



Tasmanian Municipal Emergency Management Plan

West Coast

Plan Details:

Plan Title:	West Coast Emergency Management Plan
Issue Details:	Issue 7, July 2016
Review Authority:	West Coast Municipal Emergency Management Committee
Submission Authority:	North-West Region Emergency Management Controller

Approval:

Approval Authority: Commissioner Darren Hine
State Emergency Management Controller

Signature: 

Date: 8th July 2016

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Section 1 Overview

Glossary

- 1.1 The following terms that are used in this plan are particular to this municipal area. All terms used are consistent with the Tasmanian Emergency Management Plan (TEMP).
- 1.2 The *Emergency Management Act 2006* uses shortened forms for a number of titles (e.g. Municipal Committee for Municipal Emergency Management Committee); this practice is applied in this plan.

Table 1: Terms

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

Term	In the context of this plan, this means:
	response/recovery operations.
Deputy Municipal Coordinator	<p><i>Deputy Municipal Coordinator</i> means the <i>Deputy Municipal Emergency Management Coordinator</i> appointed under Section 23 under section 23 of the <i>Emergency Management Act 2006</i>. According to Section 23 the <i>Deputy Municipal Coordinator</i> is a ministerial appointment in each municipal area and can act for the <i>Municipal Coordinator</i> when the <i>Municipal Coordinator</i> is:</p> <ul style="list-style-type: none"> • absent from duty or Tasmania • unable to perform the <i>Municipal Coordinator</i> duties (permanently) OR • temporarily not appointed (e.g. has resigned).
emergency	Further defined by the <i>Emergency Management Act 2006</i> . Simply explained, an event that endangers, destroys or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and requires a significant response from one or more of the statutory services.
emergency centre	<p>Emergency Coordination Centre: A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at <i>Emergency Coordination Centres</i> can be agency specific or community focused. This means that multiple centres may be active for a single emergency, and they may be co-located with other centres depending on the situation (e.g. an <i>Emergency Operations Centre</i>). <i>Municipal, Regional and State Emergency Management Committees</i> manage the <i>Emergency Coordination Centres</i> that are focused on community-wide consequence management.</p> <p>Emergency Operations Centre: A generic term for any facility or location where an identified group or team meets to give direction for agency-specific work related to an emergency. This includes the acquisition and allocation of resources required by the agency. The way <i>Emergency Operations Centres</i> are used can vary depending on the situation.</p> <p>Incident Control Centre: The location from which the <i>Response Management Authority</i> exercises <i>Control</i> of response operations for an emergency.</p>
emergency management	Further defined in the <i>Emergency Management Act 2006</i> . Simply explained, emergency management is the framework that provides for planned and coordinated measures that reduce vulnerabilities and enhance capacities to withstand emergencies, as well as cope with and recover from their impacts.
emergency management plan	A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area, identified hazard, or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide for safe and effective operations for emergency situations.
	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer; further defined by the <i>Emergency Management Act 2006</i> .
Emergency power	<ul style="list-style-type: none"> • A power specified in Schedule 1 or Schedule 2 of the

Term	In the context of this plan, this means:
and special emergency power hazard	<i>Emergency Management Act 2006.</i>
Municipal Chairperson	The person determined by Council, under section 21(2) of the <i>Emergency Management Act 2006</i> to be the Municipal Chairperson.
Municipal Committee	A Municipal Emergency Management Committee established under section 20 of the <i>Emergency Management Act 2006</i> .
Municipal Recovery Coordinator	A council worker who is authorised to coordinate, manage and advise on aspects of municipal recovery arrangements.
Municipal Coordinator	<p>A person appointed as a Municipal Emergency Management Coordinator under section 23 of the <i>Emergency Management Act 2006</i>.</p> <p>Section 23 (8) also establishes that the Municipal Coordinator is a person who has the authority and ability to make decisions relating to the coordination of emergency management in the municipal area during an emergency without first seeking the approval of the Council. The Municipal Coordinator has other responsibilities established by the <i>Emergency Management Act 2006</i> including:</p> <ul style="list-style-type: none"> • Executive Officer for the Municipal Committee • assist and advise the Municipal Chairperson, Regional Controller, SES Unit Manager and the Council • act as an Authorised Officer when required and authorise others to act as Authorised Officers.
preparedness	Planned and coordinated measures to ensure safe and effective response and recovery.
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
public information	Provide timely and accurate public information in order to protect and reassure the community.
Regional Emergency Management Committee	A Regional Emergency Management Committee established under section 14 of the <i>Emergency Management Act 2006</i> .
Regional Social Recovery Coordinator	A nominated State Government worker who is authorised to coordinate the delivery of recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.
Regional Controller	<p>From the <i>Emergency Management Act 2006: Regional Controller means the Regional Emergency Management Controller appointed under Section 17. . .</i></p> <p>Section 17 requires the Regional Controller function to be either:</p> <ul style="list-style-type: none"> • a police commander determined by the Commissioner of Police and the State Controller OR • a person appointed by the Minister.
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR spectrum.
State Controller	From the <i>Emergency Management Act 2006: State Controller means the State Emergency Management Controller appointed under Section 10. . .</i>

Term	In the context of this plan, this means:
	<p>Section 10 requires the State Controller function to be either:</p> <ul style="list-style-type: none"> • the Head of Agency for the Department of Police and Emergency Management OR • a person appointed by the Minister.
state of emergency	A state of emergency declared under section 42 of the <i>Emergency Management Act 2006</i> .
Support Agency	<p>Assisting: Assisting Support Agencies have specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p> <p>Primary: Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies command their own resources in coordination with the Management Authority, as required.</p>
validation	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
warnings	Dissemination of a message signalling imminent hazard/s, which may include advice on protection measures.
worker	A generic term used to describe people who perform defined functions for an organisation or system, including staff, volunteers, contractors and consultants.

Acronyms

1.3 Table 2 lists acronyms that are used in this plan. All acronyms used in this plan are consistent with the Tasmanian Emergency Management Plan (TEMP).

Table 2 Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AEMO	Australian Energy Market Operator
AGD	Attorney-General's Department
AT	Ambulance Tasmania (was 'TAS')
BoM	Bureau of Meteorology
CBRN	Chemical, Biological, Radiological, Nuclear
CMW	Cradle Mountain Water
DHHS	Department of Health and Human Services
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoJ	Department of Justice
DMC	Deputy Municipal Coordinator
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DSG	Department of State Growth
DTF	Department of Treasury and Finance
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
GIS	Geographic Information Systems
MC	Municipal Coordinator
MRC	Municipal Recovery Coordinator
MECC	Municipal Emergency Coordination Centre
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
RSRC	Regional Social Recovery Coordinator
REMC	Regional Emergency Management Committee
SEMC	State Emergency Management Committee
SES	State Emergency Service
SOP	Standard Operating Procedure
TAS POL	Tasmania Police
THS	Tasmanian Health Service (North West Region)

Acronym	Stands for...
TEIS	Tasmanian Emergency Information Service
TEMP	Tasmanian Emergency Management Plan
TFS	Tasmania Fire Service

Introduction

- 1.4 The strategic objectives for emergency management of the West Coast Committee are to:
- a maintain the West Coast Emergency Management Plan to guide community risk management arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery)
 - b recognise the value of relationships and partnerships in emergency management, in particular the importance of:
 - i community contributions in emergency management and promoting community engagement when required
 - ii maintaining links with related bodies, including the North-West Region Emergency Management Committee (the Regional Committee)
 - iii identifying roles and responsibilities, and integration between emergency management and West Coast Council management structures
 - c develop a progressive review system, implemented for all emergency management elements, which is based on continuous improvement principles
 - d maintain an active and relevant municipal committee.
- 1.5 A map showing the municipal area is included in this section.

Authority

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

Aim

- 1.7 The aim of the plan is to describe the emergency management arrangements for the municipal area of the West Coast.

Objectives

- 1.8 The objectives of this plan are to record:
- a roles and responsibilities related to identified hazards and emergency management functions
 - b current arrangements for Prevention and Mitigation, Preparedness, Response and Recovery including:
 - i the legislated requirement to maintain this plan
 - ii protocols for coordinating mutual support with neighbouring councils
 - iii identifying ways to request/access additional support from regional, State and Australian governments
 - c identify opportunities to reduce risks to the community.
- 1.9 These objectives are established so that effective response and recovery can occur.

Scope and Application

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

- a are caused by hazards impacting on the West Coast area.
 - b can be managed by local emergency management structures.
- 1.11 These arrangements are intended to be scalable and flexible so that they can be adapted when required. They are always active across the PRRR spectrum, but specific powers/authorities may be sanctioned (typically during response and recovery) to complement existing efforts.
- 1.12 The Municipal Coordinator can activate the plan. In addition, direction and/or advice to activate these arrangements may be provided by the:
- a Regional Controller (North-West Region).
 - b Regional Manager, SES (North-West Region).
- 1.13 Other communications may occur between responsible officers from other State Government agencies identified in Section 2 of this plan and the Municipal Coordinator, but coordination, when formal arrangements are sanctioned, is best achieved by working with the Regional Controller/SES Regional Manager.
- 1.14 Additional arrangements for specific hazards or functions for this municipal area are described in more detail in Associated Plans; these are listed in Appendix 5.1, 'Associated Documents'.

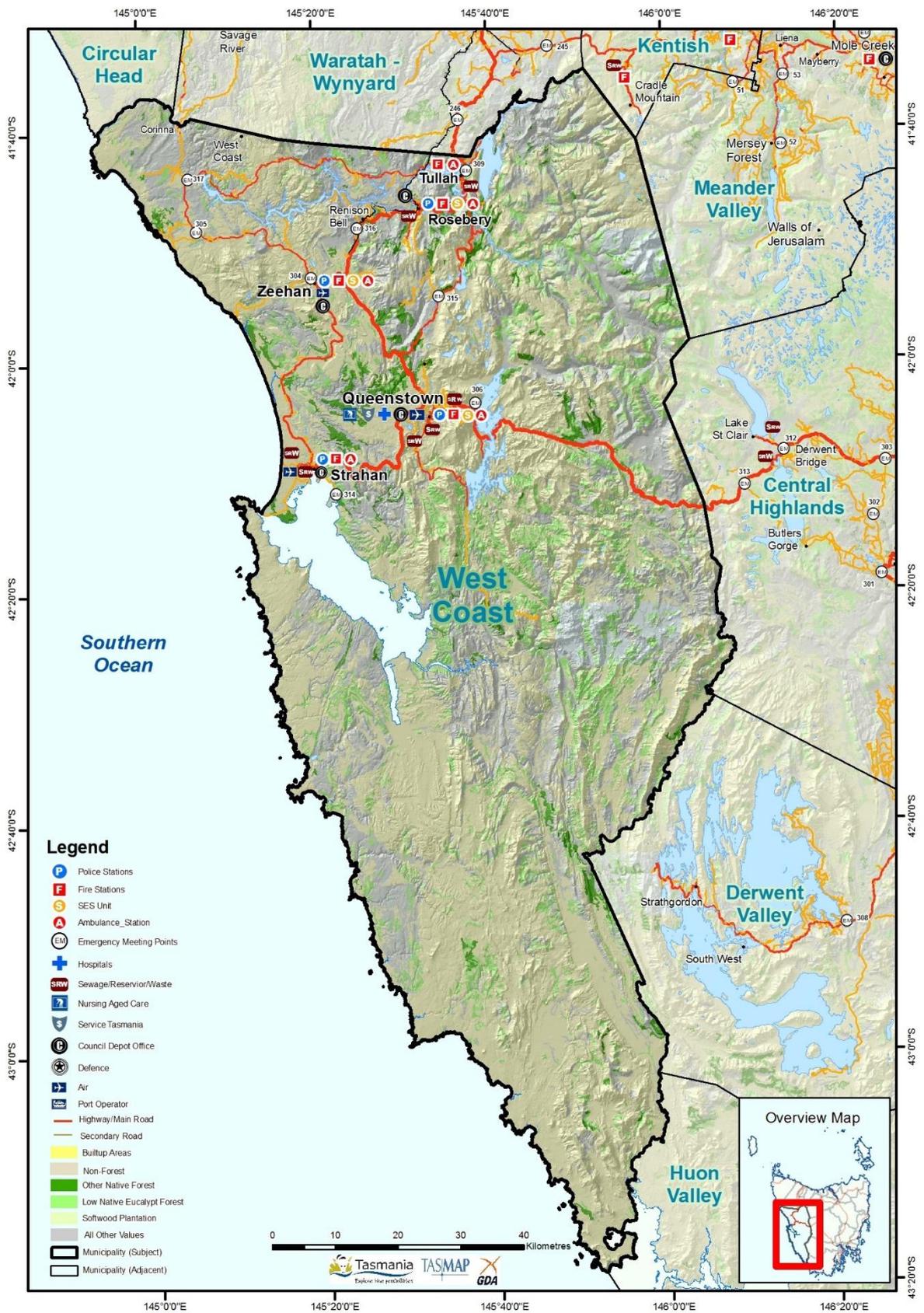
Context Statement

General description of the West Coast Municipal Area	<p>The West Coast municipal area is located on the West Coast of Tasmania, and is Tasmania's largest municipal area. Much of the municipal area is wilderness with no road access available and poor communications.</p> <p>A map of the West Coast and the boundaries of the municipal area is below in Figure 1. The municipal headquarters are located at Queenstown, and there are population centres in Zeehan, Rosebery, Strahan and Tullah with small communities at Trial Harbour, Granville Harbour, Gormanston & Linda.</p> <p>Major service centres in the municipal area are Strahan, Queenstown, Zeehan and Rosebery.</p>
Climate	<p>The area has a wet, cool temperate climate dominated by the prevailing westerly weather streams associated with these latitudes ("the roaring forties").</p> <p>Winters are generally wet, with occasional heavy snowfalls and ice that can close the major road arteries into the area.</p> <p>During the summer, the area can be subject to hot dry northerly winds and 30 degrees plus temperatures that lead to high fire danger periods. Extreme variations of temperature and weather patterns can occur at any time of the year.</p> <p>The annual rainfall of 2500 mm is fairly evenly distributed throughout the municipal area. Rainfall is recorded on average in excess of 220 days a year.</p>
Roads	<p>The major road routes into the area are the Murchison Highway from the north (Burnie), and the Lyell Highway from the south east (Hobart) of the State. Both highways are maintained by the Department of State Growth and are subject to closure by snow and ice during the winter and early spring months.</p>
Air Transport	<p>There are aerodromes at Strahan and Queenstown.</p>

	<p>Strahan has radio navigation aids and a published instrument approach procedure, is equipped with night lighting and is suitable for handling aircraft up to 5,700 kg (light twin engine). The airport is available on dispensation to larger types in an emergency.</p> <p>Queenstown does not have instrument aids, and on approaches to Queenstown pilots must use visual flight rules.</p> <p>There is a "bush" landing strip at Zeehan. This strip is only suitable for single engine aircraft operations.</p> <p>Tourist seaplanes and helicopters also operate from Strahan Harbour and into the Gordon River area.</p>
Harbours	<p>Strahan is the major port on the West Coast, situated on the north-western corner of Macquarie Harbour. The entrance to Macquarie Harbour is through the narrow Hells Gates.</p> <p>Strahan is a major fishing port, and the home of the Gordon River cruise boats and seaplane operations. Daily cruise and seaplane operations occur throughout the year, with up to 6 cruises departing daily during the peak tourist season for the Gordon River.</p>
Population	<p>The population of the municipal area is 4,527(2011).</p> <p>Approximately 100,000 tourists / visitors per year spend time on the West Coast, particularly in the Queenstown and Strahan areas.</p> <p>A significant population variation occurs at Granville Harbour, Trial Harbour, Pieman Heads and Macquarie Heads Camping Site during the summer months caused by the influx of people to their shacks.</p>
Industrial Development	<p>The major industries of the West Coast are mining, tourism, fishing, power generation and forestry.</p> <p>Major mines are situated at Rosebery, Zeehan, Queenstown. Modern mines operate with fewer employees than in the past and as a consequence tourism has become more important to the economy of this municipal area.</p> <p>Cruises along the Gordon River operate from Strahan and are one of Tasmania's top tourist attractions. A tourist railway, the West Coast Wilderness Railway, operates on a remote track between Queenstown and Strahan. The towns in the municipal area provide good accommodation and facilities for visitors to the area.</p> <p>Commercial sea fishing is carried out along the West Coast, especially for crayfish and abalone. Catches are landed at Strahan during the respective seasons. There are three aquaculture companies which operate fish farms in Macquarie Harbour.</p> <p>Recreational fishing on the West Coast varies from open sea fishing and diving, to fishing in Macquarie Harbour and rivers flowing into the harbour. Lake Pieman, Lake Burbury and Lake Plimsol also offer good inland water fishing.</p> <p>The area is substantially used for recreation such as bushwalking, angling, four wheel driving and use of quadbikes.</p> <p>Forestry is an important industry. Mills specialise in cutting special native timbers for which the area is noted. Forestry Tasmania has plantations in the Strahan and Dundas areas and is responsible for the management of several major forest reserves in the municipal area.</p>
Hydro Tasmania	<p>There are six hydro electric power stations in the municipal area – Macintosh, Rosebery, Pieman, Anthony, King and Lake Margaret.</p>
Hazard Summary	<p>The following hazards have been identified for the West Coast municipal area in the current or previous years risk assessments.</p> <ul style="list-style-type: none"> a fire b storms/severe weather

	<ul style="list-style-type: none">c localised floodingd major road accidents/transport accidentse dam failuref landslipg mining/industrial accidenth mass gatheringsi port and marine emergencies (Macquarie Harbour)j Biosecurity Emergencies (plant and animal)k aircraft accidentl earthquakem economic recession/depressionn hazardous materialso pandemic.
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Figure 1: Map of the West Coast Municipal Area



Section 2 Governance and Management

Roles of Government and Emergency Management Partners

- 2.1 In Australia, the three spheres of government (Australian, State and local) work in partnership to achieve safer, sustainable communities through robust emergency management arrangements. The Tasmanian Emergency Management Plan provides a summary of the different government roles in emergency management. Non Government Organisations, industry/professions, communities and individuals complement the work of governments in emergency management.
- 2.2 At municipal level, councils have a central role in coordinating and facilitating a range of emergency management activities for all hazards, as well as resourcing specific council responsibilities for emergency management.
- 2.3 The Municipal Emergency Management Committee is pivotal in meeting these requirements.
- 2.4 Other service providers of the Municipal Committee may provide a support role during emergencies such as specialist advice and response.

The Legal Framework for Emergency Management

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

Emergency Powers and Declarations

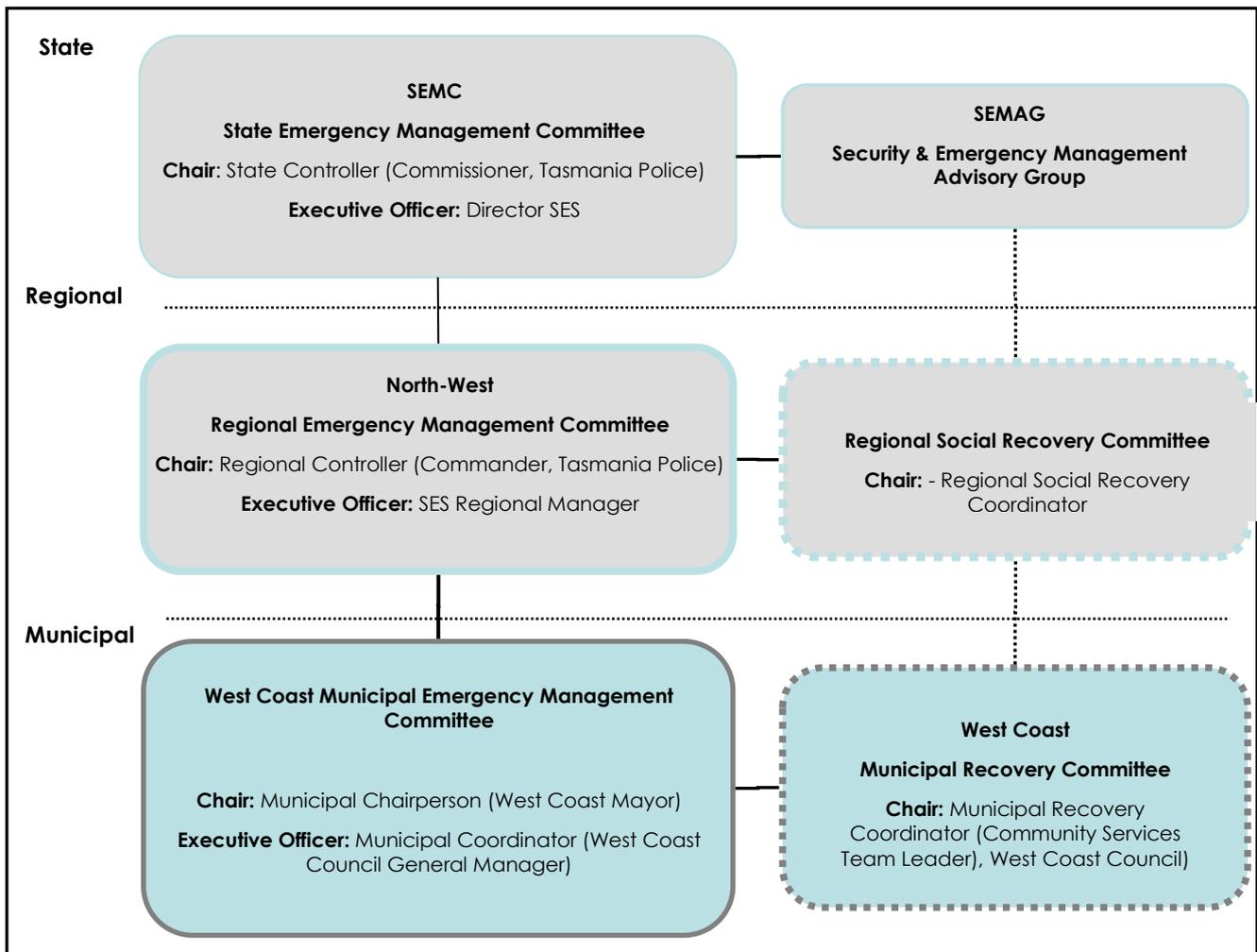
- 2.7 Powers related to specific hazards and/or functions are specified by State legislation or national arrangements (in some instances Commonwealth legislation can also provide authority).
- 2.8 The *Emergency Management Act 2006* provides additional powers for Regional Controllers, the State Controller, the Minister and the Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. There are three powers established by the Act:
 - a risk assessment powers – sanctioned by the State Controller (s. 36).
 - b emergency powers – sanctioned by the State Controller (s. 40).
 - c special emergency powers (under a declared state of emergency) – sanctioned by the Premier. In this instance, emergency powers are automatically conferred on Regional Controllers (s. 42).

- 2.9 These powers can be used at any time, provided that the criteria set out in the Act are met. Municipal Coordinators provide advice to the Regional Controller or SES Regional Manager if they believe powers should be sanctioned.

Emergency Management Governance

- 2.10 Conversely, if powers under this Act are sanctioned, the Regional Controller or SES Regional Manager will help Municipal Coordinators perform the functions required of them. Any specified authorised officer, which may include the Municipal Coordinator, may need to implement the powers, as required by the authorisation.
- 2.11 The West Coast Emergency Management Committee, chaired by the Mayor, or his/her representative, is supported by the Municipal Coordinator from West Coast Council as required by Division 3 ss. 19–24 of the *Emergency Management Act 2006*.
- 2.12 The Municipal Committee maintains Terms of Reference which are reviewed approximately every two years, noted by the State Emergency Management Committee and made available to the community on the SES website, www.ses.tas.gov.au/Committees.
- 2.13 In the West Coast a number of other committees and groups are part of the emergency management consultation framework. Although they operate independently, they provide reports and information to the Municipal Committee as agreed and are invited to participate in the review of this plan. Figure 2 shows the consultation framework for the West Coast area.
- 2.14 This committee is part of the North-West region. The North-West Regional Emergency Management Committee has overarching responsibility for regional emergency management activities. The Municipal Coordinator the area.
- 2.15 The Regional Committee is chaired by the Regional Controller and supported by the SES Regional Manager, as the Executive Officer, to oversee proceedings. Division 2 ss. 13–18 of the *Emergency Management Act 2006* establishes these responsibilities and functions.

Figure 2: Municipal Emergency Management Governance



LEGEND:

- Direct reporting relationship
- Also works or communicates with

Note: Roles listed apply at time of document acceptance, but are subject to change.

Responsibilities

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

Table 3: Summary of Responsibilities

Row	Hazard	Response Management Authority	Typical Council Support Function & Activities
1	Biosecurity emergencies (includes exotic animal, plant and marine disease, and pest emergencies)	DPIPWE Biosecurity Tasmania	Property identification Road closures Local operations centres Access to disposal facilities

Row	Hazard	Response Management Authority	Typical Council Support Function & Activities
			Plant and machinery
2	Earthquake	TASPOL	Property identification Road closures Local operations centres Building inspections Engineering assessments Plant and machinery
3	Energy supply emergency (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG	Property identification Local operations centres Advice on facilities requiring priority restoration
4	Environmental emergency (including marine pollution and spills)	DPIPWE EPA Division	Infrastructure information including storm water and sewerage Plant and machinery
5	Fire-national parks and other reserves	DPIPWE Parks and Wildlife Service	Community information Plant and machinery
6	Fire- permanent timber production zone land	Forestry Tasmania	
7	Fire-urban, and privately managed rural land	TFS	Property identification Road closures Plant and machinery
8	Flood-dams	TASPOL (Assisted by dam owner)	Property identification Road closures Local operations centres Community information Plant and machinery
9	Flood-rivers	SES/TASPOL/Council	Property identification Road closures Local operations centres Community information Plant and machinery
10	Food contamination	DHHS (Public Health Services)	Premises inspection Infection controls Community Information Property identification
11	Hazardous materials-chemical, liquid fuel, explosives (unintentional release of)	TFS	Property identification Road closures
12	Hazardous materials-radiological (unintentional release)	TASPOL	Property identification Road closures

Row	Hazard	Response Management Authority	Typical Council Support Function & Activities
13	Heatwave Incident	DHHS (Public Health Services)	Provision of warning and advise
14	Influenza pandemic	DHHS (Public Health Services)	Flu clinic facilities Community information
15	Infrastructure failure-buildings	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
16	Infrastructure failure-state roads and bridges NB includes transport disruption	DSG Traffic Infrastructure Services	Local operations centres Community information Plant and machinery Alternative transport routes
17	Intentional violence (e.g. CBRN attacks, sieges, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
18	Landslip, landslide	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
19	Public health emergency	DHHS (Public Health Services)	Premises inspection Infection controls Community Information Property identification
20	Sea inundation from storm surge	DPFEM	Property identification Road closures Local operations centres Plant and machinery
21	Space debris	TASPOL	Property identification Road closures Local operations centres Plant and machinery
22	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Plant and machinery
23	Transport crash-aviation (more than 1200m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
24	Transport crash: marine (no	TASPOL	Local operations centres

Row	Hazard	Response Management Authority	Typical Council Support Function & Activities
	environmental emergency) railway road vehicles		Plant and machinery Road closures
25	Water supply contamination	DHHS (Public Health Services)	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

Section 3 Emergency Management Arrangements

This section describes the general arrangements for emergency management in the municipal area. It has four sub-sections:

Prevention & Mitigation	the current focus of prevention and mitigation for municipal emergency management.
Preparedness	what is done to be ready to respond to and manage recovery, before an emergency occurs or is imminent.
Response	what is done when an emergency occurs or is imminent.
Recovery	what is done, in similar timeframes to Response, to support recovery in the short and longer term for the four recovery elements: <ul style="list-style-type: none">• social• infrastructure• economic• environment

Section 3.1 Prevention and Mitigation

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

Overview

- 3.1.1 Put simply, "Prevention and Mitigation" is about eliminating or minimising the likelihood that an emergency will occur through planned and coordinated measures within the West Coast area.
- 3.1.2 The West Coast Committee oversees a range of prevention and mitigation activities in collaboration with its emergency management partners at municipal, regional and state levels.
- 3.1.3 The current areas of focus for prevention and mitigation in the West Coast area are:
- a Research
 - b risk management (includes risk assessments and risk reduction activities)
 - c protective security and business continuity
 - d land-use planning.

Current Arrangements

Research

- 3.1.4 Through its membership, the Municipal Committee is aware of research for hazards and emergency management relevant to the municipal area. These hazards were described in Section 1 of this plan.
- 3.1.5 The research areas that are expected to be focused on for the life of this plan are: climate change impacts on frequencies and intensity of flooding, severe winds, storm surge and wildfire; flooding; land stability and debris flow; severe winds and wildfire. This work is supported by SES, Tasmania Police, TFS and Forestry Tasmania. Further information can be obtained from the West Coast Municipal Coordinator.
- 3.1.6 Findings of research that has relevance for the Municipal Committee's emergency management partners (including the community) are communicated/shared in a coordinated and appropriate way by committee members.

Risk Management

- 3.1.7 Each organisation is responsible for conducting risk assessments based on the findings of credible research, and, if necessary, incorporating the outcomes into their risk management programs and hazard registers. Risk assessment and risk management activities are completed in line with the relevant national standard (e.g. AS/NZS ISO 31000:2009) and each participating organisation's relevant requirements or guides.
- 3.1.8 The West Coast Emergency Risk Register is reviewed regularly and summarises the current risk assessment findings and identifies the following general responsibilities for treatments:
- a council responsibility
 - b partnership: combination of councils, State government agencies, industry, individuals
 - c State government agency, industry association, industry sector or individual

- d whole of government responsibility.

Protective Security & Business Continuity

- 3.1.9 Emergency management for the West Coast area is part of business continuity arrangements for the area 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 and protective security.
- 3.1.10 The supply or redundancy of essential services is particularly important for local emergency management operations and requires relationships and arrangements to be reviewed continually with asset owners or managers for the following areas, including but not limited to:
 - a power supply
 - b potable water and sewerage services
 - c transport networks and alternative route planning
 - d telecommunications
 - e public/environmental health standards.

Land-use Planning

- 3.1.11 Land-use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993* and at municipal level they are largely managed by council.
- 3.1.12 Land-use planning schemes for the West Coast area are reviewed and updated continually to include improved preventative measures, which help mitigate the impact of emergencies on communities. These updates are progressively informed by a number of State and Commonwealth government initiatives and are incorporated in line with hazard assessments for each area. For further information: www.westcoast.tas.gov.au.

Section 3.2 Preparedness

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

Overview

- 3.2.1 Preparedness is managed collaboratively between State Government, councils and their emergency management partners.
- 3.2.2 Work health and safety legislation and individuals' general legal requirements form the basic 'preparedness' obligations; that is, employers are required to prepare their workers for the workplace environment, including emergencies.
- 3.2.3 Specific State and Australian government legislation specifies hazard and function-specific responsibilities for regulators and government agencies (see the summary of legislation in TEMP, Appendix 5.3).
- 3.2.4 Furthermore, the *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to municipal preparedness, including:
- a council responsibilities for:
 - i providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (s. 47)
 - ii providing facilities and resources for the municipal State Emergency Service Unit/s as well as the storage and maintenance of equipment used by the unit/s and areas for training (arranged in conjunction with the Director State Emergency Service (s. 49))
 - iii making recommendations for the Municipal Coordinator and Deputy roles (ss. 23–24) and providing a chairperson for the committee (s. 21).
 - b the preparation and maintenance of a municipal emergency management plan for the municipal area (s. 34)
 - c establishment of a Municipal Emergency Management Committee (s. 22)
 - d State Emergency Service responsibilities in Section 26 to:
 - i provide advice and services in accordance with emergency management plans
 - ii recruit, train and support a volunteer workforce.
- 3.2.5 Support Agencies and owner/operators of specific facilities maintain processes and arrangements so that they are ready to:
- a fulfil their roles in emergency management
 - b achieve 'business as usual' for as long as possible, as well as
 - c coordinate recovery and aid broader recovery efforts after the emergency, if required.

Current Arrangements

Municipal Emergency Management Committee

- 3.2.6 The consultation framework is outlined in Section 2 of this plan. This framework is coordinated by the State Emergency Service with the SEMC and is maintained with the support of State Government, Councils, Non-Government organisations and other organisations.

- 3.2.7 For this municipal area, the Municipal Committee has an important role in maintaining relationships so information is shared and effective arrangements are in place for emergency management. It is chaired by a council representative (usually the Mayor or his/her representative) and the Municipal Coordinator is its Executive Officer. Two important documents that support its continuity are:
- a Terms of Reference (Appendix 5.3)
 - b Committee Maintenance Schedule/Action Plan (see Appendix 5.4).

Capacity and Capability

- 3.2.8 State government agencies and government owned businesses maintain their own capacity and capability arrangements. In the municipal context the following points are important:
- a redundancy for council emergency management roles
 - b emergency management education and training for council workers
 - c maintaining the municipal emergency coordination centre
 - d maintaining basic systems so that resources can be requested and shared.

Relief Arrangements for Council Emergency Management Roles

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

Primary Role	Usual Delegate
Municipal Chairperson (West Coast Mayor):	General Manager
Municipal Coordinator (General Manager):	Deputy Municipal Coordinator (Manager of Works & Operations)
Municipal Recovery Coordinator (council role):	Deputy Municipal Recovery Coordinator (council role)

Education and Training

- 3.2.10 The Municipal Coordinator coordinates general inductions for workers who have emergency management functions, including media/information functions. The SES Regional Manager and Regional Recovery Coordinator(s) assist when necessary.
- 3.2.11 Validation activities, which are useful training opportunities, are conducted at various times by a range of stakeholders. Municipal committee members attend these and/or arrange for relevant people from their organisation to participate when relevant.

Municipal Emergency Coordination Centre

- 3.2.12 The Municipal Emergency Coordination Centre is maintained by the Municipal Coordinator. It is a facility for:
- a coordinating council's emergency response
 - b coordinating requests from responding or recovery organisations for additional resources
 - c providing information, for example to the Regional Controller or local community.

- 3.2.13 A summary of this facility and other important locations are included in West Coast Emergency Standard Operating Procedures.
- 3.2.14 The Municipal Coordinator maintains action cards and procedures for use during operations; the versions that were current at the time this plan was issued are included in West Coast Emergency Standard Operating Procedures.

Maintaining Basic Resources & Agreements

- 3.2.15 A contact list for municipal emergency management is maintained by the Municipal Coordinator. It is checked at each committee meeting, updated and circulated to members and stakeholders. The Regional Committee's contact list is an important supplement to the Municipal Committee's contact list. It is updated in a similar way (coordinated by the SES Regional Manager).

Spontaneous Volunteers

- 3.2.16 It is recognised that agencies may be overwhelmed by offers of assistance from community members. Management and registration of spontaneous volunteers must be coordinated for effective activities. Councils will assist response management authorities in conjunction with Volunteering Tasmania to facilitate this.

Community Warnings and Public Information

- 3.2.17 This section summarises the main points regarding public enquiries, warnings and public information. For arrangements to issue warnings or open call centres in Response (and in other instances), refer to Section 3.3 of this plan (Response).

Points for Public Enquiries

- 3.2.18 The organisations represented on the Municipal Committee each maintain a number of points for general enquiries, such as a switchboard number or websites.

Available Warning Systems

- 3.2.19 Public warnings systems are maintained by responsible agencies (see examples below).
- 3.2.20 This plan recognises that warnings to the public are most effective when key messages are developed in advance and are based on best practice (e.g. AGD's 'Choosing your Words'). They are maintained in draft form so that they can be specific for each circumstance.
- 3.2.21 Emergency warning systems relevant to the West Coast area are:
- a flash and mainstream flooding (from rivers) (BoM/Council)
 - b severe weather, for example damaging winds (BoM)
 - c bush fire (TFS)
 - d Emergency Alert (all hazards) (TFS)
 - e local ABC Radio (primary Support Agencies or Response Management Authority)
 - f tsunami (TAS POL).

Public Information Readiness

- 3.2.22 Response Management Authorities are responsible for maintaining TEIS (Tasmanian Emergency Information System) scripts about hazards in draft form so that they can be customised as required. The Municipal and Regional Committees are developing draft scripts, which can be customized, related to broader impacts of emergencies/ recovery matters.
- 3.2.23 If possible, pre-prepared public information resources are tailored to inform all members of the municipal area about the emergency including identified groups that may be more vulnerable and not able to understand warnings delivered, e.g. the ageing, tourists or people with disabilities. Appropriate contacts are available in the Specialist Resource Contact List.
- 3.2.24 Specific arrangements for community warnings and public information are described in the West Coast Emergency Standard Operating Procedures.

Municipal Emergency Management Plans

- 3.2.25 The Municipal Committee is responsible for the preparation and maintenance of this plan. The plan is reviewed at least every two years after it was last approved. The SES provides guidance for the plan's format and content and arranges for its approval by the State Controller.
- 3.2.26 Section 4 of this plan provides more information about the Municipal Emergency Management Plan, including the Distribution List. The current version is available from the SES website and the Municipal Coordinator.
- 3.2.27 Each organisation represented on the Municipal Committee is responsible for maintaining their own plan and procedures and making sure that they are aligned with the arrangements outlined in this plan.

Validations & Performance Management

- 3.2.28 Validations are conducted as part of the emergency planning process to assess the effectiveness of emergency management arrangements. Validations include debriefs, exercises and other workshops/meetings.
- 3.2.29 Each member organisation must ensure that its processes and procedures are tested regularly and must participate in other validations when able.
- 3.2.30 The planned validation activities are recorded in Section 4 of this plan.
- 3.2.31 Debriefs are conducted by each member organisation after exercises and operations. Combined debriefs for agreed operations are arranged by the Municipal or the Regional Committee.
- 3.2.32 Lessons identified in debriefs are recorded and shared, if relevant, through the consultation framework.
- 3.2.33 The performance of municipal emergency management is progressively reviewed through debriefs and at committee meetings for the area and the region. If opportunities for improvement are identified, action is taken to address the situation on a risk basis.

Administration Systems

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

Information Management

- 3.2.35 Systems for managing information during emergencies include prepared templates or pro formas for:
- a Situation Reports (SIT REPS)
 - b operational logs
 - c resource allocation
 - d recording expenditure (more information below in 'Cost Capture')
 - e registration systems – spontaneous volunteers, public offers, affected groups, e.g. businesses
 - f supporting impact assessments (see Section 3.2 TEMP for recommended items to be recorded).

Cost Capture – Financial Administration

- 3.2.36 All organisations must maintain systems and processes so that expenditure can be authorised for emergencies, recorded, and reimbursement sought (if available). This includes identifying those who are 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 councils may request access to funds.
- 3.2.37 Council maintains arrangements to enable expenditure in emergencies by the Municipal Coordinator (or his/her delegated representative).

Section 3.3 Response

3.3 This section describes the procedure when an emergency occurs or is imminent.

Overview

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

Command, Control and Coordination

All Hazards Response Arrangements & Escalation

- 3.3.7 When an emergency occurs, initial response actions are usually carried out at the emergency site by those who have the primary responsibility for protecting the life, property or environment that is being threatened. In the first instance this is usually the asset owner/manager of the property/premises and/or the people at the emergency site.
- 3.3.8 When the nominated people are not present or cannot respond effectively, specified agencies have authority to take control of the situation. In this plan they are identified as the Response Management Authority.
- 3.3.9 Support Agencies assist Response Management Authorities; councils can be requested to support Response and make resources available. These requests are usually made by direct contact with the Municipal Coordinator. At this point, consideration is given to the practicalities of opening the Municipal Emergency Coordination Centre to coordinate resources and requests (if it isn't already open).
- 3.3.10 The General Manager is responsible for providing adequate staff and resources to operate the municipal coordination centre. The Municipal Coordinator is responsible for opening and managing the centre. More detailed operating procedures are maintained in the West Coast Emergency Standard Operating Procedures.

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

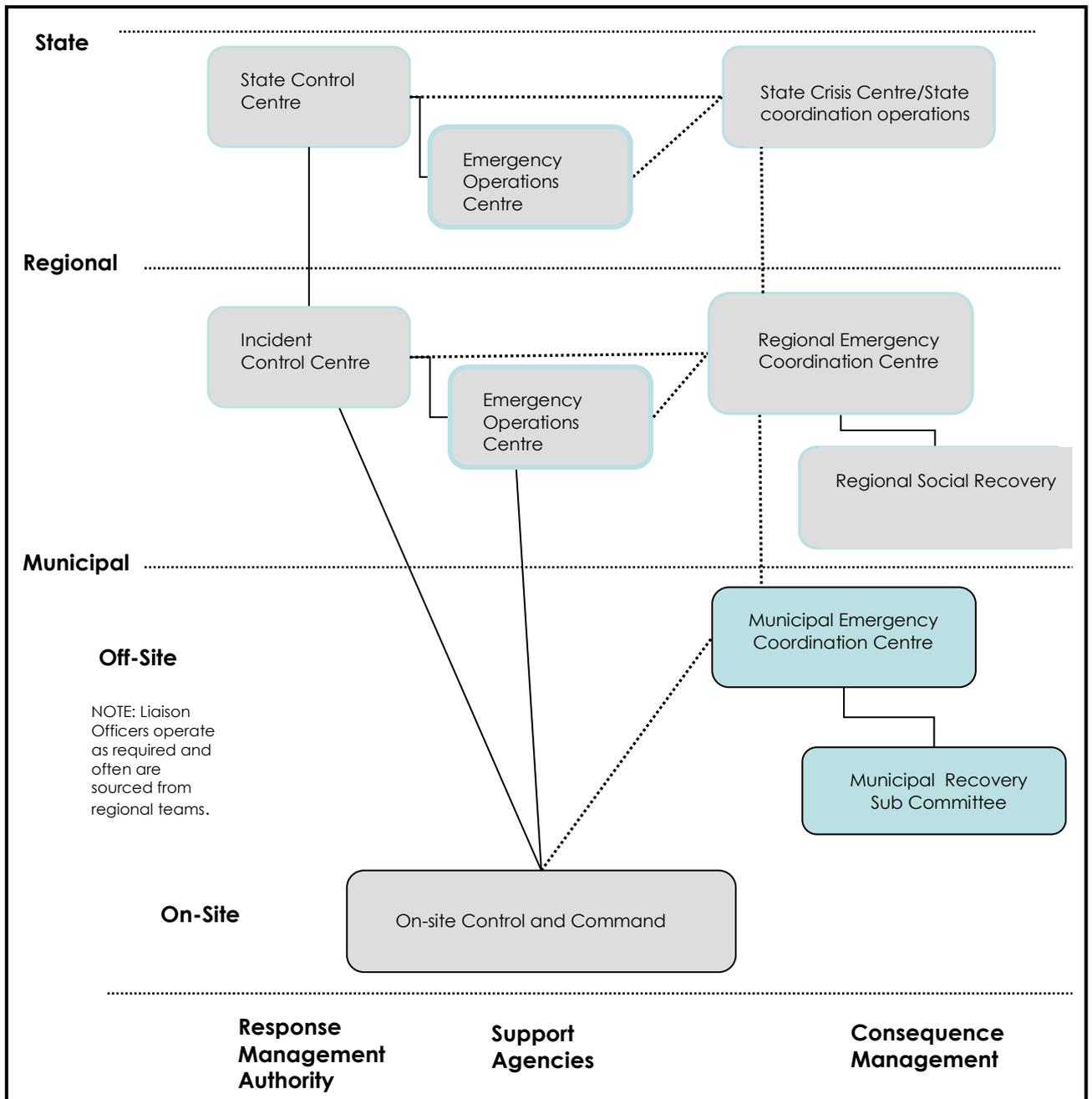
Emergency Powers

- 3.3.15 Emergency powers are established in the *Emergency Management Act 2006* and are summarised in Sections 2.6–2.9 of this plan. The SES Regional Manager will coordinate activities on behalf of the Regional Controller when emergency powers are sanctioned.

Consequence Management

- 3.3.16 The Regional Controller's efforts are usually focused on consequence management (including public information strategies). Generally, this occurs in consultation with Regional Committee members and other relevant stakeholders acting as Liaison Officers and/or advisors and is coordinated by the SES Regional Manager. If further assistance is required, the Regional Controller can make requests to other regions or to the State Controller.
- 3.3.17 The Response Management Authority handles offers of assistance from organisations that are not usually part of response arrangements (e.g. from the community, industry, celebrities, other regions/jurisdictions and interstate agencies), although these offers can be referred to the SES Regional Manager.
- 3.3.18 Figure 3 summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These are model arrangements and are applied appropriately for each situation. Table 4 (following Figure 3) summarises typical response actions for all hazards and these are used or adjusted for each situation.

Figure 3: Response Management Structure



LEGEND:

- Direct reporting relationship
- Also works/communicates with

Table 4: All Hazards Response: Typical Actions

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

Warnings and Public Information

Warnings

- 3.3.19 Warnings are issued by the BoM for severe weather and other events (e.g. floods, tsunami) and the TFS for conditions with severe fire potential. These warnings are sent to media outlets (radio and television) who issue the warnings, which may be preceded by the SEWS (Standard Emergency Warning Signal), in accordance with Tasmania's guidelines. These guidelines note that the Regional Controller can request that the SEWS is used.
- 3.3.20 Response Management Authorities are responsible for interpreting warnings and communicating the potential impacts and consequences to the community.
- 3.3.21 Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:
- a Response Management Authority
 - b SES Regional Manager
 - c Regional Controller.
- 3.3.22 Relevant Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
- 3.3.23 'Emergency Alert' is a national capability that can send warnings to landline and mobile telephones via voice and text messages in a geographic area (messages to mobiles are based on their billing address, not actual location). 'Emergency Alert' operates on a 'fee for service'. Cost recovery is coordinated at State level between TFS and the Response Management Authority.
- 3.3.24 Warnings sent using the Emergency Alert system are coordinated by the Response Management Authority and TFS. If council identifies a need to use the system, this is arranged with the SES Regional Manager.
- 3.3.25 The following table summarises current warning arrangements.

Table 5: Summary of Warning Systems and Arrangements

Natural Hazards	Warning Type	Issuing Agency	Method
Flood			
Flood watch	An Alert, Watch or Advice of possible flooding, if flood producing rain is expected to happen in the near future. The general weather forecasts can also refer to flood producing rain.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Flood alert	Warnings of 'Minor', 'Moderate' or 'Major' flooding in areas where the Bureau has installed specialised warning systems. In these areas, the flood warning message will identify the river valley, the locations expected to be flooded, the likely severity of the flooding and when it is likely to occur.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Minor flood warning	Causes inconvenience. Low-lying areas next to watercourses are inundated which may require the removal of stock and equipment. Minor roads may be closed	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax

Natural Hazards	Warning Type	Issuing Agency	Method
	and low-level bridges submerged.		
Moderate flood warning	In addition to the above, the evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas requiring the removal of stock.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Major flood warning	In addition to the above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood affected areas may be required.	BoM	Emergency Services: SMS, telephone calls, emails, Fax
Severe Weather		BoM	
Severe weather warnings	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides. (see 1- 4 below)	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Damaging winds	Gusts expected in excess of 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction), 'destructive' winds above 125 km/h	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Dangerous surf	Issued when swell is expected to exceed 6 metres about the north and east coasts, and 7 metres about the southeast coast	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Abnormally high tides	Issued when tides are expected to be sufficiently high to cause damage to foreshore areas or disruption to foreshore and maritime activities (generally when water level expected to reach 40cm above normal spring tide level)	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Flash flooding	Issued when the rainfall rate over one hour is expected to exceed the one in 5 or 1 in 10 year return period	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Severe thunderstorm warnings	provided when thunderstorms are expected to produce dangerous or damaging conditions: hail greater than 2cm diameter wind gusts greater than 100 km/h flash flooding tornadoes	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Ice and frost on roads	Road weather alerts – advise of potentially dangerous driving conditions e.g. fog, low	BoM	Public: Media Emergency Services:

Natural Hazards	Warning Type	Issuing Agency	Method
	visibility in heavy rain, gusty winds, widespread frost, snow		SMS, telephone calls, emails, Fax
Fire			
Fire weather warning	Issued when the rating on the fire danger scale is expected to exceed thresholds agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Fire weather alert Advice	' Bushfire Advice ' message – This will advise you that a fire has started but there is no immediate danger, and includes general information to keep you up to date with developments.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Watch and Act	' Bushfire Watch and Act ' message – This represents a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Emergency Warnings	' Bushfire Emergency Warning ' – This will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Low - Moderate Fire Danger Rating (FDR 0-11)	Fires breaking out today can be controlled easily. There is little risk to people and property.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			
High Fire Danger Rating (FDR 12-24)	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			
Very High Fire Danger Rating (FDR 25-49)	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
			

Natural Hazards	Warning Type	Issuing Agency	Method
Severe Fire Danger Rating (FDR 50-74) 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Extreme Fire Danger Rating (FDR 75-99) 	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Catastrophic Fire Danger Rating (FDR >100) 	Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best prepared homes will not be safe today.		
Tsunami			
No threat	An undersea earthquake has been detected, however it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BoM	
Marine alert and Land Alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM	
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	

Public Information

3.3.26 Table 6 (on the following page) summarises the arrangements for providing information to the public about the emergency. Recently there have been some changes in Tasmania's capability and standards; these are briefly explained below.

Tasmanian Emergency Information Service (TEIS)

3.3.27 Tasmania has a state call-centre capability known as the Tasmanian Emergency Information Service (TEIS), managed by the Telecommunications Management Division (TMD) of the Department of Premier and Cabinet. This service provides an initial point of contact for the community to access self-help information following an emergency.

- 3.3.28 The service is activated and deactivated by Service Tasmania on request from the State Controller, following the advice of Regional Controllers. It can also be activated by the Secretary of the Department of Premier and Cabinet at the request of a SEMAG member (usually for the Response Management Authority or a major Support Agency for recovery functions). The decision to activate the service includes acceptance of a number of responsibilities including appointing:
- a Liaison Officer to be located at the TEIS for the duration of the activation
 - b supporting Information Manager.
- 3.3.29 The service operates on a 'fee for service' basis and further details are available in the TEIS Operational Handbook (see 'Associated Documents', Appendix 5.1).
- 3.3.30 If the council or Municipal Coordinator requires the TEIS, a request is made to the SES Regional Manager who will consult with the Regional Controller.
- 3.3.31 If use of TEIS is approved, scripts are then developed, using a consultative approach.

Working with the Media

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

Table 6 Summary of Public Information Arrangements

Location	Scope of emergency information	Provided by	Developed by	Cleared by	Distribution methods
1 On-site	The emergency and its known impact	Response Management Authority Support agencies can advise about their own roles	Response Management Authority.	Response Management Authority	Media Agency websites Emergency Alert
2 EOC/ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. Municipal, Regional Controller)	Media
3 Other centres – assembly, evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS
4 Municipal area	Impact of the emergency on the local community	Mayor	Council media officer	Council media officer	Media, council website TEIS, CALD, others
		Council	Council	Council	Phone

		switchboard	media officer	media officer	enquiries
5 Within the region	Impact of the emergency on the region	Regional Controller	SES Regional Manager or delegate	Regional Controller	Media, council websites, EIS
		Response Management Authority	Media Officer	Response Management Authority, regional liaison	CALD, others
		Regional Recovery Coordinator(s)	Media Officer	Regional Recovery Coordinator(s) or SES Regional Manager or delegate for Regional Controller	
6 Rest of the State	Impact of the emergency for the State, including relief arrangements	State Controller	SES Director, TAS POL Media Unit, Govt. Media Office	SES Director, TAS POL Media Unit, Govt. Media Office	Media, agency or SCC website, TEIS
		Response Management Authority	Media Officer	Response Management Authority, State liaison	CALD, others
		Premier/Minister	Govt Media Office	Govt Media Office	

Other Elements

Evacuation

- 3.3.33 Evacuation involves the movement of people to a safer location and their return. For evacuation to be effective it must be appropriately planned and implemented. Tasmania Police and Tasmania Fire Service have legislative power to order evacuation, although voluntary evacuation is the preferred strategy in emergencies. It is recognized that evacuation is a multi-agency responsibility that requires the participation and cooperation of several agencies/organisations. It is essential that coordination and communication is maintained across all stages of evacuation. The *Bushfire Evacuation Arrangements for Tasmania Fire Service and Tasmania Police 2013* provide interim guidance for conducting evacuations during a bushfire emergency for Tasmania Police (TASPOL), Tasmania Fire Service (TFS) and other stakeholders.
- 3.3.34 If the response Management Authority identifies a need for evacuation, the Municipal Coordinator can be contacted for assistance.
- 3.3.35 When evacuation plans involve significant changes to traffic flows over roads and bridges, the road owner/manager should be involved (i.e. council and/or DSG).
- 3.3.36 Councils maintain a register of facilities that could be used to provide services for displaced persons.
- 3.3.37 TFS also maintains a register of Evacuation Centre's and Nearby Safer Places for bushfires and will provide advice through the media and TFS website, if recommending that the community uses these.
- 3.3.38 Figure 4 illustrates the evacuation process as dictated by the State Evacuation Framework. A formal evacuation process does not prevent people in the community from making an independent decision to relocate in the appropriate circumstances.

Coordination

- 3.3.39 Tasmania Police play a lead role in the evacuation process during an emergency. If time permits a Police Evacuation Coordinator may be appointed by a Police Commander to both coordinate the evacuation process with key agencies/organisations involved and to manage the withdrawal stage.

Decision

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

Warning

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

Withdrawal

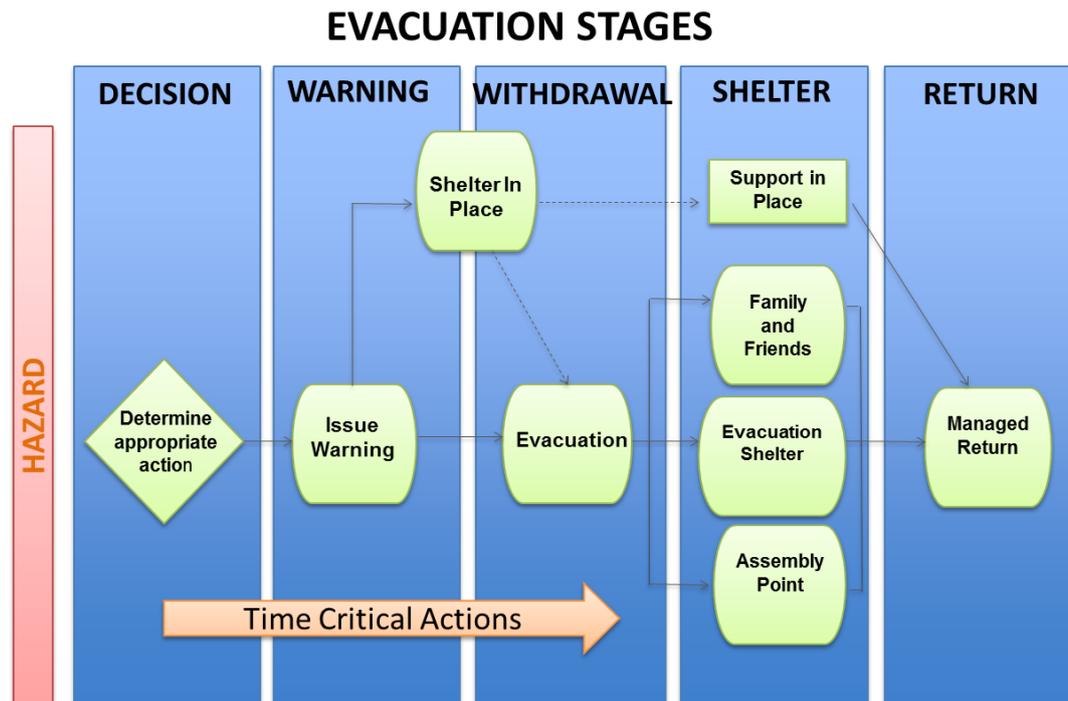
- 3.3.42 The Police Evacuation Coordinator is responsible for managing the withdrawal of persons from an affected area.

Shelter

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

Return

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



Impact Assessments

3.3.45 The Response Management Authority is responsible for coordinating impact assessments and reporting them to other responding agencies and the relevant recovery officers (municipal/regional). Council may be asked to assist with this work.

3.3.46 Impact assessments cover:

- a housing/accommodation needs
- b power supply
- c potable water and sewerage services
- d transport networks and alternative route planning
- e telecommunications
- f public/environmental health standards.

3.3.47 Where transport corridors also provide access for other networks (e.g. power, water, telecommunications), the asset managers/owners are involved in decision making if necessary.

3.3.48 GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

Registrations

- 3.3.49 Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:
- a affected persons (e.g. people who are evacuated/their families)
 - b other stakeholder/affected groups (e.g. businesses)
 - c spontaneous volunteers
 - d witnesses
 - e potential donors/sponsors (equipment, services, supplies).
- 3.3.50 The Response Management Authority may begin Registration and coordinate it. This can be supplemented by regional arrangements for ongoing coordination of registrations. Councils may be asked to help. Australian Red Cross may activate Register, Find Reunite on request from Tasmania Police.
- 3.3.51 Registrations are shared regularly through the response phase, including with the SES Regional Manager and Regional Social Recovery Coordinator.

Debriefs

- 3.3.52 Debriefs provide an opportunity to review arrangements and decisions.
- 3.3.53 Key lessons identified are shared with stakeholders, including the Municipal Committee, SES Regional Manager and/or the Regional Recovery Coordinator(s).
- 3.3.54 The Municipal Committee is responsible for reviewing emergencies that are significant to the area. If appropriate and agreed, this review is conducted by the Regional Committee so that lessons can be shared easily with emergency management partners.

Administration: Finance and Cost Capture

- 3.3.55 Organisations involved in Response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if State/Australian government relief arrangements are activated and records show the appropriate details.
- 3.3.56 Records related to Response are subject to the usual records management provisions and State archiving legislation and are treated accordingly. Logs, reports and briefings from Response and recovery are collated progressively, and stored centrally for future reference.
- 3.3.57 Cost capture systems are established to align with the different types of eligible expenditure as follows:

Category A: Funds given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster.

Category B: Expenditure for the restoration of essential public assets and other acts of relief or restoration, including extraordinary costs of response operations during the emergency.

Costs covering staff salaries, wages and associated expenditure, (such as overtime and on-costs) are to be captured when agency or council staff are

redeployed from usual duties for the purposes of supporting response or recovery activities.

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

Section 3.4 Recovery

- 3.4 This section describes actions in similar timeframes to Response to support community recovery in the short and the longer term for the four recovery elements.

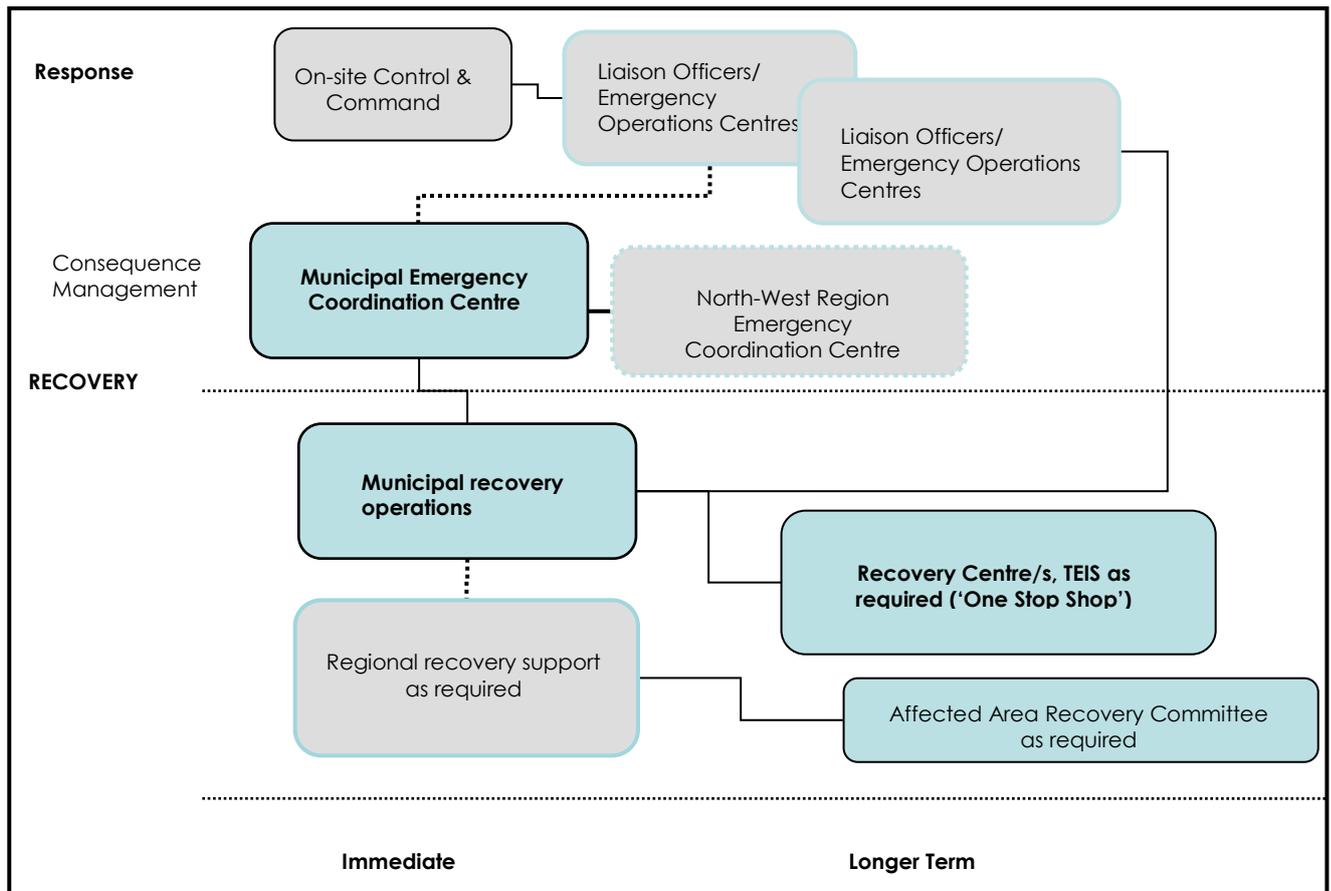
Overview

- 3.4.1 Responsibilities for recovery rest primarily with Council. These responsibilities can be met in partnership and with the assistance / support of State Government agencies and Non Government Organisations, coordinated using regional agreements.
- 3.4.2 The North West Regional Emergency Management Plan in conjunction with the TEMP and State Special Emergency Management Plan – Recovery is the guiding document when an emergency escalates beyond municipal arrangements.
- 3.4.3 It is critical that recovery activities are planned and coordinated across all elements including:
- a social
 - b economic
 - c infrastructure
 - d environment
- 3.4.4 The typical considerations in recovery include, but are not limited to:
- a assessing recovery needs across the four elements and prioritising the actions required
 - b developing, implementing and monitoring the provision of recovery activities that are aligned as much as possible with municipal long term planning and goals
 - c enabling communication with the community and community participation in decision making
 - d when possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

Current Arrangements

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

Figure 4 Community Recovery Management Arrangements



LEGEND:

- _____ Direct reporting relationship
- Also works/communicates with

Short Term Arrangements

3.4.6 In the immediate aftermath of an emergency, council delivers or coordinates recovery services. After consultation with the Response Management Authority and other emergency management partners about the likely impact, recovery needs and capacity, the Municipal Coordinator or the Municipal Recovery Coordinator can activate local arrangements.

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

Table 7 Recovery Responsibilities

Service/Function	Description	Primary Agency	Support Agency
Social			
Accommodation	Provision of emergency and temporary accommodation.	Council	DHHS
Animal Welfare	Provide support to the community for preservation and protection of domestic animals.	Council	RSPCA DPIPWE
Catering	Provision of emergency catering	Council	THS – North West Region
Clothing and Household Items	Provision of clothing and household items	Council	St Vincent de Paul
Personal Support	Provision of support services ranging from providing initial comfort.	Council	THS North West Region Dept of Education Council of Churches Centracare Rural Alive and Well
Financial assistance	Provision of short and long term financial assistance to enable affected persons to replace essential belongings lost as a result of the emergency.	DHHS Centrelink	Council
Interpreter Services	Facilitation of the provision of interpreter services for affected persons from diverse linguistic and cultural backgrounds.	Translating and Interpretive Services	
Legal Services	Provision of legal advice	North West Community Legal Centre	Legal Aid
Recovery Centres	Establishment of a facility that provides access to a one stop shop for a range of services.	Council	THS North West Region
Registration and Inquiry	Registration of affect persons and provision of inquiry facilities to locate those persons	Response Management Authority	Tas Pol Council Red Cross
Transport	Provision of both emergency evacuation support and subsequent coordination of transport	SES	Local Operators THS North West Region
Environment			
Community clean-up	Provision of assistance with clean up of households and community assets following an emergency incident. (As determined by each situation)	Council	DPIPWE DPAC
Waste/refuse collection	Restoration of waste/refuse collection	Council	

Service/Function	Description	Primary Agency	Support Agency
Disposal of Stock	Facilitation of the disposal of stock	Council	DPIPWE
Economic			
Financial Relief/assistance	Facilitate discussions regarding financial relief/assistance Provision of financial assistance	Council	DPAC DPIPWE (primary produces) TAS Farmers & Grazers
Infrastructure			
Municipal roads and bridges	Restoration of Municipal roads and bridges	Council	
State roads and bridges	Restoration of State roads and bridges	State Growth	
Other assets e.g. dams, pipelines, power lines etc.	Restoration of other assets e.g. dams, pipelines, power lines etc.	Asset and utility owner	Land owner
Drinking water	Restoration/re-supply of drinking water	TasWater	DHHS
Electricity (very high voltage)	Restoration/re-supply of electricity (very high voltage)	TasNetworks Hydro Tas	DSG – Energy Policy AEMO Office of Energy Planning and Conservation NEMMCO
Electricity (domestic and commercial supply)	Restoration/re-supply of electricity (domestic and commercial supply)	Tasnetworks	DSG – Energy Policy Office of Energy Planning and Conservation NEMMCO
Telecommunications	Restoration of telecommunications including radio network	Network Owner/Manager	

3.4.8 Regional recovery coordination is activated either directly by Council or by the SES Regional Manager at the request of Council. This may follow specific advice from the Response Management Authority and/or the Regional Controller.

3.4.9 Council is responsible for the operating facilities that provide access to recovery services/shelter for the community. The places currently identified as suitable for recovery centres/recovery functions and/or refuge are summarised in the West Coast Emergency Standard Operating Procedures and Social Recovery manual.

3.4.10 These facilities are activated on the request or advice of:

- a Municipal Coordinator
- b Municipal Social Recovery Coordinator
- c Regional Social Recovery Coordinator
- d SES Regional Manager

e Regional Controller

- 3.4.11 'Self help' information can be made widely available using the TEIS. The arrangements described in paragraphs 3.3.28-3.3.32 (Section 3 Response) apply. In the context of municipal recovery, council would develop information for clearance through the channels appropriate for the event, including the Regional Social Recovery Coordinator or specific member of the Regional Social Recovery Committee.
- 3.4.12 Council is responsible for continuing impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long term recovery process.

Longer Term

- 3.4.13 Recovery services are delivered, wherever possible, from recovery centres and councils may establish a community-based recovery group to manage recovery efforts. The Municipal Emergency Management Coordinator manages this group and arranges for updates to stakeholders and record keeping as required.
- 3.4.14 Affected Area Recovery Committees operate under the protection of the *Emergency Management Act 2006* when the Regional/State Controller accepts the Terms of Reference developed by the committee. A model Terms of Reference for Affected Area Recovery Committees' is available at www.ses.tas.gov.au.
- 3.4.15 The Affected Area Recovery Committee's role is to assist council by coordinating recovery activities through information sharing and collective decision making. The typical membership of this committee is included in the model Terms of Reference and it is usually chaired by the Mayor, or his/her representative of the affected council.
- 3.4.16 The Affected Area Recovery Committee usually develops a plan that:
- a takes account of council's long-term planning and goals
 - b includes an assessment of recovery needs and determines which recovery functions are still required
 - c develops a timetable for completing the major functions
 - d considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people
 - e allows full community participation and access
 - f monitors the progress of recovery
 - g effectively uses the support of State and Australian government agencies
 - h provides public access to information on the proposed programs and subsequent decisions and actions
 - i consults with all relevant community groups.
- 3.4.17 The committee is responsible for arranging and monitoring a communications program throughout the recovery program. It can include but is not limited to:
- a forums/information sessions for the community
 - b debriefs for recovery workers

- c progress reports for council, the community, the SEMC, and any other agency/organisation as agreed. If appropriate this could include progressive summaries/analyses of records (financial and information).

3.4.18 The Department of Premier and Cabinet may coordinate State government agency recovery efforts to assist Affected Area Recovery Committees.

Elements

3.4.19 The following table summarises the main points for managing and coordinating community recovery in the longer term:

Table 8 Recovery Summary

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

Section 4 Plan Administration

Plan Contact

- 4.1 This plan is maintained by the Municipal Coordinator, West Coast Council for the West Coast Emergency Management Committee. Feedback regarding this plan should be made in writing to:
- Email: wcc@westcoast.tas.gov.au
 - Mail: PO Box 63, Queenstown TAS 7467
 - Fax: (03) 64 714 720
 - Office phone number: (03) 64 714 700

Review Requirements and Issue History

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

Issue No.	Year Approved	Comments/Summary of Main Changes
1	March 1994	Reissue
2	August 1997	Reissue
3	April 1999	Reissue
4	June 2005	Reissue
5	November 2008	Reissue
6	March 2012	Reissue into new PPRR format
7	June 2016	Review and update

Distribution List

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

Organisation	Position
Council	<ul style="list-style-type: none"> Municipal Emergency Management Committee-all council members Mayor General Manager
SES	<ul style="list-style-type: none"> Unit Manager, SES Units Queenstown, Zeehan and Rosebery Regional Manager, North-West Region (for Regional Controller) Senior Planning and Education Officer (for Director SES, State Controller, FireComm, Tasmania Police intranet and

Organisation	Position
	libraries)
Tasmania Police	• Officer in Charge (OIC), Queenstown, Strahan, Rosebery and Zeehan
Tasmania Fire Service	• District Officer (DO), Queenstown, Strahan, Rosebery and Zeehan
Ambulance Tasmania	• Superintendent, North-West Region
Tasmanian Health Service North West Region	• Emergency Management Coordinator
Neighbouring Councils	<ul style="list-style-type: none"> • Circular Head Council • Waratah-Wynyard Council • Kentish Council • Meander Valley Council • Central Highlands Council • Derwent Valley Council • Huon Valley Council
Other Organisations	<ul style="list-style-type: none"> • Hydro Tasmania (Tullah office) • TasWater • Parks and Wildlife Service • Forestry Tasmania • Manager Copper Mines of Tasmania (Queenstown) • Manager MMG Mine (Rosebery) • Manager Bluestone Mine (Renison) • Manager Henty Mine • Manager Allegiance Mine

Consultation for this Issue

- 4.5 The review of this issue of this plan was coordinated by the Municipal Coordinator for the Municipal Committee. This issue was updated/re-written in compliance with Emergency Management Act 2006 and the main round of consultation occurred from January to May 2016.
- 4.6 Over this period the committee invited comment from:
- a SES Regional Manager
 - b SES Senior Planning and Education Officer
 - c Regional Social Recovery Coordinator

Communications Plan Summary

- 4.7 Once the plan is approved its update will be:
- a sent to all persons listed on the Distribution List (paper copies)
 - b endorsed by council
 - c noted by the Regional Committee
 - d posted on the council website and/or made available in the Council Chamber's foyer

Validation of this Plan

- 4.8 Arrangements in this plan will be validated within the two-year review cycle by:
- a participating, if possible, in other municipal/regional exercises
 - b conducting/participating in relevant debriefs
 - c conduct a discussion exercise annually

Section 5 Appendices

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

5.1 Associated Documents

The documents listed here are relevant to this plan. The next time that this plan is reviewed, the current versions of these documents should be checked. By that time, other relevant documents may also have been developed, which can then be included in this list.

Legislation

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

Plans & Arrangements

Title	Custodian	Version/Date	Notes
1 Council maps for council roads and alternative transport plans	Council	Refer GIS system	Works Manager/Planning Officer
2 West Coast Specialist Resources Contact List	Council		
3 West Coast Municipal Emergency Risk Register	Council		
4 West Coast Emergency Standard Operating Procedures	Council	October 2011	
5 Pieman River Flood Evacuation Plan	Council	May 2013	
6 Fire Management Plans for each town within municipality	PWS/TFS		
7 Operational Handbook TEIS	DPAC	Version 9 May 2009	Available from SES Regional Manager
8 Protocol for Use of Emergency Alert	TFS	Version 1.0 December 2009	Available from SES Regional Manager
9 Regional Emergency Management Plan	SES	2016	Available from SES Regional Manager and SES website
10 State Road and Bridge Emergency Management Plan	DSG	Issue 1 December 2009	Available from SES website and DSG website www.transport.tas.gov.au/roads
11 Tasmanian Emergency Management Plan	SES	Issue 8.0 2015	www.ses.tas.gov.au/Publications
12 TasPorts Emergency Management Plan	TasPorts	Version 1.0 June 2009	Available from SES website

Standards, Reports, Resources

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

5.2 Risk Assessment Report

West Coast Emergency Management Committee in conjunction with Council maintains a Risk register, which is reviewed on a regular basis.

5.3 Municipal Committee Terms of Reference

Emergency Management

WEST COAST MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE



Terms of Reference

Committees to adjust as required.

Committee:	WEST COAST Emergency Management Committee
Date and Status of these Terms:	Issue 7 Year 2016
Enquiries	West Coast Council General Manager Municipal Emergency Management Coordinator West Coast Council
Review Notes	These Terms of Reference are due for review in April 2018
General Standards & Practices	The Tasmanian Emergency Management Plan describes the framework for this committee and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au). The following points are specific to this group:
Purpose	Section 22 of the <i>Emergency Management Act 2006</i> outlines this committee's purpose and functions generally as: "... to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, 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 ..."
Functions	<ul style="list-style-type: none"> • Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities. • Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement • Oversight the management of emergencies where council/s resources are required to support response and recovery • Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.
Reports to	North-West Regional Emergency Management Committee
Membership	Section 21 of the <i>Emergency Management Act 2006</i> establishes the arrangements for this committee's membership. These are supplemented by the following practices: <ul style="list-style-type: none"> • membership is reviewed every time the Terms of Reference is reviewed and members are confirmed in writing by the responsible

officer/manager

- proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.

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

At this stage security clearance are not required.

Chairperson

West Coast Mayor

Executive Officer

Municipal Emergency Management Coordinator, West Coast Council

Members

EXECUTIVE

Chairperson (MAYOR)

Municipal Emergency Management Coordinator

Deputy Emergency Management Coordinator

GENERAL

Deputy Municipal Coordinator

Deputy Recovery Coordinator

Tasmania Police (West Coast)

State Emergency Service (RM-NW)

Tasmania Fire Service (DO-Arthur)

Ambulance Tasmania

Tasmanian Health Services North West Region

Dept of Parks & Wildlife

Dept of Infrastructure Energy & Resources(bridges)

TasNetworks(power)

RACT

TasWater

Proxies

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

*Stakeholders
/Observers/ Guests*

Invited guests support municipal emergency management as requested by the Chairperson, within their limits of safety and training. At this stage security clearance are not required.

Sub-Committees

West Coast Social Recovery Management Committee

5.4 Municipal Committee Maintenance/Action Schedule

The Municipal Guidelines provide a model Maintenance Schedule for Municipal Committees. The guidelines are available from the SES website.

Action	Responsibility	Frequency	Scheduled for Conduct
Conduct meeting of the West Coast Emergency Management Committee.	Municipal Coordinator	Quarterly	Aug/Nov/Feb/May
Coordinate Emergency Management training for selected staff member/s on rotating basis and maintain training records.	West Coast Emergency Management Committee	Annual	April
Plan, conduct and review an Emergency Management related exercise.	West Coast Emergency Management Committee	Every two years	Oct
Review Emergency Management Plan and all appendices (including risk assessments and treatment strategies). Lodge Plan with North West Region Emergency Management Committee.	West Coast Emergency Management Committee	Annual	April
Review and update contact lists.	Municipal Coordinator	Six monthly	Mar/Sept
Attend North-West Region Emergency Management Committee Meetings.	Municipal Coordinator	Quarterly	As advised
Attend North West Regional Social Recovery Committee Meetings.	Social Recovery Coordinator	Quarterly	Jan/April/July/Oct
Review Risk Treatment options in conjunction with Strategic Plan and budget.	Municipal Coordinator	Strategic Plan Budget	September March

5.5 Action Cards and Duty Statements

West Coast Council, in conjunction with the WCEMP Committee will establish and maintain an Emergency Management Standard Operating Procedure Manual.

This will include, but not be limited to, a set of Action Cards providing details and duty statement to ensure effective and efficient operating guidelines that clearly outline roles and responsibilities.

A Specialist Resource Contact List will be developed and maintained with regular reviews, at least on an annual basis.