



NORTHERN MIDLANDS COUNCIL

Tasmanian Municipal Emergency Management Plan

Northern Midlands

Plan Details

Plan Title:	Northern Midlands Emergency Management Plan
Issue Details:	Issue 3, 2015
Review Authority:	Northern Midlands Municipal Emergency Management Committee
Submission Authority:	Commander Brett Smith Northern Region Emergency Management Controller

Approval

Approval Authority:	Commissioner Darren Hine State Emergency Management Controller
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Signature: _____

Date: 21st December 2015

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Section 1 Overview

Glossary

- 1.1 The following terms that are used in this plan are particular to this municipal area. All terms used are consistent with the Tasmanian Emergency Management Plan (TEMP).
- 1.2 The *Emergency Management Act 2006* uses shortened forms for a number of titles (e.g. Municipal Committee for Municipal Emergency Management Committee); this practice is applied in this plan.

Table 1 Glossary of Key Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee	A group established under the authority of The Act to assist Councils with longer-term recovery. It may also be referred to as a Recovery Taskforce (especially when its membership comprises State government representatives).
Command	The internal direction of an organisation's resources in an emergency.
Community centre NB: one or more centre type can be combined at the same location if necessary.	<p>Assembly: 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).</p> <p>Evacuation: 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.</p> <p>Information: 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.</p> <p>Recovery: 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 (also referred to as a 'One Stop Shop').</p>
Control	The overall direction and management of response/recovery activities for an emergency. The authority for control can be established in legislation or in an emergency plan and includes tasking and coordinating other organisations' resources to meet the needs of the situation (i.e. control operates across organisations).
Coordination	The systematic acquisition and application of resources (workers, equipment, goods and services) during response/recovery. Coordination can operate vertically within an organisation (as a function of command), as well as across organisations (as a function of control).
Debrief	A meeting of stakeholders to review the effectiveness of response/recovery operations.
Deputy Municipal Coordinator	<i>Deputy Municipal Emergency Management Coordinator appointed under Section 23 of the Emergency Management Act 2006.</i>
Emergency	Further defined by the <i>Emergency Management Act 2006</i> . Simply explained, an event that endangers, destroys or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and requires a significant response from one or more of the statutory services.

Term	In the context of this plan, this means:
Emergency centre	<p>Emergency Coordination Centre: A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at Emergency Coordination Centres can be agency specific or community focused. This means 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>
	<p>Emergency Operations Centre: A generic term for any facility or location where an identified group or team meets to give direction for agency-specific work related to an emergency.</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>
Emergency management	Further defined in 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.
Emergency management plan	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.
Emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer; further defined by the <i>Emergency Management Act 2006</i> .
Emergency powers and special emergency power	A power specified in Schedule 1 or Schedule 2 of the <i>Emergency Management Act 2006</i> .
Emergency risk management	Emergency risk management is a process that involves dealing with risks to the community arising from emergency events.
Hazard	A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment further defined by the <i>Emergency Management Act 2006</i> .
Management Authority	Provide direction so that the capability is maintained for identified hazards across the PPRR spectrum.
Municipal Chairperson	The person determined by Council, under section 21 (2) of the <i>Emergency Management Act 2006</i> to be the Municipal Chairperson.
Municipal Committee	A Municipal Emergency Management Committee established under section 20 of the <i>Emergency Management Act 2006</i> .
Municipal Recovery Coordinator	Council workers, who are authorised to coordinate, manage and advise on aspects of municipal recovery arrangements.
Municipal Coordinator	A person appointed as a Municipal Emergency Management Coordinator under Section 23 of the <i>Emergency Management Act 2006</i>
Preparedness	Planned and coordinated measures to ensure safe and effective response and recovery.
Prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
Public information	Information provided by or for emergency management authorities to the general community during/following an emergency to promote 'self-help'.

Term	In the context of this plan, this means:
Recovery	A coordinated process of supporting emergency affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.
Regional Emergency Management Committee	A Regional Emergency Management Committee established under section 14 of the <i>Emergency Management Act 2006</i> .
Regional Recovery Coordinator	A nominated State Government worker who is authorised to coordinate the delivery of community recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.
Regional Controller	<p>The Regional Emergency Management Controller appointed under section 17 of the <i>Emergency Management Act 2006</i>.</p> <p>Section 17 requires the Regional Controller function to be either:</p> <ul style="list-style-type: none"> • a police commander determined by the Commissioner of Police and the State Controller OR • a person appointed by the Minister.
State Controller	<p>The State Emergency Management Controller appointed under section 10 of the <i>Emergency Management Act 2006</i>.</p> <p>Section 10 requires the State Controller function to be either:</p> <ul style="list-style-type: none"> • the Head of Agency for the Department of Police and Emergency Management OR • a person appointed by the Minister.
State of emergency	A state of emergency declared under section 42 of the <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.
Support Agency	<p>Primary: Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies command their own resources in coordination with the Management Authority, as required.</p> <p>Assisting: Assisting Support Agencies have specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p>
Validation	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
Warnings	Dissemination of a message signalling imminent hazard/s, which may include advice on protection measures.
Worker	A generic term used to describe people who perform defined functions for an organisation or system, including staff, volunteers, contractors and consultants.

Acronyms

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

Table 2 Acronyms

Acronyms marked in yellow have recently changed or are new (i.e. since 2009) and will most likely need to be updated in all plans.

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

Acronym	Stands for...
TFS	Tasmania Fire Service
TRRA	Tasmanian Relief and Recovery Arrangements

Introduction

- 1.4 The strategic objectives for emergency management of the Northern Midlands Municipal Committee are to:
- a maintain the Northern Midlands Emergency Management Plan to guide community risk management arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery);
 - b increase community resilience;
 - c recognise the value of relationships and partnerships in emergency management, in particular the importance of:
 - i community contributions in emergency management and promoting community engagement when required;
 - ii maintaining links with related bodies, including the Northern Region Emergency Management Committee (the Regional Committee);
 - iii identifying roles and responsibilities, and integration between emergency management and Northern Midlands Council management structures;
 - d develop a progressive review system, implemented for all emergency management elements, which is based on continuous improvement principles;
 - e maintain an active and relevant Municipal Committee.
- 1.5 A map of the municipal area is included in Figure 1.

Authority

- 1.6 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 council. Further details are in Section 4 of this plan.

Aim

- 1.7 The aim of the plan is to describe the emergency management arrangements for the municipal area of Northern Midlands.

Objectives

- 1.8 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 opportunities to reduce risks to the community.
- 1.9 These objectives are established so that effective response and recovery can occur.

Scope and Application

- 1.10 The arrangements in this plan are designed to address emergencies that:
 - a are caused by hazards impacting on the Northern Midlands area;
 - b can be managed by local emergency management structures.
- 1.11 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.
- 1.12 The Municipal Coordinator can activate the arrangements detailed in the plan. In addition, direction and/or advice to activate these arrangements may be provided by the:
 - a Regional Controller (Northern Region);
 - b Regional Manager, SES (Northern Region).
- 1.13 Other communications may occur between responsible officers from other State Government agencies identified in Section 2 of this plan and the Municipal Coordinator, but coordination, when formal arrangements are sanctioned, is best achieved by working with the Regional Controller/SES Regional Manager.
- 1.14 Additional arrangements for specific hazards or functions for this municipal area are described in more detail in Associated Plans; these are listed in Appendix 5.1, 'Associated Documents'.

Context

- 1.15 This plan applies to the municipal area of Northern Midlands.
- 1.16 The arrangements of this plan align to an all-hazard framework and are intended to be scalable and flexible so they can be adapted as and when required.

Brief History and Current Issues

- 1.17 The Northern Midlands Council was created in 1993 from the merger of the former municipalities of Longford, Evandale, Campbell Town and Ross, together with the towns of Rossarden, Avoca and Royal George from the Fingal municipality.
- 1.18 The Council's neighbours are Meander Valley, Launceston, Break-O'Day and Southern Midlands Councils.
- 1.19 Lying within the South Esk catchment, Longford is located within the upper part of the large floodplain known as the Hadspen Retarding Basin. When water levels are high, water backs up a considerable distance into the Macquarie River.
- 1.20 The area has experienced major emergencies including the 1929 and 1969 Longford floods and several smaller flood events.
- 1.21 The region is predominantly agricultural, noted for wool, dairy produce and stock breeding.
- 1.22 Longford is 175 m above sea level at the convergence of the Macquarie River and the South Esk River, 21 km south of Launceston. It has a Service Tasmania shop, supermarkets, a bakery, two banks, a Post Office, antique shop, hotels, cafés, take-aways, hairdressers and service stations. A kindergarten and large primary school provide education for younger children; secondary students travel to the District High School in Cressy, or to one of the schools in Launceston. Two local bus companies provide transport to school and to Launceston. Healthcare is provided by local doctors. Toosey Aged & Community Care provides residential care centre for elderly people. The nearest hospital is in Launceston.

Population and Demographics

- 1.23 The 2011 ABS census recorded 12,228 Northern Midlands residents living in the communities of Longford (3,053), Perth (2,411), Evandale (1,086), Campbell Town (781), Cressy (676) and Ross (271). The remaining 3,950 residents either live in the smaller communities of Royal George, Avoca, Rossarden, Poatina, Bishopsbourne, or on rural properties spread across the municipal area.
- 1.24 The median age of a Northern Midlands resident is 43 years (compared to an Australia wide average of 37 years (2011 ABS census). The median age varies across communities; ranging from a low of 34 years in Cressy and a high of 57 years in Ross.
- 1.25 Northern Midlands residents enjoy a high quality lifestyle, with many choosing to live the rural life in the area's historic towns and villages, whilst being close enough to the cities of Launceston and Hobart to access and enjoy the urban services and workplaces.
- 1.26 Longford is the largest town in the north-east of Tasmania. It lies 175 m above sea level at the convergence of the Macquarie River and the South Esk River, 21 km south of Launceston.
- 1.27 The highest number of people in the Northern Midlands is in age bracket 25-54 years, representing 37.8%, followed by the 0-14 year age bracket at 19.1% of the population. 10.9% of the population are in the age bracket of 15-24 years 14.9% of the population are in the age bracket of 55-64 years; 17.3% are aged 65 years and over. These figures indicate that Northern Midlands has a healthy demographic mix.

- 1.28 During 2011 there were 72.6% dwellings in the Northern Midlands LGA occupied by families, 25.5% occupied by lone person, and 1.9% group occupied. There are some 640 buildings identified as being located in a flood risk area – approximately 25% of the Longford area. The average household size is 2.4 (Australia wide 2.6).

The population of Northern Midlands is estimated to remain static into the foreseeable future.

Natural Features

- 1.29 The Northern Midlands is one of the largest and most diverse municipal areas in Tasmania. It covers an area of 5,130 square kms, extending from Liffey Bluff in the west to Mt St John in the east (150kms) and from Relbia in the north to Tooms Lake in the south (95 kms). It ranges from mountainous country on its eastern and western boundaries, to extensive grazing lands renowned for fine wool production and the rich agricultural river flats of the Esk, Lake and Macquarie Rivers. The Midlands Highway, which connects Hobart and Launceston, bisects the Northern Midlands. Ben Lomond National Park dominates the Northern Midlands landscape.
- 1.30 The area has a number of excellent recreational areas and sporting facilities, and in particular, is renowned for its trout fishing rivers and lakes.
- 1.31 The Northern Midlands climate is temperate maritime with moderate seasonal variations. As with all of Northern Tasmania, no one point is more than 80 kilometres from the sea. The average maximum temperature is 16.8°Celsius. The average minimum is 6.2° Celsius.
- 1.32 The annual level of rainfall is 689mm at Launceston Airport and 950mm at Rossarden in the eastern area of the Northern Midlands. Sydney's annual level of rainfall is 1,220mm.

Built Environment

- 1.33 Launceston Airport is situated in the Northern Midlands. The airport has experienced a major increase in passenger numbers in recent years; increasing from 534,000 in 2001/02 to 1,300,000 in 2014.
- 1.34 Launceston Airport is situated in the Northern Midlands. Council has developed the Launceston Airport TRANSLink precinct, a large, high-quality industrial, business and transport precinct, adjacent to the airport. Over 50 companies have already identified and taken advantage of TRANSLink's strategic geographic location, its user-friendly planning scheme and highly competitive rating and fees schedule, by establishing their business in the TRANSLink precinct.
- 1.35 The Northern Midlands is bisected by the main highway between Hobart and Launceston. The Midlands Highway, which connects Hobart and Launceston, bisects the Northern Midlands.
- 1.36 A narrow gauge rail network connects the State to its centres and ports The Main Line between Hobart and Launceston and the Western Line, between Western Junction and Burnie pass through the Northern Midlands Municipal Area.

Industry and Commerce

- 1.37 Tasmania has a national and international reputation as a touring holiday destination given the state's magnificent wilderness, spectacular natural landscape, rich cultural heritage and superb wine and food. The Northern Midlands Council is committed to working with local tourism operators, regional bodies and Tourism Tasmania to ensure the Northern Midlands receives its fair share of the tourism dollar.
- 1.38 Northern Midlands Council works proactively to encourage the many visitors travelling the Midlands Highway to stop and savour the beauty and attractions of the area, rather than

treating the highway merely as a means of getting between Hobart and Launceston. Council is working with the local tourism association to identify opportunities to capitalise on the World Heritage Listing achieved in 2010 by two Longford Estates – Woolmers and Brickendon.

- 1.39 The Northern Midlands is considered a prime location for further business developments. Factors that assist with attracting new businesses include the geographic location of the area in the heart of the State, the proximity to Launceston and its workforce, the airport and adjacent TRANSlinc precinct, a pro-active Council and quality lifestyle. The Heritage Highway Touring Route encompasses the Northern Midlands and the area is increasingly active in the tourism industry.
- 1.40 The major manufacturers are JBS Australia & Tas Quality Meats which operates separate meat works, Haywards Steel Fabrication and Construction, Austral Bricks, Koppers Timber Preservation and Sevrup Fisheries etc.
- 1.41 The region is predominantly agricultural, noted for wool, dairy produce, vegetables, stock breeding and recently berries.
- 1.42 The Northern Midlands produces a significant percentage of the state's meat sheep and cattle, wool and crops including peas, poppies, cereal, potatoes and onions.

Emergency Management

- 1.43 Emergency management for the Northern Midlands Council is governed by the local MEMC, chaired by the Mayor of Northern Midlands. The MEMC is represented by a broad range of internal and external stakeholders, forming a holistic expert emergency management team. The MEMC meets quarterly and/or as needed.
- 1.44 The MEMC, is supported by the Northern Midlands Municipal Coordinator who is the Executive Officer (XO) for the Committee.
- 1.45 The Municipal Committee maintains a Terms of Reference which is reviewed and approved by the State Controller, approximately every 2 years. The standard for the Terms of Reference is set out in the Tasmanian Emergency Management Plan. It records the arrangements and protocols for the Committee's activities, and the current approved version is available at www.ses.tas.gov.au.
- 1.46 The Northern Midlands Council office and chambers at 13 Smith Street, Longford serves as the meeting place for the MEMC. In the event of an emergency, it functions as an EOC as required.
- 1.47 The works depots at 13 Goderich Street, Longford and Bedford Street, Campbell Town are the main works resource centres; and the purpose built flood protection equipment shed is located at the Hay Street, Longford depot site.

Hazard Summary

- 1.48 The main hazards identified by Northern Midlands Council include flooding, fire, infrastructure failure, public health, transport accidents, and airport operations
- 1.49 Of these hazards, flooding and bushfire constitutes the key natural hazards for the Northern Midlands LGA.

Flooding of the South Esk and Macquarie Rivers

- 1.50 The South Esk and Macquarie Rivers have a long history of flooding, with the first officially reported flooding occurring in 1828 (during which time, the Ross Bridge was completely submerged).
- 1.51 Again, in 1863, the Northern Midlands was affected by flood waters believed to exceed the 1929 flood peak. During this flood, one of the piers of the Perth Bridge was damaged and King's Bridge at Longford was completely washed away.

- 1.52 Other significant floods affecting the northern midlands (including Longford) area occurred in 1870 (September 9), 1872 (May 18), 1872 (June), 1875 (December), 1880 (April), 1889 (November), 1893 (July), 1910 (April), 1911 (March), 1916 (December), 1923 (June) and 1926 (October).
- 1.53 During the 1929 (April) flood, an approximate peak discharge of 5000 cumecs occurred at Perth, and 4000 cumecs at Longford. Longford and Evandale were inundated.
- 1.54 More recently, the Northern Midlands has been affected by flooding in 1992 (September), 1993 (December), 1995 (January) and 2000 (January).
- 1.55 In 2011, (January, March and August) Longford was impacted by significant flooding causing widespread road closures and infrastructure damage (roads and bridges). During the March and August floods of this year, some properties lying outside of the Longford levee system were inundated.

Fire Risk

- 1.56 Fire (bush, urban and industrial) represents a key risk for the northern midlands local government area, particularly with respect to the possible impacts to the agricultural community. Most recently, the area has been affected by the 2012 Tyre Fire (causing significant short-term pollution and medium-term economic impacts for the Longford area), followed by the Symmons Plains fires (causing significant agricultural losses).
- 1.57 Tasmania Fire Service, Tasmania Police and Forestry Tasmania each have arrangements in place to assist in the prevention of, preparation for, response to and recovery from fire incidents for the area.
- 1.58 The Tasmania Fire Service is the response Management Authority for urban and industrial fire and have a strong volunteer capacity in the Northern Midlands community. The Northern Midlands Council (in conjunction with other agencies such as SES) provide support to TFS in the event of a fire incident.
- 1.59 Parks and Wildlife Service is the response Management Authority for fire incidents occurring in national parks reserves and other crown land. Forestry Tasmania is the response Management Authority for fires occurring in Permanent Timber Production Zone land.

Section 2 Governance and Management

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

Roles of Government and Emergency Management Partners

- 2.1 In Australia, the three spheres of government (Commonwealth, State and local) work in partnership to achieve safer, sustainable communities through robust emergency management arrangements.
- 2.2 The Tasmanian Emergency Management Plan provides a summary of the different government roles in emergency management. Non Government Organisations, industry/professions, communities and individuals complement the work of governments in emergency management.
- 2.3 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.
- 2.4 The Municipal Committee is pivotal in meeting these requirements.

The Legal Framework for Emergency Management

- 2.5 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.
- 2.6 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.

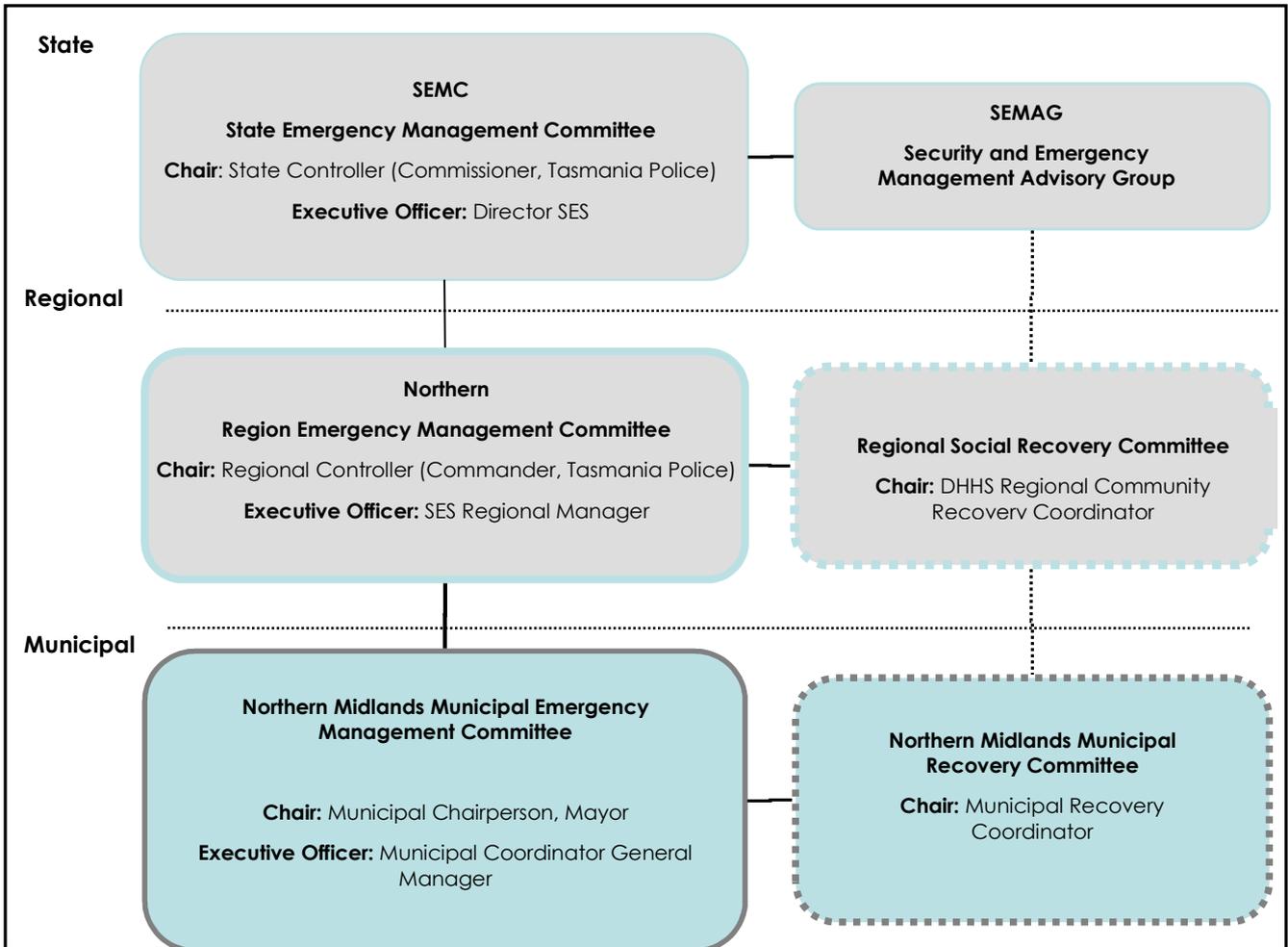
Emergency Powers and Declarations

- 2.7 Powers related to specific hazards and/or functions are specified by State legislation or national arrangements (in some instances, Commonwealth legislation can also provide authority).
- 2.8 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 – authorised by the State Controller (s. 36);
 - b emergency powers – authorised by the State Controller (s. 40);
 - c special emergency powers (under a declared state of emergency) – authorised by the Premier. In this instance, emergency powers are automatically conferred on Regional Controllers (s. 42).
- 2.9 These powers can be authorised 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 Manager if they believe powers should be authorised.

2.10 Conversely, if powers under this Act are authorised, the Regional Controller or SES Regional Manager 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 Northern Midlands Municipal Emergency Management Committee, chaired by the Mayor, or his/her representative, is supported by the Municipal Coordinator from Northern Midlands Council as required by s. 19–24 of the *Emergency Management Act 2006*.
- 2.12 The Municipal Committee 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 SES website, www.ses.tas.gov.au/Committees.
- 2.13 In the Northern Midlands area, a number of other committees and groups are part of the emergency management consultation framework. Although they operate independently, they provide reports and information to the Municipal Committee as agreed and are invited to participate in the review of this plan.
- 2.14 This committee is part of the Northern region. The Northern Region Emergency Management Committee has overarching responsibility for regional emergency management activities. The Municipal Coordinator represents each municipal area on the Regional Committee.
- 2.15 The Regional Committee is chaired by the Regional Controller and supported by the SES Regional Manager, as the Executive Officer, to oversee proceedings. Sections. 13–18 of the *Emergency Management Act 2006* establish these responsibilities and functions.

Responsibilities

- 2.16 Table 3 summarises the responsibilities of Response 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 3 Summary of Responsibilities

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

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

	Hazard	Response Management Authorities	Typical Council Support Functions and Activities
			Providing plant and machinery
18	Public health emergency	DHHS	Premises inspection Infection controls Community Information Property identification
19	Space debris	TAS POL	Property identification Road closures Local operations centres Providing plant and machinery
20	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Providing plant and machinery
21	Transport crash – aviation (less than 1000 m from the Launceston airport runway)	Initial response: Airservices Australia; then TAS POL	Community Information
22	Transport crash: <ul style="list-style-type: none"> • marine (no environmental emergency) • railway • road vehicles aviation (at location other than Launceston Airport)	TAS POL	Local operations centres Providing plant and machinery Road closures Alternative transport routes
23	Water supply contamination	DHHS	Property identification Road closures Local operations centres Providing plant and machinery Management of water carriers

Section 3 Emergency Management Arrangements

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

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

Section 3.1 Prevention and Mitigation

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

Overview

- 3.1.1 The Northern Midlands Municipal Committee oversees a range of prevention and mitigation activities in collaboration with its municipal, regional and State emergency management partners.
- 3.1.2 The current areas of focus for prevention and mitigation in the Northern Midlands area are:
- a research
 - b risk management (includes risk assessments and risk reduction activities)
 - c protective security and business continuity
 - d land-use planning.

Current Arrangements

Research

- 3.1.3 Through its membership, the Municipal Committee is aware of research for hazards and emergency management relevant to the municipal area. These hazards were described in Section 1 of this plan.
- 3.1.4 The research area to be focused on for the life of this plan is flooding. This work is supported by Bureau of Meteorology and the State Emergency Service.
- 3.1.5 In undertaking individual and collaborative flood research initiatives, Northern Midlands Council is an active member of the Northern Region Flood Consultative Committee.

Risk Management

- 3.1.6 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) and each participating organisation's relevant requirements or guides.
- 3.1.7 Please find attached Councils latest risk assessment undertaken by representatives of Council and SES.

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

- a council responsibility
- b partnership: combination of councils, State government agencies, industry, individuals
- c State government agency, industry association, industry sector or individual
- d whole-of-government responsibility.

Protective Security and Business Continuity

- 3.1.8 Emergency management for the Northern Midlands area 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.
- 3.1.9 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 energy supplies
 - b potable water
 - c transport networks and alternative route planning
 - d telecommunications
 - e public/environmental health standards.
- 3.1.10 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. TASPOL can provide specific advice related to counter-terrorism practices.

Land-use Planning

- 3.1.11 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.
- 3.1.12 The Land-use planning scheme for the Northern Midlands area is 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.northernmidlands.tas.gov.au.

Section 3.2 Preparedness

- 3.2 This section describes what is done to be ready to respond and manage community recovery, before an emergency occurs or is imminent.

Overview

- 3.2.1 Preparedness is managed collaboratively between State Government, councils and their emergency management partners.
- 3.2.2 Work health and safety legislation and individuals' general legal requirements form the basic 'preparedness' obligations; that is, employers are required to prepare their workers for the workplace environment, including emergencies.
- 3.2.3 Specific State and Commonwealth legislation specifies hazard and function-specific responsibilities for regulators and government agencies (see the summary of legislation in TEMP, Appendix 5.3).
- 3.2.4 Furthermore, the *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to 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 unit/s and areas for training (arranged in conjunction with the Director State Emergency Service (s. 49));
 - iii making recommendations for the Municipal Coordinator and Deputy roles (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 community 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 For this municipal area, the Municipal Committee has an important role in maintaining relationships so information is shared and effective arrangements are in place for emergency management. It is chaired by a council representative (usually the Mayor or his/her representative) and the Municipal Coordinator is its Executive Officer.
- 3.2.8 Appendix 5.3 outlines the terms of reference as they apply to the Northern Midlands MEMC.

Municipal Recovery Committee

- 3.2.9 The Recovery Committee should meet at least twice a year, or as directed by the Northern Midlands Council Recovery Coordinator.
- 3.2.10 Primary functions of the Recovery Committee are to:
 - a develop, review and maintain the Northern Midlands Recovery Management Plan;
 - b develop and conduct exercises which test the Northern Midlands Recovery Management Plan;
 - c provide information and support to the Municipal Committee and Municipal Community Recovery Committee as required.
 - d coordinate the provision of recovery services to persons within the municipal area during and immediately following an emergency.

Capacity and Capability

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

Relief Arrangements for Council Emergency Management Roles

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

Primary Role	Usual Delegate
Municipal Chairperson (Mayor):	(Deputy Mayor)
Municipal Coordinator (General Manager):	Deputy Municipal Coordinator (Corporate Services Manager council role)
Municipal Recovery Coordinator (Economic & Community Development Manager council role):	Deputy Municipal Recovery Coordinator (Administration Officer – N Home council role)

Education and Training

- 3.2.13 The Municipal Coordinator coordinates general inductions for workers who have emergency management functions, including media/information functions. The SES Regional Manager, Regional Social Recovery Coordinator and other EM stakeholders assist when necessary.
- 3.2.14 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.

Municipal Emergency Operation and Coordination Centre/s

- 3.2.15 In the event that an emergency operations/coordination centre is required, Northern Midlands Council has robust arrangements in place for this to occur.
- 3.2.16 More than likely, such a centre/s will be located at the Town Hall in Longford.
- 3.2.17 In the event that this facility is not available/appropriate, a contingency centre/s will be identified.
- 3.2.18 The Municipal Emergency Operations/Coordination Centre is maintained by the Municipal Coordinator. It is a facility for:
- commanding council's emergency response;
 - coordinating requests from responding or community recovery organisations for additional resources;
 - providing information, for example to the Regional Controller or local community.

Maintaining Basic Resources and Agreements

- 3.2.19 A contact list for municipal emergency management is maintained by the Municipal Coordinator. It is checked at each committee meeting, updated and circulated to members and stakeholders. The Regional Committee's contact list is an important supplement to the Municipal Committee's contact list. It is updated in a similar way (coordinated by the SES Regional Manager).
- 3.2.20 The Northern Midlands 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.
- 3.2.21 Council has in place a proactive resource sharing arrangement in place with neighbouring Councils.

Community Warnings and Public Information

3.2.22 In the event where warnings to the community are required, 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.

Points for Public Enquiries

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

3.2.24 Should Council's resources become overwhelmed to this end, Council will seek assistance from the NREMC (through the XO) in establishing either an 1800 number or by activating TEIS (whichever is deemed more appropriate).

Available Warning Systems

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

3.2.26 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.

3.2.27 The NREMP outlines warning systems (as well as their associate arrangements and activation protocols) relevant to this plan.

3.2.28 Emergency warning systems relevant to the Northern Midlands area are:

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

Municipal Emergency Management Plans

3.2.29 The Municipal Committee is responsible for the preparation and maintenance of this plan. The plan is reviewed at least every two years after it was last approved.

3.2.30 The SES provides guidance for the plan's format and content and arranges for its approval by the State Controller.

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

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

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

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

Validations and Performance Management

3.2.34 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.

3.2.35 The Northern Midlands Council Emergency Management Strategy commits council to conduct regular activities to ensure that council's staff and community groups are aware of current emergency plans and procedures and have the skills to implement them. The Municipal Committee will sponsor annual validation activities to ensure the emergency management capability is maintained. These activities may take the form of training sessions, tutorial exercises or field exercises.

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

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

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

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

Administration Systems

3.2.40 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

3.2.41 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 Section 3.2 TEMP for recommended items to be recorded).

Cost Capture – Financial Administration

- 3.2.42 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 community 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.
- 3.2.43 Council maintains arrangements to enable expenditure in emergencies by the Municipal Coordinator (or his/her delegated representative).

Section 3.3 Response

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 this municipal area, 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

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

All Hazards Response Arrangements and 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 may be given to the practicalities of opening the Municipal Emergency Coordination Centre to coordinate resources and requests.

- 3.3.10 The General Manager is responsible for providing adequate workers and resources to operate the municipal coordination centre. The Municipal Coordinator is responsible for opening and managing the centre.
- 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 Manager usually assists and advises the Municipal Coordinator and/or the Municipal Emergency Coordination Centre and is responsible for briefing the Regional Controller (and other stakeholders).
- 3.3.13 The SES Regional Manager 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.

Emergency Powers

- 3.3.15 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 Manager will coordinate activities on behalf of the Regional Controller when emergency powers are authorised.

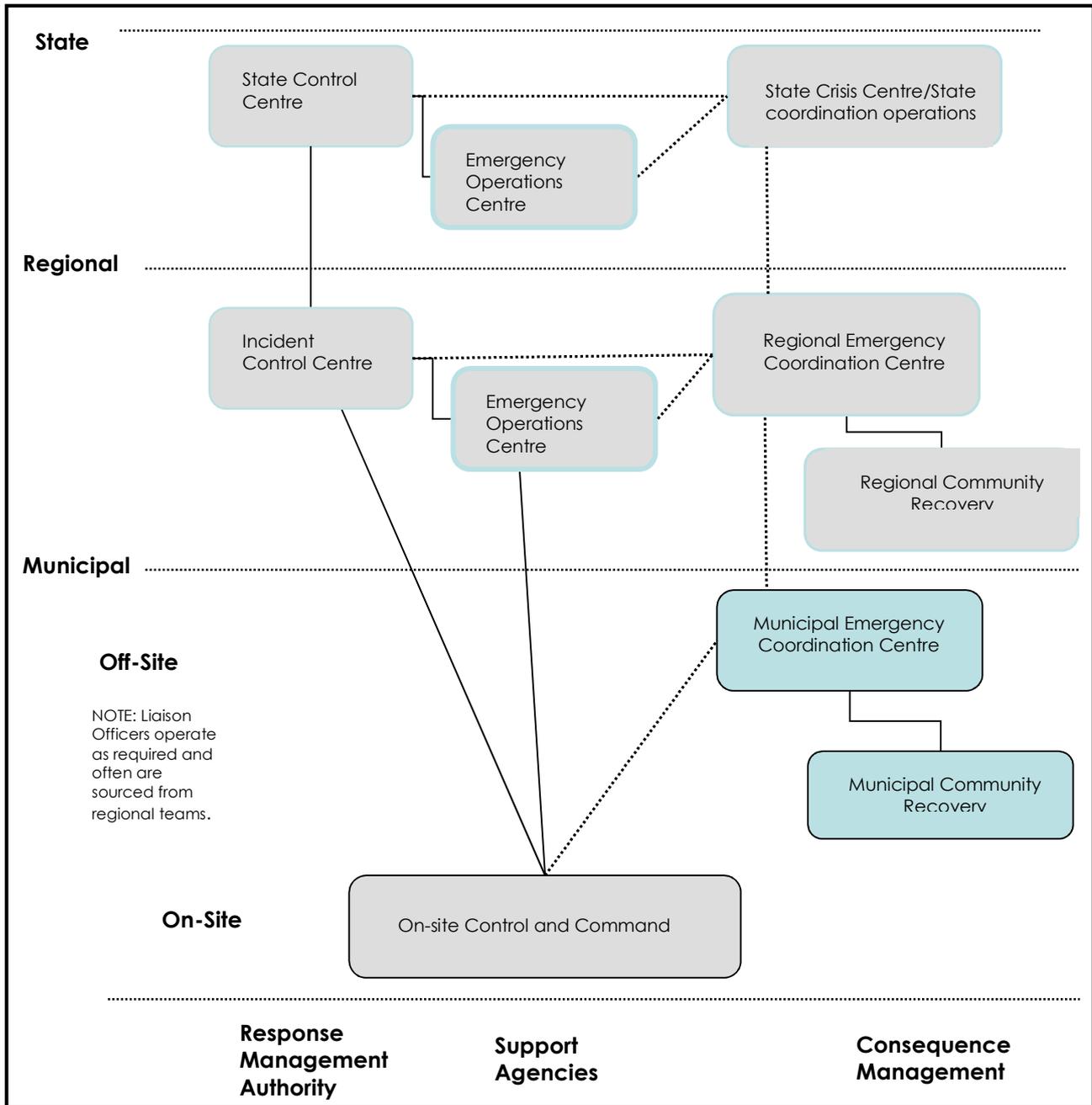
Resource Sharing and Coordination

- 3.3.16 The Northern Midlands Council has resource sharing arrangements with neighbouring Councils (e.g. Meander Valley Council; Launceston City Council). In the event of an emergency (and where deemed required), these arrangements can be utilised to support this plan.
- 3.3.17 During an emergency affecting one or several municipal areas, resource support may be available from other councils, or via the SES Regional Manager who can access regional, State or Commonwealth resources. The availability of regional resources will be dependent on the extent of the emergency and other resource priorities. Resources from other regions may be deployed if the emergency has not impacted on those areas.
- 3.3.18 The Municipal Coordinator should liaise with the SES Regional Manager if resource support is required.

Consequence Management

- 3.3.19 In the event where an emergency event requires support from the Regional Controller, his/her efforts are usually focused on consequence management (including public information strategies). Generally, this occurs in consultation with Regional Committee members and other relevant stakeholders acting as Liaison Officers and/or advisors and is coordinated by the SES Regional Manager. If further assistance is required, the Regional Controller can make requests to other regions or to the State Controller.
- 3.3.20 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 Manager.
- 3.3.21 Figure 3 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 4 (following Figure 3) summarises typical response actions for all hazards and these are used or adjusted for each situation.

Figure 3 Response Management Structure



LEGEND:

- Direct reporting relationship
- Also works/communicates with

Table 4 All Hazards Response: Typical Actions

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

Warnings and Public Information

Warnings

- 3.3.22 Warnings are issued by the BoM for severe weather and other events (e.g. floods, tsunami) and the TFS for fires. 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.
- 3.3.23 Response Management Authorities are responsible for interpreting warnings and communicating the potential impacts and consequences to the community.
- 3.3.24 Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:
- a response Management Authority;
 - b SES Regional Manager;
 - c Regional Controller.
- 3.3.25 Relevant Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
- 3.3.26 Emergency Alert (EA) is a national capability that can send warnings to landline and mobile telephones via voice and text messages in a geographic area. 'Emergency Alert' operates on a 'fee for service'. Cost recovery is coordinated at State level between TFS and the response Management Authority. EA complements existing emergency warning processes and systems and is simply an additional tool available to organisations. Public messages in relation to EA emphasise that people must not rely on receiving a message from EA. Instead, individuals and communities must prepare themselves and have an action plan in case of an emergency.
- 3.3.27 Warnings sent using the Emergency Alert system are coordinated by the response Management Authority and TFS. If council identifies a need to use the system, this is arranged with the SES Regional Manager.
- 3.3.28 Table 5 summarises current warning arrangements.

Table 5 Summary of Warning Systems and Arrangements

Natural Hazards	Warning Type	Issuing Agency	Method
Flood			
Flood watch	An Alert, Watch or Advice of possible flooding, if flood producing rain is expected to happen in the near future. The general weather forecasts can also refer to flood producing rain.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, 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 locations expected to be flooded, the likely severity of the flooding and when it is likely to occur.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Minor flood warning	Causes inconvenience. Low-lying areas next to watercourses are inundated which may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Moderate flood warning	In addition to the above, the evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas requiring the removal of stock.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Major flood warning	In addition to the above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood affected areas may be required.	BoM	Emergency Services: SMS, telephone calls, emails, Fax
Severe Weather		BoM	
Severe weather warnings	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides. (see 1- 4 below)	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, 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 km/h	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Heavy Rain that may cause flash flooding	Issued when the rainfall rate over one hour is expected to exceed the one in 5 or 1 in 10 year return period	BoM	Public: Media Emergency Services: SMS, telephone calls,

Natural Hazards	Warning Type	Issuing Agency	Method
			emails, Fax
Severe thunderstorm warnings	provided when thunderstorms are expected to produce dangerous or damaging conditions: hail greater than 2cm diameter wind gusts greater than 100 km/h flash flooding tornadoes	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Ice and frost on roads	Road weather alerts – advise of potentially dangerous driving conditions e.g. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Fire			
Fire weather warning	Issued when the rating on the fire danger scale is expected to exceed thresholds agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Advice	' Bushfire Advice ' message – This will advise you that a fire has started but there is no immediate danger, and includes general information to keep you up to date with developments.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Watch and Act	Bushfire Watch and Act message – This represents a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Emergency Warnings	Bushfire Emergency Warning – This will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Low - Moderate Fire Danger Rating (FDR 0-11)	Fires breaking out today can be controlled easily. There is little risk to people and property.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax



Natural Hazards	Warning Type	Issuing Agency	Method
High Fire Danger Rating (FDR 12-24) 	<p>Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
Very High Fire Danger Rating (FDR 25-49) 	<p>Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
Severe Fire Danger Rating (FDR 50-74) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
Extreme Fire Danger Rating (FDR 75-99) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
Catastrophic Fire Danger Rating (FDR 100+) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best prepared homes will not be safe today.</p>		
Tsunami			
No threat	<p>An undersea earthquake has been detected, however it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.</p>	BoM	
Marine alert and Land Alert	<p>Warning of potentially dangerous waves, strong ocean currents in the</p>	BoM	

Natural Hazards	Warning Type	Issuing Agency	Method
	marine environment and the possibility of only some localised overflow onto the immediate foreshore.		
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	

Public Information

- 3.3.29 Council has a critical role in providing community leadership and ongoing information updates to reduce uncertainty within the community. These roles need to be implemented as soon as possible after the event to reduce the potential for inappropriate community action or undue concern. Situation reports and information bulletins regarding facilities and emergency assistance should be provided to the community.
- 3.3.30 The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for council and the affected community. The Mayor will need to be supported in this role by an experienced media liaison officer who can prepare community and media statements and have them endorsed by the Mayor. All councillors and council staff need to be aware that only the Mayor (or their delegate) will speak on behalf of council and the collective community.

Northern Region 1800 Public Information Line

- 3.3.31 A further means of providing information to the public is via the establishment of an 1800 public information line. The 1800 number available for Councils in Tasmania's north region is 1800 049 508.
- 3.3.32 The 1800 number (above) is owned by DPEM and can be allocated to any landline or hunt group. This number has been established for use in all-hazard emergencies, with its primary purpose being a means of providing information (and reassurance messages) to the public.
- 3.3.33 The SES Regional Manager is responsible for activating the 1800 number where this is required.

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 SEMAG member (usually for the response Management Authority or a major Support Agency for community 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 Manager 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/community recovery activities. Queries outside this scope are referred to the response Management Authority or the Regional Controller/SES Regional Manager.

Table 6 Summary of Public Information Arrangements

	Location	Scope of emergency information	Provided by	Developed by	Cleared by	Distribution methods
1	On-site	The emergency and its known impact	response Management Authority Support agencies can advise about their own roles	response Management Authority.	response Management Authority	Media Agency websites Emergency Alert
2	EOC/ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. Municipal, Regional Controller)	Media
3	Other centres – assembly, evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS
4	Municipal area	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	Within the region	Impact of the emergency on the region	Regional Controller	SES Regional Manager or delegate	Regional Controller	Media, council websites, EIS
			response Management Authority	Media Officer	response Management Authority, regional liaison	CALD, others
			Regional Community Recovery Coordinator	Regional Community Recovery Coordinator/ Media Officer	SES Regional Manager or delegate for Regional Controller	
6	Rest of the State	Impact of the emergency for the State, including relief arrangements	State Controller	SES Director, 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

- 3.3.40 Tasmania Police and Tasmania Fire Service have legislative power to order evacuation, although voluntary evacuation is the preferred strategy in emergencies.
- 3.3.41 If the response Management Authority identifies a need for evacuation, the Municipal Coordinator can be contacted for assistance.
- 3.3.42 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).
- 3.3.43 Council maintains a register of facilities that could be used to provide services for displaced persons.
- 3.3.44 TFS also maintains a register of Nearby Safer Places for bushfires and will provide advice through the media and TFS website, if recommending that the community uses these.
- 3.3.45 The *Longford Evacuation Plan Version 1.0*, outlines arrangements for the evacuation of Longford in the event of a major flood event. Whilst this plan is flood specific, it can be augmented to cater for other hazards if required. This plan is listed in Appendix 5.1. It is maintained by the SES Regional Manager on behalf of the Northern REMC.

Impact Assessments

- 3.3.46 The response Management Authority is responsible for coordinating impact assessments and reporting them to other responding agencies and the relevant community recovery officers (municipal/regional). Council may be asked to assist with this work.
- 3.3.47 Impact assessments cover:
 - a housing/accommodation needs;
 - b energy supplies;
 - c potable water;
 - d transport networks and alternative route planning;
 - e telecommunications;
 - f public/environmental health standards.
- 3.3.48 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.
- 3.3.49 GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

Registrations

- 3.3.50 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).
- 3.3.51 The response Management Authority may begin Registration and coordinate it. This can be supplemented by regional arrangements for ongoing coordination of registrations, such as regional community recovery arrangements. Councils may be asked to help. Australian Red Cross may also coordinate use of the Register.Find.Reunite service on request.
- 3.3.52 Registrations are shared regularly through the response phase, including with the SES Regional Manager and Regional Social Recovery Coordinator.

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- 3.3.55 Registrations are shared regularly through the response phase, including with the SES Regional Manager and Regional Community Recovery Coordinator.

Debriefs

- 3.3.56 Debriefs provide an opportunity to review arrangements and decisions. Key lessons identified are shared with stakeholders, including the Municipal Committee, SES Regional Manager and/or the Regional Community Recovery Coordinator.
- 3.3.57 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 planning systems, etc.;
 - e foster sound inter agency communication;
 - f identify a need for specific investigation of issues and further debriefing on an individual or organisational level.
- 3.3.58 The Municipal 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

- 3.3.59 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.
- 3.3.60 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 community recovery are collated progressively, and stored centrally for future reference.
- 3.3.61 Cost capture systems are established to align with the different types of eligible expenditure as follows:
- Category A:** 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.
 - Category B:** Expenditure for the restoration of essential public assets and other acts of relief or restoration, including extraordinary costs of response operations during the emergency.
Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured when agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities.
- 3.3.62 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 Manager. When appropriate, a written application will be developed and submitted to the DPAC Manager, Office of Security and Emergency Management.
- 3.3.63 If the Premier announces relief, councils collate records accordingly and apply for reimbursement. DPAC can provide advice on request from councils.

Section 3.4 Recovery

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

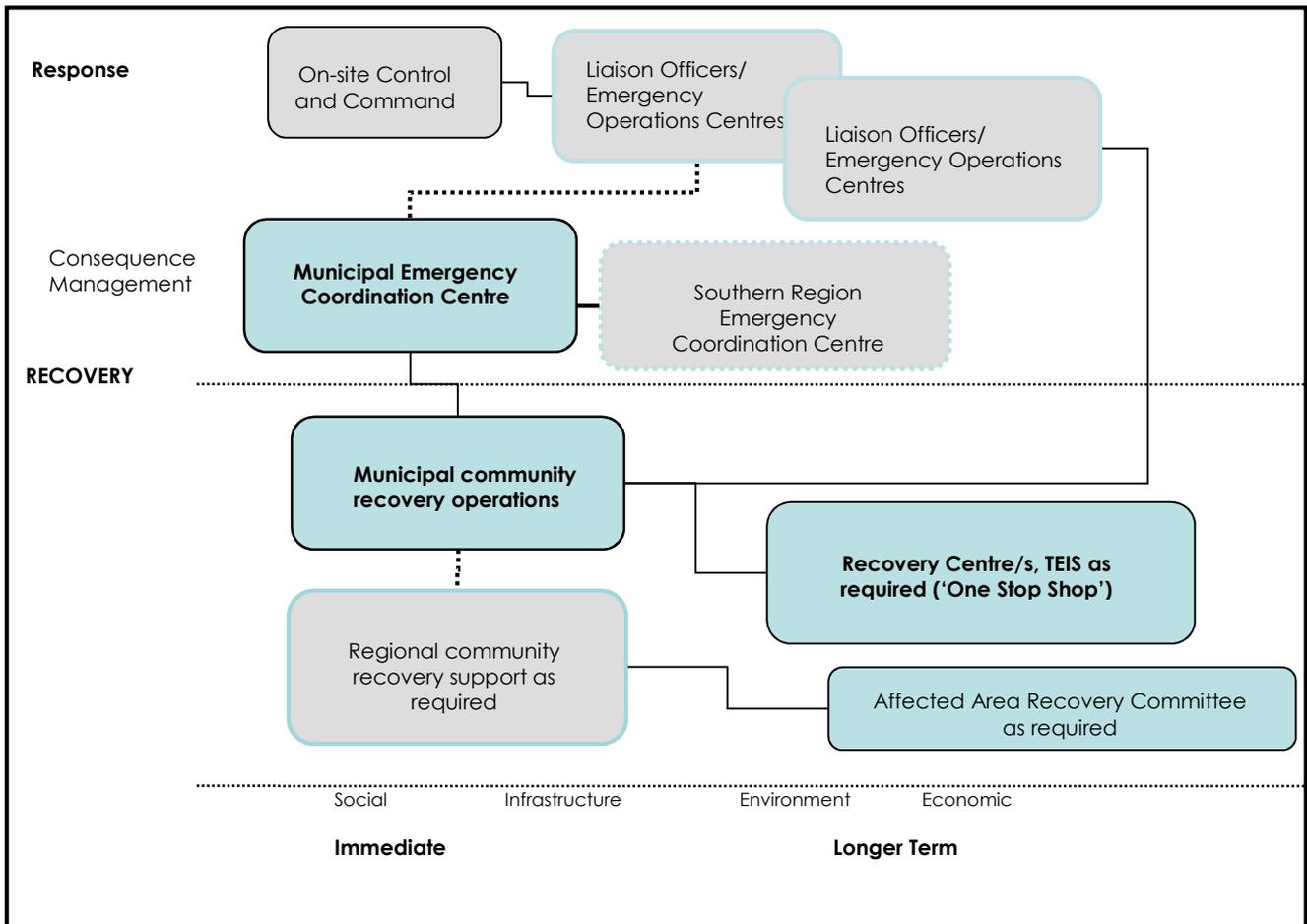
Overview

- 3.4.1 Responsibilities for recovery rest primarily with council. These responsibilities can be met in partnership and with assistance from State government agencies and Non Government Organisations, coordinated using regional arrangements.
- 3.4.2 The *Northern Region Community Recovery Plan* is the guiding document when community recovery needs escalate beyond municipal arrangements.
- 3.4.3 It is critical that community recovery activities are planned and coordinated taking account of all elements:
- 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 4 outlines typical recovery arrangements for all hazards, showing the close relationship between response operation and community 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 4 Community Recovery Management Arrangements



LEGEND:

- Direct reporting relationship
- Also works/communicates with

Short-term Arrangements and Recovery Centres ('One Stop Shop')

- 3.4.6 In the immediate aftermath of an emergency, council delivers or coordinates recovery services. After consulting with the response Management Authority and other emergency management partners about the likely impact, recovery needs and capacity, the Municipal Coordinator or the SES Regional Manager can activate local arrangements.
- 3.4.7 Regional recovery coordination is activated by the SES Regional Manager at council's request. This may follow specific advice from the response Management Authority and/or the Regional Controller.
- 3.4.8 Council is responsible for operating facilities that provide access to recovery services for the community (often called a 'One Stop Shop'). The places currently identified as suitable for recovery centres/recovery functions are listed in the *Northern Midlands Community Recovery Plan*.
- 3.4.9 These facilities are activated on the request or advice of:
 - a Municipal Coordinator;
 - b Municipal Recovery Coordinator;
 - c SES Regional Manager;
 - d Regional Controller.

- 3.4.10 Information can be provided to the public via the various communications channels (media; 1800 public information line; TEIS) outlined earlier in this plan.
- 3.4.11 Council is responsible for continuing impact assessments, particularly as they relate to community recovery. This work will inform appropriate governance structures for medium- and long-term recovery processes.

Longer Term

- 3.4.12 As noted in the previous paragraphs, recovery services are delivered, whenever possible, from recovery centres. Councils may establish a community-based recovery group to manage community recovery efforts. The Municipal Recovery Coordinator manages this group and arranges for updates to stakeholders and record keeping when required.
- 3.4.13 Affected Area Recovery Committees operate under the protection of the *Emergency Management Act 2006* when the Regional/State Controller accepts the Terms of Reference developed by the committee. A model Terms of Reference for Affected Area Recovery Committees is available at www.ses.tas.gov.au.
- 3.4.14 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 his/her representative, of the affected council.
- 3.4.15 The Affected Area Recovery Committee usually develops a plan that:
- a takes account of council's long-term planning and goals;
 - b includes an assessment of recovery needs and determines which recovery functions are still required;
 - c develops a timetable for completing the major functions;
 - d considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people;
 - e Consider the needs of potentially vulnerable persons/groups;
 - f allows full community participation and access;
 - g monitors the progress of recovery;
 - h effectively uses the support of State and Australian government agencies;
 - i provides public access to information on the proposed programs and subsequent decisions and actions;
 - j consults with all relevant community groups.
- 3.4.16 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 community 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).

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

Elements

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

Table 7 Recovery Summary

Element and Examples	Council Position	Affected Area Recovery Committee
<p>Social</p> <ul style="list-style-type: none"> • Emergency clothing/accommodation • Emergency catering • Personal support • Emergency cash grants/relief 	<ul style="list-style-type: none"> • Municipal Community Recovery Coordinator (with community recovery partners, e.g. NGOs and DHHS) 	<ul style="list-style-type: none"> • DHHS
<p>Economic</p> <ul style="list-style-type: none"> • Long-term legal, insurance and financial problems • Disbursement of funds from appeals • Property restoration (urban/rural) • Stock assessment/destruction • Emergency feed for animals 	<ul style="list-style-type: none"> • Economic Development Coordinator 	<ul style="list-style-type: none"> • DSG with DTF
<p>Infrastructure</p> <ul style="list-style-type: none"> • Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors) • Environmental/Public Health 	<ul style="list-style-type: none"> • Engineering/Works Manager • Environmental Health Coordinator/Officer 	<ul style="list-style-type: none"> • DSG • DHHS • Asset owners/managers (e.g. Telstra, Hydro, TasNetworks)
<p>Environment</p> <ul style="list-style-type: none"> • Impact assessments (environmental focus) • Environmental rehabilitation • Disposal of animal carcasses, plant material or other infected matter 	<ul style="list-style-type: none"> • Environmental Officer 	<ul style="list-style-type: none"> • DPIPWE

Section 4 Plan Administration

Plan Contact

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

- a **Email: Council@nmc.tas.gov.au**
- b Mail: Northern Midlands Council, 13 Smith Street (PO Box 156), Longford TAS 7310
- c **Fax: (03) 63977331**
- d **Office phone number: (03) 63977303**

Review Requirements and Issue History

4.2 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.

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

Issue No.	Year Approved	Comments/Summary of Main Changes
1	2005	First issue
2	2012	Rewrite
3	2015	Review

Distribution List

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

Organisation	Position
Council	<ul style="list-style-type: none">• Municipal Emergency Management Committee-all council members• Mayor• General Manager
SES	<ul style="list-style-type: none">• Unit Manager, SES Unit• Regional Manager, Northern Region (for Regional Controller)• Senior Planning and Education Officer (for Director SES, State Controller, FireComm, Tasmania Police intranet and libraries)
Tasmania Police	<ul style="list-style-type: none">• Regional Controller• Administration Sergeant (for MIR)
Tasmania Fire Service	<ul style="list-style-type: none">• District Officer (DO)
Ambulance Tasmania	<ul style="list-style-type: none">• Superintendent, Northern Region
St John Ambulance	<ul style="list-style-type: none">• Chief Executive Officer (for distribution to Volunteer Divisions)

Consultation for this Issue

- 4.5 The review of this issue of this plan was coordinated by SES through the State Preparedness Project.
- 4.6 The Northern Midlands Municipal Coordinator was responsible for ensuring consultation with the MEMC.

Communications Plan Summary

- 4.7 Once the plan is approved its update will be:
 - a sent to all persons listed on the Distribution List (paper copies);
 - b endorsed by council;
 - c noted by the Regional Committee.

Validation of this Plan

Northern Midlands Council regularly participates in regional based emergency exercises in order to validate both this plan as well as accompanying plans and arrangements.

- 4.8 Arrangements in this plan will be validated within the two-year review cycle by:
 - a conduct of local/municipal exercises (desktop and field)
 - b participating, if possible, in other municipal/regional exercises;
 - c conducting/participating in relevant debriefs.
 - d participating in regional level exercises.

Section 5 Appendices

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

5.1 Associated Documents

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

Legislation

Legislation	Related hazard/function	Administration
<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 and Arrangements

Title	Custodian	Version/Date	Notes
1. Council maps for council roads and alternative transport plans	Council	1/7/2011	IT Officer
2. Fire Management Plans	Forestry Tasmania		
3. Municipal Community Recovery Plan	Council		Lorraine Green
4. Operational Handbook TEIS	DPAC	Version 9 May 2009	Available from SES Regional Manager
5. Protocol for Use of Emergency Alert	TFS	Version 1.0 December 2009	Available from SES Regional Manager
6. Tasmanian Emergency Animal Disease Management Plan			
7. Tasmanian Hazardous Materials Emergency Plan			
8. Northern Midlands Fire Plan			
9. Tasmania Police Standing Orders and Procedures			
10. NMC Flash Flooding and River Floods Procedures			
11. Ambulance Tasmania Multiple Casualty Incident Plan			
12. Tasmania Fire Service Procedures			
13. Longford Flood Evacuation Plan	SES	November 2011	SES
14. Regional Community Recovery Plan	DHHS		
15. Regional Emergency Management Plan	SES		Available from SES Regional Manager and SES website
16. State Road and Bridge Emergency Management Plan	DSG	Issue 1 December	Available from SES website and DSG website <www.transport.

Title	Custodian	Version/Date	Notes
		2009	tas.gov.au/roads>
17. Tasmanian Emergency Management Plan	SES	Issue 8 2015	<www.ses.tas.gov.au/Publications>
18. TasPorts Emergency Management Plan	TasPorts	Version 1.0 June 2009	Available from SES website
19. Longford Flood Protection Action Plan	NMC		
20. Longford Flood Protection Action Plan, Team Leaders Manual	NMC		
21. Standard Operating Procedure – Erection of Temporary Flood Protection	NMC		
22. Standard Operating Procedure – Removal of Temporary Flood Protection	NMC		
23. Standard Operating Procedure – Back Creek Flood Gates	NMC		
24. Tasmanian Electricity Emergency Plan	DIER		
25. Tasmanian Gas Supply Emergency Coordination Plan	DIER		
26. Tasmanian Hazardous Materials Emergency Plan	TFS		
27. TasGas Emergency Response Plan	Tas Gas		
28. Origin Energy Response Plan	Origin Energy		
29. TasWater EM Plan	TasWater		

5.2 Risk Assessment Report

Recommended Treatment Strategies and Implementation

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

The table therefore includes:

- a the unique identifier number;
- b the risk statement;
- c the recommended treatment option/s;
- d the perceived responsibility for treatment;
- e the implementation timeframe for future actions.

A colour coding has been developed to indicate the combination of agencies / bodies / organisations responsible for managing the identified risks.

The assignment of colours is as shown below:

5.3 Municipal Committee Terms of Reference

Emergency Management

NORTHERN MIDLANDS EMERGENCY MANAGEMENT COMMITTEE



Terms of Reference

Committee:	Northern Midlands Emergency Management Committee (NMEMC)
Date and Status of these Terms:	March 2011
Enquiries	Adam Wilson Emergency Management Coordinator Northern Midlands Council 13 Smith Street, Longford Ph: 03 63977303 Adam.Wilson@nmc.tas.gov.au
Review Notes	These Terms of Reference are due for review in 2 years in line with the review of the Municipal Emergency Management Plan.
General Standards & Practices	The Tasmanian Emergency Management Plan describes the framework for this committee. The committee meets every four months of April, August, and December, commencing at 0930hrs. Meetings conclude at approximately 1100hrs. Meetings are convened at Northern Midlands Council at 13 Smith Street, Longford (Council Chambers). Its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au)

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

2. Purpose:

Functions

Key functions of the NMEMC include:

- To promote, facilitate and advocate for continuous improvement in Emergency Management within the municipality including emergency planning, preparedness,

- response and recovery
- Providing a forum for liaison between organisations with emergency management responsibilities in the municipal area
- Work with stakeholders to facilitate the assessment of major risks within the Northern Midlands;
- Work with the NMEMC stakeholders to develop and implement risk treatment strategies for Northern Midlands
- Identify actions to reduce the incidence and impacts of emergencies
- Review the management of significant emergencies that have occurred in the municipal area, and identify and/or support opportunities for improvement

3. Reports to: Northern Midlands Council, Northern Regional Controller

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

- Tasmania Police
- State Emergency Service
- Tasmanian Fire Service
- Tasmanian Ambulance Service
- Northern Midlands Council
- Toosey Aged Care

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

Chairperson Mayor

Executive Officer Municipal Emergency Management Coordinator

Members As per attachment

Proxies Member organisations are responsible for nominating proxy representatives. A list of these representatives is not held by the Committee as it is subject to regular change.

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

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

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

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

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

8. Sub Committees The following groups are sub-committees of this committee:

- Northern Midlands Community Recovery Committee.

5.4 Duty Cards

Duty Card No.1

Position: Mayor

Responsible To: Northern Midlands Council

Duties

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

Duty Card No. 2

Position: Chair, Emergency Management Committee

Responsible To: Mayor/ Council

Duties

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

Duty Card No.3

Position: General Manager

Responsible To: Northern Midlands Council

Duties

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

Duty Card No. 4

Position: Municipal Coordinator

Responsible To: General Manager

Municipal Coordinator Duties

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

Duty Card No. 5

Position: Deputy Municipal Coordinator

Responsible To: General

Manager/Municipal Coordinator

Duties

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

Duty Card No. 6

Position: Community Recovery Coordinator

Responsible To: Municipal Coordinator

Duties

- Receive notification of emergency from Municipal Coordinator
- Notify appropriate Community Recovery Organisations
- Notify Regional Community Recovery Coordinator (DHHS)
- Maintain contact with and support Municipal Coordinator
- Manage assessment of community needs with support from DHHS
- Maintain ongoing liaison with DHHS during the provision of services to the community
- To be a member of the Municipal Committee.