George Town

Municipal Emergency Management Plan

Approved: **Date: 11 July 2019**

A/ State Emergency Management Controller

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George Town has always prided itself on the standard of emergency services and community groups they have within their municipal area. The membership of the George Town Municipal Emergency Management Committee (GTMEMC) is a mixture of both career and volunteer members who work collectively to provide protection for the community from a variety of hazards with appropriate preplanning and/or as and when they occur.

Over the years the George Town Municipal Area (GTMA) experienced a number of emergencies which have all been met collectively by the George Town Council, the residents of our area including community groups and emergency services.

Some of those emergencies include:

1975 – Bethua tanker on rocks in Tamar River – considerable area of Low Head evacuated.

1986 – Wildfire threat to Lulworth – fire burnt off ADF Range.

1994 – Wildfire threat to Tippagoree Hills area/coastal strip. – Considerable area burnt

1995 – Iron Barron – Hebe Reef – Bass Strait & Tamar River pollution threat to local marine life.

1999 – Small bus MVA – Batman Bridge junction.

2000 – Wildfire threat to Beechford – escaped permit burn by landowner – large coastal wildfire.

2004 – Wildfire threat East Tamar Highway – George Town to Long Reach.

2005 – Storm threat – loss of power and mobile phone communications - some evacuations.

2008 – Wildfire threat to Bellingham and coastal strip and local private forest and residents.

2009 – Preparation for Swine flu pandemic – plan & flu clinic facilities

2013/14 – East Tamar Wildfires. (George Town to Wood Chip Plants)

2015 – Lefroy/Curries River Wildfires.

2016 – George Town tip fire (environmental)

2017 – Fire industrial area Bell Bay – scrap waste (environmental)

2017-18 – Vegetation fires in and around immediate area of George Town

2018 – Queensland Fruit Fly outbreak

The collective retention, training and exercising of our community groups and emergency services in association with the municipalities' emergency plans will certainly assist us in being prepared the best we can, should anything of the above nature and other emergencies occur in the future.

The establishment, retention and maintenance of this plan will certainly provide us with a clearer direction should the need arise.

Councillor Bridget Archer
Mayor George Town
Chair GTMEMC
September 2018

Section 1: Introduction

Glossary

Table 1shows the terms that are defined specifically for Tasmanian emergency management. These are additional to terms defined in the *Emergency Management Act 2006* (the Act), and have been developed incorporating current national terminology and concepts.

Both 'emergency' and 'disaster' are used nationally and internationally to describe arrangements to address the consequences that arise from them. In Tasmania, the preferred term is 'emergency'.

The Act uses shortened phrasing for a number of titles (eg Municipal Committee for Municipal Emergency Management Committee), and this practice is applied in this plan.

Table 1: Terms for Tasmanian Emergency Management.

Term	In the Tasmanian Emergency Management context this means
Affected Area Recovery Committee	A group established under the authority of the *Emergency Management Act 2006*, by the Regional Controllers/State Controller which is formed to assist councils with longer term community recovery. It may also be referred to as a Recovery Taskforce (especially when its membership comprises State Government representatives).
Assembly Centre	An identified location that is established where affected persons can assemble to avoid hazards that are impacting on public safety. Assembly centers are generally established for a short period of time to meet the immediate personal support needs of individuals and families.
Capability	Capability is a function of human and physical resources, systems/processes, training and the supply chain e.g. trained personnel with equipment ready for deployment.
Capacity	The extent to which a capability can be applied to a particular task or function.
Civil defense	Humanitarian tasks including the management of shelters, provision of emergency accommodation and supplies, and repair of critical/essential infrastructure in the event of armed conflict/hostilities.
Combined area	As defined by the *Emergency Management Act 2006*
Command	The internal direction of an organisation's resources in an emergency. The authority to command is often established in legislation.
Comprehensive approach	A way of thinking about emergency arrangements that includes consideration of prevention and mitigation, preparedness, response, and recovery (PPRR) aspects related to emergencies and their consequences. PPRR are organisational categories for emergency management, not sequential phases.
Consultative framework	The various groups within the emergency management system and how they contribute to decision-making, through consultation and collaboration. These groups include established committees, sub-committees, and related stakeholder groups and can be further supplemented by working groups with a defined purpose/task.

Control	The overall direction and management of activities in an emergency. The authority for control can be established in legislation or in an emergency plan, and includes the responsibility for tasking and coordinating other organisations resources in accordance with the needs of the situation (i.e. control operates horizontally across organisations).
Coordination	The systematic acquisition and application of resources (workers, equipment, goods and services). Coordination can operate vertically within an organisation (as a function of the authority to command), as well as horizontally across organisations (as a function of the authority to control).
Councils	Means Tasmanian local governments. 'Councils' is the preferred term in this plan to provide consistency with the *Emergency Management Act 2006.*
Deputy Municipal Coordinator	As defined by the *Emergency Management Act 2006*
Deputy Regional Controller	As defined by the *Emergency Management Act 2006*
Deputy State Controller	As defined by the *Emergency Management Act 2006*
Emergency	As defined by the *Emergency Management Act 2006*
Emergency Coordination Centre	Any facility or location where an identified group or team meets to address the community consequences of an emergency event. Emergency management

(ECC)	committees (municipal, regional, state) usually manage these centers and depending on the need, multiple centers may be active for a single event. These centers can also be co-located with other centers (e.g. an Emergency Operations Centre - EOC).
Emergency Management	As defined in the *Emergency Management Act 2006.* Simply explained emergency management is a range of planned and coordinated measures to manage hazards affecting communities and the environment. In the Act this definition includes: • the planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, overcome and recover from an emergency • planning, organisation, coordination and implementation of civil defence measures • conduct of, and participation in, relevant research and training • development of relevant policy and procedures.
Emergency Management Plan	A document required by the *Emergency Management Act 2006* that describes governance and coordination arrangements and assigned responsibilities for: a geographic area, identified hazard, or function relevant to Tasmanian emergency management. It includes descriptions of processes that enable safe and effective operations for emergency situations. NOTE: This definition does not prevent other emergency plans being developed/maintained.
Emergency Management Worker	As defined by the *Emergency Management Act 2006*
Emergency Operations Centre (EOC)	Any facility or location where an identified group or team meets to give direction for agency specific work related to an emergency event/s. This includes the acquisition and allocation of resources required by the agency. Responding agencies can open Emergency Operations Centres at municipal, regional and/or state levels. Each responding agency may establish its own Emergency Operations Centre/s, and/or may participate in a combined Emergency Operations Centre. This activity may also be co-located with Emergency Coordination Centres.
Emergency power and special emergency power	As defined by the *Emergency Management Act 2006*
Emergency Risk Management	A process which involves dealing with risks to the community arising from emergency events.
Environment	As defined by the *Emergency Management Act 2006*
Evacuation Centre	An identified location for persons of an affected area to be temporarily accommodated. This includes the provision of basic services to meet affected people's immediate personal needs.
Executive Officer	As defined by the *Emergency Management Act 2006*
Hazard	As defined by the *Emergency Management Act 2006*
Incident Control System	A management system for resolving emergencies in a coordinated manner.
Information Centre	An identified location for affected persons to find information about the emergency event, self-help ideas, and/or related activities, time frames and locations. These 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.
Interoperability	The capacity for multiple agencies/organisations to work together seamlessly and/or in a compatible and efficient way.
Liaison Officer	A person nominated to represent his or her agency/organisation for prevention and mitigation, preparedness, response and recovery activities related to emergency management. Liaison Officers provide advice about their agency/organisations' resources, structure and capability; act as a conduit for information, and may be authorised to commit resources.
Management Authority	The organisation responsible for providing guidance for aspects of comprehensive emergency management. This responsibility is often established in legislation and undertaken in partnership with other organisations. NOTE: Management Authority is an adaptation of the Lead Combat Agency concept, which was prominent when the scope of emergency management arrangements were generally limited to response and recovery arrangements.
Municipal Chairperson	As defined by the *Emergency Management Act 2006*
Municipal Committee	As defined by the *Emergency Management Act 2006*

Municipal Community Recovery Coordinator	A council worker who is authorised to coordinate, manage and advise on aspects of municipal community recovery arrangements.
Municipal Coordinator	As defined by the *Emergency Management Act 2006*
Municipal/regional volunteer SES unit	As defined by the *Emergency Management Act 2006*
Australian and New Zealand Counter-Terrorism Committee	A national body comprising representatives from the Australian and New Zealand Governments, and State and Territory Governments that contribute to the security of the Australian community through the coordination of a nationwide cooperative framework for counter-terrorism and its consequences.
National Counter-Terrorism Plan	A national plan that outlines responsibilities, authorities and the mechanisms to prevent or, if they occur, manage acts of terrorism and their consequences within Australia.
Occupier	As defined by the *Emergency Management Act 2006.*
Owner	As defined by the *Emergency Management Act 2006.*
PPRR	Refer to 'comprehensive approach'
Premises/property	As defined by the *Emergency Management Act 2006.*
Preparedness	Planned and coordinated measures taken so that communities and agencies can cope with the effects of emergencies.
Prevention and mitigation	Planned and coordinated measures taken to eliminate or reduce the incidence or severity of emergencies.
Recovery	A coordinated process of supporting emergency-affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic, and physical wellbeing.
Recovery Centre	An identified location for affected persons to access information, and assistance after an emergency has occurred. A range of government and Non-Government Organisations operate from recovery centers (it can also be referred to as a 'One Stop Shop').
Region	As defined by the *Emergency Management Act 2006.*
Regional Committee	As defined by the *Emergency Management Act 2006.*
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	As defined by the *Emergency Management Act 2006.*
Resources	As defined by the *Emergency Management Act 2006.*
Response	Planned and coordinated measures that resolve emergencies.
SEMC Advisory Agency	A State Government agency that has overall responsibility for providing advice to the SEMC (State Emergency Management Committee) on the adequacy of the comprehensive arrangements for identified hazards relevant to Tasmanian emergency management. This is not an operational role in response or community recovery, and does not alter existing command, control and coordination arrangements.
Standard Operating Procedures (SOP)	A set of directions detailing what actions are to be taken, as well as how, when, by whom and why, for specific events or tasks.
State Recovery Advisor	
State Controller	As defined by the *Emergency Management Act 2006.*
State Control Centre	A location where the coordination of whole-of-government emergency management policy and strategy occurs during operations and/or exercises.
State of Emergency	As defined by the *Emergency Management Act 2006.*
Statutory Service	As defined by the *Emergency Management Act 2006.*
Support Agency	Organisations that have responsibility for maintaining, or maintaining access to, specific functional capabilities that are likely to be called upon by 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, debriefs, workshops, and reviews.
Vehicle	As defined by the *Emergency Management Act 2006.*
Wildlife	As defined by the *Emergency Management Act 2006.*
Worker	A generic term used to describe people who perform defined functions for an organisation or system, including: staff, volunteers and contractors/consultants.

Acronyms

Table 2 lists acronyms that are commonly used in Tasmanian Emergency Management. This list is not intended to be exhaustive and not all of these acronyms are used in this plan.

Table 2: Acronyms for Tasmanian Emergency Management.

Acronym	Stands for…
AARC	Affected Area Recovery Committee
ABS	Australian Bureau of Statistics
ADF	Australian Defence Force
AEMO	Australian Energy Market Operator
ANZEMC	Australian and New Zealand Emergency Management Committee
AHMPPI	Australian Health Management Plan for Pandemic Influenza
AMSA	Australian Maritime Safety Authority
AMSA S&R	Australian Maritime Safety Authority Search & Rescue
AT	Ambulance Tasmania
AUSVETPLAN	Australian Veterinary Emergency Plan
BoM	Bureau of Meteorology
CBRN	Chemical, Biological, Radiological, Nuclear
CIP	Critical Infrastructure Protection
COAG	Council of Australian Governments
COMDISPLAN	Australian Government Disaster Response Plan
DACC	Defence Assistance to the Civilian Community
DSG	Department of State Growth
DFACA	Defence Force Aid to Civilian Authorities
DMEMC	Deputy Municipal Emergency Management Coordinator
DoE	Department of Education
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
DTF	Department of Treasury and Finance
DVI	Disaster Victim Identification
ECC	Emergency Coordination Centre
EHO	Environmental Health Officer
EMA	Emergency Management Australia (Commonwealth)
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
EPA	Environmental Protection Authority
FSST	Forensic Science Services Tasmania
GA	Geoscience Australia (Commonwealth)
GIS	Geographic Information Services

Acronym	Stands for…
GTMA	George Town Municipal Area
GTMEMC	George Town Municipal Emergency Management Committee
GTMEMP	George Town Municipal Emergency Management Plan
ICC	Incident Control Centre
ICS	Incident Control System
IMT	Incident Management Team
JOSS	Joint Operations Support Section (Commonwealth)
MAST	Marine and Safety Tasmania
MEMC	Municipal Emergency Management Coordinator
MRC	Municipal Recovery Coordinator
MECC	Municipal Emergency Coordination Centre
MHF	Major Hazard Facility
MRT	Mineral Resources Tasmania
NECC	National Emergency Call Centre
NEM	National Electricity Market
NEMEP	National Electricity Market Emergency Protocol
NGERAC	National Gas Emergency Response Advisory Committee
NGERP	National Gas Emergency Response Protocol
NGO	Non-Government Organization
NLFERP	National Liquid Fuel Emergency Response Plan
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
RAF	Request for Additional Funds
RCR	Road crash rescue
RSRC	Regional Social Recovery Coordinator
RECC	Regional Emergency Coordination Centre
RFR	Register, Find, Reunite
SCC	State Control Centre
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SIT REP	Situation Report
SOP	Standard Operating Procedure
SRCTU	Special Response Counter Terrorism Unit, Department of Police and Emergency Management
State Growth	Department of State Growth
TAS POL	Tasmania Police
TasPorts	Tasmanian Ports Corporation
TEIS	Tasmanian Emergency Information Service
TEMP	Tasmanian Emergency Management Plan
TFS	Tasmania Fire Service

Acronym	Stands for…
TRRA	Tasmanian Relief and Recovery Arrangements
WST	Workplace Standards Tasmania

Authority

The authority for the development, maintenance and implementation of this plan rests with the *Emergency Management Act 2006*. In accordance with the requirements of this Act, the State Emergency Management Controller is responsible for ensuring the adequacy and ongoing maintenance of the plan. This responsibility is exercised through the George Town, Municipal Emergency Management Co-ordinator (MEMC).

This plan establishes the commitments of various organisations involved in emergency management within the George Town Municipal Area (GTMA). This will enable the coordinated prevention and mitigation of, preparedness for, response to, and recovery from any emergency event. The 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.

Emergencies can and do occur in the GTMA. Accordingly, effective planning processes must be in place. This planning aims to:

a) mitigate/minimize risk where possible thus preventing emergencies from occurring;

b) ensure community preparedness for events that do occur;

c) facilitate an effective response toward combating emergency events should they occur;

d) initiate and lead a full recovery to normal community life in as short a time-frame as possible; and

e) ensure the lessons learned from such emergencies are incorporated into ongoing management review processes.

This plan represents the highest level of emergency management planning documentation within the municipality.

Aim

The aim of this plan is to articulate the current governance and coordination arrangements for all hazards and emergency management within the GTMA and provide assistance to neighbouring municipalities and other bodies should a request be forthcoming.

Objectives

The objectives of the George Town Municipal Emergency Management Plan (GTMEMP) are to:

a) enable the effective management /coordination of emergency events that occur within the GTMA;

b) clearly detail the individual and collective roles, responsibilities and contact details for emergency management officers within the GTMA;

c) define a protocol for operating outside the GTMA - i.e. mutual support with neighboring council authorities and other authorities on receipt of such a request;

d) identify liaison and communication channels between lead and supporting authorities with appropriate feedback mechanisms to ensure effective working relationships;

e) identify the avenues of access to additional levels of support at the regional, state and federal levels;

f) define the GTMA emergency management structure and role; and

g) establish a continuous risk assessment review program for emergency management.

Scope and application

The arrangements in this plan are designed to be used to address emergencies that have the following characteristics:

a) caused by hazards impacting in or on the GTMA; and

b) can be managed by the capability of local emergency management structures;

The scope of this plan is restricted to emergency events that have the following characteristics:

a) events that occur or are likely to occur within the GTMA or could impact on this area via neighboring municipalities; and

b) events which can be managed within the capability of local emergency management structures.

Note: GTMA does not include any of the waterways of the Tamar River. The eastern edge (at low water mark) of the Tamar River is the boundary for the GTMA. West Tamar Council area covers the Tamar River waterways.

These arrangements are intended to be flexible, so they can be adapted as required. They are always active across the PPRR spectrum, but specific powers/authorities may be sanctioned to complement existing efforts. Whilst it remains active always, the arrangements detailed in this plan may be escalated by any of the following positions upon assessment of an emergency to require the management of resources in addition to those provided by any one Response Management Authority:

a) Regional Emergency Management Controller (Regional Controller)/Police Commander, Northern District;

b) Regional Manager, State Emergency Service (SES) North; and/or

c) Municipal Emergency Management Coordinator (George Town).

Context Statement - About George Town

Municipal Area (GTMA)

The GTMA is situated on the eastern side of the mouth of the Tamar River and is bordered to the north by Bass Strait, to the west by the Tamar River, to the south by the municipal area of the City of Launceston and to the east by the municipal area of Dorset. George Town is one of the oldest towns in Australia having been settled in 1804 after Sydney (1788) and Hobart (1803), both previous settlements now carry "city" status with George Town still a country town (township).

The George Town Council (GTC) and local emergency service agencies are committed toward ensuring community safety through effective emergency management planning.

Population

The GTMA population is approximately 6800. However, during the summer months, this could rise to approximately 9500 with the increase occurring at Bellingham, Lefroy/Beechford, Low Head, Weymouth, Tam O'Shanter and Lulworth all of which are located along the NE Coast line of the Municipality. George Town has the largest area of population with approx. 4600 living within the town boundary.

Road Systems

Two main access road systems exist within the GTMA. These are the East Tamar Highway to Launceston and the Bridport Rd (B82) which runs east to Bridport. In the event of the East Tamar Highway (A8) being closed between the Bell Bay Road and the Bridport Road,(B82) then access to and from George Town is via North Street from Beechford. The previously available emergency exit road through Bell Aluminium is as at May 2015, only a 4WD track and should not be construed as a roadway for generic motor vehicles.

Rail

A single railway line runs from Launceston to Bell Bay approximating along the line of the East Tamar Highway. (A8). This railway line is primarily (although limited usage) used for freight only with limited recreational passenger rail (infrequent).

Landing strips – fixed wing aircraft

The major landing strip for fixed wing aircraft in the GTMA is the George Town Aerodrome (YGTO) situated on Soldier Settlement Rd, George Town at S41 04.8 E146 50. It is a sealed strip 1000 metres long by 18 metres wide and is suitable for all year usage with pilot activated lights enabling night operations. The frequency for the pilot activated lights is 121.3 MHz The large Royal Flying Doctor Service (RFDS) turboprop is capable of landing on this facility. Other landing strips are available, and details can be obtained through Air Services Australia.

Helicopter landing sites

Many suitable helicopter landing sites are available throughout the GTMA. Landing sites are determined on many factors during the actual day, weather conditions flight time etc.

The George Town Airport offers adequate facilities for helicopter landing and refuelling.

A variety of other sites have been used within the rural area of the GTMA. GT Fire Brigade facility at Bell Bay has appropriate area for helicopter landing sites and facilities for helicopter crew and support crew personnel.

Port facilities

TasPorts Bell Bay provides a pilot service for large vessels from Pilots Bay at Low Head and controls a sheltered deep-water port located at Bell Bay. The port facility consists of a number of wharf areas from the southernmost area at the wood chip plants to a number located immediately within Bell Bay.

Industrial & Commercial Development

The current major industrial area within the GTMA is sited at Bell Bay and is comprised of many industries.

Other industrial sites/areas within the GTMA are located within the Bell Bay Energy Precinct. Additionally, industrial sites are located at Long Reach (Wood Chip Plants) and the Converter Station for the power supply from Victoria on the Bridport Rd (B82) some eight kilometres from the junction of the Bridport Rd (B82) & East Tamar Highway (A8).

A separate listing of the major industrial locations is listed as an Annexure 8 to this plan.

Potable water

There are two potential sources of potable water for the GTMA operated by TasWater:

a)   The North Esk Water supply system; and

b)   The Curries River supply system.

The North Esk system is the normal supply for Hillwood, the major industrial area at Bell Bay and George Town.

The Curries River system can provide treated water from the Curries River Dam (via the Bell Bay Water Treatment Plant) to the major industrial area at Bell Bay & George Town in periods of prolonged dry weather or during shut downs of the North Esk supply system.

Non-potable water

Definition - Water that has not been examined, properly treated, and not approved by appropriate authorities as being safe for consumption

A variety of locations for non-potable water can be found throughout the GTMA. The largest capacities can be located at the Curries River & Lauriston Dams.

Note these non-potable water supplies should always be treated with caution re consumption.

General comments

The GTMA's main industrial hub is located some 6 kms south of George Town at Bell Bay (and its immediate surrounds). This area supports a considerable number of both large and medium size operations.

The George Town "light industrial area" is located off Franklin St and Thompson Ave.

George Town. It also extends along the southern most end of Main Rd George Town.

Coastal villages (within the GTMA) are deemed to be "appropriate destinations" during the summer months for tourists and intra state visitors hence an increase in transitory populations during these periods.

The rural area consists or a variety of agricultural operations including private forests and vineyards. The main road arteries carry considerable traffic of both a general and heavy nature which includes laden log trucks, motor homes, caravans and tourist coaches.

Traffic on these arterial roads (highways) is considerably increased immediately before and after the change of shift times for heavy industry located at Bell Bay.

Figure 1: George Town Municipality – Boundary map

Section 2: Government & Emergency Management

Role of Government and Emergency Management Partners

In Australia, the three spheres of government (Commonwealth, State and local) work in partnership to achieve safer, sustainable communities through robust emergency management arrangements.

Relationships between the three spheres of government along with Non-Government Organisations, industry as well as individual owners/managers of property/premises are increasingly important for planning and operational aspects of emergency management that support community resilience.

Individuals and their communities have a significant role in this work as they support voluntary activities and organisations, provide representation in councils and retain the primary responsibility for their own safety, including preparedness for emergencies.

Several external and associated EM Plans within the GTMA, Region and State are associated with the GTMEMP. A listing of those documents/plans is located as an Annexure to this plan. Those plans are associated with the development and or operation of this plan: This format of this plan has been established to coincide with the TEMP formatting and also the Emergency Management Act 2006.

Municipal Area maps are located at the GT Council Chambers. Emergency Services within the municipality carry a variety of associated plans & maps which depict the dominant roadways/highways etc.

A3 copies of some maps are located in Annexure 7 (as listed) of this plan.

Emergency Management Governance

The Tasmanian emergency management arrangements are broadly organised in 3 regions (North-West, Northern and Southern). Arrangements for the GTMA are part of the Northern Region.

The Northern Regional Emergency Management Committee chaired by the Regional Controller and supported by the SES Regional Manager as the Executive Officer oversees regional emergency management activities across the PPRR spectrum. Sections 13-18 of the *Emergency Management Act 2006* establish these responsibilities and functions.

The George Town Municipal Emergency Management Committee, (GTMEMC) is chaired by the Mayor of the Municipality and is supported by the MEMC as Executive Officer (XO) to the committee The GTMEMC maintains a Terms of Reference (as listed in an attached Annexure). Councils have a central role in coordinating and facilitating a range of emergency management activities for all hazards with the GTMEMC, as well as resourcing specific council responsibilities for emergency management.

Legal Framework

Powers and authorities for emergency management are provided in the *Emergency Management Act 2006*. The Act establishes a flexible emergency management system including emergency powers by the appointment of workers for emergency management functions including the MEMC.

The *Local Government Act 1993* and the accompanying *Local Government (Building and Miscellaneous Provisions) Act 1993* make councils responsible for public health, safety, community welfare, and sanitation and cleansing.

The majority of emergency management responsibilities and authorities for specified hazards and functions are identified in a range of legislation and regulations (including Commonwealth)

Specific arrangements relating to counter-terrorism in Tasmania draw on the governance framework provided by a combination of State and Commonwealth legislation including *Terrorism (Commonwealth Powers) Act 2002*, *Police Powers (Public Safety) Act 200*5 and *Terrorism (Preventative Detention) 2005*.

Significant additional powers and authorities for emergency management are provided in the *Emergency Management Act 2006*. The Act establishes a flexible emergency management system including emergency powers by the appointment of workers for emergency management functions including Municipal Emergency Management Coordinators (MEMC) and Regional and State Controllers.

This system is designed to provide for scalable and flexible emergency management (especially response and community recovery operations), and a safer Tasmania. Responsibility for administration of the *Emergency Management Act 2006* is allocated to the Department of Police and Emergency Management (Section 65). If conflict arises between the powers and authorities provided in different State legislation, the *Emergency Management Act 2006* prevails.

Governance Administration Arrangements

Within the GTMA, emergency management activities are overseen by the GTMEMC and its sub-Committee, the George Town Municipal Recovery Committee

The MEMC represents the GTC/GTMEMC on the Northern Regional Emergency Management Committee (NREMC). In his absence the DMEMC will represent the George Town Council/GTMEMC.

Table 3: Municipal Emergency Management Committee

Chairperson	Municipal Chairperson (usually council's Mayor, Deputy Mayor, a senior Councillor)
Executive Officer (XO)	Municipal Emergency Management Coordinator
Title	George Town Municipal Emergency Management Planning Committee (GTMEMC)
Membership (Determined by the Municipal Chairperson and Executive Officer)	• Representatives from State agencies based in the municipal area which can include: Fire, Ambulance, Police, SES, Health (including the Regional Community Recovery Coordinators), Education, specific infrastructures & others • Council workers including: General Manager, Environmental Health Officer, Municipal Deputy Coordinator, Municipal Community Recovery Coordinator and Deputy. • Other stakeholders in the municipal area (eg ports-sea/air, dams, major facilities, Non-Government Organisations)
Reports to	Regional Committee (may also report/liaise with council) MEMC is representative on the NREMC.

The MEMC as Executive Officer (XO) provides executive support to the GTMEMC & Sub Committees. The agency that chairs each Sub-Committee is responsible for managing its operation and administration (this includes deciding for resourcing the Executive Officers function), as well as arranging for Terms of Reference to be maintained and accepted by the relevant committee.

Current Management Responsibilities

Owners/managers have overall responsibility for the safety and security of their property/premises. This includes but is not limited to:

a) maintaining effective arrangements for requesting assistance;

b) maintaining emergency management capabilities and arrangements that will be interoperable with relevant Government organisations (when additional assistance/coordination is required); and

c) resuming their ongoing responsibilities for the property/premises after response has ended (ie when the emergency has been resolved).

A variety of State Government agencies and other organisations have defined responsibilities for emergency management, protective security and counter-terrorism activities.

These are shown in Table 4:

Table 4: Advisory Agencies and Management Authorities for Hazards.

	INCIDENT EMERGENCY	SEMC Advisory Agency	MANAGEMENT AUTHORITY		
			PREVENTION and MITIGATION	PREPAREDNESS	RESPONSE*
1.	Bio-security emergencies (includes exotic animal, plant and marine disease, and pest emergencies)	DPIPWE	DPIPWE Biosecurity Tasmania	DPIPWE Biosecurity Tasmania	DPIPWE Biosecurity Tasmania
2.	Coastal erosion	DPIPWE	DPIPWE Resource Management and Conservation Division	DOJ Land Use Planning	---
3.	Earthquake	Dept. of State Growth	State Growth - Mineral Resources Tasmania	SES	TAS POL
4.	Energy supply emergency (includes petroleum, gas, electricity. Excludes: energy infrastructure failures)	Dept. of State Growth	State Growth -	State Growth	State Growth
5.	Environmental emergency (includes marine pollution and spills)	DPIPWE	DPIPWE Environment Division	DPIPWE Environment Division	DPIPWE Environment Division
6.	Fire-national parks and other reserves	TFS	DPIPWE Parks and Wildlife Service	DPIPWE Parks and Wildlife Service	DPIPWE Parks and Wildlife Service
7.	Fire-declared forest land/State forest	TFS	Forestry Tasmania	Forestry Tasmania	Forestry Tasmania
8.	Fire-urban and privately managed rural land	TFS	TFS	TFS	TFS
9.	Flood-dams	DPIPWE	DPIPWE Water Resources Division	DPIPWE Water Resources Division	TAS POL (Assisted by dam owner)
10.	Flood-rivers	SES	Councils	SES	SES
11.	Food contamination	DOH	DOH Population Health	DOH Population Health	DOH Population Health
12.	Hazardous materials-chemical, liquid fuel, explosives (unintentional release of)	TFS	D o J Workplace Standards Tasmania	TFS	TFS
13.	Hazardous materials-radiological (unintentional release of)	DOH	DOH Population Health	DOH Population Health	TAS POL
14.	Influenza pandemic	DPAC	DOH Population Health	DPAC	DOH Population Health
15.	Infrastructure failure-building collapse	TAS POL	DOJJ Workplace Standards Tasmania	TFS	TAS POL
16.	Infrastructure failure-State roads and bridges	Dept. of State Growth	State Growth - Roads and Traffic Division	State Growth - Roads and Traffic Division	State Growth - Roads and Traffic Division

	INCIDENT EMERGENCY	SEMC Advisory Agency	MANAGEMENT AUTHORITY		
			PREVENTION and MITIGATION	PREPAREDNESS	RESPONSE*
17.	Intentional violence (eg CBRN attacks, sieges, terrorist events)	TAS POL	TAS POL	TAS POL	TAS POL
18.	Landslip, landslide	Dept. of State Growth	State Growth - Mineral Resources Tasmania	Councils	TAS POL
19.	Nuclear powered warship visits	SES	Commonwealth regulated	SES	TAS POL
20.	Public health emergency	DOH	DOH Population Health	Population Health	DOH Population Health
21.	Sea inundation from storm surge	DPIPWE	DPIPWE Resource Management and Conservation Division	DPEM	DPEM
22.	Space debris	SES	SES	SES	TAS POL
23.	Storm, high winds, tempest	SES	SES	SES	SES
24.	Transport crash-aviation (less than 1200m from the airport runway)	TAS POL	Commonwealth regulated	Commonwealth regulated	TAS POL
25.	Transport crash-aviation (more than 1200m from the airport runway)	TAS POL	Commonwealth regulated	TAS POL	TAS POL
26.	Transport crash-marine (no environmental emergency)	MAST	MAST	MAST	TAS POL
27.	Transport crash-railway	Dept. of State Growth	Office of the National Rail Safety Regulator	Office of the National Rail Safety Regulator	TAS POL
28.	Transport crash-road vehicles	TAS POL	State Growth - Roads and Traffic Division	State Growth - Roads and Traffic Division	TAS POL
29.	Tsunami and related sea inundation	DPEM	SES	DPEM	DPEM
30.	Water supply contamination	DOH	DOH Population Health	DOH Population Health	DOH Population Health

Current George Town Council Management Responsibilities

Key Roles and Responsibilities

Mayor

In relation to emergency management, the Mayor of GTC is responsible for the following key tasks:

a) promote the importance of emergency management within Council and across the community (including prevention, preparedness, response and recovery) and support special initiatives;

b) initiate public appeals for financial assistance and liaise with service clubs and other organisations who may wish to assist;

c) provide a link to State and Federal Ministers as required by the GTMEMC when normal communication channels breakdown;

d) provide reassurance to members of the community who have been affected by an emergency event; and

e) act as central media representative for all general information to the George Town community during emergencies.

Note: As the Mayor of the GTC is the Chairperson of the GTMEMC, the tasks of Mayor (relating to EM Matters) may be carried out with the assistance of the Deputy Mayor.

Chairperson, GTMEMC

The Chairperson of the GTMEMC is responsible for the following:

a) manage and focus the discussion of emergency management issues at GTMEMC meetings as conducted;

b) liaise with the GTMEMC in relation to emergency management matters which may impact the municipality;

c) oversee the development and review of this plan;

d) promote pro-active emergency management in the community via the GTMEMC committee; and

e) endorse for Committee approval & Council referral Emergency Management plans as appropriate including the GTMEMC and any subordinate plans ie GT Recovery Plan.

General Manager

In relation to emergency management, the General Manager of GTC is responsible for:

a) providing council support as requested by the MEMC;

b) providing GTC resource support as requested by the MEMC prior to, during or upon cessation of an emergency; and

c) liaising with SES Regional Manager in nominating MEMC for GTC and in discussion of special projects.

Municipal Emergency Management Coordinator

The MEMC is responsible for the following tasks:

a) co-ordinate the meeting schedule for the GTMEMC and act as Executive Officer (XO) for this committee;

b) brief GTC on all matters pertaining to emergency management and represent any requirements to the appropriate officers;

c) represent GTC/GTMEMC at the meetings of the NREMC;

d) initiate the activation of this emergency management plan and or relevant sub plans as required;

e) liaise with external agencies in all phases of emergency management;

f) direct the activities of the Deputy MEMC;

g) oversee the tasking of any SES volunteers that may be attached to GTC from time to time in support of emergency response;

h) promote emergency management training and education within the local government and other associated areas – committee membership etc.;

i) provide comment on emergency management arrangements in Tasmania as required by reviews of legislation and subsequent state and regional plans;

j) initiate ongoing risk assessments for the GTMA including subsequent reviews of this plan as required by the *Emergency management Act 2006*; and

k) manage the review of this plan; gaining GTMEMC approval and referring plan to Council prior to submitting it to the SES Regional Manager for re-confirmation by the State Emergency Management Controller at least every two years.

Deputy Municipal (EM) Coordinator

The DMEMC for GTC is responsible for:

a) carry out tasks as requested by the MEMC;

b) participate as a member of the GTMEMC;

c) propose and/or support emergency management initiatives; and

d) perform the functions of the MEMC in their absence.

Municipal Recovery Coordinator

The Municipal Recovery Coordinator, is responsible to the MEMC for and is responsible for:

a) Implementation of the Municipal Recovery Centre at the request of the MEMC and/or the Regional Recovery Coordinator;

b) Participate as a member of the GTMEMC;

c) Maintain the Municipal Recovery Kits in operational readiness;

d) Propose recovery functions and/or support emergency management initiatives; and
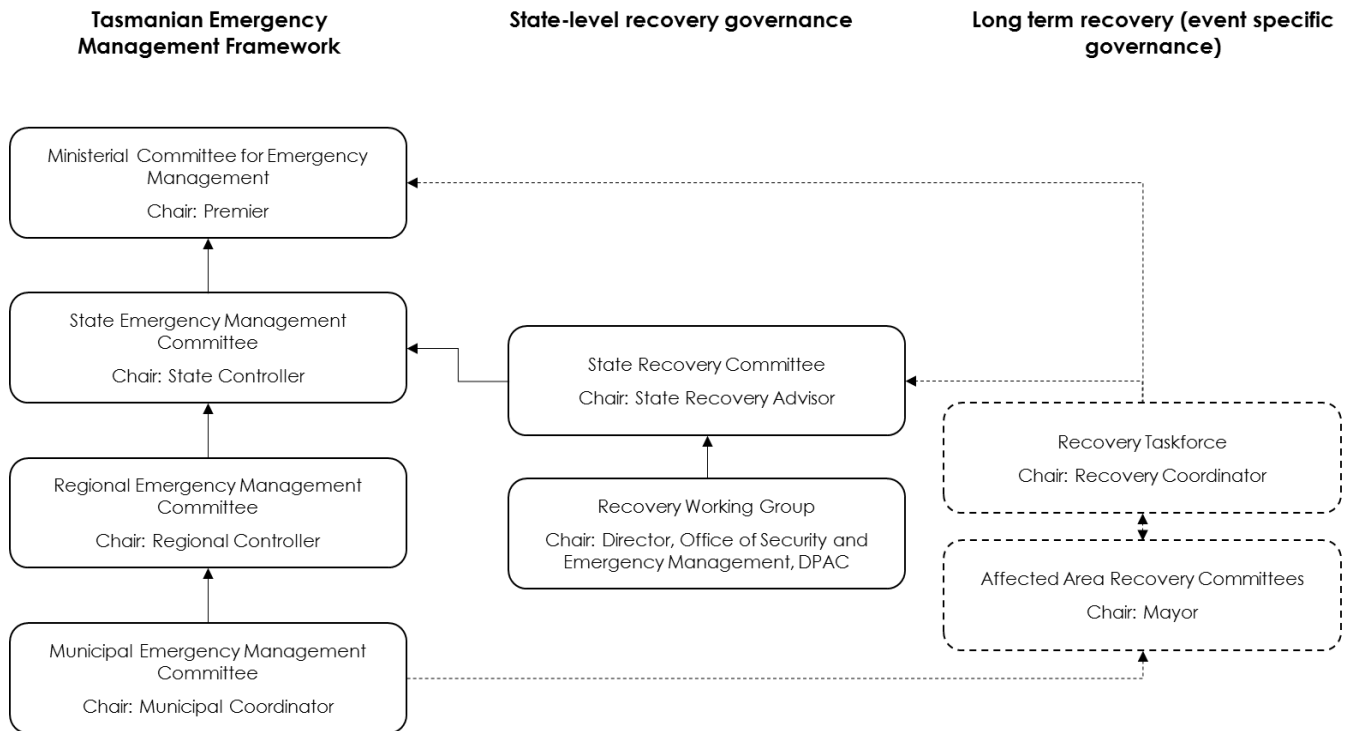
e) Participate in the review of the GTC Recovery Plan.

At the signing of this plan, GTC resolved that it would, when requested, undertake to provide its own resources, where practicable and with the authorisation of the General Manager,(and in discussion with the MEMC) assist adjoining councils in combating emergency or disaster related events.

Incident Management

In preparing to effectively manage any emergency event, Response Management Authority and Support Agencies must be clearly defined. Avenues of support and methods for activation must be understood by lead authorities to ensure an optimal utilisation of resources during an emergency. The following guides identify organisational roles in combating the incidents which may occur in the area.   Incident Management procedures are outlined in the Northern Region Emergency Management Plan which is an overarching plan of this plan.

Emergency Management Governance for the George Town Municipality Area

Figure 2 Municipal Emergency Management Governance

Tasmanian Emergency Management Framework | **State-level recovery governance** | **Long term recovery (event specific governance)**

Ministerial Committee for Emergency Management
Chair: Premier

State Emergency Management Committee
Chair: State Controller

Regional Emergency Management Committee
Chair: Regional Controller

Municipal Emergency Management Committee
Chair: Municipal Coordinator

State Recovery Committee
Chair: State Recovery Advisor

Recovery Working Group
Chair: Director, Office of Security and Emergency Management, DPAC

Recovery Taskforce
Chair: Recovery Coordinator

Affected Area Recovery Committees
Chair: Mayor

Section 3: Emergency Management Arrangements

3.1 Prevention and Mitigation

Overview

All emergency management plans should be based upon some form of risk assessment. This ensures that all risks to public safety have been identified, analysed and where possible, eliminated or reduced in terms of impact on the community. This also ensures that any response arrangements prepared, are appropriate to the level of risk which has been determined for the occurrence of any specified hazard.

The *Emergency Management Act 2006:*

a) provides additional powers for inspections and risk assessments;

b) includes a range of protections which are afforded to emergency management workers and committees;

c) outlines what a person must not do with respect to emergency management workers (eg impede, resist, and obstruct workers); and

d) provides delegation for identified committees and authorised officers.

The *Local Government Act 1993* and the accompanying *Local Government buildings and Miscellaneous Provisions Act 1993* make councils responsible for, inter alia, public health, safety, community welfare, sanitation and cleansing. These requirements support the partnership between State Government and councils to reduce risks to communities through prevention and mitigation activities.

Current Arrangements

Research

Through its membership, the GTMEMC maintains an awareness of research for hazards and emergency management relevant to the municipal area. These hazards were described in the Appendices of this plan.

When new hazards are identified or additional research is warranted that has relevance for the municipal area, the GTMEMC can seek funding and assistance from its emergency management partners to undertake it.

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

Business Continuity

Emergency Management for the George Town Council is part of business continuity arrangements for the area and the region. As for protective security, each asset owner/service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.

Council's business continuity arrangements are developed with consideration of the guidelines developed by the Local Government Association of Tasmania. Tasmania Police and the Department of Premier and Cabinet provide advice to State Government agencies.

Land Use Planning

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.

Risk Assessment and Treatment

As of 2018, the George Town MEMC cooperated with a joint multi agency committee to establish a Northern Region Emergency Risk Assessment and Treatment Plan. This review was conducted in alignment with the accepted and agreed Tasmanian arrangements for emergency risk management assessment. The Northern Region Risk Assessment has been adopted with this plan to replace the existing municipal risk assessment. The Northern Region Risk Assessment and Treatment plan is to be an annexure to this emergency management plan.

3.2 Preparedness

Overview

Preparedness for emergency management is managed in a collaborative manner between State Government, councils and their emergency management partners. George Town Council will maintain appropriate standards of preparedness to ensure response and recovery are optimised.

As well as existing legislation for occupational health and safety and hazard/function specific responsibilities, the *Emergency Management Act 2006* identifies a number of additional responsibilities that are specific to preparedness at the municipal level, including Council responsibilities for:

a) providing resources and facilities for the management of emergencies in the municipal area in accordance with the municipal plan (Section 47);

b) providing facilities and resources for the municipal State Emergency Service unit as well as the storage and maintenance of the equipment used by the unit and areas for training (arranged in conjunction with the Director State Emergency Service (Section 49); and

c) making recommendations for the MEMC and Deputy MEMC roles/appointments (Sections 23-24) and providing a chairperson for the committee (Section 21).

Current Arrangements

General warnings and information will be issued to the public as per the arrangements outlined in the TEMP.

George Town Council is committed to a high standard of emergency management capability. To achieve this George Town Council will:

a) develop the GTMEMP as the key strategic document for the management of risk to the community arising from emergencies;

b) recognise the value of community contributions in Emergency Management (EM) and promote community engagement as required;

c) develop a progressive review system which is implemented for all elements of EM and is based on continuous improvement principles;

d) define and adequately address all elements of PPRR (Prevention, Preparedness, Response and Recovery);

Elements

Warning System and Activation of Services

Emergency warning systems are in place for the following hazards within the George Town municipal area:

a) severe weather (BoM / SES);

b) tsunamis (BoM / TASPOL);

c) road conditions (BoM / TASPOL);

d) bushwalking conditions (BoM);

e) heatwave (BoM / DoH); and

f) bushfire (BoM / TFS, PWS, STT).

Each organisation notified by the BoM and/or the relevant RMA is required to ensure the necessary personnel are contacted and if required activated to provide response services.

For emergencies which occur outside natural circumstances, the notified agency should validate the request and activate the required services (as detailed above) to ensure effective management of the emergency incident at hand eg bush fire, large MVA (bus), missing person in remote location etc.

Warnings of impending emergencies may be communicated to the public via broadcast media, social media, Emergency Alert, community meetings and door knocking.. The MEMC will assist Response Management Authorities where possible in initiating the provision of public warnings, contacting media and other support agencies as required. This will be undertaken in alignment to the arrangements articulated in the *Northern Regional Emergency Management Plan.*

Agency arrangements

Each of the response management authorities and support agencies are expected to develop and maintain detailed arrangements and procedures that clearly describe how they will provide their respective services in the event of an emergency or disaster. These procedures should clearly outline organisational capabilities and the identification of trigger points where additional support from other agencies becomes required.

In addition, each response management authority should familiarise themselves with the operating procedures of organisations who would be likely to assist them during an emergency event.

Regular multi-agency exercising in a range of different scenarios should be coordinated by individual lead authorities to foster this cross organisational understanding of service provision methodologies.

Capacity and Capability

Every emergency event requires a high degree of operational management coordination. The extent of such coordination will invariably depend on the magnitude of the incident. There are levels of operational management coordination, which combine to enable effective emergency response and recovery arrangements to be implemented. These are:

a) Agency command centre;

b) Municipal Emergency Coordination Centre (MECC);

c) Regional Emergency Coordination Centre (RECC);

d) Incident Control Centre; and

e) State Control Centre

Each of these levels is described below, in terms of function and activation.

Agency command centre

Emergency response organisations have *agency command centers* which manage the command aspects of those organisations. These agency command centres are activated by the individual agencies in accordance with their own procedures.

Functions of such agency command centres include:

a) management of agency tasking, personnel and resources;

b) establishing and monitoring communication networks;

c) command of agency response operations;

d) management of requests for additional support;

e) coordination of logistical support for own personnel; and

f) operation from within facilities.

Municipal Emergency Coordination Centre (MECC)

MECC provides management assistance to lead authorities in managing response to emergency events. The functions of the MECC are:

a) to provide the facility for coordinating Council's emergency response;

b) to coordinate any requests from lead authorities for additional resources;

c) to provide information to the Regional Controller and Regional SES Management; and

d) to provide information to the local community.

Location and Activation

During emergencies or on other occasions considered necessary, operations within the GTMA will be coordinated from the Municipal Emergency Coordination Centre (MECC) which will be established in the Council Chambers located in Anne St George Town. The MECC may be activated by:

a) Regional Controller;

b) MEMC (or Deputy MEMC);

c) Regional Manager SES;

d) Council's General Manager; or

e) Any other person nominated by the MEMC.

Validations and Performance Management

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.

The Municipal Committee will sponsor annual validation activities to ensure the emergency management capability is maintained. These activities may take the form of training sessions, tutorial exercises or field exercises.

Each member organisation must ensure that its processes and procedures are tested regularly and must participate in other validations when able.

Debriefs are conducted by each member organisation after exercises and operations. Combined debriefs for agreed operations are arranged by the Municipal or the Regional Committee.

Lessons identified in debriefs are recorded and shared, if relevant, through the consultation framework.

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

Administration Management

Each organisation involved in emergency management is responsible for its own administration (excluding the support available for operational management) prior to, during and after an emergency event or disaster.

This includes raising and maintaining resources which would normally be available to that organisation for emergency response or recovery operations. Additional administrative issues which will affect all organisations are detailed below.

Resources

All organisations with emergency management responsibilities under this plan should maintain a current list of resources which can be utilised in response operations during an emergency event. It is not practical to list every item of equipment by organisation in this plan. This would require amendments to the plan as equipment holdings fluctuated. Details of equipment availability can be obtained through contacting lead authorities or supporting organisations direct.

At times additional resources may be required outside the scope held or accessed by lead authorities, supporting organizations or council/s. Should this occur, requests can be forwarded to the SES outlining any resource assistance that may be required. This enables a link into regional, state and/or federal resources. The financial implications relating to resource acquisition are detailed below.

Authority to Incur Expenditure

The MEMC is authorised to commit up to $50,000 in the event of an emergency without prior Council approval. The General Manager will authorise the use of orders to hire, purchase or obtain such items and resources by the Council not readily available to assist the emergency management organisations to effectively carry out their duties during times of declared emergency.

The General Manager may nominate such other persons as considered necessary to authorise orders during the absence of the General Manager from the municipal area, for the purposes of emergency response.

Total expenditure exceeding $50,000 will require the prior approval of Council.

Other than the above, unauthorised committal of resources or requests for outside assistance will necessitate recovery of those expenses incurred from the individual concerned.

George Town Council will pursue the recovery of all relevant operational expenses as per the Tasmanian Relief and Recovery arrangements.

Financial Management

All organisations involved in emergency operations should maintain detailed records of expenditure incurred during or after an emergency event. These records should clearly outline once off, recurrent and major capital expenditures which were associated with the emergency event. This will also assist in any subsequent audit procedures.

In the first instance, requesting organisations must always accept responsibility for charges relating to resource purchases and or hire. Reimbursement for such expenditure should then be investigated through state and federal channels, by each organisation.

Volunteer Registration

Each agency is responsible for ensuring the effective management of public offers of volunteer support. Volunteering Tasmania is able to assist in the registration and management of volunteers during an emergency as do other organisations which maintain and train volunteer elements within their workforce eg SES, TFS, TAS.

Some operations may not be suitable for untrained volunteers. This concept must be adhered to especially when volunteers may be in potentially hazardous surroundings eg structural collapse. Again, it is the responsibility of the response management authority in conjunction with Tasmania Police as required to restrict access or participation in emergency operations to those volunteers who have been approved to provide support. Emergency Power (1)(a) could also be authorised for this purpose.

Records Management

Web EOC 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.

As detailed above, the requirement to keep adequate records is paramount. At a minimum, records should be kept on the following issues relating to the emergency event:

a) operations log outlining situation progress, decisions made and any actions taken to respond to or recover from the emergency event;

b) all resources allocated to specific tasks;

c) any financial expenditure;

d) volunteer registrations and utilisation;

e) public offers of assistance and those taken up; and

f) improvement opportunities identified for consideration after the event has passed during operational debriefs.

Community Education

Council recognises that Community education programmes form an important mitigation activity and assist with increasing resilience within the Community. Council undertakes a shared responsibility for developing and/or implementing several community awareness activities throughout each year.

3.3 Response

Overview

The scope of Council's response directly relates to lead recovery and assist Response Management Authorities in response to emergencies that impact on the GTMA.

The aim is to minimise the impacts of emergencies on the GTMA & community.

Priority of response and information handling will be in the following order:

a) matters which ensure the immediate health and safety of members of the community; and

b) provision of services for the immediate crisis period (eg clothing, food and shelter of a temporary nature).

During an emergency event, many agencies may become involved in the provision of recovery services to assist the community.

Current Arrangements

Command, Control and Coordination

The RC is responsible for overseeing emergency management arrangements across Tasmania's northern region.

During times of localized emergencies, individual response management authorities are responsible for the coordination, control and command of response efforts.

Figure 1 - illustrates the Tasmanian coordination, control and command arrangements specifically as they apply to the GTMA. These arrangements are designed to be flexible and scalable (up or down).

Figure 1: Coordination, Control & Command flow chart.
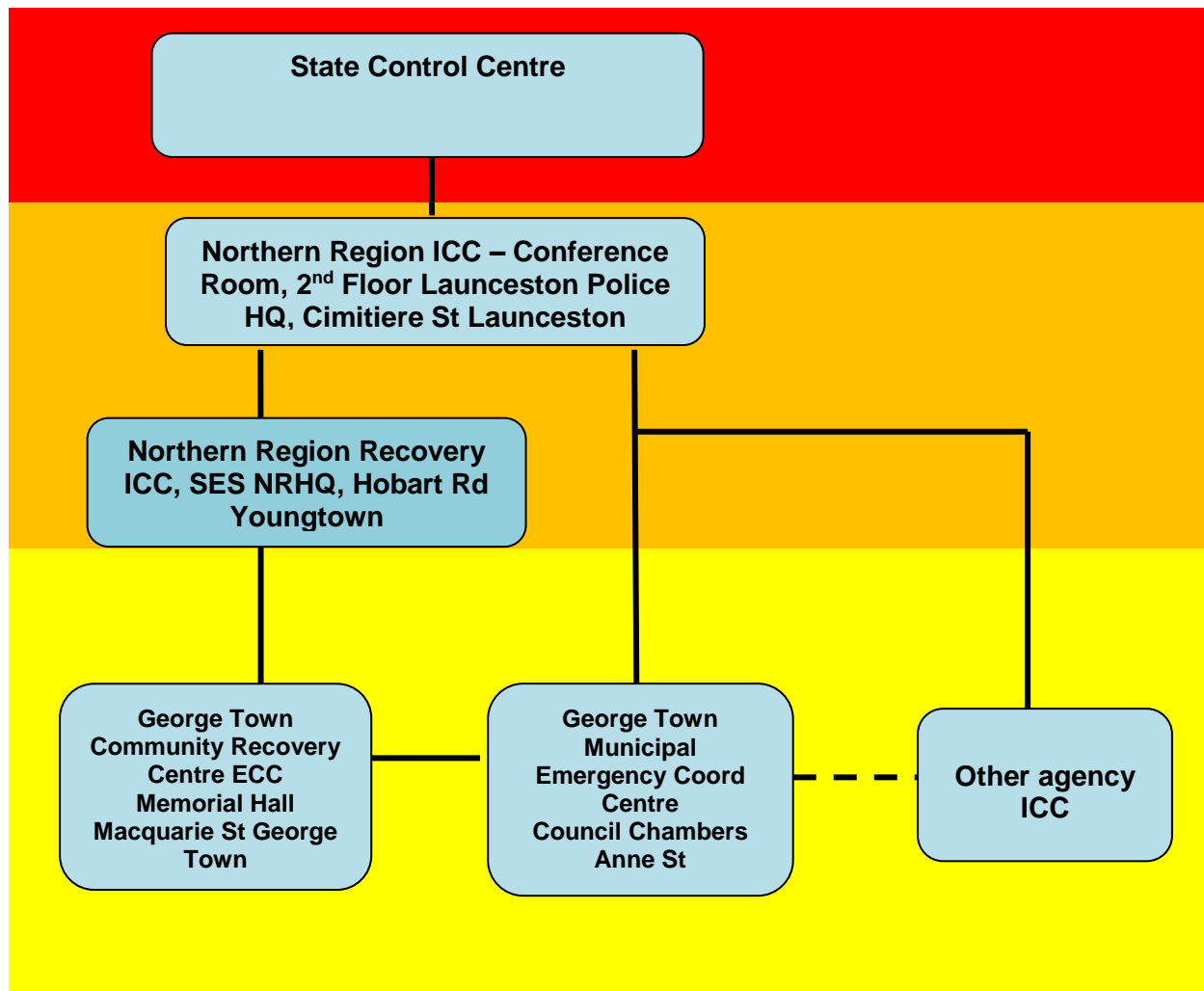
NB: In the event of an emergency incident requiring the activation of local community recovery arrangements, recovery efforts are coordinated by the George Town Community Recovery ECC, with the George Town Municipal EOC/ECC being responsible for overall control. In the event that Regional Recovery arrangements are activated, the NRRC ECC is responsible for overall control.

Operational Communications

Organisations involved in response activities have dedicated communications resources, usually VHF or UHF, to maintain management control over their own resources during an emergency event. In addition, the response management authority may establish a control network to link each of the agencies involved in the operation. Mobile radio communications will become the primary form of communication should the emergency cause the loss of landline and mobile phone systems.

If an emergency event escalates to require the activation of regional structures, the SES can establish a communications network to all organisations involved. This will enable ongoing situation reports to be provided to the Regional Controller in managing the emergency or disaster.

Municipal Emergency Coordination Centre (MECC)

Should it be required, a MECC for local emergency events will be established in the George Town Council Chambers Anne St George Town. Once activated this centre would provide for event management requirements such as resource requests and allocation, operational communication, service restoration, recovery planning, recording of information and passage of information to the

public and associated agencies. Establishment and resourcing of the MECC is managed by the MEMC, with the assistance of the Council General Manager

The George Town MECC 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 the response management authority and supporting agencies.

As a minimum the George Town MECC should provide adequate facilities for the:

a) suitable accommodation of required emergency personnel;

b) maintenance of effective communication networks;

c) recording of events and intelligence;

d) recording of resource requests and allocations;

e) development of action plans and allocation of tasking;

f) provision of necessary reports and briefing of personnel; and

g) provision of information to the public and media.

Escalation of Incident Control

The response to most incidents that occur will be managed within the capabilities of a RMA in conjunction with support agencies as activated. Should an event escalate to a level which exceeds their capabilities, there may be a requirement to activate a Municipal Emergency Coordination Centre (MECC) which can address those issues not directly related to combating the emergency. If required, a MECC for George Town Municipality will be established at the George Town Council Chambers Anne St George Town.

It may further be determined by the Regional Controller on advice from the SES or respective lead agency that a regional management structure be established to assume overall control for the incident. This would require the activation of the Northern Region Emergency Coordination Centre (NRECC), which is located at Police Headquarters, Cimitiere Street Launceston.

Emergency Powers and Declarations

This plan provides an overview of the powers and declarations available at state, regional and local levels. The *Emergency Management Act 2006* provides for these powers and declarations.

The powers available under the Act can be used at any time, provide the criteria set out in the Act are met. Municipal Coordinators provide advice to the SES Regional Manager if they believe powers should be sanctioned.

Conversely if powers under this act are authorised the Regional Controller/SES Regional Manager will assist MEMC's 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.

Media

The local, regional and State media outlets assist to provide information to the public about emergencies. The Council aims to provide comments through Council's nominated media officers, (Mayor – Deputy Mayor) and these comments are limited to Councils role and response/recovery activities.

Resource Sharing and Coordination

At the request of the response Management Authority, the MEMC will coordinate resources during the emergency.

The MEMC 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.

The Municipal Committee is responsible through its Executive Officer (XO) for the provision of specialist resources and services to combat the emergency.

When situations occur when resources not normally available within the council area are required, the MEMC is to seek assistance from the SES Regional Manager.

Typical Actions during phases of Emergency Response

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

Table 5 describes the typical actions to be considered/taken by MEMCs or Management Authorities during these response phases.

Table 5: All-Hazard Response: Typical Actions

Row	Phase	Response actions	Council considerations
1	**Alert**	• Monitor situation • Brief stakeholders	• Advise Council stakeholders and committee • Monitor situation
2	**Stand-By**	• Prepare to deploy for response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders	• 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 eg stationary; references (Plans, map books, contact lists), extra equipment (phones, lap tops, printers), tea/coffee. • Nominate media officer and advise response agencies
3	**Respond**	• Assess emergency scene • Establish command and control arrangements • Deploy resources and request extra assistance as required • Assess impacts and effectives of response strategies • Consider evacuation • Provide further warnings and public information as required • Provide information: Sit Reps and public information • Conduct impact assessments and provide updates	• Establish and communicate coordination location for council resources/requests • Manage requests for assistance/resources • Open and manage centres as required eg 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 community recovery needs • Update stakeholders and Regional Controller as required • Coordinate meals, relief/accommodation for council workers
4	**Stand Down** (including Recovery handover)	• Assess effectiveness of response actions • Plan for end of response • Liaise with council/Regional Controller regarding the status of community recovery operations and	• Confirm end/close of council operations for response • Liaise with community recovery workers and assess needs • Reinstate transport routes etc • Update stakeholders and Regional Controller and confirm ongoing points of contact

		arrange 'hand over' as required • Confirm end/close of response and stand down • Collate logs, costs etc and assess needs for re-supply	• Close centres as agreed • Collate logs, costs etc and assess needs for re-supply
5	**Debrief**	• Conduct internal debrief/s • Participate in multi-agency debriefs as required and report to Regional Controller/Committee	• Conduct council worker debrief • Arrange for committee debrief and report to Regional Controller/Committee

Warnings and Public Information

Warnings

Warnings are issued by the BoM for severe weather events and conditions with severe fire potential. These warnings are sent to media outlets (radio and television) who issue the warnings which may be preceded by the SEWS (Standard Emergency Warning Signal) in accordance with Tasmania's guidelines. These guidelines notes that the Regional Controller can request SEWS is used.

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

Council may support warning dissemination in accordance with their own responsibilities and/or assist other groups if requested by the:

a) Response Management Authority;

b) SES Regional Manager; or

c) Regional Controller.

Relevant Management Authorities and Support Agencies work together so that messages are consistent and coordinated.
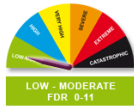
"Emergency Alert" is a national capability that can send warnings to landline and mobile telephones via voice and text message in a geographic. "Emergency Alert" operates on a 'fee for service'. Cost recovery is coordinated at state level between TFS and the response Management Authority.

Warnings sent using the Emergency Alert system are coordinated by the response Management Authority and TFS. If council identifies a need to use the system, this is arranged with the SES Regional Manager by the MEMC.

The below table summarises current warning 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 warnings	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 warning	In addition to the above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood affected areas may be required.	BoM	Emergency Services: SMS, telephone calls, emails, Fax
Severe Weather		BoM	
Severe weather warnings	These warnings are provided when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples include land gales, squalls, flash-flooding, dangerous surf or tides. (see 1- 4 below)	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Damaging winds	Gusts expected in excess of 100 km/h (75 km/h when wind is from the east or south – i.e. an unusual direction), 'destructive' winds above 125 km/h	BoM	Public: Media Emergency Services: SMS, telephone calls, emails, Fax

Dangerous surf	Issued when swell is expected to exceed 6 meters about the north and east coasts, and 7 meters 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 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 weather alert Advice	'Bushfire Advice' message – This will advise you that a fire has started but there is no immediate danger, and includes general information to keep you up to date with developments.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Watch and Act	Bushfire Watch and Act' message – This represents a heightened	TFS	Public: Media

			Emergency Services: SMS, telephone calls, emails, Fax
	level of threat. Conditions are changing and you need to start taking action now to protect you and your family.		
Emergency Warnings	Bushfire Emergency Warning' – This will indicate that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. This message may be preceded by an emergency warning signal (a siren sound).	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Low - Moderate Fire Danger Rating (FDR 0-11)	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
High Fire Danger Rating (FDR 12-24)	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety during a fire.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Very High Fire Danger Rating (FDR 25-49)	Some fires breaking out today will spread rapidly and be difficult to control. There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax
Severe Fire Danger Rating (FDR 50-74)	Some fires breaking out today will spread rapidly and be uncontrollable. People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively defended homes can offer safety during a fire.	TFS	Public: Media Emergency Services: SMS, telephone calls, emails, Fax

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

Public Information

The table (on the following pages) summarises the arrangements for providing information to the public about the emergency. In recent times there have been some changes in Tasmania's capability and standards these are briefly explained below.

TasALERT

TasALERT (http://www.alert.tas.gov.au) is Tasmania's official emergency information source and provides an emergency warning and information system in an online platform. It is administered by the Tasmanian Government Department of Premier and Cabinet, and provides a single source of clear and consistent emergency and resilience information from across emergency services and government agencies.

Outside emergency response periods, the website will provide general information on topics such as volunteering, disaster preparedness and resilience-focused campaigns.

The homepage of the website will change to highlight any current incidents within Tasmania. Each incident will have a dedicated page displaying all available information (geo-spatial, social media, developed content, etc.) specific to that incident.

The website also aggregates social media feeds from emergency services and Government departments, as well as using geo-spatial data to provide appropriate and authoritative emergency information through the map.

Tasmanian Emergency Information Service (TEIS)

Tasmania has a state call-center 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.

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 SEMAG member (usually for the response Management Authority or a major Support Agency for community 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; and

b) appointment of a supporting Information Manager.

The service operates on a 'fee for service' basis and further details are available in the TEIS Operational Handbook

If council/MEMC requires the TEIS, a request is made to the SES Regional Manager who will consult with the Regional Controller.

If use of TEIS is approved, preparation of scripts is developed at this time, using a consultative approach.

Working with the Media

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/community recovery activities. Queries outside this scope are referred to the response Management Authority or the Regional Controller/SES Regional Manager.

Table 6: Summary of Public Information Arrangements

Row	Location	Scope of emergency information	Provided by:	Developed by:	Cleared by:	Distribution methods
1	**On-Site**	The emergency and its known impact	Response Management Authority. Support agencies can advise about their own roles	Response Management Authority.	Response Management Authority.	Media Agency websites Emergency Alert
2	**EOC/ECC**	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator eg Municipal, Regional Controller	Media
3	**Other centres eg assembly, evacuation**	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS

Row	Location	Scope of emergency information	Provided by:	Developed by:	Cleared by:	Distribution methods
4	**Municipal area**	Impact of the emergency on the local community	Mayor	Council media officer	Council media officer	Media, council website TEIS, CALD/ others??
			Council switch board	Council media officer	Council media officer	Phone enquiries
5	**Within the region**	Impact of the emergency on the region	Regional Controller	SES Regional Manager or delegate	Regional Controller	Media, council websites, EIS CALD/others??
			Response Management Authority	Media Officer	Response Management Authority, regional liaison	
			Regional Community Recovery Coordinator	Regional Community Recovery Coordinator/ Media Officer	SES Regional Manager or delegate for Regional Controller	
6	**Rest of the State**	Impact of the emergency for the State including relief arrangements	State Controller	SES Director, TAS POL Media Unit, Govt. Media Office	SES Director, TAS POL Media Unit, Govt. Media Office	Media, agency or SCC website, TEIS CALD/others??
			Response Management Authority	Media Officer	Response Management Authority, State liaison	
			Premier/Minister	Govt. Media Office	Govt. Media Office	

Evacuation Management

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/organizations. 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.

If the response Management Authority identifies a need for evacuation, the Municipal Coordinator can be contacted for assistance.

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).

Councils maintain a register of facilities that could be used to provide services for displaced persons.

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.

Figure 4 illustrates the evacuation process as dictated by the State Evacuation Framework. A formal evacuation process does not prevent people in the community from making an independent decision to relocate in the appropriate circumstances.

Coordination

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. 4. The Evacuation Process

EVACUATION STAGES

DECISION | **WARNING** | **WITHDRAWAL** | **SHELTER** | **RETURN**

HAZARD

Shelter In Place

Support in Place

Family and Friends

Determine appropriate action

Issue Warning

Evacuation

Evacuation Shelter

Managed Return

Assembly Point

Time Critical Actions
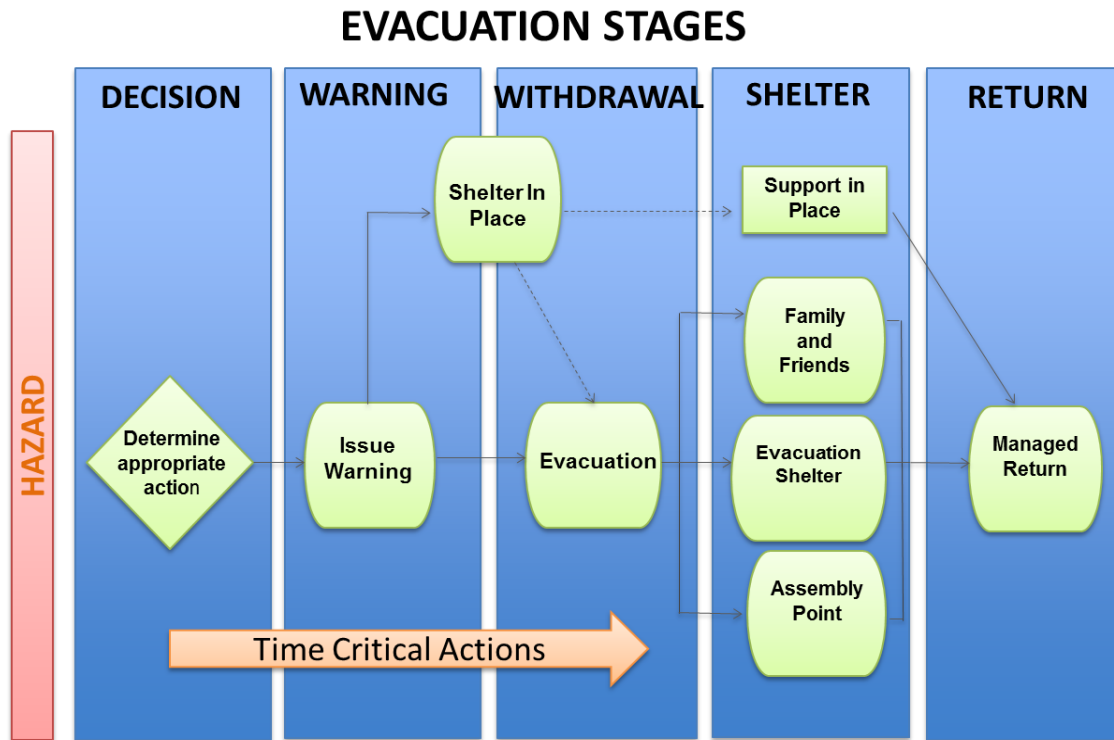
Impact Assessments

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.

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; and

g) public/environmental health standards.

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.

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

Registrations

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

a) affected persons (e.g. people who are evacuated/their families);

b) other stakeholder/affected groups (e.g. businesses);

c) spontaneous volunteers;

d) witnesses; and

e) potential donors/sponsors (equipment, services, supplies).

Registration may be commenced by the response Management Authority and is coordinated by them. This can be supplemented or supported by regional arrangements for ongoing coordination of registrations e.g. the regional recovery arrangements. When Evacuation or Recovery Centres are activated processes to support the registration should be implemented as soon as possible. Councils may be requested to assist. Australian Red Cross may also coordinate use of the Register, Find, Reunite system on request through TASPOL.

Registrations are shared regularly through the response phase including with the SES Regional Manager and Regional Social Recovery Coordinator.

Debriefs

Debriefs provide an opportunity to review arrangements and decisions made.

Key lessons identified are shared with stakeholders including the Municipal Committee, SES Regional Manager and/or the Regional Social Recovery Coordinator.

The main objectives of a debrief are to:

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

b) acquire constructive feedback from all involved on lessons learned;

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

d) determine and program the best course of actions toward improving planning systems;

e) foster sound inter agency communication; and

f) identify a need for specific investigation of issues and further debriefing on an individual or organisational level.

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.

3.4 Recovery

Overview

Recovery Management is detailed in the George Town Community Recovery Management Plan. (Separate document).

Effective Recovery Management reduces the impact of an emergency incident and assists communities to recover. It usually involves "whole of government" and non-government partners coordinating using community led approaches.

Recovery activation is an integral part of the overall emergency management strategy within the GTMA and will commence with notification of a significant event. The recovery period continues when initial response operations have been completed and there remains some confusion within the community and continuation of the community recovery is required for a return to normal life within the affected area.

Activation of the George Town Community Recovery Management Plan will occur when:-

People/residents need advice and information leading to their rehabilitation. For example some aspects of information requested may cover, advice on insurance, building damage, refuse collection, as well as personal counselling services, temporary accommodation and financial support. The George Town Community Recovery Plan should be activated at this stage.

Activation of the George Town Community Recovery Management Plan will occur via:

a) MEMC (or Deputy) after discussion with, or at the request of the Regional Recovery Coordinator;

b) Regional Recovery Coordinator;

c) Regional Controller; or

d) Regional Manager SES.

Recovery activities are planned and coordinated and include the following relevant elements:

a) social;

b) economic;

c) infrastructure; and

d) environmental.

The Municipal Recovery Coordinator coordinates local recovery activities and is supported by members from the Municipal Community Recovery Committee and the Regional Community Recovery Coordinator and Regional Committee.

The George Town Recovery Centre will be located at the George Town Memorial Hall complex in Macquarie St George Town.

For other specific details pertaining to Recovery Management, reference should be made to the George Town Community Recovery Management Plan, which as previously indicated, is a separate document and a sub plan of the GTMEMP, however the following tables provide an indication of the various aspects of tasks carried out via a Municipal Recovery Centre.

Current Arrangements

Error! Reference source not found. outlines typical community recovery arrangements for all hazards, showing the close relationship between response operation and community recovery, spanning short- to longer term activities. These arrangements are applied as required in each situation and are described in more detail in the following paragraphs.

Vulnerable Persons

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/emergency stakeholder level. In this context, the 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:

a) providing evacuation centres which are accessible to a broad cross section of the community;

b) maintain a broad knowledge of relevant service providers within the local government area;

c) promote community resilience as a part of normal Council business;

d) maintain a broad knowledge of the whereabouts of special facilities (schools; aged care facilities; child care centres) within the local government area;

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

f) provide support to emergency stakeholders with a statutory responsibility for vulnerable persons as able and required during emergencies; and

g) 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')

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 Manager.

Regional social recovery coordination is activated by the SES Regional Manager at the request of council. This may follow specific advice from the response Management Authority and/or the Regional Controller.

Council is responsible for operating a facility that provides access to recovery services for the community (often called a 'One Stop Shop'). The places currently identified as suitable for recovery centres/recovery functions are summarised in Appendix 5.9 or the Sorell Recovery Plan.

These facilities are activated on the request or advice of:

a) Municipal Coordinator;

b) Municipal Recovery Coordinator;

c) SES Regional Manager; or

d) Regional Controller.

'Self help' information can be made widely available using the TEIS. In the context of municipal recovery, council would develop information for clearance through the channels appropriate for the event including the Regional Social Recovery Coordinator or specific members of the Regional Social Recovery Committee e.g. Centrelink member to confirm advice for people who may have lost employment due to an event.

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

The State Recovery Advisor is responsible for advising the government on long term recovery arrangements.

The State Recovery Advisor works in consultation with Regional Controllers, response Management Authorities and Municipal Coordinators to:

a) analyse impacts and assess recovery needs;

b) determine whether recovery needs can be met within local capability and capacity, or if ongoing state level assistance and/or coordination (Recovery Taskforce) is required; and

c) prepare advice for the State Controller and Ministerial Committee for Emergency Management (Premier) on recommended long term recovery arrangements and an interim recovery plan.

Impact assessment arrangements are described in the State Special Emergency Management Plan for Rapid Impact Assessment.

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.

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.

The transition to long term recovery coordination must be planned, gradual and flexible. Formal transition of responsibility (e.g. from the State Controller to a Recovery Coordinator) ensures clear transfer of accountability. There may, however, be some overlap in the handover of some activities (e.g. recovery centres, TEIS, public communication) as long term recovery arrangements are established and able to take over.

In prolonged and widespread emergencies, transition to long term recovery arrangements may occur in one affected area while response is ongoing in other areas.

The *Interim State Recovery Plan 2018* details the following three levels of long term recovery arrangements, including the appointment of a State Recovery Coordinator, the establishment of a Recovery Taskforce, and the establishment of Affected Area Recovery Committees, that can be implemented based upon the identified needs;

a) Level 1: Locally-coordinated recovery;

b) Level 2: State-supported recovery; and

c) Level 3: State-coordinated recovery.

Elements

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

Table 7 Recovery Summary

Element and Examples	Council Position
Social Emergency clothing/accommodation Emergency catering Personal support Emergency cash grants/relief	Municipal Recovery Coordinator (with recovery partners e.g. NGOs and THS/DHHS)
Economic Long-term legal, insurance and financial problems Disbursement of funds from appeals Property restoration (urban/rural) Stock assessment / destruction / Emergency feed for animals	Economic Development Coordinator

Infrastructure	Engineering/Works Manager
Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors)	Environmental Health Coordinator/Officer
Environmental/Public Health	

Environment	Environmental Officer
Impact assessments (environment focus)	
Environmental rehabilitation	
Disposal of animal carcasses, plant material or other infected matter	

Section 4: Plan Administration

Personnel who have access to George Town Council via the internet can view the electronic version as loaded onto that site. Associated agency representatives will be provided hard copies for their information.

This plan will be reviewed for accuracy, suitability and improvement opportunity by all members of the GTMEMC on an annual basis. The plan will be re-confirmed by the State Emergency Management Controller at periods not exceeding two years as stipulated by the *Emergency Management Act 2006*. Upon each re-confirmation, it will be re-issued in full to all holders of the plan. It is then the responsibility of plan holders to ensure all superseded copies are destroyed.

Steps associated with a plan upgrade are:-

a) The key contact for the GTMEMP is the MEMC.

b) The MEMC will biannually (or as required) review the GTMEMP, including discussions with the Northern Regional Manager SES.

c) The GTMEMP will then be submitted to the GTMEMC for approval and then to the GTC (for information) for subsequent acceptance/approval by the State Emergency Management Controller. (SEMC)

   The carriage of the various steps to approval is the responsibility of the GTMEMC via the Executive Officer (XO) GTMEMC

Validation of this Plan

George Town Council regularly participates in regional based emergency exercises in order to validate both this plan as well as accompanying plans and arrangements.

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

   a   conduct of local/municipal exercises (desktop and field)

   b   participating, if possible, in other municipal/regional exercises;

   c   conducting/participating in relevant debriefs; and

   d   participating in regional level exercises.

Plan Contact

This plan is maintained by the:-

Municipal Emergency Management Coordinator
George Town Council
16-18 Anne St (PO Box 161)
George Town Tasmania 7253
Email*: council@georgetown.tas.gov.au*

AH - PH: 03 6382 8800

Please ensure that suggestions for required amendments are notified to the MEMC as appropriate.

Previous Issues of GTMEMP

Issue Status	Date of issue	Description comments
Version 7	July 2001	Update of GTMEMC re change of committee members and contact details. Some minimal change to plan content.
Version 8	December 2002	Completed but not circulated to committee – was basic draft for Version 9 pertaining to Risk Management aspects of future plans.
Version 9	March 2005	Complete Rewrite of GT MEMP – including details of committee – contact details - incorporating results of emergency risk management project.
Version 10	March 2007	Update in terminology as per the Emergency Management Act 2006
Version 11	November 2010	Complete rewrite in association with TEMP structure (template) as required by SEMC & NREMC, plus the introduction of Community Fire Refuge (CFR) & Nearby Safer Places (NSP) references (plans).
Version 12	August 2015	Complete review of plan and rewrite - Update in terminology, removal of references to BBIMAG (Bell Bay Industrial Mutual Aid Group) – upgrading of committee membership – total review of Risk Assessment profile for GTMA – formatted in line with TEMP
Version 13	April 2018	Updating of committee membership - Risk Assessment profile for GTMA removed and Regional Risk Assessment profile adopted.- Updated MEMC (positional change)

Consultation for this Issue

This plan is prepared by the MEMC and approved by the GTMEMC and referred to the George Town Council for information, before submission by the Regional Controller to State Emergency Management Controller for final approval.

Communications - Plan Summary

See distribution list Annexure 2:

Section 5: Annexures:

A number of annexure/appendices are located at the conclusion of this plan including:

1:Distribution list for GTEMP.

Copies of plan are provided to specific personnel and other locations.

2:**Telephone/email contact details:**

Committee Members

3:Terms of Reference (GTMEMC)

TOR document

ANNEXURE 1

George Town Emergency Management Plan Distribution List

Organisation	Department / Recipient
Tasmania Police	State Controller, Regional Controller
State Emergency Service	Regional Manager
Tasmania Fire Service	Regional Chief
Tasmania Ambulance Service	Regional Officer
TasNetworks	Regional Head Quarters
Taswater	Regional Head Quarters
Tasports	Regional Head Quarters
George Town Hospital	Director Of Nursing
George Town Council –Chairperson	Mayor
George Town Council	Recovery Coordinator
George Town Council	Councillor Rep.
Deputy Municipal Coordinator	Deputy Municipal Coordinator
Energy Precinct	Hydro Tasmania

ANNEXURE 2
George Town Municipal Emergency Management Committee (GTMEMC) – contact information

Position:	Incumbent	Email address	Work number	Mobile number	After Hours
Chairman of Committee (Mayor)	Cr Bridget Archer	bridget.archer@georgetown.tas.gov.au	03 63 828800	0419 859 142	Refer mobile
XO of Committee & MC	Peter Groves	peter.groves@georgetown.tas.gov.au	03 63 828800	0437 500 983	Refer mobile
Deputy MC	Andrew Taylor	Andrew.C.Taylor@south32.net	03 63 820255	0418 134 455	03 63823246
Recovery Coordinator	Craig Mikic	craigm@georgetown.tas.gov.au	Refer mobile	0417 108 459	Refer mobile
TasPol rep (Inspector)	Michael Johnston	Michael.Johnston@police.tas.gov.au	03 63 824044		03 62 302955 radio room
TFS rep (DO North East)		northernregion@fire.tas.gov.au	03 67773666		Refer mobile
SES rep (RM SES)	Mhairi Bradley	Mhairi.Revie@ses.tas.gov.au	03 63 363791	0419 381 526	Refer mobile
SES Unit rep	Matthew Potito	mpotito@bigpond.com	Refer mobile	0429 823 771	Refer mobile
Ambulance Tas (Branch Officer)	Michael Barrenger	michael.barrenger@dhhs.tas.gov.au C/- GT Ambulance Station George Town	03 63 822843	0407 872 712	Refer mobile
General Manager	Shane Power	council@georgetown.tas.gov.au	03 63 828800		Refer mobile
Team Leader – Works & Infrastructure	David Richardson	davidr@georgetown.tas.gov.au	03 63 828800	0438 854 844	03 63 828800
Deputy Mayor (Deputy Chair)	Cr Tim Harris	tim.harris@georgetown.tas.gov.au	03 63 828800		
Elected Member	Cr Chris Baraclough	Chris.Barraclough@georgetown.tas.gov.au	03 63 828800		
BBEP (Energy Precinct)	Tony Ciffo	Tony.ciffo@aetvpower.com.au Chris.Ashley@aetvpower.com.au	03 63802222	0439 885 039	Refer mobile
Medical Officer	Dr Tim Mooney	tim.mooney@annestmedical.com.au C/- Anne St Medical Services	03 63 824333	0417 350 682	Refer mobile
GT Hospital (D o N)	Karen Schnitzerling	Karen.schnitzerling@ths.tas.gov.au	03 67026020		
Taswater	Jason Briggs Operations Centre	Jason.briggs@taswater.com.au Networkoperations@taswater.com.au	03 63 362586 03 63 456330	0408 599 176	Refer mobile
TasNetworks					Refer mobile

Annexure 3

GEORGE TOWN MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference (TOR)

Committee:	George Town Municipal Emergency Management Committee (GTMEMC)
Date and Status of these Terms:	Accepted September 2018
Enquiries	Peter Groves Municipal Emergency Management Coordinator George Town Council Anne St George Town 7253 Ph: 6382 8800 E: peter.groves@georgetown.tas.gov.au
Review Notes	These Terms of Reference are due for review in association with the George Town Municipal Emergency Management Plan
General Standards & Practices	The Tasmanian Emergency Management Plan describes the framework for this committee. The committee meets twice annually. These meetings should occur once in the first half and the second half of each calendar year. Additionally meeting may be called by the Chairman and/or Executive Officer should the need arise. Meetings are convened at George Town Council in Anne St George Town and will usually commence at 7pm on the dates nominated. Room). Its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au
1. Authority & Background:	The GTMEMC 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:	
Functions	Key functions of the GTEMC include: • To promote, facilitate and advocate for continuous improvement in Emergency Management within the municipality including emergency planning, preparedness, response and recovery • Providing a forum for liaison between organisations with EM responsibilities in the municipality. • Work with stakeholders to facilitate the assessment of major risks within the George Town Municipality; • Work with GTMEMPC stakeholders to develop and implement risk treatment strategies for the George Town Municipality • Identify actions to reduce the incident and impacts of emergencies • Review the management of significant emergencies that have occurred in the municipality, and identify and/or support opportunities for improvement
3. Reports to:	Northern Regional Controller (Commander Northern Region) - George Town 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 (Northern Region)
- Tasmania Fire Service (Northern Region)
- Ambulance Tasmania (George Town Ambulance)
- George Town Council (Recovery Coordinator)
- George Town Hospital
- DHS – Public Health
- SES George Town Unit
- Tasports
- BBIMAG
- TasWater
- TasNetworks

Member organisations are required to nominate a primary representative and consider a proxy nomination.

Chairperson:	The GT Mayor is the Chairman of the GTMEMC
Executive Officer:	Municipal Emergency Management Coordinator
Members:	As per attachment
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. In the absence of the Mayor, the Deputy Mayor will assume this role, failing this the Municipal Emergency Management Co-ordinator will chair the meeting.

6. Quorum at meetings

- A quorum of the Committee must not be less than 5 members consisting of the chairperson, the executive officer of the Committee and three other members.
- 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 and recording of Minutes. Minutes of meetings will be distributed by the Executive Officer to Committee members.

8. Sub Committees

The following groups are sub-committees of this committee:

- George Town Community Recovery Committee (GTRC)