



# Glamorgan Spring Bay Municipal Emergency Management Plan

## Plan Details:

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# Table of contents

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<b>SECTION 1: OVERVIEW .....</b>	<b>4</b>
1.1 Glossary of terms.....	4
1.2 Acronyms.....	8
1.3 Introduction.....	10
1.4 Authority .....	10
1.5 Purpose .....	10
1.6 Objectives .....	10
1.7 Scope and application .....	10
1.8 Activation .....	11
1.9 Context .....	11
1.9.1 Major routes and built environment.....	11
1.9.2 Topography, vegetation and natural resources .....	13
1.9.3 Climate.....	13
1.9.4 Climate change.....	13
1.9.5 Emergency management .....	13
1.9.6 Medical services .....	14
1.9.7 Recent emergency management developments and issues .....	14
<b>SECTION 2: GOVERNANCE AND MANAGEMENT .....</b>	<b>16</b>
2.1 Roles of government and emergency management partners .....	16
2.2 Tasmania's legal framework for emergency management.....	16
2.2.1 Emergency powers and declarations .....	16
2.3 Emergency management governance.....	17
2.4 Southern Regional Emergency Management Committee (SREMC) .....	17
2.5 Municipal Emergency Management Committee (MEMC) .....	17
2.6 Responsibilities.....	18
<b>SECTION 3: PREVENTION AND MITIGATION ARRANGEMENTS.....</b>	<b>22</b>
3.1 Overview .....	22
3.2 Research.....	22
3.3 Risk management .....	22
3.4 Protective security and business continuity .....	22
3.5 Land use planning.....	23
3.6 Climate change adaptation .....	23
<b>SECTION 4: PREPAREDNESS ARRANGEMENTS .....</b>	<b>24</b>
4.1 Overview .....	24
4.2 Municipal Emergency Management Committee (MEMC) .....	24
4.3 Municipal Emergency Management Plan (MEMP) .....	24
4.4 Capacity and capability.....	25
4.4.1 Municipal emergency management roles – primary and relief .....	25
4.4.2 Emergency Management Education and training.....	25
4.4.3 Maintaining the Municipal Emergency Coordination Centre (MECC) .....	25
4.4.4 Maintaining systems and resources .....	26
4.5 Readiness for community warnings and public information .....	26
4.5.1 TasALERT.....	26
4.5.2 Points for public enquiries.....	26
4.5.3 Emergency warnings and call-to-action information .....	27
4.6 Validation and performance management .....	27
4.7 Administration systems .....	27
4.7.1 Information management .....	27
4.7.2 Cost capture and financial administration .....	28
<b>SECTION 5: RESPONSE ARRANGEMENTS .....</b>	<b>29</b>

5.1	Overview .....	29
5.2	Command, control and coordination .....	29
5.2.1	All-hazards response arrangements and escalation .....	29
5.2.2	Emergency powers .....	30
5.2.3	Municipal Emergency Coordination Centre (MECC) .....	30
5.2.4	Emergency Operations Centre (EOC) .....	30
5.2.5	Municipal Emergency Management Committee (MEMC) .....	31
5.3	Resource-sharing and coordination .....	31
5.4	Consequence management .....	31
5.5	Warnings .....	34
5.6	Public information .....	36
5.6.1	TasALERT .....	37
5.6.2	Tasmanian Government Public Information Unit (PIU) .....	37
5.6.3	Tasmanian Emergency Information Service (TEIS) .....	38
5.6.4	Working with the media .....	38
5.7	Other elements .....	40
5.8	Evacuation .....	40
5.8.1	Management .....	40
5.8.2	Decision .....	40
5.8.3	Withdrawal .....	40
5.8.4	Shelter .....	40
5.8.5	Return .....	41
5.9	Registrations .....	41
5.10	Impact assessment .....	41
5.11	Pandemic health emergencies .....	41
5.12	Debriefs .....	42
5.13	Administration: finance and cost capture .....	42
5.14	Personal Support .....	43
<b>SECTION 6: RECOVERY ARRANGEMENTS .....</b>		<b>44</b>
6.1	Overview .....	44
6.2	Municipal recovery functions .....	44
6.3	Current arrangements .....	44
6.4	Media and public information .....	45
6.5	At-risk groups of people .....	46
6.6	Short-term recovery .....	46
6.7	Long-term recovery .....	46
<b>SECTION 7: PLAN ADMINISTRATION .....</b>		<b>48</b>
7.1	Plan contact .....	48
7.2	Review requirements and issue history .....	48
7.3	Consultation for this issue .....	48
7.4	Distribution list .....	49
7.5	Communications plan summary .....	49
7.6	Validation .....	49
<b>SECTION 8: APPENDICES .....</b>		<b>50</b>
<b>APPENDIX 1: LIST OF ASSOCIATED DOCUMENTS .....</b>		<b>51</b>
<b>APPENDIX 2: RISK ASSESSMENT REPORT .....</b>		<b>53</b>
<b>APPENDIX 3: MEMC TERMS OF REFERENCE .....</b>		<b>70</b>
<b>APPENDIX 4: MEMC MAINTENANCE AND ACTIVITY SCHEDULE .....</b>		<b>73</b>
<b>APPENDIX 5: CENTRES FOR EMERGENCY MANAGEMENT .....</b>		<b>74</b>
<b>APPENDIX 6: DUTY STATEMENTS .....</b>		<b>75</b>
<b>APPENDIX 7: SOPS &amp; POLICIES FOR WARNINGS, PUBLIC INFORMATION, WORKING WITH THE MEDIA ..</b>		<b>78</b>
<b>APPENDIX 8: COMMUNITY CENTRES .....</b>		<b>80</b>
<b>APPENDIX 9: NEARBY SAFER PLACES .....</b>		<b>82</b>

## Section 1: Overview

### 1.1 Glossary of terms

Terms used are consistent with the Tasmanian Emergency Management Arrangements ([TEMA](#)). The *Emergency Management Act 2006* (the Act) abbreviates some titles (e.g. 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:
<b>Affected Area Recovery Committee (AARC)</b>	a committee established to collaboratively plan, prioritise and coordinate longer term regional and/or local recovery activities after an emergency, in accordance with section 24E of the Act generally comprising members of the affected community, council/s and relevant Tasmanian Government agencies.
<b>biosecurity</b>	measures to protect the economy, environment and human health from the negative impacts associated with the entry, establishment or spread of exotic pests (including weeds) and diseases
<b>capability</b>	a function of human and physical resources, systems, processes, training and the supply chain, for example, trained personnel with equipment ready for deployment
<b>capacity</b>	the extent to which a capability can be applied to a particular task or function
<b>combined area</b>	means two or more municipal areas determined by the Minister to be a combined area under section 19 of the Act
<b>command</b>	the internal direction of an organisation's resources in an emergency.
<b>Community Centres</b> <i>NB. Different centre types may be located at the same site</i>	<b>Evacuation Centre:</b> a place or facility established to provide people affected by an emergency with temporary shelter.
	<b>Information/Service Centre:</b> a place or facility established to provide information about an ongoing emergency, emergency response and/or relief services to assist those affected by the event.
	<b>Recovery Centre:</b> a place or facility established to provide information and/or services to support the recovery of people affected by an emergency.
<b>consequence management</b>	activities undertaken to manage the consequences of an emergency and/or emergency response and minimise recovery needs, including but not limited to measures to protect public health standards, restore essential services and provide relief and financial assistance
<b>consultation framework</b>	a framework comprising groups of people within the emergency management sector and the way these groups contribute to decision-making through consultation and collaboration; groups may include established committees and related stakeholder groups, supplemented by temporary working groups
<b>control</b>	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.
<b>coordination</b>	the act of bringing together organisations and other resources to support an emergency management response, and which involves the systematic acquisition and application of resources (organisational, human and equipment)
<b>Council</b>	in the context of this plan, Council refers to the Glamorgan Spring Bay local government authority
<b>counselling</b>	direct assistance provided by relevant service professionals to emergency-impacted people who may be having problems coping with the aftermath of an emergency
<b>debrief</b>	an activity held at the end of a task, shift or incident that is intended to gather information from action participants to gauge the success or otherwise of the action/s in which they participated.

Term	In the context of this plan, this means:
<b>Deputy Municipal Coordinator (DMC)</b>	a person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, who supports and can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none"> <li>absent from duty or Tasmania</li> <li>unable to perform Municipal Coordinator duties (permanently), or</li> <li>temporarily not appointed (eg. has resigned)</li> </ul>
<b>emergency</b>	an event, actual or imminent, that endangers or threatens to endanger life, property, or the environment, and that requires a significant and coordinated response.
<b>emergency centres</b>	<p><b>Emergency Coordination Centre (ECC):</b> a facility that can be established at a municipal, regional and/or state level to support the coordination and organisation of service provision in an emergency.</p> <p><b>Emergency Operations Centre (EOC):</b> a facility, either static or mobile, from which the total operational response (or aspects of the operational response) to an incident or emergency is controlled, coordinated and managed.</p> <p><b>Incident Control Centre (ICC):</b> the location or facility at which the Incident Controller and members of the Incident Management Team provide overall direction of response activities.</p>
<b>emergency management</b>	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.
<b>emergency management plan</b>	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, includes descriptions of processes that provide for safe and effective operations in emergency situations.
<b>emergency management worker</b>	Includes a member of a statutory service, whether for payment or other consideration or as a volunteer; or authorised officer, or a person who does (or omits to do) any act to assist, , or works under the direction or control of, an authorised officer.
<b>emergency powers and special emergency powers</b>	powers specified in Schedules 1 and 2 of the Act:
<b>emergency risk management</b>	a systematic process that identifies, mitigates and manages emergency related risks, including through a range of control measures that contribute to the safety and wellbeing of communities and the environment.
<b>environment</b>	components include: land, air and water; organic and inorganic matter; living organisms; human-made or modified structures and areas; interacting natural ecosystems; and all other components of the earth further defined by the Act
<b>exercise</b>	a simulated emergency scenario designed to validate emergency management arrangements and/or familiarise workers with them
<b>hazard</b>	a place, structure, source, or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment.
<b>Liaison Officer</b>	a person nominated to represent his/her organisation and: provide advice about the organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources
<b>Management Authority</b>	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR). Management Authorities also assess and validate the effectiveness of the PPRR strategies they implement.
<b>Municipal Emergency Management Committee (MEMC) Chairperson</b>	the person determined by Council to be the Municipal Chairperson of the MEMC under (section 21 (2) of the Act).

Term	In the context of this plan, this means:
<b>Municipal Committee</b>	a Municipal Emergency Management Committee established under section 20 of the Act.
<b>Municipal Coordinator (MC)</b>	a person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act.
<b>Municipal Recovery Coordinator (MRC)</b>	a Council employee responsible for recovery at the municipal level, appointed under section 24G of the Act.
<b>Permanent Timber Production Zone land</b>	a land classification established under the <i>Forest Management Act 2013</i> to replace the formerly used term 'state forest'.
<b>preparedness</b>	planned and coordinated measures that are undertaken to ensure safe and effective response and recovery can occur.
<b>prevention and mitigation</b>	planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
<b>public information</b>	In an emergency, refers to the function and/or resources used to develop and manage information intended for circulation to members of the public.
<b>recovery</b>	activities and processes undertaken to help return all or part of the social, economic, environmental and/or infrastructure features of an emergency affected area community to a functional standard, and/or that help the area/community to deal with the impacts of the emergency, both during and after the.
<b>Recovery Function</b>	a particular activity or group of activities that may be undertaken as part of recovery efforts.
<b>Regional Controller</b>	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.
<b>Regional Emergency Coordination Centre (RECC)</b>	a facility from which regional coordination of emergency (consequence) management occurs during the response phase.
<b>Regional Emergency Management Committee (REMC)</b>	a Regional Emergency Management Committee established under section 14 of the Act.
<b>Regional Emergency Management Plan (REMP)</b>	a regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
<b>Regional Coordinator</b>	the person appointed to the position of State Emergency Service (SES) Emergency Management Coordinator (South).
<b>Regional Social Recovery Coordinator</b>	a Tasmanian State Service employee who is nominated and authorised to coordinate the delivery of social recovery services within a region, in collaboration with the relevant Municipal Recovery Coordinators and their deputies.
<b>Register.Find.Reunite (RFR)</b>	a service managed by Australian Red Cross that registers, finds and reunites family, friends and loved ones after an emergency.
<b>response</b>	actions taken in anticipation of, during and immediately after an emergency to minimise the effects of the emergency and provide emergency-affected people with immediate relief and support.
<b>risk</b>	derived from a combination of the probability of an event occurring and the severity of its negative consequences.
<b>risk assessment</b>	methodology used to determine the nature and extent of risk, by analysing potential hazards and existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods, and the environment on which they depend.
<b>situational awareness</b>	individual or group knowledge and understanding of an emergency as it unfolds, including how the situation could potentially evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.

Term	In the context of this plan, this means:
<b>Standard Operating Procedures</b>	an agreed and standardised set of directions for actions to be taken
<b>State Controller</b>	a person appointed as State Emergency Management Controller under section 10 of the Act, who is either: <ul style="list-style-type: none"> <li>the Commissioner of Tasmania Police or</li> <li>a person appointed by the Minister.</li> </ul>
<b>State of alert</b>	under Division 3A of the Act, a state of alert may be declared when there is a significant threat of an emergency occurring in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania.
<b>State of emergency</b>	under Division 4 of the Act, a state of emergency may be declared when an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required.
<b>Support Agency</b>	<p><b>Assisting Support Agency:</b> an organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p> <p><b>Primary Support Agency:</b> an organisation responsible for the delivery and/or coordination of specific support functions or resources that address a particular need and have the capability to command their own resources, as agreed and identified by and in coordination with the Management Authority</p>
<b>Validation activities</b>	activities including exercises, operational debriefs, workshops and reviews, which are conducted to assess or review the effectiveness of emergency management arrangements.
<b>Warning</b>	dissemination of a message that signals an imminent hazard/s, and which may include advice on protective measures.
<b>Worker</b>	a generic term used to describe people who perform defined functions and paid or unpaid work for an organisation or system, including staff, volunteers, trainees 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
AFDRS	Australian Fire Danger Rating System
AIIMS	Australasian Inter-Service Incident Management System
AO	Administrative Officer
AT	Ambulance Tasmania
BOM	Bureau of Meteorology
CBRN	Chemical, Biological, Radiological, Nuclear
DECYP	Department for Education, Children and Young People
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DoH	Department of Health
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
ECC	Emergency Coordination Centre
EM	Emergency management
EOC	Emergency Operations Centre
EPA	Environment Protection Authority Tasmania
GIS	Geographic Information System
GM	General Manager (Council)
ICC	Incident Control Centre
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
NRE Tas	Department of Natural Resources and Environment Tasmania
OESM	Office of Security and Emergency Management (DPAC)
PHS	Public Health Service (DoH)
PIU	Public Information Unit (DPAC)
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (NRE Tas)
RC	Recovery Coordinator
RCM	Recovery Centre Manager
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee



Acronym	Stands for...
REMP	Regional Emergency Management Plan
RFR	Register.Find.Reunite service
RMA	Response Management Authority
RRT	Resilient and Recovery Tasmania (DPAC)
RSRC	Regional Social Recovery Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SREMC	Southern Regional Emergency Management Committee
SITREP	Situation Report
TASDRA	Tasmanian Disaster Risk Assessment (2022)
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service (call centre)
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

## 1.3 Introduction

**Effective emergency management (EM)** relies on collaborative partnerships between people, businesses, local EM organisations, community groups and all tiers of government.

Glamorgan Spring Bay Council (Council) has an important role in EM, including maintaining and providing resources and vital information about the community that may be required to support emergency response and recovery.

Council is committed to achieving a high standard of EM capability by:

- a maintaining the structure and functions of Council's **Municipal Emergency Management Committee (MEMC)**
- b maintaining, reviewing and updating Council's EM plan every two years or after any major emergency
- c developing and maintaining other supportive documents that describe Council's EM capabilities and arrangements
- d defining and adequately addressing all elements of the Prevention and Mitigation, Preparedness, Response and Recovery (PPRR) phases of EM
- e recognising the value of community contributions and engaging with the community in relation to Council's EM arrangements, as and when required
- f maintaining an EM review and validation system, based on the principles of continuous improvement
- g participating in Tasmania's regional and state-level EM structures, as appropriate and required.

## 1.4 Authority

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

## 1.5 Purpose

The purpose of this MEMP is to describe and communicate Council's arrangements for managing emergency-related risks to the community mitigating the impact and consequences of emergencies on life and property that may arise within the municipal area.

## 1.6 Objectives

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

- a describe roles and responsibilities in relation to identified hazards, PPRR and EM functions.
- b describe current arrangements including:
  - i the legislated requirement to maintain this plan
  - ii protocols for coordinating mutual support with neighbouring councils; and
  - iii ways to request/access additional support from regional, state and federal levels
- c increase community awareness, preparedness and resilient to all hazards
- d provide a framework for the ongoing identification and assessment of hazard risks to the safety and wellbeing of the local community (including across social, economic, environmental and infrastructure domains) and risk treatment options
- e 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 MEMP 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.

This MEMP is consistent with the **Tasmanian Emergency Management Arrangements (TEMA)** and applies to all types of emergencies – not just natural disasters – that may occur in the Glamorgan Spring Bay municipal area. A map showing the municipal area is included at [Figure 1](#).

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

## 1.8 Activation

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); or
- b. 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).

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

## 1.9 Context

The Glamorgan Spring Bay Municipal Area covers 2,522 km<sup>2</sup> 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.

### 1.9.1 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 Esk Main Road (via McKays Road and Valley Road) between Fingal and St Marys.
- 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:

<b>Location</b>	<b>Boat launching facility</b>
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

### 1.9.2 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.

### 1.9.3 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 are 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.

### 1.9.4 Climate change

Climate change scenario modelling under the higher emissions scenario (Climate Futures Tasmania) projects a rise in average temperatures of 2.6-3.3°C over the 21<sup>st</sup> Century. Under the lower emissions scenario, the projected change over the same period is 1.3-2.0°C. These projections are similar to the rest of Tasmania.

The number of summer days with temperatures in excess of 25°C is expected to increase from 18 days per year to around 40 days per year under the higher emissions scenario. Warm spells (currently around four days) are expected to be longer (an additional two to six days).

The projected long-term influence of climate change on rainfall by the end of the century is that average annual rainfall in Glamorgan Spring Bay will increase slightly. Projections indicate a tendency for heavier rainfalls interspersed by longer dry periods and greater extremes. Average runoff is projected to increase in all seasons. Sea level rise is expected to be close to the global average.

### 1.9.5 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 50kva 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.

### 1.9.6 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.

### 1.9.7 Recent emergency management developments and issues

The [TEMA](#) is currently under review, with a new issue (Issue 2) expected to be released by early 2023. This MEMP has been developed in accordance with Issue 1, and therefore **all sections of this MEMP must be verified** in the context of – and read in conjunction with – the version of the TEMA that is in effect at the time of reading.

The new [Australian Warning System](#) provides nationally consistent information, warning icons and call-to-action advice for hazards including bushfire, flood, storm, cyclone, extreme heat and severe weather. The system includes three warning levels: Advice; Watch and Act; and Emergency Warning. Refer to [Section 5.5](#) for more information.

The new [Australian Fire Danger Rating System](#) (AFDRS) also came into effect in September 2022, introducing nationwide use of consistent colours, signs and terminology. Refer to [Section 5.5](#) for more information.

The [TasALERT](#) website has been enhanced as the Tasmanian Government's authoritative source of clear and consistent **online** public information and emergency warnings from local emergency services and other government agencies, with a real-time map display and easy-to-use interface. The website also incorporates **TasRECOVERY** information to help members of the public know what to do before, during and after an emergency event. The site is administered by the Department of Premier and Cabinet (DPAC). More information is provided in subsequent sections of this MEMP.

In 2022, the [Tasmanian Disaster Risk Assessment](#) (TASDRA) was finalised and released, including new information that aims to help Tasmania and Tasmanians minimise risks and prepare for disasters. This information has been considered in review and revision of Council's risk assessment report at [Appendix 2](#).



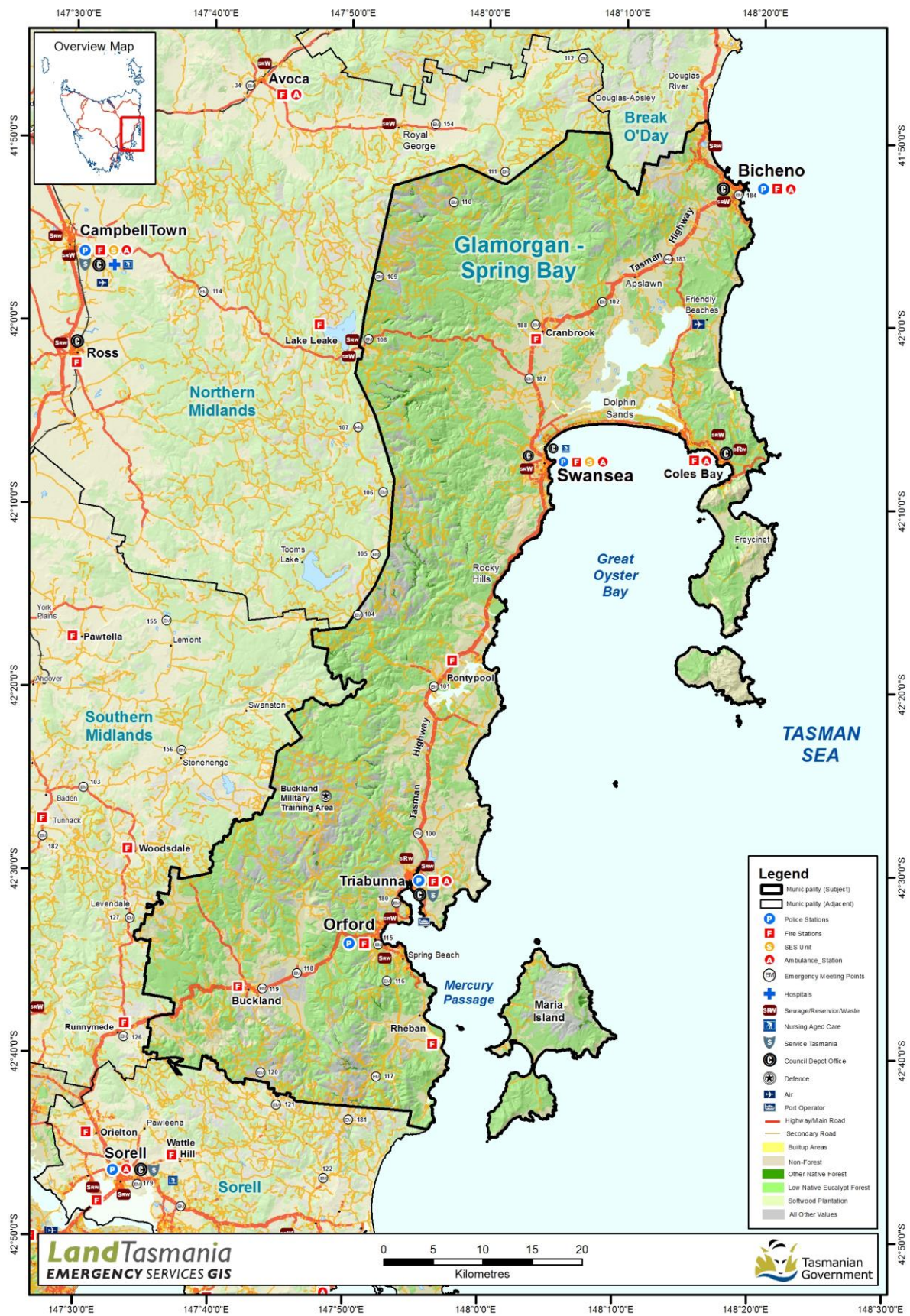


Figure 1: Map of municipal area

## Section 2: Governance and management

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This section describes how municipal emergency management is governed and managed (refer to [Figure 2](#)) and who is involved, focusing on the main roles at a municipal level.

### 2.1 Roles of government and emergency management partners

In Australia, the three tiers of government (federal, state and local) work in partnership to achieve safer, more resilient communities through robust EM arrangements. The [TEMA](#) provides a summary of roles and responsibilities across all tiers of 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 activities across all hazards, as well as resourcing specific municipal responsibilities for EM.

Glamorgan Spring Bay'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, EM powers and authorities are established in the Act. The Act provides for a flexible and scalable system, including provision for emergency powers and the appointment of workers to fulfil various EM functions and roles, including Municipal Coordinators (MCs), Deputy Municipal Coordinators (DMCs) 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
- c. provide for the peace, order and good government of the municipal area.

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

#### 2.2.1 Emergency powers and declarations

Powers related to specific hazards and/or functions are established by specific Tasmanian legislation or national arrangements.

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](#).

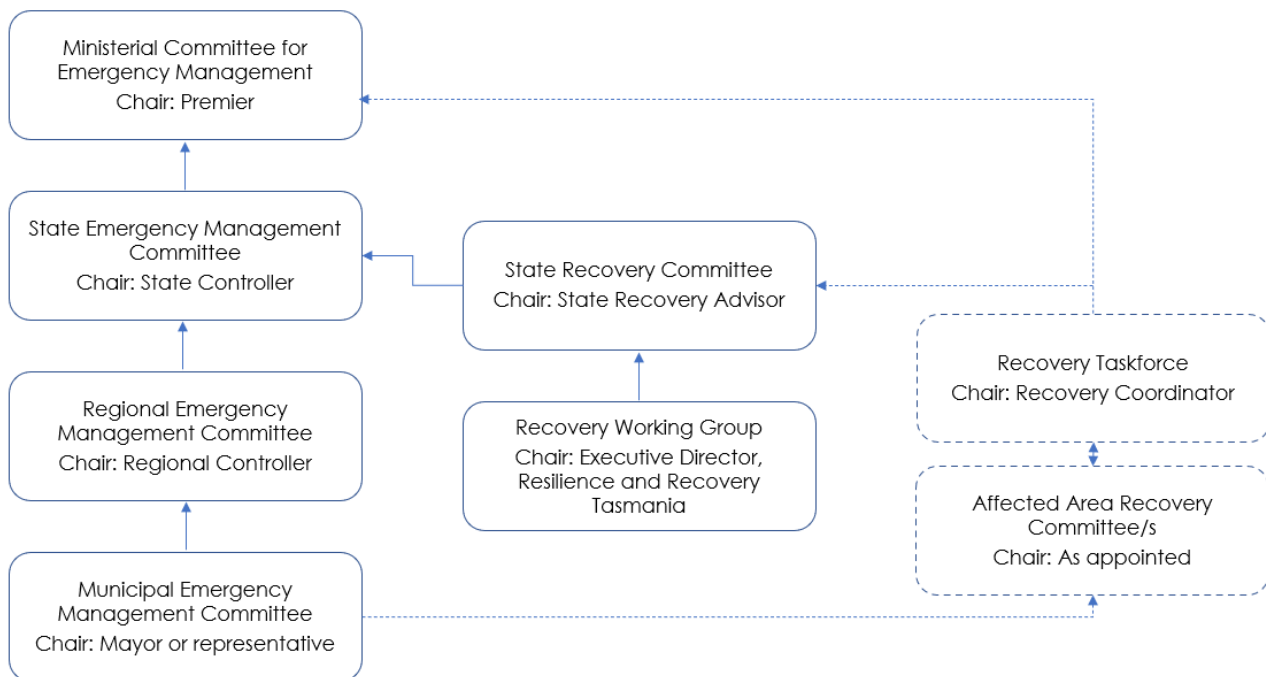
If powers are authorised, any specified authorised officer, including MCs, may be required to implement or support the implementation of authorised powers. The Regional Controller (supported by the Regional Planner) will assist MCs to perform the functions required of them.

MCs may provide advice to the Regional Controller (or through the Regional Emergency Management Coordinator) if they consider that specific powers should be authorized.

In some instances, national legislation can also provide authority and powers, for example the [Biosecurity Act 2015](#) (Cwth) during the COVID-19 pandemic.



## 2.3 Emergency management governance



### LEGEND:

- Permanent structure; direct reporting relationship
- - - - - Temporary structure; also works/communicates with

**Figure 2: Emergency Management Governance structures**

## 2.4 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 Emergency Management Coordinator.

SREMC Terms of Reference are included in the Southern Regional Emergency Management Plan (REMP), which is reviewed every two years and available via authorised access to [WebEOC](#).

## 2.5 Municipal Emergency Management Committee (MEMC)

The MEMC is chaired by the Mayor (or representative) and supported by the MC. The MEMC's Terms of Reference are provided at [Appendix 3](#). Terms of Reference are reviewed approximately every two years in conjunction with review of this MEMP, which is provided to SREMC for noting.

The strategic objectives of Council's MEMC are to:

- a maintain this MEMP 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 SREMC
  - 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.

The MEMC has an important role in effective leadership and communications before, during and after emergencies. The MEMC may provide strategic advice regarding Council's role during the response phase, but the MEMC is not expected to be operationally involved. If possible, the MEMC will meet prior to, during and after an emergency, depending on how much warning is given to allow opportunities for these meetings to occur. The MC maintains a procedure that guides when the MEMC may meet prior to or during an emergency and establish the agenda for those meetings.

The MC leads Council's support role in an emergency, which may include establishing a Municipal Emergency Coordination Centre (MECC), staffed by an Incident Management Team, based on the functions of the Australasian Inter-Service Incident Management System (AIIIMS).

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

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.

## 2.6 Responsibilities

[Table 3](#) provides a summary of the responsibilities of Tasmania's Response Management Authorities (RMAs) and the support functions of Council relevant to specific hazards. These are not exhaustive, and changes can be made over the life of this plan and/or as required during emergencies. More detail is included in the Southern REMP and the [TEMA](#).

**Table 3: Summary of responsibilities**

Row	Hazard or emergency	RMA	Council's support function and activities (as required)
1	Biosecurity	NRE Tas (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal inundation – storm tide	NRE Tas	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)	Tas Networks Enwave (Tas Gas) 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	NRE Tas (PWS)	Community information Plant and machinery
8	Fire	Sustainable Timber Tasmania	Community information

Row	Hazard or emergency	RMA	Council's support function and activities (as required)
	Declared forest land or permanent timber production zone land		Plant and machinery Community Centres
9	Fire Future potential timber production land	NRE Tas (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 flood (Includes 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

Row	Hazard or emergency	RMA	Council's support function and activities (as required)
22	Marine mammal stranding and entanglements	NRE Tas (PWS)	Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities
23	Marine pollution	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	NRE Tas (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	DoH (PHS)	Property identification Road closures

Row	Hazard or emergency	RMA	Council's support function and activities (as required)
	(drinking water)		Local operations centres Plant and machinery Management of water carriers
37	Water supply disruption	Tas Water	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

**Table 4: Other support services**

Row	Function or activity	Responsible organisation	Council's support function and activities (as required)
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Relevant RMA Council	Provide community information on recovery services
3	Essential services <ul style="list-style-type: none"> <li>• Power</li> <li>• Telecommunications</li> <li>• Water supply</li> <li>• Natural gas</li> <li>• Stormwater</li> </ul>	Tas Networks Telstra Tas Water Tas Gas 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"> <li>• Accommodation (Evacuation Centres)</li> <li>• Catering</li> <li>• Personal support and community assessments</li> <li>• Financial and appeals</li> <li>• Insurance</li> <li>• Clothing</li> <li>• Children's services</li> <li>• Registration and enquiry</li> <li>• Recovery Centres</li> <li>• Information Centres</li> <li>• Immunisation</li> <li>• Community development</li> <li>• Animal welfare</li> </ul>	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

## Section 3: Prevention and mitigation arrangements

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### 3.1 Overview

This section describes prevention and mitigation arrangements for municipal EM. More detailed information about what preparedness entails is provided in the [TEMA](#).

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

Current areas of focus for prevention and mitigation are:

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

### 3.2 Research

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

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

### 3.3 Risk management

The identification and implementation of risk treatments, controls and mitigation strategies occur 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 EM governance framework.

[Appendix 2](#) summarises current risk assessment findings for Glamorgan Spring Bay and identifies general responsibilities for the treatment of risks, including responsibility attributed to:

- a. Council
- b. partnerships (combination of local and state government agencies, industries, individuals)
- c. Tasmanian Government agency, industry associations, industry sectors or individuals and
- d. whole-of-government.

### 3.4 Protective security and business continuity

Council's EM 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 EM 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

- 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.

Council's business continuity arrangements are developed with consideration given to the [Tasmanian Municipal Emergency Management Guidelines](#) developed by the Local Government Association of Tasmania (LGAT).

### **3.5 Land use planning**

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

Land use planning schemes are continually reviewed and updated to include improved preventative measures to help mitigate the impact of emergencies on communities. For more information, see <https://iplan.tas.gov.au/pages/plan/book.aspx?exhibit=glaips>.

Relevant aspects that have been included in planning schemes include:

- sediment and erosion control
- landslip risk management
- bushfire risk management
- flood and debris risk management
- coastal inundation risk management
- coastal erosion risk management

### **3.6 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 PPRR spectrum.

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

## Section 4: Preparedness arrangements

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### 4.1 Overview

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

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

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

Council is responsible for:

- providing resources and facilities for the management of emergencies in the municipal area in accordance with the MEMP
- providing facilities and resources for Council supported SES volunteer 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)
- making recommendations for MC and DMC roles and providing a chairperson for MEMC.
- preparing and maintaining a MEMP
- establishing and maintaining the MEMC

SES is responsible for:

- providing advice and services relating to EM in accordance with EM plans
- recruiting, training and supporting SES volunteer members.

SES also supports the Regional Controller in preparing and maintaining the Southern REMP and the SREMC, in which Council participates.

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

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

### 4.2 Municipal Emergency Management Committee (MEMC)

The MEMC has an important role in coordinating the activities identified in this MEMP, including maintaining relationships so that information is shared and effective EM arrangements are in place. MEMC is chaired by the Mayor (or representative) and supported by the MC as Executive Officer.

MEMC preparedness and continuity is supported by [Terms of Reference](#) (Appendix 3) and a [Maintenance and Activity Schedule](#) (Appendix 4).

The MC has a central role in communicating with external agencies and internal to Council before, during and after an emergency, including to ensure that Council resources are available as required.

### 4.3 Municipal Emergency Management Plan (MEMP)

The MEMC is responsible for preparing and maintaining this MEMP, which is reviewed at least every two years from the date of last approval. Review considerations include:

- emerging risks, hazards and potential treatments
- compliance with current legislation and policy
- accuracy and currency of content, eg. roles, procedures, contacts
- functionality of the MEMP during emergencies
- comments and suggestions from stakeholders.



The Regional Planner provides guidance on MEMP format and content, and (as SREMC Executive Officer) coordinates processes for endorsement by the Regional Controller, prior to legislatively-required approval by the State Controller. The current version of the MEMP is available from the MC or through authorised access to WebEOC. More information is provided in [Section 7](#).

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.

## 4.4 Capacity and capability

Council recognises the importance of maintaining and monitoring EM capacity and capability, including:

- redundancy and adequate relief for Council EM roles
- EM education and training for Council workers
- maintaining the Municipal Emergency Coordination Centre (MECC)
- maintaining basic systems so resources can be requested and shared.

### 4.4.1 Municipal emergency management roles – primary and relief

Primary and relief personnel for key EM roles is provided in Table 5.

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

Primary role	Relief role
MEMC Chairperson (Mayor or representative)	General Manager
Municipal Coordinator (MC) (Director Works and Infrastructure)	Deputy Municipal Coordinator (DMC) (Works Manager)
Municipal Recovery Coordinator (MRC) (Director Works and Infrastructure)	Deputy Municipal Recovery Coordinator (DMRC) (Community and Communications Officer)

### 4.4.2 Emergency Management Education and training

The MC coordinates general induction for workers with EM functions, including media/information functions. The Regional Planner may assist as required.

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

### 4.4.3 Maintaining the Municipal Emergency Coordination Centre (MECC)

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

- coordinate Council's overall emergency response activities;
- coordinate requests from response/recovery organisations for additional resources
- 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:

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

If a MECC is required the MC will nominate personnel to form an Incident Management Team to staff the MECC.

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. Contacts are updated as required and circulated by the Regional Planner 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.

#### **4.4.4 Maintaining systems and resources**

The MEMC's EM Contact List is maintained by the MC. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders. This information is an important resource for MEMC and SREMC. Regional EM contacts are maintained and circulated by the Regional Emergency Management Coordinator after each quarterly SREMC meeting.

Council maintains resources and has access to other community resources and vital information about the community that will be required to support efforts to respond to and recover from an emergency. Information about other Council arrangements, including relevant service or equipment providers, is recorded and maintained by the MC. More details, including the location of the MECC and other sites, is included at [Appendix 5](#).

In an emergency, resource support may be provided by seeking assistance through SREMC and/or neighbouring councils. Regional, state or national support can be accessed through the Regional Emergency Management Coordinator or the Regional Controller.

### **4.5 Readiness for community warnings and public information**

Response Management Authorities (RMAs) maintain scripts of key messages for community warnings and public information about emergencies. These are usually developed in advance, based on best practice, and maintained as drafts that can be customised to suit specific events. Pre-prepared public information resources can be tailored for municipal purposes; these resources can be accessed through TASPOL and SES.

Community information resources may also be used by TasALERT and the Tasmanian Government's public information hotline: Tasmanian Emergency Information Service (TEIS). Information about response arrangements for issuing warnings and public information or opening TEIS is included in [Section 5](#). TasALERT

#### **4.5.1 TasALERT**

[TasALERT](#) is Tasmania's official online source of publicly-available emergency management information. Administered by DPAC, the website provides a single source of clear and consistent information about disaster preparedness, resilience, emergency response and recovery, including RMA warnings and call-to-action information from Tasmania's emergency service organisations and government agencies.

In an emergency, the website is regularly updated with information about the event, including spatial (mapped) information and links to dedicated social media channels. After an emergency, information about all relevant TasRECOVERY activities is also published and regularly updated on the website.

#### **4.5.2 Points for public enquiries**

All organisations represented on MEMC maintain phone and internet public enquiry points. In an emergency, Council's website and social media platforms are regularly updated with relevant information.

### 4.5.3 Emergency warnings and call-to-action information

Relevant emergency warnings (and responsible agencies) are:

- flash and riverine flooding (SES/BOM/Council);
- major rivulet flood warning system (Council)
- severe weather eg. damaging winds (SES/BOM);
- bushfire (TFS);
- Standard Emergency Warning Signal (SEWS) (TASPOL);
- Emergency Alert (all hazards) (TFS);
- local ABC Radio (primary Support Agencies or Response Management Authority);
- road closures (TASPOL);
- tsunami (TASPOL);
- heatwave (DoH)
- TasALERT (DPAC)
- social media accounts (all agencies).

## 4.6 Validation and performance management

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

Council is also responsible for participating in other organisations' validation activities whenever possible. Debriefs are conducted after both exercises and operations. Combined debriefs may be arranged by MEMC or SREMC. Lessons identified are recorded and shared as appropriate through the EM consultation framework. Where opportunities for improvement are identified, action is taken to address the situation on a risk basis.

The [Tasmanian Municipal Emergency Management Guidelines](#) include a self-evaluation survey for use by the MEMC to formally review and identify collective areas for future attention. This process may also inform the prioritisation of relevant work programs and funding applications.

## 4.7 Administration systems

Each organisation is responsible for managing and maintaining its own administration systems so they can be used effectively in emergencies.

### 4.7.1 Information management

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

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

- Situation Reports (SITREPS)
- operational logs
- resource allocation
- recording costs and expenditure
- registration of spontaneous volunteers, public offers, impacted people/groups
- impact assessment and consequence management.

#### **4.7.2 Cost capture and financial administration**

Council maintains systems and processes so that emergency-related expenditure can be authorised and recorded, and (if applicable) financial assistance requested through the *Tasmanian Relief and Recovery Arrangements* (TRRA). Preparedness includes identifying the positions (and personnel) responsible for collating the costs of response and recovery efforts.

Council maintains arrangements to enable expenditure by the MC (or delegate) for EM costs. The MC will arrange the allocation of specific cost codes prior to an emergency, for distribution to relevant workers as/when required.

Cost capture systems are aligned with TRRA and Council maintains financial administration processes to support requests for access to funds.

## Section 5: Response arrangements

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This section describes how the roles and responsibilities relevant to municipal EM generally apply when an emergency occurs or is imminent. More detailed information about what response entails is provided in the [TEMA](#).

### 5.1 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.

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. Also refer to the typical Council support functions and activities summarised in [Section 2](#).

In an emergency that affects critical infrastructure in the municipality, for example telecommunications or electricity supply, the MC and/or MEMC are encouraged to engage early with the SREMC (through the Regional Planner or Regional Controller) to request support and assistance from the relevant SREMC member representative. Information on the exact location of critical infrastructure (spatial data held on LISTmap) can also be sought and obtained through contact with the SREMC.

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 specified criteria are met.

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

### 5.2 Command, control and coordination

#### 5.2.1 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](#).

RMA's 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 a MECC to coordinate resources and requests (if not already open). See [Appendix 5](#) for more information about the MECC.

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 senior managers monitoring the situation.

The Regional Planner assists with arranging regional support to Council if required, and usually assists and advises the MC and MECC. The Regional Planner also briefs the Regional Controller (and other stakeholders as required).

The Regional Controller can activate broader EM arrangements as necessary to support response/recovery operations (refer to section 18 of the Act). Legislated emergency powers do not need to be activated for this to occur.

## 5.2.2 Emergency powers

Emergency powers are established in the Act and summarised in Appendix 4 of the TEMA. If emergency powers are authorised, regional activities authorized by the Regional Controller will be supported by SES and the Regional Planner.

## 5.2.3 Municipal Emergency Coordination Centre (MECC)

Council's MECC provides a range of services to the community and is the centre for decision-making and strategic direction (in conjunction with and to support emergency services) during and after an emergency. Council may be called upon to provide physical resource assistance to RMAs and Support Agencies in an emergency.

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

Primary MECC functions are to:

- maintain information flow to and from WebEOC
- coordinate Council's EM support efforts, including the activation, deployment and management of Council and community resources
- coordinate requests from the RMA and Support Agencies for additional resources
- monitor operational activities and provide information to the Regional Controller, local community, etc
- identify additional emergency requirements (eg. the need to activate local or regional recovery arrangements)
- arrange to receive 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.

The MC leads 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 fulfil the following functions:

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

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

MECC/IMT structure 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. If Council's capacity to support emergency response is exceeded, the MC will seek support from SREMC through the Executive Officer (Regional Planner) or the SES Regional Manager or Duty Officer (for operational matters).

## 5.2.4 Emergency Operations Centre (EOC)

EOCs are established to manage operational aspects of the relevant organisations' emergency response activities. Council may establish an EOC from which to provide physical resource assistance to RMAs and Support Agencies.

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:

- management of operational tasking, personnel and resources
- establishing and monitoring communication networks
- coordination of response support operations
- management of requests for additional support
- coordination of logistical support for EOC personnel.

### 5.2.5 Municipal Emergency Management Committee (MEMC)

When an emergency occurs, the MC liaises with the MEMC Chairperson and the Regional Emergency Management Coordinator 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
- recovery.

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

## 5.3 Resource-sharing and coordination

In an emergency affecting one or more municipalities, resource support may be available through MC liaison with other councils, or by contacting SES, who can assist with requests for the provision of regional, state or national support resources.

The availability of regional resources depends on the nature and scale of the emergency and resource priorities. Resources from other regions may be deployed if the event has not impacted

Council has resource-sharing arrangements with other municipalities and agencies. These arrangements are generally informal and often facilitated through SREMC. The MC can coordinate and facilitate requests for shared resources.

## 5.4 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. If further assistance is required, the Regional Controller may make requests for assistance to other regions or to the State Controller.

The RMA 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.

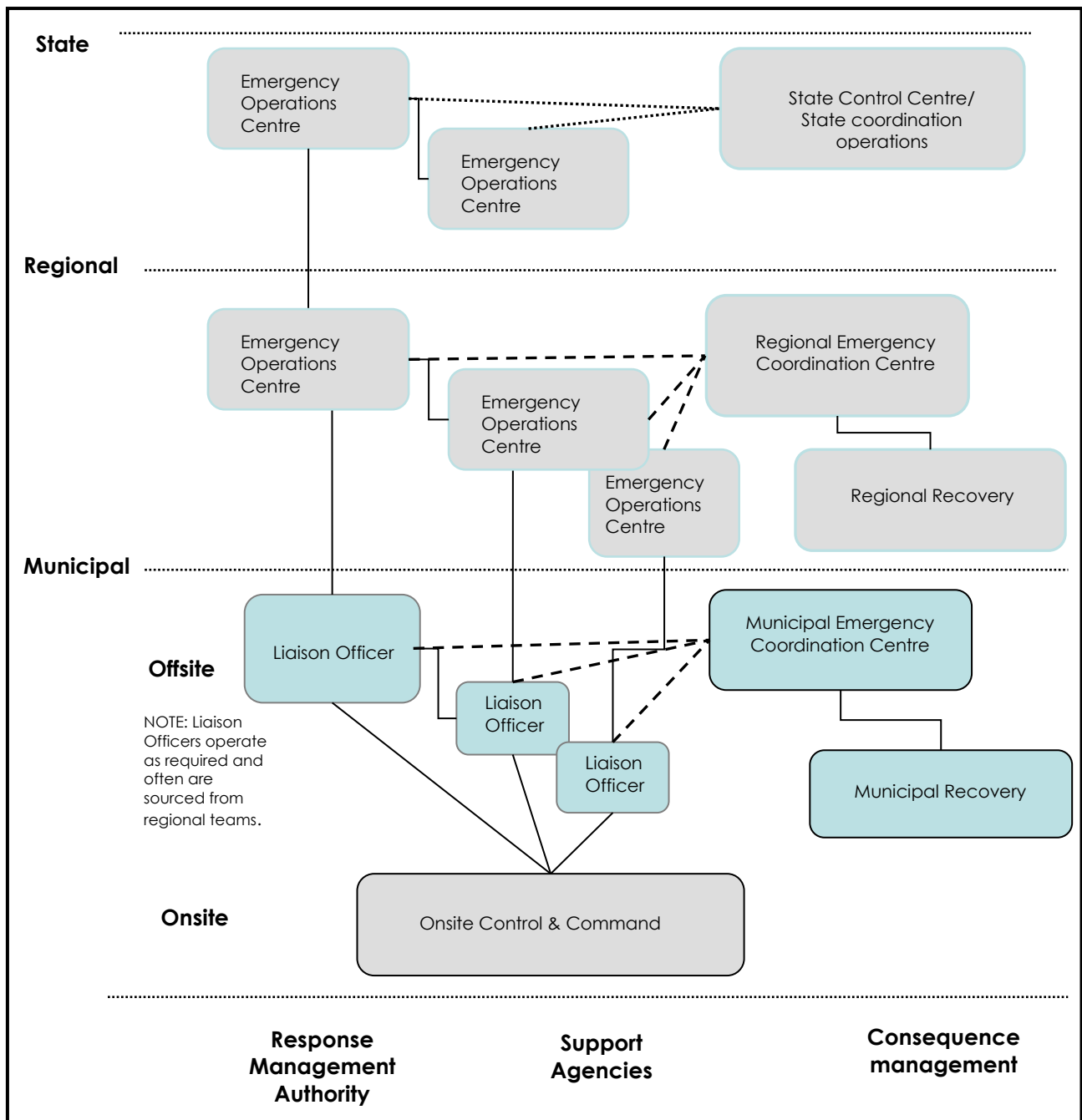


Figure 3: Response management structure

**LEGEND:**

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



**Table 6: All-Hazards response – typical Council actions***Note: Please refer to Table 2 Acronyms*

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

## 5.5 Warnings

RMA's are responsible for interpreting weather warnings, issuing hazard warnings and communicating potential impacts and consequences to the community.

Hazard-specific information about warnings and call-to-action information are published on TasAlert and sent to media outlets (radio and television) for public broadcast. Warnings may be issued by emergency services to EM stakeholders via SMS, phone or email. Public warnings may be preceded or accompanied by the Standard Emergency Warning Signal (**SEWS**), in accordance with Tasmania's guidelines. The Regional Controller can request the use of SEWS in an emergency (refer to TEMA for more information).

Council may support communications by relaying warnings in accordance with municipal responsibilities and/or assist other groups if requested by the RMA, Regional Planner or Regional Controller.

Council works in consultation with the relevant EM authorities to ensure that messages are consistent and coordinated. Radio, television and doorknocking may also all need to be used.

**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 RMA 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 RMA.

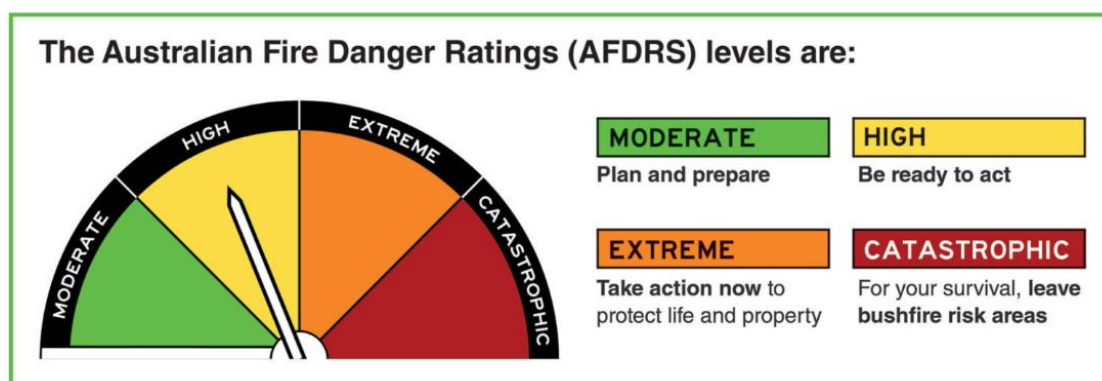
The MC maintains procedures that further detail Council's response to warnings.

[Table 7](#) summarises prominent warning arrangements and typical Council actions. More information about warnings is published on the Get Ready section of the TasALERT website.




**Table 7: Summary of prominent warning systems and arrangements**

Hazard	Warning type/indication	BY	Action by MC
<b>SEVERE WEATHER</b>			
<b>WARNINGS</b>	Warnings are issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples are: land gales, squalls, flash flooding, dangerous surf or tides.		
<b>Damaging winds</b>	Issued when expected gusts in excess of 100 km/h (or 75 km/h when wind is from an unusual direction) or destructive winds above 125 km/h.	BOM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> </ul>
<b>Dangerous surf</b>	Issued when swell expected to exceed: 6m about the north & east coasts; 7m about the south-east coast.	BOM	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Abnormally high tides</b>	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore & maritime activities, generally when water level is expected to reach 40cm above normal spring tide level.	BOM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Update stakeholders</li> <li>Place warnings at low-lying public carparks</li> </ul>
<b>Very heavy rain that may lead to flash flooding</b>	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	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> </ul>
<b>Severe thunderstorm</b>	Issued when thunderstorms are expected to produce dangerous or damaging conditions: such as hail greater than 2cm diameter; gusts greater than 100 km/h; flash flooding; tornadoes	BOM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Notify outdoor crews &amp; check availability</li> <li>Update stakeholders</li> </ul>
<b>Bushwalkers weather alert</b>	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BOM	<ul style="list-style-type: none"> <li>Nil</li> </ul>

Hazard	Warning type/indication	BY	Action by MC
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH (PHS)	<ul style="list-style-type: none"><li>Relay warnings</li><li>Update stakeholders</li></ul>
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	<ul style="list-style-type: none"><li>Nil</li></ul>
FLOOD			
Flood watch	<b>Flood Watch</b> means there is a developing weather pattern that may cause floods in 1-2 days. Can include advice for multiple catchments and areas	BoM	<ul style="list-style-type: none"><li>Relay warnings</li><li>Ensure availability of outdoor crews</li><li>Update stakeholders</li></ul>
WARNINGS			
Flood Advice	An incident has started but no immediate danger. Stay up-to-date in case the situation changes. May also be used to communicate a reduced threat. May communicate inundation of low-lying areas near watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	SES	<ul style="list-style-type: none"><li>Relay warnings</li><li>Ensure availability of outdoor crews</li><li>Update stakeholders</li></ul>
Flood Watch and Act	Heightened level of threat. Conditions are changing and people are advised to start taking action to protect themselves, their families and properties. In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is likely substantial in rural areas, requiring removal of stock.	SES	<ul style="list-style-type: none"><li>Relay warnings</li><li>Ensure availability of outdoor crews</li><li>Update stakeholders</li></ul>
Flood Emergency	Highest level of warning. People may be in danger and advised to take immediate action. Any delay may put lives at risk. In addition to above, extensive rural areas and/or urban areas may be inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people in some areas may be required.	SES	<ul style="list-style-type: none"><li>Relay warnings</li><li>Ensure availability of outdoor crews</li><li>Update stakeholders</li><li>Consider MEMC meeting</li></ul>
FIRE			



<b>AFDR Moderate</b>	Fires breaking out can be controlled. Some risk to people, homes and property.
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Hazard	Warning type/indication	BY	Action by MC
<b>AFDR High</b>	Fires may spread rapidly and be difficult to control. Lives may be at risk and homes may be destroyed. Well-prepared and actively defended homes can offer safety.		
<b>ARDR Extreme</b>	Fires will spread rapidly and be uncontrollable. Lives may be at risk and homes likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety.		
<b>AFDR Catastrophic</b>	Fires will spread rapidly and be uncontrollable. Significant risk to lives and properties. Many homes are very likely to be destroyed. Even the best-prepared homes are not safe.		
<b>WARNINGS:</b> Location-specific information about fires in the environment.			
<b>Advice</b> 	A fire has started but there is no immediate danger. Includes general, up-to-date information about developments.	TFS	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Ensure availability of outdoor crews</li> <li>• Update stakeholders</li> </ul>
<b>Watch and Act</b> 	A heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.	TFS	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Ensure availability of outdoor crews</li> <li>• Update stakeholders</li> <li>• Consider MEMC meeting</li> <li>• Place Evacuation Centres on standby</li> </ul>
<b>Emergency</b> 	People in specific locations are in danger and need to take action immediately, as they will be impacted by fire. May be preceded by an emergency warning signal (siren).	TFS	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Ensure availability of outdoor crews</li> <li>• Update stakeholders</li> <li>• Establish MECC/IMT</li> <li>• MEMC meeting, if possible</li> <li>• Place Evacuation Centres on standby</li> </ul>
<b>TSUNAMI</b>			
<b>No threat</b>	Undersea earthquake detected but has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BOM	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Marine Alert Land Alert</b>	Warning of potentially dangerous waves, strong ocean currents in the marine environment and possibility of only some localised overflow onto the immediate foreshore.	BOM	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Update stakeholders</li> </ul>
<b>Marine Warning Land Warning</b>	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BOM	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Update stakeholders</li> <li>• Establish MECC/IMT</li> <li>• Consider a MEMC meeting</li> </ul>

## 5.6 Public information

In an emergency, it is critical that information provided to the community is timely, accurate and informative. In periods 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. Public information should

be designed to accommodate the diverse needs of people experiencing cultural, language, general communication, and literacy challenges. Translation may be accessed through the assistance of PIU, local multicultural organisations and language/speech interpretation services.

Council has a critical role in providing community leadership and relaying authorized information to reduce community anxiety and uncertainty, leveraging existing community communication protocols and guidelines. This role should be implemented as soon as possible after an emergency to reduce the potential for inappropriate action or undue concern.

If the MECC is activated, SITREPs and information bulletins about Council facilities and emergency assistance will be provided to the community through the MECC, by an officer authorised by the MEMC. A system of frequent community briefings at published times may need to be provided during the emergency period, using the most effective communications channel/s, including to disseminate the clear, consistent and RMA-authorized information.

The Mayor has a pivotal role as community leader to coordinate community information and is the chief spokesperson for Council and the affected community. The Mayor should be supported in this role by an experienced media liaison officer, who can prepare community and media statements for Mayoral endorsement. **All Councillors and Council staff need to be aware that only the Mayor (or delegate) will speak on behalf of Council and the collective community.** The MC will provide the Mayor with emergency-related information.

Media statements and public information generated by Council should relate to community impact and Council actions. **Council should not comment** on matters that are the province of the RMA, emergency services, Support Agencies or post-emergency investigations. Statements made by people with knowledge of only a segment of the total emergency operations can cause public confusion and misunderstandings.

Any emergency that requires activation of the MEMP will require a two-way flow of information and advice between the MC and the Regional Planner (and/or SES Regional Manager regarding operational matters).

[Table 8](#) summarises arrangements for issuing public information about the emergency.

### 5.6.1 TasALERT

TasALERT is Tasmania's official online source of information about emergency resilience, response and recovery.

In an emergency, the homepage of the website is updated with authoritative information about the incident/s, including mapped information and call-to-action advice.

### 5.6.2 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 the operation of TEIS (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
- insufficient resources within the RMA 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. The PIU may provide Council with assistance in developing a public information document, Mayoral talking points and key messages consistent with the RMA's 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.

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

TEIS operates on a fee-for-service basis. When activated, TEIS provides an initial point of contact for the community to access information about the emergency. TEIS is activated and deactivated by DPAC (Resilience and Recovery Tasmania) on request from the relevant RMA or Support Agency. Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner.

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

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

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

### **5.6.4 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 RMA or the Regional Controller through the Regional Planner.

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**

Location	Information Scope	Provided by	Developed by	Cleared by	Channels
<b>On-site</b>	The emergency and its known impact	RMA (Support Agencies may provide input)	RMA	RMA	Media TasALERT Emergency Alert
<b>EOC/ECC</b>	Actions/ responsibilities of the centre	Centre Coordinator	Centre Coordinator	EM Coordinator (egMC)	Media TasALERT TEIS Social Media
<b>Community centres</b>	Actions/ responsibilities of the centre	Centre Coordinator	Centre Coordinator	MC, MRC, GM	Media TasALERT/PIU Council website Social media Local networks TEIS
<b>Municipal area</b>	Impact of the emergency on local community	Mayor	Council communications officers	GM	Media TasALERT/PIU Council website Phone enquiries Social Media Local networks TEIS
<b>Within the region</b>	Impact of the emergency on the region	Regional Controller	Regional Planner	Regional Controller	Media TasALERT/PIU Council website Phone enquiries Social Media Local networks TEIS
		Response Management Authority	Regional Media Officer	Response Management Authority Regional liaison	
		Resilience and Recovery Tasmania	Resilience and Recovery Tasmania	State Recovery Adviser	
<b>Rest of the State</b>	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director DPFEM Media Unit Government Media Office	SES Director DPFEM Media Unit Government Media Office	Media TasALERT/PIU Council website Phone enquiries Social Media TEIS
		RMA	State Media Officer	RMA State liaison	
		Premier or Minister	Government Media Office	Head of Government Media Office	



## 5.7 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.

## 5.8 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. TASPOL has a lead role in evacuation. The [TEMA](#) and [Tasmanian Emergency Evacuation Framework](#) provide more detailed information about the evacuation process, roles and responsibilities in Tasmania.

### 5.8.1 Management

While EM 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 and DSG.

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, and the management of waste, environmental health and pollution at the site. 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](#).

Council also has other support roles and responsibilities relating to evacuation 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.

### 5.8.2 Decision

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

### 5.8.3 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.

### 5.8.4 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](#).



### 5.8.5 Return

The RMA'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.

## 5.9 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:

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

Registration may be established and coordinated by the RMA. If an Evacuation Centre is activated, processes to support registration should be implemented at the Centre as soon as possible. Council is responsible for registering evacuees at an Evacuation Centre, generally through use of the Evacuation Registration Application, accessible through a handheld digital device, as arranged by the MC or MRC, in collaboration with neighbouring municipalities. Registration data may need to be provided to Red Cross if activation of Register.Find.Reunite is requested by the Regional Controller.

Registration data may be shared, as appropriate, with relevant EM stakeholders throughout emergency response, consistent with disclaimers provided to affected people at the time of data collection. For example, when providing personal information at the time of registration, affected people should be aware that the data they provide will be shared with the relevant government agencies (municipal/state/federal) for the purposes of providing relief and recovery assistance and services.

All personal information provided for registration purposes must be managed in accordance with the provisions and principles of the [Personal Information Protection Act 2004](#).

## 5.10 Impact assessment

The RMA is responsible for coordinating progressive rapid impact assessments and reporting on this to all EM stakeholders, including Support Agencies, Resilience and Recovery Tasmania (DPAC) and the relevant municipality/ies MC, MRC and regional/state counterpart/s.

Secondary impact assessments may be coordinated through the 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:

- number of injuries and deaths
- housing/accommodation needs
- energy supplies
- potable water supply
- transport networks and alternative route planning
- telecommunications
- stormwater infrastructure and waterways
- public/environmental health standards.

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

## 5.11 Pandemic health emergencies

The management of significant public health emergencies in Tasmania is guided by a State Special Emergency Management Plan (SSEMP): the *Tasmanian Public Health Emergencies Management Plan*. In a global pandemic emergency, such as the COVID-19 pandemic, this may be supported by development of a complementary, event-specific SSEMP, such as the SSEMP that was developed in response to COVID-19.

One element of a coordinated response to a large-scale health emergency, such as a pandemic, is the establishment of community-based clinics to perform 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.

## 5.12 Debriefs

Immediately after an emergency, some issues invariably require investigation and discussion, to identify learnings and the need for changed or new processes and systems. Lessons identified are shared with stakeholders including the MEMC and SREMC.

These matters are best initially considered in an Operational Debrief forum, the main objectives of which are to:

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

The 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.

## 5.13 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 are collated progressively and stored centrally for future reference.

Organisations are responsible for retaining all invoices/records of emergency related 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. In an emergency, DPAC (Resilience and Recovery Tasmania) provides advice on the status of arrangements and eligibility criteria.

Council has an allocated project number to record costs associated with an emergency. All expenditure is to be approved by the MC, GM or other authorised person before expenditure commitments are made.

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.

Cost capture systems are established to align with 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	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. These must be approved by the Prime Minister in writing.

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 DPAC. Where appropriate, a written application will be developed and submitted to DPAC. Council's Finance Department has designated responsibility for the cost recovery/claims process.

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. Council claims under TRRA and Tasmanian Government claims under DRFA are subject to audit and assurance processes before acquittal. The TRRA and DRFA contain details about evidence that agencies and councils must collect and maintain. DPAC will provide information and advice on request.

## 5.14 Personal Support

Council provides an employee assistance program to support staff and their families with the impact of an emergency. Supplementary personal support services may be sourced through SREMC.

## Section 6: Recovery arrangements

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

### 6.1 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 and the Glamorgan Spring Bay Community Recovery Plan.

During and after an emergency response of regional and/or state significance, the State Recovery Advisor and DPAC (Resilience and Recovery Tasmania) will review impact assessments and provide the Regional Controller and/or State Controller with advice on the recommended structure for longer-term recovery arrangements.

Recovery structures and activities are planned and coordinated across all recovery domains being:

- social
- economic
- infrastructure
- environment, and
- cross-domain.

Typical recovery considerations for Council include but are not limited to:

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

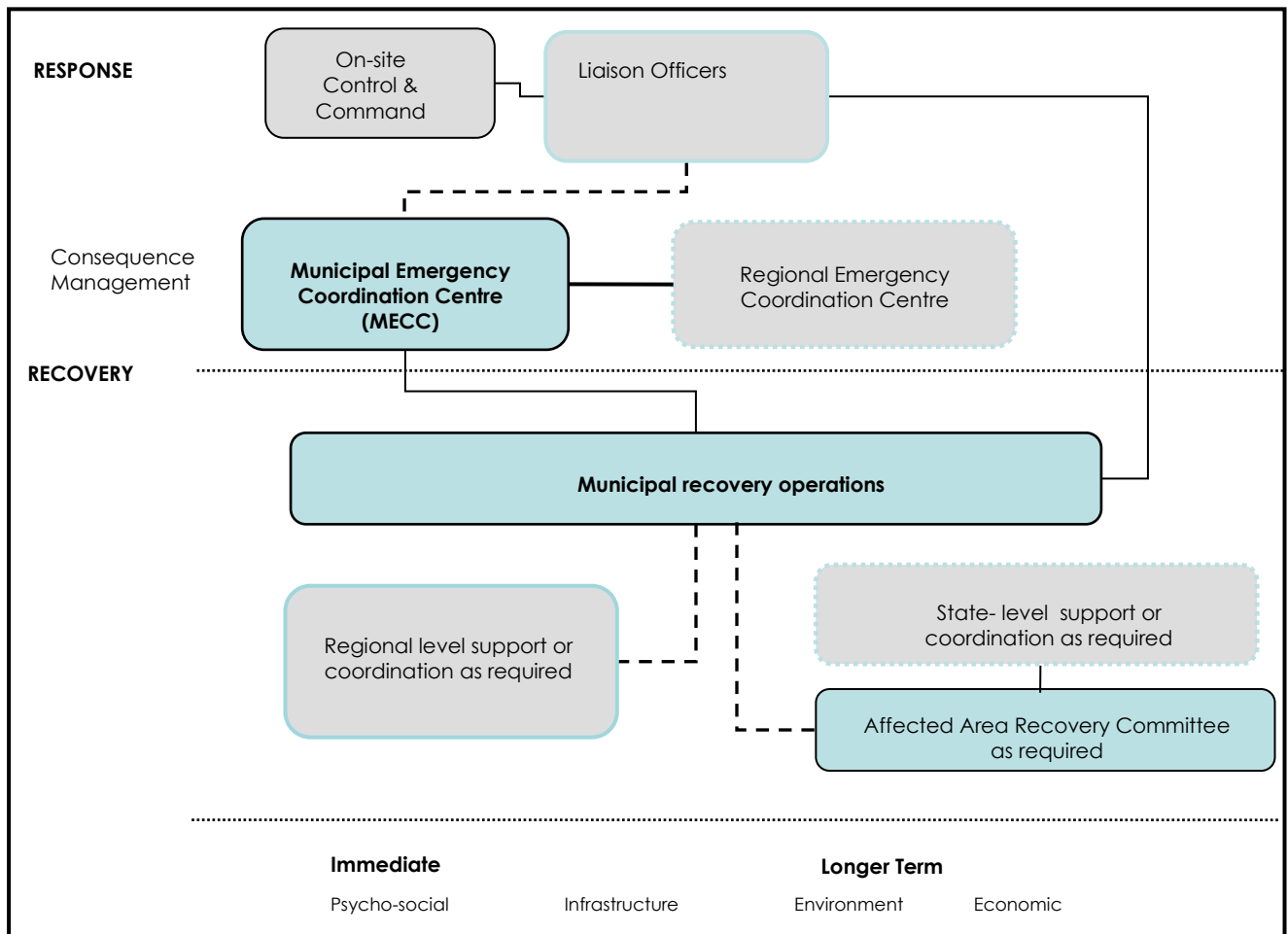
### 6.2 Municipal recovery functions

Council has municipal-level responsibility for locally-led recovery across social, economic, infrastructure, environmental and cross-domain recovery functions. Council has a primary role in providing recovery services in the immediate aftermath of an emergency. This role can be delivered in partnership and with the assistance or support of Tasmanian Government agencies and NGOs, depending on the capacity and presence of support services in the area. This assistance can be coordinated through SREMC.

As longer-term recovery arrangements are determined, some of these responsibilities may transfer to a different recovery structure/organisation, such as an Affected Area Recovery Committee (AARC).

### 6.3 Current arrangements

[Figure 4 below](#) provides a guide to typical all-hazards recovery arrangements, showing the close relationship between response and recovery, spanning short to longer-term activities. Arrangements are applied as required and described in more detail in the following sections.



**Figure 4: Typical recovery management arrangements**

**LEGEND:**

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

## 6.4 Media and public information

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

- TasRECOVERY section of the TasALERT website
- Websites and social media of the RMA and other Tasmanian Government agencies
- radio, television and print media
- printed publications and brochures
- public meetings, Community Centres and face-to-face 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 to reduce the potential for inappropriate action or undue concern.

The Mayor has a pivotal role as community leader to coordinate and communicate information to the local community and be the spokesperson for Council and the affected community. The Mayor will be supported by Council's communications officer and the General Manager, in the preparation of community and media statements. The MC provides the Mayor with recovery-related information.

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

## 6.5 At-risk groups of people

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

In supporting community recovery, the MRC is responsible for leading Council's work in the following activities:

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

## 6.6 Short-term recovery

In the immediate aftermath of an emergency, short-term recovery services are generally delivered or coordinated by Council. After consultation with the RMA, DPAC (Resilience and Recovery Tasmania) and other EM partners about impact assessment, recovery needs and capacity, local arrangements may be activated by the MC, supported by the Regional Planner.

Short-term regional recovery coordination is activated by the Regional Controller through the Regional Planner at the request of Council. This may follow advice from the RMA 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 and functions are summarised in [Appendix 8](#). Recovery facilities may be activated at the request of or advice from:

- MC
- MRC
- Regional Emergency Management Coordinator
- Regional Controller.

Council is responsible for coordinating ongoing community impact assessments, particularly as they relate to recovery. This work 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 and advice provided by the MC, 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.

## 6.7 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 RMA 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 the 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. If recovery is locally-led, the MC may seek 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.

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 AARC. State-coordinated recovery (Level 3) involves the Tasmanian Government coordinating recovery through AARC/s, as well as appointing a Recovery Taskforce generally 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:

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

- forums and information sessions for the community
- debriefs for recovery workers
- 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).

## Section 7: Plan administration

### 7.1 Plan contact

This MEMP is maintained by the MC on behalf of the 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

### 7.2 Review requirements and issue history

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

In reviewing the MEMP, the MEMC shall take account of all **suggested** amendments provided by relevant stakeholders. The MEMP is to be reissued in full, after approval by the State Controller, in accordance with the distribution list provided at [Section 7.4](#) 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
Issue 11	2022	Review and update, incorporating new warnings, map, recovery information

### 7.3 Consultation for this issue

Review and update of this issue was coordinated by the MC for the MEMC as part of the statutory two-yearly review schedule. Comment were invited from:

- SES
- TFS
- AT
- THS
- TASPOL
- MEMC members
- SES Regional Emergency Management Coordinator



## 7.4 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
<b>Council</b>	<ul style="list-style-type: none"><li>• All MEMC members</li><li>• Mayor and Councillors</li><li>• GM</li><li>• Relevant community groups and organisations</li></ul>
<b>SES</b>	<ul style="list-style-type: none"><li>• SES Unit Manager</li><li>• Regional Manager (South)</li><li>• Regional Emergency Management Coordinator (for Regional Controller)</li><li>• Senior Planning Officer (for SES Director, State Controller, WebEOC)</li></ul>
<b>TASPOL</b>	<ul style="list-style-type: none"><li>• Officer in Charge, Swansea Station</li></ul>
<b>TFS</b>	<ul style="list-style-type: none"><li>• District Officer, East Coast District</li></ul>
<b>AT</b>	<ul style="list-style-type: none"><li>• Superintendent, Southern Region</li></ul>
<b>St John Ambulance</b>	<ul style="list-style-type: none"><li>• Chief Executive Officer</li></ul>
<b>Neighbouring municipalities</b>	<ul style="list-style-type: none"><li>• Break O'Day Council</li><li>• Sorell Council</li><li>• Northern Midlands Council</li><li>• Southern Midlands Council</li></ul>
<b>Other Organisations</b>	<ul style="list-style-type: none"><li>• Tas Water, Tas Networks</li></ul>

## 7.5 Communications plan summary

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

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

## 7.6 Validation

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

- participating, where able, in other municipal/regional exercises
- conducting/participating in relevant debriefs
- as described in [Appendix 4](#).

## **Section 8: Appendices**

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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

## 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
<b>Council arrangements and plans</b>				
1	Council maps for council roads and alternative transport plans	Council	N/A	GSBC Director Works & Infrastructure
2	Fire Management Plans for GSBC Reserve areas	Council		GSBC Director Works & Infrastructure
3	GSBC – Pandemic Response Plan	Council	April 2020	MC
4	GSBC Dolphin Sands Emergency Plan	Council	2022	MC
5	Stormwater System Management Plan	Council	2020	GSBC
<b>Regional arrangements and plans</b>				
6	Regional Emergency Management Plan	SES	Issue 9	2021
<b>State arrangements and plans</b>				
7	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
8	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
9	State Road and Bridges Emergency Management Plan	DSG		2009
State Special Emergency Management Plans (SSEMP)		Available WebEOC File Library (DPFEM – SES)		
10	SSEMP – COVID 19	DoH	Issue 5	2022
11	SSEMP – Dam safety	NRE Tas	Issue 3	2019 (July)
12	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
13	SSEMP – Impact & damage assessment	DPAC	Issue 3	2019 (January)
14	SSEMP – Interoperability arrangements	DPAC	Issue 4	2020 (December)
15	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
16	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
17	SSEMP – Fire protection	TFS	Issue 3	2020 (February)
18	SSEMP – Recovery	DPAC	Issue 4	2022 (
19	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
20	SSEMP – Electricity, gas and liquid fuel disruption arrangements	DSG	Issue 3	2020 (July)
21	SSEMP – Biosecurity	NRE Tas	Issue 1	2010 (December)
22	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (March)
23	SSEMP – Flood	SES	Issue 2	2019 (July)
24	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
25	SSEMP – Public health	DoH	Issue 2	2014 (December)
26	SSEMP – Search and rescue	DPFEM	Issue 4	2018 (February)

Row	Title	Custodian	Version/date	Available from
27	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
28	SSEMP – Tsunami	SES	Issue 2	2020 (March)
<b>Other</b>				
29	Emergency Alert – Frequently Asked Questions	TFS		<a href="#">Emergency Alert FAQ</a>
30	TasPorts Emergency Management Plan	TasPorts	2017	<a href="#">TasPorts website</a>
31	TFS Community Protection Plans	TFS	Various	<a href="#">TFS website</a>
32	Tasmania Marine Oil and Chemical Spill Contingency Plan	EPA	2019	EPA

## APPENDIX 2: Risk assessment report

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### a Tasmanian Government responsibilities – emergency risk management

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

### b Local government responsibilities – emergency risk management

Tasmania's local government authorities participated in workshops and contributed to development of the *Tasmanian Emergency Risk Assessment Guidelines* and the *Tasmanian Disaster Risk Assessment*. The benefits to Council in participating in these processes include:

- demonstrates sound commitment to managing emergency risks within the community and a primary interest in community safety
- potentially reduces levels of risk within the community
- ensures the identification of risks that are the focus of EM planning
- ensures a focus on preventing emergencies rather than to reacting to them
- enables improved community understandings of EM and the risk management process;
- improves governmental understanding of risks from a community perspective
- provides an opportunity to reduce the cost to communities from emergency impacts
- enables use of a best practice standard in risk management
- ensures and maximises access to national DRFA funding
- 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 the TEMA.

### c Risks, recommended treatment strategies and timeframes

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

Timeframes for undertaking treatment options are defined as:

- **Immediate action:** must be completed as soon as practical within current budget cycle (12 months)
- **Short-term action:** must be completed as soon as practical within the next budget cycle (12-24 months)
- **Long-term action:** must be completed within five years
- **Ongoing:** continuously monitor the adequacy of existing arrangements to mitigate the risk, or as described in the table.

Council is responsible for managing the incorporation of treatment strategies that are either the responsibility of Council, or of both Council and other levels of government or agencies, into appropriate operational plans and/or partnership agreements as required.

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
<b>GS 01 Flood</b>				
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)	Short-term then ongoing - inspect bridges every year
		Review asset management plans for critical road and bridge assets	Director Works & Infrastructure	Ongoing
		Maintain an asset renewal program by completing renewal works identified in that year	Director Works & Infrastructure	Ongoing
		Clear waterways	NRE Tas	Ongoing
		Relay major Community warning information	SES	Immediate - Upon receipt of BoM warning
		Evacuate campers at Swan River Boat Ramp	MC / Works Manager	Immediate - 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	Director Development & Planning	Immediate
		Relay major Community warning information	SES	Immediate - Upon receipt of BoM warning
		Clear waterways	NRE Tas	Ongoing

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 01 Flood				
		Assess structures at risk including road and bridge inspections	Works Manager, DSG, TasSpan (contractor)	Short-term then ongoing - inspect bridges every year
		Review asset management plans for critical road and bridge assets	Director Works & Infrastructure	Ongoing
		Maintain an asset renewal program by completing renewal works identified in that year	Director Works & Infrastructure	Ongoing
		Relay major Community warning information	SES	Immediate - upon receipt of BoM warning
		Recognising areas at risk from flooding and managing use and development accordingly	Director Development and Planning	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	Immediate - upon receipt of BoM warning
		Develop Urban Catchment Stormwater assessments to identify system deficiencies and program improvement projects subject to funding	Director Works & Infrastructure	Ongoing
		Review asset management plans for critical road and bridge assets	Director Works & Infrastructure	Ongoing
		Maintain an asset renewal program by completing renewal works identified in that year	Director Works & Infrastructure	Ongoing

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 01 Flood				
		Assess structures at risk including road and bridge inspections	Works Manager, DSG, TasSpan (contractor)	Short term then ongoing - inspect bridges every year
		Inspect and clear drains – especially known problem areas	Works Manager	Ongoing - In line with maintenance schedule and prior to major rainfall event
		Promote mitigation and response strategies with property owners	Director Works & Infrastructure	Ongoing
		Engage with SES in delivering Community Protection Flood Plans to build resilience to flood events	SES	Short-term - 2022-23



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, Director Infrastructure & Works	Ongoing – 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	Director Development & Planning	Upon application
		Maintain fire breaks	Works Manager	Ongoing – Autumn/Winter
		Conduct roadside mowing programs	Works Manager	Ongoing - annual program
		Avoiding zoning any new areas identified as at unacceptable risk from bushfire	Director Development & Planning	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	Director Works & Infrastructure	Ongoing

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
		Hazard reduction, enforcement of abatement notices	TFS, Director Works & Infrastructure	Ongoing – Autumn/Winter
		Maintain fire breaks	Works Manager	Ongoing – Autumn/Winter
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, Director Works & Infrastructure	Ongoing – Autumn/Winter
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code and enforcement	Director Development & Planning	Ongoing
		Maintain fire breaks	Works Manager	Ongoing
		Fire Permit periods, Total Fire Bans	TFS	As required
		Evacuation of affected area	TASPOL	Immediate - in consultation with TFS
		Maintain planning scheme provisions, including <ul style="list-style-type: none"> <li>access/egress</li> <li>vegetation clearance</li> <li>defendable space</li> </ul>	Director Works & Infrastructure / Director Development & Planning	Ongoing
GS 02.04	There is a risk to livestock and domestic animals from the effects of bushfire	East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
		Community Education/awareness programs including advice regarding early evacuation of livestock and domestic animals	TFS, MC	Ongoing
		Hazard reduction, enforcement of abatement notices	TFS, Director Works & Infrastructure	Ongoing – Autumn/Winter
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code and enforcement	Director Development & Planning	Ongoing
		Maintain fire breaks	Works Manager	Ongoing
		Conduct roadside mowing programs	Works Manager	Ongoing - annual program
		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	Immediate - in consultation with TFS
GS 02.05	There is a risk to water supply levels from the effects of bushfire	Identify additional local water storages and supply including reticulation	Tas Water	Ongoing
		Update water points	Sustainable Timber	Before Fire season annually
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	NRE Tas - PWS	Ongoing

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
		Statewide PWS Fire Action Plan	NRE Tas - PWS	
		Reserve Fire restrictions period	NRE Tas - PWS	
		Southern Region Strategic Fire Management Plan	NRE Tas- PWS	Ongoing
		TFS Community Warnings	TFS	Immediate - 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 National Parks Visitor Information Centres	TFS / PWS	Immediate - upon notification from TFS
		Signage erected in all National Parks Visitor Information Centres relating to current bushfire risk and warnings	PWS	Immediate - at time of event and notification from TFS
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	NRE Tas - PWS	Ongoing
		TFS Community Warnings	TFS	Immediate - at time of event
		Strategic Fire Management Plan – Strategic Fuel Burns	PWS	Periodic
		TFS & PWS Notifications and Brochures – Bushfire safety for Travellers, Track closure notices, Fire Ban notices, Warning information displayed in National Parks Tourist Information Centres	TFS / PWS	Immediate - upon notification from TFS

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
<b>GS 02 Bushfire</b>				
		Fire Permit periods, Total Fire Bans	TFS	As required
		Signage erected in all National Parks Visitor Information Centres relating to current bushfire risk and warnings	PWS	Immediate - at time of event and notification from TFS
<b>GS 03 Storm</b>				
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	Works Manager	Ongoing regular inspections
		Relay Damaging winds alerts and severe weather alerts from BoM and SES via Council website	MC	Immediate - upon receipt of alert
		Relay severe weather alert to Council operational staff	MC / Works Manager	Immediate - upon receipt of alert

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
<b>GS 04 Landslip</b>				
GS 04.01	There is a risk landslip will result in damage to residential and commercial property.	<p>Ensure that proposed use and development complies with the standards of the Landslide Code of the Tasmanian Planning Scheme – Glamorgan Spring Bay 2022.</p> <p>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 landslide risk assessments.</p>	Director Development & Planning	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 recommissioned within a reasonable timeframe	Director Works & Infrastructure	Ongoing
		Consider the impact of landslip in Council's capital works program.	Director Works & Infrastructure	Ongoing

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
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	DoH	Ongoing - plans reviewed and updated regularly
		State Special Emergency Plan – Pandemic Influenza	DoH	
		State Special Emergency Plan – Public Health	DoH	Immediate - relevant materials distributed when required
		Issue community information and education materials including for council facilities	MC	
		Immunisations available for Council staff	GM	Annually
		Maintain and review GSBC Pandemic Response Plan and Covid Safe Plans for Council owned community facilities	MC	Ongoing - plan reviewed and updated as situation evolves
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	Director Development & Planning	Ongoing
		Install 'Non Potable Water' signage at all toilet and BBQ facilities	Works Manager	Ongoing
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	Director Development & Planning	Ongoing

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
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	NRE Tas / Director Development & Planning	Ongoing
GS 07.02	There is a risk to agricultural income and potential livestock losses because of an introduced animal disease	Support State and National strategies	NRE Tas / Director Development & Planning	Ongoing
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	Immediate - upon receiving warning
		State Special Emergency Plan – Tsunami Response	SES	Ongoing - updated every two years
		Relay warnings to stakeholders if required by TASPOL	MC	Immediate - upon receiving warning
		Evacuate low lying campsites and carpark - <b>IF TIME ALLOWS</b>	TASPOL	Immediate - 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 / NRE Tas / Property owners	Ongoing



Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		Ensure any proposed development complies with the standards of the Inundation Prone Areas Code	Director Development & Planning	Ongoing
		Develop strategies that integrate with the Regional Climate Change Initiative	Director Works & Infrastructure	Ongoing - 2023-24

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
<b>GS 10 Infrastructure Failure</b>				
GS 10.01	There is a risk of loss of water supplies due to pipeline failure	Upgrading telemetry monitoring Review community warning systems	Tas Water Tas Water	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	Ongoing
GS 10.03	There is a risk of loss of water supplies due to failure of the Prosser River Dam	Maintain storage facility	Tas Water / NRE Tas	Short-term
GS 10.04	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	Ongoing - inspect bridges annually
		Review asset management plans for critical road and bridge assets.	Director Works & Infrastructure	Ongoing - bi-annually
		Maintain asset renewal program by completing renewal works identified in that year	Director Works & Infrastructure	Ongoing - annually
GS 10.05	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/ Tas Water	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 10.06	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	Tas Water Tas Water	Short-term Short-term

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 10.07	There is a risk of closure of the Tasman Highway through Paradise Gorge due to rock fall or vehicle incident	Monitoring of rock faces Speed limit reduction	DSG	Ongoing
GS 10.08	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	Tas Water / NRE Tas	Ongoing
GS 10.09	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	Tas Water Tas Water	Ongoing Ongoing
GS 10.10	There is a risk to public health due to pump failure, sewage spillage and Contractor service failure at the Swanwick Drive waste water treatment plant	Monitor Treatment Plant	Works Manager	Ongoing
<b>GS 11 Structural Fire</b>				
GS 11.01	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.	Director Development & Planning / TFS	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems	Director Development & Planning	Ongoing
		Provide alternative back up water supplies	Tas Water	Long term
GS 11.02	There is a risk to human life at commercial, residential and	Ensure compliance to current building codes and fire safety regulations for new development by ensuring appropriate permits are in place	Director Development & Planning / TFS	Ongoing

Register of risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
	industrial premises from structural fire	Issue Compliance Notice upon advice of deficient fire safety systems	Director Development & Planning	Ongoing
		Provide alternative back up water supplies	Tas Water	Long term
GS 12 Pollution				
GS 12.01	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.	NRE Tas / TasPorts / Director Development & Planning	Ongoing
		Tasmanian Marine Oil and Chemical Spill Contingency Plan	NRE Tas - 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 13 Transport Accident				
GS 13.01	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 13.02	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 14 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	Director Development & Planning	Ongoing
		Develop strategies that integrate with the Regional Climate Change Initiative	Director Development & Planning	Ongoing - 2023-24

## APPENDIX 3: MEMC Terms of Reference

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### Glamorgan Spring Bay

### Municipal Emergency Management Committee

### Terms of Reference

<b>Committee</b>	Glamorgan Spring Bay Emergency Management Committee
<b>Date and status</b>	Issue 11 December 2022
<b>Enquiries</b>	Executive Officer Municipal Emergency Management Coordinator Glamorgan Spring Bay Council
<b>Review notes</b>	These Terms of Reference are due for review in August 2022
<b>General standards &amp; practices</b>	<p>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 (EM) committees (available from <a href="http://www.ses.tas.gov.au">www.ses.tas.gov.au</a>).</p> <p>The following are specific to this committee:</p>
<b>1. Authority &amp; Background</b>	Section 20 of the <i>Emergency Management Act 2006</i> establishes the Glamorgan Spring Bay Emergency Management Committee within the EM framework for Tasmania's Southern Region.
<b>2. Purpose</b>	<p>Section 22 of the <i>Emergency Management Act 2006</i> outlines this committee's purpose and functions generally as:</p> <p>"... to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ..."</p>
<b>2.1 Role and functions</b>	<p>2.1.1 Institute and coordinate policy, arrangements and strategies for municipal EM, aligning activities where relevant with regional strategies and priorities.</p> <p>2.1.2 Determine and review EM policy for the municipal area, including the performance of hazard risk assessment and management in accordance with current and relevant standards.</p> <p>2.1.3 Enhance EM arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement.</p> <p>2.1.4 Oversee of the management of emergencies where Council resources are required to support response and recovery.</p> <p>2.1.5 Report to the Regional Controller on any municipal matters that relate to the functions of the Regional Controller or the Southern Regional Emergency Management Committee.</p> <p>2.1.6 At the direction of the MEMC Chairperson or Municipal Coordinator, assist them or Council with the</p>

performance/exercise of functions and powers under the Act.

- 2.1.7 Provide a municipal forum for organisations with EM responsibilities in the municipal area/s.
- 2.1.8 Nominate a representative to attend the Southern Region Emergency Management Committee activities and provide bilateral support.
- 2.1.9 Support the activities of responding organisations during an emergency impacting the municipality.
- 2.1.10 Coordinate/participate in a municipal EM exercise every two years.
- 2.1.11 Coordinate a post emergency operational debrief for all organisations involved in an emergency event.

### **3. Reports to**

Southern Regional Emergency Management Committee

### **4. Membership**

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

- membership is reviewed when the Terms of Reference are 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.

#### **4.1 Chairperson and role**

Mayor or delegate

The role of the MEMC Chairperson is to:

- chair MEMC and meetings
- receive notification of emergencies from the Municipal Coordinator
- maintain contact with and support the Municipal Coordinator during an emergency

maintain regular contact/liaison with the Municipal Coordinator in regard to administrative arrangements of the MEMC.

#### **4.2 Executive officer**

Municipal Coordinator

#### **4.3 Members**

- |  |   |
|--|---|
| • GSBC – Mayor                                   | • SES Unit Manager                          |
| • Municipal Coordinator                          | • SES Southern Regional Manager             |
| • Deputy Municipal Coordinator                   | • SES Regional Emergency Management Planner |
| • Municipal Recovery Coordinator                 | • Manager Natural Resources GSBC            |
| • May Shaw Centre CEO                            | • TFS District Officer                      |
| • Spring Bay Community Centre Nurse Unit Manager | • TASPOL Divisional Inspector               |
| • AT – Local Coordinator                         | • TASPOL Sergeant Swansea Division          |
| • P&W Manager Parks & Reserves                   | • Freycinet Volunteer Marine Rescue         |
| • Sustainable Timbers                            |   |

#### **4.4 Nominated proxies**

Chairperson proxy - Mayor or delegate

Executive Officer – Deputy Municipal Coordinator

## **5. Committee details**

### **5.1 Sub-committees**

There are no formal standing sub-committees to the Glamorgan Spring Bay MEMC. Recovery matters are dealt with through the MEMC.

### **5.2 Stakeholders**

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

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

### **5.3 Meetings**

The MEMC aims to meet twice per year unless an emergency event occurs and a review of the Municipal Emergency Management Plan (MEMP) is required. Meetings are scheduled by the Executive Officer.

### **5.4 Plan Review Process**

The MEMC formally reviews the MEMP every two years in conjunction with the MEMC meeting schedule. Reviews will, as a minimum take into consideration:

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



## APPENDIX 4: MEMC maintenance and activity 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	Annual	December
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 SREMC meetings	Municipal Coordinator	Quarterly	As advised
Attend regional recovery meetings	Recovery Coordinator	Quarterly	As advised
Review Risk Treatment options in conjunction with strategic plan and budget	Municipal Coordinator	Annually	March

## APPENDIX 5: Centres for emergency management

### a Municipal Emergency Operations Centres (EOC)

The EOC is the municipality's operational focus point for providing municipal resources and support at the request of the relevant RMA.

	Municipal location	Contact	Regional location	Contact
Primary:	Council Office, 9 Melbourne St, Triabunna	Municipal Coordinator & Deputy MC	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Duty Officer T: 03 6173 2700
Secondary:	SES Unit facilities 76 Maria St. Swansea	SES Unit Manager		

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.

### b Municipal 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	MC & Deputy MC	SES Southern Region Headquarters 1/28 Bathurst St Hobart	Regional Planner T: 03 6173 2700
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

Refer to Duty Statements and Action Cards in Appendix 6.

- All significant emergencies will be referred to the MC/DMC.
- The MC/DMC will advise the General Manager, Mayor and MEMC about the emergency and that identified Council staff may be required to undertake ECC functions.
- The MC/DMC is responsible for assessing the emergency and determining the appropriateness of establishing the ECC, considering whether or not:-
  - coordination of local resources is required by external agencies
  - it is expected that significant community impact will result from the event; and/or
  - demand on resources is greater than normal operational resources available.
- Personnel required in the ECC will be determined by the MC. Depending on the emergency, the number and expertise of personnel will vary, but will generally comprise the MC, Administration Officer, Works Centre Communicator, GIS Officer, Recovery Coordinator and Communications Officer.
- All staff designated as having ECC functions will undergo appropriate training, with skills validated on a regular basis.

## **APPENDIX 6: Duty statements**

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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 occurs. They can be extracted from the Plan and kept in a readily available location.

These arrangements are designed to be flexible and scalable and one person may fulfil more than one function dependent upon the scale and nature 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.

### **MEMC Duty Statements**

#### **Committee**

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
- recovery.

#### **Chairperson**

1. Chair the MEMC.
2. Arrange for reports to 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 General Manager regarding MEMC and MECC administrative arrangements.
4. Receive notification of emergency from the Municipal Coordinator and General Manager.
5. If appropriate, during an emergency, convene MEMC and support the Municipal Coordinator.

#### **Executive Officer (Municipal Coordinator)**

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

#### **Committee Members**

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. Advise and inform Councillors, if appropriate.
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.
6. Chair or delegate chairing MEMC meetings
7. Establish and maintain links with Australian and Tasmanian Government Ministers, when appropriate.
8. Undertake the role of Council spokesperson for the Local community and for providing information to the community and media in relation to the municipal area.

#### **Reports to the Council**

### **General Manager**

1. Establish and maintain contact with the Mayor (and Councillors if warranted).
2. Assist the Mayor with community and media information.
3. Manage ongoing information to the community and media.
4. Manage ongoing information to Council staff
5. Liaise with and provide support to the Municipal Coordinator.
6. Authorise the use of resources as may be appropriate, outside of normal operating guidelines, in support of the Council's response to an emergency.
7. Ensure accurate records of financial expenditure associated with the emergency are kept.

#### **Reports to the Mayor**

### **Municipal Coordinator**

1. Responsible for the overall management of Council's role in supporting response to an emergency.
2. Activate the EOC and ECC as appropriate.
3. Establish an Incident Management Team if required
3. Manage functions, resources and activities in the MECC.
4. Liaise with emergency services.
5. Liaise with the Regional Controller) as appropriate, and the Regional Planner.
6. Notify the General Manager, Mayor, Chair of MEMC of an emergency or potential emergency.
7. Ensure the MEMC Chairperson is fully briefed
8. Represent the Council on regional emergency management committees.
9. As MEMC Executive Officer, convene MEMC meetings and liaise with members
10. Represent Council at SREMC meetings
11. Liaise with the Municipal Recovery Coordinator and regional recovery authorities

#### **Reports to the General Manager**

### **Recovery Coordinator**

1. Receive notification of emergency from Municipal Coordinator.
2. Notify and liaise with 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. Identify and establish Evacuation Centre and Recovery Centre or other Community Centre, as requested by Municipal Coordinator.

9. Maintain and manage the activities of an Evacuation Centre or other Community Centre, including recording expenditure associated with the emergency.

**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 emergency operations and coordination centres as 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 their absence.
3. Participate and contribute to the work of the MEMC and MECC.

**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 MECC with any administration activities and other miscellaneous duties such as phone calls, radio calls and nutrition.
4. Assist with the establishment of an EOC and the MECC as requested.

**Reports to the Municipal Coordinator**

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

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

### **First alert - Municipal Coordinator (MC)**

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

- assess the necessity to establish the MECC and/or EOC
- contact the Works Manager to alert/activate response teams/supervisors and other potentially affected operational areas as deemed appropriate
- notify Council's General Manager
- notify the Communications Officer
- contact the staff who 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 emergency services and SREMC through the Regional Manager (operational matters), Regional Planner (consequence and EM matters) or the Regional Controller who will arrange for briefings from the RMA. 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).

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.

### **Flood**

SES receives flood alerts and warnings from BOM and conveys 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 RMA (SES) in consultation with the Regional Controller.

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 receives storm warnings from BOM and conveys that advice to the local government authorities that may be affected.

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 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 storm 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.

## 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	Normal usage	Could be used for:	Comments
Bicheno Memorial Hall  Contact: Anna King PH: 0437 714 710 Email: Annalisaking@outlook.com Capacity - 160	Large Reserve Oval and open space BBQs, tables, 250 chairs 2 Male/3 female/ 1 unisex disabled toilet incl baby change Commercial kitchen Kiosk/server area Screen & Projector Annexe – tea room Upstairs area with additional male and female toilet Internet capability	78 Burgess St	Daily	Assembly Evacuation Centre Recovery Information	Adjacent Lions Park Parking on reserve
Buckland Hall  Contact: Yvonne Turvey 62 575 124 PH: 0417 309 783 Capacity – 100	3 female/1 Unisex /disabled toilet 1 Male external toilet & Urinal. Kitchen area Heating No internet or phone lines	22 Kent St	Occasional	Assembly Evacuation Centre Information	'Limited infrastructure' Sufficient parking
Coles Bay Hall  Nigel Carins PH: 0427 343 743  Capacity: 100	Large Reserve BBQ's, tables and chairs 2 Male/ 2 female/1 disabled toilet	60 Harold St	Daily	Assembly Evacuation Centre Recovery Information	Tennis Courts and playground adjacent. Public Toilets adjacent Mens Shed adjacent Large storage area Kitchen area adjacent 1 room Dr Surgery adjacent Library with 1 male and 1 female toilet adjacent



Centre, location title and contact	Facilities	Location	Normal usage	Could be used for:	Comments
Orford School Hall  Contact: Nicole Hobden 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 toilets 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
Triabunna Football Club  Phil Giffard PH: 0487 875 875  Capacity: 140	Oval and open space – recreation ground Tables and chairs 4 Male/female toilets 1 Disabled/Unisex toilet 8 showers Commercial kitchen Kiosk/server area	Charles Street Triabunna	Regular	Assembly Evacuation Centre Recovery Information	Adjacent to recreation ground Parking Internet

## 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	Triabunna District High School	15 Melbourne St Triabunna	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