

# HOBART MUNICIPAL EMERGENCY MANAGEMENT PLAN

ISSUE 12 – JULY 2024



City of **HOBART**



City of **HOBART**

# Hobart Municipal Emergency Management Plan

## Plan Details:

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Southern Region Emergency Management Controller

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# Section 1: Overview

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## 1.1 Glossary

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

**Table 1: Terms**

Term	In the context of this plan, this means:
<b>Affected Area Recovery Committee (AARC)</b>	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels. These committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities
<b>command</b>	The internal direction of an organisation's resources in an emergency.
<b>community centres</b> <i>NB. Different centre types may be located at the same site</i>	<b>Evacuation Centre:</b> A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards. <b>Information Centre:</b> A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event. <b>Recovery Centre:</b> A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency.
<b>control</b>	The overall direction and management of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
<b>coordination</b>	The bringing together of organisations and other resources to support an emergency management response. Coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation.
<b>Council</b>	In the context of this plan, Council refers to the City of Hobart local government authority
<b>debrief</b>	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident.
<b>Deputy Municipal Coordinator (DMC)</b>	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none"><li>absent from duty or Tasmania</li><li>unable to perform Municipal Coordinator duties (permanently), or</li><li>temporarily not appointed (eg. has resigned)</li></ul>
<b>emergency</b>	In summary: an event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
<b>emergency centres</b>	<b>Emergency Coordination Centre (ECC):</b> A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels. <b>Emergency Operations Centre (EOC):</b> A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency. <b>Incident Control Centre (ICC):</b> The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities.

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

Term	In the context of this plan, this means:
<b>Regional Emergency Coordination Centre (RECC)</b>	A facility from which regional coordination of emergency (consequence) management occurs during the response phase.
<b>Regional Emergency Management Committee (REMC)</b>	A Regional Emergency Management Committee established under section 14 of the Act.
<b>Regional Emergency Management Plan (REMP)</b>	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
<b>Regional Coordinator</b>	The person appointed to the position of State Emergency Service (SES) Emergency Management Coordinator (South)
<b>Regional Social Recovery Coordinator</b>	A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.
<b>Register.Find.Reunite (RFR)</b>	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency.
<b>response</b>	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support.
<b>risk</b>	The combination of the probability of an event and its negative consequences.
<b>risk assessment</b>	Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend.
<b>situational awareness</b>	Situational awareness involves an understanding of the current emergency incident, and how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.
<b>State Controller</b>	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: <ul style="list-style-type: none"> <li>• Head of the Department of Police, Fire and Emergency Management, or</li> <li>• a person appointed by the Minister.</li> </ul>
<b>state of alert</b>	A state of alert declared under Division 3A of the Act, for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania.
<b>state of emergency</b>	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required.
<b>Support Agency</b>	<p><b>Assisting Support Agency:</b> An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p> <p><b>Primary Support Agency:</b> An organisation responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies have specific capabilities or resources that address the need for a relevant support function and command their own resources in coordination with the Management Authority, as required.</p>
<b>validation</b>	Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops and reviews.
<b>warning</b>	Dissemination of a message signalling imminent hazard/s, which may include advice on protective measures.
<b>worker</b>	A generic term used to describe people who perform defined functions for an organisation or system including: staff, volunteers and contractors/consultants.

## 1.2 Acronyms

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

**Table 2: Acronyms**

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



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

### 1.3 Introduction

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

### 1.4 Authority

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

### 1.5 Purpose

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

### 1.6 Objectives

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

- a Record roles and responsibilities related to identified hazards and emergency management functions;
- b Record current arrangements for prevention and mitigation, preparedness, response and recovery (PPRR) including:
  - i the legislated requirement to maintain this plan;
  - ii protocols for coordinating mutual support with neighbouring councils; and
  - iii the identification of ways to request/access additional support from regional, state and federal levels;
- c Identify opportunities to reduce risks to the community;
- d Increase community awareness and involvement in risk and emergency management;
- e Enhance the integration of Council and community safety and wellbeing programs into Council's operational plans;
- f Provide a framework for ongoing assessment of risks to the community and environment and the pursuit of effective treatment options; and
- g Describe Council's contribution to the management of emergency events within the municipal area and the region.

### 1.7 Scope and application

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

- a Caused by hazards impacting Hobart municipal area
- b Able to be managed through the capability of local emergency management structures.

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

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

- a. Regional Controller (Southern Region);
- b. SES Emergency Management Coordinator (South); or
- c. Chair of Council's MEMC.

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

More detailed arrangements for specific hazards or functions are described in Associated Plans and other documents listed at [Appendix 1](#).

## 1.8 Context

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

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

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

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

### 1.8.1 Major routes

Major roads to the **south** (and south-west) are:

- a. Coastal route via the Channel Highway;
- b. High level route via Huon Road; and
- c. Major route via the Southern Outlet.

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

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

### 1.8.2 Topography, vegetation and hazards

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

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

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

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

### 1.8.3 Climate

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

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

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

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

- **Snow** has settled in the city on ten occasions over the past 100 years. When snow falls to 400m above sea level or lower, traffic is disrupted on the Southern Outlet. Hailstorms occur on an average of three to four times a year.
- **Thunderstorms** occur on an average of five times a year, mainly in summer. These storms are normally accompanied by heavy rainfall and strong winds which can cause significant damage to properties.
- **Dry lightning** strikes can cause bushfires, as experienced in January 2019.
- **Winds** have reached velocities of 150km/h and have been recorded as causing minor to severe damage to properties.

### 1.8.4 Essential services

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

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

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

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

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

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

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

### 1.8.5 Emergency services

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

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

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

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

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

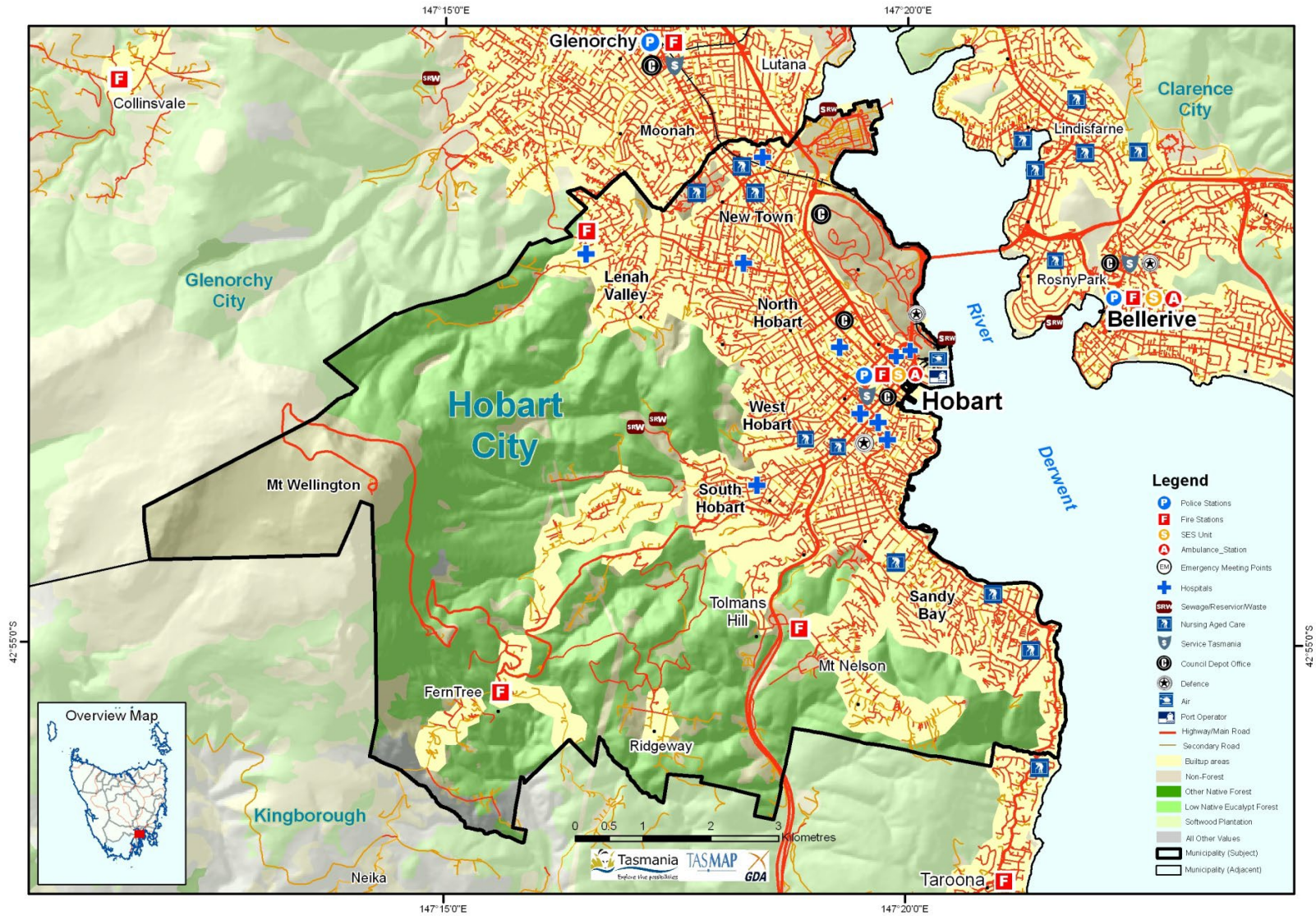


Figure 1: Map of municipal area

## Section 2: Governance and management

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

### 2.1 Roles of government and emergency management partners

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

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

Council's Municipal Emergency Management Committee (MEMC) plays a pivotal role in meeting these requirements, as detailed in section 2.4.

### 2.2 Tasmania's legal framework for emergency management

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

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

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

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

#### 2.2.1 Emergency powers and declarations

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

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

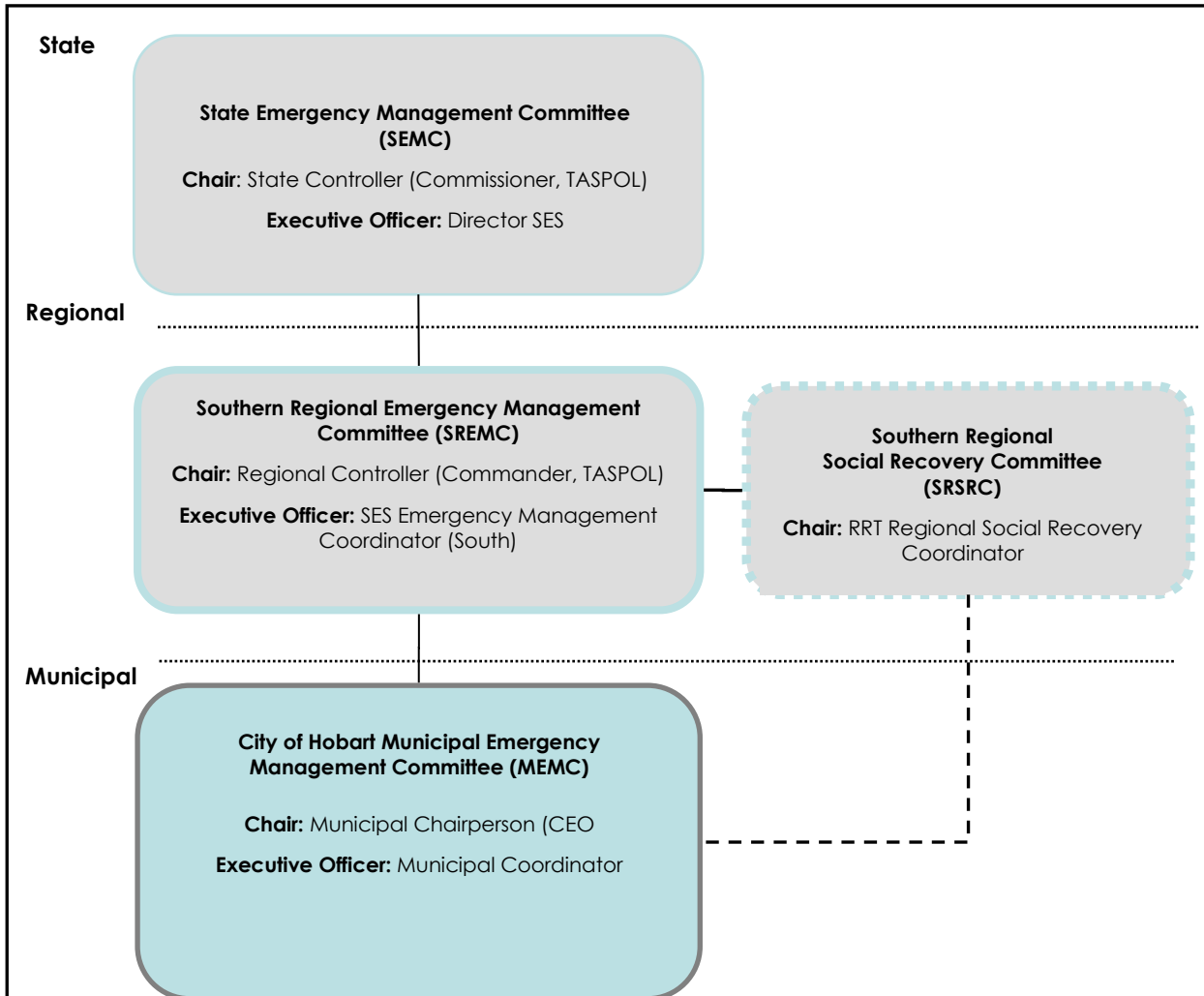
A summary of the main categories of powers under the Act is provided in Appendix 4 of the [TEMA](#).

MCs may provide advice to the Regional Controller (or through the Regional Coordinator) if they consider that specific actions might require authorized power under the act.

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

## 2.3 Emergency management governance

Governance arrangements for emergency management are illustrated in Figure 2. During an emergency, the Regional Planner generally acts as the central conduit for communications and information flow between the Regional Controller, Municipal Emergency Management Coordinator (MC) and the Response Management Authority. This arrangement can vary depending on the complexity and size of the emergency.



**Figure 2: Governance arrangements**

**LEGEND:**

- Direct reporting relationship
- Also works/communicates with

## 2.4 Southern Regional Emergency Management Committee (SREMC)

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

SREMC is chaired by the Regional Controller. Executive Officer support is provided by the SES Emergency Management Coordinator, i.e. the Regional Coordinator.

The REMC has overall responsibility for all activities undertaken by MEMC (see below).

The MC sits on both the MEMC and REMC. This optimizes information flow and advice across both committees and allows for the REMC to better allocate tasks to the municipal committee.

## 2.5 Municipal Emergency Management Committee (MEMC)

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

- a identify, review, promote and oversee opportunities to reduce the impacts of emergencies in the municipal area. This includes awareness of factors that affect the risk for relevant hazards.
- b ensure the capacity and capability to respond to and recover from an emergency is maintained.
- c during emergency response, provide advice, services and/or assistance to the community and/or Response Management Authority.
- d during emergency response, support the MC or RMC to assist them under their statutory obligations under Section 24 and 24H of the *Emergency Management Act 2006* to ensure appropriate arrangements are in place for activation and management of evacuation centres.
- e maintain this MEMP;
- f recognise the value of relationships and partnerships for emergency management, in particular the importance of:
  - i community contributions in emergency management and promoting community engagement as required;
  - ii maintaining linkages with related bodies, including the Southern Regional Emergency Management Committee (SREMC); and
  - iii identifying roles and responsibilities and integration processes between emergency management and Council management structures.
- g develop and implement a progressive review system for all emergency management elements, based on continuous improvement principles; and
- h maintain an active and relevant MEMC.

As a statutory body under the *Emergency Management Act 2006*, the MEMC reports directly to the Southern Regional Emergency Management Committee (REMC).

The MEMC is chaired by the Lord Mayor of the Council. The MEMC has no authority in the command, control, or coordination of a response to an emergency. However, the MEMC has an important role in effective leadership and stakeholder communications during and after an emergency. It does this by meeting, if possible, during and after the emergency. At that time, the MEMC will provide strategic advice regarding Council's emergency response. As many emergencies occur without warning, there may not be an opportunity for MEMC to meet prior to or during an emergency.

Therefore the Regional Controller, being the REMC chair, is responsible for both the REMC and all decisions during emergency response, while the MEMC chair is responsible for the management and operations of the MEMC.

The MC maintains a procedure that provides guidance as to when the MEMC may meet prior to or during an emergency and establish the agenda for those meetings.

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

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

## 2.6 Municipal Emergency Management Coordinator (MC)

The MC sits on the MEMC as the executive officer. The MC leads Council's response to an emergency by establishing an Incident Management Team, based on ALLMS principles and structure. The general role of the MC is to:

- assist/advise the MEMC chair and Council
- brief the Regional Controller, through the Regional Coordinator



- coordinate the resources of the Council to manage an evacuation centre and a recovery centre as requested by the Regional Controller
- ensure that instructions and decisions of the 1) Council, 2) MEMC, 3) MEMC chairperson and 4) Regional Controller are communicated to and carried out by whoever they are directed.
- Advise the Regional Controller of a need to enact any powers under the *Emergency Management Act 2006*.
- Consider and request resources of other councils

## 2.7 Responsibilities

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

**Table 3: Summary of responsibilities**

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

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
	Urban, structural and privately-managed rural land		Community Centres
11	Flood - dams Dam safety	TASPOL (assisted by dam owners)	Property identification Road closures Local operations centres Community information Plant and machinery
12	Flood – flash food (Includes associated debris flow)	SES	Prevention, preparedness and mitigation measures Property identification Road closures Local operations centres Community information Plant and machinery
13	Flood – rivers	SES	Property identification Road closures Local operations centres Community information Plant and machinery
14	Food contamination	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
15	Hazardous materials	TFS	Property identification Road closures
16	Hazardous materials – radiological (unintentional release)	TFS	Property identification Road closures
17	Heatwave	DoH (PHS)	Support health system response Community information
18	Infrastructure failure – building collapse	TFS	Property identification Road closures Local operations centres Community information Plant and machinery
19	Infrastructure failure – state roads and bridges	DSG (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
20	Intentional violence (eg. CBRN attacks, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
21	Landslip	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
22	Marine mammal stranding and entanglements	DNRE (PWS)	Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities
23	Marine pollution	EPA	Infrastructure information relating to stormwater Plant and machinery

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

**Table 4: Other support services**

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services
3	Essential services <ul style="list-style-type: none"> <li>• Power</li> <li>• Telecommunications</li> <li>• Water supply</li> <li>• Natural gas</li> <li>• Stormwater</li> </ul>	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Catering</li> <li>• Personal support and community assessments</li> <li>• Financial and appeals</li> <li>• Insurance</li> <li>• Clothing</li> <li>• Children services</li> <li>• Registration and inquiry</li> <li>• Recovery centres</li> <li>• Immunisation</li> <li>• Community development</li> <li>• Animal welfare</li> </ul>	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services  Refer to: <i>Community Recovery Plan</i>  Refer to: <i>Evacuation Centre Operating Procedure</i>

## **Section 3: Emergency management arrangements**

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### **3.1 Prevention and mitigation arrangements**

This section describes prevention and mitigation for municipal emergency management.

#### **3.1.1 Overview**

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

Current areas of focus for prevention and mitigation are:

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

#### **3.1.2 Research**

Through its membership, MEMC maintains awareness of research for hazards and emergency management relevant to the municipal area. Hazards are described in Section 2 of this plan. Research on hazards and disasters can be used to inform risk assessments and risk reduction activities across government.

Research findings are communicated and shared by MEMC members in a coordinated and appropriate way to all stakeholders, including the community.

#### **3.1.3 Risk management**

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

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

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

[Appendix 2](#) summarises current risk assessment findings and identifies the following general responsibilities for treatments:

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

#### **3.1.4 Protective security and business continuity**

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

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

- a. power supply;

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

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

### **3.1.5 Land use planning**

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

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

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

Relevant aspects that have been included in planning schemes include:

- a. sediment and erosion control;
- b. landslip risk management;
- c. bushfire risk management;
- d. flood and debris risk management;
- e. coastal inundation risk management; and
- f. coastal erosion risk management

### **3.1.6 Climate change adaptation**

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

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

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

## 3.2 Preparedness arrangements

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

### 3.2.1 Overview

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

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

Council is responsible for:

- a. providing resources and facilities for the management of emergencies in the municipal area in accordance with the MEMP (section 47);
- b. providing facilities and resources for the council supported volunteer SES Unit/s, as well as the storage and maintenance of the equipment used by the unit/s and areas for training (arranged in conjunction with the Director SES (section 49) );
- c. making recommendations for MC and DMC roles (sections 23-24) and providing a chairperson for MEMC (section 21).
- d. preparing and maintaining a MEMP (section 34); and
- e. establishing an MEMC (section 22);

SES is responsible for:

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

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

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

- a. fulfill their roles in emergency management;
- b. achieve 'business as usual' for as long as possible; and
- c. coordinate and/or assist broader recovery efforts after the emergency, if required.

### 3.2.2 Municipal Emergency Management Plan (MEMP)

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

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

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

### 3.2.3 Municipal Emergency Management Committee (MEMC)

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

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

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

Council does not operate a separate recovery committee. Recovery activities are incorporated into the business of MEMC, of which the Municipal Recovery Coordinator (MRC), Social Recovery Coordinator (SRC), and/or Deputy Social Recovery Coordinator (DSRC) are members.

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

### 3.2.4 Capacity and capability

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

- a. redundancy for Council emergency management roles;
- b. emergency management education and training for Council workers;
- c. maintaining the Municipal Emergency Coordination Centre (MECC); and
- d. maintaining basic systems so resources can be requested and shared.

### 3.2.5 Relief arrangements for Council's emergency management roles

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

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

Primary role	Relief role
MEMC Chairperson (Lord Mayor)	Council Director, as nominated
Municipal Coordinator (MC) (Manager City Resilience)	Deputy Municipal Coordinator (DMC) (Manager City Infrastructure)
Municipal Recovery Coordinator (MRC) (Deputy City Life)	Deputy Municipal Recovery Coordinator (DMRC) (Manager Community Programs)
Social Recovery Coordinator (SRC) (Manager Community Programs)	Deputy Social Recovery Coordinator (DSRC) (Safer Communities Coordinator)

### 3.2.6 Education and training

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

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

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

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

### 3.2.7 Municipal Emergency Coordination Centre (MECC)

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

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

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



- a. at the request of a Response Management Authority;
- b. after consultation with the CEO ; and/or
- c. at the direction of the Regional Controller.

**The MECC's primary functions** are to:

- a. manage tasks, personnel and resources, including Council and community resources
- b. setup and monitor communications (inc WebEOC)
- c. co-ordinate response-support operations
- d. coordinate requests from the Response Management Authority and Support Agencies for additional resources across all response levels – municipal, regional and state;
- e. provide for the management of information to be reported to the Regional Controller;
- f. manage logistical support for MECC personnel
- g. manage finance and records management
- h. log all actions and decisions
- i. record observations for lessons-learned/evaluation
- j. coordinate media management;
- k. coordinate and disseminate public information; and
- l. identify additional emergency requirements (eg. the need to activate local or regional recovery arrangements).

The MC will nominate an Incident Management Team for the MECC based on AIMS principles and structure.

More details, including the location of MECC and other sites, is included at [Appendix 5](#).

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

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

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

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

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

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

#### **3.2.8.1 TasALERT**

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

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

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

### **3.2.8.2 Points for public enquiries**

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

In an emergency, relevant contact details are published at:

[www.hobartcity.com.au/Community/Emergency-management](http://www.hobartcity.com.au/Community/Emergency-management).

### 3.2.8.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

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

### 3.2.8.4 Public information readiness

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

Specific arrangements for community warnings and public information are described in [Appendix 7](#).

## 3.2.9 Validation and performance management

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

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

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

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

## 3.2.10 Administration systems

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

### 3.2.10.1 Information management

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

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

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

- d. recording expenditure (see [Section 3.2.11.2](#));
- e. registration of spontaneous volunteers, public offers, impacted people/groups;
- f. impact assessment and consequence management.

### **3.2.10.2 Cost capture and financial administration**

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

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

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

### **3.3 Response arrangements**

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

#### **3.3.1 Overview**

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

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

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

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

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

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

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

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

Council's CEO is responsible for providing adequate staff and resources to operate the MECC. The MC is responsible for arranging the MECC to be opened and subsequently managed.. More detailed operating procedures are provided in [Appendix 6](#).

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

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

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

### 3.3.2.2 Emergency powers

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

### 3.3.2.3 Municipal Emergency Coordination Centre (MECC)

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

Functions of the MECC include:

- a. providing the facility for coordinating Council's emergency response;
- b. coordinating any requests from lead authorities for additional resources;
- c. providing information to the Regional Controller and SES;
- d. providing information to the local community; and
- e. receiving initially displaced people if evacuated.

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

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

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

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

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

The AIMS incident management structure provides for the Incident Controller, assigned overall responsibility for managing all activities, to respond to an incident. The Incident Controller also leads the IMT following the Unity of Command principle.

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

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

### 3.3.2.4 Hobart Emergency Operations Centre (EOC)

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

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

- a. management of operational tasking, personnel and resources;
- b. establishing and monitoring communication networks;
- c. coordination of response operations;
- d. management of requests for additional support; and
- e. coordination of logistical support for EOC personnel.

### 3.3.2.5 Municipal Emergency Management Committee (MEMC)

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

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

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

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

### 3.3.3 Resource-sharing and coordination

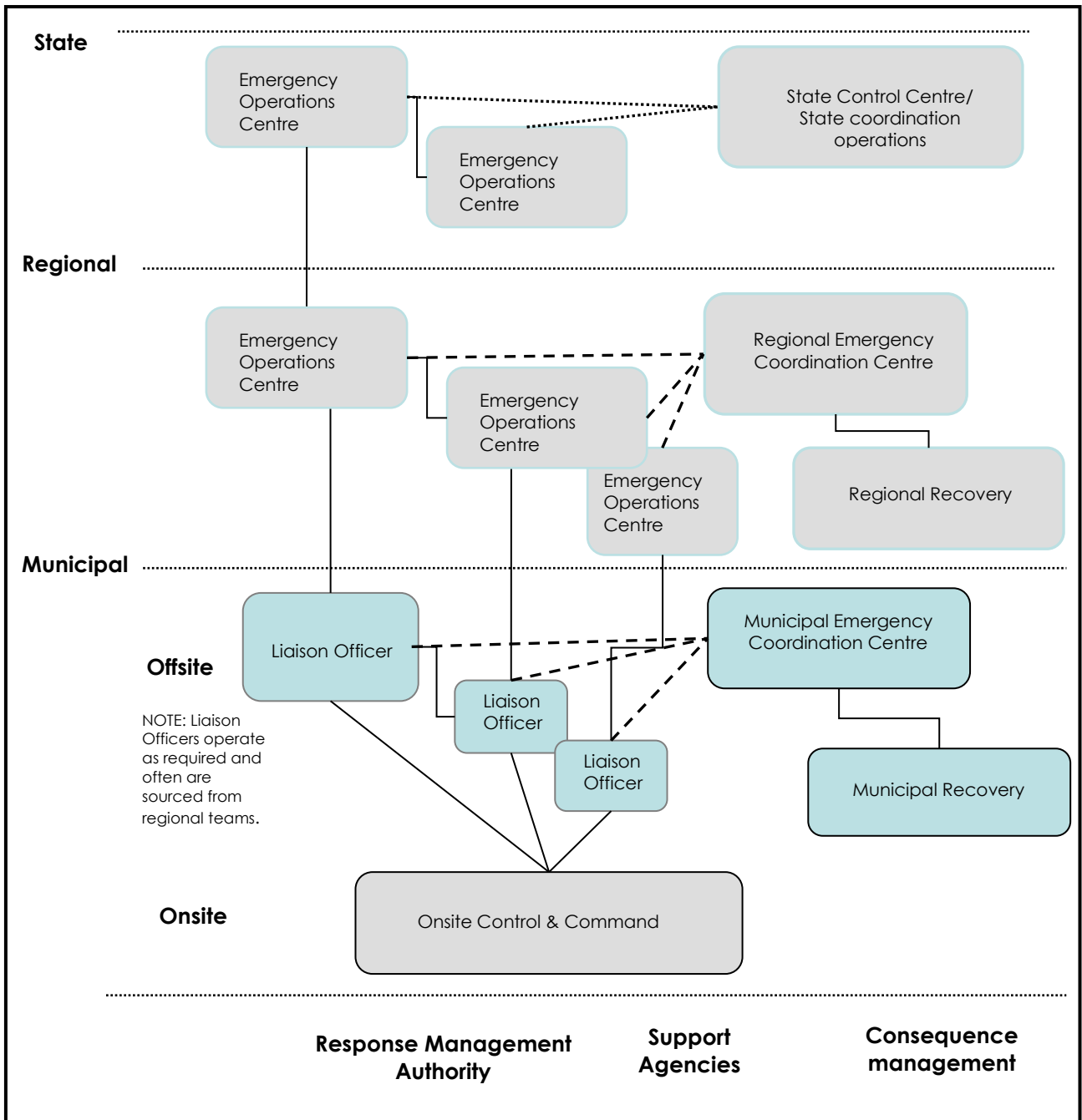
Council has resource-sharing arrangements with other municipalities and agencies. These arrangements are generally informal and often facilitated through regional emergency management arrangements. As a result, resources can be shared to assist others in emergencies. The MC can coordinate and facilitate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

### 3.3.4 Consequence management

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

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

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



**Figure 3: Response management structure**

**LEGEND:**

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



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

*Note: Please refer to Table 2 Acronyms*

Row	Phase	Responsibilities	Council actions (action taken by)
1	<b>Alert</b>	<ul style="list-style-type: none"> <li>Monitor situation</li> <li>Brief stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Advise council stakeholders and Working Group (<b>MC</b>)</li> <li>Monitor situation (<b>MC</b>)</li> </ul>
2	<b>Stand-by</b>	<ul style="list-style-type: none"> <li>Prepare to deploy for response</li> <li>Arrange warnings (if relevant)</li> <li>Update stakeholders</li> <li>Nominate media/information officer and advise stakeholders</li> <li>Consider MEMC meeting</li> </ul>	<ul style="list-style-type: none"> <li>Update stakeholders (<b>LM; CEO; Working Group</b>) and circulate Contact List and Action Duties (<b>MC</b>)</li> <li>Consider MEMC meeting (<b>MC</b>)</li> <li>Locate keys to centres, notify centre managers and arrange staff rosters (<b>SRC; RCM</b>)</li> <li>Nominate IMT and Operations Team members and staff rosters for centres/tasks for next 24 hrs (<b>MC; OCM</b>)</li> <li>Locate supplies that are likely to be needed in the first few hours. (<b>LC</b>)</li> <li>Nominate media officer and advise response agencies (<b>MC</b>)</li> </ul>
3	<b>Respond</b>	<ul style="list-style-type: none"> <li>Assess emergency scene</li> <li>Establish command and control arrangements</li> <li>Review whether MEMC should meet</li> <li>Deploy resources and request extra assistance as required</li> <li>Assess impacts and effectiveness of response strategies</li> <li>Consider evacuation</li> <li>Provide further warnings and public information as required</li> <li>Provide information: SitReps and public information</li> <li>Conduct impact assessments and provide updates</li> </ul>	<ul style="list-style-type: none"> <li>Establish and communicate coordination location for council resources/requests (<b>MC</b>)</li> <li>Establish IMT (<b>MC</b>)</li> <li>Manage requests for assistance and resources (<b>AO; MC</b>)</li> <li>Provide operational assistance (<b>OCM</b>)</li> <li>Open and manage centres as required eg. evacuation centres (<b>SRC; RCM</b>)</li> <li>Provide public with information (<b>SCO</b>)</li> <li>Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs (<b>PO</b>)</li> <li>Update stakeholders and RC as required (<b>MC</b>)</li> <li>Coordinate meals, relief and accommodation for workers (<b>AO</b>)</li> </ul>
4	<b>Stand-down</b> (including recovery handover)	<ul style="list-style-type: none"> <li>Assess effectiveness of response actions</li> <li>Plan for end of response</li> <li>Liaise with Council and RC regarding the status of recovery operations and arrange handover</li> <li>Confirm end/close of response and stand-down</li> <li>Collate logs, costs etc and assess needs for resupply</li> </ul>	<ul style="list-style-type: none"> <li>Confirm end/close of Council operations for response (<b>MC</b>)</li> <li>Liaise with recovery workers and assess needs (<b>MRC</b>)</li> <li>Reinstate transport routes etc (<b>OCM</b>)</li> <li>Consider establishing an Emergency Recovery Group (<b>MC/MRC</b>)</li> <li>Close centres as agreed (<b>SRC/RCM</b>)</li> <li>Collate logs, costs etc and assess needs for resupply (<b>LC</b>)</li> </ul>
5	<b>Debrief</b>	<ul style="list-style-type: none"> <li>Conduct internal debrief/s</li> <li>Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC</li> </ul>	<ul style="list-style-type: none"> <li>Conduct council worker debrief (<b>MC; OCM</b>)</li> <li>Arrange for MEMC debrief and report to MRC, MEMC and SREMC (<b>MC</b>)</li> <li>Identify opportunities for improvement (<b>MC</b>)</li> </ul>

### 3.3.5 Warnings

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

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

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

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

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

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

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

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

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

RMAs are responsible for interpreting weather warnings, issuing hazard warnings and communicating potential impacts and consequences to the community.

Hazard-specific information about warnings and call-to-action information are published on TasAlert and sent to media outlets (radio and television) for public broadcast. Warnings may be issued by emergency services to EM stakeholders via SMS, phone or email. Public warnings may be preceded or accompanied by the Standard Emergency Warning Signal (**SEWS**), in accordance with Tasmania's guidelines. The Regional Controller or RMA can request the use of SEWS in an emergency (refer to TEMA for more information).

Council may support communications by relaying warnings in accordance with municipal responsibilities and/or assist other groups if requested by the RMA, Regional Emergency Management Coordinator or Regional Controller.

Council works in consultation with the relevant EM authorities to ensure that messages are consistent and coordinated. Radio, television and doorknocking may also all need to be used.



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


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

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

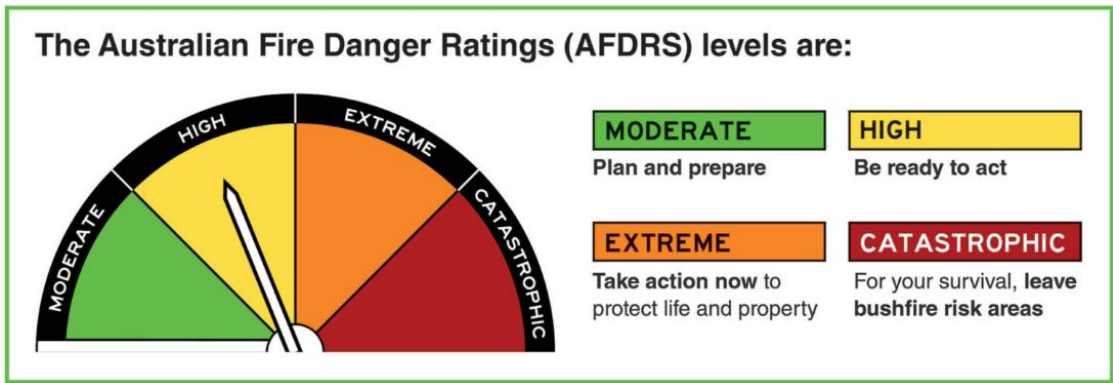
[Table 7 below](#) summarises prominent warning arrangements and typical Council actions. More information about warnings is published on the Get Ready section of the TasALERT website.

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

Hazard	Warning type/indication	BY	Action by MC	
<b>SEVERE WEATHER</b>				
<b>WARNINGS</b>	Warnings are issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples are: land gales, squalls, flash flooding, dangerous surf or tides.			
<b>Damaging winds</b>	Issued when expected gusts in excess of 100 km/h (or 75 km/h when wind is from an unusual direction) or destructive winds above 125 km/h.	BOM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of operational crews</li> <li>Update stakeholders</li> </ul>	
<b>Dangerous surf</b>	Issued when swell expected to exceed: 6m about the north & east coasts; 7m about the south-east coast.	BOM	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>Abnormally high tides</b>	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore & maritime activities, generally when water level is expected to reach 40cm above normal spring tide level.	BOM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Update stakeholders</li> <li>Place warnings at low-lying public carparks</li> </ul>	
<b>Very heavy rain that may lead to flash flooding</b>	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period.	BOM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of operational crews</li> <li>Update stakeholders</li> </ul>	
<b>Severe thunderstorm</b>	Issued when thunderstorms are expected to produce dangerous or damaging conditions: such as hail greater than 2cm diameter; gusts greater than 100 km/h; flash flooding; tornadoes	BOM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Notify outdoor crews &amp; check availability</li> <li>Update stakeholders</li> </ul>	
<b>Bushwalkers weather alert</b>	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BOM	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>Heatwave</b>	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH (PHS)	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Update stakeholders</li> </ul>	
<b>Ice and frost on roads</b>	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BOM	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>FLOOD</b>				
<b>Flood watch</b>	<b>Flood Watch</b> means there is a developing weather pattern that may cause floods in 1-2 days. Can include advice for multiple catchments and areas	BoM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of operational crews</li> <li>Update stakeholders</li> </ul>	
<b>WARNINGS</b>	Flooding is about to happen or is already happening			
<b>Flood Advice</b>	An incident has started but no immediate danger. Stay up-to-date in case the situation changes. May also be used to communicate a reduced threat. May communicate inundation of low-lying areas near watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	SES	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of operational crews</li> <li>Update stakeholders</li> </ul>	
	<b>Flood Watch and Act</b>	Heightened level of threat. Conditions are changing and people are advice to start taking action to protect themselves, their families and properties. In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is likely substantial in rural areas, requiring removal of stock.	SES	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of operational crews</li> <li>Update stakeholders</li> </ul>
				


Hazard	Warning type/indication	BY	Action by MC
<b>Flood Emergency</b> 	<p>Highest level of warning. People may be in danger and advised to take immediate action. Any delay may put lives at risk.</p> <p>In addition to above, extensive rural areas and/or urban areas may be inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed.</p> <p>Evacuation of people in some areas may be required.</p>	SES	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of operational crews</li> <li>Update stakeholders</li> </ul>


**FIRE**




<b>AFDR Moderate</b>	Fires breaking out can be controlled. Some risk to people, homes and property.
<b>AFDR High</b>	Fires may spread rapidly and be difficult to control. Lives may be at risk and homes may be destroyed. Well-prepared and actively defended homes can offer safety.
<b>AFDR Extreme</b>	Fires will spread rapidly and be uncontrollable. Lives may be at risk and homes likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety.
<b>AFDR Catastrophic</b>	Fires will spread rapidly and be uncontrollable. Significant risk to lives and properties. Many homes are very likely to be destroyed. Even the best-prepared homes are not safe.

**WARNINGS:** Location-specific information about fires in the environment.

<b>Advice</b> 	<p>A fire has started but there is no immediate danger.</p> <p>Includes general, up-to-date information about developments.</p>	TFS	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of operational crews</li> <li>Update stakeholders</li> </ul>
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<b>Watch and Act</b> 	<p>A heightened level of threat.</p> <p>Conditions are changing and people in the area need to start taking action to protect themselves and their families.</p>	TFS	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of operational crews</li> <li>Update stakeholders</li> <li>Consider MEMC meeting</li> <li>Place Evacuation Centres on standby</li> </ul>
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Hazard	Warning type/indication	BY	Action by MC
<b>Emergency</b> 	People in specific locations are in danger and need to take action immediately, as they will be impacted by fire. May be preceded by an emergency warning signal (siren).	TFS	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Ensure availability of outdoor crews</li> <li>Update stakeholders</li> <li>Establish MECC/IMT</li> <li>MEMC meeting, if feasible</li> <li>Place Evacuation Centres on standby</li> </ul>
<b>TSUNAMI</b>			
<b>No threat</b>	Undersea earthquake detected but has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.	BOM	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Marine Alert Land Alert</b>	Warning of potentially dangerous waves, strong ocean currents in the marine environment and possibility of only some localised overflow onto the immediate foreshore.	BOM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Update stakeholders</li> </ul>
<b>Marine Warning Land Warning</b>	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BOM	<ul style="list-style-type: none"> <li>Relay warnings</li> <li>Update stakeholders</li> <li>Establish MECC/IMT</li> </ul>
<b>Tsunami</b>			
<b>No threat</b>	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	<ul style="list-style-type: none"> <li>Nil</li> </ul>
			<b>Public:</b> Media, BOM website, TFS website, <b>Emergency services:</b> SMS, phone calls, emails

### 3.3.6 Public information

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

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

#### 3.3.6.1 Tasmanian Government Public Information Unit (PIU)

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

PIU activation may be requested due to the:

- scale, impact or longevity of the emergency;
- need for a coordinated, whole-of-government public information response; and/or

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

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

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

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

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

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

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

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

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

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

### **3.3.6.3 Working with the Media**

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

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

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

- receive notification of the emergency from the MC or CEO;
- notify Elected Members;
- maintain contact with and support the MC and CEO;
- direct ongoing information to Council; and
- be Council spokesperson for information to the community and media.

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

**Table 8: Summary of public information arrangements**

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

### 3.3.7 Other elements

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

### 3.3.8 Evacuation

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

#### 3.3.8.1 Management

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

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

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

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

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

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

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

#### 3.3.8.2 Decision

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

#### 3.3.8.3 Withdrawal

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

#### 3.3.8.4 Shelter

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



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

### **3.3.8.5 Return**

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

### **3.3.9 Impact assessment**

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

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

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

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

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

The Hobart City Council has developed a Rapid Impact Assessment GIS based app which is to be used to record the (mapped) outcomes of assessments and support broader consequence management planning.

### **3.3.10 Registrations**

Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:

- a. affected people, such as evacuees and families;
- b. other stakeholder/affected groups, for example businesses;
- c. spontaneous volunteers;
- d. witnesses; and
- e. potential donors/sponsors (equipment, services, supplies).

Registration may be established and coordinated by the Response Management Authority. When Evacuation or Recovery Centres are activated, processes to support registration should be implemented as soon as possible. This may be supplemented or supported by regional arrangements for the ongoing coordination of registrations into the recovery phase. When Council is required to operate an Evacuation or Recovery Centre, registration will be implemented using Survey123 application or through the equivalent paper forms. Information collected may need to be provided to Red Cross if TASPOL requests the use of Register.Find.Reunite (RFR).

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

### 3.3.11 Debriefs

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

- a. acknowledge the input of all contributing organisations and individuals;
- b. gain constructive feedback from all involved on lessons identified;
- c. identify where gaps exist in training and planning systems;
- d. determine and program the best course of action for improving planning, management systems etc;
- e. foster sound interagency communication; and
- f. identify the need for specific investigation of issues and further debriefing at an individual or organisational level.

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

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

### 3.3.12 Administration: finance and cost capture

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

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

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

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

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

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

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

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

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

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

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

Council's Rapid Impact Assessment app is to be used to identify assets damaged as a result of an emergency event. This information will be included in the TRRA reporting and reimbursement process.

## 3.4 Recovery arrangements

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

### 3.4.1 Overview

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

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

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

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

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

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

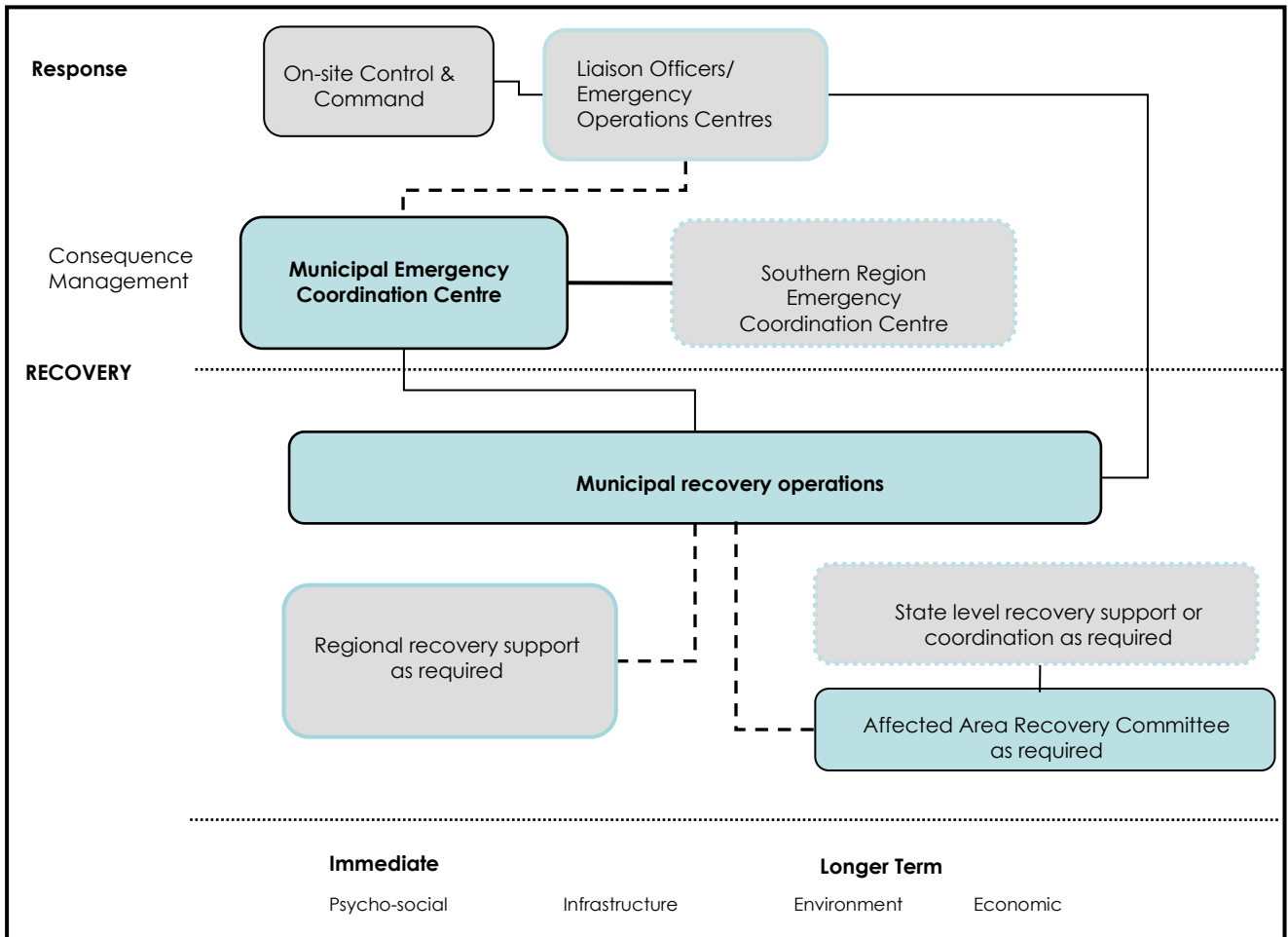
- a. social;
- b. economic;
- c. infrastructure;
- d. environment; and
- e. cross-domain

Typical recovery considerations include but are not limited to:

- a. assessing recovery needs across all domains and prioritising actions required;
- b. developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals;
- c. enabling community communication and participation in decision-making; and
- d. wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

### 3.4.2 Current arrangements

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



**Figure 4: Community recovery management arrangements**

**LEGEND:**

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

**3.4.3 Media and public information**

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

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

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

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

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

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

### 3.4.4 Vulnerable and at-risk people

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

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

- a. provide Evacuation Centres that are accessible to a broad cross-section of the community;
- b. maintain broad knowledge of relevant service providers within the municipality;
- c. promote community resilience as part of normal Council business;
- d. maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, childcare centres) within the municipality;
- e. provide local demographic information and advice to stakeholders as able and required;
- f. provide support to emergency management stakeholders with a statutory responsibility for vulnerable and at-risk people, as able and required; and
- g. develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable and at-risk people, as able and required.

### 3.4.5 Short-term recovery

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

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

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

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

- a. CEO;
- b. MC;
- c. Municipal Recovery Coordinator;
- d. Regional Coordinator; or
- e. Regional Controller

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

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

### 3.4.6 Long-term recovery

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

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

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

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

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

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

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

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

An AARC will typically develop a recovery plan that:

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

The AARC is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:

- a. forums and information sessions for the community;
- b. debriefs for recovery workers; and
- c. progress reports for Council, the community, SEMC, SREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/analysis of records (financial and information).

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

### **3.4.7 Recovery functions**

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

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

### **3.4.8 Recovery plan**

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

### **3.4.9 Pandemic health emergencies**

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

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

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

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

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

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



## Section 4: Plan administration

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### 4.1 Plan contact

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

Email: coh@hobartcity.com.au  
Mail: City of Hobart, PO Box 503, HOBART 7001  
Phone: (03) 6238 2711

### 4.2 Review requirements and issue history

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

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

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

**Table 9: Issue table**

Issue No.	Year approved	Comments/summary of main changes
Issue 1	1983	First Plan
Issue 2	1993	Review
Issue 3	April 1996	Review
Issue 4	September 1999	Review
Issue 5	June 2006	Review and rewrite
Issue 6	January 2007	<i>New Emergency Management Act 2006</i>
Issue 7	August 2011	Reformatted to Prevention/Mitigation, Preparedness, Response and Recovery format.
Issue 8	December 2013	Review
Issue 9	December 2015	Review
Issue 10	April 2018	Review
Issue 11	September 2020	Minor changes to format; incorporated TEMA and Tasmanian Emergency Evacuation Framework
Issue 12	April 2024	Changes to warning systems and Council processes.

### 4.3 Consultation for this issue

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

- SES Regional Manager South and SES Senior Planning and Education Officer;
- Southern Regional Social Recovery Coordinator;
- Regional Coordinator; and
- MEMC members.

## 4.4 Distribution list

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

**Table 10: Distribution list**

Organisation	Position
<b>Council</b>	<ul style="list-style-type: none"><li>• All MEMC members</li><li>• Lord Mayor and Aldermen</li><li>• CEO</li><li>• Executive Leadership Team</li></ul>
<b>SES</b>	<ul style="list-style-type: none"><li>• Regional Manager (South)</li><li>• Regional Coordinator (for Regional Controller)</li><li>• Senior Planning and Education Officer (for SES Director, State Controller, WebEOC)</li></ul>
<b>TASPOL</b>	<ul style="list-style-type: none"><li>• Officer in Charge, Hobart Station</li></ul>
<b>TFS</b>	<ul style="list-style-type: none"><li>• District Officer, Brigade Operations Hobart District</li></ul>
<b>AT</b>	<ul style="list-style-type: none"><li>• Superintendent, Southern Region</li></ul>
<b>St John Ambulance</b>	<ul style="list-style-type: none"><li>• Chief Executive Officer</li></ul>
<b>Neighbouring municipalities</b>	<ul style="list-style-type: none"><li>• Kingborough Council</li><li>• Clarence Council</li><li>• Glenorchy City Council</li></ul>

## 4.5 Communications plan summary

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

- a. hardcopies sent to the positions listed in [Table 10](#);
- b. submitted for noting by the SREMC
- c. published on Council's website and available to the public by request to the MC; and
- d. available to interested parties on request.

## 4.6 Validation of this plan

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

- a. participating, where able, in other municipal/regional exercises;
- b. conducting/participating in relevant debriefs; and
- c. refer to [Appendix 4](#).

## **Section 5: Appendices**

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

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – Municipal committee maintenance schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty statements

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

Appendix 8 – Community centres

Appendix 9 – Nearby Safer Places

## APPENDIX 1: List of associated documents

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

### a Legislation

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

### b Plans and arrangements

Row	Title	Custodian	Version/date	Available from
<b>Council arrangements and plans</b>				
1	Council maps for council roads and alternative transport plans	Council	N/A	City of Hobart GIS Manager City Mobility
2	Fire Management Plans for HCC Bushland areas	Council	Current	<a href="#">Manager Open Space</a>
3	Stormwater Strategy	Council	Current	<a href="#">Manager Waterways</a>
4	Council Emergency Action Plans <ul style="list-style-type: none"> <li>• Flood</li> <li>• High Winds</li> <li>• Abnormally High Tides</li> <li>• Bushfire</li> <li>• Tsunami</li> <li>• Emergency Coordination Centre Activation Procedures</li> </ul>	Council	Current	Municipal Coordinator
5	Public Health Emergency Management Plan	Council	2015	Manager Environmental Health
6	Hobart Community Recovery Plan	Council	2016	MC, RC
<b>Regional arrangements and plans</b>				
7	Regional Emergency Management Plan	SES	Issue 9	<a href="#">2024</a>
<b>State arrangements and plans</b>				
8	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 2	<a href="#">2023</a>
9	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
State Special Emergency Management Plans (SSEMP)		<b>Available WebEOC File Library (DPFEM – SES)</b>		
10	SSEMP – COVID 19	DoH	Issue 1	2020 (March)
11	SSEMP – Dam safety	DNRE	Issue 3	2019 (July)
12	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
13	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
14	SSEMP – Interoperability arrangements	DPAC	Issue 3	2018 (September)
15	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
16	SSEMP – Port safety (nuclear warships)	SES	Issue 5	2023 (October)
17	SSEMP – Fire protection	TFS	Issue 2.3	2018 (June)
18	SSEMP – Recovery	DPAC	Issue 3	2018 (January)
19	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
20	SSEMP – Energy supply	DSG	Issue 2	2015 (January)

Row	Title	Custodian	Version/date	Available from
21	SSEMP – Biosecurity	DNRE	Issue 1	2010 (December)
22	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (July)
23	SSEMP – Flood	SES	Issue 2	2019 (July)
24	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
25	SSEMP – Public health	DoH	Issue 2	2014 (December)
26	SSEMP – Search and rescue	DPFEM	Issue 4	2018 (February)
27	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
28	SSEMP – Tsunami	SES	Issue 1	2015 (September)
<b>Other</b>				
29	Protocol for Use of Emergency Alert	TFS		
30	TasPorts Emergency Management Plan	TasPorts		

## APPENDIX 2: Risk assessment report

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### a Tasmanian Government responsibilities – emergency risk management

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

### b Local government responsibilities – emergency risk management

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

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

The responsibilities of Council and the MEMC in relation to emergency risk management are summarised in [Table 3](#) and detailed in TEMA.

### c TERAG data and recommended treatment strategies for implementation

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

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

Specifically, each register includes:

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

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

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

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

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- o. enables improved community understandings of emergency management and the risk management process;
- p. improves governmental understanding of risks from a community perspective;
- q. provides an opportunity to reduce the cost to communities from emergency impacts;
- r. enables use of a best practice standard in risk management;
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- **Short-term action:** must be completed as soon as practical within the next budget cycle (12-24 months);
- **Long-term action:** must be completed within five years;
- **Ongoing:** continuously monitor; or
- as described in the table.

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
HC 01 <b>FLOOD</b>				
HC 01.01	There is a risk to residential and commercial properties from flooding of Sandy Bay Rivulet	Maintain hydraulic capacity by: <ol style="list-style-type: none"> <li>1. Removing debris from debris racks</li> <li>2. Cleaning gross pollutant traps</li> <li>3. Cleaning vulnerable pits.</li> </ol>	Manager City Infrastructure	<ol style="list-style-type: none"> <li>1. Quarterly</li> <li>2. In line with approved schedule and prior to major rainfall events</li> <li>3. In line with approved schedule and prior to major rainfall events when advanced warning is provided.</li> </ol>
		Maintain warning system in working order by regular checks and monitoring.	Manager Waterways	<ol style="list-style-type: none"> <li>1. Quarterly checks</li> </ol>
		<ol style="list-style-type: none"> <li>1. Maintain Flood Action plan; and</li> <li>2. Implement Action Plan in the event of an incident.</li> </ol>	Municipal Coordinator	<ol style="list-style-type: none"> <li>1. Review annually</li> <li>2. Upon receiving a BoM warning</li> </ol>
		Maintain community information and awareness by relaying warnings to the public via social media and highlighting Council's Flood website.	Manager Strategic Communications & Marketing	Immediately upon receipt of a flood warning from BoM
		<p>Ensure that proposed use and development complies with the standards of the Inundation Prone Areas Code of the <i>Hobart Interim Planning Scheme 2015</i> and with section 109(1)(h) of the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i>, including consideration of predicted future climate change.</p> <p>Matters covered by the Code include building minimum floor levels, flood-resistant construction, maintenance of site access, potential impacts on other land &amp; property.</p>	Manager Waterways	Ongoing
HC 01.02 M	There is a risk to residential and commercial properties from flooding of Hobart Rivulet	Maintain hydraulic capacity by: <ol style="list-style-type: none"> <li>1. Removing debris from debris racks.</li> <li>2. Cleaning gross pollutant traps.</li> <li>3. Cleaning vulnerable pits.</li> </ol>	Manager City Infrastructure	<ol style="list-style-type: none"> <li>1. Quarterly</li> <li>2. In line with approved schedule and prior to major rainfall events</li> <li>3. In line with approved schedule and prior to major rainfall events when advanced warning is provided.</li> </ol>
		Maintain warning system in working order by regular checks and monitoring.	Manager Waterways	Quarterly and after each major rainfall event



Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		<ol style="list-style-type: none"> <li>Maintain Flood Action plan; and</li> <li>Implement Action Plan in the event of an incident</li> </ol>	Municipal Coordinator	<ol style="list-style-type: none"> <li>Review annually;</li> <li>Upon receiving a BoM warning.</li> </ol>
		Maintain community information and awareness by relaying warnings to the public via social media and highlighting Council's Flood website.	Manager Strategic Communications & Marketing	Immediately upon receipt of a flood warning from BoM
		<p>Ensure that proposed use and development complies with the standards of the Inundation Prone Areas Code of the <i>Hobart Interim Planning Scheme 2015</i> and with section 109(1)(h) of the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i>, including consideration of predicted future climate change.</p> <p>Matters covered by the Code include building minimum floor levels, flood-resistant construction, maintenance of site access, potential impacts on other land &amp; property.</p>	Manager Waterways	Ongoing
HC 01.04	There is a risk to residential and commercial properties from flooding of the Maypole and New Town Rivulet	<p>Maintain hydraulic capacity by:</p> <ol style="list-style-type: none"> <li>Removing debris from debris racks.</li> <li>Cleaning gross pollutant traps.</li> <li>Cleaning vulnerable pits.</li> </ol>	Manager City Infrastructure	<ol style="list-style-type: none"> <li>Quarterly</li> <li>In line with approved schedule and prior to major rainfall events</li> <li>In line with approved schedule and prior to major rainfall events when advanced warning is provided.</li> </ol>
		Maintain warning system in working order by regular checks and monitoring.	Manager Waterways	Quarterly and after each major rainfall event
		<ol style="list-style-type: none"> <li>Maintain Flood Action plan; and</li> <li>Implement Action Plan in the event of an incident.</li> </ol>	Municipal Coordinator	<ol style="list-style-type: none"> <li>Review annually</li> <li>Upon receiving a BoM warning</li> </ol>
		Maintain community information and awareness by relaying warnings to the public via social media and highlighting Council's Flood website	Manager Strategic Communications & Marketing	Immediately upon receipt of a flood warning from BoM

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		Ensure that proposed use and development complies with the standards of the Inundation Prone Areas Code of the <i>Hobart Interim Planning Scheme 2015</i> and with section 109(1)(h) of the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i> , including consideration of predicted future climate change. Matters covered by the Code include building minimum floor levels, flood-resistant construction, maintenance of site access, potential impacts on other land & property.	Manager Waterways	Ongoing
HC 01.07	There is a risk to residential and commercial properties from flooding of other rivulets and stormwater overflows	Maintain hydraulic capacity by inspecting other waterways annually and removing any constraints.	Manager City Infrastructure	Inspect annually
HC 01.08	There is a risk to Major Hazard Facilities Manifest Quantity Workplaces and EPA regulated sites from flooding from major waterways	Maintain hydraulic capacity by inspecting other waterways annually and removing any constraints to water flows. Promote mitigation and response strategies with affected businesses.	Manager City Infrastructure Manager Waterways	Inspect annually Annually
<b>HC 02 BUSHFIRE</b>				
HC 02.01	There is a risk to residential and commercial properties on the urban fringe of Hobart from the effects of bushfire.	Maintain fire management strategy and specific fire management plans in coordination with TFS and Wellington Park Trust.	Manager Open Space	Review strategies and plans annually
		Close bushland reserves and Pinnacle Road when fire danger levels exceed a prescribed level to reduce the risk of wildlife and to protect visitors from exposure.	Manager Open Space	Apply Incident procedures on days of Very High FBI (Fire Behaviour Index) and Total Fire Ban and close reserves accordingly
		Community education and awareness program to be implemented in coordination with the TFS and Wellington Park Management Trust	Manager Open Space	Awareness sessions occur prior to December each year
		Undertake strategic fire advantage zone burning to strengthen asset protection zone clearing.	Manager Open Space	Plan for 250ha of hazard reduction burning works over spring and autumn each year

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		Maintain planning scheme provisions, including: <ul style="list-style-type: none"> <li>• access/egress</li> <li>• vegetation clearance</li> <li>• defensible space.</li> </ul>	Manager Open Space	Ongoing
		Maintain an effective and qualified team of firefighters and firefighting vehicles sufficient to undertake prevention works and assist TFS during a bushfire event.	Manager Open Space	Ongoing with annual review and recruitment and annual fire preparedness training
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code of the <i>Hobart Interim Planning Scheme 2015</i> . Matters covered by the Code include ensuring new subdivisions and vulnerable and hazardous uses are provided with adequate defensible spaces, fire-fighting access, water supply, and emergency management strategies through certified bushfire hazard management plans.	Environmental Development Planner	Ongoing
HC 02.03	There is a risk of environmental damage to reserve areas, particularly Wellington Park, from the effects of bushfire.	Implement fire management plans for large Council bushland reserves including Wellington Park, in coordination with TFS and Glenorchy City Council.	Manager Open Space	Plans to be reviewed annually
		Community education and awareness program in coordination with TFS & Greater Hobart Fire Management Advisory Committee.	Manager Open Space	Awareness sessions to occur prior to December each year
<b>HC 03 STORM</b>				
HC 03.01 M	There is a risk to residential and commercial properties from the effects of storms. There is a risk to human life from the effects of storms.	Community education and awareness program implemented in coordination with SES.	Manager Strategic Communications & Marketing Municipal Coordinator	Annually
		Proactively inspect Council tree assets in parks and streets. Reactively inspect Council tree assets in parks on notification from Council staff who work in the area to members of the public.	Manager Open Space	Annually to every five years, depending on risk ranking of individual parks and streets
		Relay to the public Damaging Winds Alerts and Severe Thunderstorms Warnings.	Manager Strategic Communications & Marketing	Immediately upon receipt of the alert

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
<b>HC 05 LANDSLIP</b>				
HC 05.01	There is a risk landslip will result in damage to residential and commercial property.	Ensure that proposed use and development complies with the standards of the Landslide Code of the <i>Hobart Interim Planning Scheme 2015</i> . Matters covered by the Code include ensuring new use and development is subject to a tolerable level of landslip risk, and that proposed development will not lead to an increase in risk of landslip above tolerable levels, through landslip risk assessments.	Environmental Development Planner	Ongoing
HC 05.02	There is a risk landslip will result in damage to roads and bridges.	Implement appropriate design to ensure assets can be cleaned and made operational within a reasonable amount of time.	Manager City Infrastructure	Ongoing
		Consider the impact of landslip in Council's capital works program.	Manager City Infrastructure	Ongoing
<b>HC 06 PUBLIC HEALTH</b>				
HC 06.01 M	There is a risk to the community as a result of a pandemic.	Maintain the Public Health Emergency Management plan, incorporating pandemic sub-plan in conjunction with DoH-PHS.	Manager Environmental Health	Plan reviewed annually and updated every two years.
		Issue community information and education materials	Manager Environmental Health	Relevant materials distributed when required
HC 06.02 N	There is a risk to the community from a significant public health incident	Maintain current public health programs including: <ul style="list-style-type: none"> <li>1. Immunisation services</li> <li>2. Flu clinics for Council staff</li> <li>3. Food safety surveillance</li> <li>4. Prescribed premises assessments</li> </ul>	Manager Environmental Health	<ul style="list-style-type: none"> <li>1. Monthly</li> <li>2. Annually</li> <li>3. Ongoing</li> <li>4. Annually</li> </ul>
HC 06.03 N	There is a risk to the community from the effects of water contamination (drinking, beach, waterways and recreational waters)	Monitor recreational water quality and drinking fountains quality.	Manager Environmental Health	Weekly tests December to March Monthly tests of public pools Annual audits of drinking fountains
		Implement community information strategies in conjunction with the Derwent Estuary Program.	Manager Environmental Health Manager Waterways	Ongoing
<b>HC 07 EARTHQUAKE</b>				

<b>Register of risks and treatment strategies</b>				
<b>ID</b>	<b>Risk statement</b>	<b>Treatment/s</b>	<b>Responsibility for treatment</b>	<b>Timeframes</b>
HC 07.01 N	There is a risk that an earthquake will result in damage to public and private property and infrastructure	Ensure earthquake provisions of building code and design standards are implemented by ensuring the appropriate permits are in place for each development.	Principal Compliance & Permits Officer	Ongoing
<b>HC 08 ANIMAL DISEASE</b>				
HC 08.01 N	There is a risk to the community from the effects of introduced animal disease	Relay information to the public regarding recommended actions.	Manager Environmental Health	Ongoing
<b>HC 21 INFRASTRUCTURE FAILURE</b>				
HC 21.01	There is a risk that the road/bridge network will be damaged causing community disruption	Assess structures at risk including inspection of bridges.	Manager City Infrastructure	Inspect bridges every five years
		Maintain asset management plans for critical road and bridge assets.	Manager City Infrastructure	Update plan every two years
		Maintain an asset renewal program by completing renewal works identified in that year.	Manager City Infrastructure	Annually
HC 21.05	There is a risk of failure of the storm water reticulation network causing community disruption	Undertake network modelling to identify deficiencies.	Manager Waterways	Ongoing
		Develop and implement network augmentation programs	Manager Waterways	Ongoing
		New bridges designed for: ULS storm event for strength and stability of the bridge structure - 1:2000 ARI storm. SLS storm event for serviceability and scour protection design - 1:100 ARI storm.	Manager City Infrastructure	Ongoing
		Monitor movement of heavy vehicles through the NHVR permit.	Manager City Infrastructure	Ongoing
<b>HC 22 STRUCTURAL FIRE</b>				

<b>Register of risks and treatment strategies</b>				
<b>ID</b>	<b>Risk statement</b>	<b>Treatment/s</b>	<b>Responsibility for treatment</b>	<b>Timeframes</b>
HC 22.01	There is a risk to high-rise commercial and residential structures from fire	Ensure compliance to current building codes and fire safety regulations for new development by ensuring the appropriate permits are in place.	Principal Compliance & Permits Officer	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems.	Principal Compliance & Permits Officer	Ongoing
HC 22.02	There is a risk to industrial premises from fire	Ensure compliance to current building codes and fire safety regulations for new development by ensuring the appropriate permits are in place.	Principal Compliance & Permits Officer	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems.	Principal Compliance & Permits Officer	Ongoing
HC 22.03	There is a risk to commercial and residential properties from a structural fire	Ensure compliance to current building codes and fire safety regulations for new developments by ensuring the appropriate permits are in place.	Principal Compliance & Permits Officer	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems.	Principal Compliance & Permits Officer	Ongoing
HC 22.04	There is a risk to human life from structural fire	Ensure compliance to current building codes and fire safety regulations for new developments by ensuring the appropriate permits are in place.	Principal Compliance & Permits Officer	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems.	Principal Compliance & Permits Officer	Ongoing
<b>HC 23 BUILDING COLLAPSE</b>				
HC 23.01 M	There is a risk to human life from structural collapse of buildings and other structures	Ensure compliance to current building codes and fire safety regulations for new development by ensuring the appropriate permits are in place.  Issue Compliance Notice upon advice of deficient safety systems	Principal Compliance & Permits Officer	Ongoing
<b>HC 25 POLLUTION</b>				

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
HC 25.01 M	There is a risk of pollution of the air, water and land from a number of sources and accident scenarios involving storage, handling, transport and use on hazardous materials	Compliance with hazardous materials transport and storage legislation. i.e. EMPCA Waste Regulations 2020.	Council Managers	Ongoing
		Support, promote and enforce pollution control measures at McRobies Gully Waste Management Centre.	Manager City Resilience	Ongoing
<b>HC 26 TRANSPORT ACCIDENT</b>				
HC 26.02	There is a risk of multiple casualties from a transport accident	Ensure compliance with heavy vehicle transport regulations by relaying new regulations and initiatives to plant operators.	Manager City Infrastructure	Ongoing
HC 26.03 M	<p>There is a risk to the community from transportation accidents including:</p> <ul style="list-style-type: none"> <li>• Buses</li> <li>• Cruise ships</li> <li>• Air crash</li> <li>• Rail accident</li> <li>• Ferry accident</li> <li>• Hazardous materials transportation</li> <li>• Heavy vehicles</li> <li>• Light vehicles</li> <li>• Plant</li> </ul>	Promote Risk Mitigation Programs, driver awareness training, fleet safety improvements and meetings of the Motor Vehicle Safety Committee.	Manager City Infrastructure Senior Advisor Risk & Audit Systems	Ongoing
		Maintain asset management plans for roads	Manager City Infrastructure	Works programmes updated annually. Asset Management Plans updated every 5 years.
		Maintain City of Hobart traffic management activities including Black Spots and Roads to Recovery funding programs	Manager City Mobility Manager City Infrastructure	Black Spot projects and Roads to Recovery projects are completed annually.
HC 26.02	There is a risk of multiple casualties from a transport accident	Ensure compliance with heavy vehicle transport regulations by relaying new regulations and initiatives to plant operators.	Manager City Infrastructure	Ongoing
<b>HC 27 COASTAL SEA LEVEL RISE</b>				
HC 27.01 N	There is a risk to the community as a result of coastal sea level rises	Maintain awareness of current trends in sea level changes.	Climate Futures Lead	Ongoing
		Maintain and implement Climate Change Adaptation Strategy and Policy.	Climate Futures Lead	Ongoing

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		Implement appropriate changes to planning schemes.	Program Leader City Futures	Ongoing
		Collaborate and contribute to the preparation and implementation of a Regional Coastal Hazard Strategy.	Program Leader City Resilience	Ongoing
		Maintain EM Plans cognisant of emergency risks.	Municipal Coordinator	Update EM Plans every 2 years
		Ensure that proposed use and development complies with the standards of the Inundation Prone Areas Code of the <i>Hobart Interim Planning Scheme 2015</i> . Matters covered by the Code include building minimum floor levels, flood-resistant construction, maintenance of site access and potential impacts upon other land and property.	Environmental Development Planner	Ongoing
<b>HC 10 TSUNAMI</b>				
HC 10.01 N	There is a risk to the community from tsunami	Maintain a Standard Operating Procedure detailing the response when a tsunami warning is received.	Municipal Coordinator	Ongoing
		Relay tsunami warnings to the public.	Manager Strategic Communications & Marketing	Immediately upon receiving a warning
		Maintain EM Plans cognisant of emergency risks	Municipal Coordinator	Update EMP every two years
<b>HC 21 INFRASTRUCTURE FAILURE (DAMS)</b>				
HC 21.13 N	There is a risk to the Sandy Bay and Dynnyrne community as a result of the failure of the Waterworks dams	Liaise with TasWater and TASPOL to relay warnings to the community if there is risk of dam failure.	Manager Strategic Communications & Marketing Municipal Coordinator	Relay warnings immediately upon receipt of advice.
<b>HC 47 MASS CASUALTY INCIDENTS</b>				
HC 47.01 N	There is a risk of a mass casualty incident from a number of causes	Promote the City's risk reduction programs and liaise where appropriate with internal and external stakeholders (other CoH divisions, TasPol, DoH, THS, AT etc.)	Program Manager Smart City	Ongoing



Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		Promote a high level of response strategies and liaise where appropriate with internal and external stakeholders (other CoH divisions, TasPol, DoH, THS, AT etc.).	Program Manager Smart City	Ongoing
		Review appropriateness of risk management and safety plans at council facilities and events if requested and contribute to development of such plans if requested.	Program Manager Smart City	Ongoing
HC 45 MASS GATHERINGS				
HC 45.01 N	There is a risk to the community attending mass gathering events	Assess and issue licences for place of assembly.	Manager Environmental Health	Annual licences or one-offs
		Review appropriateness of EM and Security plans.	Program Leader Safe City	Annual reviews
		Promote awareness of community security.	Program Leader Safe City	Ongoing
		Ensure maintenance of community facilities in line with approved levels of service and legislative requirements.	Manager City Infrastructure	Ongoing
		Determine, as requested, whether CoH's security technology is appropriate to meet risk management and safety plans at council facilities and events.	Program Leader Safe City	Each event
HC 44 TERRORISM				
HC 44.01 N	There is a risk to the community from acts of terrorism	Promote terrorism awareness and reporting programs.	Program Leader Safe City	Ongoing
		Support national and state counter terrorism awareness and development programs and exercises.	Program Leader Safe City	Ongoing
HC 04 SEVERE WEATHER				
HC 04.2N	There is a risk to the community from severe wind or snow conditions.	Relay warnings of severe weather.	Manager Strategic Communications & Marketing	Immediately after receiving advice of the event

Register of risks and treatment strategies				
ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
		Ensure capability for Council to respond in the management of severe events by ensuring staff are assigned to emergency roles including: <ul style="list-style-type: none"> <li>• After hours duty response</li> <li>• EM Working Group</li> <li>• Incident Management Team</li> </ul>	Municipal Coordinator	Review staff annually

## APPENDIX 3: MEMC Terms of Reference

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### City of Hobart Municipal Emergency Management Committee Terms of Reference



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<b>Committee</b>	City of Hobart Emergency Management Committee
<b>Date and status of these terms</b>	ACCEPTED Issue 12 2024
<b>Enquiries</b>	Executive Officer Municipal Emergency Management Coordinator City of Hobart
<b>Review notes</b>	These Terms of Reference are due for review in September 2024
<b>General standards &amp; practices</b>	The <i>Tasmanian Emergency Management Arrangements</i> (TEMA) describes the framework for this committee and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from <a href="http://www.ses.tas.gov.au">www.ses.tas.gov.au</a> ). The following are specific to this committee:
<b>1. Authority &amp; Background</b>	Section 20 of the <i>Emergency Management Act 2006</i> establishes the City of Hobart Emergency Management Committee within the Tasmanian emergency management framework for the Southern Region.
<b>2. Purpose</b>	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 ...”
<b>2.1 Functions</b>	<ul style="list-style-type: none"><li>2.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.</li><li>2.1.2 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement.</li><li>2.1.3 Oversight of the management of emergencies where council/s resources are required to support response and recovery.</li><li>2.1.4 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.</li><li>2.1.5 Nominate a representative to attend the Southern Region Emergency Management Committee activities and provide bilateral support.</li><li>2.1.6 Coordinate/participate in at least one emergency management exercise for the City every two years.</li><li>2.1.7 Coordinate a post emergency operational debrief for all organisations involved in an emergency event.</li></ul>

2.1.8 Meet at least twice per year unless an emergency event occurs and a subsequent review of the operational aspects of the Plan is required. These meetings will be scheduled by the Executive Officer at the appropriate intervals

**3. Reports to**

Southern Regional Emergency Management Committee

**4. Membership**

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

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

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

**4.1 Chairperson**

City of Hobart Lord Mayor or appointed Alderman

**4.2 Executive officer**

Municipal Emergency Management Coordinator, City of Hobart

**4.3 Members**

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

**4.4 Nominated proxies**

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

**5. Committee details**

**5.1 Sub-committees**

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

**5.2 Stakeholder groups**

The stakeholder groups of this committee include but are not limited to:

- Other service provider agencies such as Telstra, TasNetworks, Hydro, TasWater, TasPorts, TasRail, etc.
- Recovery service providers such as Red Cross, Centrelink, St Vincent de Paul, Housing Tasmania.

### **5.3 Chairperson**

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

- a Chair the Council's Emergency Management Committee
- b Receive notification of emergency events from the Municipal Coordinator.
- c Maintain contact with and support the Municipal Coordinator during an emergency event.
- d Arrange for an annual report to be provided to the Council on the activities of the City of Hobart Emergency Management Committee.
- e Maintain regular contact/ liaison with the Municipal Coordinator in regard to the administrative arrangements of the City of Hobart Emergency Management Committee.

### **5.4 Frequency of meetings**

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

### **5.5 Emergency Management Working Group**

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

### **5.6 Municipal Emergency Management Plan (MEMP) Review Process**

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

The review will as a minimum take into consideration the following factors:

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

### **5.7 Emergency management maintenance schedule**

A schedule that provides prompts for action to ensure that Council's EM capability remains current is included in Appendix 4 of this plan.

### **5.8 Business continuity planning**

Business continuity is specifically considered within this Plan through the function of the MEMC as detailed in Appendix 6. It can also be addressed through specific resilience planning strategies across the broader council. Whilst an emergency event will have an impact on the business of the Council and the community, this Plan focuses on the management and resource requirements to effectively mitigate the likelihood and manage the consequences of emergency events on the broader community.

## APPENDIX 4: MEMC maintenance schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the MEMC	Municipal Coordinator	Biannually	May/November
Plan, conduct and review an EM related exercise	Municipal Coordinator	Every two years	October
Review EM Plan and all appendices (including risk assessments and treatment strategies). Lodge plan with SREMC	City of Hobart Emergency Management Committee	Every two years	March
Review and update contact lists	Municipal Coordinator	Annually	July
Attend REMC Meetings	Municipal Coordinator	Quarterly	As advised
Attend SRSRC Meetings	Social Recovery Coordinator	Quarterly	As advised
Attend Southern Municipal Coordinators Liaison Group Meetings	MC SRC	Quarterly	As advised
Review Risk Treatment options in conjunction with strategic plan and budget	Municipal Coordinator	Annually	November

## APPENDIX 5: Centres for emergency management

### a Emergency Operations Centres (EOC)

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

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

### b Emergency Coordination Centres (ECC)

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

	Municipal location	Contact	Regional location	Contact
<b>Primary</b>	Town Hall Elizabeth Street Conference Room Macquarie Street Hobart	Municipal Coordinator	Southern Region Headquarters Level 1, 28 Bathurst St Hobart	SES Duty Officer
<b>Secondary</b>	Council Business Centre 16 Elizabeth Street Hobart (Riverview Room)	Municipal Coordinator	Refer to Regional Coordinator	N/A
<b>Other</b>	Mathers House 108 Bathurst Street Hobart	Municipal Coordinator	Refer to Regional Coordinator	N/A

## **APPENDIX 6: Duty statements**

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

### **Duty Statement: Municipal Emergency Management Committee (MEMC)**

#### **Committee's duties**

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

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

#### **Chairman's duties**

1. To chair Council's Emergency Management Committee.
2. Make arrangements for reports to the Council, on an as needs basis, covering the activities of the City of Hobart Emergency Management Committee and related emergencies.
3. Maintain regular contact/ liaison with the Municipal Coordinator and the LM in regard to the administrative arrangements of the City of Hobart Emergency Management Committee.
4. Receive notification of emergency from Municipal Coordinator.
5. If appropriate, during an emergency event, convene the City of Hobart Emergency Management Committee and support the Municipal Coordinator.

#### **Municipal Coordinator's Duties**

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

#### **Committee Members' Duties**

1. Providing advice within their field of expertise.
2. Coordinating and managing resources from their respective organisation in support of the Municipal Emergency Coordination Centre.



## **Duty Statements: Incident Management Team**

### **Emergency Coordination Centre Manager (Incident Controller)**

1. Receive notification of emergency.
2. Establish the HECC.
3. Provide human and physical resources to maintain the HECC.
4. Maintain contact with and support Municipal Coordinator.
5. Coordinate media and community information.
6. Take charge and exercise leadership of the response to and/or recovery from the incident, including the establishment of the incident management team.
7. Manage adequate safety procedures/systems for the IMT.

#### **Reports to the CEO**

### **Planning Officer**

1. Receive notification of emergency from the Incident Controller.
2. Maintain contact with and support the Incident Controller.
3. Continually assess the situation, conduct analysis, identify risk and share information in support of all decision-making.
4. Provide specialist advice on the nature of the emergency and review the response activities.
5. Log all activities/actions and decisions made.
6. Consult with Logistics Coordinator on all resource matters.

#### **Reports to the Incident Controller**

### **Logistics Coordinator**

1. Receive notification of emergency from the Incident Controller.
2. Maintain contact with and support the Planning Officer and Incident Controller.
3. Obtain, maintain and track all human and physical resources, facilities, services and materials.
4. Maintain and track all finances related to the incident.

#### **Reports to the Incident Controller**

### **Public Information Officer**

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

#### **Reports to the Incident Controller**

### **Municipal and Social Recovery Officer**

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

#### **Reports to the Incident Controller**

### **Emergency Operations Centre Manager**

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

#### **Reports to the Incident Controller**

## Administration Officer

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

### **Reports to the Incident Controller**

## Duty Statements: Other emergency roles

### Lord Mayor

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

### **Reports to the Council**

### Chief Executive Officer

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

### **Reports to the Lord Mayor**

### Municipal Coordinator

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

### **Reports to the General Manager**

### Social Recovery Coordinator

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

9. Maintain and manage the activities within the Recovery Centre.

**Reports to the Municipal Coordinator**

## Emergency Operations Centre Manager

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

**Reports to the Municipal Coordinator**

## Logistics Coordinator

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

**Reports to the Municipal Coordinator**

## Deputy Municipal Coordinator

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

**Reports to the Municipal Coordinator**

## Evacuation or Recovery Centre Manager

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

**Reports to the Social Recovery Coordinator**

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

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

### **Municipal Coordinator**

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

- a Assess the necessity to establish the emergency coordination centre and or the emergency operation centre;
- b Contact the Emergency Operations Centre Manager to alert/activate response teams/supervisors and other potentially affected operational areas as deemed appropriate;
- c Notify Council's CEO;
- d Notify the Media Liaison Officer; and
- e Contact those staff that may have a direct role in the emergency.

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

### **Liaison with Emergency Services**

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

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

### **Bushfire**

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

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

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

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

### **Floods**

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

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

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

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

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

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

## **Storms**

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

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

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

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

## **Operations Areas**

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

## APPENDIX 8: Community centres

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

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

Row	Centre, location title and contact	Facilities	Location	Usage frequency	Could be used for	Comments
1	Town Hall Elizabeth Street Conference Room  Contact: (a) Municipal Coordinator (b) Deputy Municipal Coordinator	Meeting space Toilets Tables and chairs Kitchen Phone lines Computer network Internet capability	Elizabeth Street, Hobart	The facility is used intermittently on a daily basis as a meeting room for Council operations	Initial evacuation centre Information	Designated as Emergency Coordination Centre
2	Mathers House Criterion House  Contact: Social Recovery Coordinator	Some office space Kitchen Extra power, telephone and computer outlets in the hall space Male/female toilets Limited car parking Hobart Central Carpark opposite	108 Bathurst Street, Hobart	The facility is used as a community centre during the week and hired during weekends	Evacuation Recovery Information	Within the CBD and useful for businesses within the CBD.
3	Youth Arc / City Hall Complex Contacts:- (a) Municipal Coordinator (b) Social Recovery Coordinator (c) Deputy Municipal Coordinator	Open space, office space/work stations Tables and chairs Male/female/disabled toilets Kitchen area Meeting rooms (can seat 10) Offices (Number) Phone lines Computer network, internet capability Car parking Market Place Carpark opposite	Bounded by Collins, Campbell and Macquarie Streets and Market Place	Youth Arc is occupied daily during the week and occasionally on weekends City Hall usage is occasional.	Evacuation Recovery Information	Youth Arc is small youth assistance centre. The City Hall is a large capacity venue.

4	Princes Wharf No. 1  Contact: Recovery Centre Manager	Large open space, including outdoor space  Commercial kitchen with commercial fridge and freezer Toilets/showers/change rooms Heating Internet/phone lines Offices and meeting rooms Solar panels/gas hot water Good vehicular access including large commercial vehicles Car parking Tables and chairs Portable grandstands CCTV Ferry access	Princes Wharf, Castray Esplanade	Usage in this facility is occasional.  Operated by State Government	Evacuation Recovery Information	Wharf apron and Paddock is controlled and managed by Tas Ports  Adjacent to the Institute Marine and Antarctic Studies (IMAS) site
5	Tasmania Hockey Centre  Contact:  Social Recovery Coordinator	Large open grounds, carparking, fields, cooking facilities and a number of rooms including: Toilets / showers. Kitchen facilities. Good vehicle access including capacity for large commercial vehicles. First Aid Rooms Air-conditioned rooms	19 Bell Street, New Town	The Hockey Centre grounds are run and maintained by Hockey Tasmania.  The Hockey Centre is regularly utilised by sporting clubs.	Evacuation	The Hockey Centre grounds is suitable for evacuees and has a large amount of parking.  Campervans, tents and caravans can be placed at the nearby soccer grounds and Cornelian Bay grounds.  Buildings at the facility can accommodate pets and other animals.
6	Macquarie Wharf Shed 2  Contact:  Social Recovery Coordinator	Large open space and some outdoor space. Toilets / showers / some offices. Limited kitchen facilities. Good vehicle access including capacity for large commercial vehicles.	Macquarie Wharf, Hunter Street	Usage of this facility is occasional and operated by TasPorts	Evacuation	Wharf apron is controlled and managed by TasPorts
7	Cenotaph and Regatta Grounds and buildings	Large open grounds and a number of rooms within the Regatta building. Toilets / showers.	Tasman Highway, Hobart.	The Cenotaph grounds are maintained by the Council.	Evacuation	The Cenotaph grounds is suitable for campervans, tents and caravans.

	Contact: Parks Administration	Limited kitchen facilities. Good vehicle access including capacity for large commercial vehicles.		The Regatta building has occasional use.		The building can accommodate pets and other animals.
8	South Hobart Community Hall  Contact:  Social Recovery Coordinator	Kitchen Extra power, telephone and computer outlets in the hall space Male/female toilets Limited car parking	Corner Darcy Street, Washington Street, South Hobart	The facility is used as a community centre during the week	Recovery Information	The centre is adjacent to a park and children's playground.
9	Lenah Valley Community Hall  Contact: Recovery Coordinator	Some office space Kitchen Open space hall Extra power, telephone and computer outlets in the hall space Male/female toilets Limited car parking	Creek Road Lenah Valley opposite primary school	The facility is used as a day care centre during the week	Evacuation Recovery Information	There is a primary school and senior citizens centre nearby. The site is adjacent to a large sports field and BBQ area.
10	Sandown Park Pavilion  Contact: Parks Administration	Change rooms/toilets Small office Servery/kiosk Additional telephone lines installed Limited under cover capacity	Long point Road, Sandown Avenue Sandy Bay	The facility is used mainly for sporting activities, weekday training and weekends	Evacuation	The pavilion services two major sports fields and had further open space adjacent.



## APPENDIX 9: Nearby Safer Places

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

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

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