



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

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 Team, 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 risk management	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
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 <i>Forest Management Act 2013</i> 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	<i>A Regional Emergency Management Committee established under Section 14 of the Emergency Management Act 2006.</i>

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
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 Emergency Management Coordinator	The person appointed to the position of State Emergency Service (SES) Emergency Management Coordinator (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
Evacuation Centre Registration App (ECRA)	The Evacuation Centre Registration App (ECRA) is used to register people attending an evacuation centre. It captures personal details and information needed for the running of the centre. It is hosted on the My Survey 123 app.
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
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	Other 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. Where Municipal Councils are mentioned, their support role is that outlined in section 3.3 and the Local Government Act 1993.
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 [TEMA](#)

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
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DECYP	Department for Education, Children & Young People
DoH	Department of Health
DoJ	Department of Justice
NRE Tas	Department of Natural Resource and Environment
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)
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
ECRA	Evacuation Centre Registration App
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 (DoH)
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:

- maintain this MEMP to guide the management of risks to the community arising from emergencies by considering all elements of PPRR;
- recognise the value of relationships and partnerships for emergency management, in particular the importance of:
- community contributions in emergency management and promoting community engagement as required
- maintaining linkages with related bodies, including the Northern Region Emergency Management Committee (NREMC)
- identifying roles and responsibilities and integration processes between emergency management and Council management structures
- develop and implement a progressive review system for all emergency management elements, based on continuous improvement principles
- 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 are 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 Tasmania's East Coast Break O'Day is 3809km² in size and boasts a population of 6,770 persons (2021 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, Tasmania'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 1,600). 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.

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 – this heads north east from St Helens and joins Gardens Road to provide access to free camping and residential areas – Binalong Bay and the Gardens.

Air transport

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.

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 is 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 it 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 coverage across the municipality is generally good. Areas such as Ansons Bay have limited 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 two hospital/health centres:

- The St Helens District Hospital has 10 acute/palliative care beds, 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 as well as visiting specialists.

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 variation 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 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

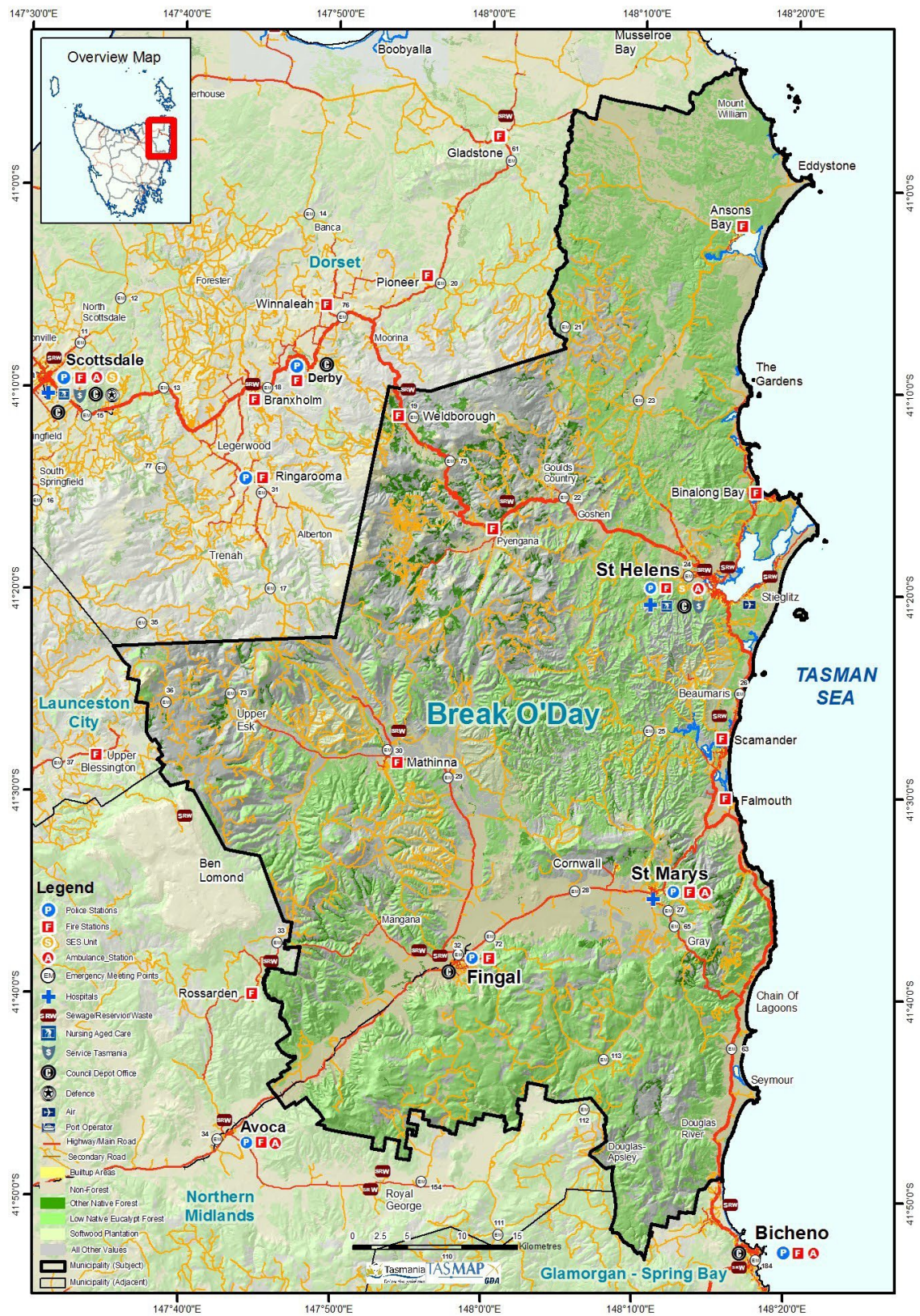
St Helens Police Station is Tasmania Police Divisional Headquarters. Other police stations are located in St Marys and Fingal.

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 [Emergency Management Act 2006](#). 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.

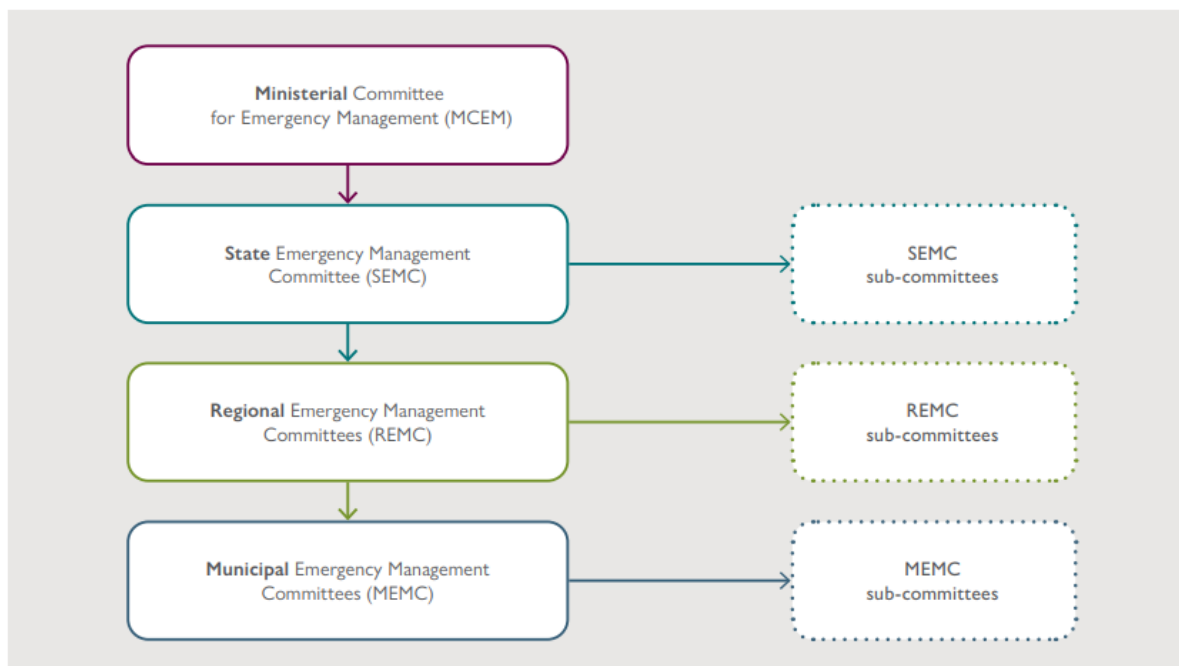
2.2.1 Emergency powers and declarations

The [Emergency Management Act](#) provides specific powers for authorised officers. This includes Municipal Emergency Management Coordinators, Regional Emergency Management Controllers, and the State Emergency Management Controller. A summary of powers for authorised officer is provided in Appendix 5 of [TEMA](#) Issue 2.

Powers related to specific hazards are established by Tasmanian legislation or national arrangements. For example, the Tasmanian [Public Health Act 1997](#) provides for the management of public health risks, including provisions for the declaration of a public health emergency.

2.3 Emergency management governance

Figure 2: Governance arrangements for emergency management in Tasmania



2.4 Northern Regional Emergency Management Committee (NREMC)

There are three emergency management regions in Tasmania. These are North, North-West and South. Regional Emergency Management Committees (REMCs) are established under Section 14 the Act and operate within each region.

The REMCs have overarching responsibility for emergency management within regional boundaries. Municipalities, including Break O'Day, are represented at the on Northern REMC by the Municipal Coordinators. The Northern REMC is chaired by the Regional Emergency Management Controller, and the SES Emergency Management Unit provide the secretariat.

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

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

The Break O'Day Municipal Emergency Management Committee is established under Section 20 of the Act. It 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 3 and 4 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 (Issue 2, Chapter 3).

Council roles and responsibilities will depend on the nature and scale of the incident, but may include:

- Property identification
- Road closures and alternative transport routes
- Local operations centres
- Access to disposal facilities
- Plant and machinery
- Community information
- Community centres
- Local intelligence
- Prevention, preparedness and mitigation activities
- Infection controls (Health emergencies)
- Infestation controls (Biosecurity emergencies)
- Response support

Table 3: Identified hazards and Response Management Authorities

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

Emergency event	Advisory agency	Management Authority		
		Prevention	Preparedness	Response
Act of violence (e.g. Terrorist events)		TASPOL		
Animal, plant & invasive pest incident		NRE Tas (Biosecurity Tasmania)		
Coastal inundation	SES	DPAC (land-use planning)		SES
Cyber security emergency		DPAC (Digital Strategy & Services)		
Dam failure		NRE Tas		

		TASPOL (assisted by dam owner)	
Energy infrastructure incident (electricity, gas & petroleum products)		Hydro Tasmania TasNetworks Tasmanian Gas Pipeline petroleum products distributors	
Energy supply disruption (electricity, gas & petroleum products)		DSG (Renewables, Climate & Future Industries Tasmania)	
Environmental contamination		EPA Municipal Councils	
Fire (National Parks, Future Potential Production Forest & other reserves)		NRE Tas (Parks & Wildlife)	
Fire (Permanent Timber Production Zone)		STT	
Fire (urban, structural & private rural land)		TFS	
Flood – flash flood (incl. Associated debris flow)	SES	Land & asset owner	SES
Flood – riverine		SES	
Food & essential goods supply & distribution disruption		DSG	
Food contamination		DoH NRE (Biosecurity Tasmania)	
Hazardous materials incident		DoJ	TFS
Heatwave		DoH	
Infrastructure failure (building collapse)		DoJ	TFS
Infrastructure failure (roads & bridges)		DSG (State roads & bridges) relevant road manager (other roads & bridges)	
Marine mammal incident		NRE Tas	
Marine pollution		EPA	
Public or environmental health incident		DoH	
		DoH	TFS

Radiological materials incident				
Sewerage disruption				
TasWater				
Space debris/object	SES	Australian Space Agency National Emergency Management Agency (NEMA)		DPFEM
Space weather	BoM	TasNetworks (for electricity)		
		Airservices Australia & commercial airlines (for aviation)		
		DSG (for telecommunications)		
		ADF (Defence assets)		
Storm				
SES				
Telecommunications disruption (impact liaison)	DSG	impacted sectors telecommunication service providers		
Telecommunications infrastructure failure	DPAC	telecommunication service providers		
Transport accident (aviation <1km from runway)	TASPOL	Australian Government	airline operator airport manager	TASPOL
Transport accident (aviation >1km from runway)	TASPOL	Australian Government	airline operator	TASPOL
Transport accident (marine)		MAST		TASPOL
Transport accident (railway)	National Rail Safety Reg.	TasRail		TASPOL
	DSG	private rail operators		TFS
Transport accident (road vehicles)		DSG relevant road manager		TASPOL
Transport networks & system		DSG		
Tsunami		SES		TASPOL
Water supply contamination & disruption		TasWater		

Table 4: Other support services

Function or activity	Responsible organisation	Typical Council support function/activities
Barriers and signage	Council	Provide resource support
Dissemination of public information	Response Management Authority Council	Provide community information on recovery services
Essential services Power Telecommunications Water supply Stormwater	TasNetworks Telstra TasWater Council	Provide resource support
Human resources	SES Council	Provide resource support.
Medical treatment and patient transport	AT	Provide resource support
Plant and equipment	Council	Provide resource support
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

Refer to the [Tasmanian Disaster Risk Assessment \(TASDRA\)](#) for further information on hazards in Tasmania.

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 Tasmanian Planning Scheme is the relevant planning scheme and includes Local Provisions Schedules for councils. For more information refer to the Tasmanian Planning Commission. Break O'Day Local Provisions Schedules can be accessed via Tasmanian Planning Scheme – Break O'Day Municipal Area.

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 the ability to be ready for, or to anticipate action, in response to an emergency occurring. Planning, exercising and lessons management are key to continually improving preparedness.

Planning and preparedness involve actions and activities to ensure that, as the risk increases or when an emergency happens, communities, resources and services are available and capable of taking appropriate actions for response and recovery.

In Tasmania, planning and preparedness is managed collaboratively between State and local government organisations, including emergency management partners.

3.2.2 Community resources

This section provides resources and information available to community members on what they can do to plan and prepare for an emergency event before it happens. Visit [TasALERT Get Ready](#) tab for more information and access to resources including:

Risk Ready (<https://alert.tas.gov.au/get-ready/risk-ready/>): A tool designed to improve community resilience to natural hazards. Risk Ready will improve an individual's understanding of natural hazard risks and help to plan, mitigate and manage the risk of damage. Individuals can enter an address in the search bar below to see results for each property.

Insurance Checkup (<https://alert.tas.gov.au/get-ready/insurance-checkup/>): Having the right insurance will help repair, rebuild, replace and recover. Whether a renter, homeowner or run a business, the Insurance Checkup can help users understand how to find the right level and type of insurance.

Know Your Warnings (<https://alert.tas.gov.au/know-your-warnings/>): Australia is implementing a nationally consistent warning system for emergencies like bushfire, flood, storm, and severe weather. This system is called the Australian Warning System (AWS). In Tasmania, the Australian Warning System currently applies to bushfires and floods. Knowing and understanding these warning levels will help individuals to be better prepared to take action when the time comes.

3.2.3 Capacity and capability

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

- a adequate staffing and redundancy to fulfil key council emergency management roles
- b establishment and management of evacuation centres in the municipal area as required
- c establishment and coordination of relief and recovery centres in the municipal area as required
- d emergency management education and training for council workers
- e maintaining the West Coast Municipal Emergency Coordination Centre (MECC) capability
- f maintaining basic systems so resources can be requested and shared.

3.2.3.1 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)

3.2.3.2 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 organisation 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.

Break O’Day 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).

3.2.3.3 Maintaining the Municipal Emergency Coordination Centre (MECC)

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

- a coordinate council's overall emergency response, immediate relief and recovery activities
- b coordinate requests from response and recovery organisations
- c provide municipal intelligence / information to the RMA or Regional Controller relating to the activities of Council throughout response, immediate relief and recovery phases
- d promote community information, warnings and advice as required and aligned with the appropriate Management Authority.

In an emergency the MECC may be activated by the West Coast Municipal Emergency Coordinator:

- a at the request of a Response Management Authority
- b after consultation with the Mayor or General Manager
- c 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](#).

3.2.3.4 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.

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 regional emergency management structures as required.

3.2.4 Readiness for community warnings and public information

Response Management Authorities are responsible for the dissemination of public information and warnings and communicating potential impacts and consequences to the community.

Warnings provide individuals and communities with real time information on what is happening and what they need to do. Warnings are also sent to media outlets (radio and television) for public broadcast. Council may support emergency communications by relaying warnings in accordance with the:

- a) Response Management Authority,
- b) Regional Emergency Management Coordinator, or
- c) Regional Emergency Management Controller.

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

3.2.4.1 TasALERT

Tasmania's [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 with links to dedicated social media channels.

3.2.4.2 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.

3.2.4.3 Available warning systems

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.

The [TasALERT Know Your Warnings](#) page provides valuable, up-to-date information on emergency icons, and consistent warning system for emergencies like bushfire, flood, storm, and severe weather.

3.2.5 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.

3.2.6 Administration systems

3.2.6.1 Information management

In Tasmania, personnel involved in emergency management activities use WebEOC to record and share information, decisions, tasks, reports, plans and documents relating to the event. Systems for recording and managing information during emergencies include draft templates and proformas for documents including but not limited to:

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

3.2.6.2 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

An emergency response is an immediate, systematic response to an unexpected or dangerous occurrence. The goal of emergency response is the immediate protection of people, property, and the environment. Emergencies warranting an emergency response range from hazardous material spills to natural disasters.

3.3.1 Overview

Emergency response considers actions taken in anticipation of, during, and immediately after an emergency to minimise its effects so people affected have immediate relief and support.

Tasmania recognises two focus areas of emergency response:

- 1. Tactical / Operational Response:** the Response Management Authority asserts command and control of operational resources to resolve the incident.
- 2. Emergency Management and Coordination:** Tasmania's emergency management arrangements are activated at either State, regional and/or municipal level to facilitate the coordination and management of consequences. Coordination structures transition emergency response activities, including immediate relief measures, to short-medium- or long-term recovery.

This section describes how roles and responsibilities relevant to municipal emergency management generally apply in periods of emergency response. (Also refer to the typical Council support

functions and activities summarised in [Section 2](#)).

3.3.2 Activation of an Emergency Response

3.3.2.1 Municipal Emergency Coordination Centre (MECC)

Tactical emergency response operations and the dissemination of public information, warnings and advice is managed by the relevant Response Management Authority.

The Northern Regional Emergency Management Controller can activate broader emergency management arrangements as necessary to manage and coordinate consequences of the emergency. This may include the activation of municipal or regional emergency coordination centres. Legislated emergency powers do not need to be activated for this to occur.

The primary function of a Municipal Emergency Coordination Centre is to:

- a manage and coordinate Council's municipal resources to support emergency response activities
- b coordinate requests from the Response Management Authority as required
- c manage evacuation, relief and recovery centres as required under the direction of the Regional Emergency Controller or Response Management Authority
- d timely provision of information and advice to the Regional Controller or Response Management Authority regarding municipal activities and impacts
- e timely dissemination of public information, warnings and advice to the community
- f identification of additional emergency requirements (e.g. activation of regional recovery arrangements).

The location of Council's primary and secondary MECC are identified at [Appendix 5](#).

The Municipal Emergency Coordinator leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC. The IMT structure is determined by the size and complexity of the emergency and, but may comprise officers to fulfil the following functions:

- a Coordination of activities (typically the Municipal Coordinator or Deputy)
- b Public Information and Communications Officer
- c Operations Officer
- d Administration and Finance Officer
- e Logistics Officer
- f Planning Officer
- g Evacuation Centre Manager(s) as required

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.

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.

If Council's capacity to support response is exceeded, the Municipal Coordinator will seek support from other councils or regional support.

3.3.2.2 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.

3.3.2.3 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 meet.

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 (below) 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 (below) summarises typical all-hazard response actions undertaken by Council officers, which may be adjusted as required.

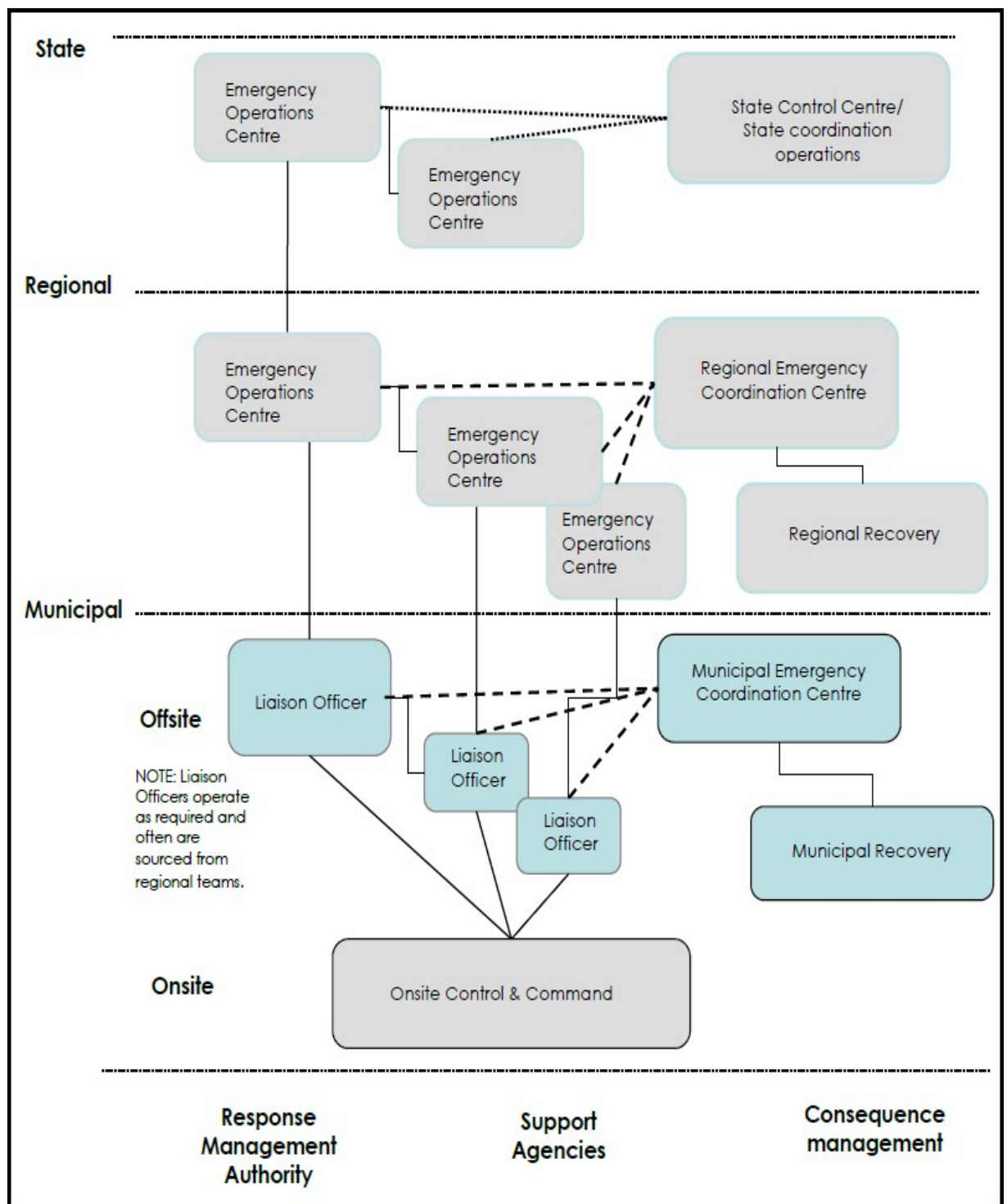


Figure 3: Response management structure

LEGEND:

———— Direct reporting relationship

----- Also works/communicates with

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 hrs (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 resupply	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 resupply (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

[TasALERT](http://www.tasalert.com.au) (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.

Response Management Authorities are responsible for dissemination of public information and warnings, and communicating potential impacts and consequences to the community. BOM warnings are issued for severe weather, flood, fire weather and tsunamis. 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.

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

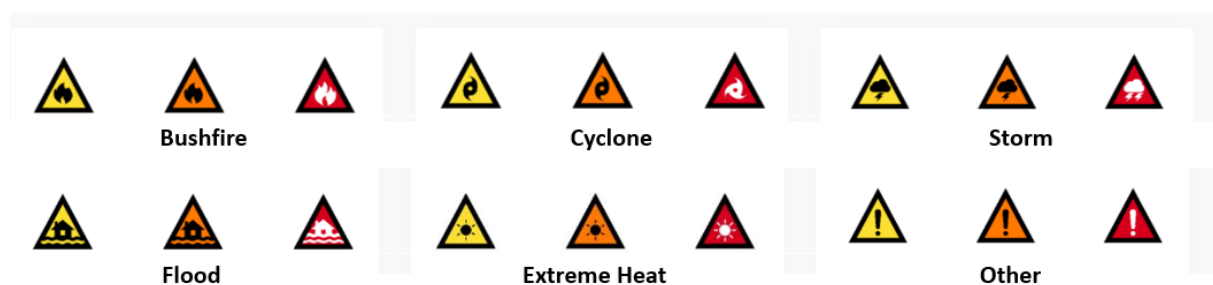
- a Response Management Authority
- b Regional EM Coordinator, or
- c Regional Controller.

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.

Know your warnings

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.

The [TasALERT Know Your Warning](#) page provides valuable, up-to-date information on emergency icons, and consistent warning system for emergencies like bushfire, flood, storm, and severe weather.



A warning provides point-in-time information about a hazard that is impacting or is expected to impact communities. It describes the impact and expected consequences for communities and includes advice on what people should do.

There are three warning levels:

Advice (Yellow): An incident has started. There is no immediate danger. Stay up to date in case the situation changes.

Watch and Act (Orange): There is a heightened level of threat. Conditions are changing and you need to start acting now to protect you and your family.

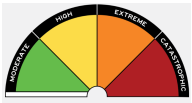
Emergency Warning (Red): An Emergency Warning is the highest level of warning. You may be in danger and need to act immediately. Any delay now puts your life at risk.

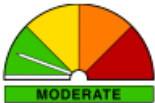
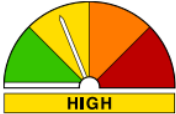
Each warning level has a set of action statements to give the community clearer advice about what to do. Calls to Action can be used flexibly across all three warning levels depending on the hazard.

Advice	Watch and Act	Emergency Warning
Prepare now Stay informed Monitor conditions Stay informed/threat is reduced Avoid the area Return with caution Avoid smoke	Prepare to leave/evacuate Leave/evacuate now (if you are not prepared) Prepare to take shelter Move/stay indoors Stay near shelter Walk two or more streets back Monitor conditions as they are changing Be aware of ember attacks Move to higher ground (away from creeks/rivers/coast) Limit time outside (cyclone, heat asthma) Avoid the area Stay away from damaged buildings and other hazards Prepare for isolation Protect yourself against the impacts of extreme heat Do not enter flood water Not safe to return Prepare your property (cyclone/storm)	Leave/evacuate (immediately, by am/pm/hazard timing) Seek/take shelter now Shelter indoors now Too late/dangerous to leave

Other warnings

Hazard	Warning Type/indication	Issuing Agency
Flood		
Flood watch	Alert, Watch or Advice of possible flooding, if flood producing rain is expected to happen soon/imminently. The general weather forecasts can also refer to flood producing rain.	BoM
Flood warnings	Warnings of Minor, Moderate or Major flooding in areas where BoM (the Bureau) has specialised warning systems in place. In these areas the flood warning message will identify the river valley, the locations expected to be flooded, and the likely severity of the flooding when it is likely to occur.	BoM
Minor flood warning	Causes inconvenience. Low-lying areas next to watercourses are inundated which may require the removal of stock and equipment. Minor roads may be closed, and low-level bridges submerged.	BoM
Moderate flood warning	In addition to the above, the evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas requiring the removal of stock.	BoM
Major flood warning	In addition to the above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood affected areas may be required.	BoM

Severe Weather		
Severe weather warnings 	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides.	BoM
Damaging winds	Gusts expected more than 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction), or destructive winds above 125 km/h	BoM
Dangerous surf	Issued when swell is expected to exceed 6 metres about the north and east coasts, and 7 metres about the southeast coast	BoM
Abnormally high tides	Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and maritime activities (generally when water level expected to reach 40cm above normal spring tide level)	BoM
Very heavy rain that may lead to flash flooding	Issued when the rainfall rate over one hour is expected to exceed the one in 5 or 1 in 10-year return period	BoM
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: • hail greater than 2cm diameter • wind gusts greater than 100 km/h • flash flooding • tornadoes	BoM
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH
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
Fire		
Fire weather warning	Issued when the rating on the fire danger scale is expected to exceed thresholds agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania.	BoM
Smoke Alert 	Smoke Alert Provides information about smoke from a fire, bushfire or fuel reduction burn that may impact a community or areas of Tasmania.	TFS
No Rating (FBI 0-11) 	On days of minimal risk, no rating will be issued. Action: Fires may start but are unlikely to spread in a fast or threatening way.	TFS

Moderate Fire Danger Rating (FBI 12-23) 	Plan and Prepare Most fires can be controlled. Action: Stay up to date and be ready to act if there is a fire	TFS
High Fire Danger Rating (FBI 24-49) 	Be Ready to Act Fires can be dangerous Action: There's a heightened risk. Be alert for fires in your area. Decide what you will do if a fire starts. If a fire starts, your life and property may be at risk. The safest option is to avoid bush fire risk areas.	TFS
Extreme Fire Danger Rating (FBI 50-99) 	Take action now to protect your life and property Fire will spread quickly and be extremely dangerous Action: These are dangerous fire conditions. Check your bushfire plan and that your property is fire ready. If a fire starts, take immediate action. If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts. Reconsider travel through bush fire risk areas.	TFS
Catastrophic Fire Danger Rating (FBI 100+) 	For your survival, leave bush fire risk areas If a fire starts and takes hold, lives are likely to be lost Action: These are the most dangerous conditions for a fire. Your life may depend on the decisions you make, even before there is a fire. 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
Tsunami		
No threat	An undersea earthquake has been detected; however it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BoM
Marine alert and Land Alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM

When activated, the **Tasmanian Emergency Information Service (TEIS)** call centre provides an initial point of contact for the community to access information about an emergency. TEIS is activated by the Department of Premier and Cabinet, on request from the relevant Response Management Authority or Support Agency.

The decision to activate includes acceptance of responsibilities that include appointing: a Liaison Officer to be located within TEIS for the duration of the activation, and a supporting Information Manager. TEIS operates on a fee-for-service basis.

Table 7: Current warning arrangements and typical council actions

Hazard	Warning type/indication	Method	Typical Action by MC
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		Issuing agency		
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
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	BoM	Emergency services: SMS, phone, emails	• Relay warnings • Ensure availability of outdoor crews to respond • Update stakeholders • Consider MEMC meeting

	required.			
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 soon as an incident is reported, TasALERT published basic information including the type and location of incident.	SES	Public: Media Emergency services: SMS, phone calls, emails	• Relay warnings • Ensure availability of 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 car parks
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	BoM	Public: Multimedia Emergency services: SMS, phone, emails	• Relay warnings • Notify outdoor crews and check availability • Update stakeholders

	• tornadoes			
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. DoH will assess BoM issued warnings and assess the risk to human health. DoH may issue public health advice or an alert for heat when required. Warning provides information on preparing for and coping with extreme heat.	BoM / 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

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 to 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 are 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
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	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

conditions. You may not be able to leave, and help may not be available.

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.

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 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 EM Coordinator	Regional Controller	Media Council website
			Response Management Authority	Regional Media Officer	Response Management Authority Regional Liaison	TEIS CALD
			Regional Social Recovery Coordinator	Regional Social Recovery Coordinator/	Regional Controller through the Regional EM Coordinator	
	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 Officer	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 Evacuation 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](#) (2026) 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 to Evacuate

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

3.3.8.3 Withdrawal

TASPOL are the designated Management Authority for evacuations. Once a decision to evacuate has been made, a TASPOL Evacuation Coordinator may be appointed to coordinate and manage the withdrawal process, shelter and safe return of impacted individuals.

3.3.8.4 Shelter

The provision of emergency sheltering to protect individuals from the threat of disaster and assist with meeting their basic needs is complex and dynamic. It may involve dealing with people under a great deal of stress; marginalised people affected by homelessness, drug and alcohol abuse or mental health issues; and newly arrived people or tourists.

Emergency sheltering encompasses two different phases – immediate and temporary sheltering. The two phases are not sequential:

1. Immediate sheltering is when people seek temporary short-term respite in a safer location for a period of between 1-18 hours. The provision of bedding and substantial meals may not be available or required. Examples include public cyclone shelters and places of refuge.
2. Temporary sheltering is a stay in a safer location for a period, often in excess of 18 hours and may extend into weeks or even months. The provision of bedding, substantial meals and more comprehensive support is required. Evacuation centres are a type of temporary sheltering.

A **nearby safer place** is a place of last resort for people during bushfire emergencies. If you have no bushfire survival plan, or your plan has failed, a nearby safer place may be your last resort when there is an imminent threat of bushfire.

Tasmania Fire Service identifies some nearby safer places and lists these in Community Bushfire Protection Plans. Nearby Safer Places are assessed annually.

3.3.8.5 Return

The Response Management Authority 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 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.

3.3.10 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, and NREMC.

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.

3.3.11 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 reimbursed under:

1. [*Natural Disaster Relief and Recovery Arrangements*](#) (Commonwealth)

2. [Tasmanian Relief and Recovery Arrangements](#) (State)

Specific financial assistance to councils is provided under the [Tasmanian Natural Disaster Relief to Local Government](#) policy.

Disaster funding arrangements are activated once eligibility criteria are met. Cost capture systems are established to align with the different types of eligible expenditure as the table below.

Table 9: Summary of disaster funding

DRFA Category	Type	Claimable expenses
Category A	Essential	Emergency food, clothing, and accommodation 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, stormwater, bridges, tunnels, culverts, rivulets, local government offices) Counter-disaster operations for the protection of the general public
Category C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (e.g. 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 DPAC Resilience and Recovery Tasmania 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 is 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 Resilience and Recovery Tasmania (RRT, DPAC). Where appropriate, a written application will be developed and submitted to RRT.

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](#) (2024) describes 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:

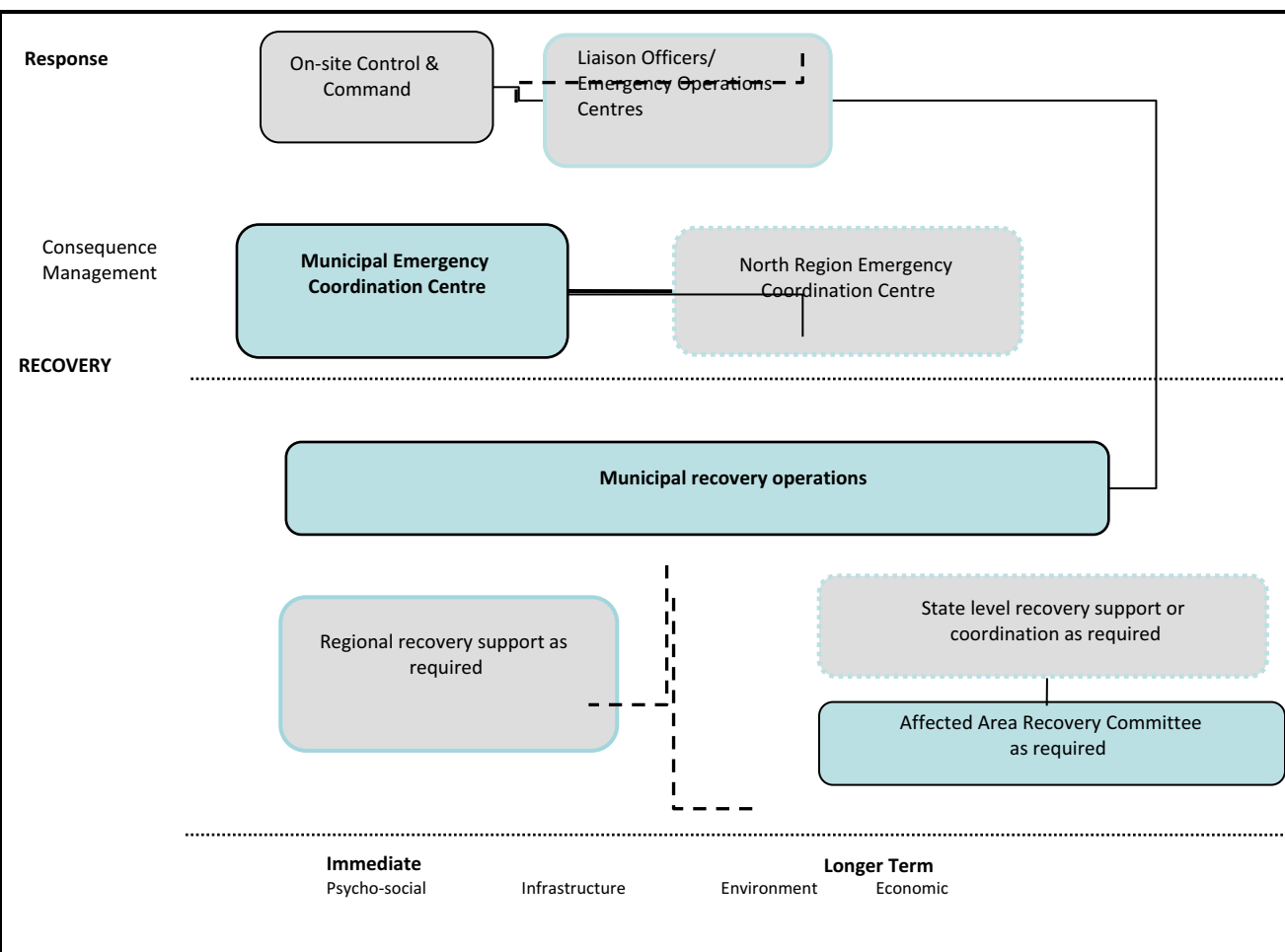
- a assessing recovery needs across all domains and prioritizing actions required
- b developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals
- c enabling community communication and participation in decision-making

- 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 Recovery information

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

- Response Management Authority 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.

The responsibilities of Municipal Recovery Coordinators are set out in [Section 24H of the Emergency Management Act 2006](#). Typically, this can involve Council's Municipal Recovery Coordinator undertaking the following activities:

- a) manage and maintain 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 a Level 1 (local) 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 Emergency Management Coordinator.

Regional recovery coordination is activated by the Northern Regional Controller through the Regional EM Coordinator 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 summarised in Appendix 8. Recovery facilities are activated on request or advice from:

- a Municipal Emergency Coordinator
- b Municipal Recovery Coordinator
- c Regional Emergency Management Coordinator
- d Regional Recovery Officer, or
- e Regional Emergency Management Controller

Council is responsible for contributing to ongoing impact assessments, particularly as they relate to informing immediate to longer-term 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 the Tasmanian Government's Evacuation Centre Registration App (Survey 123). 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 immediate, short-term relief measures to long-term recovery structures 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 council, Regional Emergency Management Committee (and/or the Regional Social Recovery Committee), Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery requirements.

Responsibility for coordination of recovery escalates from municipal to regional to state levels depending on the scale and complexity of the emergency event.

Where recovery needs can be met within municipal capabilities, medium to long-term recovery is coordinated locally by the MEMC. Recovery activities in this instance are primarily supported by Council resources, business as usual services and community-based initiatives. The Municipal

Coordinator may seek support or raise emerging issues through the REMC.

After significant emergencies and/or where recovery needs exceed municipal capabilities and/or resources, additional state-level recovery support may be activated. Level 2 and Level 3 arrangements are detailed in the State Recovery Plan, as well as Level 4 (catastrophic) emergencies.

Community Recovery Committees (including Affected Area Recovery Committees – AARCs) may be established under Section 24E of the Act, in partnership with local government bodies, municipal committees and affected communities. Community Recovery Committees may be established locally for one Municipality or regionally for multiple municipalities. For more details about AARC's refer to the [State Recovery Plan](#).

In more localised events, the Municipal Coordinator may consider it necessary to establish a local community recovery committee as soon as practicable. This group will include appropriate affected people, existing community groups and agencies to begin recovery discussions. No matter what the scale or severity of the event, it is important for local communities to have an avenue to discuss and share experiences.

3.4.7 Recovery functions

Council has municipal-level responsibilities across social, economic, infrastructure, environmental and cross-domain recovery functions. Council undertakes the primary role in providing recovery services in the immediate aftermath of an emergency and can be supported by several Tasmanian Government agencies and NGOs, depending on the capacity and presence of support services in the area.

Table 10: Recovery functions by domain

Social Recovery		
Coordinating Agency	Department of Premier and Cabinet	
Function	Responsible Agency	Support Agency
Evacuation centres - Establish emergency shelter for displaced persons - Provide food and water to displaced persons - Arrange laundering of linen / towels used in an evacuation centre	Councils	DPAC (RRT) NGOs
Recovery centres Establish recovery centres to provide information and access to services	Councils	DPAC (RRT) State Growth (Business Tasmania) NRE Tas (AgriGrowth) NGOs Insurance Council of Australia (ICA)

Personal support • Arrange Psychological First Aid and chaplaincy services for evacuation and recovery centres • Coordinate support for people with specific needs (e.g. elderly, people with disabilities) • Promote additional psychosocial support through primary health or community-based services.	DPAC (RRT)	NGOs DoH
Mental health advice and support • Assess and assist individuals who require specialised psychological support, including through escalation from NGOs or community-based support services • Coordinate support for people with complex needs through appropriately qualified staff (e.g. social workers) • Provide advice on, and coordinate, appropriate medium and long-term mental health recovery initiatives	DoH	NGOs
Emergency accommodation • Arrange or broker emergency accommodation options for displaced persons who cannot reside with friends/family or in an evacuation centre	DPAC (RRT)	NGOs
Care for children • Provide support and care for unaccompanied minors in an evacuation centre and other emergency settings	DECYP	NGOs
Financial assistance for personal hardship and distress • Deliver the Personal Hardship and Distress Assistance Policy under the TRRA	DPAC (RRT)	
Financial Assistance for not-for-profit organisations • Assess and provide assistance to not-for-profit organisations under the TRRA Community Recovery Policy	DPAC (RRT)	
Technical advice (as required): • Drinking and waste water management • Hygiene, sanitation, and infection control • Food safety (handling and storage) • Air quality • Protection against hazardous materials/substances	DoH	Councils DOJ (WorkSafe) NRE Tas (Biosecurity Tasmania) EPA

Economic Recovery		
Coordinating Agency	Department of State Growth	
Function	Responsible Agency	Support Agency
Support for business and industry • Promote and distribute information to assist the business community to build resilience and prepare to support their own recovery (e.g., business continuity plans)	State Growth	

- Assist impacted businesses to access information and advice - Provide advice on re-establishment or alternative strategies		
Economic and industry-specific programs - Assess and identify business and economic needs - Deliver targeted programs and financial assistance strategies as required	State Growth	Industry bodies Regional Tourism organisations Regional Development organisations
Financial assistance measures for small businesses Assess and provide small business assistance under the Community Recovery Policy of the TRRA	State Growth	DPAC (RRT)

Infrastructure Recovery		
Coordinating Agency	Department of State Growth	
Function	Responsible Agency	Support Agency
Roads and bridges - Undertake technical assessments, assess and prioritise restoration needs - Undertake stabilisation and remediation works - Undertake and facilitate the restoration of critical infrastructure - Rebuild and restore infrastructure to be sustainable and more resilient to future events	Asset owners (as applicable): State Growth Councils NRE Tas (PWS) Sustainable Timber Tasmania TasRail (Rail bridges) Hydro Tasmania	State Growth
Other community infrastructure and recreational facilities Undertake and facilitate the restoration of infrastructure and facilities	Asset owners (as applicable): Councils NRE-Tas Sustainable Timber Tasmania	
Ports, airports and rail - Undertake technical assessments, assess and prioritise restoration needs - Undertake and facilitate the restoration of critical infrastructure	TasPorts TasRail Airport infrastructure owners	State Growth
Electricity supply and generation - Undertake technical assessments, assess and prioritise restoration needs - Undertake and facilitate the restoration of critical infrastructure	Hydro Tasmania TasNetworks	State Growth Australian Energy Market Operator
Natural gas - Undertake technical assessments, assess and prioritise restoration needs - Undertake and facilitate the restoration of critical infrastructure	TasGas	State Growth
Liquid fuel supply	Liquid fuel suppliers	State Growth

- Undertake technical assessments, assess and prioritise restoration needs - Undertake and facilitate the restoration of critical infrastructure		
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Environmental Recovery		
Coordinating Agency	Department of Natural Resources and Environment Tasmania Environment Protection Authority (EPA)	
Function	Responsible Agency	Support Agency
Environmental health and pollution - Conduct monitoring and surveillance activities - Render (disperse/dilute/neutralise) the hazardous material safe - Decontaminate affected people, places and equipment	Councils EPA Asset owner	DOJ DoH
Crown land, National Park and landscape rehabilitation Coordinate and undertake natural environment rehabilitation works	NRE Tas	NGOs
Aboriginal, natural and cultural heritage - Undertake assessment of risk posed to natural and cultural heritage places in affected areas - Coordinate and undertake Aboriginal, natural and cultural heritage rehabilitation works, in consultation with affected communities - Undertake recovery monitoring of Aboriginal, natural and cultural heritage places	Aboriginal Heritage Tasmania NRE Tas	Tasmanian Aboriginal Land and Sea Council
Animal welfare, feed and fodder - Coordinate assistance for household pets and assistance animals presenting at an evacuation centre - Coordinate services to treat and care for affected wildlife - Coordinate and manage services to meet the immediate needs of affected livestock	Councils NRE Tas	Community groups NGOs
Assistance measures for primary producers - Assess and provide primary producer assistance under the TRRA Community Recovery Policy - Provide advice and other non- financial support to primary producers	NRE Tas Industry bodies NGOS	DPAC (RRT)
Waste management and carcass removal - Dispose of contaminated waste - Coordinate the removal of livestock carcasses	Councils NRE Tas	EPA
Biosecurity and invasive species	NRE Tas	

• Conduct monitoring and surveillance activities • Coordinate the delivery of diagnostic services • Restrict the movement of hazardous organisms		
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Cross-domain Recovery		
Coordinating Agency	Department of Premier and Cabinet	
Function	Responsible Agency	Support Agency
Large-scale demolition and clean-up • Assess demolition and clean-up requirements and determine the need for a coordinated approach • Support or coordinate large-scale demolition and clean-up programs	DPAC (RRT)	Councils State Growth EPA DOJ DoH
Government liaison with the insurance industry Coordinate insurance information and advice	DPAC (RRT)	ICA Insurers
Registration and enquiry • Identify and register attendees at evacuation centres • Facilitate the reunification of family and friends separated during an emergency • Collect data to inform missing persons investigations and recovery planning	Councils TASPOL	NRE-Tas Australian Red Cross NGOs
Public memorials • Coordinate arrangements to manage spontaneous memorials • Coordinate the establishment of permanent memorials, in consultation with affected communities	DPAC (RRT) Councils	TASPOL NGOs
Public donations – material goods • Coordinate the storage and distribution of donated material goods	DPAC (RRT)	NGOs
Spontaneous volunteers and offers of assistance • Coordinate the registration, training and coordination of volunteers offering assistance • Coordinate and manage community, corporate and business offers of assistance	DPAC (RRT)	NGOs
Public appeals • Coordinate the collection and administration of financial donations on behalf of affected communities	DPAC (RRT)	NGOs Financial institutions

3.4.8 Recovery Plan

Council's Community Recovery Plan is a sub-plan of this MEMP and is linked and consistent with all aspects of this MEMP. Council's MEMC specifies strategic and tactical arrangements for the provision of a wide range of recovery services to the community after the emergency. emergency, such as influenza pandemic, is the establishment of community-based clinics to perform a number of critical and beneficial functions for the general community.

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,
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
1	July 2001	Update - BODMEMC re change of committee members and contact details. Some minimal change to plan content.
2	December 2002	Review -Completed but not circulated to committee – was basic draft for Version 9 pertaining to Risk Management aspects of future plans.
3	March 2005	Reissue and review – including details of committee – contact details - incorporating results of emergency risk management project.
4	March 2007	Update - terminology as per the Emergency Management Act 2006
5	November 2010	Reissue and review - 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).
6	August 2015	Reissue and review - 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
7	April 2018	Review - Update of MEMC membership and Regional Risk Assessment profile adopted.
8	June 2023	Plan review and reissue - update to revised template
9	July, 2025	Plan review and reissue – including update of relevant State arrangements, plans and legislation
10	April, 2026	Plan review and reissue – including update of relevant State arrangements, plans and legislation

4.3 Consultation for this issue

Review of this issue was coordinated by the MC for the MEMC. This issue was reviewed as part of the statutory two-yearly review schedule.

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 Emergency Management Coordinator, 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
Department of Health, 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/legislation

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 & legislation

Tasmanian legislation relating to emergency management

Legislation	Subject
Biosecurity Act 2019	to provide for the protection and enhancement of Tasmania's biosecurity status for the benefit of Tasmania's industries, environment, and public wellbeing by providing for the prevention, detection and control of animal and plant disease, pests, and other biosecurity matter.
Building Act 2016	building emergency work
COVID-19 Disease Emergency (Commercial Leases) Act 2020	(a) to implement measures that may assist the continued functioning of the economy during the financial hardship period and the recovery of the economy after the end of the period; and (b) to enable an appropriate apportioning, between parties to a protected lease, of the financial burden caused to the parties by, or relating to, the disease-related factors.
Dangerous Goods (Road and Rail Transport) Act 2010	to regulate by nationally consistent legislation the transport of dangerous goods by road and rail in order to promote public safety and protect property and the environment
Electricity Supply Industry Act 1995	to promote efficiency and competition in the electricity supply industry, to provide for a safe and efficient system of electricity generation, transmission, distribution and supply, to provide for the safety of electrical installations, equipment and appliances, to enforce proper standards in the performance of electrical work, to protect the interests of consumers of electricity and for related purposes
Emergency Management Act 2006	to provide for the protection of life, property, and the environment in the event of an emergency, to establish emergency management arrangements, and to provide for certain rescue and retrieval operations
Environmental Management and Pollution Control (Waste Management) Regulations 2020	to regulate and manage controlled waste which is the most hazardous category of waste and requires special management, including chemicals, poisons, fish waste and sewage
Environmental Management and Pollution Control Act 1994	emergency authorisations of an act or omission that might otherwise constitute a contravention of this Act
Fire Service Act 1979	to consolidate and amend the law relating to preventing and extinguishing fires and the protection of life and property from fire
Food Act 2003	emergency powers to prevent or reduce the possibility of a serious danger to public health or to mitigate the adverse consequences of a serious danger to public health
Gas Industry Act 2019	to regulate gas related activities
Gas Safety Act 2019	to regulate the gas industry, to provide for safety and technical standards that ensure that the gas supply industry, gas facilities, gas installations, gas appliances, gas storage systems and gas conditioning systems are constructed, maintained and operated to a high standard of safety and in a manner that protects persons and property, and for related purposes
General Fire Regulations 2021	regulations regarding fire protection, evacuation, and containment of fire hazards

Land Use Planning and Approvals Act 1993	to make provision for land use planning and approvals, including risk from environmental or natural hazard
Launceston Flood Risk Management Act 2015	to make provision for and in relation to the management of the likelihood, severity, and duration of, and emergencies consisting of, floods in Launceston
Local Government Act 1993	to provide for local government and establish councils to plan for, develop and manage municipal areas in the interests of their communities
Marine and Safety Authority Act 1997	to establish the Marine and Safety Authority and for related matters
Marine Farming Planning Act 1995	to provide for the planning of marine waters for marine farming and the allocation of marine farming leases, including Emergency arrangements
Marine Search and Rescue Act 1971	to make provision with respect to the carrying out of certain marine search and rescue operations
Marine-related Incidents (MARPOL Implementation) Act 2020	to protect State waters from pollution by oil and other substances, and to give effect to certain parts of the MARPOL Convention
Natural Resource Management Act 2002	to establish committees for natural resource management and to provide for the development of regional strategies for natural resource management
Petroleum Products Emergency Act 1994	to provide for the conservation of petroleum products in the event or likely event of shortages of supplies of petroleum products occurring in the State
Police Powers (Public Safety) Act 2005	to authorise police officers to stop and search persons and vehicles, to question persons and to seize things for the purposes of public safety
Public Health Act 1997	to protect and promote the health of communities in the State and reduce the incidence of preventable illness, including emergency powers
Radiation Protection Act 2005	for the protection of people and the environment from harmful radiation, including emergency powers
Rail Safety National Law (Tasmania) Act 2012	to apply as a law of this State a national law relating to the provision of a national system of rail safety
Security-sensitive Dangerous Substances Act 2005	to restrict and regulate access to certain dangerous substances whose deliberate misuse would constitute an especial threat to State security and public safety, to regulate and monitor, and improve the security of, commercial, industrial, and other activities carried out in connection with such dangerous substances
Terrorism (Commonwealth Powers) Act 2002	to refer certain matters relating to terrorist acts to the Parliament of the Commonwealth for the purposes of Section 51(xxxvii) of the Constitution of the Commonwealth
Terrorism (Preventive Detention) Act 2005	to allow persons to be taken into custody and detained in order to prevent an imminent terrorist act occurring or preserve evidence of, or relating to, a recent terrorist act
Water Management Act 1999	to provide for the management of Tasmania's water resources, including water supply emergencies
Work Health and Safety Act 2012	to secure the health, safety, and welfare of persons at work and for related purposes

Plans and arrangements

Strategies and frameworks	
Break O'Day Council Strategic Plan	Break O'Day Council
SEMC Strategic Directions Framework 2020-2025	Department of Premier and Cabinet
Tasmanian Disaster Resilience Strategy 2020-2025	Department of Premier and Cabinet
Risk assessment	
Tasmanian Disaster Risk Assessment (TASDRA)	Department of Police, Fire and Emergency Management
Tasmanian Emergency Risk Assessment Guidelines	Department of Police, Fire and Emergency Management
National Emergency Risk Assessment Guidelines	Australian Institute for Disaster Resilience
Prevention, mitigation and risk reduction	
Guide to considering natural hazard risks in land use planning and building control	Department of Premier and Cabinet
Principles for the consideration of Natural Hazards in the Planning System	Department of Premier and Cabinet
Tasmania's Protective Security Policy Framework	Department of Premier and Cabinet
Preparedness	
Managing Exercises: A handbook for Tasmanian Government agencies	Department of Police, Fire and Emergency Management
Response	
Community Protection Plans	Tasmania Fire Service and SES
Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook	Australian Institute for Disaster Resilience
Emergency Evacuation Framework	Tasmania Police
Heatwave Ready Tasmania: Resources for residential aged care facilities in Tasmania	Department of Health
People at Increased Risk in an Emergency: A guide for Tasmanian government and non-government community service providers	State Emergency Management Committee
Spontaneous Volunteer Management Resource Kit: Helping to manage spontaneous volunteers in emergencies	Australian Government Department of Housing, Community Services and Indigenous Affairs
State Special Emergency Management Plans and other plans (available on the WebEOC)	
Biosecurity Emergencies	Department of Natural Resources and Environment,
Cetacean Incident Manual: ...	Department of Natural Resources and Environment,
Dam Safety Emergencies	Department of Natural Resources and Environment,
Electricity, Gas and Liquid Fuel Supply Disruption Arrangements	Department of State Growth
Flood	State Emergency Service

Hazardous Materials Emergencies	Tasmania Fire Service
Impact and Damage Assessment	Department of Premier and Cabinet
Interoperability Arrangements for Sharing Skilled Resources in Tasmania	Department of Premier and Cabinet
Northern Region Emergency Management Plan	SES
Pandemic Influenza	Department of Health
Port Safety Plan for Visits of Nuclear-Powered Warships to Hobart	Tasmanian Government State Emergency Service, Issue 5, 2023
State Fire Protection Plan	Tasmania Fire Service
State Recovery Plan	Department of Premier and Cabinet
State Road and Bridge Emergency Management Plan	Department of State Growth
State Tsunami Emergency Response Plan	State Emergency Service
Structural Collapse	Tasmania Fire Service
Tasmanian Counter-Terrorism Arrangements	Tasmania Police
Tasmanian Marine Oil and Chemical Spill Contingency Plan (TasPlan)	Environment Protection Authority
Tasmanian Mass Casualty Management Arrangements	Department of Health
Tasmanian Public Health Emergencies Management Plan	Department of Health
Tasmanian Search and Rescue Plan	Department of Police, Fire and Emergency Management
Transport Crash Emergencies	Tasmania Police
Recovery	
Municipal Recovery Plan	Break O'Day Council
State Recovery Plan (State Special Emergency Management Plan)	Department of Premier and Cabinet
Tasmanian Relief and Recovery Arrangements: Natural Disaster Relief to Local Government Policy	Department of Premier and Cabinet
Working together in recovery: a practical guide for the not-for-profit and public sectors,	Curnin, S., University of Tasmania 2019

Standards, reports and resources

Row	Title	Custodian	Version	Date
	Choosing Your Words	AGD	2	2008

1				
1				
2	Tasmanian Municipal Emergency Management Guidelines	LGAT	2	2020
3	Tasmanian State Disaster Risk Assessment	SES		2022
4	Tasmanian Emergency Risk Assessment Guidelines	SES		2017
5	Dam Safety Emergency Plans (available on the REMC Layer LISTmap (restricted))	TasWater Hydro Tas Irrigation	Various	Various

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 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 Risk and Treatment Strategies

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
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	Council 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	DOH 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 <i>Emergency Management Act 2006</i> . |
| 2. Purpose: | |
| Functions | <p>Key functions of the MEMC include:</p> <ul style="list-style-type: none">• 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
- State Emergency Service – Emergency Management Unit
- Tasmania Fire Service
- Ambulance Tasmania
- Break O'Day Council
- St Helens/St Marys District Hospital
- Parks & Wildlife Service
- St Helens Marine Rescue
- DPAC/ Resilience and Recovery Tasmania

Chairperson

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

Executive Officer

Mayor

Members

Municipal Emergency Management Coordinator

Proxies

Representatives from the above list

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 Coordinator	Biannual	March/September
Co-ordinate emergency management training for selected staff members and community members	Municipal Coordinator	Annual	As required
Plan, conduct a review a related exercise	Municipal Coordinator	Annual	October
Review MEMP and all appendices (including risk treatment strategies) Lodge Plan with Regional Emergency Management Coordinator (SES) for approval	Municipal Coordinator	Biennial	Commence approx.6months prior to due date
Review and update contact lists	Municipal Coordinator	Annual	September
Attend NREMC Meetings	Municipal Coordinator	Quarterly	As advised
Attend NRSRC Meetings	Municipal Coordinator	Quarterly	As advised
Review risk treatment options in conjunction with municipal strategic plan and budget	Municipal Coordinator	Annual	March/April

APPENDIX 5: Centres for Emergency Management

a Municipal Emergency Coordinator Centre (MECC)

The MECC is the focal point for co-ordinating municipal consequence management activities 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 Coordinator	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 Coordinator	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 Coordinator	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 Station Cimetière St, Launceston	Police 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 Launceston 450 Wellington Street, Launceston	Tasmania	Duty Manager 1800 008 008
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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 Coordinator 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 Coordinator/General Manager regarding administrative arrangements of the MEMC.
4. Receive notification of emergency from Municipal Coordinator/General Manager
5. If appropriate, during an emergency event, convene MEMC and support the Municipal Coordinator.

Executive Officer (Municipal Coordinator)

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 Coordinator 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 Coordinator
6. Ensure accurate records of financial expenditure associated with the emergency are kept.



Action Card 4

Position: MUNICIPAL COORDINATOR

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 and/or Response Management Authority
7. Liaise with Regional Controller and/or Regional Emergency Management Coordinator and/or Regional Emergency Coordination Centre (RECC)
8. Assist with the allocation of Council resources
9. Liaise with the Municipal Recovery Coordinator and/or Northern Regional Social Recovery Coordinator



Action Card 5

Position: DEPUTY MUNICIPAL COORDINATOR

Responsible to: General Manager/Municipal Coordinator

Duties:

As prescribed in the Emergency Management Act 2006 and include:

1. Assist the Municipal Coordinator in all duties
2. Act as Municipal Coordinator 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 COORDINATOR

Responsible to: Municipal Coordinator

Duties:

1. Receive notification or emergency from Municipal Coordinator
2. Notify appropriate recovery organisations
3. Notify Northern Regional Social Recovery Coordinator
4. Maintain contact with and support Municipal Coordinator
5. Manage assessment of community needs with support from Northern Regional Social Recovery Coordinator
6. Maintain ongoing liaison with the Northern Regional Social Recovery Coordinator 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 Coordinator

Duties:

1. Receive notification of emergency from Municipal Coordinator
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 Coordinator
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 Coordinator (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 Manager Business Services (if appropriate)
4. Contact those staff that 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 Stadium	Multi Purpose 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 Community Centre	Hall, kitchen	Falmouth	Daily	Assembly Recovery Information Evacuation	BBQ, toilets, bar area
18	Franks Street	Beach	Falmouth	Daily	Assembly	
19	Four Mile Creek Beach	Beach	Four Mile Creek	Daily	Assembly	
20	Burial Point	Reserve	Four Mile Creek	Daily	Assembly	
21	Iron House Point	Resort/Open Space	Four Mile Creek	Daily	Assembly	
22	Cornwall Community Park	Open Space BBQ	Cornwall	Daily	Assembly	
23	St Marys Evacuation Centre	Purpose built facility, toilets, showers	St Marys	Daily	Assembly Recovery Information Evacuation	BBQ Toilets Showers Kitchen
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	Beaumaris	Daily	Assembly	

32	Ansons Bay	Open space	Ansons Bay Boat ramp car park	Daily	Assembly	Toilets
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