DERWENT VALLEY COUNCIL

Derwent Valley Municipal Emergency Management Plan

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Section 1: Overview

1.1 Glossary

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

Table 1: Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels. These committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities
command	The internal direction of an organisation's resources in an emergency.
community centres *NB. Different centre types may be located at the same site*	**Evacuation Centre**: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards.
	Information Centre: A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event.
	Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency.
control	The overall direction and management of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
coordination	The bringing together of organisations and other resources to support an emergency management response. Coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation.
Council	In the context of this plan, Council refers to the Derwent Valley local government authority
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident.
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: • absent from duty or Tasmania • unable to perform Municipal Coordinator duties (permanently), or • temporarily not appointed (eg. has resigned)
emergency	In summary: an event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
emergency centres	**Emergency Coordination Centre (ECC)**: A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.
	Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency.
	Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities.

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

Term	In the context of this plan, this means:
Regional Emergency Coordination Centre (RECC)	A facility from which regional coordination of emergency (consequence) management occurs during the response phase.
Regional Emergency Management Committee (REMC)	A Regional Emergency Management Committee established under section 14 of the Act.
Regional Emergency Management Plan (REMP)	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
Regional Planner	The person appointed to the position of State Emergency Service (SES) Emergency Management Planner (South).
Regional Social Recovery Coordinator	A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.
Register.Find.Reunite (RFR)	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency.
response	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.
risk	The combination of the probability of an event and its negative consequences.
risk assessment	Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend.
situational awareness	Situational awareness involves an understanding of the current emergency incident, and how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.
State Controller	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: • Head of the Department of Police, Fire and Emergency Management, or • a person appointed by the Minister.
state of alert	A state of alert declared under Division 3A of the Act, for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania.
state of emergency	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required.
Support Agency	**Assisting Support Agency:** An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.
	Primary Support Agency: An organisation responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies have specific capabilities or resources that address the need for a relevant support function and command their own resources in coordination with the Management Authority, as required.
validation	Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops and reviews.
warning	Dissemination of a message signalling imminent hazard/s, which may include advice on protective measures.
worker	A generic term used to describe people who perform defined functions for an organisation or system including: staff, volunteers and contractors/consultants.

1.2   Acronyms

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

Table 2: Acronyms

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

Acronym	Stands for...
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite service
RHH	Royal Hobart Hospital
RO	Recovery Officer
RSRC	Regional Social Recovery Coordinator
SCO	Senior Communications Officer
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SREMC	Southern Region Emergency Management Committee
SRSRC	Southern Region Social Recovery Committee
SITREP	Situation Report
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements

1.3 Introduction

Derwent Valley Council (Council) has an integral role in emergency management and provides the focal point for leadership and service delivery to the community.

Strategic objectives of the Derwent Valley Municipal Emergency Management Committee (MEMC) are to:

a   maintain this Municipal Emergency Management Plan (MEMP) to guide the management of risks to the community arising from emergencies by considering all elements of prevention and mitigation, preparedness, response and recovery (PPRR);

b   recognise the value of relationships and partnerships for emergency management, in particular the importance of:

   i   community contributions in emergency management and promoting community engagement as required;

   ii   maintaining linkages with related bodies including the Southern Region Emergency Management Committee (SREMC); and

   iii   identifying roles and responsibilities and integration processes between emergency management and Council management structures.

c   develop a progressive review system that is implemented for all emergency management elements and is based on continuous improvement principles; and

d   maintain an active and relevant municipal committee.

A map showing the municipal area is included at *Figure 1*.

1.4 Authority

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

1.5 Purpose

The purpose of this plan is to describe emergency management arrangements for the municipal area of Derwent Valley.

1.6 Objectives

The objectives of this plan are to record:

a   roles and responsibilities related to identified hazards and emergency management functions;

b   current arrangements for PPRR, including:

   i   the legislated requirement to maintain this plan;

   ii   protocols for coordinating mutual support with neighbouring councils; and

   iii   the identification of ways to request/access additional support from regional, state and federal levels; and

c   identify opportunities to reduce risks to the community.

These objectives are established so that effective response and recovery can occur.

1.7 Scope and application

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

a   caused by hazards impacting Derwent Valley municipal area; and

b   able to be managed through the capability of local emergency management structures.

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

The Municipal Coordinator (MC) may activate this MEMP. Activation may also be directed or recommended by the Regional Controller (Southern Region).

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*.

1.8   Context

The Derwent Valley municipal area covers 4,111 square kilometres to the north-west of Hobart that includes land from Granton to Strathgordon, encompassing much of the Derwent Valley and its many tributary rivers and creeks.

New Norfolk was settled by Norfolk Islanders in 1807-1808. The first road connecting the town to Hobart was built in 1818, with the first railway connection in 1887. During the 1940s, a newsprint mill was established at nearby Boyer, boosting industry in the local area.

The Derwent Valley is characterised by rural townships and country living, with New Norfolk being the primary settlement and regional service centre. The town of New Norfolk is located 38 km from Hobart and has modern facilities yet preserves its pioneer heritage. There are numerous other settlements in rural areas, with population centres including Bushy Park, Fitzgerald, Granton, Lachlan, Lawitta, Magra, Maydena, Molesworth, National Park, Rosegarland, Sorell Creek and Westerway.

The municipality's population at the time of the 2016 Census was 10,026, of which 5,015 were males and 5,011 were females. The 2016 Census also identified 4,432 private dwellings.

Tourism is a major drawcard for visitors to the Derwent Valley. Major features are wilderness and natural values areas, with national and world-class parks and conservation areas. Attractions include Mount Field National Park, Gordon-Pedder hydroelectric catchment lakes, Salmon Ponds and the Southwest Wilderness area. Many small businesses rely on passing tourist trade.

The region has traditional farming of beef and sheep, an internationally competitive hop industry and emerging specialty agriculture, such as essential oils and cherries. The region has access to extensive, productive forests that support the forest and timber industry, including the Norske Skog paper mill at Boyer, local sawmills and woodchip mills outside the district.

1.8.1 Major routes

Main access roads are the Lyell Highway and Gordon River Road. Much of the rural road system runs through difficult, steep terrain. A mix of tourist, public and private vehicles use the roads, with a high concentration of logging vehicles.

The municipal road network is 306 km, comprising 120 km of sealed roads and 186 km of unsealed, maintained roads. There are 46 bridges, comprising 27 concrete and 19 timber structures.

A rail corridor runs from Boyer to Maydena crossing three bridges over the Derwent River. While trains do not currently use the line, it is hoped that it will eventually be upgraded for future use.

1.8.2 Topography, vegetation and natural resources

Much of the municipality's terrain is hilly and mountainous, with large areas of timber and scrub land. Major features are productive soils, lakes and freshwater resources.

Land tenure includes private agricultural land, national parks, conservation areas, permanent timber production land (state forest) and land managed by Hydro Tasmania. The Tasmania Wilderness World Heritage Area (TWWHA) forms part of the municipality. Significant parks include Mount Field, Southwest, Franklin-Gordon Wild Rivers and Wellington Park.

The Derwent Valley is dissected by the River Derwent, flowing from its source 195 km away at Lake St Clair, with a catchment of 7,750 square km above New Norfolk. Major tributaries flowing into the Derwent River above New Norfolk are the Tyenna, Styx and Plenty Rivers. The River Derwent and its nine tributaries wind through the fertile valley, providing farm irrigation, hydroelectricity and potable water supply to Hobart and surrounds.

1.8.3 Climate

Climate is temperate with moderate to high rainfall in the winter.

1.8.4 Hazards

The Derwent Valley has a history of bushfires in summer and flooding in winter-spring. The River Derwent flows through Hydro Tasmania water storages, which have some effect in mitigating major floods. Meadowbank Dam was constructed after the major flood of 1960.

There are **eight identified threats** that could impact on the Derwent Valley community:

a   Major flooding has the potential to inundate many residential, commercial and recreational properties in Bushy Park and New Norfolk, requiring evacuation of residents. Bushy Park and New Norfolk were affected by major flooding in 1960, with loss of property and the evacuation of people.

b   Bushfire could significantly threaten the safety of residents and cause major destruction of private and community assets. The Derwent Valley suffered major property loss in the 1967 bushfires in southern Tasmania.

c   Storms have the potential to cause asset loss within the Derwent Valley. The Derwent Valley has suffered high windstorms in the past, with damage to private and public infrastructure.

d   A public health epidemic has potential to disrupt the Derwent Valley community. There are no known cases in recent times of a communicable disease severely impacting the community.

e   Exotic animal disease has the potential to affect the social and economic fabric of the Derwent Valley community. There are no known cases in recent times of an exotic animal disease impacting the community.

f   Infrastructure failure has the potential to isolate communities within the Derwent Valley. Council has an asset management program to regularly inspect and maintain vital infrastructure. There are no known causes of loss or damage to infrastructure in recent times that have affected the community.

g   Hazardous material spills or leaks have the potential to affect residents.

h   Transport accidents have the potential to cause multiple fatalities and injuries.

1.8.5 Emergency management

Council's Municipal Emergency Coordination Centre (MECC) is located at the Council Chambers, Circle Street, New Norfolk. An alternative MECC may be at any other place deemed necessary by the persons in charge.

The MECC may be activated by:

a   Council's General Manager or nominee;

b   Council's MC;

c   any other person nominated by the MEMC.
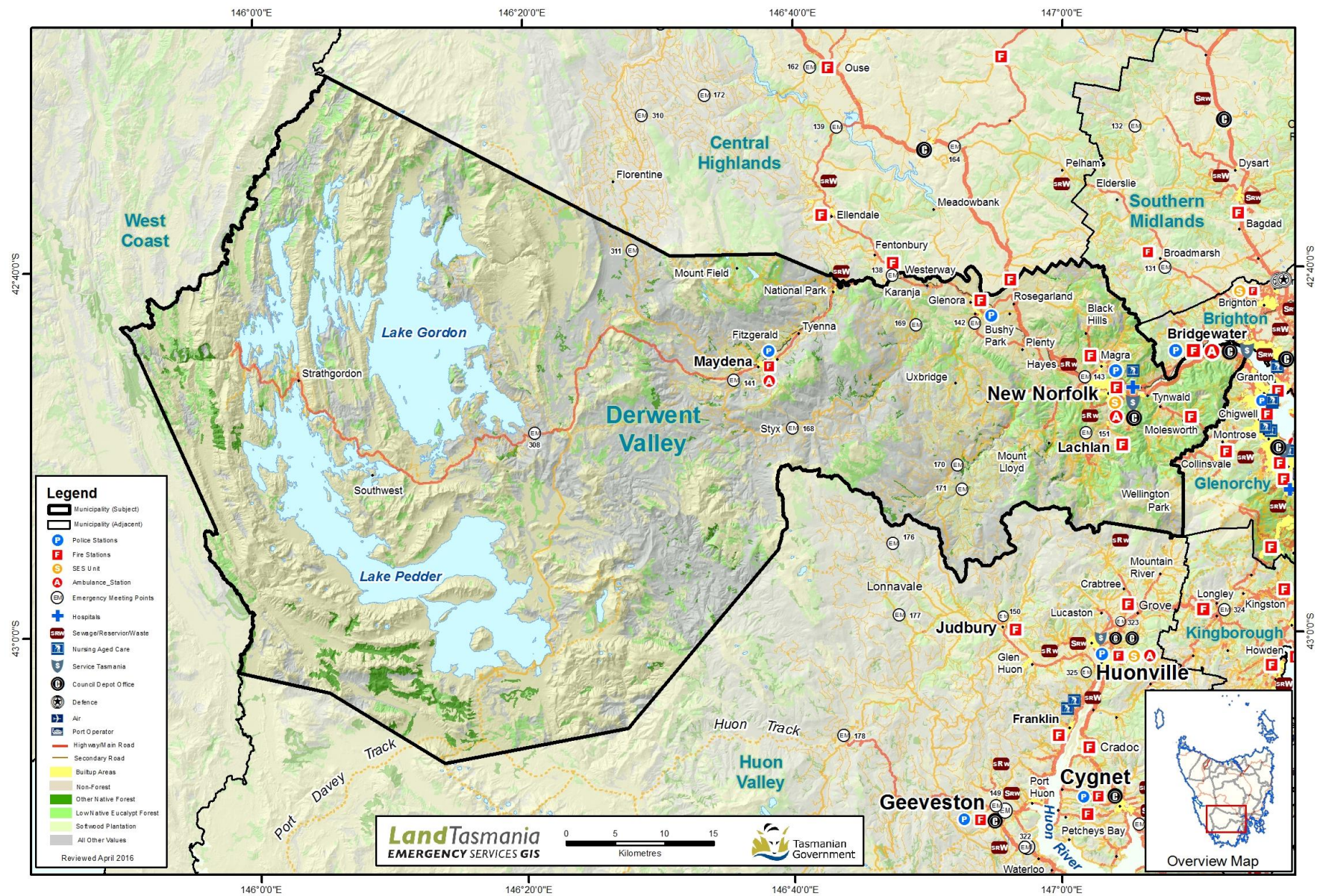
Keys are available from Senior Council Officers.

Figure 1: Map of municipal area

Section 2: Governance and management

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

2.1   Roles of government and emergency management partners

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

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

Council's MEMC plays a pivotal role in meeting these requirements, as detailed in *Section 2.4*.

The *Local Government Act 1993* and *Local Government (Buildings and Miscellaneous Provisions) Act 1993* provide for municipal councils to be responsible for (among other things): public health; safety; community wellbeing; sanitation; cleansing; and some water supply matters. These requirements support the partnership between state and local governments to reduce risks to communities through prevention and mitigation activities.

2.2   Tasmania's legal framework for emergency management

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

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

    a.   provide for the health, safety and welfare of the community;

    b.   represent and promote the interests of the community; and

    c.   provide for the peace, order and good government of the municipal area.

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

2.2.1   Emergency powers and declarations

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

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

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

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

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

2.3 Emergency management governance
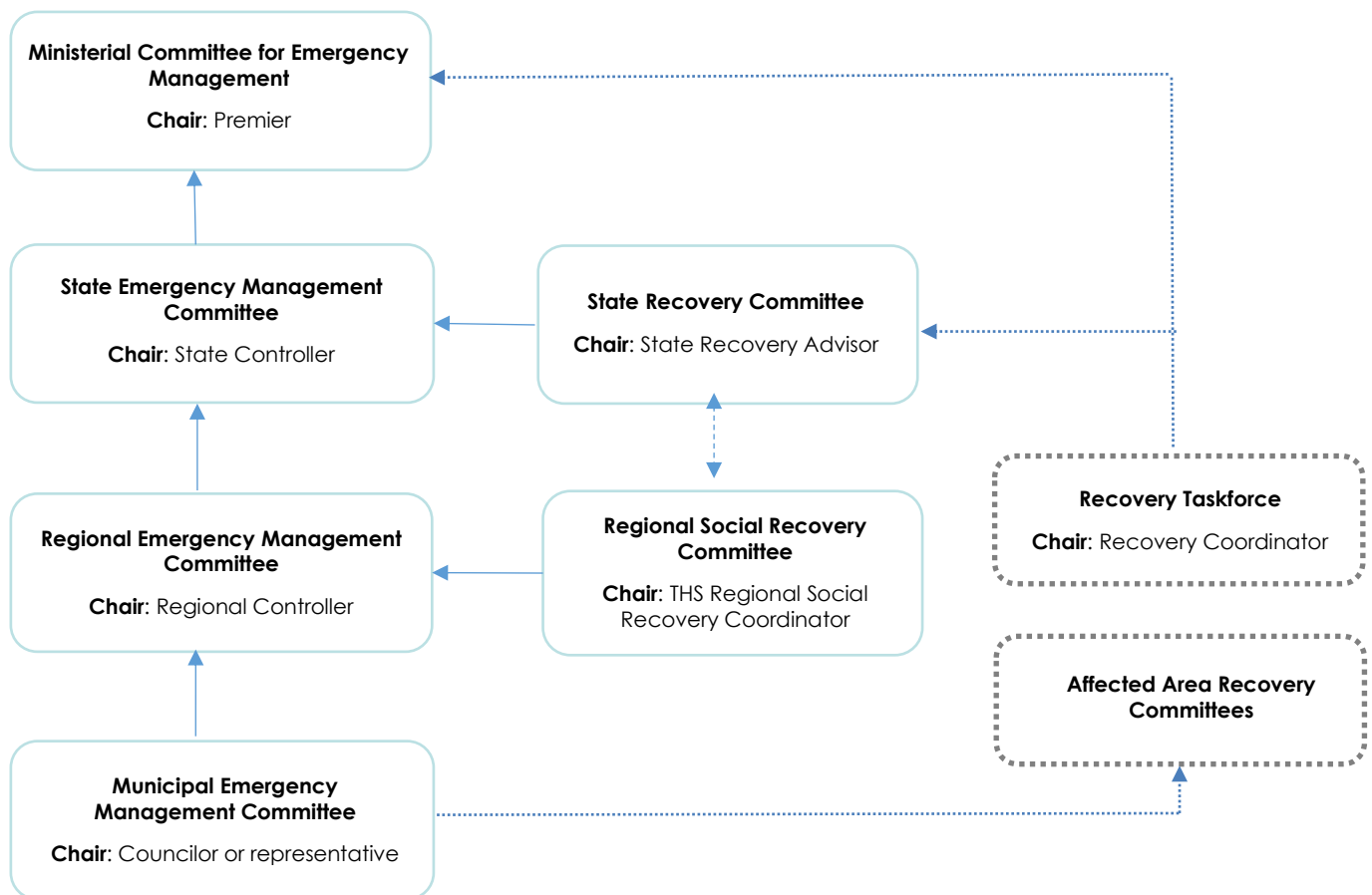
Figure 2: Governance arrangements

LEGEND:

─────── Direct reporting relationship

- - - - - - Also works/communicates with

2.4 Municipal Emergency Management Committee (MEMC)

Council's MEMC is chaired by the appointed Councillor or representative and supported by the MC, as required by the Act (sections19-24).

MEMC maintains Terms of Reference that are reviewed approximately every two years and noted by the State Emergency Management Committee (SEMC). MEMC is not expected to provide operational involvement in an emergency response but has an important role in effective leadership and communications during and after an emergency

A number of other committees and groups are part of the emergency management consultation framework. While these operate reasonably independently, they provide reports and information to MEMC as agreed, and are invited to participate in review of this MEMP.

2.5 Southern Regional Emergency Management Committee (SREMC)

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

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

2.6   Responsibilities

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

Table 3: Summary of responsibilities

Row	Hazard or emergency event	Response Management Authority	Council support function and activities (as required)
1	Biosecurity	DPIPWE (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal inundation – storm tide	DPIPWE	Property identification Road closures Local operations centres Plant and machinery
3	Cybersecurity	DPAC (Digital Strategy and Services)	Community information
4	Earthquake	DSG	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
5	Energy infrastructure (Includes electricity, gas and petroleum)	TasNetworks Enwave (TasGas) Tasmanian Gas Pipeline Pty Ltd Fuel distributors	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
6	Energy supply (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG (Office of Energy Planning)	Property identification Local operations centres Advice on facilities requiring priority restoration
7	Fire National parks and other reserves	DPIPWE (PWS)	Community information Plant and machinery
8	Fire Declared forest land or permanent timber production zone land	Sustainable Timber Tasmania	Community information Plant and machinery Community Centres
9	Fire Future potential timber production land	DPIPWE (PWS)	Community information Plant and machinery Community Centres
10	Fire Urban, structural and privately-managed rural land	TFS	Property identification Road closures Plant and machinery Community Centres
11	Flood - dams Dam safety	TASPOL (assisted by dam owners)	Property identification Road closures Local operations centres Community information Plant and machinery
12	Flood – flash food (Includes associated debris flow)	SES	Prevention, preparedness and mitigation measures Property identification Road closures

Row	Hazard or emergency event	Response Management Authority	Council support function and activities (as required)
			Local operations centres Community information Plant and machinery
13	Flood – rivers	SES	Property identification Road closures Local operations centres Community information Plant and machinery
14	Food contamination	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
15	Hazardous materials	TFS	Property identification Road closures
16	Hazardous materials – radiological (unintentional release)	TFS	Property identification Road closures
17	Heatwave	DoH (PHS)	Support health system response Community information
18	Infrastructure failure – building collapse	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
19	Infrastructure failure – state roads and bridges	DSG (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
20	Intentional violence (eg. CBRN attacks, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
21	Landslip	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
22	Marine mammal stranding and entanglements	DPIPWE (PWS)	Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities
23	Marine pollution	DPIPWE (EPA)	Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities
24	Pandemic influenza	DoH (PHS)	Premises inspection Infection controls Community information Property identification
25	Pest infestation	DPIPWE (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification
26	Public health emergency	DoH (PHS)	Premises inspection Infection controls

Row	Hazard or emergency event	Response Management Authority	Council support function and activities (as required)
			Community information Property identification
27	Recovery	(Advisory agency – DPAC)	Refer to *Table 4* below
28	Space debris	TASPOL, DSG Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene)	Property identification Road closures Local operations centres Plant and machinery Community information
29	Storm – high winds – tempest	SES	Property identification Road closures Local operations centres Plant and machinery
30	Transport crash – aviation (Less than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
31	Transport crash – aviation (More than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
32	Transport crash marine (No environmental emergency)	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
33	Transport crash – railway	TASPOL TFS	Local operations centres Plant and machinery Road closures Alternative transport routes
34	Transport crash – road vehicles	TASPOL	Plant and machinery Road closures Alternative transport routes
35	Tsunami	TASPOL	Property identification Road closures Local operations centres Plant and machinery
36	Water supply contamination (drinking water)	DoH (PHS)	Property identification Road closures Local operations centres Plant and machinery Management of water carriers
37	Water supply disruption	TasWater	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

Table 4: Other support services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
3	Essential services • Power • Telecommunications • Water supply • Natural gas • Stormwater	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including • Accommodation • Catering • Personal support and community assessments • Financial and appeals • Insurance • Clothing • Children services • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

Section 3: Emergency management arrangements

3.1   Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

a.   research;

b.   risk management (includes risk assessments and risk reduction activities);

c.   protective security and business continuity;

d.   land use planning; and

e.   climate change adaptation.

3.1.2 Research

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

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

3.1.3 Risk management

Council is responsible for conducting risk assessments based on the findings of credible research, and for incorporating risk assessment outcomes into risk management programs and hazard registers. Risk assessment and management activities are completed in line with national, state and organisational guidelines.

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

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

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

Appendix 2 summarises current risk assessment findings and identifies the following general responsibilities for treatments:

a.   Council responsibility;

b.   Partnership (combination of local and state government agencies, industry, individuals);

c.   Tasmanian Government agency, industry association, industry sector or individual; and

d.   Whole-of-government responsibility.

3.1.4 Protective security and business continuity

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

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

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

Protective security practices have been further integrated into all safety management systems following increased frequency of events that are politically motivated or caused by intentional violence. As for business continuity arrangements, each organisation maintains their own arrangements to enhance their security. Specific advice related to counter-terrorism practices can be provided by TASPOL Special Response and Counter-Terrorism Command.

3.1.5 Land use planning

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

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

The *Derwent Valley Interim Planning Scheme 2015* is the relevant planning scheme. For more information refer to www.derwentvalley.tas.gov.au. Current provisions for land use planning include:

a. unstable land;
b. flood-prone areas; and
c. fire hazard areas.

3.1.6 Climate change adaptation

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

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

3.2   Preparedness arrangements

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

3.2.1 Overview

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

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

Council is responsible for:

    a.   providing resources and facilities for the management of emergencies in the municipal area in accordance with the MEMP (section 47);

    b.   providing facilities and resources for the council supported volunteer SES Unit/s, as well as the storage and maintenance of the equipment used by the unit/s and areas for training (arranged in conjunction with the Director SES (section 49);

    c.   making recommendations for MC and DMC roles (sections 23-24) and providing a chairperson for MEMC (section 21).

    d.   preparing and maintaining a MEMP (section 34); and

    e.   establishing an MEMC (section 22);

SES is responsible for:

    a.   providing advice and services relating to emergency management in accordance with emergency management plans; and

    b.   recruiting, training and supporting SES volunteer members.

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

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

    a.   fulfil their roles in emergency management;

    b.   achieve 'business as usual' for as long as possible; and

    c.   coordinate and/or assist broader recovery efforts after the emergency, if required.

3.2.2 Municipal Emergency Management Plan (MEMP)

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

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

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

3.2.3 Municipal Emergency Management Committee (MEMC)

Municipal emergency management activities are coordinated by MEMC. MEMC is chaired by the nominated Councillor (representing the Mayor), supported by the MC as Executive Officer. MEMC has an important role in maintaining relationships so that information is shared and effective arrangements are in place for emergency management.

MEMC membership incorporates the following: key staff and nominated Councillors (including the MC, DMC and Social Recovery Coordinator; senior representatives of municipal emergency services; and representatives of any other organisation with legislative responsibility, investment

in emergency management programs/capabilities and/or exposure to the locally-experienced consequences of emergencies.

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

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

3.2.4 Capacity and capability

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

a. redundancy for Council emergency management roles;
b. emergency management education and training for Council workers;
c. maintaining the MECC; and
d. maintaining basic systems so resources can be requested and shared.

3.2.5 Relief arrangements for Council's emergency management roles

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

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

Primary role	Relief role
MEMC Chairperson (nominated Councillor)	Alternative nominated Councillor
Municipal Coordinator (MC) (Operations Manager)	Deputy Municipal Coordinator (DMC) (Maintenance Supervisor)
Municipal Recovery Coordinator (MRC) (Community Development Officer)	Deputy Municipal Recovery Coordinator (DMRC) (*Vacant*)

3.2.6 Education and training

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

TasEMT is a web-based resource for workers with emergency management responsibilities and other stakeholders 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.

3.2.7 Municipal Emergency Coordination Centre (MECC)

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

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

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

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

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) or Regional Emergency Coordination Centre (RECC). Versions current at the time of this MEMP Issue are included at *Appendix 6*.

3.2.8 Maintaining basic resources and agreements

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

Council is supported by a sectoral convention whereby Tasmanian councils assist each other with resource-sharing arrangements, supplemented by Southern Municipal Coordinators meetings.

While the municipal area is serviced by a number of independent water schemes, potable water may need to be transported if necessary. The MECC can maintain power supply in the event of a loss of reticulated power through the connection of a mobile generator.

Council has in-house GIS capability and is supported by Insight GIS, which maintains duplicate GIS datasets for the municipality.

Council maintains many and varied community and corporate partnerships across organisations including Australian Red Cross, Salvation Army, Country Women's Association (CWA), Lions Club, Norske Skog, New Norfolk District Hospital, Corumbene, New Norfolk Police, New Norfolk Ambulance, New Norfolk Fire Service, Millbrook Rise Centre, Sustainable Timber Tasmania, Parks and Wildlife Service, and the Derwent Valley Police and Community Youth Club (PCYC).

3.2.9 Readiness for community warnings and public information

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

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

3.2.9.1 TasALERT

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

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

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

3.2.9.2 Points for public enquiries

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

3.2.9.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:
a. Flash and mainstream flooding (from rivers) (BoM);
b. Severe weather eg. damaging winds (BoM);
c. Bushfire (TFS);
d. Heatwave (DoH)
e. Standard Emergency Warning Signal (SEWS) (TASPOL);
f. Emergency Alert (all hazards) (TFS);
g. Local ABC Radio (primary Support Agencies or Response Management Authority);
h. Road closure (TASPOL);
i. Tsunami (TASPOL);
j. All hazards Emergency Alert (TFS);
k. TasALERT (DPAC); and
l. Social media accounts and websites (all agencies).

Local warning information sources include:
a. Local radio stations TYGA FM; and
b. Community noticeboards, local community associations, schools and various local businesses and shops.

3.2.9.4 Public information readiness

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

ABC Radio is the official emergency broadcasting station for Tasmania, broadcasting on frequency 936 kHz AM across the southern region and 91.7 MHz FM in the north. A black spot retransmission facility is maintained by Council at Belchers Lookout (near National Park) to broadcast ABC radio through the Tyenna Valley to Maydena, noting that Maydena, Fitzgerald and Tyenna are seen as vulnerable townships in the event of bushfire. From this facility, 91.7 MHz FM is retransmitted as 89.7 MHz FM.

In the event of an emergency that threatens vulnerable groups, settings or communities, communication will be made to principal organisations through the MEMC Chairperson or MC. Relevant facilities in New Norfolk include hospitals and mental health, aged care facilities, childcare and daycare facilities. Organisations that offer services to special needs clients include:
a. Council: Valley Children's Centre; Glen Grey House Home; Community Care Centre
b. THS: New Norfolk District Hospital; Millbrook Rise Centre
c. Moondani Inc: Disability Support Services group homes
d. Able Australia: Disability Support Services group homes
e. Corumbene Nursing Home.

3.2.10   Validation and performance management

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

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

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

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

3.2.11 Administration systems

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

3.2.11.1 Information management

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

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

a. Situation Reports (SITREPS);

b. Operational logs;

c. resource allocation;

d. recording expenditure (see *Section 3.2.11.2*);

e. registration of spontaneous volunteers, public offers, impacted people/groups;

f. impact assessment and consequence management.

3.2.11.2 Cost capture and financial administration

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

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

Council has arrangements in place to enable expenditure by the MC (or delegated representative) for emergency management purposes.

3.3 Response arrangements

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

3.3.1 Overview

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

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

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

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

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

3.3.2 Command, control and coordination

3.3.2.1 All-hazards response arrangements and escalation

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

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

Council's General Manager is responsible for providing adequate staff and resources to operate the MECC. The MC is responsible for managing the MECC and for arranging for it to be opened. More detailed information is provided in *Appendix 6*.

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

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

The Regional Controller can activate broader emergency management 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.

3.3.2.2 Emergency powers

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

3.3.3 Resource sharing and coordination

While no formal resource-sharing arrangements are in place, Council has a strong inter-organisational relationship with Norske Skog and other local government partners, should assistance be required. The Southern Tasmanian Councils Municipal Coordinators group can help coordinate resource-sharing requests.

3.3.4 Consequence management

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

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

- *Figure 3* summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation.

- *Table 6* summarises typical All-Hazard response actions undertaken by Council officers, which are used or adjusted as required.

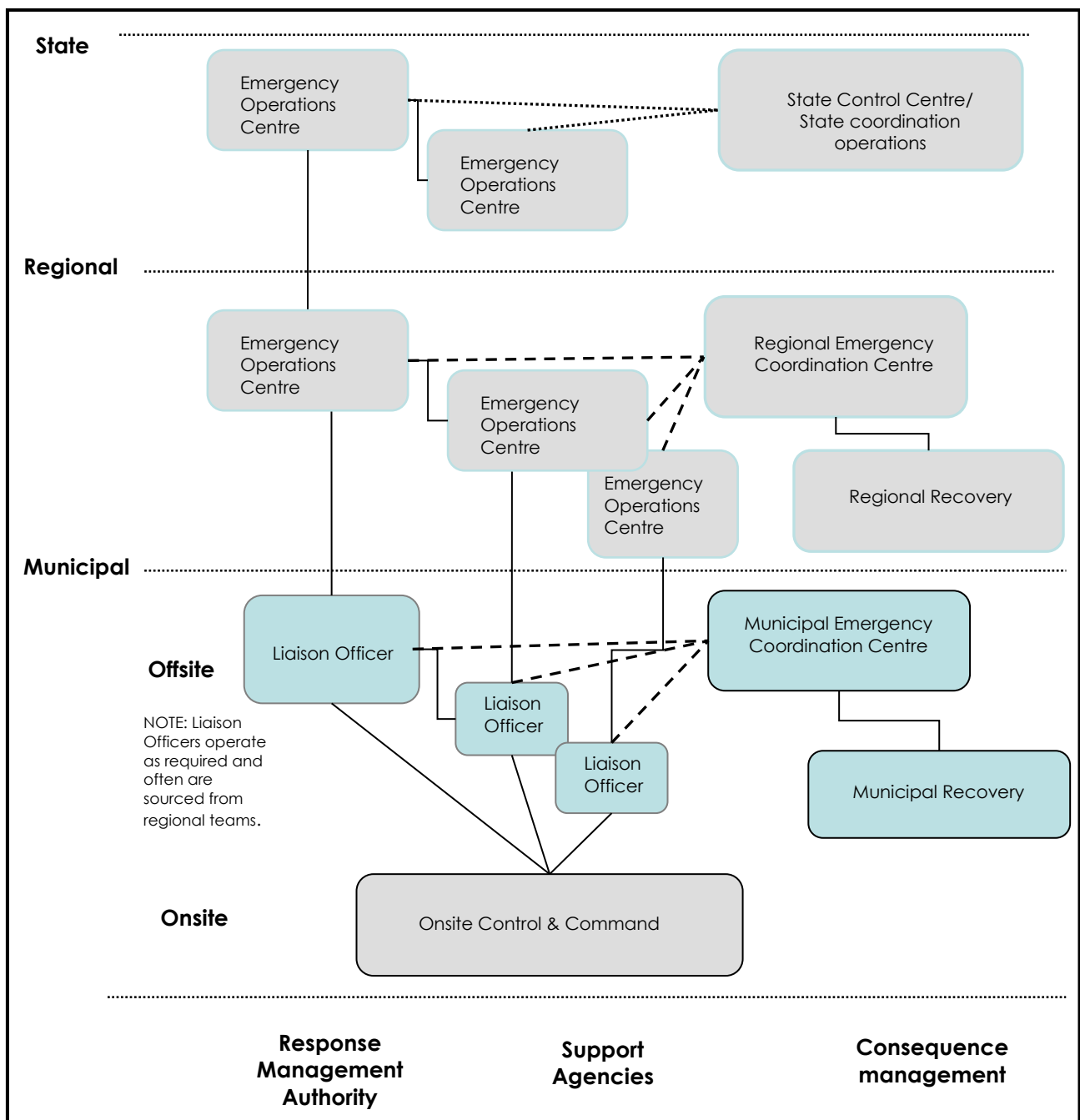**Figure 3: Response management structure**

LEGEND:

────────	Direct reporting relationship
– – – –	Also works/communicates with

Table 6: All-Hazards response – typical Council actions

Row	Phase	Responsibilities	Council considerations/actions
1	**Alert**	• Monitor situation • Brief stakeholders	• Advise Council Committee and stakeholders • Provide regular updates
2	**Stand-by**	• Prepare to deploy for response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders • Consider MEMC meeting	• Update stakeholders (eg. Council, MEMC) and circulate latest contact list and Action Cards • Locate keys to centres, notify centre managers of potential use • Draft worker rosters for centres/tasks for next 24 hours • Locate supplies likely to be needed in the first few hours eg: stationery; references (plans, map books, contact lists), extra equipment (phones, laptops, printers), tea/coffee • Nominate media officer and advise response agencies
3	**Respond**	• Assess emergency scene • Establish command and control arrangements • Review whether MEMC should meet • Deploy resources and request extra assistance as required • Assess impacts and effectives of response strategies • Consider evacuation • Provide further warnings and public information as required • Provide information: SitReps and public information • Conduct impact assessments and provide updates	• Establish and communicate coordination location for council resources/requests • Manage requests for assistance/resources • Open and manage centres as required eg. assembly or evacuation centres • Provide community with information • Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public/environmental health conditions and recovery needs • Update stakeholders and Regional Controller as required • Coordinate meals, relief/accommodation for Council workers
4	**Stand-down** (including recovery handover)	• Assess effectiveness of response actions • Plan for end of response • Liaise with Council and RC regarding the status of recovery operations and arrange handover • Confirm end/close of response and stand-down • Collate logs, costs etc and assess needs for resupply	• Confirm end/close of council operations for response • Liaise with recovery workers and assess needs • Reinstate transport routes etc • Update stakeholders and Regional Controller and confirm ongoing points of contact • Close centres as agreed • Collate logs, costs etc. and assess needs for resupply
5	**Debrief**	• Conduct internal debrief/s • Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC	• Conduct council worker debrief • Arrange for MEMC debrief and report to RC, MEMC and SREMC

3.3.5 Warnings

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

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

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

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

    a.   Response Management Authority;

    b.   Regional Planner; or

    c.   Regional Controller.

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

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

Cost recovery for use of the service is coordinated at state level by TFS and the relevant Response Management Authority.
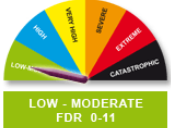
The MC maintains procedures that further detail Council's response to warnings.

Table 7 summarises current warning arrangements and typical Council actions.

Table 7: Summary of warning systems and arrangements

Hazard	Warning type/indication	Issuing agency	Method
Flood			
Flood watch	**Alert, Watch or Advice** of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	**Public:** Media **Emergency services:** SMS, phone, emails
Flood warnings	**Warnings of Minor, Moderate or Major flooding** in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Minor flood warning	Causes inconvenience. The inundation of low-lying areas next to watercourses that may require the removal of stock and equipment. Minor roads may be closed, and low-level bridges submerged.	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Moderate flood warning	In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas, requiring the removal of stock.	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax

Hazard	Warning type/indication	Issuing agency	Method
Major flood warning	In addition to above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood-affected areas may be required.	BoM	**Emergency services:** SMS, phone, emails, fax
Flood alert	Council has specialised warning systems installed on a number of rivulets. These alerts will be activated when water levels reach a predetermined height.	Council	SMS, emails
Severe weather			
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: • hail greater than 2cm diameter • gusts greater than 100 km/h • flash flooding • tornadoes	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Fire			
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BoM	**Public:** Media **Emergency services:** SMS, phone, emails, fax

Hazard	Warning type/indication	Issuing agency	Method
Advice	**Bushfire Advice** message to advise that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		**Public:** Media **Emergency services:** SMS, phone calls, emails, fax
Watch and Act	**Bushfire Watch and Act** message – advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		**Public:** Media **Emergency services:** SMS, phone, emails, fax
Emergency Warnings	**Bushfire Emergency Warning** message indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. The message may be preceded by an emergency warning signal (siren).		**Public:** Media **Emergency services:** SMS, phone, emails, fax
Low-Moderate Fire Danger Rating (FDR 0-11)	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	**Public:** Media **Emergency services:** SMS, phone, emails, fax
High Fire Danger Rating (FDR 12-24)	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.	TFS	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Very High Fire Danger Rating (FDR 25-49)	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire.	TFS	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Severe Fire Danger Rating (FDR 50-74)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire.	TFS	**Public:** Media **Emergency services:** SMS, phone, emails, fax

Hazard	Warning type/indication	Issuing agency	Method
Extreme Fire Danger Rating (FDR 75-99)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.	TFS	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Catastrophic Fire Danger Rating (FDR >100)	Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best-prepared homes will not be safe today.	TFS	**Public:** Media **Emergency services:** SMS, phone, emails, fax
Tsunami			
No threat	An undersea earthquake has been detected. However, it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BoM	**Public:** Media, BOM website, TFS website, **Emergency services**: SMS, phone, emails
Marine alert and land alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM	Public: Media, BOM website, TFS website, **Emergency services:** SMS, phone, emails
Marine warning and land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	**Public:** Media, BOM website, TFS website, **Emergency services:** SMS, phone, emails

3.3.6 Public information

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

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

3.3.6.1 TasALERT

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

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

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

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

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

PIU activation may be requested due to the:

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

Council or the MC may request PIU support or activation by the Regional Controller through the Regional Planner. PIU may provide Council with assistance for developing a Public Information Document, Mayoral talking points, key messages and development of a single 'source of truth'.

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

3.3.6.3 Tasmanian Emergency Information Service (TEIS)

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

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

a. a Liaison Officer to be located within TEIS for the duration of the activation; and

b. a supporting Information Manager.

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

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

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

3.3.6.4 Working with the media

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

Table 8: Summary of public information arrangements

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

3.3.7 Other elements

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

3.3.8 Evacuation

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

3.3.8.1 Management

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

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

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

Council also has a number of support roles and responsibilities and the MC may be contacted for Council advice and assistance with:
- evacuation risk assessment and decision to evacuate;
- withdrawal coordination;
- traffic management;
- alternative emergency accommodation;
- animal welfare (pets, companion animals, livestock) if facilities are available; and
- decision to return.

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

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

3.3.8.2 Decision

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

3.3.8.3 Withdrawal

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

3.3.8.4 Shelter

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

Nearby Safer Places are places that provide 'last resort' shelter options and are identified in Community Protection Plans.

3.3.8.5 Return

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

3.3.9 Impact assessment

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

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

Impact and damage assessment factors include, but are not limited to:
    a.   number of injuries and deaths;
    b.   housing/accommodation needs;
    c.   energy supplies;
    d.   potable water;
    e.   transport networks and alternative route planning;
    f.   telecommunications;
    g.   stormwater infrastructure and waterways; and
    h.   public/environmental health standards.

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

Supportive GIS capabilities and resources can be used to record the (mapped) outcomes of assessments and support broader consequence management planning.

3.3.10   Registrations

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

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

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

3.3.1 Pandemic health emergencies

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

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

One element of a coordinated response to a large-scale health emergency, such as an influenza pandemic, is the establishment of community-based clinics to perform a number of critical and beneficial functions for the general community.

The Tasmanian Health Service (THS) may call upon Council to provide a suitable venue for the establishment of clinic/s and to assist and support with the maintenance and operation of clinic/s during a pandemic emergency.

3.3.2 Debriefs

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

a. acknowledge the input of all contributing organisations and individuals;

b. gain constructive feedback from all involved on lessons identified;

c. identify where gaps exist in training and planning systems;

d. determine and program the best course of action for improving planning, management systems etc;

e. foster sound interagency communication; and

f. identify the need for specific investigation of issues and further debriefing at an individual or organisational level.

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

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

3.3.3 Administration: finance and cost capture

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

Organisations involved in response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if national (Disaster Recovery Funding Arrangements (DRFA)) and state (TRRA) disaster funding arrangements are activated, and eligibility criteria are met.

Cost capture systems are established to align with different types of eligible expenditure as below:

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.

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

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

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

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

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

A procedure for emergency-related cost capture – *Post Emergency Asset Assessment, Cost Capture and Reimbursement Procedure* – has been developed and is maintained by Council's Principal Advisor Risk and Audit. This procedure details the relevant roles and responsibilities for recording costs associated with repairs and other activities in an emergency.

3.4 Recovery arrangements

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

3.4.1 Overview

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

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

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

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

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

    a.   social;

    b.   economic;

    c.   infrastructure;

    d.   environment; and

    e.   cross-domain

Typical recovery considerations include but are not limited to:

    a.   assessing recovery needs across all domains and prioritising actions required;

    b.   developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals;

    c.   enabling community communication and participation in decision-making; and

    d.   wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

3.4.2 Current arrangements

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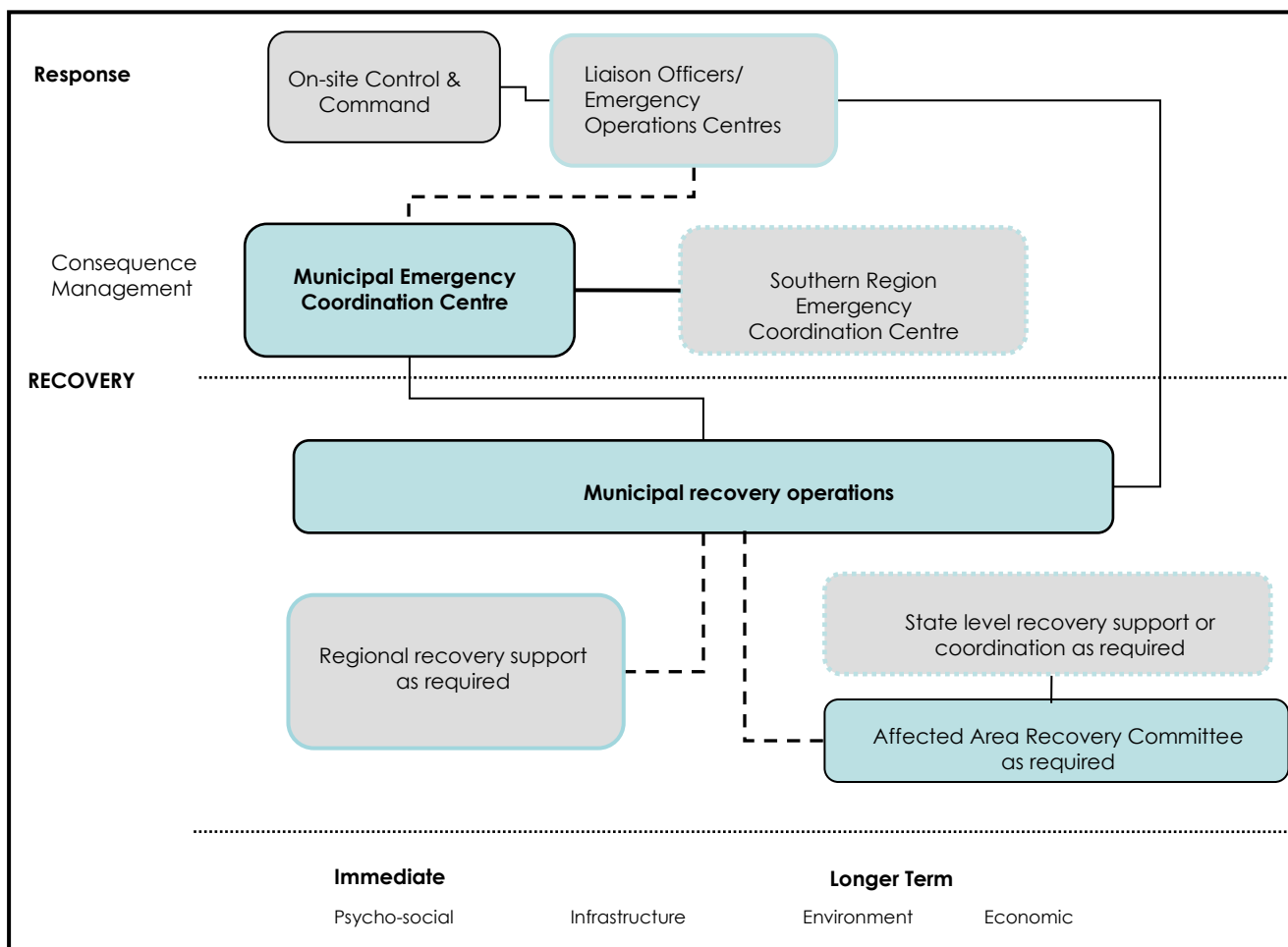
Figure 4: Community recovery management arrangements

LEGEND:

────── Direct reporting relationship

– – – – Also works/communicates with

3.4.3 Media and public information

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

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

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

The LM and Councillors have a pivotal role as community leaders to communicate consistent and accurate information to the affected community, in accordance with Council's policies. Council may be supported by a media liaison officer, who can prepare community and media statements. The MC will provide the LM with recovery-related information.

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

3.4.4 At-risk groups of people

This plan is written in consideration of Council's emergency management role and responsibilities for at-risk groups. As such, it is inclusive of guidance provided by the *Tasmanian Emergency Management Framework for Vulnerable People V1.0,* the articulated intent of which is to provide high-level guidance and flexibility in the development and implementation of emergency arrangements for vulnerable or at-risk people. Notably, the Framework emphasises shared responsibility, at both individual/community and service provider/emergency stakeholder levels.

In that context, the dot points below provide a list of Council-specific roles and responsibilities to support a collaborative approach for meeting the emergency management needs of at-risk and vulnerable people, being to:

   a. provide Evacuation Centres that are accessible to a broad cross-section of the community;

   b. maintain broad knowledge of relevant service providers within the municipality;

   c. promote community resilience as part of normal Council business;

   d. maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, childcare centres) within the municipality;

   e. provide local demographic information and advice to stakeholders as able and required;

   f. provide support to emergency management stakeholders with a statutory responsibility for vulnerable and at-risk people, as able and required; and

   g. develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable and at-risk people, as able and required.

3.4.5 Short-term recovery

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

Regional recovery coordination is activated by the Regional Controller through the Regional Planner, at the request of Council. This may follow advice from the Response Management Authority and/or Regional Controller. *Table 9* overleaf summarises responsibilities for recovery functions across social, economic, infrastructure and environmental domains, noting that functions listed are indicative and not intended to be exhaustive.

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

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

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

Council is responsible for coordinating ongoing impact assessments, particularly as they relate to recovery. This informs appropriate governance structures for medium and long-term recovery.

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

'Self-help' information can be made widely available through TEIS: arrangements described at *Section 3.3.6.3* apply. In the context of municipal recovery, Council will develop information for review and clearance through channels appropriate to the event, including through the RSRC or another member of the Regional Social Recovery Committee.

Table 9: Summary of recovery functions

Social recovery		
Coordinating agency	DoH (state/strategic level) THS (regional/operational level) Municipal Social Recovery Coordinator (municipal level)	
Function	**Responsible**	**Support**
Evacuation and recovery centres	• **Council**	• DoH (THS) • NGOs
Emergency catering	• DoH (THS) • **Council**	• Salvation Army • Other NGOs
Broker Emergency accommodation	• Communities Tasmania	• **Council** • NGOs • Regional tourism organisations
Clothing and household items	• **Council**	• St Vincent de Paul • Other NGOs/community groups
Care for children	• Communities Tasmania	• Local NGOs/community groups
Psychological support, including personal support and outreach services	• DoH (THS)	• NGOs
Financial assistance for personal hardship and distress	• DoH (Strategic planning and coordination) • Communities Tasmania (Operations)	• DPAC (OSEM)
Financial assistance for not-for-profit organisations	• DoH (Strategic planning and coordination) • Communities Tasmania (Operations)	• DPAC (OSEM)
Technical advice (as required)	• DoH (PHS)	• **Council** • DoJ (WorkSafe Tasmania) • DPIPWE (EPA)
Economic recovery		
Coordinating agency	DSG	
Function	**Responsible**	**Support**
Support for business and industry	• DSG (Business and Trade Tasmania)	• NGOs • Industry representative or support bodies
Economic and industry-specific programs	• DSG (Business and Trade Tasmania)	• Industry bodies • Regional Tourism organisations • Regional Development organisations
Financial assistance measures for small businesses	• DSG (Business and Trade Tasmania)	• DPAC (OSEM)
Infrastructure recovery		
Coordinating agency	DSG	
Function	**Responsible**	**Support**
Roads and bridges	Road manager (as applicable): • DSG (State Roads) • **Council** • DPIPWE (PWS) • SST • TasRail (Rail bridges) • Hydro Tasmania • Norske Skog	• DSG (State Roads)

Other community infrastructure and recreational facilities	Asset owners (as applicable): • **Council** • DPIPWE (PWS) • SST	
Water supply and wastewater treatment	• TasWater • **Council** (non-mains-connected properties)	• DoH • DPIPWE (EPA) • DPIPWE (Water Resources & Marine)
Electricity supply and generation	• Hydro Tasmania • TasNetworks	• DSG (Office of Energy Planning) • Australian Energy Market Operator
Natural gas	• EnWave (TasGas) – Tasmanian Gas Pipeline	• DSG (Office of Energy Planning)
Liquid fuel supply	• Liquid fuel suppliers	• DSG (Office of Energy Planning)
Passenger transport services	• DSG (Passenger Transport) • Metro Tasmania • Transport Service Operators	• Service operators
Freight transport and continuity of essential goods supply	• Transport Service Operators • DSG (Transport Systems and Planning Policy)	• Commercial freight and transport brokers • Suppliers and logistics companies
Telecommunications network supply	• Telstra • NBN Co • Other network owners/managers	• DPAC (DSS)
Other infrastructure Public schools and libraries Hospitals and health centres Irrigation infrastructure Dams	• DoE • DoH (THS) • Tas Irrigation • DPIPWE (Water Resources & Marine, Dam Safety) • Asset Owner	

Environmental recovery		
Coordinating agency	DPIPWE	
Function	**Responsible**	**Support**
Environmental health and pollution	• **Council** • DPIPWE (EPA) • Asset owner	• DoH (THS) • DoJ (Worksafe)
Natural environment, Aboriginal and cultural heritage	• DPIPWE (Natural and Cultural Heritage) • DPIPWE (PWS)	• DPIPWE (PWS Wildcare) • NGOs
Animal welfare, feed and fodder	• DPIPWE (Natural and Cultural Heritage) • DPIPWE (AgriGrowth Tasmania) • DPIPWE (Biosecurity Tasmania) • **Council**	• NGOs • Local community groups
Biosecurity and invasive species	DPIPWE (Biosecurity Tasmania)	
Waste management and carcass removal	• **Council** • DPIPWE (EPA)	
Financial assistance measures for primary producers	• DPIPWE (AgriGrowth Tasmania) • Industry bodies • NGOs	• DPAC (OSEM)

Cross-domain		
Coordinating qgency	DPAC	
Function	**Responsible**	**Support**
Internal and external communication about recovery efforts	• DPAC (PIU) • DPAC (OSEM) • DPAC (Service Tasmania)	• Community groups • NGOs • Coordinating agencies
Large-scale clean-up and demolition	• DPAC (OSEM)	• DPIPWE (EPA) • DoJ (Worksafe) • **Council**
Registration and enquiry	• TASPOL • **Council**	• NGOs
Public memorials	• DPAC (OSEM) • **Council**	• TASPOL • DoH (THS) • NGOs
Public donations – material goods Spontaneous volunteers and offers of assistance	• DPAC (OSEM)	• NGOs
Public appeals	• NGOs • Financial Institutions	• DPAC (OSEM)
Land information and data services	• DPAC • DPIPWE (Land Tasmania)	• DPAC (OSEM)
Impact and damage assessments	• DPAC (OSEM)	• Relevant coordinating agency • DPIPWE (ES-GIS)
Tasmanian Relief and Recovery Arrangements (TRRA)	• DPAC (OSEM)	• **Council**
Disaster Recovery Funding Arrangements (DRFA)	• DPAC (OSEM)	• **Council** • Treasury • Tasmanian Audit Office • Coordinating agencies
Emerging issues and enquiries	• DPAC (OSEM)	• **Council** • All agencies • NGOs

3.4.6 Long-term recovery

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

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

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

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

coordinated recovery (Level 3) involves the Tasmanian Government coordinating recovery through AARC/s, as well as appointing a Recovery Taskforce led by a Recovery Coordinator.

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

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

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

An AARC will typically develop a recovery plan that:

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

The AARC is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:

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

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

Table 10: Longer-term recovery summary

Element and examples	Council position	AARC
Social Emergency clothing/accommodation Emergency catering Personal support Emergency cash grants/relief	MRC with social recovery partners, eg. NGOs and THS/DoH	DPAC
Economic Long-term legal, insurance and financial problems Disbursement of funds from appeals Property restoration (urban/rural)	Chief Financial Officer Environmental Health Officer	DSG with DOTAF

Element and examples	Council position	AARC
Stock assessment/destruction Emergency feed for animals		
Infrastructure		
Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors) Environmental/Public Health	Operations Manager Environmental Health Officer	DSG DoH – PHS Asset owners/managers eg. Telstra, TasPorts, Hydro, TasNetworks
Environment		
Impact assessment (environmental focus) Environmental rehabilitation Disposal of animal carcasses, plant material or other infected matter	Environmental Health Officer	DPIPWE

3.4.7 Social support arrangements

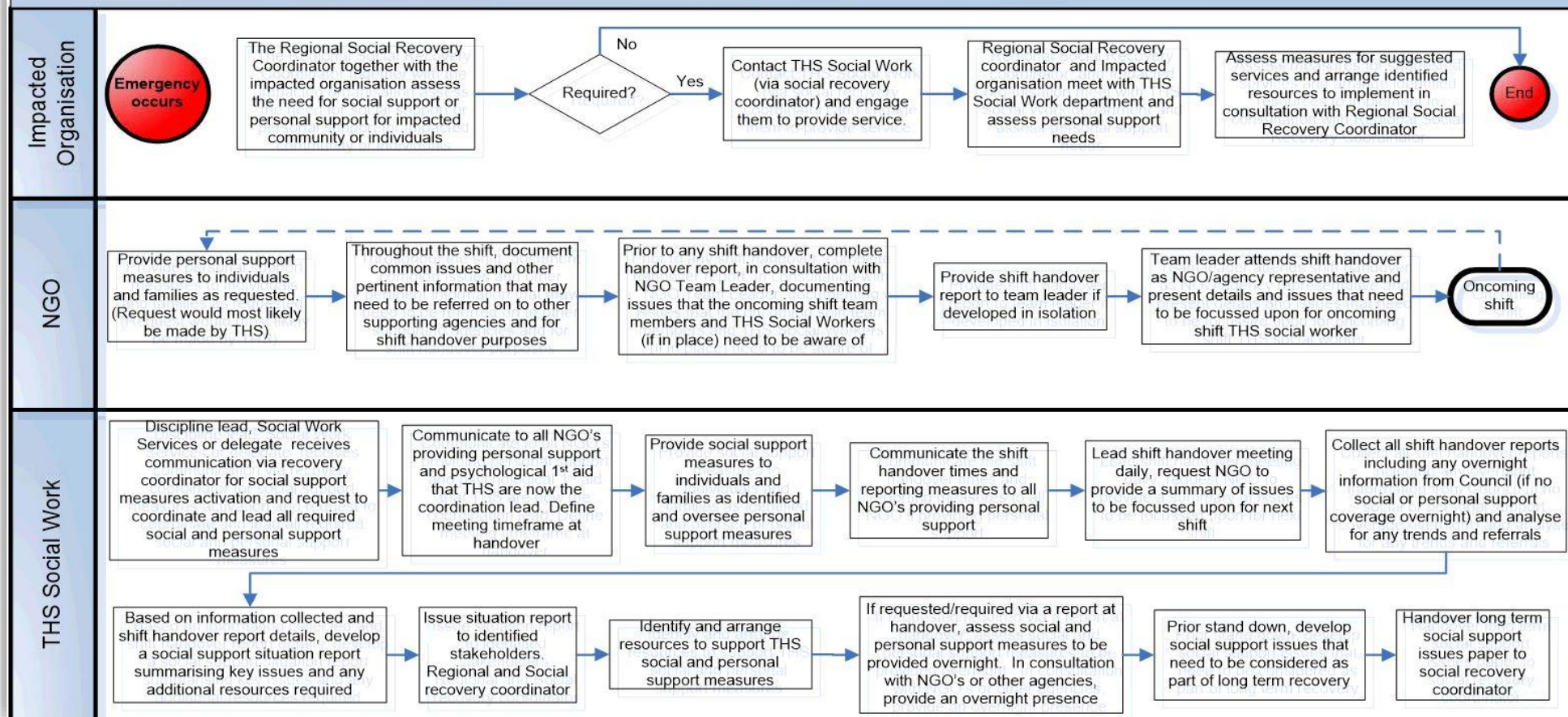*Figure 5* overleaf summarises social support arrangements prior to and during an emergency.

Figure 5: Social support arrangements flowchart

Section 4: Plan administration

4.1   Plan contact

This plan is maintained by the Derwent Valley MC for the Derwent Valley MEMC.

Feedback on this plan should be provided in writing to:

        Email: dvcouncil@dvc.com.au

        Mail: Derwent Valley Council, PO Box 595 NEW NORFOLK 7140

        Phone: (03) 6261 8507

4.2   Review requirements and issue history

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

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

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

Table 11: Issue table

Issue No.	Year approved	Comments/summary of main changes
Issue 7	2005	
Issue 8	2010	Rewrite
Issue 9	2014	Review
Issue 10	2016	Review
Issue 11	2020	Review with minor changes to format; incorporated TEMA and Tasmanian Emergency Evacuation Framework

4.3   Consultation for this issue

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

a. SES Regional Manager South and SES Senior Planning and Education Officer;

b. Deputy Municipal Coordinator;

c. Southern Regional Social Recovery Coordinator;

d. Regional Planner; and

e. MEMC members.

4.4   Distribution list

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

Table 12: Distribution list

Organisation	Position
Council	• All MEMC members • Mayor • General Manager
SES	• Unit Manager, Municipal SES Unit • Regional Manager (South) • Regional Planner (for Regional Controller) • Senior Planning and Education Officer (for SES Director, State Controller, WebEOC)
TASPOL	• Officer in Charge, New Norfolk Police Station
TFS	• District Officer, Midlands and District Officer, Hobart Districts
AT	• Regional Manager, Southern Region
St John Ambulance	• Chief Executive Officer (for distribution to volunteer divisions)
Neighbouring municipalities	• Central Highlands Council • Brighton Council • Southern Midlands Council • Glenorchy City Council • Huon Valley Council
Other organisations	• Sustainable Timber Tasmania • DPIPWE • Parks and Wildlife Service • Norske Skog

4.5   Communications plan summary

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

a.   hardcopies sent to the positions listed in *Table 12*;

b.   submitted for endorsement by Council;

c.   submitted for noting by the SREMC

d.   published on Council's website and available to the public in Council Chambers foyer.

4.6   Validation of this plan

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

a.   participating, where able, in other municipal/regional exercises;

b.   conducting/participating in relevant debriefs; and

c.   desktop or practical exercises conducted by MEMC.

Section 5: Appendices

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

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – Municipal committee maintenance schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Action cards and duty statements

Appendix 7 – Community centres

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
Emergency Management Act 2006	All-Hazard statewide emergency management provisions	SES
Land Use Planning and Approvals Act 1993	Planning schemes	DoJ
Local Government Act 1993	Council responsibilities	DPAC

b Plans and arrangements

Row	Title	Custodian	Version/date	Notes
Municipality arrangements and plans				
1	Council maps for council roads and alternative transport plans	Council	2013	GIS (internal)
2	Fire Management Plans for Derwent District	STT		Derwent District Forest Manager
3	Fire Management Plans for Derwent District	Norske Skog		Derwent District Forest Manager
4	Boyer Mill Emergency Management Plan	Norske Skog	2018	Available from Norske Skog and Council
5	Norske Skog Boyer Mill – Major Hazard Facility Safety Case	Norske Skog	2017	Available from Norske Skog and Council
6	TasWater Chemical Management Plan	TasWater	2017	Available from TasWater
Regional arrangements and plans				
1	Regional Emergency Management Plan	SES	Issue 8	2018
State arrangements and plans				
1	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
2	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
3	State Roads and Bridges Emergency Management Plan	DSG	Issue 2	2019 (June)
State Special Emergency Management Plans (SSEMP)		**Available WebEOC File Library (DPFEM – SES)**		
1	SSEMP – COVID 19	DoH	Issue 3	2020 (August)
2	SSEMP – Dam safety	DPIPWE	Issue 3	2019 (July)
3	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
4	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
5	SSEMP – Interoperability arrangements	DPAC	Issue 3	2018 (September)
6	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
7	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
8	SSEMP – Fire protection	TFS	Issue 3	2020 (February)
9	SSEMP – Recovery	DPAC	Issue 3	2018 (January)
10	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
11	SSEMP – Energy supply	DSG	Issue 2	2015 (January)
12	SSEMP – Biosecurity	DPIPWE	Issue 1	2010 (December)
13	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (March)

Row	Title	Custodian	Version/date	Notes
14	SSEMP – Flood	SES	Issue 2	2019 (July)
15	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
16	SSEMP – Public health	DoH	Issue 2	2014 (December)
17	SSEMP – Search and rescue	DPFEM	Issue 4	2018 (February)
18	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
19	SSEMP – Tsunami	SES	Issue 2	2020 (March)
Other				
1	Protocol for Use of Emergency Alert	TFS		

APPENDIX 2: Risk assessment report

As shown overleaf, a register of hazard risk treatment strategies has been compiled, which identifies community-preferred risk treatment options, provides an indication of responsibility for action and an indication as to the urgency of undertaking some work to eliminate or mitigate each risk.

Specifically, the register includes:

1. Unique identifier number;

2. Risk statement;

3. Community-preferred treatment option/s;

4. Perceived responsibility for treatment;

5. Implementation timeframe for future actions, noting that 'ongoing' is used where there is an identified need to monitor the adequacy of existing management arrangements to mitigate the risk.

The timeframes for undertaking treatment options is defined below:

- **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; and

- **Ongoing**: continuously monitor.

	Register of risks and treatment strategies			
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframe**
DV 01 FLOOD				
DV 01.01	There is a risk that flooding will close many bridges and roads and isolate communities	New bridge and reconstructed roads to 1% flood level	Council, DSG	Ongoing
DV 01.03	There is a risk that flooding will cause the loss of human life.	Emergency planning	Council, SES, BoM, TASPOL	Ongoing
		Education and awareness	Council, SES	Short-term
		Warning systems	Council, SES, BoM	Ongoing
DV 01.05	There is a risk that flooding will cause significant emotional stress for those people directly affected.	Education and awareness	Council, SES, BoM, TASPOL	Ongoing
		Warning systems	Council, SES, BoM	Short-term
		Emergency planning	Council, SES, BoM	Ongoing
DV 01.06	There is a risk that flooding will inundate many residential, commercial and recreational properties in New Norfolk.	Compliance with relevant planning schemes	Council	Ongoing
DV 02 BUSHFIRE				
DV 02.03	There is a risk that a bushfire is likely to cause disruption to the community's social network.	Community recovery strategies	Council, DoH	Ongoing
DV 02.04	There is a risk that a bushfire may cause loss of life to a level that it significantly impacts on the community.	Fire management plan	Council, TFS, STT, DPIPWE, Norske Skog	Short-term
		Emergency planning	Council, SES, TFS	Ongoing
		Education and awareness	TFS, Council	Ongoing
		Warning systems	TFS, Council	Ongoing
DV 02.05	There is a risk that a bushfire is likely to cause significant personal assets loss within the community.	Fire management plan	TFS, Council	Ongoing
		Education	TFS, Council	Ongoing
DV 02.06	There is a risk that a bushfire may cause significant damage to heritage-listed sites.	Promotion	Property owners, TFS, Council, Tasmanian Heritage Council	Long-term
DV 03 STORM				
DV 03.04	There is a risk that a storm may cause loss of life.	Education and awareness	SES, BoM, Council	Short-term

Register of risks and treatment strategies				
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframe**
DV 03.05	There is a risk that a storm is likely to cause significant personal asset loss within the community.	Building standards	Council Consumer, Building & Occupational Services (CBOS) Local Government Association of Tasmania	Short-term
DV 06 PUBLIC HEALTH EPIDEMIC				
DV 06.01	There is a risk that the community could be exposed to a communicable disease.	Maintenance of national quarantine protocols	PHS, Council	Ongoing
		Continuation of vaccination programs	PHS, Council	Ongoing
		Ongoing medical research	PHS, Council	Ongoing
		Emergency planning	PHS, Council	Ongoing
DV 08 EXOTIC ANIMAL DISEASE				
DV 08.01	There is a risk that livestock will be destroyed as a result of an exotic animal disease	Continued support of State and National strategies	Council, DPIPWE	Ongoing
		Develop washing facilities for vehicles	Council, DPIPWE, Industry	Short-term
DV 08.02	There is a risk to agricultural income as a result of exotic animal disease.	Continued support of state & national strategies	Council, DPIPWE	Ongoing
		Develop washing facilities for vehicles	Council, DPIPWE, Industry	Short-term
DV 21 INFRASTRUCTURE FAILURE				
DV 21.08	There is a risk of failure of the bridge over the Tyenna River on Weir Road which may restrict/prevent access to TasWater plant and PWS firefighting facility.	Replace/repair bridge	Council, PWS	Short-term
		Identify alternative routes	Council, TasWater, PWS	Immediate
DV 23 HAZARDOUS MATERIAL				
DV 23.01	There is a risk of a chlorine leak at the Maydena Wastewater Treatment Plant affecting local residents.	Dial-out telemetry alarm system	TasWater	In place
		Wind direction monitors	TasWater	In place
		Activate emergency procedures	TasWater	Ongoing

Register of risks and treatment strategies				
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframe**
DV 23.03	There is a low risk of a chlorine leak at the Maydena Water Treatment Plant affecting local residents (HYPO System – no Cl2 gas). Windsock not required.	Dial-out telemetry alarm system	TasWater	In place
DV 23.04	~~There is a risk of a chlorine leak at the New Norfolk swimming pool affecting patrons and residents.~~	Calcium Hypochlorite tablet chlorination system now installed so no Cl2 gas present. Left in register for reference back to previous plan, will be removed from Issue 12	Council	N/A
DV 23.05	~~There is a risk of a chlorine leak at the Peppermint Hill Water Treatment Plant affecting residents on the north-eastern side.~~	WTP decommissioned, now is just water storage with no hazardous materials on site. Left in register for reference back to previous plan, will be removed from Issue 12	TasWater	N/A
DV 23.06	There is a risk that a chlorine leak at the Turriff Lodge Wastewater Treatment Plant will affect local residents and users of the recreational centre.	Dial-out alarm system to the on-call phone via auto-dialler for alarm events. Installation works for complete monitoring of systems is in place, tentative schedule for completion November 2020	TasWater	In place
		Wind direction monitors	TasWater	In place
DV 23.07	~~There is a risk of a chlorine leak at the Lachlan Water Treatment Plant resulting in evacuation of six residences and motorists on the surrounding road.~~	WTP decommissioned. Left in register for reference back to previous plan, will be removed from Issue 12	TasWater	N/A
DV 23.08	There is a risk of a chlorine leak at the Norske Skog Boyer Mill resulting in evacuation of the surrounding residences and motorists on the surrounding road.	Risk posed by the operation of the liquefied chlorine facility at the Norske Skog Boyer Mill is maintained at a level which can be consider as low as reasonably practicable (ALARP). Controls include monitored alarm system, wind direction monitors, emergency response team onsite, emergency response procedures, programmed routine maintenance and inspections.	Norske Skog, TFS	In place
DV 23.09	There is a risk of a hydrogen peroxide leak at the Norske Skog Boyer Mill resulting in evacuation of the surrounding residences and motorists on the surrounding road.	Risk posed by the operation of the hydrogen peroxide facility at the Norske Skog Boyer Mill is maintained at a level which can be consider as low as reasonably practicable (ALARP). Controls include monitored alarm system, wind direction monitors, emergency response team onsite, emergency response procedures, programmed routine maintenance and inspections.	Norske Skog, TFS	In place

	Register of risks and treatment strategies			
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframe**
DV 23.10	There is a risk of a liquefied natural gas leak at Norske Skog Boyer Mill resulting in evacuation of surrounding residences and motorists on the surrounding road.	Risk posed by the operation of the liquefied LNG facility at the Norske Skog Boyer Mill is maintained at a level which can be considered as low as reasonably practicable (ALARP). Controls include gas detection, a monitored alarm system, wind direction monitoring, Emergency Response Team (ERT) on-site, emergency response procedures and training, programmed routine maintenance and inspections.	Norske Skog, TFS	In place
DV 23.11	There is a low risk of a chlorine leak at the Uxbridge Water Treatment Plant affecting local residents. (HYPO System – no Cl2 gas). Windsock not required.	Dial-out telemetry alarm system	TasWater	In place
DV 23.12	There is a risk that a chlorine leak at the Bryn Estyn Water Treatment Plant will affect local residents and motorists on the surrounding road.	Dial-out telemetry alarm system and site staffed 24/7	TasWater	In place
		Wind direction monitors	TasWater	In place
DV 23.13	There is a risk that a chlorine leak at the National Park Water Treatment Plant will affect local residents.	Dial-out telemetry alarm system	TasWater	In place
		Wind direction monitors	TasWater	In place
DV 26 Transport accident				
DV 26.01	There is a risk of a transport accident involving heavy vehicles causing multiple fatalities.	Continued support of Road Safety Strategies	Council	Ongoing
		Promote a safety audit of the Lyell Highway	Council, DSG, Road Safety Taskforce	Ongoing

APPENDIX 3: MEMC Terms of Reference

Derwent Valley
Municipal Emergency Management Committee
Terms of Reference

Committee	Derwent Valley Municipal Emergency Management Committee
Date and status	ACCEPTED Issue 11 2020
Enquiries	Executive Officer Municipal Emergency Management Coordinator
Review notes	These Terms of Reference are due for review in April 2022
General standards & practices	The *Tasmanian Emergency Management Arrangements* (TEMA) describes the framework for this committee and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au). The following are specific to this committee:
1. Authority & background	Section 20 of the *Emergency Management Act 2006* establishes the Derwent Valley Municipal Emergency Management Committee within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	Section 22 of the *Emergency Management Act 2006* outlines this committee's purpose and functions generally as: "… to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal are that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management …"
3. Functions	3.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities. 3.1.2 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement. 3.1.3 Oversight of the management of emergencies where council/s resources are required to support response and recovery. 3.1.4 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s. 3.1.5 Nominate a representative to attend the Southern Region Emergency Management Committee activities and provide bilateral support.

<table>
<tr><td></td><td></td><td>3.1.6</td><td>Coordinate/participate in at least one emergency management exercise for the City every two years.</td></tr>
<tr><td></td><td></td><td>3.1.7</td><td>Coordinate a post emergency operational debrief for all organisations involved in an emergency event.</td></tr>
<tr><td></td><td></td><td>3.1.8</td><td>Meet on a quarterly basis, but in any event, at least twice per year unless an emergency event occurs and a subsequent review of the operational aspects of the Plan is required. These meetings will be scheduled by the Executive Officer at the appropriate intervals</td></tr>
</table>

4. Reports to   Southern Regional Emergency Management Committee (SREMC)

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

- membership is reviewed every time the Terms of Reference is reviewed, and members are confirmed in writing by the responsible officer/manager
- proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.

Invited guests support municipal emergency management as requested by the Chairperson, within their limits of safety and training.

At this stage security clearances are not required.

5.1 Chairperson   Nominated Councillor (representing Mayor)

5.2 Executive officer   Municipal Emergency Management Coordinator

5.3 Members   A representative from each of the following:
- State Emergency Service
- Tasmania Fire Service
- Tasmanian Health Service
- Tasmania Police
- Ambulance Tasmania
- Parks and Wildlife Service (DPIPWE)
- Sustainable Timber Tasmania
- TasWater
- Australian Red Cross
- Norske Skog
- Southern Region Social Recovery Coordinator

5.4 Nominated proxies   Member organisations will nominate/appoint proxies on a needs basis

6. Committee details

6.1 Sub-committees   There are no formal standing sub-committees to Derwent Valley Emergency Management Committee. Recovery matters are dealt with through the main committee.

6.2 Stakeholder groups   Stakeholders, guests and observers will be invited from time to time, including to participate in relevant emergency management workshops, exercises, etc.

Corumbene and Millbrook Rise Centre are key stakeholder/ consultation groups.

6.3 Chairperson

The role of the Chairperson is to:

a   Chair the Municipal Emergency Management Committee

b   Receive notification of emergency events from the Municipal Coordinator

c   Maintain contact with and support the Municipal Coordinator during an emergency event

d   Arrange for an annual report to be provided to Council on the activities of the Municipal Emergency Management Committee

e   Maintain regular contact/ liaison with the Municipal Coordinator in regard to the administrative arrangements of the Municipal Emergency Management Committee.

6.4 Frequency of meetings

The committee will meet twice annually, at times determined by the Chairperson. Desktop exercises will be conducted from time to time (using varied scenarios) to test the preparedness of emergency management arrangements and validate existing emergency management documentation.

6.5 Business continuity planning

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

APPENDIX 4: MEMC maintenance schedule

Updated as at March 2020

Review scheduled for March 2022

Action	Sample evidence	Lead	Completion notes
Revise legislative requirements and governance arrangements for municipal emergency management	Presentation/ discussion item at MEMC meeting	MC	
Develop input about municipal emergency management for Council's Annual Plan	Municipal emergency management section in Annual Plan	Chairperson/ MC	
Review prevention and mitigation priorities and findings of risk management activities	Agenda item/reports	Chairperson/ MC	
Review lessons identified from operations and exercises (ongoing)	Agenda Item	MEMC members	
Review the municipal plan (every two years only)	Updated plan	MEMC's nominated plan author	
Arrange validation of emergency management arrangements (at least every two years; may offset review of the MEMC)	Validation activity reported on	MEMC's nominated representative	
Contribute to regional committee reports (each meeting)	Agenda item	MEMC's representative on regional committees (eg. MC)	
Review progress: • review status of Work Program • undertake MEMC self-evaluation • review Terms of Reference	Agenda item and out-of-session commentary	Chairperson with Executive Officer/ nominated member	
Develop annual progress report	Submitted to Regional Controller	Chairperson/MC	
Update Terms of Reference (every two years)	Submitted to Regional Controller	Chairperson/MC	

APPENDIX 5: Centres for emergency management

a Emergency Operations Centres (EOC)

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

Organisation	Municipal location	Contact	Regional location	Contact
Council	Council Chambers Circle Street, New Norfolk	General Manager or Deputy General Manager (03) 6261 8500	SES Southern Region Headquarters Level 1, 28 Bathurst St Hobart	SES Regional Planner
TASPOL	New Norfolk Police Station Bathurst Street, New Norfolk	Officer in Charge (03) 6261 4290	Police Headquarters Liverpool Street Hobart	Police Radio Room 131444
TFS	New Norfolk Brigade Back River Road, New Norfolk	Chief Officer (03) 6261 2131 0417 508 903	Midlands Region 6 Barrack Street, Bothwell	*Acting District Officer (03) 6259 5566 *0438 708 014
AT	New Norfolk Ambulance Station	Duty Officer *0409 612 958 *Current contact number for one of the officers, currently no landline	State Headquarters 128 Brisbane Street Hobart	
SES	New Norfolk SES Unit	Unit Manager 0427 879 777	Southern Region Headquarters Floor 1, 28 Bathurst St Hobart	SES Duty Officer

b Emergency Coordination Centres (ECC)

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

	Municipal location	Contact	Regional location	Contact
Primary	Council Chambers, Circle Street New Norfolk (03) 6261 85-00	MC	Southern Region Headquarters Floor 1, 28 Bathurst St Hobart	SES Duty Officer
Secondary	Council Depot 6 Glebe Road New Norfolk (03) 6261 8513	MC	Southern Region Headquarters Floor 1, 28 Bathurst St Hobart	Regional Planner

APPENDIX 6: Duty statements

The following are designed to provide an abbreviated prompt to key personnel on the actions they need to consider in an emergency.

Mayor

The Mayor is responsible for:

- Issuing media releases to the public relevant to Council involvement
- Delegating duties to councillors as requested by MEMC
- Initiation of public appeals for financial assistance to emergency-affected people, if necessary
- Acting as the focal point for queries by service clubs and other community organisations, noting that clubs/groups may wish to support the Mayor's appeal or initiate their own.

Note: It is essential that clubs/groups are informed accurately to prevent waste of effort in gathering goods that are not required by affected individuals/communities. The disbursement of monies will be based on equitable needs criteria, established in consultation with other recovery partners.

General Manager

The General Manager (or nominee) is responsible for:

- The provision and function of workers and resources to operate the MECC on a continuous basis for the duration of the emergency
- Information flow to the community (eg. information bulletins)
- Ensuring that each elected representative is provided with a copy of this (and subsequent) Plans.

Municipal Coordinator

The Municipal Coordinator is responsible for:

- Coordinating resources and activities in an MECC
- Liaising with emergency services, including SES Regional Manager/Officer
- Liaising with the Regional Controller and/or Regional Planner as appropriate
- Notifying the General Manager, Mayor, MEMC Chairperson of an emergency
- Representing Council on SREMC.

Deputy Municipal Coordinator

The Deputy Municipal Coordinator is responsible for:

- Assisting the Municipal Coordinator in all duties
- Acting as Municipal Coordinator in his/her absence.

Municipal Recovery Coordinator

The Municipal Recovery Coordinator is responsible for recovery activities, including:

- Receiving notification of emergency from Municipal Coordinator
- Notifying appropriate recovery organisations
- Notifying the Regional Social Recovery Coordinator
- Maintaining contact with and supporting the Municipal Coordinator
- Assessing community needs with support from the Regional Social Recovery Coordinator and Social Recovery Partners
- Liaising with the Regional Social Recovery Coordinator for provision of recovery services to the community

Councillors

Members of the community turn to Councillors for information or to express concerns. Councillors' responsibility to respond to and meet these community needs in the event of a locally significant emergency is to be exercised to its fullest value.

A related responsibility is to provide feedback to Council's emergency management team on strengths, weaknesses, opportunities, risks, shortfalls, anomalies, over-servicing and other aspects of emergency management coordination and recovery operations.

Genuine feedback is essential for Council's emergency management team to help maximise the efforts of limited available resources and minimise the impacts and consequences of an emergency.

Councillors may provide general information only to the community. Specific information about emergency operational response will be issued by the Response Management Authority, and information about municipal emergency management coordination activities will be issued by the spokesperson nominated by MEMC. It is critical that any information provided to members of the community is accurate, verified, consistent and timely.

The type of information that Councillors may provide includes:
- Details of any public appeal for financial assistance for emergency-affected people;
- Outline where specific information can be obtained, such as TasALERT, TEIS, welfare and counselling services, insurance advice, etc;
- General public announcements; and
- Accurate and consistent information intended to help boost flagging community morale.

Councillors may practically and emotionally support affected individuals and households, demonstrating to those affected that the community at large does care. This may include activities such as visiting those affected in hospital, reception centres and welfare agencies. These activities may also provide an important source of feedback for ongoing emergency management.

Councillors may provide direct links from the Municipal Coordinator and Response Management Authority to elected Australian and Tasmanian Government representatives to highlight and/or re-establish systems or procedures that may have broken down as a consequence of the emergency.

Note: It is important that Councillors do not take pre-emptive action without consulting the relevant Response Management Authority and/or Municipal Coordinator. Such action may be detrimental to the effectiveness of emergency response or management activities and negatively impact community outcomes, the consequences of the emergency and/or effective recovery.

Media Contact

The Media Contact is responsible for:
- Providing the necessary general information to the community
- Providing a link to the PIU and/or elected government representatives.

Public Relations

Public Relations Officers are responsible for talking to those impacted by the emergency and for obtaining feedback on the effectiveness of emergency management operations. This information is to be provided to the Municipal Coordinator for corrective action and/or refinement of procedures.

APPENDIX 7: Community centres

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

Row	Centre, location title and contact	Facilities	Location	Usage frequency	Could be used for
1	New Norfolk Council Chambers (Social Rooms & Memorial Hall)	• Toilets • Kitchenette • Heating • Seating 320 people	Circle St New Norfolk	Weekly	• Assembly • Evacuation • Recovery • Information
2	Carinya	• Toilets / showers • Commercial Kitchen • Accommodation for 65 people • Heating • Seating 150 people	103 Blair Street New Norfolk	Infrequent	• Assembly • Evacuation • Recovery • Information
3	New Norfolk PCYC	• Toilets / showers • Kiosk/server area • Telephone • Heating • Seating 500 people • Office • Parking	50 Derwent Terrace New Norfolk	Daily	• Assembly • Evacuation • Recovery • Information
4	Salvation Army Derwent Valley Corps	• Toilets / showers • Kiosk/server area • Telephone • Heating • Office • Parking • Deemed occupancy of 500	79 Hamilton Road New Norfolk	Daily	• Assembly • Evacuation • Recovery • Information
5	Glenora School	• Usual school facilities	620 Gordon River Road Glenora	School days	• Assembly • Recovery • Information
6	The old Maydena Primary School, now called Maydena Bike Park	• Usual school facilities	36 Kallista Road Maydena		• Assembly • Recovery • Information
7	Westerway Primary School	• Usual school facilities	1619 Gordon River Road Westerway	School days	• Assembly • Recovery • Information
8	Molesworth Primary School	• Usual school facilities	540 Molesworth Road Molesworth	School days	• Assembly • Recovery • Information
9	Molesworth Community Hall and Recreation Ground	• Toilets • Kitchenette • Heating • Hall	560 Molesworth Road Molesworth		• Assembly • Recovery • Information