



Tasmanian Municipal Emergency Management Plan

## Western Emergency Management Committee

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### Plan Details:

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**Signature:**

**Date:**

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## Section 1 Overview

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### Introduction

- 1.1 The strategic objectives for emergency management of the Western Emergency Management Committee are to:
  - a facilitate a cooperative approach to developing, planning and implementing Emergency Management arrangements within the member Councils.
  - b maintain the WEMC Municipal Emergency Management Plan, through the active input of the member Councils, to guide community risk management arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery)
  - c recognise the value of relationships and partnerships in emergency management, in particular the importance of:
    - d community contributions in emergency management and promoting community engagement when required
    - e maintaining links with related bodies, including the North West Region Emergency Management Committee (NWREMC - the Regional Committee) and the North West Regional Social Recovery Committee (NWSRC)
    - f identifying roles and responsibilities, and integration between emergency management and member Council management structures
    - g develop a progressive review system, implemented for all emergency management elements, which is based on continuous improvement principles
    - h maintain an active and relevant municipal committee
    - i contribute to individual Council emergency planning arrangements
- 1.2 A map showing the combined area is included in this section (Figure 1 - page 18) Council maps are included in the Council information sections appended to this plan.

### Authority

- 1.3 This plan is issued under the authority of the State Controller in accordance with the requirements of Section 34 of the *Emergency Management Act 2006* and is maintained by the Western Emergency Management Committee, through the input of member Councils. Further details are in Section 4 of this plan.

### Aim

- 1.4 The aim of the plan is to describe the emergency management arrangements for the municipal areas of Burnie, Circular Head, and Waratah-Wynyard.

### Objectives

- 1.5 The objectives of this plan are to record:
  - a roles and responsibilities related to identified hazards and emergency management functions
  - b current arrangements for Prevention and Mitigation, Preparedness, Response and Recovery including:
    - i the legislated requirement to maintain this plan
    - ii protocols for coordinating mutual support with neighbouring Councils
    - iii identifying ways to request/access additional support from regional, State and Australian governments
  - c identify opportunities to reduce risks to the community.
- 1.6 These objectives are established so that effective response and recovery can occur.

## Scope and Application

- 1.7 The arrangements in this plan are designed to address emergencies that:
- a are caused by hazards impacting on the municipalities of Burnie, Circular Head and Waratah-Wynyard
  - b can be managed by local emergency management structures.
- 1.8 These arrangements are intended to be scalable and flexible so that they can be adapted when required. They are always active across the PPRR spectrum, but specific powers/authorities may be sanctioned (typically during response and recovery) to complement existing efforts.
- 1.9 The Municipal Coordinator can activate the plan. In addition, direction and/or advice to activate these arrangements may be provided by the:
- a Regional Controller, North West Region
  - b Regional EM Planner, SES North West Region
- 1.10 Other communications may occur between responsible officers from other State Government agencies identified in Section 2 of this plan and the respective Municipal Coordinator, but coordination, when formal arrangements are sanctioned, is best achieved by working with the Regional Controller/SES Regional EM Planner.
- 1.11 Additional arrangements for specific hazards or functions are described in more detail in Associated Plans; these are listed in the Appendix 5.1 Associated Documents and Appendices 5.5, 5.6 and 5.7 in relation to individual Council information.

## Context Statement

### Brief History & Current Issues

- 1.12 The Western Emergency Management Committee is situated in the North West corner of Tasmania and comprises the municipalities of Burnie, Circular Head and Waratah Wynyard. It covers an area of approximately 9233 square kilometres. It is bounded by the following areas:
- |   |            |   |
|---|------------|---|
| a | North      | Bass Strait                               |
| b | North West | Robbins, Hunter and Three Hummock Islands |
| c | South      | Pieman River                              |
| d | East       | Central Coast Municipality                |
| e | South East | West Coast Municipality                   |
| f | West       | Southern Ocean                            |
- 1.13 At a high level key emergency management issues relate to preparedness, response and recovery related to natural hazards. The Tasmanian State Natural Disaster Risk Assessment has identified particular hazards relevant to Tasmania as noted below:
- a bushfire
  - b coastal inundation
  - c earthquake
  - d flood
  - e heat wave
  - f landslide
  - g pandemic
  - h severe storm
  - i tsunami
- 1.14 Each of these hazards has some relevance to WEMC municipalities. However, based on recent past experience, specific risk focuses at present are:
- a bush fire

- b flood
- c coastal inundation
- d severe storm
- e landslide

1.15 Aside from natural hazards, the WEMC is vulnerable to a range of other hazards which could impact on the community. The areas of vulnerability are:

- a transport (all modes)
- b biosecurity

## Population and Demographics

1.16 The combined population covered by this plan is 42 412 (ERP profile data). “Estimated Resident Population” is the estimate of the population of the area at 30th June in the year of the last Census, and updated annually with a preliminary estimate thereafter, until the next Census date becomes available. Council demographic information is noted in Appendices 5.5, 5.6 and 5.7 *Individual Emergency Management Arrangements and Resources for each Council*.

- a Circular Head - 7926 (2016 Census)
- b Waratah-Wynyard - 13 578 (2016 Census)
- c Burnie - 18 895 (2016 Census)

## Natural Features

1.17 There are significant differences in the physical nature of each of the Council areas. However common characteristics include:

- a river and creek systems
- b coast lines: Bass Strait and the Southern Ocean
- c forested hinterland

## Infrastructure

### Roads

1.18 The North West Coast is well serviced by a State Road Network, consisting of the Bass Highway and a number of other main roads and tourist routes, managed predominately by the Department of State Growth. Each of the Councils manages extensive road (sealed and unsealed) networks and associated bridge and culvert infrastructure.

### Airport

1.19 At Wynyard there is a commercial airport supporting two airlines, freight services and the Royal Flying Doctor Service.

1.20 There is a small airport to the west of Smithton which is mainly used by small charter companies, recreational flyers and for freight. It is utilised extensively by Air Ambulance (contracted by Ambulance Tasmania) for medical transfer.

1.21 There are several other private airstrips (some of which are owned by the Crown), namely Robbins Island, Three Hummock Island, Balfour (not maintained but suitable for helicopters), and a strip operated by Forestry Tasmania south of the Arthur River (condition questionable but most likely suitable for helicopters).

### Harbours

1.22 Harbour facilities are available across the North West Coast, providing for a range of vessels and servicing private and commercial needs. These are located at:

- a Burnie
- b Port Latta
- c Stanley
- d Smithton

e Wynyard

f Temma

### **Water and Sewerage/Treatment Plants**

- 1.23 TasWater provide water and sewerage services to service communities across the state of Tasmania. A range of infrastructure is operated including dams, reservoirs, water and sewerage treatment plants, pump stations, trunk and reticulation pipes and associated infrastructure. The major population centres within the WEMC area are serviced by such infrastructure.

### **Telecommunications**

- 1.24 Mobile communications infrastructure is critical to the operation of the community, and, in times of emergency facilitates timely and effective communications and information transfer. Mobile coverage is limited in some areas throughout the combined area and ongoing works is occurring to bridge the gaps. Protocols are in place with telecommunications providers to facilitate the needs of the emergency services during emergency situations.

### **Electricity**

- 1.25 The western portion of the North West Coast is vulnerable to failure in the supply of electricity, with periodic loss of supply occurring during a range of weather conditions, and limited redundancy in the transmission network. Circular Head Council is particularly as there is one transmission line serving the municipal area.

### **Industry and Commerce**

- 1.26 The North West Coast supports a range of business and industry, including mining, agriculture, forestry and manufacturing of various forms and scale. The agricultural industry is particularly vulnerable to natural hazards e.g. fire, flood, storm as such events have local and wide-spread impact on the economic prosperity of the community.

### **Emergency Management**

- 1.27 Each of the Councils have established Emergency Operations Centres, as noted in Appendices 5.6, 5.7 and 5.8 *Individual Emergency Management Arrangements Information & Resources*. Alternate locations are also noted.
- 1.28 In each of the Council areas SES Units provide volunteer support to their communities. The groups are trained and have equipped personnel to assist with a variety of emergencies in accordance with their agreed roles.
- 1.29 Agencies such as Tasmania Fire Service and Ambulance Tasmania are integral in emergency management arrangements in the Council areas. Further details are noted in the Appendices 5.6, 5.7 and 5.8 *Individual Emergency Management Arrangements Information & Resources*.

## Hazard Summary

- 1.30 Table 3 (below) details significant emergencies that have occurred within the combined area which have had a wide spread impact. Within the three individual Councils there is a history of smaller scale issues, generally reflecting the specific hazards noted in 1.16.
- 1.31 A combined Emergency Risk Register is noted in Appendix 5.4. This register consolidates the risk registers from each of the Councils. Periodically the Risk Register is reviewed and updated noting new issues or concerns as they arise, or mitigation actions are identified and implemented.

**Table 1 Significant Emergencies in Burnie, Circular Head and Waratah-Wynyard municipalities**

Event	Consequence Summary
<b>November 1992 Mini Tornado Circular Head</b>	The first documented example of a flowing nocturnal tornado in Australia. This severe thunderstorm affected Smithton heading south east for some 14 km damaging 13 houses and numerous cars and outbuildings.
<b>September 2009 Economic Downturn Circular Head</b>	Partial closure of McCains - Vegetable Plant resulted in redundancy for approx. 150 employees the majority being local residents. Combined with significant declines in milk prices and a combination of extreme wet weather conditions, this period had a significant impact on the community and economy. Resulting in job losses on local farms as farmers struggled to sustain current or new employment opportunities. This resulted in the formation and activation of the McCains Task Force which was led by the State Government.
<b>2009-2010 Two major Power Failures Circular Head</b>	Damage caused by severe weather resulted in black outs throughout the municipality. Debris from trees, powers poles and damaged lines resulted in some outlying areas (mainly farms and rural residences) being without power for up to 40 hours or more. This had a significant impact on industry and farming operations.
<b>December 2010 Gunns Mill Closure</b>	The Gunns woodchip mill closed in December 2010 due to a change in organisational priorities. Over 100 direct workers were made redundant.
<b>2010-2014 Forestry Demise</b>	The Tasmanian Forestry Agreement resulted in the demise of the once integral logging industry in Circular Head. Logging and transport contractors were offered limited funds from 2010 Forestry Peace Deal Fund to exit the industry. The logging and milling industries operate at a greatly reduced rate, and much of the heavy and earthmoving equipment once based in the area is no longer available.
<b>January – March 2016 Extensive Fires</b>	The summer of 2015/16 was the most intense fire season experienced in recent history with long duration campaign fires in wilderness areas. The spring and summer had been one of the driest on record. The Mawbanna Pipeline fire and the Arthur River Temma fire covered a total of 17.4% of the Circular municipality. Significant firefighting assistance from other States was provided. Smaller fires occurred within the Waratah-Wynyard area. A tent city for 260 was erected in the Stanley Recreation Centre. Local honey producers suffered loss of hives & production. Some dairy farmers experienced decline in production and pasture impact. No homes were lost, however some residences in coastal communities including Nelson Bay and Couta Rocks were superficially damaged. Two bridges were lost. There was no loss of life; however, the north west was blanketed in smoke for weeks, causing some health concerns for portions of the community.
<b>June 2016 Flooding</b>	The northern municipalities of Tasmanian experienced significant flooding around 6 June 2016 as a result of a significant rain event, which also impacted much of Southern Australia. Damage in several municipal areas across the north exceeded \$5M per municipality. Extensive infrastructure damage occurred, including the loss of 3 bridges in the Waratah-Wynyard Municipality. Flooding of 20 homes occurred. A dairy farm at Arthur River in Circular Head lost 310 animals in the flooding. Within Burnie extensive inundation of businesses on River Road occurred, resulting in significant impacts on businesses and business activity and consequential financial loss. Infrastructure damage for Burnie was moderate however did impact community activities for a period of time.
<b>August 2018 Coastal erosion</b>	Easterly weather conditions in August 2018 resulted in heavy sea conditions. Easterly weather is relatively infrequent and historically easterly weather patterns have resulted in tree fall, coastal erosion and infrastructure damage. This weather systems had a particularly significant impact on the costal environs of the three municipalities associated with coastal erosion and damage to public and private infrastructure. Such events appear to be becoming being more frequent in recent years.

Event	Consequence Summary
<b>January 2019 Bushfires</b>	In January and February 2019 the state experienced a significant fire season, with the north west impacted less severely. A fire at Brittons Swamp burnt 2400ha and had a 33km perimeter. Other fires occurred in the Sumac, Rapid River and Waratah areas. The fires did not impact the Burnie municipality. Evacuation centres were opened in Stanley and Burnie (the later for evacuees from the west coast fires). There was no infrastructure damage however the fires resulted in of loss of forestry assets, beehives and some pasture/fencing. Local TFS and SES units and assets also supported efforts in other areas of Tasmania.

Figure 1 Map of Combined Area



## Section 2 Governance and Management

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

The Western Emergency Management Committee provides a framework for sub regional cooperation in relation to emergency management matters.

At the municipal level each member Council retains its legislative responsibilities for Emergency Management reflected in the retention of the municipal emergency management roles within each of the member Councils.

### Roles of Government and Emergency Management Partners

- 2.1 In Australia, the three spheres of government (Federal, State and Local) work in partnership to achieve safer, sustainable communities through robust emergency management arrangements. The Tasmanian Emergency Management Arrangements provides a summary of the different government roles in emergency management. Non-government organisations, industry/professions, communities and individuals complement the work of governments in emergency management.
- 2.2 At municipal level, Councils have a central role in coordinating and facilitating a range of emergency management activities for all hazards, as well as resourcing specific Council responsibilities for emergency management.
- 2.3 The Western Emergency Management Committee supports meeting these requirements, with municipality specific actions and planning resting with member Councils.
- 2.4 Other service providers may provide a support role during emergencies, such as specialist advice and response.
- 2.5 Individuals and their communities have a significant role in this work as they support voluntary activities and organisations, provide representation in Councils and retain the primary responsibility for their own safety including preparedness for emergencies.

### The Legal Framework for Emergency Management

- 2.6 In Tasmania, powers and authorities for emergency management are provided in the *Emergency Management Act 2006*. The Act provides a flexible emergency management system, including emergency powers for appointing personnel for emergency management functions, such as Municipal Coordinators, Deputy Municipal Coordinators and Municipal Chairpersons.
- 2.7 Supporting responsibilities for Council functions and powers are specified in the *Local Government Act 1993* and the accompanying *Local Government (Building and Miscellaneous Provisions) Act 1993*, including:
  - a providing for the health, safety and welfare of the community
  - b representing and promoting the interests of the community
  - c providing for the peace, order and good government of the municipal area.

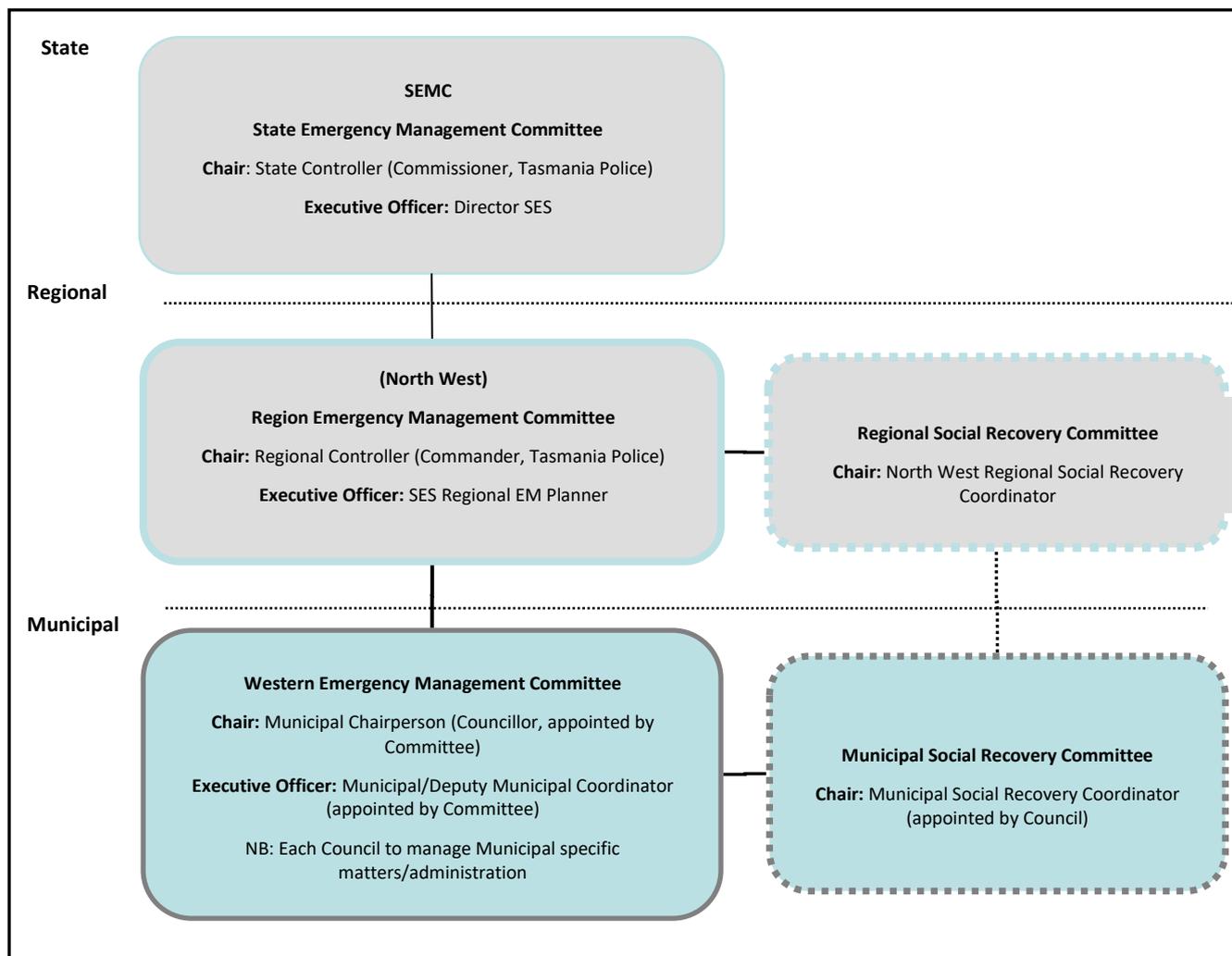
### Emergency Powers and Declarations

- 2.8 Powers related to specific hazards and/or functions are specified by State legislation or national arrangements (in some instances, Australian government legislation can also provide authority).
- 2.9 The *Emergency Management Act 2006* provides additional powers for Regional Controllers, the State Controller, the Minister and the Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. There are three powers established by the Act:
  - a risk assessment powers – sanctioned by the State Controller (s. 36)
  - b emergency powers – sanctioned by the State Controller (s. 40)
  - c special emergency powers (under a declared state of emergency) – sanctioned by the Premier. In this instance, emergency powers are automatically conferred on Regional Controllers (s. 42).
- 2.10 These powers can be used at any time, provided that the criteria set out in the Act are met. Municipal Coordinators provide advice to the Regional Controller or SES Regional EM Planner if they believe powers should be sanctioned.

2.10.1 Conversely, if powers under this Act are sanctioned, the Regional Controller or SES Regional EM Planner will help Municipal Coordinators perform the functions required of them. Any specified authorised officer, which may include the Municipal Coordinator, may need to implement the powers, as required by the authorisation.

## Emergency Management Governance

Figure 2 Municipal Emergency Management Governance



**LEGEND:**

- Direct reporting relationship
- ..... Also works or communicates with

- 2.11 The WEMC is chaired by a member Council Mayor, or their representative, is supported by the Executive Officer (a Municipal/Deputy Municipal Coordinator from a member Council) as required by Division 3 s. 19–24 of the *Emergency Management Act 2006*.
- 2.12 The WEMC maintains Terms of Reference which are reviewed approximately every two years, noted by the State Emergency Management Committee and made available to the community on the member Council websites.
- 2.13 Within municipalities a number of other committees and groups are part of the emergency management consultation framework. Although they operate independently, they provide reports and information to the Municipal Committee as agreed and are invited to participate in the review of this plan. Figure 2 (page 20) shows the consultation framework for the member Councils.
- 2.13.1 The WEMC is part of the North West region. The North West Region Emergency Management Committee has overarching responsibility for regional emergency management activities. The Municipal Coordinator represents each municipal area on the Regional Committee.

2.14 The Regional Committee is chaired by the Regional Controller and supported by the SES Regional EM Planner, as the Executive Officer, to oversee proceedings. Division 2 ss. 13–18 of the *Emergency Management Act 2006* establishes these responsibilities and functions.

## Responsibilities

2.15 Table 4 (below) summarises the responsibilities of Management Authorities and Councils for hazards in Tasmania. This table is not intended to be exhaustive, and changes to it can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More details on comprehensive responsibilities are included in the regional plan.

**Table 2 Summary of Responsibilities**

Row	Hazard	Response Management Authorities	Typical Council Support Functions & Activities
1.	Biosecurity emergencies (includes exotic animal, plant and marine disease, and pest emergencies)	DPIPWE Biosecurity Tasmania	Property identification Road closures Local operations centres Access to disposal facilities Providing plant and machinery
2.	Coastal erosion	DPIPWE Resource Management & Conservation Division (prevention & mitigation)	Property identification Road closures Local operations centres Providing plant and machinery
3.	Coastal inundation – Storm Tide	DPFEM	Property identification Road closures Local operations centres Providing plant and machinery
4.	Earthquake	TAS POL	Property identification Road closures Local operations centres Building inspections Engineering assessments Providing plant and machinery
5.	Energy supply emergency (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG – Infrastructure Tasmania	Property identification Local operations centres Advice on facilities requiring priority restoration
6.	Environmental emergency (marine pollution and spills)	DPIPWE Environment Division	Infrastructure information including storm water and sewerage Providing plant and machinery
7.	Fire – national parks, reserves	DPIPWE Parks	Community information Providing plant and machinery
8.	Fire – declared forest land/State forest	Forestry Tasmania	Community information Providing plant and machinery
9.	Fire – urban, and privately managed rural land	TFS	Property identification Road closures Providing plant and machinery
10.	Flood – dams	TAS POL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Providing plant and machinery
11.	Flood – rivers	SES	Property identification Road closures Local operations centres

Row	Hazard	Response Management Authorities	Typical Council Support Functions & Activities
			Community information Providing plant and machinery
12.	Food contamination	DHHS (Public Health Services)	Premises inspection Infection controls Community Information Property identification
13.	Hazardous materials – chemical, liquid fuel, explosives (unintentional release)	TFS	Property identification Road closures
14.	Hazardous materials – radiological (unintentional release)	TAS POL	Property identification Road closures
15.	Heat wave incident	DHHS (Public Health Services)	Community Informaton
16.	Influenza pandemic	DHHS (Public Health Services)	Flu clinic facilities Community information
17.	Infrastructure failure – building collapse	TAS POL	Property identification Road closures Local operations centres Community information Providing plant and machinery
18.	Infrastructure failure – State roads and bridges)	DSG Roads and Traffic Division	Local operations centres Community information Providing plant and machinery Alternative transport routes
19.	Infrastructure failure – water and sewerage	TasWater	Property identification Road closure
20.	Infrastructure failure – electricity, gas, petroleum	Tas Networks Tas Gas Hydro Tas TasPorts	Property identification Road closure
21.	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TAS POL	Property identification Road closures Local operations centres Community information Providing plant and machinery
22.	Landslip, landslide	TAS POL	Property identification Road closures Local operations centres Community information Providing plant and machinery
23.	Nuclear powered warship visits	TAS POL	Property identification Road closures Local operations centres Community information
24.	Public health emergency	DHHS (Public Health Services)	Premises inspection Infection controls Community Information Property identification
25.	Space debris	TAS POL	Property identification Road closures Local operations centres

Row	Hazard	Response Management Authorities	Typical Council Support Functions & Activities
			Providing plant and machinery
26.	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Providing plant and machinery
27.	Transport crash – aviation (less than 1200 m from the airport runway)	On site agencies Then TAS POL	Property identification Road closures Local operations centres Providing plant and machinery
28.	Transport crash – aviation (more than 1200 m from the airport runway)	TAS POL	Property identification Road closures Local operations centres Providing plant and machinery
29.	Transport crash: <ul style="list-style-type: none"> <li>• marine (no environmental emergency)</li> <li>• railway</li> <li>• road vehicles</li> </ul>	TAS POL	Local operations centres Providing plant and machinery Road closures Alternative transport routes
30.	Tsunami	DPFEM	Property identification Road closures Local operations centres Providing plant and machinery
31.	Water supply contamination	DHHS (Public Health Services)	Property identification Road closures Local operations centres Providing plant and machinery Management of water carriers

## Section 3 Emergency Management Arrangements

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

<b>Prevention &amp; Mitigation</b>	the current focus of prevention and mitigation for municipal emergency management
<b>Preparedness</b>	what is done to be ready to respond to and manage recovery, before an emergency occurs or is imminent
<b>Response</b>	what is done when an emergency occurs or is imminent
<b>Recovery</b>	what is done, in similar timeframes to Response, to support recovery in the short and longer term for the four recovery elements: <ul style="list-style-type: none"><li>• social</li><li>• infrastructure</li><li>• economic</li><li>• environment.</li></ul>

## Section 3.1 Prevention and Mitigation

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- 3.1 This section describes the current focus of prevention and mitigation for municipal emergency management, within the combined area.

### Overview

- 3.1.1 The WEMC provides a platform for the sharing of knowledge, resources and information on of prevention and mitigation issues, measures and action. Member Councils oversee a range of prevention and mitigation activities within their municipality in collaboration with its municipal, regional and State emergency management partners.
- 3.1.2 The current areas of focus for prevention and mitigation in the WEMC are:
- a research
  - b risk management (includes risk assessments and risk reduction activities)
  - c protective security and business continuity
  - d legislation: land-use planning, *Building Act 2016*

### Current Arrangements

#### Research

- 3.1.3 Through its membership, the WEMC is aware of research for hazards and emergency management relevant to the municipal areas. The broad regional hazards were described in Section 1 of this plan, with finer detail provided in the Appendices 5.5, 5.6 and 5.7 *Emergency Management Arrangements Information and Resources for individual Councils*.
- 3.1.4 The research areas to be focused on for the life of this plan are mainly natural hazards and are as follows:
- a severe storm
  - b flooding
  - c bush fire
  - d coastal inundation
- 3.1.5 Other hazards of relevance are:
- a transport (all modes) disruption
  - b biosecurity impacting agriculture
- 3.1.6 Further information can be obtained from the Municipal Emergency Management Coordinator in each of the member Councils.
- 3.1.7 Committee members communicate/share research findings relevant to the WEMC emergency management partners (including the community) in a coordinated and appropriate way.

#### Risk Management

- 3.1.8 Each organisation is responsible for conducting risk assessments based on the findings of credible research, and, if necessary, incorporating the outcomes into their risk management programs and hazard registers. Risk assessment and risk management activities are completed in line with the relevant national standard (e.g. AS/NZS ISO 31000:2009), NERAG and each participating organisation's relevant requirements or guides.
- 3.1.9 Outcomes of the 2016 Tasmanian State Natural Disaster Risk Assessment (TSNDRA) have been reviewed by member Councils and reported to the WEMC, in consultation with stakeholders. Aspects that affect the municipal areas are used as the basis for regular reviews to this plan, to ensure that the arrangements continue to address the major risks to community safety within the WEMC area.
- 3.1.10 Each member Council reviews outcomes of the Municipal Risk Assessment and are responsible for updating the outcomes when relevant and in consultation with stakeholders and reporting to the WEMC in the form of a combined risk assessment. Regular reviews to this plan are based on outcomes affecting the municipal areas, so that the arrangements address major risks to community safety.

- 3.1.11 The combined Risk Assessment is noted as Appendix 5.4. The combined Risk Assessment contains current risk assessment findings and identifies the following general responsibilities for treatment:
- a Council
  - b partnership: combination of Councils, state government agencies, industries and individuals
  - c state government agency, industry association, industry sector or individual
  - d whole of government responsibility

### **Protective Security & Business Continuity**

- 3.1.12 Emergency management for the municipalities is part of business continuity arrangements for the area 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.
- 3.1.13 The supply or redundancy of main services is particularly important for local emergency management operations and requires relationships and arrangements to be reviewed continually with asset owners or managers for the following 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.
- 3.1.14 Protective security practices have been further integrated into all safety management systems following an increased frequency of events that are politically motivated or caused by intentional violence. As for business continuity arrangements, each organisation maintains their own arrangements to enhance their security. The Counter Terrorism Unit can provide specific advice related to counter-terrorism practices.

### **Land-use Planning**

- 3.1.15 Land-use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993* and at municipal level they are largely managed by Council.
- 3.1.16 Land-use planning schemes for the Council areas are reviewed and updated continually to include improved preventative measures, which help mitigate the impact of emergencies on communities. These updates are progressively informed by a number of State and Australian government initiatives and are incorporated in line with hazard assessments for each area. For further information: [www.iplan.tas.gov.au](http://www.iplan.tas.gov.au)

## Section 3.2 Preparedness

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- 3.2 This section describes what is done to be ready to respond and manage recovery, before an emergency occurs or is imminent. The WEMC supports the sharing of information and resources between the Councils. Again, specific responsibility for such activities rests with the respective Councils or responsible agencies or organisations.

### Overview

- 3.2.1 Preparedness is managed collaboratively between the State Government, Councils and their emergency management partners.
- 3.2.2 Workplace health and safety legislation and individuals' general legal requirements form the basic 'preparedness' obligations; that is, employers are required to prepare their workers for the workplace environment, including emergencies.
- 3.2.3 Specific State and Australian government legislation specifies hazard and function-specific responsibilities for regulators and government agencies (see the summary of legislation in TEMA).
- 3.2.4 Furthermore, the *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to municipal preparedness, including:
- a Council responsibilities for:
    - i providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (s. 47)
    - ii providing facilities and resources for the municipal State Emergency Service Unit/s as well as the storage and maintenance of equipment used by the units and areas for training (arranged in conjunction with the Director, State Emergency Service (s. 49))
    - iii making recommendations for the Municipal Coordinator and Deputy roles (ss. 23–24) and providing a Chairperson for the Committee (s. 21).
  - b the preparation and maintenance of a municipal emergency management plan for the municipal area (s. 34)
  - c establishment of a Municipal Emergency Management Committee (s. 22)
  - d State Emergency Service responsibilities in Section 26 to:
    - i provide advice and services in accordance with emergency management plans
    - ii recruit, train and support a volunteer workforce.
- 3.2.5 Support agencies and owner/operators of specific facilities maintain processes and arrangements so that they are ready to:
- a fulfil their roles in emergency management
  - b achieve 'business as usual' for as long as possible, as well as
  - c coordinate recovery and aid broader recovery efforts after the emergency, if required.

### Current Arrangements

#### Municipal Emergency Management Committees

- 3.2.6 The consultation framework is outlined in Section 2 of this plan. This framework is coordinated by the State Emergency Service with the SEMC and is maintained with the support of State Government, Councils, non-government organisations and other organisations.
- 3.2.7 The WEMC has an important role in maintaining relationships so information is shared and effective arrangements are in place for emergency management. It is chaired by a Council representative (usually the Mayor or their representative) and a Municipal/Deputy Coordinator is its Executive Officer. Two important documents that support its continuity are:
- a Terms of Reference (see Appendix 5.2)
  - b Committee Maintenance Schedule/Action Plan (see Appendix 5.3).

## Capacity and Capability

- 3.2.8 State government agencies and government owned businesses maintain their own capacity and capability arrangements. In the municipal context the following points are important:
- redundancy for Council emergency management roles
  - emergency management education and training for Council workers
  - maintaining the municipal emergency coordination centre
  - maintaining basic systems so that resources can be requested and shared.

## Relief Arrangements for Council Emergency Management Roles

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

Primary Role	Usual Delegate
Municipal Chairperson (Mayor/Councillor):	(Councillor)
Municipal Coordinator (as appointed):	Deputy Municipal Coordinator (as appointed)
Municipal Social Recovery Coordinator (as appointed)	Deputy Municipal Social Recovery Coordinator (as appointed)

## Education and Training

- 3.2.10 The Municipal Coordinator coordinates general inductions for workers who have emergency management functions, including media/information functions. The SES Regional EM Planner and Regional Social Recovery Coordinator assist when necessary.
- 3.2.11 Validation activities, which are useful training opportunities, are conducted at various times by a range of stakeholders. Municipal committee members attend these and/or arrange for relevant people from their organisation to participate when relevant.

## Regional and Municipal Emergency Operations and Coordination Centre

3.2.12 Regional arrangements are in place to facilitate operational activities during emergency situations. Emergency Operations Centres (Regional) are noted below:

Organisation	Locations	Contact
TAS POL	Western District Burnie Police Station 88 Wilson Street Burnie	Commander
TFS	NW Regional Headquarters 15 Three Mile Line Burnie	District Officer
AT	Burnie Ambulance 2 Strahan Street Burnie	Regional Manager
SES	NW Regional Office 88 Wilson Street Burnie	SES Regional Manager/SES Duty Officer

- 3.2.13 Municipal Operations Centres are identified in the Council specific Appendices 5.5, 5.6 and 5.7 *Individual Emergency Management Arrangements Information and Resources* located at the end of this plan.
- 3.2.14 The need for a Regional Coordination Centre will be a matter for consideration by the SES Regional Controller.
- 3.2.15 Individual Municipal Emergency Coordination Centres are maintained by the Municipal Coordinator. They are a facility for:
- coordinating Council's emergency response
  - coordinating requests from responding or recovery organisations for additional resources
  - providing information, for example to the Regional Controller or local community.

- 3.2.16 In the event of an Emergency Operation/Coordination Centre is required, Councils have arrangements in place for this to occur.
- 3.2.17 Refer to the Appendices 5.5, 5.6 and 5.7 *Individual Emergency Management Arrangements Information and Resources for Municipal Emergency Operations/Coordination Centre locations and facility summaries*.
- 3.2.18 In the event that nominated facilities are not available/appropriate, a contingency centre/s will be identified.
- 3.2.19 Staffing in the Emergency Coordination and Operations Centre in operational situations will be in accordance with the relevant management authority's - Emergency Operation Centre Standard Operating Procedures and Council Emergency Management Standard Operating Procedures (refer Appendix 5.1 Associated Documents and to Appendices 5.5, 5.6 and 5.7 *Individual Emergency Management Arrangements Information and Resources* for Council details).
- 3.2.20 Resources available at Emergency Operations Centres are noted in Appendices 5.5, 5.6 and 5.7 *Emergency Management Arrangements Information and Resources* or in the Standing Operating Procedures (SOPs).
- 3.2.21 The Municipal Coordinator maintains Standard Operating Procedures for use during operations; the versions that were current at the time this plan was issued are noted in the Plans and Arrangements Table within the Council information sections in Appendices 5.5, 5.6 and 5.7. Action cards are designed to be used in any combination with other centres, such as agency-specific Emergency Operations Centres/the Regional Emergency Coordination Centre.

### **Maintaining Basic Resources & Agreements**

- 3.2.22 A contact list for the WEMC is maintained by the WEMC Executive Officer. Municipal level emergency management contacts are maintained by the Municipal Coordinators. The contact lists are periodically reviewed. The WEMC list is checked at each committee meeting, updated and circulated to members and stakeholders. The Regional Committee's contact list is an important supplement to the Municipal Committee's contact list. It is updated in a similar way (coordinated by the SES Regional EM Planner).
- 3.2.23 Each Emergency Response Agency is responsible for providing and maintaining resources.
- 3.2.24 Each Council maintains a register of insured and inducted service providers (which includes equipment owners/operators). Such lists can be accessed via Council records systems.
- 3.2.25 The three Councils have formal resource sharing arrangements in place. In an emergency the resources of these Councils could be called upon for assistance.
- 3.2.26 Each Council has resources which may be directly utilised, has access to other resources within the community and has vital information about the community that will be required in the process of responding to and recovering from an emergency.

### **Community Warnings and Public Information**

- 3.2.27 In the event where warnings in the community are required each Council is committed to working proactively with other emergency stakeholders to ensure that timely and effective warnings are issued to members of the public as applicable/appropriate.
- 3.2.28 This section summarises the main points regarding public enquiries, warnings and public information. For arrangements to issue warnings or open call centres in Response (and in other instances), refer to Section 3.3 of this plan (Responses).

### **Points for Public Enquiries**

- 3.2.29 The organisations on the WEMC each maintain a number of points for general enquiries, such as a switchboard number or websites.
- 3.2.30 When required, a Council's customer service centre operates as an initial point of enquiry for the community during times of emergency.
- 3.2.31 Each Council maintains a website and communications via various social media platforms. These mediums provide up to date information and relevant links for the community at all times, including during an emergency.
- 3.2.32 Should a Council's resources become overwhelmed; a Council will seek assistance from the NWREMC through the SES Regional EM Planner.

## Available Warning Systems

- 3.2.33 Public warnings systems are maintained by responsible agencies (see examples below).
- 3.2.34 This plan recognises that warnings to the public are most effective when key messages are developed in advance and are based on best practice (e.g. AGD's 'Choosing your Words'). They are maintained in draft form so that they can be specific for each circumstance.
- 3.2.35 Emergency warning systems relevant to the Councils are:
- a flash and mainstream flooding (from rivers) (BoM)
  - b severe weather, for example damaging winds (BoM)
  - c bush fire (TFS)
  - d Emergency Alert (all hazards) (TFS)
  - e local ABC Radio (primary Support Agencies or Response Management Authority)
  - f tsunami (BoM)
  - g Standard Emergency Warning System (SEWS) (Radio and TV)
  - h Alert TAS (DPAC)

## Public Information Readiness

- 3.2.36 Response Management Authorities are responsible for maintaining TEIS (Tasmanian Emergency Information System) scripts about hazards in draft form so that they can be customised as required. The WEMC and Regional Committees are developing draft scripts, which can be customised, related to broader impacts of emergencies/recovery matters.
- 3.2.37 If possible, pre-prepared public information resources are tailored to inform all members of the municipal area about the emergency including identified groups that may be more vulnerable and not as able to understand warnings delivered in English by radio, e.g. CALD, the ageing, tourists or people with disabilities.
- 3.2.38 Specific arrangements for community warnings and public information are described in Section 3.3 - Response.

## Municipal Emergency Management Plans

- 3.2.39 The WEMC is responsible for the preparation and maintenance of this plan. The plan is reviewed at least every two years after it was last approved. The SES provides guidance for the plan's format and content and arranges for its approval by the State Controller.
- 3.2.40 Each review should take the following factors into consideration:
- a emerging risks and hazards and potential treatments
  - b compliance with the plan within current legislation and policy
  - c accuracy of content e.g. roles and procedures
  - d functionality of plan during emergencies
  - e comments and suggestions from stakeholders
- 3.2.41 Section 4 of this plan provides more information about the WEMC Emergency Management Plan, including the distribution list. The current version is available from the SES website, Council websites and the Municipal Coordinator of each Council.
- 3.2.42 Each organisation represented on the WEMC is responsible for maintaining its own plan and procedures and making sure that they are aligned with the arrangements outlined here.

## Validations & Performance Management

- 3.2.43 Validations are conducted as part of the emergency planning process to assess the effectiveness of emergency management arrangements. Validations include debriefs, exercises and other workshops/meetings.
- 3.2.44 Each member organisation must ensure that its processes and procedures are tested regularly and must participate in other validations when able.

- 3.2.45 The planned validation activities are recorded in Section 4.9 of this plan.
- 3.2.46 Debriefs are conducted by each member organisation after exercises and operations. Combined debriefs for agreed operations are arranged by the WEMC or the Regional Committee.
- 3.2.47 Lessons identified in debriefs are recorded and shared, if relevant, through the consultation framework.
- 3.2.48 The performance of municipal emergency management is progressively reviewed through debriefs and at committee meetings for the area and the region. If opportunities for improvement are identified, action is taken to address the situation on a risk basis and sharing of lessons learnt.

### **Administration Systems**

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

### **Information Management**

- 3.2.50 Systems for managing information during emergencies include prepared templates or proformas for:
  - a situation reports (SIT REPS)
  - b operational logs
  - c resource allocation
  - d recording expenditure (more information below in 'Cost Capture')
  - e registration systems – spontaneous volunteers, public offers, affected groups like businesses
  - f supporting impact assessments (see TEMA for recommended items to be recorded).

### **Cost Capture – Financial Administration**

- 3.2.51 All organisations must maintain systems and processes so that expenditure can be authorised for emergencies, recorded, and reimbursement sought (if available). This includes identifying those who are responsible for collating costs of Response and recovery efforts. Cost capture systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA) and Councils may request access to funds.
- 3.2.52 Councils maintain arrangements to enable expenditure in emergencies by the Municipal Coordinator (or their delegated representative).

## Section 3.3 Response

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3.3 This section describes the procedure when an emergency occurs or is imminent.

### Overview

- 3.3.1 Response arrangements depend on pre-agreed roles and responsibilities being undertaken in a coordinated way. Broad responsibilities for hazards or functions are usually established in legislation, but the planning process establishes arrangements that draw on these responsibilities in a practical, flexible and scalable way to reduce the threat to life, property or the environment.
- 3.3.2 The roles and responsibilities relevant to municipal emergency management are summarised in Section 2 of this plan. This section records how these roles and responsibilities are generally used.
- 3.3.3 The following paragraphs describe the general arrangements for Response. They should be referred to when arrangements:
  - a for the situation are inadequate/overwhelmed
  - b can enhance/complement what is already in place.
- 3.3.4 The arrangements described in this section are designed to address situations that occur in the municipal areas, although these can be used to aid response for emergencies affecting other municipal areas, or the region as a whole.
- 3.3.5 Emergency powers enable authorised action to be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific state legislation and then incorporated in hazard-specific plans. Additional powers are provided in the *Emergency Management Act 2006* and can be applied when the relevant criteria are met.
- 3.3.6 Overall control of an emergency can be assumed by Emergency Management Authorities, such as the Regional Controllers.

### Command, Control and Coordination

#### All Hazards Response Arrangements & Escalation

- 3.3.7 When an emergency occurs, initial response actions are usually carried out at the emergency site by those who have the primary responsibility for protecting the life, property or environment that is being threatened. In the first instance this is usually the asset owner/manager of the property/premises and/or the people at the emergency site.
- 3.3.8 When the nominated people are not present or cannot respond effectively, specified agencies have authority to take control of the situation. In this plan they are identified as the Response Management Authority.
- 3.3.9 Support Agencies assist Response Management Authorities; Councils can be requested to support Response and make resources available. These requests are usually made by direct contact with the Municipal Coordinator. At this point, consideration is given to the practicalities of opening a Municipal Emergency Coordination Centre to coordinate resources and requests (if it is not already open). Refer to the Appendices of Council specific information about the centres.
- 3.3.10 The General Manager is responsible for providing adequate staff and resources to operate the municipal coordination centre. The Municipal Coordinator is responsible for opening and managing the centre. More detailed operating procedures are maintained in Appendix 5.1, Associated Documents and Appendices 5.5, 5.6 and 5.7 *Individual Emergency Management Arrangements Information and Resources*.
- 3.3.11 Liaison Officers for responding agencies can support fellow workers at the emergency scene and provide advice to other agencies at Emergency Operations Centres/Emergency Coordination Centres and/or to senior managers who are monitoring the situation.
- 3.3.12 The SES Regional EM Planner usually assists and advises the Municipal Coordinator and/or the Municipal Emergency Coordination Centre and is responsible for briefing the Regional Controller (and other stakeholders).

- 3.3.13 The SES Regional EM Planner is responsible for arranging regional support to Councils, should this be required.
- 3.3.14 The Regional Controller can assume overall control of Response/Recovery operations (see Section 18 of the Act). Emergency powers from the *Emergency Management Act 2006* do not need to be sanctioned for this to occur.
- 3.3.15 As a civic leader the Mayor, or nominated representative, is to perform the following prime functions:
- a Media contact: to provide the necessary general information to the community as outlined by the Response Management Authority or Regional Controller
  - b Public appeal for financial assistance: to initiate such an appeal, if the Mayor deems necessary, after consultation with the Response Management Authority or Regional Controller. Also to act as the focal point for queries by service clubs, etc. who may wish to support the appeal or even to start their own
  - c Link to Federal and State Ministers: to initiate this at the request of the Response Management Authority or Regional Controller in the event of breakdown or blockages in usual channels of communication
  - d The Mayor can have a positive effect upon the community during an emergency by talking to victims, being seen in the community and providing support to emergency workers. It is important however, that such involvement is organised through the appropriate channels and is undertaken at the appropriate time
  - e To talk to victims of the crisis and obtain feedback on the effectiveness of crisis management operations which is then to be provided to the Municipal Coordinator for any necessary corrective action.
- 3.3.16 The role of Councillors will be to support the Mayor, if necessary, or otherwise assist and support the Mayor in the roles described in Council information sections - plans and arrangements. The importance of Councillors being seen in the community during an emergency cannot be overstated and considerable assistance especially in the recovery phase can be provided by Councillors through talking to victims, community leaders and workers and providing coordinated support and assistance to emergency workers.

### **Emergency Powers**

- 3.3.17 Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Sections 2.6–2.9 of this plan. The SES Regional EM Planner will coordinate activities on behalf of the Regional Controller when emergency powers are sanctioned.

### **Resource Sharing & Coordination**

- 3.3.18 The Councils have reciprocal resource sharing arrangements. Each Council have a comprehensive list of resources and contact details for that purpose and are noted in the associated document register in the Council specific section. Municipal Coordinators can coordinate these requests.
- 3.3.19 The Municipal Coordinator should liaise with the SES Regional EM Planner if further support is required.

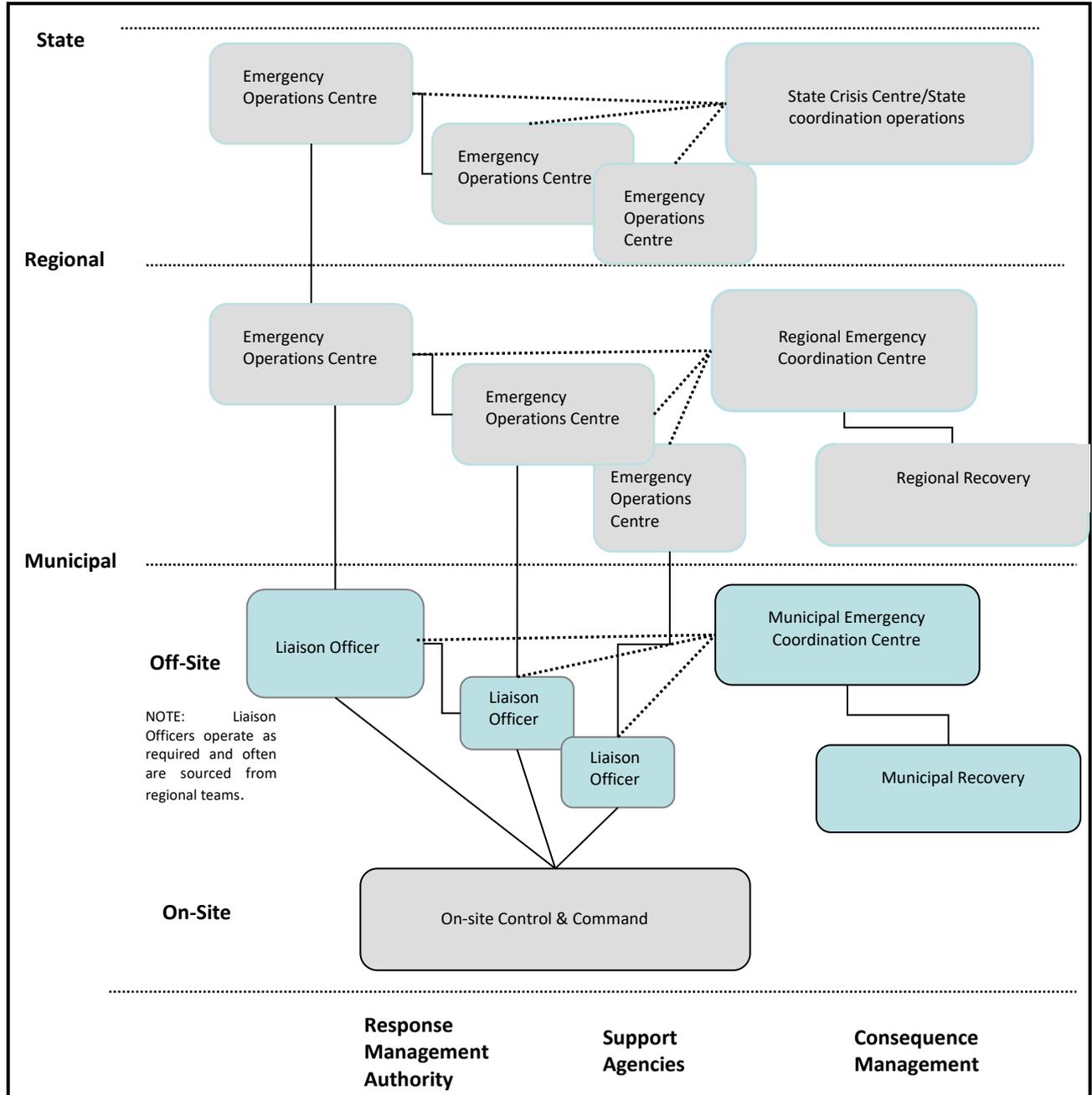
### **Consequence Management**

- 3.3.20 The Regional Controller's efforts are usually focused on consequence management (including public information strategies). Generally, this occurs in consultation with Regional Committee members and other relevant stakeholders acting as Liaison Officers and/or advisors and is coordinated by the SES Regional EM Planner. If further assistance is required, the Regional Controller can make requests to other regions or to the State Controller.
- 3.3.21 The Response Management Authority handles offers of assistance from organisations that are not usually part of response arrangements (e.g. from the community, industry, celebrities, other regions/jurisdictions and interstate agencies), although these offers can be referred to the SES Regional EM Planner.
- 3.3.22 Figure 3 (page 35) *Response Management Structure* summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These are model arrangements and are applied appropriately for each situation. Table 5 (page 37) summarises typical response actions for all hazards and these are used or adjusted for each situation.

## Offers of Assistance

- 3.3.23 Assistance can be offered from organisations that are not part of response arrangements (e.g. from the community, industry, celebrities, other regions/jurisdictions and interstate agencies). Where arrangements are not in place to manage offers of assistance, the Municipal Coordinator will manage them.
- 3.3.24 Spontaneous offers of assistance from the public for volunteer activities will be directed to an appropriate external contact point such as the Council or to Volunteering Tasmania.

**Figure 3 Response Management Structure**



**LEGEND:**

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

**Table 3 All Hazards Response: Typical Actions**

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

## Warnings and Public Information

### Warnings

- 3.3.25 Warnings are issued by the BoM for severe weather and other events (e.g. storm, floods, tsunami) and the TFS for conditions with severe fire potential. These warnings are sent to media outlets (radio and television) who issue the warnings, which may be preceded by the SEWS (Standard Emergency Warning Signal), in accordance with Tasmania’s guidelines. These guidelines note that the Regional Controller can request that the SEWS is used.
- 3.3.26 Response Management Authorities are responsible for interpreting warnings and communicating the potential impacts and consequences to the community.
- 3.3.27 Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:
- Response Management Authority
  - SES Regional EM Planner
  - Regional Controller.
- 3.3.28 Relevant management authorities and support agencies work together so that messages are consistent and coordinated.
- 3.3.29 ‘Emergency Alert’ is a national capability that can send warnings to landline and mobile telephones via voice and text messages in a geographic area (messages to mobiles are based on their billing address, not actual location). ‘Emergency Alert’ operates on a ‘fee for service’. Cost recovery is coordinated at State level between TFS and the Response Management Authority.
- 3.3.30 Warnings sent using the Emergency Alert system are coordinated by the Response Management Authority and TFS. If Council identifies a need to use the system, this is arranged with the SES Regional EM Planner.
- 3.3.31 The following Table (Table 6) *Summary of Warning Systems and Arrangements* summarises current warning arrangements.

**Table 4 Summary of Warning Systems and Arrangements**

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
<b>Flood</b>					
	Flood watch	A Flood Watch provides early advice of potential riverine flooding to emergency services and communities at risk of flooding. Flood Watches are issued when the combination of forecast rainfall and catchment or other hydrological conditions indicate that there is a significant risk of potential flooding	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Flood alert	Warnings of “Minor”, “Moderate” or “Major” flooding in areas where the Bureau has installed specialised warning systems. In these areas, the flood warning message will identify the river valley, the location expected to be flooded, the likely severity of the flooding and when it is likely to occur.	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Minor flood warning	Causes inconvenience. Low-lying areas next to water courses are inundated. Minor roads may be closed and low-level bridges submerged. In urban areas inundation may affect some backyards and buildings below the	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
		floor level as well as bicycle and pedestrian paths. In rural areas removal of stock and equipment may be required.			
	Moderate flood warning	In addition to the above, the area of inundation is more substantial. Main traffic routes may be affected. Some buildings may be affected above the floor level. Evacuation of flood affected areas may be required. In rural areas removal of stock is required.	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Major flood warning	In addition to the above, extensive rural areas and/or urban areas are inundated. Many buildings may be affected above the floor level. Properties and towns are likely to be isolated and major rail and traffic routes closed. Evacuation of flood affected areas may be required. Utility services may be impacted.	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Heavy rainfall leading to flash flooding	Flash flooding results from relatively short intense bursts of rainfall, commonly from thunderstorms. Flash floods tend to be quite local and are difficult to provide effective warning because of their rapid onset.	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
<b>Severe Weather</b>					
	Severe weather warnings	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides. (see below)	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Damaging winds	Gusts expected in excess of 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction, “destructive” winds above 125 kph/h.	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	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: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Storm Tide/Abnormally high tides	Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and marine activities. Generally caused by winds (expected to exceed highest astronomical tide by 0.5m).	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
	Bushwalking weather alert	Warning of conditions that may be hazardous to bushwalkers in Tasmania (generally for snow).	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Road weather alert	Warning to drivers on hazardous conditions like rain, fog, snow, surface ice.			Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Severe thunderstorm warnings	<p>A severe thunderstorm is one that produces any of the following: large hail (2cm in diameter or larger); damaging wind gusts (generally wind gusts exceeding 90 km/h); heavy rainfalls which may cause flash flooding; or tornadoes. A Severe Thunderstorm Warning is issued when: a severe thunderstorm is reported; there is strong evidence of a severe thunderstorm, and it is expected to persist; and existing thunderstorms are likely to develop into a severe thunderstorm.</p> <p>Severe thunderstorms can be quite localised and can develop quickly. The exact location of severe thunderstorms can be hard to predict. The warnings are usually issued without much lead-time before the event.</p>	BoM		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax

## Fire



Fire weather warning

Fire Weather Warnings are issued when weather conditions are conducive to the spread of dangerous bushfires and when the fire danger scale is expected to exceed thresholds agreed with Tas Fire. Warnings are generally issued within 24 hours of the potential onset of hazardous conditions

BoM/TFS

Public: Media, TasALERT  
Emergency Services: SMS, telephone calls, emails, fax

Low-Moderate Fire Danger Rating (FDR 1-11)



Fires can be controlled easily. There is little risk to life and property.

BoM/TFS

Public: Media, TasALERT  
Emergency Services: SMS, telephone calls, emails, fax

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
	<p>High Fire Danger Rating (FDR 12-24)</p> 	<p>Fires can be controlled. Embers can be blown ahead of fire. Spot fires can occur close to main fire. Loss of life highly unlikely and damage to property limited. Well prepared &amp; actively defended houses can offer safety during a fire.</p>	BoM/TFS		<p>Public: Media, TasALERT</p> <p>Emergency Services: SMS, telephone calls, emails, fax</p>
	<p>Very High Fire Danger Rating (FDR 25-49)</p> 	<p>Some fires can be difficult to control. Flames may burn into the treetops. Embers can be blown ahead of fire. Spot fires may occur up to 2 km ahead of fire. Possibility people may die or be injured. Some homes may be damaged / destroyed. Well prepared houses can offer safety during a fire. Action: only stay if home is well prepared and can be actively defended.</p>	BoM/TFS		<p>Public: Media, TasALERT</p> <p>Emergency Services: SMS, telephone calls, emails, fax</p>
	<p>Severe Fire Danger Rating (FDR 50-74)</p> 	<p>Some fires will be uncontrollable &amp; move quickly. Flames may be higher than roof tops. Embers can be blown around. Spot fires may occur up to 4km ahead of the fire. Chance some people may die and be injured. Some homes will be destroyed. Well prepared and actively defended houses can offer safety during fire. Action: Leaving early is safest option for survival. Only stay if home is well prepared &amp; can be actively defended.</p>	BoM/TFS		<p>Public: Media, TasALERT</p> <p>Emergency Services: SMS, telephone calls, emails, fax</p>
	<p>Extreme Fire Danger Rating (FDR 75-99)</p> 	<p>Some fires will be uncontrollable, unpredictable &amp; fast moving. Flames will be higher than roof tops. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions up to 6 km ahead of the fire. Some people may die and be injured. Hundreds of homes may be destroyed. Action: Leaving early is the safest option for survival. Only well prepared, well-constructed &amp; actively defended houses are likely to offer safety during a fire.</p>	BoM/TFS		
	<p>Catastrophic Fire Danger Rating (FDR 100+)</p> 	<p>Most fires will be uncontrollable, unpredictable and fast moving. Flames will be higher than roof tops. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire. Some people may die and be injured. Thousands of homes will be destroyed. Well prepared, constructed and actively defended homes may not be safe during a fire unless firefighters have</p>	BoM/TFS		<p>Public: Media, TasALERT</p> <p>Emergency Services: SMS, telephone calls, emails, fax</p>

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
		assessed them as defensible in the prevailing conditions.			
	Fire Permit Periods	TFS may declare a Fire Permit Period for all or parts of the State when the danger of bushfire is considered high. This is to coordinate and monitor controlled burning of vegetation and minimise the risk of fire spreading. During the Fire Permit Period, usually from November to March, fires are not banned but are allowed where there are good opportunities to safely use fire for land management purposes. Conditions are placed on the use of certain fires in the open. Permits contain conditions to increase the safety of the fire.	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Total Fire Bans 	The Tasmania Fire Service can declare a Total Fire Ban on days when the danger of fire is extremely high and when fires would be expected to develop rapidly and to be extremely difficult to control. Usually a Total Fire Ban lasts for 24 hours.	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Emergency Warnings	Bushfire Emergency Warning – will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Advice 	An incident has started. People in the area should keep up to date with developments.	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Watch and Act 	A heightened level of threat. Conditions are changing; you need to start taking action now to protect you and your family	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Emergency Warning 	You may be in danger and need to take action immediately. Any delay now puts your life at risk.	TFS		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
<b>Tsunami</b>					
	Tsunami Warning – No threat	An undersea earthquake has been detected, however it has not generated a tsunami, or tsunami poses no threat to Australia and its offshore territories.			Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax

Natural Hazards	Warning Type	Means	Issuing Agency	LOCAL INTEL	Method
	Tsunami Warning - Marine & immediate foreshore threat	Warning of potentially dangerous rips, waves and strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.			Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
	Tsunami Warning - Land inundation threat	Warning for low lying coastal areas of major land inundation, flooding, dangerous rips, waves and strong ocean currents.			Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax
<b>Earthquake</b>		Refer to Geoscience Australia – <a href="http://www.ga.gov.au">www.ga.gov.au</a> . For warnings refer to Tsunami.	TAS POL		Public: Media, TasALERT Emergency Services: SMS, telephone calls, emails, fax

## Public Information

- 3.3.32 Councils have a critical role in providing community leadership and ongoing information updates to reduce uncertainty within the community. These roles need to be implemented as soon as possible after the event to reduce the potential for inappropriate community action or undue concern. Information regarding facilities and emergency assistance should be provided to the community.
- 3.3.33 Table 7 *Summary of Public Information Arrangements* summarises the arrangements for providing information to the public about the emergency.

## Tasmanian Emergency Information Service (TEIS)

- 3.3.34 Tasmania has a state call-centre capability known as the Tasmanian Emergency Information Service (TEIS), managed by the Telecommunications Management Division (TMD) of the Department of Premier and Cabinet. This service provides an initial point of contact for the community to access self-help information following an emergency.
- 3.3.35 The service is activated and deactivated by Service Tasmania on request from the State Controller, following the advice of Regional Controllers. It can also be activated by the Secretary of the Department of Premier and Cabinet at the request of a SEMC member (usually for the Response Management Authority or a major Support Agency for recovery functions). The decision to activate the service includes acceptance of a number of responsibilities including appointing:
- a Liaison Officer to be located at the TEIS for the duration of the activation
  - b supporting Information Manager.
- 3.3.36 The service operates on a ‘fee for service’ basis and further details are available in the TEIS Operational Handbook (see ‘Associated Documents’, Appendix 5.1).
- 3.3.37 If the Council or Municipal Coordinator requires the TEIS, a request is made to the SES Regional EM Planner who will consult with the Regional Controller.
- 3.3.38 If use of TEIS is approved, scripts are then developed, using a consultative approach.

## Working with the Media

- 3.3.39 Local and regional media outlets help provide public information about emergencies. Agencies involved in managing the emergency aim to provide comments through nominated media officers and limit their comments to their own role in response/recovery activities. Queries outside this scope are referred to the Response Management Authority or the Regional Controller/SES Regional EM Planner.
- 3.3.40 Media management will be the responsibility of the Council’s Communications Officer and the Mayor.

3.3.41 Table 7 *Summary of Public Information Arrangements* summaries the arrangements for providing information about an emergency.

**Table 5 Summary of Public Information Arrangements**

	<b>Location</b>	<b>Scope of emergency information</b>	<b>Provided by</b>	<b>Developed by</b>	<b>Cleared by</b>	<b>Distribution methods</b>
1	<b>On-site</b>	The emergency and its known impact	Response Management Authority Support agencies can advise about their own roles	Response Management Authority.	Response Management Authority	Media Agency websites Emergency Alert
2	<b>EOC/ECC</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. Regional Controller)	Media
3	<b>Other centres – assembly, evacuation</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS
4	<b>Municipal area</b>	Impact of the emergency on the local community	Mayor	Council media officer	Council media officer	Media, Council website TEIS, CALD, others
			Council switchboard	Council media officer	Council media officer	Phone enquiries
5	<b>Within the region</b>	Impact of the emergency on the region	Regional Controller	SES Regional EM Planner or delegate	Regional Controller	Media, Council websites, EIS
			Response Management Authority	Media Officer	Response Management Authority, regional liaison	CALD, others
			Regional Social Recovery Coordinator	Media Officer	Regional Social Recovery Coordinator	
6	<b>Rest of the State</b>	Impact of the emergency for the State, including relief arrangements	State Controller	SES Director, TAS POL Media Unit, Govt. Media Office	SES Director, TAS POL Media Unit, Govt. Media Office	Media, agency or SCC website, TEIS
			Response Management Authority	Media Officer	Response Management Authority, State liaison	CALD, others
			Premier/Minister	Govt Media Office	Govt Media Office	

## Other Elements

### Evacuation

- 3.3.42 Evacuation involves the movement of people to a safer location and their return. For evacuation to be effective it must be appropriately planned and implemented. Tasmania Police and Tasmania Fire Service have legislative power to order evacuation, although voluntary evacuation is the preferred strategy in emergencies. It is recognized that evacuation is a multi-agency responsibility that requires the participation and cooperation of several agencies/organisations. It is essential that coordination and communication is maintained across all stages of evacuation. The *Bushfire Evacuation Arrangements for Tasmania Fire Service and Tasmania Police 2013* provide interim guidance for conducting evacuations during a bushfire emergency for Tasmania Police (TASPOL), Tasmania Fire Service (TFS) and other stakeholders.
- 3.3.43 If the Response Management Authority identifies a need for evacuation, the Municipal Coordinator can be contacted for assistance.
- 3.3.44 When evacuation plans involve significant changes to traffic flows over roads and bridges, the road owner/manager should be involved (i.e. Council and/or DSG).
- 3.3.45 Council maintains a register of facilities that could be used to provide shelter for displaced persons.
- 3.3.46 TFS also maintains a register of Evacuation Centres and Safer Neighbourhood Places for bushfires and will provide advice through the media and TFS website, if recommending that the community uses these.
- 3.3.47 Figure 4 (page 45) *Evacuation Stages* illustrates the evacuation process as dictated by the State Evacuation Framework. A formal evacuation process does not prevent people in the community from making an independent decision to relocate in the appropriate circumstances.

### Coordination

- 3.3.48 Tasmania Police play a lead role in the evacuation process during an emergency. If time permits a Police Evacuation Coordinator may be appointed by a Police Commander to both coordinate the evacuation process with key agencies/organisations involved and to manage the withdrawal stage.

### Decision

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

### Warning

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

### Withdrawal

- 3.3.51 The Police Evacuation Coordinator is responsible for managing the withdrawal of persons from an affected area.

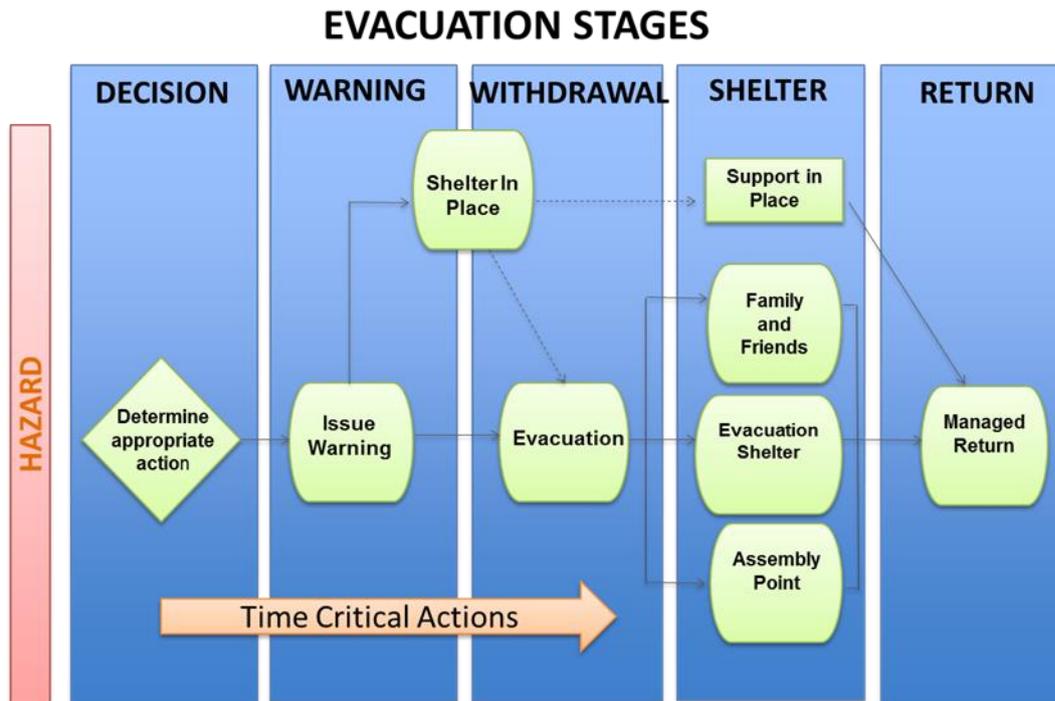
### Shelter

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

### Return

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

Figure 4 Evacuation Stages



### Impact Assessments

- 3.3.54 The Response Management Authority is responsible for coordinating impact assessments and reporting them to other responding agencies and the relevant recovery officers (municipal/regional). Council may be asked to assist with this work.
- 3.3.55 Impact assessments cover:
  - a housing/accommodation needs
  - b power supply
  - c potable water
  - d transport networks and alternative route planning
  - e telecommunications
  - f public/environmental health standards.
- 3.3.56 Where transport corridors also provide access for other networks (e.g. power, water, telecommunications), the asset managers/owners are involved in decision making if necessary.
- 3.3.57 GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

### Registrations

- 3.3.58 Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:
  - a affected persons (e.g. people who are evacuated/their families)
  - b other stakeholder/affected groups (e.g. businesses)
  - c spontaneous volunteers
  - d witnesses
  - e potential donors/sponsors (equipment, services, supplies).

- 3.3.59 The Response Management Authority may begin registration and coordinate it. This can be supplemented by regional arrangements for ongoing coordination of registrations. Councils may be requested to assist. Australian Red Cross may be required to activate *Register, Find Reunite* on request from Tasmania Police.
- 3.3.60 Registrations are shared regularly through the response phase, including with the SES Regional EM Planner and Regional Social Recovery Coordinator.

## Debriefs

- 3.3.61 Debriefs provide an opportunity to review arrangements and decisions.
- 3.3.62 The main objectives of a debrief are to:
  - a acknowledge the input of all contributing organisations and individuals
  - b acquire constructive feedback from all involved on lessons learned
  - c identify where gaps exist in training and planning systems
  - d determine and program the best course of action toward improving and planning systems etc.
  - e foster sound interagency communication
  - f identify a need for specific investigation of issues and further briefing on an individual or organisational level
- 3.3.63 Key lessons identified are shared with stakeholders, including the WEMC, SES Regional EM Planner and/or the Regional Social Recovery Coordinator.
- 3.3.64 The WEMC Committee is responsible for reviewing emergencies that are significant to the area. If appropriate and agreed, this review is conducted by the Regional Committee so that lessons can be shared easily with emergency management partners.

## Administration: Finance and Cost Capture

- 3.3.65 Organisations involved in Response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if State/Australian government relief arrangements are activated and records show the appropriate details.
- 3.3.66 Records related to Response are subject to the usual records management provisions and State archiving legislation and are treated accordingly. Logs, reports and briefings from Response and recovery are collated progressively, and stored centrally for future reference.
- 3.3.67 Cost capture systems are established to align with the different types of eligible expenditure as follows:
 

<b>Category A:</b>	Funds given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster.
<b>Category B:</b>	Expenditure for the restoration of essential public assets and other acts of relief or restoration, including extraordinary costs of response operations during the emergency.  Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured when agency or Council staff are redeployed from usual duties for the purposes of supporting response or recovery activities.
- 3.3.68 If claims are to be made for relief reimbursement under the Tasmanian Relief and Recovery Arrangements (TRRA), the Municipal Coordinator discusses the matter first with the SES Regional EM Planner. When appropriate, a written application will be developed and submitted to the SES Assistant Director Emergency Management or the DPAC Manager, Office of Security and Emergency Management.
- 3.3.69 If the Premier announces relief, Councils collate records accordingly and apply for reimbursement. The SES Regional EM Planner may provide advice on request from Councils.

## Section 3.4 Recovery

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- 3.4 This section describes actions in similar timeframes to Response to support recovery in the short and the longer term for the four recovery elements.

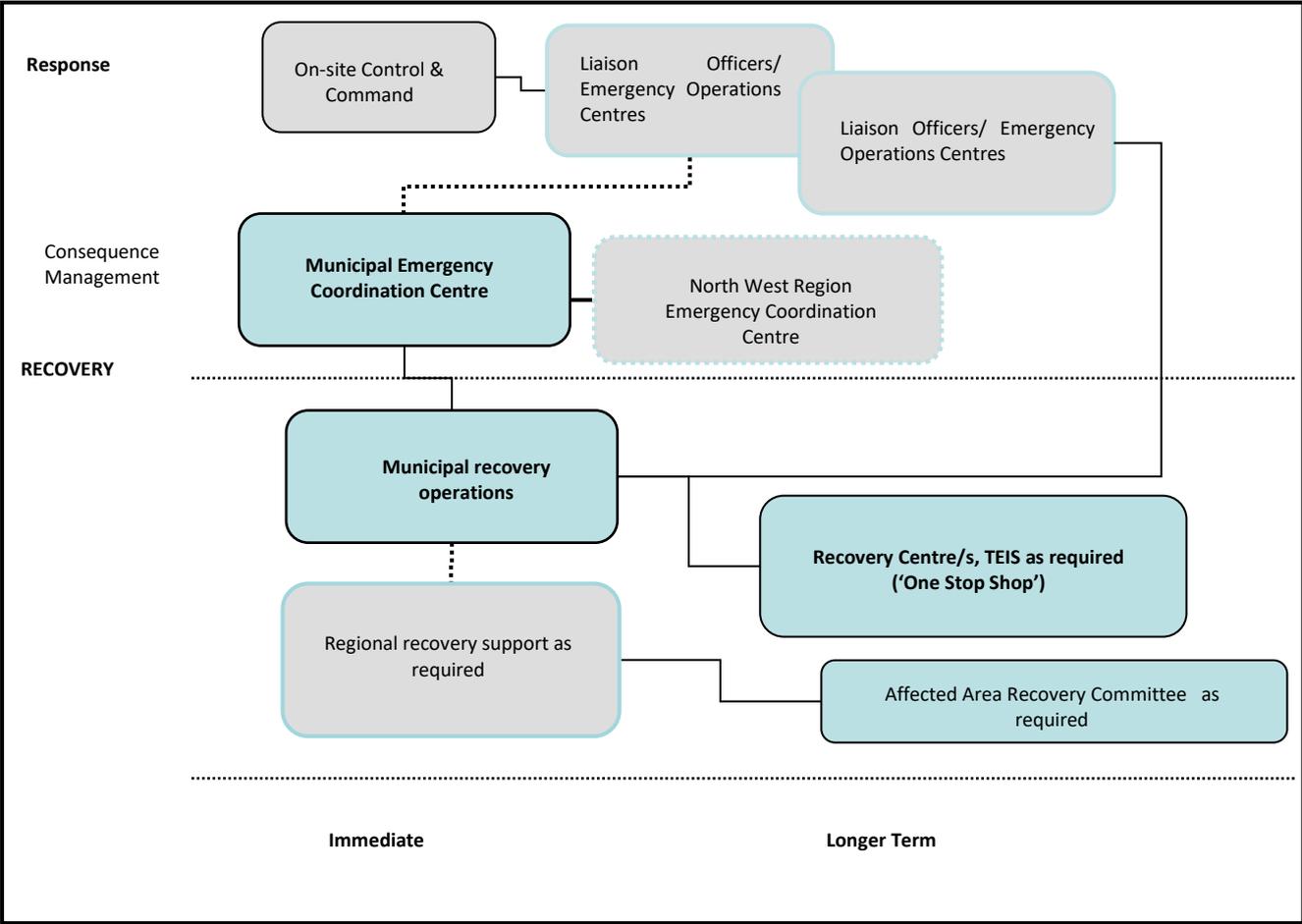
### Overview

- 3.4.1 Responsibilities for recovery rest primarily with Councils. A combined municipal recovery plan has been developed for the WEMC. These responsibilities can be met in partnership and with the assistance/support of State government agencies and non-government organisations, coordinated using regional agreements.
- 3.4.2 The North West Regional Emergency Management Plan, the TEMA and the State Special Emergency Management Plan – Recovery, are the guiding documents when an emergency escalates beyond municipal arrangements.
- 3.4.3 It is critical that recovery activities are planned and coordinated across all elements including:
- a social
  - b economic
  - c infrastructure
  - d environment
- 3.4.4 The typical considerations in recovery include, but are not limited to:
- a assessing recovery needs across the four elements and prioritising the actions required
  - b developing, implementing and monitoring the provision of recovery activities that are aligned as much as possible with municipal long term planning and goals
  - c enabling communication with the community and community participation in decision making
  - d when possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

### Current Arrangements

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

**Figure 5 Recovery Management Arrangements**



**LEGEND:**

- \_\_\_\_\_ Direct reporting relationship
- ..... Also works/communicates with

**Short Term Arrangements**

- 3.4.6 In the immediate aftermath of an emergency, Council delivers or coordinates recovery services. After consultation with the Response Management Authority and other emergency management partners about the likely impact, recovery needs and capacity, the Municipal Coordinator or the Municipal Recovery Coordinator can activate local arrangements.
- 3.4.7 Table 8 - *Recovery Responsibilities* summarises responsibilities for recovery functions related to social, economic, infrastructure and environmental aspects. The functions listed in this table are not intended to be exhaustive

**Table 6 Recovery Responsibilities**

<b>Service/Function</b>	<b>Description</b>	<b>Primary Agency</b>	<b>Support Agency</b>
<b>Social</b>			
<b>Accommodation</b>	Provision of emergency and temporary accommodation.	Council	DHHS
<b>Animal Welfare</b>	Provide support to the community for preservation and protection of domestic animals.	Council	RSPCA DPIPWE Bio-Security & Product Integrity Division
<b>Catering</b>	Provision of emergency catering	Council	Community organisations DHHS
<b>Clothing and Household Items</b>	Provision of clothing and household items	Council	St Vincent de Paul
<b>Personal Support</b>	Provision of support services	Council Dept of Education	Rural Health Services Church Groups THS
<b>Financial assistance</b>	Provision of short and long term financial assistance to enable affected persons to replace essential belongings lost as a result of the emergency.	DHHS – Disability Child Youth and Family Support DHHS - Housing Tas Centrelink	Salvation Army
<b>Interpreter Services</b>	Facilitation of the provision of interpreter services for affected persons from diverse linguistic and cultural backgrounds.	Translating and Interpretive Services	
<b>Legal Services</b>	Provision of legal advice	NW Community Legal Centre	
<b>Recovery Centres</b>	Establishment of one stop shops for a range of services.	Council	THS
<b>Registration and Inquiry</b>	Registration of affect persons and provision of inquiry facilities to locate those persons	Response Management Authority	Council Red Cross
<b>Transport</b>	Provision of both emergency evacuation support and subsequent coordination of transport	SES	Local Operators
<b>Environment</b>			
<b>Community clean-up</b>	Provision of assistance with cleanup of households and community assets following an emergency incident. (As determined by each situation)	Council	DPIPWE - EPA DPAC
<b>Waste/refuse collection</b>	Restoration of waste/refuse collection	Council	
<b>Disposal of Stock</b>	Facilitation of the disposal of stock	Council	DPIPWE – Biosecurity & Product Integrity Division
<b>Economic</b>			
<b>Financial Relief/assistance</b>	Facilitate discussions regarding financial relief/assistance Provision of financial assistance	Council State Government – various agencies	DPAC DPIPWE (primary produces) TAS Farmers & Grazers
<b>Infrastructure</b>			
<b>Municipal roads and bridges</b>	Restoration of Municipal roads and bridges	Council	

Service/Function	Description	Primary Agency	Support Agency
<b>State roads and bridges</b>	Restoration of State roads and bridges	DSG Roads and Traffic Division	
<b>Other assets e.g. dams, pipelines, power lines etc.</b>	Restoration of other assets e.g. dams, pipelines, power lines etc.	Asset and utility owner	Land owner
<b>Drinking water</b>	Restoration/re-supply of drinking water	TasWater	Bulk water authorities DHHS
<b>Electricity (very high voltage)</b>	Restoration/re-supply of electricity (very high voltage)	TasNetworks	DSG Office of Energy Planning and Conservation AEMO
<b>Electricity (domestic and commercial supply)</b>	Restoration/re-supply of electricity (domestic and commercial supply)	Aurora	DSG Office of Energy Planning and Conservation AEMO Transend
<b>Natural gas</b>	Restoration/re-supply of natural gas	TasGas	DSG
<b>Telecommunications</b>	Restoration of telecommunications including radio network	Network owner/manager	

- 3.4.8 Councils undertake the primary role in providing recovery services in the immediate aftermath of an emergency and can be supported by a number of State Government agencies and non-government organisations, depending on their capacity and the presence of support services in the area. Council assistance is usually provided in any of three main ways:
- a Councils provide assistance that is required.
  - b Councils coordinate and prioritise the provision of assistance that is required from external parties.
  - c Councils request that the regional recovery coordinator(s) coordinates provision of assistance for recovery.
- 3.4.9 Requests for government agency/s assistance area made by Council to the Regional Controller or their delegate.
- 3.4.10 Regional recovery coordination is activated by the Regional Controller or the SES Regional EM Planner at the request of Council. This may follow specific advice from the Response Management Authority and/or the Regional Controller.
- 3.4.11 Council is responsible for the operating facilities that provide access to recovery services/shelter for the community. The places currently identified as suitable for recovery centres/recovery functions and/or refuge are summarised the Appendices in the Council specific sections.
- 3.4.12 These facilities are activated on the request or advice of:
- a Municipal Coordinator
  - b Municipal Recovery Coordinator
  - c SES Regional EM Planner
  - d Regional Controller
- 3.4.13 ‘Self-help’ information can be made widely available using the TEIS. The arrangements described in paragraphs 3.3.34 to 3.3.38 (Section 3 - Response) apply. In the context of municipal recovery, Council would develop information for clearance through the channels appropriate for the event, including the Regional Social Recovery Coordinator or specific member of the Regional Social Recovery Committee.
- 3.4.14 Councils are responsible for continuing impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long term recovery process.

## Longer Term

- 3.4.15 Recovery services are delivered, wherever possible, from recovery centres and Councils may establish a community-based recovery group to manage recovery efforts. The Municipal Social Recovery Coordinator manages this group and arranges for updates to stakeholders and record keeping as required.
- 3.4.16 Affected Area Recovery Committees operate under the protection of the *Emergency Management Act 2006* when the Regional/State Controller accepts the terms of reference developed by this committee. A model 'Terms of Reference for Affected Area Recovery Committees' is available at [www.ses.tas.gov.au](http://www.ses.tas.gov.au).
- 3.4.17 The Affected Area Recovery Committee's role is to assist Council by coordinating recovery activities through information sharing and collective decision making. The typical membership of this committee is included in the model Terms of Reference and it is usually chaired by the Mayor, or their representative of the affected Council.
- 3.4.18 The Affected Area Recovery Committee usually develops a plan that:
- e takes account of Council's long-term planning and goals
  - f includes an assessment of recovery needs and determines which recovery functions are still required
  - g develops a timetable for completing the major functions
  - h considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people
  - i allows full community participation and access
  - j monitors the progress of recovery
  - k effectively uses the support of State and Australian government agencies
  - l provides public access to information on the proposed programs and subsequent decisions and actions
  - m consults with all relevant community groups.
- 3.4.19 The committee is responsible for arranging and monitoring a communications program throughout the recovery program. It can include but is not limited to:
- a forums/information sessions for the community
  - b debriefs for recovery workers
  - c progress reports for Council, the community, the SEMC, and any other agency/organisation as agreed. If appropriate this could include progressive summaries/analyses of records (financial and information).
- 3.4.20 The Department of Premier and Cabinet may coordinate State government agency recovery efforts to assist Affected Area Recovery Committees.

## Elements

- 3.4.21 The following table (Table 9 *Recovery Summary*) summarises the main points for managing and coordinating recovery in the longer term:

**Table 7 Recovery Summary**

<b>Element and Examples</b>	<b>Council Position</b>	<b>Affected Area Recovery Committee</b>
<p><b>Social</b></p> <ul style="list-style-type: none"> <li>• Long term personal support including housing, emotional support etc.</li> <li>• Recovery and restoration program</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Social Recovery Coordinator (with recovery partners, e.g. NGOs and DHHS/THS)</li> </ul>	<ul style="list-style-type: none"> <li>• DHHS/THS</li> </ul>
<p><b>Economic</b></p> <ul style="list-style-type: none"> <li>• Long-term legal, insurance and financial problems</li> <li>• Disbursement of funds from appeals</li> <li>• Property restoration (urban/rural)</li> <li>• Stock assessment/destruction</li> <li>• Emergency feed for animals</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development Manager/Officer</li> </ul>	<ul style="list-style-type: none"> <li>• DSG</li> </ul>
<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors)</li> <li>• Environmental/Public Health</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering/Works Manager</li> <li>• Environmental Health Coordinator/Officer</li> </ul>	<ul style="list-style-type: none"> <li>• DSG</li> <li>• DHHS</li> <li>• Asset owners/managers (e.g. Telstra, TasPorts, Hydro, TasNetworks)</li> </ul>
<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Impact assessments (environmental focus)</li> <li>• Environmental rehabilitation</li> <li>• Disposal of animal carcasses, plant material or other infected matter</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Health Officer</li> </ul>	<ul style="list-style-type: none"> <li>• DPIPWE EPA Division</li> <li>• DPIPWE Biosecurity &amp; Product Integrity Division</li> </ul>

## Donations

3.4.22 Councils will develop a policy that supports the management of donated goods with the first consideration being the needs of those affected by the emergency. Records are kept of expenditure of donated goods entering and leaving the warehouse so that there is accountability in relation to donated items. There is a process in place to encourage money donations and arrangements with financial institutions to accept donations. The communication strategy provides information about the issues caused by unsolicited donations without alienating potential donors.

## Childcare

3.4.23 There are a number of childcare centres with qualified child carers within the municipalities which can be called upon to provide assistance until adequate services are arranged and arrive.

## Catering

3.4.24 The major sites identified as recovery centres have commercial kitchen facilities. A number of community organisations provide catering and their services can be utilised in an emergency.

## Section 4 Plan Administration

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### Plan Contact

- 4.1 This plan is maintained by the WEMC through the Executive Officer and the three Municipal Coordinators. Circular Head Council currently facilitates the EO role with support of the other member Councils.
- 4.2 Feedback regarding this plan should be made in writing to:  
Email: council@circularhead.tas.gov.au  
Mail: PO Box 348 Smithton TAS 7330  
Fax: (03) 6452 4861  
Office phone number: (03) 6452 4800

### Review Requirements and Issue History

- 4.3 Section 34 of the *Emergency Management Act 2006* requires that this plan is reviewed at least once every two years after the State Emergency Management Controller has approved it.
- 4.4 This issue entirely supersedes the previous issue of the plan. Superseded issues should be destroyed, or clearly marked as superseded and removed from general circulation.

Issue No.	Year Approved	Comments/Summary of Main Changes
1	June 2017	Combination of MEMPs from BCC, CHC and WWC
2	March 2020	General review and update to reflect changes since plan adopted

### Distribution List

- 4.5 This plan is issued electronically on the SES website and the respective Council's websites, after it is approved. Electronic copies are provided as follows (recipients are responsible for dissemination of the plan to appropriate people within their organisations).

Organisation	Position
<b>Council</b>	<ul style="list-style-type: none"><li>Mayor of each Council</li><li>General Manager of each Council</li><li>Municipal Emergency Management Coordinators of each Council</li></ul>
<b>Tasmania Police</b>	<ul style="list-style-type: none"><li>Commander (Regional Controller)</li></ul>
<b>SES</b>	<ul style="list-style-type: none"><li>Regional Manager, North West Region</li><li>Assistant Director Emergency Management SES</li></ul>
<b>WEMC</b>	<ul style="list-style-type: none"><li>All representatives on the WEMC</li></ul>
<b>Neighbouring Councils</b>	<ul style="list-style-type: none"><li>Central Coast Council, West Coast Council</li></ul>
<b>Other Organisations</b>	<ul style="list-style-type: none"><li>Cradle Coast Authority</li></ul>

### Consultation for this Issue

- 4.6 The review of this issue of this plan was coordinated by the Executive Officer of the WEMC, with support from the member Councils.
- 4.7 Over this period the committee invited comment from:
- SES Regional Manager
  - North West Region Social Recovery Coordinator
  - WEMC members.

### Communications Plan Summary

- 4.8 Once the plan is approved its update will be:
- a sent to all persons listed on the Distribution List (paper copies)
  - b endorsed by Council
  - c noted by the Regional Committee
  - d posted on the Council website and/or made available from each Council's reception on request.

### **Validation of this Plan**

- 4.9 Arrangements in this plan will be validated within the two-year review cycle by:
- a participating, if possible, in other municipal/regional exercises
  - b conducting/participating in relevant debriefs
  - c conduct a discussion exercise annually.

## **5. Appendices**

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

## 5.1 Associated Documents

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

Documents specific in nature to the individual Council are noted in the Council Information Sections.

### Legislation

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

### Plans & Arrangements

Row	Title	Custodian	Version/Date	Notes
1.	Fire Management Plans for selected towns within the WEMC	PWS/TFS		Tasmania Fire Service
2.	Sustainable Timber Tasmania Northern Fire Action Plan (annual plan)	Sustainable Timber Tasmania	Issued annually	Copy held by Council
3.	Western Fire Management Area Fire Protection Plan	State Fire Management Council	2018	Available on State Fire Management Council website <a href="http://www.sfmc.tas.gov.au/document/western-fire-protection-plan">www.sfmc.tas.gov.au/document/western-fire-protection-plan</a> and Council websites
4.	Tasmanian Public Health Emergencies Management Plan	DHHS	Issue 2	Available on WebEOC <a href="http://www.webeoc.tas.gov.au/eoc7/default.aspx">www.webeoc.tas.gov.au/eoc7/default.aspx</a>
5.	Operational Handbook TEIS	DPAC	Version 9 May 2009	Available from SES Regional EM Planner
6.	Protocol for Use of Emergency Alert	TFS	Version 1.0 December 2009	Available from SES Regional EM Planner
7.	NW Regional Emergency Management Plan	SES	2016	Available on WebEOC <a href="http://www.webeoc.tas.gov.au/eoc7/default.aspx">www.webeoc.tas.gov.au/eoc7/default.aspx</a> and from SES Regional EM Planner
8.	State Road and Bridge Emergency Management Plan	DSG	Issue 2019	

9.	Tasmanian Emergency Management Arrangements	SES	Issue 1 2019	Available on WebEOC <a href="http://www.webeoc.tas.gov.au/eoc7/default.aspx">www.webeoc.tas.gov.au/eoc7/default.aspx</a> and from SES Regional EM Planner
10.	Tasmanian Marine Oil Pollution Contingency Plan	DPIPWE EPA Division	2019	Available on EPA website <a href="http://www.epa.tas.gov.au">www.epa.tas.gov.au</a> <a href="http://www.epa.tas.gov.au">www.epa.tas.gov.au</a>
11.	TasPorts Emergency Management Plan	TasPorts	2015	
12.	Tasmanian Flood State Special Emergency Management Plan	SES		Available on WebEOC <a href="http://www.webeoc.tas.gov.au/eoc7/default.aspx">www.webeoc.tas.gov.au/eoc7/default.aspx</a>
13.	Protocol for Inter-Council Emergency Management Resource Sharing	LGAT	December 2018	Available from LGAT
14.	WEMC Social Recovery Manual	WEMC	July 2018	Available from Burnie, Waratah-Wynyard and Circular Head Councils

### Standards, Reports, Resources

Title	Published by:	Date
'Choosing Your Words'	AGD	2008
Tasmanian Municipal Emergency Management Guidelines	Department of Police and Emergency Management	2010

## 5.2 Western Emergency Management Committee Terms of Reference

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### Western Municipal Combined Area Emergency Management Committee

#### Terms of Reference

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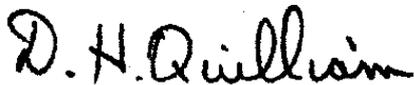
Issue Details: August 2018

#### Approval:

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Approved in accordance with the provisions of the *Tasmanian Emergency Management Act 2006*

Signature:



Municipal Chairperson

Dated: 16 August 2018

The Burnie City Council, Circular Head Council and Waratah-Wynyard Council each have responsibilities to fulfil under the *Emergency Management Act 2006* as noted in those sections forming Division 3 – Administration at municipal level.

Each Council has determined to form a combined area for the purpose of the establishment of a Municipal Emergency Management Committee in respect of the combined area.

Ministerial approval for the combined area was granted 23 May 2016.

The agreed name for the combined area is Western Municipal Combined Area Emergency Management Committee (operating as *Western Emergency Management Committee*)

This document describes how the combined area Committee will operate.

<b>Committee</b>	Western Municipal Combined Area Emergency Management Committee.
<b>Date and status of these Terms</b>	16 August 2018.
<b>Enquiries</b>	Executive Officer
<b>Review</b>	These Terms of Reference are due for review two years from the Date of Acceptance.
<b>Background</b>	<p>This Municipal Combined Area Emergency Management Committee was established 23 May 2016 when approval was granted by the responsible Minister (under the authority of S. 19 of the <i>Emergency Management Act 2006</i> – (The Act) for the three municipalities of Burnie, Circular Head and Waratah-Wynyard to be a combined area for the establishment of an Emergency Management Committee.</p> <p>The combined area approach arose in response to increasing challenges to resource attendance at local meetings, limited resources within Councils to fill municipal roles and in the spirit of greater resource sharing across the North West Coast.</p> <p>Future opportunities exist to consider other municipal areas joining the combined area, which may include West Coast Council and King Island Council.</p> <p>Over time combining individual Council emergency management planning resources is contemplated, with view to considering the engagement of a dedicated Municipal Emergency Management Executive Officer (MEMEO) to fill the municipal coordinator role at an appropriate point in time.</p>
<b>Purpose</b>	The purpose of this Committee is to ensure that the three municipalities making up the Western combined area meet their responsibilities under the Act; in particular, S. 22.
<b>Functions</b>	<p>With the power established in S 22 of the <i>Emergency Management Act 2006</i>, this Committee has the following primary functions:</p> <ul style="list-style-type: none"> <li>• To support the institution and coordination of Emergency Management in the Municipal areas of Burnie, Circular Head and Waratah-Wynyard.</li> <li>• Monitor and report on progress towards actions within plans, special plans for which the Committee has responsibilities.</li> <li>• Maintain a combined area Municipal Emergency Management Plan, Risk Assessment, Recovery Plan and any Special Plans relating to emergency management in the three municipal areas.</li> <li>• To review the management of emergencies which occur in the municipal areas and identify and promote opportunities for improvement.</li> <li>• To assist and advise the officers of each of the municipal areas in the performance of their duties under the Act.</li> <li>• To ensure that Elected Members and relevant Council staff are kept informed of the work of the Committee.</li> <li>• To ensure that member Councils and their officers always approach Emergency Management in a manner that maximises cooperation and effective deployment of resources. For example, to view the resources of each municipal area as complimentary for the purposes of Emergency Management. To ensure that at each Committee meeting they attend, non-municipal Stakeholders are provided with a means of informing the decision making of the Western combined area within their specific interest areas.</li> <li>• To ensure that effective networks are developed and maintained so that relationships between each Council's Municipal Recovery personnel and relevant Recovery Service Providers from across the combined area are optimised.</li> <li>• To share knowledge, experience, resources and skills across Councils to ensure a consistent response and level of preparedness.</li> </ul>

<b>Financial</b>	<p>The Western combined area MEM Committee has no authority to commit to or authorise expenditure on behalf of the municipal areas.</p> <p>Each of the municipal areas will support the operation of the combined area MEM Committee through hosting on a rotational basis the secretarial and meeting arrangement tasks.</p>										
<b>Membership</b>	This Committee membership is detailed below.										
<b>Members (Authority – The Act - Schedule 3)</b>	<table border="0"> <tr> <td data-bbox="475 387 667 450">Municipal Chairperson</td> <td data-bbox="692 387 1450 483">Mayor or Delegate from one of the member Councils appointed by the Committee. Annual appointment as determined by the Mayors or Delegates.</td> </tr> <tr> <td data-bbox="475 517 667 544">Executive Officer</td> <td data-bbox="692 517 1450 613">The Municipal Coordinator or Deputy from one of the member Councils appointed by the Committee. Annual appointment based on Council resourcing and interest.</td> </tr> <tr> <td data-bbox="475 647 584 674">Meetings</td> <td data-bbox="692 647 1450 1014"> <p>Meeting location will rotate between the Councils.</p> <p>Meetings will occur quarterly, dates set 12 months in advance by the Committee.</p> <p>Meeting duration 2 hrs: 10.00 am to 12.00 Noon.</p> <p>At a meeting of a committee, a quorum is constituted by that number of members determined by the members present at the meeting but not be less than Mayor or delegate from each Council (3), the co-ordinator or deputy coordinator of each Council (3) and three(3) other members . Nb: this would require at least 9 people attend</p> </td> </tr> <tr> <td data-bbox="475 1048 667 1256"> <p>Membership (Determined by the Municipal Chairperson under Section 21)</p> </td> <td data-bbox="692 1048 1450 1659"> <p><b>Committee</b></p> <ul style="list-style-type: none"> <li>• Mayors of each Council (or delegate)</li> <li>• Municipal Emergency Management Coordinators (3)</li> <li>• Deputy Municipal Emergency Management Coordinators (3)</li> <li>• Recovery Coordinators (3)</li> <li>• SES Regional EM Planner</li> <li>• Tasmania Police</li> <li>• Tasmania Fire Service</li> <li>• Ambulance Tasmania</li> <li>• Tasmania Health Service</li> <li>• Other Agencies or Organisations – by invitation as the need arises</li> <li>• Local SES Unit Managers – by invitation as the need arises</li> </ul> </td> </tr> <tr> <td data-bbox="475 1693 596 1720">Reports to</td> <td data-bbox="692 1693 1450 1812"> <p>North West Regional Emergency Management Committee.</p> <p>Also reports to each of the member Municipal Councils through the Mayors and Municipal Coordinators.</p> </td> </tr> </table>	Municipal Chairperson	Mayor or Delegate from one of the member Councils appointed by the Committee. Annual appointment as determined by the Mayors or Delegates.	Executive Officer	The Municipal Coordinator or Deputy from one of the member Councils appointed by the Committee. Annual appointment based on Council resourcing and interest.	Meetings	<p>Meeting location will rotate between the Councils.</p> <p>Meetings will occur quarterly, dates set 12 months in advance by the Committee.</p> <p>Meeting duration 2 hrs: 10.00 am to 12.00 Noon.</p> <p>At a meeting of a committee, a quorum is constituted by that number of members determined by the members present at the meeting but not be less than Mayor or delegate from each Council (3), the co-ordinator or deputy coordinator of each Council (3) and three(3) other members . Nb: this would require at least 9 people attend</p>	<p>Membership (Determined by the Municipal Chairperson under Section 21)</p>	<p><b>Committee</b></p> <ul style="list-style-type: none"> <li>• Mayors of each Council (or delegate)</li> <li>• Municipal Emergency Management Coordinators (3)</li> <li>• Deputy Municipal Emergency Management Coordinators (3)</li> <li>• Recovery Coordinators (3)</li> <li>• SES Regional EM Planner</li> <li>• Tasmania Police</li> <li>• Tasmania Fire Service</li> <li>• Ambulance Tasmania</li> <li>• Tasmania Health Service</li> <li>• Other Agencies or Organisations – by invitation as the need arises</li> <li>• Local SES Unit Managers – by invitation as the need arises</li> </ul>	Reports to	<p>North West Regional Emergency Management Committee.</p> <p>Also reports to each of the member Municipal Councils through the Mayors and Municipal Coordinators.</p>
Municipal Chairperson	Mayor or Delegate from one of the member Councils appointed by the Committee. Annual appointment as determined by the Mayors or Delegates.										
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Reports to	<p>North West Regional Emergency Management Committee.</p> <p>Also reports to each of the member Municipal Councils through the Mayors and Municipal Coordinators.</p>										
<b>Proxies</b>	Proxies must be nominated, and they assume the member’s role if the member is unable to attend the meeting or is unable to perform their usual role for the Committee.										

### 5.3 WEMC Maintenance & Action Schedule

As at: March 2020

Due for Review: March 2020

Row	Action	Sample Evidence	Lead	Completion Notes
1	Review and update the Municipal Plan (every 2 years)	Updated Plan	Executive Officer /Municipal Coordinators	
2	Update Terms of Reference (every 2 years)	Submitted to Regional Controller	Executive Officer /Municipal Coordinators	
3	Revise legislative requirements and governance arrangements for municipal emergency management.	Presentation/ discussion item at committee meeting	Executive Officer /Municipal Coordinators	
4	Develop input about municipal emergency management for each Council Annual Plan.	Municipal emergency management section in Annual Plan	Municipal Coordinator of each Council	
5	Review prevention and mitigation priorities and findings of risk management activities.	Agenda item/reports	Municipal Coordinator of each Council	
6	Arrange validation of emergency management arrangements (at least every 2 years. May set off review of the WEMC Plan)	Validation activity reported on	Executive Officer /Municipal Coordinators	
7	Review lessons identified from operations and exercises (ongoing).	Agenda Item	Committee members	
8	Contribute to regional committee reports (each regional committee meeting).	Agenda item	Municipal Coordinators	
9	Review progress: Review status of Work Program Undertake Committee Self-Evaluation Review of Terms of Reference.	Agenda item and out-of-session commentary	Executive Officer /Municipal Coordinators and Committee	

## **5.4 Western Combined Area Emergency Risk Register**

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The TERAG were applied to the existing Municipal Emergency Risk Registers of each of the three Council's and a combined risk register developed.

The Risk Register has been structured to reflect common hazards and risks across the three municipalities and municipality specific risk.

The risk register will guide the risk reduction endeavors of the WEMC and member Councils over the life of the plan

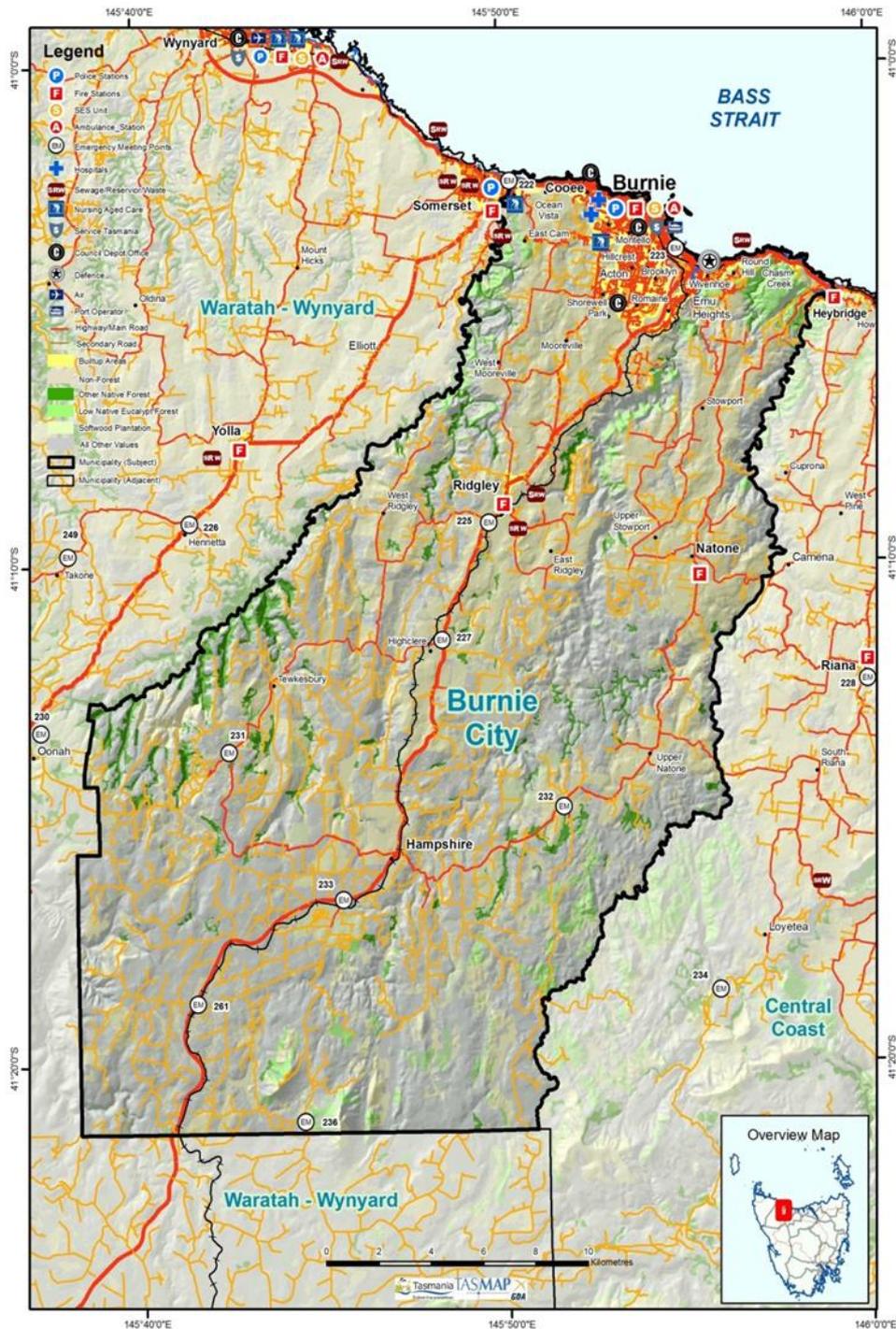
The Register is reviewed at each meeting of the WEMC.

The Risk Register is not attached.

## 5.5 Individual Emergency Management Arrangements Information & Resources Burnie City Council

The purpose of this section is to consolidate relevant Council information for ready reference.

Figure 6 Burnie City Council Municipal Area



## **Context Statement**

### **Brief History and Current Issues**

Burnie was established by the Van Diemen's Land Co. surveyors in 1827 as the natural bay affording safe anchorage for vessels. Burnie achieved the status of a City on 26 April 1988.

The Burnie municipal area has a population of approximately 20,000 incorporating both rural and urban areas and encompasses an area of 618km<sup>2</sup>. It extends from the Cam River in the west, to the Blythe River in the east, Bass Strait to the north, and extends south to Valentines Peak.

The Waratah-Wynyard Council is to the west and south, and Central Coast Council to the east of the City.

The Council area comprises the City of Burnie and townships of Stowport, Natone, Upper Natone, Ridgley, Highclere and Hampshire.

### **Natural Features**

The City is located on the coast and consists of undulating to steep hills within the City limits. South of the City the land is a mixture of fertile plains intercepted by valleys and hills.

Burnie has a temperate climate influenced by the sea. Average summer temperatures are 22°C with winter temperature averaging around 11°C.

Rainfall varies from 1,000mm on the coast to 1,220mm inland.

Burnie encounters severe weather in the form of storms and land gales.

The terrain of Burnie is such that large-scale flooding does not occur; however, localised flooding can occur.

The escarpments around the northern face of the City have locations of doubtful or potential instability.

Wildfire areas have been identified on Round Hill, along East Cam Road and in the Emu River Valley.

### **Infrastructure**

The Bass Highway traverses the City in an east west direction and Mount Road accesses the Murchison Highway to the south.

The Burnie Airport is located in the Waratah-Wynyard municipal area at Wynyard, approximately a 20-minute drive from Burnie.

The Pet and Guide Reservoirs are managed by TasWater and supplies drinking water to the City of Burnie and Ridgley.

The area has a significant number of built industrial locations where hazardous materials are stored in concentration, including Wivenhoe Industrial Estate and Burnie Port.

In addition, bulk materials are transported into and out of the City via road, rail and sea.

In the hilly terrain there are a number of roads which are subject to landslip due to construction in hillsides to form the roads.

Stormwater infrastructure includes the Romaine Dam, bridges, open drains and underground infrastructure of pipes and manholes.

### **Industry and Commerce**

The City contains a number of industrial areas for light and heavy industries which are located as follows:

- a Wivenhoe.
- b South Burnie.
- c Port Area.
- d Camdale.

Other infill industry is located throughout the City.

Industry represented includes fuel distributors, steel fabrication and a wide variety of light industrial businesses.

TasRail operates a station adjacent to the Burnie Port, with track extending east and west along the coast and to the south west.

TasPorts is situated in the heart of the City and caters for the timber and mining industries as well as general freight and bulk fuel handling.

## Emergency Management

The Municipal SES Unit provides volunteer support for the City of Burnie. The group is trained and has equipped personnel to assist in a variety of emergencies. Additional Municipal SES Units are located at Central Coast, Waratah-Wynyard, Mersey, Kentish, Circular Head and West Coast.

## Hazard Summary

The following hazards have been identified for the Burnie municipal area in the current or previous years risk assessments. Further information relating to these hazards is included in the risk register.

- a major road accidents/transport accidents.
- b mass gatherings
- c economic recession/depression
- d environmental terrorism
- e localised flooding
- f landslip
- g port and marine emergencies
- h marine oil spills
- i dam failure
- j emergency animal disease
- k earthquake
- l hazardous materials
- m fire
- n industrial accident
- o aircraft accident at airport (Wynyard)
- p storms/severe weather
- q terrorism
- r pandemic

## Plans and Arrangements

Plans and arrangements specific to the Burnie Municipality are noted below.

Title	Custodian	Version/Date	Notes
Council maps for Council roads and alternative transport plans	Council	MapInfo current	Works & Services Department
Umina Park Emergency Procedure Manual	OneCare	Version 5 2017	Umina Park Facility Manager
Burnie City Council Pandemic Plan	Council	June 2008	Municipal Emergency Management Committee
Pre- Incident Plans for major events (Fire & other)	Council	As developed	Council GM
Afterhours manual and protocol	Council		Plan managed by Works and services
Flood studies: Emu River, Romaine Creek and Alexander Creek, Whalebone Creek, Stoney Creek / Shorewell Creek, Cooee Creek, Ocean Vista / Camdale drainage assessment, Ridgley drainage assessment.	Council	Various	Studies prepared by Consultants on behalf of Council
Romaine Dam Safety Management Plan	Council	December 2018	Prepared by Entura

# Centres for Emergency Management

## Municipal Emergency Operations Centre

The Council’s Emergency Operations Centre will be located at the Burnie City Council Chambers in Wilson Street.

Alternative Emergency Operations Centre locations for the City of Burnie are:

- a Council Works Depot, 17 Three Mile Line, Burnie
- b SES Municipal Unit Offices, 9 Wellington Street, Burnie

The location of the alternative Emergency Operations Centre will be determined by the Municipal Coordinator in consultation with the Municipal Committee.

Staffing of the Emergency Operation Centre in operational situations will be in accordance with the relevant Management Authority’s Emergency Operation Centre Standard Operating Procedures.

The Emergency Operations Centre is equipped with phone, fax and computer facilities. Dedicated communication lines have not been installed in the Emergency Operations Centre and there is no backup power supply to the Centre.

The Burnie City Council Offices have adequate telephone capacity to operate as a Call Centre to provide information to the general public.

## Emergency Coordination Centres

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

Municipal		
	Location	Contact
Primary	Burnie City Council Council Chambers, 80 Wilson St, Burnie	Works Manager
Secondary	Council Works Depot 17 Three Mile Line Burnie	Works Manager

## Recovery Centres for Local Events

Refer to the WEMC Social Recovery Manual, July 2018.

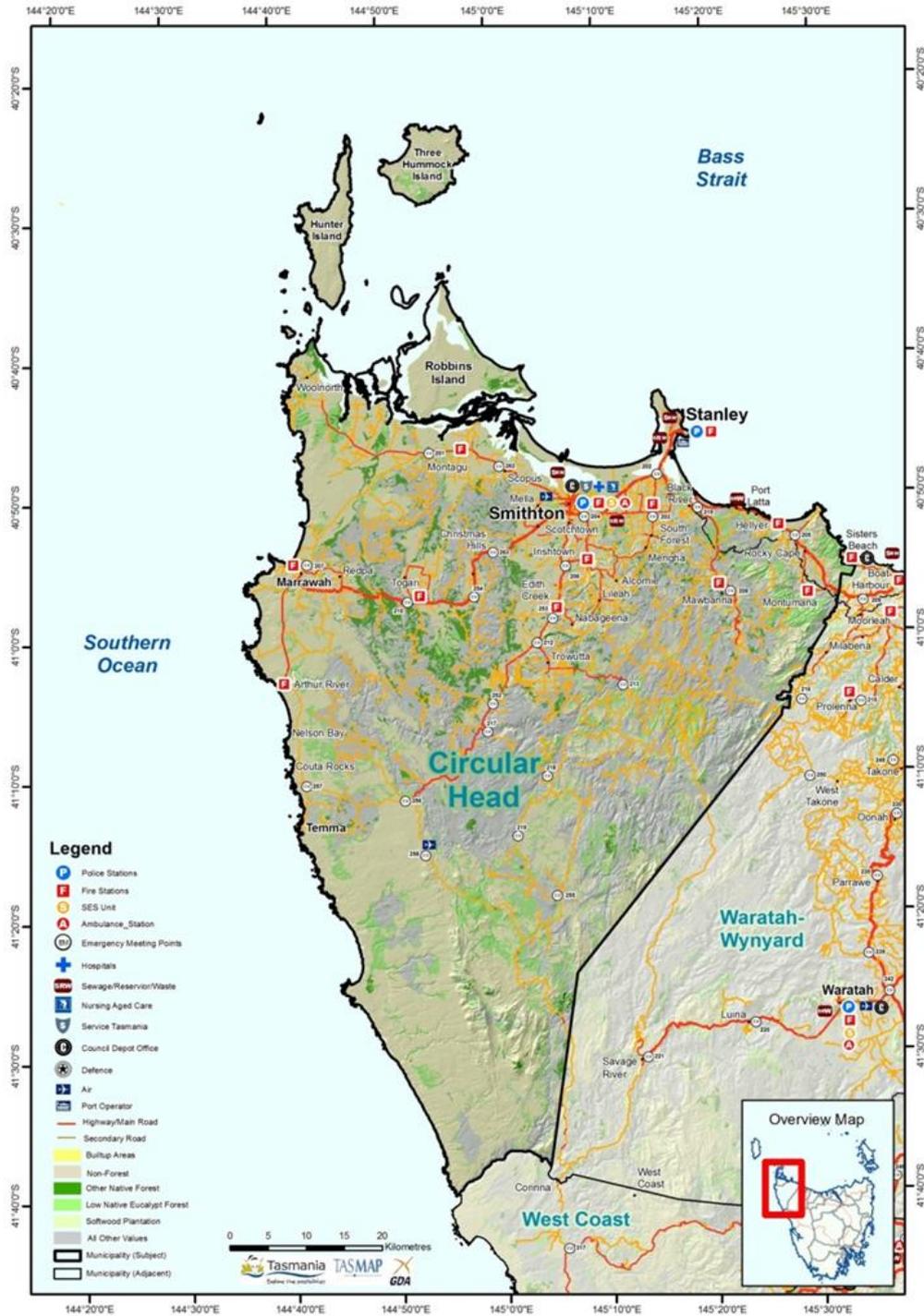
## Maintaining Basic Resources & Agreements

A Municipal emergency management contact list will be maintained by the Municipal Coordinator.

## 5.6 Individual Emergency Management Arrangements Information & Resources Circular Head Council

The purpose of this section is to consolidate relevant Council information for ready reference.

Figure 7 Circular Head Council Area



## Context Statement

The municipal area of Circular Head is situated in the far North West corner of Tasmania and covers an area of approximately 4917 square kilometres. It is bounded by the following areas:

- |   |            |   |
|---|------------|---|
| a | North      | Bass Strait                               |
| b | North West | Robbins, Hunter and Three Hummock Islands |
| c | South      | Pieman River                              |
| d | North East | Waratah-Wynyard Municipality              |
| e | South East | West Coast Municipality                   |
| f | West       | Southern Ocean                            |

## Population and Demographics

The municipality of Circular Head has a population of approximately 7 926 (2016 Census – Australian Bureau of Statistics). This consists of 4 046 males and 3876 females:

- |   |                          |
|---|--------------------------|
| a | 20.4% aged 0-14 years    |
| b | 12.4% aged 15-24 years   |
| c | 35.9% aged 25-54 years   |
| d | 14.7% aged 55-65 years   |
| e | 16.6% aged over 65 years |

## Natural Features

The climate is cool temperate with the mean temperature in January 11 °C - 21 °C, and July 5 °C - 13 °C. The mean rainfall in January is 50mm and in July is 139mm. Annual rainfall ranges from 875mm in coastal areas and 1500mm on the more elevated areas. Maximum rainfall falls July to August, and the drier months are January to March. The prevailing winds are from the west, and the area experiences the strongest winds in late winter.

The main rivers in the Circular Head municipality are Detention River, Black River, Duck River, Montagu River, Welcome River and the Arthur River. The Arthur River is the largest and longest river in Circular Head. It starts in the municipal area of Waratah-Wynyard on Mount Bischoff and runs towards the west into the Southern Ocean.

Circular Head has one of the longest coastlines of any municipal area in Tasmania and differs from the rest of the state in its topographical features. Much of the land is a low-lying coastal strip with higher undulated areas at Mengha, Lileah and Trowutta.

## Infrastructure

### Roads

Circular Head has 294kms of sealed and 474km of unsealed roads. There are 120 bridges throughout the municipality – 42 being timber and 78 of other materials. The main arterial access to and throughout the Circular Head region is the Bass Highway which is maintained by the Department of State Growth (DSG).

### Airport

There is a small private airport to the west of Smithton which is mainly utilised by small charter companies, recreational fliers, or for freight. It is also extensively utilised by Ambulance Tasmania for medical transfer.

There are several other private airstrips (some of which are owned by the Crown) – namely Robbins Island, Three Hummock Island, Balfour (not maintained however suitable for helicopters), and a strip operated by Forestry Tasmania south of the Arthur River (condition questionable but most likely suitable for helicopters). The Woolnorth airstrip is no longer in service.

### Harbours

Smithton – due to tidal variation, the Smithton Harbour is mainly used for pleasure craft and fishing vessels.

Stanley – is of major importance to the municipal area as it has berthing facilities for cargo ships up to 15,000 tonnes and is the home port for most of Circular Head’s fishing fleet. Greenham Tasmania bring in cattle from King Island for processing at the Smithton abattoir.

Port Latta – berthing facilities area only used for the loading of iron ore pellets and the discharge of fuel oil.

Temma – is mainly used as a shelter for West Coast fishing operations.

During the mutton bird season in March and April, many of the small offshore islands have residents for that period. There are also a great number of day mutton birders, which increases the traffic in Smithton Harbour and between the islands.

## **Industry and Commerce**

The Circular Head municipality’s key elements are forests, dairy cattle, beef cattle, and fishing.

Key sectors include agriculture, dairy production (consisting of 24.79% of Tasmania’s dairy farms (ABS Agricultural Census 2015-2016 – Number of Businesses) and 41.72% of the state’s dairy production – (ABS Value of Agricultural Commodities Produced Australia 2015-2016)), prime beef production, forestry and timber production, commercial fishing and aquaculture, manufacturing, vegetable processing, tourism and iron ore pelletising.

Some of Circular Heads largest employers and/or exporters include:

- a McCains Foods (Australia) Pty Ltd – vegetable processing, Smithton
- b Greenham Tasmania Pty Ltd – meat processing including exporting, Smithton
- c Ta-Ann Tasmania Pty Ltd – rotary veneer mill, Smithton
- d Saputo Inc – powdered milk plant, Smithton
- e Britton Timbers – specialty timber production
- f Emmerton Park Inc – aged care services, Smithton

Historically the area has supported extensive logging operations; however, in 2013 the Tasmanian Forest Agreement resulted in a major reduction in the industry. Despite this forestry still contributes substantial heavy traffic on the municipal road network and the Bass Highway.

Smithton is NBN enabled, and the copper wire network has been disconnected to all but exempted premises.

## **Hazard Summary**

The following hazards have been identified for the Circular Head Municipal area in the current or previous years risk assessments. Further information relating to these hazards is included in the risk register.

- a major road accidents/transport accidents.
- b mass gatherings
- c economic recession/depression
- d localised flooding
- e marine oil spills
- f emergency animal disease
- g hazardous materials
- h fire
- i industrial accident
- j storms/severe weather
- k coastal erosion

## Emergency Management Arrangements

### Municipal Emergency Operations and Coordination Centre

The Circular Head Municipal Emergency Operations/Coordination Centre will be located in the Council Chambers, 33 Goldie Street Smithton. Alternative locations within Circular Head are:

- a Works Plus Depot, Montagu Road Smithton
- b Community Recreation Centre, Grant Street Smithton.

In the event that these facilities are not available/appropriate, a contingency centre/s will be identified.

The Emergency Operations Centre is equipped with phone and computer access. The supply of telephones and computers will be from general Council IT stores. The EOC has both fixed and wireless NBN access. Dedicated video conferencing equipment is held in the EOC. A backup power access point is available for the Chambers; however, a generator will need to be sourced externally (local suppliers include Works Plus and SES).

Staffing in the Emergency Coordination and Operations Centre in operational situations will be in accordance with the relevant Lead Authority's Emergency Operation Centre Standard Operating Procedures and Circular Head Council Emergency Management Standard Operating Procedures (as noted in Associated Documents – Circular Head Council Specific).

The Municipal Coordinator maintains procedures for use during operations and are included in the Circular Head Council Emergency Management Standard Operating Procedures (as noted in Associated Documents – Circular Head Council Specific).

When required, Council's customer service centre operates as an initial point of enquiry for the community during times of emergency.

Circular Head Council's Communications Officer (and other delegated officers) maintains Council's website [www.circularhead.tas.gov](http://www.circularhead.tas.gov) and the Facebook page Circular Head Council. Both mediums always provide up to date information and relevant links for the community, including during an emergency.

### Maintaining Basic Resources & Agreements

A Municipal emergency management contact list will be maintained by the Municipal Coordinator.

The Circular Head Council Specialist Resource Contact List provides community contact details for use in an emergency (as noted in Associated Documents – Circular Head Council Specific).

Council maintains a register of insured and inducted service providers (which includes equipment owners/operators) for Circular Head Council. This list can be accessed via the Council records system.

Circular Head Council has formal resource sharing arrangements with both Waratah-Wynyard Council and Burnie City Council. In an emergency the resources of these Councils could be called upon for assistance.

### Community Centres

This list summarises a range of locations that may be useful for managing emergencies.

Row	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Comments
1	Smithton Sports Centre (SWIRL adjacent)	Kitchen Toilets & Showers (multiple) Large parking area	Nelson Street Smithton	Daily	Council owned facility
2	Irishtown Community Centre	Kitchen Toilets & Showers Sporting Facilities	Main Road Irishtown	Weekly	Community owned – managed by local committee
3	Stanley Recreation Centre	Kitchen Toilets & Showers Numerous outbuildings & extra toilet block Sporting facilities Includes Freedom Camping Area.	Hale Street Stanley	Daily	Council owned facility

Row	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Comments
4	Stanley Town Hall	Small Kitchen Toilets Meeting room	Church Street Stanley	Weekly	Council owned facility Multiple steps at entry
5	Circular Head Community Recreation Centre	Commercial Kitchen Modern Toilets & Showers Large parking area Meeting rooms	Nelson Street Smithton	Daily	Council owned facility but separate management committee
6	Riverbend Youth Camp	Commercial Kitchen Toilets & Showers Dormitories Disabled accommodation Sporting facilities	358 Trowutta Road Scotchtown	Daily	Privately owned. Heavy bookings during school holidays
7	Redpa Recreation Ground	Kitchen Toilets & Showers	Redpa	Weekly	Council owned facility No town water
8	Smithton Senior Citizens Complex	Kitchen Toilets Large parking area	Senior Drive Smithton	Daily	Council owned facility but separate management
9	Marrawah Memorial Hall	Kitchen Toilets	Comeback Road Marrawah		

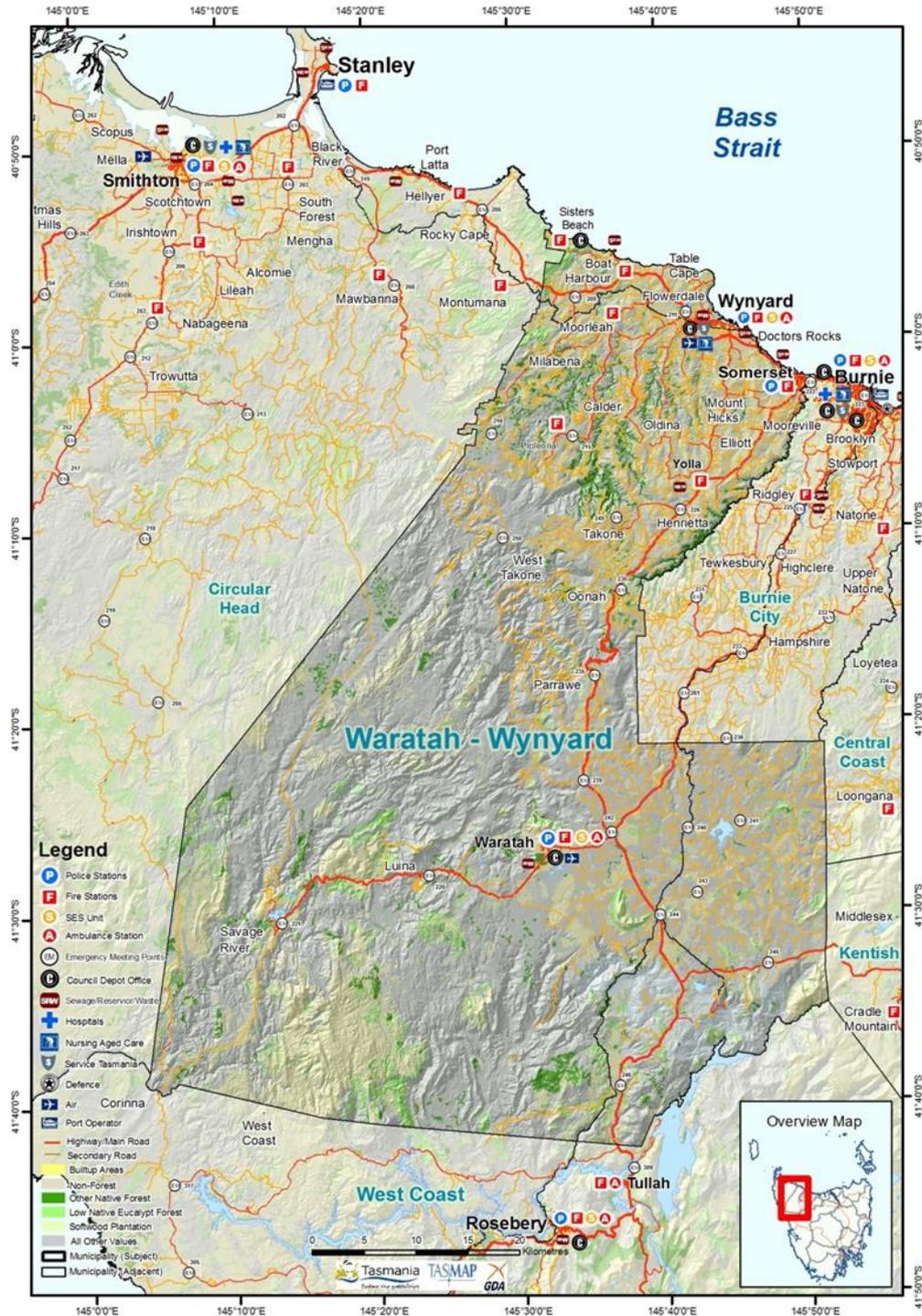
### Associated Documents - Circular Head Council Specific

Row	Title	Custodian	Version/Date	Notes
1	Circular Head Council Business Continuity Plan	Council	2016	Available in Council Records Management System (ECM)
2	Circular Head Council Information Communication Disaster Recovery Plan	Council	Issue 1 - 2016	Available in Council Records Management System (ECM)
3	Circular Head Council Emergency Management Standard Operating Procedures	Council	Issue 3 - 2015	Available in Council Records Management System (ECM)
4	Circular Head Council Evacuation Centre Communications - Standard Operating Procedures	Council	Issue 1 - February 2015	Available in Council Records Management System (ECM)
5	Circular Head Council Profile	Profile id		<a href="http://profile.id.com.au/murchison">http://profile.id.com.au/murchison</a>
6	WEMC Social Recovery Manual (CH Specific sections)	WEMC	July 2018	Available in Council Records Management System (ECM)
7	Circular Head Council Specialist Resource Contact List	Council	Issue 5 - 2016	Available in Council Records Management System (ECM)

## 5.7 Individual Emergency Management Arrangements Information & Resources Waratah-Wynyard Council

The purpose of this section is to consolidate relevant Council information for ready reference.

Figure 8 Waratah-Wynyard Council Municipal Area



## Context Statement

The municipal area of Waratah-Wynyard covers an area of 3525.36 sq km and is located in the N.W. Region of Tasmania. A map of the area can be found in Appendix 5.1. It is bounded by the following areas:

- |   |       |   |  |
|---|-------|---|--|
| a | North | - | Bass Strait                            |
| b | South | - | West Coast Municipal Area              |
| c | East  |   | N.E. - Burnie Municipality             |
| d | S.E.  |   | Central Coast & Kentish Municipalities |
| e | West  | - | Circular Head Municipality             |

## Population and Demographics

Basically, the municipal population of 13,578 (2016 ABS Census) consists of small, scattered, isolated population pockets, each forming a small settlement or township. The major towns are Somerset and Wynyard. Both are small commercial centres servicing rural farming community. Savage River is a mining community while Boat Harbour and Sisters Beach are seaside holiday communities with a semi-transient population.

The population has remained remarkably stable for the past ten years, but the median age is trending upwards with the over 65 age group increasing.

The climate is classified as temperate, although during the winter months it is not uncommon for snow to fall in the highlands, closing the roads and isolating the highland communities for a short time. Severe thunderstorms, high winds and wild fires, are a common occurrence throughout the whole municipal area and have resulted in emergencies as described below.

## Infrastructure

### Roads

Bass Highway is the major arterial route and runs east-west through the coastal plain.

Murchison Highway runs north-south through the eastern side of the municipality linking up with the West Coast.

Ridgley Highway links into the northern end of the Murchison Highway.

### Airport

A medium jet airport is located at Wynyard and is serviced by commercial airlines. All air traffic movements are controlled from Melbourne.

### Harbours

The Inglis River at Wynyard has a small wharf with limited mooring facilities. Movement is restricted to three hours either side of high tide.

### Gas

Natural gas is supplied to the municipality by means of an underground pipeline. A domestic underground reticulation network is gradually being developed for houses within the larger population bases.

Wynyard is the commercial centre and contains the headquarters for all local infrastructure.

## Hazard Summary

The following hazards have been identified for the Burnie municipal area in the current or previous years risk assessments. Further information relating to these hazards is included in the risk register.

- f major road accidents/transport accidents.
- g mass gatherings
- h economic recession/depression
- i localised flooding
- j landslip
- k dam failure
- l emergency animal disease
- m earthquake
- n hazardous materials
- o fire
- p industrial accident
- q aircraft accident at airport (Wynyard)
- r storms/severe weather
- s terrorism
- t pandemic
- u coastal erosion

## Significant Emergencies within the Municipality of Waratah-Wynyard

Event	Consequence Summary
2013 Earthquake	Nil damage but buildings shook noticeably.
Jan 2011 Severe Storm/Flooding	Extensive infrastructure, agricultural, housing and property damage.
Sept 2009 Severe Storm	Extensive property, vegetation and infrastructure damage
June 2009 Twister	Extensive vegetation damage. Three houses made uninhabitable. Large amount of housing/property damage
June 2009 H <sub>1</sub> N <sub>1</sub> Pandemic	Small impact on the community, primarily among school children.
2007 Sisters Beach Bush Fire	National park burnt out and township of Sisters Beach placed under imminent threat.
2005 Sisters Beach Bush Fire	National Park burnt out. Several homes threatened, and Bass Highway closed for limited period.
2004 Hazard Substance Incident UMT Factory	Residential houses surrounding factory evacuated due to gas leaking into atmosphere.
1969 Landslip Boat Harbour	100 metres of road destroyed. Community isolated. Environmental damage

## Emergency Management Arrangements

### Centres for Emergency Management

Serial	Centre Type	Area	Building	Address
1.	Recovery Centre	Wynyard	Sports Centre	Austin Street
			Community Centre	Little Goldie St
			Rail Institute Bldg.	Station St
		Waratah	Community Centre	William St
2	Emergency Evacuation Centre	Wynyard	Sports Centre	Austin St
			Community Centre	Hogg St
		Somerset	Indoor Recreation Centre	Beaufort St
		Yolla	Memorial Hall	Murchison Hwy
		Waratah	Community Centre	William St
3.	Airport Emergency Reception Centre	Wynyard	Rail Institute Bldg.	Station St
4.	Emergency Operations Centres	Wynyard	Council Chambers	21 Saunders St
			State Emergency Service HQ	87 Inglis St
		Waratah	Council Chambers	Smith St
5.	Emergency Coordination Centres	Wynyard	Council Chambers	21 Saunders St
			State Emergency Service HQ	87 Inglis St
		Somerset	Indoor Recreation Centre	Beaufort St
		Yolla	Memorial Hall	Murchison Hwy
		Waratah	Council Chambers	Smith St

### Associated Documents – Waratah-Wynyard Council Specific

Plans and arrangements specific to the Waratah-Wynyard Municipality are noted below.

A range of legislation plans and standards support emergency management within the municipality and specific reference is usually included in emergency plans and sub-plans.

The following table lists those plans and sub-plans associated with the operation of this Plan.

MUNICIPAL SUB PLANS			
Serial	Title	Issue	Year
1.	Lake Llewellyn Dam Failure Evacuation Plan	1	2018
2.	Waratah-Wynyard Health Emergency Plan	3	2009
3.	Waratah-Wynyard Council Business Continuity Plan	1	2016
4	Boat Harbour Landslip Emergency Plan	1	2018
1	Dam Safety Emergency Plan – Lake Llewellyn (PWS)	5	2006
2	Wynyard Aerodrome Emergency Plan		2015
3.	Hazards at Aircraft Accident Sites-Guidance for Police & Emergency Service Personnel	6	2014

SOP's			
1	Establish Passenger Reception Centre		2008
2	Establish an EOC/ECC		2014
3	Establish an Evacuation Centre		2018
4	An Air crash off BAC Aerodrome involving Commercial Airline		2013
5	Animal Welfare in Emergencies	2	2016

## Resource Register

The Waratah-Wynyard Council, through the Municipal Coordinator maintains a comprehensive register of municipal resources available for utilisation in times of emergency.

Additionally, an emergency management contact list will be maintained by the Municipal Coordinator.

## Associated Agreements/Memorandums of Understanding

The following Council agreements/Memorandum of Understanding impact on municipal emergency management planning.

- |   |                         |                                      |
|---|-------------------------|--------------------------------------|
| a | Circular Head Council-  | Resource Sharing Agreement, May 2018 |
| b | State Emergency Service | Memorandum of Understanding 2019     |

## Off Aerodrome Air Crash Arrangements

A commercial airline air crash within the municipal boundary is beyond the capacity of, and outside the jurisdiction of Council.

In the event of being notified of such an event, Council will immediately advise and liaise with the Regional Manager State Emergency Service, North West, or the Regional State Emergency Service Duty Officer, in accordance with this Plan, and request instruction.

Both the police and SES have emergency operation centres, at Burnie Regional Headquarters that can be operational almost immediately and can deal with such an emergency.

The Waratah-Wynyard Council Municipal Coordinator will activate relevant local arrangements, Council will provide such support as is practicable and within its means.

## 5.8 - Glossary

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

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

**Table 8 Terms**

Term	In the context of this plan, this means:
<b>Affected Area Recovery Committee</b>	A group established under the authority of the Act to assist Councils will longer term recovery. It may also be referred to as a Recovery Taskforce (especially when its membership comprises State government representatives).
<b>Assembly Centre</b>	An identified location where affected persons can assemble. Assembly centres are generally established for a short time to meet the immediate personal support needs of individuals and families (e.g. Community Fire Refuges).
<b>Biosecurity</b>	Biosecurity is defined as the protection of the economy, environment and human health from the negative impacts associated with entry, establishment or spread of exotic pests (including weeds) and diseases.
<b>Capability</b>	Capability is the function of human and physical resources, systems /processes, training and the supply chain (e.g. trained personnel with equipment ready for deployment)
<b>capacity</b>	The extent to which capability can be applied to a particular task or function.
<b>civil defence</b>	Humanitarian tasks including the management of shelters, provision of emergency accommodation and supplies, and repair of critical/essential infrastructure in the event of armed conflict/hostilities.
<b>command</b>	The internal direction of an organisation's resources in an emergency.
<b>combined area</b>	2 or more municipal areas determined by the Minister to be a combined area under <i>Section 19</i> of the <i>Emergency Management Act 2006</i> .
<b>Consultation Framework</b>	The various groups within the emergency management system and how they contribute to decision-making, through consultation and collaboration. These groups include established committees, sub-committees, and related stakeholder groups and can be supplemented by temporary working groups.
<b>control</b>	The overall direction and management of response/recovery activities for an emergency. The authority for control can be established in legislation or in an emergency plan and includes tasking and coordinating other organisations' resources to meet the needs of the situation (i.e. control operates across organisations).
<b>coordination</b>	The systematic acquisition and application of resources (workers, equipment, goods and services) during response/recovery. Coordination can operate vertically within an organisation (as a function of command), as well as across organisations (as a function of control).
<b>Councils</b>	Tasmanian local governments. Council is the preferred term in this plan to provide consistency with the <i>Tasmanian Emergency Management Act 2006</i> .
<b>debrief</b>	A meeting of stakeholders to review the effectiveness of response/recovery operations.

Term	In the context of this plan, this means:
<b>Deputy Municipal Coordinator</b>	<p>From the <i>Emergency Management Act 2006</i>: Deputy Municipal Coordinator means the Deputy Municipal Emergency Management Coordinator appointed under Section 23.</p> <p>According to Section 23 the Deputy Municipal Coordinator is a ministerial appointment in each municipal area and can act for the Municipal Coordinator when the Municipal Coordinator is:</p> <ul style="list-style-type: none"> <li>• absent from duty or Tasmania</li> <li>• unable to perform the Municipal Coordinator duties (permanently) OR</li> <li>• temporarily not appointed (e.g. has resigned).</li> </ul>
<b>emergency</b>	<p>Further defined by the Emergency Management Act 2006. Simply explained, an event that endangers, destroys, or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and requires a significant response from one or more of the statutory services.</p>
<b>Emergency Coordination Centre</b>	<p>A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at Emergency Coordination Centres can be agency specific or community focused. This means that multiple centres may be active for a single emergency, and they may be co-located with other centres depending on the situation (e.g. an Emergency Operations Centre). Municipal, Regional and State Emergency Management Committees manage the Emergency Coordination Centres that are focused on community-wide consequence management.</p>
<b>emergency management</b>	<p>From the <i>Emergency Management Act 2006</i>. Simply explained, emergency management is the framework that provides for planned and coordinated measures that reduce vulnerabilities and enhance capacities to withstand emergencies, as well as cope with and recover from their impacts.</p>
<b><i>Emergency Management Act 2006</i></b>	<p>The Act that provides for the protection of life, property and the environment in the event of an emergency in Tasmania, the establishment of Tasmania’s emergency management arrangements and the provision of certain rescue and retrieval operations.</p>
<b>emergency management plan</b>	<p>A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area, identified hazard, or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide safe and effective operations for emergency situations.</p>
<b>Emergency Operations Centre</b>	<p>A generic term for any facility or location where an identified group or team meets to give direction for agency-specific work related to an emergency.</p> <p>This includes the acquisition and allocation of resources required by the agency. The way Emergency Operations Centres are used can vary depending on the situation.</p>
<b>emergency powers (include risk assessment powers)</b>	<p>From the <i>Emergency Management Act 2006</i>: emergency power means a power specified in Schedule 1.</p> <p>These powers are formally sanctioned by the State Controller or conferred on Regional Controllers and relate to:</p> <ul style="list-style-type: none"> <li>• directing/controlling movement of people, animals, wildlife</li> <li>• medical examination and/or treatment, decontamination</li> </ul>

Term	In the context of this plan, this means:
	<ul style="list-style-type: none"> <li>• destruction of animals, wildlife, vehicles, premises/property suspected to be contaminated with chemical, biological, radiological materials</li> <li>• disposal of human and animal remains</li> <li>• managing energy supply (electricity, liquids, gas, other)</li> <li>• traffic control</li> <li>• closing public places/events</li> <li>• allowing entry to vehicles or premises (stop, enter, inspect; seize, copy, take extracts of relevant items)</li> <li>• property (e.g. excavate, earthworks, modify)</li> <li>• required cooperation for emergency management.</li> </ul>
<b>emergency risk management</b>	Emergency risk management is a process that involves dealing with risks to the community arising from emergency events.
<b>environment</b>	Components including: land, air and water; organic matter and inorganic matter; living organisms; human-made or modified structures and areas; interacting natural ecosystems; all other components of the earth further defined by the <i>Emergency Management Act 2006</i> .
<b>evacuation</b>	The planned movement of people from unsafe or potentially unsafe areas to a safer location and their eventual return.
<b>Evacuation Centre</b>	An identified location for persons from an affected area to be temporarily accommodated. This includes the provision of basic services to meet affected people's immediate personal needs.
<b>Executive Officer</b>	A person who is responsible for providing administrative and secretariat service further defined by the <i>Emergency Management Act 2006</i> .
<b>exercise</b>	A scenario based/simulated emergency usually designed to validate emergency management arrangements and/or familiarise workers with them.
<b>hazard</b>	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment further defined by the <i>Emergency Management Act 2006</i> .
<b>Incident Control System</b>	A management system for resolving emergencies in a controlled manner.
<b>information centre</b>	An identified location where information is made available for emergency affected people. They can be virtual (e.g. call centres or web based), or physical (e.g. at a community centre). Notwithstanding the structural arrangements, the importance of providing clear and consistent information is acknowledged.
<b>Interoperability</b>	The establishment of relationships and arrangements to enable more effective management of emergencies, including the ability for organisations to provide resources to and accept resources from other organisations.
<b>Liaison Officer</b>	A person nominated to represent his or her agency/organisation for emergency management. Liaison Officers provide advice about their organisation's resources, structure and capabilities; and may be authorised to commit resources.
<b>Management Authority</b>	Management Authorities provide direction so that capability is maintained for identified hazards across the PPR spectrum.
<b>Municipal Chairperson</b>	The person determined by Council under Section 21(2) of the <i>Emergency Management Act 2006</i> to be the Municipal Chairperson.
<b>Municipal Committee</b>	A Municipal Emergency Management Committee established under Section 20 of the <i>Emergency Management Act 2006</i>

Term	In the context of this plan, this means:
	Section 20 requires the Municipal Committee to be a group established to institute and coordinate emergency management for a municipal area or a combined area.
<b>Municipal Recovery Coordinator</b>	A Council worker who is authorised to coordinate, manage and advise on aspects of municipal recovery arrangements.
<b>Municipal Coordinator</b>	<p>A person appointed as Municipal Coordinator under Section 23 of the <i>Emergency Management Act 2006</i>.</p> <p>Section 23 establishes that the Municipal Coordinator be appointed by the Minister and has the authority and ability to coordinate emergency management in the municipal area during an emergency without first seeking the approval of Council. The Municipal Coordinator has other responsibilities established by the Emergency Management Act 2006 including:</p> <ul style="list-style-type: none"> <li>• acting as Executive Officer for the Municipal Committee</li> <li>• assisting and advising the Municipal Chairperson, Regional Controller, SES Unit Manager and Council</li> <li>• acting as an Authorised Officer when required or nominate others to act as Authorised Officers.</li> </ul>
<b>Municipal/Regional Volunteer SES Unit</b>	A volunteer unit established under Sections 47 and 48 of the <i>Emergency Management Act 2006</i> .
<b>National Counter-Terrorism Plan</b>	A national plan that outlines responsibilities, authorities and mechanisms to prevent or, if they occur, manage acts of terrorism and their consequences in Australia.
<b>occupier/owner</b>	In relation to premises or a vehicle, means the person who is apparently in charge of the premises or vehicle at the relevant time, further defined by the Emergency Management Act 2006.
<b>owner</b>	Further defined by the <i>Emergency Management Act 2006</i> .
<b>pastoral care</b>	Spiritual support to those dealing with the impacts of emergency events.
<b>personal support</b>	Psycho social support using the principles of Psychological First Aid to enhance individual resilience in dealing with the impacts of emergency events.
<b>premises</b>	Includes land, any structure and a part of premises, further defined by the <i>Emergency Management Act 2006</i> .
<b>preparedness</b>	Planned and coordinated measures so safe and effective response and recovery can occur.
<b>prevention and mitigation</b>	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
<b>property</b>	Includes an animal and any part of an animal; a plant and any part of a plant, whether alive or dead; further defined by the <i>Emergency Management Act 2006</i> .
<b>public information</b>	Information provided by or for emergency management authorities to the general community during/following an emergency to promote 'self-help'.
<b>recovery</b>	A coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.
<b>Recovery Centre</b>	An identified location for affected persons to access information and assistance after an emergency has occurred. A range of government and non-government organisations operate from recovery centres (it can also be referred to as a "One Stop Shop").

<b>Term</b>	<b>In the context of this plan, this means:</b>
<b>Region</b>	The northern region, the north-western region or the southern region as defined by the <i>Emergency Management Act 2006</i> .
<b>Regional Controller</b>	The Regional Emergency Management Controller appointed under Section 17 of the <i>Emergency Management Act 2006</i> . Section 17 requires the Regional Controller function to be either: <ul style="list-style-type: none"> <li>• a Police Commander determined by the Commissioner of Police and the State Controller OR</li> <li>• a person appointed by the Minister.</li> </ul>
<b>Regional Emergency Management Committee</b>	A Regional Emergency Management Committee established under Section 14 of the <i>Emergency Management Act 2006</i> . Section 14 requires that the Regional Committee institutes and coordinates emergency management in the region.
<b>Regional Recovery Coordinator</b>	A nominated State Government employee who is formally appointed and authorised to coordinate the delivery of recovery services (by functional area i.e. social, economic, environmental or infrastructure within a region).
<b>Register.Find.Reunite</b>	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. Previously known as the National Registration and Inquiry System (NRIS).
<b>resources</b>	Includes any plant, vehicle, animal, apparatus, implement, earthmoving equipment, construction equipment, other equipment of any kind, persons, agency, authority, organisation or other requirement necessary for the emergency management further defined by the Emergency Management Act 2006.
<b>response</b>	Planned and coordinated measures that resolve emergencies.
<b>SEMC</b>	The Security and Emergency Management Committee is an advisory group to the SEMMC (State Emergency Management Ministerial Committee). It is responsible for assisting the SEMMC with or providing policy advice to the SEMMC relating to security and emergency management.
<b>SEMMC</b>	The State Emergency Management Ministerial Committee institutes and coordinates policy, arrangements and strategies for State-level emergency management; coordinates/oversees the management of emergencies that affect more than one region and other emergencies and identifies and promotes opportunities for improvement in emergency management.
<b>Standard Operating Procedures (SOP)</b>	A set of directions detailing what actions are to be taken, as well as how, when, by whom and why, for specific events or tasks.
<b>State Controller</b>	The State Emergency Management Controller appointed under Section 10 of the <i>Emergency Management Act 2006</i> . Section 10 requires the State Controller function to be either: <ul style="list-style-type: none"> <li>• the Head of Agency for the Department of Police and Emergency Management OR</li> <li>• a person appointed by the Minister.</li> </ul>
<b>State Crisis Centre</b>	A location where the whole of government emergency management policy and strategy is coordinated during operations and/or exercises.
<b>State Emergency Service</b>	Means the body established under Section 25 of the <i>Emergency Management Act 2006</i> .
<b>State Growth</b>	Department created through the amalgamation of Department of Infrastructure, Energy and Resources (DIER) and Department of Economic Development, Tourism and the Arts (DEDTA).

<b>Term</b>	<b>In the context of this plan, this means:</b>
<b>state of emergency</b>	A state of emergency declared under Section 42 of the <i>Emergency Management Act 2006</i> Section 42 states that a state of emergency is declared by the Premier when an emergency is occurring or has occurred in Tasmania and results circumstances that might require special emergency powers, and when emergency powers would be insufficient to deal with the emergency.
<b>Statutory Service</b>	Includes: the SES; Ambulance Tasmania; Tasmania Fire Service; Tasmania Police; a Council; or another body constituted under an Act or a Commonwealth Act, a Government agency or part of a Government agency whose role usually includes emergency management, or which is, or may be, in a particular emergency, required to participate in emergency management further defined by the <i>Emergency Management Act 2006</i> .
<b>Support Agency – Assisting</b>	Assisting Support Agencies have specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.
<b>Support Agency – Primary</b>	Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies command their own resources in coordination with the Management Authority, as required.
<b>TasALERT</b>	Tasmania Government’s official emergency website that brings together information from emergency services and government agencies.
<b>TasNetworks</b>	Government Business Enterprise that operates electricity transmission and distribution networks within Tasmania.
<b>The Act</b>	Means the <i>Emergency Management Act 2006</i> .
<b>validation</b>	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
<b>warnings</b>	Dissemination of a message signalling imminent hazard/s, which may include advice on protection measures.
<b>wildlife</b>	Includes any animal or plant living or growing in the wild, including a feral animal; or any carcass; dead remains or part of any wildlife; or any egg, sperm, seed, flower, fruit or material obtained from any wildlife further defined by the <i>Emergency Management Act 2006</i> .
<b>worker</b>	A generic term used to describe people who perform defined functions for an organisation or system, including staff, volunteers, contractors and consultants.

## 5.9 - Acronyms

5.9 Table 2 lists acronyms that are used in this plan. All acronyms used in this plan are consistent with the Tasmanian Emergency Management Arrangements (TEMA).

**Table 9 Acronyms**

Acronym	Stands for...
AARC	Affected Area Recovery Committee
ABC	Australian Broadcasting Commission
AGD	Attorney-General's Department
AT	Ambulance Tasmania
BCC	Burnie City Council
BoM	Bureau of Meteorology
CBRN	Chemical, Biological, Radiological, Nuclear
CHC	Circular Head Council
DHHS	Department of Health and Human Services
DMC	Deputy Municipal Coordinator
DoJ	Department of Justice
DMC	Deputy Municipal Coordinator
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DSG	Department of State Growth
ECC	Emergency Coordination Centre
EMA	Emergency Management Australia (Commonwealth)
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
EPA	Environmental Protection Authority (a division within DPIPWE)
FMAC	Fire Management Area Committee

<b>Acronym</b>	<b>Stands for...</b>
GIS	Geographic Information Services
IMT	Incident Management Team
MAST	Marine & Safety Tasmania
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MSRC	Municipal Social Recovery Coordinator
NGO	Non-government Organisation
NWREMC	North West Regional Emergency Management Committee
NWREMP	North West Regional Emergency Management Plan
NWRSRC	North West Regional Social Recovery Committee
NWRSR Coordinator	North West Regional Social Recovery Coordinator
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
RC	Regional Controller
RCR	Road Crash Rescue
REMC	Regional Emergency Management Committee
RSRC	Regional Social Recovery Coordinator
SCC	State Crisis Centre
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SIT REP	Situation Report
SOP	Standard Operating Procedure
TAS POL	Tasmania Police
Tas Ports	Tasmanian Ports Corporation
TEIS	Tasmanian Emergency Information Service

<b>Acronym</b>	<b>Stands for...</b>
TEMA	Tasmanian Emergency Management Arrangements
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements
WWC	Waratah-Wynyard Council
WEMC	Western Emergency Management Plan
WOG	Whole of Government
WST	Work Safe Tasmania

