



FLINDERS COUNCIL

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Table of Contents

SECTION 1 OVERVIEW	4
Glossary	4
Acronyms	10
Introduction.....	11
Authority	11
Aim	11
Objectives	11
Scope	12
Activation.....	12
Context Statement	12
Population and Demographics.....	13
Culture	13
Natural Features	13
Built Environment	13
Infrastructure	14
Critical Infrastructure.....	14
Communication	14
Industry and Commerce	15
Emergency Services and Management	15
Hazard Summary	15
SECTION 2: GOVERNANCE AND MANAGEMENT	16
Roles of Government and Emergency Management Partners	16
Emergency Management Roles and Responsibilities for Flinders Council.....	17
The Legal Framework for Emergency Management.....	18
Emergency Management Responsibilities.....	19
SECTION 3 EMERGENCY MANAGEMENT ARRANGEMENTS	22
SECTION 3.1 PREVENTION AND MITIGATION	23
Overview	23
Principle	23
Legal Requirements	23
Current Emergency Risk Management Arrangements for Flinders.....	23
Current Themes in Prevention and Mitigation	23
Current Arrangements.....	24
SECTION 3.2 PREPAREDNESS	27
Principle	27
Overview	27
Legal Requirements	27
Legal Preparedness Requirements for Local Government.....	27
Current Arrangements.....	27
Community Warnings and Public Information.....	30
SECTION 3.3 RESPONSE	33
Principle	33
Legal Requirements	33
Command, Control and Coordination	34
Flinders Municipal Emergency Coordination Centre	36

Flinders Municipal Emergency Operations Centre	36
Escalation of Incident Control	37
Operational Communications.....	37
Resource Sharing and Coordination	37
Typical Actions During Phases of Emergency Response	39
Warnings and Public Information	40
Other Elements	49
SECTION 3.4 RECOVERY	54
Overview	54
Current Arrangements.....	55
Short Term Arrangements and Recovery Centres ('One Stop Shop')	56
Longer Term Recovery Arrangements.....	57
SECTION 4 PLAN ADMINISTRATION	60
Plan Contact	60
Review Requirements and Issue history	60
Distribution List.....	60
Consultation for this Issue	61
Communications Plan Summary	61
Validation of this Plan	62
Associated Documents	62
SECTION 5 APPENDICES	64
Appendix 1 Flinders MEMC Terms of Reference.....	64
Appendix 2 Map of Flinders Municipal Area	66

Summary List of Tables

Table 1 Roles & Responsibilities of Emergency Management Authorities.....	19
Table 2 All-Hazards Response: Typical Actions	39
Table 3 Summary of Warning Systems and Arrangements	41
Table 4 Summary of Public Information Arrangements.....	48
Table 5 Recovery Summary	59
Table 6 Distribution List	61
Table 7 Legislation	62
Table 8 Plans and Arrangements	62
Table 9 Other Resources	63

Summary List of Figures

Figure 1 Tasmanian Emergency Management Arrangements.....	16
Figure 2 Command, Control and Coordination.....	35
Figure 3 The Evacuation Process	
Figure 4 Typical Recovery Arrangements	Error! Bookmark not defined.

Section 1 Overview

Glossary

Term	In the context of this plan, this means:
Affected Area Recovery Committee	A committee established under section 24E of the Emergency Management Act 2006 after an emergency event to coordinate longer term recovery activities at the regional and/or local levels. These committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities.
Command	The internal direction of an organisation's resources in an emergency.
Community Centres NB one or more centre type can be combined at the same location if necessary.	<p>Assembly: An identified location where affected persons can assemble. Assembly centres are generally established for a short period of time to meet the immediate personal support needs of individuals and families e.g. Community Fire Refuges.</p> <p>Community Fire Refuge: An identified location for persons requiring refuge from fire.</p> <p>Evacuation: A place, or facility, where people affected by an emergency may be provided, under the Emergency Management Act 2006, with information in relation to hazards associated with the emergency or with temporary shelter from those hazards.</p> <p>Information: An identified location where information is made available for emergency-affected people. They can be virtual (e.g. call centres or web based), or physical (e.g. at a community centre). Notwithstanding the structural arrangements, the importance of providing clear and consistent information is acknowledged</p> <p>Recovery: A place or facility where people affected by an emergency may be provided with information about, or support to recovery from, that emergency.</p>
Control	The overall direction and management of response/recovery activities for an emergency. The authority for control can be established in legislation or in an emergency plan and includes tasking and coordinating other organisations resources to meet the needs of the situation (ie control operates horizontally across organisations).
Coordination	The systematic acquisition and application of resources (workers, equipment, goods and services) during response/recovery. Coordination can operate vertically within an organisation (as a function of command), as well as horizontally across organisations (as a function of control).
Coordinating Agency	The identified government agency or agencies responsible for managing and coordinating the planning, delivery, monitoring and reporting for a group of recovery functions (recovery domain).
Debrief	A meeting of stakeholders to review the effectiveness of

Term	In the context of this plan, this means:
Deputy Municipal Coordinator	<p>response/recovery operations.</p> <p>From the <i>Emergency Management Act 2006</i>: "Deputy Municipal Coordinator" means the Deputy Municipal Emergency Management Coordinator appointed under section 23</p> <p>Section 23 establishes the Deputy Municipal Coordinator as a ministerial appointment in each municipal area who can act for the Municipal Coordinator when the Municipal Coordinator is:</p> <ul style="list-style-type: none"> • absent from duty or Tasmania OR • unable to perform the Municipal Coordinator duties (permanently) or • is temporarily not appointed e.g. has resigned etc.
Deputy Regional Controller	<p>From the <i>Emergency Management Act 2006</i>: "Deputy Regional Controller" means the Deputy Regional Emergency Management Controller appointed under section 17;</p> <p>Section 17 establishes the Deputy Regional Controller as a person to be the deputy to the Regional Controller. The person is either:</p> <ul style="list-style-type: none"> • a police officer determined by the Commissioner of Police and the State Controller OR • a person appointed by the Minister. <p>The Deputy Regional Controller can act for the Regional Controller when the Regional Controller is:</p> <ul style="list-style-type: none"> • absent from duty or Tasmania OR • unable to perform the Regional Controller duties (permanently)OR • is temporarily not appointed e.g. has resigned etc.
Emergency	<p>As defined in the <i>Emergency Management Act 2006</i>, an emergency is: an event – or the threat of an event – that: endangers, destroys or threatens to endanger or destroy human life, property or the environment, or causes or threatens to cause injury or distress to persons; and requires a significant response from one or more of the statutory services.</p>
Emergency Coordination Centre	<p>A generic term for any facility or location where an identified group or team meets to coordinate measures to address the consequences of an emergency. The work at Emergency Coordination Centres can be agency-specific or community focused. This means multiple centres may be active for a single emergency, and they may be co-located with other centres depending on the situation (e.g. an Emergency Operations Centre). Municipal, Regional and State Emergency Management Committees manage the Emergency Coordination Centres that are focused on community-wide consequence management.</p>
Emergency management	<p>The <i>Emergency Management Act 2006</i> defines 'emergency management' as:</p> <p>(a) 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; or</p> <p>(b) the planning, organisation, coordination and implementation of civil defence measures; or</p> <p>(c) the conduct of, or participation in, research and training for any</p>

Term	In the context of this plan, this means:
	<p>measures specified in paragraph (a) or (b); or (d) the development of policy and procedures relating to any measures or actions specified in paragraph (a), (b) or (c);</p>
Emergency management plan	<p>A document required under the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management in Tasmania. This includes descriptions of processes for safe and effective operations in emergencies.</p> <p>Emergency management plans include the Tasmanian Emergency Management Plan, Regional Emergency Management Plans, State Special Emergency Management Plans and Associate Plans.</p>
Emergency Operations Centre	<p>A generic term for any facility or location where an identified group or team meets to give direction for agency-specific work related to an emergency.</p> <p>This includes the acquisition and allocation of resources required by the agency. The way Emergency Operations Centres are used can vary depending on the situation.</p>
Emergency powers (includes risk assessment powers)	<p>From the <i>Emergency Management Act 2006</i>: "emergency power" means a power specified in Schedule 1;</p> <p>These powers are formally authorised by the State Controller/ conferred on Regional Controllers and related to:</p> <ul style="list-style-type: none"> • directing/controlling movement of people, animals, wildlife • medical examination and/or treatment, decontamination • destruction of animals, wildlife, vehicles, premises/property suspected to be contaminated with chemical, biological, radiological materials • disposal of human and animal remains • managing energy supply (electricity, liquids, gas, other) • traffic control • closing public places/events • entry to vehicles or premises (stop, enter, inspect; seize, copy, take extracts of relevant items • property (e.g. excavate, earthworks, modify etc) • require cooperation for emergency management.
Special emergency powers	<p>From the <i>Emergency Management Act 2006</i>: "special emergency power" means a power specified in Schedule 2.</p> <p>Powers that mean the State Controller or the Regional Controller affected by the declaration of a state of emergency can direct resources to be made available to persons involved in emergency management and take such actions considered appropriate for emergency management</p>
Emergency risk management	<p>A systematic process that produces a range of measures that contributes to wellbeing of communities and the environment.</p>
Hazard	<p>From the <i>Emergency Management Act 2006</i>: "hazard" means a place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment.</p>
Management Authority	<p>The organisation responsible for providing guidance for aspects of</p>

Term	In the context of this plan, this means:
	<p>comprehensive emergency management. This responsibility is often established in legislation and undertaken in partnership with other organisations.</p> <p>NOTE: Management Authority is a new term developed through the last review of the TEMP. It is an adaptation of the 'Lead Combat Agency' term which is not as appropriate for prevention and mitigation and preparedness arrangements (which are new sections in emergency management plans).</p>
Municipal Chairperson	<p>From the <i>Emergency Management Act 2006</i>: "Municipal Chairperson" means the person determined under section 21(2) by a council to be the Municipal Chairperson.</p> <p>Section 21 establishes the Municipal Chairperson as a person determined by council for the municipal area to chair the Municipal Committee.</p>
Municipal Committee	<p>From the <i>Emergency Management Act 2006</i>: "Municipal Committee" means a Municipal Emergency Management Committee established under section 20.</p> <p>Section 20 establishes the Municipal Committee as a group established to institute and coordinate emergency management for a municipal area or a combined area.</p>
Municipal Coordinator	<p>From the <i>Emergency Management Act 2006</i>: "Municipal Coordinator" means a person appointed as a Municipal Emergency Management Coordinator under section 23</p> <p>Section 21 establishes the Municipal Coordinator as a person appointed by the Minister who has the authority and ability to make decisions relating to the coordination of emergency management in the municipal area during an emergency without first seeking the approval of council. The Municipal Coordinator has other responsibilities established by the <i>Emergency Management Act 2006</i> including:</p> <ul style="list-style-type: none"> • Executive Officer for the Municipal Committee • assist and advise the Municipal Chairperson, Regional Controller, SES Unit Manager and council • act as an Authorised Officer when required and authorise others to act as Authorised Officers.
Municipal Recovery Coordinator	<p>A person appointed to coordinate, manage and advise on recovery arrangements at a municipal level under section 24G of the <i>Emergency Management Act 2006</i>.</p>
Preparedness	<p>Planned and coordinated measures so safe and effective response and recovery can occur.</p>
Prevention and mitigation	<p>Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.</p>
Public information	<p>Information provided to the public immediately before, during and after an emergency to reduce the potential impact of an emergency or hazard.</p>
Recovery	<p>The process of dealing with the impacts of an emergency, with the aim of returning social, economic, infrastructure, economic, and natural environments to an effective level of functioning</p>

Term	In the context of this plan, this means:
Recovery authority	The organisation in charge of recovery from a specific emergency, including council, a Recovery Taskforce or a State Government agency.
Recovery Domain Coordinator (Social / Economic / Infrastructure / Environmental)	A nominated State Service employee authorized to plan, lead and coordinate the delivery of recovery services (by domain) within a region for and on behalf of a Regional Controller and the Coordinating Agency. Domain Coordinators often work on a regional basis, and include Regional Social Recovery Coordinators.
Recovery function	A particular activity or group of activities that may be undertaken as part of recovery efforts.
Recovery Taskforce	A temporary Tasmanian Government business unit established after a significant natural disaster or other emergency to support affected communities and coordinate a whole-of-government recovery effort.
Regional Committee	From the <i>Emergency Management Act 2006</i> : "Regional Committee" means a Regional Emergency Management Committee established under section 14; Section 14 establishes the Regional Committee as a group to institute and coordinate emergency management in the region.
Regional Social Recovery Coordinator	A nominated State Government worker who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.
Regional Controller	From the <i>Emergency Management Act 2006</i> : "Regional Controller" means the Regional Emergency Management Controller appointed under section 17; Section 17 establishes the Regional Controller function as a person who is either: <ul style="list-style-type: none"> • a police commander determined by the Commissioner of Police and the State Controller OR • a person appointed by the Minister.
Register. Find. Reunite	Australian Government service operated by Red Cross that registers, finds and Reunites family, friends and loved ones after an emergency.
State Controller	From the <i>Emergency Management Act 2006</i> : "State Controller" means the State Emergency Management Controller appointed under section 10; Section 10 establishes the State Controller function as a person who is either: <ul style="list-style-type: none"> • the Head of Agency for the Department of Police and Emergency Management OR • a person appointed by the Minister.
State of emergency	From the <i>Emergency Management Act 2006</i> : "state of emergency" means a state of emergency declared under section 42; Section 42 establishes a state of emergency as a declaration by the Premier when an emergency is occurring or has occurred in Tasmania resulting circumstances that require or may require special emergency powers, because emergency powers would be

Term	In the context of this plan, this means:
	insufficient to deal with the emergency.
Support Agency	Organisations that are responsible for maintaining, or maintaining access to, specific functional capabilities as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority, as required.
Validation	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
Warnings	Dissemination of a message signaling imminent hazard/s, which may include advice on protection measures.
Worker	A generic term used to describe people who perform defined functions for an organisation or system, including: staff, volunteers and contractors/consultants.

Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CBRN	Chemical, Biological, Radiological, Nuclear
DCT	Department of Communities Tasmania
DoH	Department of Health
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DRFA	Disaster Recovery Funding Arrangements
DSG	Department of State Growth
DTF	Department of Treasury and Finance
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
GIS	Geographic Information Services
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
REMC	Regional Emergency Management Committee
RSRC	Regional Social Recovery Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SOP	Standard Operating Procedure
SIT REP	Situation Report
TasPol	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TFS	Tasmania Fire Service
THS	Tasmanian Health Service

Introduction

- 1.1. Emergencies can and do occur in the Flinders Municipal area. Accordingly, effective planning processes must be in place.
- 1.2. This plan establishes the commitments of various organisations involved in emergency management within the Flinders Municipal Area. This will enable the coordinated prevention and mitigation of, preparedness for, response to, and recovery from any emergency event.
- 1.3. This plan does not include the detailed procedures maintained by each emergency service and supporting organisation which describe how they will provide their particular services in a range of different emergency scenarios.
- 1.4. This plan represents the highest level of emergency management planning documentation within the municipality. Operational documentation which sit as sub-plans to this plan include:
 - a Recovery Management Plan;
 - b Oil Spill Plan;
 - c Flinders Council Pandemic Plan Version #1
- 1.5. The Municipal Committee maintains a Terms of Reference (TOR) which are reviewed approximately every two years. Appendix 1 Flinders MEMC Terms of Reference details the Flinders TOR.

Authority

- 1.6. This plan has been prepared in accordance with the *Emergency Management Act 2006*, (S33). It is issued with endorsement of the Regional Controller North (RC), under the authority of the State Controller (SC).
- 1.7. This plan is maintained by the Flinders Island Municipal Emergency Management Committee (MEMC).

Aim

- 1.8. The aim of this plan is to detail the current governance, command, control, coordination, arrangements for emergency management in the Flinders Municipal Area in a way that spans the prevention and mitigation, preparedness, response, and recovery continuum.
- 1.9. The Municipal Area incorporates the Furneaux, Kent, Hogan and Deal Island groups and all other Tasmanian islands in eastern Bass Strait up to the border with Victoria just off the coast of Wilsons Promontory.

Objectives

- 1.10. The objectives of this plan are to:
 - a Describe the emergency management arrangements for Flinders Municipal Area
 - b Describe the emergency management roles and responsibilities of stakeholders across all levels of government and non-government agencies;
 - c Outline the arrangements for prevention/mitigation, preparedness, response and recovery for Flinders Municipal Area

- d Detail a program for risk assessment, treatment and monitoring and where possible reduce the levels of emergency related risks to public safety within the Flinders Municipal Area.
- e Detail the incident management arrangements in place at the municipal, level, and as it links to regional and state levels;
- f Define protocols for the provision of support to neighbouring regions and the acquisition of State and Commonwealth resources where required.

Scope

- 1.11. The scope of this plan is restricted to emergencies which originate within or may affect the Flinders Municipal Area.
- 1.12. The arrangements detailed in this plan are intended to be scalable and flexible so they can be adapted as required.
- 1.13. These arrangements remain active across the PPRR spectrum. However, in times of emergency, specific powers/authorities may be sanctioned to complement existing efforts.

Activation

- 1.14. Activations of this plan usually occur in the first instance through the Flinders Municipal Coordinator (MC).
- 1.15. In addition, direction and/or advice to activate this plan (either in full or part) may be provided by the:
 - a Regional Controller (Northern Region);
 - b Regional Emergency Management Planner, SES (Northern Region);
 - c Regional Chief, TFS (Northern Region).
- 1.16. Coordination of formal activation of arrangements is best achieved by working with the SES RM North.

Context Statement

- 1.17. The Flinders Municipal Area extends from the Victorian/Tasmanian border immediately south of Wilson's Promontory to the south of Clarke Island in Bass Strait. It embraces the Furneaux, Kent and Hogan Groups, which is a scattered chain of islands in eastern Bass Strait and covers a total area of 1992 square kilometres. Appendix 2 provides a map of the Flinders municipal area, detailing key infrastructure and assets.
- 1.18. Flinders Island is the largest (137 400 ha) and most populated island in all the groups. The Furneaux Group includes Flinders Island and two other large islands, Cape Barren Island and Clarke Island. The remaining seventy smaller islands are of varying size.
- 1.19. Due to the isolated nature of the islands from both mainland Tasmania and Victoria, all support agencies and authorities are encouraged to plan on the basis that external support will not be available for a period of time and that some resources will be unobtainable in the short term.
- 1.20. Emergency response and recovery efforts should be conducted in a way that considers the isolated nature of the Flinders municipal area as well as the diverse communities on the Islands.

Population and Demographics

- 1.21. The population of Flinders Island is approximately between 700-900 persons, with the exception that during the period December to April, an increase of up to 40% may be experienced. This figure includes approximately 70 persons who live on Cape Barren Island.
- 1.22. Key demographic features are detailed below:
 - a Flinders has approximately 60-80 students aged between 5 and 19 years;
 - b A portion of the population identify as Indigenous;
 - c There are approximately 400 dwelling structures (separate houses; cabins; caravans; flats).

Culture

- 1.23. Flinders has a wide range of cultural and sporting activities encompassing traditional pursuits such as fishing, shooting, Mutton Birding and arts and crafts. In addition, there are many community-based activities such as the Country Women's Association (CWA).

Natural Features

- 1.24. Flinders Island is dominated by ridges of granite, which occupy about a third of the island, including the striking features of the Strzelecki Range to the south. In addition there is the Darling Range, Mt Killiecrankie, and the Patriarchs. About half of the Island's area is coastal sand dunes and related soil deposits. These form a broad plain on the eastern side on Flinders Island and a narrow strip on the western side. The highest peaks are Mt Strzelecki on Flinders at 756m. There are many other peaks which exceed 400m.
- 1.25. Many small streams within Flinders Island flow directly to the coast, forming the drainage pattern for the island. Due to the steepness and short distance to catchments, many of the smaller streams only flow after heavy rainfall. Many coastal lagoons exist along the eastern coastline of Flinders and Cape Barren Islands due to sand dunes blocking drainage to the coast. Variation in rainfall, altitude, geology and landform has led to considerable variation in soil and vegetation types on the islands.
- 1.26. Rainfall ranges from approximately 600mm to 800mm a year with greater falls likely in the cooler months from May to October. The climate is generally mild as the sea has a moderating effect, which protects the islands from extreme temperatures. The mean minimum temperature in July is 6.0C and the mean maximum for February is 22.5C. Summer temperatures can reach 40C.
- 1.27. Winds are predominantly westerlies which can blow unabated for several days at a time, particularly during late winter and spring. Sea breezes occur during the summer months. Consequently, coastal waters can be exposed to strong and variable winds and high seas at all times during the year.
- 1.28. Cape Barren Island (indigenous name: Truwana) lies to the south east of Flinders Island and has an area of 478.4km². For the most part, the population of Cape Barren Island identifies as Aboriginal. The Corner (on the northwest coast) represents the main population hub. The highest point on Cape Barren is Mt Munro at 715 metres.

Built Environment

- 1.29. The communities of Whitemark, Lady Barron and Cape Barren are home to the Islands' primary built environment. Built environment constitutes: Multi-purpose Centre, Whitemark; Cape Barren Health Centre; residential properties; businesses industrial properties; and holiday homes.

Infrastructure

- 1.30. There are approximately 300-420 kilometres of road in the Flinders Municipal Area, with some 94kms sealed, and the remainder good quality gravel roads.
- 1.31. Many four-wheel drive tracks access the hills and beaches.
- 1.32. The main airport, 5kms north of Whitemark, has two 30 metre wide runways with permanent lighting. Runway 05/23 is sealed and has a length of 1070m. Runway 14/32 is a sealed surface with a length of 1720m.
- 1.33. Reticulated water supplies are available in the towns of Whitemark, Lady Barron and Cape Barren.
- 1.34. Electricity is available to most properties on Flinders Island, supplied by Hydro Tasmania from a diesel-fired Power Station, solar arrays located at Whitemark and 3 wind turbines. Tasnetworks maintains a role in responding to customer enquiries relating to faults. Momentum is responsible for providing customer service and billing to residents.
- 1.35. Cape Barren Island has electricity supplied by diesel/wind generator units to the main settlement.
- 1.36. Cape Barren has an airport which consists of 1 runway.

Critical Infrastructure

- 1.37. The Flinders Municipal Area comprises a variety of critical infrastructure. These are listed below:
 - a Flinders Island Multi-Purpose Centre (MPC);
 - b Hydro Tasmania Power Station;
 - c Flinders Island District High School;
 - d Flinders Island Emergency Services Building (Whitemark);
 - e Tasports Lady Barron Wharf facilities;
 - f Telecommunications (Telstra) infrastructure (Mt Tanner; Vinegar Hill; Hays Hill; Middle Patriach Hill; Whitemark Post Office; Emita; Memana; Lackrana; Lady Barron; Ranga).
 - g TasWater supply infrastructure (Lady Barron water treatment plant; Vinegar Hill water reservoir; Pats River pump station and water treatment plan at Whitemark);
 - h Lady Barron Fuel Depot;
 - i Walkers Hill (Edac, VHF and UHF repeater and mobile tower)
 - j There are approximately 24 airstrips in the Flinders Municipality, with Lady Barron and Whitemark being the primary strips

Communication

Telephones

- 1.38. The primary method of communication in the Flinders area is by telephone. Telstra has a technician on the Island that is responsible for maintaining the telephone system. In the event of a major failure whereby local resources are unable to re-establish the telephone system, support is available from Launceston albeit that considerable delays will occur.
- 1.39. There are a significant number of radio landline telephones on the Island. Landline services generally are diminishing.

Mobile Radio Network

- 1.40. Very High Frequency (VHF) radio systems are utilized by emergency services (SES, AT, TFS), Council and Parks and Wildlife which enable radio communications from the Island to mainland Tasmania.
- 1.41. In the event of a significant or prolonged emergency, Flinders SES is able to assist in the establishment and monitoring of a VHF radio network. If required, additional VHF radios can be supplied to supporting agencies. It should be recognised that due to the isolated nature of the Flinders area, these cannot be provided in the short-term and delays will occur as a result.
- 1.42. Support agencies are encouraged to have easy access to Ultra High Frequency (UHF) radios to facilitate immediate on-site communications.

Industry and Commerce

- 1.43. Agriculture constitutes the key form of commerce for Flinders. Other primary forms of industry and commerce for Flinders include:
 - a Tourism;
 - b Retail;
 - c Fishing.

Emergency Services and Management

- 1.44. Overall governance for emergency management for the Flinders area is the responsibility of the Flinders Council. Individual emergency service organizations bear responsibilities for emergency management activities as they pertain to their respective lead agency roles.
- 1.45. Emergency services with a presence on Flinders include: SES, TFS, PWS, and TasPol and AT.

Hazard Summary

- 1.46. Key hazards (identified as a part of the Tasmanian Emergency Risk Management Project) which have the potential to have impacts in the Flinders Municipal Area include:
 - a Fire;
 - b pests and weeds;
 - c Exotic animal disease;
 - d Earthquake;
 - e Critical infrastructure damage;
 - f Pandemic;
 - g Mass casualty;
 - h Oil spill;
 - i Shipping/boating accidents;
 - j Aircraft incidents;
 - k Tsunami.

Section 2: Governance and Management

Roles of Government and Emergency Management Partners

- 2.1. In Australia, the three spheres of government (Commonwealth, State and local) work in partnership to achieve safer, resilient communities through robust emergency management arrangements. The Tasmanian Emergency Management Arrangements (TEMA) provides a summary of the different roles of government for emergency management. Non-Government Organisations (NGOs), industry/professions, communities and individuals complement the work of Governments for emergency management.
- 2.2. Emergency management arrangements in Tasmania are organized into three regions (North; South; North West). Emergency management arrangements for Flinders fit within this framework.
- 2.3. The Northern Region Emergency Management Committee (NREMC) is chaired by the Regional Controller North (Police Commander Northern District) with Executive Officer support being provided by the SES Regional Emergency Management Planner North (RM North). The NREMC provides governance oversight for emergency management for Tasmania's north region. s.13-18 of the Act establishes this role and function.
- 2.4. At a municipal level, local government has a central role in coordinating and facilitating a range of emergency management activities for all hazards at a local level, as well as resourcing specific Council responsibilities for emergency management. The Flinders MEMC is Chaired by the Mayor, with Executive Officer support being provided by the Municipal Coordinator. s.19-24 of the Act establishes the role and functions of the Flinders MEMC.
- 2.5. Figure 1 illustrates the hierarchy of emergency management arrangements in Tasmania as they relate to the Flinders local government area.

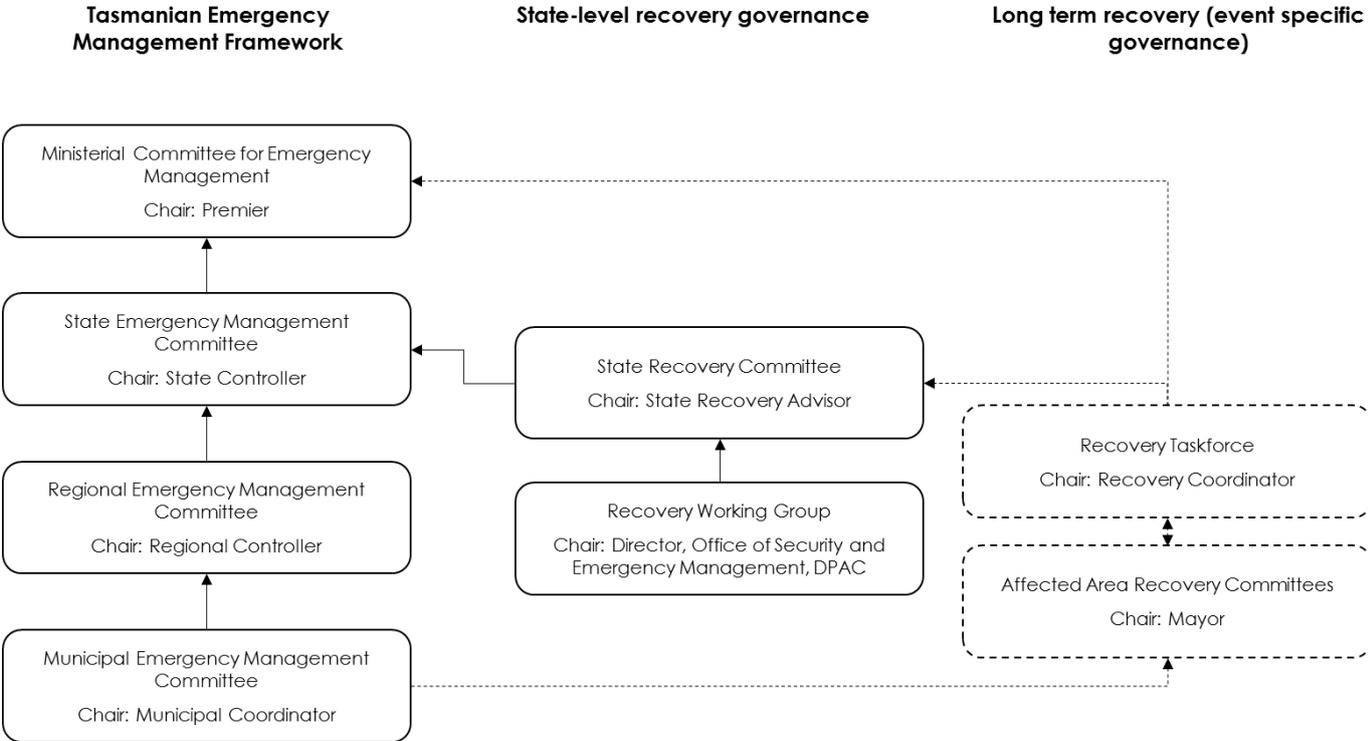


Figure 1 Tasmanian Emergency Management Arrangements

Emergency Management Roles and Responsibilities for Flinders Council

- 2.6. In relation to emergency management, the Flinders Mayor is responsible for the following key tasks:
- a Providing leadership and direction to the Flinders MEMC as its Chair;
 - b Promoting the importance of emergency management within Council and supporting special initiatives;
 - c initiating public appeals for financial assistance;
 - d Providing reassurance to members of the community who have been affected by an emergency event; and

Chairperson, MEMC

- 2.7. The Flinders Council Mayor chairs the Flinders MEMC.
- 2.8. The Chairperson of the MEMC is responsible for the following:
- a Managing the discussion of emergency management issues at MEMC meetings;
 - b Liaising with the Municipal Co-coordinator in relation to emergency management matters which may impact the municipality;
 - c Promoting pro-active emergency management in the community via the MEMC committee; and
 - d Endorsing for Council approval MEMC-led emergency management plans and initiatives.

Municipal Coordinator

- 2.9. The Municipal Coordinator is responsible for the following tasks:
- a Providing XO support to the MEMC;
 - b Briefing the MEMC Chair and Council on all matters pertaining to emergency management;
 - c Represent Flinders Council at the meetings of the NREMC;
 - d Initiating the activation of this emergency management plan and or relevant sub plans as required;
 - e Liaising with external agencies in all phases of emergency management;
 - f Liaising with the General Manager of Council regarding the authorisation of required Council expenditure in combating an emergency event and advising Council as soon as possible after such expenditure;
 - g Directing the activities of the Deputy Municipal Coordinator;
 - h Directing the activities of the Flinders Social Recovery Coordinator;
 - i Promoting emergency management training and education within the local government area;
 - j Providing comment on emergency management arrangements in Tasmania as required by reviews of legislation and subsequent state and regional plans;
 - k Initiating ongoing risk assessments for the Flinders area; and
 - l Initiating and conducting subsequent reviews of this plan as required by the Emergency management Act 2006 in liaison with the SES Regional Emergency Management Planner and members of the Flinders MEMC.

Deputy Municipal Coordinator

- 2.10. The Deputy Municipal Coordinator is responsible for:
- a Carrying out tasks as requested by the Municipal Coordinator;
 - b Proposing and/or supporting emergency management initiatives; and
 - c Performing the functions of the Municipal Coordinator in their absence

General Manager

- 2.11. In relation to emergency management, the General Manager of Flinders Council is responsible for:
- a Providing resource support to the MC (and MEMC members through the MC) as requested by the Municipal Coordinator or Mayor prior to, during or upon cessation of an emergency; and
 - b Liaising with the SES Regional Emergency Management Planner and Mayor in relation to the nomination of key Council emergency management personnel (MC; Deputy MC; Recovery Coordinator).

The Legal Framework for Emergency Management

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

Emergency Power and Declarations

- 2.14. The *Emergency Management Act 2006* provides powers for Regional Controllers, the State Controller, the Minister and the Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. There are three types of powers established by the Act:
- a Risk assessment powers, -authorised by the State Controller (s36);
 - b Emergency powers, -authorised by the State Controller (s40); and
 - c Special emergency powers (under a declared state of emergency) authorised by the Premier. In this circumstance, Regional Controllers automatically have emergency powers conferred to them (s42).
- 2.15. These powers can be used at any time, provided the criteria set out in the Act are met. Municipal Coordinators provide advice to the SES Regional Emergency Management Planner if they believe powers should be authorised.
- 2.16. Conversely if powers under this Act are authorised the Regional Controller/SES Regional Emergency Management Planner will assist the Municipal Coordinator to perform the functions required of them. Any specified authorised officer, that may include the

Municipal Coordinator, may need to implement the powers as required by the authorisation.

- 2.17. Section 3 of this plan provides details as to how these powers and declarations are activated and used during times of emergency response.

Emergency Management Responsibilities

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

Table 1 Roles & Responsibilities of Emergency Management Authorities

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
1	Biosecurity emergencies (includes exotic animal, plant and marine disease, and pest emergencies)	DPIPWE Biosecurity Tasmania	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal erosion	DPIPWE Resource Management and Conservation Division	Property identification Road closures Local operations centres Plant and machinery
3	Earthquake	TasPol	Property identification Road closures Local operations centres Building inspections Engineering assessments Plant and machinery
4	Energy supply emergency (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	State Growth	Property identification Local operations centres Advice on facilities requiring priority restoration
5	Environmental emergency (marine pollution and spills)	DPIPWE EPA	Infrastructure information including storm water and sewerage Plant and machinery
6	Fire-national parks, reserves	DPIPWE Parks and Wildlife Service	Community information Plant and machinery
7	Fire-declared forest land/state forest	Forestry Tasmania	Community information Plant and machinery
8	Fire-urban, and privately managed rural land	TFS	Property identification Road closures Plant and machinery

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
9	Food contamination	DoH Public Health Services	Premises inspection Infection controls Community Information Property identification
10	Hazardous materials-chemical, liquid fuel, explosives (unintentional release)	TFS	Property identification Road closures
11	Hazardous materials-radiological (unintentional release)	TasPol	Property identification Road closures
12	Influenza pandemic	DoH Public Health Services	Flu clinic facilities Community information
13	Infrastructure failure-buildings	TasPol	Property identification Road closures Local operations centres Community information Plant and machinery
14	Infrastructure failure-state roads and bridges NB includes transport disruption	State Growth Traffic and Infrastructure Services	Local operations centres Community information Plant and machinery Alternative transport routes
15	Public health emergency	DoH Public Health Services	Premises inspection Infection controls Community Information Property identification
16	Space debris	TasPol	Property identification Road closures Local operations centres Plant and machinery
17	Storm, high winds, tempest	SES	Property identification Road closures Local operations centres Plant and machinery
18	Transport crash-aviation	TasPol	Community Information
19	Transport crash: <ul style="list-style-type: none"> • marine (no environmental emergency) • railway • road vehicles 	TasPol	Local operations centres Plant and machinery Road closures Alternative transport routes
20	Tsunami and related sea inundation	DPFEM	Property identification Road closures Local operations centres Plant and machinery

Row	Hazard	Response Management Authorities	Typical Council Support Function and Activities
21	Water supply contamination	DoH	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

Section 3 Emergency Management Arrangements

This section describes the general arrangements for emergency management in the municipal area. It has 4 sub-sections:

Prevention & Mitigation	This section describes the current focus of prevention and mitigation for municipal emergency management.
Preparedness	This section describes what is done to be ready to respond and manage community recovery, before an emergency occurs or is imminent.
Response	This section describes what is done when an emergency occurs or is imminent.
Recovery	This section describes what is done in similar time frames to response to support community recovery in the short-term and the longer term across the 4 community recovery elements: <ol style="list-style-type: none">1. social2. infrastructure3. economic4. environment5. cross-domain, including appeals management and spontaneous

Section 3.1 Prevention and Mitigation

Overview

- 3.1.1. At times hazards such as flood, fire, severe weather, oil spills, industrial explosions, earthquake and landslides interact with our communities. The negative consequences of such interactions can vary in magnitude considerably. Accordingly, all communities need to consider the levels of risk associated with such interactions and either mitigate these levels of risk based on pre-established standards of tolerance, or plan strategies for responding to the emergencies created by interactions between hazards and the community.
- 3.1.2. The Flinders MEMC oversees a range of prevention and mitigation activities in collaboration with its emergency management partners at municipal, regional and state levels. For the most part, it does this through its maintenance and review of an emergency risk register.

Principle

- 3.1.3. Maintaining a proactive and rigorous approach to hazard research, risk assessment and risk treatment is an important investment that works to ensure the sustainability and long-term economic success of the Flinders community. These activities act as pre-cursors to preparedness work and enable a safer Flinders community by reducing risk, damage and losses (including economic, social and environmental) from emergency events.

Legal Requirements

- 3.1.4. Broad responsibilities for managing the risks posed by hazards are established under a variety of legislation (e.g. *Land Use Planning and Approvals Act 2005*; *General Fire Regulations 2010*, *Environmental Management and Pollution Control Act 1994*, et cetera). Specific responsibilities for mitigating the effects of hazards in Tasmania's Northern Region are established under the *Emergency Management Act 2006*, the *Local Government Act 1993*, and the *Public Health Act 1997*.

Current Emergency Risk Management Arrangements for Flinders

- 3.1.5. Emergency Risk Management programs seek to identify and assess levels of risk within a particular community and are precursors to effective emergency management planning.
- 3.1.6. Agency representatives on the Flinders MEMC are responsible for conducting risk assessments based on the findings of credible research and incorporating the outcomes into their risk management programs and hazard registers undertaken in accordance with the *Tasmanian Emergency Risk Assessment Guidelines (TERAG)*. Risk management activities are completed in line with the relevant national standard eg AS/NZS ISO 31000:2009 and the relevant requirements/guides of each participating organisation.
- 3.1.7. Subsequent prevention and mitigation work programs are underpinned by the Flinders Risk Register. Those risks requiring mitigation are to be progressively implemented under the direction of the MEMC and the Flinders Council.

Current Themes in Prevention and Mitigation

- 3.1.8. Current themes in Tasmania for reducing the effects of hazards include but are not limited to:
 - a Business continuity management;
 - b Mitigation works and activities;
 - c Community capacity/resilience building; and

- d Land use planning reforms.

3.1.9. In accordance with these themes, emergency stakeholders on Flinders are encouraged to:

- a Develop all-hazard business continuity plans;
- b Undertake risk research activities – e.g.: emergency risk management projects;
- c Identify and implement mitigation works/activities relevant to recognized hazards;
- d Identify and implement programs that enhance community resilience to risk;
- e Identify and implement community education programs that focus on raising awareness regarding relevant hazards and risks; and
- f Incorporate risk reduction strategies into land use planning schemes.

Current Arrangements

Research

3.1.10. Through its membership, the Municipal Committee maintains an awareness of research for hazards and emergency management relevant to the municipal area.

3.1.11. The research areas of key focus currently include:

- a Bushfire;
- b climate change;
- c tsunami;
- d emergency warnings

3.1.12. Findings of research that has relevance for the Municipal Committee's emergency management partners (including the community) are communicated/shared in a coordinated and appropriate way by committee members.

Risk Management

- 3.1.1 Each organisation is responsible for conducting risk assessments based on the findings of credible research, and incorporating the outcomes into their risk management programs and hazard registers as required. Risk assessment and risk management activities are completed in line with Tasmanian Emergency Risk Assessment Guidelines (TERAG) and AS/NZS ISO 31000:2009 and the relevant requirements/guides of each participating organisation.
- 3.1.2 Outcomes of the Tasmanian Municipal Emergency Risk Management Project 2017 and the 2016 Tasmanian State Natural Disaster Risk Assessment project coordinated by the SES are reviewed by the Municipal Committee and is responsible for updating them on case by case basis, in consultation with stakeholders. Aspects that affect this municipal area are used as the basis for regular reviews to this plan, so the arrangements address the major risks to community safety.
- 3.1.3 Appendix 5.2 summarises the current risk assessment findings and identify the following general responsibilities for treatments:
 - a council responsibility
 - b partnership: combination of councils, State Government agencies, Industry, Individuals

- c State Government agency, Industry Association, Industry sector or individual d
Whole of Government responsibility.

Business Continuity

- 3.1.13. All-hazards business continuity planning and management is regarded as a vital prevention and mitigation strategy.
- 3.1.14. Each asset owner/service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.
- 3.1.15. Supply/redundancy of main services is of particular importance for local emergency management operations. Those of particular significance include:
 - a electricity supply;
 - b Potable water;
 - c Transport networks and alternative route planning;
 - d Telecommunications;
 - e Emergency services; and
 - f Public/environmental health standards.

Land Use Planning

- 3.1.16. Land use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993* and largely at municipal level they are managed by council.
- 3.1.17. Responsible land use planning is widely recognized as a valuable policy instrument for emergency hazard mitigation, particularly in relation to natural hazards.
- 3.1.18. Land use strategies of particular importance to prevention and mitigation considerations include:
 - a Avoid development for areas where such development will increase the likelihood of risk and/or the level of impact;
 - b Limit development that is likely to contribute to increase risk;
 - c Limit development in high-risk areas through zoning and overlay controls;
 - d Limit the types of development allowed in high to moderate risk areas – zoning such areas for recreation or other forms of public uses can reduce the potential impacts of hazard events; and
 - e Establish and apply appropriate development controls based on the assessed risk in moderate and lower risk areas. These controls can include minimum elevations, setbacks and lot sizes, as well as maximum densities and site coverage.
- 3.1.19. This plan recognizes that effective overall land use planning involves the careful of land use prevention and mitigation strategies with other associated social planning strategies (population; community development; et cetera).

Section 3.2 Preparedness

Principle

- 3.2.1. Maintain appropriate levels of preparedness to ensure response and recovery is optimized through cooperation and interoperability.

Overview

- 3.2.2. Preparedness is managed collaboratively between State Government, councils and their emergency management partners.
- 3.2.3. The *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to preparedness at the municipal level. Key responsibilities include:
- a Providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (s47); and
 - b Providing facilities and resources for the municipal State Emergency Service 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 State Emergency Service (s49);
- 3.2.4. Support Agencies and owner/operators of specific facilities maintain processes and arrangements so they are ready to fulfill their roles in emergency management, achieve 'business as usual' for as long as possible, as well as coordinate organisation level recovery and support broader recovery efforts after the emergency, if required.

Legal Requirements

- 3.2.5. The *Emergency Management Act 2006* sets a number of preparedness requirements relevant to the Northern Region. These are outlined below.
- 3.2.6. Municipal emergency management stakeholders (including support agencies) are required to maintain plans, processes and arrangements in order that they are adequately prepared to fulfill their roles and functions during and following an emergency.

Legal Preparedness Requirements for Local Government

- 3.2.7. Preparedness requirements for local government include:
- a Establish and maintain a MEMC;
 - b Prepare and bi-annually review a MEMP;
 - c Exercise municipal emergency management arrangements; and
 - d Provide and maintain municipal resources and facilities for the management of emergencies in accordance with the MEMP.

Current Arrangements

Flinders Municipal Emergency Management Committee

- 3.2.8. The Flinders MEMC plays a significant role in maintaining relationships for the purposes of cooperation, collaboration and interoperability across the PPRR spectrum. Section 1 of this plan outlines the key objectives and responsibilities of the committee.

Consultation

- 3.2.9. This plan recognises that consultation and collaboration between emergency management stakeholders plays an important role in maintaining effective emergency management arrangements in a way that supports response and recovery activities and other arrangements contained within emergency plans at various levels.
- 3.2.10. For the most part, consultation between municipal emergency management stakeholders occurs at meetings of the MEMC.
- 3.2.11. With respect to the review of the MEMP, the Flinders MEMC Executive Officer with support from the SES Regional Emergency Management Planner North will consult with municipal emergency management stakeholders to ensure that the plan adequately reflects municipal arrangements and needs.

Capacity and Capability

- 3.2.12. State Government agencies and Government Business Enterprises maintain their own capacity and capability arrangements.
- 3.2.13. The MEMC is committed to a high standard of emergency management capability. To achieve this high standard, the MEMC will:
- a Define and adequately address all elements of PPRR (Prevention and Mitigation, Preparedness, Response, and Recovery);
 - b Maintain the linkages with related bodies including the NREMC and NRSRC;
 - c Promote professional development and training opportunities to emergency management stakeholders;
 - d Maintain fit-for-purpose emergency resources including: response and recovery specific equipment/supplies/stockpiles; local contact lists; maps; facilities and resources for or emergency operation and coordination centres, evacuation and recovery centres; and
 - e Recognise the value of community contributions in emergency management and promote community engagement as required.
- 3.2.14. 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; and
 - d Maintaining basic systems so resources can be requested and shared.

Education and Training

- 3.2.15. The SES Regional Emergency Management Planner North provides support to the Flinders MEMC with respect to the identification and provision of education and training activities for MEMC members (including induction to new members) and the general community.
- 3.2.16. Validation activities, which are useful training opportunities, are conducted at various times by a wide range of stakeholders. Municipal Committee members attend these and/or arrange for relevant people from their organisation to attend and/or participate where relevant.

Flinders Municipal Emergency Operation/Coordination Centre

- 3.2.17. Flinders Island has capacity to operate both an emergency operations centre (EOC) and a Municipal Emergency Coordination Centre. These facilities are maintained by the Flinders Council with primary support being provided through the Flinders MC.
- 3.2.18. The EOC/ECC is located at the Flinders Island Entertainment Centre in Whitemark. A contingency EOC/ECC is available for use at the Flinders Multi-purpose Centre.

- 3.2.19. The EOC/ECC provides a location where an identified group of emergency stakeholders can meet to provide direction for agency specific work related to emergency events. This includes the acquisition and allocation of resources required by lead and supporting agencies. It also includes the coordination of intelligence and consequence management.
- 3.2.20. Section 3 of this plan details arrangements for the Flinders EOC specifically as they relate to response.

Maintaining Basic Resources and Agreements

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

Community Warnings and Public Information

- 3.2.23. The dissemination of public warnings and information is important to emergency risk reduction. It can assist in preventing loss of life and limit the economic impacts of emergencies.
- 3.2.24. Emergency warning systems available to the Flinders Council and emergency stakeholders include:
- a ABC local radio;
 - b Emergency Alert (EA);
 - c Standard Emergency Warning Signal (SEWS);
 - d Tasmanian Emergency Information Service (TEIS);
 - e National Emergency Call Centre (NECC);
 - f TFS, SES and Tasmania Police Websites;
 - g Tas Alert.
- 3.2.25. Public warning systems and protocols are maintained by responsible agencies.
- 3.2.26. The most significant hazards that would require the provision of warnings to the community are:
- a Flash and mainstream flooding (from rivers) (BoM/SES);
 - b Severe weather events e.g. damaging winds (BoM);
 - c Bushfire (TFS);
 - d Tsunami (TasPol).
- 3.2.27. This plan recognises that warnings to the public are most effective when key messages are developed in advance based on best practice. These warnings are maintained in draft form so they can be made specific to each circumstance.
- 3.2.28. Response Management Authorities are responsible for maintaining scripts about hazards for use by TEIS (Tasmanian Emergency Information System) in draft form so they can be customised as required.

Points for Public Enquiries

- 3.2.29. Flinders Council is responsible for making arrangements for the establishment of a primary point for public enquiries for activation and use during times of emergency where it is anticipated that public enquiries are likely to occur. This is usually conducted through use of the Council's customer service enquiry line. For preparedness purposes, it is considered valuable to ensure that relevant customer service staff are adequately trained and prepared in advance of such enquiries.
- 3.2.30. The TasALERT website contains all hazard preparedness information. This information has been translated into AUSLAN and 9 other languages (based on work with the Migrant

Resource Centre). The Get Ready section of TasALERT is available at <http://alert.tas.gov.au/GetReady>.

Emergency Management Plans

- 3.2.31. The Flinders MEMC is responsible for the preparation and maintenance of this plan, which is usually coordinated by the Municipal Coordinator with support from the SES RM North. The plan is reviewed at least every two years after it was last approved.
- 3.2.32. Each organisation represented on the Municipal Committee is responsible for maintaining their own plans and procedures and making sure they are aligned with the arrangements in this plan.

Validations and Performance Management

- 3.2.33. Validations are conducted as part of the emergency planning process to assess the effectiveness of emergency management arrangements. Validations include: debriefs, exercises and other workshops/meetings.
- 3.2.34. Each member organisation is responsible for making sure their own processes and procedures are tested at regular intervals and also for participating in other validations where able.
- 3.2.35. Debriefs conducted directly following exercises provide for the identification of exercise learning's. Lessons identified in debriefs are recorded and shared where relevant through the consultation framework.

Administration Systems

- 3.2.36. Each organisation involved in emergency management is responsible for managing its own administration needs. These require ongoing maintenance so they are able to be used effectively in emergencies. This usually includes two main areas: information management; cost capture.

Information Management

- 3.2.37. WebEOC is the web based multi-agency information sharing system available for use when a DPFEM agency is the Response Management Authority for an emergency incident or the State Controller assumes overall control.
- 3.2.38. Systems for managing information during emergencies include prepared templates/proformas etc for:
 - a Situation Reports (SIT REPS);
 - b Operational logs
 - c Resource allocation proformas;
 - d Registration systems-spontaneous volunteers, public offers, affected groups; and
 - e Supporting impact assessments.

Cost Capture/Financial Administration

- 3.2.39. All emergency management and support agencies are required to develop and maintain systems and processes so expenditure can be authorised for emergencies, recorded and reimbursement sought (where available).
- 3.2.40. Council maintains arrangements to enable expenditure by the Municipal Coordinator (or their delegated representative) for emergencies.
- 3.2.41. Cost capture systems should be aligned with eligible activities in the Tasmanian Relief and Recovery Arrangements (TRRA) – Natural Disaster Relief to Local Government Policy to assist council claims for partial reimbursement from the Tasmanian Government. This

includes capturing asset reconstruction costs at a project or asset level. The TRRA – Natural Disaster Relief to Local Government Policy and associated guidelines can be found at:

http://www.dpac.tas.gov.au/divisions/osem/Tasmanian_Relief_and_Recovery_Arrangements_Natural_Disaster_Relief_to_Local_Government

Section 3.3 Response

Principle

- 3.3.1. Clearly inform emergency stakeholders of response roles and responsibilities to reduce the community impact of emergency incidents and enhance recovery.

Legal Requirements

- 3.3.2. A range of State legislation establishes responsibility for emergency response for State (and other) agencies within Tasmania (see section 4.11 of this plan). The Act provides additional responsibilities and powers. Where there is a conflict or inconsistency between any legislation/regulation, the Act prevails.

Emergency Power and Declarations

- 3.3.3. Section 2 of this plan provides an overview of the powers and declarations available at state, regional and local levels. The Act provides for these powers and declarations.
- 3.3.4. The powers available under the Act can be used at any time, provided the criteria set out in the Act are met. Municipal Coordinators provide advice to the SES Regional Emergency Management Planner if they believe powers should be sanctioned. The SES Regional Emergency Management Planner is responsible for activating powers under the Act following consultation with, and endorsement from, the RC North.
- 3.3.5. Conversely if powers under this act are authorised the Regional Controller/SES Regional Emergency Management Planner will assist Municipal Coordinators to perform the functions required of them. Any specified authorised officer, which may include Municipal Coordinators, may need to implement the powers as required by the authorisation.

Key Functions & Powers of Municipal Emergency Management Committees

- 3.3.6. S.22 of the Act outlines the powers available to MEMCs. The list below provides a summary of these as they relate specifically to response activities:
- a To institute, coordinate, and to support the institution and coordination of, emergency management in the municipal area;
 - b To review the management of emergencies that have occurred in the municipal area and identify opportunities for improvement in emergency management;
 - c To report to the Regional Controller on any municipal matters that relate to the functions of the Regional Controller or the Regional Committee;
 - d At the direction of the Municipal Chairperson or Municipal Coordinator, to assist him/her/Council in the performance and exercise of his/her/its functions and powers under the Act;
 - e Other functions imposed from time to time by the Regional Committee or Regional Controller;

Key Functions of Municipal Coordinators

- 3.3.7. S24 of the Act outlines the key functions of MCs across the PPRR spectrum. The list below provides a summary of these as they relate specifically to response activities:
- a To assist and advice the Municipal Chairperson and the Council on all matters with respect to emergency response and recovery;
 - b If the RC requires it, to assist and advise the RC on matters with respect to response and recovery in the municipal area;

- c Prior to, during or subsequent to the occurrence of an emergency in the municipal area, to ensure that:
 - i. The resources of the Council are coordinated and used as required by S.46 of the Act;
 - ii. His or her instructions and decisions and the instructions and decisions of the MEMC, the Municipal Chairperson and the RC are transmitted to, and adequately carried out by, the bodies and other persons to whom they are directed or relate;
- d To consider whether any powers or declarations under the Act need to be used or made for the purposes of emergency response and recovery in respect of an emergency in the municipal area and, if so, to advise the RC of that need;
- e To request additional resources from other municipal area in instances that the MC considers those resources necessary are required for improved emergency response and recovery;
- f Other functions in respect of emergency management imposed by the NREMC or the RC; To utilise the resources of the municipal volunteer SES units in support of statutory services for emergency purposes within the municipal area; and
- g Other functions imposed by this or any other Act;

Command, Control and Coordination

- 3.3.8. The RC is responsible for overseeing emergency management arrangements across Tasmania's northern region.
- 3.3.9. During times of localised emergencies, individual management authorities are responsible for the coordination, control and command of response and recovery efforts.
- 3.3.10. Figure 2 illustrates the Tasmanian coordination, control and command arrangements specifically as they apply to the Flinders Municipal Area. These arrangements are designed to be flexible and scalable (up or down).

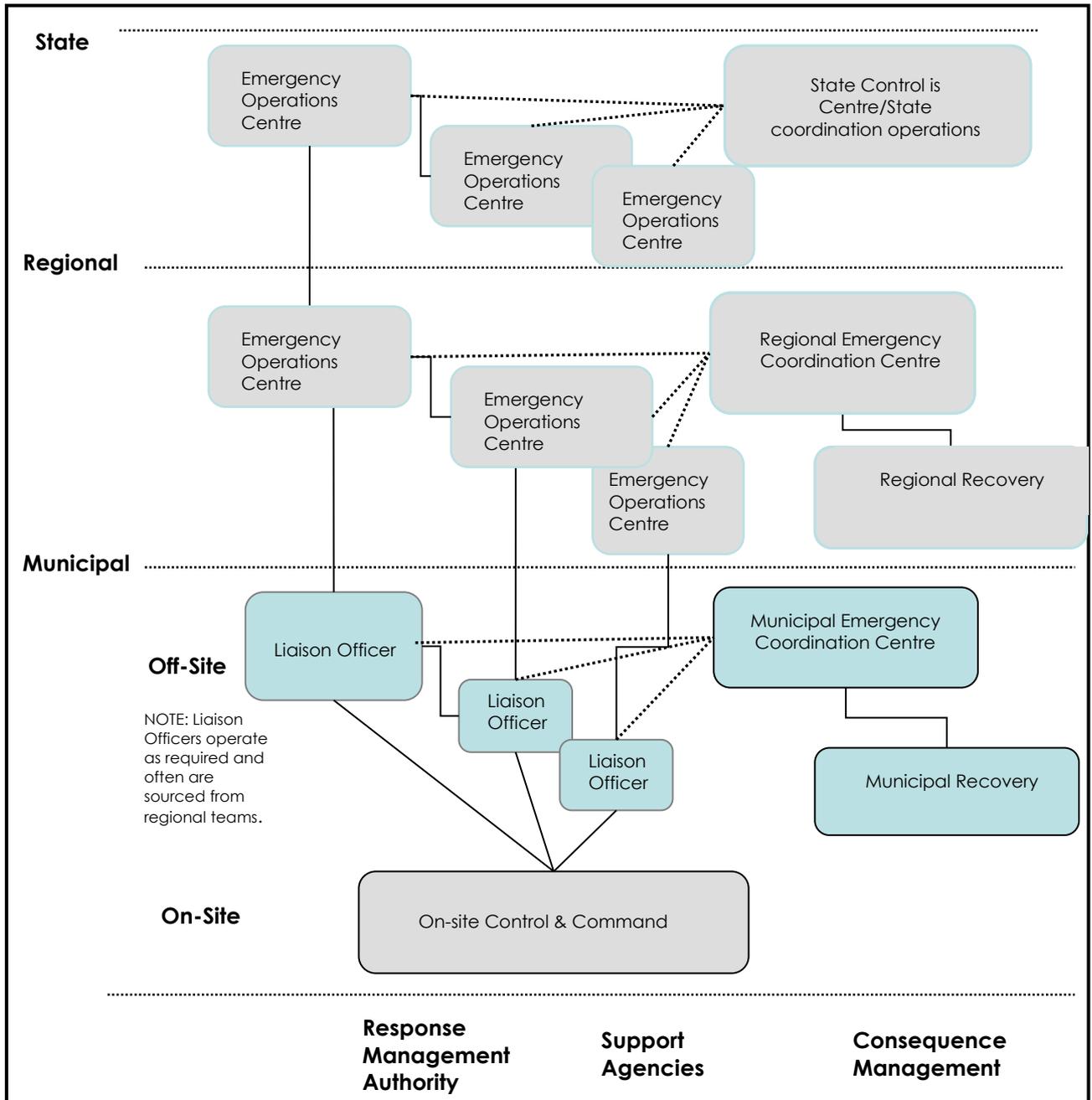


Figure 2 Command, Control and Coordination

Flinders Municipal Emergency Coordination Centre

- 3.3.11. The ECC provides a location where an identified group of emergency stakeholders can meet to address the consequences of an emergency event.
- 3.3.12. The Flinders ECC is located at the Flinders Island in Whitemark. A contingency ECC is available for use at the Flinders Multi-purpose Centre (MCP).
- 3.3.13. The MC has responsibility for establishing the Flinders ECC. Primarily this occurs under the following conditions:
- a At the request of a Response Management Agency; or
 - b After consultation with the Mayor or General Manager
 - c At the direction of the Regional Controller North;
 - d At the request of the SES RM North (or her/his delegated representative).
- 3.3.14. The primary functions of an ECC are to:
- a Provide a facility for coordinating a Council's response to an emergency situation including the activation, deployment and management of Council and community resources;
 - b Co-ordinate any requests from lead agencies for additional resourcing at the regional or State level;
 - c Monitor all operational activities;
 - d Provide a point for the management of information to be reported to the RC;
 - e Co-ordinate media management;
 - f Coordinate and disseminate public information; and
 - g Identify additional emergency requirements.
- 3.3.15. Liaison Officers for responding agencies can support fellow workers at the emergency scene and provide advice to other agencies at the ECC/EOC.
- 3.3.16. The SES Regional Emergency Management Planner usually assists and advises MC/ECC and is responsible for briefing the Regional Controller (and other stakeholders as required).

Flinders Municipal Emergency Operations Centre

- 3.3.17. The Flinders EOC provides a location where an identified group of emergency stakeholders can meet to provide direction for agency specific work related to emergency events. This includes the acquisition and allocation of resources required by lead and supporting agencies.
- 3.3.18. Whilst individual agencies have established procedures for the activation and management of their own EOCs, as a minimum all EOCs, including the Flinders EOC should provide adequate facilities for the:
- a Suitable accommodation of required emergency personnel;
 - b Maintenance of effective communication networks;
 - c The recording of events and intelligence;
 - d The recording of resource requests and allocations;
 - e The development of action plans and allocation of tasking;
 - f The provision of necessary reports and briefing of personnel; and
 - g The provision of information to the public and media.

Escalation of Incident Control

- 3.3.19. When an emergency occurs, initial response actions are usually carried out at the emergency site by those who have the primary responsibility for protecting the life, property or environment that is being threatened. In the first instance this is usually the asset owner/manager of the property/premises and/or the people at the emergency site.
- 3.3.20. Where people are not present or able to respond effectively, specified agencies/organisations have responsibilities/authority to take control of the situation. In this plan they are identified as the Response Management Authority.
- 3.3.21. Response Management Authorities are supported by Support Agencies. The Flinders Council can be requested to support response and make resources available as appropriate. The usual way these requests are made is by direct contact with the MC.
- 3.3.22. The SES Regional Emergency Management Planner is responsible for arranging regional support to councils, should this be required.
- 3.3.23. The Regional Controller can assume overall control of response/recovery operations (Section 18 of the Act). Emergency powers from the *Emergency Management Act 2006* do not need to be sanctioned for this to occur

Operational Communications

VHF/UHF Radio Network

- 3.3.24. During times of emergency, organisations with dedicated emergency response roles and responsibilities utilise either VHF or UHF radio systems for emergency communications.
- 3.3.25. Depending on the nature of the emergency, the management authority/lead agency may establish a controlled VHF network for the purposes of ensuring coordinated communications between responding agencies/individuals.
- 3.3.26. In the event of a significant or prolonged emergency additional VHF radios can be supplied to the relevant management authority/lead agency for the purposes of establishing a controlled radio network. Additional radios and mobile repeaters can be obtained from SES HQ in Youngtown. It should be recognised that due to the isolated nature of the Flinders area, these cannot be provided in the short-term and that delays will occur as a result.

Mobile Telecommunications

- 3.3.27. This plan recognises that mobile telephones are often utilised as a primary form of communication during times of emergency response. It also recognises that for various reasons, mobile telephones do not provide a dependable and robust form of emergency communication.

Resource Sharing and Coordination

- 3.3.28. At the request of the Response Management Authority, the Municipal Coordinator will coordinate resources during the emergency.
- 3.3.29. The Municipal Emergency Management Coordinator will be responsible for the coordination of all additional resources, including those belonging to council, to supplement those normally available to the Response Management Authority.
- 3.3.30. The Municipal Committee is responsible through its Executive Officer for the provision of specialist resources and services to combat the emergency.

3.3.31. When situations occur when resources not normally available within the Municipal Area are required, the Municipal Coordinator is to seek assistance from the SES Regional Emergency Management Planner.

Typical Actions During Phases of Emergency Response

3.3.32. Emergency response considerations/efforts typically align to the following phases: 1) Alert; 2) Stand-by; 3) Respond; 4) Stand-down; 5) Debrief.

3.3.33. Table 2 describes the typical actions to be considered/taken by MCs or Management Authorities during these response phases.

Table 2 All-Hazards Response: Typical Actions

Row	Phase	Response actions	Council considerations
1	Alert	<ul style="list-style-type: none"> • Monitor situation • Brief stakeholders 	<ul style="list-style-type: none"> • Advise Council stakeholders and committee • Monitor situation
2	Stand-By	<ul style="list-style-type: none"> • Prepare to deploy for response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders 	<ul style="list-style-type: none"> • Update stakeholders (council, committee and Response Management Authority) and circulate latest version of contact list/Action Cards • Locate keys to centres, notify of centre managers of the potential for use • Draft staff rosters for centres/tasks for next 24 hrs • Locate supplies that are likely to be needed in the first few hours e.g. stationary; references (Plans, map books, contact lists), extra equipment (phones, lap tops, printers), tea/coffee. • Nominate media officer and advise response agencies
3	Respond	<ul style="list-style-type: none"> • Assess emergency scene • Establish command and control arrangements • Deploy resources and request extra assistance as required • Assess impacts and effectiveness of response strategies • Consider evacuation • Provide further warnings and public information as required • Provide information: Sit Reps and public information • Conduct impact 	<ul style="list-style-type: none"> • Establish and communicate coordination location for council resources/requests • Manage requests for assistance/resources • Open and manage centres as required e.g. assembly or evacuation centres • Provide community with information • Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public/environmental health conditions and recovery needs • Update stakeholders and Regional Controller as required • Coordinate meals,

		assessments and provide updates	relief/accommodation for council workers
4	Stand Down (including Recovery transition)	<ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response Liaise with council/Regional Controller regarding the status of recovery operations and long term assistance as required Confirm end/close of response and stand down Collate logs, costs etc and assess needs for re-supply 	<ul style="list-style-type: none"> Confirm end/close of council operations for response Liaise with recovery workers and assess needs Work with recovery authority to ensure community engagement in recovery planning Reinstate transport routes etc Update stakeholders and Regional Controller and confirm ongoing points of contact Close centres or transition to recovery authority Collate logs, costs etc and assess needs for re-supply
5	Debrief	<ul style="list-style-type: none"> Conduct internal debrief/s Participate in multi-agency debriefs as required and report to Regional Controller/Committee 	<ul style="list-style-type: none"> Conduct council worker debrief Arrange for committee debrief and report to Regional Controller/Committee

Warnings and Public Information

- 3.3.34. Response Management Authorities are responsible for issuing warnings and communicating the potential impacts and consequences to the community.
- 3.3.35. Warnings will be distributed through a range of communications channels. They will be issued through the RMA's website and social media channels and rebroadcast through the TasALERT website and social media channels.
- 3.3.36. Warnings will also be sent to media outlets (radio and television) who issue the warnings, which may be preceded by the SEWS (Standard Emergency Warning Signal), in accordance with Tasmania's guidelines. These guidelines note that the Regional Controller can request that the SEWS is used.
- 3.3.37. Individual response and support agencies may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:
- Response Management Authority
 - SES Regional Emergency Management Planner
 - Regional Controller.
- 3.3.38. Response Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
- 3.3.39. Warnings sent using the Emergency Alert system are coordinated by the Response Management Authority and TFS. If the Regional Controller identifies a need to use the system, this is arranged with the SES Regional Emergency Management Planner.

- 3.3.40. At the discretion of the Regional Controller after due consideration of the emergency and discussions with relevant organisations, warnings and updates may be prepared and provided to all members of the Regional Committee via a text messaging service. This service is restricted to those members with a mobile phone and is to be administered by the Executive Officer to the Regional Committee.
- 3.3.41. Relevant Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
- 3.3.42. 'Emergency Alert' (EA) is a national capability that can send warnings to landline and mobile telephones via voice and text message in a geographic area. 'Emergency Alert' operates on a 'fee for service'. Cost recovery is coordinated at state level between TFS and the Response Management Authority.
- 3.3.43. Warnings sent using the Emergency Alert system are coordinated by the Response Management Authority and TFS. If council identifies a need to use the system, this is arranged with the SES Regional Emergency Management Planner.
- 3.3.44. The following table summarises current warning arrangements:

Table 3 Summary of Warning Systems and Arrangements

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

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

Natural Hazards	Warning Type	Issuing Agency	Method
			calls, emails, Fax
Ice and frost on roads	Road weather alerts – advise of potentially dangerous driving conditions e.g. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Fire			
Fire weather warning	Issued when the rating on the fire danger scale is expected to exceed thresholds agreed to with fire agencies i.e. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Fire - Advice	'Bushfire Advice' message – This will advise you that a fire has started but there is no immediate danger, and includes general information to keep you up to date with developments.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Fire - Watch and Act	Bushfire Watch and Act' message – This represents a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Fire - Emergency Warning	Bushfire Emergency Warning' – This will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).		Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Low - Moderate Fire Danger Rating (FDR 0-11)	Fires breaking out today can be controlled easily. There is little risk to people and property.		Public: Media Emergency Services: SMS, telephone calls, emails, Fax



Natural Hazards	Warning Type	Issuing Agency	Method
<p>High Fire Danger Rating (FDR 12-24)</p> 	<p>Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
<p>Very High Fire Danger Rating (FDR 25-49)</p> 	<p>Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
<p>Severe Fire Danger Rating (FDR 50-74)</p> 	<p>Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
<p>Extreme Fire Danger Rating (FDR 75-99)</p> 	<p>Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.</p>		<p>Public: Media Emergency Services: SMS, telephone calls, emails, Fax</p>
<p>Catastrophic Fire Danger Rating (FDR 100+)</p> 	<p>Some fires breaking out today will spread rapidly and be uncontrollable. There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best prepared homes will not be safe today.</p>		
Tsunami			
No threat	An undersea earthquake has been detected, however it has not generated a tsunami, or the	BoM	

Natural Hazards	Warning Type	Issuing Agency	Method
	tsunami poses no threat to Australia and its offshore territories.		
Marine alert and Land Alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM	
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	

Public Information

3.3.45. During an emergency event, it is critical that information is 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 to gain assistance. Whilst the media will provide information on what has happened, their focus will not always provide the detail that satisfies the needs of an affected community.

Working with the Media

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

Whole-of-government public information

3.3.47. The Response Management Authority may request assistance from, or activation of, the whole-of-government Public Information Unit (PIU).

3.3.48. The PIU is managed by DPAC and brings together communications staff from multiple government agencies to manage public information during emergencies.

3.3.49. Activation of the PIU can be requested when:

- There are not sufficient resources within the RMA to manage all public information requirements of the response to an emergency;
- A whole-of-government public information response is required because of the scale, impact or longevity of the emergency; or
- There are several agencies involved in managing an emergency and there is a subsequent need for co-ordination of public information activities

3.3.50. If the RMA believes any of these criteria have been met, the Head of Agency, or appropriate delegate, may request activation of the PIU.

3.3.51. If the Regional Emergency Coordination Centre (RECC) believes any of the criteria above have been met, the Regional Controller may request activation of the PIU

3.3.52. The RMA may also request assistance without activating the unit, by requesting access to PIU volunteers or to whole-of-government public information channels, including TasALERT.

3.3.53. TasALERT is the official Government emergency information source. It provides a single source of emergency and resilience information from emergency services and government agencies. TasALERT is managed by DPAC's Communications and Protocol Unit.

3.3.54. The PIU is automatically activated if the SCC is activated, or if the Tasmanian Emergency Information Service (TEIS) is activated.

Tasmanian Emergency Information Service (TEIS)

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

- 3.3.56. The service is activated and deactivated by Service Tasmania on request from the State Controller following advice of Regional Controllers. It can also be activated by the Secretary of the Department of Premier and Cabinet at the request a SEMC member (usually for the Response Management Authority or a major Support Agency for recovery functions). The decision to activate the service includes acceptance of a number of responsibilities including:
- a appointing a Liaison Officer to be located at the TEIS for the duration of the activation;
 - b appointment of a supporting Information Manager.
- 3.3.57. The service operates on a 'fee for service' basis and further details are available in the TEIS Operational Handbook
- 3.3.58. If council/Municipal Coordinator requires the TEIS, a request is made to the SES Regional Emergency Management Planner who will consult with the Regional Controller.
- 3.3.59. If use of TEIS is approved, preparation of scripts is developed through the whole-of-government Public Information Unit, using a consultative approach.

Table 4 Summary of Public Information Arrangements

Location	Scope of emergency information	Provided by	Developed by	Cleared by	Distribution methods
On-site	The emergency and its known impact	Response Management Authority Support agencies can advise about their own roles	Response Management Authority.	Response Management Authority	Media Agency websites Emergency Alert
EOC /ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. Municipal, Regional Controller)	Media
Other centres – assembly, evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS
Municipal area	Impact of the emergency on the local community	Mayor	Council media officer	Council media officer	Media, council website TEIS, CALD, others
		Council switchboard	Council media officer	Council media officer	Phone enquiries
Within the region	Impact of the emergency on the region	Regional Controller	SES Regional Emergency Management Planner or delegate	Regional Controller	Media, council websites, TEIS CALD, others
		Response Management Authority	Media Officer	Response Management Authority, regional liaison	
		Regional Community Recovery Coordinator	Regional Community Recovery Coordinator/ Media Officer	SES Regional Emergency Management Planner or delegate for Regional Controller	
Rest of the State	Impact of the emergency for the State, including relief arrangements	State Controller	SES Director, TasPol Media Unit, Govt. Media Office	SES Director, TasPol Media Unit, Govt. Media Office	Media, agency or SCC website, TEIS CALD, others
		Response Management Authority	Media Officer	Response Management Authority, State liaison	
		Premier/Minister	Govt Media Office	Govt Media Office	

Other Elements

Evacuation Management

- 3.3.60. Evacuation involves the movement of people to a safer location and their return. For evacuation to be effective it must be appropriately planned and implemented. Tasmania Police and Tasmania Fire Service have legislative power to order evacuation, although voluntary evacuation is the preferred strategy in emergencies. It is recognized that evacuation is a multi- agency responsibility that requires the participation and cooperation of several agencies/organisations. It is essential that coordination and communication is maintained across all stages of evacuation. The Bushfire Evacuation Arrangements for Tasmania Fire Service and Tasmania Police 2013 provide interim guidance for conducting evacuations during a bushfire emergency for Tasmania Police (TASPOL), Tasmania Fire Service (TFS) and other stakeholders.
- 3.3.61. If the Response Management Authority identifies a need for evacuation, the Municipal Coordinator can be contacted for assistance.
- 3.3.62. When evacuation plans involve significant changes to traffic flows over roads and bridges, the road owner/manager should be involved (i.e. council and/or DSG).
- 3.3.63. Councils maintain a register of facilities that could be used to provide services for displaced persons.
- 3.3.64. TFS also maintains a register of Evacuation Centre's and Nearby Safer Places for bushfires and will provide advice through the media and TFS website, if recommending that the community uses these.
- 3.3.65. Figure 3 illustrates the evacuation process as dictated by the State Evacuation Framework. A formal evacuation process does not prevent people in the community from making an independent decision to relocate in the appropriate circumstances.

Coordination

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

Decision

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

Warning

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

Withdrawal

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

Shelter

Where the Incident Controller determines that emergency shelters are required, they will advise Tasmania Police of the location and type of

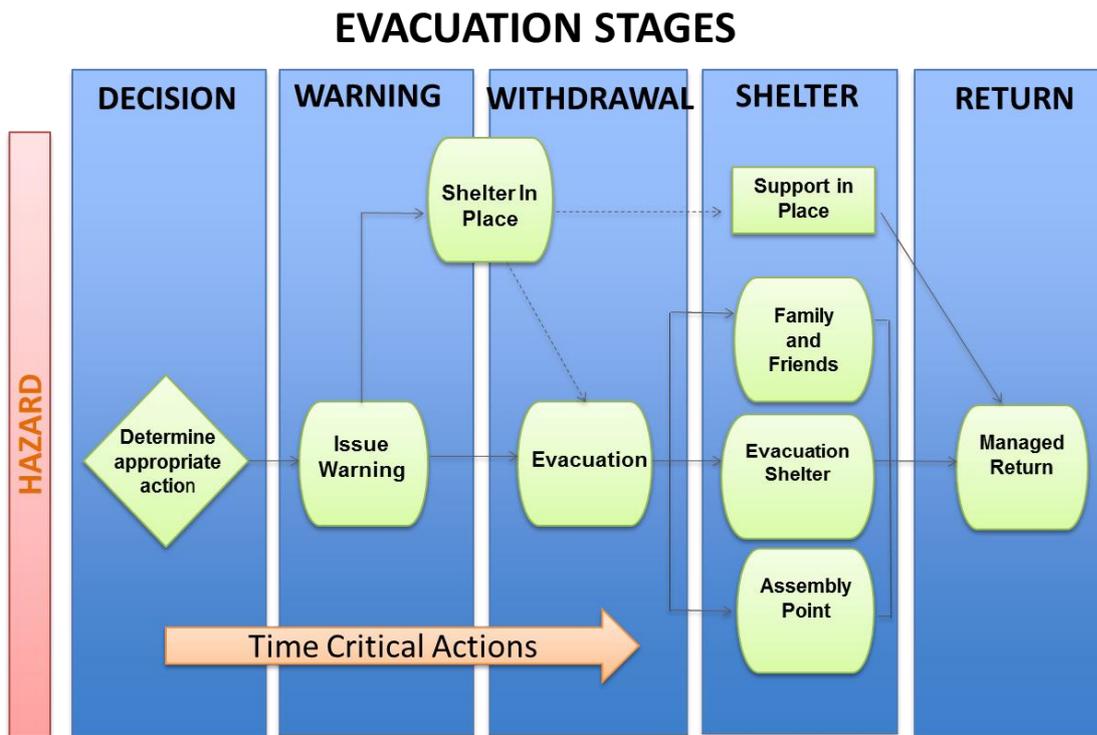
sheltering arrangements established. Municipal Councils may be required to activate Evacuation Centres as part of an evacuation.

Return

The Incident Controller is responsible for the decision that evacuees can return if an area is sufficiently safe to do so, in consultation with Tasmania Police and other experts. The Police

Evacuation Coordinator may be required to plan and manage the return of evacuees. Longer-term evacuees are managed by recovery agencies.

Fig. 3. The Evacuation Process



Impact and Damage Assessments

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

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

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

- 3.3.68. Where transport corridors also provide access for other networks (e.g. power, water, telecommunications) the asset managers/owners are involved as required in decision-making.
- 3.3.69. GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

Impact Assessments

- 3.3.70. The Response Management Authority is responsible for coordinating the reporting of impact assessments to other responding agencies and the relevant social recovery coordinators (municipal/regional). Council may be asked to assist with this work.
- 3.3.71. Impact assessments may consider a number of factors, including:
- a housing/accommodation needs
 - b energy supplies
 - c potable water
 - d transport networks and alternative route planning
 - e communications
 - f public and environmental health.
 - g environmental, economic and cultural impacts
- 3.3.72. Where transport corridors also provide access for other networks (eg power, water, telecommunications) the asset managers/owners are involved as required in decision-making.
- 3.3.73. GIS capabilities can assist to record the outcomes of assessments and support broader consequence management planning.

Registrations

- 3.3.74. Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:
- a affected persons (e.g. people who are evacuated/their families)
 - b other stakeholder/affected groups (e.g. businesses)
 - c spontaneous volunteers
 - d witnesses
 - e potential donors/sponsors (equipment, services, supplies).
- 3.3.75. The Municipal Emergency Management Committee is responsible for coordinating registrations in evacuation centre's. In significant emergencies, TasPol may activate assistance from Australian Red Cross under the Register.Find.Reunite arrangements. This can be supplemented by regional arrangements for ongoing coordination of registrations, such as regional recovery arrangements.
- 3.3.76. Registrations are shared regularly through the response phase including with the Regional Emergency Coordination Centre Regional Emergency Management Planner and Regional Social Recovery Coordinator. Registration data may also be shared with Tasmanian Government agencies, including DPAC, for recovery purposes. Registration forms should ensure they incorporate appropriate privacy statements to enable the sharing of data collected.

Debriefs

- 3.3.77. Debriefs provide an opportunity to review arrangements and decisions made.
- 3.3.78. Key lessons identified are shared with stakeholders including the Municipal Committee, SES Regional Emergency Management Planner and/or the Regional Recovery Coordinator.
- 3.3.79. The Municipal Committee is responsible for reviewing emergencies that are significant to the area. Where appropriate and agreed this review is conducted by the Regional Committee so lessons can be shared easily with emergency management partners.

Administration: Finance and Cost Capture

- 3.3.80. Organisations involved in response are responsible for retaining all invoices/records of expenditure absorbing their own expenses. Some expenses may be recovered if State/Commonwealth relief arrangements are activated and records show the appropriate details.
- 3.3.81. The Flinders Council General Manager will maintain an Emergency Order Book to be used to hire, purchase or obtain such items not readily available to assist the emergency management organisations to effectively carry out their duties during times of declared emergency.
- 3.3.82. The General Manager may nominate such other persons as considered necessary to operate the Emergency Order Book during the absence of the General Manager from the council area.
- 3.3.83. Unauthorised committal of resources or requests for outside assistance will necessitate recovery of those expenses incurred from the individual or organisation concerned. The General Manager of Flinders Council, in conjunction with the Municipal Coordinator, is authorised to commit up to \$10,000 without prior council approval. Total expenditure of more than \$10,000 will require the approval of council. Where appropriate, council will pursue the recovery of all operational support expenses from the appropriate statutory authority.
- 3.3.84. Records related to response are subject to the usual records management provisions and State archiving legislation and are treated accordingly. Logs, reports and briefings from response and recovery are collated progressively, and stored centrally for future reference.
- 3.3.85. Cost capture systems are established to align with the different types of eligible expenditure as follows:
 - Category A: Expenditure that is given to individuals and families to ease personal hardship or distress arising as a direct result of an emergency caused by a natural disaster
 - Category B: Expenditure for the restoration of essential public assets and other acts of relief or restoration including extra ordinary costs of response operations during the emergency.
- 3.3.86. If claims are to be made for reimbursement under the Tasmanian Relief and Recovery Arrangements (TRRA) – Natural Disaster Relief to Local Government Policy, councils should discuss the matter first with the Office of Security and Emergency Management, Department of Premier and Cabinet. When appropriate, the Office of Security and Emergency Management will provide councils with a Notification Form to complete. The information in the Notification Form will be provided to the Premier to support activation of the Policy.

3.3.87. If the Premier announces the activation of TRRA, Council will collate finance records accordingly and pursue reimbursement. The Office of Security and Emergency Management will assist councils through this process.

Section 3.4 Recovery

This section describes what is done in similar time frames to response to support recovery in the short-term and the longer term across the 4 recovery elements.

This section of the plan should be read in conjunction with the *Northern Regional Recovery Plan Version 1.0*.

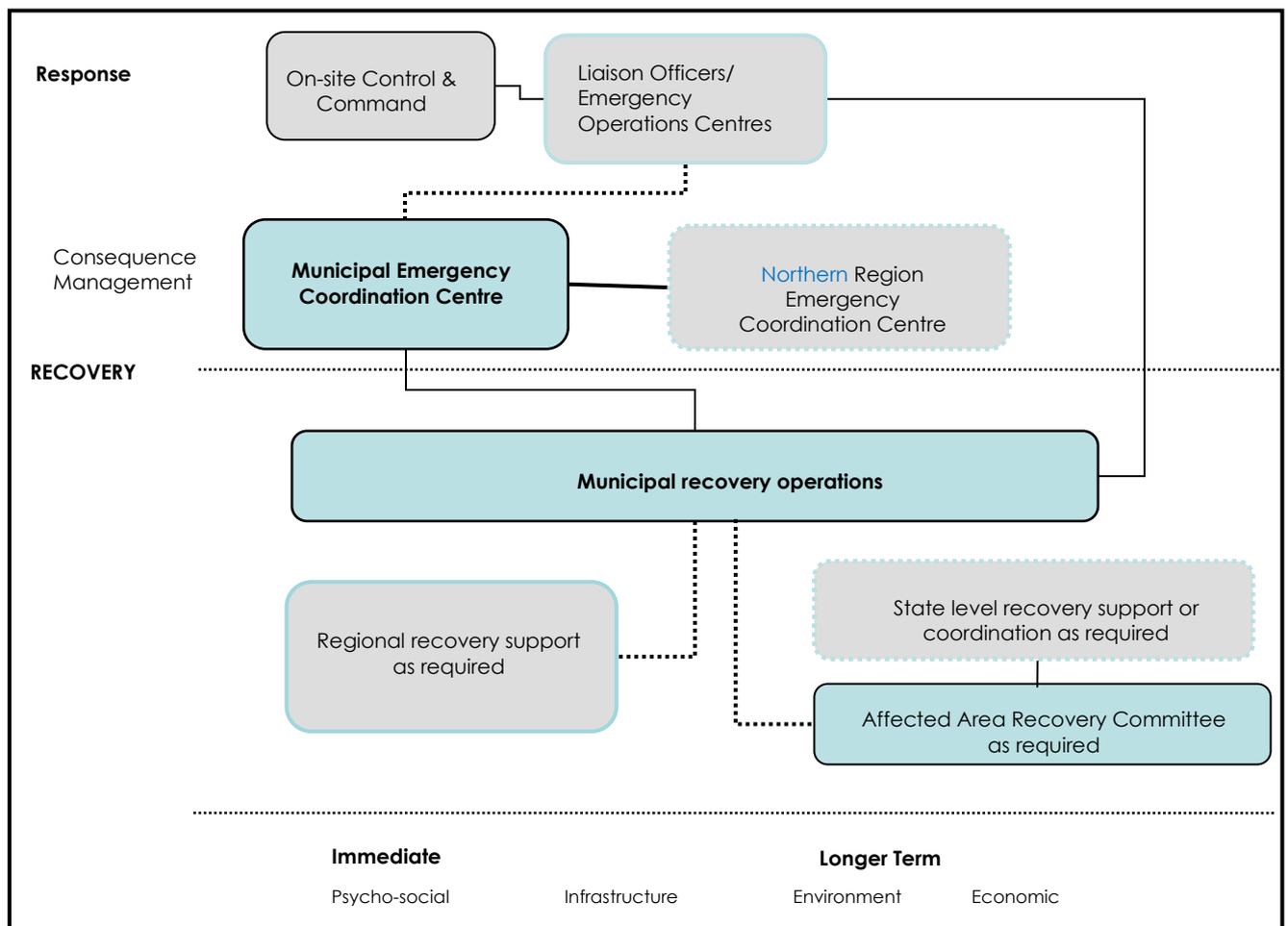
Overview

- 3.4.1. 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.
- 3.4.2. 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.
- 3.4.3. The Northern Regional Emergency Management Plan and State Recovery Plan outline regional and state level recovery arrangements and should be read in conjunction with this plan.
- 3.4.4. Council has an active responsibility for recovery. These responsibilities can be met in partnership and with the assistance/support of State Government agencies and Non-Government Organisations, coordinated using regional arrangements.
- 3.4.5. The Regional Recovery Plan is the guiding document when recovery needs escalate beyond municipal arrangements.
- 3.4.6. It is critical that recovery activities are planned and coordinated across all elements including:
 - a social
 - b economic
 - c infrastructure
 - d environment
 - e cross-domain, including appeals management and spontaneous volunteers.
- 3.4.7. The typical considerations in recovery include, but are not limited to:
 - a assessing recovery needs across the four elements and prioritising the actions required
 - b developing, implementing and monitoring the provision of recovery activities that are aligned as much as possible with municipal long term planning and goals
 - c enabling communication with the community and community participation in decision making
 - d where possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

Current Arrangements

- 3.4.8. Responsibilities for recovery coordination rest primarily with the Municipal Coordinator in the first instance. Where recovery needs exceed Municipal capabilities, State Government agencies and non-government organisations may provide assistance and support through regions, and/or coordinate longer term recovery in partnership with the State Government. The advice of Municipal Coordinators will be critical to determining the level of recovery needs and State Government involvement.
- 3.4.9. Municipal recovery activities usually involve:
- providing required assistance to the affected community;
 - coordinating and prioritising provision of assistance required from external parties; and/or
 - requesting that the relevant Regional Recovery Coordinator coordinates provision of the required services/support.
- 3.4.10. Figure 4 shows typical recovery arrangements for all hazards, showing the close relationship between response operation and recovery, spanning short and longer term activities. These arrangements are applied as required in each situation and are described in more detail in the following paragraphs.

Figure 3 Recovery Management Arrangements



Media and Public Information

3.4.11. In recovery, information may be communicated through a range of channels. This includes:

- The 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.

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

3.4.13. The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community in accordance with Council's policies.

3.4.14. The Mayor may be required to be supported by an experienced Media Liaison Officer who can prepare community and media statements. The Municipal Coordinator will provide emergency related information to the Mayor.

3.4.15. Council's Communication Policy and Communication SOP are included in the associated documents.

3.4.16. If the whole-of-government Public Information Unit (PIU) has been activated for an emergency, it has a dedicated recovery team tasked with coordinating recovery information and managing the development of documentation to guide the transition from response to recovery. This includes writing a Recovery Communications Strategy.

Vulnerable Persons

3.4.17. This plan is written in consideration of Council's identified emergency management roles and responsibilities for vulnerable persons. As such it is inclusive of relevant suggestions/advice contained within the Tasmanian Emergency Management Framework for Vulnerable People Version 1.0 whose articulated intent is to provide high level guidance and flexibility for emergency stakeholders in their development and implementation of emergency arrangements for vulnerable persons. Notably, the framework emphasises that emergency management for vulnerable persons is a shared responsibility, both at an individual/community and service provider and emergency stakeholder level. In this context, the dot points below provide a list of Council-specific roles and responsibilities which support a collaborative stakeholder approach for meeting the emergency management needs of vulnerable persons.

- Providing evacuation centres which are accessible to a broad cross section of the community;
- Maintain a broad knowledge of relevant service providers within the local government area;
- Promote community resilience as a part of normal Council business;
- Maintain a broad knowledge of the whereabouts of special facilities (schools; aged care facilities; child care centres) within the local government area;
- Provide local demographic information/advice to stakeholders as able and required;
- Provide support to emergency stakeholders with a statutory responsibility for vulnerable persons as able and required during emergencies;
- Develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable persons as able

and required.

Short Term Arrangements and Recovery Centres ('One Stop Shop')

- 3.4.18. In the immediate aftermath of an emergency, recovery services are delivered or coordinated by council. Following consultation with the Response Management Authority and other emergency management partners regarding the likely impact, recovery needs and capacity, local arrangements can be activated by the Municipal Coordinator or the SES Regional Emergency Management Planner.
- 3.4.19. Regional recovery coordination is activated by the SES Regional Emergency Management Planner at the request of council. This may follow specific advice from the Response Management Authority and/or the Regional Controller.
- 3.4.20. Council is responsible for establishing and operating evacuation centres and/or recovery centres that provide access to recovery services for the community (often called a 'One Stop Shop'). These evacuation r recovery centres are activated on the request or advice of:
- a Municipal Coordinator
 - b Municipal Recovery Coordinator
 - c SES Regional Emergency Management Planner
 - d Regional Controller
- 3.4.21. Council is initially responsible for coordinating processes to register people attending evacuation and recovery centres. In significant emergencies, registration may be undertaken by NGOs, such as the Australian Red Cross, with oversight from the relevant evacuation centre manager.
- 3.4.22. Council registration processes is to follow any procedures or directions from the relevant Regional Controller, comply with confidentiality and security of personal information requirements, and be compatible with Register.Find.Reunite. Registration data collected is to be provided to Tasmanian Government agencies for recovery purposes.
- 3.4.23. 'Self help information can be made widely available using the TEIS. The arrangements described in paragraphs 3.3.56-3.3.60 (Section 3 Response) apply. In the context of municipal recovery, council would develop information for clearance through the channels appropriate for the event including the Regional Recovery Coordinator or specific members of the Regional Recovery Committee eg Centrelink member to confirm advice for people who may have lost employment due to an event.
- 3.4.24. Council is responsible for continuing impact assessments particularly as they relate to recovery. This work will inform appropriate governance structures for medium and long term recovery process.

Longer Term Recovery

- 3.4.25. As an emergency response nears completion, recovery activities transition from short term response phase management and relief coordination to long term arrangements appropriate to the anticipated recovery needs
- 3.4.26. 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 Municipal Coordinators, Regional Controllers and Response Management Authorities to prepare advice for the State Government on long term recovery arrangements.

- 3.4.27. Where recovery needs can be met within municipal capabilities, medium to long term recovery is coordinated locally by the Flinders Island Municipal Emergency Management Committee (Level 1 arrangements). Recovery activities in this instance are primarily supported by council resources, 'business as usual' services and community based initiatives. Where required, a Municipal Coordinator may seek support or raise emerging issues through a Regional Committee.
- 3.4.28. Following significant emergencies, and where recovery needs exceed municipal capabilities and/or resources, additional state level support for recovery may be activated. State supported recovery (Level 2) involves state government supporting recovery coordination at the local or regional level, usually through an Affected Area Recovery Committee (AARC). State coordinated recovery (Level 3) involves the state government coordinating recovery through AARC/s, and a Recovery Taskforce led by a Recovery Coordinator. Level 2 and Level 3 arrangements are detailed in the State Recovery Plan.
- 3.4.29. Affected Area Recovery Committees (AARCs) may be established under section 24E of the Emergency Management Act 2006 by the state government, in partnership with Municipal Committees/Councils and the affected community. AARCs may be established locally (for one local government area) or regionally (for multiple local government areas).
- 3.4.30. The purpose of an AARC is to coordinate recovery activities at the regional and local level 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 recovery projects and activities at the local level.
- 3.4.31. AARCs are usually chaired by Mayor/s, the Municipal Coordinator, or by another regional/local representative. AARCs can include representatives from the affected communities, local government, state government agencies and other organisations with a significant recovery role. The Department of Premier and Cabinet may support the administration of an AARC and coordinate State government agency recovery efforts to support local and council-led activities.
- 3.4.32. As noted in the previous paragraphs recovery services are delivered, wherever possible, from recovery centres and councils may establish a community-based recovery group to manage recovery efforts. The Municipal Recovery Coordinator manages this group and arranges for updates to stakeholders and record keeping as required.

Elements

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

Table 5 Recovery Summary

Element and Examples	Council Position	Affected Area Recovery Committee (DPAC)
Social <ul style="list-style-type: none"> • Long-term personal support including housing, emotional support etc 	<ul style="list-style-type: none"> • Municipal Recovery Coordinator 	<ul style="list-style-type: none"> • DHHS
Economic <ul style="list-style-type: none"> • Long-term legal, insurance and financial problems • Disbursement of funds from appeals • Property restoration (urban/rural) • Stock assessment / destruction / • Emergency feed for animals 	<ul style="list-style-type: none"> • Economic Development Coordinator 	<ul style="list-style-type: none"> • State Growth with DTF
Infrastructure <ul style="list-style-type: none"> • Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors) • Environmental/Public Health 	<ul style="list-style-type: none"> • Engineering/Works Manager • Environmental Health Coordinator/Officer 	<ul style="list-style-type: none"> • State Growth • DHHS • Asset owners/managers e.g. Telstra, TasPorts, Hydro, Tasnetworks
Environment <ul style="list-style-type: none"> • Impact assessments (environment focus) • Environmental rehabilitation • Disposal of animal carcasses, plant material or other infected matter 	<ul style="list-style-type: none"> • Environmental Officer 	<ul style="list-style-type: none"> • DPIPWE

NB: This table is not meant to supersede, but rather support local recovery arrangements.

Recovery functions

3.4.34. Table 5 summarises municipal level responsibilities for recovery functions related to social, economic, infrastructure and environmental domains and cross-domain functions. The functions listed in this table are not intended to be exhaustive.

3.4.35. While these functions are broadly consistent with those included in the State Recovery Plan, arrangements for responsible and supporting agencies may vary between municipalities. Different Responsible and Support agencies may be appropriate in some circumstances. If this is the case it is important to ensure that all relevant parties are consulted, agree on responsibilities and maintain capabilities to deliver functions during and after an emergency.

Section 4 Plan Administration

Plan Contact

- 4.1. This plan is maintained by the Municipal Coordinator, Flinders Council for the Flinders Municipal Emergency Management Committee. Feedback regarding this plan should be made in writing to:
Flinders Council
PO BOX 40
WHITEMARK 7255
Office phone number: (03) 6359 5011

Review Requirements and Issue history

- 4.2. Section 34 of the *Emergency Management Act 2006* requires that this plan is reviewed at least once every 2 years after approval by the State Emergency Management Controller.
- 4.3. This issue entirely supersedes the previous issue of this plan. Superseded issues should be destroyed, or clearly marked as superseded and removed from general circulation.
- 4.4. Any suggested amendments or changes to detail contained herein are to be advised immediately to the Municipal Committee.
- 4.5. Amendments to the plan will be prepared by the Municipal Committee and submitted to the SES Regional Emergency Management Planner for confirmation by the State Emergency Management Controller.

Distribution List

- 4.6. This plan is issued electronically on the SES website, after it is approved. Print/paper copies are provided as per table on following page:

Table 6 Distribution List

Organisation	Position
Council	<ul style="list-style-type: none">• Municipal Emergency Management Committee-all council members• Mayor• General Manager• Deputy Mayor• Municipal Coordinator• Deputy Municipal Coordinator
SES	<ul style="list-style-type: none">• Unit Manager, SES Unit• Regional Manager, Northern Region• Regional Emergency Management Planner, Northern Region• SPEO (for Director SES, State Controller, FireComm, Tasmania Police intranet and libraries)
Tasmania Police	<ul style="list-style-type: none">• Officer in Charge (OIC), Whitemark Station
Tasmania Fire Service	<ul style="list-style-type: none">• District Officer (DO), North East
Ambulance Tasmania	<ul style="list-style-type: none">• Superintendent, Northern Region
St John Ambulance	<ul style="list-style-type: none">• Chief Executive Officer (for distribution to Volunteer Divisions)

Consultation for this Issue

- 4.7. The review of this issue of this plan was coordinated by the Municipal Coordinator for the Municipal Committee. This issue was updated/re-written as part of the State Preparedness Project with the main round of consultation occurring during 2015.
- 4.8. Over this period the committee invited comment from:
- a SES Regional Manager
 - b SES Senior Planning and Education Officer

Communications Plan Summary

- 4.9. Once the plan is approved its update will be communicated as follows:
- a paper copies sent to all positions listed on the Distribution List
 - b endorsement by council
 - c noting by the Regional Committee
 - d the plan will be posted to the council website/available in Council Chambers foyer

Validation of this Plan

- 4.10. Arrangements in this plan will be validated within the 2 year review cycle by:
- a conducting municipal emergency exercises
 - b conducting/participating in relevant debriefs

Associated Documents

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

Table 7 Legislation

Legislation	Related hazard/function	Administration
<i>Emergency Management Act 2006</i>	This act sets the framework for Tasmanian emergency management.	DPEM
<i>Environmental Management and Pollution Control Act 1994</i>	Environmental emergencies	DPIPWE
<i>Fire Service Act 1979</i>	Fire	DPEM
<i>Land Use Planning and Approvals Act 1993</i>	All hazards	DoJ
<i>Local Government Act 1993</i>	All hazards	DPAC
<i>Pollution of the Waters by Oil and Noxious Substances Act 1987</i>	Environmental emergencies	DPIPWE
<i>Public Health Act 1997</i>	Public health emergencies	DHHS

Table 8 Plans and Arrangements

Plan	Related Hazard/Function	Administration
TasWater EM Plan	Sewer and water	TasWater
Flinders Airport Emergency Management Plan	Air crashes/incidents	Flinders Airport
Flinders Recovery Plan	All hazards	Flinders Council
North Region Community Recovery Plan	All hazards	DHHS
Operational Handbook TEIS V9 May 2009	DPAC	Available from SES Regional Emergency Management Planner
Northern Regional Recovery Plan Version 1.0	DPEM	Executive Officer NREMC

Protocol for Use of Emergency Alert V 1.0 December 2009	TFS	Available from SES Regional Emergency Management Planner
Tasmanian Recovery SSEMP Issue 2 – Interim Version	All hazards	DPAC
State Fire Protection Plan	Fire	TFS
Tasmanian Action Plan for Human Influenza Pandemic (TAPHIP)	Human Influenza Pandemic	DPAC
Tasmanian Community Fire Refuge Plan	Fire	TFS
Tasmanian Emergency Management Plan	All hazards	SES
Tasmanian Hazardous Materials Emergency Plan	Hazmat	TFS
Tasmanian Marine Chemical Spill Contingency	Marine chemical spills	DPIPWE
Tasmanian Marine Oil Pollution Contingency	Marine oil pollution	DPIPWE

Table 9 Other Resources

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

Section 5 Appendices

Appendix 1 Flinders MEMC Terms of Reference

FLINDERS MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

Committee:	Flinders Municipal
Date and Status of these Terms:	TOR Endorsed January 2018
Enquiries	Jacci Viney Emergency Management Coordinator Flinders Council
Review Notes	These Terms of Reference are due for review in 2020
General Standards & Practices	The Tasmanian Emergency Management Plan describes the framework for this committee.

The committee meets approximately three times per year. Meetings are convened at Flinders Island Arts & Entertainment Centre in Whitemark.

- 1. Authority & Background:** The Flinders MEMC is a committee that forms a vital part of Tasmania's emergency management framework. It exists under the authority of the *Emergency Management Act 2006*
- 2. Purpose:** To facilitate communication throughout the engaged and volunteer emergency services in preparedness for a Community disaster and Community recovery.
Functions Key functions of the FMEMC include:
 - Maintain the Flinders Emergency Management Plan to guide the management of risks to the community arising from emergencies by considering all elements of PPRR (Prevention and Mitigation, Preparedness, Response and Recovery);
 - Recognise the value of relationships and partnerships for emergency management;
 - Develop a progressive review system which is implemented for all emergency management elements which is based on continuous improvement principles; and
 - Maintain an active and relevant municipal committee.
- 3. Reports to:** Northern Regional Controller; Flinders Council
- 4. Membership** Current member organisations are listed below. These organisations are confirmed as part of the review of the Terms of Reference.
 - Tasmania Police
 - State Emergency Service

- Tasmania Fire Service
- Ambulance Tasmania
- DPIPWE (Vet)
- Tasnetworks/Hydro
- Flinders Multi-Purpose Centre
- Cape Barren Community Health Centre
- Flinders Island Airport
- Flinders Island Ports (TasPorts)
- Oil Pollution Local Industry Coordinator
- Parks and Wildlife
- Flinders Recovery Coordinator
- CWA
- Telstra
- FIAAI
- Flinders Island District High School

Chairperson: Flinders Council Deputy Mayor

Executive Officer: Municipal Emergency Management Coordinator

Proxies Member organisations are responsible for nominating proxy representatives. A list of these representatives is not held by the Committee as it is subject to regular change.

5. **Presiding at Meetings**
 - The chairperson of the Municipal Emergency Management Committee is to preside at all meetings of the committee at which he or she is present.
 - If the Municipal Chairperson is not present at a meeting, the Municipal Emergency Management Coordinator will be the chair.
6. **Quorum at meetings**
 - A quorum of the Committee must not be less than 5 members and consist of the chairperson and the Committee Executive Officer.
 - A meeting of a Committee at which a quorum is present is competent to transact any business of the Committee
7. **Secretariat** The Executive Officer is responsible for the preparation of Agendas. A representative from the Flinders Council is responsible to the recording of minutes. Minutes of meetings and agendas will be distributed by the Flinders Council representative to Committee members in advance of meetings.
8. **Sub Committees** Nil

Appendix 2 Map of Flinders Municipal Area

