



Meander Valley Council

Working Together

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Tasmanian Municipal Emergency Management Plan

Meander Valley

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Section 1 Overview

Glossary

- 1.1 Table 1 shows the terms that are defined specifically for Tasmanian emergency management and are consistent with the Tasmanian Emergency Management Arrangements (TEMA).
- 1.2 Both 'emergency' and 'disaster' are used nationally and internationally to describe events that result in loss of/damage to life, property and the environment, and require special arrangements to address the consequences that arise from them. In Tasmania, the preferred term is 'emergency'.
- 1.3 The *Emergency Management Act 2006* uses shortened phrasing for a number of titles (e.g. Municipal Committee for Municipal Emergency Management Committee); this practice is applied in this plan.

Table 1 Terms for Tasmanian Emergency Management

Term	In the context of this plan, this means:
Affected Area Recovery Committee	A group established under the authority of the Act to assist councils with longer-term recovery. It may also be referred to as a Recovery Taskforce (especially when its membership comprises State government representatives).
assembly centre	An identified location where affected persons can assemble. Assembly centres are generally established for a short period to meet the immediate personal support needs of individuals and families.
command	The internal direction of an organisation's resources in an emergency.
community centre NB: one or more centre type can be combined at the same location if necessary.	<p>Assembly: An identified location where affected persons can assemble. Assembly centres are generally established for a short time to meet the immediate personal support needs of individuals and families (e.g. Evacuation Centre).</p> <p>Evacuation: An identified location for persons of an affected area to be temporarily accommodated. This includes the provision of basic services to meet affected people's immediate personal needs.</p> <p>Information: An identified location where information is made available for emergency affected people. They can be virtual (e.g. call centres or web based), or physical (e.g. at a community centre). Notwithstanding the structural arrangements, the importance of providing clear and consistent information is acknowledged.</p> <p>Recovery: An identified location for affected persons to access information and assistance after an emergency has occurred. A range of Government and Non-Government Organisations operate from recovery centres (also referred to as a 'One Stop Shop').</p>
comprehensive approach	A way of thinking about emergency management by considering prevention and mitigation, preparedness, response and recovery (PPRR) aspects of emergencies and their consequences.
control	The overall direction and management of response/recovery activities for an emergency. The authority for control can be established in legislation or in an emergency plan and includes tasking and coordinating other organisations' resources to meet the needs of the situation (i.e. control operates horizontally across organisations).
coordination	The systematic acquisition and application of resources (workers, equipment, goods and services) during response/recovery. Coordination can operate vertically within an organisation (as a function of command), as well as

Term	In the context of this plan, this means:
	horizontally across organisations (as a function of control).
debrief	A meeting of stakeholders to review the effectiveness of response/recovery operations.
Deputy Municipal Coordinator	A Deputy Municipal Coordinator is appointed under Section 23 of the <i>Emergency Management Act 2006</i> .
emergency	Further defined by the <i>Emergency Management Act 2006</i> . Simply explained, an event that endangers, destroys or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and requires a significant response from one or more of the statutory services.
emergency centre	<p>Emergency Coordination Centre: A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at Emergency Coordination Centres can be agency specific or community focused. This means that multiple centres may be active for a single emergency, and they may be co-located with other centres depending on the situation (e.g. an Emergency Operations Centre). Municipal, Regional and State Emergency Management Committees manage the Emergency Coordination Centres that are focused on community-wide consequence management.</p> <p>Emergency Operations Centre: A generic term for any facility or location where an identified group or team meets to give direction for agency-specific work related to an emergency. This includes the acquisition and allocation of resources required by the agency. The way Emergency Operations Centres are used can vary depending on the situation.</p> <p>Incident Control Centre: The location from which the Response Management Authority exercises control of response operations for an emergency.</p>
emergency management	Further defined in the <i>Emergency Management Plan 2006</i> . Simply explained, emergency management is the framework that provides for planned and coordinated measures that reduce vulnerabilities and enhance capacities to withstand emergencies, as well as cope with and recover from their impacts.
Emergency Management Act 2006	The Act 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; further defined by the <i>Emergency Management Act 2006</i> .
emergency power and special emergency power	A power specified in Schedule 1 or Schedule 2 of the <i>Emergency Management Act 2006</i> .
emergency risk management	A process that involves dealing with risks to the community arising from emergency events.
evacuation centre	An identified location for persons of an affected area to be temporarily accommodated. This includes the provision of basic services to meet affected people's immediate personal needs.
hazard	A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment further defined by the <i>Emergency Management Act 2006</i> .
information centre	An identified location where information is made available for emergency-

Term	In the context of this plan, this means:
	affected people. They can be virtual (e.g. call centres or web-based), or physical (e.g. at a community centre). Notwithstanding the structural arrangements, the importance of providing clear and consistent information is acknowledged.
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR spectrum.
Municipal Chairperson	The person determined by Council, under Section 21(2) of the <i>Emergency Management Act 2006</i> to be the Municipal Chairperson.
Municipal Committee	A Municipal Emergency Management Committee established under Section 20 of the <i>Emergency Management Act 2006</i> .
Municipal Recovery Coordinator	A council worker who is authorised to coordinate, manage and advise on aspects of municipal community recovery arrangements.
Municipal Coordinator	<p>A person appointed as a Municipal Emergency Management Coordinator under section 23 of the <i>Emergency Management Act 2006</i>.</p> <p>The Municipal Coordinator has other responsibilities established by the <i>Emergency Management Act 2006</i> including:</p> <ul style="list-style-type: none"> • acting as Executive Officer for the Municipal Committee • assisting and advising the Municipal Chairperson, Regional Controller, SES Unit Manager and council • acting as an Authorised Officer when required or nominate others to act as Authorised Officers.
municipal/regional volunteer SES unit	A volunteer unit established under sections 47 and 48 of the <i>Emergency Management Act 2006</i> .
PPRR	Refer to 'comprehensive approach'.
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur.
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
public information	Information provided by or for emergency management authorities to the general community during/following an emergency to promote 'self-help'.
recovery	A coordinated process of supporting emergency-affected communities in the reconstruction of the physical infrastructure and the restoration of emotional, social, economic, and physical wellbeing.
Regional Emergency Management Committee	A Regional Emergency Management Committee established under Section 14 of the <i>Emergency Management Act 2006</i> .
Regional Social Recovery Coordinator	A nominated State Service employee who is formally appointed and authorised to coordinate the delivery of social recovery services (by functional area i.e. social, economic, environmental or infrastructure) within a region.
Regional Controller	The Regional Controller appointed under Section 17 of the <i>Emergency Management Act 2006</i> .
Register.Find.Reunite	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. Previously known as the National Registration and Inquiry System (NRIS).
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 further defined by the <i>Emergency Management Act 2006</i> .
response	Planned and coordinated measures that resolve emergencies.

Term	In the context of this plan, this means:
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 Operations 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	The State Emergency Management Controller appointed under Section 10 of the <i>Emergency Management Act 2006</i> .
state of emergency	A state of emergency declared under section 42 of the <i>Emergency Management Act 2006</i> .
statutory service	Includes: the SES; Ambulance Tasmania; Tasmania Fire Service; Tasmania Police; a Council; or another body constituted under an Act or a Commonwealth Act, a Government agency or part of a Government agency whose role usually includes emergency management, or which, or may be, in a particular emergency, required to participate in emergency management further defined by the <i>Emergency Management Act 2006</i> .
Support Agency	<p>Primary: Organisations that are responsible for maintaining, or maintaining access to, specific functional capabilities, as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority, as required.</p> <p>Assisting: Assisting Support Agencies have 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.
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.
warnings	Dissemination of a message signalling imminent hazard/s, which may include advice on protection measures.
worker	A generic term used to describe people who perform defined functions for an organisation or system, including staff, volunteers, contractors/consultants.

Acronyms

1.4 Table 2 lists acronyms that are used in this plan and are consistent with the Tasmanian Emergency Management Arrangements (TEMA).

Table 2 Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AGD	Attorney-General's Department
AT	Ambulance Tasmania (was 'TAS')
BoM	Bureau of Meteorology
CBRN	Chemical, Biological, Radiological, Nuclear
DEDTA	Department of Economic Development and Tourism and the Arts
DHHS	Department of Health and Human Services
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoJ	Department of Justice
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DTF	Department of Treasury and Finance
ECC	Emergency Coordination Centre
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
GIS	Geographic Information Systems
ICC	Incident Control Centre
MVC	Meander Valley Council
MVEM&SRC	Meander Valley Emergency Management & Social Recovery Committee
MC	Municipal Coordinator
MSRC	Municipal Social Recovery Coordinator
MECC	Municipal Emergency Coordination Centre
NGO	Non-Government Organisation
NREMC	Northern Regional Emergency Management Committee
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
RCRC	Regional Community Recovery Coordinator
RSRC	Regional Social Recovery Committee
SEMC	State Emergency Management Committee
SES	State Emergency Service
SOP	Standard Operating Procedure
SIT REP	Situation Report
TAS POL	Tasmania Police

Acronym	Stands for...
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TFS	Tasmania Fire Service
TRRA	Tasmanian Relief and Recovery Arrangements

Introduction

- 1.5 The strategic objectives for emergency management of the Meander Valley Committee are to:
- a maintain the Meander Valley Emergency Management Plan to guide the management of risks to the community arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery)
 - b recognise the value of relationships and partnerships in 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 Northern Region Emergency Management Committee (the Regional Committee)
 - iii identifying roles and responsibilities, and integration between emergency management and Meander Valley Council management structures
 - c develop a progressive review system which is implemented for all emergency management elements, which is based on continuous improvement principles
 - d maintain an active and relevant municipal committee.
- 1.6 A map of the Meander Valley municipal area is shown in Figure 1.

Authority

- 1.7 The Meander Valley Emergency Management Plan, hereinafter referred to as the Plan, is produced by the Meander Valley Council and is issued under the authority of the State Controller in accordance with the requirements of Section 34 of the *Emergency Management Act 2006*.

Aim

- 1.8 The aim of this plan is to describe the emergency management arrangements for the municipal area of Meander Valley.

Objectives

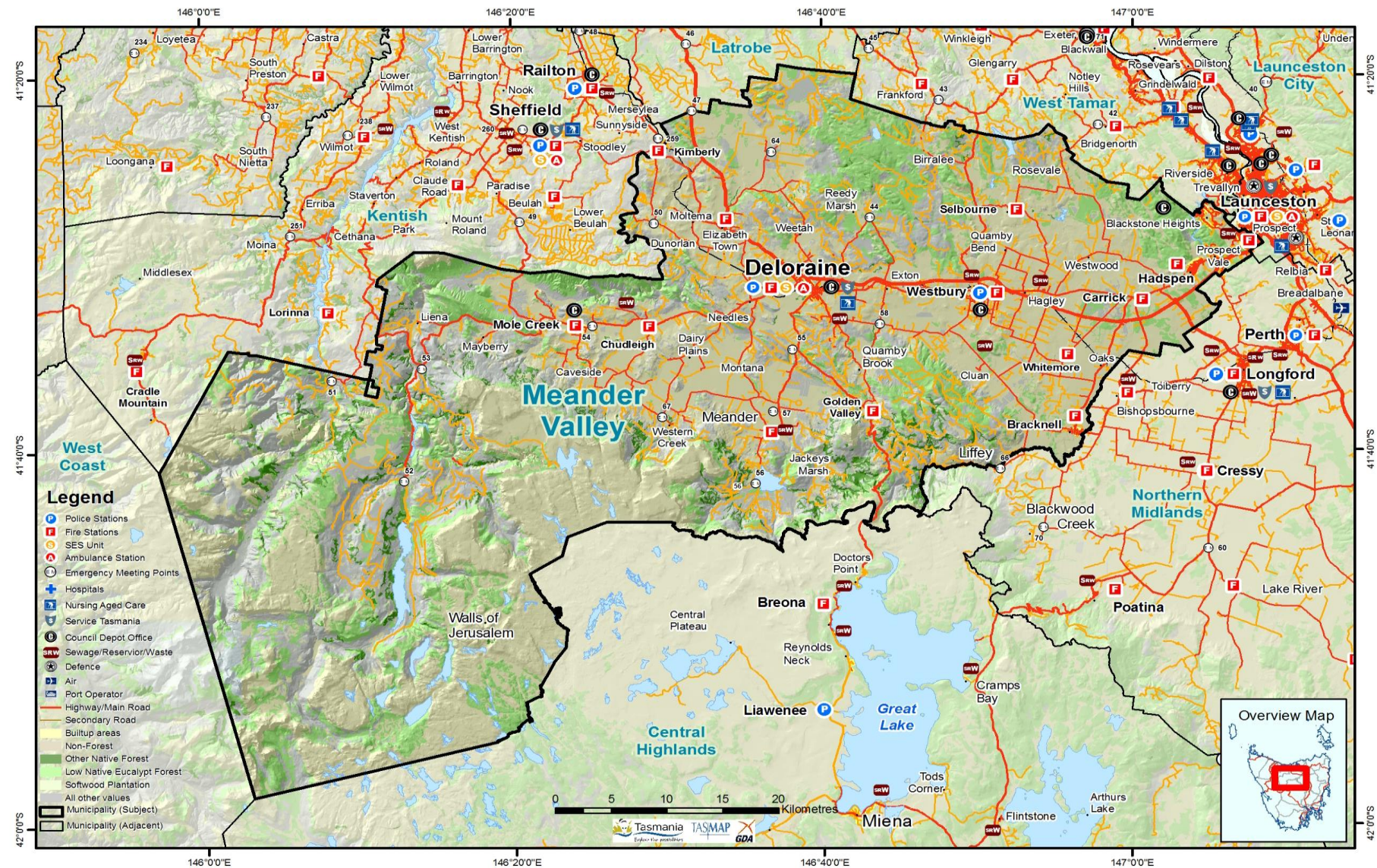
- 1.9 The objectives of this plan are to:
- a enable the effective management of emergency events that occur within the Meander Valley Community
 - b identify individual and collective roles and responsibilities in an emergency event affected the Meander Valley area
 - c define protocol for operating outside the Meander Valley area – i.e. mutual support with other Municipal Areas within the Northern Region
 - d identify liaison and communication channels between response Management Authorities and Supporting Agencies, with appropriate feedback mechanisms to ensure effective working relationships
 - e define the Meander Valley area emergency management structure and role
 - f maintain the continuous risk assessment review program as defined within the Meander Valley Emergency Risk Management Program.
- 1.10 These objectives are established so that effective response and recovery can occur.

Scope and Application

- 1.11 The scope of this Plan is restricted to emergency events that have the following characteristics:

- a Events that occur or are likely to occur within the municipal area of Meander Valley or could impact on this area via neighbouring municipalities
 - b Events which can be managed within the capability of local emergency management structures.
- 1.12 With regards to the latter point, Section 3.4 of this Plan specifically articulates Council's capacity regarding vulnerable persons in emergencies. It should be noted however that vulnerable persons need to be considered throughout the entire PPRR spectrum, not just on the Recovery stage.
- 1.13 The arrangements in this Plan are intended to be scalable and flexible so they can be adapted and applied as required. They are always active across the PPRR spectrum, but specific powers/authorities may be sanctioned (typically during response and recovery) to complement existing efforts.
- 1.14 The Municipal Coordinator may activate specific sections of this Plan. In addition, direction and/or advice to activate these arrangements may be provided by the:
 - a Regional Controller (Northern Region)
 - b Regional Planner, SES (Northern Region)
 - c Regional Chief Tasmania Fire Service (Northern Region)
 - d Regional Medical Coordinator (Northern Region).
- 1.15 Other communications may occur between responsible officers from other State Government agencies identified in Section 2 and the Municipal Coordinator, but coordination for formal activation of arrangements is best achieved by working with the Regional Controller/SES Regional Planner.
- 1.16 Additional arrangements for specific hazards or functions for this municipal area are described in more detail in Associated Plans; these are listed in Appendix 5.1, 'Associated Documents'.

Figure 1 Map of Municipal Area



Context Statement

- 1.17 The following table summarises the history, population and demographics, natural features, climate, infrastructure, recreation and sport facilities, economy, emergency management and emergency services, facilities, resources and hazards of the Meander Valley Municipality.

Brief History

- The Meander Valley Council was created in 1993 from the merger of the former municipalities of Deloraine and Westbury. It is located in northern Tasmania with its geographic centre about 50 kilometers west of the City of Launceston.
- The Meander Valley Council is bounded by the Kentish, Latrobe and West Tamar Council areas in the north, Launceston City and the Northern Midlands Council area in the east, the Central Highlands Council area in the south, and the West Coast Council area in the west.
- The original inhabitants of the Meander Valley area were the Pallitorre Aboriginal people.
- European settlement of the Meander Valley region dates from the early 1800's, although population was minimal until the mid 1800's. Land was used mainly for grazing and farming. Gradual expansion took place from the post-war years, particularly from the 1960's. The population of the Council area increased from about 14,000 in 1991 to over 18,000 by 2011. Recent growth in the region has been mainly in the eastern settlements of Prospect Vale, Blackstone Heights and Hadspen.
- In regards to hazardous events, the Meander Valley region has experienced minor flooding, land gales, storm events, and bushfires in recent years.

Population and Demographics

The 2016 Census of Meander Valley Council indicated the following:

- The Meander Valley region has an estimated total population of 19,713 residents living in 8,671 dwellings with an average household size of 2.4 people.
- Meander Valley is made up of an urban population of approximately 9,300 residents in the suburbs and townships of Prospect Vale (pop 5,267), Blackstone Heights – Travellers Rest (pop 1,621) and Hadspen (pop 2,431) on the western fringe of Launceston, Tasmania's major northern city.
- The balance of Meander Valley's residents live in or nearby the townships of Bracknell (pop 372), Westbury and district (pop 1,867), Deloraine and district (pop 3,076), Quamby Bend – including Westbury and Hagley and surrounds (pop 2,821), Elizabeth Town and Reedy Marsh (pop 1,237), Rural Meander (pop 1,534) and Golden Valley – Quamby Brook and surrounds, including Carrick (pop 1,831). These townships are all-unique in their own way and are rich in pioneering, agricultural and colonial heritage.
- Of the Meander Valley's population of 19,282, 15,940 are Australian born, including 569 who are Aboriginal or a Torres Strait Islander. 17,454 are Australian citizens.
- The median age of a Meander Valley resident is 45 years (compared to an Australia wide average of 37 years). Meander Valley has a healthy demographic mix of 9,054 aged between 15-54 years, with 6,902 of the population aged 55 and older.
- 1,203 people have indicated they need some form of assistance in their day-to-day lives.
- Records indicate that the Meander Valley is ageing, with the proportion of people over 65 rising and projected to continue to do so. Tasmania is also becoming a popular destination for retirees from the mainland.
- Of the 8,404 employed residents who live in the Meander Valley area, 4,801 travel outside of the area to work; of these 3,739 people use a car to get to their place of work, while only 60 people indicated they used public transport (bus or taxi) to get to work. 543 people indicated they worked from home.
- The region is well supported by private and public schools, which include three Secondary and eight Primary Schools.
- 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 Hospital, Westbury Community Health Centre and GP practices in the townships of Deloraine and Westbury and the outlying Launceston suburb of Prospect.
- Meander Valley 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. A minimum of 3,550 people indicated volunteer involvement for an organisation or group.

- 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 in excess of 75,000 visitors.
- Deloraine township's annual four-day Tasmanian Craft Fair (October long weekend) is the largest working craft fair in Australia. It showcases a wide range of local and national artwork; with more than 250 stalls spread around 16 venues throughout the town, the fair attracts in excess of 30,000 visitors.

Natural Features

Topography

- The Meander Valley Council area is approximately 3,231sq kilometers/ 323,100 hectares. There is a very diverse landscape within the area, ranging from the lowlands of the valley of the Meander River to the escarpment of the Great Western Tiers and to the steeper valleys of the Mersey and Forth Rivers. The municipal area extends from Prospect in the east to Cradle Mountain in the west.
- The southwestern part of the area takes in the headwaters of the Forth and Mersey Rivers and includes the Borradaile Plains and the eastern part of the World Heritage Area to their south.
- 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 Dry's Bluff. From there the boundary follows Liffey River to north of Bracknell and then continues in a northeasterly direction to Prospect.
- The northern boundary follows cadastral boundaries north of Parkham, Birralea, 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.

River Systems

- The natural drainage systems of the municipal area are comprised of rivers and rivulets draining from the Great Western Tiers mountain range. The Meander River, Mersey River and South Esk Rivers 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.
- After the construction of the Meander Dam, forming Huntsman Lake, the outflow of the Meander River and associated rivulets into the dam have meant that large volumes of water entering this river system as a result of heavy rainfall has been able to be controlled at the dam, thereby limiting any flooding events further down the Meander River through such townships as Deloraine.
- 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. In January, March and August of 2011 the South Esk River experienced significant flooding which caused widespread road closures and infrastructure damage (roads and bridges). The South Esk River affects the Meander Valley region as it borders the township of Hadsden before entering Lake Trevallyn, formed by Trevallyn Dam, and eventually discharging into the Tamar River at Launceston.

National Parks & Forest Reserves

- The Mole Creek Karst National Park, Quamby Bluff Forest Reserve, Meander Forest Reserve, Liffey Forest Reserve, Alum Cliffs State Reserve, Mersey River Forest Reserve and sections of the Walls of Jerusalem National Park and Cradle Mountain - Lake St Clair National Park are located within the Meander Valley municipality.
- The Meander Valley region offers a variety of recreational opportunities with facilities in each of the major towns. Cricket, Australian Rules football, soccer, squash and little athletics attract a significant number of participants. Fitness trails complete with fitness equipment are located at Prospect Vale, Hadsden and Deloraine.

Biodiversity

- The biodiversity of the Meander Valley region is quite high considering its very diverse landscape and geological history. There are heath, wetland and grassland communities in alpine areas, wet eucalypt forests on the foothills of the Great Western Tiers and at the western end of the municipality around Mole Creek, shrubby dry eucalypt forests along the northern fringe and in pockets across much of the agricultural lowlands, and more open forest and woodland with significant herbs and

grasses in the understory at the eastern end of the municipality. Wet areas also contain important remnant vegetation such as swamp gum and black swamp gum forest, as well as wetland sedge and grass communities.

- The Mole Creek Karst National Park is located within the Meander Valley area. Karst is a unique landform with unique issues for management.

Climate

Past & Current

- The Meander Valley is a diverse area, from the western highlands of over 1,000m altitude, across the sharp gradient of the Great Western Tiers to the agricultural area in the east around Deloraine. The climate is correspondingly diverse, from the cool highland region with regular snowfalls in winter; to the more temperate climate in the valley, (Westbury has an average daily maximum temperature of 23°C in January 10°C in July).
- The region is classified as having a temperate climate but there are variations within the area. While it is classed as a maritime climate, none of the municipality is close to the coast and so is subject to wide daytime variations in temperature for much of the year with subsequent susceptibility to frosts at any time.

Rainfall

- The municipality has a wide variation in mean rainfall, with over 2,000mm being received in the higher altitudes of the west, grading down to below 700mm at the eastern extremity of the lowlands. The central township of Deloraine receives a mean annual rainfall of about 950mm. Rainfall in the central highlands, particularly on the Great 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 121mm for Deloraine and 103mm for Westbury. The corresponding driest month figures are 46mm for Deloraine in February and 45mm 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 1970's; this decline has been strongest in autumn.

Temperature

- Average temperatures have risen in the decades since the 1950's, 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.
- 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
In comparison: Sydney - summer max 25.0°C/min 18.0°C - winter max 16.5°C/min 8.8°C.

Future Climate Predictions

- 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 taken into account. It would thus be expected that more extreme weather events might increase in frequency.

Infrastructure

Transport Systems

- 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.
- Within the municipality, Meander Valley Council maintains 550km of sealed roads and 245km of unsealed roads and is responsible for maintaining approximately 217 bridges within its own road network.
- Meander Valley has one rail network that runs the length of its municipality and connects with the towns of Westbury and Deloraine. Rail operations within the region are for freight transportation only.
- Public bus transport services operate between Devonport and Launceston to most major Meander Valley towns. Services that are more regular operate to and from Hadsden 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 boat service between Tasmania and Melbourne.

Water Supplies

- Town water for urban areas on the fringe of Launceston, Hadsphen 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.
- Hydro Tasmania generates electricity from Rowallan, Lemonthyme, and 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.

Power Supply

- 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 make the network vulnerable to damage from high winds and bush fires.

Telecommunications

- Meander Valley 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.

Recreation & Sport Facilities

- The Meander Valley region offers a variety of recreational opportunities with facilities in each of the major towns. Cricket, Australian Rules football, soccer, squash and little athletics attract a significant number of participants, as does the fitness trails, complete with fitness equipment, at Prospect Vale and Deloraine.
- Meander Valley Council operates a number of sports and recreation facilities throughout its municipality. These include Prospect Vale Park (Harley Parade), Deloraine Community Complex, Deloraine Community Centre, Westbury Sports Centre and Hadsphen Memorial Centre.
- Public golf courses are located at Prospect Vale (Country Club Resort), Quamby Golf and Country Club near Hagley, and Deloraine.
- The region also has some of the best trout fisheries in Tasmania, which include Four Springs Lake, Lake McKenzie, and Brushy Lagoon, Huntsman Lake and the Meander River and its tributaries.

Economy

Commerce

- Prospect Vale is the most eastern urban centre of the Meander Valley municipality and contains a wide range of commercial and community services and facilities. This includes the major shopping centre, Prospect Vale Marketplace, which contains a major supermarket outlet, newsagency, post office and a selection of specialty shops.
- With the continued expansion of growth in the Prospect Vale/Blackstone Heights/ Hadsphen surrounds, further commercial development of the Marketplace shopping centre/Westbury Road retail outlets and the satellite township of Hadsphen is being developed.
- The region's centrally located township of Deloraine is the main retail-shopping hub for the rural townships within Meander Valley. Deloraine hosts a Woolworth's supermarket, banking facilities, newsagency, post office, library and a wide selection of specialty/retail shops.
- A number of the smaller rural towns in the region (Westbury, Hagley, Carrick, Bracknell, Meander, Mole Creek, and Chudleigh) operate post office/general store facilities.

Industry

- 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.
- Meander Valley 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 operations within the region are the dominant component, accounting for 88.6% of production.

In 2009, there were 453 dairy farms in Tasmania and of those 74 were located in Meander Valley.

- The 130 hectare 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 is in close proximity to the national highway, is within one hour of all major Tasmanian airports and shipping ports, has the ability to access the NBN and reticulated natural gas, and able to operate 24 hours daily, seven days per week.
- In February 2008 the Meander Dam was completed which provided the opportunity for 43,000 mega litres of water to become available for irrigation across Meander Valley, making this the biggest irrigation scheme in Tasmania. Five water distribution pipelines (Caveside –Dairy Plains, Quamby-Osmaston, Rubicon–Sassafras, Hagley, and a Poatina tailrace to Whitmore scheme) have been constructed across the region. This has allowed for an average increase of 76% of irrigation area.
- Some of the main industry/commercial/tourism businesses in the region are Tasmanian Alkaloids at Westbury, Launceston Country Club Casino, Ashgrove Cheese, Christmas Hills Raspberry Farm, Pearn's Steam World, The Honey Farm at Chudleigh, Trowunna Wildlife Park, Westbury Maze, and 41° South Salmon and Ginseng farm.
- Meander Valley Council currently operates two waste disposal sites (Deloraine and Westbury) and two waste transfer stations (Mole Creek and Meander).

Emergency Management & Services

Emergency Management

- The Meander Valley Council's office and chambers are located at 26 Lyall Street, Westbury.
- The Council Chambers serve as the meeting place for the MEM&SR Committee.
- In the event of an emergency, the Council Chambers will function as the Emergency Operations Centre.
- Council operates three Works depots: Harley Parade at Prospect Vale, Racecourse Drive at Deloraine, and King Street at Westbury.

Police

- The District Headquarters are located in Deloraine, with a smaller station located at Westbury.

State Emergency Services (SES)

- A SES volunteer unit is located in Deloraine (next to Deloraine Hospital), with northern regional support provided by SES Regional Headquarters in Launceston.

Ambulance Tasmania (AT)

- AT operates a station in Deloraine to provide emergency ambulance care and transport services and a non-emergency patient transport service to Launceston.

Tasmania Fire Service (TFS)

- Apart from responding to a wide variety of fire incidents, TFS brigades also provide practical support and resources to the SES, AT and Tasmania Police at incidents such as storms, floods, search, and rescue.
- TFS volunteer brigades are located within the municipality at: Prospect Vale, Hadsphen, Carrick, Westbury, Bracknell, Whitmore, Deloraine, Meander, Elizabeth Town, Chudleigh, Mole Creek, Kimberley, and Selbourne.
- TFS has released two Community Bushfire Protection Plans: the suburb of Blackstone Heights and the town of Hadsphen. Each plan has a nominated Nearby Safe Place (NSP).

Fire Management Authorities

- TFS, Parks and Wildlife Service, and Forestry Tasmania each have arrangements in place to assist in the prevention of, preparation for, response or, and recovery from fire incidents across Tasmania.
- TFS is the Management Authority for fires on private and some public land. TFS has a strong volunteer capacity. The Meander Valley Council (in conjunction with other agencies such as SES) provides resource support to TFS in the event of a fire incident.
- Parks and Wildlife Service is the Management Authority for vegetation fires occurring in parks and reserves reserved under the *Nature Conservation Act 2002* for which is the managing authority.
- Forestry Tasmania is the Management Authority for vegetation fires occurring in State Forest and declared forestland.

Emergency Facilities & Resources

- Council has identified the Deloraine Community Complex, Alveston Drive, Deloraine as its primary refuge site to operate as a Community Evacuation Centre.
- Meander Valley Council buildings that can be made available as a community recovery information centre include:

- The Deloraine Community Complex, Alveston Drive, Deloraine
- Community Halls (see full list on page 82)
- Deloraine, Westbury, Hadsphen and Prospect Vale Sport and Recreation Centres.
- Meander Valley Council's Business Continuity Plan provides guidance for Council on restoring its operations during and after an emergency disruption.
- In the event of a disaster disabling Council's offices at Lyall Street, Westbury, alternate facilities/back-up sites to manage the organisation's most critical business functions have been identified as the Deloraine Community Complex, Alveston Drive, Deloraine (primary site), and the Westbury Sports Centre, Franklin Street, Westbury (secondary site).

Hazard Summary

The main hazards or potential emergencies identified by Meander Valley Council include:

HIGH: Fire (residential, industrial, bush, grass), and flood.

MEDIUM: Bridge/building collapse, dam failure, disease (animal, human, insect, and plant), drought, epidemic (human, animal, and plant), hazardous materials, industrial accident, infrastructure failure (power, water, communication, and gas), severe storm (electrical, wind, rain, and hail), storm surge, 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.

Section 2 Governance and Management

Roles of Government and Emergency Management Partners

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

The Legal Framework for Emergency Management

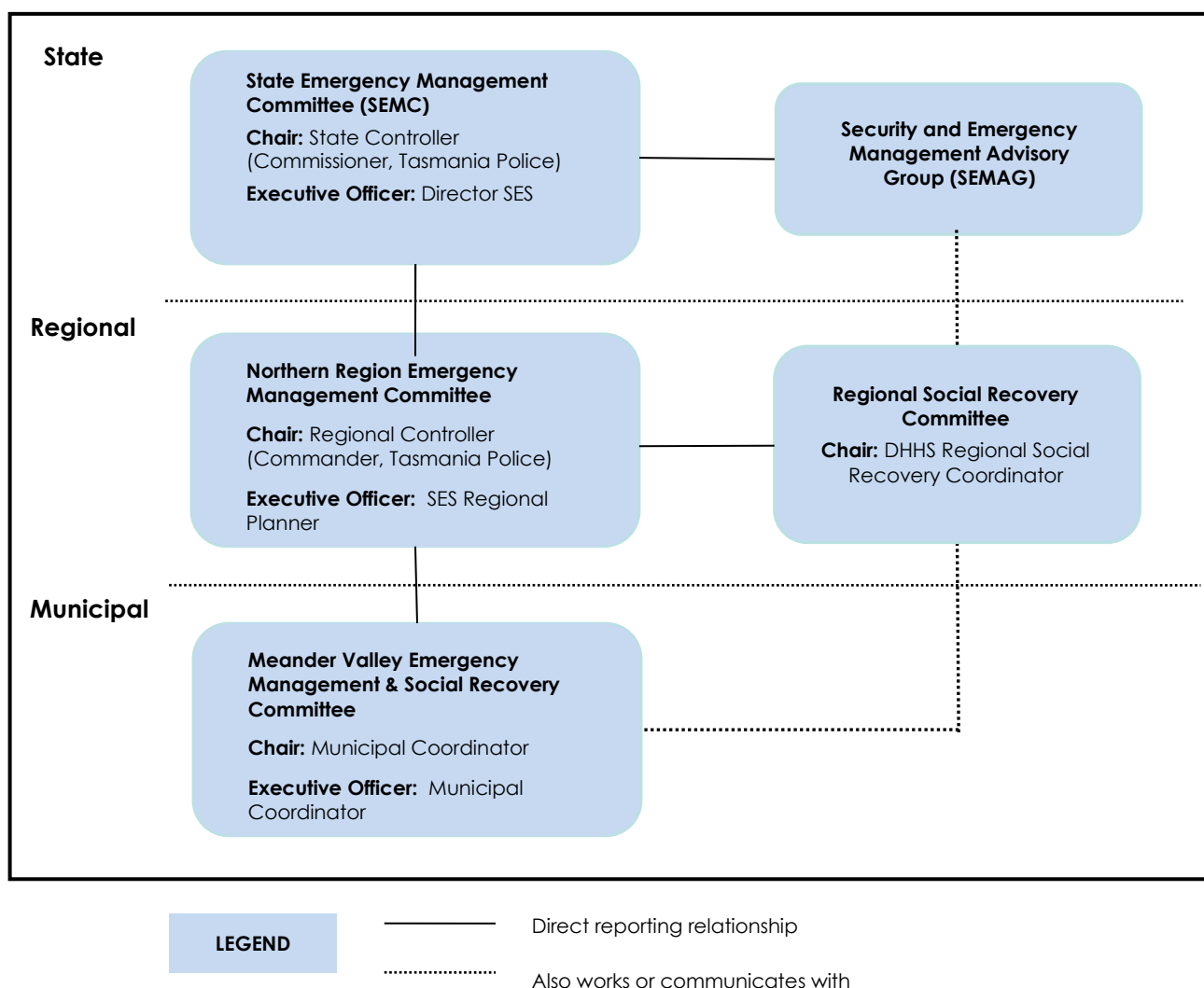
- 2.5 In Tasmania, functions, powers and authorities for emergency management are provided in the *Emergency Management Act 2006*. The Act establishes a flexible emergency management system, including emergency powers for the appointment of workers for emergency management functions, including Municipal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

Emergency Powers and Declarations

- 2.7 Powers related to specific hazards and/or functions are established by specific State legislation or national arrangements (in some instances, Commonwealth legislation can also provide authority).
- 2.8 The *Emergency Management Act 2006* provides additional powers for Regional Controllers, the State Controller, the Minister and the Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. There are three types of powers established by the Act:
 - a risk assessment powers, authorised by the State Controller (s. 36)
 - b emergency powers, authorised by the State Controller (s. 40)
 - c special emergency powers (under a declared state of emergency) – authorised by the Premier. In this circumstance, Regional Controllers automatically have emergency powers conferred to them (s. 42).
- 2.9 These powers can be authorised at any time, provided the criteria set out in the Act are met. Municipal Coordinators provide advice to the Regional Controller/SES Regional Planner if they believe specific powers should be authorised.
- 2.10 Conversely, if powers under this Act are authorised, the Regional Controller/SES Regional Planner will assist Municipal Coordinators to perform the functions required of them. Any specified authorised officer, which may include Municipal Coordinators, may need to implement the powers as required by the authorisation.

Emergency Management Governance

Figure 2 Municipal Emergency Management Governance



- 2.11 The Meander Valley Municipal Emergency Management and Community Recovery Committee is chaired by the Mayor's representative, the Municipal Coordinator from Meander Valley Council as required by Sections 19–24 of the *Emergency Management Act 2006*.
- 2.12 The Municipal Committee maintains a Terms of Reference, which are reviewed approximately every two years and noted by the State Emergency Management Committee.
- 2.13 The Meander Valley municipal area is part of the Northern region. The Northern Region Emergency Management Committee has overarching responsibility for regional emergency management activities. The Municipal Coordinator represents each municipal area on the Regional Committee.
- 2.14 The Regional Committee is chaired by the Regional Controller and supported by the SES Regional Planner as the Executive Officer. Sections 13–18 of the *Emergency Management Act 2006* establish these responsibilities and functions.

Responsibilities

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

Table 3 Response and Recovery Responsibilities

	Hazard	Response Management Authorities	Typical Council Support Functions & Activities
1	Biosecurity emergencies (includes exotic animal, plant and marine disease, and pest emergencies)	DPIPWE Biosecurity Tasmania	Property identification Road closures Local operations centres Access to disposal facilities Providing plant and machinery
2	Earthquake	TASPOL	Property identification Road closures Local operations centres Building inspections Engineering assessments Providing plant and machinery
3	Energy supply emergency (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG Office of Energy Planning and Conservation	Property identification Local operations centres Advice on facilities requiring priority restoration
4	Environmental emergency (marine pollution and spills)	DPIPWE EPA Division	Infrastructure information including storm water and sewerage Providing plant and machinery
5	Fire – national parks, reserves	DPIPWE Parks	Community information Providing plant and machinery
6	Fire – declared forest land/State forest	Forestry Tasmania	Community information Providing plant and machinery
7	Fire – urban, and privately managed rural land	TFS	Property identification Road closures Providing plant and machinery
8	Flood – dams	TASPOL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Providing plant and machinery
9	Flood – rivers, and flash flood	SES	Property identification Road closures Local operations centres Community information Providing plant and machinery
10	Food contamination	DHHS Environmental Health	Premises inspection Infection controls Community Information

	Hazard	Response Management Authorities	Typical Council Support Functions & Activities
			Property identification
11	Hazardous materials – chemical, liquid fuel, explosives (unintentional release)	TFS	Property identification Road closures
12	Hazardous materials – radiological (unintentional release)	TASPOL	Property identification Road closures
13	Influenza pandemic	DHHS Population Health	Flu clinic facilities Community information
14	Infrastructure failure – buildings	TASPOL	Property identification Road closures Local operations centres Community information Providing plant and machinery
15	Infrastructure failure – State roads and bridges (NB: includes transport disruption)	DSG Roads and Traffic Division	Local operations centres Community information Providing plant and machinery Alternative transport routes
16	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Providing plant and machinery
17	Landslip, landslide	TASPOL	Property identification Road closures Local operations centres Community information Providing plant and machinery
18	Public health emergency	DHHS Population Health	Premises inspection Infection controls Community Information Property identification
19	Space debris	TASPOL	Property identification Road closures Local operations centres Providing plant and machinery
20	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Providing plant and machinery
21	Transport crash – aviation (more than 1000 m from an airport runway)	TASPOL	Property identification Road closures Local operations centres Providing plant and machinery
22	Transport crash: • marine (no environmental)	TAS POL	Local operations centres Providing plant and machinery

Hazard		Response Management Authorities	Typical Council Support Functions & Activities
	emergency)		Road closures
	<ul style="list-style-type: none"> • railway • road vehicles 		Alternative transport routes
23	Water supply contamination	DHHS Environmental Health	Property identification Road closures Local operations centres Providing plant and machinery Management of water carriers

Section 3 Emergency Management Arrangements

This section describes the general arrangements for emergency management in the Meander Valley area. It has four sub-sections: Prevention and Mitigation, Preparedness, Response and Recovery.

Prevention & Mitigation

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

Municipal responsibilities include:

- Identify, research, assess and treat risks (within the municipal area and/or in partnership with neighbouring Councils)
- Apply a range of strategies to prevent and mitigate the affects of emergency events (e.g. land-use planning schemes and approval processes, application of building codes, capital works-flood levees)
- Represent community interests for emergency management at other levels of government and contribute to decision-making processes.

Preparedness

This section describes what is done to be ready to respond to and manage community recovery, before an emergency occurs or is imminent.

Municipal responsibilities include:

- Establish and maintain a municipal emergency management committee, or participate in a combined committee
- Maintain systems and processes for municipal emergency management, and maintain a written record of these arrangements in the municipal emergency management plan
- Recommend and support a Municipal Emergency Management Coordinator and Deputy
- Have arrangements in place so that municipal volunteer SES units are maintained to support the plan, including the provision of adequate resources, and facilities for the volunteers
- Develop and implement municipal community awareness and education programs and warning systems.

Response

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

Municipal responsibilities include:

- Support the response Management Authority in accordance with the municipal plan (including the provision of available Council resources)
- Coordinate Support Agencies at the municipal level to address consequences arising from an emergency
- Respond to emergencies that can be managed at the municipal level.

Recovery

This section describes what is done in similar timeframes to response to support recovery in the short-term and the longer term across the four recovery elements:

- social
- infrastructure
- economic
- environmental

Municipal responsibilities include:

- Coordinate recovery efforts for the municipal area, including input into other regional recovery initiatives
- Deliver recovery services from municipal and State resources
- Support analysis of relevant emergency events.

Section 3.1 Prevention and Mitigation

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

Overview

- 3.1.1 The Meander Valley Municipal Committee provides input on a range of prevention and mitigation activities in collaboration with its emergency management partners at municipal, regional and state levels.

Current Arrangements

Research

- 3.1.2 Through its membership, the Municipal Committee maintains an awareness of research for hazards and emergency management relevant to the municipal area. These hazards were described in Section 1 of this Plan.
- 3.1.3 The research areas to be focused on for the life of this plan are fire and flood. This work is supported by the Bureau of Meteorology and the State Emergency Service.
- 3.1.4 In undertaking individual and collaborative flood research initiatives, Meander Valley Council is an active member of the Northern Regional Flood Consultative Committee.
- 3.1.5 Findings of research that has relevance for the Municipal Committee's emergency management partners (including the community) are communicated/shared in a coordinated and appropriate way by committee members.

Risk Management

- 3.1.6 Each organisation is responsible for conducting risk assessments based on the findings of credible research and incorporating the outcomes into their risk management programs and hazard registers as required. Risk assessment and risk management activities are completed in line with the National Emergency Risk Assessment Guidelines (NERAG) and AS/NZS ISO 31000:2009 and the relevant requirements/guides of each participating organisation.
- 3.1.7 Outcomes of the 2003 Tasmanian Emergency Risk Management Project (TERMP), 2017 Tasmanian Municipal Emergency Risk Assessment Project and the 2016 Tasmanian State Disaster Risk Assessment Project coordinated by the SES are reviewed by the Municipal Committee and is responsible for updating them on a case by case basis, in consultation with stakeholders. Aspects that affect this municipal area are used as the basis for regular reviews to this Plan, so the arrangements address the major risks to community safety.
- 3.1.8 Appendix 5.2 summarises the current risk assessment findings from the 2003 TERMP and identifies the following general responsibilities for treatments:
- a council responsibility
 - b partnership: combination of councils, State Government agencies, industry, individuals
 - c State Government agency, industry association, industry sector or individual
 - d whole-of-government responsibility.

Protective Security & Business Continuity

- 3.1.9 An emergency event will have an impact on the business of the Meander Valley Council and the community.
- 3.1.10 Each asset owner and/or service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.

- 3.1.11 Off-site computer backup storage arrangements are in place in case of break down and disaster recovery.
- 3.1.12 The supply or redundancy of main services is particularly important for local emergency management operations and requires relationships and arrangements to be reviewed continually with asset owners or managers for the following areas, including but not limited to:
- a power supply
 - b potable water
 - c transport networks and alternative route planning
 - d telecommunications
 - e public/environmental health standards.
- 3.1.13 Protective security practices have been developed at State level and government organisations maintain their own arrangements to enhance security. Specific advice related to counter-terrorism practices can be provided by the State Security Unit . . .

Land-use Planning

- 3.1.14 Land-use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993* and are largely managed by Council.
- 3.1.15 Land-use planning schemes for the Meander Valley area are reviewed and updated continually to include improved preventative measures, which help mitigate the impact of emergencies on communities. These updates are progressively informed by a number of State and Australian government initiatives and are incorporated in line with hazard assessments for each area. For further information: www.meander.tas.gov.au.

Section 3.2 Preparedness

This section describes what is done to be ready to respond and manage community recovery, before an emergency occurs or is imminent.

Overview

- 3.2.1 Preparedness is managed collaboratively between State Government, councils and their emergency management partners.
- 3.2.2 Work health and safety legislation and general legal requirements of individuals form the basic preparedness obligations e.g. employers are required to prepare their workers for the workplace environment, including emergencies.
- 3.2.3 Specific State and Commonwealth legislation establishes hazard and function-specific responsibilities for regulators and government agencies.
- 3.2.4 Furthermore, the *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to preparedness at the municipal level, including:
 - a council responsibilities for:
 - i providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (s. 47)
 - ii providing facilities and resources for the municipal State Emergency Service Unit/s as well as the storage and maintenance of equipment used by the unit/s and areas for training (arranged in conjunction with the Director State Emergency Service Section (s. 49))
 - iii making recommendations for the Municipal Coordinator and Deputy roles (ss. 23–24) and providing a chairperson for the committee (s. 21).
 - b the preparation and maintenance of a municipal emergency management plan for the municipal area (s. 34)
 - c establishment of a Municipal Emergency Management Committee (s. 22)
 - d State Emergency Service responsibilities in Section 26 to:
 - i provide advice and services in accordance with emergency management plans
 - ii recruit, train and support a volunteer workforce.
- 3.2.5 Support Agencies and owner/operators of specific facilities maintain processes and arrangements so they are ready to:
 - a fulfill their roles in emergency management
 - b achieve 'business as usual' for as long as possible, as well as
 - c coordinate recovery and support broader recovery efforts after the emergency, if required.

Current Arrangements

Municipal Emergency Management and Social Recovery Committee

- 3.2.6 The consultation framework is outlined in Section 2 of this plan. This framework is coordinated by the State Emergency Service with the SEMC and Regional Committees and is maintained with the support of councils, Non-Government Organisations and other organisations.
 - a For this municipal area, the Municipal Committee has an important role in maintaining relationships so information is shared and effective arrangements are in place for emergency management. The Municipal Coordinator is its Chair and

Executive Officer. Terms of Reference support the Committee's involvement (see Appendix 5.3).

Municipal Social Recovery Committee

- 3.2.7 The Meander Valley Social Recovery Committee exists within the broader Emergency Management & Social Recovery Committee. Its functions are coordinated by the Community Development Officer in accordance with the Social Recovery Plan. The decision to merge the social recovery functions has enabled Council to develop a more coherent response capability.
- 3.2.8 Primary functions of the Recovery process are to:
- a develop, review and maintain the Meander Valley Recovery Management Plan;
 - b develop and conduct exercises which test the Meander Valley Recovery Management Plan;
 - c provide information and support to the Municipal Committee and Municipal Social Recovery Committee as required.

Capacity and Capability

- 3.2.9 State government agencies and government owned businesses maintain their own capacity and capability arrangements. In the municipal context the following points are important:
- a. Relief arrangements for council emergency management roles
 - b. emergency management education and training for Council workers
 - c. maintaining the Municipal Emergency Coordination Centre
 - d maintaining basic systems so resources can be requested and shared.

Relief Arrangements for Council Emergency Management Roles

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

Primary Role	Usual Delegate
Municipal Chairperson: Director Infrastructure Services	Deputy Municipal Coordinator: Director Works
Municipal Coordinator: Director Infrastructure Services	Deputy Municipal Coordinator: Director Works
Municipal Recovery Coordinator : Community Development Officer	Deputy Municipal Recovery Coordinator: Youth Development Officer

Education and Training

- 3.2.10 The Municipal Coordinator coordinates general inductions for workers with emergency management functions. The SES Regional Planner and Regional Social Recovery Coordinator assist as required.
- 3.2.11 Scenario planning sessions and validation activities will be conducted at various times by a wide range of stakeholders. Municipal Committee members attend these and/or arrange for relevant people from their organisation to participate as appropriate.

Coordination Centres

- 3.2.12 Emergency events require a high degree of operational coordination. The extent of such coordination will invariably depend on the magnitude of the event. There are levels of coordination, which combine to enable effective emergency response and recovery arrangements to be implemented.
- 3.2.13 In respect to this Plan there are:

- a Incident Control Centre (ICC)
- b Municipal Emergency Coordination Centre (MECC)
- c Regional Emergency Coordination Centre (RECC).

Incident Control Centre (ICC)

- 3.2.14 Operational control of an emergency is the responsibility of the response management authority through their Incident Control Centre (ICC).

Emergency Operation Centre (EOC)

- 3.2.15 Support agencies, such as Municipal Councils, command their operations from an Emergency Operations Centre (EOC). The Meander Valley Council EOC is located in the Council Chambers of its Westbury Office.

Municipal Emergency Coordination Centre (MECC)

- 3.2.16 Complex emergency events are likely to require high levels of coordination. When an emergency escalates beyond the response Management Authority's capacity or when a multi-agency response is needed, a Municipal Emergency Coordination Centre (MECC) may be needed.
- 3.2.17 The Meander Valley Municipal Emergency Coordination Centre will be established at the Meander Valley Council Offices located on Lyall Street, Westbury and may be activated by the Municipal Coordinator or the General Manager of the Meander Valley Council.

Regional Emergency Coordination Centre (RECC)

- 3.2.18 Should an event require more extensive management support a RECC could be established. The RECC can be activated through the Executive Officer of the Regional Emergency Management Committee, upon direction of the Regional Controller.
- 3.2.19 Functions of the RECC are to:
- a provide information to the State Controller
 - b assist the Regional Controller to coordinate response to major events involving more than one organisation
 - c coordinate resources
 - d provide a public and media information service.
- 3.2.20 The RECC for Northern Tasmania is located at Police Headquarters in Cimitiere Street, Launceston.

Maintaining Contact Information

- 3.2.21 A contact list for municipal emergency management is maintained by the Municipal Coordinator. It is checked at each committee meeting, updated and circulated to members and stakeholders. The Regional Committee's contact list is an important supplement to the Municipal Committee's contact list. It is updated in a similar way (coordinated by the SES Regional Planner).
- 3.2.22 Council maintains a plant register for Council owned equipment and a listing of equipment owners/operators within the Meander Valley municipality. Both of these documents are maintained by the Works Department and can be accessed through the Director of Works.
- 3.2.23 Meander Valley Council has resources, which may be directly utilized, has access to other resources within the community and has vital information about the community that will be required in the process of responding to and recovering from an emergency.

- 3.2.24 Meander Valley Council is a signatory of the LGAT Protocol for Inter-Council Emergency Management Resource Sharing. This protocol enables resource-sharing arrangements specifically with neighbouring councils. Access to resources will be dependent upon the emergency and its impact on the neighbouring councils.

Community Warnings and Public Information

- 3.2.25 In the event where warnings in the community are required, Council is committed to working proactively with other emergency stakeholders to ensure that timely and effective warnings are issued to members of the public as applicable/appropriate. This section summarises the main points regarding public enquiries, warnings and public information. For the arrangements to issue warnings or open call centres in Response (and in other instances) refer to Section 3.3 of this Plan (Response).

TasALERT

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

Points for Public Enquiries

- 3.2.30 The organisations that may be represented on, or be invited to attend, the Municipal Committee all maintain a number of different enquiry points for public enquiries:

Organisation	Enquiry Point
Tasmania Fire Service	(24 hour) Phone service - 6230 8600 fire@fire.tas.gov.au
Tasmania Police	Police assistance line - 131 444 Tasmania.police@police.tas.gov.au
TasWater	Call Centre 136 992
State Emergency Services	(24 hour) Phone service - 132 500 ses@ses.tas.gov.au
Forestry Tasmania	Phone – (03) 6235 8333 Forestry.tasmania@forestrytas.com.au
Parks and Wildlife	1300 135 513
Bureau of Meteorology	(03) 6221 2000 www.bom.gov.au

Meander Valley Council Information Service

- 3.2.31 The Meander Valley Council will be a vital source from which members of the community can gain advice and information relating to an emergency event. It is critical that the information being provided to the public is both timely and accurate. The best way to achieve this is through a designated information service.
- 3.2.32 The information service will not only provide the community with direct access to information relating to an emergency, it will also help to reduce the number of calls made to the EOC.
- 3.2.33 Where more detailed information is required, the information service can provide callers with a link to the EOC.
- 3.2.34 It should be noted that the information service is distinct from the EOC and the MECC and will act in support of those centres.

Establishment and Staffing

- 3.2.35 The Meander Valley Council will establish an information service during an emergency event with the aim of providing general information to the public before, during and after an event.
- 3.2.36 The objective of the information service is to:
- advise the public of likely events and precautionary actions to be taken in advance of an anticipated emergency
 - advise the public of appropriate action for the public to take or who to contact during an emergency event
 - advise the public as to the appropriate contacts for the Recovery Management issues, either during or immediately following an emergency.
- 3.2.37 Dedicated emergency telephone lines will be activated and act as an 'emergency hotline' to provide the public with up-to-date information.
- 3.2.38 Information updates will be provided to the information service operators through the EOC or the MECC, as applicable.
- 3.2.39 Staffing of the information service is the responsibility of Corporate Services Department within the Meander Valley Council and staff numbers may vary depending on the magnitude of the event.
- 3.2.40 Designated staff within Corporate Services will be responsible for setting up, activating and managing the information service.

The information service will operate from the Meander Valley Council Chambers located at 26 Lyall Street, Westbury.

Available Warning Systems

- 3.2.41 Public warnings systems are maintained by responsible agencies. For example, the Tasmanian Fire Service has adopted three warnings for the fire season which will be broadcasted by ABC radio:

Bushfire Advice – this message will advise the community that a fire has started but there is no immediate danger and includes general information to keep up-to-date with developments.

Bushfire Watch and Act – this message represents a heightened level of threat. Conditions are changing and it is time to start taking action to protect families.

Emergency Warnings – this warning will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).

- 3.2.42 This plan recognises that warnings to the public are most effective when key messages are developed in advance and are based on best practice (e.g. AGD's 'Choosing your Words'). Messages will be maintained in draft form so they can be made specific for each circumstance.
- 3.2.43 Emergency warning systems relevant to the Meander Valley are:
- a mainstream flooding (from rivers) (BoM)
 - b severe weather, e.g. damaging winds and heavy rainfall (BoM)
 - c bush fire (TFS)
 - d Emergency Alert (all hazards) (TFS)
 - e Standard Emergency Warning Signal (SEWS) (SES)
 - f local ABC Radio (primary Support Agencies or Response Management Authority).

Public Information Readiness

- 3.2.44 Response Management Authorities are responsible for maintaining scripts about hazards for use by TEIS (Tasmanian Emergency Information System) in draft form so they can be customised as required. The Municipal and Regional Committees are developing draft scripts that can be customized to broader impacts of emergencies/recovery matters.
- 3.2.45 Where possible, pre-prepared public information resources are tailored to inform all members of the municipal area about the emergency. This information will be primarily presented on Council's website, and/or links provided to other websites of emergency service information providers.
- 3.2.46 Specific arrangements for community warnings and public information are described in Section 3.3 (Response).

Municipal Emergency Management Plans

- 3.2.47 The Municipal Committee is responsible for the maintenance of this Plan. The Plan is reviewed every two years after it was last approved.
- 3.2.48 The SES provides guidance for the plan's format and content and arranges for its approval by the State Controller.
- 3.2.49 Each review should at least take into consideration the following factors:
- a emerging risks and hazards and potential treatments
 - b compliance of the plan with current legislation and policy
 - c accuracy of content, e.g. roles, procedures and contacts
 - d functionality of plan during emergencies
 - e comments and suggestions from key stakeholders.
- 3.2.50 Section 4 of this plan provides more information about this Plan including the Distribution List. The current version of this Plan is available from the Council website (www.meander.tas.gov.au).
- 3.2.51 Each organisation represented on the Municipal Committee is responsible for maintaining their own plans and procedures and making sure they are aligned with the arrangements in this Plan.

Pandemic

- 3.2.52 A State Pandemic Plan exists in relation to pandemic preparedness. The agency with management responsibility is the Department of Health and Human Services (DHHS).
- 3.2.53 One of the key elements in a coordinated response to a large-scale health emergency such as a pandemic will be the establishment of Flu Clinics.

- 3.2.54 Councils are responsible for the identification of Flu Clinic locations prior to an event. Special pandemic plans are being developed in consultation with DHHS around the establishment of these centres.

Validations & Lessons Identified

- 3.2.55 Validations are conducted as part of the emergency planning process to assess the effectiveness of emergency management arrangements. Validations include debriefs, exercises and other workshops/meetings.
- 3.2.56 Each member organisation is responsible for making sure their own processes and procedures are tested at regular intervals and for participating in other validations where able.
- 3.2.57 The planned validation activities for this Plan recorded in Section 4.8 of this Plan.
- 3.2.58 Debriefs are conducted by each member organisation after exercises and operations. Combined debriefs for agreed operations are arranged by the Municipal or the Regional Committee.
- 3.2.59 Lessons identified in debriefs are recorded and shared, if relevant, through the consultation framework.
- 3.2.60 The performance of municipal emergency management is progressively reviewed through debriefs and at committee meetings for the area and the region. Where opportunities for improvement are identified, action is taken to address the emergency on a risk basis.

Administration Systems

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

Information Management

- 3.2.62 Systems for managing information during emergencies include prepared templates/proformas etc. for:
- a Situation Reports (SITREPS)
 - b operational logs
 - c resource allocation
 - d recording expenditure (more information below in 'Cost Capture')
 - e registration systems – spontaneous volunteers, public offers, affected groups e.g. businesses
 - f supporting impact assessments (see Section 6.14.3 TEMA).
- 3.2.63 WebEOC is the web-based multi-agency information sharing system available for use when a DPFEM agency is the Response Management Authority for an emergency incident or the State Controller assumes overall control.

Cost Capture/Financial Administration

- 3.2.64 To gain post-emergency financial support from State or Commonwealth governments, the Council is required to maintain accurate records of all expenditure relating to an emergency event.
- 3.2.65 Council has a specific emergency management function within its annual budget. A specific account number will be set up to track costs associated with a particular

emergency event. The level of detail or separation of costs will be dictated by the nature and extent of the emergency.

- 3.2.66 All expenditure during emergencies is to be approved by the General Manager or other authorised personnel before commitments are made.

Section 3.3 Response

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

Overview

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

Command, Control and Coordination

The following points outline the command, control and coordination arrangements relevant to this plan.

All Hazards Response Arrangements & Escalation

- 3.3.7 When an emergency occurs, initial response actions are usually carried out at the emergency site by those who have the primary responsibility for protecting the life, property or environment that is being threatened. In the first instance, this is usually the asset owner/manager of the property/premises and/or the people at the emergency site.
- 3.3.8 When people are not present or able to respond effectively, specified agencies have authority to take control of the emergency. In this Plan they are identified as the Response Management Authority.
- 3.3.9 Response Management Authorities are supported by Support Agencies and councils can be requested to support response and make resources available. These requests are usually made by direct contact with the Municipal Coordinator. At this point, consideration is given to the practicalities of opening the Municipal Emergency Coordination Centre to coordinate resources and requests (if it is not already open). See Appendix 5.6 for more information about the centre.
- 3.3.10 The General Manager is responsible for providing adequate staff and resources to operate the Meander Valley Coordination Centre. The Municipal Coordinator is

responsible for arranging the centre to be opened and managing it. More detailed operating procedures are maintained in Appendix 5.1 Associated Documents.

- 3.3.11 Liaison Officers for responding agencies can support fellow workers at the emergency scene and provide advice to other agencies at Emergency Operations Centres/Emergency Coordination Centres and/or senior managers who are monitoring the situation.
- 3.3.12 The SES Regional Planner usually assists and advises the MC/MECC and is responsible for briefing the Regional Controller (and other stakeholders as required).
- 3.3.13 The SES Regional Planner is responsible for arranging regional support to councils, should this be required.
- 3.3.14 The Regional Controller can assume overall control of response/community recovery operations (see Section 18 of the Act). Emergency powers from the *Emergency Management Act 2006* do not need to be authorised for this to occur.

Operational Communication

- 3.3.15 The Response Management Authority is responsible for notifying the Chairman and Municipal Coordinator of the Meander Valley Emergency Management Committee of the emergency.
- 3.3.16 The Municipal Coordinator is to ensure that the General Manager is notified of the emergency.
- 3.3.17 If it is necessary to convene a meeting of the Meander Valley Emergency Management Committee, the Municipal Coordinator is responsible for notifying members of the time and venue of the meeting.

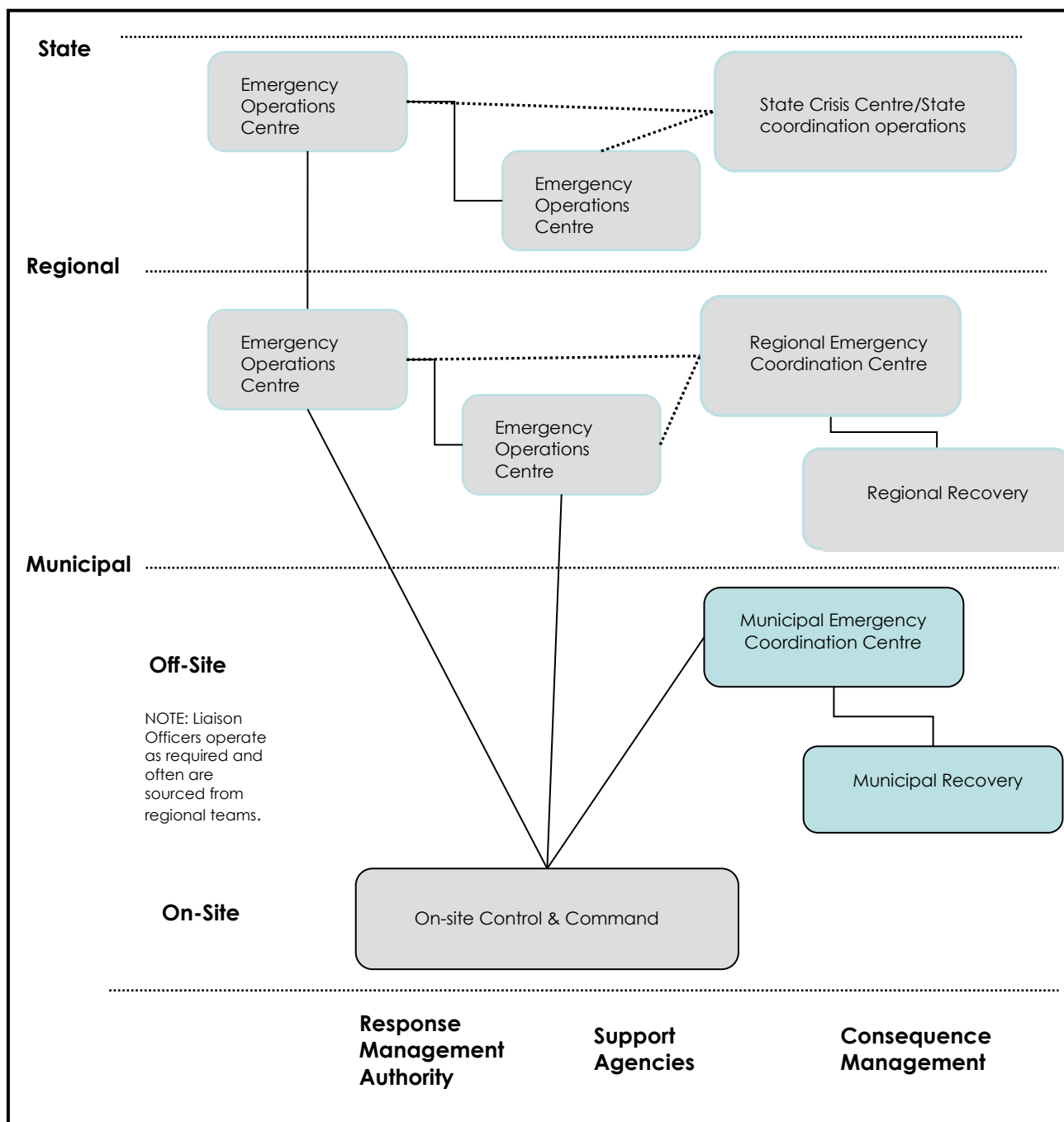
Mayor and Councillor Response

- 3.3.18 As a civic leader the Mayor, or a nominated representative, is to perform the following prime functions:
 - a Media Contact: to provide the necessary general information to the community as outlined by the response Management Authority or Regional Controller.
 - b Public appeal for financial assistance: if deemed necessary by the Mayor, to initiate such an appeal, after consultation with the Response Management Authority or Regional Controller. The Mayor is also to act as the focal point for queries by service clubs, etc. who may wish to support the appeal or even to start their own.
 - c Link to Federal and State Ministers: to initiate this at the request of the Response Management Authority or Regional Controller in the event of breakdown or blockages in usual channels of communication.
 - d "Show the Flag": the Mayor can have a positive effect upon the community during an emergency by talking to victims, being seen in the community and providing support to emergency workers. It is important however, that such involvement is organized through the appropriate channels and is undertaken at the appropriate time.
 - e To talk to victims of the crisis and obtain feedback on the effectiveness of crisis management operations. Feedback is to be provided to the Municipal Coordinator for any necessary corrective action.
- 3.3.19 The role of Councillors will be to deputise for the Mayor, if necessary, or otherwise assist and support the Mayor in the roles described in Section 5.5 Action Cards /Duty Statements. The importance of Councillors being seen in the community during an emergency cannot be overstated. Councillors can provide considerable assistance in the recovery phase by talking to victims, community leaders and workers and providing coordinated support and assistance to emergency workers.

Consequence Management

- 3.3.20 The Regional Controller's efforts are usually focused on consequence management (including public information strategies). Generally, this occurs in consultation with members of the Regional Committee and other relevant stakeholders acting as Liaison Officers and/or advisors and is coordinated by the SES Regional Planner. If further assistance is required, the Regional Controller can make requests to other regions or to the State Controller.
- 3.3.21 Offers of assistance from organisations that are not usually part of response arrangements (e.g. from the community, industry, celebrities, other regions/jurisdictions and interstate agencies), are handled by the Response Management Authority, although they can be referred to the SES Regional Planner.
- 3.3.22 Figure 3 below summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each emergency.

Figure 3 Response Management Structure



LEGEND:

- Direct reporting relationship
- Also works/communicates with

Emergency Powers

3.3.23 Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Section 2 of this plan (see paragraphs 2.6-2.9). The SES Regional Planner will coordinate activities on behalf of the Regional Controller when emergency powers are sanctioned.

The table below provides a summary of a typical management process for response, although it is important to note that as every emergency is different, variations can and will occur.

Table 4 All Hazards Response: Typical Actions

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

Warnings and Public Information

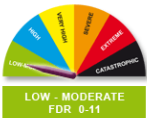





Warnings

- 3.3.24 Warnings are issued by the BoM for severe weather and other events (e.g. floods, tsunami) and the TFS for fires and hazardous materials incidents. These warnings are sent to media outlets (radio and television) who broadcast the warnings, which may be preceded by the SEWS (Standard Emergency Warning Signal), in accordance with Tasmania's guidelines. These guidelines note that the Regional Controller can request that the SEWS is used.
- 3.3.25 Response Management Authorities are responsible for interpreting warnings and communicating the potential impacts and consequences to the community.
- 3.3.26 Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:
- a Response Management Authority
 - b SES Regional Planner
 - c Regional Controller.
- 3.3.27 Various information mediums can be used; however, messages that are more urgent will be disseminated via public radio or television, whilst other information (particularly of a lengthy or detailed nature) could be distributed via posters, letterbox drops or Australia Post delivery services. The Municipal Coordinator will need to consult with originators to determine the best methods for distribution.
- 3.3.28 During bushfire incidents, the TFS website is a particularly good source of up-to-date reliable data. Meander Valley switchboard staff will refer telephone enquiries to the site whenever possible or read the situation reports regularly and pass on relevant details to the callers.
- 3.3.29 Relevant Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
- 3.3.30 'Emergency Alert' is a national capability that can send warnings to landline and mobile telephones via voice and text message in a defined geographic area. 'Emergency Alert' operates on a 'fee for service'. Cost recovery is coordinated at State level between TFS and the Response Management Authority. EA complements existing emergency warning processes and systems and is simply an additional tool available to organizations. Public messages in relation to EA emphasise that people must not rely on receiving a message from EA. Instead, individuals and communities must prepare themselves and have an action plan in case of an emergency.
- 3.3.31 The Response Management Authority and TFS coordinate warnings sent using the Emergency Alert system. If Council identifies a need to use the system, this is arranged with the SES Regional Planner.
- 3.3.32 The following Table 5 summarises current warning arrangements.

Table 5 Warnings Systems and Public Information

Natural Hazards	Warning Type	Issuing Agency	Method
Flood			
Flood watch	An Alert, Watch or Advice. - Early advice that alerts when the combination of forecast rainfall and catchment conditions indicate that flooding is likely for a geographic area or region.	BoM	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails fax
Flood Warning	Warnings of 'Minor', 'Moderate' or 'Major' flooding are to provide advice on impending flooding so people can take action to minimize its negative impact. These warnings are issued for catchments where specialised flood warning systems are operated and flood classifications have been defined for key river level sites. The flood-warning message will identify the river valley, the locations expected to be affected within the catchment as well as the expected severity and timing of the flooding.	BoM	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
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	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
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	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, Fax
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	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
Severe Weather		BoM	
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, very heavy rain, dangerous surf or tides. (see 1- 4 below)	BoM	Public: Media, BoM Website Emergency Services: SMS, telephone calls, emails, fax
Damaging winds	Gusts expected in excess of 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction), 'destructive' winds above 125 km/h	BoM	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, Fax
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	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax

Natural Hazards	Warning Type	Issuing Agency	Method
Severe thunderstorm warnings	provided when thunderstorms are expected to produce dangerous or damaging conditions: hail greater than 2cm diameter wind gusts greater than 100 km/h flash flooding tornadoes	BoM	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
Ice and frost on roads	Road weather alerts – advise of potentially dangerous driving conditions e.g. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
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	Public: Media, BoM website Emergency Services: SMS, telephone calls, emails, fax
Total Fire Ban	The Tasmania Fire Service can declare a Total Fire Ban on days when the danger of fire is extremely high and when fires would be expected to develop rapidly and be extremely difficult to control. Usually a Total Fire Ban lasts for 24 hours.	TFS	Public: Media, TFS website Emergency Services: Telephone calls, email, fax
Advice	<i>Bushfire Advice</i> message – This will advise you that a fire has started but there is no immediate danger and includes general information to keep you up to date with developments.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, fax
Watch and Act	<i>Bushfire Watch and Act</i> message – This represents a heightened level of threat. Conditions are changing and you need to start taking action now to protect yourself and your family.	TFS	Public: Media, TFS website Emergency Services: SMS, telephone calls, emails, fax

Natural Hazards	Warning Type	Issuing Agency	Method
Emergency Warning	<i>Bushfire Emergency Warning</i> – This will indicate that people in specific locations are in danger and need to take action immediately as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).	TFS	Public: Media, TFS website Emergency Services: SMS, telephone calls, emails, fax
Low - Moderate Fire Danger Rating (FDR 0-11) 	Fires breaking out today can be controlled easily. There is little risk to people and property.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax
High Fire Danger Rating (FDR 12-24) 	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax
Very High Fire Danger Rating (FDR 25-49) 	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax
Severe Fire Danger Rating (FDR 50-74) 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, Fax
Extreme Fire Danger Rating (FDR 75-99) 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax
Catastrophic Fire Danger Rating (FDR 100+) 	Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best prepared homes will not be safe today.	BoM/TFS	Public: Media, BoM website, TFS website Emergency Services: SMS, telephone calls, emails, fax

Public Information

3.3.33 Council has a critical role in providing community leadership and ongoing information updates to reduce uncertainty within the community. These roles need to be implemented as soon as possible after the emergency event to reduce the potential for inappropriate community action or undue concern. Situation reports and information bulletins regarding facilities and emergency assistance should be provided to the community.

3.3.34 Table 6 below summarises the arrangements for providing information to the public about the emergency.

Table 6 Summary of Public Information Arrangements

Location	Scope of emergency information	Provided by	Developed by	Cleared by	Distribution methods
1 On-site	The emergency and its known impact	Response Management Authority Support agencies can advise about their own roles	Response Management Authority.	Response Management Authority	Media Agency websites Emergency Alert
2 EOC/ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. Municipal-al, Regional Controller)	Media
3 Other centres – assembly, evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS
4 Municipal area	Impact of the emergency on the local community	Mayor	Council Media Officer	Council Media Officer	Media, council website TEIS, CALD
		Council switchboard	Council Media Officer	Council Media Officer	Phone enquiries
5 Within the region	Impact of the emergency on the region	Regional Controller	SES Regional Planner or delegate	Regional Controller	Media, Council websites, TEIS
		Response Management Authority	Media Officer	Response Management Authority, regional liaison	CALD
		Regional Community Recovery Coordinator	Regional Community Recovery Coordinator/ Media Officer	SES Regional Planner or delegate for Regional Controller	

6	Rest of the State	Impact of the emergency for the State, including relief arrangements	State Controller	SES Director TAS POL Media Unit, Govt. Media Office	SES Director TAS POL Media Unit, Govt. Media Office	Media, agency or SCC website, TEIS CALD, others
			Response Management Authority	Media Officer	Response Management Authority, State liaison	
			Premier/Minister	Govt. Media Office	Govt. Media Office	

Northern Region 1800 Public Information Line

- 3.3.35 A further means of providing information to the public is via the establishment of an 1800 public information line. The 1800 number available for councils in Tasmania's north region is 1800 049 508.
- 3.3.36 The 1800 number (above) is owned by DPFEM and can be allocated to any landline. This number has been established for use in all-hazard emergencies, with its primary purpose being a means to provide information (and reassurance messages) to the public.
- 3.3.37 The SES Regional Planner is responsible for activating the 1800 number if required.

Tasmanian Emergency Information Service (TEIS)

- 3.3.38 Tasmania has a state call-centre capability known as the Tasmanian Emergency Information Service (TEIS), managed by the Department of Premier and Cabinet (DPAC). This service provides an initial point of contact for the community to access self-help information following an emergency.
- 3.3.39 The service may be activated at the request of any agency or Regional EM Controller. The decision to activate the service includes acceptance of a number of responsibilities including:
- a appointing a Liaison Officer to be located at the TEIS for the duration of the activation
 - b appointment of a supporting Information Manager.
- 3.3.40 The service operates on a 'fee for service' basis and further details are available in the TEIS Operational Handbook (see 'Associated Documents' Appendix 5.1).
- 3.3.41 If the Council or Municipal Coordinator requires the TEIS, a request is made to the SES Regional Planner who will consult with the Regional Controller.
- 3.3.42 If use of TEIS is approved, preparation of scripts is developed at this time, using a consultative approach.

Working with the Media

- 3.3.43 The local and regional media outlets assist to provide information to the public about emergencies. Agencies involved in managing the emergency aim to provide comments through nominated Media Officer/s and limit their comments to their own role in response/ recovery activities. Queries outside this scope are referred to the Response Management Authority or the Regional Controller/SES Regional Planner.
- 3.3.44 During an emergency, timely, accurate and informative information to the community is critical. In a period of community uncertainty, concerns can be reduced if advice is provided on what has happened, what needs to be done, and where people can go to gain assistance. Whilst the media will provide information on what has happened, their focus will not always provide the detail that satisfies the needs of an affected community.

- 3.3.45 The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Meander Valley Council and the affected community. The Mayor will need to be supported in this role by an experienced Media Liaison Officer who can prepare community and media statements and have them endorsed by the Mayor. All Councillors and Council staff need to be aware that only the Mayor (or delegate) will speak on behalf of Meander Valley Council and the collective community. The Municipal Coordinator will provide emergency related information to the Mayor.
- 3.3.46 Media statements from the Meander Valley Council will relate to the impact on the community and the actions being taken by the Council. Meander Valley Council should not comment on matters that are the province of the emergency services or post-emergency investigations. Statements made by persons with knowledge of only a segment of the total emergency operations can lead to confusion and misunderstanding by the public.

Media Contacts/Deadlines

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

Other Elements

Evacuation Management

- 3.3.48 Evacuation involves the movement of people to a safer location and their return. For evacuation to be effective it must be appropriately planned and implemented. Tasmania Police and Tasmania Fire Service have legislative power to order evacuation, although voluntary evacuation is the preferred strategy in emergencies. It is recognized that evacuation is a multi-agency responsibility that requires the participation and cooperation of several agencies/organisations. It is essential that coordination and communication is maintained across all stages of evacuation. The *Emergency Evacuation Framework* provide guidance for conducting evacuations during an emergency.
- 3.3.49 If the response Management Authority identifies a need for evacuation, the Municipal Coordinator can be contacted for assistance.
- 3.3.50 When evacuation plans involve significant changes to traffic flows over roads and bridges, the road owner/manager should be involved (i.e. council and/or DSG).
- 3.3.51 Councils maintain a register of facilities that could be used to provide services for displaced persons.
- 3.3.52 Appendix 5.6 details a list of community halls and building facilities that could be used as a Social Recovery Centre.
- 3.3.53 TFS also maintains a register of Evacuation Centres and Nearby Safer Places for bushfires and will provide advice through the media and TFS website, if recommending that the community uses these.
- 3.3.54 Figure 4 below illustrates the evacuation process as dictated by the State Evacuation Framework. A formal evacuation process does not prevent people in the community from making an independent decision to relocate in the appropriate circumstances.
- a Coordination
- Tasmania Police plays a lead role in the evacuation process during an emergency. If time permits, a Police Evacuation Coordinator may be appointed by a Police Commander to both coordinate the evacuation process with key agencies/organisations involved and to manage the withdrawal stage.

- b Decision

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

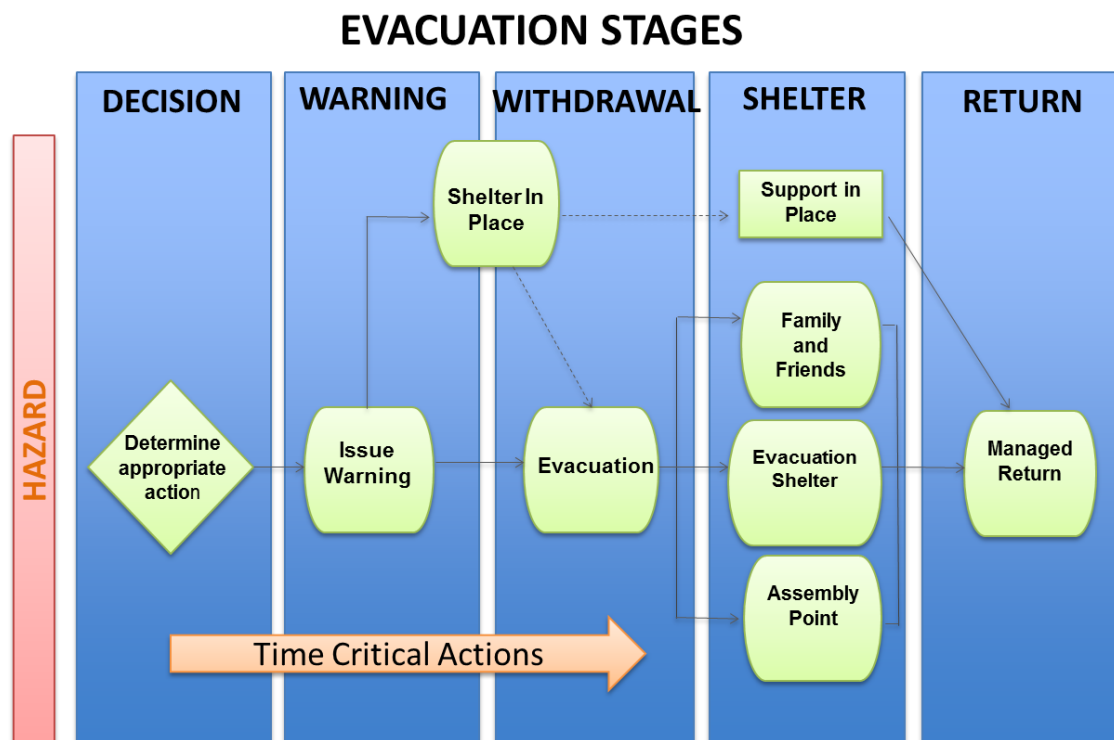
It is the responsibility of the Incident Controller to issue evacuation warnings to all people, including vulnerable people in the community and special facilities in the affected area. Evacuation warnings should be prepared in consultation with Tasmania Police.
- d Withdrawal

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

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

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

Figure 4 The Evacuation Process



Impact Assessments

- 3.3.55 The Response Management Authority is responsible for coordinating impact assessments, to be gathered and reported to other responding agencies and the relevant recovery officers (municipal/regional). Council may be asked to assist with this work.
- 3.3.56 Impact assessments consider the following factors specifically:
- a housing/accommodation needs
 - b energy supplies
 - c potable water
 - d transport networks and alternative route planning
 - e telecommunications
 - f public/environmental health standards.
- 3.3.57 Where transport corridors also provide access for other networks (e.g. energy, water, telecommunications), the asset managers/owners are involved as required in decision making.
- 3.3.58 GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

Registrations

- 3.3.59 Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:
- a affected persons (e.g. people who are evacuated/their families)
 - b other stakeholder/affected groups (e.g. businesses)
 - c spontaneous volunteers
 - d witnesses
 - e potential donors/sponsors (equipment, services, supplies).
- 3.3.60 Registration may be commenced by the Response Management Authority and is coordinated by them. This can be supplemented or supported by regional arrangements for ongoing coordination of registrations, e.g. the regional recovery arrangements. Council will immediately implement a registration system on the activation of an evacuation centre. TASPOL may also activate. Australian Red Cross to use the Register, Find, Reunite System.
- 3.3.61 Registrations are shared regularly through the response phase, including with the SES Regional Planner and Regional Social Recovery Coordinator.

Debriefs

- 3.3.62 Debriefs provide an opportunity to review arrangements and decisions made.
- 3.3.63 Key lessons identified are shared with stakeholders, including the Municipal Committee, SES Regional Planner and/or the Regional Social Recovery Coordinator.
- 3.3.64 The main objectives of a debrief are to:
- a acknowledge the input of all contributing organizations and individuals
 - b acquire constructive feedback from all involved on lessons learned
 - c identify where gaps exist in training and planning systems
 - d determine and program the best course of action toward improving planning systems, etc.
 - e foster sound inter-agency communication

- f identify a need for specific investigation of issues and further debriefing on an individual or organizational level.

3.3.65 The Municipal Committee is responsible for reviewing emergencies that are significant to the area. Where appropriate and agreed, this review is conducted by the Regional Committee so lessons can be shared easily with emergency management partners.

Operational Communications

- 3.3.66 The statutory authorities have their own radio systems. The SES, TFS, PWS and Forestry Tasmania have a common radio network that can link statewide with transmitters at various locations within the Meander Valley.
- 3.3.67 Residents own a number of private UHF CB radios, however this is an unsecured network, subject to considerable interference and should only be used as a last resort. It should however be noted that because of the number of radios, especially in heavy transport, there is the opportunity to use the network to reduce the traffic on the statutory radio networks.
- 3.3.68 Additional support within the two-way radio system is available via the SES, which can be linked to other agency networks.
- 3.3.69 Once the Municipal Emergency Coordination Centre has been activated, the Response Management Authority may establish a control network to link each of the agencies involved in the emergency operation. Mobile radio communications may become the primary form of communication, should the emergency cause the loss of landline and mobile phone services.

Volunteer Management

- 3.3.70 Each Response Management Authority is responsible for ensuring the effective management of public officers of volunteer support. Volunteering Tasmania is able to assist in the registration and management of volunteers during an emergency, as are other organisations, which maintain and train volunteer elements within their workforce, e.g. SES, TFS and TAS POL.
- 3.3.71 Some emergency operations may not be suitable for untrained volunteers. This concept must be acknowledged when volunteers may be placed in potentially hazardous or traumatic surroundings. It is the responsibility of the Response Management Authority to restrict access or participation in emergency operations to those volunteers who have been approved and registered to provide support.

Resource Supply and Support

- 3.3.72 At the request of a Response Management Authority, resources of the Council and those other resources made available to it will be used under the control of the Municipal Coordinator.
- 3.3.73 Council will maintain an up-to-date list of resources that can be utilized in response to an emergency event. Council's Director of Works maintains this Plant and Equipment List.
- 3.3.74 Meander Valley Council is a participating council of the LGAT Inter-Council Emergency Management Resource Sharing Protocol. During an emergency affecting one or several municipal areas, resource support may be available from/to another council if the emergency has not impacted on that council.
- 3.3.75 The SES Regional Planner can access regional, State or Commonwealth resources. The availability of regional resources will be dependent on the extent of the emergency and other resource priorities.
- 3.3.76 The Municipal Coordinator should liaise with the SES Regional Planner if resource support is required.

Administration: Records and Finance

- 3.3.77 Organisations involved in Response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if State/Commonwealth relief arrangements are activated and records show the appropriate details.
- 3.3.78 Records related to Response are subject to the usual records management provisions and State archiving legislation and are treated accordingly. Logs, reports and briefings from Response and recovery are collated progressively, and stored centrally for future reference.

Cost capture systems are established to align with the different types of eligible expenditure under the Tasmanian Relief and Recovery Arrangements (TRRA) as follows:

Category A	Expenditure that this given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster.
Category B	<p>Expenditure for the restoration of essential public assets and other acts of relief or restoration, including extra ordinary costs of response operations during the emergency.</p> <p>Costs covering staff salaries, wages and associated expenditure (such as overtime and on-costs) are to be captured where agency or council staff are redeployed from usual duties for the purposes of supporting response or recovery activities.</p>

Financial Support from the State to Local Government

Eligible Events

- 3.3.79 Major emergencies that necessitate expenditure by Council or eligible public undertakings on eligible measures may trigger State financial assistance under the Tasmanian Relief and Recovery Arrangements (TRRA). Eligible emergencies do not include emergencies where poor environmental planning, commercial development or personal intervention (other than arson) or accident, are significant contributing factors to the emergency.
- 3.3.80 Under current arrangements, the Minister responsible or Premier will declare an emergency eligible.

Eligible and Ineligible Expenditure

- 3.3.81 Eligible expenditure falls into the following categories:
- a personal hardship and distress measures
 - b financial and psychological counseling costs
 - c restoration of essential public assets
 - d other acts of relief or restoration
 - e extraordinary counter-emergency operations.
- 3.3.82 It includes expenditure by Council that is gross cash outlay net of:
- a GST
 - b amounts which some other person or organization is liable to reimburse
 - c amounts directly or indirectly receivable under a joint Commonwealth/State financial arrangement or other specific purpose financial assistance to a State and
 - d any recoveries from other sources.

- 3.3.83 All expenditure that may be eligible must be job costed for consolidation and audit purposes. Normal maintenance and administration costs are not eligible for assistance. However, additional costs over and above usual operating budgets may be regarded as eligible expenditure (e.g. plant hire and overtime).
- 3.3.84 Damage to any asset must be directly attributed to the emergency and will not include usual maintenance operations, particularly for those assets, which were in a poorly maintained state at the time of the emergency. Council, for auditing reasons, will be required to supply records of maintenance on items and assets in question.
- 3.3.85 Assistance may be provided to Meander Valley 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 Meander Valley Council beyond that level in restoring or replacing an asset to a higher standard (improvement or betterment) will be borne by Meander Valley Council and not eligible for assistance.
- 3.3.86 There is no provision for Council to claim compensation for economic loss or loss of income.

Thresholds and State Reimbursement Levels

- 3.3.87 Where claims are to be made for relief reimbursement under the Tasmanian Relief and Recovery Arrangements (TRRA), the Municipal Coordinator discusses the matter first with the SES Regional Planner. When appropriate, a written application will be developed and submitted to the SES Assistant Director Emergency Management or the DPAC Manager, Office of Security and Emergency Management.
- 3.3.88 If the Premier announces relief, Council can collate records accordingly and apply for reimbursement. The SES Regional Planner may provide advice on request from councils.

Section 3.4 Recovery

This section describes actions in similar time frames to response to support recovery in the short term and the longer term across the four recovery elements.

Overview

- 3.4.1 The purpose of recovery is to return a community to a condition considered acceptable by the community. The arrangements are intended to satisfy the physical, psychological and societal needs of the community as soon as possible.
- 3.4.2 The process of community reestablishment after an emergency event may be prolonged over many months or even years and Council will be required to aid in the recovery process.
- 3.4.3 Responsibilities for recovery rest primarily with Council. These responsibilities can be met in partnership and with the assistance / support of State Government agencies and Non-Government Organisations, coordinated using regional arrangements.
- 3.4.4 The Regional Social Recovery Plan is the guiding document when recovery needs escalate beyond municipal arrangements.
- 3.4.5 It is critical that recovery activities are planned and coordinated across all elements including:
 - a social
 - b economic
 - c infrastructure
 - d environment.
- 3.4.6 The typical considerations in recovery include, but are not limited to:
 - a assessing recovery needs across the four elements and prioritising the actions required
 - b developing, implementing and monitoring the provision of recovery activities that are aligned as much as possible with municipal long term planning and goals
 - c enabling communication with the community and community participation in decision making
 - d when possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

Vulnerable Persons

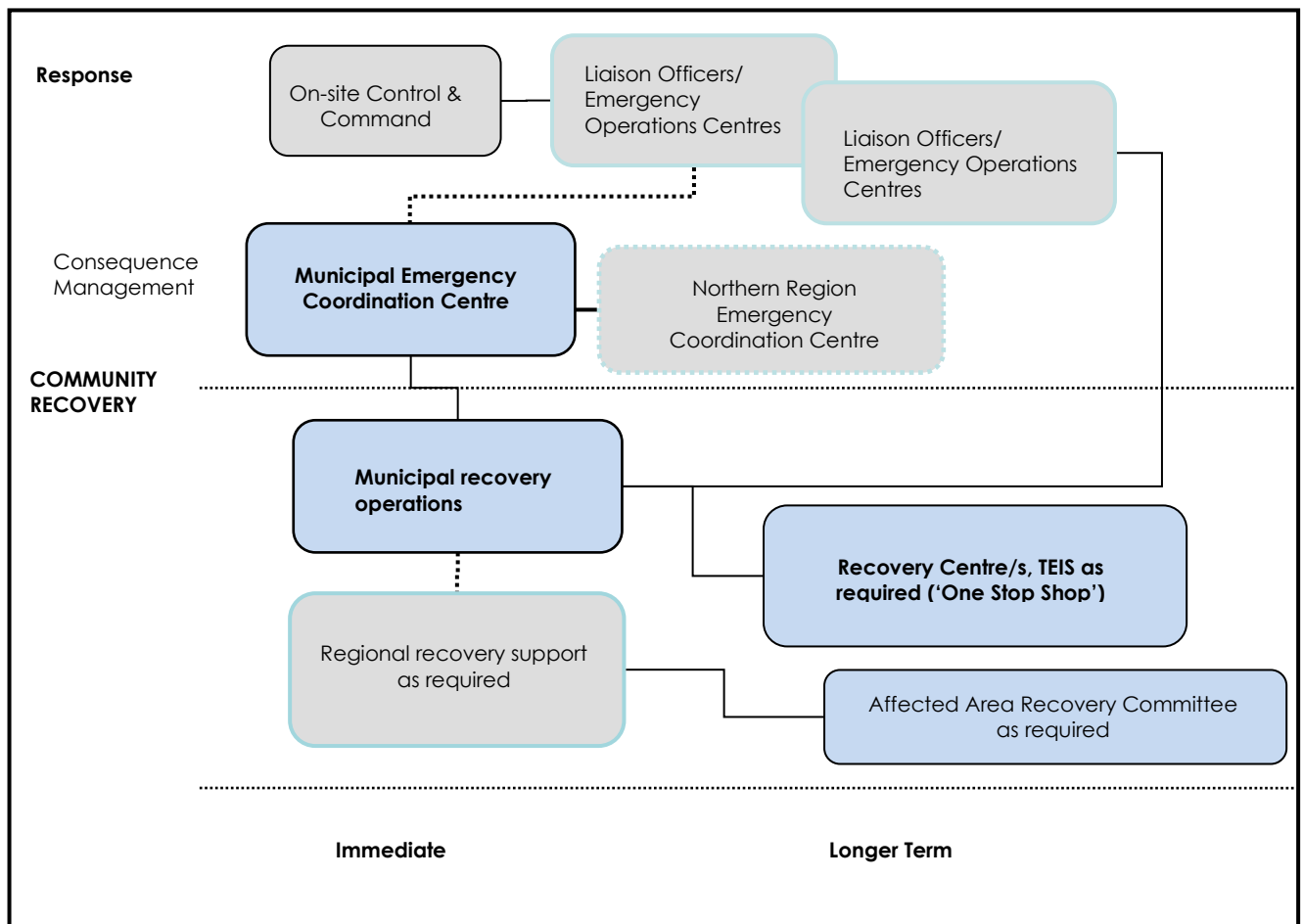
- 3.4.7 This Plan is written in consideration of Council's identified emergency management roles and responsibilities for People at Increased Risk in an Emergency. A guide for Tasmanian government and non-government community service providers with a responsibility People at Increased Risk in an Emergency is available on the SES Website.
- 3.4.8 This Guide promotes a shared approach to emergency planning and preparedness because everyone has a role to play to build community resilience. In this context, the points below provide a list of Council-specific roles and responsibilities, which support a collaborative stakeholder approach for meeting the emergency management needs of vulnerable persons.
 - Providing evacuation centres which are accessible to a broad cross section of the community
 - Maintain a broad knowledge of relevant service providers within the municipality
 - Promote community resilience as a part of normal Council business

- Maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, child care centres) within the municipality
- Provide local demographic information/advice to stakeholders as able and required
- Provide support to emergency stakeholders with a statutory responsibility for vulnerable persons as able and required during emergencies
- Develop and maintain relationships with relevant stakeholders whose role it is to cater for the emergency management needs of vulnerable persons as able and required.

Current Arrangements

3.4.9 Figure 4 below shows typical recovery management arrangements for all hazards, showing the close relationship between response operation and recovery, and spanning short-to-longer term activities. These arrangements are applied as required in each situation and are described in more detail in the following paragraphs.

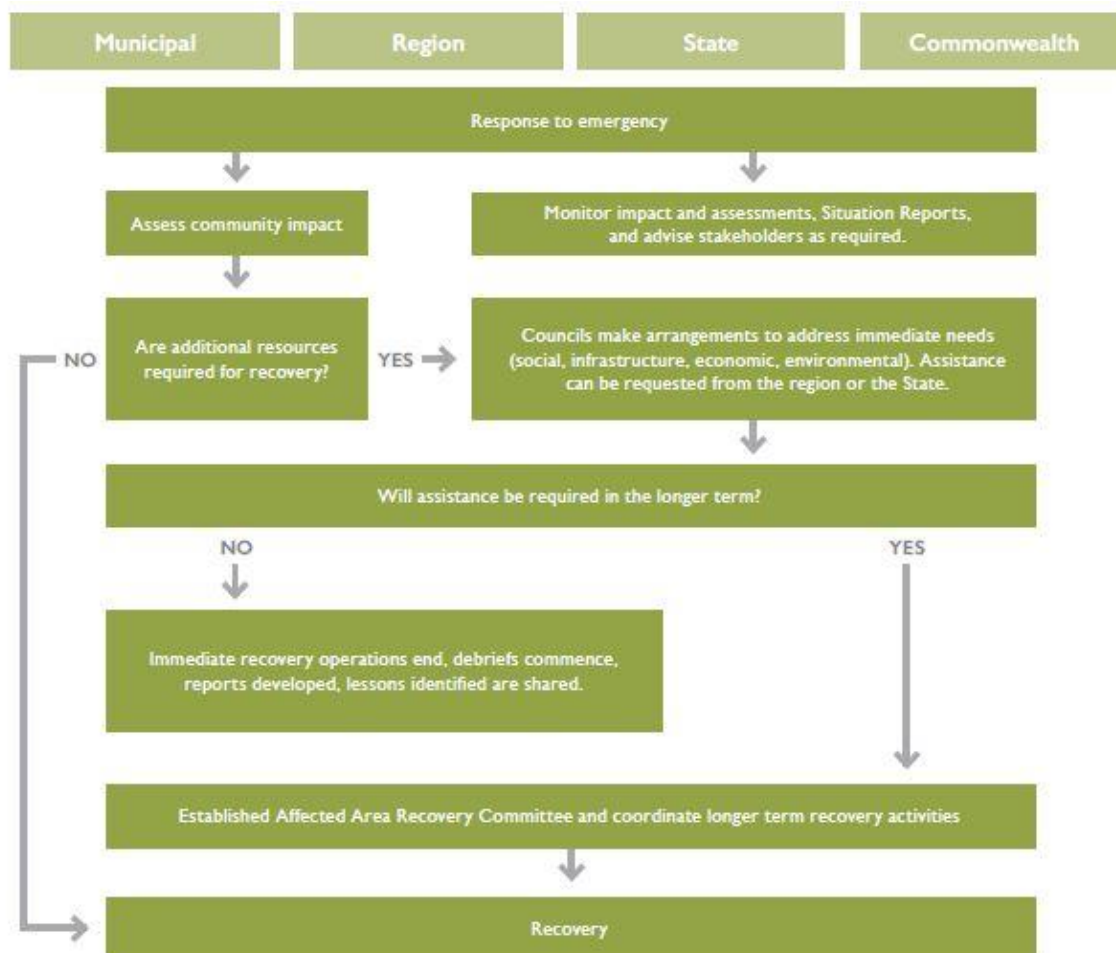
Figure 5 Recovery Management Arrangements



Short Term Arrangements and Recovery Centres

3.4.10 Figure below shows a summary of response processes for emergency management in Tasmania.

Figure 6 Summary of Recovery Processes for Tasmanian Emergency Management



3.4.11 In the immediate aftermath of an emergency, recovery services are delivered or coordinated by Council. Following consultation with the Response Management Authority and other emergency management partners about the likely impact, recovery needs, capacity and local arrangements can be activated by the Municipal Coordinator or the Municipal Recovery Coordinator.

3.4.12 Table 7 below summarises responsibilities for recovery functions related to social, economic, infrastructure and environmental aspects. The functions listed in this table are not intended to be exhaustive.

Table 7 Recovery Responsibilities

Service/Function	Description	Primary Agency	Support Agency
Social			
Accommodation	Provision of emergency and temporary accommodation.	Council	DHHS
Animal Welfare	Provide support to the community for preservation and protection of domestic animals.	Council	RSPCA DPIPWE
Catering	Provision of emergency catering	Council	Salvation Army DHHS
Clothing and Household Items	Provision of clothing and household items	Council	St Vincent de Paul
Personal Support	Provision of support services including providing initial comfort and counselling for grief (pertaining to loss) or trauma (response to life-threatening situations).	Council Dept. of Education	Red Cross Rural Health Services Church Groups DHHS
Financial assistance	Provision of short and long-term financial assistance to enable affected persons to replace essential belongings lost because of the emergency.	DHHS – Disability Child Youth and Family Support Housing Tas Centrelink	
Interpreter Services	Facilitation of the provision of interpreter services for affected persons from diverse linguistic and cultural backgrounds.	Translating and Interpretive Services	
Legal Services	Provision of legal advice	Community Legal Centre	
Recovery Centres	Establishment of 'one stop shops' for a range of services.	Council	DHHS
Registration and Inquiry	Registration of affected persons and provision of inquiry facilities to locate those persons	Response Management Authority	Council Red Cross
Transport	Provision of both emergency evacuation support and subsequent coordination of transport	SES	Local Operators
Environment			
Community clean-up	Provision of assistance with clean-up of households and community assets following an emergency incident (as determined by each situation)	Council	DPIPWE EPA Division DPAC
Waste/refuse collection	Restoration of waste/refuse collection	Council	
Disposal of Stock	Facilitation of the disposal of stock	Council	DPIPWE
Economic			
Financial Relief/assistance	Facilitate discussions regarding financial relief/assistance	Council	DPAC DSG
	Provision of financial assistance	EOD	DPIPWE (primary produces)

Service/Function	Description	Primary Agency	Support Agency
			TAS Farmers & Grazers
Infrastructure			
Municipal roads and bridges	Restoration of Municipal roads and bridges	Council	
State roads and bridges	Restoration of State roads and bridges	DSG Roads and Traffic Division	
Other assets e.g. dams, pipelines, power lines etc.	Restoration of other assets e.g. dams, pipelines, power lines etc.	Asset and utility owner	Landowner
Drinking water	Restoration/re-supply of drinking water	TasWater	Bulk water authorities DHHS
Electricity (very high voltage)	Restoration/re-supply of electricity (very high voltage)	TasNetworks	DSG Office of Energy Planning and Conservation
Electricity (domestic and commercial supply)	Restoration/re-supply of electricity (domestic and commercial supply)	TasNetworks	DSG Office of Energy Planning and Conservation
Natural gas	Restoration/re-supply of natural gas	Powerco	DSG
Telecommunications	Restoration of telecommunications including radio network	Network owner/manager	

- 3.4.13 Regional recovery coordination is activated by the SES Regional Planner at the request of Council. This may follow specific advice from the Response Management Authority and/or the Regional Controller.
- 3.4.14 Council is responsible for operating a facility that provides access to recovery services for the community (often called a 'One Stop Shop'). The places currently identified as suitable for recovery centres/recovery functions and/or refuge are summarised in Appendix 5.8.
- 3.4.15 These facilities may be activated on the request or advice of the:
- Municipal Coordinator
 - Municipal Recovery Coordinator
 - SES Regional Planner
 - Regional Controller.
- 3.4.16 'Self-help' information can be provided to the public via the various communications channels (media, 1800 public information line, TEIS) as outlined in Section 3.3 of this Plan. In the context of municipal recovery, Council would develop information for clearance through the channels appropriate for the event, including the Regional Community Recovery Coordinator or specific member of the Regional Community Recovery Committee.
- 3.4.17 Council is responsible for continuing impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long-term recovery process.

Longer Term

- 3.4.18 Recovery services are delivered, wherever possible, from recovery centres and Council may establish a community-based recovery group to manage recovery efforts. The Municipal Recovery Coordinator manages this group and arranges for updates to stakeholders and record keeping as required.
- 3.4.19 Affected Area Recovery Committees operate under the protection of the *Emergency Management Act 2006* when the Regional/State Controller accepts the Terms of Reference developed by the committee.
- 3.4.20 The Affected Area Recovery Committee's role is to assist Council by coordinating recovery activities through information sharing and collective decision-making. The typical membership of this committee is included in the model Terms of Reference and is usually chaired by the Mayor, or his/her representative of the affected council.
- 3.4.21 The Affected Area Recovery Committee (AARC) usually develops a plan that:
- a takes account of Council's long-term planning and goals
 - b includes an assessment of the recovery needs and determines which recovery functions are still required
 - c develops a timetable for completing the major functions
 - d considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people
 - e allows full community participation and access
 - f allows for the monitoring of the progress of recovery
 - g effectively uses the support of State and Commonwealth agencies
 - h provides for public access to information on the proposed programs and subsequent decisions and actions
 - i allows consultation with all relevant community groups.
- 3.4.22 The AARC is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:
- a forums/information sessions for the community
 - b debriefs for recovery workers
 - c progress reports for Council, the community, the SEMC, and any other agency/organisation as agreed. As appropriate this could include progressive summaries/analyses of records (financial and information).
- 3.4.23 The Department of Premier and Cabinet may coordinate State government agency recovery efforts to assist an AARC.

Elements (Social, Economic, Infrastructure, Environment)

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

Table 8 Recovery Summary

Element and Examples	Council Position	Affected Area Recovery Committee
Social <ul style="list-style-type: none"> Emergency clothing/accommodation Emergency catering Personal support Emergency cash grants/relief 	Municipal Recovery Coordinator (with recovery partners, e.g. NGOs and DHHS)	DHHS
Economic <ul style="list-style-type: none"> Long-term legal, insurance and financial problems Disbursement of funds from appeals Property restoration (urban/rural) Stock assessment/destruction Emergency feed for animals 	Economic Development Coordinator	DSG with DTF
Infrastructure <ul style="list-style-type: none"> Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors) Environmental/Public Health 	Engineering/Works Manager Environmental Health Coordinator/Officer	DSG DHHS Asset owners/managers e.g. Telstra, NBN Co, Hydro Tasmania, Tas Networks
Environment <ul style="list-style-type: none"> Impact assessments (environmental focus) Environmental rehabilitation Disposal of animal carcasses, plant material or other infected matter 	Environmental Officer	DPIPWE

Section 4 Plan Administration

Plan Contact

- 4.1 This plan is maintained by the Municipal Coordinator, Meander Valley for the Meander Valley Municipal Emergency Management and Community Recovery 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
Office phone: (03) 6393 5300

Review Requirements and Issue History

- 4.2 Section 34 of the *Emergency Management Act 2006* requires that this Plan is reviewed every two years after approval by the State Emergency Management Controller.
- 4.3 This issue entirely supersedes the previous issue of this Plan. Superseded issues should be destroyed, or clearly marked as superseded and removed from general circulation.

Issue No.	Year Approved	Comments/Summary of Main Changes
Version 1	April 1994	New issue.
Version 2	May 1996	Complete revision and re-issue.
Version 3	April 2005	Complete revision and re-issue.
Issue 4	October 2013	Complete revision and re-issue
8, 2 nd Ed	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.
Issue 5	April 2016	Review and re-issue
Issue 6	January 2020	Review and re-issue

Distribution List

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

Organisation	Position
Council	<ul style="list-style-type: none">Municipal Emergency Management and Community Recovery Committee membersMayorGeneral Manager
SES	<ul style="list-style-type: none">Unit Manager, SES UnitRegional Planner, Northern Region (for Regional Controller)Senior Planning and Education Officer (for Director SES, State Controller, FireComm, Tasmania Police intranet and libraries)
Tasmania Police	<ul style="list-style-type: none">Officer in Charge (OIC), Deloraine and Westbury Police Stations
Tasmania Fire Service	<ul style="list-style-type: none">District Officer (DO)
Ambulance Tasmania	<ul style="list-style-type: none">Superintendent, Northern Region

Organisation	Position
St John Ambulance	• Chief Executive Officer (for distribution to Volunteer Divisions)
Neighbouring Councils	• Launceston City Council, Northern Midlands Council, West Tamar Council, Kentish Council, Latrobe Council,

Consultation for this Issue

- 4.5 The review of this issue of this plan was coordinated by the Municipal Emergency Management Administration Officer for the Municipal Committee.
- 4.6 Over this period the Committee received comment from:
- a SES Regional Planner
 - b SES Senior Planning and Education Officer.

Communications Plan Summary

- 4.7 Once the plan is approved its update will be communicated as follows:
- a paper copies will be sent to all positions listed on the Distribution List
 - b endorsement by Council
 - c noted by the Regional Committee
 - d the Plan will be posted on the Council website, with a paper copy available in Council Chambers and another paper copy available at the Deloraine Community Complex.

Validation of this Plan

- 4.8 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
 - c conducting a discussion exercise.

Section 5 Appendices

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

5.1 Associated Documents

This Plan summarises the emergency management arrangements for the Meander Valley area. Other documents relating to the Plan includes:

Legislation

Legislation	Related hazard/function	Administration
<i>Emergency Management Act 2006</i>	All Hazards State-wide emergency management provisions	SES
<i>Land Use Planning and Approval Act 1993</i>	Planning Schemes	DoJ
<i>Local Government Act 1993</i>	Council responsibilities	DPAC

Plans & Arrangements

1	Council maps for council roads and alternative transport plans	Council	
2	Fire Management Plans	Forestry Tasmania Sustainable Timber Tasmania	Plans produced annually
3	Municipal Social Recovery Plan	Council	Municipal Social Recovery Coordinator
4	Coronial Services	DoJ	Administrator of Courts
5	Counter Terrorism Plan	DPEM	Special Response and Counter Terrorism
6	Energy Supply Emergency	DSG	
7	State Fire Protection Plan	TFS	
8	Hazardous Materials	TFS	
9	Tasmania Mass Casualty Management Plan	DHHS	
10	Transport Crash	TASPOL	
11	Recovery	DPAC	
12	Search and Rescue	TASPOL	
13	Pandemic Influenza Plan	DHHS	
14	Tasmania Public Health Emergencies Management Plan	DHHS	
15	Tasmanian Biosecurity Emergency Plan	DPIPWE	
16	Operational Handbook TEIS	DPAC	
17	Protocol for Use of Emergency Alert	TFS	
18	Northern Regional Community Recovery Plan	DHHS	

19	Northern Regional Emergency Management Plan	SES		Available from SES Regional Planner and WebEOC
20	Business Continuity Plan	Council	Version 1.3 December 2019	Available from Meander Valley Council
21	State Road and Bridge Emergency Management Plan	DSG	Issue 1 December 2009	Available from WebEOC and DSG website (www.transport.tas.gov.au/roads)
22	Tasmanian Emergency Management Arrangements	SES		www.ses.tas.gov.au
23	Tasmania Flood Plan	SES		
24	Tasmanian Hazardous Materials Emergency Plan	TFS		
25	TasWater Emergency Management Plan	TasWater		

Standards, Reports, Resources

Title	Published by:	Date
'Choosing Your Words'	AGD	2008

5.2 Risk Assessment Report

Tasmania Emergency Risk Assessment

The following Risk Assessment Report was prepared using the Tasmania Emergency Risk Assessment Guidelines (TERAG), which are intended to support Tasmanian emergency management committees and hazard management authorities in preparing emergency risk assessments in line with the National Emergency Risk Assessment Guidelines (NERAG). The TERAG complement the risk assessment process outlined in the SEMC Tasmanian Emergency Management Arrangements (TEMA)

This Risk Assessment Report provides a basis for maintaining current works and identifying new projects to manage existing and emerging risks to Meander Valley, its people, economy, infrastructure, environment, society and administration.

#	Risk Statement (Hazard)	Risk Statement (Consequence)	Hazard	Likelihood	Impact Category	Consequence	Risk Level	Priority Level	Treatment Options
1	A east coast low results in 3 days of continuous rain across the north east of Tasmania leading to the extensive initiation of land slips across High, Medium active landslide hazard bands will result in short term displacement due to evacuation away from people's homes, and work places, residential care and community care group homes, impacting the community wellbeing.	Landslip Landslide	Rare	People	Insignificant	Very Low	5	Monitor and review
2	A east coast low results in 3 days of continuous rain across the north east of Tasmania leading to the extensive initiation of land slips across High, Medium active landslide hazard bands will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services and resulting in financial losses for Local Government.	Landslip Landslide	Rare	Economy Public Admin	Minor	Low	5	Monitor and review
3	A east coast low results in 3 days of continuous rain across the north east of Tasmania leading to the extensive initiation of land slips across High, Medium active landslide hazard bands will impact residential dwellings and contents, impacting the wellbeing of the community and resulting in financial loss.	Landslip Landslide	Rare	Social Setting/ Infrastructure	Minor	Low	4	Development controls; landslide mapping, geotechnical studies (ongoing); rezoning
4	A east coast low results in 3 days of continuous rain across the north east of Tasmania leading to the extensive initiation of land slips across High, Medium active landslide hazard bands will result in short term displacement due to evacuation away from people's homes, and work places, residential care and community care group homes, impacting the community wellbeing.	Landslip Landslide	Rare	Social Setting	Insignificant	Very Low	5	Further analysis
5	A east coast low results in 3 days of continuous rain across the north east of Tasmania leading to the extensive initiation of land slips across High, Medium active landslide hazard bands will impact listed heritage and culturally significant artifacts, places or buildings resulting in a loss of cultural significance.	Landslip Landslide	Very Rare	Social Setting	Insignificant	Very Low	5	Monitor and review

#	Risk Statement (Hazard)	Risk Statement (Consequence)	Hazard	Likelihood	Impact Category	Consequence	Risk Level	Priority Level	Treatment Options
6	A east coast low results in 3 days of continuous rain across the north east of Tasmania leading to the extensive initiation of land slips across High, Medium active landslip hazard bands will impact bridges, culverts or approaches to bridges, impacting community access and resulting in financial losses for asset owners.	Landslip Landslide	Rare	All	Minor	Low	5	Development controls; landslide mapping, geotechnical studies (ongoing); rezoning
7	A east coast low results in 3 days of continuous rain across the north east of Tasmania leading to the extensive initiation of land slips across High, Medium active landslip hazard bands will impact main roads and transport routes, resulting in a reduced supply of essential supplies to the area, impacting community services and wellbeing	Landslip Landslide	Very Rare	Social Setting	Minor	Very Low	5	Further analysis
8	A tour group spread an A(H5N1) avian influenza pandemic across north west Tasmania poses a risk to the lives and health of people, including vulnerable populations, within the Northern Region.	Influenza Pandemic	Unlikely	People	Catastrophic	Extreme	2	State pandemic preparedness and planning; local pandemic arrangements; regional pan plan; Review local and regional plans and arrangements; PPE stocks; Council vaccination program; promote hygiene regime; community immunisation program; Internal Health and Wellbeing Committee
9	A tour group spread an A(H5N1) avian influenza pandemic across north west Tasmania poses a risk to economic activity and/or asset value, or impacts on an important industry within the Northern Region	Influenza Pandemic	Unlikely	Economy	Catastrophic	Extreme	2	As above
10	A tour group spread an A(H5N1) avian influenza pandemic across north west Tasmania poses a risk of disruption to community wellbeing, reduction in community services, or delay/cancellation of culturally important activities	Influenza Pandemic	Unlikely	Social Setting	Minor	Low	4	As above
11	A severe storm front with an embedded thunderstorm, hail, strong winds to 120km/h and a	... poses a risk to the lives and health of people (including vulnerable populations) within the	Storm, High Wind, Tempest	Likely	People	Major	High	2	SES Unit; SES training; Council resources (generators; outdoor workforce; etc); tree management (eg tree testing); public awareness/community education; Tas

#	Risk Statement (Hazard)	Risk Statement (Consequence)	Hazard	Likelihood	Impact Category	Consequence	Risk Level	Priority Level	Treatment Options
	tornado strikes the north coast ...	Northern Region.							Networks preparedness and EM planning; building code/regulations
12	A severe storm front with an embedded thunderstorm, hail, strong winds to 120km/h and a tornado strikes the north coast poses a risk of disruption to community wellbeing, damage or loss to culturally important events and objects, reduction in community services, or delay/cancellation of culturally important activities.	Storm, High Wind, Tempest	Unlikely	Social Setting	Minor	Low	4	SES Unit; SES training; Council resources (generators; outdoor workforce; etc); tree management (eg tree testing); public awareness/community education; Tas Networks preparedness and EM planning; building code/regulations
13	That flash flooding across Tasmania's northern region poses a risk to the lives and health of people (including vulnerable populations) within the Northern Region.	Flood (flash)	Likely	People	Moderate	Medium	3	Meander Dam (storage capacity); effective warning system; SES planning and preparedness; Flood studies (Mersey and Meander)
14	That flash flooding across Tasmania's northern region poses a risk of damage to bridges and roads	Flood (flash)	Likely	Economy	Minor	Medium	4	Flood study; planning scheme controls; SES Unit; SES preparedness and Planning; Council resources; Tasmania Police; outdoor workforce.
15	A very strong earthquake (Magnitude VI) strikes Northern Tasmania poses a risk to the lives and health of people (including vulnerable populations) within the Northern Region.	Earthquake	Very Rare	People	Major	Medium	3	Building code/regulations; identified recovery/evacuation centres
16	A very strong earthquake (MM VII) strikes the Mole Creek area poses a risk of damage to bridges, roads, buildings, drains, etc.	Earthquake	Very Rare	Economy	Major	Medium	3	Building code/regulations; identified recovery/evacuation centres
17	That a series of major bushfires across Tasmania's northern region will impact the health of people and cause death(s), and/or injury/serious illness	Fire (bush)	Likely	People	Moderate	Medium	3	Reduction burning; community protection plans; community education forums; bushfire management plan; FMAC; information sharing for vulnerable persons; MEMC; MEMP; Recovery Plan; Business Continuity Plan; fire abatement program;
18	That a series of major bushfires across Tasmania's northern region poses a risk of damage to property and infrastructure	Fire (bush)	Likely	Infrastructure	Major	High		Roadside slashing; reduction burning; bushfire management plan; FMAC; MEMC; MEMP; Recovery Plan; Business Continuity Plan; fire abatement program; Council target hardening of bridges (from wood to concrete)

#	Risk Statement (Hazard)	Risk Statement (Consequence)	Hazard	Likelihood	Impact Category	Consequence	Risk Level	Priority Level	Treatment Options
19	That a series of major bushfires across Tasmania's northern region poses a risk to economic activity and/or asset value, or impacts on an important industry within the Northern Region	Fire (bush)	Likely	Economy	Major	High	2	Need to map economic hot spots for strategic planning purposes. Promote BCP to private sector.
20	That a series of major bushfires across Tasmania's northern region poses a risk of a reduction in the delivery of government functions (especially health services, and utilities)	Fire (bush)	Likely	Public Admin	Moderate	Medium	3	Recovery Plan; Business Continuity Plan
21	A significant rain event generates a 100 year flood of the Lower George River, North Esk River, and South Esk River will impact the mental and physical health of people and cause death(s), and/or injury/serious illness	Flood (river)	Unlikely	People	Moderate	Medium	3	Effective warning system; SES planning and preparedness; Flood studies (Mersey and Meander)
22	A significant rain event generates a 100 year flood of the Lower George River, North Esk River, and South Esk River poses a risk to economic activity and/or asset value or impacts on an important industry within the Northern Region.	Flood (river)	Unlikely	Economy	Moderate	Medium	3	Flood study; planning scheme controls; SES Unit; SES preparedness and Planning; Council resources; Tasmania Police; outdoor workforce.
23	A Meander Dam failure poses a risk of loss of life and injury to people in the Meander Valley	Dam Failure	Rare	People	Catastrophic	Low	4	Tas Irrigation dam plans; TI exercising; Inundation maps; TasPol arrangements; SES resources; MEMP and Recovery Plan; Identified Evacuation centres.
24	The Meander Dam structure fails creating disruptions to essential community services (eg. transport systems, social services)	Dam Failure	Rare	Infrastructure /Environment / Economic	Catastrophic	Low	4	Tas Irrigation dam plans; TI exercising; Inundation maps; TasPol arrangements; SES resources; MEMP and Recovery Plan; Identified Evacuation centres.
25	A hazmat incident in the Meander Valley could cause significant environmental damage	Hazmat?	Unlikely	Environment	Moderate	Medium	3	TFS hazmat preparedness and planning; State Govt. regulations; Hazmat facility regulations; Industry regulations; Industry risk management arrangements; Industry emergency planning; TFS hazmat exercising; Council MEMP and Recovery Plan
26	A hazmat incident in the Meander Valley poses a risk of loss of life and injury to people in the Meander Valley	Hazmat	Unlikely	People	Minor	Low	4	TFS hazmat preparedness and planning; State Govt. regulations; Hazmat facility regulations; Industry regulations; Industry risk management arrangements; Industry emergency planning; TFS hazmat

#	Risk Statement (Hazard)	Risk Statement (Consequence)	Hazard	Likelihood	Impact Category	Consequence	Risk Level	Priority Level	Treatment Options
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									exercising; Council MEMP and Recovery Plan
27	A hazmat incident in the Meander Valley poses a risk to economic activity and/or asset value, or impacts on an important industry within the Northern Region	Hazmat	Unlikely	Economy	Moderate	Medium	3	As above

5.3 Municipal Committee Terms of Reference

Meander Valley Emergency Management and Social Recovery Committee

Enquiries	Executive Officer Municipal Emergency Management Coordinator (MEMC) Meander Valley Council Ph: 03 6393 5300 Email: mail@mvc.tas.gov.au
Review Notes	These Terms of Reference are due for review every two years in line with the review of the Emergency Management Plan.
General Standards & Practices	The Tasmanian Emergency Management Arrangements describes the framework for this committee. Meetings are convened at Meander Valley Council, 26 Lyall Street, Westbury (Council Chambers) every six months (May and November). Minutes for the meeting are distributed to all committee members.
Authority & Background	Section 20 of the <i>Emergency Management Act 2006</i> establishes the MVEM&CRC within the Tasmanian emergency management framework.
Purpose	Section 22 of the <i>Emergency Management Act 2006</i> outlines this committee's purpose and functions generally as: "... to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ..."
Functions & Powers	Key functions of the Committee include: <ul style="list-style-type: none">• The preparation and review of the Meander Valley Emergency Management Plan and Special Emergency Management Plans that relate to emergency management• Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities• Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area and identifying excellence as well as opportunities for improvement• Provide a municipal forum for organisations with emergency management responsibilities in the municipal area• Oversight of the management of emergencies where Council's resources are required to support response and recovery.
Reporting	The Committee reports to the Northern Regional Emergency Management Committee.

Membership of Committee	<p>Section 21 of the <i>Emergency Management Act 2006</i> establishes the arrangements for this committee's membership.</p> <p>Proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.</p> <p>Invited guests support municipal emergency management as requested by the Chairperson, within their limits of safety and training.</p> <p>Membership of the Committee shall comprise persons all of whom shall be appointed by the Council and shall represent the following:</p> <ul style="list-style-type: none"> • Municipal Coordinator and Chair (Director Infrastructure Services) • Deputy Municipal Coordinator (Director Works) • Municipal Recovery Officer (Community Development Officer) • Deputy Municipal Recovery Officer (Youth Development Officer) • Councillor/s • Tasmanian Police • State Emergency Service • Tasmanian Fire Service • Red Cross • Department of Health & Human Services – Deloraine • Department of Health & Human Services – Westbury • Emergency/Recovery Administration Officer <p>The Council may from time to time vary the number of members constituting the Management Committee.</p> <p>The Committee may second expertise from outside sources as required.</p>
Chairperson/Executive Officer	Director of Infrastructure Services - Municipal Emergency Management Coordinator.
Acting Chairman	In the absence of the Chairman, an Acting Chairman shall be elected by the Members present at any duly and properly constituted meeting of the Committee for the purpose of presiding over that meeting.
Committee Procedure	<p>Meeting Arrangements: The committee will meet half-yearly (May and November) in the carrying out of its functions and powers at times determined by the Chairperson.</p> <p>Quorum: The Quorum of the Committee shall consist of one more than half of the Members (Quorum – 7 in attendance).</p> <p>Speaking and voting rights: 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 <i>Local Government Act 1993</i>, and should not vote or take part in any discussion on any issue in which he or she has a pecuniary interest.</p> <p>Decisions: All motions shall be determined by a majority of the votes of those members present and entitled to vote.</p>

5.4 Maintenance/Action Schedule

Action	Responsibility	Frequency	Scheduled for Conduct
Conduct meeting of the Meander Valley Emergency Management Committee.	Municipal Coordinator	Half yearly	May & Nov
Coordinate Emergency Management training	Municipal Coordinator	-	As advised
Review Municipal Emergency Management Plan and all appendices (including risk assessments and treatment strategies). Lodge revised Plan with SES Regional Controller for State Controller approval.	Meander Valley Emergency Management & Social Recovery Committee	Bi-Annual	Sep 2022
Review and update contact lists.	Emergency/ Recovery Administration Officer	Annual	Sep-Oct
Review and check contents of the Evacuation Centre/ Social Recovery kit(note: kit is located at the Deloraine Community Complex)	Deputy Municipal Social Recovery Coordinator	Annual	Sep
Attend Northern Regional Emergency Management Committee meetings.	Municipal Coordinator or Deputy Municipal Coordinator	Quarterly	As advised
Attend Northern Regional Social Recovery Committee meetings.	Municipal Social Recovery Coordinator	Quarterly	As advised

5.5 Action Cards / Duty Statements

The Emergency Management Committee has the responsibility through the Municipal Coordinator for the establishment, review and testing of this Plan.

The Meander Valley Municipal Emergency Management Committee is made up of a number of representatives from within the Meander Valley.

The following action cards / duty statements outline the key tasks for municipal emergency management and recovery personnel in dealing with an emergency event.

Duty Card 1

Position: Mayor
Responsible To: Meander Valley Council

As the Civic Leader, the Mayor is responsible for the following key functions:

- Promote the importance of emergency management within Council and across the community
- Act as the central media representative for the necessary general information to the community
- To initiate public appeals and act as the focal point for queries by service clubs etc. who may wish to support the appeal or even start their own
- To provide a link to State and Federal Ministers
- To promote Council support by talking to victims of the emergency and obtaining feedback on the effectiveness of emergency management. Such information should be provided to the Meander Valley Emergency Management Committee
- To talk to victims of the emergency event and provide linkage between the community and Council as part of the recovery process
- Be the public presence to talk to victims of the crisis and obtain feedback on the effectiveness of emergency management and provide such information to the Municipal Coordinator.

Duties:

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

Duty Card 2

Position: Councillors
Responsible To: Mayor/Meander Valley Council

The role of Councillor is to:

- assist the Mayor as requested
- assist the Emergency Management Committee as requested.

Duty Card 3

Position: General Manager
Responsible To: Meander Valley Council

In relation to emergency management, duties of the General Manager will be to:

- establish and maintain contact with the Mayor
- assist the Mayor with community and media information
- manage ongoing information to the community and media
- liaise with and provide support to the Municipal Coordinator
- provide Council resource support as requested by the Municipal Coordinator prior to, during, and after an emergency
-

Duty Card 4

Position: **Municipal Emergency Management Coordinator**
Responsible To: **General Manager**

The Municipal Coordinator's duties are prescribed in the *Emergency Services Act 2006* and include:

- responsibility for the overall management of Council response to an emergency event and activation of the Meander Valley Municipal Emergency Management Plan
- coordinate the meeting schedule for the MV EM&SRC and act as Executive Officer for this committee
- brief Meander Valley Council on all matters pertaining to emergency management and represent any requirements to the appropriate officers
- represent Meander Valley Council at the meetings of the Northern Regional Emergency Management Committee
- initiate the activation of this EMP and/or relevant associated plans as required
- coordination of resources and activities in the Coordination Centre
- liaise with external agencies in all phases of emergency management, particularly with the SES Regional Officer
- liaise with the Regional Controller (declared emergencies)
- authorise required expenditure in combating an emergency and advise Meander Valley Council as soon as possible after such expenditure
- direct the activities of the Deputy Municipal Coordinator
- liaison with the Municipal Social Recovery Coordinator
- authorise the opening of the municipal evacuation centre
- oversee the tasking of any volunteers that may be attached to Meander Valley Council from time to time in support of emergency response
- promote emergency management training and education within the municipal area
- provide comment on emergency management arrangements in Tasmania as required by reviews of legislation and subsequent State and regional plans
- initiate ongoing risk assessments for Meander Valley including subsequent reviews of this plan as required by the *Emergency Services Act 2006*
- furnish this plan to the SES Regional Planner for approval by the State Controller every two years.

Duty Card 5

Position: Deputy Municipal Coordinator
Responsible To: General Manager/Municipal Coordinator

Duties:

- assist the Municipal Coordinator in all duties and tasks as requested by the Municipal Coordinator
- propose and/or support emergency management initiatives
- perform the functions of the Municipal Coordinator in their absence

Duty Card 6

Position: **Municipal Social Recovery Coordinator**
Responsible To: **Municipal Coordinator**

Duties:

- receive notification of emergency from Municipal Coordinator
- notify appropriate Recovery Organisations
- notify Regional Social Recovery Coordinator
- maintain contact with and support Municipal Coordinator
- liaise with other agencies to coordinate recovery services
- coordinate the activation of evacuation and recovery centres
- maintain ongoing liaison with DHHS during the provision of services to the community
- manage and record Council expenditure on recovery operations during the emergency
- implement the Meander Valley Municipal Social Recovery Plan
- ensure the Meander Valley Municipal Social Recovery Plan is updated as required
- provide community recovery advice to the MV EM&SRC and Meander Valley Council
- represent Meander Valley Council at meetings of the Northern Regional Social Recovery Committee.

Duty Card 7

Position: Customer Service Officers
Responsible To: General Manager/Municipal Coordinator

It is likely that the Customer Service Officers will, in most cases, be the first people to become aware that a situation is causing concern to a large number of residents. This will result from the number and frequency of telephone calls relating to the situation.

If the number of calls relating to a situation is increasing, and it is apparent that the officers who normally deal with such issues are unable to cope with the volume of calls (extensions permanently busy, numerous calls on hold, etc) or an emergency has occurred, then the Customer Service Officers should:

- notify the Municipal Coordinator that normal channels are unable to cope with the volume of calls
- direct calls relating to the situation according to instructions provided by the Municipal Coordinator
- if the Municipal Coordinator declares an "Emergency Situation", be aware that a Municipal Emergency Coordination Centre (MECC) will be established
- route emergency calls to the MECC when instructed to do so
- continue routing emergency calls to the MECC until advised otherwise by the Municipal Coordinator
- under no circumstances leave the switchboard unstaffed for any period of time during the declared emergency, unless directed to do so by the Municipal Coordinator
- liaise with the Municipal Coordinator regarding the after-hours operation of the switchboard – under no circumstances is the switchboard to be 'night switched' without the approval of the Municipal Coordinator
- during an emergency in which the MECC has been activated, Customer Service Officers are not to refer members of the public visiting the Council Chambers to the MECC. They should ring and advise the MECC that a member of the public wants to talk to them
- all media enquiries are to be referred to the MECC.

5.6 Centres for Emergency Management

Emergency Operation Centres (EOC)

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

Organisation	Municipal Location	Contact	Regional Location	Contact
Council:	Council Chambers, 26 Lyall Street, Westbury	Municipal Coordinator	As advised	Regional Planner SES
TAS POL	Emu Bay Road, Deloraine	Divisional Inspector	As advised	Regional Planner SES
TFS	To be advised – dependent upon emergency location		As advised	Regional Planner SES
SES			Northern Region Headquarters 339 Hobart Road, Youngtown, Launceston	SES Duty Officer

Emergency Coordination Centres

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

	Municipal Location	Contact	Regional Location	Contact
Primary	Council Chambers, 26 Lyall Street, Westbury	Municipal Coordinator	Refer to SES Regional Planner	SES Duty Officer
Secondary	Deloraine Community Complex, Alveston Drive, Deloraine Westbury Sports Centre, Franklin Street, Westbury, OR	Municipal Coordinator	Refer to SES Regional Planner	N/A

Municipal Community Evacuation Centre

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

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

Municipal Social Recovery Centre/s (Community Halls and 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 Property Management Officer and Works Director hold master keys to all public halls/community centres included in this list.

	Centre/Location Title & Contact	Facilities	Location	Usage Frequency	Could be used for:	Comments
1	Birralee Hall	Caters for 125 persons Toilets x 2 Kitchen, tables & chairs Open space	1355 Birralee Road	Occasional	Information	Limited infrastructure Keys held by MVC
2	Bracknell Hall	Caters for 100 persons Toilets x 4 Kitchen, tables & chairs Oval	Louisa Street	Weekly	Information	Keys held by MVC
3	Carrick Hall	Caters for 150 persons Toilet x 4 Kitchen, tables & chairs BBQ	Bass Highway	Occasional	Information	Limited infrastructure Keys held by MVC
4	Caveside Hall	Caters for 100 persons Toilets x 2 Kitchen, tables & chairs Open Space (small)	762 Caveside Road	Occasional	Information	Limited infrastructure Keys held by MVC
5	Chudleigh Hall	Caters for 300 persons Toilets x 4 Kitchen, tables & chairs BBQ Oval / open space	54 Sorrell Street	Weekly	Information	Limited infrastructure Keys held by MVC
6	Dairy Plains Hall	Caters for 100 persons Toilets x 2 Kitchen, tables & chairs Open space (small)	287 Dairy Plains Road	Occasional	Information	Keys held by MVC
7	Deloraine Community Complex	Caters for 440 persons Meeting Rooms Auditorium Toilets x 12 Kitchen, tables & chairs Oval / Open space	Alveston Drive, Deloraine	Daily	All community recovery services	Keys held by MVC
8	Deloraine Community Centre	Caters for 300 persons Meeting Rooms Toilets x 8 Kitchen, tables & chairs	2 Bass Highway, Deloraine	Daily	Community Fire Refuge	Keys held by MVC
9	Hadspen Memorial Centre - Clare St, Hadspen	Caters for 120 Persons Meeting Rooms Toilets x 8 Kitchen, tables & chairs Oval/open space		Daily	Information	Keys held by MVC
10	Meander Hall	Caters for 200 persons Toilets x 6 Kitchen, tables & chairs Oval / Open space	148 Main Road	Daily	Information	Keys held by MVC

11	Mole Creek Hall	Caters for 150 persons Toilets x 4 Kitchen, tables & chairs BBQ Reserve / Open space	Main Road	Weekly	Information	Keys held by MVC
12	Prospect Vale Park Clubrooms	Caters for 300 persons Toilets x 14 Kitchen, tables & chairs BBQ Oval/open space	Harley Parade, Prospect Vale	Daily	Recovery ('One Stop Shop')	Keys held by MVC and lessee
13	Rosevale Hall	Caters for 150 persons Toilets x 4 Kitchen, tables & chairs Open space	Bridgenorth Road	Occasional	Information	Limited infrastructure Keys held by MVC
14	Weegenah Hall	Caters for 70 persons Toilets x 2 Kitchen, tables & chairs BBQ Open space	889 Weegenah Road	Occasional	Information	Limited infrastructure Keys held by MVC
15	Westbury Town Hall	Caters for 150 persons Toilets x 4 Kitchen, tables & chairs	Lyall Street, Westbury	Occasional	Community Fire Refuge	Keys held by MVC
16	Westbury Function Centre - Recreation Ground	Function Room – caters for 110 seated – 200 theatre style Toilets x 9 (plus x 10 change rooms) Showers x 10 TV & audio system, air conditioned Kitchen (commercial), tables & chairs, BBQ Oval / Open space	Franklin Street, Westbury	Weekly	Information	Keys held by MVC
17	Westbury Sports Centre	Caters for 250 persons Toilets x 9 BBQ Oval / Open space	Franklin Street, Westbury	Weekly	Community Fire Refuge	Keys held by MVC
18	Bracknell FC and gymnasium	Caters for 150 persons Toilets x 12 Kitchen, tables & chairs Oval / Open space	Louisa St, Bracknell	Weekly	Community Fire Refuge	Keys held by MVC and lessee
19	Selbourne Hall	Caters for 100 persons Toilets x 3 Kitchen, tables & chairs Open space	Selbourne Rd, Selbourne	Occasional	Information	Limited infrastructure Keys held by MVC

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