Break O'Day

Municipal Emergency Management Plan

Plan Details

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Section 1: Overview

1.1   Glossary

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

Table 1: Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels; these committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities
command	The internal direction of an organisation's resources in an emergency.
community centres NB. Different centre types may be located at one site	**Evacuation Centre:** A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards
	Information Centre: A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event
	Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency
control	The overall direction and management of emergency management activities in an emergency situation; authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation; control relates to situations and operates horizontally across organisations
coordination	The bringing together of organisations and other resources to support an emergency management response; coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation
Council	In the context of this plan, Council refers to the Break O'Day local government authority

Term	In the context of this plan, this means:
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act; and who 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	An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response
emergency centres	**Emergency Coordination Centre (ECC)**: A facility established to coordinate and organize emergency provision of services. Can be established at municipal, regional and/or state levels
	Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency
	Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Tea, provide overall direction of response activities
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to overcome and recover from an emergency; can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions
emergency management plan	A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer
Emergency powers and special emergency powers	Powers specified in Schedules 1 and 2 of the Act
emergency management risk	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment

exercise	A simulated emergency scenario designed to validate emergency management arrangements and/or familiarise workers with them

Term	In the context of this plan, this means:
hazard	*A* place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment
Liaison Officer	A person nominated to represent his/her organization and: provide advice about the organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR), as well as assessing and validating the effectiveness of the strategies they implement
Municipal Emergency Management Committee (MEMC) Chairperson	The person determined by Council to be the Chairperson of the Municipality's MEMC under section 21 (2) of the Act
Municipal Committee (MEMC)	A Municipal Emergency Management Committee established under section 20 of the Act
Municipal Coordinator (MC)	A person appointed as a Municipal Emergency Management Coordinator under Section 23 of the Act
Municipal Recovery Coordinator (MRC)	A council employee responsible for recovery at the municipal level, appointed under section 24G of the Act
Permanent Timber Production Zone Land	A land classification established under the *Forest Management Act 2013* to replace the formerly-used term 'state forest'
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies
public information	The management of public information and perceptions during response to an incident
recovery	The process undertaken in an area or community affected by an emergency that returns all or part of the social, economic or environmental features or the infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency
Regional Emergency Management Committee	*A Regional Emergency Management Committee established under Section 14 of the Emergency Management Act 2006.*
Regional Controller	A person appointed as Regional Emergency Management Controller under section 17 of the Act, who is either: a police commander determined by the Commissioner of Police and the State Controller; a person appointed by the Minister

Term	In the context of this plan, this means:
Regional Emergency Coordination Centre (RECC)	A facility from which regional coordination of emergency (consequence) management occurs during the response phase.
Regional Emergency Management Committee (REMC)	A Regional Emergency Management Committee established under section 14 of the Act
Regional Emergency Management Plan (REMP)	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act
Regional Planner	The person appointed to the position of State Emergency Service (SES) Emergency Management Planner (North)
Regional Social Recovery Coordinator	A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies
Register.Find.Reunite (RFR)	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency
response	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support
risk	The combination of probability of an event and its negative consequences
risk assessment	Methodology used to determine the nature and extent of risk, by analyzing potential hazards and evaluation, existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend
situational awareness	Situational awareness involves an understanding of the current emergency incident, and how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies
Standard Operating Procedures (SOP)	An agreed and standardizes set of directions detailing actions to be taken
State Controller	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: • Head of the Department of Police, Fire and Emergency Management, or • A person appointed by the Minister
state of alert	A state of alert declared under Division 3A of the Act, for occasions where there is a significant threat of emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania

Term	In the context of this plan, this means:
state of emergency	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required
Support Agency	**Assisting Support Agency:** An organization with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function
	Primary Support Agency: An organisation responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities; Primary Support Agencies have specific capabilities or resources that address the need for a relevant support function and command their own resources in coordination with the Management Authority, as required
validation	Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
warning	Dissemination of a message signaling imminent hazard/s, which may 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/consultants.

1.2   Acronyms

Acronyms used in this plan are consistent with the <u>TEMA</u>

Table 2: Acronyms

Acronym	Stands for…
AARC	Affected Area Recovery Committee
AIIMS	Australasian Inter-Service Incident Management System
AO	Administration Officer
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological, Nuclear
DCT	Department of Communities Tasmania
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoH	Department of Health
DoJ	Department of Justice
DNRE	Department of Natural Resource and Environment
DOTAF	Department of Treasury and Finance
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DRFA	Disaster Recovery Funding Arrangements
ECC	Emergency Coordination Centre
EPA	Environmental Protection Authority
EOC	Emergency Operations Centre
GIS	Geographic Information System
GM	General Manager (Council)
LC	Logistics Coordinator
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan (this plan)
MRC	Municipal Recovery Coordinator
NGO	Non Government Organisation
NREMP	Northern Regional Emergency Management Plan
NRSRC	Northern Regional Social Recovery Committee
OSEM	Office of Security and Emergency Management (DPAC)
PHS	Public Health Service (DoH)
PIU	Public Information Unit (DPAC)

Acronym	Stands for…
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (DNRE)
RC	Recovery Coordinator
RCM	Recovery Centre Manager
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite service
RSRC	Regional Social Recovery Coordinator
SCC	State Control Centre
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
TEMA	Tasmanian Emergency Management Arrangements
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TFS	Tasmania Fire Service
THS	Tasmania Health Service
TRRA	Tasmania Relief and Recovery Arrangements
WebEOC	Web-based emergency operations information platform administered by TASPOL

1.3   Introduction

In accordance with the *Emergency Management Act 2006* (the Act) Break O'Day Council (Council) is required to develop a Municipal Emergency Management Plan (MEMP) that details the municipality's approach to dealing with emergencies. A map of the municipal area is included at *Figure 1*.

Effective emergency management relies on partnerships between individuals, businesses, local emergency management organisations and all tiers of government. Council has an integral role in emergency management and has resources and information about the community that support the process of responding to and recovering from an emergency.

Break O'Day Council recognises that climate change is likely to exacerbate many of the known disaster risks and affect those already vulnerable to natural hazards.

This MEMP was prepared by the Break O'Day Municipal Emergency Management Committee (MEMC). It describes all-hazard arrangements across the Prevention and mitigation, Preparedness, Response and Recovery (PPRR) phases that support the management of emergencies that may affect the Break O'Day municipality.

Strategic objectives of the MEMC are to:

a.   maintain this MEMP to guide the management of risks to the community arising from emergencies by considering all elements of PPRR;

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

    i.   community contributions in emergency management and promoting community engagement as required

    ii.   maintaining linkages with related bodies, including the Northern Regional Emergency Management Committee (NREMC)

    iii.   identifying roles and responsibilities and integration processes between emergency management and Council management structures

c.   develop and implement a progressive review system for all emergency management elements, based on continuous improvement principles

d.   maintain an active and relevant MEMC

1.4   Authority

This plan was prepared for issue under the authority of the State Controller, in accordance with section 34 of the Act. More information is included in Section 4 of this plan.

1.5   Purpose

The purpose of this plan is to describe emergency management arrangements that reduce risks to the community and mitigate the impacts of an emergency on life and property in Break O'Day.

1.6   Objectives

The objectives of this plan is to support effective response and recovery by:

a. Identifying and documenting:

      i.   Roles and responsibilities relating to hazards and emergency management functions

     ii.   Current arrangements for PPRR

    iii.   Protocols for coordinating mutual support with neighbouring councils

    iv.   Ways to request/access support from regional, state and national levels

     v.   Opportunities to reduce risks to the community

b. Increasing community awareness and involvement in emergency management and risk management

c. Enhancing the integration of Council and community safety and wellbeing programs into Council's operational plans

d. Providing a framework for ongoing assessment of risks to the community and environment, and the pursuit of effective treatment options

e. Describing Council's contribution to the management of emergency events within the municipality and the region.

1.7 Scope and application

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

a. Caused by hazards impacting the Break O'Day municipal area

b. Able to be managed through the capability of local emergency management structures.

These arrangements are intended to be scalable and flexible so they can be adapted as required across the PPRR spectrum, noting that additional legislated powers and/or authorised structural arrangements may be established to complement response to a particular event.

The Municipal Coordinator (MC) may activate specific arrangements detailed in this plan. Activation may also be directed or recommended by the Regional Controller (Northern Region) or Break O'Day MEMC Chairperson. Other communication may occur between the MC and responsible officers in the State Emergency Service (SES) and other government agencies (refer to *Section 2).*

More detailed arrangements for specific hazards or functions are described in associated plans and other documents listed in *Appendix 1.*

1.8 Context

Located on Tasmanian's East Coast Break O'Day is 3809km² in size and boasts a population of 6,104 persons (2016 ABS data). 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). 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.

The 2021 census recorded 6,770 persons living in the Break O'Day local government area. The median age of the population is 56 years.

The highest number of people in the Break O'Day area is in the age bracket of 60-64 years (765 persons), representing 11.3% of the population, followed by the 65-69 year cohort at 10.9% and the 70-74 year cohort at 9%.

There are approximately 4,829 private dwellings in the Break O'Day local government area. Tourism more than doubles the population during the summer holiday season.

1.8.1 Major transport routes

Major road transport routes through Break O'Day are:
- Tasman Highway (A3), being one of the municipality's major road transport links to and from Hobart and Launceston
- Esk Main Road (A4), being one of the municipality's major road transport links to and from Hobart and Launceston

St Helens Aerodrome:

St Helens Aerodrome is a small regional airport located 3.7 kms from the township of St Helens. The airport has one unsealed runway and NDB beacon on 392 kHz. The Royal Flying Doctor Service are currently the main user of the aerodrome.

Other significant roads are:
- Brown Street, Fingal this heads north from Fingal and connects to Mangana Road and Mathinna Road
- Elephant Pass Road –this heads east from St Marys to Tasman Highway at Chain of Lagoons and provides an alternative connection to the East Coast if St Marys Pass is closed
- Binalong Bay Road heads north east from St Helens and joins Gardens Road to provide access to free camping and residential areas – Binalong Bay and the Gardens

1.8.2 Essential Services

Water
TasWater provides potable water to the majority of the residents in Fingal, Cornwall, St Marys, Scamander, St Helens. A reservoir is located in St Helens and water treatment plants in Scamander, Stieglitz, Mathinna, St Marys and Fingal. Other communities rely on tanks/rainwater.

Sewerage
Fingal, St Marys, Scamander and St Helens are serviced by sewer schemes which are managed by TasWater. Treatment plants are located in St Helens, Stieglitz, Scamander, St Marys and Fingal.

Electricity

Residential power supply is generally via a network of overhead powerlines and wooden poles, rendering if vulnerable to damage from high wind, lightning and bushfire. In a worst case scenario as we have experienced in the past, parts of the community may be without power for some days.

Telecommunications

Break O'Day is served by landline and mobile phone services from multiple retail service providers. There are a number of mobile service towers located throughout Break O'Day. Telstra has contingency plans in place to support the maintenance of Telstra-provided services in the event of an emergency that impacts telecommunications.

While internet accessibility is necessarily determined by the type of plans purchased by individual consumers, internet coverable across the municipality is generally good. Areas such as Mangana and some areas of Ansons Bay have no access to mobile coverage.

Gas

There is no piped gas supply in the Break O'Day municipality.

Medical

The Break O'Day municipality is serviced by 2 hospital/health centres:

- The St Helens District Hospital has 10 acute/palliative care beds and 4 bay Outpatient and Emergency service along with x-ray facilities.

- The St Marys Community Health Centre provides 8 acute/palliative care beds, an Outpatient and Emergency service, physiotherapy and visiting services.

Both of these facilities are serviced by visiting specialists. St Helens also has a private medical practice, Ochre Health, which is serviced by a number of doctors and visiting specialists as well.

1.8.3   Climate

The coastal areas of the Break O'Day municipality experience mild temperatures and relatively small seasonal variations. The municipality also covers the area inland west of Mathinna, which experiences a wider temperature variations than coastal locations, including cold overnight temperatures and frosts.

The region receives some of the hottest temperature extremes in Tasmania. The coastal and lowland areas of the Break O'Day municipality receive low average annual rainfalls with no significant seasonal cycle. There is slightly higher average annual rainfall inland and at higher altitudes, with generally more than 1000 mm per year falling at St Marys and at Goulds Country. Rainfall in the Break O'Day municipality can come from the regular westerly frontal rain systems that cross Tasmania, however a large proportion of the rainfall comes from episodic systems from the north and east, including cut-off lows. These systems produce the greatest rainfall extremes anywhere in Tasmania. The top three daily rainfalls in Tasmania all occurred in the region

Average temperatures have risen in the decades since the 1950s, at a rate similar to the rest of Tasmania (up to 0.15 °C per decade). Daily minimum temperatures have

risen slightly more than daily maximum temperatures. There has been a decline in average rainfall and a lack of very wet years in the Break O'Day municipality since the mid-1970s, and this decline has been strongest in autumn. This decline was exacerbated by the 'big dry' drought of 1995-2009. The recent two years have seen above average rainfalls, partly due to the contribution from extreme rainfall events.

1.8.4 Topography, vegetation and hazards

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.

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.

92,100 hectares of the area are in reserves. A further 158,000 hectares are multiple-use State Forest. Approximately two-thirds of the Municipality is covered by native vegetation; this includes reserved land, multiple use State Forests, and native vegetation on private land. Vegetation in the region has been mapped and classified for its priority conservation status through the TasVeg Program. Over 160 different forest communities have been identified in the area. In addition there are many vegetation communities with few if any trees made up of shrubs, heaths, grasses and sedges and rushes. These 'non-forest' TasVeg communities are typically found in poorly drained and bleak situations where weather, fire, drainage and salinity extremes naturally exclude trees. Being around wetlands and water and often dense and highly diverse floristically, non-forest vegetation communities are often significant fauna habitats.

The more significant river systems – South Esk River, Break O'Day River, Scamander River and George River are subject to flooding, generally as a result of significant rainfall in:

George's catchment – this extends from Georges Bay on the east coast into the hills and mountains of the Blue Tier and Mt Victoria areas, with the whole catchment contained within the Municipality. Key towns and settlements include St Helens, Pyengana, Goshen and Gould's Country.

South Esk catchment - This is centred on the Fingal Valley, with the South Esk River flowing beyond the Municipal boundary to finish in the Tamar estuary. Key towns/settlements include St Marys, Fingal and Mathinna.

Scamander-Douglas catchment - This comprises the separate catchments of the Scamander and Douglas Rivers, as well as numerous catchments of small coastal of streams and wetlands such as Wrinkler's Lagoon, Yarmouth Creek and Four Mile Creek. The main settlements are Scamander, Beaumaris and Falmouth.

Musselroe - Ansons catchment - This is bounded by the coast to the east and the Great Musselroe River to the west. The main town/settlement is Ansons Bay.

1.8.5   Emergency management

St Helens Police Station is Tasmania Police (TASPOL)'s Divisional Headquarters. Other police stations are located in St Marys and Fingal.

Ambulance Tasmania (AT) provide an Ambulance Station with a qualified paramedic in St Helens supported by volunteers. Scamander have a qualified paramedic who is based at a residence but no actual station. St Marys have no paramedic but have volunteers that can first respond with the support of their closest paramedic which is usually Scamander. They co share a station with the fire service and SES.

Tasmania Fire Service (TFS) have stations located at Fingal, Mathinna, Pyengana, Weldborough, St Helens, Binalong Bay, Scamander, Falmouth, Ansons Bay and St Marys. These stations are serviced by volunteers and respond to structural and bush fires.

State Emergency Service (SES) has volunteer units in St Marys and St Helens. These units are able to respond to road crash rescue, storm and flood and general rescue.

Figure 1: Map of municipal area
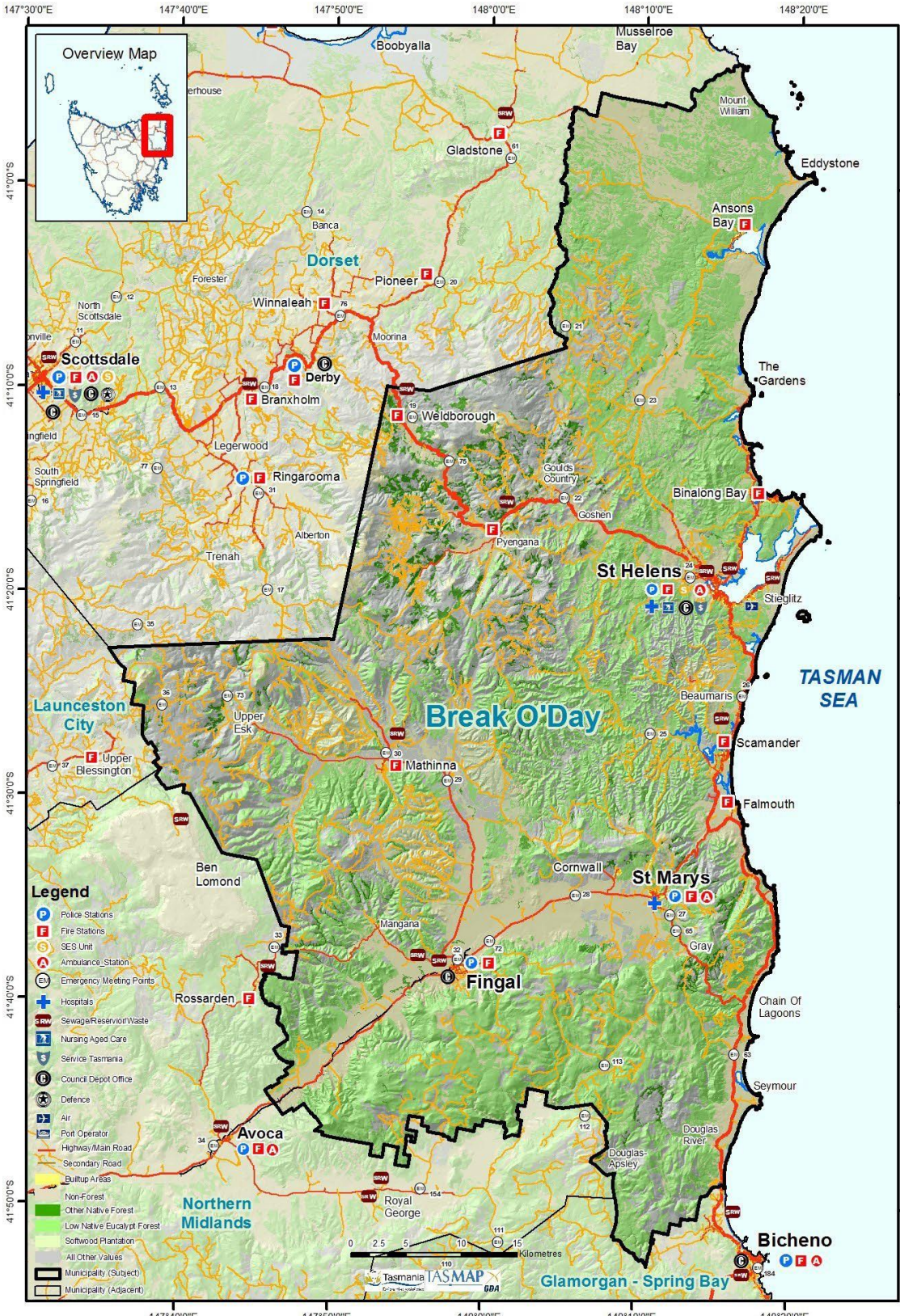
Section 2: Governance and management

This section details how emergency management in Tasmania is governed and managed *(Figure 2)* and who is involved, focusing on the main roles at a municipal level.

2.1   Roles of government and emergency management partners

In Australia, the three tiers of government (Federal, State and Local Government) work in partnership to achieve safer, more resilient communities through robust emergency management arrangements.

The *Tasmanian Emergency Management Arrangements* (TEMA) provides a summary of the various emergency management roles and responsibilities across government, complemented by the word of NGO's, industry, professions, communities and individuals.

Local Government authorities play a central role in coordinating and facilitating a range of emergency management activities across all hazards, as well as resourcing specific municipal responsibilities for emergency management. Break O'Day Municipal Emergency Management Committee plays a pivotal role in meeting these requirements, as detailed in *Section 2.3*.

2.2   Tasmania's legal framework for emergency management

In Tasmania, powers and authorities for emergency management are established in the Act. The Act provides for a flexible and scalable emergency management system, including provision for emergency powers and the appointment of workers to fulfil emergency management functions and roles, including Municipal Coordinators (MC), Deputy Municipal Coordinators (DMC) and MEMC Chairpersons.

Supporting municipal responsibilities are established in the *Local Government Act 1993*, including functions and powers that:

   a.   Provide for the health, safety and welfare of the community
   b.   Represent and promote the interests of the community
   c.   Provide for the peace, order and good government of the municipal area.

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

2.2.1   Emergency powers and declarations

Powers related to specific hazards and/or functions are established by specific Tasmanian legislation or national arrangements. In some instances, national legislation can also provide authority.

The Act provides additional powers for Regional Controllers, the State Controller, Minister and Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. A summary of main powers under the Act is provided in Appendix 4 of the TEMA.

The MC and the SES Regional Manager (or Duty Officer) may provide advice on the status of operational support issues to the Regional Controller (or through the Regional Planner) if they consider that specific powers be authorised.

If powers are authorised, any specified authorised officer, including the MC, may be required to implement authorised powers. The Regional Controller (supported by the Regional Planner) will assist MC's to perform the functions required of them.

2.3   Emergency management governance

2.4   Northern Regional Emergency Management Committee (NREMC)

NREMC has overarching responsibility for emergency management activities in the Northern Region. All northern municipalities, including Break O'Day are represented on the NREMC by each Council's respective MC. NREMC is chaired by the Regional Controller. Executive support is provided by the Regional Planner.

NREMC Terms of Reference are included in the Northern Regional Emergency Management Plan (NREMP), which are available via authorised access to WebEOC.

2.5.   Break O'Day Municipal Emergency Management Committee (MEMC)

Break O'Day Municipal Emergency Management Committee has an important role in effective leadership and communications in an emergency but is not expected to provide operational involvement in an emergency response. It does this by meeting, if possible, during and after the emergency. At that time, MEMC will provide strategic advice regarding Council's emergency response. As many emergencies occur without warning, there may not be an opportunity for MEMC to meet prior to or during an emergency.

The MC leads Council's support role in emergency response, which may include establishing and staffing a Municipal Emergency Coordination Centre (MECC). The MC maintains a procedure that guides when MEMC may meet in response to an emergency and establishes the agenda for those meetings.

Break O'Day MEMC is chaired by the Mayor (or representative) and supported by the MC. MEMC maintains Terms of Reference, which are reviewed approximately every two (2) years. MEMC Terms of Reference are provided at *Appendix 3*.

Council does not operate a separate recovery committee. Recovery activities are incorporated into the business of MEMC, of which the Municipal Recovery Coordinator (MRC) is a member.

2.6   Responsibilities

Tables 4 and 5 provide a summary of the responsibilities of Response Management Authorities (RMAs) and the support functions of Council for hazards in Tasmania. These are not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during the emergencies. More detail is included in the Northern Regional Emergency Management Plan (NREMP) and TEMA.

Table 3: Summary of responsibilities

Note: Refer to Section 1.2 for a list of acronyms used in the table below

	Hazard or emergency	Response Management Authority	Council support functions and activities (as required)
1	Biosecurity	NRE Tasmania (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal inundation – storm tide	NRE Tasmania	Property identification Road closures Local operations centres Plant and machinery
3	Cybersecurity	DPAC (Digital Strategy and Services	Community information
4	Earthquake	DSG (advisory agency) Determined by the type of impact caused by the event	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
5	Energy infrastructure (Includes electricity, gas and petroleum)	TasNetworks Fuel distributors	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration

	Hazard or emergency	Response Management Authority	Council support functions and activities (as required)
6	Energy supply emergency (Includes: petroleum, gas, and electricity. Excludes: energy infrastructure failures)	DSG (office of Energy Planning)	Property identification Local operations centres Advice on facilities requiring priority restoration
7	Fire – national parks, reserves	NRE Tasmania Parks & Wildlife Service	Community information Plant and machinery
8	Fire – Declared forest land or permanent timber production zone land	Sustainable Timber Tasmania	Community information Plant and machinery Community Centres
9	Fire Future potential timber production land	NRE Tasmania (PWS)	Community information Plant and machinery Community Centres
10	Fire – urban, and privately managed rural land	TFS	Property identification Road closures Plant and machinery Community Centres
11	Flood – dams Dam safety	TASPOL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Plant and machinery
12	Flood – flash food (Includes associated debris flow)	SES	Prevention, preparedness and mitigation measures Property identification Road closures Local operations centres Community information Plant and machinery
13	Flood – rivers	SES	Property identification Road closures Local operations centres Community information Plant and machinery
14	Food contamination	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
15	Hazardous materials	TFS	Property identification Road closures
16	Hazardous materials – radiological (unintentional release)	TFS	Property identification Road closures
17	Heatwave	DoH (PHS)	Support health system response Community information

	Hazard or emergency	Response Management Authority	Council support functions and activities (as required)
18	Infrastructure failure – building collapse	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
19	Infrastructure failure – State roads and bridges	DSG – (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
20	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
21	Landslip	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
22	Marine mammal standing and entanglements	NRE Tasmania (PWS)	Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities
23	Marine Pollution	NRE Tasmania (EPA)	Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities
24	Pandemic (e,g, Covid-19)	DoH (PHS)	Testing Clinic Facilities Premises Inspection Infection Controls Community Information Property Identification
25	Pest infection	NRE Tasmania (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification
26	Public health emergency	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
27	Recovery	(Advisory agency – DPAC)	Refer to table 4 below
28	Space debris	TASPOL, DSG Tasmanian Museum and Art Gallery (for	Property identification Road closures Local operations centres Plant and machinery

	Hazard or emergency	Response Management Authority	Council support functions and activities (as required)
		preservation of meteorite and impact scene	Community information
29	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Plant and machinery
30	Transport crash: – aviation (less than 1000 m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
31	Transport crash: – aviation (more than 1000 m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
32	Transport crash marine - no environmental emergency)	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
33	Transport crash - railway	TASPOL TFS	Local operations centres Plant and machinery Road closures Alternative transport routes
34	Transport crash - road vehicles	TASPOL	Plant and machinery Road closures Alternative transport routes
35	Tsunami	TASPOL	Property identification Road closures Local operations centres Plant and machinery
36	Water supply contamination (drinking water)	DoH (PHS)	Property identification Local operations centres Plant and machinery Management of water carriers
37	Water supply disruption	TasWater	Property identification Road closures Local operations centres Plant and machinery

Table 4: Other support services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services
3	Essential services • Power • Telecommunications • Water supply • Stormwater	TasNetworks Telstra TasWater Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including • Accommodation • Catering • Personal support and community assessments • Financial and appeals • Insurance • Clothing • Children services • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

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

3.1.2   Research

Through its membership, MEMC maintains awareness of research for hazards and emergency management relevant to the municipal area. Hazards are described in Section 2 of this plan.

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

3.1.3   Risk management

The identification and implementation of risk treatments, controls or mitigation strategies occurs, after emergency risk assessments. Risk reduction strategies may be categorised in a number of ways, summarised as:

- Levels of autonomy (eg behavioural, procedural and physical controls)
- Nature of control (eg., process or physical)
- Lifecycle phases (eg., PPRR, operational phases/elements).

Once risk assessments are validated and accepted, relevant stakeholders manage programs and projects to treat those risks. Management Authorities for prevention and mitigation and/or the relevant State Emergency Management Committee (SEMC) Hazard Advisory Agencies report on the outcomes of relevant programs and projects through the emergency management governance framework.

Appendix 2 summarises current risk assessment findings for Break O'Day and identifies general responsibilities for the treatment of risks, including responsibility attributed to:

- Council
- Partnerships (combination of local and state government agencies, industry, individuals)
- Tasmanian Government agencies, industry associations, industry sectors or individuals
- Whole-of-government

3.1.4   Protective security and business continuity

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

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

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

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

3.1.5   Land use planning

Land use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993.* At municipal level, there are largely managed by local government.

Land use planning schemes for Break O'Day are continually reviewed and updated to include improved preventative measure to help mitigate the impact of emergencies on communities. Relevant elements include:

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

The Break O'Day Interim Planning Scheme 2013 – Version 18 – February, 2022 is the relevant planning scheme.

3.1.6   Climate change adaptation

Climate change is altering risk and hazard profiles for local governments and communities, with more frequent, more extreme weather events intensifying the risk posed by existing and evolving natural hazards.

Adaptation to climate change requires new or changed roles and resources burden at a local government level across the PPRR spectrum.

Council is working to maintain and increase its knowledge and understanding of existing and evolving hazards, and to identify programs, assets and services that have the potential to strengthen resilience across the municipal area.

3.2 Preparedness arrangements

This section describes what is done to be ready to respond to an emergency and manage recovery, before an emergency occurs or is imminent. More detailed information about what preparedness entails is provided in the TEMA.

3.2.1 Overview

Preparedness is managed collaboratively between State and Local Government organisations and their emergency management partners. The Act identifies specific responsibilities for preparedness, including the following.

Council is responsible for:

a providing resources and facilities for the management of emergencies in the municipal area in accordance with the MEMP

b providing resources and facilities for Council-supported volunteer SES Unit/s, as well for the storage and maintenance of equipment used by the Unit/s and areas for training arranged in conjunction with the Director SES

c establishing the MEMC

d making recommendations for MC and DMC roles and providing a chairperson for MEMC

e preparing and maintaining an MEMP.

SES is responsible for:

a providing advice and services relating to emergency management, in accordance with emergency management plans

b recruiting, training and supporting SES volunteer members.

SES also supports the Regional Controller in preparing and maintaining the Northern Regional Emergency Management Plan (NREMP) and the NREMC, in which Council participates.

Support agencies and owners/operators of specific facilities maintain various processes and arrangements, so they care prepared to:

a fulfil their roles in emergency management

b achieve 'business as usual' for as long as possible

c coordinate and/or assist broader recovery efforts after the emergency – if required.

3.2.2 Municipal Emergency Management Committee (MEMC)

MEMC has an important role in coordinating the activities identified in Council's emergency management strategic framework, maintaining relationships so that information is shared, and ensuring that effective arrangements are in place for

emergency management. MEMC is chaired by the Mayor (or representatives) and supported by the MC as Executive Officer.

MEMC preparedness and continuity is supported by MEMC Terms of Reference (refer to Appendix 3) and a maintenance schedule and other resources (refer to Appendix 4).

The MC has a central role in communicating internal to Council and with external agencies before, during and after an emergency, including to ensure that Council resources are available as required.

3.2.3   Municipal Emergency Management Plan (MEMP)

MEMC is responsible for preparing and maintaining this plan (MEMP), which is reviewed and/or amended by the MEMC and endorsed by Council every two years. Reviews are usually coordinated by the MC and include consideration of:

a   emerging risks, hazards and potential treatments
b   compliance with current legislation and policy
c   accuracy and currency of content, eg, roles, procedures, contacts
d   functionality of plan during emergencies
e   comments and suggestions from key stakeholders.

Each organisation represented on MEMC is responsible for maintaining their own plans and procedures and making sure these are aligned with the arrangements et out in this MEMP. The Regional Planner provides guidance for MEMP format and content and coordinates legislatively required approval by the State Controller. The current version of this MEMP is available from the MC through authorised access to WebEOC. More information about MEMP consultation and distribution is provided in Section 4.

3.2.4   Capacity and capability

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

a   redundancy and adequate relief for Council emergency management roles
b   emergency management education and training for Council workers
c   maintaining the Municipal Emergency Coordination Centre (MECC)
d   maintaining basic systems so resources can be requested and shared.

3.2.4.1 Municipal emergency management roles – primary and relief

Primary and relief personnel for key emergency management roles is provided in *Table 5*

Table 5: Council's primary and relief function roles and officers

Primary role	Delegate
MEMC Chairperson (Mayor)	MEMC Chairperson Delegate/Proxy (Deputy Mayor)
Municipal Coordinator (MC) (Community Resilience Coordinator	Deputy Municipal Coordinator (DMC) (Manager Environmental Health)
Municipal Recovery Coordinator (MRC) (Community Liaison Officer)	Deputy Municipal Recovery Coordinator (DMRC) (Determined at time of incident

3.2.4.2 Emergency management education and training

The MC coordinates general induction for Council workers with emergency management functions, including media/information functions. The Regional Planner and Regional Social Recovery Coordinator may assist as required. Validation activities are useful training opportunities that are conducted at various times by a wide range of stakeholders. MEMC members attend these and/or arrange for relevant people from their respective organisations to participate.

TasEMT is an SES provided, web-based resource for workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PPRR spectrum. SES' Emergency Management Unit also conducts regular workshops.

Council is committed to undertaking awareness and validation activities to ensure that key staff and community groups are fully aware of their roles in emergency management, which includes validation of this plan. Major actions are reflected in the MEMC Maintenance Schedule (refer to *Appendix 4*).

3.2.4.3 Maintaining the Municipal Emergency Coordination Centre (MECC)

The MECC is maintained by the MC as a facility from which to:

- Coordinate Council's overall emergency response support activities
- Coordinate requests from response/recovery organisations for additional resources
- Provide information, for example to the Regional Controller, local community etc

In an emergency, the MECC is activated by the MC under the following conditions:

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

The MC maintains MECC Action Cards and procedures for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). More information about

the MECC is provided in *Appendix 5*. Current Action Cards are included in *Appendix 6*.

3.2.4.4 Maintaining basic systems and resources

The MEMC's contact list for emergency management is maintained by the MC. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders. This information is an important resource for NREMC and NRSRC. Regional emergency management contacts are updated and circulated by the Regional Planner and Regional Social Recovery Coordinator to members and stakeholders after each quarterly meeting of the relevant groups.

Council maintains resources and has access to other community resources and vital information about the community that will be required to support efforts to respond to and recovery from an emergency. Resource support may be provided by other Councils and regional, state or national support can be accessed through the NREMC Executive Officer (Regional Planner) or SES Regional Manager or Duty Officer (operational support).

3.2.5   Readiness for community warnings and public information

Response Management Authorities maintain scripts of key messages for community warnings and public information about emergencies. These are usually developed in advance, based on relevant best practice, and maintained as drafts that can be customised to meet specific event needs. Pre-prepared public information resources can be tailored for municipal purposes; these resources can be accessed through TASPOL and SES.

Community information resources may also be used by the Tasmanian Government's public information hotline: Tasmanian Emergency Information Service (TEIS). Information about response arrangements for issuing warnings and public information or opening call centres is included in *Section 3.3*.

3.2.5.1 TasALERT

TasALERT is the official online source of publicly-available emergency management information in Tasmania. Administered by the Department of Premier and Cabinet (DPAC), the website brings together authoritative and consistent emergency and resilience information from emergency service organisations and government agencies. TasALERT information is translated into AUSLAN and nine other languages.

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, Get Ready disaster preparedness and community resilience. In an emergency, the website is updated with information about the event, including spatial (mapped) information about the event provided through LISTmap and links to dedicated social media channels.

3.2.5.2 Points for public enquiries

All organisations represented on MEMC maintain phone and internet public enquiry points. In an emergency, Council's website and social media platforms (Facebook) are updated with relevant information.

3.2.5.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

a	flash and mainstream flooding (from rivers) (BOM/Council)
b	severe weather eg., damaging winds (BOM)
c	bushfire (TFS)
d	Standard Emergency Warning Signal (SEWS) (TAPOL)
e	Emergency Alert (all hazards) (TFS)
f	local ABC Radio (primary Support Agencies or Response Management Authority)
g	road closure (TASPOL)
h	tsunami (TASPOL)
I	heatwave (DPAC)
J	TasALERT (DPAC)
K	social media accounts (all agencies).

3.2.6   Validation and lessons management

Council is responsible for ensuring that regular testing and validation of planned municipal processes and procedures are conducted as part of the emergency management planning process. Validation activities include debriefs, exercises, workshops, briefings, exercises, workshops, briefings and meetings. Planned validation activities are outlined in *Section 4*.

Council is also responsible for participating in other organisations' validation activities whenever possible. Debriefs are conducted after both exercises and operations. Combined operational debriefs may be arranged by MEMC and NREMC. Lessons identified are recorded and shared as appropriate through the consultation framework.

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

The *Municipal Guidelines* include a self-evaluation survey for use by the MEMC to formally review its performance and identify collective areas for future attention. This process may also inform the prioritisation of relevant work programs and funding applications.

3.2.7 Administration systems

Each organisation is responsible for managing and maintaining its own administration systems so these can be used effectively in emergencies. Key administration systems are described below.

3.2.7.1 Information management

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

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

a	SITREPs
b	operational logs
c	resource allocation
d	expenditure records (see Section 3.2.7.2)
e	registration of spontaneous volunteers, public offers, impacted people/groups
f	impact assessment and consequence management.

3.2.7.2 Cost capture and financial administration

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

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

3.3   Response arrangements

This section describes what is done when an emergency occurs or is imminent. More detailed information about what response entails is provided in the TEMA.

3.3.1 Overview

Effective response relies on the coordinated activation of pre-agreed roles and responsibilities that are clearly defined, easily understood and well-communicated. High-level responsibilities for hazards or functions are usually prescribed in legislation, but the planning process establishes arrangements that draw on these responsibilities in a practical, flexible and scalable way to reduce the threat to life, property and the environment.

This section describes how roles and responsibilities relevant to municipal emergency management generally apply in periods of emergency response. These are designed to address situations that occur in this municipal area, but can be used to support response for emergencies affecting other municipal areas or the region. (Also refer to the typical Council support functions and activities summarised in Section 2).

Emergency powers enable authorised action to be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific legislation and incorporated into hazard-specific plans. Additional powers provided for in the Act may be applied if and when specific criteria are met. Depending on the nature and scale of the emergency, overall control or coordination of response may be assumed by emergency management authorities, such as the Regional Controller or the State Controller.

3.3.2   Command, control and coordination

3.3.2.1   All-hazards response arrangements and escalation

When an emergency occurs, initial response actions are usually carried out at the site by those with primary responsibility for protecting the life, property or environment under threat. In the first instance, this is usually the asset owner or manager of the property or premises and/or the people at the emergency site. Command, control and coordination arrangements are described in the TEMA.

Response Management Authorities are supported by Support Agencies and Council may be requested to support the response and make resources available, usually through direct contact with the MC. At this point, consideration is given to the practicalities of opening a MECC to coordinate resources, information and requests (if not already open). See *Section 3.3.2.3* below and Appendix 5 for more information about the MECC.

Liaison Officers for the responding agencies may support fellow workers at the emergency scene and provide advice to other agency representatives at emergency operations or coordination centres (EOCs or ECCs) and/or to senior managers monitoring the situation.

The Regional Planner assists with arranging regional support to Council if required, and usually assists and advises the MC and MECC. The Regional Planner also briegfs the Regional Controller (and other stakeholders as required).

The Regional Controller can activate broader emergency management arrangements as necessary to support response/recovery operations (refer to section 18 of the Act). Legislated emergency powers do not need to be activated for this to occur.

3.3.2.2   Emergency powers

Emergency powers are established in the Act and summarized in Appendix 4 of the TEMA. If emergency powers are authorised, SES will support the coordination of regional activities authorised by the Regional Controller.

3.3.2.3 Municipal Emergency Coordination Centre (MECC)

The MECC provides a range of services to the community and is the centre for municipal decision-making and strategic direction (in conjunction with and to support emergency services) during and after an emergency.

Council's General Manager is responsible for providing adequate staff and resources to operate the MECC. The MC is responsible for managing the MECC and for arranging for it to be opened.

A request to open the MECC may be made by: Regional Controller; SES Regional Planner or Regional Manager; Council's General Manager; the MC; or any other person nominated by the MEMC.

Primary MECC functions are to:

- maintain information flow to and from WebEOC
- coordinate Council's emergency response support efforts, including the activation, deployment and management of Council and community resources
- coordinate requests from the Response Management Authority and Support Agencies for additional resources
- monitor operational activities and provide information to the Regional Controller, local community, etc
- identify additional emergency requirements (eg. The need to activate local or regional recovery arrangements).

The location of Council's **primary and secondary MECC** are identified at Appendix 5.

The MC leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT structure and membership are determined by the size and complexity of the emergency, but typically comprise officers to fulfill the following functions:

- coordination of activities (typically the MC or DMC)
- communications
- administration
- logistics coordination
- recovery.

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

If Council's capacity to support response is exceeded, the MC will seek regional support from NREMC through the Executive Officer (Regional Planner) or SES Regional Manager/Duty Officer (operational matters).

3.3.2.4 Emergency Operations Centres (EOCs)

EOCs are established to manage operational aspects of the relevant organisations' emergency response activities. Council may establish an EOC from which to provide physical resource assistance to Response Management Authorities and Support Agencies.

The location of **primary and second EOC's** are identified in Appendix 5.

EOC functions include:

a management of operational tasking, personnel and resources
b establishing and monitoring communication networks
c coordination of response operations
d management of requests for additional support
e coordination of logistical support for EOC personnel.

3.3.2.5 Municipal Emergency Management Committee (MEMC)

When an emergency occurs, the MC liaises with the MEMC Chairperson and the Regional Planner to confirm whether MEMC should neet.

When an emergency meeting is convened, the MEMC is to consider:

- nature of the emergency
- resources available to deal with the event
- task prioritisation
- communications
- business continuity
- community engagement
- recovery

MEMC members are responsible for providing strategic advice within their field of expertise to the MEMC Chairperson and the Regional Controller, and for coordinating and managing resources from their respective organisations to support MECC operations.

3.3.3 Resource-sharing and coordination

In an emergency affecting one or more municipalities, resource support may be available through MC liaison with other councils or by contacting SES, who can assist with requests for the provision of regional, state or national support resources.

The availability of regional resources depends on the nature and scale of the emergency and resource priorities. Resources from other regions may be deployed if the event has not impacted those areas.

3.3.4 Consequence management

A key focus for the Regional Controller is consequence management (including public information strategies), in consultation with NREMC members, Liaison Officers and/or advisors representing other stakeholders. If further assistance is required, the Regional Controller may make requests for assistance to other regions or to the State Controller.

The Response Management Authority handles offers of assistance from organisations that are not usually part of response arrangements (for example, offers from the community, industry, celebrities, other regions/jurisdictions and interstate agencies), although these offers can be referred to a supporting agency, depending on the scale and nature of the event.

- *Figure 3* summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation.
- *Table 6* summarises typical All-Hazard response actions undertaken by Council officers, which are used to adjusted as required.
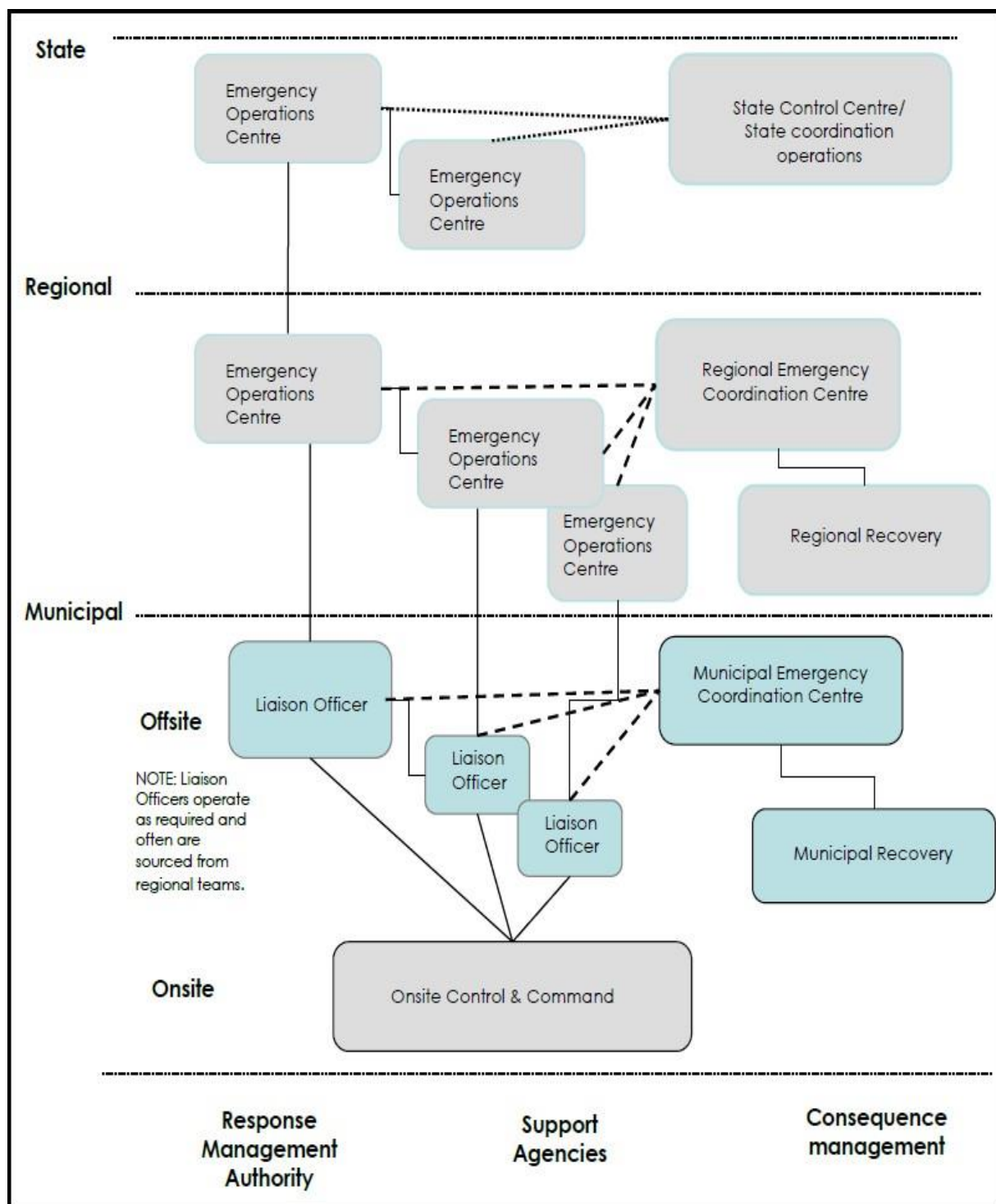
Figure 3: Response Management Structure

LEGEND:

Table 6: All-Hazards response – typical Council actions
Note: Please refer to Table 2: Acronyms

Row	Phase	Responsibility	Council considerations/actions
1	**Alert**	• Monitor situation • Brief stakeholders	• Advise Council stakeholders and MEMC **(MC)** • Monitor situation **(MC)**
2	**Stand-by**	• Prepare to deploy for Response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders • Consider MEMC meeting	• Update stakeholders (Council, MEMC) and circulate latest Contact List/Action Cards **(MC)** • Consider MEMC Meeting **(MC)** • Locate keys to centres, notify centre managers and arrange staff rosters **(MRC, DMRC)** • Nominate MECC and EOC personnel and draft rosters for next 24 hrts **(MC, MRC, AO)** • Locate supplies likely to be needed in the first few hours • Nominate media officer and advise response agencies **(MC)**
3	**Respond**	• Assess emergency scene • Establish command and control arrangements • Review whether MEMC should meet • 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 for council resources/requests **(MC)** • Establish IMT **(MC)** • Manage requests for assistance and resources **(AO, MC)** • Open and manage centres as required (e.g. evacuation centres) **(MRC, DMRC)** • Provide public with information **(MC)** • Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public and environmental health conditions and recovery needs **(WM)** • Update stakeholders and RC as required **(MC)** • Coordinate meals, relief and accommodation for workers **(AO)**
4	**Stand Down** (Including Recovery handover)	• Assess effectiveness of response actions • Plan for end of response • Liaise with Council and MRC regarding the status of recovery operations and arrange hand over • Confirm end of/close of response and stand down • Collate logs, costs etc. and assess needs for re-supply	• Confirm end/close council operations for response **(MC)** • Liaise with recovery workers and assess needs **(MRC)** • Reinstate transport routes etc. **(WM)** • Consider establishing an Emergency Recovery **Group (MC**) • Close centres as agreed **(MRC)** • Collate logs, costs etc. and assess needs for re-supply **(MC, MRC, AO)**
5	**Debrief**	• Conduct internal debrief/s • Participate in multi-agency debriefs as required and report to Regional Controller/Committee	• Conduct council worker debrief **(MC)** • Arrange MEMC debrief and report to Regional Controller, MEMC and NREMC **(MC)**

3.3.5 Warnings

BOM warnings are issued for severe weather, flood, fire weather and tsunami. TFS Publishes fire danger rating forecasts issued by BOM daily during the bushfire season. DoH (PHS) issues public health advice and alerts.

Warnings are sent to media outlets (radio and television for public broadcast and may be preceded or accompanied by the Standard Emergency Warning Signal **(SEWS).** The Regional Controller can request use of SEWS in an emergency. See TEMA for more information about SEWS.

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

Council may support communications by relaying warnings in accordance with municipal responsibilities and/or assist other groups if requested by the:

a   Response Management Authority
b   Regional Planner, or
c   Regional Controller.

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

Emergency Alert is a fee for service national capability that is used to send emergency warnings via message to mobile phones (SMA) and landlines (voice) within a particular geographic area. Emergency Alert warnings are coordinated by the Response Management Authority and TFS. If Council identifies a need to use the system, this may be arranged through the Regional Planner. Cost recovery for use of the service is coordinated at state level by TFS and the relevant Response Management Authority.
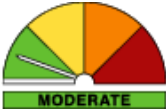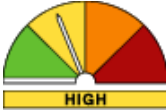
Table 7 summarises current warning arrangements and typical Council actions.

Hazard	Warning type/indication	Issuing agency	Method	Typical Action by MC
Flood				
Flood watch	**Alert, Watch or Advice** of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Flood warnings	**Warnings of Minor, Moderate or Major flooding** in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Typical Action by MC
Advice	An incident has started. There is no immediate danger. Stay up to date in case the situation changes. Causes inconvenience. Inundation of low-lying areas next to watercourses may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Watch and Act	There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family. In addition to above, 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, phone calls, emails	• Relay warnings • Ensure availability of outdoor crews Update stakeholders
Emergency Warning	**Emergency Warning (Red):** An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk. In addition to 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, phone, emails	• Relay warnings • Ensure availability of outdoor crews to respond • Update stakeholders • Consider MEMC meeting
Community Update	Specific information and updates for affected communities regarding a particular event or incident.	SES	**Public:** Media **Emergency services:** SMS, phone calls, emails	• Relay warnings • Ensure availability of outdoor crews to respond • Update stakeholders • MEMC meeting
Incident	An incident is the initial occurrence of an event before it becomes an emergency warning. As	SES	**Public:** Media **Emergency services:** SMS,	• Relay warnings • Ensure availability of

Hazard	Warning type/indication	Issuing agency	Method	Typical Action by MC
⚠	soon as an incident is reported, TasALERT published basic information including the type and location of incident.		phone calls, emails	outdoor crews to respond • Update stakeholders • MEMC meeting

Severe weather				
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders • Place warnings at low-lying public carparks
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: • hail greater than 2cm diameter • gusts greater than 100 km/h • flash flooding • tornadoes	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Notify outdoor crews and check availability • Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Typical Action by MC
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions e.g. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
Fire				
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders
Advice	**Bushfire Advice** message advises that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Watch and Act	**Bushfire Watch and Act** message – advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Have evacuation centre/s on standby
				•
Emergency Warnings	**Bushfire Emergency Warning** indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. May be preceded by an emergency warning signal (siren).		**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Establish municipal IMT/MECC • Have evacuation centres on standby

Hazard	Warning type/indication	Issuing agency	Method	Typical Action by MC
Smoke Alert		TFS	**Public:** Multimedia **Emergency Services:** SMS, telephone calls, emails	• Relay warnings
No Fire Danger Rating (FBI 0-11)	**No rating.** Any fires that start are not likely to threaten the safety of the community		**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
Moderate Fire Danger Rating (FBI 12-23)	**Plan and prepare** Most fires that start can be controlled. Stay up to date and be ready t act if there is a fire	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
High Fire Danger Rating (FBI 24-49)	**Be ready to act.** Fires that start can be dangerous. Be alert for fires in your area. Decide what you will do if a fire starts as your life and property may be at risk. The safest option is to avoid bushfire risk areas	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Have evacuation centres on stand-by
Extreme Fire Danger Rating (FBI 50-99)	**Take action now to protect your life and property.** Fires that start will spread quickly and be extremely dangerous. Check bushfire plans and ensure properties re ready. If a fire starts take immediate action. If you and your property are not prepared, leave for a safer location well before the fire impacts. Even prepared homes may not be able to withstand fires in these conditions. Reconsider travel through bushfire risk areas.	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Have evacuation centres on stand-by • Consider an MEMC meeting

Hazard	Warning type/indication	Issuing agency	Method	Typical Action by MC
Catastrophic Fire Danger Rating (FBI 100+)	**For your survival leave bushfire risk areas** Fires that start and take hold are likely to lead to loss of property and life. For your survival do not be in a bushfire risk areas and stay safe by going to a safer location early in the morning or the night before. Homes cannot withstand fires in these conditions. You may not be able to leave, and help may not be available.	TFS	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Prepare evacuation centres • Establish an IMT • Consider an MEMC meeting
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:** Multimedia **Emergency services:** SMS, phone, emails	• Nil
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:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	**Public:** Multimedia **Emergency services:** SMS, phone, emails	• Relay warnings • Update stakeholders • Establish an IMT/MECC • Consider a MEMC meeting

3.3.6 Public information

In an emergency, it is critical that information provided to the community is timely, accurate and informative. In a period of uncertainty, community anxiety and concern can be reduced by providing advice on what has happened, what needs to be done and where people can go for assistance. While the media will provide information on what has happened, their focus will not always provide the level of detail required to meet the needs of an affected community.

Council has a critical role in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging existing community communication protocols and guidelines. These roles need to be initiated as soon as possible after an emergency occurs to reduce the potential for inappropriate community action or undue concern.

If the MECC is activated, Situation Reports (SITREPS) and information bulletins about facilities and emergency assistance will be provided to the community through the MECC, by an officer authorised by the MEMC. A system of twice-daily community briefings at published times may need to be provided during the emergency period, using the most effective communications channel/s available.

The Mayor has a pivotal role as a community leader to coordinate community information and is chief spokesperson for Council and the affected community. The Mayor should be supported in this role by an experienced media liaison officer, who can prepare community and media statements for Mayoral endorsement. All Councillors and Council staff need to be aware that only the Mayor (or delegate) will speak on behalf of Council and the collective community. The MC will provide the Mayor with emergency-related information.

Media statements from Council should relate to community impact and Council actions: Council should not comment on matters that are the province of the Response Management Authority, emergency services, Support Agencies or post-emergency investigations. Statements made by people with knowledge of only a segment of the total emergency operations can cause public confusion and misunderstandings.

Any emergency that requires activation of this MEMP will necessitate a two-way flow of information and advice between the MC and the Regional Planner (and/or SES Regional Manager regarding operational matters).

Table 8 summarises arrangements for issuing public information about the emergency.

3.3.6.1 TasALERT

TasALERT (www.tasalert.com.au) is Tasmania's official online emergency information source. In an emergency, the homepage of the website is updated to highlight current incidents. Each incident will have a dedicated page displaying all available information (mapped information, social media, new content etc.) specific to that incident.

The website also aggregates social media feeds from emergency services and Tasmanian Government departments, as well as using spatial (mapped) data to provide appropriate and authoritative emergency information.

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

In an emergency of local, regional and/or state significance, the whole-of-government Public Information Unit (PIU) may be activated to support the preparation and distribution of timely, accurate and consistent information to all stakeholders – from government and community leaders, through to government agencies, members of the public and media outlets. PIU activation is required to support operation of the Tasmanian Emergency Information Service (refer to Section 3.3.6.2).

PIU activation may be requested due to the:

- the scale, impact or longevity of the emergency;
- the need for a coordinated, whole-of-government public information response;
- insufficient resources within the Response Management Authority to manage all public information requirements in response to an emergency.

Council or the MC may request PIU support or activation by the Regional Controller through the Regional Planner. PIU may provide Council with assistance for developing a Public Information Document, Mayoral talking points, key messages and development of a single 'source of truth'.

If PIU support or activation is approved, public messaging and information will be developed through collaboration between Council and PIU staff.

3.3.6.3   Tasmanian Emergency Information Service (TEIS)

When activated, TEIS call centre provides an initial point of contact for the community to access information about an emergency. TEIS is activated and deactivated by DPAC's Office of Security and Emergency Management, on request from the relevant Response Management Authority or major Support Agency.

The decision to activate includes acceptance of responsibilities that include appointing:
a   a Liaison Officer to be located within TEIS for the duration of the activation; and
b   a supporting Information Manager.

Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner. If TEIS activation is approved, scripts are developed consultatively through the whole-of-government Public Information Unit (PIU).

TEIS operates on a fee-for-service basis. More information is provided in *TEIS Arrangements* documentation (refer to *Appendix 1*).

3.3.6.4   Working with the media

Local and regional media outlets help disseminate public information about emergencies. Agencies involved in managing the emergency aim to provide comments through nominated spokespeople and/or media officers, limited to comments relevant to each agency's specific role in response/recovery activities. Queries outside this scope are referred to the Response Management Authority or the Regional Controller through the Regional Planner.

Media statements from Council will relate to community impact and action taken by Council. Council will not comment on matters that are the province of emergency services or post-emergency investigations.

Table 8: Summary of public information arrangements

Row	Location	Scope of information	Provided by	Developed by	Cleared by	Distribution methods
1	**On-site**	The emergency and its known impact	Response Management Authority (Support agencies may advise about their own roles)	Response Management Authority	Response Management Authority	Media Agency websites Emergency Alert
2	**EOC/ECC**	Actions/ responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. MC/MRC)	Media
3	**Other centres e.g. evacuation**	Actions/ responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. MC/MRC)	Media TEIS
4	**Municipal area**	Impact of the emergency on local community	Mayor	Council media officer	Council media officer	Media Council website TEIS CALD
5	**Within the region**	Impact of the emergency on the region	Regional Controller	Regional Planner	Regional Controller	Media Council website TEIS CALD
			Response Management Authority	Regional Medial Officer	Response Management Authority Regional liaison	
			Regional Social Recovery Coordinator	Regional Social Recovery Coordinator/ Media Officer	Regional Controller through the Regional Planner	
6	**Rest of the State**	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director DPFEM Media Unit Government Media Office	SES Director DPFEM Media Unit Government Media Office	Media Agency or event-specific website TEIS CALD
			Response Management Authority	State Media Officer	Response Management Authority State liaison	
			Premier or Minister	Government Media Office	Head of Government Media Office	

3.3.7 Other elements

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

3.3.8 Evacuation

Evacuation involves the movement of people threatened by a hazard to a safer location and, typically, their eventual, safe and timely return. To be effective, evacuation must be appropriately planned and implemented. Coordination and communication must be maintained across all stages of evacuation.

3.3.8.1 Management

While emergency management authorities have legislated power to order emergency evacuation, voluntary evacuation is the preferred strategy. Evacuation requires the participation and cooperation of multiple agencies and/or organisations. When evacuation planning involves significant change to traffic flows, road owners or managers should be involved, e.g. Council, Department of State Growth.

TEMA and the *Tasmanian Emergency Evacuation Framework* (2018) provide more detailed information about the evacuation process, roles and responsibilities in Tasmania.

Council has primary responsibility for activating and managing an Evacuation Centre within the municipal area, if requested by the Regional Controller, including the registration of evacuees presenting, and the management of waste, environmental health and pollution at the site.

Council also has a number of support roles and responsibilities and the MC may be contacted for Council advice and assistance with:

- evacuation risk assessment and decision to evacuate
- withdrawal coordination
- traffic management
- alternative emergency accommodation
- animal welfare (pets, companion animals, livestock) if facilities are available; and
- decision to return.

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

Council maintains a register of appropriate facilities that may be used as short and long term evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided at *Appendix 5 and Appendix 8*.

3.3.8.2 Decision

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

3.3.8.3 Withdrawal

TASPOL has a lead role in the withdrawal stage of evacuation. A TASPOL Evacuation Coordinator may be appointed to coordinate and manage the withdrawal process.

3.3.8.4 Shelter

If evacuation of an area is indicated, the Regional Controller may contact the MC to ask Council to activate an Evacuation Centre.

Nearby Safer Places are places that provide "last resort" shelter options and are identified in Community Protection Plans.

3.3.8.5 Return

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

3.3.9 Registrations

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

a   affected people, such as evacuees and families
b   other stakeholders/affected groups, for example businesses
c   spontaneous volunteers
d   witnesses
e   potential donors/sponsors (equipment, services, supplies).

Registration may be established and coordinated by the Response Management Authority. When an Evacuation or Recovery is activated, processes to support registration should be implemented at the Centre/s as soon as possible. If an Evacuation Centre is activated, Council is responsible for registering evacuees using the Evacuation Centre Registration Application. Registration data may need to be provided to Red Cross if TASPOL requests the activation of Register.Find.Reunite (RFR).

Registration data may be shared, as appropriate, with relevant stakeholders throughout emergency response, consistent with disclaimers provided to affected people at the time of data collection. For example, when providing personal information at the time of registration, affected people should be aware that the data they provide will be shared with the relevant government agencies (municipal/state/federal) for the purposes of providing relief and recovery assistance and services.

All personal information provided for registration purposes must be managed in accordance with the provisions and principles of the *Personal Information Protection Act 2004.*

3.3.10   Impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment and reporting on this assessment to other response and recovery agencies and the relevant municipal and/or regional recovery officers. GIS capability can assist with recording the outcomes of assessments and supporting broader consequences management planning.

Secondary impact assessments may be coordinated through a RECC and Council may be asked to assist with this work by providing data on request.

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

a   number of injuries and deaths
b   housing/accommodation needs
c   energy supplies
d   potable water
e   transport networks and alternative route planning
f   telecommunications
g   storm water infrastructure and waterways; and
h   public/environmental health standards.

Where transport corridors provide access for other networks such as power, water and telecommunications, the relevant asset managers/owners will be involved in decision-making as required.

3.3.11   Pandemic health emergencies

The *Tasmanian Public Health Emergencies Management Plan* (TPHEMP) is a State Special Emergency Management Plan (SSEMP) that supports the TEMA in planning for significant public health emergencies.

One element of a coordinated response to a large-scale health emergency, such as an influenza pandemic, is the establishment of a community-based clinics to perform a number of critical and beneficial functions for the general community. The Tasmanian Health Service (THS) may call upon Council to provide suitable venue/s for the establishment of clinic/s and to assist and support with the maintenance and operation of clinic/s during a pandemic emergency.

3.3.12 Debriefs

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

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

Lessons identified are shared with stakeholders including the MEMC, NREMC and NRSRC.

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

3.3.13 Administration: finance and cost capture

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

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

DRFA category	Type	Claimable expenses
Category A	Essential	Emergency food, clothing
		Repair or replacement of essential items and personal effects
		Essential emergency repairs to housing (to make residence safe and habitable)
		Demolition or rebuilding to restore housing
		Removal of debris from residential properties
		Extraordinary counter-disaster operations for the benefit of an affected individual
		Personal and financial counselling

Evacuation Centre costs

Category B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, storm water, bridges, tunnels, culverts, rivulets, local government offices)
Category C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure with repairs of non-essential infrastructure (eg repairs to sportsgrounds, playgrounds, tracks, trails etc) A Fund may also include community awareness and education campaigns and other resilience building grants. Applications for Category C assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister
Category D	Non-Essential	A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are according to the Minister, exceptional. Applications for Category D assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister.

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

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

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

Where claims are to be made for TRRA relief reimbursement, the MC will discuss the matter first with OSEM (DPAC). Where appropriate, a written application will be developed and submitted to OSEM.

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. Council claims under TRRA and

Tasmanian Government claims under DRFT are subject to audit and assurance processes before acquittal. The TRRA and DRFA contain details about evidence that agencies and councils must collect and maintain. OSEM will provide information and advice on request.

3.4   Recovery arrangements

This section describes what is done to support short to longer-term recovery across the four main recovery domains.

3.4.1 Overview

Recovery is the process of dealing with the impacts of an emergency and returning social, economic, infrastructure and natural environments to an effective level of functioning.

Recovery is most effective when communities are supported to lead and participate in processes and activities in their local area. Municipal committees, councils, community groups and local leaders all play a significant role in enabling and facilitating local engagement in recovery planning, and in coordinating the implementation of local recovery activities.

The *State Recovery Plan* and *SREMP* describe various state-level and regional-level recovery arrangements and should be read in conjunction with this plan.

Responsibilities for recovery rest primarily with Council. These responsibilities can be met in partnership and with the assistance or support of Tasmanian Government agencies and NGO's coordinated through regional arrangements.

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

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

Typical recovery considerations include but are not limited to:

a   assessing recovery needs across all domains and prioritizing actions required
b   developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals
c   enabling community communication and participation in decision-making
d   wherever possible, contributing to future mitigation requirements or improvements to planning requirements (eg through debrief processes)

3.4.2 Current arrangements

Figure 4 shows typical All-Hazards recovery arrangements, showing the close relationship between response operation and recovery, spanning short to longer-term activities. Arrangements are applied as required and described in more detail in the following sections.
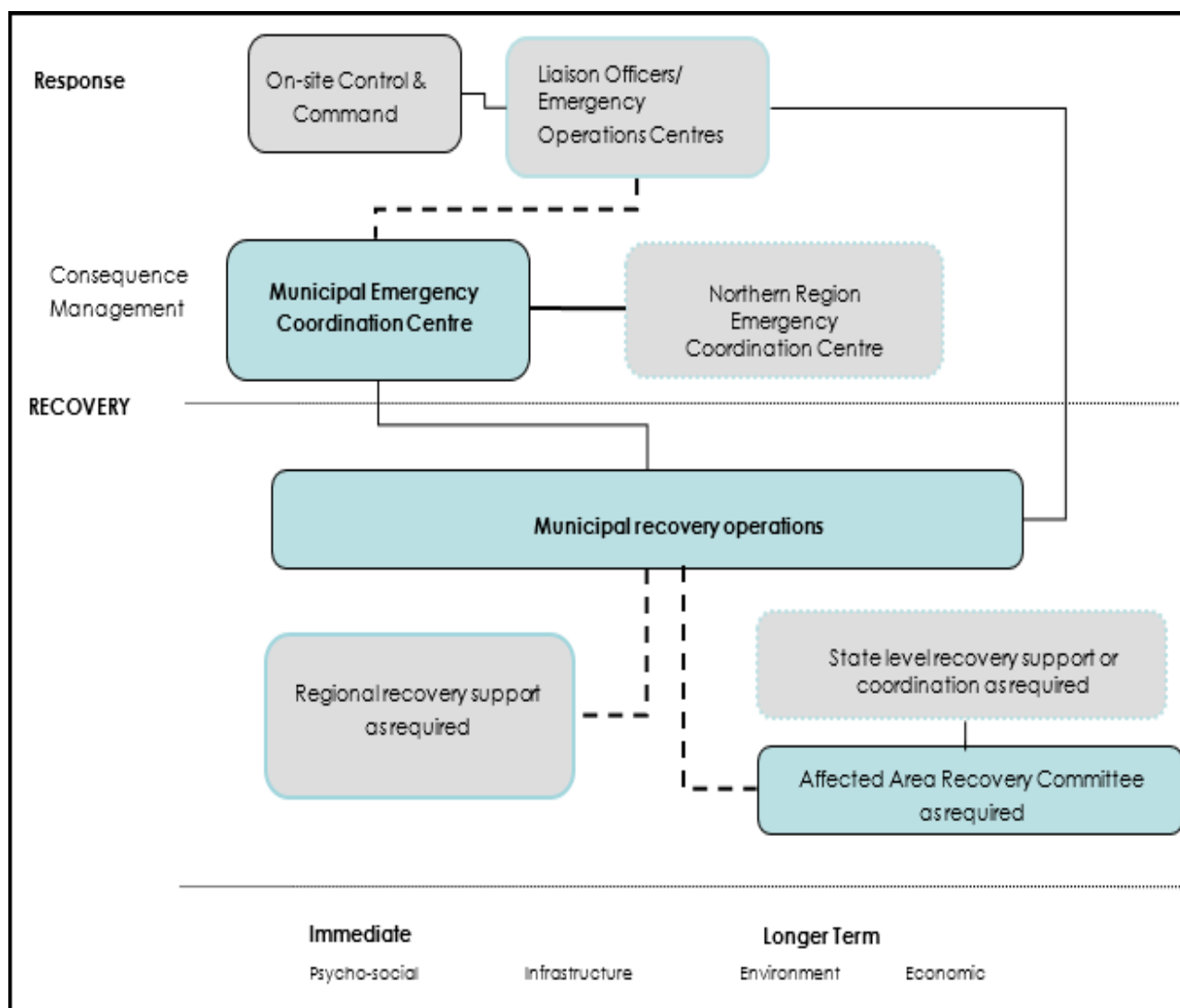
Figure 4: Community recovery management arrangements

LEGEND:

————	Direct reporting relationship
-------	Also works/communicates with

3.4.3 Media and public information

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

- RMA's website and social media
- TasALERT website and social media
- Radio, television and print media

- Public meetings, Evacuation and Recovery Centres and outreach visits.

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

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

If the whole-of-government PIU is activated for an emergency, it will have dedicated resources tasked with coordinating recovery information and contributing to the development of documentation to guide transition from response to recovery, including development of a *Recovery Communications Strategy*.

3.4.4   At-risk groups of people

Council-specific roles and responsibilities support a collaborative stakeholder approach for meeting the emergency management and recovery needs of at-risk people.

Council's MRC is responsible for undertaking the following activities:

a   provide Evacuation Centres that are accessible to a broad cross-section of the community

b   maintain broad knowledge of relevant service providers within the municipality

c   promote community resilience as part of normal Council business

d   maintain a broad knowledge of the whereabouts of special facilities (schools, aged care, facilities, childcare centres) within the municipality

e   provide local demographic information and advice to stakeholders as able and required

f   provide support to emergency management stakeholders with a statutory responsibility for vulnerable and at-risk people, as able and required

g   develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable and at-risk people, as able and required.

3.4.5   Short term recovery

In the immediate aftermath of an emergency, recovery services are delivered or coordinated by Council. After consultation with the Response Management Authority and other emergency management partners about impact assessment, recovery needs and capacity, local arrangements can be activated by the MC, supported by the Regional Planner.

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarized in *Appendix 8*. Recovery facilities are activated on request or advice from:

a   MC
b   A Recovery Coordinator
c   Regional Planner or
d   Regional Controller

Council is responsible for coordinating ongoing impact assessments, particularly as they relate to recovery. This informs appropriate governance structures for medium and long-term recovery. The MC (through an Emergency Recovery Committee, if formed) will arrange for impact assessments to be conducted.

Council registration processes must follow procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements, and be compatible with Register.Find.Reunite. Registration data collected by Council must be provided to Tasmanian Government agencies for recovery purposes.

3.4.6   Long term recovery

As the response phase draws to a close, recovery activities transition from short-term coordination to long-term arrangements designed to meet anticipated recovery needs.

Arrangements for the assessment of recovery needs and long-term recovery structures are documented in the *State Recovery Plan*. The State Recovery Advisor (DPAC) works in consultation with the MC, Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery arrangements.

Where recovery needs can be met within municipal capabilities, medium to long-term recovery is coordinated locally by the MEMC (Level 1). Recovery activities in this instance are primarily supported by Council resources, business as usual services and community-based initiatives. The MC may seek support or raise emerging issues through NREMC.

Section 4: Plan administration

4.1   Plan contact

This plan is maintained by the Break O'Day Municipal Coordinator for the Break O'Day MEMC. Feedback on this plan should be provided in writing to:

> Email: admin@bodc.tas.gov.au
> Mail: 32-34 Georges Bay Esplanade, St Helens In Tasmania 7216
> Phone: 0363 767900

4.2   Review requirements and issue history

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

In reviewing the MEMP, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at *Section 4.4* below.

This issue entirely supersedes the previous issue of this MEMP. Superseded issues are to be destroyed, or clearly marked as superseded, and removed from general circulation.

Issue No.	Year approved	Comments/summary of main changes
7	July 2001	Update of BODMEMC re change of committee members and contact details. Some minimal change to plan content.
8	December 2002	Completed but not circulated to committee – was basic draft for Version 9 pertaining to Risk Management aspects of future plans.
9	March 2005	Complete Rewrite of BOD MEMP – including details of committee – contact details - incorporating results of emergency risk management project.
10	March 2007	Update in terminology as per the Emergency Management Act 2006
11	November 2010	Complete rewrite in association with TEMP structure (template) as required by SEMC & NREMC, plus the introduction of Community Fire Refuge (CFR) & Nearby Safer Places (NSP) references (plans).
12	August 2015	Complete review of plan and rewrite - Update in terminology, removal of references to BBIMAG (Bell Bay Industrial Mutual Aid Group) – upgrading of committee membership – total review of Risk Assessment profile for BODMA – formatted in line with TEMP

Issue No.	Year approved	Comments/summary of main changes
13	April 2018	Updating of committee membership - Risk Assessment profile for BODMA removed and Regional Risk Assessment profile adopted.- Updated MEMC (positional change)
14	June 2021	Complete review of plan and rewrite – decision made after input from three SES planners due to change in personnel when draft document received in 2022

4.3   Consultation for this issue

Review of this issue was coordinated by the MC for the MEMC. This issue was updated/rewritten as part of the statutory two-yearly review schedule. MEMC invited comment from:

a   SES Regional Manager
b   SES Regional Planner
c   Northern Regional Social Recovery Coordinator
d   MEMC members

4.4   Distribution list

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

Table 10: Distribution list

Organisation	Position
Council	- Mayor - General Manager - Municipal and Deputy Municipal Emergency Management Coordinator - Recovery Coordinator
SES	- Unit Manager, SES Unit - Regional Manager, Northern Region - Regional Planner, Northern Region (for Regional Controller)
Tasmania Police	Divisional Inspector, Break O'Day
Tasmania Fire Service	Regional Chief and District Officer
Ambulance Tasmania	Superintendent, Northern Region
TasPorts	Regional HQ
TasNetworks	Regional HQ
TasWater	Regional HQ
Tasmania Health Service	Director of Nursing, St Helens Hospital
Energy Precinct	Hydro Tasmania

4.5   Communications plan summary

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

a   email copies sent to the position listed in Table 10
b   submitted for noting by NREMC
c   endorsement by Council
d   published on Council's website
e   available to members of the public on request to the MC.

4.6   Validation of this plan

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

a   participating, where able, in other municipal/regional exercises
b   conducting/participating in relevant debriefs
c   refer to Appendix 4.

Section 5: Appendices

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

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – MEMC maintenance and activity schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty statements and action cards

Appendix 7 – Standard operating procedures

Appendix 8 – Community centres

Appendix 9 – Nearby safer places

APPENDIX 1: List of associated documents

Documents listed are relevant to this MEMP. When the MEMP is reviewed, versions of these documents will be checked and other relevant documents may be included.

a   Legislation

Legislation	Related hazard or function	Administration
Emergency Management Act 2006	All-Hazard statewide emergency management provisions	SES
Land Use Planning and Approvals Act 1993	Planning schemes	DoJ
Local Government Act 1993	Council responsibilities	DPAC

b   Plans and arrangements

Row	Title	Custodian	Version/date	Available from
Council arrangements and plans				
1	Council maps for council roads and alternative transport routes	Council		Municipal Coordinator (MC)
2	Municipal Recovery Plan	Council		MC
3	Break O'Day Council Strategic Plan	Council	2017 – 2027 – Revised March, 2022	Council website
4	Fire Management Plan	TFS		TFS
5	Break O'Day Storm water system management plan	Council	2019	Council
Regional arrangements and plans				
6	Northern Region Emergency Management Plan	SES	Issue 10	October, 2019
State arrangements and plans				
7	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	December, 2019
8	Tasmanian Emergency Evacuation Framework	SES	Issue 2	August, 2018
9	State Road and Bridge Emergency Management Plan	DSG	Issue 3	January, 2022
State Special Emergency Management Plan (SSEMP) Available WebEOC File Library (DPFEM – SES)				
10	SSEMP – COVID 19	DoH	Issue 5	June, 2022
11	SSEMP – Dam Safety Emergencies	NRE Tas	Issue 4	June, 2022
12	SSEMP – Hazardous Materials Emergencies	TFS	Issue 9	November, 2021

13	SSEMP – Impact and Damage assessment	DPAC	Issue 3	December, 2018
14	SSEMP – Interoperability arrangements	DPAC	Issue 4	December, 2020
15	SSEMP – Pandemic influenza	DoH	Issue 4	July, 2019
16	SSEMP – Port Safety (nuclear powered warships) to Hobart	SES	Issue 4	June, 2016
17	SSEMP – State Fire Protection Plan	TFS	Issue 3	February, 2020
18	SSEMP – State Recovery Plan	DPAC	Issue 4	December, 2021
19	SSEMP – Structural collapse	TFS	Issue 2	March, 2020
20	SSEMP – Electricity, gas and liquid fuel disruption arrangements	DSG	Issue 3	March, 2020
21	SSEMP – Biosecurity	NRE Tas	Issue 2	March, 2020
22	SSEMP – Tasmanian Counter-terrorism arrangements	TASPOL	Issue 2	July, 2020
23	SSEMP – Flood	SES	Issue 3	November, 2021
24	SSEMP – Tasmanian Mass casualties Management arrangements	DoH	Issue 3	November, 2017
25	SSEMP – Tasmanian Public Health Emergencies Management Plan	DoH	Issue 3	December, 2014
26	SSEMP – Search and Rescue Plan	DPFEM	Issue 5	December, 2020
27	SSEMP – Transport Crash Emergencies	TASPOL	Issue 4	November, 2021
28	SSEMP – Tsunami	SES	Issue 2	March, 2020
29	TFS Community Protection Plans	TFS		TFS Website
30	SSEMP – SES Community Flood Response Plans	SES	Issue 1	SES Website

APPENDIX 2:   Risk assessment report

a   Tasmanian Government responsibilities – emergency risk management

Tasmania's commitment to emergency risk management is demonstrated through development of *Tasmanian Emergency Risk Assessment Guidelines* (TERAG) and risk assessment workshops.

b   Local Government responsibilities and benefits – emergency risk management

Tasmania's local government authorities supported development of TERAG. The benefits of participating in this process include:

- demonstrates sound commitment to managing emergency risks within the community and primary interest in community safety
- potentially reduces levels of risk within the community
- ensures the identification of risks that are the focus of emergency management planning
- ensures a focus on preventing emergencies rather than to reacting to them
- enables improved community understandings of emergency management and the risk management process
- improves governmental understanding of risks from a community perspective
- provides an opportunity to reduce the cost to communities from emergency impacts
- enables use of best practice standard in risk management
- ensures and maximizes access to national DRFA funding
- complements Council's existing practices and commitment to risk management.

Council and MEMC considerations in relation to emergency risk management are summarized in *Table 3* and detailed in TEMA

c   Risks, recommended treatment strategies and timeframes

The following risk assessment includes a description of risks and treatment strategies. Sources of risk were reviewed and assessed with review of this MEMP.

Timeframes for undertaking treatment options are defined as:

- **Immediate**: action must be completed as soon as practical within current budget cycle (12 months)
- **Short-term**: action must be completed as soon as practical within the next budget cycle (12-24 months)
- **Long-term**: action must be completed within five years
- **Ongoing**: continuously monitor the adequacy of existing arrangements to mitigate the risk, or as described in the table.

d   Responsibility for treatment

Council is responsible for managing the incorporation of treatment strategies that are either the responsibility of Council, or of both Council and other levels of government or agencies, into appropriate operational plans and/or partnership agreements, as required.

Register of risks and treatment strategies

Risk No.	Risk Statement	Treatment/s	Responsibility for treatment	Timeframes
BOD 01	**Bushfire**			
BOD 01.01	There is a risk that a grass/bush fire within the Break O'Day Council area could cause damage to residential, rural, commercial and community properties and assets and human life	Community education/awareness programs	Council and TFS	Ongoing
		Annual fuel reduction (autumn/spring), enforcement of abatement notices	Landowners, TFS and Council	Ongoing
		Community Protection and Response Plans	TFS	Ongoing
		Ensure that proposed use and development complies with the standards of the Bushfire Prone Areas Code and enforcement	Council	Ongoing
		Maintain fire breaks	TFS, PWS, STT	Ongoing
		Improve opportunities for disposal of green waste associated with fire hazard clearing, including burning of waste and disposal at Waste Transfer Stations	Council	Ongoing
		Ensuring ongoing maintenance of fire protection zones around dwellings	TFS and PWS	Ongoing
BOD 01.02	There is a risk that bushfire will damage council-owned infrastructure and assets eg, timber bridges, community infrastructure	Maintain fire breaks to protect Council assets	TFS and PWS	Ongoing
BOD 01.03	There is a risk that bushfire will cause the loss of livestock and domestic animals	Community education/awareness programs to include advice regarding early evacuation of livestock and domestic animals	TFS, NRE Tas and Council	Ongoing
		Ensure that proposed use and development complies with the standards of the Bushfire Prone Areas Code and enforcement	Council	Ongoing
		Identify additional local water storage and supply, including reticulation	NRE Tas and Council	Long-term
BOD 01.04	There is a risk that bushfire will impact water supply and/or water supply levels across the municipality	Identify additional local water storage and supply, including reticulation	TasWater	Ongoing
BOD 02	**Flood**			

BOD 02.01	There is a risk that flooding of rivers and rivulets will cause damage to roads and bridges	Assessment of structures at risk, including road and bridge inspections	Council and State Growth	Ongoing
		Develop asset management plans for critical road and bridge assets (riverine)	Council	Ongoing
		Maintain an annual asset renewal program and complete renewal works identified	Council	Ongoing
		Clear waterways	NRE Tas	Ongoing
BOD 02.02	There is a risk that riverine flooding will cause damage to properties in the floodplain areas around Scamander River, Georges Bay, South Esk River and Break O'Day River	Ensure proposed use and development complies with Planning Schemes and recognise areas at risk from riverine flooding; manage use and development accordingly	Council	Ongoing
		Keep waterways clear	NRE Tas	Ongoing
		Conduct community awareness programs in vulnerable areas	SES and Council	Ongoing
		Engage with other stakeholders to implement coordinated and consistent mitigation approaches	Council	Ongoing
BOD 02.03	There is a risk that flooding will cause loss of human life	Promote flood safety education and response strategies with residents, including not driving through floodwaters	SES and Council	Ongoing
BOD 02.04	There is a risk that flooding will cause loss of livestock and domestic animals	Promote flood safety education and response strategies with residents and landowners including appropriate action to be taken in response to flood warnings in floodplain areas	SES, NRE Tas and Council	Ongoing
BOD 03	**Storm**			

BOD 03.01	There is a risk that stormwater overflows will damage roads, bridges, residential and commercial properties	Routinely inspect and clear drains, especially in known problem areas	Council	Ongoing
		Develop asset management plans for critical road and bridge assets (stormwater)	Council	Ongoing
		Maintain an annual asset renewal program and complete renewal works identified	Council	Ongoing
		Assessment of structures at risk	Council	Ongoing
		Promote mitigation and response strategies with property owners	Council	Ongoing
BOD 03.02	There is a risk that storms and damaging winds will damage residential and commercial properties	Community education/awareness programs	SES and Council	Ongoing
BOD 03.02	There is a risk that storms and damaging winds will cause loss of human life	Maintain routine, regular inspection of trees in parks and streets	Council	Ongoing
		Communicate severe weather warnings to staff and disseminate to community on Council website/social media	Council	Ongoing

BOD 04   Landslip

BOD 04.01	There is a risk that landslip will result in damage to residential and commercial properties	Ensure proposed use and development complies with standards of Landslide Code of Break O'Day Interim Planning Scheme 2013 last updated February, 2022 The Code ensures that development is appropriately located through avoidance of areas of landslip risk, or where avoidance is not practicable, suitable measures are available to protect life and property.	Council	
BOD 04.02	There is a risk that landslip in the Break O'Day Municipality will result in damage to roads and bridges	Consider the impact of landslip in Council's capital works program	Council	Ongoing
		Implement appropriate design and operational response plans to ensure road and bridge assets can be operational within a reasonable timeframe	DSG and Council	Ongoing

BOD 05   Pandemic

BOD 05.01	There is a risk that a pandemic will impact community health and wellbeing, with potential loss of life	Review and maintain practices consistent with State Special Emergency Management Plans for pandemic influenza, public health and novel coronavirus (COVID-19)	Council	Ongoing
		Disseminate community information and educational materials provided by PHS	Council	Ongoing
		Maintain Council facilities and planning to comply with PHS guidelines/directions to protect the community and Council staff	Council	Ongoing
		Support the provision of pandemic testing and/or immunisation facilities as required	Council	Ongoing

BOD 06   Public Health

| BOD 06.01 | There is a risk that the health and wellbeing of the community will be impacted by water contamination – drinking water, beach/waterways and recreational waters | Recognise areas potentially at risk from site contamination; manage use and development accordingly | Council | Ongoing |

BOD 07   Animal disease

| BOD 07.01 | There is a risk that an outbreak of exotic animal disease will impact on livestock, commercial operations, agricultural income and tourism | Support national and state strategies and educational programs and relay information | NRE Tas and Council | Ongoing |

BOD 08   Tsunami/coastal inundation

| BOD 08.01 | There is a risk that coastal inundation associated with tsunami may threaten people, businesses, properties and infrastructure in low-lying coastal areas | Consider implications for land using planning under the Coastal Code of the Break O'Day Interim Planning Scheme 2013 last updated February, 2022 and ensure that any proposed developments complies with the Code | Council | Ongoing |
| | | Relay warnings to the public and support education campaigns | SES and Council | Ongoing |

BOD 09   Coastal erosion and sea level rises

| BOD 09.01 | There is a risk that coastal and riverbank erosion will undermine the integrity of properties and road infrastructure in coastal areas | Avoid future urban development zoning of land identified as at risk from rising sea level
Manage areas identified as potentially at risk from rising sea level | Council, NRE Tas, DSG and landowners | Ongoing |
| | | | | |

BOD 10   Heatwave

BOD 10.1	There is a risk that a heatwave will impact on the health and wellbeing of people in the Break O'Day municipality.	Community education programs	THS and Council	Short-term
BOD 11 **Airport Accident**				
BOD 11.0	There is a risk that an aeroplane incident may cause significant loss of life, damage to property,	CASA controls. Airport Emergency Management plans.	Council, TFS	Ongoing

APPENDIX 3:   MEMC Terms of Reference

Emergency Management
BREAK O'DAY EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

Committee:	Break O'Day Emergency Management Committee (MEMC)
Date and Status of these Terms:	Issue 7, 2021
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.
	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 MEMC 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 MEMC 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 MEMC 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/St Marys 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 MEMC 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. Frequency of meetings   We aim to meet twice a year unless an emergency event occurs and a review of operational aspects of the Municipal Emergency Management Plan (MEMP) is required. Meetings are scheduled by the Executive Officer

9. Sub - Committee   Currently no sub-committees

APPENDIX 4: MEMC maintenance and activity schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the MEMC	Municipal Co-ordinator	Biannual	March/September
Co-ordinate emergency management training for selected staff members and community members	Municipal Co-ordinator	Annual	As required
Plan, conduct a review a related exercise	Municipal Co-ordinator	Annual	October
Review MEMP and all appendices (including risk treatment strategies) Lodge Plan with Regional Planner for approval	Municipal Co-ordinator	Biennial	Early 2023
Review and update contact lists	Municipal Co-ordinator	Annual	September
Attend NREMC Meetings	Municipal Co-ordinator	Quarterly	As advised
Attend NRSRC Meetings	Municipal Co-ordinator	Quarterly	As advised
Review risk treatment options in conjunction with municipal strategic plan and budget	Municipal Co-ordinator	Annual	March/April

APPENDIX 5: Centres for Emergency Management

a   Municipal Emergency Co-ordinator Centre (MECC)

The MECC is the focal point for co-ordinating municipal consequence management activitie4s arising from the emergency, including the activation of Council and community resources. The MECC also monitors operational activities, co-ordinates the provision of information to local communities and identifies and co-ordinates local community recovery support.

	Municipal location	Contact	Regional Location	Contact
Primary	Break O'Day Council Chambers, 32-34 Georges Bay Esplanade, St Helens	Municipal Co-ordinator	SES Northern Region Headquarters 339 Hobart Road, Youngtown	SES Duty Officer 67 77 3777
Secondary	Break O'Day Council Works Depot, West Street, St Helens	Municipal Co-ordinator	As above	As above

b   Emergency Operations Centres (EOC)

EOCs are operational focus points for providing municipal resources and support at the request of the relevant Response Management Authority.

Organisation	Municipal	Contact	Regional	Contact
Council	Council Offices, 32 – 34 Georges Bay Esplanade, St Helens	Municipal Co-ordinator	SES Northern Region Headquarters 339 Hobart Road, Youngtown	SES Duty Officer 67 77 3777
TasPol	St Helens Police Station, Georges Bay Esplanade, St Helens	Officer in charge 6387 5610	Launceston Police Station Cimitere St, Launceston	Police radio room 131 444
TFS	Tasmania Fire/SES Service Station, Circassian Street, St Helens	Unit Manager 67 77 3666	Northern Region Office 339 Hobart Road Youngtown	Regional Chief 67 77 3666
	Tasmania Fire/SES Service Station, Circassian Street, St Marys	Unit Manager 67 77 3666	67 77 3666	
SES	Service Station, Circassian Street, St Helens	Unit Manager 1300 008 337	SES Northern Region Headquarters 339 Hobart Road, Youngtown	SES Regional Manager 67 77 3777
	Tasmania Fire/SES Service Station, Circassian Street, St Marys	Unit Manager 1300 008 337		

| AT | St Helens Ambulance Station, 3 Bowen Street, St Helens | Duty Officer | Ambulance Tasmania Launceston 450 Wellington Street, Launceston | Duty Manager 1800 008 008 |

C   Emergency Evacuation Centres

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

Selection of the most suitable site for an Evacuation Centre will be determined by the Municipal and Deputy Co-ordinator after consultation with the MEMC. Prospective locations are listed in Appendix 8.

APPENDIX 6:   Duty Statements and Action Cards

The following Duty Statements and Action Cards are designed to provide an abbreviated prompt to key emergency management personnel on the actions they need to consider when an emergency event occurs. These can be extracted from the Plan and kept in a readily available location.

MEMC Duty Statements
Committee

When it meets prior to or during an emergency, MEMC is to provide strategic direction advice on the management of emergencies where Council resources are required to support response and recovery. MEMC shall also consider the following:

- Nature of the emergency
- Resources available to deal with the event
- Task prioritization
- Communications
- Business continuity
- Community engagement
- Recovery.

Chairperson

1. Chair the MEMC
2. Arrange for reports to the Council, on an as needs basis, covering the activities of the MEMC and related emergencies.
3. Maintain regular contact/liaison with the Municipal Co-ordinator/General Manger regarding administrative arrangements of the MEMC.
4. Receive notification of emergency from Municipal Co-ordinator/General Manager
5. If appropriate, during an emergency event, convene MEMC and support the Municipal Co-ordinator.

Executive Officer (Municipal Co-ordinator)

1. Undertake the role of MEMC Executive Officer and carry out the administration functions of role.

Committee Members

1. Provide advice within respective field of expertise
2. Co-ordinate and manage resources from respective organisations in support of the MEMC.

Action Card 1

Position: Mayor

Responsible to: Break O'Day Council

Duties:

1. Receive notification of emergency from Municipal Coordinator
2. Advise and inform Councillors, if warranted
3. Maintain contact with and support Municipal Coordinator
4. Manage ongoing information to the council
5. Undertake role of Council spokesperson for the community and for providing information to the community and media
6. Chair (or delegate chairing) Break O'Day Municipal Emergency Management Committee (MEMC) meetings
7. Establish and maintain links with Australian and Tasmanian Government Ministers, when appropriate
8. Manage public appeals, when appropriate
9. Establish and maintain community profile

Action Card 2

Position: MEMC CHAIRPERSON

Responsible to: Break O'Day Council

Duties:

1. Receive notification of emergency
2. Convene and chair Municipal Emergency Management Committee (MEMC) meetings in response to the emergency
3. Support and liaise with the Municipal Co-ordinator during the emergency
4. Maintain contact and liaise with the Mayor and other Councillors as required.

Action Card 3

Position: GENERAL MANAGER

Responsible to: Break O'Day Council

Duties:

1. Establish and maintain contact with the Mayor (and Councillors if warranted)
2. Assist the Mayor with community and media information
3. Manage ongoing information to the community and media
4. Manage ongoing information to Council staff
5. Liaise with and provide support to the Municipal Co-ordinator
6. Ensure accurate records of financial expenditure associated with the emergency are kept.

Action Card 4

Position: MUNICIPAL CO-ORDINATOR

Responsible to: General Manager/Mayor

Duties:

As prescribed in the *Emergency Management Act 2006* and include:

1. Responsible for overall management of Council's role in supporting response to the emergency
2. Notify the Mayor, Municipal Emergency Management Committee (MEMC) Chairperson, General Manager and other MEMC members of the emergency or potential emergency
3. Activate the Break O'Day Municipal Emergency Co-ordination Centre (MECC) plan
4. Co-ordinate resources and activities in the MECC
5. Assist and advise the MEMC Chairperson and liaise with MEMC members
6. Liaise with emergency services
7. Liaise with Regional Controller
8. Assist with the allocation of Council resources
9. Liaise with the Municipal Recovery Co-ordinator and/or Northern Regional Social Recovery Co-ordinator

Action Card 5

Position: DEPUTY MUNICIPAL CO-ORDINATOR

Responsible to: General Manager/Municipal Co-ordinator

Duties:

As prescribed in the Emergency Management Act 2006 and include:

1. Assist the Municipal Co-ordinator in all duties
2. Act as Municipal Co-ordinator in his/her absence
3. Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Co-ordination Centre (MECC)

Action Card 6

Position: MUNICIPAL RECOVERY CO-ORDINATOR

Responsible to: Municipal Co-ordinator

Duties:

1. Receive notification or emergency from Municipal Co-ordinator
2. Notify appropriate recovery organsiations
3. Notify Northern Regional Social Recovery Co-ordinator
4. Maintain contact with and support Municipal Co-ordinator
5. Manage assessment of community needs with support from Northern Regional Social Recovery Co-ordinator
6. Maintain ongoing liaison with the Northern Regional Social Recovery Co-ordinator during the provision of services to the community
7. Record expenditure associated with the emergency
8. Participate and contribute to the work of Municipal Emergency Management Committee (MEMC) and Municipal Emergency Co-ordination Centre (MECC)

Action Card 7

Position: MANAGER WORKS

Responsible to: General Manager/Municipal Co-ordinator

Duties:

1. Receive notification of emergency from Municipal Co-ordinator
2. Ensure identified resources and equipment are available
3. Manage Council's Emergency Operations Centre, if required
4. Co-ordinate required field operations
5. Maintain contact with and support Municipal Co-ordinator
6. Record expenditure associated with the emergency
7. Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Co-ordination Centre (MECC)

APPENDIX 7: Standard Operating Procedures

When first advised of an emergency or potential emergency, the following roles and responsibilities will be followed.

First alert – Municipal Co-ordinator (MC)

When first alerted about an emergency or potential emergency the MC must:

1. Assess the necessity to establish the MECC and/or a Municipal EOC
2. Contact response teams/supervisors and other potentially affected operational areas as deemed appropriate
3. Notify Council's General Manager or Manger Business Services (if appropriate)
4. Contact those staff tht may have a direct role in the emergency.

If the first alert is received outside usual working hours, the MC must re-assess and determine the appropriate people to contact. Such contact will depend on the type and extent of the incident.

Liaison with emergency services

In the event of an emergency within the municipal area that threatens life and/or property, the MC will liaise with all emergency services through the NREMC, through the Regional Manager (operational matters), Regional Planner (consequence and emergency management matters) or the Regional Controller.

The NREMC Executive Officer (Regional Planner) may arrange for briefings from the Response Management Authority. These briefings will identify the role of Council and the physical and human resources that may be required to assist.

The decision to recommend the evacuation of people in and around at-risk areas rests with the Response Management Authority (SES) Incident Controller, who consults with the Regional Controller, TASPOL, Council and the MC. If a decision to evacuate is made, public warnings will be issued.

Bushfire

The MC will be advised of severe fire weather days and this will provide the trigger to alert Council staff to be vigilant in identifying fire outbreaks and monitoring the current situation through the TFS website (www.fire.tas.gov.au).

Should any Council employee become aware of a fire that may have the potential to threaten any part of the municipality, it will be reported immediately to TFS (phone 000) in the first instance, and then the MC.

Council's employees are not required to provide frontline firefighting capability, unless specifically requested. Their presence may place them at risk and potentially interfere with the work of emergency services.

Flood

SES has responsibility for receiving flood alerts and warnings from the BoM and conveying that advice to local government authorities that may be affected by potential floods. Council is responsible for supporting the community during a flood emergency. The MC will be provided with advice on the potential for flood events, the possible extent of flood inundation, and the resources available from SES to assist with flood mitigation actions.

Storm

SES has responsibility for receiving storm warnings from BoM and conveying that advice to local government authorities that may be affected by severe weather storms. The MC will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Break O'Day municipal area.

SES provides initial response to any report of structural damage. In severe events, Council may be requested to support the SES in responding to calls for assistance from the community. Requests will be received by the MC.

APPENDIX 8:   Community Centres

	Centre name and Contact	Facilities available	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 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	Falmouth	Daily	Assembly	

	Centre name and Contact	Facilities available	Location	Usage Frequency	Could be used for:	Comments
		Reserve and open space				
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 Evacuation	Toilets Showers Kitchen
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	
32	Ansons Bay	Open space	Ansons Bay Boat ramp car park	Daily	Assembly	Toilets