Tasmanian Municipal Emergency Management Plan

Break O'Day

Plan Details

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Approval

Approval Authority:	Acting Commissioner Scott Tilyard
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Signature:	
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Section 1 Overview

Glossary

1.1 The following terms that are used in this plan are particular to this municipal area. All terms used are consistent with the Tasmanian Emergency Management Plan (TEMP).

1.2 The *Emergency Management Act 2006* uses shortened forms for a number of titles (e.g. Municipal Committee for Municipal Emergency Management Committee); this practice is applied in this plan.

Table 1 Glossary of Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee	A group established under the authority of the Act to assist Councils with longer term recovery. It may also be referred to as a Recovery Taskforce (especially when its membership comprises State Government representatives).
Australasian Inter-Service Incident Management System	The system for the management of all incidents, imminent or actual, occurring in the natural or built environment; or for the many other activities that emergency management agencies, and those that support them, may have to deal with.
Combined area	Two or more municipal areas determined by the Minister to be a combined area under section 19 of the *Emergency Management Act 2006*
Command	The internal direction of an organisation's resources in an emergency.
Control	The overall direction and management of response/recovery activities for an emergency. The authority for control can be established in legislation or in an emergency plan and includes tasking and coordinating other organisations' resources to meet the needs of the situation (i.e. control operates across organisations).
Coordination	The systematic acquisition and application of resources (workers, equipment, goods and services) during response/recovery. Coordination can operate vertically within an organisation (as a function of command), as well as across organisations (as a function of control).
Debrief	A meeting of stakeholders to review the effectiveness of response/recovery operations.
Deputy Municipal Coordinator	Deputy Municipal Emergency Management Coordinator appointed under Section 23 of the Emergency Management Act 2006. According to Section 23 the Deputy Municipal Coordinator is a ministerial appointment in each municipal area and can act for the Municipal Coordinator when the Municipal Coordinator is: • Absent from duty or Tasmania • Unable to perform the Municipal Coordinator duties (permanently) OR Temporarily not appointed (e.g. has resigned)
Emergency	Further defined by the Emergency Management Act 2006. Simply explained, an event that 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 requires a significant response from one or more of the statutory services.

Term	In the context of this plan, this means:
Emergency centre	**Emergency Coordination Centre**: A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at Emergency Coordination Centres can be agency-specific or community focused. This means multiple centres may be active for a single emergency, and they may be co-located with other centres depending on the situation (eg an Emergency Operations Centre). Municipal, Regional and State Emergency Management Committees manage the Emergency Coordination Centres that are focused on community-wide consequence management.
	Emergency Operations Centre: A generic term for any facility or location where an identified group or team meets to give direction for agency-specific work related to an emergency. This includes the acquisition and allocation of resources required by the agency. The way Emergency Operations Centres are used can vary depending on the situation.
Emergency management	Further defined in the Emergency Management Act 2006. Simply explained, emergency management is the framework that provides for planned and coordinated measures that reduce vulnerabilities and enhance capacities to withstand emergencies, as well as cope with and recover from their impacts.
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 safe and effective operations for emergency situations.
Emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer; further defined by the *Emergency Management Act 2006*.
Emergency risk management	Emergency risk management is a process that involves dealing with risks to the community arising from emergency events.
Hazard	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment further defined by the Emergency Management Act 2006.
Management Authority	Provide directions so that the capability is maintained for identified hazards across the PPR spectrum.
Municipal Chairperson	The person determined by Council, under section 21(2) of the *Emergency Management Act 2006* to be the Municipal Chairperson.
Municipal Committee	A Municipal Emergency Management Committee established under section 20 of the *Emergency Management Act 2006*.
Municipal Recovery Coordinator	A council worker who is authorised to coordinate, manage and advise on aspects of municipal community recovery arrangements.
Municipal Coordinator	*A person appointed as a Municipal Emergency Management Coordinator under Section 23.*
Preparedness	Planned and coordinated measures to ensure safe and effective response and recovery.
Prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
Public information	Provide timely and accurate public information in order to protect and reassure the community.
Recovery	A coordinated process of supporting emergency affected communities in the reconstruction of physical infrastratcure and restoration of emotional, social, economic and physical wellbeing.

Term	In the context of this plan, this means:
Regional Emergency Management Committee	*A Regional Emergency Management Committee established under Section 14 of the Emergency Management Act 2006.*
Regional Controller	The Regional Emergency Management Controller appointed under Section 17 of the *Emergency Management Act 2006*. Section 17 requires the Regional Controller function to be either: • A police commander determined by the Commissioner of Police and the State Controller OR • A person appointed by the Minister
Regional Social Recovery Coordinator	A nominated State Government worker who is authorised to coordinate the delivery of community recovery services within a region, in collaboration with Municipal Community Recovery Coordinators and their deputies.
Response	Planned and co-ordinated measures that resolve emergencies
Standard Operating Procedures (SOP)	A set of directions detailing what actions are to be taken, as well as how, when, by whom and why, for specific events or tasks
State Controller	The State Emergency Management Controller appointed under section 10 of the *Emergency Management Act 2006*. Section 10 requires the State Controller function to be either: • the Head of Agency for the Department of Police and Emergency Management OR • A person appointed by the Minister.
State of Emergency	A state of emergency declared under section 42 of the *Emergency Management Act 2006.*
Support Agency	**Primary:** Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies command their own resources in coordination with the Management Authority, as required. **Assisting:** Assisting Support Agencies have specific capabilities or resources that complement the Primary Support Agency in delivering the 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.
Worker	A generic term used to describe people who perform defined functions for an organisation or system, including staff, volunteers, contractors and consultants.

Acronyms

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

Table 2 Acronyms

Acronym	Stands for…
AARC	Affected Area Recovery Committee
AGD	Attorney-General's Department
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CBRN	Chemical, Biological, Radiological, Nuclear
DHHS	Department of Health and Human Services
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoJ	Department of Justice
DMC	Deputy Municipal Coordinator
DPAC	Department of Premier and Cabinet
DPEM	Department of Police and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DSG	Department of State Growth
DTF	Department of Treasury and Finance
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
GIS	Geographic Information Systems
ICC	Incident Control Centre
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MRC	Municipal Recovery Coordinator
NGO	Non Government Organisation
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
REMC	Regional Emergency Management Committee
RSRC	Regional Social Recovery Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SIT REP	Situation Report
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMP	Tasmanian Emergency Management Plan
TFS	Tasmania Fire Service
THS	Tasmania Health Service
TRRA	Tasmania Relief and Recovery Arrangements

Introduction

1.4   The Break O'Day Municipal Committee is committed to a high standard of emergency management capability. To acvhieve this standard the Municipal Committee will:

a   Recognise the value of community contributions in emergency management and will promote community engagement as required

b   Develop a progressive review system which is implemented for all elements of emergency management and is based on continuous improvement principles

c   Identify corporate responsibilities and integration processes between emergency management and Break O'Day Council management structures

d   Develop documentation that confirms emergency management arrangments undertaken and results in the achievement of the emergency management strategy – e.g. emergency management strategy; municipal plan; emergency management check lists and action cards for responsible officers within Break o'Day Municipal area

e   Define and adequately address all elements of PPRR (Prevention, Preparedness, Response and Recovery)

f   Define the role and charter of the Break O'Day Municipal Committee

g   Maintain the linkages with related bodies including the Northern Region Emergency Management Committee (NREMC) and the Northern Region Social Recovery Committee (NRSRC)

h   Recognise that Climate Change is likely to excacerbate many of the known disaster risks and affect those already especially vulnerable to natural hazards.

1.5   The strategic objectives for emergency management of the Break O'Day Municipal Committee are to:

a.   maintain the Break O'Day Emergency Management Plan ("Plan") to guide community risk management arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery);

b.   increase community resilience;

c.   recognise the value of relationships and partnerships in emergency management, in particular the importance of:

I.   community contributions in emergency management and promoting community engagement when required;

II.   maintaining links with related bodies, including the Northern Region Emergency Management Committee (the Regional Committee)

III.   identifying roles and responsibilities, and integration between emergency management and Break O'Day Council management structures;

IV.   develop a progressive review system, implemented for all emergency management elements, which is based on continuous improvement principles;

d.   maintain an active and relevant Municipal Committee.

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

Authority

1.7 This plan has been developed by the Break O'Day Municipal Committee and issued under the authority of the State Controller in accordance with the requirements of Section 34 of the *Emergency Management Act 2006*. Further details are in Section 4 of this plan.

Aim

1.8 The aim of the plan is to describe arrangements which reduce emergency related risks to the community and provide a mechanism by which to mitigate and counter the impact and effects of any emergency in the municipal area of Break O'Day.

Objectives

1.9 The objectives of this plan are to:

a   Reduce risks to the Break O'Day Community

b   Improve community resiience to all hazards

c   Increase community awareness and involvement in risk and emergency management

d   Minimize consequences of emergency events in the Break O'Day Community

e   Assess risks to the community and environment and pursue the most effective treatment options

f   Contribute to the management of emergency events.

1.10   These objectives are established so that effective Prevention and Mitigation, Preparedness, Response and Recovery (PPRR) can occur.

Scope and Application

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

a   are caused by hazards impacting on the Break O'Day Municipal area; and

b   can be managed within the capability of local emergency management structure.

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

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

a   Regional Controller (Northern Region);

b   Regional Manager, SES (Northern Region).

1.14   Other communications may occur between responsible officers from other State Government agencies identified in Section 2 and the Municipal Coordinator, but coordination for formal activation of arrangements is best achieved by working with the Regional Controller/SES Regional Manager.

1.15   Additional/more detailed arrangements for specific hazards or functions for this municipal area are described in Associated Documents etc and these are listed in Appendix 5.1, 'Associated Documents'.

Figure 1 Map of Municipal Area
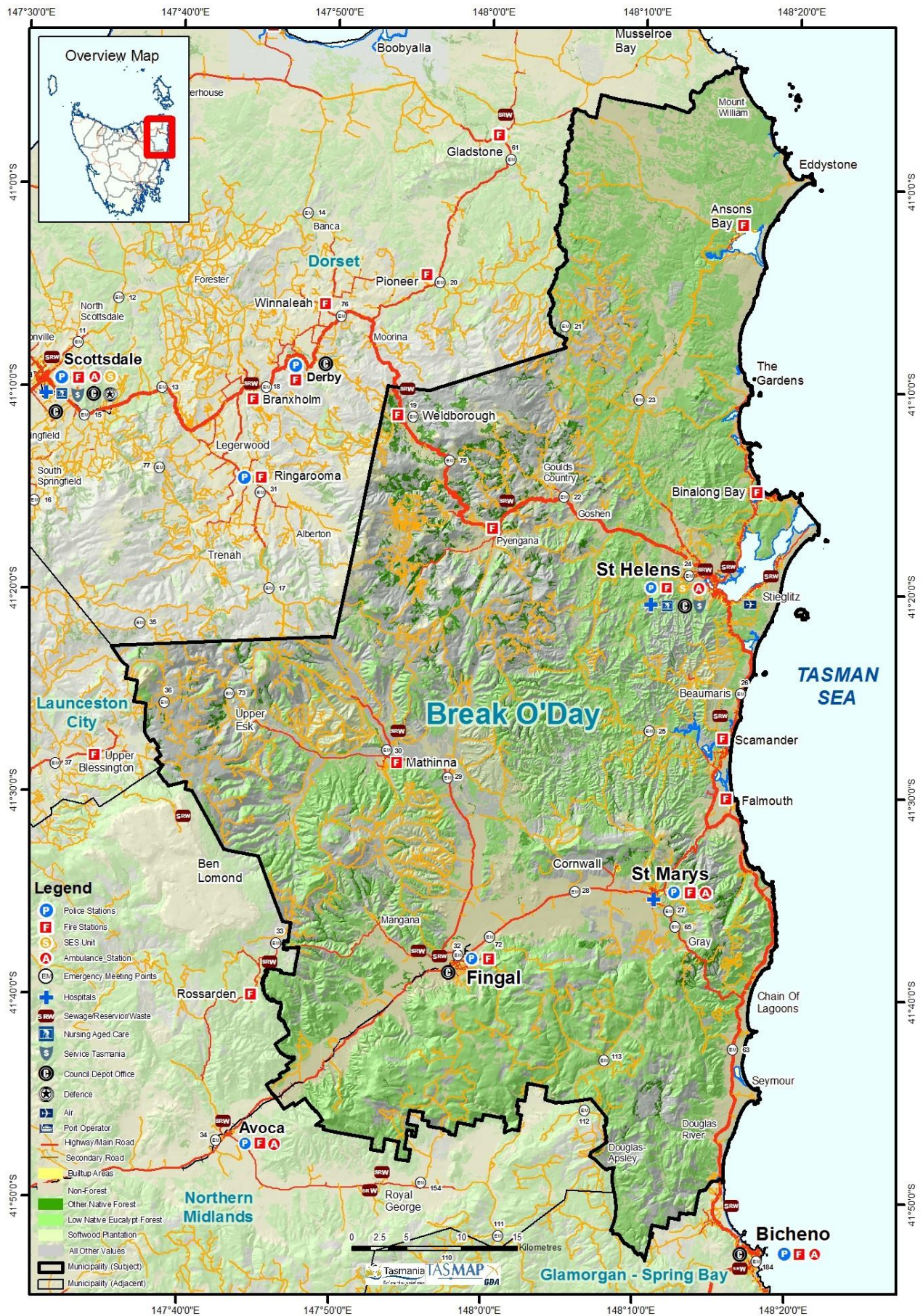
Context Statement

1.16   This plan applies to the municipal area of Break O'Day.

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

Population and Demographics

1.18   Located on Tasmanian's East Coast the region boasts many coastal towns including: St Helens, Scamander, Falmouth, Four Mile Creek, Beaumaris, Stieglitz, Seymour, Ansons Bay and Binalong Bay. Inland population centres include St Marys, Fingal, Mathinna, Mangana, Cornwall, Pyengana, Goshen and Weldborough. This region also includes the Bay of Fires, Tasmanian's Game Fishing Capital and the Mount William National Park, St Columba Falls, the Blue Tier and portions of the Douglas Apsley National Park. St Helens is the largest town on Tasmania's East coast (population approximately 1800). Break O'Day (in particular areas such as St Helens, Frecyinet and Wine Glass Bay) represent significant tourism locations for Tasmania's northern region.

1.19   Break O'Day is 3809km² in size and boasts a population of 6,104 persons (2016 ABS data).

1.20   Access to the port of St Helens is through a barway, at the mouth of Georges Bay which constantly changes due to weather patterns. Silting to the Barway and Pelican Point can cause significant danger to the many users of the local port.

1.21   The 2016 cencus recorded 6,104 persons living in the Break O'Day local government area. The median age of the population is 54 years.

1.22   The highest number of people in the Break O'Day area is in the age bracket of 60-64 years (671 persons), representing 11% of the population, followed by the 65-69 year cohort at 10.9% and the 55-59 year cohort at 9.7%.

1.23   The average houseold income is $746/week. The average household size is 2.9 persons per household.

1.24   There are approximately 4,283 dwellings in the Break O'Day local government area.

1.25   Tourism more than doubles the population during the summer holiday season.

Natural Features

1.26   The Break O'Day region is one of Tasmania's prime tourism destinations. It comprises the eastern portion of the Fingal Valley and stretches along the island's east coast from the Denison River in the South, to Eddystone Point in the north.

1.27   With an area of 3,809 square kilometres, Break O'Day is one of the largest local government areas in the State. Its population stands at around 6,104 which more than doubles during the summer holiday season. The principal industries in the area are tourism, mining, forestry, agriculture, fishing, aquaculture and metal fabrication.

1.28   The region's spectacular coastline includes the stunning Bay of Fires, while further inland boasts St Columba Falls, Blue Tier, South Esk River and portions of the Douglas-Apsley and Mount William National Parks.

1.29   The coastal strip includes the towns and holiday communities of Seymour, Four Mile Creek, Falmouth, Scamander, Beaumaris, Stieglitz, St Helens, Binalong Bay and Ansons Bay. Inland population centres include Fingal, Mathinna, Cornwall, St Marys, Goshen, Pyengana and Weldborough.

1.30   There is a diverse range of activities for visitors and tourists to the area. St Helens, nestled in the corner of the picturesque Georges Bay, is the business centre of the Break O'Day municipality and Tasmania's largest, coastal tourist township. It is also the "game fishing capital of Tasmania" and together with Scamander, offers a range of fishing activities unmatched in Tasmania.

1.31 The Valley contains the historic townships of Fingal, Cornwall, Mathinna and St Marys. As well as the fascinating history of the area, there are many beautiful bushwalks of all grades.

1.32 92,100 hectares of the area are in reserves. A further 158,000 hectares are multiple-use State Forest.

Industry and Commerce

1.33 The principal industries in the Break O'Day Municipality are tourism, mining, agriculture, fishing and aquaculture.

Hazard Summary

1.34 Fire and flood represent key hazards for Break O'Day. In 2006, the East coast was significantly impacted by bushfire, with the townships of Scamander and Four Mile Creek being most affected.

1.35 Tasmania Fire Service, Parks & Wildlife, Tasmania Police and Forestry Tasmania each have arrangements in place to assist in the prevention, preparation, response and recovery of fire incidents for the area. Break O'Day Council works in partnership with TFS and PWS in relation to prevention/education activities as well support these agencies during an event.

1.36 Tasmania Fire Service is the Management Authority for urban and industrial fire and has a strong volunteer capacity in the Break O'Day community. The Break O'Day Council (in conjunction with other agencies such as SES) are support agencies to TFS in the event of a fire incident.

1.37 DPIPWE is the Management Authority for fire incidents occurring in parks and wildlife reserves). Forestry Tasmania is Management Authority for fires occurring in forestry areas.

1.38 With regards to flooding, Break O'Day is subject to riverine, flash and coastal flooding.

1.39 SES is the Manaagement Authority for flooding emergencies; the Break O'Day Council provides central support to the SES during flooding emergencies. In addition, the Break O'Day Council plays a key role in mitigating the affects of flooding within its local government area.

Emergency Management

1.40 The Break O'Day local government area is home to a number of emergency service Units/Stations including SES, Ambulance Tasmania, Tasmania Police and Tasmania Fire Service.

1.41 St Helens and St Marys house the area's two primary emergency service stations.

1.42 Break O'Day Council supports a municipal SES unit. When required, these units are supported by Units from SES Northern Regional HQ.

1.43 At a local level, the Break O'Day Council provides central coordination support to emergency management activities.

1.44 During times of regional emergencies, the Break O'Day Council furthermore provides valued support to emergency coordination activities at a regional level. This includes providing liaison support to the Regional Emergency Coordination Centre (RECC).

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

Section 2 Governance and Management

This section records how municipal emergency management is governed and managed, and who is involved; that is, three levels of Government with a focus on the main municipal roles.

Roles of Government and Emergency Management Partners

2.1 In Australia, the three spheres of Government (Commonwealth, State and Local) work in partnership to achieve safer, sustainable communities through robust emergency management arrangements. The Tasmanian Emergency Management Plan provides a summary of the different Government roles in emergency management. Non Government Organisations, industry/professions, communities and individuals complement the work of Governments in emergency management.

2.2 At municipal level, the Break O'Day Council plays a central role in coordinating and facilitating a range of emergency management activities for all hazards with the Municipal committee, as well as resourcing specific council responsibilities for emergency management.

2.3 The Municipal Committee plays a pivotal role in meeting these requirements.
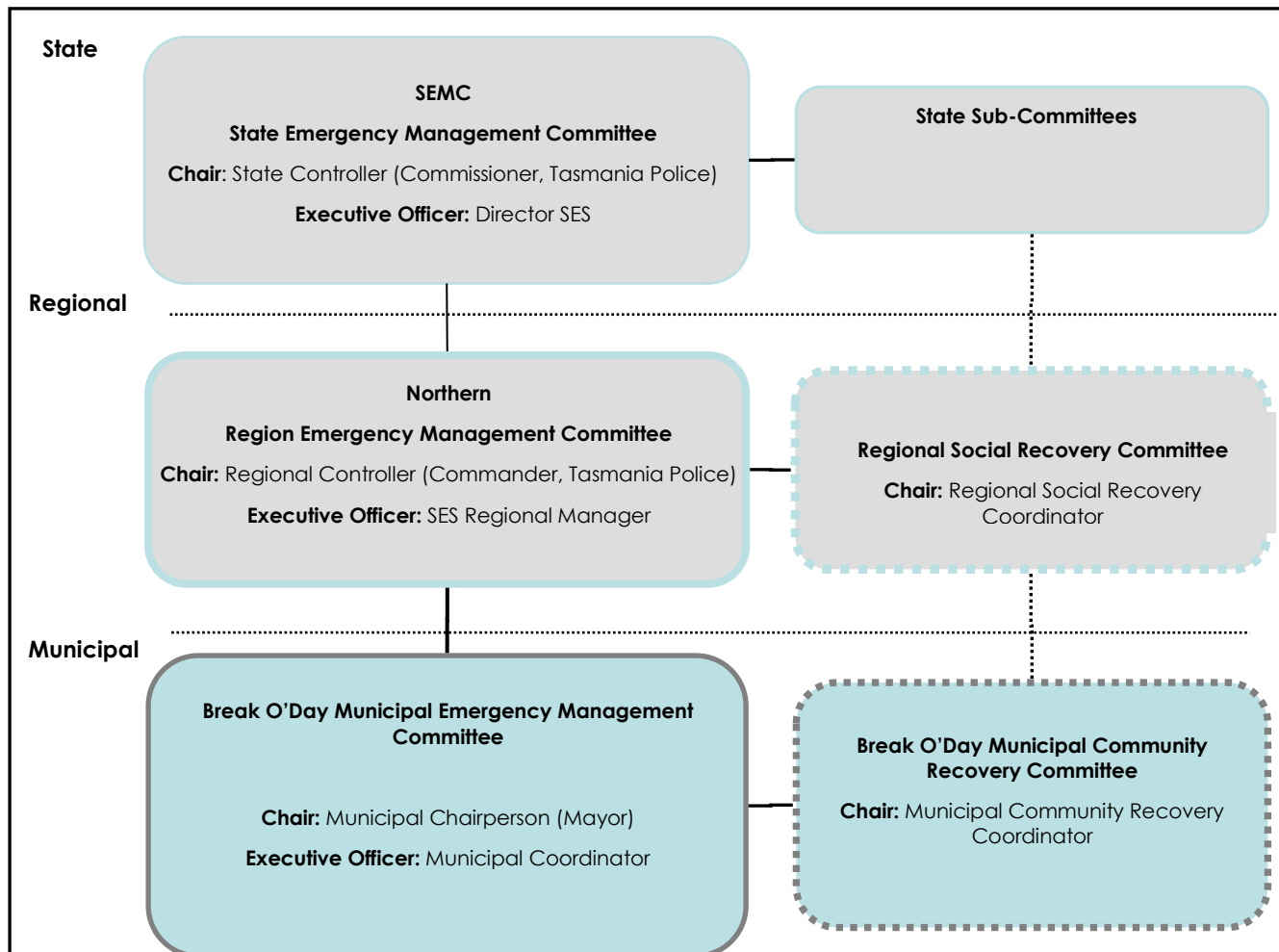
The Legal Framework for Emergency Management

2.4 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, such as Municipal Coordinators, Deputy Municipal Coordinators and Municipal Chairpersons.

2.5 Supporting responsibilities are established in the *Local Government Act 1993* and the accompanying *Local Government (Building & Muscellaneous Provisions) Act 1993,* for Council functions and powers that include:

a providing for the health, safety and welfare of the community

b representing and promoting the interests of the community

c providing for the peace, order and good Government of the municipal area.

Emergency Powers and Declarations

2.6 Powers related to specific hazards and/or functions are established by specific State legislation or national arrangements (in some instances, Commonwealth legislation can also provide authority).

2.7 The *Emergency Management Act 2006* provides additional powers for Regional Controllers, the State Controller, the Minister, the Premier and others (including Municipal Coordinators) 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 – authorised by the State Controller (s. 36);

b emergency powers – authorised by the State Controller (s. 40);

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

2.8 These powers can be authorised at any time, provided the criteria set out in the Act are met. Municipal Coordinators provide advice to the Regional Controller/SES Regional Manager if they believe powers should be sanctioned. Conversely, if powers under the Act are authorised, the Regional Controller/SES Regional Manager will assist Municipal Coordinators to perform the functions required of them. Any specified authorised officer, which may include the Municipal Coordinators, may need to implement the powers as required by the authorisation.

Emergency Management Governance

Figure 2 Municipal Emergency Management Governance

State

SEMC
State Emergency Management Committee
Chair: State Controller (Commissioner, Tasmania Police)
Executive Officer: Director SES

State Sub-Committees

Regional

Northern
Region Emergency Management Committee
Chair: Regional Controller (Commander, Tasmania Police)
Executive Officer: SES Regional Manager

Regional Social Recovery Committee
Chair: Regional Social Recovery Coordinator

Municipal

Break O'Day Municipal Emergency Management Committee
Chair: Municipal Chairperson (Mayor)
Executive Officer: Municipal Coordinator

Break O'Day Municipal Community Recovery Committee
Chair: Municipal Community Recovery Coordinator

LEGEND:

——————   Direct reporting relationship

....   Also works or communicates with

2.9   The Break O'Day Municipal Emergency Management Committee, chaired by the Mayor, or his/her representative, is supported by the Municipal Coordinator from Break O'Day Council as required by the *Emergency Management Act 2006 (s19-24)*.

2.10   The Municipal Committee maintains Terms of Reference which are reviewed approximately every two years and noted by the State Emergency Management Committee and made available to the community on the SES website, www.ses.tas.gov.au/Committees.

2.11   In the Break O'Day area a number of other committees and groups are part of the emergency management consultation framework. Although they operate independently, they provide reports and information to the Municipal Committee as agreed and are invited to participate in the review of this plan. As a minimum, the Municipal Committee will consist of the following representatives:

   a.   Mayor or Council appointed delegate (Chair)

   b.   Municipal Co-ordinator

   c.   Deputy Municipal Co-ordinator

   d.   General Manager

   e.   SES Unit Manager

f.   Representative of emergency services – Police, AT, TFS

g.   SES Regional Manager (North)

h.   Medical representative

i.   Recovery Co-ordinator

j.   Other members as determined by the Committee.

2.12   This committee is part of the Northern region. The Northern Region Emergency Management Committee has overarching responsibility for regional emergency management activities. The Municipal Coordinator represents the municipal area on the Regional Committee.

2.13   The Regional Committee is chaired by the Regional Controller and supported by the SES Regional Manager as the Executive Officer, to oversee proceedings. The *Emergency Management Act 2006* establishes these responsibilities and functions. (s13-18)

Responsibilities

2.14   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 details on comprehensive responsibilities is included in the regional plan.

Table 3 Summary of Responsibilities

	Hazard	Response Management Authorities	Typical Council Support Functions and Activities
1	Biosecurity emergencies (includes exotic animal, plant and marine disease, and pest emergencies)	DPIPWE Biosecurity Tasmania	Property identification Road closures Local operations centres Access to disposal facilities Providing plant and machinery
2	Coastal erosion	---	Property identification Road closures Local operations centres Providing plant and machinery
3	Earthquake	TASPOL	Property identification Road closures Local operations centres Building inspections Engineering assessments Providing plant and machinery
4	Energy supply emergency (Includes: petroleum, gas, and electricity. Excludes: energy infrastructure failures)	DSG	Property identification Local operations centres Advice on facilities requiring priority restoration
5	Environmental emergency (marine pollution and spills)	DPIPWE EPA Division	Infrastructure information including storm water and sewerage Providing plant and machinery
6	Fire – national parks, reserves	DPIPWE	Community information Providing plant and machinery

	Hazard	Response Management Authorities	Typical Council Support Functions and Activities
		Parks & Wildlife Service	
7	Fire – Perminant Timber Production Zone Land	Sustainable Timber Tasmania	Community information Providing plant and machinery
8	Fire – urban, and privately managed rural land	TFS	Property identification Road closures Providing plant and machinery
9	Flood – dams	TASPOL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Providing plant and machinery
10	Flood – rivers	SES/TASPOL/Councils	Property identification Road closures Local operations centres Community information Providing plant and machinery
11	Food contamination	DHHS-THS	Premises inspection Infection controls Community Information Property identification
12	Hazardous materials – chemical, liquid fuel, explosives (unintentional release)	TFS	Property identification Road closures
13	Hazardous materials – radiological (unintentional release)	TASPOL	Property identification Road closures
14	Influenza pandemic	DHHS-THS	Flu clinic facilities Community information
15	Infrastructure failure – building collapse	TASPOL	Property identification Road closures Local operations centres Community information Providing plant and machinery
16	Infrastructure failure – State roads and bridges (NB: includes transport disruption)	DSG – Roads and Traffic Division	Local operations centres Community information Providing plant and machinery Alternative transport routes
17	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Providing plant and machinery
18	Landslip, landslide	TASPOL	Property identification Road closures Local operations centres Community information

	Hazard	Response Management Authorities	Typical Council Support Functions and Activities
			Providing plant and machinery
19	Public health emergency	DHHS Public Health	Premises inspection Infection controls Community Information Property identification
20	Sea inundation from storm surge	DPFEM BODC	Property identification Road closures Local operations centres Providing plant and machinery Communication Information
21	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Providing plant and machinery Community Information
22	Transport crash: – aviation (more than 1200 m from the airport runway)	Initial response: Airservice Australia; then TASPOL	Property identification Road closures Local operations centres Providing plant and machinery
23	Transport crash: • marine (no environmental emergency) • railway • road vehicles • aviation	TASPOL	Local operations centres Providing plant and machinery Road closures Alternative transport routes
24	Tsunami and related sea inundation	DPEM	Property identification Road closures Local operations centres Providing plant and machinery
25	Water supply contamination	DHHS	Property identification Road closures Local operations centres Providing plant and machinery Management of water carriers

Section 3 Emergency Management Arrangements

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

Prevention and Mitigation	This section describes the current focus of prevention and mitigation for municipal emergency management
Preparedness	This section describes what is done to be ready to respond to and manage recovery, before an emergency occurs or is imminent
Response	This section describes what is done when an emergency occurs or is imminent
Recovery	This section describes what is done, in similar time frames to response to support recovery in the short and longer term across the four recovery elements: • social • infrastructure • economic • environment.

Section 3.1 Prevention and Mitigation

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

Overview

3.1.1 The Break O'Day Municipal Committee oversees a range of prevention and mitigation activities in collaboration with its municipal, regional and State emergency management partners.

3.1.2 The current areas of focus for prevention and mitigation in the Break O'Day area are:

a research;

b risk management (includes risk assessments and risk reduction activities);

c protective security;

d business continuity; and

e land-use planning.

Current Arrangements

Research

3.1.3 Through its membership, the Municipal Committee maintains an awareness of research for hazards and emergency management relevant to the municipal area. These hazards were described in Section 1 of this plan.

3.1.4 The research areas to be focused on for the life of this plan include fire and flood.

3.1.5 Committee members communicate/share research findings relevant to the Municipal Committee's emergency management partners (including the community) in a coordinated and appropriate way.

3.1.6 In the main, research activities are undertaken at either the local or regional level, supported by local and/or regional emergency management partners.

Risk Management

3.1.7 Each organisation is responsible for conducting risk assessments based on the findings of credible research, and, if necessary, incorporating the outcomes into their risk management programs and hazard registers. Risk assessment and risk management activities are completed in line with Tasmanian Emergency Risk Assessment Guidelines (TERAG) and AS/NZS ISO 31000:2009 and the relevant requirements/guides of each participating organization.

3.1.8 Outcomes of the 2003 Tasmanian Emergency Risk Management Project (TERMP), 2017 Tasmanian Municipal Emergency Risk Assessment Project and the 2016 Tasmanian State Natural Disaster Risk Assessment project coordinated by the SES are reviewed by the Municipal Committee and is responsible for updating them on case by case basis, in consultation with stakeholders. Aspects that affect this municipal area are used as the basis for regular reviews to this plan, so the arrangements address the major risks to community safety.

3.1.9 Please find attached Break O'Day Council's risk assessment.

3.1.10 **Appendix 5.2** summarises the current risk assessment findings and identifies the following general responsibilities for treatments:

a   council responsibility

b   partnership: combination of councils, State Government agencies, industry, individuals;

c   State Government agency, industry association, industry sector or individual;

d   Whole-of-Government responsibility.

Business Continuity

3.1.11 Emergency management for the Break O'Day area is part of business continuity arrangements for the area and the region. Each asset owner and/ service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.   Council maintains a full back-up of administration and finmancial records off-site.

3.1.12 The supply/redundancy of main services are of particular importace 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   Electricity supply;

b   potable water;

c   transport networks and alternative route planning;

d   telecommunications;

e   public/environmental health standards.

Land-use Planning

3.1.13 Land-use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993* and at municipal level they are largely managed by council.

3.1.14 Land-use planning schemes for the Break O'Day area are reviewed and updated continually to include improved preventative measures, which help mitigate the impact of emergencies on communities. These updates are progressively informed by a number of State and Australian Government initiatives and are incorporated in line with hazard assessments for each area. For further information: www.bodc.tas.gov.au.

Section 3.2 Preparedness

3.2   This section describes what is done to be ready to respond and support the recovery of the community before an emergency occurs or is imminent.

Overview

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

3.2.2   Work Health and Safety legislation and individuals' general legal requirements form the basic 'preparedness' obligations; that is, employers are required to prepare their workers for the workplace environment, including emergencies.

3.2.3   Specific State and Commonwelath legislation establishes hazard and function-specific responsibilities for regulators and Government agencies (see the summary of legislation in TEMP, Appendix 5.3).

3.2.4   Furthermore, 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 equipment used by the unit/s and areas for training (arranged in conjunction with the Director State Emergency Service (s. 49);

    iii   making recommendations for the Municipal Coordinator and Deputy roles (s. 23–24) and providing a chairperson for the committee (s. 21).

b   the preparation and maintenance of a municipal emergency management plan for the municipal area (s. 34);

c   establishment of a Municipal Emergency Management Committee (s. 22).

d   State Emergency Service responsibilities in Section 26 to:

    i   provide advice and services in accordance with emergency management plans;

    ii   recruit, train and support a volunteer workforce.

3.2.5   Support agencies and owner/operators of specific facilities maintain processes and arrangements so that they are ready to:

a   fulfil their roles in emergency management

b   achieve 'business as usual' for as long as possible, as well as;

c   coordinate organization local recovery and support broader recovery efforts after the emergency, if required.

Current Arrangements

Municipal Emergency Management Committees

3.2.6   Section 20 of the Emergency Management Act 2006 provides for the establishment of the Break O'Day Municipal Emergency Management Committee which has the powers and functions as specified in Section 22 of the Act. The Municipal Committee has been established to co-ordinate the activities identified in Council's Municipal Management Plan.

For the Break O'Day municipal 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 representative) and the Municipal Coordinator is its Executive Officer. Its continuity is supported by Terms of Reference (see Appendix 5.3).

Capacity and Capability

3.2.7   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 that resources can be requested and shared.

Relief Arrangements for Council Emergency Management Roles

3.2.8   The following list shows the relief model for key municipal emergency management roles.

Primary Role	Usual Delegate
Municipal Chairperson (Mayor)	Deputy Mayor
Municipal Coordinator (Manager, Community Services)	Deputy Municipal Coordinator (Executive Officer)
Municipal Recovery Coordinator (Manager, Community Services)	Deputy Municipal Recovery Coordinator (Executive Officer)

Education and Training

3.2.9   Break O'Day Council commits financially to the maintenance of a high level of emergency management capability. The commitment extends to the conduct of regular training and exercise activities to ensure ongoing capability of staff and includes professional development programs for key staff.

3.2.10   The Break O'Day Municipal Emergency Management Plan commits Council to keeping the community groups informed to ensure awareness of current emergency management plans and procedures and have the skills to implement them.

Municipal Emergency Coordination Centre

3.2.11   In the event that an emergency co-ordination centre is required, Break O'Day Council has arrangements in place for this to occur. The Municipal Emergency

Coordination Centre is located in the Break O'Day Council Chambers at St Helens. In the event that this facility is not available, a contingency centre will be identified.

3.2.12 The Municipal Emergency Coordination Centre is maintained by the Municipal Coordinator. It is a facility for:

a   Co-ordinating councithe activation, deployment and management of Council and community resources

b   monitors operational activities

c   co-ordinates information to local communities affected by the emergency

d   co-ordinates local recovery efforts and identifies any support that may be required by regional recovery resources

Maintaining Basic Resources and Agreements

3.2.13 The Municipal Coordinator maintains a contact list for municipal emergency management. It to be checked at each committee meeting, updated and circulated to members and stakeholders. The Regional Committee's contact list is an important supplement to the Municipal Committee's contact list. It is updated in a similar way (coordinated by the SES Regional Manager).

Community Warnings and Public Information

3.2.14 This section summarises the main arrangements for the handling of public enquiries, issuing of warnings and provision of public information. For arrangements to issue warnings or open call centres in response etc refer to S3.3 of this plan (Response).

TasALERT

3.2.15 TasALERT (http://www.alert.tas.gov.au) is Tasmania's official emergency information source and provides an emergency warning and information system in an online platform. It is administered by the Tasmanian Government Department of Premier and Cabinet, and provides a single source of clear and consistent emergency and resilience information from across emergency services and government agencies.

3.2.16 Outside emergency response periods, the website will provide general information on topics such as volunteering, disaster preparedness and resilience-focused campaigns.

3.2.17 The homepage of the website will change to highlight any current incidents within Tasmania. Each incident will have a dedicated page displaying all available information (geo-spatial, social media, developed content, etc) specific to that incident.

3.2.18 The website also aggregates social media feeds from emergency services and Government departments, as well as using geo-spatial data to provide appropriate and authoritative emergency information through the map.

Points for Public Enquiries

3.2.19 The organisations represented on the Municipal Committee all maintain a number of different enquiry points for general enquiries. Council maintains a fully manned after hours emergency point of contact. Council's website is kept-up-to-date for additional information regarding staff contacts e.g telephone/email.

Available Warning Systems

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

3.2.21 Emergency warning systems relevant to the Break O'Day area are:

a   flash and mainstream flooding (from rivers) (BoM/Council);

b   severe weather, for example damaging winds (BoM);

c   bushfire (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).

Municipal Emergency Management Plans

3.2.22 The Municipal Committee is 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.

3.2.23 Each review should at least take into consideration the following factors:

a   emerging risks and hazards and potential treatments;

b   compliance of the plan with current legislation and policy;

c   accuracy of content eg roles, procedures and contacts;

d   functionality of plan during emergencies;

e   comments and suggestions from key stakeholders.

3.2.24 Section 4 of this plan provides more information about the Municipal Emergency Management Plan, including the Distribution List. The current version is available from the SES website and the Municipal Coordinator.

3.2.25 Each organisation represented on the Municipal Committee is responsible for maintaining its own plan and procedures and making sure that they are aligned with the arrangements in this plan.

Public Information Readiness

3.2.26 Response Management Authorities are responsible for maintaining scripts about hazards for use by Tasmanian Emergency Informative System (TEIS) in draft from so they can be customized as required. The Municipal and Regional Committees are developing draft scripts that can be customized to broader impacts of emergencies/recovery matters.

3.2.27 Pre-prepared public information resources are tailored where possible to assist all members of the municipal area be informed about the emergency eg., ageing, tourist populations and people with disabilities. Arrangements for providing warnings/public information to the relevant groups will occur via contact through facility managers, community groups and media. Specific arrangements for community warnings and public information are described in s.3.

Municipal Emergency Management Plan

3.2.28 An ongoing role of the Municipal Committee is to review, validate and amend the Break O'Day Municipal Emergency Management Plan. This validation is achieved by regular assessment activities including emergency exercises and document review processes. The Emergency Management Act 2006 requires that a review be conducted at periods not exceeding two uears and that the plan be submitted for approval by the State Emergency Management Controller. This review responsibility includes post emergency reviews which consider the adequacy of

emergency management arrangements, given the lessons identified during the emergency.

3.2.29 Each review will at least take into consideration the following factors:

    a. Emerging risks and hazards and potential treatments

    b. Plan's compliance with current legislation and policy

    c. Accuracy of content eg., roles, procedures and contacts

    d. Functionality of Plan during emergency situations

    e. Comments and suggestions from key stakeholders.

3.2.30 Section 4 of this plan provides more information about this plan including the Distribution List. The current version of this plan is available from the SES website and the Municipal Co-ordinator.

3.2.31 Each organization represented on the Municipal Committee is responsible for maintaining their own

Validations and Performance Management

3.2.32 Validations are conducted as part of the emergency planning process to assess the effectiveness of emergency management arrangements. Validations include debriefs, exercises and other workshops/meetings.

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

3.2.34 Debriefs are conducted by each member organisation after exercises and operations. Combined debriefs for agreed operations are arranged by the Municipal or the Regional Committee.

3.2.35 Lessons identified in debriefs are recorded and shared, if relevant, through the consultation framework.

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

Administration Systems

3.2.37 Each organisation in emergency management is responsible for managing its administration needs. These require ongoing maintenance so that they can be used effectively in emergencies. This usually includes two main areas:

a   information management;

b   cost capture.

Information Management

3.2.38 WebEOC is the web based multi-agency informarion sharing system available for use when a DPFEM agency is the Response Management Authority for an emergency incident or the State Controller assumes overall control.

3.2.39 Systems for managing information during emergencies include forms to cover:

a   Situation Reports (SIT REPS);

b   operational logs;

c   resource allocation;

d   recording expenditure (more information below in 'Cost Capture');

e   registration systems – spontaneous volunteers, workers, public offers, affected groups e.g., businesses;

f   supporting impact assessments (see Section 3.2 TEMP for recommended items to be recorded).

Cost Capture – Financial Administration

3.2.40   All organisations must maintain systems and processes so that expenditure can be authorised for emergencies, recorded, and reimbursement sought (where available). Cost capture systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA) and councils may request access to funds.

3.2.41   Council maintains arrangements to enable expenditure by the Municipal Coordinator (or their delegated representative) for emergencies.

Section 3.3 Response

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

Overview

3.3.1   Arrangementsfor responses are based on pre-agreed roles and responsibilities being undertaken in a co-ordinated 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 to reduce the threat to life, property or the environment.

3.3.2   The roles and responsibilities relevant to municipal emergency management are summarised in Section 2 of this plan. This section records how these roles and responsibilities are generally used.

3.3.3   The following paragraphs describe the general arrangements for response. They should be referred to when arrangements:

a   for the situation are inadequate/overwhelmed;

b   can enhance/complement what is already in place.

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

3.3.5   Emergency powers exist so authorised action can be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific State legislation and then incorporated in hazard-specific plans. Additional powers are provided in the *Emergency Management Act 2006* and can be applied when the relevant criteria are met.

3.3.6   Overall control of an emergency cn be assumed by emergency management authorities, eg., the Regional Controllers.

3.3.7   Council has an integral role in emergency management.   Council provides the focal point for leadership and service delivery to the community. It has resources which may be directly utilised, access to other resources within the community and vital information about the community that will be required in the process of responding to and recovering from an emergency.

Command, Control and Coordination

The following points outline the command, control and coordination arrangements relevant to this plan.

All Hazards Response Arrangements and Escalation

3.3.8   Virtually all emergencies involve more than one response. As a result, a response management system is required to:

a.   Ensure that each organization achieves its goals

b.   Ensure co-operation between organisations

c.   Ensure that all aspects of the emergency are efficiently, effectively and appropriately addressed.

3.3.9   When an emergency occurs, initial response actions are usually carried out at the emergency site by those who have the primary responsibility for protecting the life, property or environment that is being threatened. In the first instance this is usually the asset owner/manager of the property/premises and/or the people at the emergency site.

3.3.10 When the nominated people are not present or cannot respond effectively, specified agencies have authority to take control of the situation. In this plan they are identified as the Response Management Authority.

3.3.11 Response Management Authorities are supported by Support Agencies and Councils can be requested to support response and make resources available. These requests are usually made by direct contact with the Municipal Coordinator. At this point, consideration is given to the practicalities of opening the Municipal Emergency Coordination Centre to coordinate resources and requests (if it isn't already open).

3.3.12 The General Manager is responsible for providing adequate staff and resources to operate the municipal coordination centre. The Municipal Coordinator is responsible for arranging the Centre to be opened and managing the centre.

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

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

3.3.15 The Regional Controller can assume overall control of response/ recovery operations (see Section 18 of the Act). Emergency powers from the *Emergency Management Act 2006* do not need to be authorised for this to occur.

3.3.16 Figure 4 summarises the general command, control and co-ordination arrangements/processes for hazards affecting the municipal area.

Resource Sharing and Coordination

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

3.3.18 The Commonwealth maintains a stockpile of emergency response resources tht can be accessed through the SES if required. The Municipal Co-ordinator should liaise with the SES Regional Manager if resource support is required.

3.3.19 When activated, the Municipal Emergency Coordination Centre should be staffed to undertake at a minimum the following tasks.

a   Communications: radios and telephones (ideally in separate room);

b   Information recording: intelligence reports, resource requests, allocated tasks, mapping, situation reports;

c   Briefing and meeting room: to enable key agency representatives an appropriate forum to discuss and brainstorm issues at hand and current priorities etc.

Consequence Management

3.3.20 In the event where an emergency event requires support from the Regional Controller, his/her efforts are usually focused on consequence management (including public information strategies). Generally, this occurs in consultation with Regional Committee members and other relevant stakeholders acting as Liaison Officers and/or advisors and is coordinated by the SES Regional Manager. If further assistance is required, the Regional Controller can make requests to other regions or to the State Controller.

3.3.21 Offers of assistance from organisations that are not usually part of response arrangements (e.g, from the community, industry, celebrities, other regions/jurisdictions and interstate agencies) are handled by the response

Management Authority, although they can be referred to the SES Regional Manager.

Emergency Powers

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

3.3.23 Table 4 provides a summary of a typical management process for response although it is important to note that as every emergency is different, variations can and will occur.
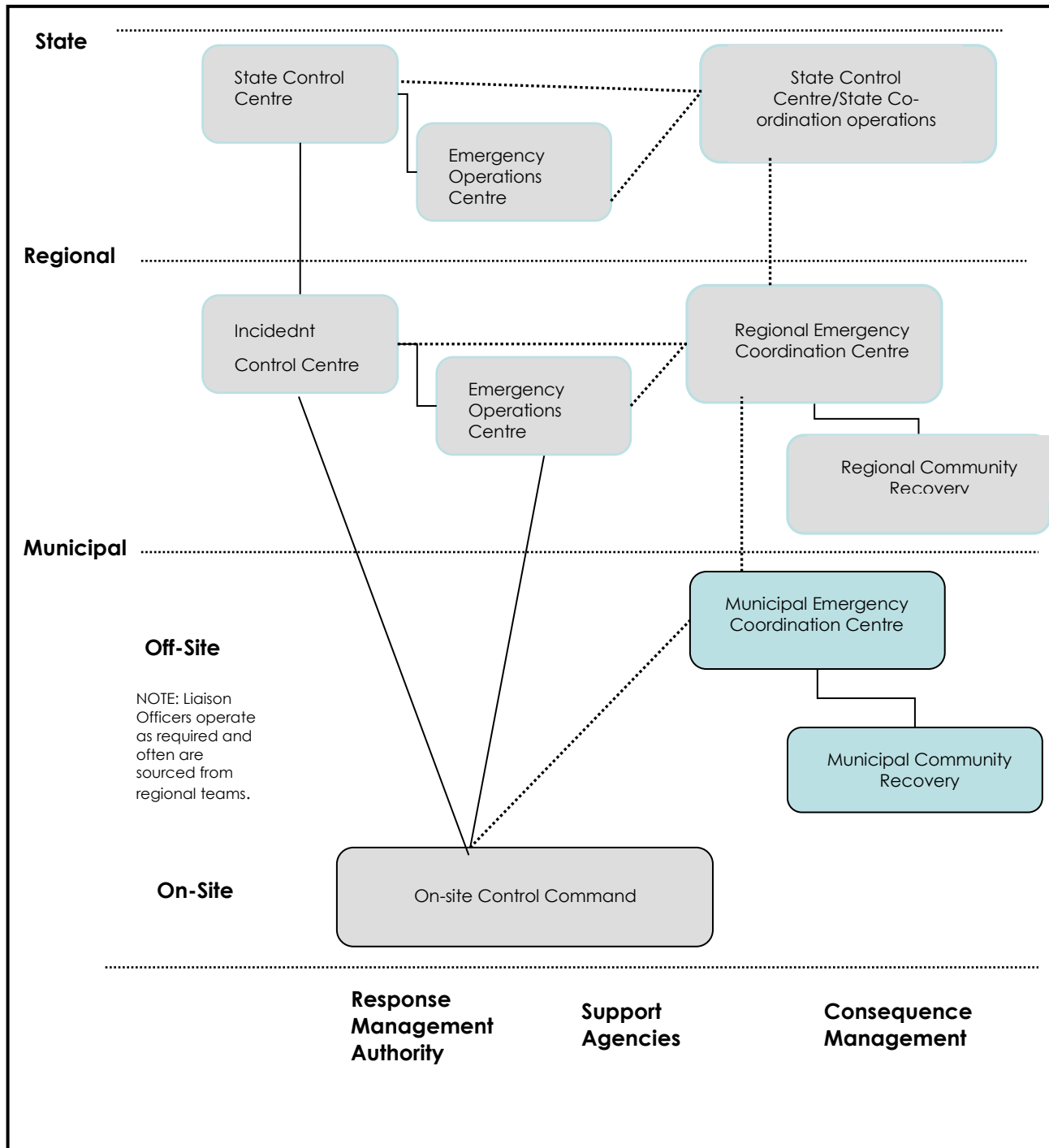
Figure 4 Response Management Structure

LEGEND:

────── Direct reporting relationship

············· Also works/communicates with

NOTE: Liaison Officers operate as required and often are sourced from regional teams

Table 4 All Hazards Response: Typical Actions

	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 centre managers of the potential for use • Draft staff rosters for centres/tasks for next 24 hours • Locate supplies that are likely to be needed in the first few hours – stationery, 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 effectiveness of response strategies • Consider evacuation • Provide further warnings and public information as required • Provide information: Sit Reps and public information • Conduct impact assessments and provide updates	• 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 status of recovery operations and arrange 'hand over' as required • Confirm end of/close of response and stand down • Collate logs, costs etc. and assess needs for re-supply	• Confirm end of/close 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
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

Warnings and Public Information

Warnings

3.3.24 Warnings are issued by the BoM for severe weather and other events e.g. floods, tsunami and the TFS for conditions with severe fire potential. These warnings are sent to media outlets (radio and television), which issue the warnings. Warnings 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 that the SEWS is used.

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

3.3.26 Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:

a   Response Management Authority

b   SES Regional Manager

c   Regional Controller.

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

3.3.28 'Emergency Alert' (EA) is a national capability that can send warnings to landline and mobile telephones via voice and text messages in a defined geographic area. 'Emergency Alert' operates on a 'fee for service'. Cost recovery is coordinated at State level between TFS and the response Management Authority. EA complements existing emergency warning processes and systems and is simply an additional tool available to organisations. Public messages in relation to EA emphasise that people must not rely on receiving a message from EA. Instead, individuals and communities must prepare themselves and have an action plan in case of an emergency.

3.3.29 Warnings sent using the Emergency Alert system are coordinated by the response Management Authority and TFS. If council identifies a need to use the system, this is arranged with the SES Regional Manager.

3.3.30   The following table 5 summarises current warning arrangements.

Table 5 Summary of Warning Systems and Arrangements

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

Natural Hazards	Warning Type	Issuing Agency	Method
Abnormally high tides	Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and maritime activities (generally when water level expected to reach 40cm above normal spring tide level)	BoM	Public: Media Emergency Services: SMS, telephone calls, emails
Heavy Rain that may cause Flash flooding	Issued when the rainfall rate over one hour is expected to exceed the one in 5 or one in 10 year return period	BoM	Public: Media Emergency Services: SMS, telephone calls, emails
Severe thunderstorm warnings	provided when thunderstorms are expected to produce dangerous or damaging conditions: hail greater than 2cm diameter wind gusts greater than 100 km/h flash flooding tornadoes	BoM	Public: Media Emergency Services: SMS, telephone calls, emails
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM	Public: Media Emergency Services: SMS, telephone calls, emails
Ice and frost on roads	Road weather alerts – advise of potentially dangerous driving conditions e.g fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media Emergency Services: SMS, telephone calls, emails
Heat Wave Warning	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat	BoM	Public: Media, website
Fire			
Fire weather warning	Issued when the rating on the fire danger scale is expected to exceed thresholds agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails
Bushfire Advice	'**Bushfire Advice'** message – This will advise you that a fire has started but there is no immediate danger, and includes general information to keep you up to date with developments.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails
Watch and Act	**Bushfire Watch and Act'** message – This represents a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.	FS	Public: Media Emergency Services: SMS, telephone calls, emails

Natural Hazards	Warning Type	Issuing Agency	Method
Emergency Warnings	**Bushfire Emergency Warning'** – This will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).	BoM	Public: Media Emergency Services: SMS, telephone calls, emails
Low - Moderate Fire Danger Rating (FDR 0-11)	Fires breaking out today can be controlled easily. There is little risk to people and property.		Public: Media Emergency Services: SMS, telephone calls, emails
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.		Public: Media Emergency Services: SMS, telephone calls, emails
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.		Public: Media Emergency Services: SMS, telephone calls, emails
Severe Fire Danger Rating (FDR 50-74)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.		Public: Media Emergency Services: SMS, telephone calls, emails
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.		Public: Media Emergency Services: SMS, telephone calls, emails

Natural Hazards	Warning Type	Issuing Agency	Method
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.		Public: Media Emergency Services: SMS, telephone calls, emails
Tsunami			
No threat	An undersea earthquake has been detected, however it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BoM	Public: Media, BoM Website, TFS Website Emergency Services: SMS, telephone calls, emails
Marine alert and Land Alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM	Public: Media, BoM Website, TFS Website Emergency Services: SMS, telephone calls, emails
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	Public: Media, BoM Website, TFS Website Emergency Services: SMS, telephone calls, emails

Public Information

3.3.31 During an emergency, timely, accurate and informative information to the community is critical. In a period of community uncertainty, concerns can be reduced if advice is provided on what has happened, what needs to be done and where people can go to gain assistance. Whilst the media will provide information on what has happened, their focus will not always provide the detail that satisfies the needs of an affected community.

3.3.32 Council has a critical role in providing community leadership and ongoing information updates to reduce uncertainty within the community. These roles need to be implemented as soon as possible after the emergency occurs to reduce the potential for inappropriate community action and in some cases undue concern.

3.3.33 Situation reports and information bulletins regarding facilities and emergency assistance should be provided to the community.

3.3.34 The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for council and the affected community. The Mayor will need to be supported in this role by an experienced media liaison officer who can prepare community and media statements and have them endorsed by the Mayor. All councillors and council staff need to be aware that only the Mayor (or their delegate) will speak on behalf of council and the collective community. The Municipal Co-ordinator will provide emergency related information to the Mayor.

3.3.35 Table 6 summarises the arrangements for providing information to the public about the emergency.

3.3.36 A further means of providing information to the public is via the establishment of an 1800 public information line. The 1800 number available for Councils in Tasmania's north region is 1800 049 508.

3.3.37 The 1800 number (above) is owned by DPEM and can be allocated to any landline or hunt group. This number has been established for use in all-hazard emergencies, with its primary purpose being a means of providing information (and reassurance messages) to the public.

3.3.38 The SES Regional Manager is responsible for activating the 1800 number where this is required.

3.3.39 Table 6 summarises the arrangements for providing information to the public about the emergency. Recently there have been some changes in Tasmania's capability and standards; these are briefly explained below.

Tasmanian Emergency Information Service (TEIS)

3.3.40 Tasmania has a state call-centre capability known as the Tasmanian Emergency Information Service (TEIS), managed by the Telecommunications Management Division (TMD) of the Department of Premier and Cabinet. This service provides an initial point of contact for the community to access self-help information following an emergency.

3.3.41 The service is activated and deactivated by Service Tasmania on request from the State Controller, following the advice of Regional Controllers. It can also be activated by the Secretary of the Department of Premier and Cabinet at the request of a SEMAG member (usually for the response Management Authority or a major Support Agency for recovery functions). The decision to activate the service includes acceptance of a number of responsibilities including appointing:

a   A Liaison Officer to be located at the TEIS for the duration of the activation

b   A Supporting Information Manager.

3.3.42 The service operates on a 'fee for service'basis and further details are available in the TEIS Operational Handbook.

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

3.3.44 If use of TEIS is approved, preparation of scripts is developed, using a consultative approach.

Working with the Media

3.3.45 The 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 Manager.

Table 6 Summary of Public Information Arrangements

	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 – assembly, evacuation**	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media, Council website & social media TEIS
4	**Municipal area**	Impact of the emergency on the local community	Mayor	Council media officer	Council media officer	Media, council website TEIS, CALD, Social media
			Council switchboard	Council media officer	Council media officer	Phone enquiries
5	**Within the region**	Impact of the emergency on the region	Regional Controller	SES Regional Manager or delegate	Regional Controller	Media, council websites, EIS CALD, Social media
			Response Management Authority	Media Officer	Response Management Authority, regional liaison	
			Regional Social Recovery Coordinator	Regional Social Recovery Coordinator/ Media Officer	SES Regional Manager or delegate for Regional Controller	
6	**Rest of the State**	Impact of the emergency for the State, including relief arrangements	State Controller	SES Director, TasPol Media Unit, Govt. Media Office	SES Director, TasPol Media Unit, Govt. Media Office	Media, agency or SCC website, TEIS CALD, Social media
			Response Management Authority	Media Officer	Response Management Authority, State liaison	
			Premier/Minister	Govt Media Office	Govt Media Office	

Other Elements

Evacuation Management

3.3.46 Evacuation involves the movement of people to a safer location and their return. For evacuation to be effective it must be appropriately planned and implemented. Tasmania Police and Tasmania Fire Service have legislative power to order evacuation, although voluntary evacuation is the preferred strategy in emergencies. It is recognised that evacuation is a multi-agency responsibility that requires the participation and co-operation of several agencies/organisations. It is essential that co-ordination and communication is maintained across all stages of evacuation. The Bushfire Evacuation Arrangements for Tasmania Fire Service and Tasmania Police 2013 provide interim guidance for conducting evacuations during a bushfire emergency for Tasmania Police (TasPol), Tasmania Fire Service (TFS) and other stakeholders.

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

3.3.48 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).

3.3.49 Council maintains a register of facilities that could be used to provide services for displaced persons.

3.3.50 TFS also maintains a register of Evacuation Centres and Nearby Safer Places for bushfires and will provide advice through the media and TFS website, if recommending that the community uses these.

3.3.51 The figure below illustrates the evacuation process/stages as dictated by the State Evacuation Framework. A formal evacuation process does not prevent people in the community from making an independent decision to relocate in the appropriate circumstances.
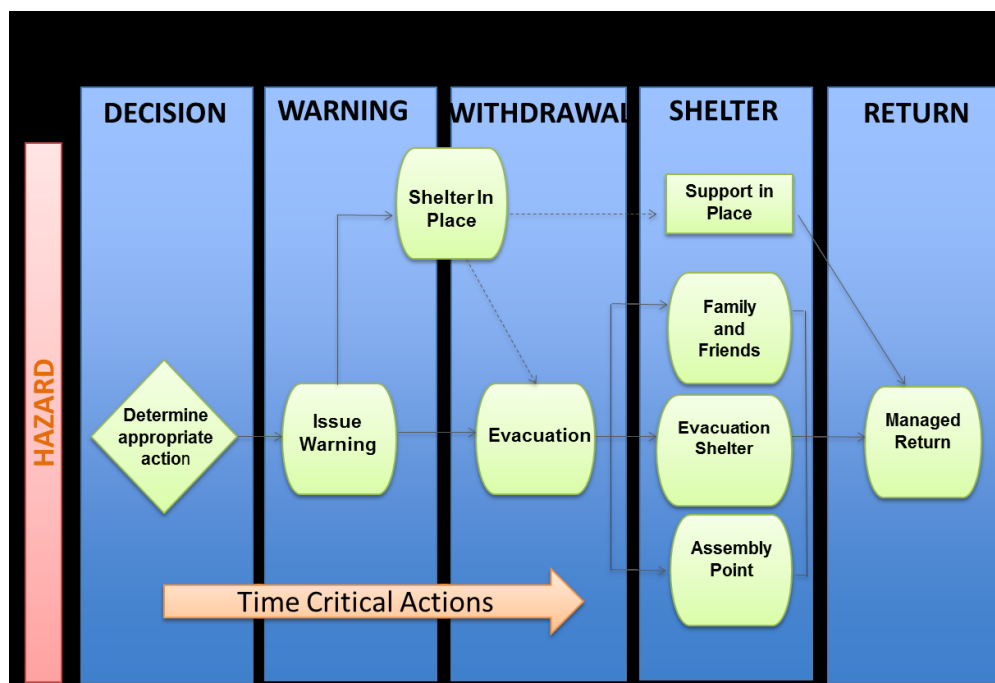
Co-ordination

3.3.52   Tasmania Police plays a lead role in the evacuaton process during an emergency. If time permits a Police Evacuation Co-ordinator may be appointed by a Police Commander to both co-ordinate the evacuation process with key agencies/organisations involved and to manage the withdrawal stage.

Decision

3.3.53   The decision to recommend the evacuation of people in and around at-risk areas, rests with the incident Controller managing the emergency incident. The Incident Contrroller should consult with police and other experts.

Warning

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

Withdrawal

3.3.55   The Police Evacuation Co-ordinator is responsible for managing the withdrawal of persons form an affected area.

Shelter

3.3.56   Where the Incident Controller determines that emergency shelters are required, they will advise Tasmania Police of the location and type of sheltering arrangements established. Municipal Councils may be required to activate Evacuation Centres as part of an evacuation.

Return

3.3.57   The Incident Controller is responsible for the decision that evacuees can return if an area is sufficiently safe to do so, in consultation with Tasmania Police and other experts. The Police Evacuation Co-ordinator may be required to plan and manae the return of evacuees. Longer-term evacuees are managed by recovery agencies.

Impact and Damage Assessments

3.3.58   The Response Management Authority is responsible for co-ordinating impact assessments and reporting them to other responding agencies and the relevant recovery officers (municipal/regional). Council may be asked to assist with this work.

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

a   Number of injuries/death;

b   housing/accommodation needs;

c   energy supplies;

d   potable water;

e   transport networks and alternative route planning;

f   telecommunications;

g   public/environmental health standards.

3.3.60   Where transport corridors also provide access for other networks (e.g. power, water, telecommunications), the asset managers/owners are involved in decision making if necessary.

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

Registrations

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

    a   affected persons (e.g. people who are evacuated/their families);

    b   other stakeholder/affected groups (e.g. businesses);

    c   spontaneous volunteers;

    d   witnesses;

    e   potential donors/sponsors (equipment, services, supplies).

3.3.63 The Municipal Emergency Management Committee is responsible for coordinating registrations in evacuation centres. In significant emergencies, TasPol may activate assistance from Australian Red Cross under the Register.Find.Reunite arrangements. This can be supplemented by regional arrangements for ongoing coordination of registrations, such as regional recovery arrangements.

3.3.64 Registrations are shared regularly through the response phase, including with the Regional Emergency Coordination Centre and Regional Recovery Coordinator. Registration data may also be shared with Tasmanian Government agencies, including DPAC, for recovery purposes. Registration forms should ensure they incorporate appropriate privacy statements to enable the sharing of data collected.

Volunteers

3.3.65 The Response Management Authority is responsible for ensuring the effective management of public offers of volunteer support.

3.3.66 The Response Management Authority is responsible for restricting access or participation in emergency operations to those volunteers who have been approved to provide support. This concept must be adhered to particulary in hazardous surroundings.

Debriefs

3.3.67 Immediately following an emergency, specific issue will invariably require investigation and discussion will begin to focus on the need or change, and to learn from the experience. All such matters are best considered, in the first instance, in a forum referred to as an Operational Debrief. The main objectives of an Operational Debrief are to:

    a   acknowledge the input of all contributing organisations and individuals;

    b   acquire constructive feedback from all involved on lessons identified;

    c   identify where gaps exist in training and planning systems;

    d   determine and program the best course of action toward improving planning systems, etc.;

    e   foster sound inter agency communication;

    f   identify a need for specific investigation of issues and further debriefing on an individual or organisational level.

3.3.68 Key lessons identified are shared with stakeholders including the Municipal Committee, SES Regional Manager and/or the Regional Social Recovery Co-ordinator.

3.3.69 The Municipal Committee is responsible for reviewing emergencies that are significant to the area. Where appropriate and agreed this review is conducted by the Regional Committee so lessons can be shared easily with emergency management partners.

Administration – Records and Finance

3.3.70 Organisations involved in response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if State/Commonwealth relief arrangements are activated and records show the appropriate details.

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

3.3.72 Cost capture systems are established to align with the different types of eligible expenditure as follows:

Category A: Expenditure that is given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster.

Category B: Expenditure for the restoration of essential public assets and other acts of relief or restoration, including extraordinary costs of response operations during the emergency.

Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured where agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities.

3.3.73 Where claims are to be made for relief reimbursement under the Tasmania Relief and Recovery Arrangements (TRRA), the Municipal Coordinator discusses the matter first with the SES Regional Manager. Where appropriate, a written application will be developed and submitted to the SES Assistant Director Policy and Programs or the DPAC Manager, Office of Security and Emergency Management (OSEM).

3.3.74 If the Premier announces relief, councils collate records accordingly and pursue reimbursement. If DPAC-OSEM will provide advice on request from councils.

Section 3.4 Recovery

3.4   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.

Overview

3.4.1   Responsibilities for recovery rest primarily with Council. These responsibilities can be met in partnership and with the assistance/support of State Government agencies and non Government organisations, co-ordinated using regional arrangements.

3.4.2   The Regional Social Recovery arrangements are embedded within the Northern Regional Emergency Management Plan and provide guidance when recovery needs escalate beyond municipal capabilities.

3.4.3   It is critical that recovery activities are planned and co-ordinated across all elements including:

   a.   Social

   b.   Economic

   c.   Infrastructure

   d.   Environment

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

   a.   Assessing recovery needs across the four elements and prioritizing 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 participants in decision making

   d.   Where possible, contributing to future mitigation requirements or improvements to planning requirements (eg., through debrief process)

Current Arrangements

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

3.4.6   In accordance with the TEMP Council's undertake the primary role in providing recovery services in the immediate aftermath of an emergency and cn be supported by a number of State Government agencies and non-Government organisations, depending on their capacity and the presence of support services in the area. Council assistance is usually provided in any of the three main ways by:

   a.   Providing required assistance

   b.   Co-ordinating and prioritizing provision of assistance required from external parties; and

   c.   Requesting that the relevant Regional Recovery Co-ordinator co-ordinates provision of the required services/support.

Figure 5 Summary of Recovery Processes for Tasmanian Emergency Management
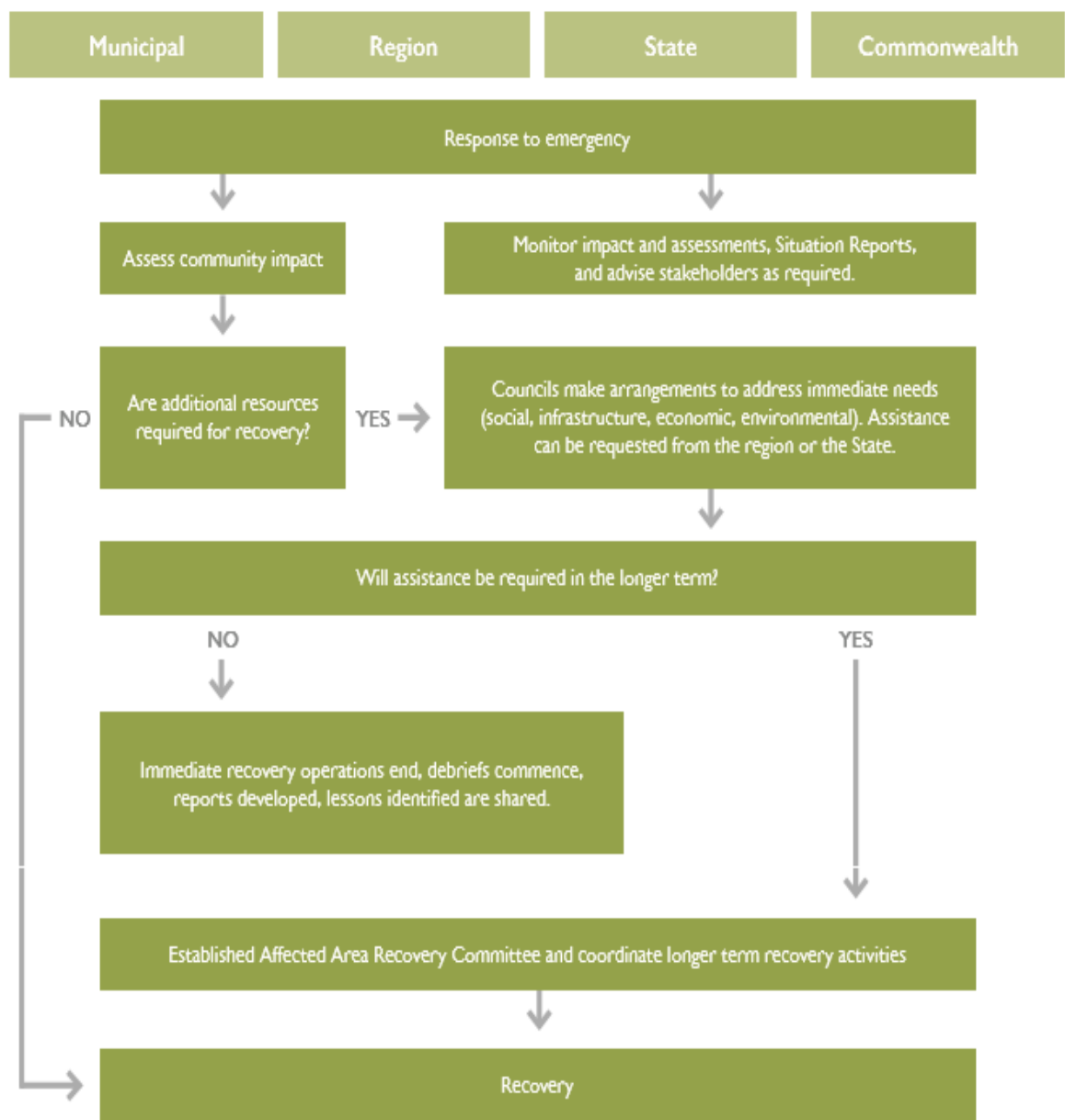
Vulnerable Persons

3.4.7   This plan is written in consideration of Council's identified emergency management roles and responsibilities for vulnerable persons. As such it is inclusive of relevant suggestions/advice contained within the Tasmanian *Emergency Management Framework for Vulnerable People Version 1.0* whose articulated intent is to provide high level guidance and flexibility for emergency stakeholders in their development and implementation of emergency arrangements for vulnerable persons. Notably, the framework emphasises that emergency management for vulnerable persons is a shared responsibility, both at an individual/community and service provider/emergency stakeholder level. In this context, the dot points below provide a list of Council-specific roles and responsibilities which support a collaborative stakeholder approach for meeting the emergency management needs of vulnerable persons.

a.   Providing evacuation centres which are accessible to a broad cross section of the community;
b.   Maintain a broad knowledge of relevant service providers within the local government area;
c.   Promote community resilience as a part of normal Council business;
d.   Maintain a broad knowledge of the whereabouts of special facilities (schools; aged care facilities; child care centres) within the local government area;
e.   Provide local demographic information/advice to stakeholders <u>as able and required;</u>
f.   Provide support to emergency stakeholders with a statutory responsibility for vulnerable persons as able and required during emergencies;
g.   Develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable persons as able and required.

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

3.4.8   In the immediate aftermath of an emergency, recovery support services are delivered or coordinated by council. Following consultation with the response Management Authority and other emergency management partners regarding the likely impact, recovery needs and capacity, the Municipal Coordinator or the Municipal Recovery Coordinator can activate local arrangements.

3.4.9   Regional recovery coordination is activated by the SES Regional Manager at the request of council. This may follow specific advice from the response Management Authority and/or the Regional Controller.

3.4.10   Council is responsible for operating a facility/ies that provide access to recovery services for the community (often called a 'One Stop Shop'). The places currently identified as suitable for recovery centres/recovery functions are summarised **in Appendix 5.8.**

3.4.11   These facilities are activated on the request or advice of:

a   Municipal Coordinator;

b   Municipal Recovery Coordinator;

c   SES Regional Manager;

d   Regional Controller.

3.4.12   'Self help'information can be made widely available using the TEIS. The arrangements described in s.3 Response apply. In the context of municipal recovery, council would develop information for clearance through the channels appropriate for the event including the Regional Social Recovery Co-ordinator or specific members of the Regional Social Recovery Committee eg., Centrelink member to confirm advice for people who may have lost employment due to the event.

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

Longer Term

3.4.14   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.

3.4.15 Affected Area Recovery Committees operate under the protection of the *Emergency Management Act 2006* when the Regional/State Controller accepts the Terms of Reference developed by the committee. A model Terms of Reference for Affected Area Recovery Committees' is available at www.ses.tas.gov.au.

3.4.16 The Affected Area Recovery Committee's role is to assist council by co-ordinating recovery activities through information sharing and collective decision making. The typical membership of this committee is included in the model Terms of Reference and it is usually chaired by the Mayor, or his/her representative of the affected council.

3.4.17 The Affected Area Recovery Committee usually develops a plan that:

a   takes account of council's long-term planning and goals

b   includes an assessment of recovery needs and determines which recovery functions are still required

c   develops a timetable for completing the major functions

d   considers the needs youth, aged, disabled and non-English speaking people

e   allows full community participation and access

f   allows for 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

i   allows consultation with all relevant community groups.

3.4.18 The Affected Area Recovery 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/analyses of records (financial and information)

3.4.19 The Department of Premier and Cabinet may coordinate State government agency community recovery efforts to assist Affected Area Recovery Committees.

Elements

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

Table 7 Community Recovery Summary

Element and Examples	Council Position	Affected Area Recovery Committee
Social • Emergency clothing/accommodation • Emergency catering • Personal support • Emergency cash grants/relief	• Municipal Recovery Coordinator (with recovery partners, e.g. NGOs and DHHS)	• DPAC

Economic • Long-term legal, insurance and financial problems • Disbursement of funds from appeals • Property restoration (urban/rural) • Stock assessment/destruction • Emergency feed for animals	• Manager Community Services/Economic Development Officer	• DSG
Infrastructure • Priorities for the restoration of services and assets • Environmental/Public Health	• Engineering/Works Manager • Environmental Health Officer	• DSG • DHHS-PHS • Asset owners/managers (e.g. Telstra, TasWater, TasNetworks, NBN)
Environment • Impact assessments (environmental focus) • Environmental rehabilitation • Disposal of animal carcasses, plant material, stock or other infected matter	• Environmental Officer	• DPIPWE

Section 4 Plan Administration

Plan Contact

4.1   This plan is maintained by the Municipal Coordinator, Break O'Day Council for the Break O'Day Municipal Emergency Management Committee. Feedback regarding this plan should be made in writing to:

   a   Email: admin@bodc.tas.gov.au

   b   Mail: 32-34 Georges Bay Esplanade, ST HELENS TAS 7216

   c   Office phone number: (03) 6376 7900

Review Requirements and Issue History

4.2   Section 34 of the Emergency Management Act 2006 requires that this plan be reviewed at least once every two years after the State Emergency Management Controller has approved it.

4.3   This issue entirely supersedes the previous issue of the plan. Superseded issues should be destroyed, or clearly marked as superseded and removed from general circulation.

Issue No.	Year Approved	Comments/Summary of Main Changes
1	1994	New Issue
2	1997	Complete revision and re-issue
3	2002	Complete revision and re-issue
4	2006	Complete revision and re-issue
5	2013	Complete revision and re-issue
6	2015	Review
7	2016	Complete revision and re-issue
8	2018	Review

Distribution List

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

Organisation	Position
Council	• Municipal Emergency Management Committee-all council members • Mayor • General Manager • Deputy Municipal Coordinator
SES	• Unit Manager, SES Unit • Regional Manager, Northern Region (for Regional Controller) • Senior Planning & Education Officer (for Director SES, State Controller, FireComm, Tasmania Police intranet and libraries)
Tasmania Police	• St Helens Police Station - Inspector
Tasmania Fire Service	• District Officer (DO), South Esk District
Ambulance Tasmania	• Superintendent, Northern Region
St John Ambulance	• Chief Executive Officer (for distribution to Volunteer Divisions)
Neighbouring Councils	• Dorset Council, Northern Midlands Council, Glamorgan Spring Bay Council

Consultation for this Issue

4.5   The review of this issue of this plan was co-ordinated by SES.

4.6   The Break O'Day Municipal Coordinator was responsible for ensuring consultation with the MEMC.

Communications Plan Summary

4.7   Once the plan is approved its update will be:

a   sent to all persons listed on the Distribution List (paper copies)

b   endorsed by council

c   noted by the Regional Committee

d   posted on the council website.

Validation of this Plan

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

a   participating, if possible, in other municipal/regional exercises

b   conducting/participating in relevant debriefs

c   The committee to review the plan every 12 months to ensure that it has up to date information where relevant

Section 5 Appendices

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

5.1   Associated Documents

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

Legislation

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

Plans and Arrangements

	Title	Custodian	Notes
1	Council maps for council roads and alternative transport plans	Council	Information accessible - MapInfo
2	Fire Management Plans for Tebrakann, Scamander, Foster	Sustsainable Timbers Tasmania	Forest Manager, Bass
3	Australian Tsunami Alert Service (Tasmanian arrangements)	Cwth ATAS	
4	Break O'Day Community Recovery Plan	Council	Currently under review –
5	Tasmanian Marine Oil Pollution Contingency Plan	EPA Tasmania	State Marine Pollution Committee, DPIPWE
6	Oil Spill Response Procedures for the Port of St Helens		
7	North East Fire Management Area – Fire Protection Plan	Tas Fire	
8	Operational Handbook TEIS	DPAC	Available from SES Regional Manager
9	Protocol for Use of Emergency Alert	TFS	Available from SES Regional Manager
10	Tasmanian Emergency Management Plan	SES	
11	Tasmanian Hazardous Materials Emergency Plan	SES	
12	Human Influenza Pandemic Emergencies	DPAC	
13	Interoperability Arrangements for the Sharing of Skilled Resources in Tasmania	DPAC	
14	Recovery	DPAC	
15	State Tsunami Emergency Response Plan	SES	
16	Tasmanian Emergency Animal Disease Management Plan	SES	
17	Regional Community Recovery Plan	DHHS	
18	Northern Region - Regional Emergency Management Plan	SES	
19	TasPorts Emergency Management Plan	Tas Ports	SES Website

	Title	Custodian	Notes
20	Tasmanian Public Health Emergencies Management Plan	DHHS	
21	Tasmanian Biosecurity Emergenies Plan	DPIWE	
22	Emergency Mangement Framework for Vulnerable People	SEMC	
23	Tasmanian Counter Terrorism State Special Emergency Management Plan	SRTCTU	
24	Tasmanian Mass Casualty Management Plan	DHHS	
25	Tasmania Energy Supply Emergencies	SG	
26	The State Bushfire Safety Policy	TFS	

Standards, Reports, Resources

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

5.2   Risk Register

Recommended Treatment Strategies and Implementation

The purpose of the table in this section is to identify what risk treatment option or options the community regard as being preferable, an indication as to the responsibility for action and an indication as to the urgency of undertaking some work to eliminate or mitigate the effects of the risk.

The table therefore includes:

a   the unique identifier number

b   the risk statement

c   the recommended treatment option/s

d   the perceived responsibility for treatment

e   the implementation timeframe for future actions.

RISK REGISTER

Date	October, 2018
Scope	
Objective	To ensure a safer Break O'Day community
Assessment Team	Break O'Day Council staff

Risk Identification									Risk Evaluation - post treatment			
Risk No.	Risk Statement	Source	Impact Category	Consequence	Likelihood	Risk	Confidence Level	Treatment Strategies (across all impact categories)	Residual Consequence	Residual Likelihood	Residual Risk	Further Action
BOD 1	There is a risk that a grass/bush fire within the Break O'Day Council area could cause damage to property.	grass/ bush fire	Infrastructure	Major	Possible	**HIGH**	H	Fire breaks, Reduction burning _ TFS, PWS & FT Council & State Growth - roadside slashing, Council - Abatement notices, TFS - community fire plans. Community education. Planning Provisions. TFS training to volunteers.	Possible	Likely	MEDIUM	
BOD 2	There is a risk that grass/bush fire within the Break O'Day Council area could cause the loss of human life.	grass/ bush fire	People	Catastrophic	Possible	**HIGH**	H	Fire breaks, Reduction burning _ TFS, PWS & FT Council & State Growth - roadside slashing, Council - Abatement notices, TFS - community fire plans. Community education. Planning Provisions. TFS training to volunteers.	Major	Possible	HIGH	
BOD 4	There is a risk that grass/bush fire within the Break O'Day Council could cause business financial and	grass/ bush fire	Economic	Major	Unlikely	MEDIUM	H	Fire breaks, Reduction burning _ TFS, PWS & FT Council & State Growth - roadside slashing Council - Abatement notices, TFS - community fire plans. Community education. Planning Provisions. TFS training to volunteers.	Moderate	Unlikely	**LOW**	

	economic losses.					MEDIUM		Work with businesses to ensure that they have a Business Continuity Plan				
BOD 5	There is a risk that a high wind or lgale event (more than 120k/n) within the Break O'Day Council area could cause property damage and subsequent financial loss.	Severe Weather	Infrastructure & Economy	Minor	Possible	MEDIUM	H	Ensure infrastructure is built within the Building Code SES to maintain a state of operational readiness. SES to participate in regular training and exercises. Educate the community in relation to preparedness strategies eg., (clear overhanging tree branches, etc.) Council to ensure regular maintenance works are undertaken on Council owned infrastructure	Insignificant	Possible	LOW	
BOD 6	There is a risk that a high wind or I gale event (more than 120k/n) within the Break O'Day Council area could cause the loss of human life.	Severe Weather	People	Catastrophic	Unlikely	MEDIUM	H	Ensure infrastructure is built within the Building Code SES to maintain a state of operational readiness. SES to participate in regular training and exercises. Educate the community in relation to preparedness strategies eg., (clear overhanging tree branches, etc.) Council to ensure regular maintenance works are undertaken on Council owned infrastructure	Major	Unlikely	MEDIUM	
BOD 7	There is a risk that an earthquake of Richter magnitude 6.0 or above could occur and cause	Earthquake	People	Catastrophic	Rare	MEDIUM	L	Liaison with building surveyors (ensure earthquake risk is taken into account with future ventures). Ensure emergency services trained in Search and Rescue techniques to a basic level.	Major	Rare	LOW	

	the loss of human life.					LOW (yellow)					(green)	
BOD 8	There is a risk that an earthquake of Richter magnitude 6.0 or above could occur and cause damage to property and subsequent financial losses.	Earthquake	Infrastructure & Economy	Minor	Rare	**LOW**	L	Liaison with building surveyors (ensure earthquake risk is taken into account with future ventures). Ensure emergency services trained in Search and Rescue techniques to a basic level.	Insignificant	Rare	**LOW**	
BOD 9	There is a risk that an animal disease outbreak within the Break O'Day Council area may cause stock losses and subsequent financial loss.	Biosecurity	Economic	Moderate	Unlikely	**MEDIUM**	M	Work in partnership with DPIPWE - Biosecurity Tasmania to develop a community education program Ensure this agency is involved in any multi-agency exercise. Provide professional development program for responsible officers.	Minor	Unlikely	**LOW**	
BOD 10	There is a risk than an animal disease outbreak within the Break O'Day Council area may threaten individual	Biosecurity	Economic	Major	Unlikely	**MEDIUM**	M	Work in partnership with DPIPWE - Biosecurity Tasmania to develop a community education program Ensure this agency is involved in any multi-agency exercise. Provide professional development program for responsible officers.	Moderate	Unlikely	**MEDIUM**	

	business viability.					MEDIUM		Work with businesses to ensure that they have a Business Continuity Plan			MEDIUM
BOD 11	There is a risk that an animal disease outbreak within the Break O'Day Council area may cause economic losses to the community.	Biosecurity	Economic	Major	Unlikely	MEDIUM	M	Work in partnership with DPIPWE - Biosecurity Tasmania to develop a community education program Ensure this agency is involved in any multi-agency exercise. Provide professional development program for responsible officers. Work with businesses to ensure that they have a Business Continuity Plan	Moderate	Unlikely	MEDIUM
BOD 12	There is a risk that a pandemic could cause disruption to business continuity causing financial/economic loss.	Pandemic	Economic	Major	Unlikely	MEDIUM	H	Work with businesses to ensure that they have a Business Continuity Plan Community education (social distancing; hand hygiene). Flu clinic plans in place.	Moderate	Unlikely	MEDIUM
BOD 13	There is a risk that a pandemic could cause significant strain on existing health and other community services	Pandemic	Administration	Major	Unlikely	MEDIUM	H	Work with businesses to ensure that they have a Business Continuity Plan Community education (social distancing; hand hygiene). Flu clinic plans in place.	Moderate	Unlikely	MEDIUM
BOD 14	There is a risk that a pandemic could cause significant loss of life.	Pandemic	People	Catastrophic	Possible	HIGH	H	Work with businesses to ensure that they have a Business Continuity Plan Community education (social distancing; hand hygiene). Flu clinic plans in place.	Major	Possible	HIGH

BOD 15	There is a risk that a hazmat incident could cause injury or death.	Hazmat	People	Catastrophic	Unlikely	**MEDIUM**	H	Ensure that Council and businesses have hazmat plans in place and that they are tested regularly	Major	Unlikely	**MEDIUM**	
BOD 16	There is a risk that a hazmat incident could cause subsequent economic/financial loss.	Hazmat	Economic	Minor	Unlikely	**LOW**	H	Work with businesses to ensure that they have a Business Continuity Plan	Insignificant	Unlikely	**LOW**	
BOD 17	There is a risk that major flooding may cause damage to property and subsequent financial loss.	Flooding	Economic	Moderate	Possible	**MEDIUM**	H	Develop community education programs Enforce stringent criteria in consideration of future building applications for approval Input into any flood mapping that is undertaken	Moderate	Possible	**MEDIUM**	
BOD 18	There is a risk that major flooding may cause loss of life and injury to people.	Flooding	People	Catastrophic	Unlikely	**MEDIUM**	H	Develop community education programs Enforce stringent criteria in consideration of future building applications for approval Input into any flood mapping that is undertaken	Major	Unlikely	**MEDIUM**	
BOD 19	There is a risk that major flooding may cause disruptions to essential community services (eg. transport systems; social services)	Flooding	Infrastructure / Social	Major	Unlikely	**MEDIUM**	H	Develop community education programs Enforce stringent criteria in consideration of future building applications for approval Input into any flood mapping that is undertaken	Moderate	Unlikely	**MEDIUM**	

BOD 20	There is a risk that an aeroplane incident may cause significant loss of life, damage to property,	Air Services	All	Catastrophic	Unlikely	MEDIUM	H	CASA controls. Airport Emergency Management plans.	Major	Unlikely	MEDIUM	
BOD 21	There is a risk that a terriorist incident could cause significant effect on the community.	Terrorism	All	Catastrophic	Rare	MEDIUM	H	Emergency Services.	Major	Rare	LOW	

5.3   Municipal Committee Terms of Reference

Emergency Management
BREAK O'DAY EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

Committee:	Break O'Day Emergency Management Committee (BODEMC)
Date and Status of these Terms:	9 December, 2015
Enquiries	Municipal Coordinator Break O'Day Council Georges Bay Esplanade, St Helens Ph: 03 6376 7900 admin@bodc.tas.gov.au
Review Notes	These Terms of Reference are due for review in 2 years in line with the review of the Municipal Emergency Management Plan.
General Standards & Practices	The Tasmanian Emergency Management Plan describes the framework for this committee. The committee meets in March, June, September, and December, commencing at 1100hrs. Meetings conclude at approximately 1230hrs. Meetings are convened at Break O'Day Council at Georges Bay, Esplanade, St Helens (Council Offices). Its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au

1. **Authority & Background:**   The BODEMC is a committee that forms a vital part of Tasmania's emergency management framework. It exists under the authority of the *Emergency Management Act 2006*.

2. **Purpose:**

Functions   Key functions of the BODEMC include:
- To promote, facilitate and advocate for continuous improvement in Emergency Management within the municipality including emergency planning, preparedness, response and recovery
- Providing a forum for liaison between organisations with emergency management responsibilities in the municipal area
- Work with stakeholders to facilitate the assessment of major risks within the Break O'Day Municipality;
- Work with the BODEMC stakeholders to develop and implement risk treatment strategies for Break O'Day
- Identify actions to reduce the incidence and impacts of emergencies

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

3. Reports to: Break O'Day Council, Northern Regional Controller

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

- Tasmania Police
- State Emergency Service
- Tasmania Fire Service
- Ambulance Tasmania
- Break O'Day Council
- St Helens District Hospital
- Parks & Wildlife Service
- St Helens Marine Rescue

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

Chairperson	Mayor
Executive Officer	Municipal Emergency Management Coordinator
Members	Representatives from the above list
Proxies	Member organisations are responsible for nominating proxy representatives. A list of these representatives is not held by the Committee as it is subject to regular change.

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

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

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

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

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

8. Sub Committees **The following group is a sub-committee of this committee:**
- **Safer Community Committee**
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5.4   Centres for Emergency Management

Emergency Operations Centres

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

Organisation	Municipal		Regional	
	Location	Contact	Location	Contact
Council	Council Offices, Georges Bay Esplanade, St Helens	6376 7900		
TasPol	St Helens Police Station, Georges Bay Esplanade, St Helens	6376 1122	Major Incident Room Police HQ Cimitere St, Launceston	
TFS	Tasmania Fire/SES Service Station, Circassian Street, St Helens			
AT	St Helens Ambulance Station, Bowen Street, St Helens			

Emergency Coordination Centres

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

	Municipal		Regional	
	Location	Contact	Location	Contact
Primary	Break O'Day Council Chambers, St Helens	Municipal Coordinator	Refer to SES Regional Manager	SES Duty Officer
Secondary	Break O'Day Council Works Depot, St Helens		Refer to SES Regional Manager	N/A

5.5   Action Cards and Duty Statements

Duty Card No.1

Position: Mayor

Responsible To: Break O'Day Council

Duties

- Receive notification of emergency from Municipal Coordinator
- Notify Councillors, if warranted
- Maintain contact with and support Municipal Coordinator
- Manage ongoing information to the council
- Council spokesperson for information to the community and media.

Duty Card No. 2

Position: Chair, Emergency Management Committee

Responsible To: Mayor/ Council

Duties

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

Duty Card No.3

Position: General Manager

Responsible To: Break O'Day Council

Duties

- Notify the Mayor and Councillors, if warranted
- Assist the Mayor with community and media information
- Manage ongoing information to the community and media
- Liaise with and provide support to the Municipal Coordinator

Duty Card No. 4

Position: Municipal Coordinator

Responsible To: General Manager

Municipal Coordinator Duties

- Responsible for the overall management of council response to the emergency
- Coordinate resources and activities in the coordination centre
- Liaise with emergency services, particularly the SES Duty Officer/Regional Manager
- Liaise with the Regional Controller (declared emergencies)
- Undertake the role of Executive Officer to the Municipal Committee and carry out the administrative functions of that role.
- Notify the GM, Mayor, Chair of Municipal Committee of an emergency or potential emergency
- Maintain a current Emergency Management Plan through regular review
- To be a member of the Municipal Committee.

Duty Card No. 5

Position: Deputy Municipal Coordinator

Responsible To: General

Manager/Municipal Coordinator

Duties

- Assist the Municipal Coordinator in all duties Act as Municipal Coordinator in his/her absence to be a member of the Municipal Committee.

Duty Card No. 6

Position: Community Recovery Coordinator

Responsible To: Municipal Coordinator

Duties

- Receive notification of emergency from Municipal Coordinator

- Notify appropriate Community Recovery Organisations

- Notify Regional Community Recovery Coordinator (DHHS)

- Maintain contact with and support Municipal Coordinator

- Manage assessment of community needs with support from DHHS

- Maintain ongoing liaison with DHHS during the provision of services to the community

- To be a member of the Municipal Committee.

5.6   Community Centres

	Centre/Location Title and Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
1	St Helens Multi Purpose Stadium	Stadium and open space	St Helens	Daily	Assembly Recovery Information Evacuation	Toilets/showers/kitchen
2	St Helens Football Club	Clubrooms, oval and open space	St Helens	Weekly	Assembly Community Fire Refuge	
3	Portland Memorial Hall	Hall with kitchen and toilets	St Helens	Daily	Assembly Recovery Information Evacuation	Toilets Kitchen
4	Kirwans Beach	Reserve	St Helens	Daily	Assembly	BBQ
5	Stieglitz Boat Ramp	Reserve	St Helens	Daily	Assembly	Toilets
6	Boat Harbour Point	Reserve	Binalong Bay	Daily	Assembly	No infrastructure
7	Binalong Bay Beach	Beach/Reserve	Binalong Bay	Daily	Assembly	Toilets
8	Round Hill Point	Beach/Camping ground	Binalong Bay	Daily	Assembly	
9	Taylors Beach (South)	Beach	The Gardens	Daily	Assembly	
10	Taylors Beach (North)	Beach	The Gardens	Daily	Assembly	
11	Honeymoon Point	Beach	The Gardens	Daily	Assembly	
12	Wrinklers Beach (South)	Beach/Reserve	Scamander	Daily	Assembly	
13	Steels Beach	Beach/Reserve Carpark	Scamander	Daily	Assembly	Toilets
14	Scamander Sports and Community Centre	Clubrooms, oval and open space	Scamander	Daily	Assembly Recovery	

	Centre/Location Title and Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
					Information Evacuation	
15	Wrinklers Beach (North)	Beach/Reserve Carpark	Scamander	Daily	Assembly	Toilets
16	Henderson Point	Beach/Reserve Carpark	Falmouth	Daily	Assembly	Toilets
17	Falmouth Fire Station	Carpark Reserve and open space	Falmouth	Daily	Assembly	
18	Falmouth Community Centre	Hall, kitchen	Falmouth	Daily	Assembly Recovery Information Evacuation	BBQ, toilets, bar area
19	Franks Street	Beach	Falmouth	Daily	Assembly	
20	Four Mile Creek Beach	Beach	Four Mile Creek	Daily	Assembly	
21	Burial Point	Reserve	Four Mile Creek	Daily	Assembly	
22	Iron House Point	Resort/Open Space	Four Mile Creek	Daily	Assembly	
23	Cornwall Community Park	Open Space BBQ	Cornwall	Daily	Assembly	
24	St Marys Community Hall	Hall, kitchen	St Marys	Daily	Assembly Recovery Information Evacuation	Toilets
25	St Marys Sports Centre	Hall/Open Space/Oval	St Marys	Daily	Assembly Recovery Information	Toilets Showers Kitchen

	Centre/Location Title and Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
					Evacuation	
26	Fingal Recreation Ground	Clubrooms, open space, oval	Fingal	Daily	Assembly Recovery Information Evacuation	Toilets Showers Kitchen
27	Pyengana Hall and Recreation Ground	Hall, open space and oval	Pyengana	Daily	Assembly Recovery Information Evacuation	Toilets Kitchen
28	Weldborough Fire Station	Station, adjoining camping area	Weldborough	Daily	Assembly	
29	Mathinna Recreation Ground	BBQ Shelter, Fire Station	Mathinna	Daily	Assembly Evacuation	Toilets
30	Mangana	Catholic Church	Mangana	Daily	Assembly	
31	Beaumaris	Open space/reserve	Beamaris	Daily	Assembly	