Mersey-Leven Combined Area Municipal Emergency Management Plan

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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	From the *Emergency Management Act 2006*: "combined area" means two or more municipal areas determined by the Minister to be a combined area under section 19. Section 19 establishes a combined area as two or more municipal areas in the same region that are recognised by the Minister as having a common municipal committee. Each municipal area must have its own Municipal Coordinator appointed, irrespective of whether municipal areas are combined.
community centres NB one or more centre type can be combined at the same location if necessary	**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.
	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.
	Recovery: A place or facility where people affected by an emergency may be provided with information about, or support to recover from, that emergency.
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	From the *Emergency Management Act 2006: "Deputy Municipal Coordinator" means the Deputy Municipal Emergency Management Coordinator appointed under section 23.* 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: • 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	From Section 3 of the *Emergency Management Act 2006:* *(a) an event that –* *(i) endangers, destroys or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and* *(ii) requires a significant response from one or more of the statutory services; or* *(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 –* *(i) to prevent that possible resulting event; or* *(ii) to mitigate the risks associated with that threat and that possible resulting event.* 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.
emergency centres	**Emergency Coordination Centre:** A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.
	Emergency 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.
	Incident Control Centre: The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities.

Term	In the context of this plan, this means:
emergency management	From the *Emergency Management Act 2006: "emergency management"* means: *(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).* 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.
emergency management plan	From the *Emergency Management Act 2006: "emergency management plan" means the Tasmanian Emergency Management Arrangements, a Regional Emergency Management Plan, a Municipal Emergency Management Plan or a Special Emergency Management Plan.* A document required by the *Emergency Management Act 2006* that describes governance and coordination arrangements and assigned responsibilities for: a geographic area, identified hazard, or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency powers (includes risk assessment powers)	From the *Emergency Management Act 2006: "emergency power"* means a power specified in Schedule 1; These powers are formally sanctioned by the State Controller/ conferred on Regional Controllers and related to: • 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	From the *Emergency Management Act 2006: "special emergency power"* means a power specified in Schedule 2. 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.

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	"*Municipal Chairperson*" means the person determined under section 21(2) by a council to be the Municipal Chairperson. Section 21 establishes the Municipal Chairperson as a person determined by council for the municipal area to chair the Municipal Committee.
Municipal Committee	From the *Emergency Management Act 2006: "Municipal Committee*" means a Municipal Emergency Management Committee established under section 20. Section 20 establishes the Municipal Committee as a group established to institute and coordinate emergency management for a municipal area or a combined area. 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).
Municipal Recovery Coordinator and Deputy	A council employee responsible for recovery at municipal level, appointed under section 24G of the Act.
Municipal Coordinator	From the *Emergency Management Act 2006: "Municipal Coordinator*" means a person appointed as a Municipal Emergency Management Coordinator under section 23. 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: • 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	From the *Emergency Management Act 2006: "Regional Controller"* means the Regional Emergency Management Controller appointed under section 17. Section 17 establishes the Regional Controller function as a person who is either: • 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 areas major agricultural land resource.

Cash crop farming, dairying and beef cattle are the predominant rural and farming activities, together with tree plantations. A small amount of diversification such as deer and flower farming is also occurring.

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:

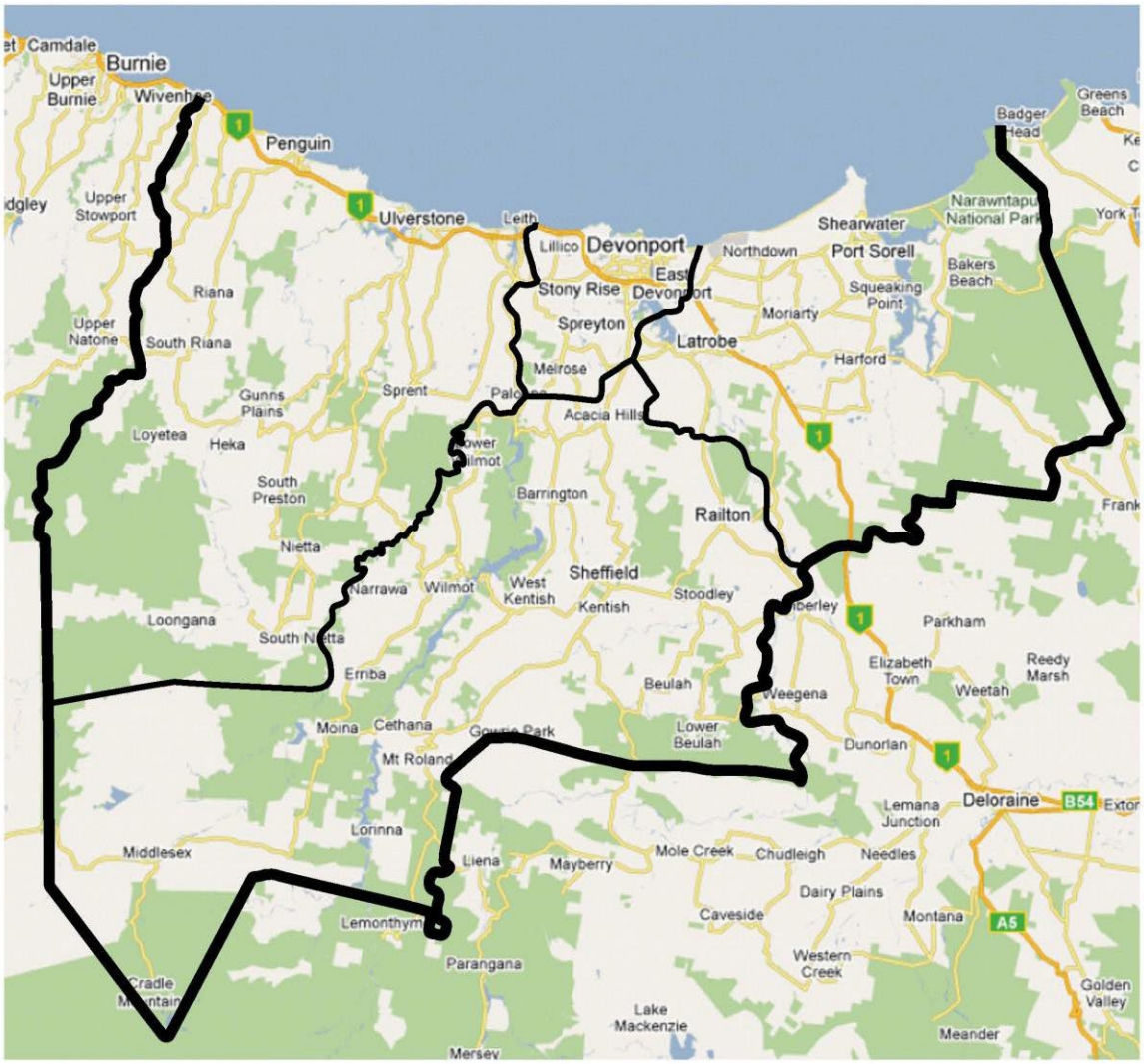
- Mersey River Floods August 24th 1970; one fatality and estimated damage of $5 million; 58 homes evacuated in Latrobe of which 15 were later condemned; many bridges on Dasher and Mersey rivers washed away. This issue is identified in the Mersey-Leven Risk Register as representing a High risk. A Mersey 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



Mersey–Leven Municipal Combined Area Emergency Management Plan	Figure 1

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)

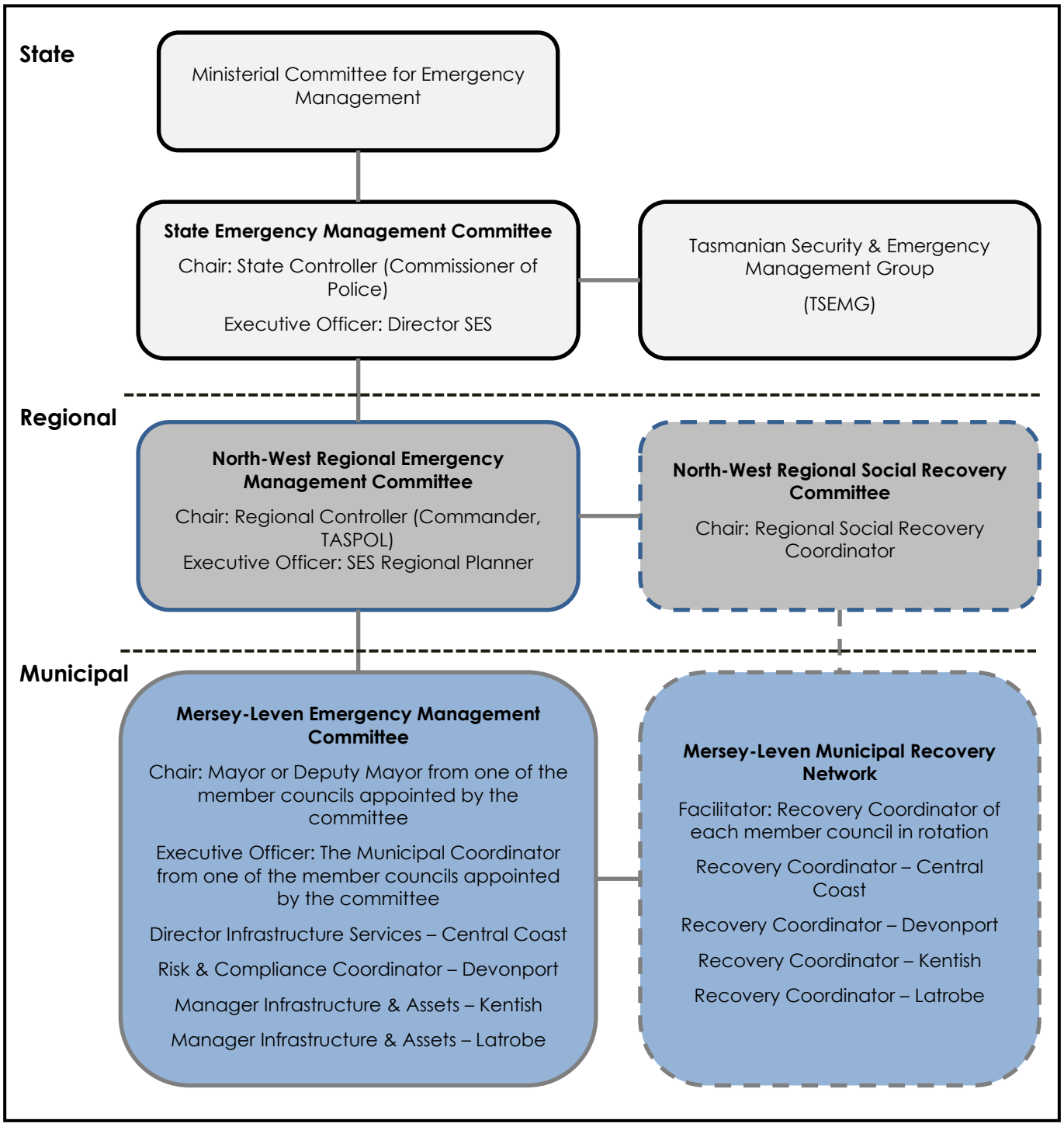
c special emergency powers (under a declared state of emergency)-sanctioned by the Premier. In this circumstance, Regional Controllers automatically have emergency powers conferred to them (s.42).

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



LEGEND:

———— Direct reporting relationship

- - - - - - - Also works or communicates with

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

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: • 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 DPIPWE

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.

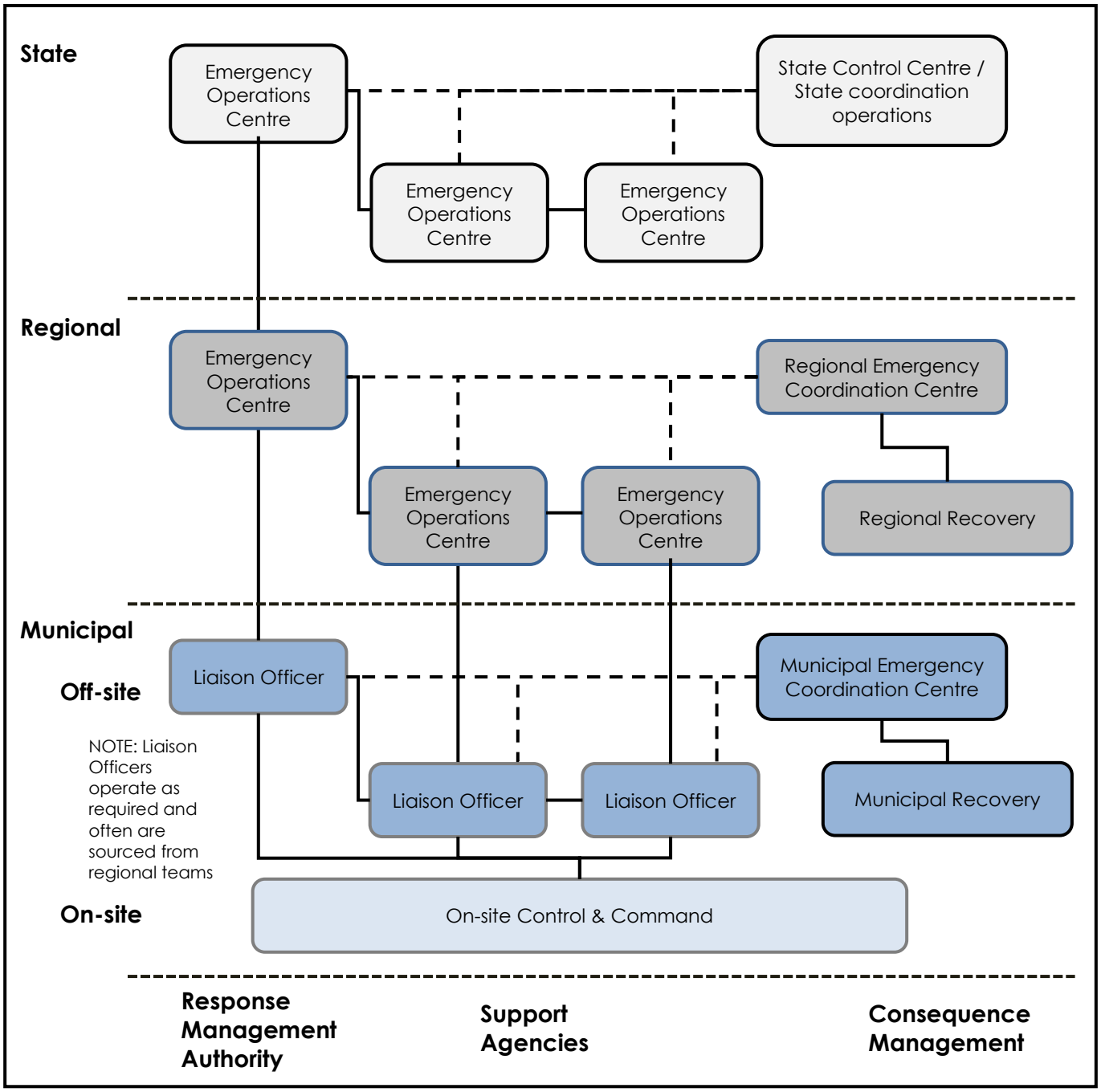
3.3.4 Consequence Management

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



LEGEND:

——— Direct reporting relationship

- - - - - - - Also works or communicates with

Table 5 All-Hazards Response: Typical Actions

Row	Phase	Response Actions	Council Considerations
1	**Alert**	• Monitor situation • Brief stakeholders	• Advise Council stakeholders and committee • Monitor situation
2	**Stand-By**	• Prepare to deploy for response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders	• 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**	• Assess emergency scene • Establish command and control arrangements • Deploy resources and request extra assistance as required • Assess impacts and effectives 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	• 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)**	• 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	• 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**	• Conduct internal debrief/s • Participate in multi-agency debriefs as required and report to Regional Controller/Committee	• 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, tsunami, 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)
Very High Fire Danger Rating (FDR 25-49) 	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared, and actively defended homes can offer safety during a fire. .	TFS	TFS website, TasAlert and media outlets	Stand-By Phase actions
Severe Fire Danger Rating (FDR 50-74) 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of the fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well -prepared and actively defended homes are likely to offer safety during a fire.	TFS	TFS website, TasAlert and media outlets	Stand-By Phase actions
Extreme Fire Danger Rating (FDR 75-99) 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared, and actively defended homes are likely to offer safety during a fire.	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.

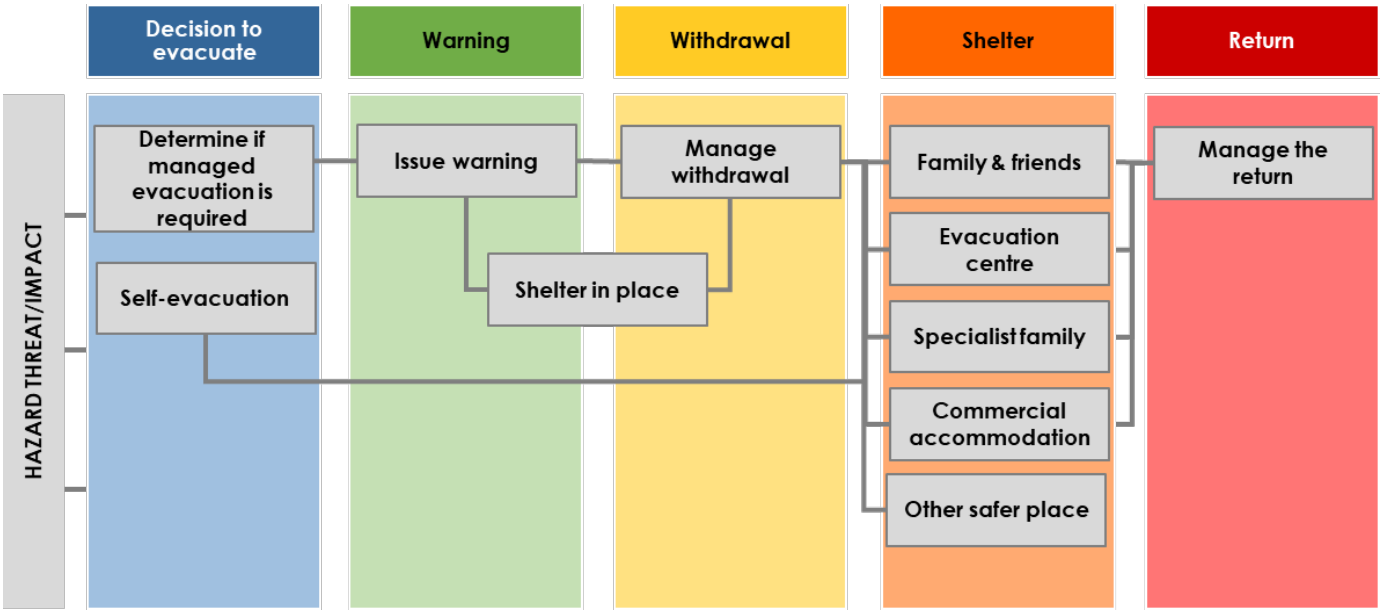
Council maintains a register of facilities that could be used for the provision of services (e.g. evacuation centres) for displaced persons.

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

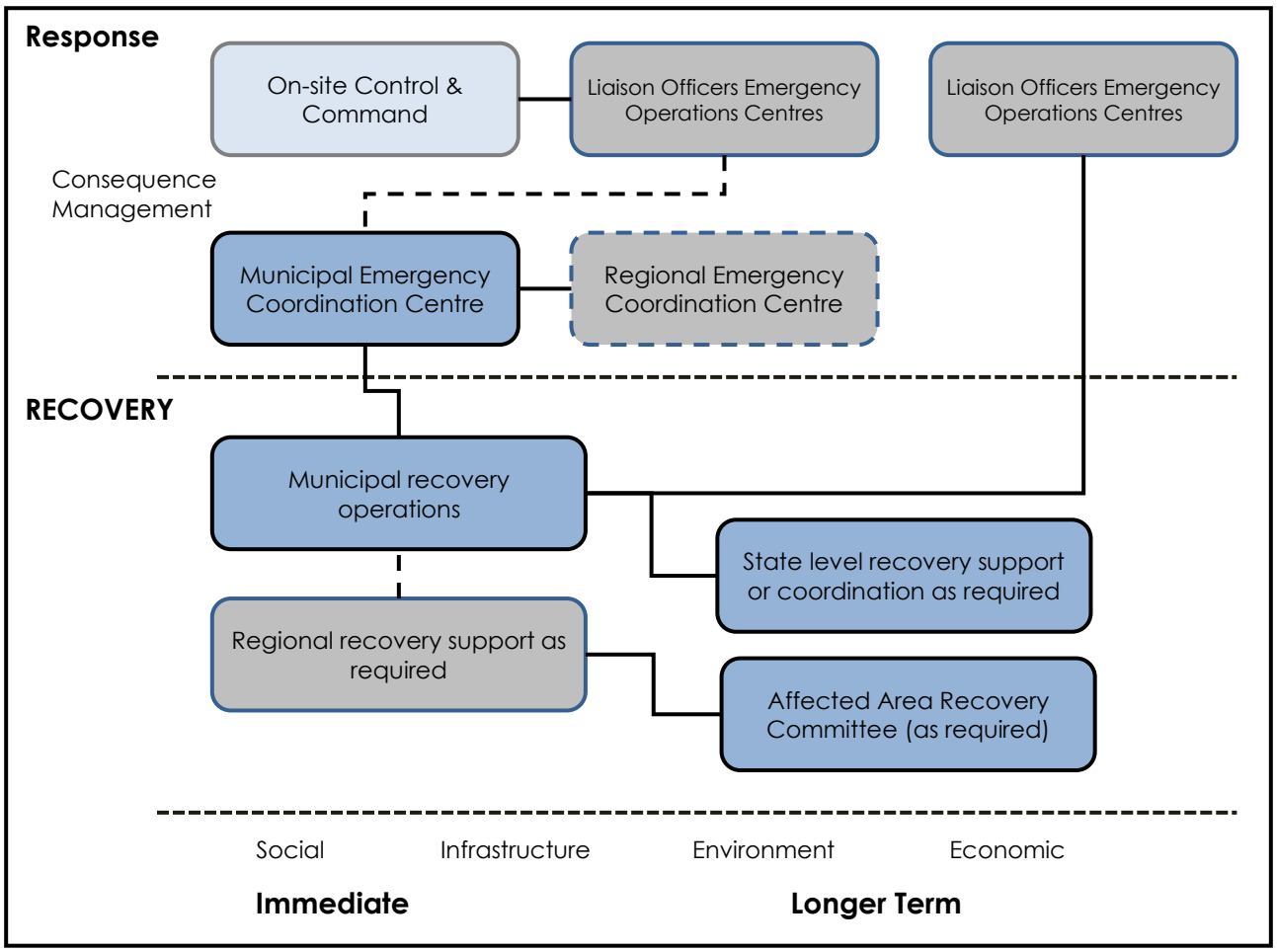
c enabling communication with the community and community participation in decision making

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)	Advice on technical matters such as: • Drinking and wastewater management • Hygiene, sanitation, and infection control • Food safety (handling and storage) • Air quality • Protection against hazardous materials/substances	DoH (PHS)	Council DoJ (Worksafe) DPIPWE (EPA)
Environment			
Coordinating Agency		DPIPWE	
Environmental health and pollution	Conduct monitoring and surveillance activities Render (disperse/dilute/neutralise) the hazardous material safe Decontaminate affected people, places and equipment	Council DPIPWE (EPA) Asset owner	DoJ (Worksafe) DoH (PHS)
Crown land, National Park and landscape rehabilitation	Coordinate and undertake natural environment rehabilitation works	DPIPWE (PWS) DPIPWE (Natural & Cultural Heritage)	DPIPWE (PWS Wildcare) NGOs
Aboriginal, natural and cultural heritage	Undertake assessment of risk posed to natural and cultural heritage places in affected areas Coordinate and undertake Aboriginal, natural and cultural heritage rehabilitation works, in consultation with affected communities Undertake recovery monitoring of Aboriginal, natural and cultural heritage places	DPIPWE (Natural & Cultural Heritage) DPIPWE (Aboriginal Heritage Tasmania)	Tasmanian Aboriginal Land & Sea Council
Animal welfare, feed and fodder	Coordinate assistance for pets and companion animals Coordinate services to treat and care for affected wildlife Coordinate and manage services to meet the immediate needs of affected livestock	DPIPWE (Natural & Cultural Heritage) DPIPWE (AgriGrowth Tasmania) DPIPWE (Biosecurity Tasmania) Council	Community groups NGOs

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 • Long-term personal support including housing, emotional support etc.	• Municipal Recovery Coordinator for each council
Economic • Long-term legal, insurance and financial problems • Disbursement of funds from appeals • Property restoration (urban/rural) • Stock assessment/destruction/ • Emergency feed for animals	• Central Coast Council – Director Corporate & Community Services • Devonport – Community Partnerships Manager – Customers & Community • Latrobe – Municipal Coordinator • Kentish – Municipal Recovery Coordinator
Infrastructure • Priorities for the restoration of services and assets (power, water, natural gas, telecommunications, transport networks/corridors) • Environmental/Public Health	• 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 • Impact assessments (environment focus) • Environmental rehabilitation • Disposal of animal carcasses, plant material or other infected matter • Health and Environment Incident Communications (Incident Communication Profile)	• 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	• Municipal Emergency Management Coordinators and deputies • Municipal Recovery Coordinators and deputies • Mayor of each Council • General manager of each Council
SES	• Unit Manager, SES Units Central Coast, Mersey, Kentish • Regional Manager (North-West) • Regional Planner (North-West) (for Regional Controller)

Tasmania Police	• Officer in Charge, Devonport Station • Officer in Charge, Latrobe Station • Officer in Charge, Sheffield Station • Officer in Charge, Ulverstone Station
TFS	• District Officer, Mersey District
Ambulance Tasmania	• Superintendent, North-West Region
Tasmanian Health Service	• Emergency Management Coordinator, North-West Region
Neighbouring Councils	• Burnie • Waratah Wynyard • Meander Valley • West Coast • West Tamar
Other MLEMC members	• TasWater • TasNetworks • TasPorts • TasGas • Parks & Wildlife Service • TasRail • DPIPWE (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
Emergency Management Act 2006	All-hazard state-wide emergency management provisions	SES
Land Use Planning and Approval Act	Planning schemes	DoJ
Local Government Act 1993	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	The history of the Committee to this point has been characterised by the following examples: • 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. 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.
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

Membership (Determined by the Municipal Chairperson under Section 21)	From each member council: • Mayor or Deputy Mayor • Emergency Management Coordinator or Deputy • Municipal Recovery Coordinator or Deputy Representation from each of the following service providers: • State Emergency Service • Tasmanian Health Service • Tasmania Police • Tasmania Fire Service • Ambulance Tasmania PLUS One representative of each of the following Stakeholder Organisations • TasWater • TasNetworks • TasPorts • TasGas • Parks & Wildlife Service • TasRail • DPIPWE (represented by Biosecurity Tasmania) • Devonport Airport • Others as required
Reporting	North West Regional Emergency Management Committee. Also reports to each of the four member Municipal Councils through the Mayors and Municipal Coordinators

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

Term of Office

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