



## Tasmanian Municipal Emergency Management Plan

### Glamorgan Spring Bay

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#### **Plan Details:**

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#### **Approval:**

<b>Approval Authority:</b>	Commissioner Darren Hine State Emergency Management Controller
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#### **Signature:**

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# Table of Contents

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<b>SECTION 1 - OVERVIEW .....</b>	<b>4</b>
1.1. Glossary .....	4
1.2. Acronyms .....	8
1.3. Introduction .....	9
1.4. Authority .....	10
1.5. Aim .....	10
1.6. Objectives.....	10
1.7. Scope and Application .....	10
1.8. Context Statement .....	12
Brief History and Current Issues.....	12
Population and Demographics .....	12
Natural Features .....	13
Built Environment .....	13
Medical System.....	14
Industry and Commerce.....	15
Hazard Summary .....	15
<b>SECTION 2 - GOVERNANCE AND MANAGEMENT.....</b>	<b>16</b>
2.1. Roles of Government and Emergency Management Partners.....	16
2.2. The Legal Framework for Emergency Management .....	16
2.3. Emergency Powers and Declarations.....	16
2.4. Emergency Management Governance .....	17
2.5. Responsibilities.....	18
<b>SECTION 3 - EMERGENCY MANAGEMENT ARRANGEMENTS.....</b>	<b>22</b>
<b>3.1. Prevention and Mitigation .....</b>	<b>23</b>
Overview.....	23
Current Arrangements.....	23
<b>3.2. Preparedness .....</b>	<b>25</b>
Overview.....	25
Current Arrangements.....	26
<b>3.3. Response.....</b>	<b>31</b>
Overview.....	31
Command, Control and Coordination .....	31
Warnings and Public Information .....	35
Other Elements .....	41
<b>3.4. Recovery .....</b>	<b>45</b>
Overview.....	45
Current Arrangements.....	45
<b>SECTION 4 - PLAN ADMINISTRATION.....</b>	<b>50</b>
4.1. Plan Contact.....	50
4.2. Review Requirements and Issue history .....	50
4.3. Distribution List .....	51
4.4. Consultation for this Issue .....	51
4.5. Communications Plan Summary .....	51
4.6. Validation of this Plan.....	51
<b>SECTION 5 - APPENDICES .....</b>	<b>52</b>
5.1 Associated Documents.....	53
5.2 Risk Assessment Report.....	55
5.3 Municipal Committee Terms of Reference .....	64

5.4	Municipal Committee Maintenance Schedule .....	66
5.5	Glamorgan Spring Bay Emergency Coordination Centre Plan .....	67
5.6	Centres for Emergency Management.....	69
5.7	Action Cards and Duty Statements.....	70
5.8	Other Community Centres .....	76

## **Summary List of Tables**

---

Table 1: Terms for Municipal Emergency Management.....	4
Table 2: Acronyms for Municipal Emergency Management.....	8
Table 3: Population and Demographics.....	12
Table 4: Location of Boat Launching Facilities .....	14
Table 5: Response and Recovery Responsibilities .....	19
Table 6: Primary and Relief Functions .....	26
Table 7: All-Hazards Response - Typical Actions .....	34
Table 8: Warnings Systems and Public Information .....	36
Table 9: Summary of Public Information Requirements .....	40
Table 10: Managing and Coordination Recovery .....	49
Table 11: Issue History .....	50
Table 12: Distribution List .....	51
Table 13: Legislation .....	53
Table 14: Plans and Arrangements .....	53
Table 15: Emergency Operations Centres.....	69
Table 16: Emergency Coordination Centres.....	69

## **Summary List of Figures**

---

Figure 1: Map of Municipal Area .....	11
Figure 2: Municipal Emergency Management Governance .....	18
Figure 3: Response Management Structure .....	33
Figure 4: The Evacuation Process .....	41
Figure 5: Summary of Recovery Processes for Tasmanian Emergency Management .....	45

# Overview

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## Glossary

- 1.1. The following terms are used in this plan and have significance for this municipal area. All other terms used are consistent with the Tasmanian Emergency Management Plan (TEMP).
- 1.2. The Emergency Management Act 2006 uses shortened phrasing for a number of titles (e.g. Municipal Committee for Municipal Emergency Management Committee) and this practice is applied in this plan.

**Table 1: Terms for Municipal Emergency Management**

Term	In the context of this plan, this means:
<b>Affected Area Recovery Committee</b>	A group established under the authority of <i>The Act</i> 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).
<b>Command</b>	The internal direction of an organisation's resources in an emergency.
<b>Community centres</b> <small>NB: one or more centre type can be combined at the same location if necessary.</small>	<b>Assembly:</b> An identified location where affected persons can assemble. Assembly centres are generally established for a short period of time to meet the immediate personal support needs of individuals and families e.g. Evacuation Centres.  <b>Evacuation:</b> An identified location for persons of an affected area to be temporarily accommodated. This includes the provision of basic services to meet affected people's immediate personal needs.  <b>Information:</b> An identified location where information is made available for emergency-affected people. They can be virtual (e.g. call centres or web based), or physical (e.g. at a community centre). Notwithstanding the structural arrangements, the importance of providing clear and consistent information is acknowledged  <b>Recovery:</b> An identified location for affected persons to access information and assistance after an emergency has occurred. A range of Government and Non-Government Organisations operate from recovery centres (it can also be referred to as a 'One-Stop Shop').
<b>Control</b>	The overall direction and management of response/recovery activities for an emergency. The authority for control can be established in legislation or in an emergency plan and includes tasking and coordinating other organisations' resources to meet the needs of the situation (i.e. control operates horizontally across organisations).
<b>Coordination</b>	The systematic acquisition and application of resources (workers, equipment, goods and services) during response/recovery. Coordination can operate vertically within an organisation (as a function of command), as well as horizontally across organisations (as a function of control).
<b>Debrief</b>	A meeting of stakeholders to review the effectiveness of response/recovery operations.
<b>Deputy Municipal Coordinator</b>	Deputy Municipal Emergency Management Coordinator appointed under section 23 of the <i>Emergency Management Act 2006</i> .  Section 23 establishes the Deputy Municipal Coordinator as a ministerial appointment in each municipal area who can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none"><li>• absent from duty or Tasmania OR</li><li>• unable to perform the Municipal Coordinator duties (permanently) OR</li><li>• is temporarily not appointed e.g. has resigned etc.</li></ul>

Term	In the context of this plan, this means:
<b>Emergency</b>	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.
<b>Emergency centres</b>	<p><b>Emergency Coordination Centre:</b> A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at Emergency Coordination Centres can be agency-specific or community focused. This means multiple centres may be active for a single emergency, and they may be co-located with other centres depending on the situation (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><b>Emergency Operations Centre:</b> 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>
	<p><b>Incident Control Centre:</b> The location from which the Response Management Authority exercises Control of response operations for an emergency.</p>
<b>Emergency management</b>	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.
<b>Emergency management plan</b>	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 for safe and effective operations for emergency situations.
<b>Emergency management worker</b>	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> .
<b>Emergency powers and special emergency power</b>	A power specified in Schedule 1 or Schedule 2 of the <i>Emergency Management Act 2006</i> .
<b>Emergency risk management</b>	A process which involves dealing with risks to the community arising from emergency events.
<b>Hazard</b>	A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment further defined by the <i>Emergency Management Act 2006</i> .
<b>Management Authority</b>	Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR spectrum.
<b>Municipal Chairperson</b>	The person determined by Council, under section 21(2) of the <i>Emergency Management Act 2006</i> to be the Municipal Chairperson.
<b>Municipal Committee</b>	A Municipal Emergency Management Committee established under section 20 of the <i>Emergency Management Act 2006</i> .
<b>Municipal Recovery Coordinator</b>	A council worker who is authorised to coordinate, manage and advise on aspects of municipal recovery arrangements.

Term	In the context of this plan, this means:
<b>Municipal Coordinator</b>	<p>A person appointed as a Municipal Emergency Management Coordinator under section 23 of the <i>Emergency Management Act 2006</i>.</p>
	<p>Section 23 (8) also establishes that the Municipal Coordinator is a person who has the authority and ability to make decisions relating to the coordination of emergency management in the municipal area during an emergency without first seeking the approval of the Council. The Municipal Coordinator has other responsibilities established by the <i>Emergency Management Act 2006</i> including:</p>
	<ul style="list-style-type: none"> <li>• Executive Officer for the Municipal Committee</li> <li>• assist and advise the Municipal Chairperson, Regional Controller, SES Unit Manager and the Council</li> <li>• act as an Authorised Officer when required and authorise others to act as Authorised Officers.</li> </ul>
<b>Permanent Timber Production Zone land</b>	<p>Permanent Timber This is a new land classification, established under the Production Zone land Forest Management Act 2013. It replaces the term State forest, defined in the Forestry Act 1920 that was repealed in 2013.</p>
<b>Preparedness</b>	<p>Planned and coordinated measures so safe and effective response and recovery can occur.</p>
<b>Prevention and mitigation</b>	<p>Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.</p>
<b>Public information</b>	<p>Provide timely and accurate public information in order to protect and reassure the community.</p>
<b>Recovery</b>	<p>A coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.</p>
<b>Regional Emergency Management Committee</b>	<p>A Regional Emergency Management Committee established under section 14 of the <i>Emergency Management Act 2006</i>.</p>
<b>Regional Social Recovery Coordinator</b>	<p>A nominated State Government worker who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.</p>
<b>Regional Controller</b>	<p>From the <i>Emergency Management Act 2006</i>: “Regional Controller” means the Regional Emergency Management Controller appointed under section 17;</p> <p>Section 17 establishes the Regional Controller function as a person who is either:</p> <ul style="list-style-type: none"> <li>• a police commander determined by the Commissioner of Police and the State Controller OR</li> <li>• a person appointed by the Minister.</li> </ul>
<b>Register. Find. Reunite</b>	<p>Australian Government service operated by Red Cross that registers, finds and Reunites family, friends and loved ones after an emergency. Previously known as the National Registration and Inquiry System (NRIS).</p>
<b>Response</b>	<p>Planned and coordinated measures that resolve emergencies.</p>
<b>Risk</b>	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.</p>
<b>Risk Assessment</b>	<p>The process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria.</p>
<b>State Controller</b>	<p>The State Emergency Management Controller appointed under section 10 of the <i>Emergency Management Act 2006</i>.</p> <p>From the <i>Emergency Management Act 2006</i>: “State Controller” means the State Emergency Management Controller appointed under section 10;</p> <p>Section 10 establishes the State Controller function as a person who is either:</p>

<b>Term</b>	<b>In the context of this plan, this means:</b>
	<ul style="list-style-type: none"> <li>• The Head of Agency for the Department of Police and Emergency Management OR</li> <li>• a person appointed by the Minister.</li> </ul>
<b>State of Emergency</b>	A state of emergency declared under section 42 of the <i>Emergency Management Act 2006</i> .
<b>Support Agency</b>	<p><b>Assisting:</b> Assisting Support Agencies have specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p> <p><b>Primary:</b> Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies command their own resources in coordination with the Management Authority, as required.</p>
<b>Validation</b>	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
<b>Warnings</b>	Dissemination of a message signaling imminent hazard/s, which may include advice on protection measures.
<b>Worker</b>	A generic term used to describe people who perform defined functions for an organisation or system, including: staff, volunteers and contractors/consultants.

## Acronyms

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

**Table 2: Acronyms for Municipal Emergency Management**

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AGD	Attorney-General's Department
AT	Ambulance Tasmania (was 'TAS')
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
DPFEM	Department of Police, Fire 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
GSBC	Glamorgan Spring Bay Council
ICC	Incident Control Centre
MC	Municipal Coordinator
MRC	Municipal Recovery Coordinator
MECC	Municipal Emergency Coordination Centre
NGO	Non-Government Organisation
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
RSRC	Regional Social Recovery Coordinator
REMC	Regional Emergency Management Committee
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SRSRC	Southern Region Social Recovery Committee
SIT REP	Situation Report
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMP	Tasmanian Emergency Management Plan
TFS	Tasmania Fire Service
THS	Tasman Health Service
TRRA	Tasmanian Relief and Recovery Arrangements

## **Introduction**

- 1.4. The Glamorgan Spring Bay Municipal Committee is committed to a high standard of emergency management capability. To achieve this standard the Municipal Committee will:
  - a Recognise the value of community contributions in emergency management and will promote community engagement as required
  - b Develop a progressive review system which is implemented for all elements of emergency management and is based on continuous improvement principles
  - c Identify corporate responsibilities and integration processes between emergency management and Glamorgan Spring Bay Council management structures
  - d Develop documentation that confirms emergency management arrangements undertaken and results in the achievement of the emergency management strategy – e.g. emergency management strategy; municipal plan; emergency management check lists and action cards for responsible officers within the Glamorgan Spring Bay Municipal Area
  - e Define and adequately address all elements of PPRR (Prevention, Preparedness, Response and Recovery)
  - f Define the role and charter of the Glamorgan Spring Bay Municipal Committee
  - g Maintain the linkages with related bodies including the Southern Region Emergency Management Committee (SREMC) and Southern Region Social Recovery Committee (SRSRC).
  - h Recognise that Climate Change is likely to exacerbate many of the known disaster risks and affect those already especially vulnerable to natural hazards.
- 1.5. The strategic objectives for emergency management of the Glamorgan Spring Bay Municipal Committee are to:
  - a maintain the Glamorgan Spring Bay Emergency Management Plan to guide the management of risks to the community arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery)
  - b recognise the value of relationships and partnerships for emergency management, in particular the importance of:
    - i community contributions in emergency management and promoting community engagement as required
    - ii maintaining linkages with related bodies including the Southern Region Emergency Management Committee (the Regional Committee) and Southern Region Social Recovery Committee (the Regional Social Recovery Committee)
    - iii identifying roles and responsibilities and integration processes between emergency management and Glamorgan Spring Bay Council management structures
  - c develop a progressive review system which is implemented for all emergency management elements which is based on continuous improvement principles
  - d maintain an active and relevant municipal committee.
- 1.6. A map showing the municipal area is included in this section.

## **Authority**

- 1.7. This plan has been developed by the Glamorgan Spring Bay Municipal Committee and issued under the Authority of the State Controller in accordance with the requirements of s34 of the Emergency Management Act 2006. Further details about the plan are in Section 4 of this plan.

## **Aim**

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

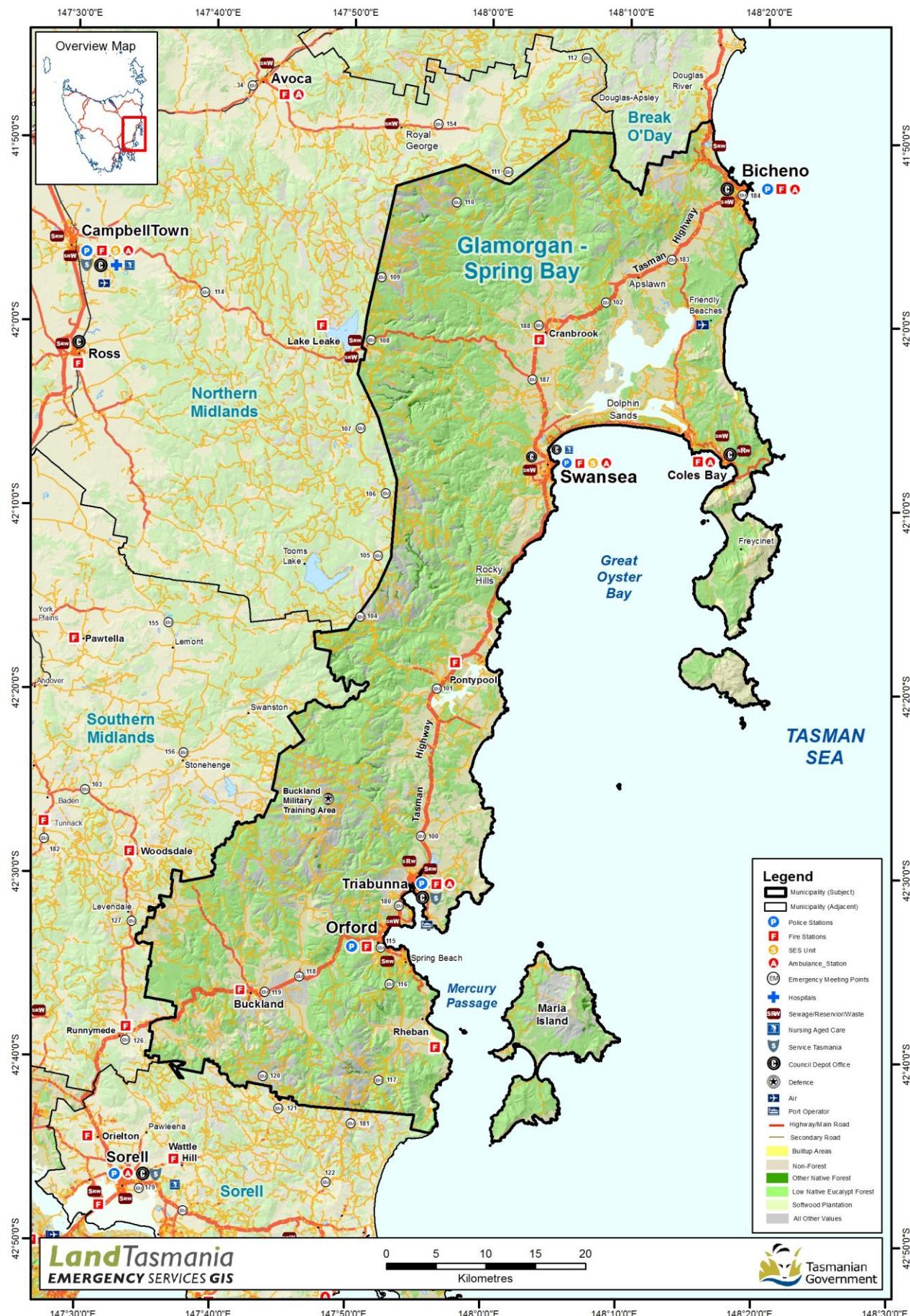
## **Objectives**

- 1.9. The objectives of this plan are to:
- a reduce risks to the Glamorgan Spring Bay Community
  - b improve community resilience to all hazards
  - c increase community awareness and involvement in risk and emergency management
  - d minimize consequences of emergency events in the Glamorgan Spring Bay Community
  - e assess risks to the community and environment and pursue the most effective treatment options
  - f contribute to the management of emergency events.
- 1.10. These objectives are established so that effective Prevention and Mitigation, Preparedness, Response and Recovery (PPRR) can occur.

## **Scope and Application**

- 1.11. The arrangements in this plan are designed to address emergencies that:
- a are caused by hazards impacting on the Glamorgan Spring Bay Municipal Area and
  - b can be managed by local emergency management structure.
- 1.12. These arrangements are intended to be scale-able and flexible so they can be adapted as required. They are always active across the PPRR spectrum but specific powers/authorities may be authorised (typically during response and recovery) to complement existing efforts.
- 1.13. The Municipal Coordinator may activate the plan. In addition, direction and/or advice to activate these arrangements may be given by the:
- a Regional Controller Southern Region
  - b Regional Manager, SES Southern Region.
- 1.14. Other communications may occur between responsible officers from other State Government agencies identified in Section 2 and the Municipal Coordinator but coordination for formal activation of arrangements is best achieved by working with the Regional Controller/SES Regional Manager.
- 1.15. Additional/more detailed arrangements for specific hazards or function for this municipal area are described in Associated Documents etc and these are listed in Appendix 5.1 Associated Documents.

**Figure 1: Map of Municipal Area**



## **Context Statement**

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

- 1.16. The Glamorgan Spring Bay Municipal Area covers 2522 km<sup>2</sup> and is situated within the Southern Region to the East of Tasmania.
- 1.17. Glamorgan/Spring Bay is bordered to the south by the Municipal Areas of Sorell, to the north by Break O'Day and to the west by Northern and Southern Midlands.
- 1.18. The principal towns are Triabunna, Bicheno, Swansea, Orford, Coles Bay and Buckland.
- 1.19. The administrative centre of the Municipal Area is at Triabunna and works depots in the towns of Triabunna, Swansea, Bicheno and Coles Bay.
- 1.20. See Figure 1 for a map of the area.

### **Population and Demographics**

- 1.21. The population of the Municipal Area at the 30th June 2016 is estimated to be 4,400 increasing to approximately 15,000 during the peak summer period with the influx of tourists and people using their holiday homes. Glamorgan Spring Bay is proving to be a popular choice for people seeking a “sea change lifestyle” and retirees as a place to live, work and invest.
- 1.22. In the 2016 Census, there were 4,400 people in Glamorgan/Spring Bay (M) (Local Government Areas). Of these 50.9% were male and 49.1% were female.

**Table 3: Population and Demographics**

<u>Age</u>	Glamorgan/Spring Bay (M)	%	Tasmania	%	Australia	%
Median age	56	--	42	--	38	--
0-4 years	155	3.5	28,469	5.6	1,464,779	6.3
5-9 years	184	4.2	31,514	6.2	1,502,646	6.4
10-14 years	197	4.5	30,219	5.9	1,397,183	6.0
15-19 years	143	3.3	31,078	6.1	1,421,595	6.1
20-24 years	116	2.6	29,865	5.9	1,566,793	6.7
25-29 years	119	2.7	28,703	5.6	1,664,602	7.1
30-34 years	192	4.4	29,328	5.8	1,703,847	7.3
35-39 years	177	4.0	28,333	5.6	1,561,679	6.7
40-44 years	230	5.2	31,495	6.2	1,583,257	6.8
45-49 years	269	6.1	34,512	6.8	1,581,455	6.8
50-54 years	312	7.1	35,538	7.0	1,523,551	6.5
55-59 years	400	9.1	37,378	7.3	1,454,332	6.2

60-64 years	490	11.2	34,778	6.8	1,299,397	5.6
65-69 years	532	12.1	32,945	6.5	1,188,999	5.1
70-74 years	400	9.1	24,434	4.8	887,716	3.8
75-79 years	217	4.9	17,613	3.5	652,657	2.8
80-84 years	144	3.3	11,994	2.4	460,549	2.0
85 years and over	111	2.5	11,767	2.3	486,842	2.1

- 1.23. The median age of people in Glamorgan/Spring Bay (M) (Local Government Areas) was 56 years. Children aged 0 - 14 years made up 12.2% of the population and people aged 65 years and over made up 32.0% of the population.

## Natural Features

- 1.24. The highest elevations in the Municipal area are several un-named hills in the upper reaches of the Swan River at approximately 750m above sea level. The municipal area stretches more than 110Km along the coast and encompasses the iconic "Freycinet National Park", the "Douglas/Apsley National Park" and historical "Maria Island National Park". Seven river systems bisect the municipal area, starting with the Prosser River in the south and including the Little Swanport, Meredith, Wye, Swan, Apsley and finally the Denison River in the north.

## Built Environment

- 1.25. The major road system within Glamorgan/Spring Bay is the Tasman Highway (A3) which runs roughly north-south through the area, inland until Orford, then generally following the coast line to the northern boundary.
- 1.26. The Lake Leake Road links the Glamorgan Spring Bay municipal area (junction 10 km north of Swansea) with the Midlands Highway (National 1) at Campbell Town.
- 1.27. Secondary gravel roads link:
- a Buckland to the Midland Highway via Woodsdale, Parattah.
  - b Buckland to Mud Walls Road (B31) via Woodsdale.
  - c Buckland to Runnymede via Cutting Grass Road
  - d Orford to Port Arthur (A9).via the Wielangta Road.
  - e Little Swanport (Bresnehans Road) to Lake Leake Road.
  - f Lake Leake Road to the Tasman Highway south of St. Mary's
  - g Cranbrook (Old Coach Road) to Esk Highway (A4) at Avoca via Royal George (some sections very rough).
- 1.28. Regular ferry services operate between Maria Island and Triabunna/ Orford.
- 1.29. A summary of boat launching facilities is located below.

**Table 4: Location of Boat Launching Facilities**

Location	Boat Launching Facility
Bicheno	The Gulch
Coles Bay	Garnett Avenue
Dolphin Sands	Yellow Sand Banks Road Swan River Road
Little Swanport	Saltwater River
Orford	Barton Avenue
Orford	Prosser River
Swansea	Jubilee Beach
Swansea	Gordon Street
Swanwick	Swanwick Drive
Triabunna	Marina – Esplanade East

## Medical System

- 1.30. The Glamorgan Spring Bay medical system is based around a number of medical practitioners and Community Health Centres. No major hospital or medical facility exists in the municipal area.
- 1.31. The receiving hospital and definitive emergency care facility for the municipal area is the Royal Hobart Hospital. However in certain circumstances (particularly from the northern sections of the area) patients may be transferred directly to the Launceston General Hospital.
- 1.32. Supplementary medical care facilities are available at May Shaw Health Centre Inc. in Wellington Street Swansea. May Shaw is rapidly expanding with a new Casualty Department which will accommodate two patients requiring triaging/treatment.
- 1.33. The facility can be used for triaging in the event of a multi casualty emergency depending on the medical and nursing staff available at the time. Patients are able to be transferred if requiring specialized care via ambulance or helicopter which is able to land on the adjoining oval. Two local Medical Officers work on site and are available after hours. They are also able to attend accidents and have a fully equipped Thomas Pack which ensures emergency supplies and equipment can be taken to the site. The Registered and Enrolled Nurses all are required to complete a Rural and Remote Nursing course which focuses on developing their assessment and treatment skills in the event of an emergency.
- 1.34. The Spring Bay Community and Health Centre in Melbourne Street, Triabunna is the base for Community Health Nursing Services under Chronic Complex and Community Services. The centre operates on weekdays only and has no on-site facilities for treatment of accident and medical emergencies. The Centre has consulting rooms for allied Health Services. There are full-time paramedics and helipad facilities on site.

## Medical Centres

- 1.35. East Coast Health has one medical practitioner and a practice nurse based at the Victoria Street, Triabunna Medical Centre. The Spring Bay Medical Centre is also based at the facility and has one medical practitioner.
- 1.36. Coles Bay Medical rooms are located adjacent the Community Hall in Harold Street with one part-time practitioner.
- 1.37. Bicheno Medical Centre is in Foster Street with two medical practitioners.

## **Industry and Commerce**

- 1.38. Triabunna and Bicheno provide port facilities for a number of smaller fishing boats.
- 1.39. The State Emergency Service – Glamorgan Spring Bay is located in Swansea Emergency Services Building, Maria Street, Swansea. The Emergency Services Building in Swansea also houses the Swansea Ambulance and Fire Services. The Marine Rescue is also housed adjacent to the Emergency Services building.
- 1.40. This base is also utilised as an Emergency Operations Centre in the event of any major or other emergency in the region.
- 1.41. The Base contains a radio room with the following equipment:
  - a VHF – Local and State-wide Fire / Ambulance / SES / Council / etc.
  - b UHF – 40 channels
  - c Marine VHF – 27 MHz
  - d The Base also contains:
  - e Telephone / Fax machine and Internet Access via phone
  - f 1:25,000 maps of the Municipal area / Marine maps (Great Oyster Bay)
  - g Limited number of white boards
  - h Tables and Chairs
  - i Kitchen / showers – toilets
  - j White Board
  - k Television (remote monitor)
  - l Desktop Computers
- 1.42. The SES also has the same radio equipment as detailed above available as a Portable Communications Unit that can be utilised anywhere in the Municipal Area.

## **Hazard Summary**

- 1.43. Refer pages 54 – 62.

# **Governance and Management**

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## **Roles of Government and Emergency Management Partners**

- 2.1. In Australia, the three spheres of government (Commonwealth, State and Local) work in partnership to achieve safer, sustainable communities through robust emergency management arrangements. The Tasmanian Emergency Management Plan provides a summary of the different roles of government for emergency management. Non Government Organisations, industry/professions, communities and individuals complement the work of Governments for emergency management.
- 2.2. At municipal level, councils have a central role in coordinating and facilitating a range of emergency management activities for all hazards with the Municipal Committee, as well as resourcing specific council responsibilities for emergency management.
- 2.3. The Municipal Committee plays a pivotal role in meeting these requirements.

## **The Legal Framework for Emergency Management**

- 2.4. In Tasmania, powers and authorities for emergency management are provided in the *Emergency Management Act 2006* (The Act). The Act establishes a flexible emergency management system including emergency powers for the appointment of workers for emergency management functions including Municipal Coordinators, Deputy Municipal Coordinators and Municipal Chairpersons.
- 2.5. Supporting responsibilities are established in the *Local Government Act 1993* and the accompanying *Local Government (Building and Miscellaneous Provisions) Act 1993* for council functions and powers that include:
  - a providing for the health, safety and welfare of the community
  - b representing and promoting the interests of the community
  - c providing for the peace, order and good government of the municipal area.

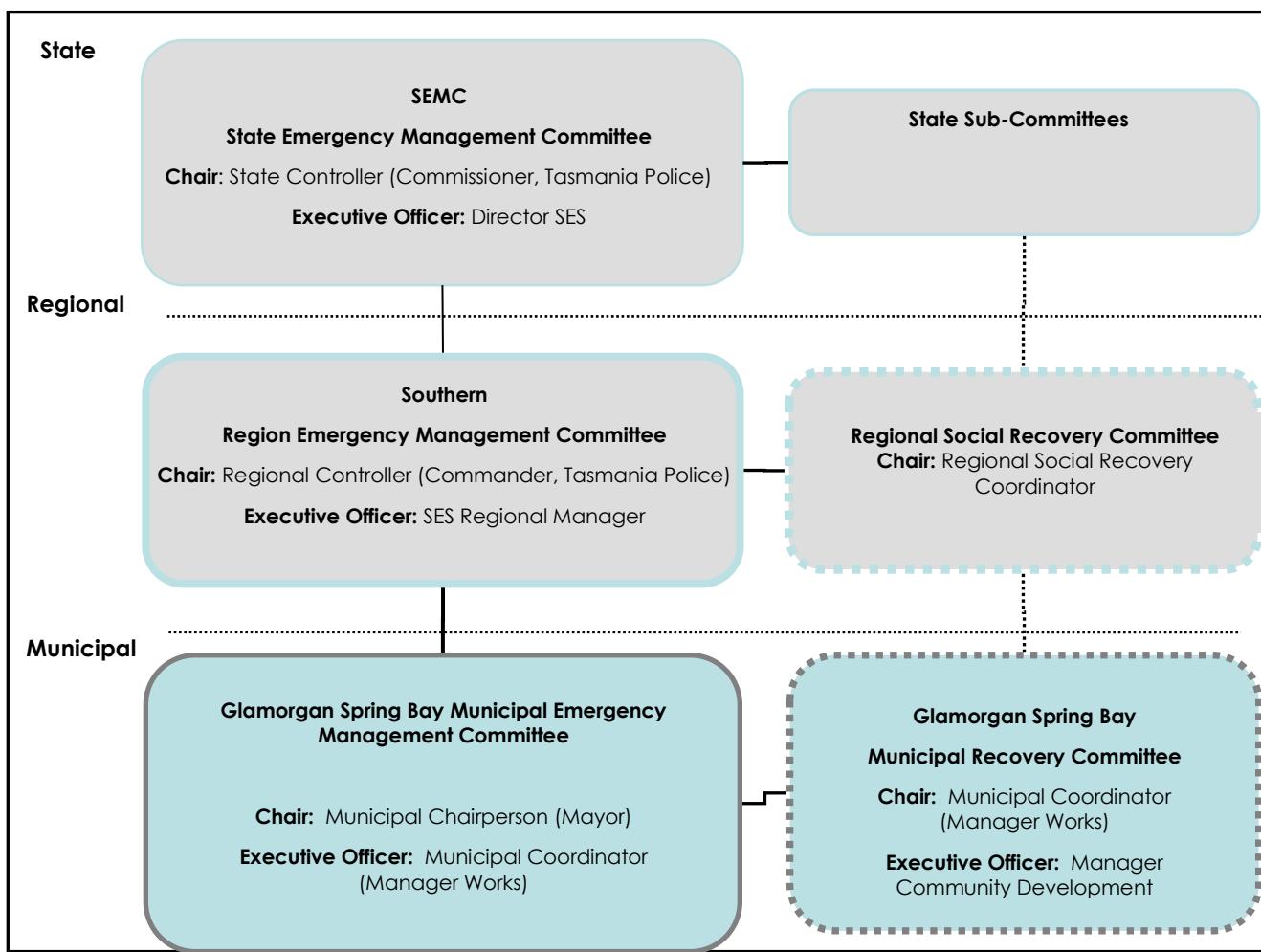
## **Emergency Powers and Declarations**

- 2.6. Powers related to specific hazards and/or functions are established by specific State legislation or national arrangements (in some instances Commonwealth legislation can also provide authority).
- 2.7. The *Emergency Management Act 2006* provides additional powers for Regional Controllers, the State Controller, the Minister 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 types of powers established by the Act:
  - a risk assessment powers authorised by the State Controller (s36)
  - b emergency powers authorised by the State Controller (s40)
  - c special emergency powers (under a declared state of emergency) authorised by the Premier. In this circumstance, Regional Controllers automatically have emergency powers conferred to them (s42).
- 2.8. These powers can be authorised at any time, provided the criteria set out in the Act are met. Municipal Coordinators provide advice to the Regional Controller/SES Regional Manager if they believe specific powers should be authorised. Conversely if powers under the Act are authorised the Regional Controller/SES Regional Manager will assist Municipal Coordinators to perform the functions required of them. Any specified authorised officer, which may include Municipal Coordinators, may need to implement the powers as required by the authorisation.

## **Emergency Management Governance**

- 2.9. The Glamorgan Spring Bay Municipal Emergency Management Committee, chaired by the Mayor is supported by the Municipal Coordinator from Glamorgan Spring Bay Council as required by s19-24 of the Emergency Management Act 2006.
- 2.10. The Municipal Committee maintains a Terms of Reference which are reviewed approximately every two years and noted by the State Emergency Management Committee and made available to the community on the SES website [www.ses.tas.gov.au/Committees](http://www.ses.tas.gov.au/Committees).
- 2.11. As a minimum, the Municipal Committee will consist of the following representatives:
  - a Mayor or Council appointed delegate (Chair)
  - b Municipal Coordinator
  - c Deputy Municipal Coordinator
  - d General Manager
  - e SES Unit Manager
  - f Representative of emergency services – Police, AT, TFS
  - g SES Regional Manager (South)
  - h Medical representative
  - i Recovery Coordinator
  - j Other members as determined by the Committee.
- 2.12. In the Glamorgan Spring Bay Municipal Area a number of other committees and groups are part of the emergency management consultation framework. While they operate reasonably independently, they provide reports and information to the Municipal Committee as agreed and are invited to participate in the review of this plan. Figure 2 shows the consultation framework for the Glamorgan Spring Bay Municipal Area.
- 2.13. Glamorgan/Spring Bay is part of Southern region. The Southern Regional Emergency Management Committee has overarching responsibility for regional emergency management activities. Each municipal area is represented on the Regional Committee by the Municipal Coordinator.
- 2.14. The Regional Committee is chaired by the Regional Controller and supported by the SES Regional Manager as the Executive Officer to oversee s13-18 of the Emergency Management Act 2006 establishes these responsibilities and functions.

**Figure 2: Municipal Emergency Management Governance**



## Responsibilities

- 2.15. The following table summarises the responsibilities of Management Authorities and councils for hazards in Tasmania. This table is not intended to be exhaustive, and changes to it can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail for comprehensive responsibilities is included in the regional plan.

**Table 5: Response and Recovery Responsibilities**

<b>Row</b>	<b>Hazard</b>	<b>Response Management Authorities</b>	<b>Typical Council Support Function &amp; Activities</b>
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 Plant and machinery
2	Coastal erosion	---	Property identification Road closures Local operations centres Plant and machinery
3	Earthquake	TASPOL	Property identification Road closures Local operations centres Building inspections Engineering assessments Plant and machinery
4	Energy supply emergency (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG	Property identification Local operations centres Advice on facilities requiring priority restoration
5	Environmental emergency (including marine pollution and spills)	DPIPWE EPA Division	Infrastructure information including storm water and sewerage Plant and machinery
6	Fire-national parks and other reserves	DPIPWE Parks and Wildlife Service	Community information Plant and machinery
7	Fire-declared forest land/state reserves	Sustainable Timber Tasmania	Community information Plant and machinery
8	Fire-urban, and privately managed rural land	TFS	Property identification Road closures Plant and machinery
9	Flood-dams	TASPOL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Plant and machinery
10	Flood-rivers	SES/TASPOL/Councils	Property identification Road closures Local operations centres Community information Plant and machinery

11	Food contamination	DHHS-PHS	Premises inspection Infection controls Community Information Property identification
12	Hazardous materials-chemical, liquid fuel, explosives (unintentional release of)	TFS	Property identification Road closures
13	Influenza pandemic	DHHS PHS	Flu clinic facilities Community information
14	Infrastructure failure-building collapse	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
15	Infrastructure failure-roads and bridges NB includes transport disruption	DSG Roads and Traffic Division	Local operations centres Community information Plant and machinery Alternative transport routes
16	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
17	Landslip, landslide	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
18	Public health emergency	DHHS Public Health	Premises inspection Infection controls Community Information Property identification
19	Sea inundation from storm surge	DPFEM GSBC	Property identification Road closures Local operations centres Plant and machinery Community information
20	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Community information Plant and machinery
21	Transport crash-aviation (more than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery

22	Transport crash: marine (no environmental emergency) road vehicles	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
23	Tsunami and related sea inundation	DPFEM	Property identification Road closures Local operations centres Community information Plant and machinery
24	Water supply contamination	DHHS-PHS	Property identification Road closures Local operations centres Community information Plant and machinery Management of water carriers

## **Emergency Management Arrangements**

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This section describes the general arrangements for emergency management in the municipal area. It has 4 sub-sections:

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

## **Prevention and Mitigation**

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

### **Overview**

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

### **Current Arrangements**

#### **Research**

- 3.1.3. Through its membership, the Municipal Committee maintains an awareness of research for hazards and emergency management relevant to the municipal area. These hazards were described in Section 1 of this plan.
- 3.1.4. The research areas that are expected to be focused on for the life of this plan are: Coles Bay and Dolphin Sands Emergency Management Plans. This work is supported by Council, Parks, SES and Tasmania Fire Service. Further information can be obtained from Council.
- 3.1.5. Findings of research that has relevance for the Municipal Committee's emergency management partners (including the community) are communicated/shared in a coordinated and appropriate way by committee members.

#### **Risk Management**

- 3.1.6. Each organisation is responsible for conducting risk assessments based on the findings of credible research, and incorporating the outcomes into their risk management programs and hazard registers as required. Risk assessment and risk management activities are completed in line with Tasmanian Emergency Risk Assessment Guidelines (TERAG) and AS/NZS ISO 31000:2009 and the relevant requirements/guides of each participating organisation.
- 3.1.7. Outcomes of the 2003 Tasmanian Emergency Risk Management project (TERMP) 2003, the 2016 Tasmanian State Natural Disaster Risk Assessment project, and 2016 Tasmanian Municipal Emergency Management Risk Project coordinated by the SES are reviewed by the Municipal Committee and are responsible for updating them on case by case basis, in consultation with stakeholders. Aspects that affect this municipal area are used as the basis for regular reviews to this plan, so the arrangements address the major risks to community safety.
- 3.1.8. Appendix 5.2 summarises the 2003 TERMP risk assessment findings and identify 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**

- 3.1.9. Emergency management for the Glamorgan Spring Bay area is part of business continuity arrangements for the area and the region. Each asset owner/service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity. Council maintains a full back-up of administration and financial records off-site.
- 3.1.10. Supply/redundancy of main services are of particular importance for local emergency management operations and mean relationships and arrangements are reviewed on an ongoing basis with asset owners/managers for the following areas including but not limited to:
- a electricity supply
  - b potable water
  - c transport networks and alternative route planning
  - d telecommunications
  - e public/environmental health standards.
- 3.1.11. Protective security practices have been further integrated into all safety management systems following 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. Specific advice related to counter-terrorism practices can be provided by the State Security Unit.

## **Land Use Planning**

- 3.1.12. Land use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993* and largely at municipal level they are managed by council.
- 3.1.13. Land use planning schemes for the Glamorgan Spring Bay area are reviewed and updated on an ongoing basis to incorporate enhanced preventative measures to mitigate the impact of emergencies on communities. These updates are progressively informed by a number of State and Commonwealth government initiatives and incorporated in line with hazard assessments for each area. For further information: [www.gsbc.tas.gov.au](http://www.gsbc.tas.gov.au).

## **Preparedness**

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

### **Overview**

- 3.2.1. Preparedness is managed collaboratively between State Government, councils and their emergency management partners.
- 3.2.2. Work health and safety legislation and general legal requirements of individuals form the basis 'preparedness' obligations e.g. employers are required to prepare their workers for the workplace environment, including emergencies.
- 3.2.3. Specific state and Commonwealth legislation establishes hazard and function specific responsibilities for regulators and government agencies (see the summary of legislation in TEMP Appendix 5.3)
- 3.2.4. Furthermore, the *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to preparedness at the municipal level including:
- a council responsibilities for
    - i providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (s47)
    - ii providing facilities and resources for the municipal State Emergency Service Unit/s as well as the storage and maintenance of the equipment used by the unit/s and areas for training (arranged in conjunction with the Director State Emergency Service (s49))
    - iii making recommendations for the Municipal Coordinator and Deputy roles (s23-24) and providing a chairperson for the committee (s21).
  - b the preparation and maintenance of a municipal emergency management plan for the municipal area (s34)
  - c establishment of a Municipal Emergency Management Committee (s22)
  - 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 they are ready to:
- a fulfill their roles in emergency management
  - b achieve 'business as usual' for as long as possible, as well as
  - c coordinate organisation level recovery and support broader recovery efforts after the emergency, if required.

## **Current Arrangements**

### **Municipal Emergency Management Committees**

- 3.2.6. Section 20 of the *Emergency Management Act 2006* provides for the establishment of the Glamorgan Spring Bay Municipal Emergency Management Committee which has the powers and functions as specified in section 22 of the Act. The Municipal Committee has been established to coordinate the activities identified in Council's emergency management strategy.
- 3.2.7. For this 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. Two important documents that support its continuity are:
- a Terms of Reference (see Appendix 5.3)
  - b Committee Maintenance Schedule (see Appendix 5.4).
- 3.2.8. The Municipal Committee should meet at least once per year unless an emergency occurs and a subsequent review of the operational aspects of the plan is required. These meetings should be scheduled by the Executive Officer at the appropriate intervals.

### **Capacity and Capability**

- 3.2.9. State Government agencies and Government Owned Businesses' maintain their own capacity and capability arrangements. To achieve optimum preparedness for emergencies, the Municipal Committee is committed to a high standard of emergency management capability.
- 3.2.10. 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 resources can be requested and shared.

### **Relief Arrangements for Council Emergency Management Roles**

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

**Table 6: Primary and Relief Functions**

<b>Primary Role:</b>	<b>Relief Delegate:</b>
Municipal Chairperson (Mayor)	(General Manager)
Municipal Coordinator (Manager Works)	Deputy Municipal Coordinator (Manager Community Development and Administration)
Municipal Recovery Coordinator (Manager Community Development and Administration))	Deputy Municipal Recovery Coordinator (Administrative Assistant)

## **Education and Training**

- 3.2.12. Glamorgan Spring Bay Council commits financially to the maintenance of a high level of emergency management capability. The major actions are reflected in maintenance schedule, but the commitment extends to the conduct of regular training and exercise activities to ensure ongoing capability of staff and includes professional development programs for key staff.
- 3.2.13. The Glamorgan Spring Bay Council Emergency Management Strategy commits Council to keeping the community groups informed to ensure awareness of current emergency management plans and procedures and have the skills to implement them.

## **Municipal Emergency Coordination Centre**

- 3.2.14. The Glamorgan Spring Bay Emergency Coordination Centre is the focal point for coordinating support from Council and from community resources. A summary of this facility and other important locations is included in Appendix 5.5 and Appendix 5.6.
- 3.2.15. The Emergency Coordination Centre performs the following functions:
  - a Coordinates the activation, deployment and management of Council and Community resources
  - b Monitors operational activities
  - c Coordinates information to local communities affected by the emergency
  - d Coordinates local recovery efforts and identifies any support that may be required by regional recovery resources.
- 3.2.16. The Municipal Emergency Coordination Centre is maintained by the Municipal Coordinator.
- 3.2.17. Action cards and procedures are maintained by the Municipal Coordinator for use during operation and the versions that were current at the time this plan was issued are included in Appendix 5.7. These are designed so they can be used in any combination with other centres e.g. agency-specific Emergency Operations Centres/the Regional Emergency Coordination Centre etc.

## **Maintaining Basic Resources and Agreements**

- 3.2.18. 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).

## **Community Warnings and Public Information**

- 3.2.19. This section summarises the main arrangements for the handling of public enquiries, issuing of warnings and provision of public information. For arrangements to issue warnings or open call centres in response etc refer to Section 3.3 of this plan (Response).

## **TasALERT**

- 3.2.20. TasALERT (<http://www.alert.tas.gov.au>) is Tasmania's official emergency information source and provides an emergency warning and information system in an online platform. It is administered by the Tasmanian Government Department of Premier and Cabinet, and provides a single source of clear and consistent emergency and resilience information from across emergency services and government agencies.
- 3.2.21. Outside emergency response periods, the website will provide general information on topics such as volunteering, disaster preparedness and resilience-focused campaigns.
- 3.2.22. The homepage of the website will change to highlight any current incidents within Tasmania. Each incident will have a dedicated page displaying all available information (geo-spatial, social media, developed content, etc.) specific to that incident.

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

### **Point for Public Enquiries**

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

### **Available Warning Systems**

- 3.2.25. Public warnings systems are maintained by responsible agencies (see examples below).
- 3.2.26. Emergency warning systems relevant to the Glamorgan Spring Bay Municipal Area are:
- a mainstream flooding (from rivers) (BoM)
  - b severe weather e.g. damaging winds (BoM)
  - c bush fire (TFS)
  - d Standard Emergency Warning Signal (SEWS) (TASPOL)
  - e Emergency Alert (all hazards) (TFS)
  - f local ABC Radio (primary Support Agencies or response Management Authority)
  - g road closure (TASPOL)
  - h tsunami (TASPOL)
  - i all hazards emergency alert (TFS)

### **Public Information Readiness**

- 3.2.27. Response Management Authorities are responsible for maintaining scripts about hazards for use by Tasmanian Emergency Information System (TEIS) in draft form so they can be customised as required. The Municipal and Regional Committees are developing draft scripts that can be customised to broader impacts of emergencies/recovery matters.
- 3.2.28. Pre-prepared public information resources are tailored where possible to assist all members of the municipal area be informed about the emergency e.g. ageing, tourist populations and people with disabilities. Arrangements for providing warnings/public information to the relevant groups will occur via contact through facility managers, community groups and media. Specific arrangements for community warnings and public information are described in Section 3.

### **Municipal Emergency Management Plan**

- 3.2.29. An ongoing role of the Municipal Committee is to review, validate and amend the Glamorgan Spring Bay Municipal Emergency Management Plan. This validation is achieved by regular assessment activities including emergency exercises and document review processes. The *Emergency Management Act 2006* requires that a review be conducted at periods not exceeding two years and that the plan be submitted for approval by the State Emergency Management Controller. This review responsibility includes post emergency reviews which consider the adequacy of emergency management arrangements, given the lessons identified during the emergency.
- 3.2.30. Each review will at least take into consideration the following factors:
- a emerging risks and hazards and potential treatments
  - b Plan's compliance with current legislation and policy
  - c accuracy of content e.g. roles, procedures and contacts
  - d functionality of Plan during emergency situations
  - e comments and suggestions from key stakeholders.

- 3.2.31. Section 4 of this plan provides more information about this plan including the Distribution List. The current version of this plan is available from the SES website and the Municipal Coordinator.
- 3.2.32. Each organisation represented on the Municipal Committee is responsible for maintaining their own plans and procedures and making sure they are aligned with the arrangements in this plan.

### **Validations and Performance Management**

- 3.2.33. The Glamorgan Spring Bay 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.
- 3.2.34. The Municipal Committee will coordinate/participate in at least one emergency management exercise for the municipal area every two years.
- 3.2.35. Each member organisation is responsible for making sure their own processes and procedures are tested at regular intervals and also for participating in other validations where able.
- 3.2.36. The planned validation activities for this plan are recorded in Section 4.
- 3.2.37. Debriefs are conducted by each member organisation after both exercises and operations and 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 where 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. Where opportunities for improvement are identified, action is taken to address the situation on a risk basis.
- 3.2.40. The Municipal Guidelines include a self-evaluation survey and the committee uses this annually to formally review its performance and identify collective areas for future attention. These may also inform funding applications/priority setting.

### **Administration Systems**

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

### **Information Management**

- 3.2.42. WebEOC is the web based multi-agency information sharing system available for use when a DPFEM agency is the Response Management Authority for an emergency incident or the State Controller assumes overall control.
- 3.2.43. Systems for managing information during emergencies include forms to cover:
  - a situation reports
  - b operational logs
  - c resource allocation
  - d recording expenditure (more information below in 'Cost Capture')
  - e registration systems-spontaneous volunteers, workers, public offers, affected groups e.g. businesses

### **Cost Capture/Financial Administration**

- 3.2.44. All organisations maintain systems and processes so expenditure can be authorised for emergencies, recorded and reimbursement sought (where available). Cost capture

systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA) and processes are kept by council's finance manager to request access to funds.

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

## **Response**

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

### **Overview**

- 3.3.1. Arrangements for response are based on pre-agreed roles and responsibilities being undertaken in a coordinated way. Broad responsibilities for hazards or functions are usually established in legislation and the planning process is used to establish arrangements that draw on these responsibilities in a practical, flexible and scalable way to reduce the threat to life, property or the environment.
- 3.3.2. The roles and responsibilities relevant to municipal emergency management are summarised in Section 2 of this plan. This section records how these roles and responsibilities are generally used.
- 3.3.3. The following paragraphs describe the general arrangements for response. They should be referred to when:
  - a arrangements for the situation are inadequate/overwhelmed
  - b the arrangements can enhance/complement what is already in place.
- 3.3.4. The arrangements described in this section are designed to address situations that occur in this municipal area, although these same arrangements can be used to support response for emergencies affecting other municipal areas or the region as a whole.
- 3.3.5. Emergency powers exist so authorised action can be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard specific State legislation and then incorporated in hazard specific plans. Additional powers are provided in the *Emergency Management Act 2006* and can be applied when the relevant criteria are met.
- 3.3.6. Overall control of an emergency can be assumed by emergency management authorities e.g. the Regional Controllers.
- 3.3.7. Council has an integral role in emergency management. Council provides the focal point for leadership and service delivery to the community. It has resources which may be directly utilised, access to other resources within the community and vital information about the community that will be required in the process of responding to and recovering from an emergency.

### **Command, Control and Coordination**

#### **All Hazards Response Arrangements and Escalation**

- 3.3.8. Virtually all emergencies involve more than one response. As a result, a response management system is required to:
  - a ensure that each organisation achieves its goals
  - b ensure cooperation between organisations
  - c ensure that all aspects of the emergency are efficiently, effectively and appropriately addressed.
- 3.3.9. When an emergency occurs, initial response actions are usually carried out at the emergency site by those who have the primary responsibility for protecting the life, property or environment that is being threatened. In the first instance this is usually the asset owner/manager of the property/premises and/or the people at the emergency site.

- 3.3.11. Where people are not present or able to respond effectively, specified agencies have authority to take control of the situation. In this plan they are identified as the response Management Authority.
- 3.3.12. Response Management Authorities are supported by Support Agencies and councils can be requested to support response and make resources available. The usual way these requests are made is by direct contact with the Municipal Coordinator. At this point, consideration is given to the practicalities of opening the Municipal Emergency Coordination Centre to coordinate resources and requests (if it isn't already open). See Appendix 5.5 for more information about the centre.
- 3.3.13. The General Manager is responsible for providing adequate staff and resources to operate the municipal coordination centre and the Municipal Coordinator is responsible for arranging the centre to be opened and managing. More detailed operating procedures are maintained in the Municipal Committee Maintenance Schedule found in Appendix 5.4.
- 3.3.14. The SES Regional Manager usually assists and advises MC/MECC and is responsible for briefing the Regional Controller (and other stakeholders as required).
- 3.3.15. The SES Regional Manager is responsible for arranging regional support to councils, should this be required.
- 3.3.16. The Regional Controller can assume overall control of response/recovery operations (Section 18 of the Act). Emergency powers from the Emergency Management Act 2006 do not need to be authorised for this to occur.
- 3.3.17. Figure 3 summarises the general command, control and coordination arrangements/process for hazards affecting the municipal area.

### **Resource Sharing and Co-ordination**

- 3.3.18. During an emergency affecting one or several Council areas, resource support may be available from other Councils, or via the SES 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.
- 3.3.19. The Commonwealth maintains a stockpile of emergency response resources that can be accessed through the SES if required. The Municipal Coordinator should liaise with the SES Regional Manager if resource support is required.
- 3.3.20. During an emergency the normal administrative and financial arrangements operated by Council may be disrupted as a result of the emergency impacting on staff. The increased demands on staff to maintain normal services and contribute to Council's role of responding to the emergency will impose conflicting requirements. During past emergencies, Councils have sought and obtained additional administrative support from other Councils.

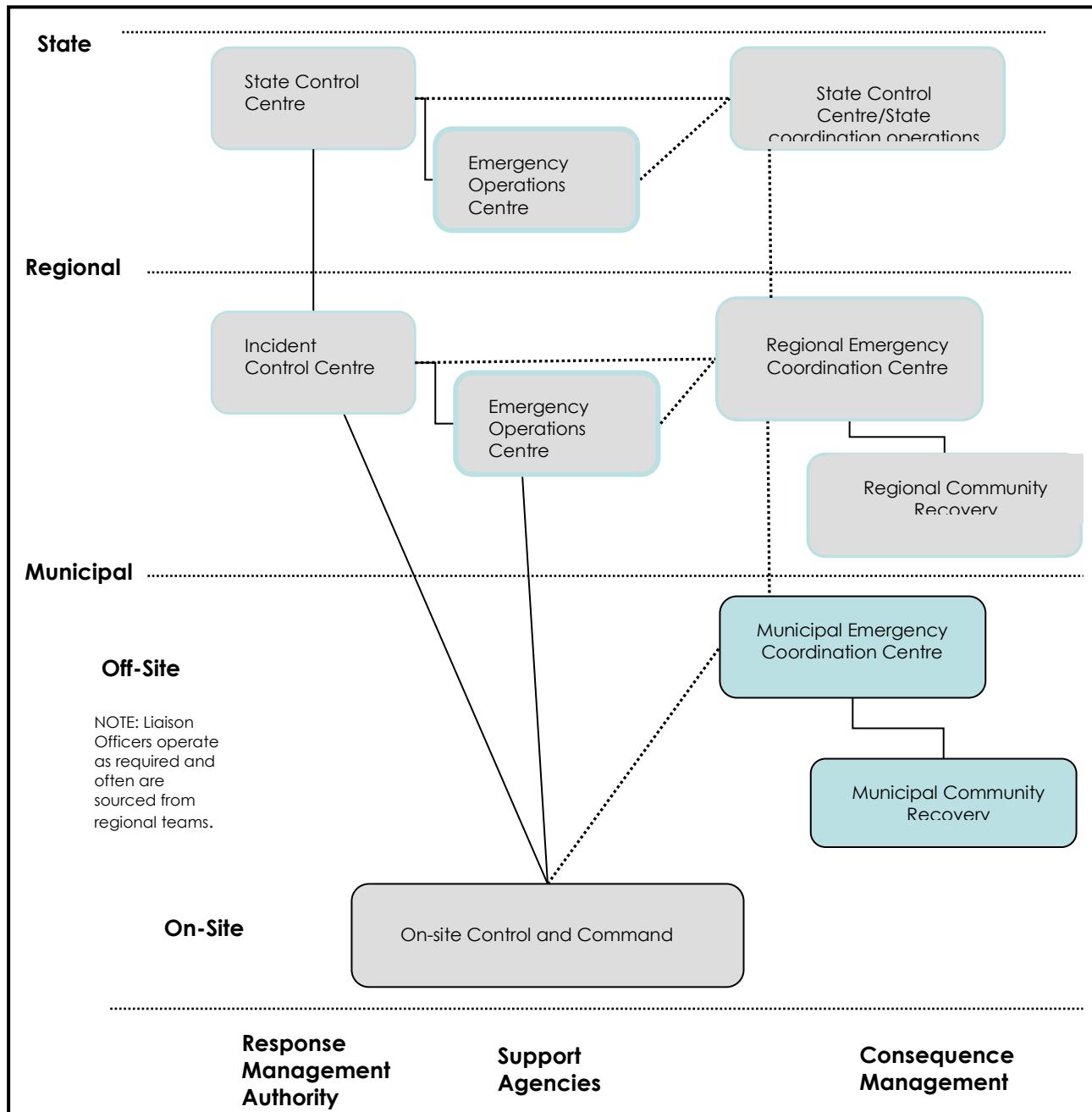
### **Consequence Management**

- 3.3.21. The Regional Controller's efforts are usually focused on consequence management (including public information strategies). This usually occurs in consultation with members of the Regional Committee and other relevant stakeholders 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.
- 3.3.22. Offers of assistance from organisations that are not usually part of response arrangements (e.g. from the community, industry, celebrities, other regions/jurisdictions and interstate agencies) are handled by the response Management Authority, although they can be referred to the SES Regional Manager.

## Emergency Powers

- 3.3.23. Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Section 2 of this plan (see paragraph 2.6-2.8). The SES Regional Manager will coordinate activities on behalf of the Regional Controller when emergency powers are authorised.
- 3.3.24. Table 7 provides a summary of a typical management process for response although it is important to note that as every emergency is different, variations can and will occur.

**Figure 3: Response Management Structure**



LEGEND:

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

**Table 7: All-Hazards Response - Typical Actions**

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

## **Warnings and Public Information**

### **Warnings**

- 3.3.25. Warnings are issued by the BoM for severe weather and other events e.g. floods, tsunami and the TFS for fires and hazardous materials incidents. 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 notes that the Regional Controller can request SEWS is used.
- 3.3.26. Response Management Authorities are responsible for interpreting warnings and communicating the potential impacts and consequences to the community.
- 3.3.27. Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:
  - a response Management Authority
  - b SES Regional Manager
  - c Regional Controller.
- 3.3.28. Relevant Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
- 3.3.29. 'Emergency Alert' is a national capability that can send warnings to landline and mobile telephones via voice and text message in a defined geographic area.  
'Emergency Alert' operates on a 'fee for service'. Cost recovery is coordinated at state level between TFS and the response Management Authority.
- 3.3.30. Warnings sent using the Emergency Alert system are coordinated by the response Management Authority and TFS. If council identifies a need to use the system, this is arranged with the SES Regional Manager.

**Table 8: Warnings Systems and Public Information**

Natural Hazards	Warning Type	Issuing Agency	Method
<b>Flood</b>			
<b>Flood watch</b>	<b>An Alert, Watch or Advice</b> 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
<b>Flood Warning</b>	<b>Warnings of 'Minor', 'Moderate' or 'Major' flooding</b> 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
<b>Minor flood warning</b>	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
<b>Moderate flood warning</b>	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
<b>Major flood warning</b>	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
<b>Severe Weather</b>			
<b>Severe weather warnings</b>	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
<b>Damaging winds</b>	Gusts expected in excess of 100 km/h (75 km/h when wind is from the east or south – ie an unusual direction), 'destructive' winds above 125 km/h	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Dangerous surf</b>	Issued when swell is expected to exceed 6 metres about the north and east coasts, and 7 metres about the southeast coast	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Abnormally high tides</b>	Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and maritime activities (generally when water level expected to reach 40cm above normal spring tide level)	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax

Natural Hazards	Warning Type	Issuing Agency	Method
<b>Heavy Rain with the potential to cause flash flooding</b>	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, emails, Fax
<b>Severe thunderstorm warnings</b>	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
<b>Bushwalkers weather alert</b>	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
<b>Ice and frost on roads</b>	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
<b>Heat Wave Warning</b>	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DHHS	Public: Media, website
<b>Fire</b>			
<b>Fire weather warning</b>	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
<b>Bushfire Advice</b> 	'Bushfire Advice' message – This will advise you that a fire has started but there is no immediate danger, and includes general information to keep you up to date with developments.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Watch and Act</b> 	'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.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
<b>Emergency Warnings</b> 	'Bushfire Emergency Warning' – This will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax

Natural Hazards	Warning Type	Issuing Agency	Method
<b>Low - Moderate Fire Danger Rating (FDR 0-11)</b>	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
			
<b>High Fire Danger Rating (FDR 12-24)</b>	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			
<b>Very High Fire Danger Rating (FDR 25-49)</b>	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			
<b>Severe Fire Danger Rating (FDR 50-74)</b>	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			
<b>Extreme Fire Danger Rating (FDR 75-99)</b>	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			
<b>Catastrophic Fire Danger Rating (FDR &gt;100)</b>	Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best prepared homes will not be safe today.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			

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

## Public Information

- 3.3.31. During an emergency, timely, accurate and informative information to the community is critical. In a period of community uncertainty, concerns can be reduced if advice is provided on what has happened, what needs to be done, and where people can go to gain assistance. Whilst the media will provide information on what has happened, their focus will not always provide the detail that satisfies the needs of an affected community.
- 3.3.32. Council has a critical role in providing community leadership and ongoing information updates to reduce uncertainty within the community. These roles need to be implemented as soon as possible after the emergency occurs to reduce the potential for inappropriate community action and in some cases undue concern.
- 3.3.33. Situation reports and information bulletins regarding facilities and emergency assistance should be provided to the community.
- 3.3.34. The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for council and the affected community. The Mayor will need to be supported in this role by an experienced Media Liaison Officer who can prepare community and media statements and have them endorsed by the Mayor. All Councillors and council workers need to be aware that only the Mayor (or delegate) will speak on behalf of council and the collective community. The Municipal Coordinator will provide emergency related information to the Mayor.
- 3.3.35. Media statements from the council should relate to the impact on the community and the actions being taken by council. Council should not comment on matters that are the province of the emergency services or post-emergency investigations. Statements made by persons with knowledge of only a segment of the total emergency operations can lead to confusion and misunderstanding by the public.
- 3.3.36. Table 9 (on the following page) summarises the arrangements for providing information to the public about the emergency. In recent times there have been some changes in Tasmania's capability and standards these are briefly explained below.

**Table 9: Summary of Public Information Requirements**

Row	Location	Scope of emergency information	Provided by:	Developed by:	Cleared by:	Distribution methods
	<b>On-Site</b>	The emergency and its known impact	Response Management Authority.  Support Agencies can advise about their own roles	Response Management Authority.	Response Management Authority.	Media Agency websites Emergency Alert
	<b>EOC/ECC</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator e.g. Municipal, Regional Controller	Media
	<b>Other centres e.g. assembly, evacuation</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media, council website TEIS
	<b>Municipal area</b>	Impact of the emergency on the local community	Mayor  Council switch board	Council media officer  Council media officer	Council media officer  Council media officer	Media, council website TEIS, CALD  Phone enquiries
	<b>Within the region</b>	Impact of the emergency on the region	Regional Controller  Response Management Authority  Regional Social Recovery Coordinator	SES Regional Manager or delegate  Media Officer  Regional Social Recovery Coordinator/ Media Officer	Regional Controller  Regional level officer for the response Management Authority  SES Regional Manager or delegate for Regional Controller	Media, council websites, TEIS  CALD, facebook
	<b>Rest of the State</b>	Impact of the emergency for the State including relief arrangements	State Controller  Response Management Authority  Premier/Minister	SES Director, TASPOL Media Unit, Govt. Media Office  Media Officer  Govt. Media Office	SES Director, TASPOL Media Unit, Govt. Media Office  State level officer for the response Management Authority  Govt. Media Office	Media, agency or SCC website, TEIS  CALD

## **Tasmanian Emergency Information Service (TEIS)**

- 3.3.37. 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.
- 3.3.38. The service is activated and deactivated by Service Tasmania on request from the State Controller following advice of Regional Controllers. It can also be activated by the Secretary of the Department of Premier and Cabinet at the request of a SEMAG member (usually for the response Management Authority or a major Support Agency for recovery functions). The decision to activate the service includes acceptance of a number of responsibilities including:
  - a appointing a Liaison Officer to be located at the TEIS for the duration of the activation
  - b appointment of a supporting Information Manager.
- 3.3.39. The service operates on a 'fee for service' basis and further details are available in the TEIS Operational Handbook.
- 3.3.40. If council/Municipal Coordinator requires the TEIS, a request is made to the SES Regional Manager who will consult with the Regional Controller.
- 3.3.41. If use of TEIS is approved, preparation of scripts is developed at this time, using a consultative approach.

## **Working with the Media**

- 3.3.42. The local and regional media outlets assist to provide information to the public about emergencies. Agency's involved in managing the emergency aim to provide comments through nominated media officers and limit their comments to their own role in response/recovery activities. Queries outside this scope are referred to the response Management Authority or the Regional Controller/SES Regional Manager.

## **Other Elements**

### **Evacuation Management**

- 3.3.43. Evacuation involves the movement of people to a safer location and their return. For evacuation to be effective it must be appropriately planned and implemented. Tasmania Police and Tasmania Fire Service have legislative power to order evacuation, although voluntary evacuation is the preferred strategy in emergencies. It is recognized that evacuation is a multi-agency responsibility that requires the participation and cooperation of several agencies/organisations. It is essential that coordination and communication is maintained across all stages of evacuation. The Bushfire Evacuation Arrangements for Tasmania Fire Service and Tasmania Police 2013 provide interim guidance for conducting evacuations during a bushfire emergency for Tasmania Police (TASPOL), Tasmania Fire Service (TFS) and other stakeholders.
- 3.3.44. If the response Management Authority identifies a need for evacuation, the Municipal Coordinator can be contacted for assistance.
- 3.3.45. 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).
- 3.3.46. Councils maintain a register of facilities that could be used to provide services for displaced persons.
- 3.3.47. TFS also maintains a register of Evacuation Centre's and Nearby Safer Places for bushfires and will provide advice through the media and TFS website, if recommending that the community uses these.
- 3.3.48. Figure 4 illustrates the evacuation process as dictated by the State Evacuation Framework. A formal evacuation process does not prevent people in the community from making an independent decision to relocate in the appropriate circumstances.

## **Coordination**

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

## **Decision**

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

## **Warning**

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

## **Withdrawal**

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

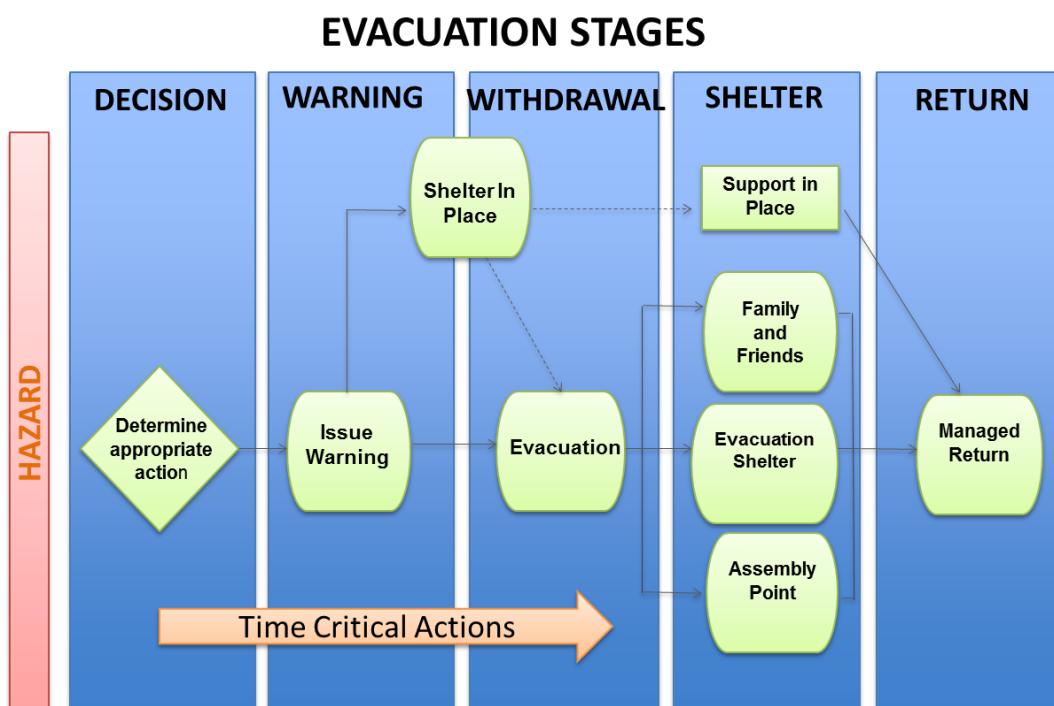
## **Shelter**

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

## **Return**

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

**Fig. 4. The Evacuation Process**



## **Impact and Damage Assessments**

- 3.3.55. The response Management Authority is responsible for coordinating impact assessments to be gathered and reported to other responding agencies and the relevant recovery officers (municipal/regional). Council may be asked to assist with this work.
- 3.3.56. Impact and damage assessment factors include, but are not limited to:
- a Number of injuries/deaths
  - b housing/accommodation needs
  - c energy supplies
  - d potable water
  - e transport networks and alternative route planning
  - f telecommunications
  - g public/environmental health standards.
- 3.3.57. Where transport corridors also provide access for other networks (e.g. power, water, telecommunications) the asset managers/owners are involved as required in decision-making.
- 3.3.58. GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

## **Registrations**

- 3.3.59. 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).
- 3.3.60. Registration may be commenced by the response Management Authority and is coordinated by them. This can be supplemented or supported by regional arrangements for ongoing coordination of registrations e.g. the regional recovery arrangements. Councils may be requested to assist. Australian Red Cross may also coordinate use of the Register, Find, Reunite system on request through TAS POL.
- 3.3.61. Registrations are shared regularly through the response phase including with the SES Regional Manager and Regional Social Recovery Coordinator.

## **Debriefs**

- 3.3.62. Immediately following an emergency, specific issues will invariably require investigation and discussion will begin to focus on the need for change, and to learn from the experience. All such matters are best considered, in the first instance, in a forum referred to as an Operational Debrief. The main objectives of an Operational Debrief are to:
- a acknowledge the input of all contributing organisations and individuals
  - b acquire constructive feedback from all involved on lessons identified
  - c identify where gaps exist in training and planning systems
  - d determine and program the best course of actions 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.

- 3.3.63. Key lessons identified are shared with stakeholders including the Municipal Committee, SES Regional Manager and/or the Regional Social Recovery Coordinator.
- 3.3.64. The Municipal Committee is responsible for reviewing emergencies that are significant to the area. Where appropriate and agreed this review is conducted by the Regional Committee so lessons can be shared easily with emergency management partners.

## **Administration - Records and Finance**

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

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

**Category B:** Expenditure for the restoration of essential public assets and other acts of relief or restoration including extra ordinary costs of response operations during the emergency.  
Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured where agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities.

- 3.3.68. Where 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. Where appropriate, a written application will be developed and submitted to SES ADEM or DPAC Manager, OSEM.
- 3.3.69. If the Premier announces relief, councils collate records accordingly and pursue reimbursement. DPAC-OSEM will provide advice on request from councils.

## **Recovery**

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- 3.4. This section describes what is done in similar time frames to response to support recovery in the short-term and the longer term across the four recovery elements.

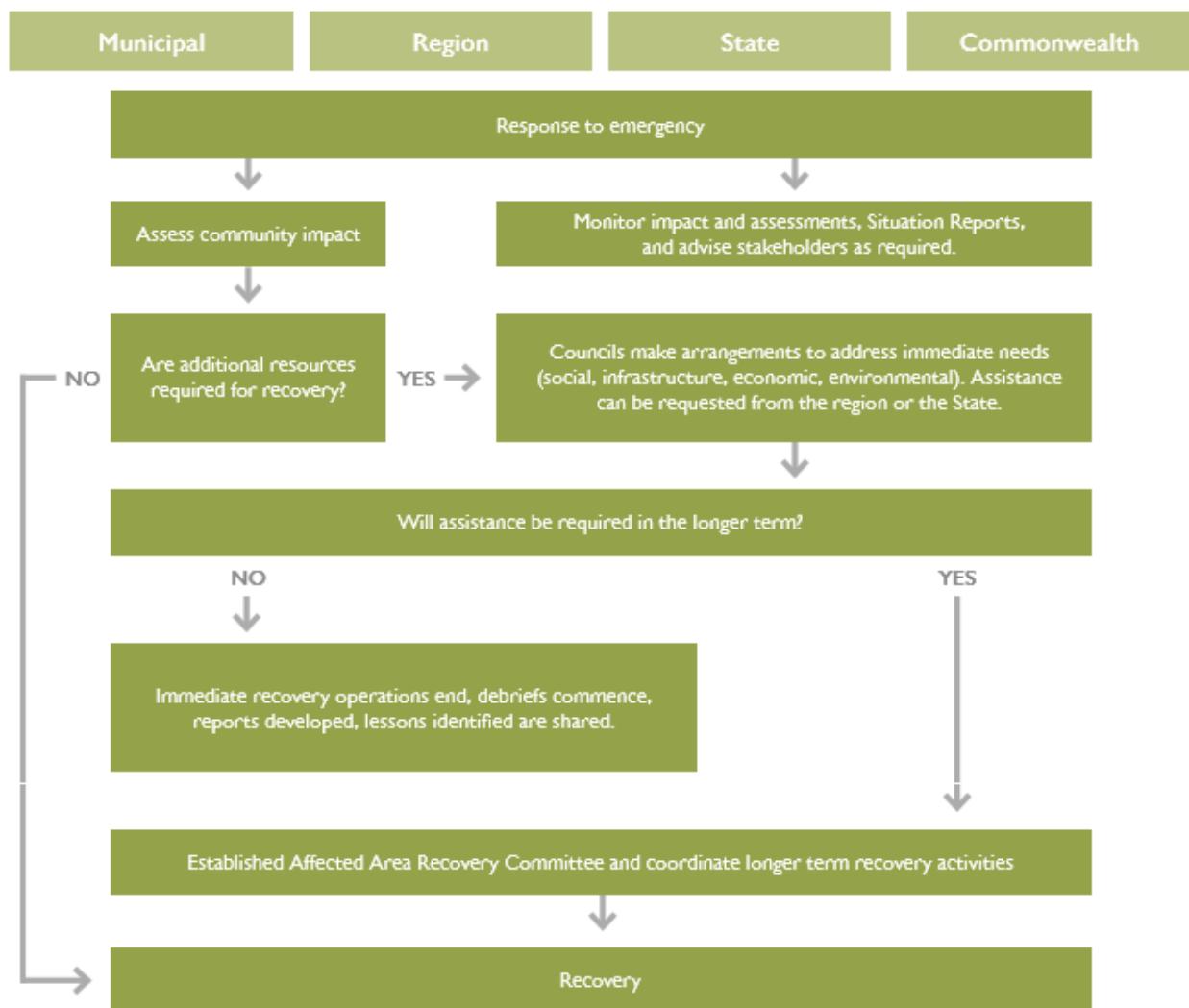
### **Overview**

- 3.4.1. Responsibilities for recovery rest primarily with council. These responsibilities can be met in partnership and with the assistance/support of State Government agencies and Non Government Organisations, coordinated using regional arrangements.
- 3.4.2. The Regional Social Recovery arrangements are embedded within the Southern Regional Emergency Management Plan and provide guidance when recovery needs escalate beyond municipal capabilities.
- 3.4.3. It is critical that recovery activities are planned and coordinated across all elements including:
- a social
  - b economic
  - c infrastructure
  - d environment.
- 3.4.4. The typical considerations in recovery include, but are not limited to:
- a assessing recovery needs across the four elements and prioritising the actions required
  - b developing, implementing and monitoring the provision of recovery activities that are aligned as much as possible with municipal long term planning and goals
  - c enabling communication with the community and community participation in decision making
  - d where possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

### **Current Arrangements**

- 3.4.5. Figure 5 on the following page shows typical recovery arrangements for all hazards, showing the close relationship between response operation and recovery and spanning short – longer-term activities. These arrangements are applied as required in each situation and are described in more detail in the following paragraphs.
- 3.4.6. In accordance with the TEMP Councils undertake the primary role in providing recovery services in the immediate aftermath of an emergency and can be supported by a number of State Government agencies and Non-Government Organisations, depending on their capacity and the presence of support services in the area. Council assistance is usually provided in any of three main ways by:
- a. Providing required assistance
  - b. Coordinating and prioritising provision of assistance required from external parties, and
  - c. Requesting that the relevant Regional Recovery Coordinator coordinates provision of the required services/support.

**Figure 5. Summary of Recovery Processes for Tasmanian Emergency Management**



## Vulnerable Persons

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

- a Providing evacuation centres which are accessible to a broad cross section of the community;
- b Maintain a broad knowledge of relevant service providers within the local government area;

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

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

- 3.4.8. In the immediate aftermath of an emergency, recovery support services are delivered or coordinated by council. Following consultation with the response Management Authority and other emergency management partners regarding the likely impact, recovery needs and capacity, local arrangements can be activated by the Municipal Coordinator or the SES Regional Manager.
- 3.4.9. Regional recovery coordination is activated by the SES Regional Manager at the request of council. This may follow specific advice from the response Management Authority and/or the Regional Controller.
- 3.4.10. Council is responsible for operating a facility/ies that provides access to recovery services for the community (often called a 'One Stop Shop'). The places currently identified as suitable for recovery centres/recovery functions are summarised in Appendix 5.9 or the Glamorgan Spring Bay Recovery Plan.
- 3.4.11. These facilities are activated on the request or advice of:
  - a Municipal Coordinator
  - b Municipal Recovery Coordinator
  - c SES Regional Manager
  - d Regional Controller.
- 3.4.12. 'Self help' information can be made widely available using the TEIS. The arrangements described in paragraph 3.3.38 (Section 3 Response) apply. In the context of municipal recovery, council would develop information for clearance through the channels appropriate for the event including the Regional Social Recovery Coordinator or specific members of the Regional Social Recovery Committee e.g. Centrelink member to confirm advice for people who may have lost employment due to an event.
- 3.4.13. Council is responsible for continuing impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long term recovery process.

### **Longer Term**

- 3.4.14. Recovery services are delivered, wherever possible, from recovery centres and councils may establish a community-based recovery group to manage recovery efforts. The Municipal Recovery Coordinator manages this group and arranges for updates to stakeholders and record keeping as required.
- 3.4.15. Affected Area Recovery Committees operate under the protection of the Emergency Management Act 2006 when the Regional/State Controller accepts the Terms of Reference developed by the committee. A model Terms of Reference for Affected Area Recovery Committees' is available at [www.ses.tas.gov.au](http://www.ses.tas.gov.au).

- 3.4.16. 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 representative, of the affected council.
- 3.4.17. The Affected Area Recovery Committee usually develops a plan that:
- a takes account of councils long-term planning and goals
  - b includes an assessment of the recovery needs and determines which recovery functions are still required
  - c develops a timetable for completing the major functions
  - d considers the needs of youth, aged, disabled and non-English speaking people
  - e allows full community participation and access
  - f allows for the monitoring of the progress of recovery
  - g effectively uses the support of State and Commonwealth agencies
  - h provides for the public access to information on the proposed programs and subsequent decisions and actions
  - i allows consultation with all relevant community groups.
- 3.4.18. The Affected Area Recovery committee is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:
- a forums/information sessions for the community
  - b debriefs for recovery workers
  - c progress reports for council, the community, the SEMC, and any other agency/organisation as agreed. As appropriate this includes progressive summaries/analysis of records (financial and information) and review of recovery efforts.
- 3.4.19. The Department of Premier and Cabinet can coordinate State Government agency recovery efforts to assist Affected Area Recovery Committees.

## Elements

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

**Table 10: Managing and Coordination Recovery**

Element and Examples	Council	Affected Area Recovery Committee
<b>Social</b>	<ul style="list-style-type: none"> <li>• Municipal Recovery Coordinator (with recovery partners e.g. NGOs and DHHS)</li> </ul>	<ul style="list-style-type: none"> <li>• DPAC</li> </ul>
<b>Economic</b>	<ul style="list-style-type: none"> <li>• Long-term legal, insurance and financial problems</li> <li>• Disbursement of funds from appeals</li> <li>• Property restoration (urban/rural)</li> <li>• Stock assessment / destruction /</li> <li>• Emergency feed for animals</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development Coordinator</li> </ul>
<b>Infrastructure</b>	<ul style="list-style-type: none"> <li>• Priorities for the restoration of services and assets</li> <li>• Environmental/Public health</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering/Works Manager</li> <li>• Environmental Health Coordinator/Officer</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Impact assessments (environment focus)</li> <li>• Environmental rehabilitation</li> <li>• Disposal of animal carcasses, plant material or other infected matter stock</li> </ul>	<ul style="list-style-type: none"> <li>• DSG</li> <li>• DHHS-PHS</li> <li>• Asset owners/managers e.g. Telstra, NBN Co, TasPorts, TasWater, Hydro, TasNetworks</li> <li>• DPIPWE</li> </ul>

# **Plan Administration**

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## **Plan Contact**

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

- a Email: [tony@freycinet.tas.gov.au](mailto:tony@freycinet.tas.gov.au)
- b Mail: PO Box 6 TRIABUNNA 7190 TASMANIA
- c Office phone number: Optional (03) 6256 4777

## **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 2 years after approval by the State Emergency Management Controller.
- 4.3. This issue entirely supersedes the previous issue of this plan. Superseded issues should be destroyed, or clearly marked as superseded and removed from general circulation.

**Table 11: Issue History**

<b>Issue No.</b>	<b>Year Approved</b>	<b>Comments/Summary of Main Changes</b>
1	1994	Original
2	1997	Review
3	2003	Review
4	2004	Review
5	2006	Rewrite
6	2011	Rewrite to comply with State format.
7	2013	Review
8	2015	Review
9	2018	Review

## Distribution List

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

**Table 12: Distribution List**

Organisation	Position
Council	Municipal Emergency Management Committee
	Mayor/Councilors
	General Manager
	Relevant community groups and organisations
SES	Unit Manager, SES Unit
	Regional Manager, Southern Region (for Regional Controller)
	Senior Planning and Education officer (for Director SES, State Controller, FireComm, Tasmania Police intranet and libraries)
Tasmania Police	Officer in Charge (OIC), Swansea Station
Tasmania Fire Service	District Officer (DO), South-East District
Ambulance Tasmania	Superintendent, Southern Region or other position
St John Ambulance	Chief Executive Officer
Neighbouring Councils	Break O'Day and Sorell Councils.
Other Organisations	TasWater

## Consultation for this Issue

- 4.5. The review of this issue of this plan was coordinated by the Municipal Coordinator for the Municipal Committee. This issue was updated and the main round of consultation occurred over 2017.
- 4.6. Over this period the committee invited comment from:
- SES Regional Manager, South
  - Senior Planning and Education Officer
  - Regional Social Recovery Coordinator

## Communications Plan Summary

- 4.7. Once the plan is approved its update will be communicated as follows:
- paper copies sent to all positions listed on the Distribution List
  - endorsement by council
  - noting by the Regional Committee
  - the plan will be posted to the council website/available in Council Chambers foyer after approval by the State Controller.

## Validation of this Plan

- 4.8. Arrangements in this plan will be validated within the 2 year review cycle by:
- participating, where able, in other municipal/regional exercises
  - conducting/participating in relevant debriefs

## **Appendices**

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

## 5.1 Associated Documents

This plan summarises the emergency management arrangements for the Glamorgan Spring Bay Municipal Area. Other documentation relating to the plan is listed in this appendix and these inform the external review of this plan.

**Table 13: Legislation**

LEGISLATION	RELATED HAZARD/FUNCTION	ADMINISTRATION
<i>Emergency Management Act 2006</i>	All-hazard 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

**Table 14: Plans and Arrangements**

Row	Title	Custodian	Notes
1	Council maps for council roads and alternative transport plans	Council	Municipal Co-ordinator
2	Fire Management Plans for GSBC	Sustainable Timbers Tasmania	Draft Form
3	Municipal Recovery Plan	Council	Draft form
4	Operational Handbook TEIS	DPAC	Available from SES Regional Manager
5	Protocol for Use of Emergency Alert	TFS	Available from SES Regional Manager
6	CBR Response	TFS	
7	Tasmanian Multiple Fatality Response Plan	Coroner	
8	Counter Terrorism Arrangements	DPFFEM	Counter Terrorism Unit
9	Southern Regional Emergency Management Plan	SES	Available from SES Regional Manager and SES website
10	State Road and Bridge Emergency Management Plan	DSG	Available from SES website and DSG website <a href="http://www.transport.tas.gov.au/roads">www.transport.tas.gov.au/roads</a>
11	Tasmanian Emergency Management Plan	SES	<a href="http://www.ses.tas.gov.au/Publications">www.ses.tas.gov.au/Publications</a>
12	TasPorts Emergency Management Plan	TasPorts	Available from SES website
13	Hazardous Materials Emergencies	DPIPWE	
14	Tasmania Mass Casualty Arrangements	DHHS	
15	Ambulance Tasmania Incident Response Plan	DHHS	Ambulance Tasmania
16	TAPHIP Pandemic Action Plan	DPAC	

17	Tasmanian Health Action Plan for Pandemic Influenza (THAPPI)	DHHS
18	Tasmania Public Health Emergencies Management Plan	DHHS
19	Tasmanian Flood SSEMP	SES
20	State Special Plan Recovery	DPAC

## **5.2 Risk Assessment Report**

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The data which was produced for Tasman as part of the 2003 TERMP is detailed in the following risk register. This includes a description of risks identified and the treatment strategies which are required for implementation. The sources of risk were reviewed and additional risks added and assessed when this plan was prepared.

A revised Risk Assessment was undertaken in 2017 as part of the Tasmanian Municipal Emergency Risk Assessment Project, however the outputs require further consolidation and finalization before the Municipal Risk Register can be updated. This work is expected to be completed in 2018 and incorporated in the next issue of the MEMP.

### **Recommended Treatment Strategies for Implementation**

Specifically, each register includes:

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

Note that the timeframe 'ongoing' is used where there is a need to monitor the adequacy of existing management arrangements to mitigate the risk.

The time frame for undertaking treatment options is also defined in the following time frames.

<b>Immediate</b>	action must be completed as soon as practicable within the current budget cycle
<b>Short term</b>	action must be completed as soon as practicable within the next budget cycle
<b>Long term</b>	action must be completed within 5 years
<b>Ongoing</b>	manage with existing procedures

Register of Treatment Strategies for Natural and Technological Risks				
I.D.	Risk statement	preferred treatment/s	responsibility for treatment	implementation timeframe
<b>GS 01</b>	<b>Flood</b>			
<b>GS 01.01</b>	There is a risk that flooding of the Swan River will cause damage to roads and bridges	Bridge design options  Clear waterways  Road designs	GSBC, DSG  Property owners, DPIPWE  GSBC, DSG	Long term  Ongoing  Long-term
<b>GS 01.02</b>	There is a risk that flooding of the Apsley River will cause property damage in the floodplain	Planning schemes  Identify flood plain	GSBC  GSBC, DPIPWE, Property owners	Immediate  Short-term
<b>GS 01.03</b>	There is a risk that flooding will damage roads and bridges	Road upgrades  Bridge upgrades  Regular inspections	GSBC  GSBC  GSBC	Short-term  Short-term  Short-term

<b>GS 02</b>	<b>Wildfire</b>	<b>preferred treatment/s</b>	<b>responsibility for treatment</b>	<b>implementation timeframe</b>
<b>GS 02.01</b>	There is a risk that wildfire will result in rural property damage, including fences, crops, trees, residences and machinery	Fire Management Strategy  Education/awareness programs  Hazard reduction, enforcement of abatement notices  Planning scheme amendments and enforcement	GSBC, TFS, PWS  TFS, GSBC, Dept of Education  TFS, GSBC  GSBC	Short-term  Ongoing  Ongoing  Short-term
<b>GS 02.02</b>	There is a risk that wildfire will result in residential property damage	Fire Management Strategy  Education/awareness programs  Hazard reduction, enforcement of abatement notices  Planning scheme amendments and enforcement	GSBC, TFS, PWS  TFS, GSBC, Dept of Education  TFS, GSBC  GSBC	Short-term  Ongoing  Ongoing  Short-term
<b>GS 02.03</b>	There is a risk that wildfire will result in loss of timber bridges	Bridge design options  Road designs	GSBC, DSG  GSBC, DSG	Long-term  Long-term

<b>GS 02</b>	<b>Wildfire</b>	<b>preferred treatment/s</b>	<b>responsibility for treatment</b>	<b>implementation timeframe</b>
<b>GS 02.04</b>	There is a risk that wildfire will result in property loss at Dolphin Sands	Fire Management Strategy  Education/awareness programs  Hazard reduction, enforcement of abatement notices  Planning scheme amendments and enforcement	GSBC, TFS, PWS  TFS, GSBC, Dept of Education  TFS, GSBC  GSBC	Short-term  Ongoing  Ongoing  Short-term
<b>GS 02.05</b>	There is a risk that wildfire will result in property loss at Coles Bay	Fire Management Strategy  Education/awareness programs  Hazard reduction, enforcement of abatement notices  Planning scheme amendments and enforcement	GSBC, TFS, PWS  TFS, GSBC, Dept of Education  TFS, GSBC  GSBC	Short-term  Ongoing  Ongoing  Short-term

<b>GS 02</b>	<b>Wildfire</b>	<b>preferred treatment/s</b>	<b>responsibility for treatment</b>	<b>implementation timeframe</b>
<b>GS 02.06</b>	There is a risk that wildfire will result in loss of life in our municipal area	Fire Management Strategy  Education/awareness programs  Hazard reduction, enforcement of abatement notices  Planning scheme amendments and enforcement	GSBC, TFS, PWS  TFS, GSBC, Dept of Education  TFS, GSBC  GSBC	Short-term  Ongoing  Ongoing  Short-term
<b>GS 02.07</b>	There is a risk that wildfire will result in depletion of water supplies	Additional local water storage's and supply including reticulation	Property owners / GSBC / DPIPWE	Long-term

<b>GS 08</b>	<b>Exotic Animal Disease</b>	<b>preferred treatment/s</b>	<b>responsibility for treatment</b>	<b>implementation timeframe</b>
<b>GS 08.01</b>	There is a risk that livestock will be destroyed as a result of an Exotic Animal Disease.	Support State and National strategies  Develop decontamination, disposal and quarantine facilities	GSBC,DPIPWE  GSBC,DPIPWE, Industry	Ongoing  Short-term
<b>GS 08.02</b>	There is a risk to agricultural income as a result of Exotic Animal Disease.	Support State and National strategies  Develop washing facilities	GSBC,DPIPWE  GSBC,DPIPWE, Industry	Ongoing  Short-term
<b>GS 08.03</b>	There is a risk that exotic animal disease may spread resulting in human to human infection.	Ensure pandemic planning strategies are in place.	DHHS	Short term
<b>GS 12</b>	<b>Coastal Erosion</b>	<b>preferred treatment/s</b>	<b>responsibility for treatment</b>	<b>implementation timeframe</b>
<b>GS 12.01</b>	There is a risk of coastal erosion causing property and road damage at Dolphin Sands	Review of planning scheme and enforcement of guidelines in accordance with State Coastal Policy	Whole of Government / GSBC / DSG / DPIPWE / Property owners	Short term
<b>GS 12.02</b>	There is a risk of coastal erosion causing property damage at Orford	Review of planning scheme and enforcement of guidelines in accordance with State Coastal Policy	Whole of Government/ GSBC / DSG / DPIPWE / Property owners	Short-term
<b>GS 12.03</b>	There is a risk of coastal erosion causing property damage at Triabunna	Review of planning scheme and enforcement of guidelines in accordance with State Coastal Policy	Whole of Government / GSBC / DSG / DPIPWE / Property owners	Short-term
<b>GS 12.04</b>	There is a risk of coastal erosion causing property damage at Swansea	Review of planning scheme and enforcement of guidelines in accordance with State Coastal Policy	Whole of Government / GSBC / DSG / DPIPWE / Property owners	Short-term

<b>GS 21</b>	<b>Infrastructure Failure</b>	<b>preferred treatment/s</b>	<b>responsibility for treatment</b>	<b>implementation timeframe</b>
<b>GS 21.01</b>	There is a risk of loss of water supplies due to pipeline failure	Upgrading telemetry monitoring  Review community warning systems	TasWater  TasWater	Short-term  Short-term
<b>GS 21.02</b>	There is a risk of loss of water supplies due to failure of the Prosser River Dam	Replace storage facility	TasWater / DPIPWE	Short-term
<b>GS 21.03</b>	There is a risk of community isolation as a result of bridge failures	Improved bridge inspection programs  Upgrade and maintenance program	GSBC / DSG  GSBC / DSG	Short-term  Long-Term
<b>GS 21.04</b>	There is a risk of loss of water supplies due to a transport accident causing contamination of the Prosser River water storage	Improved road barriers  Signage	DSG/ TasWater  DSG	Short-term  Short-term
<b>GS 21.05</b>	There is a risk that loss of power supplies will result in sewerage pump failures and cause environmental damage	Telemetry control/monitoring  Regular pump inspections and maintenance	TasWater  TasWater	Short-term  Short-term
<b>GS 21.06</b>	There is a risk that loss of power supplies will result in sewerage pump failures and cause public health problems	Telemetry control/monitoring  Regular pump inspections and maintenance	TasWater  TasWater	Short-term  Short-term
<b>GS 21.07</b>	There is a risk of loss of water supplies to Swansea as a result failure or contamination of storage weir	Replace storage facility	TasWater / DPIPWE	Short-term
<b>GS 21.08</b>	There is a risk that loss of power supplies will result in water treatment failures and increase public health problems	Improved telemetry monitoring  Review community warning systems	TasWater  TasWater	Short-term  Short-term

<b>GS 22</b>	<b>Structural Fire</b>	<b>preferred treatment/s</b>	<b>responsibility for treatment</b>	<b>implementation timeframe</b>
<b>GS 22.01</b>	There is a risk of structural fire at major accommodation facilities resulting in loss of life	Ensure compliance with fire regulations through council building inspection process  Provide alternative back up water supplies	GSBC  TasWater	Short-term  Long-term
<b>GS 26</b>	<b>Transport Accident</b>	<b>preferred treatment/s</b>	<b>responsibility for treatment</b>	<b>implementation timeframe</b>
<b>GS 26.01</b>	There is a risk that road transport accidents on the Tasman Highway will result in loss of life and traffic disruption	Identify major risk areas and install appropriate signage  Identify major risks for road/bridge redesign  Implement Tasman Highway Study recommendations	DSG/GSBC  DSG/GSBC  DSG/GSBC	Short-term  Short/long-term  Short/long-term
<b>GS 26.02</b>	There is a risk of road transport accidents on the Lake Leake Road causing loss of life	Identify major risk areas and install appropriate signage  Identify major risks for road/bridge redesign	DSG/GSBC  DSG/GSBC	Short-term  Short/long term

<b>GS 26</b>	<b>Transport Accident</b>	<b>preferred treatment/s</b>	<b>responsibility for treatment</b>	<b>implementation timeframe</b>
<b>GS 26.03</b>	There is a risk of road transport accidents on the Coles Bay Road causing loss of life.	Identify major risk areas and install appropriate signage	DSG/GSBC	Short-term
		Identify major risks for road/bridge redesign	DSG/GSBC	Short/long-term
<b>GS 26.04</b>	There is a risk of road transport accidents causing loss of water supplies from the Prosser River	Improved road barriers	DSG	Short-term
		Signage	DSG	Short-term
<b>GS 26.05</b>	There is a risk of road transport accidents causing damage to the Prosser River bridge resulting in major traffic disruptions	Alternative road access	DSG	Long-term
		Improved bridge protection for heavy vehicles	DSG	Short-term
<b>GS 26.06</b>	There is a risk of oil spill within the Glamorgan Spring Bay coastal area	Identify major risk areas and implement emergency response plans.	Hobart Ports Authority/GSBC	Short term

## **5.3 Municipal Committee Terms of Reference**

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Emergency Management

GLAMORGAN SPRING BAY EMERGENCY MANAGEMENT COMMITTEE



### **Terms of Reference**

<b>Committee:</b>	GLAMORGAN SPRING BAY Emergency Management Committee
<b>Date and Status of these Terms:</b>	Issue 9 2017
<b>Enquiries</b>	Executive Officer Tony Pollard Municipal Emergency Management Coordinator Glamorgan Spring Bay Council
<b>Review Notes</b>	These Terms of Reference are due for review in within 2 YEARS of approval.
<b>General Standards &amp; Practices</b>	The Tasmanian Emergency Management Plan describes the framework for this committee and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from <a href="http://www.ses.tas.gov.au">www.ses.tas.gov.au</a> ). The following points are specific to this group:
<b>1. Authority &amp; Background:</b>	Section 20 of the <i>Emergency Management Act 2006</i> establishes the Glamorgan Spring Bay Council within the Tasmanian emergency management framework for Southern region.  This committee was first formed in 1994.
<b>2. Purpose</b>	Section 22 of the <i>Emergency Management Act 2006</i> outlines this committee's purpose and functions generally as:  “... to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ...”
<b>2.1 Functions</b>	<ul style="list-style-type: none"><li>2.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.</li><li>2.1.2 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement</li><li>2.1.3 Oversight the management of emergencies where council/resources are required to support response and recovery</li><li>2.1.4 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.</li></ul>

<b>3. Reports to</b>	Southern Region Emergency Management Committee																		
<b>4. Membership</b>	<p>Section 21 of the <i>Emergency Management Act 2006</i> establishes the arrangements for this committee's membership. These are supplemented by the following practices:</p> <ul style="list-style-type: none"> <li>• membership is reviewed every time the Terms of Reference is reviewed and members are confirmed in writing by the responsible officer/manager</li> <li>• proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.</li> </ul> <p>Invited guests support municipal emergency management as requested by the Chairperson, within their limits of safety and training. At this stage security clearances are not required.</p>																		
<b>4.1 Chairperson</b>	Glamorgan Spring Bay Council Mayor																		
<b>4.2 Executive Officer</b>	Municipal Emergency Management Coordinator, Glamorgan Spring Bay Council, Manager Works																		
<b>4.3 Members</b>	<table border="0"> <tr> <td>GSBC – Mayor</td> <td>SES Unit Manager</td> </tr> <tr> <td>Municipal Coordinator</td> <td>SES Southern Regional Manager</td> </tr> <tr> <td>Deputy Municipal Coordinator</td> <td>Tasmania Police Inspector</td> </tr> <tr> <td>General Manager</td> <td>Ambulance Tasmania</td> </tr> <tr> <td>Municipal Recovery Officer</td> <td>Tasmania Fire Service District Officer</td> </tr> <tr> <td>May Shaw Centre CEO</td> <td>Tasmania Volunteer Coast Guard Sergeant</td> </tr> <tr> <td>Spring Bay Community Centre Nurse Unit Manager</td> <td>Australian Volunteer Coast Guard Flotilla Commander (Swansea)</td> </tr> <tr> <td>Sustainable Timber Tasmania Forest Officer (Triabunna)</td> <td>Parks &amp; Wildlife Manager North East District</td> </tr> <tr> <td>Regional Social Recovery Coordinator</td> <td></td> </tr> </table>	GSBC – Mayor	SES Unit Manager	Municipal Coordinator	SES Southern Regional Manager	Deputy Municipal Coordinator	Tasmania Police Inspector	General Manager	Ambulance Tasmania	Municipal Recovery Officer	Tasmania Fire Service District Officer	May Shaw Centre CEO	Tasmania Volunteer Coast Guard Sergeant	Spring Bay Community Centre Nurse Unit Manager	Australian Volunteer Coast Guard Flotilla Commander (Swansea)	Sustainable Timber Tasmania Forest Officer (Triabunna)	Parks & Wildlife Manager North East District	Regional Social Recovery Coordinator	
GSBC – Mayor	SES Unit Manager																		
Municipal Coordinator	SES Southern Regional Manager																		
Deputy Municipal Coordinator	Tasmania Police Inspector																		
General Manager	Ambulance Tasmania																		
Municipal Recovery Officer	Tasmania Fire Service District Officer																		
May Shaw Centre CEO	Tasmania Volunteer Coast Guard Sergeant																		
Spring Bay Community Centre Nurse Unit Manager	Australian Volunteer Coast Guard Flotilla Commander (Swansea)																		
Sustainable Timber Tasmania Forest Officer (Triabunna)	Parks & Wildlife Manager North East District																		
Regional Social Recovery Coordinator																			
<b>4.4 Nominated Proxies</b>	Chairperson – General Manager, Executive Officer – Manager Community Development and Administration																		
<b>4.5 Stakeholders /Observers/ Guests</b>	As per 4.3 above																		

## **5.4 Municipal Committee Maintenance Schedule**

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The following schedule provides prompts for action to ensure that council's emergency management capability remains current.

Action	Responsibility	Frequency	Scheduled for Conduct
Conduct meeting of the GSBEMC	Municipal Coordinator	Annual	March/Sept
Conduct meeting of the Glamorgan Spring Bay Recovery Committee (GSBRC)	Municipal Recovery Coordinator	Annual	March/Sept
Coordinate emergency management training for selected worker member/s on rotating basis and maintain training records	GSBEMC	Annual	Ongoing throughout year as courses become available
Plan, conduct and review an emergency management related exercise	GSBEMC	Every two years	Oct
Review emergency management plan and all appendices (including risk assessments and treatment strategies). Lodge Plan with SRDPC	GSBEMC	Every two year	March
Review and update contact lists	Municipal Coordinator	Annual	March / Sept
Attend SREMC Meetings	Municipal Coordinator	Quarterly	As advised
Attend GSBRC Meetings	Municipal Recovery Coordinator	Quarterly	As advised
Review risk treatment options in conjunction with Strategic Plan and budget	Municipal Coordinator	Strategic Plan Budget	March

## **5.5 Glamorgan Spring Bay Emergency Coordination Centre Plan**

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### **Introduction**

This information supports the operation of the Glamorgan Spring Bay Emergency Coordination Centre (GSB ECC). Accordingly, the preparation, review and implementation of this Plan are subject to the same authority and provisions made within the Municipal Emergency Management Plan.

### **Functions of the Emergency Coordination Centre**

The Emergency Coordination Centre is not the control centre for any emergency response, as this is undertaken by the statutory emergency services. The Emergency Coordination Centre is the focal point for coordinating support from Council and from community resources.

### **Location of the Emergency Coordination Centre**

The Emergency Coordination Centre will be located at the Council Offices in Melbourne Street, Triabunna. The Council Chambers has a broad range of resources that can be re-configured to enable the following functions of the Emergency Coordination Centre to be performed:

- a A facility for coordinating Council's emergency response and manage recovery
- b Coordinate any requests from response Management Authorities for additional resources
- c Provide information to the Region Controller (RC) and the SES; and Provide information to the local community.

A mobile communications Unit is available and is housed at the SES Unit Swansea Emergency Services building.

### **Activation of Emergency Coordination Centre**

#### *During Working Hours*

All local emergencies of significance are to be referred to the Municipal Coordinator or in his absence the Deputy Municipal Coordinator.

The Municipal Coordinator will be responsible for assessing the emergency and determining if it is appropriate to establish the Emergency Coordination Centre. Generally the Emergency Coordination Centre will be established if coordination of local resources is required by, or it is expected that significant community impact will result from the emergency.

The Municipal Coordinator will advise all workers of the emergency and that Emergency Coordination Centre workers are required to undertake the Emergency Coordination Centre staffing functions they have been trained to perform.

#### *After Hours Activation*

The SES will contact the Municipal Coordinator who will be responsible for activating Council resources after hours.

## **Staffing of the Emergency Coordination Centre**

The number of personnel required in the Coordination Centre will be determined by the Municipal Coordinator. Depending on the situation the number and expertise of personnel will vary.

All workers designated as having functions to perform in the Emergency Coordination Centre will undergo appropriate training and skills will be validated on a regular basis:

### *Emergency Coordination Centre Manager*

The Municipal Coordinator / Deputy Coordinator will:

- a be responsible for the overall management of the emergency
- b coordinate resources and activities in the Coordination Centre
- c liaise with emergency services
- d liaise with the General Manager / Mayor
- e ensure the Chair of the Municipal Committee is fully briefed.

### *Communications Officer*

A worker familiar with communications will be assigned to establish and oversight all necessary radio and telephone communications to the on site coordination centre controller, supports, Council and SES Regional Headquarters and maintain the associated operations logs and status boards.

### *Administration Staff*

Council will provide workers who will be responsible to:

- a Operate telephones and/or radios as required
- b Conduct such administrative tasks as are required
- c Ensure the needs of Emergency Coordination Centre workers are met, e.g. welfare and nourishment
- d Act as messengers, if required.

## **5.6 Centres for Emergency Management**

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### **Emergency Operations Centres**

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

**Table 15: Emergency Operations Centres**

Organisation	Municipal		Regional	
	Location	Contact	Location	Contact
Primary:	Council Office, Melbourne Street, Triabunna (South)	Municipal Emergency Management Coordinator & Deputy MEMC	SES Eastern Region Headquarters Maria St. Swansea	SES Unit Manager

### **Emergency Coordination Centres**

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

**Table 16: Emergency Coordination Centres**

	Municipal		Regional	
	Location	Contact	Location	Contact
Primary:	Council Office, Melbourne Street, Triabunna (South)	Municipal Emergency Management Coordinator & Deputy MEMC	SES Southern Region Headquarters, Bathurst Street, Hobart	SES Regional Manager

## **5.7 Action Cards and Duty Statements**

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The following Duty statements detail the main responsibilities and functions of the key positions during emergencies.

### **Duty Card No.1**

**Position:** Mayor

**Responsible To:** Glamorgan Spring Bay Council

**Duties:**

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

## **Duty Card No. 2**

**Position:** Chair- Emergency Management Committee

**Responsible To:** Mayor/ Council

**Duties:**

- a To chair Council's Emergency Management Committee.
- b Receive notification of emergency from Municipal Coordinator.
- c Maintain contact with and support Municipal Coordinator.
- d Provide annual report to Council on the activities of the municipal committee.
- e 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:** Glamorgan Spring Bay Council

### **General Manager Duties**

- a Notify the Mayor and Councillors, if warranted.
- b Assist the Mayor with community and media information.
- c Manage ongoing information to the community and media.
- d Liaise with and provide support to the Municipal Coordinator.
- e Maintain accurate records of financial expenditure associated with each individual emergency.

## Duty Card No. 4

**Position:** Municipal Coordinator

**Responsible To:** General Manager

### **Municipal Coordinator Duties**

- a Responsible for the overall management of response to the emergency.
- b Coordinate resources and activities in the Coordination Centre.
- c Liaise with emergency services.
- d Liaise with the Region Controller.
- e Undertake the role of Executive Officer to the municipal committee and carry out the administrative functions of that role.
- f Notify the GM, Mayor, Chair of municipal committee of an emergency or potential emergency.
- g Activate appropriate local emergency plans.
- h Maintain a current EMP through regular review.
- i Be a member of the municipal committee.

## **Duty Card No. 5**

**Position:** Deputy Municipal Coordinator

**Responsible To:** General Manager/Municipal Coordinator

### **Duties**

- a Assist the Municipal Coordinator in all duties.
- b Act as Municipal Coordinator in his/her absence.
- c Be a member of the municipal committee.

## **Duty Card No. 6**

**Position:** Municipal Recovery Coordinator

**Responsible To:** Municipal Coordinator

### **Duties**

- a Receive notification of emergency from Municipal Coordinator.
- b Notify appropriate recovery organisations.
- c Notify Regional Social Recovery Coordinator.
- d Maintain contact with and support Municipal Coordinator.
- e Manage assessment of community needs with support from Southern Regional Social Recovery Committee.
- f Maintain ongoing liaison with Regional Social Recovery Coordinator during the provision of services to the community.
- g Be a member of the municipal committee.

## 5.8 Other Community Centres

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

<b>Centre/Location Title and Contact</b>	<b>Facilities</b>	<b>Location</b>	<b>Usage Frequency</b>	<b>Could be used for:</b>	<b>Comments</b>
Bicheno Memorial Hall  Contact: News Agent 63 751 181 AH: Dave 0409 401 322 Mick 0429 797 683	Large Reserve Oval and open space BBQ's, tables and chairs 2 Male/3 female/1disabled toilet Kitchen area Kiosk/servery area Outlet for 1 Phone line	78 Burgess St.	6 Month Daily 6 Month Weekly Summer/Winter	Assembly Evacuation Centre Recovery ('One Stop Shop') Information	Could be used in conjunction with adjacent Lions Park'
Capacity - 160					
Buckland Hall  Contact: Yvonne Turvey 62 575 124 Alt: John 62 575 100 Alt: Natalie 62 575 272	3 female/1Unisex /disabled toilet 1 Male external toilet & Urinal. Kitchen area	Kent Street	Weekly	Assembly Evacuation Centre Recovery ('One Stop Shop') Information	'Limited infrastructure'
Capacity – 100					
Coles Bay Hall  Contact: Coles Bay Trading 62 570 109 AH: Judy 62 570 337	Large Reserve BBQ's, tables and chairs 2 Male/2 female/1disabled toilet Kitchen area Meeting rooms (can seat 20) 1Offices Outlet for 1Phone line	60 Harold St.	Occasional	Assembly Evacuation Centre Recovery ('One Stop Shop') Information	'Limited infrastructure'
Capacity: 100					
Orford School Hall  Contact: Beth 62 571 182 Alt: Geoff 62 571 501	Oval and open space (School) Tables and chairs 1 Male/2 female toilets Kitchen area	33 Charles St.	Daily - School A/H Occasional	Assembly Evacuation Centre Recovery ('One Stop Shop') Information	'Limited infrastructure'
Capacity: 70					

<b>Centre/Location Title and Contact</b>	<b>Facilities</b>	<b>Location</b>	<b>Usage Frequency</b>	<b>Could be used for:</b>	<b>Comments</b>
Swansea Town Hall  Contact: G.S.B.C. 62 574 777 AH: Jason 0424206871 AH: Allison 62 578 410 Capacity 150	Tables and chairs 2 Male/3 female/disabled toilets Kitchen area Kiosk/servery area Annex room (can seat 40)	22 Franklin St.	Daily	Assembly Evacuation Centre Recovery (‘One Stop Shop’) Information	
Triabunna Town Hall  G.S.B.C. 62 57 4777 AH: Jenny Woods 0419885479  Capacity: 100	Oval and open space (School) Tables and chairs 1 Male/2 female Kitchen area Kiosk/servery area	3 Vicary St.	Weekly	Assembly Evacuation Centre Recovery (‘One Stop Shop’) Information	