



Glamorgan Spring Bay Municipal Emergency Management Plan

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Section 1: Overview

1.1 Glossary

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

Table 1: Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels. These committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities
command	The internal direction of an organisation's resources in an emergency.
community centres <i>NB. Different centre types may be located at the same site</i>	Evacuation Centre: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards. Information Centre: A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event. Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency.
control	The overall direction and management of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
coordination	The bringing together of organisations and other resources to support an emergency management response. Coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation.
Council	In the context of this plan, Council refers to the Glamorgan Spring Bay local government authority
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident.
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none">• absent from duty or Tasmania• unable to perform Municipal Coordinator duties (permanently), or• temporarily not appointed (eg. has resigned)
emergency	In summary: an event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
emergency centres	Emergency Coordination Centre (ECC): A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels. Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency. Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities.

Term	In the context of this plan, this means:
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency. Can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions.
emergency management plan	A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer.
emergency powers and special emergency powers	Powers specified in Schedules 1 and 2 of the Act:
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment.
hazard	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment.
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR). Management Authorities also assess and validate the effectiveness of the PPRR strategies they implement.
Municipal Chairperson	The person determined by Council to be the Municipal Chairperson (section 21 (2) of the Act).
Municipal Committee	A Municipal Emergency Management Committee established under section 20 of the Act.
Municipal Coordinator (MC)	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act.
Municipal Recovery Coordinator (MRC)	A Council employee responsible for recovery at the municipal level, appointed under section 24G of the Act.
Permanent Timber Production Zone land	A land classification established under the <i>Forest Management Act 2013</i> to replace the formerly-used term 'state forest'.
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur.
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
public information	The management of public information and perceptions during response to an incident.
recovery	The process undertaken in an area or community affected by an emergency that returns all or part of the social, economic or environmental features or the infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency.
Recovery Function	A particular activity or group of activities that may be undertaken as part of recovery efforts.
Regional Controller	A person appointed as Regional Emergency Management Controller under section 17 of the Act, who is either: a police commander determined by the Commissioner of Police and the State Controller; or a person appointed by the Minister.

Term	In the context of this plan, this means:
Regional Emergency Coordination Centre (RECC)	A facility from which regional coordination of emergency (consequence) management occurs during the response phase.
Regional Emergency Management Committee (REMC)	A Regional Emergency Management Committee established under section 14 of the Act.
Regional Emergency Management Plan (REMP)	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
Regional Planner	The person appointed to the position of State Emergency Service (SES) Emergency Management Planner (South).
Regional Social Recovery Coordinator	A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.
Register.Find.Reunite (RFR)	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency.
response	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support.
risk	The combination of the probability of an event and its negative consequences.
risk assessment	Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend.
situational awareness	Situational awareness involves an understanding of the current emergency incident, and how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.
State Controller	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: <ul style="list-style-type: none"> • Head of the Department of Police, Fire and Emergency Management, or • a person appointed by the Minister.
state of alert	A state of alert declared under Division 3A of the Act, for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania.
state of emergency	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required.
Support Agency	<p>Assisting Support Agency: An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p> <p>Primary Support Agency: An organisation responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies have specific capabilities or resources that address the need for a relevant support function and command their own resources in coordination with the Management Authority, as required.</p>
validation	Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops and reviews.
warning	Dissemination of a message signalling imminent hazard/s, which may include advice on protective measures.
worker	A generic term used to describe people who perform defined functions for an organisation or system including: staff, volunteers and contractors/consultants.

1.2 Acronyms

Acronyms used in this plan are consistent with the [TEMA](#).

Table 2: Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AIMS	Australasian Inter-Service Incident Management System
AO	Administrative Officer
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological, Nuclear
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoH	Department of Health
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
GIS	Geographic Information System
GM	General Manager (Council)
LC	Logistics Coordinator
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan (this plan)
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
OCM	Operations Centre Manager
OESM	Office of Security and Emergency Management (DPAC)
PHS	Public Health Service (DoH)
PO	Planning Officer
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
RC	Recovery Coordinator
RCM	Recovery Centre Manager
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite service
RSRC	Regional Social Recovery Coordinator
SEMC	State Emergency Management Committee

Acronym	Stands for...
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SRSRC	Southern Region Social Recovery Committee
SITREP	Situation Report
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements
WM	Works Manager

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1.3 Introduction

The Glamorgan Spring Bay Council (Council) has an integral role in emergency management and provides the focal point for leadership and service delivery to the community. The Council has resources that may be directly used and has access to other resources within the community and to vital information about the community that will be required in the process of responding to and recovering from an emergency. A map showing the municipal area is included at [Figure 1](#).

1.4 Authority

This plan is issued under the authority of the State Controller in accordance with the requirements of Section 34 of the *Emergency Management Act 2006* (the Act) and is maintained by Council. Further details are in Section 4 of this plan.

1.5 Purpose

The purpose of this plan is to detail arrangements intended to reduce emergency-related risks to the community and provide a mechanism to mitigate and counter the impact and effects of an emergency that may arise within the municipal area.

1.6 Objectives

The objectives of this plan are intended to support effective response and recovery, as listed below:

- a Record roles and responsibilities related to identified hazards and emergency management functions;
- b Record current arrangements for prevention and mitigation, preparedness, response and recovery (PPRR) including:
 - i the legislated requirement to maintain this plan;
 - ii protocols for coordinating mutual support with neighbouring councils; and
 - iii the identification of ways to request/access additional support from regional, state and federal levels;
- c Identify opportunities to reduce risks to the community;
- d Increase community awareness and involvement in risk and emergency management;
- e Enhance the integration of Council and community safety and wellbeing programs into Council's operational plans;
- f Provide a framework for ongoing assessment of risks to the community and environment and the pursuit of effective treatment options; and
- g Describe Council's contribution to the management of emergency events within the municipal area and the region.

1.7 Scope and application

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

- a Caused by hazards impacting Glamorgan Spring Bay municipal area; and
- b Able to be managed through the capability of local emergency management structures.

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

The Municipal Coordinator (MC) may activate specific sections of the plan. Activation may also be directed or recommended by the:

- a. Regional Controller (Southern Region);
- b. SES Emergency Management Planner (South) (Regional Planner); or
- c. Chair of Council's MEMC.

Other communication may occur between the MC and responsible officers in other Tasmanian Government agencies (as identified in Section 2), but the coordination of formal activation is best achieved by working with the Regional Controller or Regional Planner.

More detailed arrangements for specific hazards or functions are described in Associated Plans and other documents listed at [Appendix 1](#).

1.8 Context

The Glamorgan Spring Bay Municipal Area covers 2,522 km² across the southern section of Tasmania's east coast. It is bordered by the municipalities of Sorell to the south, Break O'Day to the north, and Northern Midlands and Southern Midlands to the west. The principal towns are Triabunna, Bicheno, Swansea, Orford, Coles Bay and Buckland.

The municipality's administrative centre is at Triabunna, with works depots in Triabunna, Swansea, Bicheno and Coles Bay.

The municipality's resident **population** as at 30 June 2018 was estimated to be 4,528, increasing to approximately 15,000 during the peak summer period due to the influx of tourists and people using their holiday homes. Glamorgan Spring Bay is popular as a place to live, work and invest for retirees and those seeking a 'sea change' lifestyle.

The major economic activities are tourism, agriculture, fishing and aquaculture. The municipal area has significant agricultural assets and continues to expand and diversify its agricultural production. With Freycinet National Park as a key attraction, the area is second only to Hobart in visitor numbers.

Triabunna and Bicheno provide port facilities for a number of smaller fishing boats. Triabunna has a modern marina with casual wharf berthing for over 100 commercial and recreational vessels. The Maria Island Ferry operates from the Triabunna Marina and Wharf.

1.8.1 Major routes and built environment

The main access road is the Tasman Highway (A3) which runs roughly north-south through the municipality, generally following the coast from the northern boundary, then inland from Orford to the south.

Lake Leake Road links the Tasman Highway (A3) with the Midland Highway (National 1), extending roughly east-west from a junction 10 km north of Swansea to Campbell Town.

Secondary gravel roads link:

- Buckland to Midland Highway. via Woodsdale, Parattah;
- Buckland to Mud Walls Road (B31.) via Woodsdale;
- Buckland to Runnymede. via Cutting Grass Road;
- Orford to Port Arthur (A9), via Wielangta Road;
- Little Swanport (Bresnehans Road) to Lake Leake Road;
- Lake Leake Road to Tasman Highway south of St Marys; and
- Cranbrook (Old Coach Road) to Esk Highway (A4) at Avoca, via Royal George (some sections very rough).

Regular ferry services operate between Maria Island and Triabunna.

Boat launching facilities are as follows:

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

1.8.2 Topography, vegetation and natural resources

The municipality's points of highest elevation (around 750m above sea level) are several hills in the upper reaches of the Swan River. The municipal area stretches more than 110 km along the coast and encompasses the iconic Freycinet National Park, Douglas Apsley National Park and Maria Island National Park. Seven river systems bisect the area, namely: Prosser, Little Swanport, Meredith, Wye, Swan, Apsley and Denison Rivers.

1.8.3 Climate

Climate is typically temperate, with mild to warm summers and cool winters. The area's weather is best described as dry: average rainfall may be less than 594 mm per annum. Wind speeds have reached 100 km/h and winds are predominantly north-westerly. Mean minimum temperatures range from 4°C in winter to 11°C in summer. Mean maximum temperatures range from 13 °C in winter to 22 °C in summer. Between November and March, maximum daytime temperatures average 22 °C and can occasionally exceed 30 °C. The maximum temperature recorded is 40°C.

Rainfall correlates with the El Niño Southern Oscillation, especially in winter. Temperature and rainfall is influenced by warmer waters offshore brought southwards by the East Australian Current. Periods of intense rainfall can produce extreme flash flooding, as experienced in April 2020 when 124 mm of rain fell within a 24-hour period.

1.8.4 Emergency management

Glamorgan Spring Bay's State Emergency Service (SES) Unit is located in the Emergency Services building at 76 Maria Street, Swansea. The building also houses Swansea Ambulance and Fire Services. Freycinet Marine Rescue is housed in the adjacent building.

The entire facility has a 50 kva generator for backup power in the event of an outage. In a major emergency, this complex is used as an Emergency Operations Centre (EOC).

The complex is equipped with:

- a Radio room:
 - VHF – local and statewide (TFS, ST, SES, Council, etc)
 - UHF – 40 channels
 - Marine VHF – 27 MHz;
- b Telephone, fax and internet;
- c Hard copy 1:25,000 maps of the municipality and maritime maps of Great Oyster Bay;
- d Whiteboards, tables, chairs;
- e Kitchen, shower and toilet facilities;
- f Television;
- g Desktop computers; and
- h Three 3m outdoor marquees.

SES has a Portable Communications Unit (same set-up as the radio room) that can be used across the municipality.

1.8.5 Medical services

Glamorgan Spring Bay is serviced by a number of medical practitioners and community and health centres, but there is no major hospital or medical facility in the municipality.

Royal Hobart Hospital is the area's receiving hospital and definitive emergency care facility. Under certain circumstances, (particularly involving northern areas of the municipality) patients may be transferred to the Launceston General Hospital.

Supplementary health care facilities are available at May Shaw Health Centre, 37 Wellington St, Swansea. The centre has a two-bed accident and emergency facility that may be used for triaging in the event of a multi-casualty emergency, depending on the availability of medical and nursing staff at the time. Local medical officers work onsite and are available after hours. The medical officers are able to attend accidents and have a transportable Thomas Pack for taking supplies and equipment to emergency sites. Registered and Enrolled Nurses working at May Shaw

are required to undertake Rural and Remote Nursing training to develop their assessment and treatment skills in the event of an emergency. Patients requiring specialised care can be transferred via ambulance or helicopter (able to land on the adjoining oval).

Community Health Nursing Services are based at Spring Bay Community Health Centre (3 Melbourne Street, Triabunna). This centre has consulting rooms for allied Health Service and is open on weekdays only. There are no onsite facilities for accidents and medical emergencies, however, full-time paramedics and helipad facilities are onsite.

East Coast Health has two medical practitioners and a practice nurse at 1 Victoria St, Triabunna. Bicheno Medical Centre (94 Foster Street Bicheno) is serviced by two medical practitioners.

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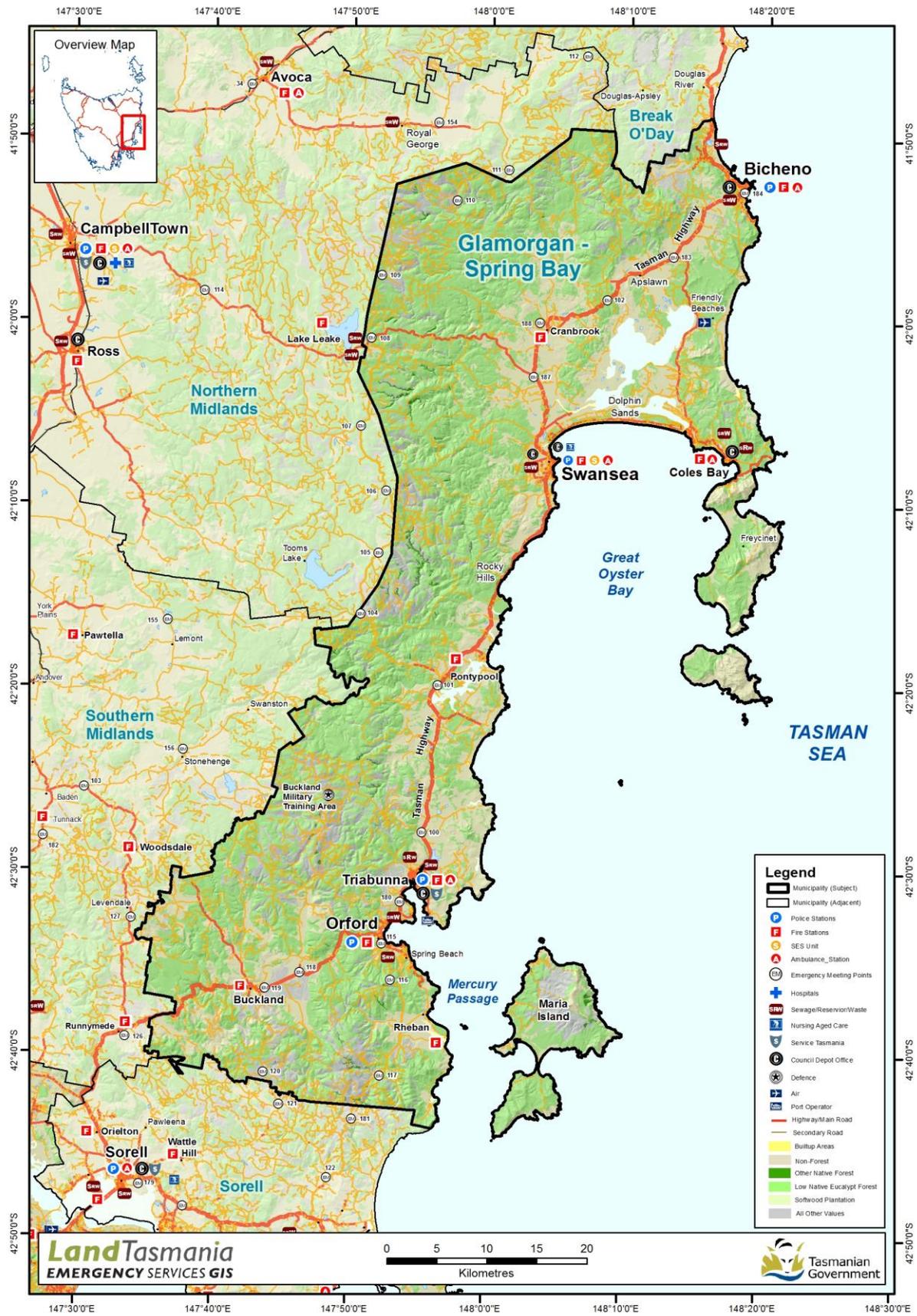


Figure 1: Map of municipal area

Section 2: Governance and management

This section details how municipal emergency management is governed and managed ([Figure 2](#)) and who is involved, ie. three tiers of government, focusing on the main roles at a municipal level.

2.1 Roles of government and emergency management partners

In Australia, the three tiers of government (federal, state and local) work in partnership to achieve safer, more resilient communities through robust emergency management arrangements. The Tasmanian Emergency Management Arrangements ([TEMA](#)) provide a summary of the various emergency management roles and responsibilities across government, complemented by the work of NGOs, industry, professions, communities and individuals.

At a municipal level, local government authorities play a central role in coordinating and facilitating a range of emergency management activities across all hazards, as well as resourcing specific municipal responsibilities for emergency management.

Council's Municipal Emergency Management Committee (MEMC) plays a pivotal role in meeting these requirements, as detailed in [Section 2.3](#).

2.2 Tasmania's legal framework for emergency management

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

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

- a. provide for the health, safety and welfare of the community;
- b. represent and promote the interests of the community; and
- c. provide for the peace, order and good government of the municipal area.

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

2.2.1 Emergency powers and declarations

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

The Act provides additional powers for Regional Controllers, the State Controller, Minister and Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment.

A summary of the main powers under the Act is provided in Appendix 4 of the [TEMA](#).

MCs may provide advice to the Regional Controller (or through the Regional Planner) if they consider that specific powers should be authorised.

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

2.3 Emergency management governance

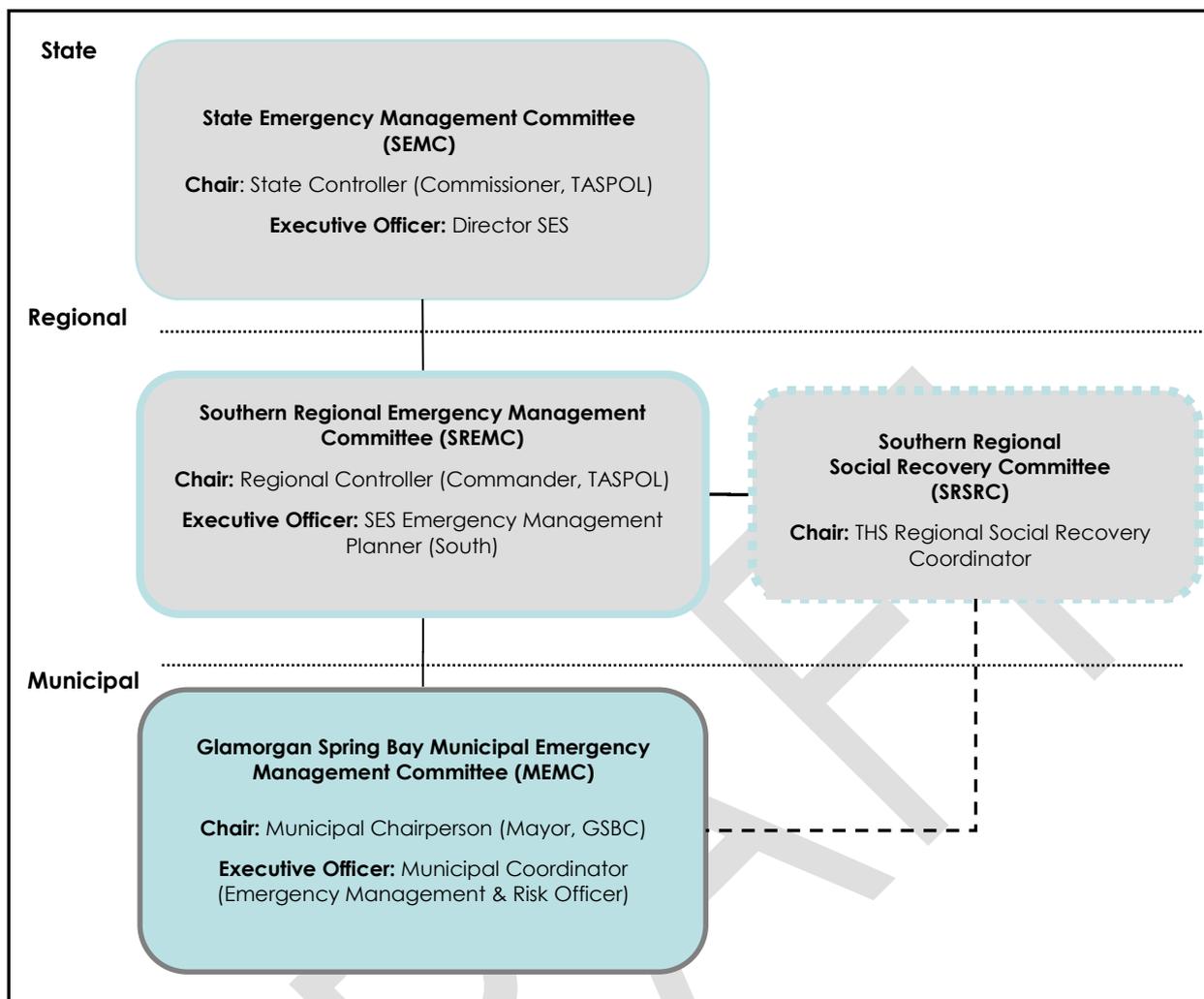


Figure 2: Governance arrangements

LEGEND:

- Direct reporting relationship
- Also works/communicates with

2.4 Municipal Emergency Management Committee (MEMC)

Strategic objectives of Council's MEMC are to:

- a maintain this MEMC to guide the management of risks to the community arising from emergencies by considering all elements of PPRR;
- b recognise the value of relationships and partnerships for emergency management, in particular the importance of:
 - i community contributions in emergency management and promoting community engagement as required;
 - ii maintaining linkages with related bodies, including the Southern Regional Emergency Management Committee (SREMC); and
 - iii identifying roles and responsibilities and integration processes between emergency management and Council management structures.
- c develop and implement a progressive review system for all emergency management elements, based on continuous improvement principles; and
- d maintain an active and relevant MEMC.

MEMC is not expected to provide operational involvement in an emergency response but has an important role in effective leadership and communications during and after an emergency. It does

this by meeting, if possible, during and after the emergency. At that time, the MEMC will provide strategic advice regarding Council's emergency response. As many emergencies occur without warning, there may not be an opportunity for MEMC to meet prior to or during an emergency.

The MC leads Council's response to an emergency by establishing an Incident Management Team, based on AIMS principles. The MC maintains a procedure that provides guidance as to when the MEMC may meet prior to or during an emergency and establish the agenda for those meetings.

MEMC is chaired by the Mayor, or representative, and supported by the MC. MEMC maintains Terms of Reference, which are reviewed approximately every two years and noted by SEMC.

2.5 Southern Regional Emergency Management Committee (SREMC)

SREMC has overarching responsibility for emergency management activities in the Southern Region. All southern municipalities are represented on SREMC by each council's respective MC.

SREMC is chaired by the Regional Controller. Executive Officer support is provided by the Regional Planner.

2.6 Responsibilities

Table 3 provides a summary of the responsibilities of Response Management Authorities and Council for hazards in Tasmania. This list is not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail is included in the Regional Emergency Management Plan (REMP) and [TEMA](#).

Table 3: Summary of responsibilities

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
1	Biosecurity	DPIPWE (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal inundation – storm tide	DPIPWE	Property identification Road closures Local operations centres Plant and machinery
3	Cybersecurity	DPAC (Digital Strategy and Services)	Community information
4	Earthquake	DSG	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
5	Energy infrastructure (Includes electricity, gas and petroleum)	TasNetworks Enwave (TasGas) Tasmanian Gas Pipeline Pty Ltd Fuel distributors	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
6	Energy supply (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG (Office of Energy Planning)	Property identification Local operations centres Advice on facilities requiring priority restoration
7	Fire National parks and other reserves	DPIPWE (PWS)	Community information Plant and machinery
8	Fire Declared forest land or permanent timber production zone land	Sustainable Timber Tasmania	Community information Plant and machinery Community Centres

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
9	Fire Future potential timber production land	DPIPWE (PWS)	Community information Plant and machinery Community Centres
10	Fire Urban, structural and privately-managed rural land	TFS	Property identification Road closures Plant and machinery Community Centres
11	Flood - dams Dam safety	TASPOL (assisted by dam owners)	Property identification Road closures Local operations centres Community information Plant and machinery
12	Flood – flash food (Includes associated debris flow)	SES	Prevention, preparedness and mitigation measures Property identification Road closures Local operations centres Community information Plant and machinery
13	Flood – rivers	SES	Property identification Road closures Local operations centres Community information Plant and machinery
14	Food contamination	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
15	Hazardous materials	TFS	Property identification Road closures
16	Hazardous materials – radiological (unintentional release)	TFS	Property identification Road closures
17	Heatwave	DoH (PHS)	Support health system response Community information
18	Infrastructure failure – building collapse	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
19	Infrastructure failure – state roads and bridges	DSG (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
20	Intentional violence (eg. CBRN attacks, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
21	Landslip	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
22	Marine mammal stranding and entanglements	DPIPWE (PWS)	Property identification Road closures Local operations centres

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
			Plant and machinery Access to disposal facilities
23	Marine pollution	DPIPWE (EPA)	Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities
24	Pandemic influenza	DoH (PHS)	Premises inspection Infection controls Community information Property identification
25	Pest infestation	DPIPWE (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification
26	Public health emergency	DoH (PHS)	Premises inspection Infection controls Community information Property identification
27	Recovery	(Advisory agency – DPAC)	Refer to Table 4 below
28	Space debris	TASPOL, DSG Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene)	Property identification Road closures Local operations centres Plant and machinery Community information
29	Storm – high winds – tempest	SES	Property identification Road closures Local operations centres Plant and machinery
30	Transport crash – aviation (Less than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
31	Transport crash – aviation (More than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
32	Transport crash marine (No environmental emergency)	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
33	Transport crash – railway	TASPOL TFS	Local operations centres Plant and machinery Road closures Alternative transport routes
34	Transport crash – road vehicles	TASPOL	Plant and machinery Road closures Alternative transport routes
35	Tsunami	TASPOL	Property identification Road closures Local operations centres Plant and machinery
36	Water supply contamination (drinking water)	DoH (PHS)	Property identification Road closures Local operations centres Plant and machinery Management of water carriers
37	Water supply disruption	TasWater	Property identification

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
			Road closures Local operations centres Plant and machinery Management of water carriers

Table 4: Other support services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services
3	Essential services <ul style="list-style-type: none"> • Power • Telecommunications • Water supply • Natural gas • Stormwater 	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including <ul style="list-style-type: none"> • Accommodation • Catering • Personal support and community assessments • Financial and appeals • Insurance • Clothing • Children services • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare 	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

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

3.1.2 Research

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

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

3.1.3 Risk management

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

- levels of autonomy (eg. behavioural, procedural and physical controls);
- nature of control (eg. process or physical); and
- life-cycle phases (eg. PPRR, operational phases/elements).

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

[Appendix 2](#) summarises current risk assessment findings and identifies the following general responsibilities for treatments:

- a. Council responsibility;
- b. Partnership (combination of local and state government agencies, industry, individuals);
- c. Tasmanian Government agency, industry association, industry sector or individual; and
- d. Whole-of-government responsibility.

3.1.4 Protective security and business continuity

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

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

- a. power supply;

- b. potable water;
- c. transport networks and alternative route planning;
- d. telecommunications; and
- e. public/environmental health standards.

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 TASPOL Special Response and Counter-Terrorism Command.

3.1.5 Land use planning

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

Land use planning schemes for the Glamorgan Spring Bay municipal area are continually reviewed and updated to include improved preventative measures to help mitigate the impact of emergencies on communities.

The *Glamorgan Spring Bay Interim Planning Scheme 2015* is the relevant planning scheme. The Scheme can be viewed at <https://iplan.tas.gov.au/pages/plan/book.aspx?exhibit=glaiips>.

Relevant aspects that have been included in planning schemes include:

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

3.1.6 Climate change adaptation

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

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

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

3.2 **Preparedness arrangements**

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

3.2.1 **Overview**

Preparedness is managed collaboratively between state and local government organisations and their emergency management partners.

The Act identifies specific responsibilities for preparedness, including the following.

Council is responsible for:

- a. providing resources and facilities for the management of emergencies in the municipal area in accordance with the MEMP (section 47);
- b. providing facilities and resources for the council supported volunteer SES 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 SES (section 49));
- c. making recommendations for MC and DMC roles (sections 23-24) and providing a chairperson for MEMC (section 21).
- d. preparing and maintaining a MEMP (section 34); and
- e. establishing an MEMC (section 22);

SES is responsible for:

- a. providing advice and services relating to emergency management in accordance with emergency management plans; and
- b. recruiting, training and supporting SES volunteer members.

SES also supports the Regional Controller in preparing and maintaining the Regional Emergency Management Plan (REMP) and the Southern Regional Emergency Management Committee (SREMC), in which Council participates.

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

- a. fulfill their roles in emergency management;
- b. achieve 'business as usual' for as long as possible; and
- c. coordinate and/or assist broader recovery efforts after the emergency, if required.

3.2.2 **Municipal Emergency Management Plan (MEMP)**

Council's MEMC is responsible for the preparation and maintenance of this plan (MEMP). The MEMP is reviewed at least every two years from the date of last approval. SES provides guidance for the format and content of the MEMP and arranges for its approval by the State Controller.

More information is provided in [Section 4](#) including the MEMP Distribution List. The current version of this plan is available from the MC or through authorised access to WebEOC. WebEOC is a web-based emergency operations information platform administered by TASPOL.

Each organisation represented on MEMC is responsible for maintaining their own plans and procedures and making sure these are aligned with the arrangements set out in this MEMP.

3.2.3 **Municipal Emergency Management Committee (MEMC)**

The consultation framework outlined in [Section 2](#) is coordinated by SES and SEMC, and maintained with the support of state and local government, NGOs and other organisations.

MEMC has an important role in maintaining relationships so that information is shared and effective arrangements are in place for emergency management. Council's MEMC is chaired by the Mayor or his/her representative, supported by the MC as Executive Officer.

MEMC continuity is supported by *Terms of Reference* (refer to [Appendix 3](#)) and *Committee Maintenance Schedule/Action Plan* (see [Appendix 4](#)).

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

3.2.4 Capacity and capability

Tasmanian Government agencies and State-Owned Companies maintain their own capacity and capability arrangements. In the municipal context, the following points are important:

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

3.2.5 Relief arrangements for Council's emergency management roles

Council's primary and relief model for key emergency management roles is shown in Table 5.

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

Primary role	Relief role
MEMC Chairperson (Mayor)	General Manager
Municipal Coordinator (MC) (Emergency Management & Risk Officer)	Deputy Municipal Coordinator (DMC) (Community Development Manager)
Municipal Recovery Coordinator (MRC) (Community Development Manager)	Deputy Municipal Recovery Coordinator (DMRC) (Community Development Administration Officer)

3.2.6 Education and training

The MC coordinates general induction for workers with emergency management functions, including media/information functions. The Regional Planner and Regional Social Recovery Coordinator may assist as required.

[TasEMI](#) is an SES-provided, web-based resource for workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PPRR spectrum. SES' Emergency Management Unit also conducts relevant annual workshops.

Validation activities are useful training opportunities that are conducted at various times by a wide range of stakeholders. MEMC members attend these and/or arrange for relevant people from their respective organisations to participate.

Council commits financially to the maintenance of a high level of emergency management capability. Major actions are reflected in the Maintenance Schedule (refer to [Appendix 4](#)) but Council's commitment extends to conducting regular training and exercise activities to ensure ongoing capability of staff and includes professional development programs for key staff.

3.2.7 Municipal Emergency Coordination Centre (MECC)

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

- a. coordinate Council's overall emergency response activities;
- b. coordinate requests from response/recovery organisations for additional resources; and
- c. provide information, for example to the Regional Controller, local community etc.

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

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

The MECC's primary functions are to:

- a. maintain information flow to and from WebEOC;

- b. provide a facility for coordinating Council's response to an emergency situation, including activation, deployment and management of Council and community resources;
- c. coordinate requests from the Response Management Authority and Support Agencies for additional resourcing across all response levels – municipal, regional and state;
- d. monitor all operational activities;
- e. provide for the management of information to be reported to the Regional Controller;
- f. coordinate media management;
- g. coordinate and disseminate public information; and
- h. identify additional emergency requirements (eg. the need to activate local or regional recovery arrangements).

The MC will nominate an Incident Management Team for the MECC if required.

More details, including the location of MECC and other sites, is included at [Appendix 5](#).

The MC maintains MECC Action Cards and procedures for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). Versions current at the time of this MEMP Issue are included at [Appendix 6](#).

Council's contact list for emergency management arrangements is maintained by the MC. This information is an important resource for the SREMC and SRSRC. Contacts are updated as required and circulated by the Regional Planner and Regional Social Recovery Coordinator to members and stakeholders after each quarterly meeting of those groups.

Information about other Council arrangements, including relevant service or equipment providers, is recorded and maintained by the MC.

3.2.8 Readiness for community warnings and public information

Wherever possible, key messages for community warnings and public information about emergencies are developed in advance, based on relevant best practice. These are maintained as drafts that can be quickly tailored to meet specific event needs.

This section summarises preparedness arrangements for public enquiries, issuing warnings and providing public information. Note: Response arrangements for issuing warnings and public information or opening call centres are included in [Section 3.3](#).

3.2.8.1 TasALERT

[TasALERT](#) is Tasmania's official source of publicly-available emergency management information. Administered by the Department of Premier and Cabinet (DPAC), the online website provides a single source of clear and consistent emergency and resilience information from emergency service organisations and government agencies.

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, disaster preparedness and community resilience.

In an emergency, the website is updated with information about the event, including spatial (mapped) information about the event provided through [LISTmap](#) and links to dedicated social media channels.

3.2.8.2 Points for public enquiries

All organisations represented on MEMC maintain a number of different phone and internet enquiry points for general enquiries.

3.2.8.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

- a. Flash and mainstream flooding (from rivers) (BoM/Council);
- b. Major rivulet flood warning system (Council)
- c. Severe weather eg. damaging winds (BoM);
- d. Bushfire (TFS);
- e. Standard Emergency Warning Signal (SEWS) (TASPOL);
- f. Emergency Alert (all hazards) (TFS);
- g. Local ABC Radio (primary Support Agencies or Response Management Authority);
- h. Road closure (TASPOL);
- i. Tsunami (TASPOL);
- j. All hazards Emergency Alert (TFS); and
- k. TasALERT (DPAC).

3.2.8.4 Public information readiness

Response Management Authorities are responsible for maintaining draft, customisable scripts about specific hazards for use by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS). Council's MEMC and the SREMC are developing similar draft scripts for broader emergency and recovery use.

Specific arrangements for community warnings and public information are described in [Appendix 7](#).

3.2.9 Validation and performance management

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

Council is responsible for ensuring that regular validations occur and for participating in other organisations' validation activities whenever possible.

Debriefs are conducted after both exercises and operations. Combined debriefs for agreed operations are arranged by MEMC or SREMC. Lessons identified in debriefs are recorded and shared as appropriate through the consultation framework.

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

3.2.10 Administration systems

Each organisation involved in emergency management is responsible for managing and maintaining its own administration systems so they can be used effectively in emergencies. The key administration systems are information management and cost capture.

3.2.10.1 Information management

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

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

- a. Situation Reports (SITREPS);
- b. operational logs;
- c. resource allocation;

- d. recording expenditure (see [Section 3.2.11.2](#));
- e. registration of spontaneous volunteers, public offers, impacted people/groups;
- f. impact assessment and consequence management.

3.2.10.2 Cost capture and financial administration

All organisations maintain systems and processes so that emergency-related expenditure can be authorised, recorded and reimbursement sought (where available).

Preparedness includes identifying the positions responsible for collating costs of response and recovery efforts. Cost capture systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA) and Council maintains financial administration processes to support requests for access to funds.

Council has arrangements in place to enable expenditure by the MC (or delegated representative) for emergency management purposes. The MC will arrange for specific cost code account numbers to be allocated prior to an emergency, for distribution to the relevant staff as/when required.

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3.3 Response arrangements

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

3.3.1 Overview

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

This section describes how the roles and responsibilities relevant to municipal emergency management (summarised in [Section 2](#)) generally apply in responding to an emergency.

The arrangements described in this section are designed to address situations that occur in this municipal area, although these can be used to support response for emergencies affecting other municipal areas or the region.

Emergency powers enable authorised action to be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific legislation and incorporated into hazard-specific plans. Additional powers provided for in the Act may be applied if and when the specified criteria are met.

Depending on the scale and extent of the emergency, overall control of response may be assumed by emergency management authorities, such as the Regional Controller or State controller.

3.3.2 Command, control and coordination

3.3.2.1 All-hazards response arrangements and escalation

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

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

Council's General Manager is responsible for providing adequate staff and resources to operate the MECC if required. The MC is responsible for managing the MECC and for arranging for it to be opened. More detailed operating procedures are provided in [Appendix 6](#).

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

The Regional Planner is responsible for arranging regional support to Council, should this be required, and usually assists and advises the MC and MECC. The Regional Planner is also responsible for briefing the Regional Controller (and other stakeholders as required).

The Regional Controller can assume overall control of response/recovery operations (refer to section 18 of the Act). Legislated emergency powers do not need to be activated for this to occur.

3.3.2.2 Emergency powers

Emergency powers are established in the *Emergency Management Act 2006* and are summarised in [Section 2.5](#) of this plan (see paragraphs 2.7-2.10). The Regional Planner will coordinate activities on behalf of the Regional Controller when emergency powers are authorised.

3.3.2.3 Municipal Emergency Coordination Centre (MECC)

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

Functions of the MECC include:

- a. providing the facility for coordinating Council's emergency response;
- b. coordinating any requests from lead authorities for additional resources;
- c. providing information to the Regional Controller and SES;
- d. providing information to the local community; and
- e. receiving initially displaced people if evacuated.

The location of council's **primary MECC** – known as the Glamorgan Spring Bay Emergency Coordination Centre – is the Council Office, 9 Melbourne Street, Triabunna.

The **secondary MECC** location is Glamorgan Spring Bay SES facilities at 76 Maria Street, Swansea.

Council will provide physical resource assistance to lead agencies in managing the response to emergency events.

The MC will lead Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT membership will vary, depending on the nature and size of the event, but typically comprises officers to address:

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

The AIMS incident management structure provides for the Incident Controller, assigned overall responsibility for managing all activities, to resolve an incident. The Incident Controller also leads the IMT in accordance with the Unity of Command principle.

Incident management structure and IMT is determined by the size and complexity of the emergency and adjusted accordingly. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, the Incident Controller may manage all functions. An IMT is created when functions are delegated to others.

These arrangements are designed to be flexible and scalable and one person may fulfil more than one function. Should the event be larger than Council's capacity to respond, the MC will seek support from the REMC.

3.3.2.4 Glamorgan Spring Bay Emergency Operations Centre (EOC)

EOCs are established to manage the operational aspects of the relevant organisations' emergency response activities.

Council's **primary EOC** is located at the Council Office, 9 Melbourne Street, Triabunna. The **secondary EOC** location is Glamorgan Spring Bay SES facilities at 76 Maria Street, Swansea.

EOC functions include:

- a. management of operational tasking, personnel and resources;
- b. establishing and monitoring communication networks;

- c. coordination of response operations;
- d. management of requests for additional support; and
- e. coordination of logistical support for EOC personnel.

3.3.2.5 Municipal Emergency Management Committee (MEMC)

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

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

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

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

3.3.3 Resource-sharing and coordination

Council has resource-sharing arrangements with other municipalities and agencies. These arrangements are generally informal and often facilitated through regional emergency management arrangements. As a result, resources can be shared to assist others in emergencies. The MC can coordinate and facilitate requests for shared resources.

3.3.4 Consequence management

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

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

- [Figure 3](#) summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation.
- [Table 6](#) summarises typical All-Hazard response actions undertaken by Council officers, which are used or adjusted as required.

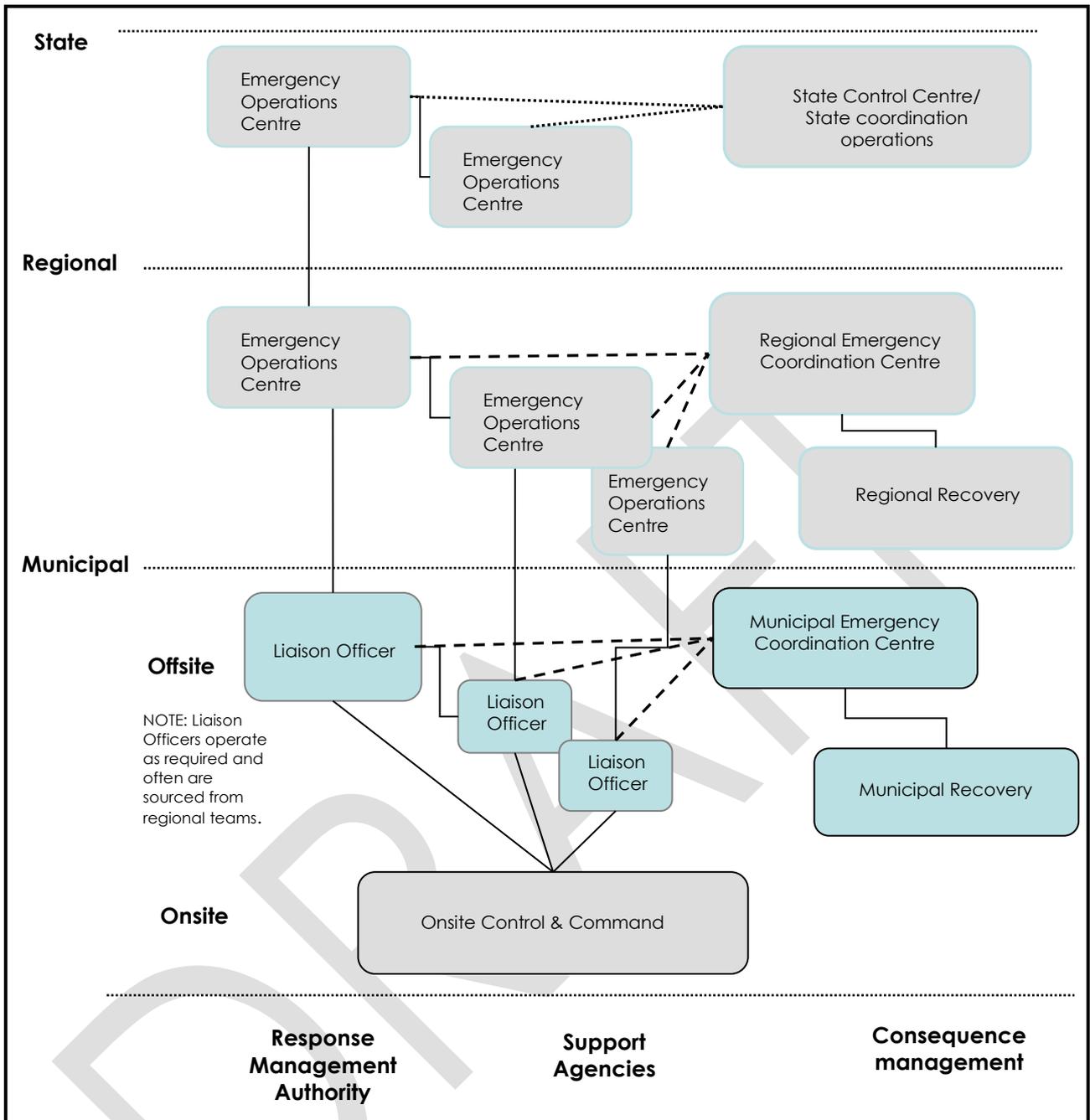


Figure 3: Response management structure

Table 6: All-Hazards response – typical Council actions

Note: Please refer to Table 2 Acronyms

Row	Phase	Responsibilities	Council actions (action taken by)
1	Alert	<ul style="list-style-type: none"> Monitor situation Brief stakeholders 	<ul style="list-style-type: none"> Advise council stakeholders (MC) Monitor situation (MC)
2	Stand-by	<ul style="list-style-type: none"> Prepare to deploy for response Arrange warnings (if relevant) Update stakeholders Nominate media/information officer and advise stakeholders Consider MEMC meeting 	<ul style="list-style-type: none"> Update stakeholders (M; GM; WM and RC) and circulate Contact List and Action Duties (MC) Consider MEMC meeting (MC) Locate keys to centres, notify centre managers and arrange staff rosters (RC; DMRC) Nominate IMT and Operations Team members and staff rosters for centres/tasks for next 24 hrs (MC; RC, AO) Locate supplies that are likely to be needed in the first few hours. (AO) Nominate media officer and advise response agencies (MC)
3	Respond	<ul style="list-style-type: none"> Assess emergency scene Establish command and control arrangements Review whether MEMC should meet Deploy resources and request extra assistance as required Assess impacts and effectiveness of response strategies Consider evacuation Provide further warnings and public information as required Provide information: SitReps and public information Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> Establish and communicate coordination location for council resources/requests (MC) Establish IMT (MC) Manage requests for assistance and resources (AO; MC) Provide operational assistance (WM) Open and manage centres as required eg. evacuation centres (RC; DMRC) Provide public with information (MC) Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs (WM) Update stakeholders and RC as required (MC) Coordinate meals, relief and accommodation for workers (AO)
4	Stand-down (including recovery handover)	<ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response Liaise with Council and RC regarding the status of recovery operations and arrange handover Confirm end/close of response and stand-down Collate logs, costs etc and assess needs for resupply 	<ul style="list-style-type: none"> Confirm end/close of Council operations for response (MC) Liaise with recovery workers and assess needs (RC) Reinstate transport routes etc (WM) Consider establishing an Emergency Recovery Group (MC) Close centres as agreed (RC) Collate logs, costs etc and assess needs for resupply (MC, AO)
5	Debrief	<ul style="list-style-type: none"> Conduct internal debrief/s Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC 	<ul style="list-style-type: none"> Conduct council worker debrief (MC) Arrange for MEMC debrief and report to RC, MEMC and SREMC (MC)

3.3.5 Warnings

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

Warnings are sent to media outlets (radio and television) for public broadcast and may be preceded or accompanied by the Standard Emergency Warning Signal (**SEWS**), in accordance with Tasmania's guidelines. See [TEMA](#) for more detailed information about SEWS. The RC can request the use of SEWS in an emergency.

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

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

- a. Response Management Authority;
- b. Regional Planner; or
- c. Regional Controller.

Council and relevant Management Authorities will work together to ensure that messages are consistent and coordinated.

Emergency Alert is a fee-for-service national capability that is used to send emergency warnings via message to mobile phones (SMS) and landlines (voice) located within a particular geographic area. Warnings issued through this service are coordinated by the Response Management Authority and TFS. If Council identifies a need to use the system, this may be arranged through the Regional Planner.

Cost recovery for use of the service is coordinated at state level by TFS and the relevant Response Management Authority.

The MC maintains procedures that further detail Council's response to warnings.

[Table 7](#) summarises current warning arrangements and typical Council actions.

Table 7: Summary of warning systems and arrangements

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Flood				
Flood watch	Alert, Watch or Advice of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	Public: Media Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Flood warnings	Warnings of Minor, Moderate or Major flooding in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Minor flood warning	Causes inconvenience. The inundation of low-lying areas next to watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Moderate flood warning	In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas, requiring the removal of stock.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Major flood warning	In addition to above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood-affected areas may be required.	BoM	Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Consider MEMC meeting
Severe weather				
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Update stakeholders Place warnings at low-lying public carparks
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> hail greater than 2cm diameter gusts greater than 100 km/h flash flooding tornadoes 	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Notify outdoor crews and check availability Update stakeholders
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	Public: Media Emergency services: SMS,	<ul style="list-style-type: none"> Nil

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
			phone calls, emails, fax	
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil
Fire				
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Advice 	Bushfire Advice message to advise that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders
Watch and Act 	Bushfire Watch and Act message – advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Notify RC to have evacuation centres on standby
Emergency Warnings 	Bushfire Emergency Warning message indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. The message may be preceded by an emergency warning signal (siren).		Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Establish an IMT Notify RC to have evacuation centres on standby
Low-Moderate Fire Danger Rating (FDR 0-11) 	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
High Fire Danger Rating (FDR 12-24) 	<p>Fires breaking out today can be controlled.</p> <p>People in the path of a fire are unlikely to be killed or seriously injured if they take shelter.</p> <p>Well-prepared and actively defended homes can offer safety during a fire.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Very High Fire Danger Rating (FDR 25-49) 	<p>Some fires breaking out today will spread rapidly and be difficult to control.</p> <p>There is a possibility that people in the path of a fire will be killed or seriously injured.</p> <p>Some homes may be destroyed.</p> <p>However, well-prepared and actively-defended homes can offer safety during a fire.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by
Severe Fire Danger Rating (FDR 50-74) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured.</p> <p>Some homes are likely to be destroyed.</p> <p>However, well-prepared and actively-defended homes can offer safety during a fire.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on standby
Extreme Fire Danger Rating (FDR 75-99) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by Consider an MEMC meeting
Catastrophic Fire Danger Rating (FDR >100) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>There is a high likelihood that people in the path of a fire will be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Even the best-prepared homes will not be safe today.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Prepare evacuation centres Establish an IMT Consider an MEMC meeting
Tsunami				
No threat	<p>An undersea earthquake has been detected.</p> <p>However it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.</p>	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> Nil

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Marine alert and Land alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> • Relay warnings • Update stakeholders
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> • Relay warnings • Update stakeholders • Establish an IMT • Consider a MEMC meeting

3.3.6 Public information

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

Council has a critical role in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging Council's existing community communication protocols and guidelines. [Table 8](#) summarises arrangements for issuing public information about the emergency.

3.3.6.1 TasALERT

TasALERT (www.tasalert.com.au) is Tasmania's official online emergency information source. Outside emergency response periods, the website provides general information on topics such as volunteering, disaster preparedness and resilience-focused campaigns.

In an emergency, the homepage of the website is updated to highlight current incidents. Each incident will have a dedicated page displaying all available information (mapped information, social media, new content etc.) specific to that incident.

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

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

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

PIU activation may be requested due to the:

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

Council or the MC may request PIU support or activation by the Regional Controller through the Regional Planner. PIU may provide Council with assistance for developing a

Public Information Document, Mayoral talking points, key messages and development of a single 'source of truth'.

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

3.3.6.3 Tasmanian Emergency Information Service (TEIS)

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

The decision to activate includes acceptance of responsibilities that include appointing:

- a. a Liaison Officer to be located within TEIS for the duration of the activation; and
- b. a supporting Information Manager.

Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner.

If activation of TEIS is approved, scripts are developed consultatively through the whole-of-government Public Information Unit.

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

3.3.6.4 Working with the Media

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

The **Mayor** has a pivotal role as community leader to coordinate community information and is Council's chief spokesperson. The Mayor (or delegate) will also speak on behalf of the affected community. The Mayor will be supported in this role by an experienced media liaison officer, typically the Executive Officer and General Manager, who can prepare community and media statements for Mayoral endorsement. If deemed necessary, an experienced media liaison officer will be sourced from another local government area. The MC will provide the Mayor with emergency-related information.

In an emergency, the Mayor's public information role includes to:

- a. receive notification of the emergency from the MC or GM;
- b. notify Councillors;
- c. maintain contact with and support the MC and GM;
- d. direct ongoing information to Council; and
- e. be Council spokesperson for information to the community and media.

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

Table 8: Summary of public information arrangements

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

3.3.7 Other elements

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

3.3.8 Evacuation

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

3.3.8.1 Management

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

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

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

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

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

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

Council maintains a register of appropriate facilities that may be used as evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in [Appendix 8](#).

3.3.8.2 Decision

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

3.3.8.3 Withdrawal

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

3.3.8.4 Shelter

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

Nearby Safer Places are places that provide 'last resort' shelter options and are identified in Community Protection Plans. Nearby Safer Places within Council's municipal area are listed at [Appendix 9](#).

3.3.8.5 Return

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

3.3.9 Impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment and reporting on this assessment to other response and recovery agencies and the relevant municipal and/or regional recovery officers.

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

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

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

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

3.3.10 Registrations

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

Registration may be established and coordinated by the Response Management Authority. When Evacuation or Recovery Centres are activated, processes to support registration should be implemented as soon as possible. This may be supplemented or supported by regional arrangements for the ongoing coordination of registrations into the recovery phase. When Council is required to operate an Evacuation or Recovery Centre, registration will be implemented using current forms. Information collected on these forms may need to be provided to Red Cross if TASPOL requests the use of Register.Find.Reunite (RFR).

Registrations are shared regularly with relevant stakeholders throughout emergency response, including with the Regional Planner and SRSRC.

3.3.1 Pandemic health emergencies

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

The *Tasmanian Health Action Plan for Pandemic Influenza* (THAPPI) is an Associate Plan of the TPHEMP that outlines the framework that Tasmania will use to manage the health sector's preparedness and response to an influenza pandemic.

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

3.3.2 Debriefs

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

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

Lessons identified are shared with stakeholders including the MEMC, Regional Planner and SRSRC.

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

3.3.3 Administration: finance and cost capture

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

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

DRFA category	Type	Claimable expenses
Category A	Essential	Emergency food, clothing Repair or replacement of essential items and personal effects Essential emergency repairs to housing (to make residence safe and habitable) Demolition or rebuilding to restore housing Removal of debris from residential properties Extraordinary counter-disaster operations for the benefit of an affected individual Personal and financial counselling Evacuation Centre costs
Category B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices) Counter-disaster operations for the protection of the general public
Category C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible

expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc).
 A fund may also include community awareness and education campaigns and other resilience building grants.

Category D	Non-Essential	<p>A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional.</p> <p>These must be approved by the Prime Minister in writing.</p>
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Council will establish special accounts to record all costs associated with an emergency. All expenditure is to be approved by the MC, GM, or other authorised person before cost commitments are made.

Council has a specific emergency management function within its *Annual Operating Plan*, with account numbers set up to track costs associated with emergency management annual operational expenses.

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

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

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

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

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. OSEM will provide information and advice on request.

3.4 **Recovery arrangements**

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

3.4.1 **Overview**

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

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

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

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

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

- a. social;
- b. economic;
- c. infrastructure;
- d. environment; and
- e. cross-domain

Typical recovery considerations include but are not limited to:

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

3.4.2 **Current arrangements**

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

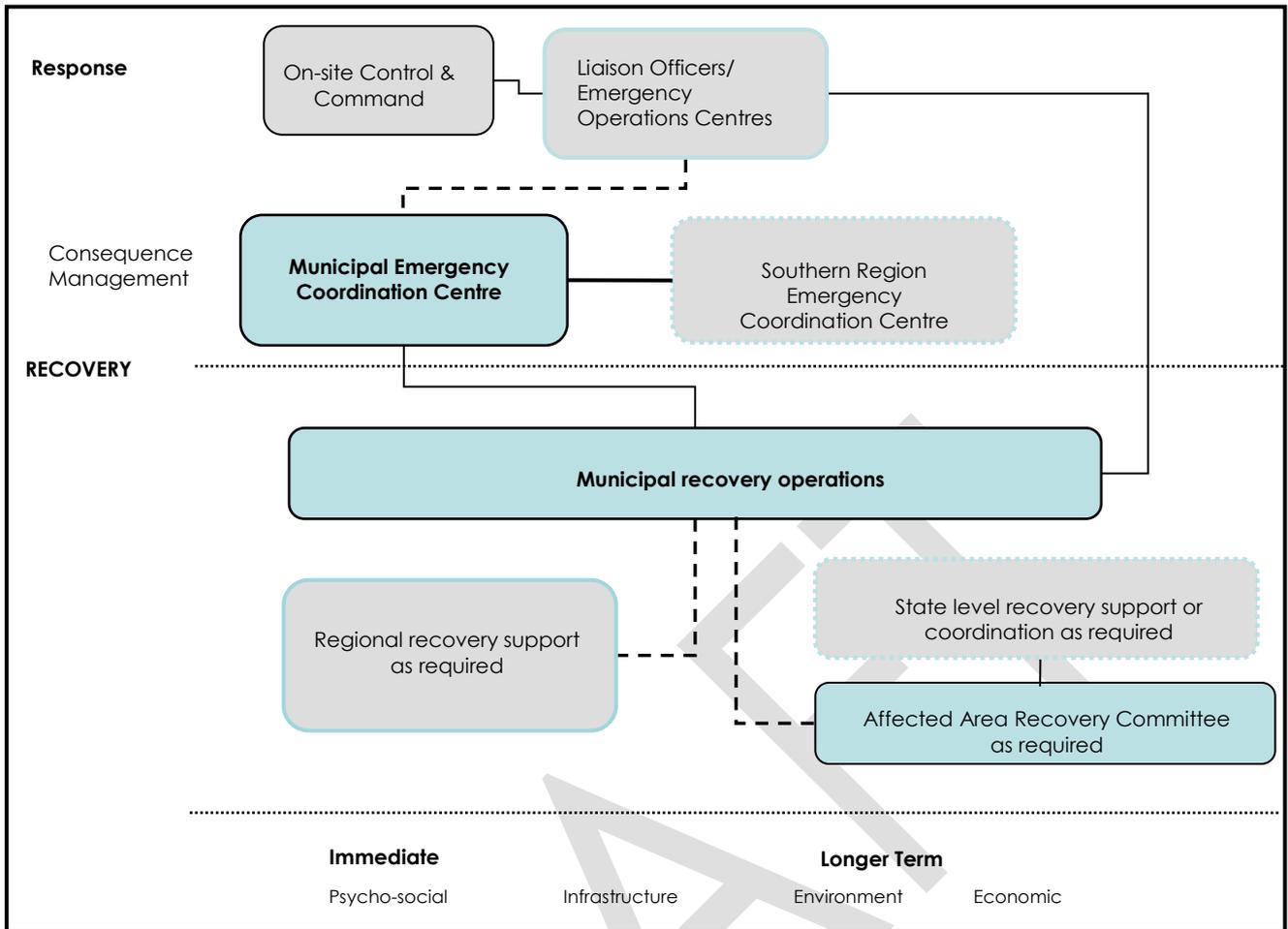


Figure 4: Community recovery management arrangements

LEGEND:

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

3.4.3 Media and public information

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

- RMA's website and social media;
- TasALERT website and social media;
- Radio, television and print media; and
- Public meetings, Evacuation and Recovery Centres and outreach visits.

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

The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community, in accordance with Council's policies. The Mayor will be supported by the Executive Officer in consultation with the General Manager, who can prepare community and media statements. The MC will provide the Mayor with recovery-related information.

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

3.4.4 At-risk groups of people

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

Council's **Recovery Coordinator** is responsible for undertaking the following activities:

- a. provide Evacuation Centres that are accessible to a broad cross-section of the community;
- b. maintain broad knowledge of relevant service providers within the municipality;
- c. promote community resilience as part of normal Council business;
- d. maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, childcare centres) within the municipality;
- e. provide local demographic information and advice to stakeholders as able and required;
- f. provide support to emergency management stakeholders with a statutory responsibility for vulnerable and at-risk people, as able and required; and
- g. develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable and at-risk people, as able and required.

3.4.5 Short-term recovery

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

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in [Appendix 8](#).

Recovery facilities are activated on the request or advice from the:

- a. MC;
- b. Community Recovery Coordinator;
- c. Regional Planner; or
- d. Regional Controller

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

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

3.4.6 Long-term recovery

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

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

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

After significant emergencies and/or where recovery needs exceed municipal capabilities and/or resources, additional state-level recovery support may be activated. Level 2 and Level 3 arrangements are detailed in the State Recovery Plan. State-supported recovery (Level 2) involves the Tasmanian Government supporting the coordination of recovery coordination at local or regional levels, usually through an Affected Area Recovery Committee (AARC). State-coordinated recovery (Level 3) involves the Tasmanian Government coordinating recovery through AARC/s, as well as appointing a Recovery Taskforce led by a Recovery Coordinator.

AARCs may be established under section 24E of the Act, in partnership with local government bodies, municipal committees and affected communities. AARCs may be established locally for one municipality or regionally for multiple municipalities.

The purpose of an AARC is to coordinate recovery activities at regional and local levels through information-sharing, collaboration and collective decision-making. An AARC's role includes developing event-specific recovery plans, facilitating community engagement and participation in recovery, and guiding the implementation of local recovery projects and activities.

An AARC is usually chaired by the Mayor, the MC or another regional/local representative. AARCs can include representatives from affected communities, local government, state government agencies and other organisations with a significant recovery role. DPAC may support the administration of an AARC and coordinate multi-agency recovery efforts to support local and council-led activities.

An AARC will typically develop a recovery plan that:

- a. takes account of Council's long-term planning and goals;
- b. includes assessment of recovery needs and determines which functions are required;
- c. develops a timetable for completing major functions;
- d. considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people;
- e. allows full community participation and access;
- f. allows for monitoring of recovery progress;
- g. effectively uses the support of Tasmanian and Australian Government agencies;
- h. provides public access to information on proposed programs and subsequent decisions and actions; and
- i. allows consultation with all relevant community groups.

The AARC 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 and information sessions for the community;
- b. debriefs for recovery workers; and
- c. progress reports for Council, the community, SEMC, SREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/analysis of records (financial and information).

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

3.4.7 Recovery functions

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

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Section 4: Plan administration

4.1 Plan contact

This plan is maintained by the Glamorgan Spring Bay Municipal Coordinator for the Glamorgan Spring Bay MEMC. Feedback on this plan should be provided in writing to:

Email: admin@freycinet.com.au

Mail: Glamorgan Spring Bay Council, PO Box 6, TRIABUNNA 7190

Phone: (03) 6256 4777

4.2 Review requirements and issue history

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

Upon review of the MEMP by Council's MEMC at intervals not exceeding two years, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at [Section 4.4](#) below.

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

Table 9: Issue table

Issue No.	Year approved	Comments/summary of main changes
Issue 1	1994	First Plan
Issue 2	1997	Review
Issue 3	2003	Review
Issue 4	2004	Review
Issue 5	2006	Rewrite
Issue 6	2011	Rewrite to comply with new PPRR format
Issue 7	2013	Review
Issue 8	2015	Review
Issue 9	2018	Review
Issue 10	2020	Changes to format; incorporated TEMA and Tasmanian Emergency Evacuation Framework

4.3 Consultation for this issue

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

- a. SES Regional Manager South and SES Senior Planning and Education Officer;
- b. Southern Regional Social Recovery Coordinator;
- c. Regional Planner; and
- d. MEMC members.

4.4 Distribution list

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

Table 10: Distribution list

Organisation	Position
Council	<ul style="list-style-type: none">• All MEMC members• Mayor and Councillors• GM• Relevant community groups and organisations
SES	<ul style="list-style-type: none">• Unit Manager, SES Unit• Regional Manager (South)• Regional Planner (for Regional Controller)• Senior Planning and Education Officer (for SES Director, State Controller, WebEOC)
TASPOL	<ul style="list-style-type: none">• Officer in Charge, Swansea Station
TFS	<ul style="list-style-type: none">• District Officer, South East District
AT	<ul style="list-style-type: none">• Superintendent, Southern Region
St John Ambulance	<ul style="list-style-type: none">• Chief Executive Officer
Neighbouring municipalities	<ul style="list-style-type: none">• Break O'Day Council• Sorell Council
Other Organisations	<ul style="list-style-type: none">• TasWater

4.5 Communications plan summary

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

- a. Email copies sent to the positions listed in [Table 10](#);
- b. submitted for noting by the SREMC
- c. published on Council's website and available to the public by request to the MC; and
- d. available to interested parties on request.

4.6 Validation of this plan

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

- a. participating, where able, in other municipal/regional exercises;
- b. conducting/participating in relevant debriefs; and
- c. refer to [Appendix 4](#).

Section 5: Appendices

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

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – Municipal committee maintenance schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty statements

Appendix 7 – SOPs and policies for warnings, public information, working with the media

Appendix 8 – Community centres

Appendix 9 – Nearby Safer Places

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APPENDIX 1: List of associated documents

The documents listed here are relevant to this MEMP. When the MEMP is reviewed, current versions of these documents will also be checked. Other relevant documents that may also have been developed between issues will be included.

a Legislation

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

b Plans and arrangements

Row	Title	Custodian	Version/date	Available from
Council arrangements and plans				
1	Council maps for council roads and alternative transport plans	Council	N/A	GSBC Works Manager
2	Fire Management Plans for GSBC Reserve areas	Council		NRM Manager
3	GSBC – Pandemic Response Plan	Council	April 2020	MC
4	GSBC Dolphin Sands Emergency Plan	Council	Draft 2020	MC
5	Stormwater System Management Plan	Council	Draft 2020	GSBC Works Manager
Regional arrangements and plans				
6	Regional Emergency Management Plan	SES	Issue 8	2018
State arrangements and plans				
7	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
8	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
State Special Emergency Management Plans (SSEMP)		Available WebEOC File Library (DPFEM – SES)		
9	SSEMP – COVID 19	DoH	Issue 1	2020 (March)
10	SSEMP – Dam safety	DPIPWE	Issue 3	2019 (July)
11	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
12	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
13	SSEMP – Interoperability arrangements	DPAC	Issue 3	2018 (September)
14	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
15	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
16	SSEMP – Fire protection	TFS	Issue 2.3	2018 (June)
17	SSEMP – Recovery	DPAC	Issue 3	2018 (January)
18	SSEMP – Structural collapse	TFS	Issue 2	2020
19	SSEMP – Energy supply	DSG	Issue 2	2015 (January)
20	SSEMP – Biosecurity	DPIPWE	Issue 1	2010 (December)
21	SSEMP – Counter-terrorism	TASPOL		2017 (May)
22	SSEMP – Flood	SES	Issue 2	2019 (July)
23	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
24	SSEMP – Public health	DoH	Issue 2	2014 (December)
25	SSEMP – Search and rescue	DPFEM	Issue 4	2018 (February)
26	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
27	SSEMP – Tsunami	SES	Issue 1	2015 (September)

Row	Title	Custodian	Version/date	Available from
Other				
28	Protocol for Use of Emergency Alert	TFS		
29	TasPorts Emergency Management Plan	TasPorts		
30	TFS Community Protection Plans	TFS		
31	Tasmania Marine Oil and Chemical Spill Contingency Plan	DPIPWE EPA Division	- 2019	DPIPWE – EPA Divisions

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APPENDIX 2: Risk assessment report

a Tasmanian Government responsibilities – emergency risk management

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

b Local government responsibilities – emergency risk management

Tasmania's local government authorities supported the development of TERAG and committed resources toward the achievement of its aim. The benefits to Council in participating in this process include:

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

The responsibilities of Council and the MEMC in relation to emergency risk management are summarised in [Table 3](#) and detailed in TEMA.

c TERAG data and recommended treatment strategies for implementation

The following risk register includes a description of risks identified and treatment strategies required. Sources of risk were reviewed and additional risks added and assessed with review of this MEMP.

Council is responsible for managing the incorporation of treatment strategies that are either the responsibility of Council, or of both Council and other levels of government or agencies, into appropriate Operational Plans and/or Partnership Agreements as required.

Specifically, each register includes:

1. Unique identifier number;
2. Risk statement;
3. Treatment option/s;
4. Officer responsible for treatment;
5. Implementation timeframe.

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

The timeframe for undertaking treatment options is also defined in the following:

- **Immediate action:** must be completed as soon as practical within current budget cycle (12 months);
- **Short-term action:** must be completed as soon as practical within the next budget cycle (12-24 months);
- **Long-term action:** must be completed within five years;
- **Ongoing:** continuously monitor; or
- as described in the table.

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 01 Flood				
GS 01.01	There is a risk that flooding of the Swan River will cause damage to roads and bridges	Assess structures at risk including road and bridge inspections	Works Manager	TasSpan (Contractor) inspect bridges every year
		Develop asset management plans for critical road and bridge assets	Works Manager	Short term
		Maintain an asset renewal program by completing renewal works identified in that year	Works Manager	Annually
		Clear waterways	DPIPWE	Ongoing
		Relay major Community warning information	SES	Upon receipt of BoM warning
		Evacuate campers at Swan River Boat Ramp	MC / Works Manager	Upon receipt of BoM warning
GS 01.02	There is a risk to properties in the floodplain from flooding of the Apsley River	Ensure proposed use and development complies with Planning schemes	Executive Manager - Development	Immediate
		Relay major Community warning information	SES	Upon receipt of BoM warning
		Clear waterways	DPIPWE	Ongoing
		Assess structures at risk including road and bridge inspections	Works Manager, DSG	TasSpan (Contractor) inspect bridges every year
		Develop asset management plans for critical road and bridge assets	Works Manager	Short term

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 01 Flood				
		Maintain an asset renewal program by completing renewal works identified in that year	Works Manager	Annually
		Relay major Community warning information	SES	Upon receipt of BoM warning
		Recognising areas at risk from flooding and managing use and development accordingly	Executive Manager – Development	Ongoing
GS 01.03	There is a risk to roads, bridges, residential and commercial properties from flooding of other rivulets and stormwater overflows	Inspect and clear drains – especially known problem areas	Works Manager	Upon receipt of BoM warning
		Develop asset management plans for critical road and bridge assets	Works Manager	Short term
		Maintain an asset renewal program by completing renewal works identified in that year	Works Manager	Annually
		Assess structures at risk including road and bridge inspections	Works Manager, DSG	TasSpan (Contractor) inspect bridges every year
		Inspect and clear drains – especially known problem areas	Works Manager	In line with maintenance schedule and prior to major rainfall event
		Promote mitigation and response strategies with property owners	Works Manager	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
GS 02.01	There is a risk to residential, rural and commercial properties in the municipality from the effects of bushfire	East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Community Education/awareness programs	TFS, MC	Ongoing
		Fuel reduction, enforcement of abatement notices	TFS, Natural Resource Manager	Annually – Autumn/Winter
		Community Protection and Response Plans	TFS	Ongoing
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code and enforcement	Executive Manager - Development	Upon application
		Maintain fire breaks	Works Manager	Annually – Autumn/Winter
		Avoiding zoning any new areas identified as at unacceptable risk from bushfire	Executive Manager - Development	Ongoing
		Fire Permit periods, Total Fire Bans	TFS	As required
GS 02.02	There is a risk to council owned infrastructure including timber bridges community halls etc from the effects of bushfire	East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Community Protection and Response Plans	TFS	Ongoing
		Maintain an asset renewal program by completing renewal works identified in that year	Works Manager	Annually
		Hazard reduction, enforcement of abatement notices	TFS, Natural Resource Manager	Annually – Autumn/Winter
		Maintain fire breaks	Works Manager	Annually – Autumn/Winter

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
GS 02.03	There is a risk to human life from the effects of bushfire	East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Community Education/awareness programs	TFS, MC	Ongoing
		Hazard reduction, enforcement of abatement notices	TFS, Natural Resource Manager	Annually – Autumn/Winter
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code and enforcement	Executive Manager - Development	Ongoing
		Maintain fire breaks	Works Manager	Ongoing
		Fire Permit periods, Total Fire Bans	TFS	As required
		Evacuation of affected area	TasPol	In consultation with TFS
GS 02.04	There is a risk to livestock and domestic animals from the effects of bushfire	Maintain planning scheme provisions, including <ul style="list-style-type: none"> • access/egress • vegetation clearance • defensible space 	Natural Resource Manager / Executive Manager - Development	Ongoing
		East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Community Education/awareness programs including advice regarding early evacuation of livestock and domestic animals	TFS, MC	Ongoing
		Hazard reduction, enforcement of abatement notices	TFS, Natural Resource Manager	Annually – Autumn/Winter
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code and enforcement	Executive Manager - Development	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
		Maintain fire breaks	Works Manager	Annually
		Fire Permit periods, Total Fire Bans	TFS	As required
		Animal Evacuation sites identified and reviewed	MC and RC	Long term
		Evacuation of affected area	TasPol	In consultation with TFS
GS 02.05	There is a risk to water supply levels from the effects of bushfire	Identify additional local water storage's and supply including reticulation	TasWater	Ongoing
GS 02.06	There is a risk to human life and the environment at Maria Island National Park from the effects of bushfire	Community Protection and Response Plans	TFS	Ongoing
		East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Maria Island Draft Emergency Response Procedures	DPIPWE - PWS	Ongoing
		Southern Region Strategic Fire Management Plan	DPIPWE - PWS	Ongoing
		TFS Community Warnings	TFS	At time of event
		Fire Permit periods, Total Fire Bans	TFS	As required
		TFS & PWS Notifications and Brochures – Bushfire safety for Travellers, Track closure notices, Fire Ban notices, Warning information displayed in Tourist Information Centres and National Parks Offices	TFS / PWS / VICs	Upon notification from TFS
		Signage erected in all Visitor Information Centres relating to current bushfire risk and warnings	Visitor Information Centres	At time of event and notification from TFS

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
GS 02.07	There is a risk to human life and the environment at Freycinet National Park from the effects of bushfire	Community Protection and Response Plans	TFS	Ongoing
		Freycinet Emergency Management Plan	DPIPWE - PWS	Ongoing
		TFS Community Warnings	TFS	At time of event
		TFS & PWS Notifications and Brochures – Bushfire safety for Travellers, Track closure notices, Fire Ban notices, Warning information displayed in Tourist Information Centres and National Parks Offices	TFS / PWS	Upon notification from TFS
		Fire Permit periods, Total Fire Bans	TFS	As required
		Signage erected in all Visitor Information Centres relating to current bushfire risk and warnings	Visitor Information Centres	At time of event and notification from TFS
GS 03 Storm				
GS 03.01	There is a risk to residential and commercial properties from the effects of severe storms	Community education and awareness program	SES	Ongoing
GS 03.02	There is a risk to human life from the effects of severe storms	Inspect Council tree assets in parks and streets	Natural Resources Manager / Works Manager	Ongoing regular inspections
		Relay Damaging winds alerts and severe weather alerts from BoM and SES via Council website	MC	Immediately upon receipt of alert
		Relay severe weather alert to Council operational staff	MC / Works Manager / Natural Resources Manager	Immediately upon receipt of alert

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 04 Landslip				
GS 04.01	There is a risk landslip will result in damage to residential and commercial property.	Ensure that proposed use and development complies with the standards of the Landslip Code of the Glamorgan Spring Bay Planning Scheme 2015. Matters covered by the Code include ensuring new use and development is subject to a tolerable level of landslip risk, and that proposed development will not lead to an increase in risk of landslip above tolerable levels, through landslip risk assessments.	Executive Manager - Development	Ongoing
GS 04.02	There is a risk landslip will result in damage to roads and bridges.	Implement appropriate design to ensure assets can be cleaned and operationalised within a reasonable timeframe	Works Manager	Ongoing
		Consider the impact of landslip in Council's capital works program.	Works Manager	Ongoing
GS 05 Public Health				
GS 05.01	There is a risk to the community as a result of a pandemic	State Special Emergency Plan – COVID-19 State Special Emergency Plan – Pandemic Influenza State Special Emergency Plan – Public Health	DoH DoH DoH	Plans reviewed and updated regularly
		Issue community information and education materials including for council facilities	MC	Relevant materials distributed when required
		Immunisations available for Council staff	GM	Annually
		Maintain and review GSBC Pandemic Response Plan and Covid Safe Plans for Council owned community facilities	MC	Plan reviewed and updated as situation evolves

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 05 Public Health				
GS 05.02	There is a risk to the community from the effects of water contamination (drinking, beach, waterways and recreational waters)	Recognising areas potentially at risk from site contamination and managing use and development accordingly	Executive Manager - Development	Ongoing
		Install 'Non Potable Water' signage at all toilet and BBQ facilities	Works Manager	Short Term
GS 06 Earthquake				
GS 06.01	There is a risk that an earthquake will result in damage to public and private property and infrastructure	Ensure earthquake provisions of building code and design standards are implemented by ensuring the appropriate permits are in place for each development	Executive Manager - Development	Ongoing
GS 07 Animal Disease				
GS 07.01	There is a risk to the community from the effects of introduced animal disease	Relay information to the public regarding recommended actions	DPIPWE / Executive Manager – Development	Ongoing
GS 07.02	There is a risk to agricultural income and potential livestock losses due to the effects of an introduced animal disease	Support State and National strategies	DPIPWE / Executive Manager - Development	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 08 Tsunami				
GS 08.01	There is a risk to the community from tsunami	Relay tsunami warnings to the public via Emergency Alert if required	TasPol	Immediately upon receiving warning
		State Special Emergency Plan – Tsunami Response	SES	Updated every two years
		Relay warnings to stakeholders if required by TasPol	MC	Immediately upon receiving warning
		Evacuate low lying campsites and carparks - IF TIME ALLOWS	TasPol	Immediately upon receiving warning
GS 09 Coastal Erosion				
GS 09.01	There is a risk to low lying properties at Dolphin Sands, Orford, Triabunna, Swanick and Swansea of property and road damage due to coastal & river bank erosion	Avoiding zoning any further land for urban development identified as at risk from rising sea levels Back zoning land identified as potentially at risk from rising sea levels where not substantially developed Managing areas identified as potentially at risk from rising sea levels through the Coastal Erosion Hazard Code	Whole of Government / GSBC / DSG / DPIPWE / Property owners	Ongoing
		Ensure any proposed development complies with the standards of the Inundation Prone Areas Code	Executive Manager Development	Ongoing
GS 10 Infrastructure Failure				
GS 10.01	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
GS 10.02	There is a risk of loss of water supplies due to pipeline failure of the Prosser River pipeline to Tassal	Monitor pipeline	GSBC / TasWater	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 11 Infrastructure Failure				
GS 11.03	There is a risk of loss of water supplies due to failure of the Prosser River Dam	Maintain storage facility	TasWater / DPIPWE	Short-term
GS 11.04	There is a risk of community disruption due to damage to the road/bridge network	Assess structures at risk including bridge inspection programs	GSBC / DSG	Inspect bridges every five years
		Develop asset management plans for critical road and bridge assets.	Works Manager	Short term
		Maintain asset renewal program by completing renewal works identified in that year	Works Manager	Annually
GS 11.05	There is a risk a transport accident may cause contamination to the Prosser River water storage resulting in a loss of water supplies.	Installation of improved road barriers and signage	DSG/ TasWater	Short-term
		Reduction in speed limit to 80kph in high risk area of Tasman Highway adjacent to Prosser River. Install signage	GM / DSG	Long term
GS 11.06	There is a risk of environmental damage and public health impacts due to a loss of power supplies resulting in sewerage pump failures	Telemetry control/monitoring Regular pump inspections and maintenance	TasWater TasWater	Short-term Short-term
GS 11.07	There is a risk to the Swansea community of a loss of water supplies due to a failure or contamination of the storage weir	Maintain storage facility	TasWater / DPIPWE	Short-term
GS 11.08	There is a risk to public health due to a loss of power supplies in water treatment facilities	Improved telemetry monitoring Review community warning systems	TasWater TasWater	Short-term Short-term

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 12 Structural Fire				
GS 12.01	There is a risk to human life at major accommodation facilities as a result of structural fire	Ensure compliance to current building codes and fire safety regulations for new development by ensuring appropriate permits are in place.	Executive Manager – Development / TFS	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems	Executive Manager - Development	Ongoing
		Provide alternative back up water supplies	TasWater	Long term
GS 12.02	There is a risk to human life at commercial, residential and industrial premises from structural fire	Ensure compliance to current building codes and fire safety regulations for new development by ensuring appropriate permits are in place	Executive Manager – Development / TFS	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems	Executive Manager - Development	Ongoing
		Provide alternative back up water supplies	TasWater	Long term
GS 13 Pollution				
GS 13.01	There is a risk of contamination in the Glamorgan Spring Bay coastal area due to an oil or sewerage spill	Identify major risk areas and implement emergency response plans.	DPIPWE / TasPorts / Executive Manager Development	Ongoing
		Tasmanian Marine Oil and Chemical Spill Contingency Plan	DPIPWE - EPA	Ongoing
		TasPorts Oil Spill Contingency Plan	TasPorts	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 14 Transport Accident				
GS 14.01	There is a risk of multiple casualties from a major transport accident on the Tasman Highway, Lake Leake Highway and Coles Bay Road	Identify major risk areas and install appropriate signage	DSG	Short-term
		Identify major risks for road/bridge redesign	DSG	Short/long-term
		Implement Tasman Highway Study recommendations	DSG	Short/long-term
GS 14.02	There is a risk of major traffic disruptions due to a road transport accident causing damage to the Prosser River bridge	Alternative road access	DSG	Long-term
		Improved bridge protection for heavy vehicles	DSG	Short term
GS 15 Coastal sea level rises				
GS 15.01	There is a risk to the community as a result of coastal sea level rises	Ensure that proposed development complies with the standards of the Inundation Prone Areas Code	Executive Manager - Development	Ongoing

APPENDIX 3: MEMC Terms of Reference

Glamorgan Spring Bay Municipal Emergency Management Committee Terms of Reference



Committee	Glamorgan Spring Bay Emergency Management Committee
Date and status	Issue 10 2020
Enquiries	Executive Officer Municipal Emergency Management Coordinator Glamorgan Spring Bay Council
Review notes	These Terms of Reference are due for review in August 2022
General standards & practices	The <i>Tasmanian Emergency Management Arrangements</i> (TEMA) 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 www.ses.tas.gov.au). The following are specific to this committee:
1. Authority & Background	Section 20 of the <i>Emergency Management Act 2006</i> establishes the Glamorgan Spring Bay Emergency Management Committee within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	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 are 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 ..."
2.1 Functions	<ul style="list-style-type: none">2.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.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.2.1.3 Oversight of the management of emergencies where council/s resources are required to support response and recovery.2.1.4 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.2.1.5 Nominate a representative to attend the Southern Region Emergency Management Committee activities and provide bilateral support.

- 2.1.6 Coordinate/participate in at least one emergency management exercise for the City every two years.
- 2.1.7 Coordinate a post emergency operational debrief for all organisations involved in an emergency event.
- 2.1.8 Meet twice per year unless an emergency event occurs and a subsequent review of the operational aspects of the Plan is required. These meetings will be scheduled by the Executive Officer at the appropriate intervals

3. Reports to

Southern Regional Emergency Management Committee

4. Membership

Section 21 of the *Emergency Management Act 2006* establishes the arrangements for this committee's membership. These are supplemented by the following practices:

- membership is reviewed every time the Terms of Reference is reviewed and members are confirmed in writing by the responsible officer/manager
- 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.

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.

4.1 Chairperson

Glamorgan Spring Bay Mayor

4.2 Executive officer

Municipal Emergency Management Coordinator, Glamorgan Spring Bay Council

4.3 Members

- | | |
|---|--|
| <ul style="list-style-type: none"> • GSBC – Mayor • Municipal Coordinator • Deputy Municipal Coordinator • Municipal Recovery Coordinator • May Shaw Centre CEO • Spring Bay Community Centre Nurse Unit Manager • AT – Local Coordinator • P&W Manager Parks & Reserves • Sustainable Timbers | <ul style="list-style-type: none"> • SES Unit Manager • SES Southern Regional Manager • SES Regional Emergency Management Planner • Manager Natural Resources GSBC • TFS District Officer • TasPol Divisional Inspector • TasPol Sergeant Swansea Division • Freycinet Volunteer Marine Rescue |
|---|--|

4.4 Nominated proxies

Chairperson – General Manager
Executive Officer – Manager Community Development

5. Committee details

5.1 Sub-committees

There are no formal standing sub-committees to the Glamorgan Spring Bay Emergency Management Committee. Recovery matters are dealt with through the main committee.

5.2 Stakeholder groups

The stakeholder groups of this committee include but are not limited to:

- Other service provider agencies such as Telstra, TasNetworks, Hydro, TasWater
- Recovery service providers such as Centrelink, St Vincent de Paul, Housing Tasmania, Red Cross.

5.3 Chairperson

The role of the Chairperson of the Glamorgan Spring Bay Emergency Management Committee is to:

- a Chair the Council's Emergency Management Committee
- b Receive notification of emergency events from the Municipal Coordinator.
- c Maintain contact with and support the Municipal Coordinator during an emergency event.
- d Maintain regular contact/ liaison with the Municipal Coordinator in regard to the administrative arrangements of the Glamorgan Spring Bay Emergency Management Committee.

5.4 Frequency of meetings

The intention is for the Glamorgan Spring Bay Emergency Management Committee to meet twice per year unless an emergency event occurs and a subsequent review of the operational aspects of the Plan is required. These meetings will be scheduled by the Executive Officer at the appropriate intervals.

5.5 Municipal Emergency Management Plan (MEMP) Review Process

A formal review of this Plan will be conducted every two years by the Glamorgan Spring Bay Emergency Management Committee. This process will be facilitated in conjunction with the usual meeting schedule of the Glamorgan Spring Bay Emergency Management Committee.

The review will as a minimum take into consideration the following factors:

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

5.6 Emergency management maintenance schedule

A schedule that provides prompts for action to ensure that Council's EM capability remains current is included as Appendix 4 to this plan.

5.7 Business continuity planning

Business continuity is not specifically considered within this Plan. Whilst an emergency event will have an impact on the business of the Council and the community, this Plan focuses on the management and resource requirements to effectively mitigate the likelihood and manage the consequences of emergency events on the broader community.

APPENDIX 4: MEMC maintenance schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the GSB MEMC	Municipal Coordinator	Biannually	March/Sept
Coordinate emergency management training for selected worker member/s on rotating basis	Municipal Coordinator	Annual	Ongoing throughout year
Plan, conduct and review an EM related exercise	Municipal Coordinator	Every two years	October
Review EM Plan and all appendices (including risk assessments and treatment strategies). Lodge plan with SREMC	Glamorgan Spring Bay MEMC	Every two years	September
Review and update contact lists	Municipal Coordinator	Bi-annually	March/Sept
Attend REMC Meetings	Municipal Coordinator	Quarterly	As advised
Attend SRSRC Meetings	Recovery Coordinator	Quarterly	As advised
Review Risk Treatment options in conjunction with strategic plan and budget	Municipal Coordinator	Annually	March

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APPENDIX 5: Centres for emergency management

a Emergency Operations Centres (EOC)

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

Organisation	Municipal location	Contact	Regional location	Contact
Primary:	Council Office, 9 Melbourne St, Triabunna	Municipal Coordinator & Deputy MC	SES Southern Region Headquarters Level 1, 28 Bathurst St Hobart	SES Regional Planner
Secondary:	SES Unit facilities 76 Maria St. Swansea	SES Unit Manager		

b Emergency Coordination Centres (ECC)

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

	Municipal location	Contact	Regional location	Contact
Primary:	Council Office, 9 Melbourne Street, Triabunna	Municipal Coordinator & Deputy MC	SES Southern Region Headquarters Level 1, 28 Bathurst St Hobart	SES Regional Planner
Secondary:	SES Unit facilities 76 Maria St. Swansea	SES Unit Manager		

A mobile communications unit is available through SES Unit facilities, 76 Maria Street, Swansea

APPENDIX 6: Duty statements

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

These arrangements are designed to be flexible and scale able and one person may fulfil more than one function dependent upon the size of the emergency. Should the event be larger than Glamorgan Spring Bay Council's capacity to respond, the MC will seek support from the REMC.

Duty Statement: Municipal Emergency Management Committee (MEMC)

Committee's duties

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

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

Chairman's duties

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

Municipal Coordinator's Duties

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

Committee Members' Duties

1. Provide advice within their field of expertise.
2. Coordinate and manage resources from their respective organisation in support of the MEMC.

Duty Statements: Emergency roles

Mayor

1. Receive notification of emergency from Municipal Coordinator / General Manager.
2. Notify Councillors.
3. Maintain contact with and support Municipal Coordinator / General Manager.
4. Act as the Council spokesperson for information to the community and media in relation to the Glamorgan Spring Bay municipal area.
5. Promote and support emergency relief appeal arrangements.

Reports to the Council

General Manager

1. Notify the Mayor and Councillors, as required.
2. Assist the Mayor with community and media information.
3. Manage ongoing information to the community and media.
4. Liaise with and provide support to the Municipal Coordinator.
5. Authorise the use of resources as may be appropriate, outside of normal operating guidelines, in support of the Council's response to an emergency.

Reports to the Mayor

Municipal Coordinator

1. Responsible for the overall management of Glamorgan Spring Bay response to an event.
2. Activate the EOC and ECC as appropriate.
3. Establish an Incident Management Team if required
3. Coordinate resources and activities in the emergency coordination centre.
4. Liaise with emergency services, particularly the Southern Regional Officer SES.
5. Liaise with the Southern Regional Emergency Management Controller (Regional Controller) as appropriate.
6. Notify the General Manager, Mayor, Chair of Glamorgan Spring Bay Emergency Management Committee of an emergency or potential emergency.
7. Represent the Council on regional emergency management committees.

Reports to the General Manager

Recovery Coordinator

1. Receive notification of emergency from Municipal Coordinator.
2. Notify appropriate recovery organisations.
4. Maintain contact with and support Municipal Coordinator.
5. Manage assessment of community needs with support from Social Recovery Partners.
6. Maintain ongoing liaison with Regional Social Recovery Coordinator during the provision of services to the community.
7. Be a member of the Glamorgan Spring Bay Emergency Management Committee.
8. Establish Evacuation Centre and Recovery Centre as requested by Municipal Coordinator.
9. Maintain and manage the activities within the Recovery Centre.

Reports to the Municipal Coordinator

Emergency Operations Centre Manager

1. Receive notification of emergency from Municipal Coordinator.
2. Coordinate the field operations in an emergency event.
3. Maintain contact with and support Municipal Coordinator.
4. Establish the EOC as requested by Municipal Coordinator.
5. Maintain and manage the activities within the EOC.

Reports to the Municipal Coordinator

Logistics Coordinator

1. Receive notification of an emergency from Municipal Coordinator / Recovery Coordinator.
2. Assist with the establishment of such emergency operations and coordination centres as may be required or requested.
3. Acquire and supply human and physical resources to sustain the operations of these centres.
4. Maintain liaison with and support Municipal Coordinator and Recovery Coordinator.

Reports to the Municipal Coordinator

Deputy Municipal Coordinator

1. Assist the Municipal Coordinator in all duties.
2. Act as Municipal Coordinator in his/her absence.
3. Be a member of the Glamorgan Spring Bay Emergency Management Committee.

Reports to the Municipal Coordinator

Evacuation or Recovery Centre Manager

1. Receive notification of emergency from Municipal Coordinator/ Recovery Coordinator.
2. Establish evacuation/recovery centres as required.
3. Provide human and physical resources to maintain evacuation/recovery centres as required.
4. Maintain safe and effective coordination of activities taking place at the Evacuation / Recovery Centre they are responsible for.
5. Maintain liaison with and support Municipal Coordinator.

Reports to the Recovery Coordinator

Administration Officer

1. Receive notification of emergency from the Municipal Coordinator.
2. Maintain contact with and support the Municipal Coordinator.
3. Support officers within the Coordination Centre with any administration activities and other miscellaneous duties such as phone calls, radio calls and nutrition.

Reports to the Municipal Coordinator

APPENDIX 7: SOPs & policies for warnings, public information, working with the media

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

Municipal Coordinator (MC)

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

- a Assess the necessity to establish the MECC and/or EOC;
- b Contact the EOC Manager to alert/activate response teams/supervisors and other potentially affected operational areas as deemed appropriate;
- c Notify Council's GM;
- d Notify the Media Liaison/Executive Officer; and
- e Contact those staff that may have a direct role in the emergency.

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

Liaison with Emergency Services

In the event of an emergency within the municipal area that threatens life and/or property, the MC will liaise with all emergency services through SREMC through the Regional Planner or the Regional Controller.

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

Bushfire

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

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

The MC shall contact the Manager Works or other nominated officer to be responsible for the coordination of information and response.

Council's employees are not required to provide frontline firefighting capability, however, support to the TFS will be provided in mop-up operations when the major fire risk has abated.

Floods

SES has responsibility for receiving flood alerts and warnings from BoM and for conveying that advice to local government authorities that may be affected by potential floods.

Council is responsible for supporting the community during a flood emergency.

The MC will be provided with advice on the potential for flood events, the possible extent of flood inundation, and the resources available from SES to assist with flood mitigation actions.

If evacuation is required, the decision to evacuate will be made by the Regional Controller in consultation with SES and the MC.

Depending upon the severity of the rainfall event and potential for flooding, the MC may request the Works Manager to move all available crews to flood response operations and, if necessary activate the EOC.

Storms

SES has responsibility for receiving storm warnings from BoM and conveying that advice to local government authorities that may be affected by severe weather storms.

The MC will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Glamorgan Spring Bay municipal area.

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

Depending upon the severity of the storm and associated damage, the MC may request the Works Manager to move all available crew to flood response operations and, if necessary, activate the EOC.

Operations Areas

In order to provide accurate and timely coordination of resources in an emergency, the existing management structure will be used as far as practical. Outdoor crews across the municipality will work together under the coordination of the EOC Manager, who would take advice from the MC for managing the allocation of resources. Supervisors and team leaders will be assigned specific responsibilities as they are defined.

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APPENDIX 8: Community centres

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

Council outdoor crews and managers have keys to access the halls.

Centre, location title and contact	Facilities	Location	Usage frequency	Could be used for:	Comments
<p>Bicheno Memorial Hall</p> <p>Contact: David Logie PH: 0455 539 041</p> <p>Capacity - 160</p>	<p>Large Reserve</p> <p>Oval and open space</p> <p>BBQs, tables, 250 chairs</p> <p>2 Male/3 female/ 1 unisex disabled toilet incl baby change</p> <p>Commercial kitchen</p> <p>Kiosk/server area</p> <p>Screen & Projector</p> <p>Annexe – tea room</p> <p>Upstairs area with additional male and female toilet</p> <p>Internet capability</p>	78 Burgess St	Daily	<p>Assembly</p> <p>Evacuation Centre</p> <p>Recovery Information</p>	<p>Adjacent Lions Park</p> <p>Parking on reserve</p>
<p>Buckland Hall</p> <p>Contact: Yvonne Turvey 62 575 124 PH: 0417 309 783 Capacity – 100</p>	<p>3 female/1 Unisex /disabled toilet</p> <p>1 Male external toilet & Urinal.</p> <p>Kitchen area</p> <p>Heating</p> <p>No internet or phone lines</p>	22 Kent St	Occasional	<p>Assembly</p> <p>Evacuation Centre</p> <p>Information</p>	<p>'Limited infrastructure'</p> <p>Sufficient parking</p>
<p>Coles Bay Hall</p> <p>Nigel Carins PH: 0427 343 743</p> <p>Capacity: 100</p>	<p>Large Reserve</p> <p>BBQ's, tables and chairs</p> <p>2 Male/ 2 female/1 disabled toilet</p>	60 Harold St	Daily	<p>Assembly</p> <p>Evacuation Centre</p> <p>Recovery Information</p>	<p>Tennis Courts and playground adjacent.</p> <p>Public Toilets adjacent</p> <p>Mens Shed adjacent</p> <p>Large storage area</p> <p>Kitchen area adjacent</p> <p>1 room Dr Surgery adjacent</p> <p>Library with 1 male and 1 female toilet adjacent</p>

Centre, location title and contact	Facilities	Location	Usage frequency	Could be used for:	Comments
Orford School Hall Contact: Angela Higgs PH: 6256 4777 Capacity: 70	Oval and open space (School) Tables and chairs 1 Male/2 female toilets / Unisex disabled Kitchen area	33 Charles St	Occasional	Assembly Evacuation Centre Recovery) Information	Limited infrastructure Limited parking Adjacent to Orford Primary School
Swansea Town Hall Contact: Jo Raspin PH: 0419 949 371 Capacity 150	Tables and chairs 2 Male/3 female/disabled toilets Commercial Kitchen area Kiosk/server area Annex room (can seat 40)	22 Franklin St	Daily	Assembly Evacuation Centre Recovery Information	Rear parking Adjacent Swansea Hub can be used, incl large meeting room, kitchen, bar area, showers and toilets
Triabunna Town Hall Gavan Barber PH: 6257 1009 Capacity: 100	Oval and open space (School) Tables and chairs 2 Male/2 female 2 x showers Kitchen area Kiosk/server area Stage Phone line	3 Vicary St	Occasional	Assembly Evacuation Centre Recovery Information	Close to recreation ground Internet capability could be arranged

APPENDIX 9: Nearby Safer Places

Nearby Safer Places are places of last resort where people can shelter during bushfires. Sheltering at a Nearby Safer Place is not without risk during an emergency.

Tasmania Fire Service identifies Nearby Safer Places and lists these in *Community Bushfire Protection Plans*. Glamorgan Spring Bay's Nearby Safer Places are identified below:

Row	Nearby Safer Place	Location	Community Bushfire Protection Plan	Fire Danger Rating/Index	Comments
1	East Coast Nature World	18356A Tasman Highway, Bicheno (Denison Beach)	Bicheno Area	Catastrophic 100+	Large cleared area adjacent Old Mines Lagoon
2	Bicheno Sports Ground	Northern end of Burgess St, Bicheno	Bicheno Area	Catastrophic 100+	Sportsground
3	Parsons Cove	Adjacent Parsons Lane / Freycinet Drive, Coles Bay	Coles Bay Area	Catastrophic 100+	Beach
4	Coles Bay Boat Ramp	Esplanade East, Coles Bay	Coles Bay Area	Catastrophic 100+	Boat ramp, open sealed area, small beach
5	Freycinet Golf Course	11 Swanwick Rd Swanwick	Coles Bay Area	Catastrophic 100+	Golf Course
6	Muir's Beach Boat Ramp	Esplanade, South Coles Bay	Coles Bay Area	Severe 50-74	Beach
7	Cranbrook Hall	14887 Tasman Hwy, Cranbrook	Cranbrook Area	Catastrophic 100+	Hall and cleared area
8	War Memorial Recreation Ground	31 Rheban Rd Orford	Orford Area	Catastrophic 100	Open recreation ground
9	Eastcoaster Complex	1 Louisville Rd Orford	Orford Area	Catastrophic 100	Resort, numerous facilities, large open area, swimming pool, small beach
10	One Tree Point (Triabuanna Boat Ramp)	Off Barton Ave, Orford	Orford Area	Catastrophic 100	Large open grassed area, boat ramp
11	Orford Golf Course	88 Tasman Hwy Orford	Orford Area	Catastrophic 100	Golf course
12	Our Park Millington's Beach	1 Walpole St Orford	Orford Area	Catastrophic 100	Parkground, toilets, close to beach
13	Triabuanna District High School	15 Melbourne St Triabuanna	Orford Area	Catastrophic 100	School buildings, toilets, sports fields
14	Swansea Primary School	31 Franklin St Swansea	Swansea Area	Catastrophic 100	School buildings, toilets, sports fields
15	Swansea Recreation Ground	1 Franklin St Swansea	Swansea Area	Catastrophic 100+	Recreation ground