moved and Cr Hiscutt seconded, “That the Council receive the Quarterly Performance Report on progress with the 2021–2022 Annual Plan as at 31 December 2021.”

Carried unanimously

Cr Fuller returned to the meeting at 6.12pm.

16/2022 Schedule of Appointments to Statutory Bodies, Groups and Organisations, Council and Special Committees, Community Advisory Groups and Working Groups – Emergency Management (15/2020 – 28.01.2020)

The General Manager reported as follows:

“PURPOSE

This report seeks endorsement by the Council for the nomination to the Minister for Police, Fire and Emergency Management for the appointment of the Council’s Municipal Emergency Management Coordinator and Deputy Coordinator positions.

BACKGROUND

The current statutory appointment of the Municipal Emergency Management Coordinator and Deputy Municipal Emergency Management Coordinator will expire on 25 February 2022.

DISCUSSION

The current statutory appointments are as follows:

- 1 Mr Paul Breden, Director Infrastructure Services – the Municipal Emergency Management Coordinator (Municipal Coordinator); and

- 2 Mr Phillip Barker, Manager Works Services – the Deputy Municipal Emergency Management Coordinator.

The *Emergency Management Act 2006* – Section 23(8) states:

‘A council may only nominate a person for the position of Municipal Emergency Management Coordinator or Deputy Municipal Emergency Management Coordinator if the person, once appointed to the position, would have the authority and ability to make decisions relating to the coordination of emergency management in the municipal area during an emergency without first seeking the approval of the council.’

The role of Municipal Coordinator is undertaken by the Director Infrastructure Services as the role holds legislative requirements through delegation by the General Manager. The Director is also responsible for Council’s Infrastructure Services workforce who undertake emergency management duties.

In the interest of consistency, it is recommended that the Director Infrastructure Services and Manager Works Services are renominated in their respective roles as Municipal Emergency Management Coordinator and Deputy Municipal Emergency Management Coordinator.

CONSULTATION

Consultation has been undertaken with the nominees.

RESOURCE, FINANCIAL AND RISK IMPACTS

There is minimal impact on resources.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 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
- Contribute to the preservation of the natural environment.

Council Sustainability and Governance

- Effective communication and engagement
- Strengthen local–regional connections.

CONCLUSION

It is recommended that the Council:

- 1 nominate Paul Breden, Director Infrastructure Services for appointment by the Minister, as the Central Coast Council's Municipal Emergency Management Coordinator (Municipal Coordinator) for a further period of two years; and
- 2 nominate Phillip Barker, Manager Works Services for appointment by the Minister, as the Deputy Municipal Emergency Management Coordinator (Deputy Municipal Coordinator) for a further period of two years."

The Executive Services Officer reported as follows:

■ Cr Viney moved and Cr Beswick seconded, "That the Council:

- 1 nominate Paul Breden, Director Infrastructure Services for appointment by the Minister, as the Central Coast Council's Municipal Emergency Management Coordinator (Municipal Coordinator) for a further period of two years; and
- 2 nominate Phillip Barker, Manager Works Services for appointment by the Minister, as the Deputy Municipal Emergency Management Coordinator (Deputy Municipal Coordinator) for a further period of two years."

Carried unanimously

17/2022 Common seal

The General Manager reported as follows:

"A Schedule of Documents for Affixing of the Common Seal for the period 14 December 2021 to 24 January 2022 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 Diprose moved and Cr Hiscutt 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

18/2022 Contracts and agreements

The General Manager reported as follows:

“A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into for the period 14 December 2021 to 24 January 2022 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 Viney moved and Cr van Rooyen seconded, “That the Schedule of Contracts and Agreements (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

19/2022 Correspondence addressed to the Mayor and Councillors

The General Manager reported as follows:

“A Schedule of Correspondence addressed to the Mayor and Councillors for the period 14 December 2021 to 24 January 2022 and which was addressed to the ‘Mayor and Councillors’ is appended. Reporting of this correspondence is required in accordance with Council policy.

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.”

The Executive Services Officer reported as follows:

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

- Cr Diprose moved and Cr van Rooyen seconded, “That the Schedule of Correspondence addressed to the Mayor and Councillors (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

COMMUNITY SERVICES

20/2022 Development application determinations

The Director Community Services reported as follows:

“A Schedule of Development Application Determinations made during the month of December 2021 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 Beswick seconded, “That the Schedule of Development Application Determinations (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

INFRASTRUCTURE SERVICES

21/2022 Infrastructure Services determinations

The Director Infrastructure Services reported as follows:

“A Schedule of Infrastructure Services Determinations made during the month of December 2021 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 Beswick moved and Cr Hiscutt seconded, “That the Schedule of Infrastructure Services Determinations (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

**22/2022 Mersey–Leven Emergency Management Plan – Issue 4 – September 2021
(334/2017 – 20.11.2017)**

The Director Infrastructure Services reported as follows:

“PURPOSE

The purpose of this report is for the Council to consider endorsement of the Mersey–Leven Emergency Management Plan – Issue 4 – September 2021 (the 2021 Plan).

BACKGROUND

The Mersey–Leven Municipal Combined Area includes the Council areas of Central Coast, Devonport, Kentish and Latrobe.

The Mersey–Leven Emergency Management Committee (the Committee) has been operating under the terms of the existing Mersey–Leven Emergency Management Plan – Issue 3, October 2017 (the 2017 Plan). This Plan has been reviewed and was endorsed by the Committee at its meeting on 4 November 2021 and recently issued under the authority of the State Emergency Management Controller in accordance with the *Emergency Management Act 2006*.

DISCUSSION

The Plan review was undertaken in accordance with the requirements of the *Emergency Management Act 2006*. Effectively the differences between Issues 3 and 4 include:

- . updating of personnel and responsible departments;
- . aligning the format and content with the North–West Regional Emergency Management Plan;
- . aligning the format and content with the Tasmanian Emergency Management Arrangements (TEMA); and further
- . the Terms of Reference for the Committee were updated and included within the 2021 Plan.

The 2021 Plan is provided to the Council for endorsement as Central Coast is one of the four member Councils of the Mersey–Leven Municipal Combined Area. Other Councils have either endorsed the Plan or are considering formal endorsement during January 2022. A copy of the Plan is appended to this report.

CONSULTATION

The Plan review was undertaken by the four Municipal Coordinators in conjunction with the State Emergency Service Regional Emergency Management Planner (NW) and Latrobe Council Team Leader Customer Service & Business Support.

The Committee then reviewed the proposed 2021 Plan and endorsed it in November 2021.

RESOURCE, FINANCIAL AND RISK IMPACTS

The project has been funded by each member Council and SES through their normal employee resources.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

A Connected Central Coast

- . Improve community well-being.

The Environment and Sustainable Infrastructure

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

Council Sustainability and Governance

- . 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 – Issue 4 – September 2021.”

The Executive Services Officer reported as follows:

“A copy of the Mersey-Leven Emergency Management Plan – Issue 4 – September 2021 has been circulated to all Councillors.”

■ Cr van Rooyen moved and Cr Overton seconded, “That the Council endorse the Mersey-Leven Emergency Management Plan – Issue 4 – September 2021 (a copy being appended to and forming part of the minutes).”

Carried unanimously

C O R P O R A T E S E R V I C E S

23/2022 Statutory determinations

The Director Corporate Services reported as follows:

“A Schedule of Statutory Determinations made during the month of December 2021 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 Viney moved and Cr Beswick seconded, “That the Schedule of Statutory Determinations (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

24/2022 Financial statements

The Director Corporate Services reported as follows:

“The following principal financial statements of the Council for the period ended 31 December 2021 are submitted for consideration:

- . Statement of Comprehensive Income
- . Statement of Financial Position
- . Operational Budgets
- . 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 van Rooyen moved and Cr Fuller seconded, “That the financial statements (copies being appended to and forming part of the minutes) be received.”

Carried unanimously

25/2022 Public Question Time

The Mayor introduced public question time at 6:20pm.

Via email – Jamie Smith – Leith

Question 1 –

“On 13 December 2021 my public question asked, *“Since 14 August 2021 has the Central Coast Council received any responses to any communications with the State Government, Minister Michael Ferguson, the Department of State Growth or GHD with regard to/about the overpass proposed to be constructed at Leith, or any other options the State Government may implement at Leith and if so, what is the date or dates of the response or responses, what is the content of the response or responses and will the response or responses be made available to ratepayers or residents?”* and the response was *“The General Manager responded that the Secretary of the Department of State Growth phoned the General Manager on 29 October 2021, to advise that the Department was in the process of briefing the Minister and an announcement would be made in due course.”*, however the Minutes of the Forth Community Representatives Committee meeting held on 4 November 2021 state *“Sandra has been advised by the Minister’s office that the Minister is expected to make an announcement at the end of November”*, why does the General Manager’s response on 13 December 2021 differ from the Minutes of the Forth Community Representatives Committee meeting held on 4 November 2021 and as a copy of the record of the phone call from the Secretary of the Department of State Growth on 29 October 2021 is required will the Council please provide a copy?”

Response –

The General Manager advise that the answer to your question at the December 2021 Council meeting is accurate. The date I gave at the Forth Community Representatives Committee re: the end of November 2021 was my own personal view taking in to account where the process was at with the Minister. When I was asked that question at the Forth Community Representatives meeting, that was my response. This wasn’t from anything I gained from the Department, no-one provided me with this information. The information provided at the December meeting was from a telephone call on 29 October 2021 and did not include emails or correspondence follow up.

Question 2 –

“On 13 December 2021 my public question asked, *“Since 14 August 2021 has the Central Coast Council communicated with the State Government, Minister Michael Ferguson, the Department of State Growth or GHD with regard to/about the overpass proposed to be constructed at Leith, or any other options the State Government may implement at Leith and if so, what is the date or dates of the communication or communications, what is the content of the communication or communications and will the communication or communications be made available to ratepayers or*

residents?” and the response was “The General Manager responded that an email was sent to Minister Ferguson’s office on 27 October 2021, enquiring as to when the safety improvement outcomes for the Bass Highway at Leith will be announced.” a copy of this email is required and will the Council please provide a copy?”

Response –

The General Manager advised she is happy to provide a copy of the email.

Via email – Tony Downey – Leith

Question 1 –

“On 21 September 2016, the Council wrote to Minister Rene Hidding where this letter “.....urges the State Government to seriously consider using ‘Black Spot’ funding to rationalise the two intersections with a single overpass and related infrastructure.” And this letter had an enclosure dated 11 December 2013 that states, “There are some 45 recorded accidents at these junctions since 2001, with nine of them serious, including two fatalities.”, on 11 May 2018 the Council wrote to Minister Jeremy Rockliff with regard to the Government’s proposal to build an overpass at Leith where this letter stated “The Council strongly supports this project.....”, on 17 May 2021 as the result of public questions regarding the Council letter dated 21 September 2016, the Council was asked “...did the Central Coast Council conduct any survey of the residents of Leith to ascertain whether there was consensus or any overwhelming support for an overpass at Leith before writing this letter and if so, when?” and the Council’s response was “The General Manager advised a survey was not undertaken of Leith residents.”, on 20 July 2021 the Council was required to write to Minister Michael Ferguson with regard to the 45 accidents at the Leith junctions advising that the Council’s letter of 11 December 2013 was factually incorrect, on 13 January 2022 Minister Michael Ferguson issued a media release stating “The Tasmanian Government has responded to community feedback about a proposed overpass on the Bass Highway at Leith and will instead pursue other upgrade options to provide safer access to the highway from two existing junctions.”, given these facts is it not the situation that if the Council had consulted/surveyed the Leith residents prior to urging the Government to build an overpass on 21 September 2016 the situation could have been resolved in 2017 as it now has, thus preventing considerable angst/disruption to Leith residents faced with the loss of their homes or land as well as the Government incurring considerable costs and if not why not?”

Response –

The General Manager advised, as you have stated, this issue was raised by the Council with the relevant Minister by letter on 11 December 2013. The purpose of the Council letter was to ask the State Government to address community expressed safety

concerns along that particular stretch of highway for all users. While Councillors may have had various ideas about works, it was ultimately the State Government's decision to make. The letter in October 2016 was in relation to looking at an overpass generally – no designs were mooted at this stage.

As stated before, as the works were in the jurisdiction of the State, the consultation process was a matter for the State Government and not the Council. An overpass design option for Allport Street was first presented at a public consultation session held at the Forth Hall in September 2017.

Question 2 –

“On 21 September 2016, the Council wrote to Minister Rene Hidding where this letter *“.....urges the State Government to seriously consider using ‘Black Spot’ funding to rationalise the two intersections with a single overpass and related infrastructure.”* and this letter had an enclosure dated 11 December 2013 that states, *“There are some 45 recorded accidents at these junctions since 2001, with nine of them serious, including two fatalities.”*, on 11 May 2018 the Council wrote to Minister Jeremy Rockliff with regard to the Government's proposal to build an overpass at Leith where this letter stated *“The Council strongly supports this project.....”*, on 17 May 2021 as the result of public questions regarding the Council letter dated 21 September 2016, the Council was asked *“...did the Central Coast Council conduct any survey of the residents of Leith to ascertain whether there was consensus or any overwhelming support for an overpass at Leith before writing this letter and if so, when?”* and the Council's response was *“The General Manager advised a survey was not undertaken of Leith residents.”*, on 20 July 2021 the Council was required to write to Minister Michael Ferguson with regard to the 45 accidents at the Leith junctions advising that the Council's letter of 11 December 2013 was factually incorrect, on 13 January 2022 Minister Michael Ferguson issued a media release stating *“The Tasmanian Government has responded to community feedback about a proposed overpass on the Bass Highway at Leith and will instead pursue other upgrade options to provide safer access to the highway from two existing junctions.”*, given these facts and the facts the Council's urging and supporting an overpass did not result in an overpass at Leith, what actions will the Council now take to ensure the Council consults with the Leith community in future?”

Response –

The Council will always be expected to take on concerns from ratepayers and users of infrastructure and provide feedback to any Ministers if it is their infrastructure. It is up to them to determine if they wish to pursue the concerns.

The General Manager stated that if the issue is relating to only Leith and relates to Council infrastructure, the Council will consult with the Leith Community in accordance with the Communications and Engagement Policy 2020.

Via email – Leo and Faye Beuermann – Leith

Question 1 –

“Questions to the Council about it’s actions regarding the urged overpass at Leith have been invaluable and enabled the Minister, Department of State Growth and politicians with “more recent evidence and insight”. Questions revealed the existence of the Council’s urging letter dated 21 September 2016 and enclosure, the fact that Leith residents were not surveyed or consulted prior to the Council writing it’s letter on 21 September 2016 urging an overpass at Leith, the existence of the Council’s letter dated 11 May 2018 written to Minister Jeremy Rockliff regarding the Government’s proposal to build an overpass at Leith where this letter stated “*The Council strongly supports this project....*”, the correct Crash Statistics confirming there were not two fatalities and 45 accidents at the Leith junctions from 2001 onwards and resulted in the Mayor being required to write to Minister Ferguson on 20 July 2021 regarding the 45 accidents at the Leith junctions advising that the Council’s letter of 11 December 2013 was “factually incorrect”. Without residents asking questions of the Council, the Government may have accepted and followed the Councils urging so residents would have had their homes and land taken instead of the Leith junctions being upgraded. Why did the Council not survey or consult the Leith community before writing it’s letter dated 21 September 2016 urging an overpass at Leith, why particularly as the Council has been aware of resident’s particular rejection of an overpass since May 2021 has the Council not supported it’s ratepayers/residents at Leith to assist the Government achieve it’s decision to upgrade the Leith junctions instead of construct an overpass and will the Council apologise to the Leith community for urging as well as supporting an overpass and if not why not?”

Response –

The General Managers advised that it should be noted that at the time of the letter of 2016, the Council was asked whether they supported the idea of an overpass. There were no designs mooted at this stage. As stated before, as the works were in the jurisdiction of the State, the consultation process was a matter for the State Government and not the Council. The Council does not need to apologise for forwarding concerns on safety for all road users along this particular stretch of road to the State Government. If people raise issues that are for the State Government to determine we will continue to pass this on to the relevant Government Department.

Question 2 –

“On 13 December 2021, our public question was, “On 6 September 2021, the Mayor declined to meet with Leith residents on the basis a private meeting not a council meeting was sought and the Deputy Mayor would accompany the Mayor, what was the full purpose, intent and reasons for the Mayor and Deputy Mayor wanting/intending to meet with Leo Beuermann, Faye Beuermann and Tony Downey at Leith and why did the Mayor and Deputy Mayor exclude other Leith residents from the meeting?” and the Council response was “The General Manager responded that the Mayor phoned Mr Leo Beuermann to request a personal meeting with he and Mrs Beuermann at their home, to better understand the potential impacts the proposed Leith overpass may have on both their property and their personal health and wellbeing. Mr Beuermann said he would like to include Tony Downey and one or two other people in the meeting to which the Mayor agreed and offered to also invite the Deputy Mayor. In further conversation it became evident that what Mr Beuermann was intending was a public meeting to discuss the Leith overpass. This would be a matter for the Department of State Growth.”, given the facts Council records evidence Leo and Faye Beuermann have asked questions of the Council with regard to the Council urging an overpass and related Council actions and these questions have also been asked on behalf of other Leith residents and Leo Beuermann’s contemporaneous record of the telephone conversations with the Mayor were unreservedly accepted without demur by the Council and acknowledged by email dated 21 September 2021 and this record states “As we both act for other Leith residents who also require the Council to provide full written answers to our communications, we consider it unwise for the Council to try and restrict meeting with Leith residents to a mere two/three residents.”, “As you and Councillors will appreciate, full answers/responses are still required to all our communications to the Council/General Manager which remain unanswered/unresponded.” and “Jan Bonde also stated that she wanted the continual emails to stop.” How is it possible for the Council to state “In further conversation it became evident that what Mr Beuermann was intending was a public meeting to discuss the Leith overpass.”, why would the Council consider/state “This would be a matter for the Department of State Growth.” as State Growth has no role in the Council’s actions questioned by Leo and Faye Beuermann, why did the Mayor seek a personal meeting instead of an official meeting, why did the Mayor want emails/questions to stop and was/is the Mayor and/or Council are acting to stifle, or prevent legitimate questions and correspondence from Ratepayers?”

Response –

The General Manager advised that the Mayor, in asking for a meeting, was trying to understand what the crux of the issue was and as Mr Beuermann was sending in the questions, it was thought best to have a face to face meeting with you to gain a better understanding.

In relation to responses to Mr and Mrs Beuermann, the Council has been open and transparent, even providing copies of all documentation that we have. The responses have been accurate and honest, supported by our own documentation. While some people may not be happy with some of the responses, they are nevertheless the only responses that we can provide.

Via email – Lesley Lyons – Leith

Question 1 –

“The agenda for the Council meeting on 24 January 2022, shows under Capital Works Program 2021–2022, Forth/Leith shared pathway, Budget \$1,416,500, Expenditure \$261,903, what does the budget cover/include and where does the Council propose/intend to construct a Forth/Leith shared pathway, what does the expenditure cover/include, where/when was it spent and when did the Council consult with Leith residents regarding a Forth/Leith shared pathway and budget?”

Response –

The General Manager advised that the project identified in the Capital Works Program is the Turners Beach to Leith shared pathway. It links the Esplanade in Turners Beach with the Bass Highway underpass at the end of Short Street, utilising the former railway bridge to cross the Forth River. We will change the naming in the Capital Works Program to prevent confusion in the future.

The project commenced on site in December 2021 and is to be completed by June 2022. Current expenditure is for works to date.

The design or route for a pathway linking Forth via Turners Beach or Leith has not been identified yet. This will be undertaken sometime in the future and will include discussions with the community.

Questions and replies concluded at 6:42pm.

CLOSURE OF MEETING TO THE PUBLIC

26/2022 Meeting closed to the public

The Executive Services Officer reported as follows:

“The *Local Government (Meeting Procedures) Regulations 2015* provide that a meeting of a council is to be open to the public unless the council, by absolute majority, decides to close part of the meeting because one or more of the following matters are being, or are to be, discussed at the meeting.

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:

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
Minutes and notes of other organisations and committees of the Council	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.”
. Dulverton Waste Management Authority Annual General Meeting – meeting held 25 November 2021	
. Dulverton Waste Management Authority Bord – meeting held 15 December 2021.	

■ Cr Viney moved and Cr Hiscutt seconded, “That the Council close the meeting to the public to consider the following matters, they being matters relating to:

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
Minutes and notes of other organisations and committees of the Council . Dulverton Waste Management Authority Annual General Meeting – meeting held 25 November 2021 . Dulverton Waste Management Authority Bord – meeting held 15 December 2021.	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.”

Carried unanimously and by absolute majority

The Executive Services Officer further reported as follows:

- “1 The *Local Government (Meeting Procedures) Regulations 2015* 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, the fact that the matter was discussed and a brief description of the matter so discussed, and is not to record in the minutes of the open meeting the details of the outcome unless the council determines otherwise.
- 2 While in a closed meeting, the council is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.
- 3 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.

-
- 4 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.”

The meeting moved into closed session at 6.47pm.

CLOSED SESSION SUMMARY

The Executive Services Officer reported as follows:

“In accordance with Regulation 34(1)(b) of the *Local Government (Meeting Procedures) Regulations 2015*, the Council is to provide an overview of matters considered during Closed Session for the public.”

Matter	Description of matter discussed
27A/2022 – Confirmation of Closed Session Minutes	The Closed session minutes of the previous ordinary meeting of the Council held on 13 December 2021 had been circulated. The minutes are required to be confirmed for their accuracy.
28A/2022 – Minutes and notes of other organisations and committees of the Council	The minutes and notes have been provided to the Council on the condition they are kept confidential.
. Dulverton Waste Management Authority Annual General Meeting – meeting held 25 November 2021	
. Dulverton Waste Management Authority Bord – meeting held 15 December 2021.	

CLOSURE

There being no further business, the Mayor declared the meeting closed at 7:25pm.

CONFIRMED THIS 21st DAY OF FEBRUARY, 2022.

Chairperson

(lb:lc)

Appendices

- Minute No. 17/2022 – Schedule of Documents for Affixing of the Common Seal
- Minute No. 18/2022 – Schedule of Contracts and Agreements
- Minute No. 19/2022 – Schedule of Correspondence Addressed to Mayor and Councillors
- Minute No. 20/2022 – Schedule of Development Application Determinations
- Minute No. 21/2022 – Schedule of Infrastructure Services Determinations
- Minute No. 22/2022 – Mersey-Leven Emergency Management Plan – Issue 4 – September 2021
- Minute No. 23/2022 – Schedule of Statutory Determinations
- Minute No. 24/2022 – Financial Statements

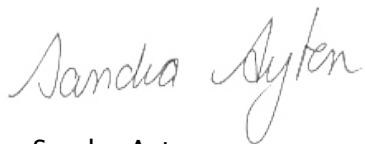
QUALIFIED PERSON'S ADVICE

The *Local Government Act 1993* (the Act), Section 65 provides as follows:

- “(1) A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.
- (2) A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless –
 - (a) the general manager certifies, in writing –
 - (i) that such advice was obtained; and
 - (ii) that the general manager took the advice into account in providing general advice to the council or council committee; and
 - (b) a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager's certificate.”

In accordance with Section 65 of the Act, I certify:

- (i) that the reports within the Council minutes contain advice, information and recommendations given by persons who have the qualifications and experience necessary to give such advice, information or recommendation;
- (ii) where any advice is directly given by a person who did not have the required qualifications or experience that person has obtained and taken into account another person's general advice who is appropriately qualified or experienced; and
- (iii) that copies of advice received from an appropriately qualified or experienced professional have been provided to the Council.



Sandra Ayton
GENERAL MANAGER

Associated Reports And Documents


SCHEDULE OF DOCUMENTS FOR AFFIXING OF THE COMMON SEAL

Period: 14 December 2021 to 24 January 2022

Documents for affixing of the common seal under delegation

- . Final Plan of Survey and Schedule of Easements
964 Preston Road, and 978 Preston Road, North Motton
Application No. DA2020296
Folio Ref: 30447/3 and 89005/1
- . Strata Plan
12 Southern Cross Drive, Ulverstone
Application No. DEV2009.115 and DA2021363-1
Folio Ref: 154831-117
- . Final Plan of Survey and Schedule of Easements
22,21 and 20 Markm Court and
12 and 14 Amy Street, West Ulverstone
Application No. DA2019065
Folio Ref: 104757/2, 104757/3, 109177/22, 109177/27, and
109177/20
- . Final Plan of survey and Schedule of Easements
Stage 2 – Hearps Road (now Tower Place) West Ulverstone
Application No. DA2018234
Folio Ref: 181055/50
- . Final Plan of Survey
132 South Road, West Ulverstone
Application No. DA2018090
Folio Ref: 145387/2
- . 2021–2022 Improving the Playing Field (Small) Grants Program
The Crown in Right of Tasmania (represented by the
Department of Communities Tasmania) and Central Coast Council
Grant Purpose: To assist the recipient with fencing upgrade to
equestrian arena at Batten Park
Grant Amount: \$25,900.00 (plus GST if applicable)

- . Final Plan of Survey
2 Susan Street and 3 Albert Street, Turners Beach
Application No: DA2021305
Folio reference: 60644/6 & 60644


Sandra Ayton
GENERAL MANAGER

SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the Common Seal)

Period: 14 December 2021 to 24 January 2022

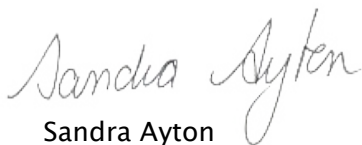
Contracts

- . Contract 6/2021–2022
T.R & K.R Shipton Pty Ltd
Supply and delivery of one 2021 CASE IH MAXXUM 115 Tractor with attachments and Spray Unit, as per Tender F700 – 2021
Purchase price: \$240,845.00 (inc. GST)
Less trade in Challenger MT455B Tractor with attachments and Spray Unit
Trade in amount: \$116,024.00 (inc. CST) Plus 5 Year/5000 hour extended warranty – \$8,729.70 (inc. GST)
Total contract amount: \$133,550.70 (inc. GST)
- . Contract 7/2021–2022
Gaffney Machinery
Supply and delivery of one New Holland T4.90 LP Tractor with attachments and Spray Unit, as per Tender F703 – 2021
Purchase price: \$137,877.30 (inc. GST)
Less trade in Challenger MT455B Tractor with attachments and Spray Unit
Trade in amount: \$39,600.00 (inc. GST) Plus 5 Year/5000 hour extended warranty – \$9,515.00 (inc. GST)
Total contract amount: 107,792.30 (inc. GST)

Agreements

- . Grant Deed
The Crown in Right of Tasmania (represented by the Department of Justice) and Central Coast Council
Grant Purpose: To assist the Recipient to engage and appoint a suitably qualified and experienced consultant to develop an evidenced based local area settlement strategy for the Central Coast municipal area (Central Coast Local Area Settlement Strategy)
Grant Amount: \$30,000.00 (exclusive of GST).
- . Infrastructure Relocation and Works Agreement
Tasmania Networks Pty Ltd and Central Coast Council
Project N/007040 Central Coast Council 591 South Road, West Ulverstone – Case Number CS21–3991

- . Lease Agreement
Council land at 1299 Castra Road, Sprent
Area approximately 4.2ha
Term of lease: Three years
Start date: 1 June 2021
- . Grant Agreement
Australia Day Community Grants Program
National Australia Day Council Limited and Central Coast Council
Grant purpose: To assist in the delivery of the Event in a
COVID Safe environment
Grant amount: \$21,362.00 (incl GST)
- . Lease agreement
Ulverstone Football Club and Central Coast Council
(Part) 29 Water Street, Ulverstone – Ulverstone Recreation
Ground facilities – clubrooms, gym and warm-up area
Term of lease: Three years
Start date: 1 July 2020
- . Deed of Variation of Licence of Crown Land
The Honourable Jacqueline Anne Petrusma MP (being and
as the Minister for the time being for the State of Tasmania
administering the Crown Lands Act 1976 (Tas)) (Licensor) and
Central Coast Council
Preservation Drive, Penguin (Penguin Foreshore)
Licensed Area of Crown land situated at the Penguin foreshore property
identification number 9176324 being approximate 9.71 ha
- . Agreement of variation
BBRF65633/BRFIP11000024
Department of Industry, Science, Energy and Resources –
Commonwealth of Australia (Commonwealth) and
Central Coast Council (Grantee)
Construction of the Ulverstone Museum and Art Gallery Complex
under the Building Better Regions Fund – Infrastructure Projects
Stream – Round 2 dated 3 October 2018
Variations relate to activity schedule and milestone dates

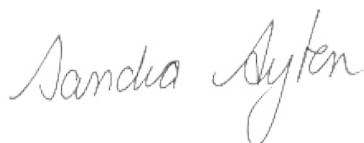


Sandra Ayton
GENERAL MANAGER

**SCHEDULE OF CORRESPONDENCE RECEIVED ADDRESSED TO
MAYOR AND COUNCILLORS**

Period: 14 December 2021 to 24 January 2022

- . Letter calling for motions for the 2022 National General Assembly and to provide a Call for Motions Discussion Paper and Federal Election Priorities
- . Letter from Australian Local Government Association President calling for motions for the 2022 National General Assembly
- . Sponsorship request for the North-West Ecofest being held at Camp Clayton



Sandra Ayton
GENERAL MANAGER

Central Coast Council
List of Development Applications Determined
Period from: 1 December 2021 to 31 December 2021

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost Of Works
DA2020037 – 4	1 Crescent Street & 2 Patrick Street ULVERSTONE,TAS,7315	Minor amendment of a Permit.	Hotel industry (demolitions and drive through bottle shop) and Amendment to Sealed Plan CT229743/1.	9/12/2021	20/12/2021	7	\$0.00
DA2020398 – 1	15 Hobbs Parade WEST ULVERSTONE,TAS,7315	Discretionary	Food services – takeaway, on-site dining and signs	30/11/2021	3/12/2021	3	\$0.00
DA2021057	822 South Road PENGUIN,TAS,7316	Discretionary	Sports and recreation – rodeo and gymkhana activities	2/03/2021	13/12/2021	109	\$0.00
DA2021221	49 Preston Road GAWLER,TAS,7315	Discretionary	Residential – multiple dwellings x two – Suitability of a site or lot for use or development; Dwelling density; and Location and configuration of development	3/08/2021	8/12/2021	30	\$313,811.00
DA2021230	105 & 107 Main Road PENGUIN,TAS,7316	Discretionary	General Retail and Hire – alterations and additions to pharmacy and Residential – upper floor residence	10/08/2021	21/12/2021	32	\$750,000.00
DA2021235	16 Eastland Drive ULVERSTONE,TAS,7315	Discretionary	Residential – demolition of all buildings and construction of three multiple dwellings	13/08/2021	13/12/2021	35	\$600,000.00
DA2021243	60 Touchstone Lane GAWLER,TAS,7315	Discretionary	Visitor Accommodation – cabin	23/08/2021	3/12/2021	24	\$200,000.00
DA2021264	160 Stubbs Road TURNERS BEACH,TAS,7315	Discretionary	Residential – dwelling	15/09/2021	20/12/2021	36	\$550,000.00
DA2021280	83A & 85 Allegra Drive HEYBRIDGE,TAS,7316	Discretionary	Residential – dwelling and shed	30/09/2021	17/12/2021	35	\$800,000.00
DA2021291	34 Maud Street WEST ULVERSTONE,TAS,7315	Discretionary	Educational and Occasional Care – Child and family learning centre and Signs – blade sign and wall sign	13/10/2021	1/12/2021	30	\$3,300,000.00
DA2021310	139 South Road WEST ULVERSTONE,TAS,7315	Discretionary	Residential – storage shed	2/11/2021	23/12/2021	20	\$25,835.00
DA2021312	96 Beach Road LEITH,TAS,7315	Discretionary	Residential – carport	3/11/2021	21/12/2021	19	\$10,000.00

Central Coast Council
List of Development Applications Determined
Period from: 1 December 2021 to 31 December 2021

DA2021320	7 Wadecliff Rise ULVERSTONE,TAS,7315	Discretionary	Retaining wall	8/11/2021	1/12/2021	22	\$9,000.00
DA2021327	102 & 102A Eastland Drive ULVERSTONE,TAS,7315	Permitted	Subdivision – consolidation of Titles	16/11/2021	2/12/2021	2	\$2,000.00
DA2021330	104 Eastland Drive ULVERSTONE,TAS,7315	Discretionary	Bulky Goods Sales – caravan sales and service – workshop awning	17/11/2021	20/12/2021	28	\$20,000.00
DA2021333	1201–1221 Pine Road RIANA,TAS,7316	Discretionary	Sports and Recreation – part demolition of change rooms – new change rooms, amenities and access ramp	19/11/2021	9/12/2021	17	\$550,000.00
DA2021334	140 Hardys Road PENGUIN,TAS,7316	Discretionary	Residential – detached gym room	19/11/2021	20/12/2021	24	\$60,000.00
DA2021336	U 2/2 Barleen Place WEST ULVERSTONE,TAS,7315	Permitted	Residential – awning	22/11/2021	21/12/2021	10	\$12,193.00
DA2021338	102 Gawler Road GAWLER,TAS,7315	Discretionary	Residential – demolition of garage and new shed	23/11/2021	20/12/2021	24	\$30,000.00
DA2021339	83 Pine Road PENGUIN,TAS,7316	Discretionary	Residential – shed	23/11/2021	20/12/2021	25	\$30,000.00
DA2021342	15A Markm Court WEST ULVERSTONE,TAS,7315	Discretionary	Residential – demolition of verandah and new awning	25/11/2021	22/12/2021	21	\$0.00
DA2021351	919 Isandula Road GAWLER,TAS,7315	Permitted	Residential – shed	1/12/2021	23/12/2021	6	\$60,000.00
DA2021358	1032 Pine Road RIANA,TAS,7316	Permitted	Residential – demolition of shed, new shed and carport	8/12/2021	20/12/2021	10	\$40,000.00
DA2021362	440 Preston Road NORTH MOTTON,TAS,7315	Permitted	Resource development – farm shed	10/12/2021	23/12/2021	3	\$75,000.00
DA2021363 – 1	12 Southern Cross Drive Ulverstone,TAS,7315	Minor amendment of a Permit.	Residential – multiple dwellings x 2 (previously described as "cluster houses").	13/12/2021	20/12/2021	6	\$2,000.00
DA2021365	21 Esplanade TURNERS BEACH,TAS,7315	Permitted	Residential – cubby house with attached swings and climbing frames	14/12/2021	20/12/2021	6	\$2,500.00

SCHEDULE OF INFRASTRUCTURE SERVICES DETERMINATIONS

Period: 1 December 2021 to 31 December 2021

Approval of Roadworks and Services

Developer: Lamprey and Van Der Neut
Location: 37 Stubbs Road, Turners Beach
No. of Lots: 3 Residential Lots
Engineer: PDA Surveyors

Developer: Future Developments Group Pty Ltd
Location: Hearps Road (CT113873/1), West Ulverstone
No. of Lots: 12 Residential Lots (Stage 1)
Engineer: CSE Tasmania Pty Ltd

Developer: Udiminia Developments Ulverstone Pty Ltd
Location: 126A Trevor Street, Ulverstone
No. of Lots: 74 Residential Lots
Engineer: NTCADS

Developer: 398 E. St Pty Ltd T/A The Syntax Trust
Location: Trevor Street (CT238291/1), Ulverstone
No. of Lots: 6 Residential Lots (Stage 2)
Engineer: 6ty Pty Ltd



Paul Breaden
DIRECTOR INFRASTRUCTURE SERVICES



Mersey-Leven Combined Area Municipal Emergency Management Plan

Plan Details:

Plan Title:	Mersey-Leven Emergency Management Plan
Issue Details:	Issue 4, September 2021
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
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A handwritten signature in black ink, appearing to read 'D. Hine'.

Signature:

Date: 04/11/2021

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1 Overview

1.1 Glossary

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 Arrangements (TEMA).

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	A Committee established under Section 24E of the Emergency Management Act 2006 after an emergency event to coordinate longer term recovery activities at the regional and/or local levels. These committees bring together members of the affected community, Municipal Councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities.
command	The internal direction of an organisation's resources in an emergency.
combined area	<p>From the <i>Emergency Management Act 2006</i>: "combined area" means two or more municipal areas determined by the Minister to be a combined area under section 19.</p> <p>Section 19 establishes a combined area as two or more municipal areas in the same region that are recognised by the Minister as having a common municipal committee. Each municipal area must have its own Municipal Coordinator appointed, irrespective of whether municipal areas are combined.</p>
community centres NB one or more centre type can be combined at the same location if necessary	<p>Evacuation: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards.</p> <p>Information: A facility to provide visitors with, and answer enquiries for, information concerning the emergency or operation in progress. It includes the supply of information of a general nature to assist those affected by the event.</p> <p>Recovery: A place or facility where people affected by an emergency may be provided with information about, or support to recover from, that emergency.</p>
control	The overall direction and management of emergency management activities in an emergency situation. The authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations resources in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
coordination	The bringing together of organisations and other resources to support an emergency management response. It involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation.

Term	In the context of this plan, this means:
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>From Section 3 of the <i>Emergency Management Act 2006</i>:</p> <p>(a) an event that –</p> <p>(i) endangers, destroys or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and</p> <p>(ii) requires a significant response from one or more of the statutory services; or</p> <p>(b) a significant threat of the occurrence of an event of a kind referred to in paragraph (a) in respect of which it is appropriate to take measures –</p> <p>(i) to prevent that possible resulting event; or</p> <p>(ii) to mitigate the risks associated with that threat and that possible resulting event.</p> <p>In summary: an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.</p>
emergency centres	<p>Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.</p> <p>Emergency Operations Centre: A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control or coordinate the response and support to an incident or emergency.</p> <p>Incident Control Centre: The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities.</p>

Term	In the context of this plan, this means:
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>The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, or overcome and recover from an emergency. Can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of the above measures or actions.</p>
emergency management plan	<p>From the <i>Emergency Management Act 2006</i>: “emergency management plan” means the <i>Tasmanian Emergency Management Arrangements</i>, a <i>Regional Emergency Management Plan</i>, a <i>Municipal Emergency Management Plan</i> or a <i>Special Emergency Management Plan</i>.</p> <p>A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area, identified hazard, or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide for safe and effective operations for emergency situations.</p>
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>If authorised under a declaration of a state of emergency, these powers mean that the State Controller or the Regional Controller affected by the declaration of the state of emergency can direct resources to the persons involved in emergency management and take such actions considered appropriate for emergency management.</p>

Term	In the context of this plan, this means:
evacuation	The movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.
emergency risk management	A systematic process that produces a range of measures that contributes to wellbeing of communities and the environment.
hazard	A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment.
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR phases. Management Authorities assess and validate the effectiveness of strategies that they implement across the phases of emergency management.
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 Recovery Coordinator and Deputy	A council employee responsible for recovery at municipal level, appointed under section 24G of the Act.
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 23 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 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	The management of public information and perceptions during the response to an event.
Regional Social Recovery Coordinator	A nominated State Government worker who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.

Term	In the context of this plan, this means:
Regional Controller	<p>From the <i>Emergency Management Act 2006</i>: "Regional Controller" means the Regional Emergency Management Controller appointed under section 17.</p> <p>Section 17 establishes the Regional Controller function as a person who is either:</p> <ul style="list-style-type: none"> • a police commander determined by the Commissioner of Police and the State Controller OR • a person appointed by the Minister.
recovery	The process undertaken in an area or community affected by an emergency that returns all, or part of, the social, economic or environmental features or the infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency (section 3 of the Act).
state of emergency	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and that special emergency powers may be required.
Support Agency	Organisations that are responsible for the delivery and/or coordination of, specific functional capabilities as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority, as required. Support agencies have specific capabilities or resources that address the need for a relevant support function.
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 signalling imminent hazard/s, which may include advice on protection measures.

1.2 Acronyms

Table 2 lists acronyms that are used in this plan.

Table 2 Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AT	Ambulance Tasmania (DoH)
BoM	Bureau of Meteorology
DSG	Department of State Growth
DoE	Department of Education
DoH	Department of Health
DoJ	Department of Justice
DoTF	Department of Treasury and Finance
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police Fire and Emergency Management

Acronym	Stands for...
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DSG	Department of State Growth
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EPA	Environment Protection Authority (DPIPWE)
FMAC	Fire Management Area Committee (Central North)
GIS	Geographic Information Services
MC	Municipal Coordinator
MRC	Municipal Recovery Coordinator
MECC	Municipal Emergency Coordination Centre
MLEMC	Mersey Leven Emergency Management Committee
MLEMP	Mersey Leven Emergency Management Plan
NGO	Non-government organisation
OSEM	Office of Security and Emergency Management (of DPAC)
PHS	Public Health Services (DoH)
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
PIU	Public Information Unit (DPAC)
SES	State Emergency Service
SSEMP	State Special Emergency Management Plan
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TFS	Tasmania Fire Service
THS	Tasmanian Health Service (DoH)
TMAG	Tasmanian Museum and Art Gallery
TRRA	Tasmanian Relief and Recovery Arrangements

1.3 Introduction

The strategic objectives for emergency management of the Mersey-Leven Emergency Management Committee are to:

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

A map showing the combined Mersey-Leven municipal area is included as Figure 1 at the end of this section.

1.4 Authority

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.

1.5 Aim

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

1.6 Objectives

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.

These objectives are established so that emergencies can be either prevented, their effects mitigated or effective response and recovery can occur.

1.7 Scope and Application

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.

These arrangements are intended to be scalable and flexible so they can be adapted as required. They are always active across the PPRR spectrum, but specific powers/authorities may be sanctioned (typically during response and recovery) to complement existing efforts.

The Municipal Coordinator may activate the plan. In addition, direction and/or advice to activate these arrangements may be provided by the:

- a Regional Controller (North-West Region)
- b SES Regional Planner (North-West) – referred to as Regional Planner

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 Planner.

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 Associated Documents.

1.8 Context Statement

1.8.1 History of the Mersey-Leven Municipal Combined Area

This Municipal Combined Area was established in the late 90's when approval was granted by the responsible Minister (under the equivalent of the authority of S. 19 of the *Emergency Management Act 2006*, (the Act)) for the three municipalities of Devonport City, Latrobe and Kentish, as a combined area for the establishment of an Emergency Management Committee. In 2003 approval was granted for Central Coast to join this combined municipal group.

Emergency Management in the Mersey-Leven Area to this point has been characterised by the following examples:

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

1.8.2 General Description of the Area

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.

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

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

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

1.8.3 Annual Rainfall/Climate

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

1.8.4 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).

1.8.5 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.

1.8.6 Agriculture

The combined municipal area is a prime agricultural district and much of the economy of the area relies on rural production. The coastal plains and undulating hinterland contain the area's 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.

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.

1.8.7 Harbours and Airport

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.

The Leven River at Ulverstone has mooring and boat launching facilities for small fishing and pleasure craft.

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.

1.8.8 Population

Population of the Mersey-Leven Area is approximately 64,700. Made up of:

Central Coast	22,313
Devonport City	25,415
Latrobe	10,938
Kentish	6,056

1.8.9 Persons at Risk

The major group of people at risk is “the elderly”; complexes accommodating aged persons are distributed throughout the urban areas.

1.8.10 Hazard Summary

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

Examples of past emergencies relevant to the area include:

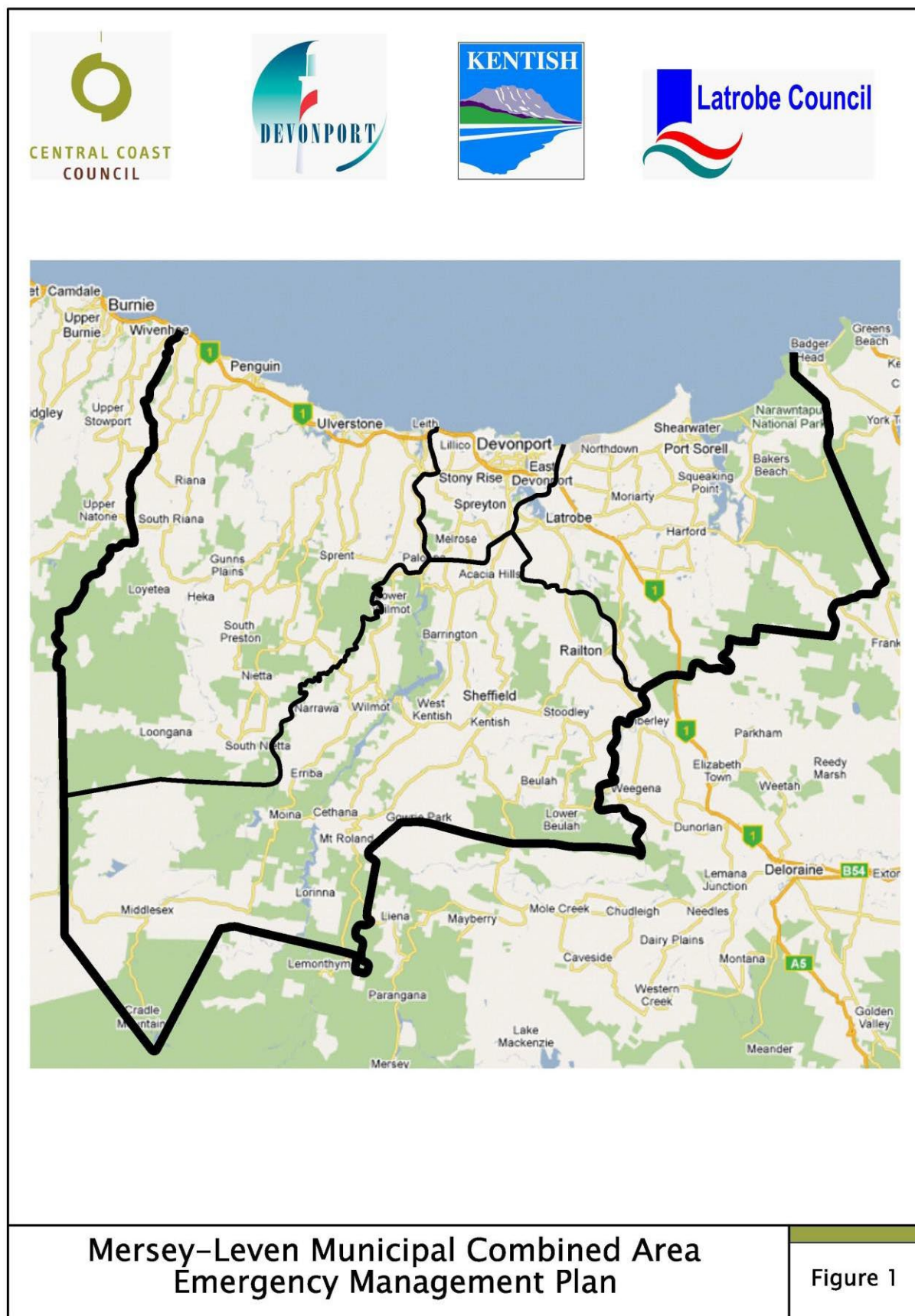
- Mersey River Floods August 24th 1970; one fatality and estimated damage of \$5 million; 58 homes evacuated in Latrobe of which 15 were later condemned; many bridges on Dasher and Mersey rivers washed away. This issue is identified in the Mersey-Leven Risk Register as representing a High risk. A Mersey River Flood Response and Recovery Plan is currently nearing completion.
- Forth Flood August 2007; resulted in property damage and closure of Leith Road and Wilmot Road. Following the event a flood levee has been constructed to protect property in Leith Road; an emergency access road has been identified for Wilmot Road.
- Kelcey Tier Fires; have occurred every two to three years. Assets threatened include both housing and telecommunications infrastructure. A management plan exists for this area and has resulted in effective risk minimisation and response efforts in recent years.
- Storms are a regular occurrence e.g. the flood in September 2009, 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.
- Floods January 2011: In addition to significant damage to private property, the following impacts on Council property resulted across the member municipalities:
 - Central Coast: significant flash flooding of the rivers and creeks resulting in a roads/bridges recovery estimated repair cost of \$5 million (four bridges destroyed). Isolation of residents by failed bridges required construction of temporary/emergency access via the Dial Range and temporary bridge constructions.
 - Devonport: road and landslips, bridge abutment erosions - estimated cost \$500,000.
 - Kentish – 73 homes and 16 businesses inundated; significant Council infrastructure damage to roads and bridges (two bridges destroyed) – estimated cost \$2.3 million.
 - Latrobe: damage to road surfaces etc. – estimated cost \$125,000.
- Floods June 2016: Heavy prolonged rainfall across the region approaching a 1:200 year average recurrence interval (ARI) event resulted in extreme cases of river and tributary flooding. Much damage was caused to property and buildings in addition to Council infrastructure.
 - Kentish Council sustained approximately \$8 million of damage, including \$6 million of bridges.
 - Latrobe Council’s damage bill was closer to \$2 million, however the damage to private property especially in the lower reaches of the Latrobe township and on Railton Road was extreme and tragically included the loss of one life.
 - Some areas are unlikely to ever be restored to pre-event conditions and this is certainly true with the massive amount of environmental/riverine damage in the Mersey, Forth and Leven Rivers.
 - Central Coast Council sustained over \$7 million in damage, including over \$3 million of damage to bridges.
 - Landslips across the region also necessitated significant road repairs with one major landslip at Gunns Plains covering over 3 sq km and being traversed by a major tourist road.

- Some homes were subsequently demolished as a result of the event.
- As storm and flood activities escalated in June it became apparent that there were affected residents in Devonport, Forth and Railton that needed relocation, and an evacuation centre needed to be established for a short period that would also include residents from the Latrobe area.
- To avoid duplication of effort, to utilise the Mersey/Leven Emergency Management Committee and support/resource sharing arrangements, and to assist neighbouring municipalities of Kentish, Latrobe and Central Coast, who were already extended with tasks, a decision was made to request the activation of the evacuation centre at East Devonport Recreation Centre.

1.8.11 Current Issues

Risk issues will be selected on the basis of relative risk for detailed analysis and planning for risk mitigation when reviewing the Mersey-Leven Risk Register.

Figure 1 Map of Mersey-Leven Combined Municipal Area



2 Governance and Management

2.1 Roles of Government and Emergency Management Partners

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 Arrangements* (TEMA) 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.

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.

The Municipal Committee is pivotal in meeting these requirements.

Other service providers of the Municipal Committee may provide a support role during emergencies such as specialist advice and response.

2.2 The Legal Framework for Emergency Management

In Tasmania, powers and authorities for emergency management are provided in the *Emergency Management Act 2006* (the Act). 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.

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.

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

2.3 Emergency Power and Declarations

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).

The Act 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:

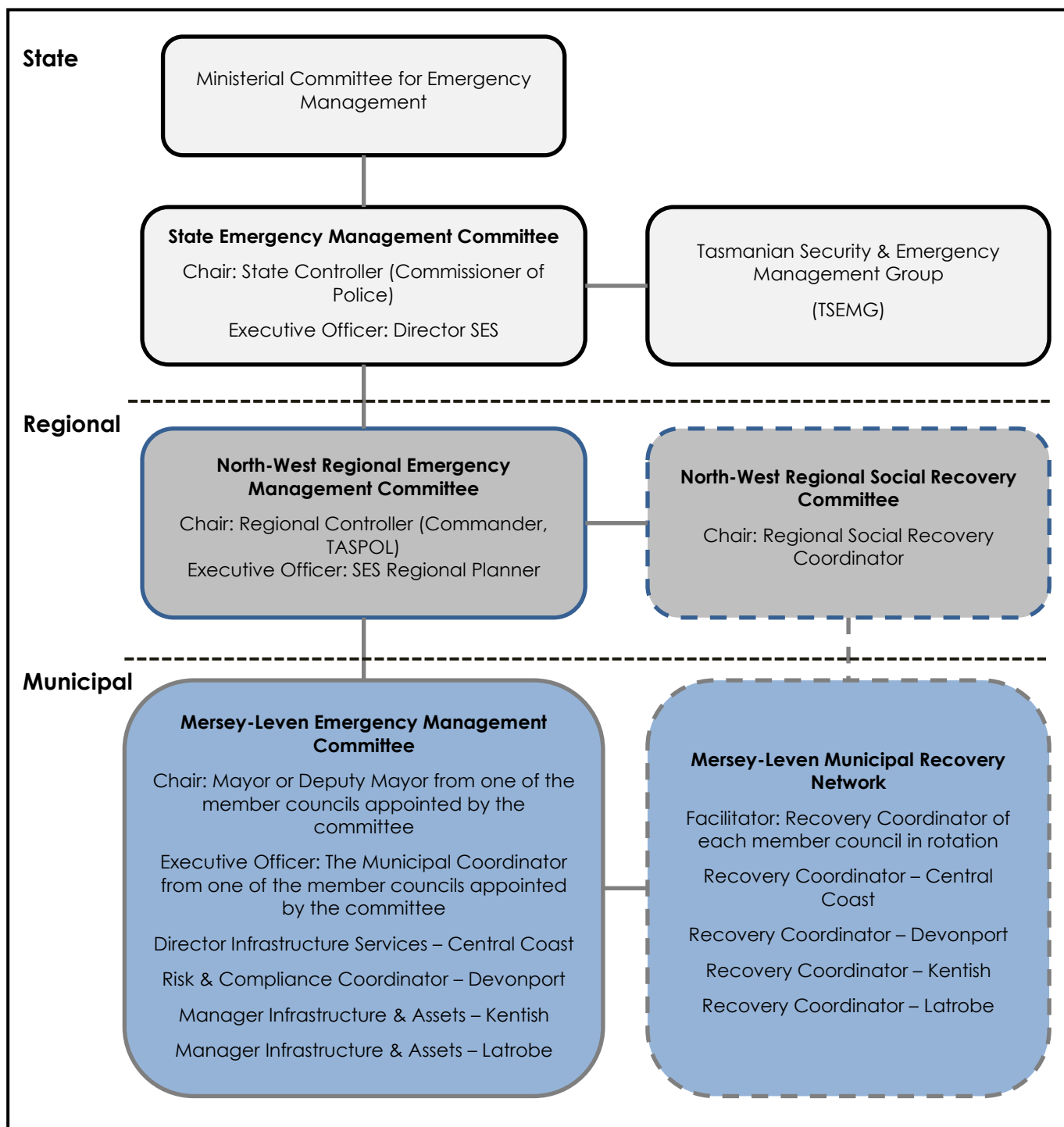
- a risk assessment powers-sanctioned by the State Controller (s.36)
- b emergency powers-sanctioned by the State Controller (s.40)
- c special emergency powers (under a declared state of emergency)-sanctioned by the Premier. In this circumstance, Regional Controllers automatically have emergency powers conferred to them (s.42).

These powers can be used at any time, provide the criteria set out in the Act are met. Municipal Coordinators may provide advice to the Regional Controller/SES Regional Planner if they believe powers should be sanctioned.

Conversely if powers under this Act are sanctioned the Regional Controller/SES Regional Planner 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.

2.4 Emergency Management Governance

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



The Mersey-Leven Emergency Management Committee, chaired by one of the Mayors of the four member municipalities, is supported by the Municipal Coordinator from each Council as required by Division 3 s.19-24 of the Act.

The Municipal Committee maintains a "Terms of Reference" which is reviewed approximately every two years and noted by the Regional Emergency Management Controller (see Appendix 5).

<http://www.ses.tas.gov.au/Committees>

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.

This committee is part of the North-West region. The North-West Regional Emergency Management Committee has overarching responsibility for regional emergency management activities. The 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.

The Regional Committee is chaired by the Regional Controller and supported by the SES Regional Planner as the Executive Officer to oversee Division 2 s.13-18 of the Act which establishes these responsibilities and functions.

2.5 Responsibilities

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 Emergency Management Plan (REMP)* and the TEMA.

Table 3 Summary of Responsibilities

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
1	Biosecurity Includes: exotic animal, plant and marine disease, and pest emergencies	DPIPWE (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal Inundation – storm tide	SES	Property identification Road closures Local operations centres Plant and machinery
3	Cybersecurity	DPAC (Digital & Strategy Services)	Community information
4	Earthquake	TASPOL	Property identification Road closures Local operations centres Building inspections Engineering assessments Plant and machinery

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
5	Energy infrastructure Includes: petroleum, gas, electricity	TasNetworks Enwave (TasGas) Tas Gas Pipeline Co Fuel Distributors	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
6	Energy supply emergency Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures	DSG (Office of Energy Planning)	Property identification Local operations centres Advice on facilities requiring priority restoration
7	Fire National parks, reserves	DPIPWE (Parks & Wildlife)	Community information Plant and machinery
8	Fire Declared forest land/State forest	Sustainable Timber Tasmania	Community information Plant and machinery
9	Fire Future potential production forest lands	DPIPWE (Parks & Wildlife)	Community information Plant and machinery
10	Fire Urban, structural and privately managed rural land	TFS	Property identification Road closures Plant and machinery
11	Flood - dams Dam safety emergencies	TASPOL (assisted by dam owner)	Property identification Road closures Local operations centres Community information Plant and machinery
12	Flood – rivers Includes flash flooding Including associated debris flow	SES	Property identification Road closures Local operations centres Community information Plant and machinery
13	Food contamination	DoH (Public Health Services - PHS)	Premises inspection Infection controls Community Information Property identification
14	Hazardous materials Includes: chemical, liquid fuel, explosives	TFS	Property identification Road closures
15	Hazardous materials - radiological unintentional release	TFS	Property identification Road closures
16	Heatwave	DoH (PHS)	Community information Air-conditioned facilities

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
17	Infrastructure failure building collapse	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
18	Infrastructure failure State roads and bridges Includes transport disruption	DSG (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
19	Intentional violence Includes: CBRN attacks, sieges, terrorist events	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
20	Landslip, landslide	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
21	Marine mammal stranding and entanglements	DPIPWE (Parks & Wildlife)	Plant and machinery Road closures
22	Marine pollution	DPIPWE (EPA)	Infrastructure information including storm water Plant and machinery
23	Pandemic influenza	DoH (PHS)	Flu clinic facilities Immunisation Programs Community information
24	Public health emergency	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
25	Space debris	TASPOL DSG TMAG (for preservation of meteorite and impact scene)	Property identification Road closures Local operations centres Plant and machinery
26	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Plant and machinery

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
27	Transport crash – aviation Less than 1,000m from the airport runway	TASPOL	Community information Property identification Road closures Local operations centres Plant and machinery
28	Transport crash – aviation More than 1,000m from the airport runway	TASPOL	Community information Property identification Road closures Local operations centres Plant and machinery
29	Transport crash - marine (no environmental emergency)	TASPOL	Local operations centres Road closures Plant and machinery
30	Transport crash - railway	TASPOL TFS	Local operations centres Plant and machinery Road closures
31	Transport crash – road vehicles	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
32	Tsunami and related sea inundation	TASPOL	Property identification Road closures Local operations centres Plant and machinery
33	Water supply contamination Drinking water	DoH (PHS)	Property identification Road closures Local operations centres Plant and machinery Management of water carriers
34	Water supply disruption	TasWater	Property identification Road closures Plant and machinery

3 Emergency Management Arrangements

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

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

3.1 Prevention and Mitigation

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

3.1.1 Overview

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.

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.

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.

3.1.2 Research and Risk Management

Through its membership, the Municipal Committee maintains an awareness of research about hazards and emergency management practices relevant to the municipal area. These hazards are identified in the Mersey Leven Emergency Risk Register.

Current research and risk assessment themes include:

- a Climate change impacts on frequency and intensity of flooding and bushfire
- b Cybersecurity
- c Protection of critical infrastructure and crowded places
- d Cascading and concurrent events
- e Flooding
- f Land stability and debris flow
- g Storm surge and coastal erosion

- h Bushfire
- i Pandemic influenza
- j Heatwave

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.

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 registers as required. Risk assessment and risk management activities are completed in line with the relevant national standard e.g. AS/NZS ISO 31000:2018 and the relevant requirements/guides of each participating organisation.

The Mersey-Leven Emergency Risk Register summarises the current risk assessment findings and identifies general responsibilities for treatments:

- a council responsibility
- b partnership: combination of councils, State Government agencies, industry, individuals
- c State Government agency, industry associations, industry sectors or individuals
- d Whole of Government responsibility

Current themes in risk treatment focus include:

- a business continuity management
- b physical prevention works and activities
- c land-use planning reforms
- d bushfire prevention and community awareness activities
- e flooding community awareness activities

Hazards 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.

3.1.3 Protective Security and Business Continuity

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.

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.

3.1.4 Land Use Planning

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.

Land use planning schemes for each of the participating councils in the Mersey-Leven area are reviewed and updated continually to include improved preventative measures which help to mitigate

the impact of emergencies on our communities. These updates are progressively informed by a number of State and Commonwealth government initiatives and incorporated in line with hazard assessments for each area. For further information:

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

3.1.5 Current Mersey-Leven Combined Area Specific Arrangements

3.1.5.1 Process

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

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 TEMA and the North-West Regional Emergency Management Plan);
- b to analyse the current capability of the combined municipalities to implement existing and proposed emergency arrangements and to reflect this consideration in the risk evaluations and proposed risk treatments; and
- c once risks have been prioritised, to allocate responsibilities for the development of sub-plans for risk treatment of specific risks where warranted.

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

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

3.1.5.2 Resources

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

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

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

3.2 Preparedness

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

3.2.1 Overview

Preparedness is managed collaboratively between State Government, councils and their emergency management partners.

Work health and safety legislation and individuals' general legal requirements in part form the basic "preparedness" obligations; that is, employers are required to prepare their workers for the workplace environment, including emergencies.

Specific State and Australian government legislation specifies hazard and function-specific responsibilities for regulators and government agencies.

As well as existing legislation for work health and safety and hazard/function specific responsibilities, the Emergency Management Act 2006 identifies a number of additional responsibilities that are specific to preparedness at the municipal level including:

- a council responsibilities for:
 - i providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (s.47)
 - ii providing facilities and resources for the municipal State Emergency Service Unit/s as well as the storage and maintenance of the equipment used by the unit/s and areas for training (arranged in conjunction with the Director State Emergency Service (s.49)
 - iii making recommendations for the Municipal Coordinator and Deputy roles (s.23-24) and providing a chairperson for the committee (s.21).
 - iv the preparation and maintenance of a municipal emergency management plan for the municipal area (s34)
 - v 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.

Support Agencies and owner/operators of specific facilities maintain processes and arrangements, so they are ready to:

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

3.2.2 Municipal Emergency Management Committees

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.

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. The Municipal Committee is governed by its terms of reference.

In the interests of uniformity across the member councils, the MLEMC has adopted proformas based on the models available from the SES to make sure that its undertakings/activities are appropriately documented. These documents are available from the Municipal Coordinators. They are listed in Appendix 5 Associated Documents.

3.2.3 Capacity and Capability

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.

3.2.3.1 Relief Arrangements for Council Emergency Management Roles

The following list shows the relief model for key municipal emergency management roles over the four

member councils.

Table 4 Relief Arrangements

Municipal Area	Primary Role	Usual Delegate
Central Coast	Municipal Chairperson - Mayor	Deputy Mayor
	Municipal Coordinator – Director Infrastructure Services	Deputy Municipal Coordinator – Manager Works Services
	Municipal Recovery Coordinator –to be appointed	Deputy Municipal Recovery Coordinator – to be appointed
Devonport	Municipal Chairperson - Mayor	Deputy Mayor
	Municipal Coordinator – Risk and Compliance Coordinator	Deputy Municipal Coordinator – Development Services Manager
	Municipal Recovery Coordinator – Community Services Manager	Deputy Municipal Recovery Coordinator – Customer Service Coordinator or Deputy General Manager
Kentish	Municipal Chairperson - Mayor	Deputy Mayor
	Municipal Coordinator - Manager Infrastructure and Assets	Deputy Municipal Coordinator – Operations Manager
	Municipal Recovery Coordinator – Team Leader Community and Economic Development	Deputy Municipal Recovery Coordinator – Business Support – Executive Support Officer; Regulatory Services Support Officer
Latrobe	Municipal Chairperson - Mayor	Representing Councillor
	Municipal Coordinator – Manager: Infrastructure and Assets	Deputy Municipal Coordinator – Operations Manager
	Municipal Recovery Coordinator – Community Development	Deputy Municipal Recovery Coordinator – Environmental Health Officer

3.2.3.2 Education and Training

The Municipal Coordinator coordinates general inductions for council employees with emergency management functions including media/information functions. The SES Regional Planner and Regional Social Recovery Coordinator assist as required.

The Municipal Coordinator of each member council is responsible for ensuring that the relevant 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.

The Municipal Coordinator also coordinates relevant training of relevant personnel to maintain state of preparedness.

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.

Familiarisation training of all personnel involved in Emergency Operations Centre operations is undertaken when required.

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

Emergency Management Unit also conducts regular workshops.

3.2.3.3 Municipal Emergency Coordination Centre

Each of the four participating Municipal Coordinators maintain a Municipal Emergency Coordination Centre (ECC) for their Municipal Area. Each provides a facility for:

- a coordinating council's emergency response
- b coordinating requests from responding or recovery organisations for additional resources
- c providing information e.g. to the Regional Controller, local community etc.

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.

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 | Council Chambers, 19 King Edward St, Ulverstone |
| b | Devonport City | Works Depot, 50 Lawrence St, Devonport |
| c | Kentish | Town Hall Supper Room, 66 High St, Sheffield |
| d | Latrobe | Council Chambers, 170 Gilbert St, Latrobe |

3.2.3.4 Maintaining Basic Resources and Agreements

The Committee's Executive Officer 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 Planner).

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

- a Shared Resources Project (involving the four member councils)
- b GIS Service Level Agreement for data sharing between each of the member councils and DPIPW
- c Memorandums of Understanding between SES and each of the member councils
- d Relevant resource lists are maintained by each member council
- e Local Government Association of Tasmania (LGAT) Protocol for Inter-Council Emergency Management Resource Sharing.

3.2.3.5 Spontaneous Volunteers

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

3.2.4 Community Warnings and Public Information

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).

3.2.4.1 Points for Public Enquiries

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

3.2.4.2 Available Warning Systems

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

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.

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 Standard Emergency Warning Signal (SEWS) (TASPOL)
- e Emergency Alert (all hazards) (TFS)
- f Local ABC Radio (primary Support Agencies or response Management Authority)
- g tsunami (TASPOL)
- h TasALERT (DPAC)

3.2.4.3 Public Information Readiness

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.

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

- a Public media information includes warnings, announcements, bulletins, requests and other such information.
- b During an emergency, the officer in charge of the Response Management Authority, or their duly appointed media liaison officer shall manage the release of information
- c The Mayor, Municipal Emergency Coordinator, General Manager or authorised officer, shall be the only persons authorised to release official public information to the media.
- d Should the emergency escalate and incorporate the Regional Emergency Management Plan, then all media releases shall be through the Regional Emergency Management Controller or a duly appointed officer.
- e "Immediate release information" brought about by the urgency of a situation may be released by the officer in charge or senior ranking officer of the Response Management Authority or statutory body concerned at the time.

3.2.5 Municipal Emergency Management Plan

The MLEMC municipal coordinators are responsible for the preparation and maintenance of this plan. The plan is reviewed at least every two years after it was last approved. The SES provides guidance for the plan's format and content and arranges for its approval by the State Controller.

Section 4 of this plan provides more information about this plan including the Distribution List. The current version of this plan is available on WebEOC, on each of the four council's websites and from each of the four Municipal Coordinators.

Each organisation represented on the Municipal Committee is responsible for maintaining their own plans, risk assessment and procedures and making sure they are aligned with the arrangements in this plan.

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.

3.2.6 Validations and Performance Management

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.

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.

The planned validation activities for this plan are recorded in Section 4.

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.

Lessons identified in debriefs are recorded and shared where relevant through the consultation framework.

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

3.2.7 Administration Systems

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

3.2.8 Information Management

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

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

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

3.2.8.1 Cost Capture/Financial Administration

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

3.3 Response

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

3.3.1 Overview

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 way so as to end or reduce the threat to life, property or the environment.

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.

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.

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.

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.

Depending on the nature and scale of the emergency, overall control or coordination of response may be assumed by emergency management authorities, such as the Regional Controller or State Controller.

3.3.2 Command, Control and Coordination

3.3.2.1 All Hazards Response Arrangements and Escalation

When an emergency occurs, initial response actions are usually carried out at the 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.

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).

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 is not 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.

The General Manager is responsible for providing adequate staff and resources to operate the emergency centre and/ or community centre, and the Municipal Coordinator is responsible for arranging the Centre to be opened and managed.

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.

The SES Regional Planner usually assists and advises Municipal Coordinator/Municipal Emergency Coordination Centre and is responsible for briefing the Regional Controller (and other stakeholders).

The SES Regional Planner is responsible for arranging regional support to councils, should this be required.

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.

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.

Officers as listed (a – f) may request assistance from the relevant Municipal SES Unit, but only the SES Unit Manager or the Regional SES Duty Officer can activate an SES member:

- a Any officer of the Tasmania Police.
- b The Municipal Emergency Coordinator (or Deputy)
- c Any officer of the Ambulance Tasmania.
- d Any officer of the Tasmania Fire Service.
- e Any officer of the State Emergency Service.
- f Any officer of a government department responsible for taking action in accordance with any State or Municipal Emergency Management Plan.

3.3.2.2 Emergency Powers

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 Planner will coordinate activities on behalf of the Regional Controller when emergency powers are sanctioned.

3.3.3 Resource Sharing and Coordination

The four Mersey-Leven Member Councils have resource sharing arrangements under the Local Government Association of Tasmania Protocol for Inter-Council Emergency Management Resource Sharing.

Whenever an emergency involves more than one of the member council areas, the involved Municipal Coordinators work together to coordinate the response effort.

3.3.4 Consequence Management

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 Planner. If further assistance is required, the Regional Controller can make requests to other regions or to the State Controller.

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 Emergency Management Planer. See section 3.2.22 for information on managing spontaneous volunteers.

Figure 3 summarises the general command, control and coordination arrangements/process for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation. Table 4 (following Figure 3) summarises typical response actions for all hazards and these are used/adjusted as required for each situation.

Figure 3 Response Management Structure

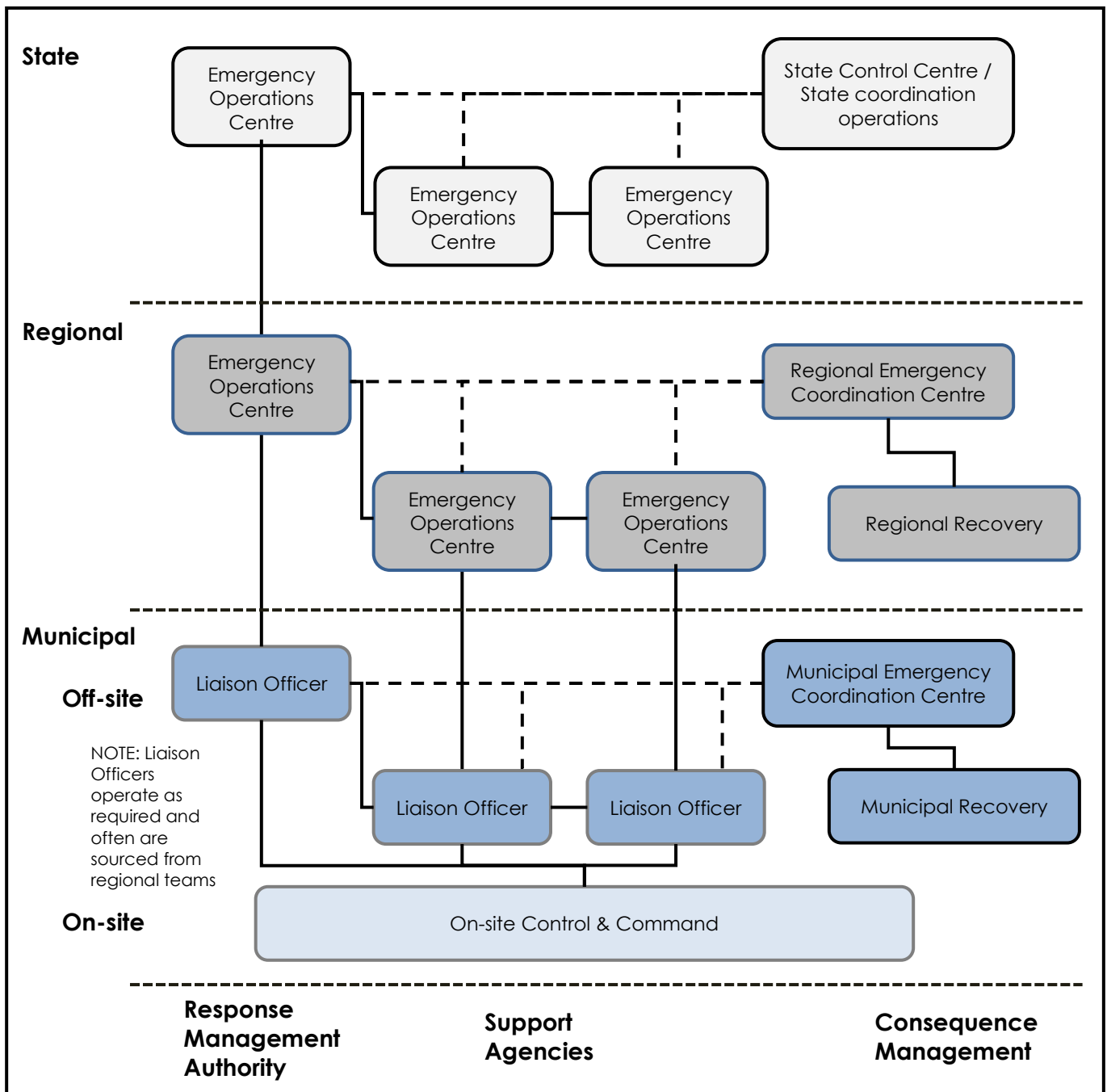


Table 5 All-Hazards Response: Typical Actions

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

Row	Phase	Response Actions	Council Considerations
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

3.3.5 Warnings and Public Information

3.3.5.1 Warnings

Warnings are issued by the BoM for flood severe weather events, tsunamis, road weather alerts and fire weather conditions, and the TFS bushfire alerts. DoH (PHS) issues public health advice and alerts. These warnings are sent to media outlets (radio and television) who issue the warnings which may be preceded by the SEWS (Standard Emergency Warning Signal) in accordance with Tasmania's guidelines. These guidelines note that the Regional Controller can request SEWS is used.

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

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 Planner
- c Regional Controller.



Response Management Authorities and Support Agencies work together so that messages are consistent and coordinated.



"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.





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 Planner.

The following table summarises current warning arrangements:

Table 6 Summary of Warning Systems and Arrangements (taken from the TEMA)

Warning Type	Means	Issuing Agency	Method	Response Phase Action by MC (see Table 4 for reference)
Emergency Alert				
Emergency Alert	Signals imminent danger and used to alert the community. May include advice on protective measures	RMA	Mobile phone and landline telephones in the billing address within a selected location and / or Mobile phones located within a selected geographic area	Stand-By Phase actions Be prepared to respond swiftly
Weather warnings				
Flood / severe weather	When forecast and updated / reissued as and when required	BoM	BoM website, TasAlert and media outlets	Alert Phase actions
Fire weather warning	Issued when the fire danger rating is expected to exceed thresholds agreed with TFS. Warnings are generally issued within 24 hours of the potential onset of hazardous conditions	BoM	BoM website, TasAlert and media outlets	Stand-By Phase actions
Fire Danger Rating				
Low-Moderate Fire Danger Rating (FDR 0-11) 	Fires breaking out today can be controlled easily. There is little risk to life and property.	TFS	TFS website, TasAlert and media outlets	Alert Phase actions
High Fire Danger Rating (FDR 12-24) 	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.	TFS	TFS website, TasAlert and media outlets	Alert Phase actions

Warning Type	Means	Issuing Agency	Method	Response Phase Action by MC (see Table 4 for reference)
<p>Very High Fire Danger Rating (FDR 25-49)</p> 	<p>Some fires breaking out today will spread rapidly and be difficult to control.</p> <p>There is a possibility that people in the path of a fire will be killed or seriously injured.</p> <p>Some homes may be destroyed.</p> <p>However, well-prepared, and actively defended homes can offer safety during a fire.</p>	TFS	TFS website, TasAlert and media outlets	Stand-By Phase actions
<p>Severe Fire Danger Rating (FDR 50-74)</p> 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of the fire may be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.</p>	TFS	TFS website, TasAlert and media outlets	Stand-By Phase actions
<p>Extreme Fire Danger Rating (FDR 75-99)</p> 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Only well-constructed, well-prepared, and actively defended homes are likely to offer safety during a fire.</p>	TFS	TFS website, TasAlert and media outlets	Stand-By Phase actions

Warning Type	Means	Issuing Agency	Method	Response Phase Action by MC (see Table 4 for reference)
Catastrophic Fire Danger Rating (FDR 100+) 	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.	TFS	TFS website, TasAlert and media outlets	Stand-By Phase actions
Fire messages				
Advice 	Bushfire Advice message to advise that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.	TFS	TFS website, TasAlert and media outlets	Alert Phase actions
Watch and Act 	Bushfire Watch and Act message – advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.	TFS	TFS website, TasAlert and media outlets	Stand-By Phase actions
Emergency Warning 	Bushfire Emergency Warning message indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. The message may be preceded by an emergency warning signal (siren).	TFS	TFS website, TasAlert and media outlets	Respond Phase actions

Warning Type	Means	Issuing Agency	Method	Response Phase Action by MC (see Table 4 for reference)
Public health warnings				
Public health related emergency	During times when there is an imminent, emerging or actual public health emergency.	DoH	DoH website, TasAlert and media outlets	Stand-By Phase actions
Extreme heat				
Extreme heat warning	During times when the BoM's three day extreme heat service forecasts extreme heat conditions for major populations.	DoH	DoH website, TasAlert and media outlets	Alert Phase actions
Tsunami				
No threat	An undersea earthquake has been detected; however, it has not generated a tsunami, or tsunami poses no threat to Australia and its offshore territories.	BoM	BoM website, TasAlert and media outlets	Nil
Marine Alert and Land Alert	Warning of potentially dangerous waves and strong ocean currents in the marine environment, and the possibility of only some localised overflow onto the immediate foreshore.	BoM	BoM website, TasAlert and media outlets	Alert Phase actions
Marine Warning and Land Warning	Warning for low lying coastal areas of major land inundation, flooding, dangerous rips, waves and strong ocean currents.	BoM	BoM website, TasAlert and media outlets	Stand-By Phase actions
Terrorism				
National Terrorism Threat Advisory System (NTTAS)	A scale of five levels to provide advice about the likelihood of an act of terrorism occurring in Australia	Aust. Gov.	TasAlert and all media outlets	Dependent upon level of alert

Warning Type	Means	Issuing Agency	Method	Response Phase Action by MC (see Table 4 for reference)
Standard Emergency Warning Signal (SEWS)				
SEWS	The Standard Emergency Warning Signal (SEWS) is a distinctive audio signal that alerts the community to the broadcast of an urgent safety message relating to a major emergency. Emergency services may include SEWS as part of warning messages sent to landline telephones by Emergency Alert.	DPFEM Media & Comms or Tas. Gov. PIU	SEWS (sound) and verbal / written messages through media outlets	Stand-By Phase actions

3.3.6 Public Information

Table 6 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.

3.3.6.1 Tasmanian Emergency Information Service (TEIS)

Tasmania has a state call-centre capability known as the Tasmanian Emergency Information Service (TEIS). Managed by the Department of Premier and Cabinet Office of Security and Emergency Management (OSEM), this service provides an initial point of contact for the community to access self-help information following an emergency.

The service is activated and deactivated by the Director of DPAC's OSEM. They will notify the Regional Controller, State Controller or the Secretary DPAC as/if required. It can also be activated At the request of any agency or the Regional Controller. Agencies activating the service must provide at least one TEIS Agency Liaison Officer

The service operates on a "extraordinary cost" reimbursement basis

If council/Municipal Coordinator requires the TEIS, a request is made to the SES Regional Planner who will consult with the Regional Controller.

3.3.6.2 Working with the Media

Local and regional media outlets assist to provide information to the public about emergencies. Agencies involved in managing the emergency aim to provide comments through nominated media officers and limit their comments to their own role in response/ recovery activities. Queries outside this scope are referred to the Response Management Authority or the Regional Controller/SES Regional Planner.

Table 7 Summary of Public Information Arrangements

Row	Location	Scope of emergency information	Provided by:	Developed by:	Cleared by:	Distribution methods
1	On-Site	The emergency and its known impact	Response Management Authority. Support agencies can advise about their own roles	Response Management Authority.	Response Management Authority.	Media Agency websites Emergency Alert
2	EOC/ECC	Actions / responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator e.g. Municipal, Regional Controller	Media
3	Other centres e.g. assembly, evacuation	Actions / responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator e.g. Municipal, Regional Controller	Media TEIS
4	Municipal area	Impact of the emergency on the local community	Mayor	Council media officer	Council media officer	Media Council website & social media 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 Planner	Regional Controller	Media, Council websites & social media TEIS CALD
			Response Management Authority	Media Officer	Response Management Authority, regional liaison	
			Regional Social Recovery Coordinator	Regional Social Recovery Coordinator/ Media Officer	Regional Controller through SES Regional Planner or RSRC	

Row	Location	Scope of emergency information	Provided by:	Developed by:	Cleared by:	Distribution methods
6	Rest of the State	Impact of the emergency for the State including relief arrangements	State Controller Response Management Authority Premier / Minister	SES Director, TASPOL Media Unit, Govt. Media Office Media Officer Govt. Media Office	SES Director, TASPOL Media Unit, Govt. Media Office Response Management Authority, State liaison Govt. Media Office	Media, agency or SCC website, TEIS, CALD

3.3.7 Other Elements

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

3.3.8 Evacuation

Tasmania Police and Tasmania Fire Service have legislative power to order the evacuation of people, but voluntary evacuation is the preferred strategy in emergencies.

If the Response Management Authority identifies a need for evacuation, then the Municipal Coordinator may be contacted for assistance.

When evacuation plans involve significant changes to traffic flows over roads and bridges, the road owner/manager should be involved i.e. council and/or DSG.

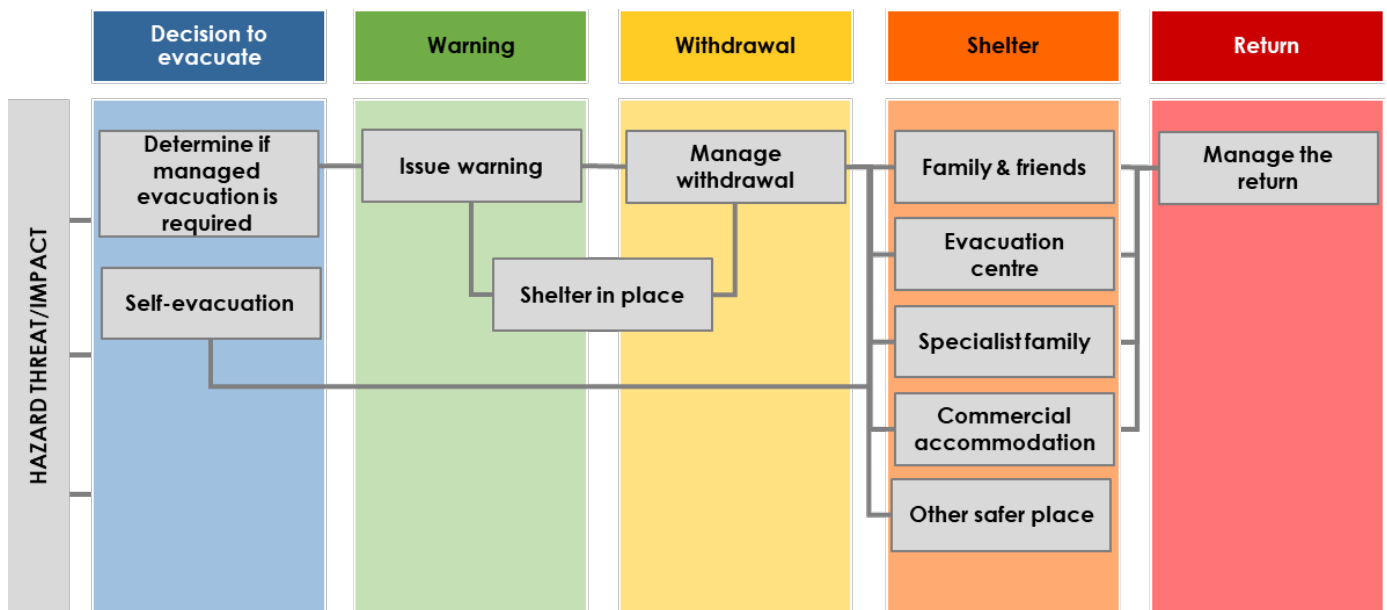
Council maintains a register of facilities that could be used for the provision of services (e.g. evacuation centres) for displaced persons.

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

If the evacuation of an area is indicated, the Regional Controller will contact the Municipal Coordinator to ask council to activate an Evacuation Centre.

The TFS also maintains a register of Nearby Safer Places for "last resort" in bushfires and will provide advice through the media and TFS website if they recommend these are used by the community.

Figure 4 Evacuation Stages



3.3.9 Impact Assessments

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.

Impact assessments consider the following factors specifically:

- a Number of injuries and deaths
- b housing/accommodation needs
- c power supply
- d potable water and sewerage
- e transport networks and alternative route planning
- f telecommunications
- g public/environmental health standards.

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.

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

3.3.10 Registrations

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

- a affected 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).

Registration may be commenced by the Response Management Authority. When an Evacuation or Recovery Centre is activated processes to support registration should be implemented as soon as possible. This may be supplemented or supported by regional arrangements for ongoing coordination of registrations e.g. the regional recovery arrangements. Councils may be requested to assist and use

their local event registration forms which are compatible with the Register, Find, Reunite form if the incident escalates and Australian Red Cross are activated. Australian Red Cross activate Register, Find, Reunite on request of the Tasmania Police.

Registrations are shared regularly through the response phase including with relevant stakeholders, the SES Regional Planner and Regional Social Recovery Coordinator.

3.3.11 Debriefs

Debriefs provide an opportunity to review arrangements and decisions made.

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

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.

3.3.12 Administration: Records, Finance and Cost Capture

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

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

Table 8 DRFA Eligibility Criteria

DFRA Category	Type	Claimable Expenses
A	Essential	Emergency food, clothing Repair or replacement of essential items and personal effects Essential emergency repairs to housing (to make residence safe and habitable) Demolition or rebuilding to restore housing Removal of debris from residential properties Extraordinary counter-disaster operations for the benefit of an affected individual Personal and financial counselling Evacuation centre costs
B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices). Counter-disaster operations for the protection of the general public.
C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc). A fund may also include community awareness and education campaigns and other resilience building grants.

DFRA Category	Type	Claimable Expenses
D	Non-Essential	A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional. These must be approved by the Prime Minister in writing.

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

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

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

Where claims are to be made for TRRA relief reimbursement, the Municipal Coordinators will discuss the matter first with the Office of Security and Emergency Management, Department of Premier and Cabinet (OSEM). Where appropriate, a written application will be developed and submitted to SES Assistant Director Policy and Programs or to the OSEM Director.

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

3.4 Recovery

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.

3.4.1 Overview

Responsibilities for recovery rest primarily with council. These responsibilities can be met in partnership between the four-member councils and with the assistance/support of State Government agencies and Non-Government Organisations, coordinated using regional arrangements.

The Regional Emergency Management Plan, the Tasmanian Emergency Management Arrangements and State Recovery Plan are the guiding documents when recovery needs to escalate beyond Municipal arrangements.

It is critical that recovery activities are planned and coordinated across all elements including:

- a social
- b economic
- c infrastructure
- d environment.

The typical considerations in recovery include, but are not limited to:

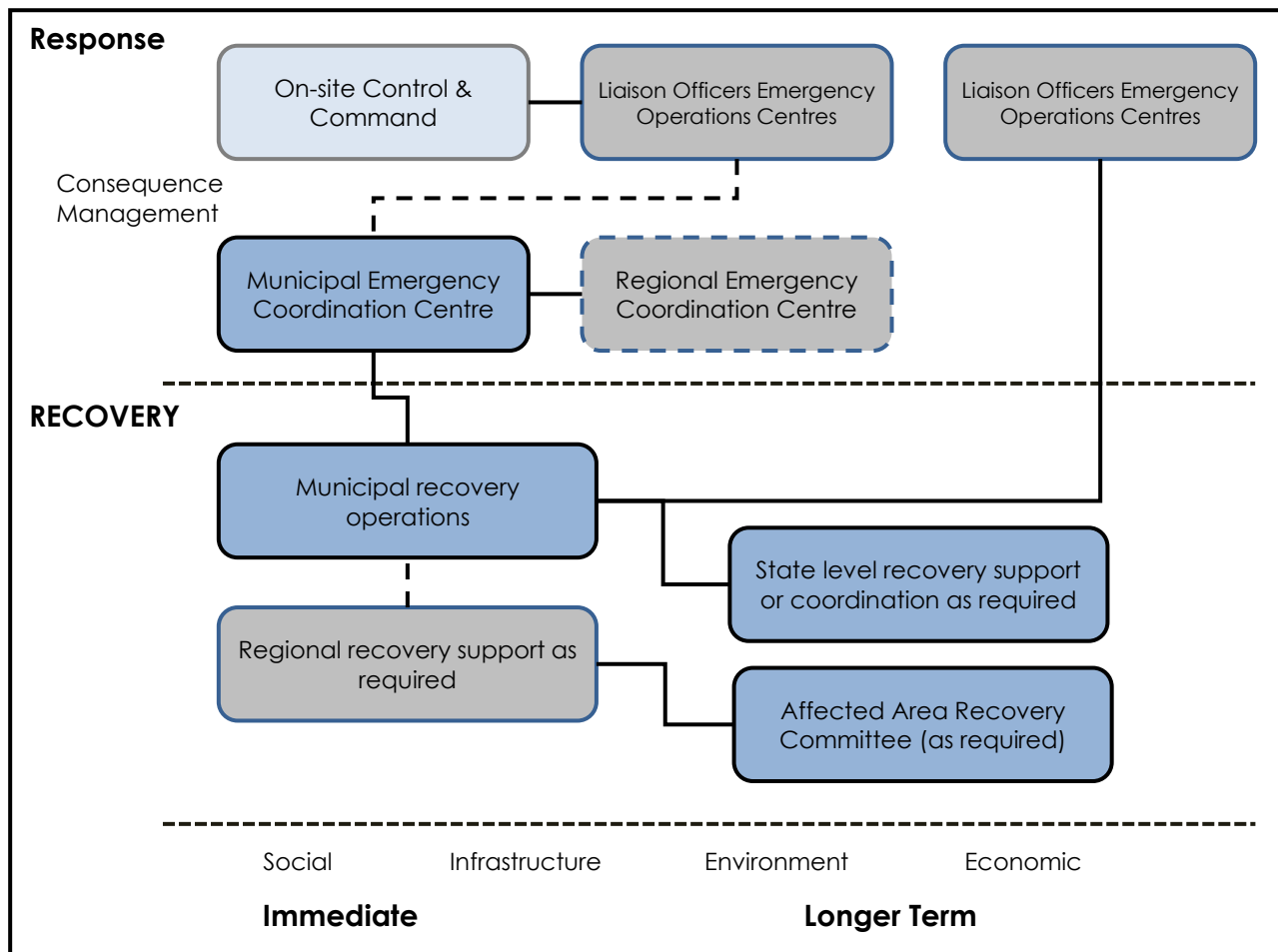
- a assessing recovery needs across the four elements and prioritising the actions required
- b developing, implementing and monitoring the provision of recovery activities that are aligned as much as possible with municipal long-term planning and goals
- c enabling communication with the community and community participation in decision making

- d where possible, contributing to future planned mitigation and resilience requirements or improvements (e.g. through debrief processes).

3.4.2 Current Arrangements

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

Figure 5 Recovery Management Arrangements



LEGEND:

- Direct reporting relationship
- Also works or communicates with

3.4.2.1 Short Term Arrangements and Recovery Centres

In the immediate aftermath of an emergency, council delivers or coordinates recovery services. After consulting with the Response Management Authority and other emergency management partners about the likely impact, recovery needs and capacity, local arrangements can be activated by the Municipal Coordinator/Municipal Recovery Coordinator, the SES Regional Planner or the Regional Controller. These can either be limited to a single council or extended by agreement over two or more councils according to the need in each case.

Table 9 summarises responsibilities for recovery functions. The functions identified are not intended to be exhaustive.

Table 9 Recovery Responsibilities

Service/Function	Description	Responsible Agency	Support Agency
Social			
Coordinating Agency		DoH (State / strategic level) THS (Regional / Operational level)	
Evacuation and recovery centres	Establish temporary shelter options for displaced persons Establish recovery centres to provide information and access to services	Council	DoH THS NGOs
Emergency catering	Provide food and water to affected and displaced persons	DoH THS Council	NGOs
Broker emergency accommodation	Identify and broker emergency accommodation options for displaced persons	Communities Tasmania	Council NGOs Regional tourism organisations
Psychological support, including personal support and outreach services	Coordinate and manage services to meet the psychosocial needs of affected populations Provide bereavement support for communities Assess and provide for medium to long term psychosocial needs	DoH THS	NGOs
Care for children	Provide support and care for children	Communities Tasmania	NGOs
Financial assistance for personal hardship and distress	Deliver the Personal Hardship and Distress Assistance Policy of the TRRA	DoH (Strategic planning and coordination) Communities Tasmania (Operations)	DPAC (OSEM)
Financial assistance for not for profit organisations	Assess and provide assistance to not-for-profit organisations under TRRA Community Recovery Policy	DoH (Strategic planning and coordination) Communities Tasmania (Operations)	DPAC (OSEM)

Service/Function	Description	Responsible Agency	Support Agency
Technical advice (as required)	<p>Advice on technical matters such as:</p> <ul style="list-style-type: none"> • Drinking and wastewater management • Hygiene, sanitation, and infection control • Food safety (handling and storage) • Air quality • Protection against hazardous materials/substances 	DoH (PHS)	<p>Council</p> <p>DoJ (Worksafe)</p> <p>DPIPWE (EPA)</p>
Environment			
Coordinating Agency		DPIPWE	
Environmental health and pollution	<p>Conduct monitoring and surveillance activities</p> <p>Render (disperse/dilute/neutralise) the hazardous material safe</p> <p>Decontaminate affected people, places and equipment</p>	<p>Council</p> <p>DPIPWE (EPA)</p> <p>Asset owner</p>	<p>DoJ (Worksafe)</p> <p>DoH (PHS)</p>
Crown land, National Park and landscape rehabilitation	Coordinate and undertake natural environment rehabilitation works	<p>DPIPWE (PWS)</p> <p>DPIPWE (Natural & Cultural Heritage)</p>	<p>DPIPWE (PWS Wildcare)</p> <p>NGOs</p>
Aboriginal, natural and cultural heritage	<p>Undertake assessment of risk posed to natural and cultural heritage places in affected areas</p> <p>Coordinate and undertake Aboriginal, natural and cultural heritage rehabilitation works, in consultation with affected communities</p> <p>Undertake recovery monitoring of Aboriginal, natural and cultural heritage places</p>	<p>DPIPWE (Natural & Cultural Heritage)</p> <p>DPIPWE (Aboriginal Heritage Tasmania)</p>	Tasmanian Aboriginal Land & Sea Council
Animal welfare, feed and fodder	<p>Coordinate assistance for pets and companion animals</p> <p>Coordinate services to treat and care for affected wildlife</p> <p>Coordinate and manage services to meet the immediate needs of affected livestock</p>	<p>DPIPWE (Natural & Cultural Heritage)</p> <p>DPIPWE (AgriGrowth Tasmania)</p> <p>DPIPWE (Biosecurity Tasmania)</p> <p>Council</p>	<p>Community groups</p> <p>NGOs</p>

Service/Function	Description	Responsible Agency	Support Agency
Financial assistance measures for primary producers	Assess and provide primary producer assistance under the TRRA Community Recovery Policy	DPIPWE (AgriGrowth Tasmania) Industry bodies NGOs	DPAC (OSEM)
Waste management and carcass removal	Dispose of contaminated waste Coordinate the removal of livestock carcasses	Council DPIPWE (EPA)	
Biosecurity and invasive species	Conduct monitoring and surveillance activities Coordinate the delivery of diagnostic services Restrict the movement of hazardous organisms	DPIPWE (Biosecurity Tasmania)	
Economic			
Coordinating Agency		DSG	
Support for business and industry	Promote and distribute information to assist the business community to build resilience and prepare to support their own recovery (e.g. business continuity plans) Assist impacted businesses to access information and advice Provide advice on re-establishment or alternative strategies	DSG (Business and Trade Tasmania)	NGOs Industry representative or support bodies
Economic and industry-specific programs	Assess and identify business and economic needs Deliver targeted programs and financial assistance strategies as required	DSG (Business and Trade Tasmania)	Industry bodies Regional Tourism organisations Regional Development organisations
Financial assistance measures for small businesses	Assess and provide small business assistance under the Community Recovery Policy of the TRRA	DSG (Business and Trade Tasmania)	DPAC (OSEM)

Service/Function	Description	Responsible Agency	Support Agency
Infrastructure			
Coordinating Agency		DSG	
Roads and bridges	Restoration of municipal roads and bridges	Road manager (as applicable): DSG (State Roads) Council Parks and Wildlife Service (PWS) Sustainable Timber Tasmania TasRail (Rail bridges) Hydro Tasmania	DSG (State Roads)
Other community infrastructure and recreational facilities	Undertake and facilitate the restoration of infrastructure and facilities	Asset owners (as applicable): Council Parks and Wildlife Service (PWS) Sustainable Timber Tasmania	
Ports, airports and rail	Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure	TasPorts Airport operators TasRail	DSG (Transport Systems & Planning Policy)
Electricity supply and generation	Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure	Hydro Tasmania TasNetworks	DSG (Office of Energy Planning) Australian Energy Market Operator
Natural gas	Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure	EnWave (TasGas) – Tasmanian Gas Pipeline	DSG (Office of Energy Planning)
Liquid fuel supply	Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure	Liquid fuel suppliers	DSG (Office of Energy Planning)

Service/Function	Description	Responsible Agency	Support Agency
Passenger transport services	Assist response Management Authority in identifying appropriate transport options for evacuations Assess disruptions and facilitate the restoration of public transport services	DSG (Passenger Transport) Metro Tasmania Transport service operators	Service operators
Freight transport and continuity of essential goods supply	Assist response Management Authority in identifying appropriate transport options for emergency supplies Assess disruptions and facilitate the restoration of freight flows	Transport service operators DSG (Transport Systems & Planning Policy)	Commercial freight and transport providers Suppliers and logistics companies
Telecommunications network supply	Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure	Telstra NBN Co Other network owners/managers	DPAC (Department of Social Services – Australian Government)
Water supply and wastewater treatment	Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure	TasWater Council	DoH (PHS) DPIPWE (EPA; Water Resources & Marine Division)
Other infrastructure	Public schools and libraries Hospitals and health centres Irrigation infrastructure Dams Other infrastructure	DoE THS (North-West) Tas Irrigation DPIPWE Water Resources & Marine Division) Asset owner	
Cross-Domain			
Coordinating Agency		DPAC	
Large-scale demolition and clean-up	Assess demolition and clean-up requirements and determine the need for a coordinated approach Coordinate large-scale demolition and clean-up programs	DPAC (OSEM)	Council DPIPWE (EPA) DoJ (WorkSafe)
Government liaison with the insurance industry	Coordinate insurance information and advice	DPAC (OSEM)	Insurance Council of Australia Insurers

Service/Function	Description	Responsible Agency	Support Agency
Registration and enquiry	Facilitate the reunification of family and friends separated during an emergency Collect data to inform missing persons investigations and recovery planning	TASPOL Council	NGOs
Public memorials	Coordinate arrangements to manage spontaneous memorials	DPAC (OSEM) Council	TASPOL DoH THS NGOs
Public donations – material goods	Coordinate and distribute donated material goods	DPAC (OSEM)	NGOs
Spontaneous volunteers and offers of assistance	Registration, training and coordination of volunteers offering assistance Coordination and management of corporate and business offers of assistance	DPAC (OSEM)	NGOs
Public appeals	Collection and administration of financial donations on behalf of affected communities	NGOs Financial institutions	DPAC (OSEM)
Land information and data services	Provide web, mobile and desktop mapping infrastructure (subject to licensing) for data collection and the Recovery Taskforce across all domains	DPAC DPIPWE (Land Tasmania)	DPAC (OSEM)
Impact and damage assessments	Coordination and compilation of whole-of-government impact and damage assessments Analysis of impacts and preparation of secondary impact and damage reports	DPAC (OSEM)	Coordinating Agencies DPIPWE (ES-GIS)
Internal and external communication about recovery efforts	Coordination and management of the TasAlert website and social media Coordination and management of TEIS	DPAC (PIU) DPAC (OSEM) DPAC (Service Tasmania)	Community groups NGOs Coordinating Agencies
Tasmanian Relief and Recovery Arrangements (TRRA)	Overall administration, maintenance and coordination of TRRA policies Assess and deliver assistance provided under TRRA Local Government Policy	DPAC (OSEM)	Council

Service/Function	Description	Responsible Agency	Support Agency
Disaster Recovery Funding Arrangements (DRFA)	Collating eligible costs for emergency events and submitting DRFA claims to the Australian Government	DPAC (OSEM)	Council Treasury Tasmanian Audit Office Coordinating Agencies
Emerging issues and enquiries	Provide a point of referral for community and government, through TEIS/recovery hotline and Ministerial Offices, and refer issues to relevant Coordinating Agencies as necessary Coordinate the resolution of emerging issues that do not fall within a specific domain, including referral to appropriate agencies	DPAC (OSEM)	All agencies Council NGOs

Regional recovery coordination is activated by the SES Regional Planner and/or Regional Recovery Coordinator at the request of council. This may follow specific advice from the Response Management Authority and/or the Regional Controller.

Council is responsible for operating facilities that provide access to recovery services for the community (often called a "One Stop Shop"). Each council maintains a list of suitable facilities for recovery centres/recovery functions within its municipality.

Recovery facilities are activated on the request or advice of:

- a Municipal Coordinator
- b Municipal Recovery Coordinator
- c Regional Social Recovery Coordinator
- d SES Regional Planner
- e Regional Controller

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

3.4.2.2 Longer Term

As noted in the previous paragraphs recovery services are delivered, wherever possible, from recovery centres and councils may establish a community-based recovery group to manage recovery efforts. The Municipal Recovery Coordinator manages this group and arranges for updates to stakeholders and record keeping as required.

State-supported recovery arrangements apply where medium to long term recovery requires coordination usually through an Affected Area Recovery Committee (AARC) with Tasmanian Government support.

State-coordinated recovery arrangements apply where medium to long term recovery needs require coordination through a state level Recovery Taskforce under the leadership of a Recovery Coordinator. A Recovery Taskforce works with AARCs to develop long term recovery plans, and coordinate assistance and capability across Tasmanian Government agencies.

AARCs may be established under section 24E of the Act to coordinate recovery activities at the regional and local level. AARCs may be established locally (for one local government area) or

regionally (for multiple local government areas), depending on the geography and nature of impacts.

AARCs should be established in partnership with the affected community. Existing or emerging community led committees may be used instead of, or work with AARCs where appropriate. Careful consideration of community representation is important to ensure all affected groups and sub-committees are included in recovery planning and coordination through AARCs.

AARCs may be chaired by the relevant Mayor/s, Municipal Coordinator, a Tasmanian Government representative or another regional/local representative as agreed by the relevant local government/s and Regional Controller or State Recovery Advisor. Members of AARCs include representatives from the affected communities, local government (Municipal Coordinator and/or Municipal Recovery Coordinator), Tasmanian government agencies and other organisations with a significant recovery role.

If a Recovery Taskforce is established, the Recovery Taskforce may provide the AARC with executive and secretariat support. If a Recovery Taskforce is not established the AARC will be supported by local government and/or a Recovery Unit or DPAC officers.

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.

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

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

3.4.2.3 Elements

Table 10 summarises the main points for managing and coordinating recovery in the longer term:

Table 10 Recovery Summary

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

4 Plan Administration

4.1 Plan Contact

This plan is maintained by the Executive Officer of the Mersey- Leven Municipal Emergency Management Committee. At the time of writing the contact for the Executive Officer is:

Email: council@latrobe.tas.gov.au

Mail: P O Box 63, Latrobe, 7307.

Phone: (03) 6426 4444

This is subject to change with a change in Chair, typically every four years following local government elections.

4.2 Review Requirements and Issue History

Section 34 of the *Emergency Management Act 2006* requires that this plan is reviewed at least once every 2 years from the date of approval by the State Emergency Management Controller.

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.

Table 11 Issue Table

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

4.3 Consultation for this Issue

The review of this issue of this plan was coordinated by the Latrobe Council for the Mersey-Leven Emergency Management Committee. The work was guided by a reference group established by the MLEMC comprising the Municipal Emergency Management Coordinators. This review commenced in late 2019.

Comment was invited from members of the Mersey-Leven Emergency Management Committee.

4.4 Distribution List

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

Table 12 Distribution List

Organisation	Position
Council	<ul style="list-style-type: none">• Municipal Emergency Management Coordinators and deputies• Municipal Recovery Coordinators and deputies• Mayor of each Council• General manager of each Council
SES	<ul style="list-style-type: none">• Unit Manager, SES Units Central Coast, Mersey, Kentish• Regional Manager (North-West)• Regional Planner (North-West) (for Regional Controller)

Tasmania Police	<ul style="list-style-type: none"> • Officer in Charge, Devonport Station • Officer in Charge, Latrobe Station • Officer in Charge, Sheffield Station • Officer in Charge, Ulverstone Station
TFS	<ul style="list-style-type: none"> • District Officer, Mersey District
Ambulance Tasmania	<ul style="list-style-type: none"> • Superintendent, North-West Region
Tasmanian Health Service	<ul style="list-style-type: none"> • Emergency Management Coordinator, North-West Region
Neighbouring Councils	<ul style="list-style-type: none"> • Burnie • Waratah Wynyard • Meander Valley • West Coast • West Tamar
Other MLEMC members	<ul style="list-style-type: none"> • TasWater • TasNetworks • TasPorts • TasGas • Parks & Wildlife Service • TasRail • DPIPW (represented by Biosecurity Tasmania) • Devonport Airport

4.5 Communications Plan Summary

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

- a email copies sent to the positions listed in Table 9
- b submitted for noting by NWREMC
- c endorsement by each Council
- d published on Councils' websites, and
- e available to interested parties on request.

4.6 Validation of this Plan

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

- a participating, where able, in other municipal/regional exercises
- b conducting/participating in relevant debriefs
- c subject to emergencies, conducting a Mersey-Leven Combined Area desk-top validation exercise.

5 Appendices

5.1 Associated Documents

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

5.1.1 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</i>	Planning schemes	DoJ
<i>Local Government Act 1993</i>	Council responsibilities	DPAC

5.1.2 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	
2	Fire Management Plans: Kelcey Tier Greenbelt	Devonport	Devonport City	Version 3 November 2017	Devonport Municipal Coordinator – Community Partnerships Manager – Customers & Community
	Don Reserve	Devonport	Devonport City	Version 2 November 2017	As above
	Central North Fire Management Area Committee	Each Council	State Fire Management Committee	Latest Version available on SFMC website	
3	Cradle Valley Emergency Management Plan	Kentish	Kentish Council	Version 5 March 2019	Cradle Mountain Emergency Management Committee
4	TasWater Incident & Emergency Management Plan		TasWater	Version 1.0 August 2014	Available from TasWater MLEMC member
5	Lower Forth River Response and Recovery Plan	Central Coast	Central Coast Council	Version 1 Mar 2008	Director Infrastructure Services Currently under review

Row	Title	Holder of Council Copy	Custodian of Original	Version/Date	Notes
6	Mersey River Flood Survey	Latrobe / Devonport / Kentish Councils	Latrobe Council	May 2011	Documents also produced from Entura following June 2016 flooding Available on WebEOC (restricted access)
7	Review of Railton Flood Mitigation Options	Kentish	Kentish Council	June 2014	Documents also produced from Entura following June 2016 flooding Available on WebEOC (restricted access)
8	Protocol for Use of Emergency Alert		TFS	Version 3.3 July 2012	
9	Plan for the Delivery of Integrated Emergency Management within the Department of health and Human Services and Tasmanian Health Organisation	Each Council	SES	Version 10 June 2013	
10	State Road and Bridge Emergency Management Plan		DSG	Issue 2 June 2019	Available on WebEOC and https://www.transport.tas.gov.au/road/plans_strategies
11	Tasmanian Emergency Management Arrangements		SES	Issue 1 December 2019	Available on WebEOC and https://www.ses.tas.gov.au/about/planning-and-policy/
12	NW Regional Emergency Management Plan		SES	Issue 10 2016	Available on WebEOC (restricted access)
13	TasPorts Emergency Management Plan		TasPorts	Version 1.5 2015	
14	Tasmanian Gas Pipeline Emergency Response Management Plan (Transmission Pipeline Only) TasGas Networks Emergency Management Plan (Distribution Networks)	Latrobe Council	Kentish Council	Version 2 February 2010	Available from Zinfra (contractors to asset owners Palisade Investment Partners) Available from Engineering Manager, TasGas Networks

Row	Title	Holder of Council Copy	Custodian of Original	Version/Date	Notes
15	Devonport Aerodrome Emergency Management Plan		TasPorts	Version 5 October 2017	Available from TasPorts Aerodrome Manager Available on WebEOC (restricted access)
16	TasWater– Lake Isandula Dam Safety Emergency Plan	Central Coast	TasWater	January 2010	Available on theLIST (restricted access)
17	SSEMP - Public Health Emergencies		DoH	Issue 2 December 2014	Available on WebEOC (restricted access)
18	SSEMP - Pandemic Influenza		DPAC	Issue 4 November 2019	Available on WebEOC (restricted access)
19	SSEMP - Dam Safety		DPIPWE	Issue 3 July 2019	Available on WebEOC (restricted access)
20	SSEMP - State Recovery Plan		DPAC	Issue 3 2018	Available on WebEOC (restricted access)
21	SSEMP – State Fire Protection Plan		TFS	Issue 3.0 February 2020	Available on WebEOC (restricted access)
22	SSEMP – Tasmanian Biosecurity Emergencies Plan		DPIPWE	Issue 2 March 2020	Available on WebEOC (restricted access)
23	SSEMP – Tasmanian Flood Plan		SES	Issue 2 July 2019	Available on WebEOC (restricted access)
24	SSEMP – Tasmanian Energy Supply		DSG	Issue 2 January 2015	Available on WebEOC (restricted access)
25	Tasmanian Emergency Evacuation Framework		SES	Issue 1 July 2018	Available on SES website and WebEOC
26	SSEMP – COVID-19 (Coronavirus 2019)		SES	Issue 2 September 2019	Available on WebEOC (restricted access)

5.1.3 Other Associated Documents

Row	Title	Custodian of Original	Version / Date	Notes
1	Terms of Reference for the Mersey-Leven Emergency Management Committee	Executive Officer of the MLEMC – Latrobe Council	September 2019	Provided on following pages
2	Mersey-Leven Emergency Management Plan Risk Register	Executive Officer of the MLEMC – Latrobe Council	June 2019	Available from Plan Contact (see Section 4)
3	Central Coast Council MOC Response Manual	Central Coast Municipal Coordinator		

Mersey-Leven Municipal Emergency Management Committee

Terms of Reference

Committee	Mersey-Leven Municipal Emergency Management Committee
Date Adopted	24 September 2021
Date Reviewed	September 2021
Enquiries	Mersey-Leven Emergency Management Committee Administration Support
Review	These Terms of Reference are due for review every two years
Background	<p>The history of the Committee to this point has been characterised by the following examples:</p> <ul style="list-style-type: none">• The development of many effective working relationships between personnel in the four municipal areas and other stakeholders. These relationships provide the basis of the capacity for our organisations to work effectively together, referred to in the Tasmanian Emergency Management Plan as being so critical to successful Emergency Management.• Production of a joint Mersey-Leven "Municipal Emergency Risk Register" in compliance with S. 22 of the Act.• Production of a combined Mersey-Leven Emergency Management Plan and the development of hazard specific sub-plans. <p>A Mersey-Leven Emergency Management Executive Officer is appointed to effectively administer the work of the Mersey-Leven Municipal Emergency Management Committee and to develop/administer/support/maintain the implementation of emergency plans and associated documentation.</p>
Purpose	The purpose of this Committee is to ensure that the four municipalities making up the Mersey-Leven area meet their responsibilities under the Emergency Management Act 2006.
Meeting Frequency & Meeting Place	The Committee meet four times a year, rotating to each council hosting a meeting. The Executive Officer, in consultation with the Municipal Emergency Management Coordinators will determine and communicate the format each meeting (either in person, virtually or a combination of both). At the December Meeting the meeting dates and locations are confirmed for the next year.



Quorum Requirements

50% of member Councils plus 50% of the Committees service providers.

Roles & Responsibilities

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

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

Representation

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

Members (Authority – The Act - Schedule 3)

Municipal Chairperson	Mayor or Deputy Mayor from one of the member councils appointed by the Committee
Executive Officer	The Municipal Coordinator from one of the member councils appointed by the Committee and usually from the Council of the Municipal Chairperson.
Administration Support	Nominated person from the Council of the Executive Officer

<p>Membership (Determined by the Municipal Chairperson under Section 21)</p>	<p>From each member council:</p> <ul style="list-style-type: none"> • Mayor or Deputy Mayor • Emergency Management Coordinator or Deputy • Municipal Recovery Coordinator or Deputy <p>Representation from each of the following service providers:</p> <ul style="list-style-type: none"> • State Emergency Service • Tasmanian Health Service • Tasmania Police • Tasmania Fire Service • Ambulance Tasmania <p>PLUS</p> <p>One representative of each of the following Stakeholder Organisations</p> <ul style="list-style-type: none"> • TasWater • TasNetworks • TasPorts • TasGas • Parks & Wildlife Service • TasRail • DPIPW (represented by Biosecurity Tasmania) • Devonport Airport • Others as required
<p>Reporting</p>	<p>North West Regional Emergency Management Committee.</p> <p>Also reports to each of the four member Municipal Councils through the Mayors and Municipal Coordinators</p>

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

Term of Office

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

SCHEDULE OF STATUTORY DETERMINATIONS MADE UNDER DELEGATION

Period: 1 December 2021 to 31 December 2021

Building Permits – 4

. New dwellings	1	\$720,000.00
. Outbuildings	0	\$0
. Additions/Alterations	2	\$2,065,000.00
. Other	1	\$16,000.00
. Units	0	\$0

Demolition Permit – 0

Permit of Substantial Compliance – Building – 1

Notifiable Work – Building – 25

. New dwellings	11	\$6,572,000.00
. Outbuildings	9	\$1,098,540.00
. Additions/Alterations	2	\$280,000.00
. Other	3	\$315,575.00
. Units	0	\$0

Building Low Risk Work – 3

Certificate of Likely Compliance – Plumbing – 12

No Permit Required – Plumbing – 0

Food Business registrations (renewals) – 1

Food Business registrations – 2

Temporary Food Business registrations – 1

SCHEDULE OF REGULATORY SERVICES DETERMINATIONS MADE UNDER DELEGATION

Period: 1 December 2021 to 31 December 2021

ABATEMENT NOTICES ISSUED

ADDRESS	PROPERTY ID
170 Trevor Street, Ulverstone	101670.142
138 Main Street, Ulverstone	101080.305
48 Clara Street, West Ulverstone	100260.119
46A Clara Street, West Ulverstone	100260.118
46 Clara Street, West Ulverstone	100260.117
20 Mission Hill Road, Penguin	403430.098
18 Berkshire Parade, Penguin	403054.068
10 Lillian Court, Turners Beach	202115.028
12 Lillian Court, Turners Beach	202115.03
17 Lillian Court, Turners Beach	202115.018
5 Lillian Court, Turners Beach	202115.006
7 Lillian Court, Turners Beach	202115.008
9 Lillian Court, Turners Beach	202115.01
7 Southwood Avenue, Penguin	403580.002
11 Southwood Avenue, Penguin	403580.006
9-11 Scurrah Street, Ulverstone	101510.008
26 Fairway Drive, Penguin	403195.034
3 Maisie Place, Ulverstone	101085.004
12 Sunset Lane, Penguin	403610.024
2 Stubbs Court, Penguin	403590.004
22 King Edward Street, Penguin	403310.016
13 Whittle Street, Penguin	403660.016
78 Esplanade, Turners Beach	202050.114
1 Rawson Street, Ulverstone	101410.004
21 Risby Street, Ulverstone	101460.025
6 Clarke Street, Ulverstone	100270.0345
14 Clarke Street, Ulverstone	100270.036
12 Clarke Street, Ulverstone	100270.035
8 Hill View Way, West Ulverstone	100695.032

KENNEL LICENCE/S ISSUED

ADDRESS	OWNER
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Nil

PERMITS ISSUED UNDER ANIMAL CONTROL BY-LAW NO. 1 OF 2018

ADDRESS	PERMIT ISSUED FOR
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Nil

SCHEDULE OF OTHER REGULATORY SERVICES STATUTORY RESPONSIBILITIES

Period: 1 December 2021 to 31 December 2021

DOGS IMPOUNDED

Claimed	1
Burnie Dogs Home	0
Devonport Dogs Home	0
RSPCA Spreyton	0
Destroyed	0
Held over	0

INFRINGEMENT NOTICES ISSUED FOR DOG OFFENCES

15

INFRINGEMENTS ISSUED UNDER ANIMAL CONTROL BY-LAW NO. 1 OF 2018

0

TRAFFIC INFRINGEMENT NOTICES FOR PARKING OFFENCES

Alexandra Road	0	0%
Bannons Car Park	0	0%
Coles/Furner's Car Park	0	0%
Crescent Street, Ulverstone	0	0%
Eastland Drive	0	0%
King Edward Street, Ulverstone	0	0%
Main Road, Penguin	0	0%
North Reibey Street Car Park	0	0%
Reibey Street	0	0%
Surf Club Road, Penguin	0	0%
Victoria Street	0	0%
Wharf Car Park	0	0%
Wongi Lane	0	0%
Other	0	0%



Ian Stoneman
DIRECTOR CORPORATE SERVICES

Central Coast Council
Statement of Comprehensive Income for the period ended 31 December 2021

Note	Budget Annual	YTD Budget	Actual YTD	Variance
	\$	\$	\$	\$
Income				
Recurrent Income				
	17,140,000	17,140,000	17,312,503	172,503
1 Rates and charges				
1 Fees and charges	4,692,000	2,232,266	2,153,396	(78,870)
2 Grants - Recurrent	4,607,717	1,212,110	1,355,379	143,269
3 Contributions	1,268,000	597,506	951,608	354,102
Share in profit/loss of associate	200,000	-	-	-
4 Interest	522,534	100,002	52,844	(47,158)
Other income	1,374,000	266,501	278,075	11,574
Investment revenue	222,000	1,136,998	927,238	(209,760)
	30,026,251	22,685,383	23,031,042	345,659
Capital income				
	821,000	435,000	413,415	(21,585)
5 Grants - Capital				
Capital contributions	9,301,000	4,450,502	1,308,686	(3,141,816)
6 Gain/(loss) on disposal of assets	930,000	214,998	135,310	(79,688)
	11,052,000	5,100,500	1,857,410	- 3,243,090
Total Income	41,078,251	27,785,883	24,888,452	- 2,897,431
Expenses				
	12,343,000	6,259,004	6,135,216	123,788
7 Employee benefits				
Materials and services	9,122,675	4,806,208	4,399,893	406,315
Depreciation and amortisation	7,164,600	3,582,312	3,582,312	-
Finance costs	371,147	185,586	188,415	(2,829)
Other expenses	365,000	182,496	158,774	23,722
	29,366,422	15,015,606	14,464,610	550,996
Total expenses				
Operating result	11,711,829	12,770,277	10,423,842	(2,346,435)

The following explanations are provided for material variances.
Variances are deemed material when the % Variation is >10% and >\$50,000.

Recurrent Income

- 1 Fees & Charges - relating to lower Child Care Fees (offset by higher reported contributions)
- 2 Grants - Recurrent are \$143k above budget reflecting higher than expected FAGS receipts for the 2021-2022 financial year.
- 3 Contributions - Relates to \$285k higher than budgeted Child Care contribution receipts and \$58k Public Open Space contributions received.
- 4 Interest Receipts lower due to timing of interest payments versus budget phasing and on-going lower than anticipated interest rate returns.

Capital Income

- 5 Capital Contributions \$3.1 million below budget due to timing of delivery of key strategic projects. \$1.75 million for Penguin Foreshore, and \$1 million for Gawler River Preston Road bridge.
- 6 Net gain/(loss on disposal) of assets is below budget expectations to due to timing of budget provisions.

Expenses

- 7 Materials and services \$406k favourable - relating to timing of costs. Notable variances year-to-date largely related to Waste management collection and FOGO.

**Central Coast Council
Statement of Financial Position
as at 31 December 2021**

	30 June 2021	31 December 2021	Movement
	\$	\$	\$
Assets			
Current assets			
Cash and cash equivalents	10,098,955	12,403,832	2,304,877
Investment	7,361,540	10,397,685	3,036,145
Trade and other receivables	2,979,220	3,640,882	661,662
Assets held for sale	66,000	66,000	-
Other assets	358,378	341,301	(17,076)
Total current assets	20,864,093	26,849,700	5,985,607
Non-current assets			
Investment in Regional Waste Management Authority	7,869,025	7,869,025	(0)
Investment in Water Corporation	72,186,956	72,186,956	-
Property, infrastructure, plant and equipment	457,334,274	453,773,312	(3,560,962)
Capital work in Progress	11,953,741	17,500,217	5,546,476
Right of use asset	177,822	177,822	(0)
Total non-current assets	549,521,819	551,507,332	1,985,514
Total assets	570,385,912	578,357,032	7,971,120
Liabilities			
Current liabilities			
Trade and other payables	4,035,117	1,713,576	2,321,542
Trust funds and deposits	376,421	444,813	(68,392)
Provisions	4,801,821	4,890,058	(88,237)
Interest bearing liabilities	8,132,137	7,932,296	199,841
Lease liabilities	49,378	40,709	8,669
Contract liability	1,659,100	1,659,100	(0)
Total current liabilities	19,053,974	16,680,552	2,373,422
Non-current liabilities			
Provisions	2,017,734	1,938,433	79,301
Interest bearing liabilities	5,629,187	5,629,187	1
Lease liabilities	145,141	145,142	(1)
Total non-current liabilities	7,792,062	7,712,762	-
Total liabilities	26,846,037	24,393,314	(2,452,723)
Net Assets	543,539,875	553,963,718	10,423,843
Equity			
Accumulated surplus	265,595,455	275,811,504	10,216,049
Reserves	277,944,420	278,152,214	207,793
Total Equity	543,539,875	553,963,718	10,423,842
Notes			

\$1,377k overall decrease in equity for the month of December. This is largely reflects expenditure of \$1,636k for the month in Capital Works in Progress. Year to date we have expended \$5.5 million in capital works
Cash balances reduced \$2.18 million during December reflecting movements in CWIP and Creditors
Borrowings were also reduced by \$96k in principal repayments during the month.

**Operating Budget Summary Report
as at 31 December 2021**

		Revenue				Expenses				Surplus (Deficit)
		Budget YTD	Actual YTD	Var \$	Var %	Budget YTD	Actual YTD	Var \$	Var %	
OFFICE OF GENERAL MANAGER	Executive Services and Governance Strategy and Policy	107,550	107,550	-		951,482	947,156	4,326		4,326
		3,191,280	1,365,739	(1,825,541)	-57%	178,286	150,470	27,816	16%	(1,797,725)
		3,298,830	1,473,289	(1,825,541)		1,129,768	1,097,626	32,142		(1,793,399)
COMMUNITY SERVICES	Arts and Cultural	238,740	191,644	(47,096)	-20%	585,016	474,332	110,684	19%	63,587
	Childrens Services	1,152,498	1,284,250	131,752	11%	1,102,490	1,019,097	83,393	8%	215,146
	Community Development	27,512	28,540	1,028	4%	484,316	464,514	19,802	4%	20,830
	Community Services and Facilities	605,248	523,459	(81,789)	-14%	640,522	729,272	(88,750)	-14%	(170,539)
	Recreation Facilities	633,256	279,209	(354,047)	-56%	1,157,974	1,185,781	(27,807)	-2%	(381,854)
	Land Use Planning	108,504	206,262	97,758	90%	287,004	277,646	9,358	3%	107,116
		2,765,758	2,513,364	(252,394)		4,257,322	4,150,642	106,680		(145,714)
INFRASTRUCTURE SERVICES	Engineering	818,502	509,024	(309,478)	-38%	818,496	733,004	85,492	10%	(223,986)
	Parks and Amenities	154,308	200,830	46,522	30%	1,400,916	1,512,988	(112,072)	-8%	(65,551)
	Roads, Bridges and Drainage	1,728,548	800,714	(927,834)	-54%	3,946,068	3,624,623	321,445	8%	(606,388)
	Waste Management	316,998	322,244	5,246	2%	2,232,414	2,003,939	228,475	10%	233,721
	Works Operations	536,592	406,721	(129,871)	-24%	559,584	537,146	22,438	4%	(107,433)
		3,554,948	2,239,533	(1,315,415)		8,957,478	8,411,700	545,778		(769,638)
CORPORATE SERVICES	Corporate Administration	81,998	55,430	(26,568)	-32%	517,518	490,558	26,960	5%	391
	Corporate Support Services	1,988,550	2,168,067	179,517	9%	2,659,558	2,726,001	(66,443)	-2%	113,074
	Finance	19,911,733	19,896,623	(15,110)	0%	978,502	867,953	110,549	11%	95,439
	Building and Plumbing Services	146,754	178,444	31,690	22%	271,002	232,994	38,008	14%	69,698
	Compliance	29,004	55,735	26,731	92%	132,512	111,299	21,213	16%	47,944
	Public and Environmental Health	19,752	40,552	20,800	105%	123,390	108,421	14,969	12%	35,769
		22,177,791	22,394,850	217,059		4,682,482	4,537,226	145,256		362,316
		31,797,327	28,621,036	(3,176,291)		19,027,050	18,197,194	829,856		(2,346,435)

Central Coast Council
Operating Budgets as at 31 December 2021

An explanation for material variances is provided on the following page.
Variances are deemed material when the % Variation is >10% and the aggregate total of the cost centre >\$50,000.

	Revenue			Expenditure			Surplus/Deficit (net)					
	Adopted Budget	YTD Budget	YTD Actuals	Adopted Budget	YTD Budget	YTD Actuals	Adopted Budget	YTD Budget	YTD Actuals	Variation	% Variation	Note
	2021	31 Dec 2021	31 Dec 2021	2021	31 Dec 2021	31 Dec 2021	2021	31 Dec 2021	31 Dec 2021			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
GENERAL MANAGEMENT												
Office of General Manager												
Strategic Projects	- 7,706,556	- 3,178,278	- 1,355,301	346,556	173,278	143,849	- 7,360,000	- 3,005,000	- 1,211,452	1,793,548		
Property Management	- 526,000	- 13,002	- 10,438	10,000	5,008	6,621	- 516,000	- 7,994	- 3,817	4,177		
Elected Members	-	-	-	586,000	322,490	311,766	586,000	322,490	311,766	- 10,724		
General Managers Office	-	-	-	772,000	385,992	435,647	772,000	385,992	435,647	49,655		
Organisational Development	- 215,100	- 107,550	- 107,550	486,000	243,000	199,742	270,900	135,450	92,192	- 43,258		
	- 8,447,656	- 3,298,830	- 1,473,289	2,200,556	1,129,768	1,097,626	- 6,247,100	- 2,169,062	- 375,663	1,793,399	-83%	1
Total GENERAL MANAGEMENT	- 8,447,656	- 3,298,830	- 1,473,289	2,200,556	1,129,768	1,097,626	- 6,247,100	- 2,169,062	- 375,663	1,793,399		
INFRASTRUCTURE SERVICES												
Engineering Services												
Engineering	- 1,637,000	- 818,502	- 509,024	1,637,000	818,496	733,004	-	- 6	223,980	223,986		
Plant	-	-	-	-	-	-	-	-	-	-		
	- 1,637,000	- 818,502	- 509,024	1,637,000	818,496	733,004	-	- 6	223,980	223,986		
Works Operations												
Works Depot and Store	- 991,670	- 495,840	- 335,534	991,670	495,834	473,901	-	- 6	138,366	138,372		
Private Works	- 75,000	- 56,250	- 71,187	60,000	45,000	45,119	- 15,000	- 11,250	- 26,068	- 14,818		
Emergency Services	- 6,500	- 4,874	-	67,500	50,625	18,127	61,000	45,751	18,127	- 27,624		
	- 1,073,170	- 556,964	- 406,721	1,119,170	591,459	537,146	46,000	34,495	130,425	95,930	278%	
Roads, Bridges and Drainage												
Roads - Urban Sealed	- 381,025	- 190,016	- 180,608	1,943,025	971,526	883,071	1,562,000	781,510	702,463	- 79,047		
Roads - Rural Sealed	- 659,000	- 304,502	- 494,338	2,746,000	1,373,016	1,273,510	2,087,000	1,068,514	779,172	- 289,342		
Roads - Rural Unsealed	- 50,000	- 25,002	- 22,725	467,000	233,490	170,373	417,000	208,488	147,648	- 60,840		
Footpaths	-	-	- 58,686	934,000	467,004	468,096	934,000	467,004	409,410	- 57,594		
Bridges	- 1,308,025	- 1,154,014	- 4,013	571,025	285,516	294,912	- 737,000	- 868,498	290,900	1,159,398		
Carparks	- 23,025	- 11,514	- 4,013	153,025	76,512	60,344	130,000	64,998	56,332	- 8,666		
Street Lighting	-	-	-	330,000	165,000	139,810	330,000	165,000	139,810	- 25,190		
Drainage	- 87,000	- 43,500	- 36,333	748,000	374,004	334,505	661,000	330,504	298,173	- 32,331		
	- 2,508,075	- 1,728,548	- 800,714	7,892,075	3,946,068	3,624,623	5,384,000	2,217,520	2,823,908	606,388	27%	2
Waste Management												
Household Garbage	- 584,000	- 291,996	- 322,244	4,130,838	2,065,416	1,874,857	3,546,838	1,773,420	1,552,613	- 220,807		
Non-Household Garbage	- 50,000	- 25,002	-	334,000	166,998	129,083	284,000	141,996	129,083	- 12,913		
	- 634,000	- 316,998	- 322,244	4,464,838	2,232,414	2,003,939	3,830,838	1,915,416	1,681,695	- 233,721	-12%	3
Parks and Amenities												
Parks	- 184,200	- 92,100	- 141,133	1,984,838	992,454	1,104,346	1,800,638	900,354	963,213	62,859		
Public Amenities	- 15,420	- 7,710	- 6,409	469,420	234,714	239,725	454,000	227,004	233,316	6,312		
Cemeteries	- 109,000	- 54,498	- 53,288	347,500	173,748	168,917	238,500	119,250	115,630	- 3,620		
	- 308,620	- 154,308	- 200,830	2,801,758	1,400,916	1,512,988	2,493,138	1,246,608	1,312,159	65,551	5%	
Total INFRASTRUCTURE SERVICES	- 6,160,865	- 3,575,320	- 2,239,533	17,914,841	8,989,353	8,411,700	11,753,976	5,414,033	6,172,168	758,135		
CORPORATE SERVICES												
Corporate Administration												
Administration	- 6,000	- 2,996	- 1,417	716,000	358,008	325,983	710,000	355,012	324,566	- 30,446		
Administration Centre	- 3,000	- 1,500	- 3,409	197,000	98,508	119,574	194,000	97,008	116,165	19,157		
Caravan Parks	- 155,000	- 77,502	- 50,603	122,000	61,002	45,001	- 33,000	- 16,500	- 5,602	10,898		
	- 164,000	- 81,998	- 55,430	1,035,000	517,518	490,558	871,000	435,520	435,129	- 391	0%	
Corporate Support Services												
Corporate Support Services	-	-	- 5,866	897,000	583,506	452,369	897,000	583,506	446,502	- 137,004		
Labour On-Costs	- 3,705,000	- 1,852,500	- 2,161,165	3,705,000	1,939,996	1,890,678	-	87,496	- 270,488	- 357,984		
Fleet On-Costs	- 272,100	- 136,050	- 1,035	272,100	136,056	382,955	-	6	381,920	381,914		

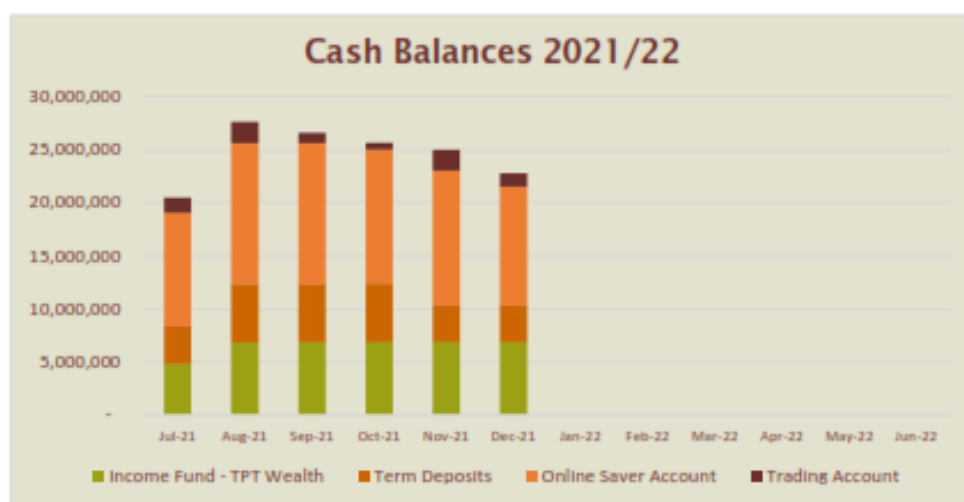
Central Coast Council
Operating Budgets as at 31 December 2021

An explanation for material variances is provided on the following page.
Variances are deemed material when the % Variation is >10% and the aggregate total of the cost centre >\$50,000.

	Revenue			Expenditure			Surplus/Deficit (net)			Variation	% Variation	Note
	Adopted Budget	YTD Budget	YTD Actuals	Adopted Budget	YTD Budget	YTD Actuals	Adopted Budget	YTD Budget	YTD Actuals			
	2021	31 Dec 2021	31 Dec 2021	2021	31 Dec 2021	31 Dec 2021	2021	31 Dec 2021	31 Dec 2021			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Finance	- 3,977,100	- 1,988,550	- 2,168,067	4,874,100	2,659,558	2,726,001	897,000	671,008	557,934	- 113,074	-17%	4
Finance	- 2,782,500	- 1,680,250	- 1,338,595	886,000	515,500	609,349	- 1,896,500	- 1,164,750	- 729,247	435,503		
Rates and Charges	- 17,140,000	- 17,140,000	- 17,312,503	-	-	-	- 17,140,000	- 17,140,000	- 17,312,503	- 172,503		
Government Contributions	- 4,375,000	- 1,091,483	- 1,245,524	926,000	463,002	258,604	- 3,449,000	- 628,481	- 986,920	- 358,439		
	- 24,297,500	- 19,911,733	- 19,896,623	1,812,000	978,502	867,953	- 22,485,500	- 18,933,231	- 19,028,670	- 95,439	1%	5
Regulatory Services												
Building and Plumbing Control	- 293,500	- 146,754	- 178,444	542,000	271,002	232,994	248,500	124,248	54,550	- 69,698		
Environment and Health	- 39,500	- 19,752	- 40,552	246,775	123,390	108,421	207,275	103,638	67,869	- 35,769		
Control of Animals	- 137,000	- 8,754	- 38,942	259,000	129,512	106,436	122,000	120,758	67,494	- 53,264		
Parking Control	- 40,500	- 20,250	- 16,794	6,000	3,000	4,863	- 34,500	- 17,250	- 11,930	5,320		
	- 510,500	- 195,510	- 274,731	1,053,775	526,904	452,714	543,275	331,394	177,983	- 153,411	-46%	6
Total CORPORATE SERVICES	- 28,949,100	- 22,177,791	- 22,394,850	8,774,875	4,682,482	4,537,226	- 20,174,225	- 17,495,309	- 17,857,625	- 362,316		
COMMUNITY SERVICES												
Childrens Services												
Child Care	- 2,305,000	- 1,152,498	- 1,284,250	2,205,000	1,102,490	1,019,097	- 100,000	- 50,008	- 265,154	- 215,146		
	- 2,305,000	- 1,152,498	- 1,284,250	2,205,000	1,102,490	1,019,097	- 100,000	- 50,008	- 265,154	- 215,146	430%	7
Community Services & Facilities												
Housing	- 738,000	- 369,000	- 368,235	669,000	334,500	372,891	- 69,000	- 34,500	4,656	39,156		
Cultural Amenities	- 129,000	- 64,504	- 49,686	324,000	161,998	188,194	195,000	97,494	138,509	41,015		
Public Halls and Buildings	- 343,500	- 171,744	- 105,538	288,000	144,024	168,187	- 55,500	- 27,720	62,649	90,369		
	- 1,210,500	- 605,248	- 523,459	1,281,000	640,522	729,272	70,500	35,274	205,813	170,539	483%	8
Recreation Facilities												
Swimming Pool and Waterslide	- 130,000	- 52,002	- 36,915	134,000	67,002	54,982	4,000	15,000	18,067	3,067		
Active Recreation	- 544,500	- 272,260	- 147,935	1,600,920	800,488	822,516	1,056,420	528,228	674,581	146,353		
Recreation Centres	- 618,000	- 308,994	- 94,360	581,000	290,484	308,283	- 37,000	- 18,510	213,923	232,433		
	- 1,292,500	- 633,256	- 279,209	2,315,920	1,157,974	1,185,781	1,023,420	524,718	906,572	381,854	73%	9
Community Development												
Community Development	- 4,000	- 1,998	- 10	757,000	378,504	384,841	753,000	376,506	384,831	8,325		
Cultural Activities	- 59,536	- 17,264	- 21,257	150,136	75,062	48,478	90,600	57,798	27,221	- 30,577		
Community Cont. & Support	- 16,500	- 8,250	- 7,273	61,500	30,750	31,195	45,000	22,500	23,922	1,422		
Arts, Culture and Visitor Services	- 454,000	- 238,740	- 191,644	1,170,000	585,016	474,332	716,000	346,276	282,689	- 63,587		
	- 534,036	- 266,252	- 220,184	2,138,636	1,069,332	938,846	1,604,600	803,080	718,663	- 84,417	-11%	10
Land-Use Planning												
Land-Use Planning	- 217,000	- 108,504	- 206,262	574,000	287,004	277,646	357,000	178,500	71,384	- 107,116		
	- 217,000	- 108,504	- 206,262	574,000	287,004	277,646	357,000	178,500	71,384	- 107,116	-60%	11
Total COMMUNITY SERVICES	- 5,559,036	- 2,765,758	- 2,513,364	8,514,556	4,257,322	4,150,642	2,955,520	1,491,564	1,637,278	145,714		
TOTAL OPERATING BUDGETS	- 49,116,657	- 31,817,699	- 28,621,036	37,404,828	19,058,925	18,197,194	- 11,711,829	- 12,758,774	- 10,423,842	2,334,932	-18%	


Central Coast Council
Notes for Operating Budgets @ 31st December 2021

Note	Area	Comment
1	General Management	Revenue is down due to timing of \$1,750k contribution for Penguin Foreshore phased in first half in budget. Expenses below budget due to budget timing of Consulting costs for strategic projects planning development.
2	Roads, Bridges and Drainage	Revenue down due to timing of budgeted \$1m contribution for Gawler River, Preston Road bridge. Expenses down due to phasing of budget cost timing of vegetation management and road maintenance and Engineering, Works and Vehicle allocations.
3	Waste Management	Lower than budgeted costs YTD for Household Collection \$85k, Kerbside Recycling \$79k, FOGO \$47k and Green Waste Processing \$50k
	Parks and Amenities	Expenses YTD above budget due to timing of expenses versus budget phasing for annual planting and maintenance activity.
4	Corporate Support Services	Favourable labour on-cost recoveries on less Public Holidays in first half of year. Favourable costs for Staff costs \$45k due to unfilled roles and Computer Maintenance \$86k favourable to date due to timing.
5	Finance	Revenue YTD slightly below budget with Higher Rates and annual FAGS allocation offset by timing of Taswater dividends versus budget. Expenses lower than budget with higher Insurance costs offset by timing of 2nd quarter Fire Levy contribution paid in January.
6	Regulatory Services	Planning and Building fees and Levies collected continue to trend above budget in line with increased building activity. Costs below budget due to vacancies.
7	Childrens Services	Increase in grants received from the Federal Government along with increased utilisation than budgeted and staff costs coming in lower than budget YTD.
8	Community Services & Facilities	Revenue lower due to timing of Grant Contribution for Riana Community Centre. Expenses over budget YTD due to higher Insurance premiums on Building Assets and timing of other maintenance costs.
9	Recreation Facilities	Revenue down due to timing of Capital contribution for USLC Community Rooms and Showground Changerooms vs budget phasing.
10	Community Development	Costs are down due to lower staff costs for planned opening of Hive and timing of community activities compared to budget phasing.
11	Land-Use Planning	Revenue above budget due to Public Open Space Contribution \$58k, and Planning Fees \$30k above budget YTD

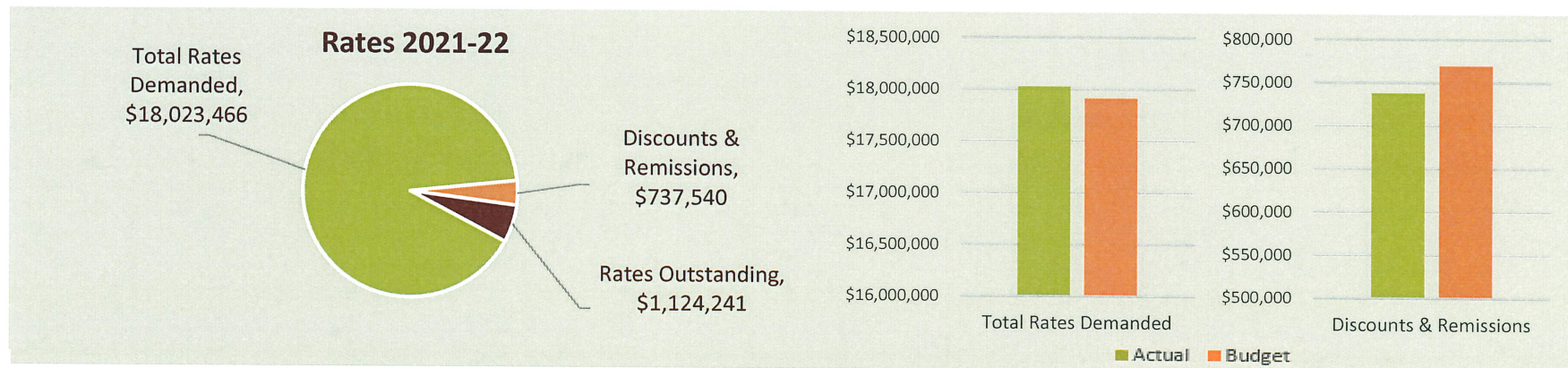


**A SUMMARY OF RATES & FIRE SERVICE LEVIES
FOR THE PERIOD ENDED 31 DECEMBER 2021**

2020/2021			2021/2022		
	\$	%		\$	%
Rates paid in Advance	– 1,278,055.24	–7.88	– 1,421,958.22	–8.47	
Rates Receivable	186,549.33	1.15	156,569.91	0.93	
Rates Demanded	17,236,400.75	106.26	18,023,466.41	107.40	
Supplementary Rates	80,553.77	0.50	23,360.00	0.14	
	16,225,448.61	100.03	16,781,438.10	100.00	
Collected	14,161,822.04	87.28	14,757,180.93	87.94	
Add Pensioners – Government	916,700.29	5.65	931,261.91	5.55	
Pensioners – Council	36,785.00	0.23	34,580.00	0.21	
	15,115,307.33	93.16	15,723,022.84	93.69	
Discount Allowed	706,758.56	4.36	737,539.97	4.39	
Paid in advance	– 732,014.43	–4.52	– 803,366.09	–4.79	
Outstanding	1,135,397.15	7.00	1,124,241.38	6.70	
	16,225,448.61	100.00	16,781,438.10	100.00	



Andrea Carey
FINANCE OFFICER
5-Jan-2022



**Capital Works in Progress Summary
as at 31 December 2021**

		CAPITAL WORKS				Full Year Budget	Opening Bal. 1/07/2021	Total CWIP Balance
		Budget	Actual	Var \$	Var %			
OFFICE OF GENERAL MANAGER	Executive Services and Governance Strategy and Policy	38,000	-	38,000		38,000	-	-
		7,861,498	3,410,290	4,451,208	57%	15,123,000	9,810,952	13,221,242
		7,899,498	3,410,290	4,489,208		15,161,000	9,810,952	13,221,242
COMMUNITY SERVICES	Arts and Cultural	38,000	-	38,000	100%	38,000	-	-
	Childrens Services	17,498	14,508	2,990	17%	45,000	-	14,508
	Community Development	42,000	6,108	35,892	85%	72,000	-	6,108
	Community Services and Facilities	452,002	49,251	402,751	89%	879,000	5,446	54,697
	Recreation Facilities	809,000	97,283	711,717	88%	1,608,000	78,016	175,300
	Land Use Planning	15,000	-	15,000	100%	30,000	-	-
		1,373,500	167,151	1,206,349		2,672,000	83,462	250,613
INFRASTRUCTURE SERVICES	Engineering	185,000	-	185,000	100%	185,000	-	-
	Parks and Amenities	910,514	640,946	269,568	30%	1,589,000	77,356	718,302
	Roads, Bridges and Drainage	3,977,006	1,094,913	2,882,093	72%	7,744,000	1,859,598	2,954,510
	Waste Management	225,494	42,185	183,309	81%	414,000	29,766	71,952
	Works Operations	155,000	134,019	20,981	14%	273,000	92,608	226,627
		5,453,014	1,912,063	3,540,951		10,205,000	2,059,328	3,971,391
CORPORATE SERVICES	Corporate Administration	149,994	13,865	136,129	91%	267,000	-	13,865
	Corporate Support Services	105,000	11,229	93,771	89%	190,000	-	11,229
	Finance	-	-	-	0%	-	-	-
	Building and Plumbing Services	-	-	-	0%	-	-	-
	Compliance	37,000	31,877	5,123	14%	37,000	-	31,877
	Public and Environmental Health	57,000	-	57,000	100%	57,000	-	-
		348,994	56,971	292,023		551,000	-	56,971
		15,075,006	5,546,475	9,528,531		28,589,000	11,953,741	17,500,217

Capital Works Program 2021/2022 (31 December 2021 snapshot)

(Schedule indicates site construction only)

ID	Status	Task Name	Budget	Expenditure	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22
1		Central Coast Council	\$28,525,000	\$0														
2		General Management	\$13,940,500	\$0														
3		Strategic Projects	\$13,702,500	\$0														
4	●	Coastal pathway	\$6,522,000	\$107,758														
5	●	Penguin CBD redevelopment	\$300,000	\$49,509														
6	●	Penguin foreshore	\$3,103,000	\$395,689														
7	●	Purchase of strategic properties	\$500,000	\$0														
8	●	Beach Road, Ulverstone Shared Pathway (LRCI) - Phase 2	\$291,000	\$0														
9	●	Ulverstone Cultural Precinct	\$1,851,000	\$2,301,676														
10	●	Ulverstone Cultural Precinct - fit out	\$104,500	\$74,763														
11	●	Ulverstone Cultural Precinct - Science Centre, History Museum and dome	\$1,031,000	\$208,155														
12		Property Management	\$200,000	\$0														
13	●	East Ulverstone Industrial Estate - Stage 2	\$100,000	\$0														
14	●	Park Avenue - Penguin Depot	\$100,000	\$0														
17		Infrastructure Services	\$11,257,500	\$0														
25		Works Depot	\$127,000	\$0														
26	●	Ulverstone Depot - shed roof renewal	\$5,000	\$6,909														
27	●	Ulverstone Depot - painting program	\$5,000	\$0														
28	●	Ulverstone Depot - Master Plan	\$2,000	\$0														
29	●	Ulverstone Depot - roller door replacement	\$15,000	\$16,911														
30	■	Ulverstone Depot - security upgrade	\$10,000	\$0														
37		Emergency Services	\$15,000	\$0														
38	●	SES - building and equipment	\$15,000	\$4,626														
39		Roads - Urban Sealed	\$1,558,000	\$0														
40	●	Cluan Crescent - pavement and kerb replacement	\$200,000	\$201,638														
41	●	Coroneagh Street - rehabilitation	\$211,000	\$286,388														
42	●	Street resealing	\$285,000	\$5,710														
43	●	Trevor Street - kerb replacement	\$140,000	\$68														
44	●	Carpark Lane improvements - design	\$40,000	\$0														
45	●	Ironcliffe Road/Sunnyridge Avenue - intersection	\$85,000	\$11,938														
46	●	Kerb ramp improvements	\$20,000	\$0														
47	●	Kings Parade - Queen's Garden	\$21,000	\$9,574														
48	●	Railway crossings - upgrade	\$20,000	\$0														
49	●	Safe cycling routes - urban roads	\$10,000	\$0														
50	●	Traffic management/safety improvements	\$10,000	\$5,558														
51	●	South Road, Ulverstone - retaining wall	\$91,000	\$0														
52	●	Westella Drive - kerb and footpath	\$100,000	\$0														
55	●	Seaside Crescent, Penguin renewal	\$80,000	\$263														

Print Date: Tue 18/01/22

○ not started
● started
● completed
■ deferred
— original schedule
— revised schedule
— % completed
— time slippage (from/to)
— split task
◀▶ 12 month task
◆ awaiting info

Capital Works Program 2021/2022 (31 December 2021 snapshot)

(Schedule indicates site construction only)

ID	Status	Task Name	Budget	Expenditure	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22
56		Roads - Rural Sealed	\$1,985,000	\$0														
57		Penguin Road - Lonah slip	\$50,000	\$0														◆
58		Raymond Road - landslip	\$10,000	\$10,022														◆
59		Road resealing	\$800,000	\$40,600														
60		Shoulder program	\$200,000	\$39,716														
61		Guidepost installation program	\$100,000	\$104,791														
62		Intersection improvements	\$40,000	\$0														
63		Kindred Road/Old Kindred Road - intersection	\$200,000	\$0														
64		Loongana Road - guardrail	\$90,000	\$0														
65		Nine Mile Road	\$140,000	\$72,018														
66		Pine Road/Copes Road - intersection	\$100,000	\$0														
67		Swamp Road - safety improvement	\$20,000	\$0														
68		Traffic management	\$5,000	\$1,244														
69		Westella Drive/Waverley Road - intersection	\$80,000	\$0														◆
73		Footpaths	\$1,776,500	\$0														
74		Walker Street, Ulverstone footpath renewal and upgrade	\$160,000	\$65,271														
75		James Street, Ulverstone footpath renewal and upgrade	\$30,000	\$25,239														
76		Queen Street - Bertha Street Crossing	\$40,000	\$0														
77		Victoria Street - Main Street Crossing	\$20,000	\$0														
78		Forth/Leith shared pathway	\$1,416,500	\$261,903														
79		Turners Beach (UDG) - boardwalk	\$100,000	\$0														
80		South Road, Penguin footpath	\$10,000	\$10,379														
81		Bridges	\$3,144,000	\$0														
82		Adams Creek - Stotts Road	\$300,000	\$368														
83		Gawler River - Preston Road	\$2,794,000	\$1,873														
84		Leven River Bridge - flags	\$20,000	\$0														
85		Leven River Bridge - delineation	\$30,000	\$0														
86		Car Parks	\$28,000	\$0														
87		Electric vehicle charging	\$18,000	\$0														
88		North Reibey Street - design	\$10,000	\$0														
89		Drainage	\$406,000	\$0														
90		Side entry pits and manhole lids	\$30,000	\$8,030														
91		Bertha Street - outfall	\$115,000	\$14,174														
92		Esplanade Turners Beach (OC Ling)	\$60,000	\$1,307														
93		Ironcliffe Road - contribution	\$15,000	\$14,585														
94		Mason Street	\$66,000	\$0														
95		Miscellaneous drainage	\$20,000	\$1,521														
96		Victoria Street - outfall	\$80,000	\$0														

Print Date: Tue 18/01/22

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 original schedule
 revised schedule
 % completed
 time slippage (from/to)
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Capital Works Program 2021/2022 (31 December 2021 snapshot)

(Schedule indicates site construction only)

ID	Status	Task Name	Budget	Expenditure	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22
97		Buttons Creek - wetland investigation	\$20,000	\$0														
98		Household Garbage	\$414,000	\$0														
99		Resource Recovery Centre - wetlands/weighbridge	\$300,000	\$0														
100		Resource Recovery Centre - security upgrade	\$10,000	\$0														
101		Resource Recovery Centre - site development	\$15,000	\$18,600														
103		Penguin Refuse Disposal Site - site rehabilitation	\$47,000	\$22,812														
104		Resource Recovery Centre - signage	\$5,000	\$773														
105		Parks	\$1,330,000	\$0														
106		Beach access upgrades	\$40,000	\$254														
107		Beach Road - coastline expansion	\$10,000	\$4,979														
108		Fairway Park - Master Plan	\$20,000	\$0														
109		Hall Point - rehabilitation	\$2,000	\$1,667														
110		Hiscutt Park - bridge refurbishment	\$35,000	\$26,922														
111		Hiscutt Park - wall repair	\$40,000	\$0														
112		Industrial Estate - greenbelt	\$15,000	\$3,735														
113		Leven River Foreshore - Reid Street Reserve wildlife corridor	\$2,000	\$397														
114		Parks asset renewals	\$35,000	\$13,470														
115		Perry-Ling Gardens	\$40,000	\$0														
116		Playground renewals	\$30,000	\$16,532														
117		Shade sail program	\$15,000	\$0														
118		Ulverstone Skate Park	\$559,000	\$515,498														
119		Braddons Lookout - solar light/security camera	\$15,000	\$9,939														
120		Fishpond - coastal restoration	\$5,000	\$2,038														
121		Johnsons Beach - bbq and hut	\$50,000	\$0														
122		Lethborg Ave - boundary encroachment restoration	\$20,000	\$0														
123		Natural Resource Management Strategy - development	\$30,000	\$0														
127		Greening Central Coast Strategy	\$15,000	\$14,075														
128		Public Showers - State Govt grant	\$60,000	\$0														
129		Picnic Point Shared Pathway	\$37,000	\$337														
130		Tobruk Park Shared Pathway	\$13,000	\$0														
131		West Ulverstone Fish Cleaning Station - State Govt grant	\$10,000	\$11,672														
132		Cemeteries	\$109,000	\$0														
133		Cemetery renewals	\$6,000	\$0														
134		Memorial Park - ash garden	\$25,000	\$0														
135		Memorial Park - drainage	\$20,000	\$4,074														
136		Memorial Park - Master Plan	\$5,000	\$0														
137		Memorial Park - seating	\$5,000	\$0														
138		Memorial Park - tree planting program	\$10,000	\$0														

Print Date: Tue 18/01/22

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 started
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Capital Works Program 2021/2022 (31 December 2021 snapshot)

(Schedule indicates site construction only)

ID	Status	Task Name	Budget	Expenditure	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22
139		Memorial Park - watering system	\$10,000	\$594														
141		Public Amenities	\$50,000	\$0														
142		Drinking water stations	\$10,000	\$0														
143		Flagpole review	\$20,000	\$0														
144		Public toilets - refurbishments	\$20,000	\$12,288		◆												
145		Corporate Services	\$551,000	\$0														
148		Administration Centre	\$74,000	\$0														
149		Administration Centre - carpet replacement	\$10,000	\$4,620														
150		Administration Centre - painting	\$10,000	\$3,896														
151		Administration Centre - heat pumps	\$7,000	\$4,215		◆												
152		Administration Centre - lighting upgrades	\$5,000	\$0		◆												
153		Administration Centre - switchboard and wiring upgrade	\$42,000	\$207														
154		Corporate Support Services	\$190,000	\$0														
155		Computer hardware and software	\$100,000	\$11,229		◆												
156		CAMMS - Risk and Project software modules	\$30,000	\$0		◆												
157		Microsoft Dynamics Finance module	\$60,000	\$0														
158		Caravan Parks	\$160,000	\$0														
159		Ulverstone Caravan Park - painting program	\$10,000	\$0														
160		Ulverstone Caravan Park - electrical upgrade - Stage 3	\$10,000	\$927														
161		Ulverstone Caravan Park - amenities	\$140,000	\$0														
167		Community Services	\$2,776,000	\$0														
168		Child Care	\$45,000	\$0														
169		Ulverstone Child Care - internal/external painting	\$15,000	\$5,168														
170		Ulverstone Child Care - guttering	\$15,000	\$0														
171		Ulverstone Child Care - installation of shade sail	\$10,000	\$0														
172		46 Main Road, Penguin - internal painting	\$5,000	\$0														
174		Cultural Activities	\$206,000	\$0														
175		Maskells Road Precinct - redevelopment	\$134,000	\$0														
176		Reibey Street - curation (fire pots etc.)	\$18,000	\$0														
177		Ulverstone Band - purchase instruments	\$54,000	\$6,108		◆												
178		Housing	\$2,525,000	\$0														
179		Aged Persons Home Units - electrical replacements	\$20,000	\$3,139														
180		Aged Persons Home Units - external rehabilitation	\$63,000	\$14,929														
181		Aged Persons Home Units - fencing/surrounds	\$10,000	\$0														
182		Aged Persons Home Units - HWC renewal	\$20,000	\$0														
183		Aged Persons Home Units - internal rehabilitation	\$60,000	\$19,449														
184		Cultural Amenities	\$73,000	\$0														
185		Civic Centre - lock/entry control system	\$8,500	\$0														

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not started
 started
 completed
 deferred
 original schedule
 revised schedule
 % completed
 time slippage (from/to)
 split task
 12 month task
 awaiting info

Capital Works Program 2021/2022 (31 December 2021 snapshot)

(Schedule indicates site construction only)

ID	Status	Task Name	Budget	Expenditure	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22
186		Montgomery Room - lock/entry control system	\$1,500	\$0														
187		Wharf building - lock/entry control system	\$8,000	\$0														
188		Civic Centre – Gawler Room renovation	\$25,000	\$0														
189		Ulverstone Wharf Precinct - reclad southern end roof	\$30,000	\$0														
190		Public Halls and Buildings	\$633,000	\$0														
191		Forth Hall - external refurbishment	\$10,000	\$0														
192		Municipal Tea Rooms - Trade Waste compliance	\$15,000	\$0														
193		North Motton Hall - internal refurbishment	\$10,000	\$0														
194		Riana Community Centre - amenities refurbishment	\$558,000	\$832														
195		Ulverstone Surf Life Saving Club - balcony structure	\$5,000	\$0														
196		Penguin Surf Life Saving Club - amenities	\$20,000	\$0														
197		Riana Community Centre - security system	\$15,000	\$0														
198		Swimming Pool and Waterslide	\$47,000	\$0														
199		Waterslide - painting program	\$10,000	\$9,173														
200		Waterslide - surrounds	\$27,000	\$48,203														
201		Waterslide - treatment system upgrade	\$10,000	\$4,347														
202		Active Recreation	\$974,000	\$0														
203		Cricket wicket renewals program	\$10,000	\$6,249														
204		Heybridge Recreation Ground - electrical safety	\$30,000	\$12,207														
205		Penguin Athletic Track - line remarking	\$25,000	\$0														
206		Trade Waste compliance	\$10,000	\$610														
207		Haywoods Reserve - cricket wicket upgrade	\$17,000	\$5,350														
208		Penguin Chopping Arena - toilets and amenities	\$35,000	\$0														
209		Penguin Miniature Railway - track upgrade	\$23,000	\$0														
210		Recreation grounds - lighting upgrades	\$25,000	\$0														
211		Turners Beach Recreation Ground - changeroom upgrade	\$12,000	\$0														
212		Ulverstone Showground Precinct - changerooms and amenities	\$499,000	\$1,393														
213		Dial Park - changeroom seating	\$8,000	\$3,765														
214		Dial Park - cricket nets security gates	\$8,000	\$0														
215		Turners Beach Recreation Ground - seating	\$5,000	\$5,224														
218		Recreation Centres	\$587,000	\$0														
219		Penguin Sports Centre - window replacement and external refurbishment	\$35,000	\$0														
220		Ulverstone Sports & Leisure Centre - electronic backboard winches	\$85,000	\$0														
221		Ulverstone Sports & Leisure Centre - community rooms	\$457,000	\$0														
222		Penguin Sports Centre - seating and stair compliance	\$10,000	\$0														
223		Arts, Culture and Visitor Services	\$38,000	\$0														
224		Penguin Visitor Centre - new reception/joinery	\$38,000	\$0														

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