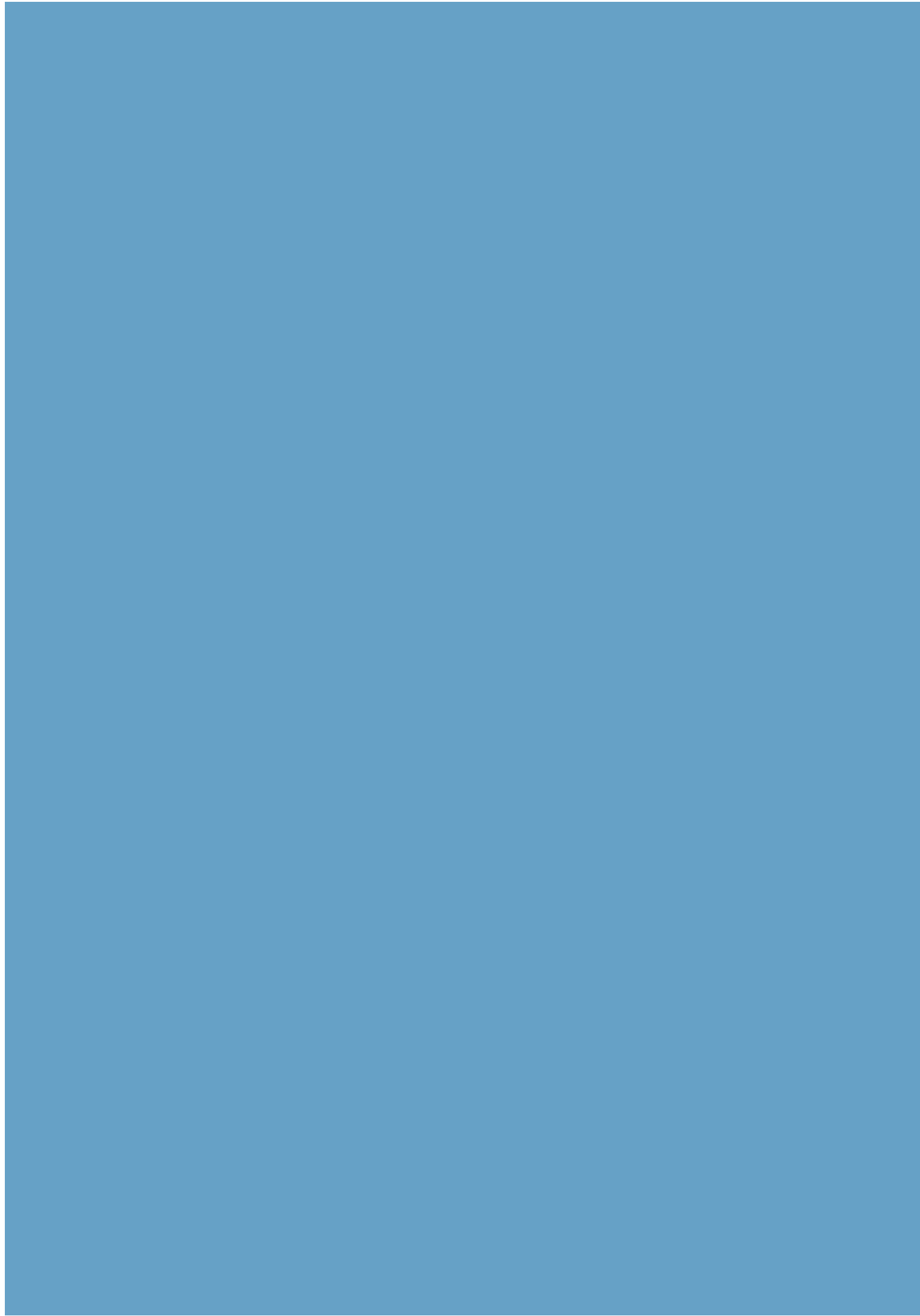CITY OF HOBART
HOBART MUNICIPAL EMERGENCY MANAGEMENT PLAN

ISSUE 11 – SEPTEMBER 2020

City of **HOBART**

Hobart Municipal Emergency Management Plan

Plan Details:

Plan Title:	Hobart Municipal Emergency Management Plan
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Signature:	
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Section 1: Overview

1.1 Glossary

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

Table 1: Terms

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

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

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

1.2   Acronyms

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

Table 2: Acronyms

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

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

1.3   Introduction

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

1.4   Authority

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

1.5   Purpose

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

1.6   Objectives

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

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

b   Record current arrangements for prevention and mitigation, preparedness, response and recovery (PPRR) including:

    i   the legislated requirement to maintain this plan;

    ii   protocols for coordinating mutual support with neighbouring councils; and

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

c   Identify opportunities to reduce risks to the community;

d   Increase community awareness and involvement in risk and emergency management;

e   Enhance the integration of Council and community safety and wellbeing programs into Council's operational plans;

f   Provide a framework for ongoing assessment of risks to the community and environment and the pursuit of effective treatment options; and

g   Describe Council's contribution to the management of emergency events within the municipal area and the region.

1.7   Scope and application

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

a   Caused by hazards impacting Hobart municipal area

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

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

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

    a.   Regional Controller (Southern Region);

    b.   SES Emergency Management Planner (South); or

    c.   Chair of Council's MEMC.

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

More detailed arrangements for specific hazards or functions are described in Associated Plans and other documents listed at *Appendix 1*.

1.8 Context

Hobart is Tasmania's capital city and includes an area of 76.2 square kilometres on the southwestern side of the River Derwent. It extends from the border with Kingborough at Cartwright Creek in the south to New Town Creek in the north, bordering the City of Glenorchy. Mount Wellington dominates the City's western boundary, which extends from the summit south across the Huon Highway at Long Creek southwest of Fern Tree.

The city's resident **population** is around 49,000, with an additional daily workforce population of approximately 46,000. There are around 24,000 rateable properties in the municipal area.

Hobart hosts over 1 million overnight visitors annually (*Tasmanian Visitor Survey April 2018-March 2019*).

The Central Business District (CBD), Port of Hobart and major oil and gas storage facilities are located within the city boundaries.

1.8.1 Major routes

Major roads to the **south** (and south-west) are:
   a.   Coastal route via the Channel Highway;
   b.   High level route via Huon Road; and
   c.   Major route via the Southern Outlet.

Major roads **north** are Brooker Highway and New Town Road.

Access to the **east** is via the Tasman Bridge across the River Derwent.

1.8.2 Topography, vegetation and hazards

Streams starting in the foothills of Mount Wellington flow easterly, developing into fast-flowing rivulets as they pass through densely-populated areas prior to entering the Derwent. Due to the steepness of the foothills, stream flows are rapid, roads are seldom cut and the duration of inundation is generally short. However, the steep slopes and relatively short rivulets mean that Hobart can be subject to damaging flash floods.

A large proportion of the hills around Hobart are covered by dry sclerophyll forest with pockets of rainforest or wet sclerophyll forest. The remainder is cleared land and hobby farms. Winter rainfall encourages vegetation to flourish in spring, providing extensive fuel for summer bushfires.

Dry sclerophyll forests are easily ignitable, with readily-available eucalypt as fuel. The foothills rising to the south are covered with dry sclerophyll forest and extremely susceptible to bushfire in prevailing north-westerlies. Bushfire threat to properties will always exist as city fringe areas develop.

- During periods of intense bushfire activity, major roads south are susceptible to closure.
- Snow to levels lower than 400m may result in closure of the Southern Outlet.
- Due to the topography, fire and flood are two of the municipality's most significant hazards.
- More hazard information is available in Council's *Strategic Risk and Resilience Register*.

1.8.3 Climate

Hobart's climate is typical of the temperate zones of the world, with mild to warm summers and cool winters. Weather is changeable, with sudden showers interspersed with hours of sunshine and alternating warm and cool days, particularly in spring and autumn.

Maximum summer temperatures average 21°C, with minimums averaging 11°C. The average winter maximum is 11°C, with minimums averaging 4°C and occasional frosts. In summer, extreme maximums may exceed 40°C but -8°C minimums may be recorded on Mount Wellington.

- **Average annual rainfall** for the city is 627mm, while Mount Wellington experiences more than 1400mm. Rainfall is distributed throughout the year, with variations in the monthly average of 17mm. Extreme rainfall may occur as a result of easterly weather conditions,

which may produce rainfall for several days in autumn that can become concentrated by the orographic effect of Mount Wellington. Periods of intense rainfall can produce extreme flood flows in the rivulets, exacerbated by the city's topography, as demonstrated during the extreme weather event of May 2018.

- **Snow** has settled in the city on ten occasions over the past 100 years. When snow falls to 400m above sea level or lower, traffic is disrupted on the Southern Outlet. Hailstorms occur on an average of three to four times a year.

- **Thunderstorms** occur on an average of five times a year, mainly in summer. These storms are normally accompanied by heavy rainfall and strong winds which can cause significant damage to properties.

- **Dry lightning** strikes can cause bushfires, as experienced in January 2019.

- **Winds** have reached velocities of 150km/h and have been recorded as causing minor to severe damage to properties.

1.8.4 Essential services

The reticulated potable water supply is managed by TasWater and available to all but a handful of dwellings that are located in a semi-rural environment and remote from the supply.

Semi-rural areas such as Fern Tree (including the settlement of Ridgeway) are the only populated areas not connected to TasWater's sewerage system, instead having septic tank disposal systems.

An extensive system of underground drainage pipes in conjunction with major rivulets cater for the stormwater drainage of urbanised areas of the city. Semi-rural areas are generally serviced by table drains, culverts and natural watercourses of varying sizes.

The electricity generation, transmission and distribution system is owned and operated by Hydro Tasmania and TasNetworks, respectively. Administration centres for these organisations are located within the central city area. TasGas provides the city's natural gas reticulation system.

A number of major telephone exchanges are located in the municipal area, as well as the administrative offices of the main telecommunications provider, Telstra,

The Royal Hobart Hospital (RHH) is located in the CBD, with several private hospital campuses and a number of aged care facilities within the municipal area.

The National Broadband Network (NBN) has been substantially rolled out across the municipal area.

1.8.5 Emergency services

Hobart is well served by Tasmania's emergency service organisations.

Tasmania Police (TASPOL) headquarters complex brings all branches of the service together in the central city area. The complex includes a communications centre and major incident rooms.

Tasmania Fire Service (TFS) state headquarters is located within the central city area, along with a well-resourced Hobart Fire Brigade, which is supported by a number of volunteer brigades.

Ambulance Tasmania (AT) headquarters and operations centre is located within the central city area and includes a statewide communications centre.

State Emergency Services (SES) state and regional headquarters are located within the central city area and, along with TASPOL Headquarters, include facilities for major incident response and coordination in an emergency.
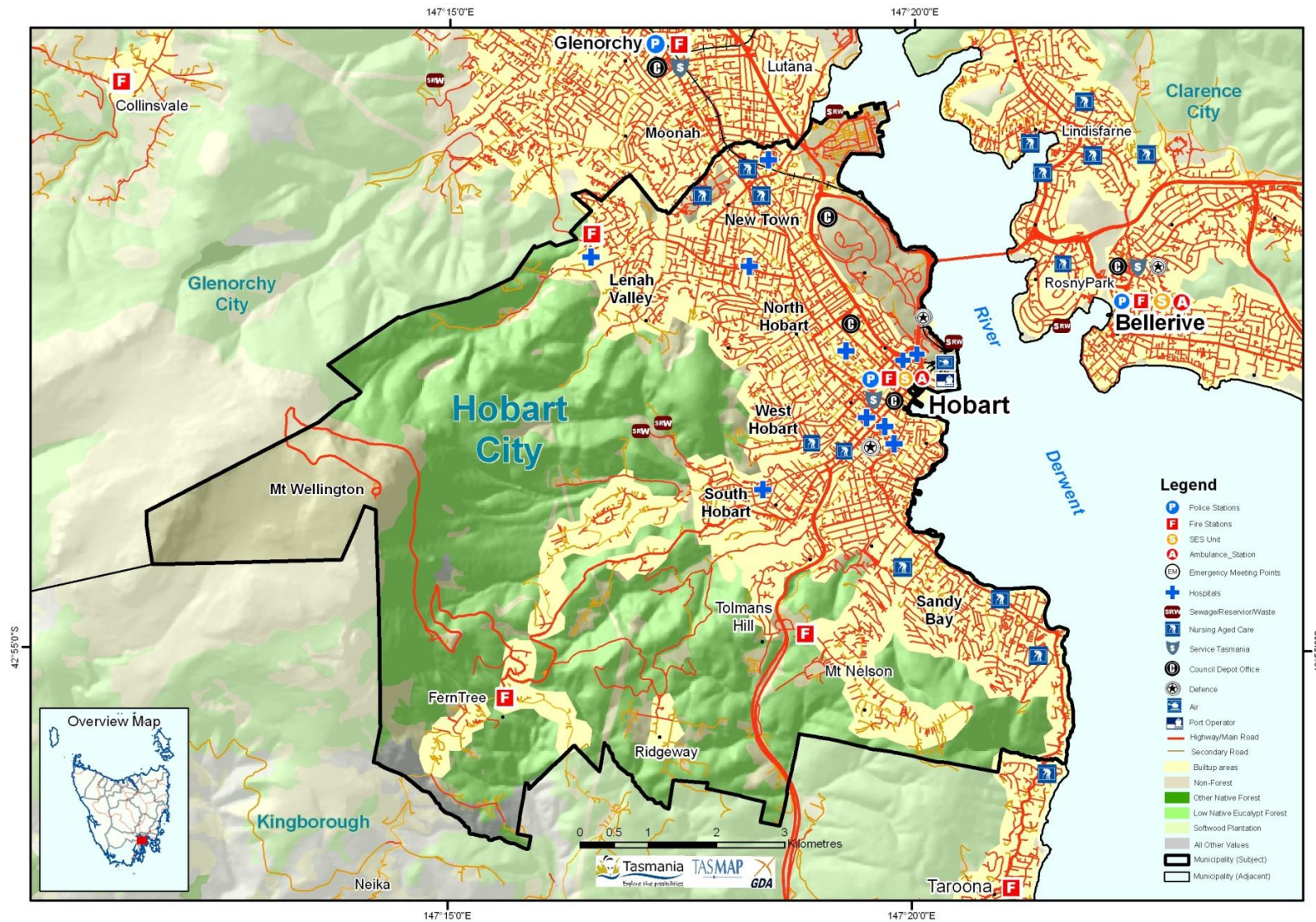
Figure 1: Map of municipal area

Section 2: Governance and management

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

2.1   Roles of government and emergency management partners

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

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

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

2.2   Tasmania's legal framework for emergency management

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

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

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

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

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

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

2.2.1   Emergency powers and declarations

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

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

A summary of the main powers under the Act is provided in Appendix 4 of the TEMA.

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

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

2.3   Emergency management governance
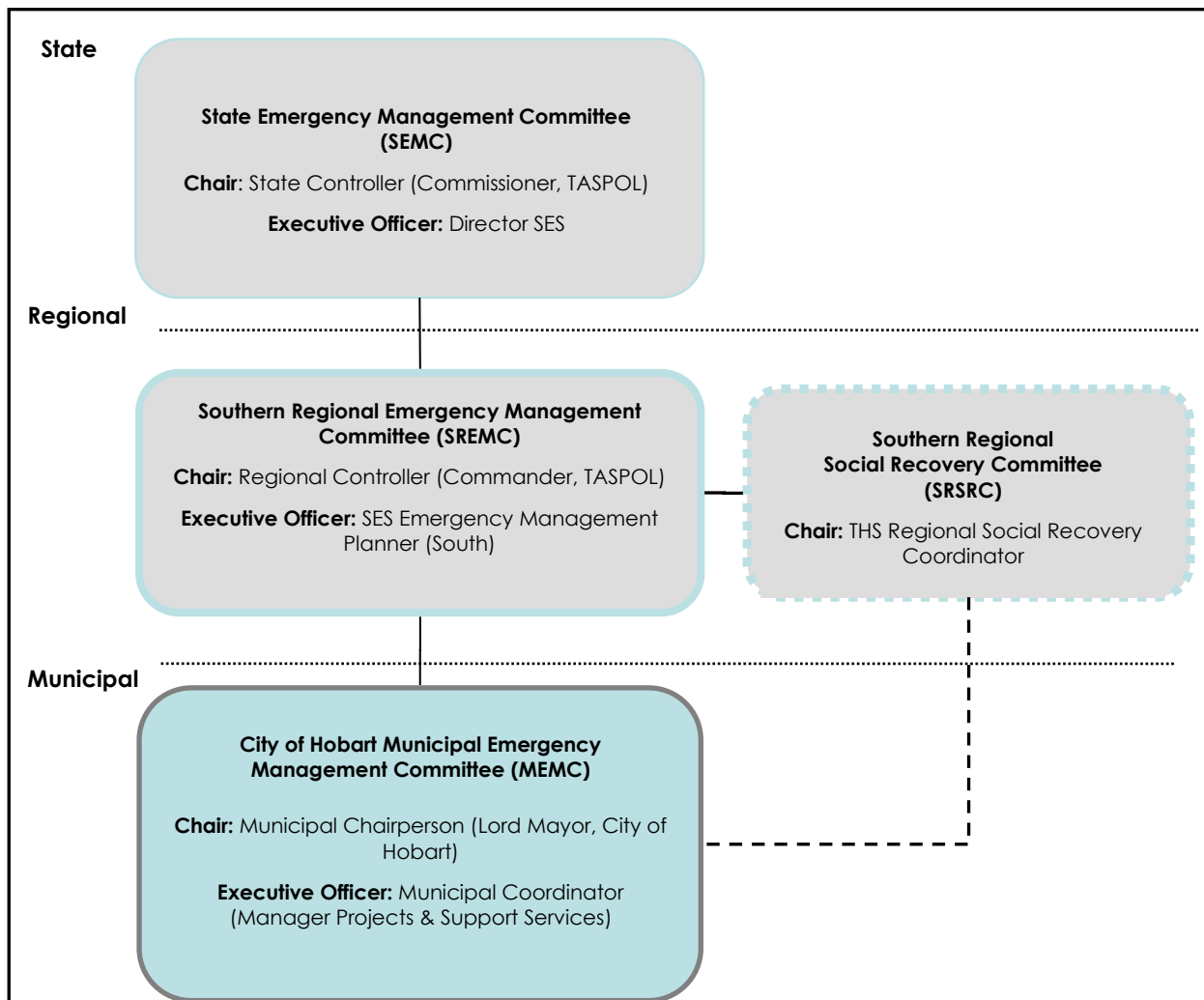
Figure 2: Governance arrangements

LEGEND:

———————   Direct reporting relationship

‐ ‐ ‐ ‐ ‐ ‐ ‐   Also works/communicates with

2.4   Municipal Emergency Management Committee (MEMC)

Strategic objectives of Council's Municipal Emergency Management Committee (MEMC) are to:

a   maintain this MEMP to guide the management of risks to the community arising from emergencies by considering all elements of PPRR;

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

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

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

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

c   develop and implement a progressive review system for all emergency management elements, based on continuous improvement principles; and

d   maintain an active and relevant MEMC.

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

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

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

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

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

2.5   Southern Regional Emergency Management Committee (SREMC)

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

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

2.6   Responsibilities

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

Table 3: Summary of responsibilities

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

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

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

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
36	Water supply contamination (drinking water)	DoH (PHS)	Property identification Road closures Local operations centres Plant and machinery Management of water carriers
37	Water supply disruption	TasWater	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

Table 4: Other support services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services
3	Essential services • Power • Telecommunications • Water supply • Natural gas • Stormwater	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including • Accommodation • Catering • Personal support and community assessments • Financial and appeals • Insurance • Clothing • Children services • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services Refer to: *Community Recovery Plan* Refer to: *Evacuation Centre Operating Procedure*

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

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

3.1.2 Research

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

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

3.1.3 Risk management

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

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

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

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

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

3.1.4 Protective security and business continuity

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

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

a. power supply;

b.   potable water;

c.   transport networks and alternative route planning;

d.   telecommunications; and

e.   public/environmental health standards.

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

3.1.5 Land use planning

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

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

The *Hobart Interim Planning Scheme 2015* is the relevant planning scheme. See: https://www.hobartcity.com.au/Development/Planning/Planning-schemes

Relevant aspects that have been included in planning schemes include:

a.   sediment and erosion control;

b.   landslip risk management;

c.   bushfire risk management;

d.   flood and debris risk management;

e.   coastal inundation risk management; and

f.   coastal erosion risk management

3.1.6 Climate change adaptation

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

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

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

3.2   Preparedness arrangements

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

3.2.1 Overview

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

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

Council is responsible for:

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

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

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

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

   e.   establishing an MEMC (section 22);

SES is responsible for:

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

   b.   recruiting, training and supporting SES volunteer members.

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

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

   a.   fulfill their roles in emergency management;

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

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

3.2.2 Municipal Emergency Management Plan (MEMP)

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

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

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

3.2.3 Municipal Emergency Management Committee (MEMC)

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

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

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

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

Council also has an internal Emergency Management Working Group, comprising Council staff members. This group meets regularly to review risks and monitor progress of required actions.

3.2.4 Capacity and capability

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

    a. redundancy for Council emergency management roles;

    b. emergency management education and training for Council workers;

    c. maintaining the Municipal Emergency Coordination Centre (MECC); and

    d. maintaining basic systems so resources can be requested and shared.

3.2.5 Relief arrangements for Council's emergency management roles

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

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

Primary role	Relief role
MEMC Chairperson (Lord Mayor)	Deputy Lord Mayor
Municipal Coordinator (MC) (Manager Projects & Support Services)	Deputy Municipal Coordinator (DMC) (Manager Procurement Operations)
Municipal Recovery Coordinator (MRC) (Manager Community and Culture)	Deputy Municipal Recovery Coordinator (DMRC) (Community Development Officer – Multicultural & Safety)

3.2.6 Education and training

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

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

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

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

3.2.7 Municipal Emergency Coordination Centre (MECC)

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

    a. coordinate Council's overall emergency response activities;

    b. coordinate requests from response/recovery organisations for additional resources; and

    c. provide information, for example to the Regional Controller, local community etc.

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

    a. at the request of a Response Management Authority;

    b. after consultation with the Mayor or General Manager; and/or

    c. at the direction of the Regional Controller.

The MECC's primary functions are to:

   a.   maintain information flow to and from WebEOC;

   b.   provide a facility for coordinating Council's response to an emergency situation, including activation, deployment and management of Council and community resources;

   c.   coordinate requests from the Response Management Authority and Support Agencies for additional resourcing across all response levels – municipal, regional and state;

   d.   monitor all operational activities;

   e.   provide for the management of information to be reported to the Regional Controller;

   f.   coordinate media management;

   g.   coordinate and disseminate public information; and

   h.   identify additional emergency requirements (eg. the need to activate local or regional recovery arrangements).

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

More details, including the location of MECC and other sites, is included at *Appendix 5*.

The MC maintains MECC Action Cards and procedures for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC) or Regional Emergency Coordination Centre (RECC). Versions current at the time of this MEMP Issue are included at *Appendix 6*. Maintaining basic resources and agreements

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

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

3.2.8 Readiness for community warnings and public information

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

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

3.2.8.1   TasALERT

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

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

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

3.2.8.2   Points for public enquiries

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

In an emergency, relevant contact details are published at:
www.hobartcity.com.au/Community/Emergency-management.

3.2.8.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

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

3.2.8.4 Public information readiness

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

Specific arrangements for community warnings and public information are described in *Appendix 7*.

3.2.9 Validation and performance management

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

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

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

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

3.2.10 Administration systems

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

3.2.10.1 Information management

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

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

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

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

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

f. impact assessment and consequence management.

3.2.10.2 Cost capture and financial administration

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

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

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

3.3   Response arrangements

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

3.3.1 Overview

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

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

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

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

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

3.3.2 Command, control and coordination

3.3.2.1   All-hazards response arrangements and escalation

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

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

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

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

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

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

3.3.2.2 Emergency powers

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

3.3.2.3 Municipal Emergency Coordination Centre (MECC)

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

Functions of the MECC include:

    a.   providing the facility for coordinating Council's emergency response;

    b.   coordinating any requests from lead authorities for additional resources;

    c.   providing information to the Regional Controller and SES;

    d.   providing information to the local community; and

    e.   receiving initially displaced people if evacuated.

The location of council's **primary MECC** – known as the Hobart Emergency Coordination Centre – is the Elizabeth Street Conference Room, Town Hall, Macquarie Street, Hobart.

The **secondary MECC** location is the Council Business Centre, 16 Elizabeth Street, Hobart.

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

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

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

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

When incident management structure and IMT is determined by the size and complexity of the emergency and will be adjusted accordingly.

In response to smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, the Incident Controller may manage all functions. An IMT is created when functions are delegated to others.

3.3.2.4 Hobart Emergency Operations Centre (EOC)

Emergency response organisations establish Emergency Operations Centres (EOCs) to manage the operational aspects of the relevant organisations' response activities.

Council's **primary EOC** is located within the Administration building at the Cleary's Gates Depot, Brooker Highway, Hobart.   The **secondary EOC** location is at the Huon Road Bushland Operations Depot, Huon Road, South Hobart. Functions of the EOC include:

    a.   management of operational tasking, personnel and resources;

    b.   establishing and monitoring communication networks;

    c.   coordination of response operations;

    d.   management of requests for additional support; and

    e.   coordination of logistical support for EOC personnel.

3.3.2.5 Municipal Emergency Management Committee (MEMC)

When an emergency occurs, the MC is to liaise with the Chairperson and the Regional Planner to confirm whether MEMC should meet. The MC will maintain a procedure that details when MEMC should consider meeting.

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

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

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

3.3.3 Resource-sharing and coordination

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

3.3.4 Consequence management

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

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

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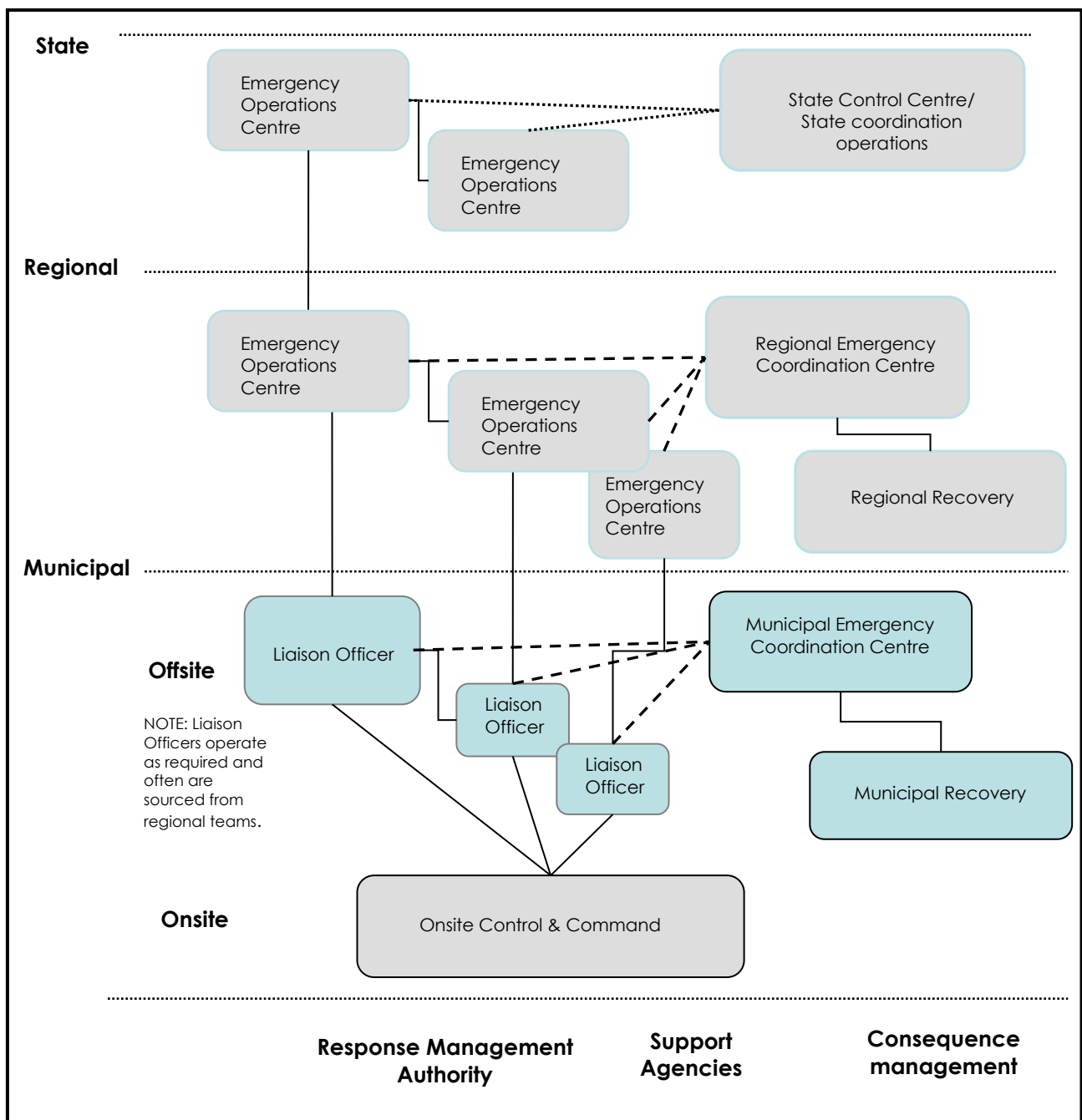
Figure 3: Response management structure

LEGEND:

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

Table 6: All-Hazards response – typical Council actions

Row	Phase	Responsibilities	Council actions (action taken by)
1	**Alert**	• Monitor situation • Brief stakeholders	• Advise council stakeholders and Working Group (**MC**) • Monitor situation (**MC**)
2	**Stand-by**	• Prepare to deploy for response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders • Consider MEMC meeting	• Update stakeholders (**LM; GM; Working Group)** and circulate Contact List and Action Duties (**MC**) • Consider MEMC meeting (**MC**) • Locate keys to centres, notify centre managers and arrange staff rosters (**RC; RCM**) • Nominate IMT and Operations Team members and staff rosters for centres/tasks for next 24 hrs (**MC; OCM**) • Locate supplies that are likely to be needed in the first few hours. (**LC**) • Nominate media officer and advise response agencies (**MC**)
3	**Respond**	• Assess emergency scene • Establish command and control arrangements • Review whether MEMC should meet • Deploy resources and request extra assistance as required • Assess impacts and effectives of response strategies • Consider evacuation • Provide further warnings and public information as required • Provide information: SitReps and public information • Conduct impact assessments and provide updates	• Establish and communicate coordination location for council resources/requests (**MC**) • Establish IMT (**MC**) • Manage requests for assistance and resources (**AO; MC**) • Provide operational assistance (**OCM**) • Open and manage centres as required eg. evacuation centres (**RC; RCM**) • Provide public with information (**SCO**) • Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs (**PO**) • Update stakeholders and RC as required (**MC**) • Coordinate meals, relief and accommodation for workers (**AO**)
4	**Stand-down** (including recovery handover)	• Assess effectiveness of response actions • Plan for end of response • Liaise with Council and RC regarding the status of recovery operations and arrange handover • Confirm end/close of response and stand-down • Collate logs, costs etc and assess needs for resupply	• Confirm end/close of Council operations for response (**MC**) • Liaise with recovery workers and assess needs (**RC**) • Reinstate transport routes etc (**OCM**) • Consider establishing an Emergency Recovery Group (**MC**) • Close centres as agreed (**RCM**) • Collate logs, costs etc and assess needs for resupply (**LC**)
5	**Debrief**	• Conduct internal debrief/s • Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC	• Conduct council worker debrief (**MC; OCM**) • Arrange for MEMC debrief and report to RC, MEMC and SREMC (**MC**)

3.3.5 Warnings

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

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

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

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

    a.   Response Management Authority;

    b.   Regional Planner; or

    c.   Regional Controller.

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

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

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

The MC maintains procedures that further detail Council's response to warnings.
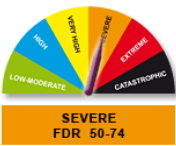
Table 7 summarises current warning arrangements and typical Council actions.

Table 7: Summary of warning systems and arrangements

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Flood				
Flood watch	**Alert, Watch or Advice** of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails	• Relay warnings • Place wet weather staff on stand-by • Update stakeholders
Flood warnings	**Warnings of Minor, Moderate or Major flooding** in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place wet weather staff on stand-by • Update stakeholders
Minor flood warning	Causes inconvenience. The inundation of low-lying areas next to watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place wet weather staff on stand-by • Update stakeholders • Raise Collins Street bridge

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Moderate flood warning	In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas, requiring the removal of stock.	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place wet weather staff on stand-by • Update stakeholders • Raise Collins Street bridge • Establish IMT
Major flood warning	In addition to above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood-affected areas may be required.	BoM	**Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place wet weather staff on stand-by • Update stakeholders • Raise Collins Street bridge • Establish an IMT • Consider MEMC meeting
Flood alert	Council has specialised warning systems installed on a number of rivulets. These alerts will be activated when water levels reach a predetermined height.	Council	SMS, emails	• Contact Duty Officer and Program Leader Stormwater to inspect and arrange for required action
Severe weather				
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place wet operational staff on stand-by • Update stakeholders
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place wet operational staff on stand-by • Update stakeholders
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Nil
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Update stakeholders • Place warnings at low-lying public carparks
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place wet weather staff on stand-by • Update stakeholders • Establish an IMT

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: • hail greater than 2cm diameter • gusts greater than 100 km/h • flash flooding • tornadoes	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place wet weather staff on stand-by • Update stakeholders
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Nil
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Update stakeholders
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Update stakeholders
Fire				
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BoM	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Update stakeholders
Advice	**Bushfire Advice** message to advise that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place operational staff on stand-by • Update stakeholders
Watch and Act	**Bushfire Watch and Act** message – advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place operational staff on stand-by • Update stakeholders •
Emergency Warnings	**Bushfire Emergency Warning** message indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. The message may be preceded by an emergency warning signal (siren).		**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place operational staff on stand-by • Update stakeholders • Establish an IMT

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Low-Moderate Fire Danger Rating (FDR 0-11)	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Nil
High Fire Danger Rating (FDR 12-24)	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.	TFS	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place operational staff on stand-by • Update stakeholders
Very High Fire Danger Rating (FDR 25-49)	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire.	TFS	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place operational staff on stand-by • Update stakeholders • Have evacuation centres on stand-by
Severe Fire Danger Rating (FDR 50-74)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively-defended homes can offer safety during a fire.	TFS	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place operational staff on stand-by • Update stakeholders • Have evacuation centres on standby
Extreme Fire Danger Rating (FDR 75-99)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.	TFS	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place operational staff on stand-by • Update stakeholders • Have evacuation centres on stand-by • Establish an IMT • Consider an MEMC meeting
Catastrophic Fire Danger Rating (FDR >100)	Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best-prepared homes will not be safe today.	TFS	**Public:** Media **Emergency services:** SMS, phone calls, emails, fax	• Relay warnings • Place operational staff on stand-by • Update stakeholders • Prepare evacuation centres • Establish an IMT • Consider an MEMC meeting

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Tsunami				
No threat	An undersea earthquake has been detected. However it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BoM	**Public:** Media, BOM website, TFS website, **Emergency services:** SMS, phone calls, emails	• Nil
Marine alert and Land alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM	Public: Media, BOM website, TFS website, **Emergency services:** SMS, phone calls, emails	• Relay warnings • Update stakeholders
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	**Public:** Media, BOM website, TFS website, **Emergency services:** SMS, phone calls, emails	• Relay warnings • Update stakeholders • Establish an IMT • Consider a MEMC meeting

3.3.6 Public information

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

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

3.3.6.1 Tasmanian Government Public Information Unit (PIU)

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

PIU activation may be requested due to the:

• scale, impact or longevity of the emergency;

• need for a coordinated, whole-of-government public information response; and/or

• insufficient resources within the Response Management Authority to manage all public information requirements in response to an emergency.

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

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

3.3.6.2 Tasmanian Emergency Information Service (TEIS)

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

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

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

b.   a supporting Information Manager.

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

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

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

3.3.6.3 Working with the Media

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

The **Lord Mayor** (LM) has a pivotal role as community leader to coordinate community information and is Council's chief spokesperson. The LM (or delegate) will also speak on behalf of the affected community. The LM will be supported in this role by an experienced media liaison officer, typically the Head of Communications, who can prepare community and media statements for LM endorsement. The MC will provide the LM with emergency-related information.

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

a.   receive notification of the emergency from the MC or GM:

b.   notify Aldermen;

c.   maintain contact with and support the MC and GM;

d.   direct ongoing information to Council; and

e.   be Council spokesperson for information to the community and media.

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

Table 8: Summary of public information arrangements

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

3.3.7 Other elements

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

3.3.8 Evacuation

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

3.3.8.1 Management

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

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

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

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

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

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

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

3.3.8.2 Decision

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

3.3.8.3 Withdrawal

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

3.3.8.4 Shelter

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

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

3.3.8.5 Return

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

3.3.9 Impact assessment

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

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

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

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

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

3.3.10   Registrations

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

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

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

3.3.11 Debriefs

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

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

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

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

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

e. foster sound interagency communication; and

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

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

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

3.3.12 Administration: finance and cost capture

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

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

DRFA category	Type	Claimable expenses
Category A	Essential	Emergency food, clothing
		Repair or replacement of essential items and personal effects
		Essential emergency repairs to housing (to make residence safe and habitable)
		Demolition or rebuilding to restore housing
		Removal of debris from residential properties
		Extraordinary counter-disaster operations for the benefit of an affected individual
		Personal and financial counselling
		Evacuation Centre costs
Category B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices)
		Counter-disaster operations for the protection of the general public
Category C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc).
		A fund may also include community awareness and education campaigns and other resilience building grants.
Category D	Non-Essential	A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional.
		These must be approved by the Prime Minister in writing.

Council will establish special accounts to record all costs associated with an emergency. All expenditure is to be approved by the MC, GM, Deputy GM or other authorised person before cost commitments are made.

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

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

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

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

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

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

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

3.4 Recovery arrangements

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

3.4.1 Overview

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

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

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

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

The *City of Hobart Community Recovery Plan* deals specifically with the Hobart municipal area.

It is critical that activities are planned and coordinated across all recovery domains being:
   a.   social;
   b.   economic;
   c.   infrastructure;
   d.   environment; and
   e.   cross-domain

Typical recovery considerations include but are not limited to:
   a.   assessing recovery needs across all domains and prioritising actions required;
   b.   developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals;
   c.   enabling community communication and participation in decision-making; and
   d.   wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

3.4.2 Current arrangements

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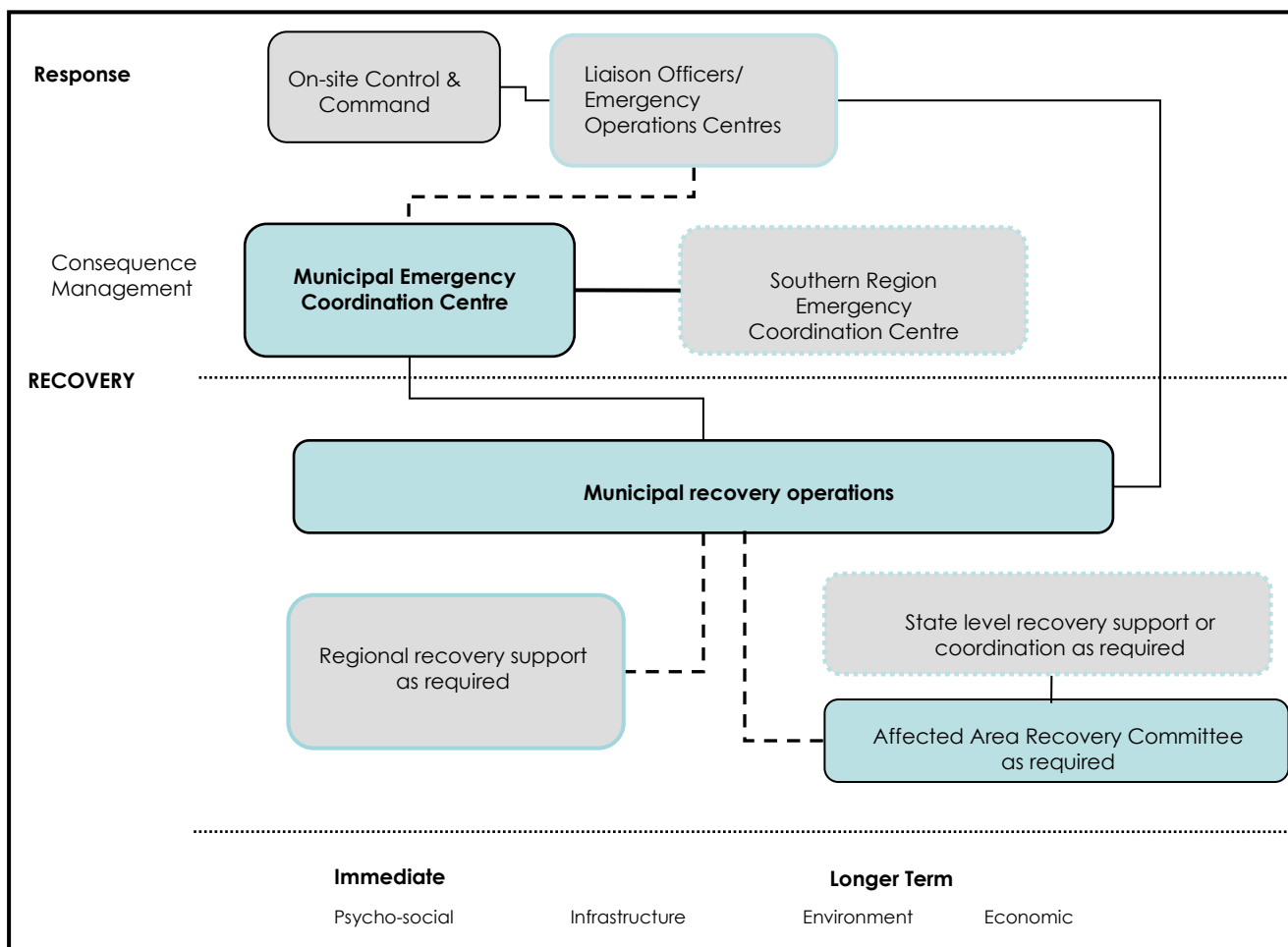
Figure 4: Community recovery management arrangements

LEGEND:

———————   Direct reporting relationship

‑ ‑ ‑ ‑   Also works/communicates with

3.4.3 Media and public information

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

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

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

The LM has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community, in accordance with Council's policies. The LM may be supported by an experienced Media Liaison Officer, who can prepare community and media statements. The MC will provide the LM with recovery-related information.

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

Council's *Communication Policy* and *Communication SOP* are referenced in associated documents.

3.4.4 Vulnerable and at-risk people

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

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

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

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

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

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

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

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

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

3.4.5 Short-term recovery

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

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in *Appendix 8* and in more detail in the *City of Hobart Community Recovery Plan*.

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

a. MC;

b. Community Recovery Coordinator;

c. Regional Planner; or

d. Regional Controller

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

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

3.4.6 Long-term recovery

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

Arrangements for the assessment of recovery needs and long-term recovery structures are documented in the *State Recovery Plan*. The State Recovery Advisor (DPAC) works in

consultation with the MC, Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery arrangements.

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

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

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

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

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

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

The AARC is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:
  a. forums and information sessions for the community;
  b. debriefs for recovery workers; and
  c. progress reports for Council, the community, SEMC, SREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/ analysis of records (financial and information).

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

3.4.7 Recovery functions

Council's *Community Recovery Plan* details municipal-level responsibilities across social, economic, infrastructure, environmental and cross-domain recovery functions. These are not intended to be exhaustive and should be read in conjunction with the *State Recovery Plan,* which describes state-level responsibilities.

If the GM considers it necessary to establish an Emergency Recovery Committee, the committee will be led by the Deputy GM, and will coordinate recovery efforts, in consultation with MEMC. Procedures for establishing an Emergency Recovery Committee are detailed in Council's Post Emergency Asset Assessment, Cost Capture and Reimbursement Procedure).

3.4.8 Recovery plan

Council's Community Recovery Plan is a sub-plan of this MEMP and is linked and consistent with all aspects of this MEMP. Council's MEMC specifies strategic and tactical arrangements for the provision of a wide range of recovery services to the community after an emergency.

3.4.9 Pandemic health emergencies

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

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

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

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

Council has initially identified Evacuation Centres as potential locations for clinics. Special pandemic plans have been developed in consultation with THS around the establishment and operation of these sites if required.

Council has developed a *Public Health Emergency Management Plan* that identifies Council's arrangements in the event of public health emergency. The aim of the plan is to provide preparedness, response and recovery actions to protect a local community exposed to actual or imminent risks associated with a public health emergency. Included within the plan is a Pandemic sub-plan, which outlines governance and coordination arrangements involving Council staff to provide operational and maintenance support to THS and clinics if required. The sub-plan also contains specific details for establishing a large-scale clinic.

Section 4: Plan administration

4.1 Plan contact

This plan is maintained by the City of Hobart Municipal Coordinator for the City of Hobart MEMC. Feedback on this plan should be provided in writing to:

Email: hcc@hobartcity.com.au

Mail: City of Hobart, PO Box 503, HOBART 7001

Phone: (03) 6238 2900

4.2 Review requirements and issue history

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

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

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

Table 9: Issue table

Issue No.	Year approved	Comments/summary of main changes
Issue 1	1983	First Plan
Issue 2	1993	Review
Issue 3	April 1996	Review
Issue 4	September 1999	Review
Issue 5	June 2006	Review and rewrite
Issue 6	January 2007	New *Emergency Management Act 2006*
Issue 7	August 2011	Reformatted to Prevention/Mitigation, Preparedness, Response and Recovery format.
Issue 8	December 2013	Review
Issue 9	December 2015	Review
Issue 10	April 2018	Review
Issue 11	August 2020	Minor changes to format; incorporated TEMA and Tasmanian Emergency Evacuation Framework

4.3 Consultation for this issue

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

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

4.4   Distribution list

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

Table 10: Distribution list

Organisation	Position
Council	• All MEMC members • Lord Mayor and Aldermen • GM • Executive Leadership Team
SES	• Regional Manager (South) • Regional Planner (for Regional Controller) • Senior Planning and Education Officer (for SES Director, State Controller, WebEOC)
TASPOL	• Officer in Charge, Hobart Station
TFS	• District Officer, Brigade Operations Southern District
AT	• Superintendent, Southern Region
St John Ambulance	• Chief Executive Officer
Neighbouring municipalities	• Kingborough Council • Clarence Council • Glenorchy City Council

4.5   Communications plan summary

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

    a.   hardcopies sent to the positions listed in *Table 10*;

    b.   submitted for noting by the SREMC

    c.   published on Council's website and available to the public by request to the MC; and

    d.   available to interested parties on request.

4.6   Validation of this plan

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

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

    b.   conducting/participating in relevant debriefs; and

    c.   refer to *Appendix 4*.

Section 5: Appendices

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

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – Municipal committee maintenance schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty statements

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

Appendix 8 – Community centres

Appendix 9 – Nearby Safer Places

APPENDIX 1: List of associated documents

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

a Legislation

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

b Plans and arrangements

Row	Title	Custodian	Version/date	Available from
Council arrangements and plans				
1	Council maps for council roads and alternative transport plans	Council	N/A	City of Hobart GIS Manager City Mobility
2	Fire Management Plans for HCC Bushland areas	Council	Current	Manager Bushland
3	Stormwater Strategy	Council	Current	Manager Stormwater
4	Council Emergency Action Plans • Flood • High Winds • Abnormally High Tides • Bushfire • Tsunami	Council	Current	Municipal Coordinator
5	Public Health Emergency Management Plan	Council	2015	Manager Environmental Health
6	Hobart Community Recovery Plan	Council	2016	MC, RC
Regional arrangements and plans				
7	Regional Emergency Management Plan	SES	Issue 8	2018
State arrangements and plans				
8	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
9	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
State Special Emergency Management Plans (SSEMP)		**Available WebEOC File Library (DPFEM – SES)**		
10	SSEMP – COVID 19	DoH	Issue 1	2020 (March)
11	SSEMP – Dam safety	DPIPWE	Issue 3	2019 (July)
12	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
13	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
14	SSEMP – Interoperability arrangements	DPAC	Issue 3	2018 (September)
15	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
16	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
17	SSEMP – Fire protection	TFS	Issue 2.3	2018 (June)
18	SSEMP – Recovery	DPAC	Issue 3	2018 (January)
19	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
20	SSEMP – Energy supply	DSG	Issue 2	2015 (January)
21	SSEMP – Biosecurity	DPIPWE	Issue 1	2010 (December)
22	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (July)

Row	Title	Custodian	Version/date	Available from
23	SSEMP – Flood	SES	Issue 2	2019 (July)
24	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
25	SSEMP – Public health	DoH	Issue 2	2014 (December)
26	SSEMP – Search and rescue	DPFEM	Issue 4	2018 (February)
27	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
28	SSEMP – Tsunami	SES	Issue 1	2015 (September)
Other				
29	Protocol for Use of Emergency Alert	TFS		
30	TasPorts Emergency Management Plan	TasPorts		

APPENDIX 2: Risk assessment report

a Tasmanian Government responsibilities – emergency risk management

Tasmania's commitment to emergency risk management is demonstrated through t development of *Tasmanian Emergency Risk Assessment Guidelines* and associated risk assessment workshops.

b Local government responsibilities – emergency risk management

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

a. demonstrates sound commitment to managing emergency risks within the community and a primary interest in community safety;

b. potentially reduces levels of risk within the community;

c. ensures the identification of risks that are the focus of emergency management planning;

d. ensures a focus on preventing emergencies rather than to reacting to them;

e. enables improved community understandings of emergency management and the risk management process;

f. improves governmental understanding of risks from a community perspective;

g. provides an opportunity to reduce the cost to communities from emergency impacts;

h. enables use of a best practice standard in risk management;

i. ensures and maximises access to national DRFA funding; and

j. complements Council's existing practices and commitment to risk management.

The responsibilities of Council and the MEMC in relation to emergency risk management are summarised in *Table 3* and detailed in TEMA.

c TERAG data and recommended treatment strategies for implementation

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

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

Specifically, each register includes:

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

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

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

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

Register of risks and treatment strategies				
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframes**
HC 01 **FLOOD**				
HC 01.01	There is a risk to residential and commercial properties from flooding of Sandy Bay Rivulet	Maintain hydraulic capacity by: 1. Removing debris from debris racks 2. Cleaning gross pollutant traps 3. Cleaning vulnerable pits.	Manager Stormwater	1. Quarterly 2. In line with approved schedule and prior to major rainfall events 3. In line with approved schedule and prior to major rainfall events
		Maintain warning system in working order by regular checks and monitoring.	Manager Stormwater	1. Quarterly 2. After each major rainfall event
		1. Maintain Flood Action plan; and 2. Implement Action Plan in the event of an incident.	Municipal Coordinator	1. Review annually 2. Upon receiving a BoM warning
		Maintain community information and awareness by relaying warnings to the public via social media and highlighting Council's Flood website.	Senior Communications Officer	Immediately upon receipt of a flood warning from BoM
		Ensure that proposed use and development complies with the standards of the Inundation Prone Areas Code of the *Hobart Interim Planning Scheme 2015* and with section 109(1)(h) of *the Local Government (Building and Miscellaneous Provisions) Act 1993*, including consideration of predicted future climate change. Matters covered by the Code include building minimum floor levels, flood-resistant construction, maintenance of site access, potential impacts on other land & property.	Environmental Development Planner	Ongoing
HC 01.02 M	There is a risk to commercial and residential properties from flooding of Hobart Rivulet	Maintain hydraulic capacity by: 1. Removing debris from debris racks. 2. Cleaning gross pollutant traps. 3. Cleaning vulnerable pits.	Manager Stormwater	1. Quarterly 2. In line with approved schedule and prior to major rainfall events 3. In line with approved schedule and prior to major rainfall events
		Maintain warning system in working order by regular checks and monitoring.	Manager Stormwater	Quarterly and after each major rainfall event
		1. Maintain Flood Action plan; and 2. Implement Action Plan in the event of an incident	Municipal Coordinator	1. Review annually; 2. Upon receiving a BoM warning.

Register of risks and treatment strategies

ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		Maintain community information and awareness by relaying warnings to the public via social media and highlighting Council's Flood website.	Senior Communications Officer	Immediately upon receipt of a flood warning from BoM
HC 01.04	There is a risk to residential and commercial properties from flooding of the Maypole and New Town Rivulet	Maintain hydraulic capacity by: 1. Removing debris from debris racks. 2. Cleaning gross pollutant traps. 3. Cleaning vulnerable pits.	Manager Stormwater	1. Quarterly 2. In line with approved schedule and prior to major rainfall events 3. In line with approved schedule and prior to major rainfall events
		Maintain warning system in working order by regular checks and monitoring.	Manager Stormwater	Quarterly and after each major rainfall event
		1. Maintain Flood Action plan; and 2. Implement Action Plan in the event of an incident.	Municipal Coordinator	1. Review annually 2. Upon receiving a BoM warning
		Maintain community information and awareness by relaying warnings to the public via social media and highlighting Council's Flood website	Senior Communications Officer	Immediately upon receipt of a flood warning from BoM
HC 01.07	There is a risk to residential and commercial properties from flooding of other rivulets and stormwater overflows	Maintain hydraulic capacity by inspecting other waterways annually and removing any constraints.	Manager Stormwater	Inspect annually
HC 01.08	There is a risk to Major Hazard Facilities Manifest Quantity Workplaces and EPA regulated sites from flooding from major waterways	Maintain hydraulic capacity by inspecting other waterways annually and removing any constraints to water flows. Promote mitigation and response strategies with affected businesses.	Manager Stormwater Manager Stormwater	Inspect annually Annually
HC 02 BUSHFIRE				
HC 02.01	There is a risk to residential and commercial properties on the urban fringe of Hobart from the effects of bushfire.	Maintain fire management strategy and specific fire management plans in coordination with TFS and Wellington Park Trust.	Manager Bushland	Review strategies and plans annually
		Close bushland reserves and Pinnacle Road when fire danger levels exceed a prescribed level to reduce the risk of wildlife and to protect visitors from exposure.	Manager Bushland	Apply Incident procedures on days of Very High FDI and Total Fire Ban and close reserves accordingly

	Register of risks and treatment strategies			
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframes**
		Community education and awareness program to be implemented in coordination with the TFS and Wellington Park Management Trust	Manager Bushland	Awareness sessions occur prior to December each year
		Undertake strategic fire advantage zone burning to strengthen asset protection zone clearing.	Manager Bushland	Plan for 250ha of hazard reduction burning works over spring and autumn each year
		Maintain planning scheme provisions, including: • access/egress • vegetation clearance • defendable space.	Manager Bushland	Ongoing
		Maintain an effective and qualified team of firefighters and firefighting vehicles sufficient to undertake prevention works and assist TFS during a bushfire event.	Manager Bushland	Ongoing with annual review and recruitment and annual fire preparedness training
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code of the *Hobart Interim Planning Scheme 2015*. Matters covered by the Code include ensuring new use and development has adequate hazard management areas, fire-fighting access, water supply and emergency management strategies, through certified bushfire hazard management plans.	Environmental Development Planner	Ongoing
HC 02.03	There is a risk of environmental damage to reserve areas, particularly Wellington Park, from the effects of bushfire.	Implement fire management plans for large Council bushland reserves including Wellington Park, in coordination with TFS and Glenorchy City Council.	Manager Bushland	Plans to be reviewed annually
		Community education and awareness program in coordination with TFS & Greater Hobart Fire Management Advisory Committee.	Manager Bushland	Awareness sessions to occur prior to December each year
HC 03 STORM				
HC 03.01 M	There is a risk to residential and commercial properties from the effects of storms.	Community education and awareness program implemented in coordination with SES.	Senior Communications Officer Municipal Coordinator	May each year

Register of risks and treatment strategies				
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframes**
	There is a risk to human life from the effects of storms.	Proactively inspect Council tree assets in parks and streets. Reactively inspect Council tree assets in parks on notification from Council staff who work in the area to members of the public.	Manager Parks & Recreation	Annually to every five years, depending on risk ranking of individual parks and streets
		Relay to the public Damaging Winds Alerts and Severe Thunderstorms Warnings.	Senior Communications Officer	Immediately upon receipt of the alert
HC 05 LANDSLIP				
HC 05.01	There is a risk landslip will result in damage to residential and commercial property.	Ensure that proposed use and development complies with the standards of the Landslide Code of the *Hobart Interim Planning Scheme 2015*. Matters covered by the Code include ensuring new use and development is subject to a tolerable level of landslip risk, and that proposed development will not lead to an increase in risk of landslip above tolerable levels, through landslide risk assessments.	Environmental Development Planner	Ongoing
HC 05.02	There is a risk landslip will result in damage to roads and bridges.	Implement appropriate design to ensure assets can be cleaned and made operational within a reasonable amount of time.	Manager Roads & Capital Works	Ongoing
		Consider the impact of landslip in Council's capital works program.	Manager Roads & Capital Works	Ongoing
HC 06 PUBLIC HEALTH				
HC 06.01 M	There is a risk to the community as a result of a pandemic.	Maintain the Public Health Emergency Management plan, incorporating pandemic sub-plan in conjunction with DoH-PHS.	Manager Environmental Health	Plan reviewed annually and updated every two years.
		Issue community information and education materials	Manager Environmental Health	Relevant materials distributed when required
HC 06.02 N	There is a risk to the community from a significant public health incident	Maintain current public health programs including: 1. Immunisation services 2. Flu clinics for Council staff 3. Food safety surveillance 4. Prescribed premises assessments	Manager Environmental Health	1. Monthly 2. Annually 3. Ongoing 4. Annually
HC 06.03 N	There is a risk to the community from the effects of water	Monitor recreational water quality and drinking fountains quality.	Manager Environmental Health Manager Stormwater	Weekly tests December to March Monthly tests of public pools Annual audits of drinking fountains

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
	contamination (drinking, beach, waterways and recreational waters)	Implement community information strategies in conjunction with the Derwent Estuary Program.	Manager Environmental Health Manager Stormwater	Ongoing
HC 07 EARTHQUAKE				
HC 07.01 N	There is a risk that an earthquake will result in damage to public and private property and infrastructure	Ensure earthquake provisions of building code and design standards are implemented by ensuring the appropriate permits are in place for each development.	Principal Compliance & Permits Officer	Ongoing
HC 08 ANIMAL DISEASE				
HC 08.01 N	There is a risk to the community from the effects of introduced animal disease	Relay information to the public regarding recommended actions.	Manager Environmental Health	Ongoing
HC 21 INFRASTRUCTURE FAILURE				
HC 21.01	There is a risk that the road/bridge network will be damaged causing community disruption	Assess structures at risk including inspection of bridges.	Manager Roads & Capital Works	Inspect bridges every five years
		Maintain asset management plans for critical road and bridge assets.	Manager Roads & Capital Works	Update plan every two years
		Maintain an asset renewal program by completing renewal works identified in that year.	Manager Roads & Capital Works	Annually
HC 21.05	There is a risk of failure of the storm water reticulation network causing community disruption	Undertake network modelling to identify deficiencies.	Manager Stormwater	Ongoing
		Develop and implement network augmentation programs	Manager Stormwater	Ongoing
		New bridges designed for: ULS storm event for strength and stability of the bridge structure - 1:2000 ARI storm. SLS storm event for serviceability and scour protection design - 1:100 ARI storm.	Manager Roads & Capital Works	Ongoing

Register of risks and treatment strategies				
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframes**
		Monitor movement of heavy vehicles through the NHVR permit.	Manager Roads & Capital Works	Ongoing
HC 22 STRUCTURAL FIRE				
HC 22.01	There is a risk to high-rise commercial and residential structures from fire	Ensure compliance to current building codes and fire safety regulations for new development by ensuring the appropriate permits are in place.	Principal Compliance & Permits Officer	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems.	Principal Compliance & Permits Officer	Ongoing
HC 22.02	There is a risk to industrial premises from fire	Ensure compliance to current building codes and fire safety regulations for new development by ensuring the appropriate permits are in place.	Principal Compliance & Permits Officer	Ongoing
HC 22.03	There is a risk to commercial and residential properties from a structural fire	Ensure compliance to current building codes and fire safety regulations for new developments by ensuring the appropriate permits are in place.	Principal Compliance & Permits Officer	Ongoing
HC 22.04	There is a risk to human life from structural fire	Ensure compliance to current building codes and fire safety regulations for new developments by ensuring the appropriate permits are in place. Issue Compliance Notice upon advice of deficient fire safety systems	Principal Compliance & Permits Officer	Ongoing
HC 23 BUILDING COLLAPSE				
HC 23.01 M	There is a risk to human life from structural collapse of buildings and other structures	Ensure compliance to current building codes and fire safety regulations for new development by ensuring the appropriate permits are in place. Issue Compliance Notice upon advice of deficient safety systems	Principal Compliance & Permits Officer	Ongoing
HC 25 POLLUTION				
	There is a risk of pollution of the air, water and land	Compliance with hazardous materials transport and storage legislation.	Council Managers	Ongoing

Register of risks and treatment strategies				
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframes**
HC 25.01 M	from a number of sources and accident scenarios involving storage, handling, transport and use on hazardous materials	Support, promote and enforce pollution control measures at McRobies Gully Waste Management Centre.	Manager Cleansing & Solid Waste	Ongoing
HC 26 TRANSPORT ACCIDENT				
HC 26.02	There is a risk of multiple casualties from a transport accident	Ensure compliance with heavy vehicle transport regulations by relaying new regulations and initiatives to plant operators.	Manager Projects & Support Services	Ongoing
HC 26.03 M	There is a risk to the community from transportation accidents including: • Buses • Cruise ships • Air crash • Rail accident • Ferry accident • Hazardous materials transportation • Heavy vehicles • Light vehicles • Plant	Promote Risk Mitigation Programs, driver awareness training, fleet safety improvements and meetings of the Motor Vehicle Safety Committee.	Manager Projects & Support Services Senior Advisor Risk & Audit Systems	Ongoing
		Maintain asset management plans for roads	Manager Roads & Capital Works	Works programmes updated annually. Asset Management Plans updated every 5 years.
		Maintain City of Hobart traffic management activities including Black Spots and Roads to Recovery funding programs	Manager City Mobility Manager Roads & Capital Works	Black Spot projects and Roads to Recovery projects are completed annually.
HC 26.02	There is a risk of multiple casualties from a transport accident	Ensure compliance with heavy vehicle transport regulations by relaying new regulations and initiatives to plant operators.	Manager Projects & Support Services	Ongoing
HC 27 Coastal sea level rises				
HC 27.01 N	There is a risk to the community as a result of coastal sea level rises	Maintain awareness of current trends in sea level changes.	Senior Climate Change Officer	Ongoing
		Maintain and implement Climate Change Adaptation Strategy and Policy.	Senior Climate Change Officer	Ongoing
		Implement appropriate changes to planning schemes.	Manager Planning, Policy & Heritage	Ongoing

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		Prepare a coastal hazard strategy with adaptation pathways for areas identified as at risk of storm tide, erosion and inundation.	Senior Climate Change Officer	June 2020
		Collaborate and contribute to the preparation and implementation of a Regional Coastal Hazard Strategy.	Senior Climate Change Officer	June 2020
		Maintain EM Plans cognisant of emergency risks.	Municipal Coordinator	Update EM Plans every 2 years
		Ensure that proposed use and development complies with the standards of the Inundation Prone Areas Code of the *Hobart Interim Planning Scheme 2015*. Matters covered by the Code include building minimum floor levels, flood-resistant construction, maintenance of site access and potential impacts upon other land and property.	Environmental Development Planner	Ongoing
HC 10 TSUNAMI				
HC 10.01 N	There is a risk to the community from tsunami	Maintain a Standard Operating Procedure detailing the response when a tsunami warning is received.	Municipal Coordinator	Short-term
		Relay tsunami warnings to the public.	Senior Communications Officer	Immediately upon receiving a warning
		Maintain EM Plans cognisant of emergency risks	Municipal Coordinator	Update EMP every two years
HC 21 INFRASTRUCTURE FAILURE (DAMS)				
HC 21.13 N	There is a risk to the Sandy Bay and Dynnyrne community as a result of the failure of the Waterworks dams	Liaise with TasWater and TASPOL to relay warnings to the community if there is risk of dam failure.	Senior Communications Officers Municipal Coordinator	Relay warnings immediately upon receipt of advice.
HC 47 MASS CASUALTY INCIDENTS				
HC 47.01 N	There is a risk of a mass casualty incident from a number of causes	Promote risk reduction programs in coordination with DoH, THS and AT.	Principal Advisor City Security	Ongoing

Register of risks and treatment strategies				
ID	**Risk statement**	**Treatment/s**	**Responsibility for treatment**	**Timeframes**
		Promote a high level of response strategies in coordination with DoH, THS and AT.	Principal Advisor City Security	Ongoing
		Appropriate risk management and safety plans at council facilities and events in coordination with DoH, THS and AT.	Principal Advisor City Security	Ongoing
HC 45 MASS GATHERINGS				
HC 45.01 N	There is a risk to the community attending mass gathering events	Assess and issue licences for place of assembly.	Manager Environmental Health	Annual licences or one-offs
		Ensure EM and Security Plans are appropriate.	Principal Advisor City Security	Annual reviews
		Promote awareness of community security.	Principal Advisor City Security	Ongoing
		Ensure maintenance of community facilities in line with approved levels of service.	Manager Projects & Support Services	Ongoing
		Appropriate risk management and safety plans at council facilities and events.	Principal Advisor City Security	Each event
HC 44 TERRORISM				
HC 44.01 N	There is a risk to the community from acts of terrorism	Promote terrorism awareness and reporting programs in coordination with DPPS.	Principal Advisor City Security	Ongoing
		Support national and state counterterrorism awareness and development programs and exercises.	Principal Advisor City Security	Ongoing
HC 04 SEVERE WEATHER				
HC 04.2N	There is a risk to the community from severe snow conditions.	Relay warnings of severe weather.	Senior Communications Officer	Immediately after receiving advice of the event

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		Ensure capability for Council to respond in the management of severe events by ensuring staff are assigned to emergency roles including: • After hours duty response • EM Working Group • Incident Management Team	Municipal Coordinator	Review staff annually

APPENDIX 3: MEMC Terms of Reference

City of Hobart
Municipal Emergency Management Committee
Terms of Reference

Committee	City of Hobart Emergency Management Committee
Date and status of these terms	ACCEPTED Issue 11 2020
Enquiries	Executive Officer Municipal Emergency Management Coordinator City of Hobart
Review notes	These Terms of Reference are due for review in April 2022
General standards & practices	The *Tasmanian Emergency Management Arrangements* (TEMA) describes the framework for this committee and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au). The following are specific to this committee:
1. Authority & Background	Section 20 of the *Emergency Management Act 2006* establishes the City of Hobart Emergency Management Committee within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	Section 22 of the *Emergency Management Act 2006* outlines this committee's purpose and functions generally as: "… to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal are that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management …"
2.1 Functions	2.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.
	2.1.2 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement.
	2.1.3 Oversight of the management of emergencies where council/s resources are required to support response and recovery.
	2.1.4 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.
	2.1.5 Nominate a representative to attend the Southern Region Emergency Management Committee activities and provide bilateral support.
	2.1.6 Coordinate/participate in at least one emergency management exercise for the City every two years.
	2.1.7 Coordinate a post emergency operational debrief for all organisations involved in an emergency event.

<table>
<tr><td></td><td>2.1.8</td><td>Meet on a quarterly basis, but in any event, at least twice per year unless an emergency event occurs and a subsequent review of the operational aspects of the Plan is required. These meetings will be scheduled by the Executive Officer at the appropriate intervals</td></tr>
</table>

3. Reports to Southern Regional Emergency Management Committee

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

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

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

At this stage security clearances are not required.

4.1 Chairperson City of Hobart Lord Mayor or appointed Alderman

4.2 Executive officer Municipal Emergency Management Coordinator, City of Hobart

4.3 Members
- A representative from the emergency services – TASP:, SES, AT, TFS;
- Municipal Coordinator as Executive Officer;
- City of Hobart Recovery Coordinator; and
- Tasmanian Health Service/Southern Regional Social Recovery Coordinator
- Deputy Municipal Coordinator and other Council officers as appropriate
- A representative from Red Cross
- A representative from Kingborough Council
- A representative from Glenorchy City Council

4.4 Nominated proxies Tasmania Police, State Emergency Service, Tasmania Fire Service, Ambulance Tasmania, Department Health and Human Services

5. Committee details

5.1 Sub-committees There are no formal standing sub-committees to the City of Hobart Emergency Management Committee. Recovery matters are dealt with through the main committee.

5.2 Stakeholder groups The stakeholder groups of this committee include but are not limited to:
- Other service provider agencies such as Telstra, TasNetworks, Hydro, TasWater
- Recovery service providers such as Red Cross, Centrelink, St Vincent de Paul, Housing Tasmania.

| 5.3 Chairperson | The role of the Chairperson of the City of Hobart Emergency Management Committee is to: |

a   Chair the Council's Emergency Management Committee

b   Receive notification of emergency events from the Municipal Coordinator.

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

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

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

5.4 Frequency of meetings

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

5.5 Emergency Management Working Group

The City of Hobart Emergency Management Committee is supported by a group of senior Council staff that undertakes the Hobart Emergency Management Plan review and ERM tasks and prepares and presents related documentation to the City of Hobart Emergency Management Committee.

5.6 Municipal Emergency Management Plan (MEMP) Review Process

A formal review of this Plan will be conducted every two years by the City of Hobart Emergency Management Committee. This process will be facilitated in conjunction with the usual meeting schedule of the City of Hobart Emergency Management Committee, which meets regularly.

The review will as a minimum take into consideration the following factors:
a   emerging risks and hazards and potential treatments;
b   compliance of the plan with current legislation and policy;
c   accuracy of content e.g. roles, procedures and contacts; and
d   functionality of the plan during emergency situations;
e   comments and suggestions from key stakeholders.

5.7 Emergency management maintenance schedule

A schedule that provides prompts for action to ensure that Council's EM capability remains current is included as Section 5.4 to this plan.

5.8 Business continuity planning

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

APPENDIX 4: MEMC maintenance schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the MEMC	Municipal Coordinator	Biannually	May/November
Coordinate EM training for selected staff member/s on rotating basis and maintain training records	Municipal Coordinator	Annual	April
Plan, conduct and review an EM related exercise	Municipal Coordinator	Every two years	October
Review EM Plan and all appendices (including risk assessments and treatment strategies). Lodge plan with SREMC	City of Hobart Emergency Management Committee	Every two years	March
Review and update contact lists	Municipal Coordinator	Annually	July
Attend REMC Meetings	Municipal Coordinator	Quarterly	As advised
Attend SRSRC Meetings	Recovery Coordinator	Quarterly	As advised
Review Risk Treatment options in conjunction with strategic plan and budget	Municipal Coordinator	Annually	November

APPENDIX 5: Centres for emergency management

a   Emergency Operations Centres (EOC)

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

Organisation	Municipal location	Contact	Regional location	Contact
Council (Primary)	The Administration Building Cleary's Gates Depot Brooker Hwy Hobart	Municipal Coordinator	SES Southern Region Headquarters Level 1,28 Bathurst Street Hobart	SES Regional Emergency Management Planner
Council (Secondary)	Bushland Operations Depot Huon Road South Hobart	Municipal Coordinator		
TASPOL	Liverpool Street Hobart			
TFS	Melville Street (cnr Argyle Street) Hobart			
AT	1-5 Melville Street Hobart			
SES	Mornington Volunteer SES, 128 Mornngton Road	6230 2716	Southern Region Headquarters Level 1, 28 Bathurst St Hobart	SES Duty Officer

b   Emergency Coordination Centres (ECC)

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

	Municipal location	Contact	Regional location	Contact
Primary	Town Hall Elizabeth Street Conference Room Macquarie Street Hobart	Municipal Coordinator	Southern Region Headquarters Level 1, 28 Bathurst St Hobart	SES Duty Officer
Secondary	Council Business Centre 16 Elizabeth Street Hobart	Municipal Coordinator	Refer to Regional Planner	N/A

APPENDIX 6: Duty statements

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

Duty Statement: Municipal Emergency Management Committee (MEMC)

Committee's duties

Prior to, or during an emergency, when it meets the Committee is to provide strategic advice on the management of emergencies where council/s resources are required to support response and recovery. The committee shall also consider the following:

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

Chairman's duties

1. To chair Council's Emergency Management Committee.

2. Make arrangements for reports to the Council, on an as needs basis, covering the activities of the City of Hobart Emergency Management Committee and related emergencies.

3. Maintain regular contact/ liaison with the Municipal Coordinator and the General Manager in regard to the administrative arrangements of the City of Hobart Emergency Management Committee.

4. Receive notification of emergency from Municipal Coordinator and the General Manager.

5. If appropriate, during an emergency event, convene the City of Hobart Emergency Management Committee and support the Municipal Coordinator.

Municipal Coordinator's Duties

1. Undertake the role of Executive Officer to the City of Hobart Emergency Management Committee and carry out the administrative functions of that role.

Committee Members' Duties

1. Providing advice within their field of expertise.

2. Coordinating and managing resources from their respective organisation in support of the Municipal Emergency Coordination Centre.

Duty Statements: Incident Management Team

Emergency Coordination Centre Manager (Incident Controller)
1. Receive notification of emergency.
2. Establish the HECC.
3. Provide human and physical resources to maintain the HECC.
4. Maintain contact with and support Municipal Coordinator.
5. Coordinate media and community information.
6. Take charge and exercise leadership of the response to and/or recovery from the incident, including the establishment of the incident management team.

Reports to the General Manager

Planning Officer
1. Receive notification of emergency from the Incident Controller.
2. Maintain contact with and support the Incident Controller.
3. Continually assess the situation, conduct analysis, identify risk and share information in support of all decision-making.
4. Provide specialist advice on the nature of the emergency and review the response activities.

Reports to the Incident Controller

Logistics Coordinator
1. Receive notification of emergency from the Incident Controller.
2. Maintain contact with and support the Incident Controller.
3. Obtain and maintain human and physical resources, facilities, services and materials.

Reports to the Incident Controller

Public Information Officer
1. Receive notification of emergency from the Incident Controller.
2. Maintain contact with and support the Incident Controller.
3. Provide timely and accurate public information in order to protect and reassure the community.

Reports to the Incident Controller

Recovery Officer
1. Receive notification of emergency from the Incident Controller.
2. Maintain contact with and support the Incident Controller.
3. Ensure relief and recovery considerations are addressed to ensure services are provided to the persons and community impacted by the incident, and arrange for a smooth transition to the recovery phase, if applicable.

Reports to the Incident Controller

Emergency Operations Centre Manager
1. Receive notification of emergency from the Incident Controller.
2. Maintain contact with and support the Incident Controller.
3. Implement the incident action plan developed to resolve and/or recover from the incident and monitor its activities and progress.

Reports to the Incident Controller

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

Reports to the Incident Controller

Duty Statements: Other emergency roles

Lord Mayor

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

Reports to the Council

General Manager

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

Reports to the Lord Mayor

Municipal Coordinator

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

Reports to the General Manager

Recovery Coordinator

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

Reports to the Municipal Coordinator

Emergency Operations Centre Manager

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

Reports to the Municipal Coordinator

Logistics Coordinator

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

Reports to the Municipal Coordinator

Deputy Municipal Coordinator

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

Reports to the Municipal Coordinator

Evacuation or Recovery Centre Manager

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

Reports to the Recovery Coordinator

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

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

Municipal Coordinator

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

a   Assess the necessity to establish the emergency coordination centre and or the emergency operation centre;

b   Contact the Emergency Operations Centre Manager to alert/activate response teams/supervisors and other potentially affected operational areas as deemed appropriate;

c   Notify Council's GM;

d   Notify the Media Liaison Officer; and

e   Contact those staff that may have a direct role in the emergency.

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

Liaison with Emergency Services

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

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

Bushfire

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

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

The Municipal Coordinator shall contact the Manager Bushland or other nominated officer to be responsible for the coordination of information and response in accordance with Council's established Wildfire Management Arrangements.

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

Floods

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

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

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

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

Council operates a flood warning system for the major rivulets. Alerts from this system and the BoM will provide guidance for actions in accordance with established Flood Emergency Action Plans.

Depending upon the severity of the rainfall event and potential for flooding, the Municipal Coordinator may request the Manager Stormwater to move to wet weather operations status and, if necessary, activate the Emergency Operations Centre.

Storms

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

Hobart is subject to very strong winds, snowstorms and thunderstorms. Gale-force winds are common at any time of the year. The Municipal Coordinator will be advised of any severe weather warning that are issued by the Bureau of Meteorology that indicate an impact within the Hobart municipal area.

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

Depending upon the severity of the storm and associated damage, the Municipal Coordinator may request the Manager Stormwater to move to wet weather operations status and, if necessary, activate the Emergency Operations Centre.

Operations Areas

In order to provide accurate and timely coordination of resources in an emergency, the existing management structure will be used as far as practical. Operational teams across the City Amenity Division will work together under the coordination of the Emergency Operations Centre Manager, who would take advice from the Municipal Coordinator for managing the allocation of resources. Supervisors and team leaders would be assigned specific responsibilities as they became defined.

APPENDIX 8: Community centres

This list summarises a range of locations that may be useful for managing emergencies. They are included in order of priority and will be escalated as additional need is established.

The two suburban locations (Lenah Valley Community Hall and Sandown Park Pavilion) may be used outside of the escalation process if a localised response is required.

Row	Centre, location title and contact	Facilities	Location	Usage frequency	Could be used for	Comments
1	Town Hall Elizabeth Street Conference Room Contact: (a) Municipal Coordinator (b) Deputy Municipal Coordinator	Meeting space Toilets Tables and chairs Kitchen Phone lines Computer network Internet capability	Elizabeth Street, Hobart	The facility is used intermittently on a daily basis as a meeting room for Council operations	Initial evacuation centre Information	Designated as Emergency Coordination Centre
2	Youth Arc / City Hall Complex Contacts:- (a) Municipal Coordinator (b) Recovery Coordinator (c) Deputy Municipal Coordinator	Open space, office space/work stations Tables and chairs Male/female/disabled toilets Kitchen area Meeting rooms (can seat 10) Offices (Number) Phone lines Computer network, internet capability Car parking	Bounded by Collins, Campbell and Macquarie Streets and Market Place	Youth Arc is occupied daily during the week and occasionally on weekends City Hall usage is occasional.	Evacuation Recovery Information	Youth Arc is small youth assistance centre. The City Hall is a large capacity venue.
3	Lenah Valley Community Hall Contact: Recovery Coordinator	Some office space Kitchen Open space hall Extra power, telephone and computer outlets in the hall space Male/female toilets Limited car parking	Creek Road Lenah Valley opposite primary school	The facility is used as a day care centre during the week	Evacuation Recovery Information	There is a primary school and senior citizens centre nearby. The site is adjacent to a large sports field and BBQ area.
4	Sandown Park Pavilion Contact: Recovery Coordinator	Change rooms/toilets Small office Servery/kiosk Additional telephone lines installed Limited under cover capacity	Long point Road, Sandown Avenue Sandy Bay	The facility is used mainly for sporting activities, weekday training and weekends	Evacuation	The pavilion services two major sports fields and had further open space adjacent.

5	Mathers House Criterion House Contact: Recovery Coordinator	Some office space Kitchen Extra power, telephone and computer outlets in the hall space Male/female toilets Limited car parking	Bathurst Street, Hobart	The facility is used as a community centre during the week	Evacuation Recovery Information	Within the CBD and useful for businesses within the CBD.
6	Princes Wharf No. 1 Contact: Recovery Centre Manager	Large open space, including outdoor space Commercial kitchen with commercial fridge and freezer Toilets/showers/change rooms Heating Internet/phone lines Offices and meeting rooms Solar panels/gas hot water Good vehicular access including large commercial vehicles Car parking Tables and chairs Portable grandstands CCTV Ferry access	Princes Wharf, Castray Esplanade	Usage in this facility is occasional. Operated by State Government	Evacuation Recovery Information	Wharf apron and Paddock is controlled and managed by Tas Ports Adjacent to the Institute Marine and Antarctic Studies (IMAS) site
7	Macquarie Wharf Shed 2	Large open space and some outdoor space. Toilets / showers / some offices. Limited kitchen facilities. Good vehicle access including capacity for large commercial vehicles.	Macquarie Wharf, Hunter Street	Usage of this facility is occasional and operated by TasPorts	Evacuation	Wharf apron is controlled and managed by TasPorts
8	Cenotaph and Regatta Grounds and buildings	Large open grounds and a number of rooms within the Regatta building. Toilets / showers. Limited kitchen facilities. Good vehicle access including capacity for large commercial vehicles.	Tasman Highway, Hobart.	The Cenotaph grounds are maintained by the Council. The Regatta building has occasional use.	Evacuation	The Cenotaph grounds is suitable for campervans, tents and caravans. The building can accommodate pets and other animals.

9	Tasmania Hockey Centre	Large open grounds, carparking, fields, cooking facilities and a number of rooms including: Toilets / showers. Kitchen facilities. Good vehicle access including capacity for large commercial vehicles. First Aid Rooms Air-conditioned rooms	19 Bell Street, New Town	The Hockey Centre grounds are run and maintained by Hockey Tasmania. The Hockey Centre is regularly utilised by sporting clubs.	Evacuation	The Hockey Centre grounds is suitable for evacuees and has a large amount of parking. Campervans, tents and caravans can be placed at the nearby soccer grounds and Cornelian Bay grounds. Buildings at the facility can accommodate pets and other animals.

APPENDIX 9: Nearby Safer Places

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

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

Row	Nearby Safer Place	Location	Community Bushfire Protection Plan	Fire Danger Rating / Index	Comments
1	John Turnbull Oval	Lenah Valley Road, Lenah Valley	Glenorchy – Lenah Valley	Catastrophic 100+	Open sports field
2	Mount Stuart Primary School	106 Gillon Crescent, Mount Stuart	Glenorchy – Lenah Valley	Catastrophic 100+	School sports field with school buildings
3	South Hobart Primary School	24-26 Weld Street, South Hobart	South Hobart	Catastrophic 100+	School sports field with school buildings
4	South Hobart Community Centre & Sports Ground	6 Washington Street, South Hobart	South Hobart	Catastrophic 100+	Soccer fields, grandstands and other related buildings
5	Wellesley Park – Soccer Club	136 Wentworth Street, South Hobart	South Hobart	Severe 50-74	Soccer fields, toilets and related buildings
6	Southern Outlet Overpass	The 'Fly Over' Southern Outlet, Tolmans Hill	Mount Nelson – Tolmans Hill	Extreme 75-99	Open ground surrounded by Olinda Grove, the Southern Outlet and surrounding connecting roads
7	Mount Nelson Oval	533 Nelson Road, Mount Nelson	Mount Nelson – Tolmans Hill	Extreme 75-99	Cricket field
8	Alexandra Battery Park	629 Sandy Bay Road, Sandy Bay	Taroona Area including Lower Sandy Bay	Catastrophic 100+	Open field