



# Clarence Municipal Emergency Management Plan

## Plan Details:

---

<b>Plan Title:</b>	Clarence Municipal Emergency Management Plan
<b>Issue Details:</b>	Issue 9, November 2020
<b>Review Authority:</b>	Clarence Municipal Emergency Management Committee
<b>Submission Authority:</b>	Commander Anthony Cerritelli Southern Region Emergency Management Controller

## Approval:

---

<b>Approval Authority:</b>	Commissioner Darren Hine State Emergency Management Controller
----------------------------	---

## Signature:

## Date:

19 November 2020

# Table of contents

---

<b>SECTION 1: OVERVIEW .....</b>	<b>4</b>
1.1 Glossary.....	4
1.2 Acronyms.....	8
1.3 Introduction.....	10
1.4 Authority .....	10
1.5 Purpose .....	10
1.6 Objectives .....	10
1.7 Scope and application .....	10
1.8 Context .....	12
1.8.1 Major transport routes.....	12
1.8.2 Essential services.....	12
1.8.3 Climate.....	13
1.8.4 Topography, vegetation and hazards.....	13
1.8.5 Emergency management .....	13
<b>SECTION 2: GOVERNANCE AND MANAGEMENT .....</b>	<b>14</b>
2.1 Roles of government and emergency management partners .....	14
2.2 Tasmania's legal framework for emergency management.....	14
2.2.1 Emergency powers and declarations.....	14
2.3 Emergency management governance.....	15
2.4 Southern Regional Emergency Management Committee (SREMC) .....	15
2.5 Municipal Emergency Management Committee (MEMC) .....	15
2.6 Responsibilities.....	16
<b>SECTION 3: EMERGENCY MANAGEMENT ARRANGEMENTS .....</b>	<b>20</b>
3.1 Prevention and mitigation arrangements .....	20
3.1.1 Overview .....	20
3.1.2 Research .....	20
3.1.3 Risk management .....	20
3.1.4 Protective security and business continuity.....	20
3.1.5 Land use planning.....	21
3.1.6 Climate change adaptation .....	21
3.2 Preparedness arrangements.....	22
3.2.1 Overview .....	22
3.2.2 Municipal Emergency Management Committee (MEMC) .....	22
3.2.3 Municipal Emergency Management Plan (MEMP) .....	22
3.2.4 Capacity and capability.....	23
3.2.5 Readiness for community warnings and public information .....	24
3.2.6 Validation and performance management.....	25
3.2.7 Administration systems.....	25
3.3 Response arrangements.....	26
3.3.1 Overview .....	26
3.3.2 Command, control and coordination .....	26
3.3.3 Resource-sharing and coordination .....	28
3.3.4 Consequence management .....	28
3.3.5 Warnings.....	31
3.3.6 Public information .....	35
3.3.7 Other elements.....	38
3.3.8 Evacuation.....	38
3.3.9 Impact assessment.....	39
3.3.10 Registrations .....	39
3.3.11 Pandemic health emergencies.....	39
3.3.12 Debriefs .....	40

3.3.13	Administration: finance and cost capture .....	40
3.4	Recovery arrangements .....	42
3.4.1	Overview .....	42
3.4.2	Current arrangements .....	42
3.4.3	Media and public information .....	43
3.4.4	At-risk groups of people.....	44
3.4.5	Short-term recovery .....	44
3.4.6	Long-term recovery .....	44
3.4.7	Recovery functions .....	45
<b>SECTION 4: PLAN ADMINISTRATION.....</b>		<b>46</b>
4.1	Plan contact .....	46
4.2	Review requirements and issue history .....	46
4.3	Consultation for this issue .....	46
4.4	Distribution list .....	47
4.5	Communications plan summary .....	47
4.6	Validation of this plan .....	47
<b>SECTION 5: APPENDICES.....</b>		<b>48</b>
APPENDIX 1: LIST OF ASSOCIATED DOCUMENTS .....		49
APPENDIX 2: RISK ASSESSMENT REPORT .....		51
APPENDIX 3: MEMC TERMS OF REFERENCE .....		57
APPENDIX 4: MEMC RESOURCES, MAINTENANCE AND ACTIVITY SCHEDULE .....		59
APPENDIX 5: CENTRES FOR EMERGENCY MANAGEMENT .....		60
APPENDIX 6: DUTY CARDS.....		68
APPENDIX 7: STANDARD OPERATING PROCEDURES .....		78
APPENDIX 8: COMMUNITY CENTRES .....		79

## List of tables

---

Table 1: Terms.....	4
Table 2: Acronyms .....	8
Table 3: Summary of responsibilities .....	16
Table 4: Other support services.....	19
Table 5: Council's primary and relief function roles and officers .....	23
Table 6: All-Hazards response – typical Council actions .....	30
Table 7: Summary of warning systems and arrangements .....	31
Table 8: Summary of public information arrangements .....	37
Table 9: Issue table .....	46
Table 10: Distribution list .....	47

## List of figures

---

Figure 1: Map of municipal area .....	11
Figure 2: Governance arrangements .....	15
Figure 3: Response management structure .....	29
Figure 4: Community recovery management arrangements .....	43

# 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:
<b>Affected Area Recovery Committee (AARC)</b>	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
<b>biosecurity</b>	Measures for the protection of the economy, environment and human health from the negative impacts associated with the entry, establishment or spread of exotic pests (including weeds) and diseases
<b>capability</b>	A function of human and physical resources, systems, processes, training and the supply chain, for example, trained personnel with equipment ready for deployment
<b>capacity</b>	The extent to which a capability can be applied to a particular task or function
<b>combined area</b>	Means two or more municipal areas determined by the Minister to be a combined area under section 19 of the Act
<b>command</b>	The internal direction of an organisation's resources in an emergency
<b>community centres</b> <i>NB. Different centre types may be located at one site</i>	<p><b>Evacuation Centre:</b> 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</p> <p><b>Information Centre:</b> 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</p> <p><b>Recovery Centre:</b> A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency</p>
<b>companion animal</b>	A captive-bred animal that is not commercial livestock
<b>consequence management</b>	Activities undertaken to manage the consequences of an emergency and/or emergency response, including activities to minimise recovery needs, including but not limited to measures to protect public health standards, restore essential services and provide relief and financial assistance
<b>consultation framework</b>	A framework made up of various groups within the emergency management system and the way these groups contribute to decision-making through consultation and collaboration; groups may include established committees and related stakeholder groups, supplemented by temporary working groups
<b>control</b>	The overall direction and management of emergency management activities in an emergency situation; authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation; control relates to situations and operates horizontally across organisations
<b>coordination</b>	The 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
<b>Council</b>	In the context of this plan, Council refers to the Clarence local government authority
<b>counselling</b>	Direct assistance provided by relevant service professionals to emergency-impacted people who are or may be having problems coping with the aftermath of an emergency

<b>Term</b>	<b>In the context of this plan, this means:</b>
<b>debrief</b>	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
<b>Deputy Municipal Coordinator (DMC)</b>	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: <ul style="list-style-type: none"> <li>absent from duty or Tasmania</li> <li>unable to perform Municipal Coordinator duties (permanently), or</li> <li>temporarily not appointed (eg. has resigned)</li> </ul>
<b>emergency</b>	An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response
<b>emergency centres</b>	<b>Emergency Coordination Centre (ECC):</b> A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels  <b>Emergency Operations Centre (EOC):</b> 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  <b>Incident Control Centre (ICC):</b> The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities
<b>emergency management</b>	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency; can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions
<b>emergency management plan</b>	A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations.
<b>emergency management worker</b>	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.
<b>emergency powers and special emergency powers</b>	Powers specified in Schedules 1 and 2 of the Act
<b>emergency risk management</b>	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment
<b>environment</b>	Components include: land, air and water; organic and inorganic matter; living organisms; human-made or modified structures and areas; interacting natural ecosystems; and all other components of the earth further defined by the Act
<b>exercise</b>	A simulated emergency scenario designed to validate emergency management arrangements and/or familiarise workers with them
<b>hazard</b>	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment
<b>Liaison Officer</b>	A person nominated to represent his/her organisation and: provide advice about the organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources
<b>Management Authority</b>	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR), as well as assessing and validating the effectiveness of the strategies they implement

<b>Term</b>	<b>In the context of this plan, this means:</b>
<b>Municipal Emergency Management Committee (MEMC) Chairperson</b>	The person determined by Council to be the Chairperson of the municipality's MEMC under section 21(2) of the Act
<b>Municipal Committee(MEMC)</b>	A Municipal Emergency Management Committee established under section 20 of the Act
<b>Municipal Coordinator (MC)</b>	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act
<b>Municipal Recovery Coordinator (MRC)</b>	A Council employee responsible for recovery at the municipal level, appointed under section 24G of the Act
<b>Permanent Timber Production Zone land</b>	A land classification established under the <i>Forest Management Act 2013</i> to replace the formerly-used term 'state forest'
<b>preparedness</b>	Planned and coordinated measures so safe and effective response and recovery can occur
<b>prevention and mitigation</b>	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies
<b>public information</b>	The management of public information and perceptions during response to an incident
<b>recovery</b>	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
<b>Recovery function</b>	A particular activity or group of activities that may be undertaken as part of recovery efforts
<b>Regional Controller</b>	A person appointed as Regional Emergency Management Controller under section 17 of the Act, who is either: a police commander determined by the Commissioner of Police and the State Controller; or a person appointed by the Minister
<b>Regional Emergency Coordination Centre (RECC)</b>	A facility from which regional coordination of emergency (consequence) management occurs during the response phase.
<b>Regional Emergency Management Committee (REMC)</b>	A Regional Emergency Management Committee established under section 14 of the Act
<b>Regional Emergency Management Plan (REMP)</b>	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act
<b>Regional Planner</b>	The person appointed to the position of State Emergency Service (SES) Emergency Management Planner (South)
<b>Regional Social Recovery Coordinator</b>	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
<b>Register.Find.Reunite (RFR)</b>	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency
<b>response</b>	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support
<b>risk</b>	The combination of the probability of an event and its negative consequences
<b>risk assessment</b>	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

<b>Term</b>	<b>In the context of this plan, this means:</b>
<b>SES Southern Region Unit (SRU)</b>	A volunteer unit of the State Emergency Service with specific responsibilities across the municipal areas of Clarence, Glenorchy, Kingborough, Hobart and Sorell
<b>situational awareness</b>	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
<b>Standard Operating Procedures (SOP)</b>	An agreed and standardised set of directions detailing actions to be taken
<b>State Controller</b>	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: <ul style="list-style-type: none"> <li>• Head of the Department of Police, Fire and Emergency Management, or</li> <li>• a person appointed by the Minister</li> </ul>
<b>state of alert</b>	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
<b>state of emergency</b>	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
<b>Support Agency</b>	<p><b>Assisting Support Agency:</b> An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function</p> <p><b>Primary Support Agency:</b> An organisation responsible for the delivery and/or coordination of specific 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</p>
<b>validation</b>	Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops and reviews
<b>warning</b>	Dissemination of a message signalling imminent hazard/s, which may include advice on protective measures
<b>worker</b>	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
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological, Nuclear
DCT	Department of Communities Tasmania
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoH	Department of Health
DoJ	Department of Justice
DOTAF	Department of Treasury and Finance
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
ECC	Emergency Coordination Centre
EPA	Environmental Protection Authority (DPIPWE)
EOC	Emergency Operations Centre
GIS	Geographic Information System
GM	General Manager (Council)
ICC	Incident Control Centre
LC	Logistics Coordinator
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan (this plan)
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
OSEM	Office of Security and Emergency Management (DPAC)
PHS	Public Health Service (DoH)
PIU	Public Information Unit (DPAC)
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (DPIPWE)
RC	Recovery Coordinator
RCM	Recovery Centre Manager
RECC	Regional Emergency Coordination Centre



<b>Acronym</b>	<b>Stands for...</b>
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite service
RSRC	Regional Social Recovery Coordinator
SCC	State Control Centre
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

In accordance with the *Emergency Management Act 2006* (the Act), Clarence City Council (Council) is required to develop a Municipal Emergency Management Plan (MEMP) that details Council's approach to dealing with emergencies.

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

Council's strategic objectives in developing this MEMP are to:

- a protect the community and environment, public and private assets, Council employees, Council, and the services Council provides
- b reduce costs incurred by Council due to damage caused
- c ensure access to funding available through Tasmanian Relief and Recovery Arrangements
- d reduce Council's liability
- e contribute to emergency management activities at regional and state levels.

A map of the Clarence municipal area is included at [Figure 1](#).

### 1.4 Authority

This plan was prepared by the Clarence Municipal Emergency Management Committee (MEMC) for issue under the authority of the State Controller, in accordance with section 34 of the Act. More information is included in [Section 4](#) of this plan.

### 1.5 Purpose

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

### 1.6 Objectives

The objectives of this plan are to:

- a record roles and responsibilities in relation 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 municipalities
  - iii ways to request/access additional support from regional, state and federal levels
  - iv opportunities to reduce risks to the community
- c provide a framework in which effective response and recovery can occur.

### 1.7 Scope and application

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

- a caused by hazards impacting the Clarence 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 across the PPRR spectrum, noting 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 Regional Controller (Southern Region) or MEMC Chairperson. Other communication may occur between the MC and responsible officers in the State Emergency Service and other Tasmanian Government agencies (as identified in Section 2). More detailed arrangements

for specific hazards or functions are described in associated plans and other documents listed at [Appendix 1](#).

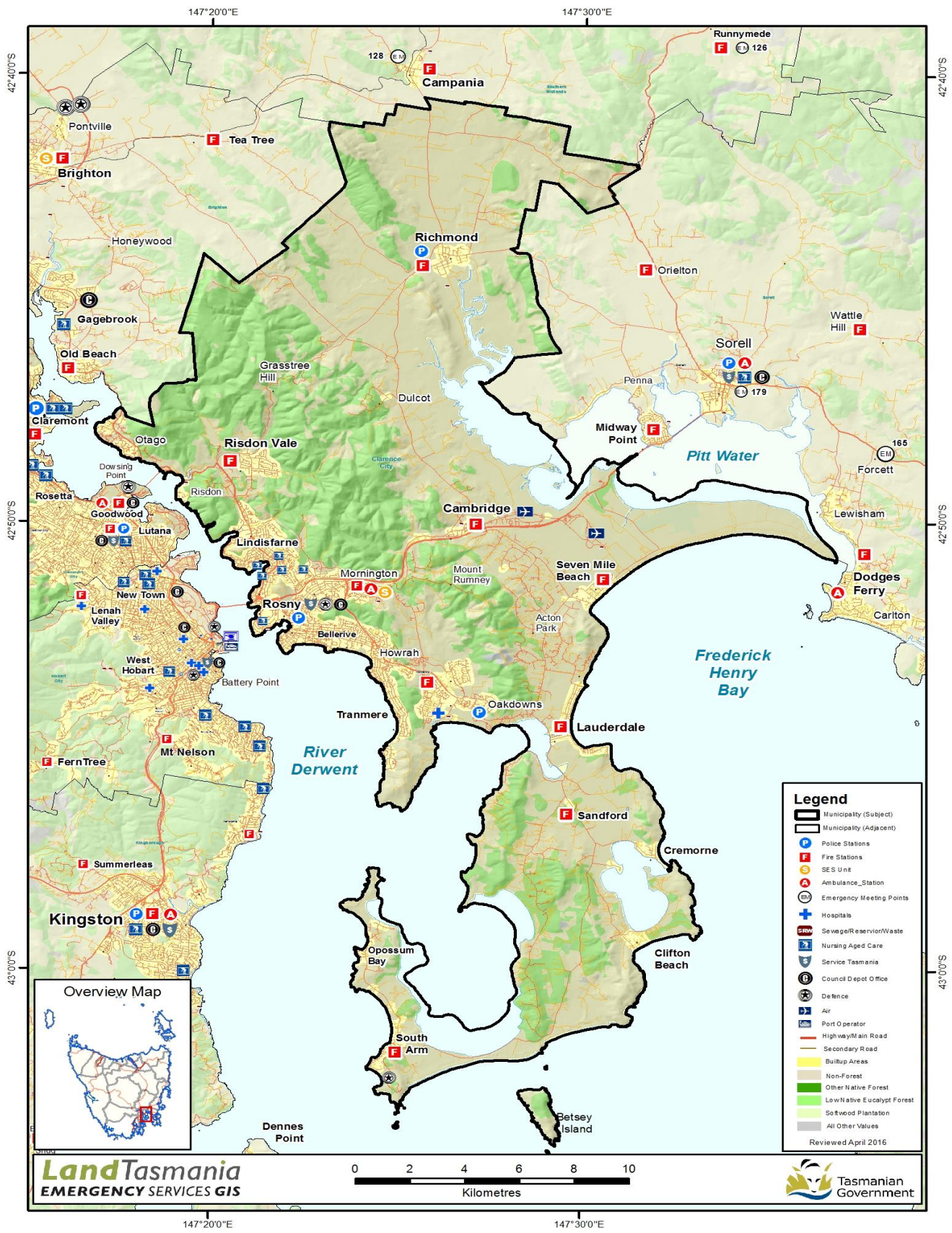


Figure 1: Map of municipal area

## 1.8 Context

The Clarence municipal area forms part of the Greater Hobart metropolitan area and is situated on a peninsula bounded by the River Derwent estuary to the west and Frederick Henry Bay and Pitt Water to the east. The northern boundary of the municipal area follows an arbitrary line from the shores of the River Derwent and Woodville Bay in a generally eastern direction across the Meehan Range to the western shores of Pitt Water. The Clarence municipality meets the municipal areas of Brighton and Southern Midlands at this boundary, and the municipal area of Sorell at Pitt Water.

The estimated **population** of the municipal area is more than 55,000 (ABS Census Data by Suburb, 2017) and major population centres are:

- Howrah/Tranmere (10,387)
- Rokeby/Clarendon Vale (7,374)
- Lindisfarne (7,283)
- Bellerive (5,939)
- Mornington (4,703)
- Risdon Vale (3,095)
- Warrane (2,431)
- Richmond (1,464)

Beachside areas at Seven Mile Beach, Lauderdale, Cremorne and South Arm and environs are developing into substantial residential/commuter areas, with a combined population of 8,734. Low-density rural residential development continues in all other areas. Age and gender characteristics are evenly distributed throughout the area, with most being 20-50 years of age.

The culture of the Clarence area is very diverse: 16% of the population were born overseas, with 7% of those being from English speaking backgrounds and 7% from non-English speaking countries. As a general observation, most members of the community understand English and are mobile.

The commercial centre of the municipality is Rosny Park, with significant retail areas at Lindisfarne, Bellerive, Howrah, Rokeby and Lauderdale. Industrial development is generally confined to the Cambridge and Mornington Industrial Estates and Flagstaff Gully.

A number of agricultural pursuits are followed, mainly to the east of the Meehan Range. Principal activities are livestock and support cropping, market gardening, aquaculture and viticulture.

Thales operates an Explosives Ordinance Depot for the Australian Government Department of Defence at Fort Direction, South Arm.

### 1.8.1 Major transport routes

Major transport routes in and out of the municipality are:

West via the Tasman Bridge to the City of Hobart  
via the Bowen Bridge to the City of Glenorchy

North via the East Derwent Highway to Brighton municipality  
via Colebrook Main Road to Richmond and beyond to Southern Midlands and Sorell municipalities  
via Grasstree Hill Road to Richmond and beyond to Southern Midlands and Sorell municipalities

East via the Tasman Highway to the Sorell Municipal Area

Ferry between Bellerive and City of Hobart

Air Hobart International Airport is located at Grueber Avenue, Cambridge and Southern Tasmania's general aviation airstrip is at Kennedy Drive, Cambridge, both within the Clarence municipal area.

### 1.8.2 Essential services

TasWater supplies water to properties that are within the Clarence Water District. There is no reticulated water supply in the South Arm area beyond Lauderdale, or in the rural area beyond Cambridge.

TasWater operates a reticulated sewerage system in the municipal area, except in the areas of Seven Mile Beach, areas south of Lauderdale to Opossum Bay, Otago Bay, Mt Rumney, Mt Canopus and the rural area beyond Cambridge. Much of the catchment relies on pump

stations and rising mains to convey sewage to the various treatment works, which are also power-dependent.

### **1.8.3 Climate**

The municipality has a temperate climate, with a mean maximum summer temperature of 23°C. Overnight minimums of 0°C are experienced in winter. Annual average rainfall is around 500mm. Winds are variable in direction and intensity, but generally follow the orientation of the Derwent Valley. Southern parts of the municipal area are affected by a daily sea breeze in summer.

### **1.8.4 Topography, vegetation and hazards**

The Meehan Range runs the full length of the municipal area, though diminishing in stature to the south. Although the Range has a maximum height of only 544m, there are numerous ravines and escarpments. The Range falls abruptly to the river in the west, where there is only a narrow coastal plain. To the east, the Range gives way to more extensive lowlands that accommodate agricultural pursuits.

Predominant vegetation is dry sclerophyll woodland, which clothes the Meehan Range. These woodlands are vulnerable to bushfire of deliberate or accidental origin. The development of both isolated and group residential properties within these areas presents a specific risk. The balance of the municipal area is open grass/cropping land devoted to agricultural activities. These areas can be subject to prolific growth and their proximity to sclerophyll woodlands increases the danger of bushfire transfer.

There are no major river systems, but a number of small watercourses drain to either side of the Meehan Range. The municipal area has a coastline some 191 km long, areas of which are subject to the vagaries of high tide and adverse weather conditions.

Land gale warnings are frequently received from the Bureau of Meteorology, although in recent years only superficial damage has been sustained. Wind events can be expected at any time of the year.

The 2012-13 bushfire season in southern Tasmania was the worst recorded since the devastating Black Tuesday fires of 1967. Major property losses occurred in the neighbouring municipal areas of Sorell and Tasman. Two significant bushfires occurred in the Clarence municipality: one in the Meehan Range at Risdon Vale, with smoke causing major concerns for Coal River Valley vineyard operators; and the other at Richmond, resulting in evacuation of the caravan park.

In recent years, there have been two traffic accidents involving hazardous materials: the first involved a truck carrying bulk LPG that turned over on East Derwent Highway; and the second involved a fully-laden fuel tanker that rolled at the Mornington traffic roundabout.

There have been numerous incidents of minor flooding generated by extreme rain events, and the combination of tidal and climatic conditions recently created serious erosion of the foreshore of Frederick Henry Bay. Several properties were threatened and protected by sandbagging.

### **1.8.5 Emergency management**

Council's Municipal Emergency Coordination Centre (MECC) will usually be located at Clarence Council Chambers, Rosny Park. Keys to the MECC are available from senior Council officers.

A MECC could also be established at any other place deemed necessary by those in charge before or during an emergency.

The MECC may be activated by:

- Council's General Manager (GM) or nominee
- Council's MC
- Any other person nominated by the MEMC.

Emergency service resources in the municipality include;

- TFS – two career stations and seven volunteer stations
- AT – one station and one Community Emergency Response Team
- TASPOL
- SES – Southern Regional Unit.

## Section 2: Governance and management

---

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

### 2.1 Roles of government and emergency management partners

In Australia, the three tiers of government (federal, state and local) work in partnership to achieve safer, more resilient communities through robust emergency management arrangements.

The *Tasmanian Emergency Management Arrangements* ([TEMA](#)) provide a summary of the various emergency management roles and responsibilities across government, complemented by the work of NGOs, industry, professions, communities and individuals.

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 MEMC Chairpersons.

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

- a provide for the health, safety and welfare of the community
- b represent and promote the interests of the community
- 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

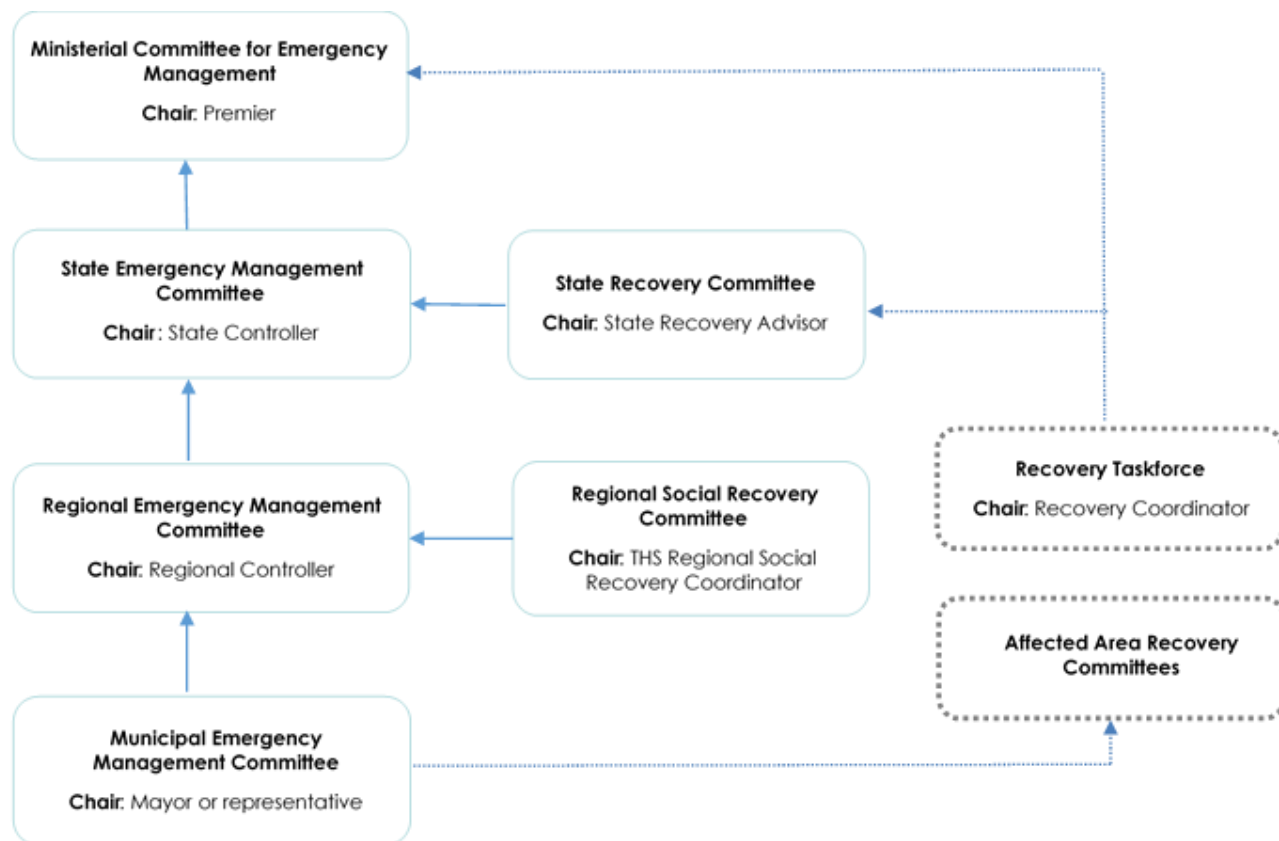
Powers related to specific hazards and/or functions are established by specific Tasmanian legislation or national arrangements. In some instances, national legislation can also provide authority.

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 Southern Regional Emergency Management Committee (SREMC)

SREMC has overarching responsibility for emergency management activities in the Southern Region. All southern municipalities are represented on SREMC by each council's respective MC. SREMC is chaired by the Regional Controller. Executive Officer support is provided by the Regional Planner.

## 2.5 Municipal Emergency Management Committee (MEMC)

While the MEMC is not expected to provide operational involvement in an emergency response, the committee 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, 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.

MEMC is chaired by the Mayor, or representative, and supported by the MC. MEMC maintains Terms of Reference, which are reviewed approximately every two years and noted by SREMC. The Clarence MEMC Terms of Reference are provided at [Appendix 3](#).

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

## 2.6 Responsibilities

Table 3 provides a summary of the responsibilities of Response Management Authorities (RMAs) 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 Southern Regional Emergency Management Plan (REMP) and [TEMA](#).

**Table 3: Summary of responsibilities**

*\*Road closures identified below relate to roads on the Municipal Map and do not include State Highways*

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
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	SES	Prevention, preparedness and mitigation measures



Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
	(Includes associated debris flow)		Property identification Road closures* Local operations centres Community information Plant and machinery
13	Flood – rivers	SES	Property identification Road closures* Local operations centres Community information Plant and machinery
14	Food contamination	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
15	Hazardous materials	TFS	Property identification Road closures*
16	Hazardous materials – radiological (unintentional release)	TFS	Property identification Road closures*
17	Heatwave	DoH (PHS)	Support health system response Community information
18	Infrastructure failure – building collapse	TASPOL	Property identification Road closures* Local operations centres Community information Plant and machinery
19	Infrastructure failure – state roads and bridges	DSG (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
20	Intentional violence (eg. CBRN attacks, terrorist events)	TASPOL	Property identification Road closures* Local operations centres Community information Plant and machinery
21	Landslip	TASPOL	Property identification Road closures* Local operations centres Community information Plant and machinery
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

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
26	Public health emergency	DoH (PHS)	Premises inspection Infection controls Community information Property identification
27	Recovery	(Advisory agency – DPAC)	Refer to Table 4 below
28	Space debris	TASPOL, DSG Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene)	Property identification Road closures* Local operations centres Plant and machinery Community information
29	Storm – high winds – tempest	SES	Property identification Road closures* Local operations centres Plant and machinery
30	Transport crash – aviation (Less than 1000m from the airport runway)	TASPOL	Property identification Road closures* Local operations centres Plant and machinery
31	Transport crash – aviation (More than 1000m from the airport runway)	TASPOL	Property identification Road closures* Local operations centres Plant and machinery
32	Transport crash marine (No environmental emergency)	TASPOL	Local operations centres Plant and machinery Road closures* Alternative transport routes
33	Transport crash – railway	TASPOL TFS	Local operations centres Plant and machinery Road closures* Alternative transport routes
34	Transport crash – road vehicles	TASPOL	Plant and machinery Road closures* Alternative transport routes
35	Tsunami	TASPOL	Property identification Road closures* Local operations centres Plant and machinery
36	Water supply contamination (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 <ul style="list-style-type: none"> <li>• Power</li> <li>• Telecommunications</li> <li>• Water supply</li> <li>• Natural gas</li> <li>• Stormwater</li> </ul>	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 <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Catering</li> <li>• Personal support and community assessments</li> <li>• Financial and appeals</li> <li>• Insurance</li> <li>• Clothing</li> <li>• Children services</li> <li>• Registration and inquiry</li> <li>• Recovery centres</li> <li>• Immunisation</li> <li>• Community development</li> <li>• Animal welfare</li> </ul>	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

## Section 3: 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
- e climate change.

#### 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 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, summarised as:

- levels of autonomy (eg. behavioural, procedural and physical controls)
- nature of control (eg. process or physical)
- lifecycle 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 for Clarence and identifies general responsibilities for the treatment of risks, including responsibility attributed to:

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

#### 3.1.4 Protective security and business continuity

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 ongoing review of relationships and arrangements with asset owners or managers for areas including but not limited to:

- a power supply
- b potable water

- c transport networks and alternative route planning
- d telecommunications
- e public/environmental health standards.

Protective security practices have been further integrated into all safety management systems due to the increased frequency of events that are politically motivated or associated with intentional violence. Each organisation maintains their own arrangements to enhance security. Specific advice on counter-terrorism policies and practices may 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*. At municipal level, these are largely managed by local government.

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

The *Clarence Interim Planning Scheme 2015* is the relevant planning scheme. For more information, see [www.ccc.tas.gov.au](http://www.ccc.tas.gov.au).

Relevant aspects of 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
- 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 resources and facilities for Council-supported volunteer SES Unit/s, as well as for the storage and maintenance of equipment used by the Unit/s and areas for training (arranged in conjunction with the Director SES (section 49)
- c establishing an MEMC (section 22).
- d making recommendations for MC and DMC roles (sections 23-24) and providing a chairperson for MEMC (section 21)
- e preparing and maintaining an MEMP (section 34)

SES is responsible for:

- a providing advice and services relating to emergency management, in accordance with emergency management plans
- b recruiting, training and supporting SES volunteer members.

SES also supports the Regional Controller in preparing and maintaining a 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
- c coordinate and/or assist broader recovery efforts after the emergency, if required.

### **3.2.2 Municipal Emergency Management Committee (MEMC)**

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 Mayor or his/her representative, supported by the MC as Executive Officer.

MEMC preparedness and continuity is supported by *MEMC Terms of Reference* (refer to [Appendix 3](#)) and a maintenance schedule and other resources (see [Appendix 4](#)).

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

### **3.2.3 Municipal Emergency Management Plan (MEMP)**

MEMC is responsible for preparing and maintaining this plan (MEMP), which is reviewed at least every two years. Reviews are usually coordinated by the MC and include (as a minimum):

- a emerging risks, hazards and potential treatments
- b compliance with current legislation and policy
- c accuracy and currency of content, eg roles, procedures, contacts
- d functionality of plan during emergencies
- e comments and suggestions from key stakeholders.

The SES Regional Planner provides guidance for MEMP format and content, and coordinates approval by the State Controller. More information about consultation and distribution of this MEMP is provided in [Section 4](#).

The current version of this MEMP is available from the MC or through authorised access to WebEOC (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.

### 3.2.4 Capacity and capability

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

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

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

Primary and relief personnel for key emergency management roles is provided in [Table 5](#).

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

Primary role	Relief role
MEMC Chairperson (Mayor)	MEMC Chairperson Proxy (Nominated Alderman)
Municipal Coordinator (MC) (Works Planning Officer)	Deputy Municipal Coordinator (DMC) (Operations Manager – Roads and Parks)
Municipal Recovery Coordinator (MRC) (Manager Customer Services Group)	Deputy Municipal Recovery Coordinator (DMRC) (Community Planning and Development Officer)

#### 3.2.4.2 Emergency management education and training

The MC coordinates general induction for Council 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. Major actions are reflected in the MEMC Maintenance Schedule (refer to [Appendix 4](#)).

#### 3.2.4.3 Maintaining the MECC

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

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

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

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

The MC maintains MECC Duty Cards and procedures for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). Versions current at the time of this MEMC issue are included at [Appendix 6](#).

The **Clarence MECC is located** at the municipal offices in Rosny Park. When activated, the MECC will be supported by existing resources and amenities in these offices. More information is provided in [Appendix 5](#).

#### **3.2.4.4 Maintaining basic systems and resources**

Council's emergency management contact list is maintained by the MC. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders. This information is an important resource for SREMC and SRSRC. Regional emergency management contacts are updated and circulated by the Regional Planner and Regional Social Recovery Coordinator to members and stakeholders after each quarterly meeting of the relevant groups.

Other relevant equipment and service supply registers (and responsibilities) are:

- a register for supply of equipment (updated by the Plant Controller within the Annual Plant Register)
- b GIS capability (maintained in-house)
- c MECC (wired for the connection of a portable generator)
- d access to potable water (TasWater).

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

Response Management Authorities maintain scripts of key messages for community warnings and public information about emergencies. These are generally developed in advance, based on relevant best practice, and maintained as drafts that can be quickly customised to meet specific event needs. These may also be used by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS). Response arrangements for issuing warnings and public information or opening call centres are included in [Section 3.3](#). Pre-prepared public information resources can be tailored for municipal purposes; these resources can be accessed through TASPOL and SES.

#### **3.2.5.1 TasALERT**

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

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, [Get Ready](#) disaster preparedness and community resilience. In an emergency, the website is updated with information about the event, including spatial (mapped) information about the event provided through [LISTmap](#) and links to dedicated social media channels.

#### **3.2.5.2 Points for public enquiries**

All organisations represented on MEMC maintain phone and internet public enquiry points.

#### **3.2.5.3 Available warning systems**

Relevant emergency warning systems (and responsible agencies) are:

- a flash and mainstream flooding (from rivers) (BoM/Council)
- b severe weather eg. damaging winds (BoM)
- c bushfire (TFS)
- d Standard Emergency Warning Signal (SEWS) (TASPOL)



- e Emergency Alert (all hazards) (TFS)
- f local ABC Radio (primary Support Agencies or Response Management Authority)
- g road closure (TASPOL)
- h tsunami (TASPOL)
- i heatwave (DoH)
- j TasALERT (DPAC)
- k social media accounts (all agencies).

### 3.2.6 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.

### 3.2.7 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.

#### 3.2.7.1 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 3.2.7.2](#))
- e registration of spontaneous volunteers, public offers, impacted people/groups
- f impact assessment and consequence management.

#### 3.2.7.2 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 TRRA funds.

Council has arrangements in place to enable expenditure by the MC (or delegated representative) for emergency management purposes. The officer responsible is the Corporate Treasurer, who has access to the Council credit card to be used to meet immediate expenses.

### **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 generally apply in responding to an emergency. These are designed to address situations that occur in this municipal area, although these can be used to support response for emergencies affecting other municipal areas or the region. (Also refer to the typical Council support functions and activities summarised in [Section 2](#).)

These arrangements should be referred to when: arrangements for the situation are inadequate/overwhelmed; and/or the arrangements can enhance/complement what is already in place.

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 or coordination of response may be assumed by emergency management authorities, such as the Regional Controller or State Controller.

#### **3.3.2 Command, control and coordination**

##### **3.3.2.1 All-hazards response arrangements and escalation**

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

Response Management Authorities are supported by Support Agencies and Council may be requested to support the response and make resources available, usually through direct contact with the MC. At this point, consideration is given to the practicalities of opening a MECC to coordinate resources and requests (if not already open). See [Appendix 5](#) for more information 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 [Appendices 5-7](#).

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

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

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

### 3.3.2.2 Emergency powers

Emergency powers are established in the Act and summarised in *Appendix 4* of the [TEMA](#). If emergency powers are authorised, SES regional staff support the coordination of activities authorised by the Regional Controller.

### 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 municipal decision-making and strategic direction (in conjunction with emergency services) during and after an emergency.

**Primary MECC functions** are to:

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

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

The MC leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT structure and membership will vary, but typically comprises officers to address:

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

IMT structure is determined by the size and complexity of the emergency and adjusted accordingly. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, one person may manage all or multiple functions. An IMT is created when functions are delegated to others.

These arrangements are designed to be flexible and scalable. Should the event be larger than Council's capacity to respond, the MC will seek support from the REMC.

### 3.3.2.4 Clarence Emergency Operations Centre (EOC)

EOCs are established to manage the operational aspects of the relevant organisations' emergency response activities.

The location of Council's **primary and secondary EOCs** are identified at [Appendix 5](#).

EOC functions 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 liaises with the MEMC Chairperson and the Regional Planner to confirm whether MEMC should meet.

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

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

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

### 3.3.3 Resource-sharing and coordination

In an emergency, Council's normal administrative and financial arrangements may be disrupted, with increased demand on Council workers to maintain normal services while contributing to Council's role in supporting response to the incident. In this situation, Council may wish to obtain administrative support from other municipalities.

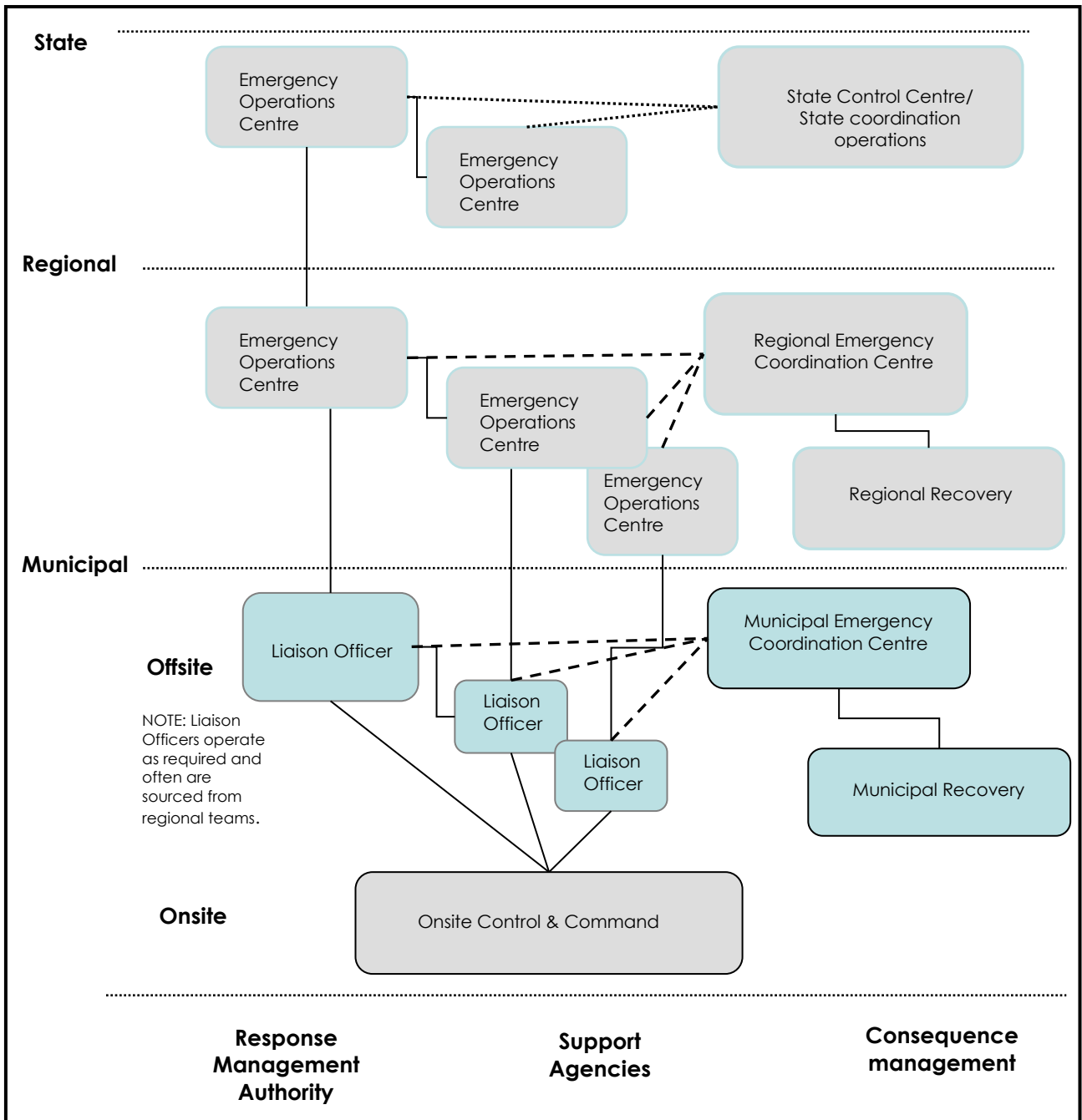
Council has resource-sharing arrangements with other municipalities and agencies. These arrangements are generally informal and facilitated through the relevant MCs and SREMC.

### 3.3.4 Consequence management

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

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

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



**Figure 3: Response management structure**

**LEGEND:**

- Direct reporting relationship
- Also works/communicates with

**Table 6: All-Hazards response – typical Council actions**

Row	Phase	Responsibilities	Council considerations/actions
1	<b>Alert</b>	<ul style="list-style-type: none"> <li>• Monitor situation</li> <li>• Brief stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Advise council stakeholders and MEMC</li> <li>• Monitor situation</li> </ul>
2	<b>Stand-by</b>	<ul style="list-style-type: none"> <li>• Prepare to deploy for response</li> <li>• Arrange warnings (if relevant)</li> <li>• Update stakeholders</li> <li>• Nominate media/information officer and advise stakeholders</li> <li>• Consider MEMC meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Update stakeholders (Council, MEMC) and circulate latest Contact List/Action Cards</li> <li>• Obtain approval of owners for use of potential centres and locate keys</li> <li>• Draft worker rosters for centres/tasks for next 24 hrs</li> <li>• Locate supplies likely to be needed in the first few hours eg. stationery, references (plans, map books, contact lists), extra equipment (phones, laptops, printers), tea/coffee</li> <li>• Nominate media officer and advise response agencies</li> </ul>
3	<b>Respond</b>	<ul style="list-style-type: none"> <li>• Assess emergency scene</li> <li>• Establish command and control arrangements</li> <li>• Review whether MEMC should meet</li> <li>• Deploy resources and request extra assistance as required</li> <li>• Assess impacts and effectiveness of response strategies</li> <li>• Consider evacuation</li> <li>• Provide further warnings and public information as required</li> <li>• Provide information: SitReps and public information</li> <li>• Conduct impact assessments and provide updates</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and communicate MECC location for council resources/requests</li> <li>• Manage requests for assistance/resources</li> <li>• Open and manage centres as required eg. assembly or evacuation centres</li> <li>• Provide community with information</li> <li>• Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public/environmental health conditions and recovery needs</li> <li>• Update stakeholders and Regional Controller as required</li> <li>• Coordinate meals, relief/accommodation for Council workers</li> </ul>
4	<b>Stand-down</b> (including recovery handover)	<ul style="list-style-type: none"> <li>• Assess effectiveness of response actions</li> <li>• Plan for end of response</li> <li>• Liaise with Council and RC regarding the status of recovery operations and arrange handover</li> <li>• Confirm end/close of response and stand-down</li> <li>• Collate logs, costs etc and assess needs for resupply</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm end/close of Council operations for response</li> <li>• Liaise with recovery workers and assess needs</li> <li>• Reinstate transport routes etc.</li> <li>• Update stakeholders and Regional Controller and confirm ongoing points of contact</li> <li>• Close centres as agreed</li> <li>• Collate logs, costs etc. and assess needs for resupply</li> </ul>
5	<b>Debrief</b>	<ul style="list-style-type: none"> <li>• Conduct internal debrief/s</li> <li>• Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Council worker debrief</li> <li>• Arrange for MEMC debrief and report to Regional Controller/SREMC</li> </ul>

### 3.3.5 Warnings

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

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

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

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

- a Response Management Authority;
- b Regional Planner; or
- c Regional Controller.

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

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

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

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




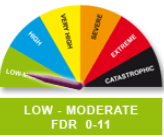
[Table 7](#) summarises current warning arrangements and typical Council actions.






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

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Flood				
<b>Flood watch</b>	<b>Alert, Watch or Advice</b> of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Ensure availability of outdoor crews</li> <li>• Update stakeholders</li> </ul>
<b>Flood warnings</b>	<b>Warnings of Minor, Moderate or Major flooding</b> 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	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Ensure availability of outdoor crews</li> <li>• Update stakeholders</li> </ul>
<b>Minor flood warning</b>	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	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Ensure availability of outdoor crews</li> <li>• Update stakeholders</li> </ul>

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
<b>Moderate flood warning</b>	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	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> </ul>
<b>Major flood warning</b>	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	<b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews to respond</li> <li>Update stakeholders</li> <li>Consider MEMC meeting</li> </ul>
Severe weather				
<b>Severe weather warnings</b>	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	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> </ul>
<b>Damaging winds</b>	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	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews to respond</li> <li>Update stakeholders</li> </ul>
<b>Dangerous surf</b>	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Abnormally high tides</b>	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Update stakeholders</li> <li>Place warnings at low-lying public carparks</li> </ul>
<b>Very heavy rain that may lead to flash flooding</b>	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews to respond</li> <li>Update stakeholders</li> </ul>
<b>Severe thunderstorm warnings</b>	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> <li>hail greater than 2cm diameter</li> <li>gusts greater than 100 km/h</li> <li>flash flooding</li> <li>tornadoes</li> </ul>	BoM	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Notify outdoor crews and check availability</li> <li>Update stakeholders</li> </ul>
<b>Bushwalkers weather alert</b>	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	<b>Public:</b> Media <b>Emergency services:</b> SMS,	<ul style="list-style-type: none"> <li>Nil</li> </ul>



Hazard	Warning type/indication	Issuing agency	Method	Action by MC
			phone calls, emails, fax	
<b>Heatwave</b>	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Update stakeholders</li> </ul>
<b>Ice and frost on roads</b>	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Fire				
<b>Fire weather warning</b>	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	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Update stakeholders</li> </ul>
<b>Advice</b>	<b>Bushfire Advice</b> message to advise that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews to respond</li> <li>Update stakeholders</li> </ul>
				
<b>Watch and Act</b>	<b>Bushfire Watch and Act</b> 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.		<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews to respond</li> <li>Update stakeholders</li> <li>Notify RC to have evacuation centres on standby</li> </ul>
				
<b>Emergency Warnings</b>	<b>Bushfire Emergency Warning</b> 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).		<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews to respond</li> <li>Update stakeholders</li> <li>Establish an IMT</li> <li>Notify RC to have evacuation centres on standby</li> </ul>
				
<b>Low-Moderate Fire Danger Rating (FDR 0-11)</b>	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Nil</li> </ul>
				

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
<b>High Fire Danger Rating (FDR 12-24)</b> 	<p>Fires breaking out today can be controlled.</p> <p>People in the path of a fire are unlikely to be killed or seriously injured if they take shelter.</p> <p>Well-prepared and actively defended homes can offer safety during a fire.</p>	TFS	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> </ul>
<b>Very High Fire Danger Rating (FDR 25-49)</b> 	<p>Some fires breaking out today will spread rapidly and be difficult to control.</p> <p>There is a possibility that people in the path of a fire will be killed or seriously injured.</p> <p>Some homes may be destroyed.</p> <p>However, well-prepared and actively-defended homes can offer safety during a fire.</p>	TFS	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> <li>Have evacuation centres on stand-by</li> </ul>
<b>Severe Fire Danger Rating (FDR 50-74)</b> 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured.</p> <p>Some homes are likely to be destroyed.</p> <p>However, well-prepared and actively-defended homes can offer safety during a fire.</p>	TFS	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> <li>Have evacuation centres on standby</li> </ul>
<b>Extreme Fire Danger Rating (FDR 75-99)</b> 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.</p>	TFS	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> <li>Have evacuation centres on stand-by</li> <li>Consider an MEMC meeting</li> </ul>
<b>Catastrophic Fire Danger Rating (FDR &gt;100)</b> 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>There is a high likelihood that people in the path of a fire will be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Even the best-prepared homes will not be safe today.</p>	TFS	<b>Public:</b> Media <b>Emergency services:</b> SMS, phone calls, emails, fax	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> <li>Prepare evacuation centres</li> <li>Establish an IMT</li> <li>Consider an MEMC meeting</li> </ul>
<b>Tsunami</b>				
<b>No threat</b>	<p>An undersea earthquake has been detected.</p> <p>However it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.</p>	BoM	<b>Public:</b> Media, BOM website, TFS website, <b>Emergency services:</b> SMS, phone calls, emails	<ul style="list-style-type: none"> <li>Nil</li> </ul>

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
<b>Marine alert and Land alert</b>	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, <b>Emergency services:</b> SMS, phone calls, emails	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Update stakeholders</li> </ul>
<b>Marine warning and Land warning</b>	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	<b>Public:</b> Media, BOM website, TFS website, <b>Emergency services:</b> SMS, phone calls, emails	<ul style="list-style-type: none"> <li>• Relay warnings</li> <li>• Update stakeholders</li> <li>• Establish an IMT</li> <li>• Consider a MEMC meeting</li> </ul>

### 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 critical roles in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging Council's existing community communication protocols and guidelines. These roles need to be initiated as soon as possible after an emergency occurs to reduce the potential for inappropriate community action or undue concern.

Situation Reports (SITREPs) and information bulletins about facilities and emergency assistance should be provided to the community as soon as possible.

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

All Councillors and Council workers need to be aware that only the Mayor (or delegate) will speak on behalf of Council and the collective community. The MC will provide the Mayor with emergency-related information.

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

*Table 8* summarises arrangements for issuing public information about the emergency.

#### 3.3.6.1 TasALERT

TasALERT ([www.tasalert.com.au](http://www.tasalert.com.au)) is Tasmania's official online emergency information source. In an emergency, the homepage of the website is updated to highlight current incidents. Each incident will have a dedicated page displaying all available information (mapped information, social media, new content etc.) specific to that incident.

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

### **3.3.6.2 Tasmanian Government Public Information Unit (PIU)**

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

PIU activation may be requested due to:

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

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

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

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

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

Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner. If TEIS activation is approved, scripts are developed consultatively through the whole-of-government Public Information Unit (PIU).

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

### **3.3.6.4 Working with the media**

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

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	<b>On-site</b>	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	<b>EOC/ECC</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (eg. MC/RC)	Media
3	<b>Other centres eg. evacuation</b>	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (eg. MC/RC)	Media TEIS
4	<b>Municipal area</b>	Impact of the emergency on local community	Mayor	Council media officer	Council media officer	Media Council website TEIS CALD
5	<b>Within the region</b>	Impact of the emergency on the region	Regional Controller	Regional Planner	Regional Controller	Media Council website TEIS CALD
			Response Management Authority	Regional Media Officer	Response Management Authority Regional liaison	
			Regional Social Recovery Coordinator	Regional Social Recovery Coordinator/ Media Officer	Regional Controller through the Regional Planner	
6	<b>Rest of the State</b>	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director DPFEM Media Unit Government Media Office	SES Director DPFEM Media Unit Government Media Office	Media Agency or event-specific website TEIS CALD
			Response Management Authority	State Media Officer	Response Management Authority State liaison	
			Premier or Minister	Government Media Office	Head of Government Media Office	

### 3.3.7 Other elements

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

### 3.3.8 Evacuation

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

#### 3.3.8.1 Management

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

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

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

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

- evacuation risk assessment and decision to evacuate
- withdrawal coordination
- traffic management
- alternative emergency accommodation
- animal welfare (pets, companion animals, livestock) if facilities are available
- 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 short and long-term evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in [Appendix 5 and Appendix 8](#).

#### 3.3.8.2 Decision

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

#### 3.3.8.3 Withdrawal

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

#### 3.3.8.4 Shelter

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

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

### 3.3.8.5 Return

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

### 3.3.9 Impact assessment

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

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

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

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

### 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
- 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 current forms. 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 Pandemic health emergencies

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

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

One element of a coordinated response to a large-scale health emergency, such as an influenza pandemic, is the establishment of community-based clinics to perform a number of critical and beneficial functions for the general community. The Tasmanian Health Service (THS) may call upon Council to provide a suitable venue for the establishment of clinic/s and to assist and support with the maintenance and operation of clinic/s during a pandemic emergency.

### 3.3.12 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
- 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.

### 3.3.13 Administration: finance and cost capture

Records related to response are subject to the usual records management provisions and archiving legislation and treated accordingly. Logs, reports and briefings 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.
------------	---------------	--

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.

## 3.4 Recovery arrangements

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

### 3.4.1 Overview

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

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

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

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

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

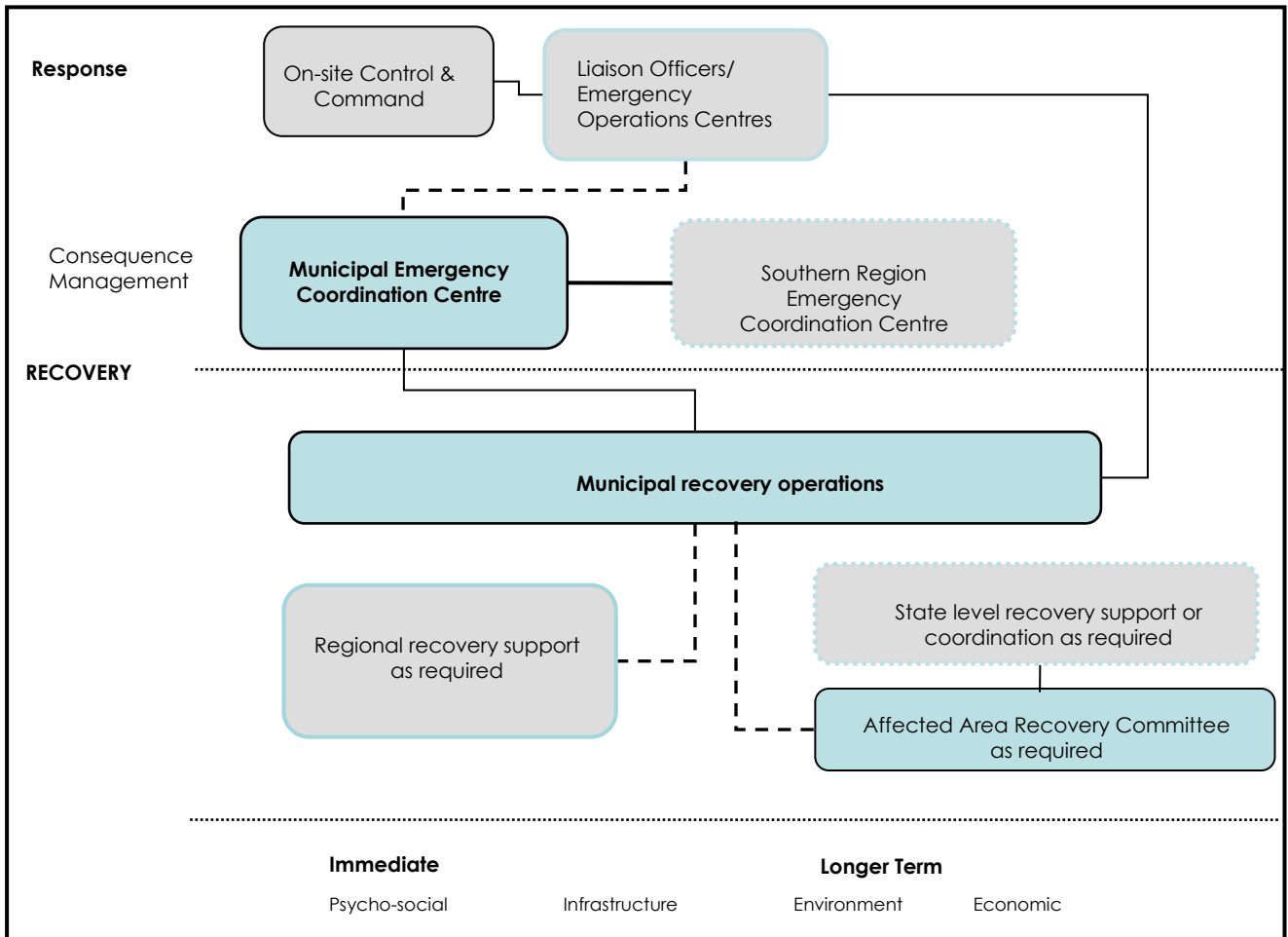
- a social
- b economic
- c infrastructure
- d environment
- e cross-domain

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
- 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
- public meetings, Evacuation and Recovery Centres and outreach visits.

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

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

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

### 3.4.4 At-risk groups of people

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

Council's **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
- 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 Planner.

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in [Appendix 8](#). Recovery facilities are activated on request or advice from:

- 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 MC (through an Emergency Recovery Committee, if formed) will arrange for impact assessments to be conducted.

Council registration processes must follow procedures or directions from the Regional Controller, 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 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 Mayor, the MC or another regional/local representative. AARCs can include representatives from affected communities, local government, state government agencies and other organisations with a significant recovery role. DPAC may support the administration of an AARC and coordinate multi-agency recovery efforts to support local and council-led activities.

An AARC will typically develop a recovery plan that:

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

## Section 4: Plan administration

---

### 4.1 Plan contact

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

Email: clarence@ccc.tas.gov.au  
Mail: The Municipal Coordinator, PO Box 96, ROSNY PARK 7018  
Phone: (03) 6217 9600

### 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 the 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	Review and rewrite
Issue 2	1992	Rewrite
Issue 3	1997	Update
Issue 4	2006	Rewrite
Issue 5	2011	Rewrite
Issue 6	2013	Review
Issue 7	2016	Review
Issue 8	2018	Review
Issue 9	2020	Review and inclusion of new TEMA, evacuation, DRFA, regional SES information

### 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
- b SES Regional Planner
- c Southern Region Social Recovery Coordinator
- d TFS District Officer Planning and Capability
- e MEMC members.

## 4.4 Distribution list

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

**Table 10: Distribution list**

Organisation	Position
<b>Council</b>	<ul style="list-style-type: none"><li>• All MEMC members</li><li>• Mayor and Councillors</li><li>• GM</li></ul>
<b>SES</b>	<ul style="list-style-type: none"><li>• Unit Manager, SES Unit</li><li>• Regional Manager (South)</li><li>• Regional Planner (for Regional Controller)</li><li>• Senior Planning and Education Officer (for SES Director, State Controller, WebEOC)</li></ul>
<b>TASPOL</b>	<ul style="list-style-type: none"><li>• Officer in Charge, Eastern District</li></ul>
<b>TFS</b>	<ul style="list-style-type: none"><li>• District Officer, Planning and Capability</li></ul>
<b>AT</b>	<ul style="list-style-type: none"><li>• Superintendent, Southern Region</li></ul>

## 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 email copies sent to the positions listed in [Table 10](#)
- b submitted for noting by SREMC
- c endorsement by Council
- d published on Council's website, and
- e 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
- 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 – MEMC resources, maintenance and activity schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty cards

Appendix 7 – Standard operating procedures

Appendix 8 – Community centres



## APPENDIX 1: List of associated documents

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

### a Legislation

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

### b Plans and arrangements

Row	Title	Custodian	Version/date	Available from
<b>Council arrangements and plans</b>				
1	Council maps for council roads and alternative transport plans	Council		Information Services Group
2	Clarence Medical Plan	Council		Senior EHO
3	Fire Action Plan, Parks and Wildlife Service (South)	PWS		PWS
4	Fire Management Plans – Clarence Municipal Area	TFS		Council
5	Hobart International Airport Emergency Plan	HIAPL		HIAPL
6	Clarence Recovery Plan	Council		Clarence MEMC
<b>Regional arrangements and plans</b>				
7	Regional Emergency Management Plan	SES	Issue 8	2018
<b>State arrangements and plans</b>				
8	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
9	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
<b>State Special Emergency Management Plans (SSEMP)</b>		<b>Available WebEOC File Library (DPFEM – SES)</b>		
10	SSEMP – COVID 19	DoH	Issue 3	2020 (August)
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 3	2020 (February)
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 (March)
23	SSEMP – Flood	SES	Issue 2	2019 (July)
24	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
25	SSEMP – Public health	DoH	Issue 2	2014 (December)
26	SSEMP – Search and rescue	DPFEM	Issue 4	2018 (February)

Row	Title	Custodian	Version/date	Available from
27	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
28	SSEMP – Tsunami	SES	Issue 2	2020 (March)
<b>Other</b>				
29	Protocol for Use of Emergency Alert	TFS		
30	TasPorts Emergency Management Plan	TasPorts		
31	TFS Community Protection Plans	TFS		
32	Department of State Growth Emergency Procedures	DSG		
33	TasWater Dam Safety Emergency Plan	TasWater		
34	TasWater Emergency Plan	TasWater		
35	Tasmania Fire Service Procedures	TFS		
36	State Road and Bridge EM Plan	DSG		
37	TASPOL Manual and Procedures	TASPOL		
38	Ambulance Tasmania Incident Response Plan	AT		

## APPENDIX 2: Risk assessment report

---

### a Tasmanian Government responsibilities – emergency risk management

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

### 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:

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

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:

- unique identifier number
- risk statement
- treatment option/s
- responsibility for treatment
- 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
<b>CC 01 Flood</b>				
CC 01.01	There is a risk of flooding in the Coal River causing property inundation at Richmond.	Planning Scheme implementation	Council	Ongoing
CC 01.02	There is a risk that flooding in the Kangaroo Bay Rivulet will result in residential/commercial property inundation and road closures.	Undertake Flood Plain Study and implement recommendations	TasWater / Council / DPIPWE / DSG	Long-term
		Improved hydrology	Council / DPIPWE / DSG	Ongoing
<b>CC 02 Bushfire</b>				
CC 02.01	There is a risk that bushfire will result in property damage.	Compliance with Council Fire Management Strategy	Council	Ongoing
CC 02.02	There is a risk that bushfire will result in loss of life.	Public education/awareness programs	TFS / Council	Ongoing
		Warning systems	TFS / Council / SES / TASPOL	Ongoing
		Emergency planning	Council / SES / TFS	Ongoing
		Compliance with Fire Management Strategy	Council / TFS / DPIPWE / property owners	Ongoing
CC 02.03	There is a risk that bushfire will cause disruptions to social networks.	Community recovery strategies	Council / DoH	Ongoing
CC 02.04	There is a risk that bushfire in the Meehan Range will result in loss of life.	Fire management study	Council / DPIPWE / TFS / property owners	Long-term
CC 02.05	There is a risk that bushfire in the Meehan Range will result in damage to assets.	Fire management study	Council / DPIPWE / TFS / property owners	Long-term
CC 02.06	There is a risk that bushfire in the Meehan Range will result in damage to the environment.	Fire management study	Council / DPIPWE / TFS / property owners	Long-term
<b>CC 03 Storm</b>				
CC 03.01	There is a risk of damage to residential and commercial properties from falling trees.	Maintenance of trees and safe distances	Property owners / Council	Ongoing
CC 03.02	There is a risk that power supplies will be cut due to storms.	Maintenance of trees and safe distances	Property owners / TasNetworks	Ongoing

**Register of risks and treatment strategies**

ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
<b>CC 06 Public health epidemic</b>				
CC 06.01	There is a risk that a communicable disease will impact on the community's wellbeing.	Maintenance of medical quarantine protocols	DHHS / Council	Ongoing
		Continuation of vaccination programs	DHHS / Council	Ongoing
		On-going medical research	DHHS / Council	Ongoing
		Emergency planning	DHHS / Council	Ongoing
<b>CC 08 Exotic animal disease</b>				
CC 08.01	There is a risk that an exotic animal disease will be introduced to the municipal area impacting on the agricultural community's wellbeing.	Maintenance of veterinary quarantine protocols	DPIPWE	Ongoing
		Education	DPIPWE	Short-term
		Research	DPIPWE	Short-term
		Emergency planning	DPIPWE	Ongoing
<b>CC 09 Food crop disease</b>				
CC 09.01	There is a risk that a crop disease will be introduced to the municipal area impacting on the agricultural community's wellbeing.	Maintenance of agricultural quarantine protocols	DPIPWE	Ongoing
		Education	DPIPWE	Short-term
		Research	DPIPWE	Short-term
		Emergency planning	DPIPWE	Ongoing
<b>CC 10 Tsunami</b>				
CC 10.01	There is a risk of coastal areas of the municipality being inundated by a moderate tsunami affecting roads, property and infrastructure.	Emergency planning	DPIPWE / SES / BoM / TASPOL / Council	Long-term
		Public warning system	DSG	Long-term
<b>CC 12 Coastal erosion</b>				
CC 12.01	There is a risk that coastal erosion will adversely affect the developments of Lauderdale Beach, Cremorne Spit, and Seven Mile Beach.	Planning controls	Council / RPDC	Long-term
		Emergency planning	Council	Long-term
		Engineering controls	Council	Long-term

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
<b>CC 21 Infrastructure failure</b>				
CC 21.01	There is a risk of failure of Flagstaff Gully Water Storage Dam resulting in inundation of residential and commercial properties in Flagstaff Gully and Kangaroo Bay Rivulet.	Dam failure study that identifies properties at risk	TasWater / Council	Short-term
		Warning system	TasWater / Council	Ongoing
		Public awareness programme	TasWater / Council	Ongoing
CC 21.02	There is a risk that failure of the water supply stores will cause community disruptions	Asset maintenance	TasWater	Ongoing
		Security	TasWater	Ongoing
		Planned redundancy	TasWater	Ongoing
		Emergency planning	TasWater	Ongoing
CC 21.03	There is a risk that failure of the water reticulation system (including reservoirs) will cause community disruptions	Asset maintenance	TasWater	Ongoing
		Security	TasWater	Ongoing
		Planned redundancy	TasWater	Ongoing
		Emergency planning	TasWater	Ongoing
CC 21.04	There is a risk that failure of the sewage reticulation system will cause community disruptions	Asset maintenance	TasWater	Ongoing
		Security	TasWater	Ongoing
		Emergency planning	TasWater	Ongoing
CC 21.05	There is a risk that failure of stormwater reticulation and disposal will cause community disruptions	Asset maintenance	Council / DPIPWE	Ongoing
		Adherence to environmental guidelines	Council / DPIPWE	Ongoing
		Security	Council / DPIPWE	Ongoing
		Emergency planning	Council / DPIPWE	Ongoing
CC 21.06	There is a risk that failure of solid waste disposal will cause community disruptions	Asset maintenance	Council / DPIPWE / owner operator	Ongoing
		Compliance with SOPs	Council / DPIPWE / owner operator	Ongoing
		Security	Council / DPIPWE / owner operator	Ongoing
		Emergency planning	Council / DPIPWE / DoH / owner operator	Ongoing

**Register of risks and treatment strategies**

ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
CC 21.07	There is a risk that failure of roads and bridges will cause community disruptions	Asset maintenance	DSG / Council	Ongoing
		Security	DSG / Council	Ongoing
		Emergency planning	DSG / Council	Ongoing
		Planned redundancies	DSG / Council	Ongoing
CC 21.08	There is a risk that failure of telecommunications systems will cause community disruptions	Asset maintenance	Telstra / private operators	Ongoing
		Security	Telstra / private operators	Ongoing
		Emergency planning	Telstra / private operators	Ongoing
		Planned redundancies	Telstra / private operators	Ongoing
<b>CC 22 Structural fire</b>				
CC 22.01	There is a risk to occupants due to structural fire in the Eastlands complex.	Compliance with fire regulations	Council / TFS / property owner	Ongoing
		Maintenance of equipment	Property owners / TFS	Ongoing
		Emergency planning	TFS / property owner	Ongoing
CC 22.02	There is a risk to economy due to structural fire in the Eastlands complex.	Compliance with fire regulations	Council / TFS / property owner	Ongoing
		Maintenance of equipment	Property owners / TFS	Ongoing
		Emergency planning	TFS / property owner	Ongoing
CC 22.03	There is a risk to the governance of the city from fire in the administrative offices	Compliance with SOPs	Council / TFS	Ongoing
		Maintenance of equipment	Council / TFS	Ongoing
		Emergency planning	Council / TFS	Ongoing
<b>CC 23 Hazardous material</b>				
CC 23.01	There is a risk that a hazardous materials spillage will impact on community wellbeing.	Compliance with transport, hazardous materials and workplace safety regulations	Property owners / transport operators / DSG / DPIPWE	Ongoing
		Emergency planning	TFS / Council	Ongoing
<b>CC 25 Pollution</b>				
CC 25.01	There is a risk to the wellbeing of the community from air pollution due to fire at the Mornington disposal site.	Maintenance of existing firefighting facilities	Property owners / TFS / DPIWE	Ongoing
		Emergency planning	TFS / property owners	Ongoing

**Register of risks and treatment strategies**

ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
CC 25.02	There is a risk to the coastal areas of the municipality from oil/chemical spills on the River Derwent, Storm Bay and Ralphs Bay.	Compliance with relevant regulations (Transport, Dangerous Goods)	Transport operators / shipping operators / DPIPWE / DSG	Ongoing
		Emergency planning	Council	Ongoing
CC 25.03	There is a risk to the wellbeing of the community from air pollution due to a gas discharge from Nyrstar	Compliance with SOPs	Facility owner / DPIPWE / DSG / Council	Ongoing
		Equipment maintenance	Facility owner / DPIPWE / DSG / Council	Ongoing
		Emergency planning	TFS / Facility owner / DPIPWE / DSG / Council	Ongoing
CC 25.04	There is a risk that failure of sewage treatment and effluent disposal will cause disruptions to the community, and a threat to public health and the aquaculture industry.	Asset maintenance	TasWater/Council / DPIPWE/DoH	Ongoing
		Compliance with SOPs	TasWater / DPIPWE	Ongoing
		Security	TasWater / DPIPWE	Ongoing
		Emergency planning	TasWater / DPIPWE / DoH	Ongoing
CC 25.05	There is a risk that failure of power supplies will cause community disruptions as a result of the stoppage of the sewage treatment plant.	Asset maintenance	Hydro Tasmania / TasNetworks	Ongoing
		Security	Hydro Tasmania / TasNetworks	Ongoing
		Emergency planning	Hydro Tasmania / TasNetworks	Ongoing
		Planned redundancies	Hydro Tasmania / TasNetworks	Ongoing
<b>CC 26 Transport accident</b>				
CC 26.01	There is a risk to life from air traffic accidents around the Hobart Airport and environs	Compliance with aviation regulations	CAA / HIAPL / SES / TASPOL	Ongoing
		Emergency planning	CAA / HIAPL / SES / TASPOL	Ongoing
CC 26.02	There is a risk that failure of the land transport system will cause community disruptions	Compliance with transport Acts and Regulations	DSG / TASPOL / SES / Council	Ongoing
		Emergency planning	DSG / TASPOL / SES / Council	Ongoing



## APPENDIX 3: MEMC Terms of Reference

---

### Clarence

### Municipal Emergency Management Committee

### Terms of Reference



---

<b>Committee</b>	Clarence Municipal Emergency Management Committee (MEMC)
<b>Date and status</b>	Issue 9, 2020
<b>Enquiries</b>	Executive Officer (Municipal Emergency Management Coordinator) Clarence City Council
<b>Review notes</b>	These Terms of Reference are due for review in October 2022
<b>General standards &amp; practices</b>	The <i>Tasmanian Emergency Management Arrangements</i> (TEMA) describes the framework for this MEMC and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from <a href="http://www.ses.tas.gov.au">www.ses.tas.gov.au</a> ). The following are specific to this Committee:

---

<b>1. Authority &amp; background</b>	Section 20 of the <i>Emergency Management Act 2006</i> (the Act) establishes the Clarence MEMC within the Tasmanian emergency management framework for the Southern Region.
<b>2. Purpose &amp; functions</b>	<p>Section 22 of the Act outlines the MEMC'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 area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ...”</p> <p>2.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.</p> <p>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.</p> <p>2.1.3 Oversee management of emergencies where Council resources are required to support response and recovery.</p> <p>2.1.4 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.</p>
<b>3. Reports to</b>	Southern Regional Emergency Management Committee
<b>4. Membership</b>	<p>Section 21 of the Act establishes the arrangements for this committee's membership, supplemented by the following practices:</p> <ul style="list-style-type: none"><li>• membership is reviewed every time the Terms of Reference are reviewed and members are confirmed in writing by the responsible officer/manager</li><li>• 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.</li></ul> <p>Invited guests support municipal emergency management as requested by the Chairperson, within their limits of safety and training.</p> <p>At this stage security clearances are not required.</p>

- 5. Chairperson** Mayor, Clarence Council
- 6. Executive Officer** Municipal Emergency Management Coordinator, Clarence Council
- 7. Members**
- |  |          |
|--|----------|
| • Mayor (Chair)                                  | • AT     |
| • Municipal Coordinator (EO)                     | • SES    |
| • Deputy Municipal Coordinator                   | • TFS    |
| • Municipal Recovery Coordinator                 | • TASPOL |
| • Senior Environmental Health Officer (Clarence) | • THS    |
| • Group Manager Engineering Services (Clarence)  |          |
| • Risk Management Coordinator (Clarence)         |          |
- 8. Subcommittees** The following are subcommittees of this MEMC:
- Clarence Recovery Committee
  - Local Area Fire Committee
  - Corporate Disaster Committee (Business Continuity)
- 9. Chairperson** The role of the Chairperson is to:
- chair the MEMC
  - receive notification of emergency events from the Municipal Coordinator
  - maintain contact with and support the Municipal Coordinator during an emergency event
  - maintain regular contact/liaison with the Municipal Coordinator in regard to the administrative arrangements of the MEMC.
- 10. Frequency of meetings** The MEMC aims to meet twice a year unless an emergency event occurs and a review of operational aspects of the Municipal Emergency Management Plan (MEMP) is required. Meetings are scheduled by the Executive Officer.

## APPENDIX 4: MEMC resources, maintenance and activity schedule

ID	MEMC resource	Reference	What is the resource for?
1	Outline of committee functions	<a href="#">TEMA</a> section 2.2.6	To review that committee activities are appropriate
2	Recommended committee membership and reporting times	<a href="#">TEMA</a> section 2.2.6	To review that membership is appropriate to make sure the right people and organisations are involved
3	Committee templates	<a href="#">WebEOC</a>	To enhance consistency of committee records and streamline operations
4	Executive Action Guide	<a href="http://www.ses.tas.gov.au">www.ses.tas.gov.au</a>	To assist Executive Officers maintain committee records and prompt committee actions in a timely manner
5	Model Statements of Duty for committee members	<a href="http://www.ses.tas.gov.au">www.ses.tas.gov.au</a>	To clarify general expectations and support needs for key municipal emergency management roles
6	Model Action Plan for committees	<a href="http://www.ses.tas.gov.au">www.ses.tas.gov.au</a>	To provide a basic list of 'things to do' for a municipal committee

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the MEMC	Municipal Coordinator	Biannual	March / September
Coordinate training for selected staff member/s on rotating basis	Municipal Coordinator Manager Human Resources	Annual	As training is available
Plan, conduct and review a related exercise	Municipal Coordinator	Annual	November
Review MEMP and all appendices (including risk treatment strategies) Lodge plan with SREMC	Municipal Committee	Biennial	March 2022
Review and update contact lists	Municipal Coordinator	Biannual	March / September
Attend SREMC Meetings	Municipal Coordinator	Quarterly	As advised
Attend SRSRC Meetings	Municipal Coordinator Recovery Officer	Quarterly	As advised
Review Terms of Reference	Municipal Coordinator	Biennial	March 2022

## APPENDIX 5: Centres for emergency management

### a Emergency Coordination Centres (ECC)

The ECC is the focal point for coordinating municipal consequence management activities arising from the emergency, including the activation of Council and community resources. The ECC also monitors operational activities, coordinates the provision of information to local communities and identifies and coordinates local community recovery support.

	Municipal location	Contact	Regional location	Contact
Primary:	Municipal offices Bligh Street, Rosny Park	Municipal Coordinator	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Planner
Secondary:	N/A	Municipal Coordinator	N/A	SES Regional Planner

### b Emergency Operations Centres (EOC)

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

Organisation	Municipal location	Contact	Regional location	Contact
<b>Council:</b>	Mornington Works Depot Depot Road, Mornington	Operation Manager	SES Southern Region Headquarters 1/28 Bathurst Street, Hobart	SES Regional Planner
<b>TASPOL:</b>	40 Bligh Street, Bellerive	Office: 6173 2899	40 Bligh Street, Bellerive	Police Radio Room 131444
<b>TFS:</b>	1040 Cambridge Road, Cambridge	Office 6214 8800	Southern Region Headquarters 1040 Cambridge Road, Cambridge	TFS Regional Chief
<b>SES:</b>	Mornington Volunteer Unit 128 Mornington Road, Mornington	6230 2716	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Duty Officer
<b>AT:</b>			12 Brisbane Street Hobart	Communications Duty Manager 6211 7290

### c Emergency Evacuation Centres (EEC)

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

Selection of the site for an EEC will be determined by the Recovery Coordinator after consultation with the Clarence MEMC. Prospective EEC locations are listed at [Appendix 8](#).

# CLARENCE EMERGENCY COORDINATION CENTRE (CECC) PLAN

## Introduction

This sub-plan should be read in conjunction with and supports implementation of the Clarence MEMP. Accordingly, the preparation, review and implementation of this sub-plan is subject to the same authority and provisions of the MEMP.

## CECC functions

CECC is the focal point for coordinating support from Council and community resources, at the request of either lead agencies or members of the community.

In an emergency, CECC performs the following functions:

- a maintain information flow to and from WebEOC
- b coordinate the activation and deployment and management of Council and community resources
- c monitor operational activities
- d coordinate information to local communities affected by the emergency
- e coordinate local recovery efforts and identifies any support that may be required by regional recovery resources.

## CECC location

CECC will be located in the amenities room at the municipal offices at Rosny Park, supported by the existing resources and amenities in these offices. Any additional resources should be requested through the SES.

The amenities room and lower ground floor offices are wired to accept power from an external generator, which must be sourced from external suppliers.

## CECC activation

### ***During business hours***

All local emergencies of significance are to be referred to the Municipal Coordinator (MC) or, in his/her absence, the Deputy MC.

The MC will be responsible for coordinating an assessment of the emergency and determining if it is appropriate to establish the CECC. Generally, the CECC will be established if:

- a coordination of resources is required by external agencies, or
- b if is expected that significant community impact will result from the emergency.

The MC will advise all relevant workers of the emergency and that CECC workers are required to undertake the CECC staffing functions for which they have been trained.

The MC will advise the Clarence MEMC Chairperson and the General Manager of the situation.

### ***After-hours activation***

Upon notification of an emergency, the MC will be responsible for activating Council resources after hours, consistent with the procedures listed above.

## CECC staffing

All workers designated as having functions to perform in the CECC will undergo appropriate training, and skills will be validated on a regular basis.

Personnel required in the CECC will be determined by the MC, in consultation with the MEMC. Depending on the situation, the number and expertise of personnel will vary, but workers will generally comprise the MC and any or all of the following.

### **CECC Manager**

The MC, Deputy MC or an officer authorised to act in such appointments will:

- a be responsible for the overall management of the emergency
- b coordinate resources and activities in the CECC
- c assist the Operations Manager with resources
- d liaise with emergency services
- e liaise with other Group Managers
- f ensure the MEMC Chairperson is fully briefed.

### **Communications Officer**

A worker familiar with communications will be assigned to establish and oversee all necessary radio and telephone communications to the Clarence EOC on-site controller, support organisations, Council and SES Regional Headquarters, and maintain associated operations logs and status boards.

### **Administration Officer/s**

Council will provide workers who will be responsible for:

- a operating telephones and/or radios as required
- b conducting such administrative tasks as are required
- c ensuring the needs of CECC workers are met, eg. welfare, nourishment and rostering
- d acting as messengers, if required.

### **Liaison Officers**

Each agency involved in providing operational support in an emergency should provide a Liaison Officer to the CECC, each of whom should have knowledge of their respective organisation's resources, capabilities and response times.

Liaison Officers must be able to commit their organisation's resources in support of the operation.

### **Reporting structures and external linkages**

The CECC Manager will provide regular reports to the MEMC Chairperson, the MC and/or General Manager. All reports are to be logged by the Communications Officer.

External linkages to the CECC will include all government and non-government agencies whose officers are involved in management of the emergency.

# CLARENCE EMERGENCY OPERATIONS CENTRE (CEOC) PLAN

## Introduction

This sub-plan should be read in conjunction with and supports implementation of the Clarence MEMP. Accordingly, the preparation, review and implementation of this sub-plan is subject to the same authority and provisions of the MEMP.

## CEOC functions

CECC is the focal point for providing operational resources from Council and community resources. In an emergency, CEOC performs the following functions:

- a management of agency tasking, personnel and resources
- b deployment of resources
- c establishing and monitoring communication networks
- d coordination of response operations
- e management of requests for additional support
- f coordination of logistical support for own personnel
- g maintenance of communications with the CECC.

## CEOC location

The CEOC will be located in the office area at the Mornington Works Depot, supported by existing facilities and amenities.

## CEOC activation

### *During working hours*

All local emergencies of significance are to be referred to the Municipal Coordinator (MC) or, in his/her absence, the Deputy MC.

The MC will be responsible for coordinating an assessment of the emergency and determining if it is appropriate to establish the CEOC. Generally, the CEOC will be established if:

- a resources beyond those immediately available to Council are required
- b provision of Council resources is required by external agencies
- c it is expected that significant community impact will result from the emergency.

The MC will advise all relevant workers of the emergency and that CEOC workers are required to undertake the CEOC staffing functions for which they have been trained.

The MC will advise the Clarence MEMC Chairperson and the General Manager of the situation.

### *After-hours activation*

The On Call Duty Officer or Group Manager Engineering Services will contact the MC who will be responsible for activating the CEOC in accordance with the procedures.

Activation may also be initiated by the MC after consultation with SES regional staff.

## CEOC staffing

Those personnel required in the CEOC will be determined by the CEOC Manager and will vary according to the nature of the emergency.

All workers designated as having functions to perform in the CEOC will undergo appropriate training and skills will be validated on a regular basis.

### **CEOC Manager**

The Centre will be managed by the Group Manager Engineering Services or a worker authorised by him/her. The CEOC Manager will be responsible for:

- a overall management of operations dealing with the emergency
- b liaison with emergency services
- c liaison with the CECC Manager and
- d ensuring that the MC, General Manager and the Clarence MEMC Chairperson are fully informed of the operational status of the emergency.

### **Communications Officer**

A worker familiar with communications will be assigned to establish and oversee all necessary radio and telephone communications to the on-site controller, CECC, support organisations, Council and SES Regional Headquarters, and maintain the associated operations logs and status boards.

### **Administration Officer/s**

Council will provide workers who will be responsible for:

- a operating telephones and/or radios as required
- b conducting such administrative tasks as are required
- c ensuring the needs of CEOC workers are met, eg. welfare, nourishment and rostering
- d acting as messengers, if required.

### **Liaison Officers**

Each agency involved in providing operational support in an emergency may be requested to provide a Liaison Officer to the CEOC, each of whom should have knowledge of their respective organisation's resources, capabilities and response times.

Liaison Officers must be able to commit their organisation's resources in support of the operation.

### **Reporting structures and external linkages**

The CEOC Manager will provide regular reports to the Clarence MEMC Chairperson, MC and/or the General Manager. All reports are to be logged by the Communications Officer.

External linkages to the CEOC will include all government and non-government agencies whose officers are involved in management of the emergency.



# CLARENCE EMERGENCY EVACUATION CENTRE (CEEC) AND ASSEMBLY AREA PLAN

## Introduction

This sub-plan should be read in conjunction with and supports implementation of the Clarence MEMP. Accordingly, the preparation, review and implementation of this sub-plan is subject to the same authority and provisions of the MEMP.

In an emergency, centres are established to facilitate the coordination of activities to support community welfare and recovery services, depending upon the nature of the event. An evacuation centre may evolve to become a recovery centre, if warranted.

In a significant local emergency that has not been declared, assembly and evacuation activities will be managed by the Clarence MEMC, through the Recovery Coordinator. Properties owned and operated by Council are to be initially used as Assembly Areas and Evacuation Centres.

In a declared emergency, activities will be coordinated at a regional or state level and other sites may be occupied as authorised and necessary.

## Assembly Area functions

Assembly Areas are pre-designated, strategically-located areas that may be used for the initial assembly of displaced people. Support response personnel, vehicles and other equipment can be assembled in these areas in readiness for use during the emergency. An Assembly Area may incorporate an Evacuation Centre.

## CEEC functions

A CEEC may be established to coordinate activities to meet the immediate needs of emergency evacuees. Services will be coordinated by the Recovery Coordinator and include the provision of:

- a information and advice relating to the emergency
- b registration and enquiry services (including meet and greet)
- c care for children separated from guardians
- d clothing
- e food
- f accommodation (temporary)
- g personal support
- h financial assistance
- i insurance advice
- j translation and interpretation services
- k care for domestic pets.

Selection of a CEEC site will be determined by the Recovery Coordinator after consultation with the Clarence MEMC. (Note: Under section 28 of the *Dog Control Act 2000*, dogs are not permitted on school property without the approval of the person in control of the property.)

## CEEC activation – significant local emergency

### ***During working hours***

All local emergencies of significance are to be referred to the Municipal Coordinator (MC) or, in his/her absence, the Deputy MC.

The MC will be responsible for coordinating an assessment of the emergency and determining if it is appropriate to establish the CEEC. Generally, the CEEC will be established if:

- a coordination of welfare and recovery resources is required from external agencies, or
- b it is expected that significant community impact will result from the emergency.

The MC will advise all relevant workers of the emergency and that CEEC workers are required to undertake the CEEC staffing functions for which they have been trained.

The MC will advise the Clarence MEMC Chairperson and the General Manager of the situation.

### **After-hours activation**

Upon notification of an emergency, the MC will be responsible for activating Council resources after hours, following the procedures listed above.

### **CEEC activation – declared emergency**

In a declared emergency, the CEEC is activated by the Southern Regional (or State) Emergency Management Committee, with local support as requested.

### **CEEC staffing**

All workers designated as having functions to perform in the CEEC will undergo appropriate training and skills will be validated on a regular basis.

Personnel required in the CEEC will be determined by the Recovery Coordinator, in consultation with the MEMC. Depending on the situation, the number and expertise of personnel will vary, but workers will generally comprise the MC and any or all of the following.

### **CEEC Manager**

The CEEC will be managed by the Recovery Coordinator or an officer authorised to act in such appointments. The CEEC Manager will be responsible for:

- a overall management of the CEEC
- b coordinating resources and activities in the CEEC
- c liaising with emergency services
- d liaising with the Regional Social Recovery Coordinator
- e liaising with other Group Managers
- f ensuring the MEMC Chairperson is fully briefed.

### **Communications Officer**

A worker familiar with communications will be assigned to establish and oversee all necessary radio and telephone communications to the on-site controller, CECC, support organisations, Council and SES Regional Headquarters, and maintain the associated operations logs and status boards.

### **Administration Officer/s**

Council will provide workers who will be responsible for:

- a operating telephones and/or radios as required
- b conducting such administrative tasks as are required
- c ensuring the needs of CEEC workers are met, eg. welfare, nourishment and rostering
- d acting as messengers, if required.

### **Liaison Officers**

Each agency involved in providing operational support in an emergency may be requested to provide a Liaison Officer to the CEEC, each of whom should have knowledge of their respective organisation's resources, capabilities and response times.

Liaison Officers must be able to commit their organisation's resources in support of the operation.

### **Reporting structures and external linkages**

The CEEC Manager will provide regular reports to the Clarence MEMC Chairperson, MC and/or the General Manager. All reports are to be logged by the Communications Officer.

External linkages to the CEEC will include all government and non-government agencies whose officers are involved in management of the emergency.

### **CEEC location**

The Clarence Emergency Recovery Committee will initially convene in the CECC. After consultation with MEMC, a location for the CEEC will be determined. Depending on circumstances, the CECC may be established at a Council facility or a site operated by another agency.

**Locations identified as prospective Assembly Areas or short-term CEEC are listed below. Those with an asterisk (\*) have facilities available to support the establishment of a temporary CEEC.**

**Note: Facilities identified as suitable for longer-term CEEC are listed in [Appendix 8](#).**

<b>SUBURB</b>	<b>SITE/FACILITY</b>	<b>ADDRESS</b>
<b>BELLERIVE</b>	Bellerive Beach / Rotary Park	3 Derwent Street
	Wentworth Park	165 Clarence Street
	South Street Reserve	34a South Street
<b>ROSNY PARK</b>	* Kangaroo Bay Sports Grounds	20 Kangaroo Bay Drive
	Rosny Park Golf Course	18 Rosny Hill Road
	* Council Chambers lawn	38 Bligh Street
	Charles Hand Park	18 Bastick Street
<b>MONTAGU BAY</b>	Montagu Bay Reserve	20 Rosny Esplanade
<b>ROSE BAY</b>	Rose Bay Foreshore	Esplanade, Yolla Street – Lenna Street
<b>WARRANE</b>	North Warrane Oval	82 Bounty Street
	Edgeworth Street Soccer Grounds	100 Bligh Street
	* Dampier Street Sportsgrounds	15 Dampier Street
	Green Belt	Schouten/Cambridge Rd
<b>MORNINGTON</b>	* Citygate	400 Cambridge Road
<b>CAMBRIDGE</b>	* Cambridge Oval/Soccer Grounds	1000 Cambridge Road
<b>RICHMOND</b>	* Village Green	54 Bridge Street
	* Richmond War Memorial Oval	20 Victoria Street Richmond
<b>LINDISFARNE</b>	* Anzac Park	19 Lincoln Street
	Simmons Park	26a Esplanade
	* Beltana Park	37a Lincoln Street
<b>GEILSTON BAY</b>	* Geilston Bay Oval	18 De Bomford Lane
<b>RISDON VALE</b>	* Risdon Vale Oval	26 Sugarloaf Road
	Risdon Brook Dam	5b Grasstree Road
<b>OTAGO BAY</b>	Foreshore Reserve	85 Otago Bay Road
<b>HOWRAH</b>	Wentworth Park	165 Clarence Street
<b>TRANMERE</b>	* Howrah Community Centre	11 Howrah Road
<b>ROKEBY</b>	* Neilson Park	85 Tollard Drive
<b>CLARENDON VALE</b>	Tasmania Police Academy	151a South Arm Road
<b>OAKDOWNS</b>		
<b>SEVEN MILE BEACH</b>	Royal Hobart Golf Club	81 Seven Mile Beach Road
	Llanherne Golf Club	100 Surf Road
	Lewis Park/Foreshore	21 Surf Road
<b>LAUDERDALE</b>	Equestrian Centre	147 Acton Road
	* Lauderdale Oval	10 Dona Road
	Lauderdale Yacht Club	5 Kirra Road
<b>SANDFORD</b>	* Sandford Oval	949 South Arm Road
<b>CLIFTON BEACH</b>	* Surf Lifesaving Club	465a Clifton Beach Road
<b>CREMORNE</b>	* Cremorne Bowls Club	10 Wisteria Avenue
	Frederick Henry Parade Car Park	18 Frederick Henry Parade
<b>SOUTH ARM</b>	* South Arm Community Centre and Oval	21 Harmony Lane
	* South Arm Golf Club	2972 South Arm Road
<b>OPOSSUM BAY</b>	Reserve/Foreshore	2 Spitfarm Road
	Foreshore Shelly Beach	43a Bangor Road

## **APPENDIX 6: Duty Cards**

---

The following duty statement and Duty Cards 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.

These arrangements are designed to be flexible and scale able and one person may fulfil more than one function dependent upon the size of the emergency. Should the event be larger than Council's capacity to respond, the MC will seek support from the REMC.

### **Municipal Emergency Management Committee (MEMC)**

#### Committee's duties

When it meets prior to or during an emergency, MEMC is to provide strategic advice on the management of emergencies where Council resources are required to support response and recovery. The committee shall also consider the following:

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

#### Chairperson's duties

1. Chair Council's MEMC.
2. Arrange for reports to the Council, on an as needs basis, covering the activities of the MEMC and related emergencies.
3. Maintain regular contact/ liaison with the Municipal Coordinator and the General Manager in regard to the administrative arrangements of the MEMC.
4. Receive notification of emergency from Municipal Coordinator and the General Manager.
5. If appropriate, during an emergency event, convene the MEMC and support the Municipal Coordinator.

#### Executive Officer (Municipal Coordinator)'s duties

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

#### Committee members' duties

1. Provide advice within their field of expertise.
2. Coordinate and manage resources from their respective organisation in support of the MEMC.

# DUTY CARD 1



**Position:**                      **MAYOR**

**Responsible to:**            **Clarence Council**

## **Duties**

- a Receive notification of emergency from Municipal Coordinator
- b Advise and inform Councillors, if appropriate
- c Maintain contact with and support Municipal Coordinator
- d Manage ongoing information to the Council
- e Council spokesperson for information to the community and media
- f Establish and maintain links with Australian and Tasmanian Government Ministers
- g Manage public appeals, when appropriate
- h Establish and maintain community profile

# DUTY CARD 2



**Position:**                    **COUNCILLORS**

**Responsible to:**        **Mayor**

## **Duties**

- a    Deputise for and/or support the Mayor, as requested by him/her

# DUTY CARD 3



**Position:**                      **GENERAL MANAGER**

**Responsible to:**            **Clarence City Council**

## **Duties**

- a Establish and maintain contact with the Mayor
- b Assist the Mayor with community and media information
- c Manage ongoing information to the community and media
- d Manage ongoing information to council staff

# DUTY CARD 4



**Position:**                      **MUNICIPAL COORDINATOR**

**Responsible to:**            **General Manager**

## **Duties**

As prescribed in the *Emergency Management Act 2006* and include:

- a Responsibility for the overall management of Council response to the emergency
- b Activate the Clarence Emergency Operations Centre (CEOC) and Clarence Emergency Coordination Centre (CECC) plans
- c Coordinate resources and activities in the CECC
- d Assist and advise the Clarence Municipal Emergency Management Committee (MEMC) Chairperson
- e Liaise with emergency services
- f Liaise with the Region Controller
- g Assist the Group Manager Engineering Services with allocation of resources
- h Liaise with Recovery Coordinator
- i Liaise with the Clarence MEMC



# DUTY CARD 5



**Position:**                      **DEPUTY MUNICIPAL COORDINATOR**

**Responsible to:**            **General Manager/Municipal Coordinator**

## **Duties**

As prescribed in the *Emergency Management Act 2006* and include:

- a Assist the Municipal Coordinator in all duties
  
- b Act as Municipal Coordinator in his/her absence

# DUTY CARD 6



**Position:**                      **CECC MANAGER**

**Responsible to:**            **General Manager/Municipal Coordinator**

## **Duties**

- a    Activate the Clarence Emergency Coordination Centre (CECC), on direction from the Municipal Coordinator
  
- b    Activate and manage workers to operate the CECC
  
- c    Manage supplies for the CECC
  
- d    Maintain contact with and support Municipal Coordinator
  
- e    Manage and record Council expenditure on the emergency

# DUTY CARD 7



**Position:**                      **CEOC MANAGER**

**Responsible to:**            **General Manager/Municipal Coordinator**

## **Duties**

- a    Activate the Clarence Emergency Operations Centre (CEOC) on direction from the Municipal Coordinator
  
- b    Activate and manage workers to operate the CEOC
  
- c    Manage supplies for the CEOC
  
- d    Maintain contact with and support the Municipal Coordinator and Recovery Coordinator
  
- e    Manage and record Council expenditure on operations during the emergency



# DUTY CARD 9



**Position:**                      **RECOVERY COORDINATOR**

**Responsible to:**            **General Manager/Municipal Coordinator**

## **Duties**

- a Chair meetings of the Clarence Community Recovery Committee
- b Activate and manage workers to operate the Clarence Emergency Evacuation Centre (CEEC) for significant local emergencies
- c Manage supplies for the CEEC
- d Liaise with and support the Municipal Coordinator and the Clarence MEMC
- e Manage and record Council expenditure on operations during the emergency
- f Liaise with other agencies to coordinate services
- g Facilitate transfer of CEEC management to an Affected Area Recovery Committee (AARC) or other state-level recovery committee, as appropriate

## **APPENDIX 7: Standard Operating Procedures**

---

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

### **Municipal Coordinator (MC)**

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

- a assess the necessity to establish the MECC and/or EOC
- b contact the EOC 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/Executive Officer
- e contact those staff that may have a direct role in the emergency.

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

### **Liaison with emergency services**

In the event of an emergency within the municipal area that threatens life and/or property, the MC will liaise with all emergency services through SREMC, through the Regional Planner or 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 MC will be advised of severe bushfire weather days and this will provide the trigger to alert Council staff to be vigilant in identifying bushfire outbreaks, and monitoring the current situation through the TFS website ([www.fire.tas.gov.au](http://www.fire.tas.gov.au)).

Should any Council employee become aware of a fire that may have the potential to threaten any residential area of Clarence, it will be reported immediately to TFS (phone 000) in the first instance, and then the MC. The MC shall contact the Operations Manager – Roads and Parks (or other nominated officer) to be responsible for the coordination of information and response.

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

### **Floods**

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

Council is responsible for supporting the community during a flood emergency. The MC will be provided with advice on the potential for flood events, the possible extent of flood inundation, and the resources available from SES to assist with flood mitigation actions. If evacuation is required, the decision to evacuate will be made by the Regional Controller, in consultation with SES and the MC.

Depending upon the severity of the event and potential for flooding, the MC may request the Operations Manager – Roads and Parks to move all available crews to flood response operations and activate the CEOC.

### **Storms**

SES has responsibility for receiving storm warnings from BoM and conveying that advice to local government authorities that may be affected by severe weather storms. The MC will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Clarence 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 MC.

Depending upon the severity of the event, the MC may request the Operations Manager – Roads and Parks to move all available crew to flood response operations and, if necessary, activate the CEOC.

## APPENDIX 8: Community centres

This list provides a summary of the facilities available at centres suitable for use as longer-term evacuation and/or recovery centres.

	Howrah Recreation Centre	Lindisfarne Activity Centre	Risdon Vale Community Centre	Richmond War Memorial Oval	Sandford Hall	South Arm Community Centre	Nielson Park Community Centre
<b>Address</b>	11 Howrah Road	37a Lincoln Street	26 Sugarloaf Road	20 Victoria Street	949 South Arm Road	21 Harmony Lane	85 Tollard Road
<b>Contact phone</b>	6247 7711	6243 5810	6243 5752	0408 129 561	6217 9695	0407 875 460	0408 120 706
<b>Capacity (shown on Certificate of Occupancy)</b>	707	180	280	200	150	100	60
<b>Building security</b>	Yes - Good	Mechanical locks only	Yes	Mechanical locks only	Mechanical locks only	Mechanical locks only	Yes
<i>Electronically monitored?</i>	Yes	No	No	No	No	No	No
<b>DDA compliant throughout?</b>	Yes	Yes	No disabled toilet	Yes	No	No	Yes
<b>Maintenance &amp; Cleaning</b>							
<i>Requires cleaning before use?</i>	No	No	No	No	No	No	No
<b>Toilets</b>							
<i>Number (M/F)</i>	1F, 1M + adjacent sports club toilets	2F, 1M, 1 Disabled,	4F, 2M + 2U		2F, 1M	3F, 2M inside, 2F 1M public outside	2F, 2M & adjacent public toilets
<i>Condition of toilets?</i>	Very good	Very good	Good	Good	Good	Inside good, public fair	Good
<b>Showers</b>	No	No	No	No	No	Yes	Yes
<i>Number (M/F)</i>	N/A	N/A	N/A	N/A	N/A	2M/2F	Adequate
<i>Condition of showers?</i>	N/A	N/A	N/A	N/A	N/A	Fair	Good

	<b>Howrah Recreation Centre</b>	<b>Lindisfarne Activity Centre</b>	<b>Risdon Vale Community Centre</b>	<b>Richmond War Memorial Oval</b>	<b>Sandford Hall</b>	<b>South Arm Community Centre</b>	<b>Nielson Park Community Centre</b>
<b>Hot water service</b>	Yes	Yes	Only in kitchen	Yes	Yes	Yes	Yes
<i>In which facilities?</i>	Kitchen & washbasins	Kitchen & washbasins	No hot water in toilets	Kitchen and washbasins	Kitchen & washbasins	Kitchen and washbasins	Kitchen washbasins & showers
<b>Heating/cooling</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Operational?</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Servicing how much of the building?</i>	All	All	50% (excludes main hall)	All interior	All interior	All	All
<i>Source of heat?</i>	Electric	Electric	Electric	Electric	Electric	Electric	Electric
<b>Lighting</b>							
<i>Internal/external?</i>	Adequate internal & external	Internal adequate; external requires additional	Adequate	Internal adequate; external may require additional	Internal adequate; External inadequate	Adequate	Adequate internal & external
<b>PA system</b>	Yes	No	No	No	No	No	No
<b>Room layout</b>							
<i>Size of main room</i>			Basketball court	18m X 10m	Basketball court	8m x 4.5m	Basketball court
<i>Number &amp; use of smaller rooms</i>		4	6 smaller – stage, front foyer, senior citizen, op shop	Office, storage rooms, kitchen, separate changerooms	5	2	Office, storage room, foyer
<i>Room security (for staff)?</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Kitchen</b>							
<i>Refrigerator?</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes



	<b>Howrah Recreation Centre</b>	<b>Lindisfarne Activity Centre</b>	<b>Risdon Vale Community Centre</b>	<b>Richmond War Memorial Oval</b>	<b>Sandford Hall</b>	<b>South Arm Community Centre</b>	<b>Nielson Park Community Centre</b>
<i>Stove?</i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Microwave?</i>	Yes	Yes	Yes		Yes	Yes	No
<i>Dishwasher?</i>	Yes	No	Yes		No	Yes	No
<i>Urn?</i>	Yes	Yes	Yes		Yes	Yes	Yes
<i>Cooking utensils (number, variety, size, condition)?</i>	Large pots and lots of tea pots	No, only teapots	40 items		Yes	Adequate	Sufficient for 50-60 people
<i>Cutlery (number)?</i>	100	60	40		Adequate	Adequate	Adequate
<i>Crockery (number)?</i>	100	60	40		Adequate	Adequate	Adequate
<b>Communications</b>							
<i>Established working office available for use?</i>	Yes	Yes	Inadequate	Yes	No	Yes	Yes
<i>Phone?</i>	Yes	Yes	No	No	No	No	Yes
<i>Fax?</i>	Yes	Yes	No	No	No	No	Yes
<i>Computer outlet?</i>	Yes	Yes	No	No	No	No	Yes
<i>Mobile phone coverage?</i>	Yes	Yes	No	Yes	Yes	Yes	Yes
<b>Furniture</b>							
<i>Tables/trestles (number, location)</i>	Adequate	Adequate	Tables and seating for 140		Adequate	Adequate	Adequate
<i>Chairs (number, location)</i>	Adequate	200 chairs	Adequate		Adequate	Adequate	Adequate
<i>Adequate Rubbish Bins?</i>	Yes	No	Yes		No	No	No
<b>Power</b>							
<i>Is emergency power available?</i>	No	No	No	No	No	No	No
<i>Power points?</i>	Adequate	Adequate	Adequate	Adequate	Adequate	Adequate	Adequate

	<b>Howrah Recreation Centre</b>	<b>Lindisfarne Activity Centre</b>	<b>Risdon Vale Community Centre</b>	<b>Richmond War Memorial Oval</b>	<b>Sandford Hall</b>	<b>South Arm Community Centre</b>	<b>Nielson Park Community Centre</b>
<b>Outside</b>							
<i>Parking (approximate capacity)</i>	98 plus large park area	35 + on street	Adequate	Adequate + reserve adjacent	Adequate	200	20 + on street
<i>Sealed/unsealed?</i>	Sealed plus grass	Sealed	Unsealed	Sealed	Gravel plus oval	Unsealed	Sealed
<i>Trailers/horse floats/buses?</i>	Yes but weather dependent	Not on-site	Yes – oval, school	Yes in reserve adjacent	Yes	Yes	Yes
<i>Playground?</i>	Yes	Yes	Yes	Yes, adjacent	No	Yes,	Yes
<i>Outdoor cooking facilities?</i>	Yes	No	No	No	No	Yes	Yes
<i>Outside tap?</i>	Yes	Yes	No	Yes	No	No	Yes
<i>Rubbish bins?</i>	Yes	Inadequate	Inadequate	Inadequate	Yes	Inadequate	Inadequate
<i>Pets?</i>	Yes – at tennis & bowls	No	Tennis court	Fencing required	Tennis court, cricket nets	Fencing required	Fencing required
<b>Proximity to convenience store</b>	100m to Shoreline	100m to shopping centre	100m to shopping centre	Stores within 500m	Stores within 3km	500m	100m to shopping centre
<b>Proximity to public transport</b>	50m	100m	100m	500m but infrequent service	50m but infrequent service	50m but infrequent service	50m
<b>Other Issues</b>					No reticulated water supply	No reticulated water supply; potable water needs to be delivered	