



Tasmanian Municipal Emergency Management Plan

Meander Valley Council

Plan Details:

Plan Title: Meander Valley Emergency Management Plan
Issue Details: Issue 7, 2024
Review Authority: Meander Valley Municipal Emergency Management Committee
Submission Authority: Acting Commander Nathan Johnston
Northern Regional Emergency Management Controller

Approval:

Approval Authority: Commissioner Donna Adams
State Emergency Management Controller

Signature:

Date: 23/07/2024

Acknowledgement of Country

The Meander Valley proudly acknowledges Tasmanian Aboriginal people and their rich culture and pays respect to elders past, present and emerging. We acknowledge Aboriginal people as Tasmania's first peoples and as the traditional owners and custodians of the land and water on which we rely. We recognise and value the ongoing contribution of Aboriginal people and communities to Tasmanian life and knowledge and embrace the spirit of reconciliation.

Contents

- SECTION 1 OVERVIEW 6**
- 1.1 Glossary6
- 1.2 Acronyms 13
- 1.3 Introduction 15
- 1.4 Authority 16
- 1.5 Purpose..... 16
- 1.6 Objectives 17
- 1.7 Scope and application 17
- 1.8 Municipal context statement..... 17
- 1.9 Emergency Contacts 26
- SECTION 2 GOVERNANCE AND MANAGEMENT 30**
- 2.1 Roles of government and emergency management partners..... 30
- 2.2 Tasmania’s legal framework for emergency management..... 30
- 2.3 Emergency Powers and Declarations 30
- 2.4 Governance and administrative framework..... 31
- 2.5 Ministerial Committee for Emergency Management..... 31
- 2.6 State Emergency Management Committee..... 31
- 2.7 Regional Emergency Management Committees 32
- 2.8 Meander Valley Municipal Emergency Management Committee 32
- 2.9 Functions and powers of municipal committees..... 32
- 2.10 Objectives of municipal committees 33
- 2.11 Hazard-specific roles and responsibilities 33
- SECTION 3: PREVENTION AND MITIGATION ARRANGEMENTS..... 39**
- 3.1 Definition 39
- 3.2 Overview..... 39
- 3.3 Research 39
- 3.4 Hazard risk management..... 39
- 3.5 Municipal risk assessment 40
- 3.6 Council prevention and mitigation activities..... 41
- 3.7 Protective security and business continuity..... 42
- 3.8 Land use planning 42
- 3.9 Climate change adaption..... 43
- SECTION 4: PLANNING AND PREPAREDNESS 45**
- 4.1 Definition 45
- 4.2 Community resources 45
- 4.3 Organisational capacity and capability..... 45
- 4.4 Municipal emergency management roles..... 46
- 4.5 Emergency management education and training..... 46
- 4.6 Maintaining the Municipal Emergency Coordination Centre 47
- 4.7 Maintaining systems and resources..... 47
- 4.8 Get Ready TasALERT 47
- 4.9 Information Management 48
- 4.10 Cost capture and financial administration 48
- SECTION 5: RESPONSE ARRANGEMENTS 49**

5.1	Definition	49
5.2	Overview.....	49
5.3	Activation of emergency response.....	49
5.4	Activation of a Municipal Emergency Coordination Centre	51
5.5	Consequence management and coordination	52
5.6	Public information and warnings.....	53
5.7	Know your warnings	54
5.8	Tasmanian Emergency Information Service.....	58
5.9	Evacuation	59
5.10	Evacuation management	59
5.11	Decision to Evacuate.....	60
5.12	Withdrawal	60
5.13	Shelter	60
5.15	Damage and impact assessment	61
5.16	Debriefs	61
5.17	Administration finance and cost capture.....	62
SECTION 6: RECOVERY ARRANGEMENTS		64
6.1	Definition	64
6.2	Recovery arrangements.....	64
6.3	Recovery information.....	65
6.4	At risk groups of people.....	66
6.5	Short term recovery	66
6.6	Long term recovery.....	67
6.7	Recovery functions.....	69
SECTION 7: PLAN ADMINISTRATION.....		70
7.1	Plan Contact.....	70
7.2	Review Requirements and Issue History	70
7.3	Consultation for this issue	71
7.4	Distribution List	71
7.5	Communications plan summary	71
7.6	Validation of this plan	71
SECTION 8: APPENDICES.....		72
Appendix 1: List of Tasmanian Legislation.....		73
Appendix 2: MEMC Terms of Reference		78
Appendix 3: MEMC Ongoing Maintenance and Coordination Activities		81
Appendix 4: Municipal Risk Register		82
Appendix 5: Centres for Emergency Management.....		84
Appendix 6: Evacuation Centres		85
Appendix 7: Other Community Centres.....		86
Appendix 8: Nearby Safer Places.....		90
Appendix 9: Duty Statements -Municipal Emergency Coordination Centre		91
Appendix 10: Guidelines for Municipal Coordinator and MECC		94
Appendix 11: Recovery Functions Summary.....		98
Appendix 12: Other Contact Lists.....		103

LIST OF TABLES

Table 1: Glossary6

Table 2: Acronyms 13

Table 3: Future Direction (4) - a Healthy and Safe Community 15

Table 4: Municipal emergency services and locations: 26

Table 5: Identified Hazards and Responsible Authorities..... 34

Table 6: Emergency Management Support Functions 38

Table 7: Identified Hazards and Responsible Authorities..... 40

Table 8: Key Municipal-Level Emergency Management Roles..... 46

Table 9: Emergency Response Stages 50

Table 10: All Hazards Response - Typical Council Actions 52

Table 11: Public Warning Levels and Associated Action Statement 55

Table 12: Other Public Warnings 55

Table 13: Summary of Public Information Arrangements..... 58

Table 14: Summary of Disaster Funding Expenses 62

Table 15: Long-term Recovery Coordination Arrangements..... 68

Table 16: Document Issue History..... 70

Table 17: Plan Distribution List..... 71

Table 18: Applicable Tasmanian Legislation..... 73

Table 19: MEMC Maintenance and Activity Schedule 81

Table 20: Details for Agency Specific Facilities..... 84

Table 21: Details for Municipal Facilities..... 84

Table 22: Other Community Centres..... 86

Table 23:Details for Nearby Safer Places 90

Table 24: Duties of the Municipal Emergency Coordination Centre MECC 91

Table 25: Social, Economic, Infrastructure and Environmental Recovery..... 98

Table 26: Government and Statutory Authority Contacts for Meander Valley Municipality 103

Table 27: Most Likely Hazards - Meander Valley Municipality..... 103

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 (e.g. Municipal Coordinator instead of Municipal Emergency Management Coordinator). This practice also applies to this plan.

Table 1: Glossary

Term	In the context of this plan, this term 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.
biosecurity	Biosecurity is the management of risks to the economy, the environment and the community, of pests and disease entering, emerging or establishing or spreading.
capability	Capability is a function of human and physical resources, systems/processes, training and the supply chain (e.g. trained personnel with equipment ready for deployment).
capacity	The extent to which a capability can be applied to a particular task or function.
Centres (community)	Evacuation Centre (see below) Information Centre (see below) Recovery Centre (see below)
command	The internal direction of an organisation's resources in an emergency.
companion animal	A captive-bred animal that is not commercial livestock.
Community Recovery Committee	Committees established under Section 24E of the Emergency Management Act 2006 to guide or coordinate recovery activities at the local or regional level following an emergency event. May be established in the form of an Affected Area Recovery Committee (AARC) or other type of committee as determined by the affected community,
consequence	A consequence is defined as: (a) the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain or (b) the outcome of an event or situation expressed qualitatively or quantitatively. In the emergency risk management context, consequences are generally described as the effects on persons, society, the environment and the economy.

Term	In the context of this plan, this term means:
consequence management	Activities undertaken by Support Agencies to minimise recovery needs that emerge due to the emergency and /or the emergency response. It can include, but is not limited to, measures that protect public health standards, restore essential services and provide relief financial assistance.
consultation framework	The various groups within the emergency management system and how they contribute to decision-making, through consultation and collaboration. These groups include established committees, sub-committees, and related stakeholder groups and can be supplemented by temporary working groups.
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	Tasmanian local government. In the context of this plan Council refers to Meander Valley Council.
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	Deputy Municipal Emergency Management Coordinator appointed under section 23 of the <i>Emergency Management Act 2006</i> . The Deputy Municipal Coordinator who can act when the Municipal Coordinator is <ul style="list-style-type: none"> • absent from duty or Tasmania • unable to perform Municipal Coordinator duties (permanently) or • temporarily not appointed (e.g. has resigned)
disaster	A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic or environmental losses and impacts.
emergency	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 (described further down in the table) Emergency Operations Centre (described further down in the table) Incident Control Centre (described further down in the table)
Emergency Coordination Centre	A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.

Term	In the context of this plan, this term 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 the above measures or actions (section 3 of the Act).
Emergency Management Act 2006	The legislation that provides for the protection of life, property and the environment in the event of an emergency in Tasmania, the establishment of Tasmania's emergency management arrangements and the provision of certain rescue and retrieval operations.
emergency management plan	A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide 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 (see section 3 of the Act).
Emergency Operations Centre	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.
emergency powers (include risk assessment powers)	Powers specified in the Act. Schedule 1: Emergency Powers Schedule 2: Special Emergency Powers of State Controller and Regional Controllers.
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment.
environment	Components including land, air and water; organic matter and inorganic matter; living organisms; human made or modified structures and areas; interacting natural ecosystems; all other components of the earth (section 3 of the Act).
evacuation	The movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.
Evacuation Centre	A place, or facility, where people affected by an emergency may be provided with information in relation to hazards associated with the emergency or with temporary shelter from those hazards (section 3 of the Act).
Executive Officer	A person who is responsible for providing administrative and secretariat services for emergency management committees described in the Act.

Term	In the context of this plan, this term means:
exercise	Simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together.
Government agency	An Agency within the meaning of the State Service Act 2000 or (b) a Statutory Authority.
hazard	A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment (section 3 of the Act).
Incident Control Centre	A facility established to enable the Response Management Authority to effectively control their response to an incident. The Incident Controller and Incident Management Team operate from the Incident Control Centre. They perform some or all of the functional roles depending upon the scale of the incident. Can be established at municipal, regional and/or state levels.
Information Centre	A facility to provide visitors with, and answer inquiries for, information concerning the emergency or operation in progress. It includes the supply of information of a general nature to assist those affected by the event.
lessons management	An overarching term that refers to collecting, analysing, disseminating and applying learning experiences from events, exercises, programs and reviews.
Liaison Officer	A person nominated to represent his or her organisation for emergency management. Liaison Officers provide advice about their organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources of the organisation they represent.
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR phases. Assess and validate the effectiveness of strategies that they implement across the phases of emergency management.
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	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act.
Municipal Emergency Management Plan	A plan approved by the State Controller for a Municipal Committee area under section 34, as amended or substituted from time to time with the approval of the State Controller under that section.

Term	In the context of this plan, this term means:
Municipal Recovery Coordinator	A council employee responsible for recovery at the municipal level, appointed under section 24G of the Act.
Municipal/regional volunteer SES unit	A SES volunteer unit established under sections 47 and 48 of the Act.
People who are at increased risk in an emergency	Individuals who find preparing for, responding to or recovering from an emergency challenging because they are experiencing factors that compromise their safety and security, health and wellbeing, knowledge, and/or social connection.
PPRR	A comprehensive approach to emergency management that considers prevention and mitigation, preparedness, response and recovery aspects of emergencies and their consequences.
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.
property	Includes an animal and any part of an animal; a plant and any part of a plant, whether alive or dead (section 3 of the Act).
public information	The management of public information and perceptions during the 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 (section 3 of the Act).
recovery centre	A place or facility where people affected by the emergency may be provided with information or support to recover from that emergency.
region	The northern region, the north-western region or the southern region of Tasmania, further defined in the Acts Interpretation Act 1931.
Regional Controller	The Regional Emergency Management Controller appointed under section 17 of the Act.
Regional Emergency Coordination Centre	A RECC is the facility from which the coordination of the emergency (consequence) management response occurs.
Regional Emergency Management Committee	A Regional Emergency Management Committee established under section 14 of the Act.
Regional Emergency Management Plan	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
Regional Emergency Management Coordinator	In the context of this plan the person appointed to the position of State Emergency Service (SES) Regional Emergency Management Coordinator (North).

Term	In the context of this plan, this term means:
Resilience & Recovery Tasmania	A division within the Department of Premier and Cabinet (DPAC) that plays a pivotal role in enhancing disaster resilience and recovery efforts in Tasmania.
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	Australian Government service operated by Australian Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. Previously known as the National Registration and Inquiry System (NRIS).
resources	Includes any plant, vehicle, animal, apparatus, implement, earthmoving equipment, construction equipment, other equipment of any kind, persons, agency, authority, organisation or other requirement necessary for emergency management (section 3 of the Act).
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.
situational awareness	Situational awareness involves not only an understanding of the current emergency incident but also forecasting how it could evolve to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.
Standard Operating Procedures (SOP)	A set of directions detailing what actions are to be taken, as well as how, when, by whom and why, for specific events or tasks.
State Controller	State Emergency Management Controller, appointed under section 10 of the Act.
State Emergency Management Committee (SEMC)	Established under section 7 of the Act. A management committee which institutes and coordinates policy, arrangements and strategies for State level emergency management; coordinates/oversees the management of emergencies that affect more than one region and other emergencies; and identifies and promotes opportunities for improvement in emergency management.
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 there is 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 that special emergency powers may be required.
statutory authority	A body or authority, whether incorporated or not, which is established or constituted by or under an Act or under the royal prerogative, being a

Term	In the context of this plan, this term means:
	body or authority which, or of which the governing authority, wholly or partly comprises a person or persons appointed by the Governor, a Minister or another statutory authority, but does not include a Government department (section 3 of the Act).
Support Agency	<p>Primary Support Agency: Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority, as required. Support Agencies have specific capabilities or resources that address the need for a relevant support function.</p> <p>Assisting Support Agency: An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p>
TasALERT	Tasmania Government’s official emergency website that brings together information from emergency services and government agencies.
TRRA	The Tasmanian Relief and Recovery Arrangements are the main way the Tasmanian Government provides financial assistance to communities and local government for relief and recovery associated with a natural disaster.
WebEOC	Web based emergency operations platform administered by Tasmania Police. WebEOC is an all-inclusive multi-agency all hazard information sharing system.
validation	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
warning	Dissemination of a message signalling imminent hazard/s, which may include advice on protection measures.

1.2 Acronyms

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

Table 2: Acronyms

Acronym	Stands for:
AARC	Affected Area Recovery Committee
AT	Ambulance Tasmania
BOM	Bureau of Meteorology / The Bureau
CALD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological, Nuclear
CRC	Community Recovery Committee
DECYP	Department for Education, Children and Young People
DMC	Deputy Municipal Coordinator
DOH	Department of Health
DOJ	Department of Justice
DOSG	Department of State Growth
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DRFA	Disaster Recovery Funding Arrangements
DSG	Department of State Growth
ECC	Emergency Coordination Centre
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
EPA	Environment Protection Authority
GIS	Geographic Information Systems
GRN	Government Radio Network
IAP	Incident Accident Plan
ICS	Incident Control System
IMT	Incident Management Team
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan
MRC	Municipal Recovery Coordinator
MVEMRC	Meander Valley Emergency Management and Recovery Committee
NEMA	National Emergency Management Agency
NGO	Non-Government Organisation

Acronym	Stands for:
NRE	Natural Resources and Environment Tasmania
NREMC	Northern Region Emergency Management Committee
NRSRC	Northern Region Social Recovery Committee
OSEM	Office of Security and Emergency Management
PHS	Public Health Services (of DoH)
PIU	Public Information Unit (of DPAC)
PPRR	Prevention, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (division of NRE)
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite (Australian Red Cross)
RMA	Response Management Authority
RRC	Regional Recovery Coordinator
RRT	Resilience and Recovery Tasmania
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SITREP	Situation Report
TasEMT	Tasmanian Emergency Management Training
TASNETWORKS	Tasmanian electricity provider
TASPOL	Tasmania Police
TASPORTS	Tasmanian Ports Corporation
TASRAIL	Tasmanian Rail Operator
TASWATER	Tasmania's water and sewage provider
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements
UTAS	University of Tasmania
WEBEOC	Web-based emergency operations centre

1.3 Introduction

In accordance with the *Emergency Management Act 2006* (the Act), Meander Valley Council (Council) is required to develop a Municipal Emergency Management Plan (MEMP) that details the municipality's approach to dealing with emergencies. Refer to Figure 1 for a map of the municipal area. Other legislation relating to emergency management in Tasmania is detailed at Appendix 1 on page 73.

Effective emergency management relies on partnerships between individuals, businesses, local emergency management organisations and all tiers of government. Council has an integral role in emergency management and has resources and information about the community that support the process of responding to and recovering from emergency events.

A key priority of Council's Community Strategic Plan is to prepare and maintain emergency management plans and documents and work with our communities to educate and plan for emergencies, in collaboration with Emergency Services, Department of Health, Department of State Growth and other agencies. Relevant priorities detailed in the Community Strategic Plan are:

Table 3: Future Direction (4) - a Healthy and Safe Community

Code	Strategic Outcome	Council Role	Groups that need to collaborate
4.1	The health and wellbeing need of all sectors in the community are planned, met and managed.	Provider Facilitator	Department of Health Aged Care providers Department of Education Children and Young People (DECYP) Youth service providers
4.2	Infrastructure, facilities and programs encourage increased participation in all forms of active and passive recreation.	Provider Facilitator	Parks & Wildlife Service Sporting groups Sport & Recreation Tasmania Heart Foundation Service clubs & community groups Great Western Tiers Tourism Association Visit Northern Tasmania Tourism Tasmania Inland Fisheries Service Tasmanian Irrigation Sustainable Timber Tasmania Marine and Safey Tasmania Crown Land Services
4.3	Public health and safety standards are regulated, managed and maintained.	Provider Facilitator	Department of Health Department of Police, Fire & Emergency Management TasWater

Code	Strategic Outcome	Council Role	Groups that need to collaborate
			Department of State Growth
4.4	Prepare and maintain emergency management plans and documents and work with our communities to educate and plan for emergencies	Provider Facilitator	Department of Police, Fire & Emergency Management Department of Premier and Cabinet Department of State Growth

This MEMP was prepared, endorsed and adopted by the Meander Valley Municipal Emergency Management Committee (MEMC). It describes all-hazard arrangements across the Prevention, Preparedness, Response and Recovery (PPRR) phases that support the management of emergencies that may affect the Meander Valley municipality.

Strategic objectives of the MEMC are to:

- a maintain this MEMP to guide the management of risks to the community arising from emergencies by considering all elements of PPRR
- b recognise and value the 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 North-West Regional Emergency Management Committee and North-West Regional Social Recovery Committee
 - iii. identifying roles and responsibilities and integration processes between emergency management and Council's management structures
- c develop a progressive review system which is implemented for all emergency management elements that is based on continuous improvement principles
- d maintain an active and relevant Emergency Management Committee (MEMC).

1.4 Authority

This Plan was prepared for issue under the authority of the State Emergency Management Controller, in accordance with [Section 34 of the Emergency Management Act 2016](#).

1.5 Purpose

The purpose of this Plan is to identify the hazards and describe emergency management arrangements that reduce risks to the community and mitigate the impacts of an emergency on life and property in the Meander Valley municipality.

1.6 Objectives

The objectives of this Plan are to:

- a identify and document:
 - i. hazards most likely to impact the municipality
 - ii. the roles and responsibilities of Council in relation to each hazard
 - iii. the roles and responsibilities of agencies in relation to each hazard
 - iv. current arrangements for emergency management at municipal, regional and State level
 - v. opportunities to reduce risks to the community
- b increase community awareness, preparedness and resilience to identified hazards.

1.7 Scope and application

The arrangements in this Plan are designed to address emergencies that occur in the Meander Valley municipal area.

Emergency management arrangements are intended to be scalable and flexible so they can be adapted as required. Legislated powers and authorised structural arrangements enable response to specific hazards (e.g. pandemic, fire, flood). Hazard-specific legislation and associated State Special Emergency Management Plans are listed in Appendix 1 on page 73.

1.8 Municipal context statement

History of emergency events

The Meander Valley municipal region has experienced significant flooding, damaging winds, storm events, and bushfires in recent years. These events include:

- Rain and wind events in October 2022 causing widespread damage to properties, farmland (including crops) and infrastructure. During the week of 12-17 October, rare and unprecedented rainfall values resulted in the most significant flood event in this state since June and July 2016. Some of the highest rainfalls statewide were recorded within the Meander Valley municipality, including 320 mm at Lake Mackenzie and 225 mm at Lake Gwendy during a 48-hour period to Friday 14 October. Major flooding of both the Meander and South Esk Rivers occurred in various locations in the municipality resulting in a number of evacuations.

A week later, there was another significant rain event that occurred from 21-27 October followed several days later by a damaging wind event.

- Storm events in May and June 2022 resulted in damage to houses, power lines, road closures and tree falls. In the north and northwest, 2,000 people were without power for an extended period. In Meander Valley region, communities adjacent to the Western Tiers such as Liffey and Golden Valley were the most impacted.

- In early June 2016, an East Coast Low brought heavy rainfall and subsequent major flooding to Tasmania, particularly the Mersey River catchment. Twenty-four-hour totals to 9 am on 6 June saw locations in Meander Valley receive over 200 mm of rainfall. The heavy prolonged rainfall across the municipality was consistent with a 1:200-year average recurrence interval (ARI) event, resulting in extreme cases of river and tributary flooding. Impacts included long term closure of roads, due to washouts and landslips. The flood level for the South Esk (in Launceston) was the highest in 90 years, and was the highest ever for the Mersey River, resulting in the evacuation of Latrobe and loss of life. There was significant economic impact on the municipality. In addition to direct economic impacts from infrastructure and asset damage, key tourism sites such as Mole Creek Caves were closed, and tourism assets such as Walls of Jerusalem could not be accessed for a prolonged period. The recovery cost statewide was an estimated \$180M.
- In 2016 a number of fires to the south and west of Mole Creek combined to form the Mersey Forest Fire Complex, which burnt 25,723 ha. The fire garnered international headlines for its destruction of fire-intolerant ecosystems such as cushion plant, pencil pine, and king-billy pine, the fire primarily burned wet and dry eucalypt forest. It threatened communities across the Western Tiers, including Liffey, Jackeys Marsh, and Mole Creek, as well as Lorinna to the north of the Mersey forests.
- There have been numerous recent incidents of landslips in the Western Tiers (associated with major rain events). For example, landslip in 2022 which resulted in damage to the road and train line around Moltema, multiple landslips in 2016 which resulted in damage to infrastructure including roads, bridges and tourism facilities. Mersey Forest Road was closed for a prolonged period, as were access roads to Liffey and Liffey Falls. Impacts to tourism infrastructure included the loss of the Westmoreland Falls viewing platform and significant damage to walking tracks.

Earlier events include:

- Flooding of the Mersey River in August 1970, resulting in one fatality and estimated damage of \$5M across impacted municipalities.
- Fires which until recent years were a regular occurrence at Kelcey Tier, threatening key telecommunications infrastructure as well as housing. A management plan exists for this area and has resulted in more effective risk minimisation and response efforts.

Population and demographics

The most recent census of 2021 recorded a population of 20,709 in the municipality, across a land area of around 3,326 square kilometres. There has been a population increase of 1,600 since 2016.

Statistics from the 2021 Census to inform emergency management planning include:

- 9,276 dwellings in total, with an average household size of 2.33
- A significant urban population of approximately 9,798 residents in the suburbs and townships on the western fringe of Launceston, Tasmania's major northern city. This includes Prospect Vale (population 5,652), Blackstone Heights – Travellers Rest (population 1,622) and Hadspen (population 2,524)
- The balance of Meander Valley residents lives in or nearby the townships of Deloraine, Westbury and Meander. Smaller outlying settlements include Elizabeth Town, Reedy Marsh, Golden Valley, Quamby Brook, Quamby Bend, and Westwood.
- The population is ageing, with the proportion of people over 65 rising and projected to continue to do so. Meander Valley has a healthy demographic mix of 9,335 aged between 15-54 years, with 7,958 of the population aged 55 and older. 1,414 people have indicated they need some form of assistance in their day-to-day lives.
- Of the Meander Valley's population of 20,709, 17,176 are Australian born. Around 4.1% of the population is non-English speaking (noting that this figure would vary seasonally).
- Of the 9,652 employed residents who live in the Meander Valley area, 56% of these people work in a full-time capacity and 38% part-time. 3,408 of these people live and work in the municipality.

Natural environment and geography

The municipality covers an area of approximately 3,326 square kilometres / 332,600 hectares. The region displays a high diversity of vegetation that includes vast tracts of World Heritage listed alpine and native forest. The topography is similarly diverse, with steep mountain scarps rising to over 1,000 m altitude, sharply defined river valleys, and gently undulating and fertile agricultural land.

The municipal area extends from Prospect Vale, near Launceston, across to the west to the upper Mersey forests and the north-eastern part of Cradle Mountain – Lake St Clair National Park, to include Tasmania's highest mountain, Mount Ossa.

To the east of the Mersey Valley is the Walls of Jerusalem National Park. The river in the valley at this point has been dammed to form Lake Rowallan and Lake Parangana, which supply water for the Mersey-Forth hydro-electricity scheme.

The western boundary of the municipality follows the Mersey Catchment and then the river itself from the east end of the Alum Cliffs State Reserve to Kimberley.

The southern boundary of the area follows the escarpment of the Great Western Tiers from south of Mole Creek to Drys Bluff. From there the boundary follows Liffey River to north of Bracknell and then continues in a northeasterly direction to Prospect Vale.

The northern boundary follows cadastral boundaries north of Parkham, Birralee, Rosevale and Blackstone. The northwestern portion of the area encompasses the headwaters of the Rubicon River and its tributaries and another tributary of the Mersey River, Coilers Creek, which flows into the Mersey at Kimberley.

i. Climate and Weather (including climate zone)

The climate is diverse, from the cool highland region with regular snowfalls in winter (in the alpine climate zone), to the more temperate climate in the lower more populated areas that have a cool temperate climate.

The municipality has a wide variation in mean rainfall, with over 2,000 mm being received in the higher altitudes of the west, grading down to below 700 mm at the eastern extremity of the lowland. The central township of Deloraine receives a mean annual rainfall of about 950 mm. Rainfall in the central highlands, particularly on the Western Tiers, has significant implication for surface stream flows within the whole municipality.

Long-term mean rainfall figures per month for the central agricultural areas around Deloraine and Westbury show that the maximum monthly falls occur during July, with around 121 mm for Deloraine and 103 mm for Westbury. The corresponding driest month figures are 46 mm for Deloraine in February and 45 mm for Westbury in January. Normally autumn rains significantly boost rainfall figures during April, whilst the summer drop off occurs in November. Recent years however have seen erratic rainfall patterns. There has been a decline in average rainfall and a lack of very wet years in the Meander Valley municipality since the mid-1970s; this decline has been strongest in autumn.

Average temperatures have risen in the decades since the 1950s, at a rate similar to the rest of Tasmania (up to 0.1°C per decade). Daily minimum temperatures have risen slightly more than daily maximum temperatures. Examples of average temperatures:

- Deloraine - summer max 21.5°C/min 7.0°C - winter max 10.5°C/min 1.0°C
- Prospect Vale - summer max 23.6°C/min 11.5°C - winter max 13.1°C/min 2.8°C

Climate change predictions indicate that Tasmania will be subjected to a lower level of global warming than inland and northern Australia. Although the figures may seem insignificant, there may well be serious ramifications especially when other likely climatic variations are considered. It would thus be expected that more extreme weather events might increase in frequency.

ii. Environmental Characteristics

River Systems

The natural drainage systems of the municipal area are comprised of rivers and rivulets draining from the Great Western Tiers. The Meander and Mersey River are the more significant river systems within the region and are subject to flooding. Such flooding is generally due to significant rainfall in the Great Western Tiers and generally result in short term flooding, with river levels rising but then falling quickly following the cessation of rain. Hadspen is also susceptible to flooding from the South Esk River, a significant river catchment that is impacted by heavy rains in north-eastern Tasmania.

The Meander Dam, forming Huntsman Lake, contains the outflow of the Meander River and associated rivulets.

The Mersey River commences in the Walls of Jerusalem National Park. Its flow is controlled by the Rowallan Dam, which has created Lake Rowallan. The river flows through the small settlement of Liena before winding its way north and eventually discharging into Bass Strait at Devonport.

The South Esk River has a long history of flooding. The South Esk River affects the Meander Valley region as it borders the township of Hadspen before entering Lake Trevallyn, formed by Trevallyn Dam, and eventually discharging into the Tamar River at Launceston.

National Parks and Reserves

Approximately 110, 000 ha (or 30%) of the total municipal area is reserved land managed by the Parks and Wildlife Service. This includes Reedy Marsh Conservation Area (3,869 ha), Mole Creek Karst National Park (1,790 ha), Dove River Regional Reserve (2415ha), Devils Gullet State Reserve (1118ha), Alum Cliffs State Reserve (1,604 ha), Meander Conservation Area (1,664 ha) and Liffey Conservation Area (1,054 ha), as well as sections of the Walls of Jerusalem National Park and Cradle Mountain - Lake St Clair National Park. As well as 30 public reserves in the municipality, there are small private reserves at Liffey managed by Bush Heritage Australia and Tasmanian Land Conservancy, and private land with conservation covenants. Many of these public and private reserves are popular for short walks or overnight bushwalks.

A significant geological feature is Mole Creek Karst National Park, which features an extensive karst landscape of caves, sinkholes, gorges, streams and springs. These amazing features can be accessed by visitors at Marakoopa and King Solomons Caves.

The Mole Creek caves, as well as other reserves across the Western Tiers landscape, form part of the extensive Tasmanian Wilderness World Heritage Area. The karst landscape presents unique issues for management, such as susceptibility to damage from extreme floods and associated silting.

iii. Biodiversity

The diverse landscape and geological history of this area provides for high biodiversity. There are heath, alpine and grassland communities in the highland areas, and wet eucalypt forests on the foothills of the Great Western Tiers and at the western end of the municipality around Mole Creek. These wetter areas also contain important remnant vegetation such as swamp gum and black swamp gum forest, as well as wetland sedge and grass communities. To the north, associated with a change from doleritic to less fertile soils, shrubby dry eucalypt forests occur along the northern fringe and in pockets across much of the agricultural lowlands. More open forest and woodland with significant herbs and grasses in the understorey at the eastern end of the municipality.

Major transport (including roads, rail, airports and ports)

Roads

Because of its central location, Deloraine is the hub of two of the state's major highways. The Bass Highway, as part of the national highway system, is the primary route from Devonport to Launceston (and on to Hobart). The Highland Lakes Road is an increasingly popular alternative scenic route that passes through Deloraine and Golden Valley to connect with the Midlands Highway via Bothwell. The major roads of the Bass Highway, the Lake Highway and the Meander Valley Highway serve the region. The Bass Highway, as part of the national highway system, provides the major arterial link through the Meander Valley municipality.

Council maintains 564 km of sealed roads and 257 km of unsealed roads and is responsible for maintaining approximately 186 bridges within its own road network.

Public bus transport services operate between Devonport and Launceston to most major Meander Valley towns. Services that are more regular operate to and from Hadspen and the Prospect Vale area into Launceston.

Launceston airport is less than 10 minutes from the easterly border of Meander Valley, while Devonport Airport is only 25 minutes' drive from the region's centrally located town of Deloraine. Devonport also serves as the terminal for the daily *Spirit of Tasmania* passenger and vehicle ferry service between Tasmania and Geelong.

There is also a significant network of unmaintained former forestry roads within public reserves that are now managed by Parks and Wildlife Service.

Rail

TasRail is the railway system operator for Tasmania. TasRail specialises in handling and hauling a range of commodities, from containerised freight to bulk and dangerous goods, and does not operate passenger services. The Western Line runs the length of the Meander Valley municipality between Devonport and Western Junction, connecting with the towns of Westbury and Deloraine.

Industrial infrastructure and economic drivers (including major hazard facilities)

Meander Valley has a diversity of industry sectors, which has allowed the region to remain healthy in relation to industry outputs, consistent employment levels and sustainable urban and rural living.

The key industries of the Meander Valley region are manufacturing, agriculture, forestry and fishing. Key sub-sectors are dairy and beef cattle, sheep and grains, forestry and logging, and agriculture support services.

The 130 ha Valley Central Industrial Estate at Westbury has been developed to assist in establishing industries in the Meander Valley region that support its agriculture, transport and logistic sectors. Its strategic location, near the national highway, is also within one hour of major Tasmanian airports and shipping ports. The site can access the national broadband network and reticulated natural gas, and is able to operate 24 hours daily, seven days per week and has significant industry such as BOC LNG plant and Extractas Bioscience.

Tasmanian Gas Pipeline and BOC LNG Plant

The Tasmanian Gas Pipeline is part of a network of underground high-pressure gas pipes, which stretches over 20,000km and serves all of Australia's states and territories. The pipeline comes ashore in Tasmania at Five Mile Bluff, north of Bell Bay and splits off at Rosevale along Westbury and Deloraine to Railton and out to Devonport and beyond. The pipeline transports high pressure natural gas, up to 15,000kPa. (Approximately 148 times normal atmospheric pressure.) The pipeline supplies BOC's LNG processing facility and Tas Alkaloids' opium poppy processing plant, Extractas Bioscience located in Westbury Industrial Estate, Valley Central.

The BOC LNG plant is built over an area of 15,400m² (140m x 110m) and located close to existing gas pipelines. The facilities at the BOC LNG plant include a purification division, a liquefaction system and a natural gas let-down station. It also houses LNG storage tanks and tanker filling facilities. The plant also includes a gas offtake pipe from the Tasmania Gas Pipeline to process the gas and store LNG. The offtake pipe is about 30m in length.

Agriculture

Meander Valley is a prime agricultural district and much of the economy of the area relies on rural production. The coastal plains and undulating hinterland contain the areas major agricultural land resource.

The region accounts for 10.4% of Tasmania's gross agricultural product (in \$ terms), has the third largest quantity of land under agricultural use in Tasmania, and is the third largest in terms of production value.

Dairy is the pre-dominant agricultural industry, accounting for 88.6% of the area's production. Other key agricultural activities include cash crop farming (including berries), beef cattle, and tree plantations. Smaller niche farming enterprises include salmon, deer, truffles, and flower farming.

Tourism

Near the town of Carrick is the Quercus Rural Youth Park, which hosts Agfest, a Statewide agricultural trade exhibition. Held over the first weekend in May each year Agfest caters for over 700 exhibitors to display farm machinery, fine foods, craft and fashion. As one of Australia's largest agricultural field days, the 3-day event attracts more than 75,000 visitors.

Deloraine township's annual 4-day Tasmanian Craft Fair (November long weekend) is the largest working craft fair in Australia. It showcases a wide range of local and national artwork; with more than 240 exhibitors across 8 venues throughout the town, the fair attracts more than 10,000 visitors.

Reserves such as Alum Cliffs State Reserve, Meander Conservation Area, Liffey Falls State Reserve, Walls of Jerusalem National Park and Mole Creek Karst National Park are a major tourism drawcard for the area.

Dams

Dams of note are Lakes Mackenzie, Rowallan and Lemonthyme, all managed by Hydro Tasmania.

In February 2008 the Meander Dam was completed which provided the opportunity for 43,000 ML of water to become available for irrigation across Meander Valley, making this the biggest

irrigation scheme in Tasmania. Meander Dam is managed by Irrigation Tasmania. The dam has limited flood mitigation benefits as it does not have the capacity for controlled release of water.

Essential and community services

Water

Town water for urban areas on the fringe of Launceston, Hadspen and Carrick is drawn from the South Esk River system at Trevallyn Dam, whilst other towns draw their water from adjacent surface rivers and streams. Larger settlements have their water treated (i.e. Deloraine and Westbury), while rural properties draw their domestic water from any combination of stream, rainwater and/or bore.

Responsibility for the domestic water and sewerage systems within the municipality are managed by the water authority, TasWater.

Electricity Networks

The residential and commercial power supply throughout the Meander Valley municipality is operated by TasNetworks. Generally, the power is supplied via an overhead distribution network. It is noted that the extensive use of wooden poles makes the network vulnerable to damage from high winds and bush fires.

Hydro Tasmania generates electricity from Rowallan, Lemonthyme, Trevallyn and Meander Dam power plants. Water from Lake Mackenzie and part of the Liffey River's flow are diverted for hydroelectric power. The larger Poatina power station is fed from the Great Lake and tailrace water (combined with natural stream flow) and enters the Meander Valley municipality via the South Esk River. This is a significant part of Tasmania's power generation capacity.

Telecommunications infrastructure

The telecom industry in Australia consists of three major carriers and an infrastructure provider, National Broadband Network (NBN), which provides fibre and fixed-line networks. Those who mount their technology on the towers are Telstra, Optus, TPG, and NBN. Information around the location of critical infrastructure is strictly guarded.

Meander Valley municipality is serviced with both landline and mobile phone services (although several mobile blackspots remain), and the NBN in some areas. Telstra is responsible for the landline service, with a number of mobile providers servicing the region.

Telstra has contingencies for the provision of emergency telephone systems for essential services in the event of a disaster impacting on the landline and mobile services.

Health and Medical Services

The Meander Valley region contains a number of medical service providers who have a significant involvement in the care, health and wellbeing of the region's residents. Medical facilities consist of Deloraine District Hospital, Westbury Community Health Centres. GP practices are located in the townships of Deloraine and Westbury.

Aged Care

Aged care providers are Grenoch Home and Kanangra Hostel (both in Deloraine) and Ainsley House (Westbury).

Community Groups

The Meander Valley district is well serviced by a number of very active community and service clubs across the entire local government area. Apex, Lions and Rotary are well represented across the region. Deloraine house which sits under the community support and wellbeing initiative Neighbourhood Houses Tasmania umbrella, plays a significant role in the communities of Deloraine, Meander and surrounding areas. A minimum of 3,550 people indicated volunteer involvement for an organisation or group.

Education Facilities

Early Learning (Childcare Centres)

- Deloraine: Toddle Inn Child Care Centre
- Westbury: Northern Explorers Family Day Care
- Prospect Vale: Goodstart Early Learning.

Schools

- Primary schools: Westbury, Deloraine, Mole Creek and Bracknell, Hagley Farm, Westbury, Deloraine and Mole Creek.
- High School: Deloraine
- Private: Our Lady of Mercy Catholic School in Deloraine (primary school only).
- Private: Giant Steps Tasmania, a not for profit, independent school and therapeutic centre for children on the Autism Spectrum. It is the only specialised school for individuals with Autism in Tasmania.

Other Education Facilities

- Westbury Library
- Deloraine Library.

1.9 Emergency Contacts

Table 4: Municipal emergency services and locations:

Organisation	Contact Information
Life threatening emergencies	Telephone Triple Zero (000) <i>For life threatening, critical or serious situations only.</i>
State Emergency Service (SES) flood and storm assistance	Telephone 132 500
Tasmanian Police Assistance Line	Telephone 131 444

Non-emergency Contacts

Organisation	Contact Information
Tasmania Fire Service	To report a fire, telephone Triple Zero (000) For non-emergencies, contact 1800 000 699 State-wide fire bans Fire alert map Fire alert list
Ambulance Tasmania	Non-urgent ambulance assistance: 1800 008 008 Administration: 1300 303 196 Early Access to Defibrillation Program : 1300 979 057
Tasmania Police	131 444
Crime Stoppers	1800 333 000
Health and hospital information	Contact the Department of Health or phone Service Tasmania on 1300 135 513
Poison Information Centre	131 126
Health direct	After hours medical advice - phone 1800 022 222
Road conditions and closures	For state-wide details visit: Tasmania Police Department of State Growth
Power supply/outages	TasNetworks: Current power outage information Report fallen power lines or a power outage: phone 132 004
Weather and warnings	Visit the Bureau of Meteorology site , or check their Telephone Weather Services Directory for Tasmania . For warnings and advice, tune to your local ABC radio station. Details of your local ABC radio frequency and web page can be obtained from www.abc.net.au/local .
Emergency animal disease	If you suspect a farm animal has an emergency animal disease report it by calling 1800 675 888 any time. Visit the Biosecurity Tasmania website to find out more about animal biosecurity.
Orphaned or injured wildlife	To report injured or orphaned wildlife, contact the Department of Natural Resources and Environment Tasmania Monday to Friday, 9 am to 5 pm on 6165 4305

Organisation	Contact Information
Emergency plant pest	If you suspect an emergency plant pest or disease, report it by calling 1800 084 881 any time. Visit the Biosecurity Tasmania website to find out more about plant biosecurity.
Tsunami warnings	Check the latest Bureau of Meteorology tsunami warnings. Listen to your local radio and TV announcements. Telephone 1300 TSUNAMI (1300 878 6264)
Telecommunications	<p>Telstra Website: www.telstra.com.au Phone: 132 203 - report faults and damage to Telstra property 132 299 - business-only technical support</p> <p>Optus Website: www.optus.com.au Phone: 133 937</p>
Schools	For information on school closures, contact the school directly – phone, web page or socials are suggested. Any Tasmanian Government schools closed because of emergencies will also be listed at Department for Education - Alerts and closures .
Businesses	For information on preparing your business for natural disasters, visit the Business Tasmania website .
Family and sexual violence specialist support services	<p>In an emergency, where someone is in immediate danger, always call Triple Zero (000). For more information about specialist support services available, visit www.safefromviolence.tas.gov.au</p> <p>1800RESPECT – 1800 737 732 National sexual assault, domestic, family violence counselling service. Available 24 hours a day, 7 days a week. www.1800respect.org.au</p> <p>Safe at Home Family Violence Response and Referral Line 1800 633 937 Information and referral service that connects callers to the appropriate family violence service, including counselling. After-hours calls are directed to Tasmania Police. Available 24 hours a day, 7 days a week.</p> <p>Statewide Sexual Assault Crisis Line – 1800 697 877 Statewide crisis support service for recent sexual assaults. Available 24 hours a day, 7 days a week.</p> <p>Family Violence Counselling and Support Service – 1800 608 122 Statewide counselling and support service for children, young people and adults affected by family violence. Monday to Friday, 9 am to midnight Weekends and public holidays: 4 pm to midnight</p> <p>Men's Referral Service – 1300 766 491 Counselling service available to men and families that provide telephone counselling, online chat, information and referrals</p>

Organisation	Contact Information
	<p>to local services. Available 24 hours a day, 7 days a week. MensLine Australia – 1300 789 978 Telephone and online counselling service for men with emotional health and relationship concerns. Available 24 hours a day, 7 days a week.</p>
National Relay Service	<p>Voice relay number – 1300 555 727 TTY number – 133 677 SMS relay – 0423 677 767 Help Desk – 1800 555 660 (Available 8 am to 6 pm) The National Relay Service (NRS) allows people who are deaf, hard of hearing and/or have a speech impairment to make and receive phone calls.</p>
Translating and Interpreting Service	<p>13 14 50 The Translating and Interpreting Service (TIS National) is an interpreting service for people who do not speak English and for agencies and businesses that need to communicate with their non-English speaking clients.</p>

NOTE:

Municipal Coordinators should also refer to the Northern Region Emergency Management Committee (NREMC) contact list.

Refer to [Appendix 12](#) on page 103 for additional contacts.

SECTION 2 Governance and Management

This section describes how emergency management in Tasmania is governed and managed and who is involved.

2.1 Roles of government and emergency management partners

The Tasmanian Government has primary responsibility for emergency management legislation, policies and frameworks within Tasmania. Partnerships across all levels of government and sectors underpin these arrangements.

The Tasmanian Emergency Management Arrangements ([TEMA](#)) defines emergency management roles and responsibilities across government, complemented by the work of Non-Government Organisations (NGOs), industry, professions, communities and individuals.

Local government authorities are central in coordinating municipal-level emergency management activities across all hazards, as well as resourcing specific emergency functions such as the management of evacuation centres and relief / recovery centres as required.

The Meander Valley MEMC plays a pivotal role in ensuring municipal emergency management arrangements are met and coordinated.

2.2 Tasmania's legal framework for emergency management

In Tasmania, powers and authorities for the conduct of emergency management activities are established by the *Emergency Management Act*. The Act provides for the management of emergency events that is flexible and scalable, including provision for emergency powers and the appointment of key individuals to fulfil specific emergency management functions.

Supporting municipal responsibilities are established in the [Local Government Act 1993](#), including functions and powers that:

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

2.3 Emergency Powers and Declarations

The [Emergency Management Act 2006](#) provides specific powers for authorised officers. This includes Municipal Emergency Management Coordinators, Regional Emergency Management Controllers, and the State Emergency Management Controller. A summary of powers for authorised officer is provided in Appendix 4 of the TEMA.

Powers related to specific hazards are established by Tasmanian legislation or national arrangements. For example, the Tasmanian Public Health Act 1997 provides for the management of public health risks, including provisions for the declaration of a public health emergency. A full list of Tasmanian legislation relating to the management of specific hazards is listed in Section 8.

2.4 Governance and administrative framework

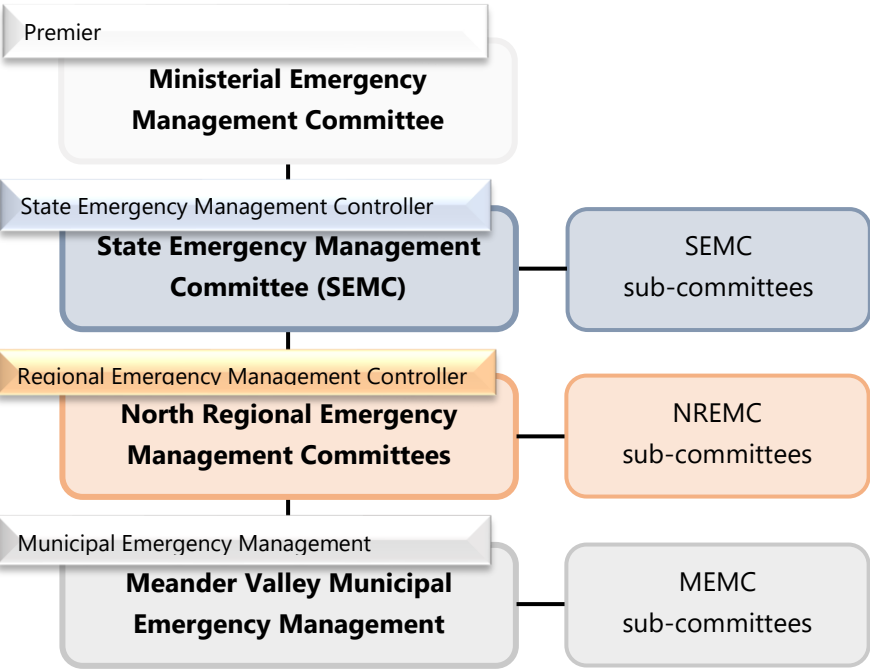


Figure 2: Tasmanian emergency management governance structure

2.5 Ministerial Committee for Emergency Management

The Ministerial Committee for Emergency Management provides ministerial-level strategic policy oversight of emergency management (Section 6c of the *Emergency Management Act 2006*). The Premier chairs the Ministerial Committee for Emergency Management, and the Department of Premier and Cabinet provide the secretariat.

The Ministerial Committee for Emergency Management is supported by the State Emergency Management Committee (SEMC).

2.6 State Emergency Management Committee

The State Emergency Management Committee coordinates emergency management in Tasmania, including the preparation and review of the *Tasmanian Emergency Management Arrangements* (TEMA) and State Special Emergency Management Plans (SSEMPs). Refer to Section 8 for a comprehensive list of State Special Emergency Management Plans in Tasmania.

The State Emergency Management Committee is chaired by the State Controller, and the SES Emergency Management Unit provide the secretariat. The functions and powers of the State Emergency Management Committee are detailed in Section 9 of the Act.

2.7 Regional Emergency Management Committees

There are three emergency management regions in Tasmania. These are North, North-West and South. Regional Emergency Management Committees (REMCs) are established by the Act and operate within each region.

The REMCs have overarching responsibility for emergency management activities within regional boundaries. Municipalities within each region, including the Meander Valley are represented at the Northern REMC by their respective Municipal Coordinators. The Northern REMC is chaired by the Regional Emergency Management Controller, and the SES Emergency Management Unit provide the secretariat.

2.8 Meander Valley Municipal Emergency Management Committee

The Meander Valley Municipal Emergency Management Committee (MEMC) is established by Section 20 of the Act.

Each MEMC is chaired by Council and supported by the Municipal Emergency Management Coordinator. The Meander Valley MEMC Terms of Reference are provided in [Appendix 2](#) on page 78. The MEMC Terms of Reference are reviewed every two years in conjunction with review of this MEMP, which is provided to the Regional and State committees for noting.

2.9 Functions and powers of municipal committees

The functions of the Meander Valley MEMC are to:

- a) to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management the Meander Valley municipal area
- b) to determine and review emergency management policy for the Meander Valley municipal area
- c) to review the management of emergencies that have occurred in the Meander Valley municipal area, and identify and promote opportunities for improvement in emergency management
- d) to report to the Northern Regional Emergency Management Controller on any municipal matters
- e) at the direction of the Municipal Chairperson or a Municipal Coordinator, to assist them or Council in the performance and exercise of functions and powers under the Act
- f) other functions imposed from time to time by the Regional Committee or Regional Controller.

A Meander Valley MEMC has the following powers:

- a) to establish subcommittees for the purposes of assisting the MEMC in the performance and exercise of its functions and powers
- b) prescribed powers
- c) to do all other things necessary or convenient to be done in connection with the performance and exercise of its functions and powers.

2.10 Objectives of municipal committees

To meet emergency management responsibilities defined by the Act, the objectives of Council's Municipal Committee are to:

- a) maintain this MEMP to identify and guide the management of hazards and associated risks to the community;
- b) review the capacity and capability of Council and participating agencies to manage emergency management responsibilities, including:
 - i. management of a Municipal Emergency Coordination Centre (MECC) if required;
 - ii. management of evacuation centres as required;
 - iii. management of relief or recovery centres as required.
- c) recognise the value of partnerships across municipal emergency management networks, in particular:
 - i. understanding and documenting the municipal context;
 - ii. supporting and maintaining coordinated community engagement activities;
 - iii. maintaining linkages with related emergency management stakeholders;
 - iv. identifying municipal skills, resources and capabilities able to be integrated with existing emergency management response and recovery structures.
- d) develop and maintain a progressive emergency management review system, based on the principles of continuous improvement.

The MEMC has an important role in effective coordination before, during and after emergencies.

A maintenance and activity schedule for the MEMC is detailed at Appendix 3 on page 81.

2.11 Hazard-specific roles and responsibilities

Below Table 5 and Table 7 provide a summary of Response Management Authorities (RMAs), and the support functions of Council for identified hazards in Tasmania. These are 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.

Table 5: Identified Hazards and Responsible Authorities

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
1	Biosecurity	Department of Natural Resources and Environment Tasmania (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal inundation (storm tide / tsunami)	Department of Natural Resources and Environment Tasmania	Property identification Road closures Local operations centres Plant and machinery
3	Cybersecurity	Department of Premier and Cabinet (Digital Strategy and Services)	Community information
4	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
5	Energy supply (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	Department of State Growth (Office of Energy Planning)	Property identification Local operations centres Advice on facilities requiring priority restoration
6	Fire National Parks and other reserves	Department of Natural Resources and Environment Tasmania (Parks and Wildlife Service)	Community information Plant and machinery Community centres
7	Fire Permanent Timber Production Zone	Sustainable Timber Tasmania	Community information Plant and machinery Community centres
8	Fire Future Potential Production Forest	Department of Natural Resources and Environment Tasmania (Parks and Wildlife Service)	Community information Plant and machinery Community centres
9	Fire Urban, structural and privately managed rural land	Tasmanian Fire Service	Property identification Road closures Plant and machinery Community Centres
10	Flood (dam failure)	Tasmania Police	Property identification

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
	Dam safety	(assisted by dam owners)	Road closures Local operations centres Community information Plant and machinery
11	Flood (flash food) (including debris flow)	State Emergency Service	Prevention, preparedness and mitigation measures Property identification Road closures Local operations centres Community information Plant and machinery Community centres
12	Flood (riverine)	State Emergency Service	Operation of Flood Levees Interpretation of BoM Flood Data for Launceston Property identification Road closures Local operations centres Community information Plant and machinery Community centres
13	Food contamination	Department of Health (Public Health Services)	Premises inspection Infection controls Community Information Property identification
14	Hazardous materials	Tasmanian Fire Service	Property identification Road closures
15	Hazardous materials – radiological (unintentional release)	Tasmanian Fire Service	Property identification Road closures
16	Heatwave	Department of Health (Public Health Services)	Support health system response Community information
17	Infrastructure failure (building collapse)	Tasmania Police	Property identification Road closures Local operations centres Community information Plant and machinery

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
18	Infrastructure failure (state roads and bridges)	Department of State Growth (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
19	Intentional violence (e.g., chemical, biological, radiological, nuclear attacks, terrorist events)	Tasmania Police	Property identification Road closures Local operations centres Community information Plant and machinery
20	Marine mammal stranding and entanglements	Department of Natural Resources and Environment Tasmania (Parks and Wildlife Service)	Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities
21	Marine pollution	Environment Protection Authority	Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities
22	Pandemic influenza	Department of Health (Public Health Services)	Testing clinic facilities Premises inspection Infection controls Community information Property identification
23	Pest infestation	Department of Natural Resources and Environment Tasmania (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification
24	Public health emergency	Department of Health (Public Health Services)	Premises inspection Infection controls Community information Property identification
25	Space debris	Tasmania Police Department of State Growth Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene)	Property identification Road closures Local operations centres Plant and machinery Community information

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
26	Storm – high winds – tempest	State Emergency Service	Property identification Road closures Local operations centres Plant and machinery
27	Transport crash – aviation (Less than 1000m from the airport runway)	Tasmania Police	Property identification Road closures Local operations centres Plant and machinery
28	Transport crash – aviation (More than 1000m from the airport runway)	Tasmania Police	Property identification Road closures Local operations centres Plant and machinery
29	Transport crash marine (No environmental emergency)	Tasmania Police	Local operations centres Plant and machinery Road closures Alternative transport routes
30	Transport crash – railway	Tasmania Police Tasmanian Fire Service	Local operations centres Plant and machinery Road closures Alternative transport routes
31	Transport crash – road vehicles	Tasmania Police	Plant and machinery Road closures Alternative transport routes
32	Tsunami	Tasmania Police	Property identification Road closures Local operations centres Plant and machinery
33	Water supply contamination (drinking water)	TasWater	Property identification Road closures Local operations centres Plant and machinery Management of water carriers
34	Water supply disruption	TasWater	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

Table 6: Emergency Management Support Functions

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	Promote community information / public information and warnings
3	Essential services <ul style="list-style-type: none"> • Power • Telecommunications • Water supply • Natural gas • Stormwater 	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	DPAC (Interoperability Arrangements) Council	Provide resource support
5	Medical treatment and patient transport	Ambulance Tasmania	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including <ul style="list-style-type: none"> • Evacuation centres • Emergency accommodation • Emergency catering • Mental health and personal support • Financial assistance • Insurance • Clothing • Children services • Relief and recovery centres • Immunisation • Animal welfare • Support for business and industry, including primary producers • Restoration of critical and community infrastructure / assets • Restoration and rehabilitation of the environment 	Regional and State resources as required coordinated at the municipal level by Council	Coordinate delivery of recovery services at municipal level

SECTION 3: Prevention and Mitigation Arrangements

3.1 Definition

Prevention measures seek to eliminate the impact of hazards and/or reduce susceptibility to them. Mitigation measures accept that the event will occur and seek to reduce the inevitable impact by both:

- physical means (e.g. flood levees), and
- increasing the resilience of the community that may be impacted by those hazards.

This section describes the prevention and mitigation for hazards at municipal level.

3.2 Overview

The 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
- e climate change adaptation.

3.3 Research

Through its membership, the MEMC maintains awareness of research in relation to hazards within the municipal area. Hazards-specific responsibilities are described in [Section 2](#) of this plan.

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

3.4 Hazard risk management

In Tasmania, Management Authorities responsible for prevention and mitigation functions must ensure that processes are in place to provide specialist advice to support hazard-specific risk assessments.

At municipal level, the hazard risk assessment process is used to understand and maintain awareness of local hazards and the risk they pose to the community. Risk assessments also assist councils to prioritise risk treatment strategies when setting work programs.

3.5 Municipal risk assessment

The Meander Valley MEMC has identified the following hazards as most likely to affect the municipal area. In consultation with the appropriate Management Authority, these hazards have been risk rated against the Tasmanian Disaster Risk Assessment Guideline (TASDRA).

Table 7: Identified Hazards and Responsible Authorities

Hazard	Risk Rating	Municipal Statement in Relation to Hazard
Bushfire	High	<p>Land tenures in the Meander Valley municipality with susceptibility to bushfire include National Park, Future Potential Production Zone, Conservation Area, Permanent Timber Production Zone, and private land. Severe damage to this estate would seriously threaten public health and safety, and Tasmania’s environment, tourism industry and future economy. Of particular bushfire risk is the large tracts of Permanent Timber Production Zone forests, and associated issues with access (former forestry roads that are not maintained or accurately mapped).</p> <p>Communities adjacent to the Western Tiers from Bracknell across to Jackeys Marsh are particularly vulnerable to fire.</p> <p>The Meander Valley risk rating is consistent with State risk rating.</p>
Flood (riverine)	High	<p>A flood is an event where water inundates land that is normally dry. Flooding is the second most costly, widespread, disastrous, and frequent natural hazard in Tasmania.</p> <p>The Meander Valley risk rating is consistent with State risk rating.</p>
Food contamination	High	<p>Foodborne illness results from eating food or drinking water contaminated with disease-causing microorganisms (such as salmonella), harmful chemicals or toxins. These illnesses affect more than 4 million Australians each year and can be the cause of emergencies or result as a consequence of an emergency.</p> <p>Major events that are held in the municipality increase the risk rating (e.g. Deloraine Craft Fair, Agfest).</p>
Landslide / Landslip	High	<p>Landslide is the movement of earth, rock or debris down a slope. It is sometimes termed ‘slope failure’. With its hilly, mountainous topography, Tasmania is prone to landslides. Quick-onset slope failures tend to be a consequence of either heavy rainfall or a geological event. Slope failure has caused deaths in Tasmania along transport routes and in mines.</p> <p>There have been numerous recent incidents of landslips in the Western Tiers (associated with major rain events), resulting in long term closure of important access roads as well as other infrastructure damage. Significant associated economic impacts due to prolonged lack of access to tourist destinations.</p> <p>The Meander Valley risk rating is consistent with State.</p>

Hazard	Risk Rating	Municipal Statement in Relation to Hazard
Severe storms / Tempest	High	<p>Tasmania’s maritime climate often produces severe storms. Different parts of the state tend to be more exposed to different types of weather systems. BoM defines a weather event as severe when there is/are:</p> <ul style="list-style-type: none"> • sustained winds of gale force (63 km/h) or more • wind gusts of 90 km/h or more (100 km/h) or more • very heavy rain that may lead to flash flooding • abnormally high tides (or storm tides) expected to exceed highest astronomical tide • unusually large surf waves expected to cause dangerous conditions on the coast • widespread blizzards in Alpine area. <p>The Meander Valley risk rating is consistent with State rating. Communities adjacent to the Western Tiers such as Liffey and Golden Valley are particularly susceptible to localised storm events.</p>

Other hazards identified as medium to low risk include:

MEDIUM: Bridge/building collapse, dam failure, biosecurity (animal, human, insect, and plant), drought, epidemic (human, animal, and plant), hazardous materials, industrial accident, infrastructure failure (power, water, communication, and gas), and transport accident (road, rail).

LOW: Bomb threat, biohazards (viral, bacterial, fungal agents, and chemical toxins), civil disturbance, cyclone, fog, heat wave, land contamination/landfill site, pollution (chemical, oil, hazardous waste), terrorism, tornado, and earthquake.

Refer to the *Tasmanian Disaster Risk Assessment (TASDRA)* for further information on hazards in Tasmania.

3.6 Council prevention and mitigation activities

Council has undertaken and validated a risk assessment for the Meander Valley municipality. Emergency management stakeholders manage programs and projects to treat risks. Management Authorities for prevention and mitigation functions report on the outcomes of risk treatment programs through the emergency management governance framework.

Information captured in Section 8 of this Plan details current risk assessment findings for Meander Valley municipality and identifies responsibilities for the treatment of risks, including responsibility attributed to:

- Council
- partnerships (combination of local and state government agencies, industry, individuals)
- Tasmanian Government agencies, industry associations, industry sectors or individuals
- whole-of-government.

Details relating to the municipal risk register is detailed at Appendix 4 on page 82.

3.7 Protective security and business continuity

Emergency management includes protective security and 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 essential services is particularly important for local emergency management operations and requires ongoing review of relationships and arrangements with asset owners or managers for areas including but not limited to:

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

Protective security practices have been further integrated into all safety management systems due to the increased frequency of events that are politically motivated or associated with intentional violence. Each organisation maintains their own business continuity arrangements to enhance security. Specific advice on counter-terrorism policies and practices may be provided by TASPOL Emergency Management and Special Response Command.

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

3.8 Land use planning

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

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

Relevant elements include:

- a sediment and erosion control
- b landslip risk management
- c bushfire risk management
- d flood and debris risk management.

The Tasmanian Planning Scheme is the relevant planning scheme and includes Local Provisions Schedules for councils. For more information refer to the Tasmanian Planning Commission. Meander Valley Local Provisions Schedules can be accessed via Tasmanian Planning Scheme. Planning and Development information is available via Council's website at <https://www.meander.tas.gov.au/planning-development>

3.9 Climate change adaption

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

Adaptation to climate change requires new and changed roles, and resource allocation, at a local government level across the preparedness, response and recovery 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.

In line with the Adaptation and Resilience priority area of the Sustainability Action Plan, climate scientists were engaged from the University of Tasmania's (UTAS) Climate Futures Programme in 2021 to develop a summary of the future impacts of climate change that are projected for the Launceston region, which incorporates areas of the Meander Valley municipal area. Launceston is very fortunate to have access to climate projections at a fine scale i.e. the municipality area. Climate projections are vital for planning to adapt to climate variability and longer-term climate trends. These local climate indices will assist Council's strategic, operational, service, adaptation and emergency management planning functions to help manage climate risk. A summary of the climate projections is presented below.

Rising Temperatures

Predictions are for a rise in average temperatures of 2.6-3.3°C over the entire 21st century, consistent with the rest of Tasmania.

The projected change in average temperature will be accompanied by a change in frequency, intensity and duration of hot and cold extremes of temperature. For example, projections for Port Sorell are for an increase in the number of Summer Days (>25°C) from up to 30 days per year to almost 50 days. In highland areas, the number of Summer Days is predicted to double. Projections also indicate more very hot days and less frost-risk days.

Increased Risk of Bushfires

Fire risk across the year is predicted to change, with the fire season lasting longer into the future. Projections of bushfire danger under future climate conditions suggest that fire danger will increase across Tasmania over the next decades. The frequency of low-moderate fire danger days will decrease, with an increase seen in the number of days per year of High, Very High, Severe and Extreme fire danger days in the area also. Forest Fire Danger (FFDI) risk is expected to increase particularly in spring. This means there will be a narrower window of suitable conditions for prescribed burning in the future. This has important implications for the opportunity to carry out hazard reduction burning, which is used to reduce the risk posed by high fuel loads across the landscape.

Higher Average Rainfall

Rainfall in the lowlands is projected to slightly increase in all seasons, but decrease in the highlands for all seasons, but with some differences in rainfall pattern.

Flooding

As extreme weather events are predicted to increase in the future due to climate change, flooding is expected to change in the area resulting in potentially unpredictable impacts.

SECTION 4: Planning and Preparedness

4.1 Definition

Preparedness is the ability to be ready for, or to anticipate action, in response to an emergency occurring. Planning, exercising and lessons management are key to continually improving preparedness.

Planning and preparedness involve actions and activities to ensure that, as the risk increases or when an emergency happens, communities, resources and services are available and capable of taking appropriate actions for response and recovery.

In Tasmania, planning and preparedness is managed collaboratively between State and local government organisations, including emergency management partners.

4.2 Community resources

This section provides resources and information available to community members on what they can do to plan and prepare for an emergency event before it happens. Visit [TasALERT Get Ready](#) tab for more information and access to resources including:

Risk Ready (<https://alert.tas.gov.au/get-ready/risk-ready/>): A tool designed to improve community resilience to natural hazards. Risk Ready will improve an individual's understanding of natural hazard risks and help to plan, mitigate and manage the risk of damage. Individuals can enter an address in the search bar below to see results for each property.

Insurance Checkup (<https://alert.tas.gov.au/get-ready/insurance-checkup/>): Having the right insurance will help repair, rebuild, replace and recover. Whether you're a renter, homeowner or run a business, the Insurance Checkup can help you understand how to find the right level and type of insurance for you.

Know Your Warnings (<https://alert.tas.gov.au/know-your-warnings/>): Australia is implementing a nationally consistent warning system for emergencies like bushfire, flood, storm, and severe weather. This system is called the Australian Warning System (AWS). In Tasmania, the Australian Warning System currently applies to bushfires and floods. Knowing and understanding these warning levels will help you to be better prepared to act when the time comes.

4.3 Organisational capacity and capability

Council recognises the importance of maintaining and monitoring internal capacity and capability for emergency management, including:

- a adequate staffing and redundancy to fulfil key council emergency management roles
- b establishment and management of evacuation centres in the municipal area as required
- c establishment and coordination of relief and recovery centres in the municipal area as required

- d emergency management education and training for council workers
- e maintaining the Municipal Emergency Coordination Centre (MECC) capability
- f maintaining basic systems so resources can be requested and shared.

Council will request state support once municipal resources are exhausted, noting neighbouring councils may have similar issues. A major flood in Deloraine will require state agencies to support Meander Valley Council in the management and operation of an evacuation, relief and recovery centres.

4.4 Municipal emergency management roles

Table 8: Key Municipal-Level Emergency Management Roles

Primary role	Relief role
MEMC Chairperson (Elected Member)	MEMC Chairperson Delegate/Proxy Municipal Emergency Management Coordinator
Municipal Coordinator(MC)	Deputy Municipal Coordinator (DMC)
Municipal Recovery Coordinator (MRC)	Deputy Recovery Coordinator (DRC)

4.5 Emergency management education and training

The Municipal Coordinator is responsible for the provision of advice to council workers regarding emergency management functions. Validation activities, including exercises, are useful training opportunities that are conducted at various times by a wide range of stakeholders.

The Tasmanian Emergency Management Training ([TasEMT](#)) package is available from the SES website. The TasEMT resources can be used by workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PPRR spectrum. The SES Emergency Management Unit also conducts regular workshops.

Council is committed to undertaking awareness and validation activities to ensure that key staff and community groups are fully aware of their roles in emergency management, which includes validation of this plan.

New and current employees who form functional roles undertakes regular training as identified and available to ensure capability and capacity is maintained.

Evacuation Centre training may be provided by Red Cross with all Evacuation Centre staff undergoing either the one-day introduction or the full Evacuation Centre Manager Course. Ongoing upskilling occurs regularly throughout the year by undertaking internal training sessions and exercises.

In addition to the above, Council will periodically arrange for the delivery of other emergency management training to build additional capability. Training delivery will be sourced from the relevant state government agency or other identified organisations.

Training may include:-

- Survey 123
- WebEOC
- The List / COP
- MEMC Induction / Refresher.

4.6 Maintaining the Municipal Emergency Coordination Centre

The Municipal Emergency Coordination Centre (MECC) is maintained by the Municipal Coordinator as a facility from which to:

- a coordinate council's overall emergency response, immediate relief and recovery activities
- b coordinate requests from response and recovery organisations
- c provide municipal intelligence / information to the RMA or Regional Controller relating to the activities of council throughout response, immediate relief and recovery phases
- d promote community information, warnings and advice as required and aligned with the appropriate Management Authority.

In an emergency the MECC is activated by the Municipal Emergency Coordinator:

- a at the request of a Response Management Authority
- b at the direction of the Regional Controller.

4.7 Maintaining systems and resources

The MEMC's contact list for emergency management is maintained by the Municipal Coordinator. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders.

Council will develop and maintain resources and access to community information which may be required to support emergency response and recovery efforts. Resource support may be provided by other councils, and regional, State, or national support can be accessed through regional emergency management structures as required.

4.8 Get Ready TasALERT

Tasmania's [TasALERT](#) is the official online source of publicly available emergency management information in Tasmania. Administered by the Department of Premier and Cabinet (DPAC), the website brings together authoritative and consistent emergency and resilience information from emergency service organisations and government agencies. TasALERT information is translated into AUSLAN and nine other languages.

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, [Get Ready](#) disaster preparedness and community resilience.

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

4.9 Information Management

In Tasmania, personnel involved in emergency management activities use WEBEOC to record and share information, decisions, tasks, reports, plans and documents relating to the event.

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 Incident Action Plans (IAPS)
- c resource allocation
- d damage impact assessment.

Council will use WEBEOC during emergency events to upload IAPs and SitReps to ensure situational awareness is maintained. Damage Impact assessment information will be uploaded for all Council owned assets.

4.10 Cost capture and financial administration

Council maintains systems and processes so that emergency-related expenditure can be authorised and recorded, and (if applicable) reimbursement of emergency event expenditure, which is requested through the Tasmanian Relief and Recovery Arrangements (TRRA).

Preparedness includes identifying the positions responsible for collating the costs of response and recovery efforts.

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

SECTION 5: Response Arrangements

5.1 Definition

An emergency response is an immediate, systematic response to an unexpected or dangerous occurrence. The goal of emergency response is the immediate protection of people, property, and the environment. Emergencies warranting an emergency response range from hazardous material spills to natural disasters.

5.2 Overview

Emergency response considers actions taken in anticipation of, during, and immediately after an emergency to minimise its effects so people affected have immediate relief and support.

Tasmania recognises two focus areas of emergency response:

1. **Tactical / Operational Response:** The Response Management Authority asserts command and control of operational resources to resolve the incident.
2. **Emergency Management and Coordination:** Tasmania's emergency management arrangements are activated at either State, regional and/or municipal level to facilitate the coordination and management of consequences. Coordination structures transition emergency response activities, including immediate relief measures, to short-medium- or long-term recovery.

This section describes how roles and responsibilities relevant to municipal emergency management generally apply in periods of emergency response.

5.3 Activation of emergency response

In general, emergency response can be segmented into five clearly defined stages. These stages are designed to ensure a graduated response to emergency events, thereby reducing the possibility of under or over reaction. Table 9 below sets out the emergency response stages in detail.

Table 9: Emergency Response Stages

Stage	Response	Details
Stage 1	Alert	<p>Alert stage may be declared when the appropriate Management Authority receives notification regarding the potential for an emergency event to occur.</p> <p>Advice will be relayed to Municipal Emergency Coordinator(s) regarding the potential for an emergency which may necessitate response activities.</p> <p>Note: Some emergencies can occur without warning, triggering immediate activation (Stage 3).</p>
Stage 2	Standby	<p>Standby stage may be declared when the appropriate Management Authority considers or is advised an emergency response is imminent. During this stage planning for tactical response activities will commence.</p> <p>Notification to Municipal Emergency Coordinator(s) and broader emergency management stakeholders is common. Local and State Government organisations may commence passive measures in preparation for an emergency occurring.</p>
Stage 3	Activation	<p>Activation stage is declared when active emergency response measures are required or underway. Tactical emergency response operations and the dissemination of public information and warnings are the responsibility of the Response Management Authority.</p> <p>Depending on the size, scale and complexity of the emergency, coordination centres at municipal, regional or State-levels are activated to manage consequences.</p> <p>During this stage immediate relief activities may be operating in parallel (e.g. evacuation centres, emergency financial assistance to affected individuals). Planning for recovery based on anticipated social, environmental, built, and economic impacts should commence.</p>
Stage 4	Stand-down	<p>Stand-down stage occurs when tactical emergency response operations have ceased and the immediate threat to life, property or the environment has passed.</p> <p>Municipal, regional or State coordination centres continue to operate. Impact and damage assessments commence to inform immediate, medium to long-term recovery measures.</p> <p>There is potential for a surge in immediate relief activities during this stage.</p>
Stage 5	Recovery	<p>Transition to recovery occurs.</p> <p>Recovery stage is informed by the assessment of social, economic, infrastructure and natural environments after an emergency has occurred. Effective recovery supports the restoration and rehabilitation of each recovery domain, enabling a community to return to an effective level of functioning.</p>

5.4 Activation of a Municipal Emergency Coordination Centre

Tactical emergency response operations and the dissemination of public information, warnings and advice is managed by the relevant Response Management Authority.

The Regional Emergency Management Controller can activate broader emergency management arrangements as necessary to manage and coordinate consequences of the emergency. This may include the activation of municipal or regional emergency coordination centres. Legislated emergency powers do not need to be activated for this to occur.

Primary function of a Municipal Emergency Coordination Centre is to:

- a manage and coordinate council's municipal resources to support emergency response activities
- b coordinate requests from the Response Management Authority as required
- c manage evacuation, relief and recovery centres as required under the direction of the Regional Emergency Controller or Response Management Authority
- d timely provision of information and advice to the Regional Controller or Response Management Authority regarding municipal activities and impacts
- e timely dissemination of public information, warnings and advice to the community
- f identification of additional emergency requirements (e.g. activation of regional recovery arrangements).

The location of Council's primary and secondary MECC are identified at [Appendix 5](#) on page 84.

The Municipal Coordinator leads council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC.

The response structure is determined by the size and complexity of the emergency and typically comprises of internal council officers to fulfil the following functions:

- a. Municipal Coordinator or deputy
- b. Incident Controller (could be the Municipal Coordinator or deputy - but could also be one of three trained employees)
- c. Public Information and Comms Officer
- d. Operations Officer
 - i. Closure of roads (during a flood emergency)
 - ii. Community requests of assistance
- e. Planning Officer (flood specific trained)
 - i. Analysis of BoM information to inform community impact (during a flood emergency)
- f. Logistics Officer

- g. Safety Officer
- h. Recovery Coordinator or deputy
- i. Evacuation Coordination Team (if needed)
- j. Evacuation Centre Manager & staff (if needed).

These arrangements are designed to be flexible and scalable. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, one person may manage all or multiple functions.

If council’s capacity to support response is exceeded, the Municipal Coordinator will seek support from other councils or the state.

Duty statements relevant to the MECC positions are detailed at [Appendix 9](#) on page 91.

5.5 Consequence management and coordination

A key focus for the Regional Controller is consequence management, including public information strategies, in consultation with the regional emergency management network. If support beyond the capacity of the region is required, the Regional Controller may request assistance from other regions or the State Controller.

If Council’s capacity to support response is exceeded, the Municipal Coordinator will seek regional support from the REMC through the Executive Officer (Regional Coordinator) or SES Regional Manager/Duty Officer (operational matters).

Table 10: All Hazards Response - Typical Council Actions

Note: Please refer to [Table 2: Acronyms](#)

Row	Phase	Responsibilities	Council considerations/actions
1	Alert	<ul style="list-style-type: none"> • Monitor situation • Brief stakeholders 	<ul style="list-style-type: none"> • Advise Council stakeholders and MEMC • Monitor situation
2	Stand-by	<ul style="list-style-type: none"> • Maintain situational awareness • Prepare to deploy for response • Disseminate public information and warnings across municipal networks • Nominate media/information officer and advise stakeholders • Consider MEMC meeting 	<ul style="list-style-type: none"> • Update stakeholders (council, MEMC) and circulate latest Contact List/Action Cards • Consider MEMC meeting • Locate keys to centres, notify centre manager, and arrange staff rosters • Identify MECC personnel and draft rosters for next 24 hours • Locate supplies to be needed in first few hours
3	Response	<ul style="list-style-type: none"> • Maintain situational awareness of emergency • Establish command and control arrangements for MECC • Deploy resources and request extra assistance as required 	<ul style="list-style-type: none"> • Establish and communicate coordination location for council resources/requests • Establish IMT • Manage requests for assistance and council resources • Provide operational assistance

Row	Phase	Responsibilities	Council considerations/actions
		<ul style="list-style-type: none"> Assess impacts and effectiveness of response strategies Disseminate public information and warnings as required Provide information: SitReps to Regional Controller Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> Open and manage centres as required e.g. evacuation centres Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs Update stakeholders and RC as required Coordinate meals, relief and accommodation for workers
4	Stand down	<ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response Liaise with council and MRC regarding the status of recovery operations and arrange handover Confirm end/close of response and stand-down assess need for resupply of consumable items 	<ul style="list-style-type: none"> Confirm end/close of council operations for response Liaise with recovery workers and assess needs (MRC) Reinstate transport routes etc. Consider establishing municipal Recovery Group Close centres as agreed Collate operational logs Finance: collate all costs associated with emergency response activities.
5	Debrief	<ul style="list-style-type: none"> Conduct internal debrief/s Participate in multi-agency debriefs as required and report to RC, MEMC and REMC 	<ul style="list-style-type: none"> Conduct council worker debrief Arrange for MEMC debrief and report to Regional Coordinator, MEMC and REMC

5.6 Public information and warnings

TasALERT (www.tasalert.com.au) is Tasmania's official online emergency information source. 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 specific to that incident.

Response Management Authorities are responsible for the dissemination of public information and warnings and communicating potential impacts and consequences to the community.

Warnings provide individuals and communities with real time information on what is happening and what they need to do. Warnings are also sent to media outlets (radio and television) for public broadcast. Council may support emergency communications by relaying warnings in accordance with the:

- a Response Management Authority
- b Regional Emergency Management Coordinator
- c Regional Emergency Management Controller.

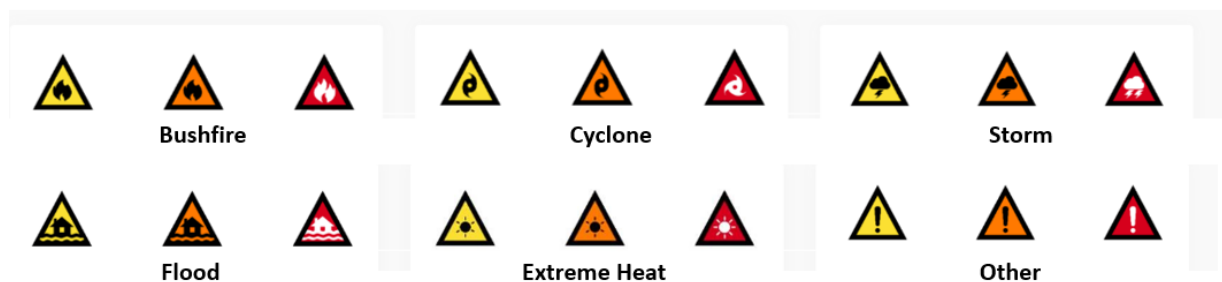
Council and relevant Management Authorities work together to ensure that messages are consistent and coordinated. Radio, television and doorknocking may all need to be used.

5.7 Know your warnings

In 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 reporting will not always provide the level of detail required to meet the needs of an affected community.

The TasALERT Know Your Warning page provides valuable, up-to-date information on emergency icons, and consistent warning system for emergencies like bushfire, flood, storm, and severe weather.

The Australian Warning System is a new national approach to information and Calls to Actions for hazards like bushfire, flood, storm, cyclone, extreme heat and severe weather.



A warning provides point-in-time information about a hazard that is impacting or is expected to impact communities. It describes the impact and expected consequences for communities and includes advice on what people should do.

There are three warning levels:

Advice (Yellow): An incident has started. There is no immediate danger. Stay up to date in case the situation changes.

Watch and Act (Orange): There is a heightened level of threat. Conditions are changing and you need to start acting now to protect you and your family.

Emergency Warning (Red): An Emergency Warning is the highest level of warning. You may be in danger and need to act immediately. Any delay now puts your life at risk.


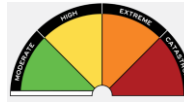
Each warning level has a set of action statements to give the community clearer advice about what to do. Calls to Action can be used flexibly across all three warning levels depending on the hazard.

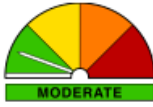
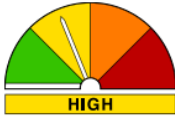


Table 11: Public Warning Levels and Associated Action Statement

Advice	Watch and Act	Emergency Warning
Prepare now Stay informed Monitor conditions Stay informed/threat is reduced Avoid the area Return with caution Avoid smoke	Prepare to leave/evacuate Leave/evacuate now (if you are not prepared) Prepare to take shelter Move/stay indoors Stay near shelter Walk two or more streets back Monitor conditions as they are changing Be aware of ember attacks Move to higher ground (away from creeks/rivers/coast) Limit time outside (cyclone, heat asthma) Avoid the area Stay away from damaged buildings and other hazards Prepare for isolation Protect yourself against the impacts of extreme heat Do not enter flood water Not safe to return Prepare your property (cyclone/storm)	Leave/evacuate (immediately, by am/pm/hazard timing) Seek/take shelter now Shelter indoors now Too late/dangerous to leave

Table 12: Other Public Warnings

Hazard	Warning Type/indication	Issuing Agency
Flood		
Flood watch	Alert, Watch or Advice of possible flooding, if flood producing rain is expected to happen soon/imminently. The general weather forecasts can also refer to flood producing rain.	BoM
Flood warnings	Warnings of Minor, Moderate or Major flooding in areas where BoM (the Bureau) has specialised warning systems in place. In these areas the flood warning message will identify the river valley, the locations expected to be flooded, and the likely severity of the flooding when it is likely to occur.	BoM
Minor flood warning	Causes inconvenience. Low-lying areas next to watercourses are inundated which may require the removal of stock and equipment. Minor roads may be closed, and low-level bridges submerged.	BoM
Moderate flood warning	In addition to the above, the evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas requiring the removal of stock.	BoM
Major flood warning	In addition to the above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood affected areas may be required.	BoM

Hazard	Warning Type/indication	Issuing Agency
Severe Weather		
Severe weather warnings	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides.	BoM
Damaging winds	Gusts expected more than 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction), or destructive winds above 125 km/h	BoM
Dangerous surf	Issued when swell is expected to exceed 6 metres about the north and east coasts, and 7 metres about the southeast coast	BoM
Abnormally high tides	Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and maritime activities (generally when water level expected to reach 40cm above normal spring tide level)	BoM
Very heavy rain that may lead to flash flooding	Issued when the rainfall rate over one hour is expected to exceed the one in 5 or 1 in 10-year return period	BoM
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> • hail greater than 2cm diameter • wind gusts greater than 100 km/h • flash flooding • tornadoes 	BoM
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions e.g. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM
Fire		
Fire weather warning	Issued when the rating on the fire danger scale is expected to exceed thresholds agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania.	BoM
Smoke Alert 	Smoke Alert Provides information about smoke from a fire, bushfire or fuel reduction burn that may impact a community or areas of Tasmania.	TFS
No Rating (FBI 0-11) 	On days of minimal risk, no rating will be issued. Action: Fires may start but are unlikely to spread in a fast or threatening way.	TFS

Hazard	Warning Type/indication	Issuing Agency
Moderate Fire Danger Rating (FBI 12-23) 	Plan and Prepare Most fires can be controlled. Action: Stay up to date and be ready to act if there is a fire	TFS
High Fire Danger Rating (FBI 24-49) 	Be Ready to Act Fires can be dangerous Action: There's a heightened risk. Be alert for fires in your area. Decide what you will do if a fire starts. If a fire starts, your life and property may be at risk. The safest option is to avoid bush fire risk areas.	TFS
Extreme Fire Danger Rating (FBI 50-99) 	Act now to protect your life and property Fire will spread quickly and be extremely dangerous Action: These are dangerous fire conditions. Check your bushfire plan and that your property is fire ready. If a fire starts, take immediate action. If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts. Reconsider travel through bush fire risk areas.	TFS
Catastrophic Fire Danger Rating (FBI 100+) 	For your survival, leave bush fire risk areas If a fire starts and takes hold, lives are likely to be lost Action: These are the most dangerous conditions for a fire. Your life may depend on the decisions you make, even before there is a fire. Stay safe by going to a safer location early in the morning or the night before. Homes cannot withstand fires in these conditions. You may not be able to leave, and help may not be available.	TFS
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
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
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM

5.8 Tasmanian Emergency Information Service

When activated, the Tasmanian Emergency Information Service (TEIS) call centre provides an initial point of contact for the community to access information about an emergency. TEIS is activated by the Department of Premier and Cabinet, on request from the relevant Response Management Authority or Support Agency.

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

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

TEIS operates on a fee-for-service basis.

Table 13: 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 (e.g. MC/MRC)	Media
3	Other centres e.g. evacuation	Actions/ responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. MC/MRC)	Media TEIS
4	Municipal area	Impact of emergency on local community	Mayor	Council media officer	Council media officer	Media Council website TEIS CALD
5	Within the Region	Impact of the emergency on the region	Regional Controller	RECC	Regional Controller	Media Council website TEIS CALD
			Response Management Authority	Regional Media Officer	Response Management Authority Regional Liaison	
			Regional Social Recovery Coordinator	Regional Recovery Officer / RECC	Regional Controller through the Regional EM Coordinator	

Row	Location	Scope of information	Provided by	Developed by	Cleared by	Distribution methods
6	Rest of the State	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director DPFEM Media Unit Government Media Office	SES Director DPFEM Media Unit Government Media Officer	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	

5.9 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.

5.10 Evacuation 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, e.g. Council, Department of State Growth.

The 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 managing Evacuation Centres within the Meander Valley area, including the registration of evacuees.

Council also has several support roles, and the Municipal Coordinator may be contacted for advice and assistance with:

- evacuation risk assessment and decision to evacuate
- withdrawal coordination
- traffic management
- establishment of evacuation centres, relief centres or recovery centres
- liaising with responsible agencies on alternative emergency accommodation
- animal welfare (pets, companion animals, livestock) if facilities are available
- decision to return.

If necessary, Tasmanian Police 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 short and long-term evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in Appendix 6 on page 85 and Appendix 7 on page 86.

5.11 Decision to Evacuate

The decision to evacuate people rests with the Response Management Authority, who consults with the Regional Emergency Controller, Tasmania Police and Council as required. If a decision to evacuate is made, public warnings will be issued.

5.12 Withdrawal

Tasmania Police are the designated Management Authority for evacuations. Once a decision to evacuate has been made, Police will appoint an Evacuation Coordinator to manage the withdrawal process, shelter and safe return of impacted individuals.

5.13 Shelter

The provision of emergency sheltering to protect individuals from the threat of disaster and assist with meeting their basic needs is complex and dynamic. It may involve dealing with people under a great deal of stress; marginalised people affected by homelessness, drug and alcohol abuse or mental health issues; and newly arrived people or tourists.

Emergency sheltering encompasses two different phases – immediate and temporary sheltering. The two phases are not sequential:

1. Immediate sheltering is when people seek temporary short-term respite in a safer location for a period of between 1-18 hours. The provision of bedding and substantial meals may not be available or required. Examples include public storm shelters and places of refuge.
2. Temporary sheltering is a stay in a safer location for a period, often more than 18 hours and may extend into weeks or even months. The provision of bedding, substantial meals and more comprehensive support is required. Evacuation centres are a type of temporary sheltering.

5.14 Nearby safer place

A nearby safer place is a place of last resort for people during bushfire emergencies. If you have no bushfire survival plan, or your plan has failed, a nearby safer place may be your last resort when there is an imminent threat of bushfire.

Tasmania Fire Service identifies some nearby safer places and lists these in Community Bushfire Protection Plans. Nearby Safer Places are assessed annually.

Nearby Safer Place details are listed at Appendix 8 on page 90.

The Response Management Authority is responsible for deciding when it is safe for evacuees to return to an area, in consultation with Police and other supporting agencies. A TASPOL

Evacuation Coordinator may be required to plan and manage the return of evacuees. Longer-term evacuees are managed by recovery agencies.

5.15 Damage and impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment. Reporting damage and impacts using spatial mapping capability can assist with recording the outcomes of assessments and supporting broader consequence management planning.

Secondary impact assessments may be coordinated through a RECC and Council may be asked to assist with this work by providing municipal-level details and assessments.

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

- a number of injuries and deaths
- b housing/accommodation needs
- c energy supply interruptions / outages
- d potable water supply
- e transport networks and alternative route planning
- f telecommunications
- g stormwater infrastructure and waterways
- 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.

5.16 Debriefs

Immediately after an emergency, some issues invariably require investigation and discussion to identify learnings and the need for changed or new processes and systems. These 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
- 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 and the REMC.

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

5.17 Administration finance and cost capture

Records related to response are subject to the usual records management provisions and archiving legislation and treated accordingly. Emergency response 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 reimbursed under:

1. Natural Disaster Relief and Recovery Arrangements (Commonwealth)
2. Tasmanian Relief and Recovery Arrangements (State)

Specific financial assistance to councils is provided under the Tasmanian Natural Disaster Relief to Local Government policy.

Disaster funding arrangements are activated once eligibility criteria are met. Cost capture systems are established to align with the different types of eligible expenditure as per Table 14.

Table 14: Summary of Disaster Funding Expenses

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

DRFA Category	Type	Claimable expenses
Category C	Non-Essential	<p>No automatic coverage, however, an affected area may apply for a Community Recovery Fund for reimbursement of eligible</p> <p>Expenditure associated with repairs of non-essential infrastructure (e.g. repairs to sportsgrounds, playgrounds, tracks, trails, etc.)</p> <p>A Fund may also include community awareness and education campaigns and other resilience building grants</p> <p>Applications for Category C assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister</p>
Category D	Non-Essential	<p>A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional.</p> <p>Applications for Category D assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister</p>

All eligible expenditure 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 (e.g. 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 Municipal Coordinator will discuss the matter first with OSEM (DPAC). Where appropriate, a written application will be developed and submitted to OSEM.

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

SECTION 6: Recovery Arrangements

6.1 Definition

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.

6.2 Recovery arrangements

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.

Tasmania's State Recovery Plan describes State and regional-level recovery arrangements and should be read in conjunction with this Plan.

Responsibilities for recovery at municipal level 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:

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

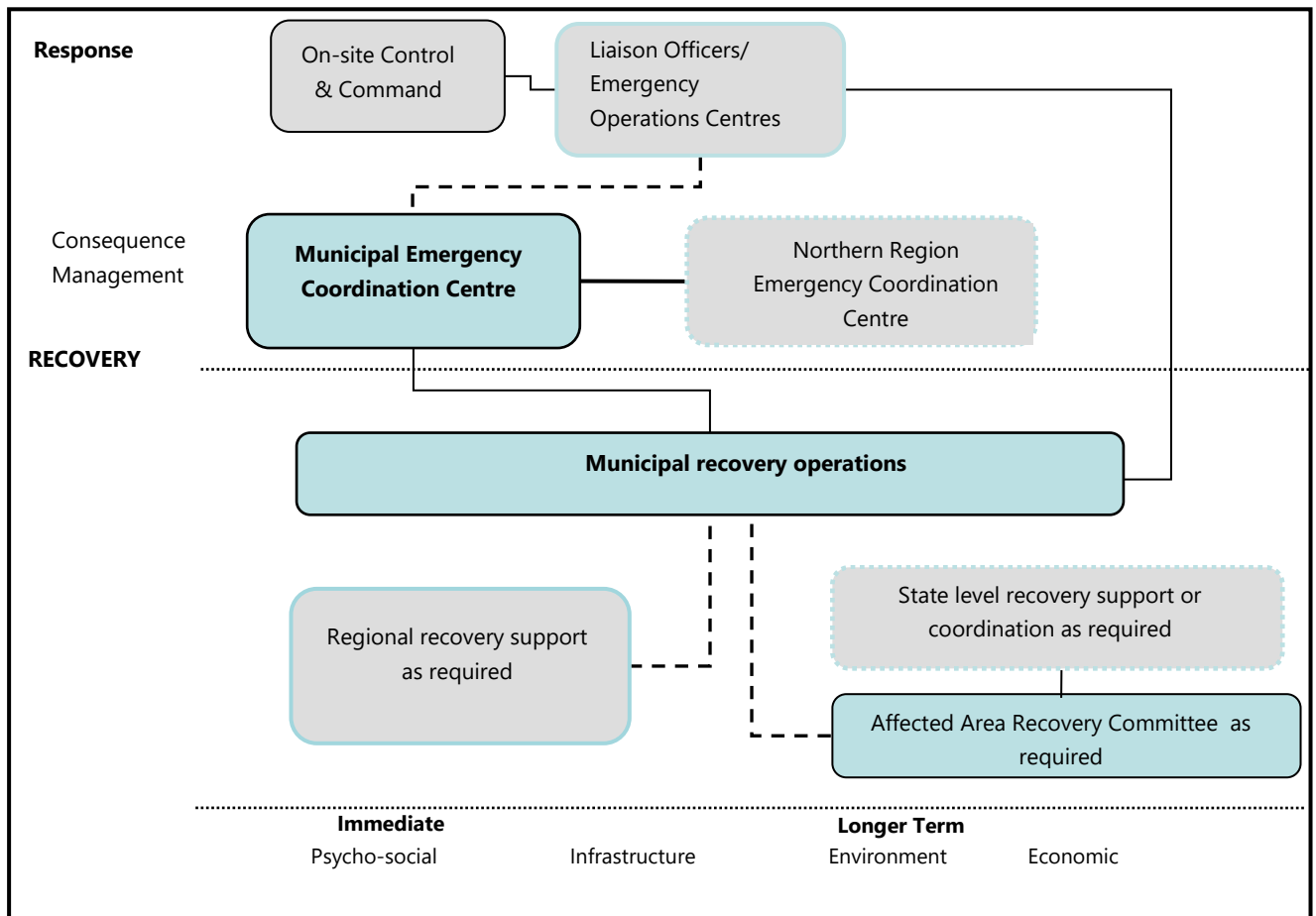


Figure 3: Community recovery arrangements

Legend:

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

6.3 Recovery information

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

- Response Management Authority website and social media
- TasALERT website and social media
- radio, television and print media
- public meetings, Evacuation and Recovery Centres and outreach visits.

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

The mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community. The mayor will need to be supported by the Communications Officer, who can prepare community and media statements. The Municipal Coordinator or Municipal Recovery Coordinator will provide the mayor with recovery-related information.

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

6.4 At risk groups of people

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

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

- a manage and maintain 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)
- e provide local demographic information and advice to stakeholders as able and required.

Council works collaboratively with response management authorities across all vulnerable and at-risk people to inform the above activities.

6.5 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 Municipal Coordinator, supported by the Regional Recovery Officer.

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in [Appendix 6](#) on page 85 and [Appendix 7](#) on page 86. Recovery facilities are activated on request or advice from:

- a Municipal Emergency Coordinator
- b Municipal Recovery Coordinator
- c Regional Emergency Management Coordinator
- d Regional Emergency Management Controller.

Council is responsible for contributing to ongoing impact assessments of council infrastructure, particularly as they relate to informing immediate to longer-term recovery measures.

Council registration processes must follow procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements. Council will put processes in place to manage personal information that is compatible with the Tasmanian Government's Survey 1, 2, 3 application. Registration data collected by Council must be provided to Tasmanian Government agencies for recovery purposes.

6.6 Long term recovery

As the response phase draws to a close, recovery activities transition from immediate, short-term relief measures to long-term recovery structures 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 Municipal Emergency Management Committee, Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery requirements.

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

In localised events, the Municipal Coordinator may consider it necessary to establish a local Community Recovery Committee (CRC) as soon as practicable. This group will include appropriate affected people, existing community groups and agencies to begin recovery discussions.

CRC's role is to guide or coordinate recovery activities at the local or regional level following an emergency event. This may be carried out through information sharing, collaboration and shared decision making. A CRC'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.

The CRCs may be established in the form of an Affected Area Recovery Committee (AARC), or other type of committee as determined by the affected community.

Table 15: Long-term Recovery Coordination Arrangements

Category	Responsibility	Support
Long-term recovery management and coordination		
Level 1	Municipal Committee	Supported by councils, Regional Committees and non-government organisations
Level 2	DPAC (RRT) CRCs (Community Recovery Committees)	Supported by Regional Committees, Tasmanian Government agencies and non-government organisations
Level 3	DPAC (RRT) or Recovery Taskforce CRCs (Community Recovery Committees)	Supported by Tasmanian Government agencies and non-government organisations
Level 4	Governance structure as determined by Premier CRCs (Community Recovery Committees)	Supported by the Australian Government, Tasmanian Government agencies and non-government organisations

For a municipal scale event, a CRC is usually chaired by the mayor, the municipal coordinator or another regional/local representative. CRCs can include representatives from affected communities, local government, state government agencies and other organisations with a significant recovery role.

For a level 2 event involving state support from multiple Tasmanian government coordinating agencies, as per their functional responsibilities, DPAC (Resilience & Recovery Tasmania) is responsible for coordinating whole-of-government recovery planning and providing executive and secretariat support to CRCs.

A CRC will typically develop a recovery plan that:

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

The CRC 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
- c progress reports for Council, the community, SEMC, REMC and any other agency/organisation as agreed and appropriate, including progressive summaries/ analysis of records (financial and information).

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 the establishment of Community Recovery Committees (CRC). CRCs then report to the SRC and may seek additional support or raise emerging issues through the SRC.

State-coordinated recovery (Level 3) involves the Tasmanian Government coordinating recovery through CRCs, as well as appointing a Recovery Taskforce as a temporary division within DPAC.

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.

6.7 Recovery functions

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

For emergencies which impact the region or state the primary role in providing recovery services is DPAC, these can be support by Council and by a number of other Tasmanian Government agencies and NGOs, depending on the capacity and presence of support services in the area.

A summary of recovery functions is detailed at Appendix 11 on page 98.

.

SECTION 7: Plan Administration

7.1 Plan Contact

This Plan is maintained by the Executive Officer for the Meander Valley Municipal Emergency Management Committee. Feedback regarding this plan should be made in writing to:

Email: mail@mvc.tas.gov.au

Mail: Executive Officer

Meander Valley Emergency Management Committee

Meander Valley Council

PO Box 102, WESTBURY TAS 7303

Phone: (03) 6393 5300

7.2 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.

In reviewing the MEMP, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at [Section 4.4](#).

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 16: Document Issue History

Issue No.	Year Approved	Comments/Summary of Main Changes
1	1994	New Issue
2	1996	Complete revision and re-issue
3	2005	Complete revision and re-issue
4	2013	Complete revision and re-issue
4.1	N/A	Published May 2014 with deleted blank page between sections 5.4 & 5.5. Include page break between Duty Cards 4 and 5 in section 5.5 and updated section 4.3 and page footers to reflect corrections and edition release
5	2016	Review and re-issued
6	2020	Review and re-issue
6.1	2022	Amendments to property address details in section 5.6
7	2024	Review and re-issued

7.3 Consultation for this issue

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

- Meander Valley MEMC members
- SES Regional Emergency Management Coordinator – North
- Northern Region Emergency Management Controller.

7.4 Distribution List

This Plan will be available electronically through WEBEOC once approved. Electronic copies will be provided as follows:

Table 17: Plan Distribution List

Organisation	Position
Council	<ul style="list-style-type: none">• All MEMC Members• Mayor and Councillors• General Manager
SES	<ul style="list-style-type: none">• Unit Manager, SES Northern Region Unit• Regional Emergency Management Coordinator• SES Regional Manager• SES Emergency Management Unit (for SES Director, State Controller)
Tasmania Police	<ul style="list-style-type: none">• Regional Emergency Management Controller• Officer in Charge (OIC), Longford
Tasmania Fire Service	<ul style="list-style-type: none">• Regional Chief and District Officer (DO), Northern Region
Ambulance Tasmania	<ul style="list-style-type: none">• Superintendent, Northern Region
Neighbouring Councils	<ul style="list-style-type: none">• Launceston, Northern Midlands, Central Highlands, West Tamar and Latrobe/Kentish
Other Organisations	<ul style="list-style-type: none">• NEMA Tasmanian state representatives

7.5 Communications plan summary

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

1. email copies sent to the positions listed in the above table
2. submitted for noting by Northern REMC
3. endorsement by MEMC
4. published on Council's public website.

7.6 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.

SECTION 8: 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 Tasmanian Legislation
Appendix 2	MEMC Terms of Reference
Appendix 3	MEMC Maintenance and Activity Schedule
Appendix 4	Municipal Risk Register
Appendix 5	Centres for Emergency Management
Appendix 6	Evacuation Centre within Meander Valley
Appendix 7	Other Community Centres
Appendix 8	Nearby Safer Places within Meander Valley
Appendix 9	Duty Statements for the MECC
Appendix 10	Guidelines for Municipal Coordinator and MECC
Appendix 11	Recovery Functions Summary
Appendix 12	Other Contact Lists

Appendix 1: List of Tasmanian Legislation

Tasmanian legislation related to emergency management.

Table 18: Applicable Tasmanian Legislation

Legislation	Subject
<i>Biosecurity Act 2019</i>	to provide for the protection and enhancement of Tasmania's biosecurity status for the benefit of Tasmania's industries, environment and public wellbeing by providing for the prevention, detection and control of animal and plant disease, pests and other biosecurity matter.
<i>Building Act 2016</i>	building emergency work
<i>COVID-19 Disease Emergency (Commercial Leases) Act 2020</i>	(a) to implement measures that may assist the continued functioning of the economy during the financial hardship period and the recovery of the economy after the end of the period; and (b) to enable an appropriate apportioning, between parties to a protected lease, of the financial burden caused to the parties by, or relating to, the disease-related factors.
<i>Dangerous Goods (Road and Rail Transport) Act 2010</i>	to regulate by nationally consistent legislation the transport of dangerous goods by road and rail to promote public safety and protect property and the environment
<i>Electricity Supply Industry Act 1995</i>	to promote efficiency and competition in the electricity supply industry, to provide for a safe and efficient system of electricity generation, transmission, distribution and supply, to provide for the safety of electrical installations, equipment and appliances, to enforce proper standards in the performance of electrical work, to protect the interests of consumers of electricity and for related purposes
<i>Emergency Management Act 2006</i>	to provide for the protection of life, property and the environment in the event of an emergency, to establish emergency management arrangements, and to provide for certain rescue and retrieval operations
<i>Environmental Management and Pollution Control (Waste Management) Regulations 2020</i>	to regulate and manage controlled waste which is the most hazardous category of waste and requires special management, including chemicals, poisons, fish waste and sewage
<i>Environmental Management and Pollution Control Act 1994</i>	emergency authorisations of an act or omission that might otherwise constitute a contravention of this Act
<i>Fire Service Act 1979</i>	to consolidate and amend the law relating to preventing and extinguishing fires and the protection of life and property from fire

Legislation	Subject
<i>Food Act 2003</i>	emergency powers to prevent or reduce the possibility of a serious danger to public health or to mitigate the adverse consequences of a serious danger to public health
<i>Gas Industry Act 2019</i>	to regulate gas related activities
<i>Gas Safety Act 2019</i>	to regulate the gas industry, to provide for safety and technical standards that ensure that the gas supply industry, gas facilities, gas installations, gas appliances, gas storage systems and gas conditioning systems are constructed, maintained and operated to a high standard of safety and in a manner that protects persons and property, and for related purposes
<i>General Fire Regulations 2021</i>	regulations regarding fire protection, evacuation and containment of fire hazards
<i>Land Use Planning and Approvals Act 1993</i>	to make provision for land use planning and approvals, including risk from environmental or natural hazard
<i>Local Government Act 1993</i>	to provide for local government and establish councils to plan for, develop and manage municipal areas in the interests of their communities
<i>Marine and Safety Authority Act 1997</i>	to establish the Marine and Safety Authority and for related matters
<i>Marine Farming Planning Act 1995</i>	to provide for the planning of marine waters for marine farming and the allocation of marine farming leases, including Emergency arrangements
<i>Marine Search and Rescue Act 1971</i>	to make provision with respect to the carrying out of certain marine search and rescue operations
<i>Marine-related Incidents (MARPOL Implementation) Act 2020</i>	to protect State waters from pollution by oil and other substances, and to give effect to certain parts of the MARPOL Convention
<i>Natural Resource Management Act 2002</i>	to establish committees for natural resource management and to provide for the development of regional strategies for natural resource management
<i>Petroleum Products Emergency Act 1994</i>	to provide for the conservation of petroleum products in the event or likely event of shortages of supplies of petroleum products occurring in the State
<i>Police Powers (Public Safety) Act 2005</i>	to authorise police officers to stop and search persons and vehicles, to question persons and to seize things for the purposes of public safety

Legislation	Subject
<i>Public Health Act 1997</i>	to protect and promote the health of communities in the State and reduce the incidence of preventable illness, including emergency powers
<i>Radiation Protection Act 2005</i>	for the protection of people and the environment from harmful radiation, including emergency powers
<i>Rail Safety National Law (Tasmania) Act 2012</i>	to apply as a law of this State a national law relating to the provision of a national system of rail safety
<i>Security-sensitive Dangerous Substances Act 2005</i>	to restrict and regulate access to certain dangerous substances whose deliberate misuse would constitute an especial threat to State security and public safety, to regulate and monitor, and improve the security of, commercial, industrial and other activities carried out in connection with such dangerous substances
<i>Terrorism (Commonwealth Powers) Act 2002</i>	to refer certain matters relating to terrorist acts to the Parliament of the Commonwealth for the purposes of section 51(xxxvii) of the Constitution of the Commonwealth
<i>Terrorism (Preventive Detention) Act 2005</i>	to allow persons to be taken into custody and detained in order to prevent an imminent terrorist act occurring or preserve evidence of, or relating to, a recent terrorist act
<i>Water Management Act 1999</i>	to provide for the management of Tasmania's water resources, including water supply emergencies
<i>Work Health and Safety Act 2012</i>	to secure the health, safety and welfare of persons at work and for related purposes

Standards, reports and resources

Row	Title	Custodian	Version	Date
1	Choosing Your Words	AGD	2	2008
2	Tasmanian Municipal Emergency Management Guidelines	LGAT	Issue 2	2020
3	Tasmanian State Disaster Risk Assessment	SES		2022
4	Tasmanian Emergency Risk Assessment Guidelines	SES		2017

Strategies and frameworks	
SEMC Strategic Directions Framework 2020-2025	Department of Premier and Cabinet
Tasmanian Disaster Resilience Strategy 2020-2025	Department of Premier and Cabinet
Risk assessment	
Tasmanian Disaster Risk Assessment (TASDRA)	Department of Police, Fire and Emergency Management
Tasmanian Emergency Risk Assessment Guidelines	Department of Police, Fire and Emergency Management
National Emergency Risk Assessment Guidelines	Australian Institute for Disaster Resilience
Prevention, mitigation and risk reduction	
Guide to considering natural hazard risks in land use planning and building control	Department of Premier and Cabinet
Principles for the consideration of Natural Hazards in the Planning System	Department of Premier and Cabinet
Preparedness	
Managing Exercises: A handbook for Tasmanian Government agencies	Department of Police, Fire and Emergency Management
Response	
Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook	Australian Institute for Disaster Resilience
Emergency Evacuation Framework	Tasmania Police
Heatwave Ready Tasmania: Resources for residential aged care facilities in Tasmania	Department of Health
People at Increased Risk in an Emergency: A guide for Tasmanian government and non-government community service providers	State Emergency Management Committee
Spontaneous Volunteer Management Resource Kit: Helping to manage spontaneous volunteers in emergencies	Australian Government Department of Housing, Community Services and Indigenous Affairs
State Special Emergency Management Plans and other plans (available on the Tasmanian Emergency Management System)	
<i>Biosecurity Emergencies</i>	Department of Natural Resources and Environment
<i>Cetacean Incident Manual: ...</i>	Department of Natural Resources and Environment
Dam Safety Emergencies	Department of Natural Resources and Environment

<i>Electricity, Gas and Liquid Fuel Supply Disruption Arrangements</i>	Department of State Growth
<i>Flood</i>	State Emergency Service
<i>Hazardous Materials Emergencies</i>	Tasmania Fire Service
<i>Impact and Damage Assessment</i>	Department of Premier and Cabinet
<i>Interoperability Arrangements for Sharing Skilled Resources in Tasmania</i>	Department of Premier and Cabinet
<i>Pandemic Influenza</i>	Department of Health
<i>Port Safety Plan for Visits of Nuclear-Powered Warships to Hobart</i>	Tasmanian Government State Emergency Service, Issue 5, 2023
<i>State Fire Protection Plan</i>	Tasmania Fire Service
<u>State Recovery Plan</u>	Department of Premier and Cabinet
<u>State Road and Bridge Emergency Management Plan</u>	Department of State Growth
<i>State Tsunami Emergency Response Plan</i>	State Emergency Service
<i>Structural Collapse</i>	Tasmania Fire Service
<i>Tasmanian Counter-Terrorism Arrangements</i>	Tasmania Police
<u>Tasmanian Marine Oil and Chemical Spill Contingency Plan (TasPlan)</u>	Environment Protection Authority
<i>Tasmanian Mass Casualty Management Arrangements</i>	Department of Health
<i>Tasmanian Public Health Emergencies Management Plan</i>	Department of Health
<i>Tasmanian Search and Rescue Plan</i>	Department of Police, Fire and Emergency Management
<i>Tasmanian Wilderness World Heritage Area Fire Management Plan</i>	Department of Natural Resources and Environment
<i>Transport Crash Emergencies</i>	Tasmania Police
Recovery	
<u>State Recovery Plan</u> (State Special Emergency Management Plan)	Department of Premier and Cabinet
<u>Tasmanian Relief and Recovery Arrangements: Natural Disaster Relief to Local Government Policy</u>	Department of Premier and Cabinet
<u>Working together in recovery: a practical guide for the not-for-profit and public sectors,</u>	Curnin, S., University of Tasmania 2019

Appendix 2: MEMC Terms of Reference

Meander Valley Emergency Management and Recovery Committee Terms of Reference

Committee: Meander Valley Emergency Management and Recovery Committee (MVEMRC)

Date and Status of these Terms: March 2024

Enquiries Executive Officer
Municipal Emergency Management Coordinator (MEMC)
PO Box 102
WESTBURY TAS 7303

These terms of reference shall be reviewed every two years and shall coincide with the review of this MEMP

General Standards & Practices

- The Tasmanian Emergency Management Plan describes the framework for this committee.
- The committee will meet half-yearly (May and November) in the carrying out of its functions and powers at times determined by the Chairperson.
- The Quorum of the Committee shall consist of one more than half of the Members (Quorum – 7 in attendance).
- Each Member shall have full rights to discuss and vote upon any matter before the Committee provided that all members of the committee, whether members of the Council or not, are subject always to the provisions of the Interests Section of the *Local Government Act 1993*, and should not vote or take part in any discussion on any issue in which he or she has a pecuniary interest.
- All motions shall be determined by a majority of the votes of those members present and entitled to vote.
- The meeting room is the Council Chambers, Meander Valley Council Office, Westbury
- Minutes for the meeting are distributed to all committee members as well as identified stakeholders.

1. Authority & Background:

The MVEMRC forms a vital part of Tasmania’s emergency management framework. It exists under the authority of the *Emergency Management Act 2006*)

2. Purpose:

2.1 Functions

Key functions of the MVEMRC include:

- Providing a forum for liaison between organisations with emergency management responsibilities in the region.
- Work with stakeholders to facilitate the assessment of major risks within Meander Valley.
- Work with the committee’s stakeholders to develop and implement risk treatment strategies for Meander Valley.
- Provide emergency management advice and support to the committee’s stakeholders across the PPRR spectrum.
- Provide a consultative forum for the development of the municipal emergency and recovery plans.
- Coordinate actions to reduce the frequency and impacts of emergencies.
- Coordinate emergency response activities for emergencies within Meander Valley.
- Review the management of significant emergencies that have occurred in Meander Valley and identify and/or support opportunities for improvement.

3. Reports to:

Northern Regional Emergency Management Committee and Northern Regional Community Recovery Committee

4. Membership

- Chairperson:

Mayor or an elected representative

- Administration Officer (EMAO):

Senior Administration Officer Infrastructure Services

- Members:

Current members (and organisations) are listed below. These organisations are confirmed as part of the review of the Terms of Reference.

- Meander Valley Council
- State Emergency Service
- Tasmania Police
- Tasmania Fire Service
- Red Cross
- Department of Premier and Cabinet

Council may from time to time vary the number of members constituting the Management Committee.

The Committee may second expertise from outside sources as required.

At this stage security clearances are not required.

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

4.2 Acting Chairman In the absence of the Chairman, the Municipal Coordinator or Deputy Municipal Coordinator shall fill the role for the purpose of presiding over the meeting.

5. Appendices

5.1 Work Program During the December quarter the committee identifies a suitable work program for the following calendar year. The focus for the committee will be related to emergency preventative and preparation arrangements. Progress in relation to this program is assessed as a part of each successive meeting.

5.2 Sub-Committees Sub-committees to coordinate elements of Recovery or Emergency Situations may be formed.

Appendix 3: MEMC Ongoing Maintenance and Coordination Activities

Table 19: MEMC Maintenance and Activity Schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of MEMC	Municipal Coordinator	twice annually	May and November
Review and update contact lists	Municipal Coordinator	Twice Annually	May and November
Coordinate emergency management training for selected staff member/s on rotating basis and maintain training records	Municipal Coordinator	As identified	
Plan, conduct and review a related exercise	Municipal Coordinator	Biennial	May or November
Review MEMP. Lodge plan with Regional Emergency Management Coordinator for approval	MEMC	Biennial	March 2026
Attend NREMC meetings	Municipal Coordinator	Quarterly	Feb, May, Aug, Nov
Attend NRSRC meeting	Municipal Recovery Coordinator	Quarterly	As scheduled
Review risk register and treatment plans with municipal strategic plan and budget.	Municipal Coordinator (with MEMC)	Annually	May

Appendix 4: Municipal Risk Register

The Meander Valley manages its organisational risk register. This document is maintained internally, and the Emergency management sections is reviewed at the Municipal Emergency Management Committee Meeting annually or as required.

Tasmanian Government responsibilities – emergency risk management

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

Local government responsibilities and benefits – emergency risk management

Tasmania's local government authorities supported development of TERAG. The benefits of participating in this process include:

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

Risks, recommended treatment strategies and timeframes

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

Timeframes for undertaking treatment options are defined as:

- Immediate: action must be completed as soon as practical within current budget cycle (12 months)
- Short-term: action must be completed as soon as practical within the next budget cycle (12-24 months)
- Long-term: action must be completed within five years.

Ongoing: continuously monitor the adequacy of existing arrangements to mitigate the risk, or as described in the table.

Responsibility for treatment

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

The Risk Register has been structured to reflect hazards and risks to the municipality. The risk register will guide the risk reduction endeavours of the MEMC an over the life of the plan. The register is reviewed annually at a meeting of the MEMC. The Risk Register is not attached as the MEMC manages the register as a dynamic document.

Appendix 5: Centres for Emergency Management

Emergency Operations Centres (EOC)

EOCs are operational focus points for providing municipal resources and support at the request of the relevant Response Management Authority. The following information summarises the main details for agency specific facilities that can be used as emergency operations centres.

Table 20: Details for Agency Specific Facilities

Organisation	Municipal Location	Contact	Regional Location	Contact
City of Launceston	Council Chambers	Emergency Management Coordinator or Deputy	St John Street, Launceston	Shane Eberhardt / Louise Foster
Tasmania Police	Police Northern Regional HQ	Northern Police Commander	Cimitiere Street, Launceston	Regional Controller
NREMC (RECC)	Level 2, Police Northern Regional HQ	Northern Police Commander	Cimitiere Street, Launceston	Regional Controller / Regional Emergency Management Coordinator
Tasmania Fire Service	TFS Northern Regional HQ	Regional Chief - North	339 Hobart Road, Youngtown	Regional Chief
State Emergency Service	Northern Regional HQ	Regional Manager - North	339 Hobart Road, Youngtown	SES Duty Officer

Municipal Emergency Coordination Centres (MECC)

The MECC is the focal point for coordinating municipal and consequence management activities arising from the emergency, including the activation of Council and community resources. The MECC also monitors operational activities, coordinates the provision of information to local communities and identifies and coordinates local community recovery support. The following information summarises the main details for facilities that can be used as emergency coordination centres.

Table 21: Details for Municipal Facilities

	Municipal Location	Contact	If activated Contact
Primary	Council Chambers, 26 Lyall Street, Westbury	Municipal Coordinator	SES Duty Officer or SES Regional Emergency Management Coordinator
Secondary	Deloraine Community Complex, Alveston Drive, Deloraine	Municipal Coordinator	SES Duty Officer or SES Regional Emergency Management Coordinator

Appendix 6: Evacuation Centres

An Emergency Evacuation Centre is a facility that may be established to coordinate and meet the immediate needs of people evacuated from an emergency-affected area.

Selection of the most suitable site for an Evacuation Centre will be determined by the Recovery Coordinator and Municipal Coordinator after consultation with the Response Management Authority. Council staff and managers have access keys. Prospective locations are listed on COP Emergency Management layer and are listed below.

The designated Meander Valley Community Evacuation Centre is the **Deloraine Community Centre, Alveston Drive, Deloraine**.

For a minor event (i.e. few impacted residents), Council may choose to operate the Evacuation Centre from the **Westbury Town Hall/Supper Room** which adjoins Council Offices in Westbury.

Appendix 7: Other Community Centres

This list summarises a range of building facilities that may be useful to operate as a Social Recovery Centre or for other emergency/recovery requirements.

Note: Council's Team Leader Community Facilities & Recreation and Director Works hold master keys to all public halls/community centres included in this list.

Table 22: Other Community Centres

	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
1	Birrilee Hall	Caters for 150 persons Toilets x 2 Kitchen, tables & chairs Open space	1355 Birrilee Road	Occasional	Information	Limited infrastructure Keys held by Council
2	Bracknell Hall and gymnasium	Caters for 250 persons Toilets x 10 Showers x 5 Kitchen, tables & chairs Oval / Open space	Louisa Street	Weekly	Community Fire Refuge	Keys held by Council and lessee
3	Carrick Hall	Caters for 150 persons Toilet x 4 Kitchen, tables & chairs BBQ	Meander Valley Road	Occasional	Information	Limited infrastructure Keys held by Council
4	Caveside Hall	Caters for 125 persons Toilets x 2 Kitchen, tables & chairs Open Space (small)	762 Caveside Road	Occasional	Information	Limited infrastructure Keys held by Council
5	Chudleigh Hall	Caters for 150 persons Toilets x 4 Kitchen, tables & chairs BBQ Oval / open space	54 Sorrell Street	Weekly	Information	Limited infrastructure Keys held by Council

	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
6	Dairy Plains Hall	Caters for 130 persons Toilets x 2 Kitchen, tables & chairs Open space (small)	287 Dairy Plains Road	Occasional	Information	Keys held by Council
7	Deloraine Community Complex	Caters for 650 persons Meeting Rooms Auditorium Toilets x 12 Showers x 7 Kitchen, tables & chairs Oval / Open space	Alveston Drive, Deloraine	Daily	All community recovery services	Keys held by Council
8	Meander Valley Performing Arts Centre / old squash courts	Caters for 350 persons Meeting Rooms Toilets x 14 Showers x 7 – located in old squash court centre Kitchen, tables & chairs	2 Meander Valley Road, Deloraine	Daily	Community Fire Refuge	Keys held by Council
9	Hadspen Memorial Centre	Caters for 275 Persons Meeting Rooms Toilets x 9 Showers x 8 Kitchen, tables & chairs Oval/open space	Clare Street	Daily	Information	Keys held by Council
10	Meander Hall	Caters for 150 persons Toilets x 6 Kitchen, tables & chairs Oval / Open space	148 Main Road	Daily	Information	Keys held by Council

	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
11	Mole Creek Hall	Caters for 175 persons Toilets x 4 Kitchen, tables & chairs BBQ Reserve / Open space	Main Road	Weekly	Information	Keys held by Council
12	Prospect Vale Park Clubrooms	Caters for 200 persons Toilets x 14 Showers x 10 Kitchen, tables & chairs BBQ Oval/open space	Harley Parade, Prospect Vale	Daily	Recovery ('One Stop Shop')	Keys held by Council and lessee
13	Rosevale Hall	Caters for 200 persons Toilets x 4 Kitchen, tables & chairs Open space	Bridgenorth Road	Occasional	Information	Limited infrastructure Keys held by Council
14	Weegenah Hall	Caters for 175 persons Toilets x 2 Kitchen, tables & chairs BBQ Open space	889 Weegenah Road	Occasional	Information	Limited infrastructure Keys held by Council
15	Westbury Town Hall	Caters for 420 persons Toilets x 4 Kitchen, tables & chairs	Lyall Street, Westbury	Occasional	Community Fire Refuge	Keys held by Council
16	Westbury Function Centre / Changerooms	Caters for 120 persons Toilets x 18 Showers x 8 TV & audio system, air conditioned Kitchen (commercial), tables & chairs, BBQ Oval / Open space	Franklin Street, Westbury	Weekly	Information	Keys held by Council

	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
17	Westbury Sports Centre	Caters for 240 persons Toilets x 9 Showers x 8 BBQ Oval / Open space	Franklin Street, Westbury	Weekly	Community Fire Refuge	Keys held by Council
18	Selbourne Hall	Caters for 150 persons Toilets x 3 Kitchen, tables & chairs Open space	Selbourne Rd, Selbourne	Occasional	Information	Limited infrastructure Keys held by Council

Appendix 8: Nearby Safer Places

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

The identification and assessment of nearby safer places involves:

- consulting the local community to identify where they are likely to go to seek shelter in a bushfire
- using desktop geographic information systems and site visits to evaluate shelter options
- undertaking field surveys to accurately measure and assess sites
- analysing bushfire attack level and radiant heat flux using computer modelling.

Tasmania Fire Service identifies [Nearby Safer Places](#) and lists these in [Community Bushfire Protection Plans](#). Nearby Safer Places in Meander Valley identified below:

Visit: www.fire.tas.gov.au for more information about preparing for bushfires.

Table 23:Details for Nearby Safer Places

	Nearby Safer Place	Location	Community Bushfire Protection Plan
1	Blackstone Park	Blackstone Heights	201212 N Protection BlackstoneHeights.pdf (fire.tas.gov.au)
2	Prospect Vale Park	Prospect Vale	201212 N Protection Prospect.pdf (fire.tas.gov.au)
3	Hadspen Recreation Park & Memorial Centre	Hadspen	201212 N Protection Hadspen.pdf (fire.tas.gov.au)
4	Quamby Corner Caravan Park	Golden Valley Area	201611 N Protection Golden Valley FINAL.pdf (fire.tas.gov.au) N Jackeys Marsh Area Final Local Plan Nov 2014.pdf (fire.tas.gov.au)
5	Meander Recreation Ground	Meander Area	N Meander Area Final Local Plan Nov 2014.pdf (fire.tas.gov.au) N Jackeys Marsh Area Final Local Plan Nov 2014.pdf (fire.tas.gov.au)

Appendix 9: Duty Statements -Municipal Emergency Coordination Centre

Table 24: Duties of the Municipal Emergency Coordination Centre MECC

Chair - Emergency Management Committee	
Responsible To	Mayor / Councillors,
Duties	Duties Manage and focus the discussion of emergency management issues at MEMC meetings as conducted
	Liaise with the Municipal Emergency Management Coordinator in relation to emergency management matters which may impact the municipality
	Oversee the development and review of this plan
	Promote pro-active emergency management in the community via the MEM Committee
	Endorse for Council approval Emergency Management plans as appropriate, the MEM Plan and any subordinate plans, e.g. Recovery Plan
	Receive notification of emergency from Municipal Emergency Management Coordinator
	Maintain contact with and support Municipal Emergency Management Coordinator during an emergency event

General Manager	
Responsible To	Meander Valley Mayor and Councillors
Duties	Notify the Mayor and Councillors, if warranted
	Assist the Mayor with community and media information
	Manage ongoing information to the community and media
	Providing resource support as requested by the Municipal Emergency Management Coordinator prior, during and after an emergency
	Providing council support as requested by the Launceston Emergency Coordination Centre

Municipal Emergency Management Coordinator	
Responsible To	General Manager
Duties	Duties Responsible for the overall management of council response to an emergency
	Coordinate resources and activities in the coordination centre

Municipal Emergency Management Coordinator continued...	
Duties continued...	Liaise with Emergency Services, particularly the SES Duty Officer, SES Regional Manager and SES Regional Emergency Management Coordinator
	Liaise with Regional Controller (declared emergencies or significant events)
	Notify the Chief Executive Officer, Mayor, Chair of Municipal Emergency Management Committee of an emergency or potential emergency
	Initiate the activation of response and recovery provisions of this plan and or relevant sub-plans as required.
	Liaise with external agencies during response and recovery phases of emergency management
	Authorise required expenditure in combating an emergency event and advise council as soon as possible after such expenditure.
	Oversee the activities of the Deputy Municipal Coordinator

Deputy Emergency Management Coordinator	
Responsible To	Municipal Emergency Management Coordinator or General Manager
Duties	Duties Assist the Municipal Emergency Management Coordinator in all duties
	Act as Municipal Emergency Management Coordinator in his/her absence
	To be a member of the Meander Valley Emergency Management Committee
	Propose and/or support emergency management initiatives

Municipal Recovery Coordinator	
Responsible To	Municipal Emergency Management Coordinator
Duties	Receive notification of emergency from Municipal Emergency Management Coordinator
	Identify and establish Evacuation Centre or Recovery Centre as directed
	Notify appropriate recovery organisations
	Maintain contact with and support Municipal Emergency Management Coordinator
	Manage assessment of community needs with support from all Recovery agencies
	Maintain ongoing liaison with Department of Health during the provision of services to the community
	To be a member of the Meander Valley Emergency Management Committee, and Northern Region Social Recovery Committee

Municipal Recovery Coordinator continued...	
Duties continued...	Represent Council at meetings of the Northern Regional Social Recovery Committee
	Providing social recovery advice to the Meander Valley Emergency Management Committee and Council
	Oversee the activities of the Deputy Recovery Coordinator(s).

Appendix 10: Guidelines for Municipal Coordinator and MECC

When first advised of an emergency or potential emergency, the following guidelines will be referred to and where necessary, applied:

Municipal Coordinator

When first alerted about an emergency or potential emergency the Municipal Coordinator must:

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

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

Liaison with Emergency Services

In the event of an emergency within the municipal area that threatens life and/or property, the Municipal Coordinator will liaise with all emergency services through NREMC and through the Regional Emergency Management Coordinator or the Regional Controller.

The NREMC Executive Officer (Regional Emergency Management Coordinator) will arrange, if required, briefings from the Response Management Authority. These briefings will identify the role of Council and the physical and human resources that may be required to assist.

Bushfire

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

If deemed appropriate by the Municipal Coordinator a Council officer will be deployed to the TFS Incident Management Centre to act as a liaison officer for Council.

Should any Council employee become aware of a fire that may have the potential to threaten any residential area of Meander Valley municipality, it will be reported immediately to TFS (phone 000) in the first instance, and then the Municipal Coordinator.

The Municipal Coordinator shall contact the General Manager or other nominated officer to be responsible for the coordination of information and response.

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

Floods

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

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

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

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

Depending upon the severity of the rainfall event and potential for flooding, the Municipal Coordinator may request the General Manager to move all available crews to flood response operations and, if necessary, activate the MECC.

Storms

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

The Municipal Coordinator will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Meander Valley municipal area.

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

Depending upon the severity of the storm and associated damage, the Municipal Coordinator may request the General Manager to move all available crew to flood response operations and, if necessary, activate the MECC.

Operations Areas

To provide accurate and timely coordination of resources in an emergency, the existing management structure will be used as far as practical. Outdoor crews across the municipality will work together under the coordination of the Director Works or delegate MECC Coordinator, who would take advice from the Municipal Coordinator for managing the allocation of resources. Supervisors and team leaders will be assigned specific responsibilities as they are defined.

Communications

Telstra

All Telstra lines and systems are managed through Launceston.

Meander Valley Council

Council operates a VHF radio network primarily used in the operational area, with repeater transmitters located at the TasWater Treatment Plant, Keegan Rise, Deloraine and Abels Hill Road, St Leonards.

Communications Functions

The statutory authorities use the Government Radio Network (GRN). GRN can be configured by Firecomm so that all emergency service response agencies and others on the GRN can communicate on the one channel or group.

A number of businesses, farmers and private citizens have UHF CB radio bases and mobile radios and telephones.

During any emergency or disaster, the various emergency services will communicate to each other via the GRN.

Public Information and working with the media

During any emergency the provision of information to the public is critical. As such emergency information is vital for relaying important emergency event information to the community.

Media Access

During an emergency, accredited media representatives should only be granted access to any site at the discretion of the lead agency and the respective site controller.

Media Releases

Release of media information relating to the emergency event is the sole prerogative of the response management agency. In the event Council needs to reinforce any messaging released from the RMA, the messaging will be shared to residents via Council's appropriate media channels, including social media.

Media Centre

Should an emergency attract unusual levels of media presence, Council in conjunction with the lead agency, should designate a site as a media centre from which all media representatives should operate, to avoid unnecessary invasion of space required for managing the emergency.

Media Announcements

Public announcements during an emergency are to be made by the person appointed from the response management authority. The mayor or his/her delegate will be the spokesperson for Council in the event support is required to reinforce announcements.

Public announcements can be made through media agencies within the region.

Emergency Service Announcements

Emergency service announcements will be released to the media on the authority of the response agency or the Regional Controller or his/her nominated representative. They are not to be released at council level.

Directions and Public Information

Directions for coordination and control of members of the public, volunteers and volunteer groups will be issued from Council's MECC.

Information bulletins, situation reports and information regarding facilities, emergency assistance and emergency management arrangements will be provided through Council's MECC from an officer authorised by Council's MEMC. All such information will be retained and wherever possible the WebEOC application is to be utilised to retain the information.

Appendix 11: Recovery Functions Summary

Table 25: Social, Economic, Infrastructure and Environmental Recovery

Social Recovery		
Coordinating Agency	Department of Premier and Cabinet	
Function	Responsible Agency	Support Agency
Evacuation centres <ul style="list-style-type: none"> Establish emergency shelter for displaced persons Provide food and water to displaced persons Arrange laundering of linen/towels used in an evacuation centre 	Councils	DPAC (RRT) NGOs
Recovery centres <ul style="list-style-type: none"> Establish recovery centres to provide information and access to services 	Councils	DPAC (RRT) State Growth (Business Tasmania) NRE-Tas (AgriGrowth) NGOs Insurance Council of Australia (ICA)
Personal support <ul style="list-style-type: none"> Arrange Psychological First Aid and chaplaincy services for evacuation and recovery centres Coordinate support for people with specific needs (e.g. elderly, people with disabilities) Promote additional psychosocial support through primary health or community-based services. 	DPAC (RRT)	NGOs DoH
Mental health advice and support <ul style="list-style-type: none"> Assess and assist individuals who require specialised psychological support, including through escalation from NGOs or community-based support services Coordinate support for people with complex needs through appropriately qualified staff (e.g. social workers) Provide advice on, and coordinate, appropriate medium and long-term mental health recovery initiatives 	DoH	NGOs
Emergency accommodation <ul style="list-style-type: none"> Arrange or broker emergency accommodation options for displaced persons who cannot reside with friends/family or in an evacuation centre 	DPAC (RRT)	NGOs
Care for children <ul style="list-style-type: none"> Provide support and care for unaccompanied minors in an evacuation centre and other emergency settings 	DECYP	NGOs
Financial assistance for personal hardship and distress <ul style="list-style-type: none"> Deliver the Personal Hardship and Distress Assistance Policy under the TRRA 	DPAC (RRT)	

Social Recovery		
Coordinating Agency	Department of Premier and Cabinet	
Function	Responsible Agency	Support Agency
Financial Assistance for not-for-profit organisations <ul style="list-style-type: none"> Assess and provide assistance to not-for-profit organisations under the TRRA Community Recovery Policy 	DPAC (RRT)	
Technical advice (as required): <ul style="list-style-type: none"> Drinking and waste water management Hygiene, sanitation, and infection control Food safety (handling and storage) Air quality Protection against hazardous materials/substances 	DoH	Councils DOJ (WorkSafe) NRE-Tas (Biosecurity Tasmania) EPA

Economic Recovery		
Coordinating Agency	Department of State Growth	
Function	Responsible Agency	Support Agency
Support for business and industry <ul style="list-style-type: none"> Promote and distribute information to assist the business community to build resilience and prepare to support their own recovery (e.g. business continuity plans) Assist impacted businesses to access information and advice Provide advice on re-establishment or alternative strategies 	State Growth	
Economic and industry-specific programs <ul style="list-style-type: none"> Assess and identify business and economic needs Deliver targeted programs and financial assistance strategies as required 	State Growth	Industry bodies Regional Tourism organisations Regional Development organisations
Financial assistance measures for small businesses <ul style="list-style-type: none"> Assess and provide small business assistance under the Community Recovery Policy of the TRRA 	State Growth	DPAC (RRT)

Infrastructure Recovery		
Coordinating Agency	Department of State Growth	
Function	Responsible Agency	Support Agency
Roads and bridges <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake stabilisation and remediation works Undertake and facilitate the restoration of critical infrastructure Rebuild and restore infrastructure to be sustainable and more resilient to future events 	Asset owners (as applicable): State Growth Councils NRE-Tas (PWS) Sustainable Timber Tasmania TasRail (Rail bridges) Hydro Tasmania	State Growth
Other community infrastructure and recreational facilities <ul style="list-style-type: none"> Undertake and facilitate the restoration of infrastructure and facilities 	Asset owners (as applicable): Councils NRE-Tas Sustainable Timber Tasmania	
Ports, airports and rail <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure 	TasPorts TasRail Airport infrastructure owners	State Growth
Electricity supply and generation <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure 	Hydro Tasmania TasNetworks	State Growth Australian Energy Market Operator
Natural gas <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure 	TasGas	State Growth
Liquid fuel supply <ul style="list-style-type: none"> Undertake technical assessments, assess and prioritise restoration needs Undertake and facilitate the restoration of critical infrastructure 	Liquid fuel suppliers	State Growth
Other infrastructure <ul style="list-style-type: none"> Undertake and facilitate the restoration of infrastructure and facilities <ul style="list-style-type: none"> Public schools and libraries Hospitals and health centres Irrigation infrastructure Dams Other infrastructure 	DECYP DoH Tas Irrigation TasWater NRE-Tas Asset owners	

Environmental Recovery		
Coordinating Agency	Department of Natural Resources and Environment Tasmania Environment Protection Authority (EPA)	
Function	Responsible Agency	Support Agency
Environmental health and pollution <ul style="list-style-type: none"> Conduct monitoring and surveillance activities Render (disperse/dilute/neutralise) the hazardous material safe Decontaminate affected people, places and equipment 	Councils EPA Asset owner	DOJ DoH
Crown land, National Park and landscape rehabilitation <ul style="list-style-type: none"> Coordinate and undertake natural environment rehabilitation works 	NRE-Tas	NGOs
Aboriginal, natural and cultural heritage <ul style="list-style-type: none"> Undertake assessment of risk posed to natural and cultural heritage places in affected areas Coordinate and undertake Aboriginal, natural and cultural heritage rehabilitation works, in consultation with affected communities Undertake recovery monitoring of Aboriginal, natural and cultural heritage places 	DPAC (Aboriginal Heritage Tasmania) NRE-Tas	Tasmanian Aboriginal Land and Sea Council
Animal welfare, feed and fodder <ul style="list-style-type: none"> Coordinate assistance for household pets and assistance animals presenting at an evacuation centre Coordinate services to treat and care for affected wildlife Coordinate and manage services to meet the immediate needs of affected livestock 	Councils NRE-Tas	Community groups NGOs
Assistance measures for primary producers <ul style="list-style-type: none"> Assess and provide primary producer assistance under the TRRA Community Recovery Policy Provide advice and other non- financial support to primary producers 	NRE-Tas Industry bodies NGOS	DPAC (RRT)
Waste management and carcass removal <ul style="list-style-type: none"> Dispose of contaminated waste Coordinate the removal of livestock carcasses 	Councils NRE-Tas	EPA
Biosecurity and invasive species <ul style="list-style-type: none"> Conduct monitoring and surveillance activities Coordinate the delivery of diagnostic services Restrict the movement of hazardous organisms 	NRE-Tas	

<p>Aboriginal, natural and cultural heritage</p> <ul style="list-style-type: none"> ▪ Undertake assessment of risk posed to natural and cultural heritage places in affected areas ▪ Coordinate and undertake Aboriginal, natural and cultural heritage rehabilitation works, in consultation with affected communities ▪ Undertake recovery monitoring of Aboriginal, natural and cultural heritage places 	<p>DPAC (Aboriginal Heritage Tasmania) NRE-Tas</p>	<p>Tasmanian Aboriginal Land and Sea Council</p>
<p>Animal welfare, feed and fodder</p> <ul style="list-style-type: none"> ▪ Coordinate assistance for household pets and assistance animals presenting at an evacuation centre ▪ Coordinate services to treat and care for affected wildlife ▪ Coordinate and manage services to meet the immediate needs of affected livestock 	<p>Councils NRE-Tas</p>	<p>Community groups NGOs</p>
<p>Assistance measures for primary producers</p> <ul style="list-style-type: none"> ▪ Assess and provide primary producer assistance under the TRRA Community Recovery Policy ▪ Provide advice and other non- financial support to primary producers 	<p>NRE-Tas Industry bodies NGOS</p>	<p>DPAC (RRT)</p>
<p>Waste management and carcass removal</p> <ul style="list-style-type: none"> ▪ Dispose of contaminated waste ▪ Coordinate the removal of livestock carcasses 	<p>Councils NRE-Tas</p>	<p>EPA</p>
<p>Biosecurity and invasive species</p> <ul style="list-style-type: none"> ▪ Conduct monitoring and surveillance activities ▪ Coordinate the delivery of diagnostic services ▪ Restrict the movement of hazardous organisms 	<p>NRE-Tas</p>	

Appendix 12: Other Contact Lists

Table 26: Government and Statutory Authority Contacts for Meander Valley Municipality

State Government Departments		
DPAC (RRT)	Northern Region Recovery Officer On call 24/7	0437 545 090 0491 958 351
Education (DECYP)	State Office	1800 816 057
Health Department (DoH)	Launceston General Hospital Emergency and Preparedness Response Unit (EPRU), on call 24/7	6348 7111 (03) 6166 0412
TasNetworks		1800 638 449
Dept of Natural Resources and Environment		1300 368 550
Parks & Wildlife Service		1300 827 727
TasWater (all hours)		136992
Australia Post		131318
Telstra		1100

Contact numbers for Emergency Management Partners

The following table indicates the hazards most likely to occur in the municipal area and the principal agency responsible to act and / or provide advice on any specific hazard.

Table 27: Most Likely Hazards - Meander Valley Municipality

Emergency	Advisory Agency	Initial Contact Number
Land based hazardous substance spill or explosion	Tasmania Fire Service	000
Transportation accident	Department of Police, Fire & Emergency Management	000
Earth tremor, earthquake or landslide	Department of State Growth	1800 030 688
Storm, tempest or flood	Flinders Council	B/H 63595 001 A/H Emergency 0487 548 049
Public Health Emergency	Department of Health	1800 671 738
Food contamination	Department of Health	1800 671 738
Water supply contamination	Department of Health	1800 671 738

Emergency	Advisory Agency	Initial Contact Number
Animal disease	Dept of Natural Resources and Environment (Chief Veterinary Officer)	1800 675 888
River based environmental emergency	EPA	1800 005 171
River based oil spill or pollution above high water line	EPA	1800 005 171
Marine accident	Department of Police, Fire & Emergency Management Marine & Safety Tasmania	000 6233 8911 0418 145 439

Other relevant contact lists are filed in Council's document management system and updated periodically as required.