



Tasmanian Municipal Emergency Management Plan

City of Launceston

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Signature:

A handwritten signature in black ink, appearing to be "J. Higgins", written over a horizontal line.

Date:

29 January 2024

Acknowledgement of Country

The City of Launceston proudly acknowledges Tasmanian Aboriginal people and their rich culture and pays respect to elders past, present and emerging. We acknowledge Aboriginal people as Tasmania's first peoples and as the traditional owners and custodians of the land and water on which we rely. We recognise and value the ongoing contribution of Aboriginal people and communities to Tasmanian life and knowledge and embrace the spirit of reconciliation.

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SECTION 1 Overview

1.1 Glossary

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

Table 1: Terms

Term	In the context of this plan, this term means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels; these committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities.
biosecurity	Biosecurity is the management of risks to the economy, the environment and the community, of pests and disease entering, emerging or establishing or spreading.
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.
Centres (community)	Evacuation Centre (see below) Information Centre (see below) Recovery Centre (see below)
command	The internal direction of an organisation's resources in an emergency.
companion animal	A captive-bred animal that is not commercial livestock.
consequence	A consequence is defined as: (a) the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain or (b) the outcome of an event or situation expressed qualitatively or quantitatively. In the emergency risk management context, consequences are generally described as the effects on persons, society, the environment and the economy.
consequence management	Activities undertaken by Support Agencies to minimise recovery needs that emerge due to the emergency and /or the emergency response. It can include, but is not limited to, measures that protect public health standards, restore essential services and provide relief financial assistance.
consultation 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 supplemented by temporary working groups.
control	The overall direction and management of emergency management activities in an emergency situation; authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation; control relates to situations and operates horizontally across organisations.
coordination	The bringing together of organisations and other resources to support an emergency management response; coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation.
council	Tasmanian local governments. In the context of this plan council refers to City of Launceston Council.
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident.
Deputy Municipal Coordinator	Deputy Municipal Emergency Management Coordinator appointed under section 23 of the <i>Emergency Management Act 2006</i> . The Deputy Municipal Coordinator who can act when the Municipal Coordinator is <ul style="list-style-type: none">absent from duty or Tasmania

Term	In the context of this plan, this term means:
	<ul style="list-style-type: none"> unable to perform Municipal Coordinator duties (permanently) or temporarily not appointed (e.g. has resigned)
disaster	A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic or environmental losses and impacts.
emergency	An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
emergency centres	Emergency Coordination Centre (see below) Emergency Operations Centre (see below) Incident Control Centre (see below)
Emergency Coordination Centre	A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency. Can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of the above measures or actions (section 3 of the Act).
Emergency Management Act 2006	The legislation that provides for the protection of life, property and the environment in the event of an emergency in Tasmania, the establishment of Tasmania's emergency management arrangements and the provision of certain rescue and retrieval operations.
emergency management plan	A document required by the <i>Emergency Management Act 2006</i> that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to Tasmanian emergency management. It includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer (see section 3 of the Act).
Emergency Operations Centre	A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency.
emergency powers (include risk assessment powers)	Powers specified in the Act. Schedule 1: Emergency Powers Schedule 2: Special Emergency Powers of State Controller and Regional Controllers.
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment.
environment	Components including land, air and water; organic matter and inorganic matter; living organisms; human made or modified structures and areas; interacting natural ecosystems; all other components of the earth (section 3 of the Act).
evacuation	The movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.
Evacuation Centre	A place, or facility, where people affected by an emergency may be provided with information in relation to hazards associated with the emergency or with temporary shelter from those hazards (section 3 of the Act).
Executive Officer	A person who is responsible for providing administrative and secretariat services for emergency management committees described in the Act.
exercise	Simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together.

Term	In the context of this plan, this term means:
Government agency	An Agency within the meaning of the State Service Act 2000 or (b) a Statutory Authority.
hazard	A place, structure, source or situation, that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment (section 3 of the Act).
Information Centre	A facility to provide visitors with, and answer inquiries for, information concerning the emergency or operation in progress. It includes the supply of information of a general nature to assist those affected by the event.
lessons management	An overarching term that refers to collecting, analysing, disseminating and applying learning experiences from events, exercises, programs and reviews.
Liaison Officer	A person nominated to represent his or her organisation for emergency management. Liaison Officers provide advice about their organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources of the organisation they represent.
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the PPRR phases. Assess and validate the effectiveness of strategies that they implement across the phases of emergency management.
Municipal Chairperson	The person determined by Council to be the Municipal Chairperson (section 21(2) of the Act).
Municipal Committee	A Municipal Emergency Management Committee established under section 20 of the Act.
Municipal Coordinator	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act.
Municipal Emergency Management Plan	A plan approved by the State Controller for a Municipal Committee area under section 34, as amended or substituted from time to time with the approval of the State Controller under that section.
Municipal Recovery Coordinator	A council employee responsible for recovery at the municipal level, appointed under section 24G of the Act. .
municipal/regional volunteer SES unit	A SES volunteer unit established under sections 47 and 48 of the Act.
People who are at increased risk in an emergency	Individuals who find preparing for, responding to or recovering from an emergency challenging because they are experiencing factors that compromise their safety and security, health and wellbeing, knowledge, and/or social connection.
PPRR	A comprehensive approach to emergency management that considers prevention and mitigation, preparedness, response and recovery aspects of emergencies and their consequences.
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur.
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
property	Includes an animal and any part of an animal; a plant and any part of a plant, whether alive or dead (section 3 of the Act).
public information	The management of public information and perceptions during the response to an incident.
recovery	The process undertaken in an area or community affected by an emergency that returns all, or part of, the social, economic or environmental features or the infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency (section 3 of the Act).
Recovery Centre	A place or facility where people affected by the emergency may be provided with information or support to recover from that emergency.
region	The northern region, the north-western region or the southern region of Tasmania, further defined in the Acts Interpretation Act 1931.
Regional Controller	The Regional Emergency Management Controller appointed under section 17 of the Act.

Term	In the context of this plan, this term means:
Regional Emergency Coordination Centre	A RECC is the facility from which the coordination of the emergency (consequence) management response occurs.
Regional Emergency Management Committee	A Regional Emergency Management Committee established under section 14 of the Act.
Regional Emergency Management Plan	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
Regional Emergency Management Coordinator	In the context of this plan the person appointed to the position of State Emergency Service (SES) Regional Emergency Management Coordinator (North).
Regional Social Recovery Coordinator	A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their Deputies.
Register.Find. Reunite	Australian Government service operated by Australian Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. Previously known as the National Registration and Inquiry System (NRIS).
resources	Includes any plant, vehicle, animal, apparatus, implement, earthmoving equipment, construction equipment, other equipment of any kind, persons, agency, authority, organisation or other requirement necessary for emergency management (section 3 of the Act).
response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.
risk	The combination of the probability of an event and its negative consequences.
situational awareness	Situational awareness involves not only an understanding of the current emergency incident but also forecasting how it could evolve to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.
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 Controller	State Emergency Management Controller, appointed under section 10 of the Act.
State Emergency Management Committee (SEMC)	Established under section 7 of the Act. A management committee which institutes and coordinates policy, arrangements and strategies for State level emergency management; coordinates/oversees the management of emergencies that affect more than one region and other emergencies; and identifies and promotes opportunities for improvement in emergency management.
state of alert	A state of alert declared under Division 3A of the Act for occasions where there is a significant threat of an emergency in Tasmania, or there is credible information that an emergency, existing outside Tasmania, may impact on Tasmania.
state of emergency	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and that special emergency powers may be required.
statutory authority	A body or authority, whether incorporated or not, which is established or constituted by or under an Act or under the royal prerogative, being a body or authority which, or of which the governing authority, wholly or partly comprises a person or persons appointed by the Governor, a Minister or another statutory authority, but does not include a Government department (section 3 of the Act).
Support Agency	Primary Support Agency: Organisations that are responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority, as required. Support Agencies have specific capabilities or resources that address the need for a relevant support function. Assisting Support Agency: An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.

Term	In the context of this plan, this term means:
TasALERT	Tasmania Government's official emergency website that brings together information from emergency services and government agencies.
validation	Activities that are conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops, and reviews.
warning	Dissemination of a message signalling imminent hazard/s, which may include advice on protection measures.
TEMS	Web based emergency operations platform administered by Tasmania Police. TEMS is an all-inclusive multi-agency all hazard information sharing system.

1.2 Acronyms

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

Table 2: Acronyms

Acronym	Stands for:
AARC	Affected Area Recovery Committee
AO	Administration Officer
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CoL	City of Launceston
CBRN	Chemical, Biological, Radiological, Nuclear
DMC	Deputy Municipal Coordinator
DoH	Department of Health
DoJ	Department of Justice
DoEYP	Department of Education and Young People
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DRFA	Disaster Recovery Funding Arrangements
DSG	Department of State Growth
ECC	Emergency Coordination Centre
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
EPA	Environment Protection Authority
GIS	Geographic Information Systems
ICS	Incident Control System
GM	General Manager (Council)
IMT	Incident Management Team
LFA	Launceston Flood Authority
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
NEMA	National Emergency Management Agency
NRE	Natural Resources and Environment Tasmania
OSEM	Office of Security and Emergency Management
PHS	Public Health Services (of DoH)
PIU	Public Information Unit (of DPAC)
PPRR	Prevention, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (division of NRE)
RECC	Regional Emergency Coordination Centre

REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite (Australian Red Cross)
RMA	Response Management Authority
RRC	Regional Recovery Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SITREP	Situation Report
TASPOL	Tasmania Police
TasPorts	Tasmanian Ports Corporation
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements
UTAS	University of Tasmania
TEMS	Online information platform
WoG	Whole of Government

1.3 Introduction

In accordance with the *Emergency Management Act 2006* (the Act), City of Launceston Municipal Emergency Management Committee (MEMC) is required to develop a Municipal Emergency Management Plan (MEMP).

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

Key priority areas of the City of Launceston Strategic Plan 2014 - 2024 are:

Strategic Priority 5

We Serve and Care for our community by providing equitable and efficient services that reflects needs and expectations of our community.

We are invested in our community's long-term health, well-being, safety and resilience. We want to be trusted and respected by our community.

Focus Area:

To enhance community awareness of the impacts of uncertain weather patterns, natural and other disasters, and build community resilience.

To develop and manage infrastructure and resources to protect our community from natural and other hazards.

Strategic Priority 6

We Protect our Environment by caring for our unique natural assets and amenity, and sensitively managing future development opportunities

We strive to minimise the impact of our actions on the environment, while planning for, adapting to and managing the impact of climate change. We want to protect the special character and values of our city for future generations.

Focus Areas:

To reduce our and the community's impact on the natural environment.

To contribute to air and river quality improvements in Launceston.

To manage the risks of climate related events, particularly in the area of stormwater management and riverine flooding.

The MEMP also aligns with key directions from the City of Launceston Sustainability Strategy and the Sustainability Action Plan 2022 - 2030.

'The City of Launceston aspires to greater sustainability, acknowledging the reality of our changing climate and other forms of environmental degradation as urgent matters to be addressed. Council commits to seeking positive solutions for climate change mitigation and adaptation under the implementation action plan, to work towards improved community resilience and natural capital, and to create a more sustainable future for our people and our environment.'

The aim is to achieve the aspirations as outlined in Council's position statement:

- Seek positive solutions for climate change mitigation and adaptation
- Work towards greater community resilience in the face of local environmental threats
- Create a more sustainable future for our people and our environment.

This MEMP was prepared by the City of Launceston Municipal Emergency Management Committee. It describes all-hazard arrangements across the prevention and mitigation, preparedness, response and recovery (PPRR) phases. This Plan provides information to the community regarding the identification of hazards and the management of emergencies most likely to affect the City of Launceston municipality.

1.4 Authority

This Plan was prepared for issue under the authority of the State Emergency Management Controller, in accordance with [Section 34 of the *Emergency Management Act 2016*](#).

1.5 Purpose

The purpose of this Plan is to identify the hazards and describe emergency management arrangements that reduce risks to the community and mitigate the impacts of an emergency on life and property in City of Launceston.

1.6 Objectives

The objectives of this Plan are to:

- a identify and document:
 - i hazards most likely to impact the municipality
 - ii the roles and responsibilities of Council in relation to each hazard
 - iii the roles and responsibilities of agencies in relation to each hazard
 - iv current arrangements for emergency management at municipal, regional and State level
 - v opportunities to reduce risks to the community
- b increase community awareness, preparedness and resilience to identified hazards.

1.7 Scope and application

The arrangements in this Plan are designed to address emergencies that occur in the City of Launceston municipal area.

Emergency management arrangements are intended to be scalable and flexible so they can be adapted as required. Legislated powers and authorised structural arrangements enable response to specific hazards (e.g., pandemic, fire, flood). Hazard-specific legislation and associated State Special Emergency Management Plans are listed in Section 8.

1.8 Municipal context statement

History of emergency events

As Launceston sits in the confluence of the North and South Esk rivers and the tidal influence of the kanamaluka/Tamar River, flooding is the municipality's biggest risk to life, infrastructure and the environment.

Since Launceston's establishment, there have been 40 significant floods, with the 1929 flood reputedly the worst. The years 1852, 1863 and 1893 are also recorded as major flood events. The 1929 flood saw the evacuation of 4,000 people. Overnight 400 people were rendered homeless, with 1,000 homes inundated and 20 ultimately condemned. During the flood, water flowed at 4,250 cubic metres per second from the South Esk River and 567 cubic metres per second from the North Esk River, prompting authorities to seriously consider a new levee system.

A ten kilometre flood levee system was constructed in the 1960s to mitigate the flood risk. However, by 2005, the effects of ground settlement and insufficient maintenance resulted in the levee system being considered substandard. A new Launceston Flood Authority was established in 2008 to design, construct

and maintain the new and existing flood levees. To replace the existing deteriorated levees a new flood mitigation initiative was commenced in 2010 to provide Launceston with reliable flood protection. The city is now protected by 12km of levee network.

In June 2016, the city was impacted by the largest flood since 1969. The levees limited damage, however some unprotected homes and businesses near the Tamar Yacht Basin, Newstead, St Leonards and Nunamara were inundated and Invermay was threatened. Traffic was disrupted due to parts of the city being cut off. There was also significant damage to the rural road networks.

Research completed following the June 2016 floods estimated that the levee reconstruction works resulted in avoiding losses of about \$216 million, had the levees failed, or around four times the costs of the upgrade. This demonstrates the value in maintaining and ensuring such protective measures are fit-for-purpose. Flooding remains the most evident risk to which Launceston is exposed. If a flood equivalent to that of 1929 were to occur again it is estimated that 640 homes would be impacted, major roads would be closed, and the entire Invermay area would possibly remain inaccessible for a lengthy period.

More recently in October 2022 the city was impacted by an East Coast Low rain event which inundated the Northern and Eastern parts of Tasmania. Communities in the upper catchments were impacted, such as Nunamara and Targa. The Newstead Flood Gate was tested for the first time and provided protection to the lower lying areas of Newstead. Although not as severe as 2016, damage was still significant with a number of residential properties impacted by flood waters.

Other significant emergencies that have affected the City of Launceston include:

- 1874 - Riot due to protests relating to rates levies for the Launceston-Deloraine Railway
- 1887 & 1903 - Small pox epidemics
- 1975 & 1977 - Significant structural fires
- 2001 - Severe storm damaging 114 homes and associated structures
- 2009 - Influenza H1N1 (Swine flu) pandemic
- 2020 - SARS-CoV-19/COVID-19 pandemic
- 2020 - Snowfall Event
- 2021 - Flash Flooding (1 in 75 year event) with East Launceston & Newstead

Other natural hazards to which the City of Launceston is potentially exposed include: storms, heatwave, flash flooding, earthquake, bushfire and landslip.

Population and demographics

Based on the 2021 census the City of Launceston has total population of 70,055 with 4.1% of the population identifying as Aboriginal and/or Torres Strait Islander.

Further information includes:

- ▶ 18,174 of the population are families, with 3,693 of these as single parents
- ▶ There are 31,274 private dwellings across the municipality , with 8,695 lone person households
- ▶ 51.2% of the population are female - 48.8% are Male (the census does not provide other statistics)
- ▶ The median age is 39 years old, however there are 1,793 people over the age of 85 with the largest age group being 25 to 29 year olds
- ▶ 27.6% of people were born overseas, the most common overseas birthplaces were:
 - England
 - Nepal
 - India

- China (excludes SARs & Taiwan)
- New Zealand.
- ▶ The more common non-English languages reported to be spoken at home include:
 - Nepali
 - Mandarin
 - Punjabi
 - Urdu
 - Gujarati
- ▶ The top 5 employment industries are:
 - 6.3% - Hospitals (except Psychiatric Hospitals)
 - 3.9% - Other Social Assistance Services
 - 3.4% - Aged Care Residential Services
 - 3.2% - Supermarket and Grocery Stores
 - 3% - Cafes and Restaurants

Natural environment and geography

The municipality of Launceston occupies an area of 1,420 square kilometres. The topography of Launceston and the Tamar Valley is visually attractive.

Launceston is situated at the confluence of the South Esk River and the North Esk River, forming the kanamaluka / Tamar River estuary. These rivers being the source of the flood risk faced by Launceston.

The City of Launceston manages more than 148 recreational areas including parks, gardens and playgrounds. Included in these areas, the City of Launceston owns and manages approximately 400 hectares of open forest, woodland and grassland vegetation in 34 reserves. These reserves are spread across the urban area and are important for public recreation, visual amenity and conservation of natural flora and fauna.

To the west is the Cataract Gorge Reserve, it covers 192 hectares, and is just a 15-minute walk from the Launceston city centre. There are numerous walking trails with lookouts, as well as the world's longest single span chairlift, a suspension bridge and an open air swimming pool.

Climate and Weather (including climate zone)

Launceston has an oceanic, temperate climate, with four distinct seasons. Given the topography, Launceston's weather patterns can change considerably in a short period of time.

The summer average air temperature ranges between 12.2 to 24.4°C, with an average of 4.3 days a year over 30°C. The maximum recorded temperature was 39°C on 30 January 2009. Winters minimum temperatures can drop below 2°C on an average of 61 days a year. The lowest recorded minimum was -5.2°C on 21 July 1991.

Snowfall is rare in Launceston, with snow falling in 1921, 1951 and 1986, and again on 3 August 2015 when most of the state received snowfall due to a cold front moving up from Antarctica. More recently on the evening of Tuesday, 4 August 2020 the State's north was inundated with snow with local residents waking to several centimetres of snow, the Bureau of Meteorology reported "a rare sight for northern Tasmania and likely the most significant snowfall since 1921".

Winter is also the season with the least amount of wind. This lack of wind, and the topographical effect of the Tamar Valley, means that Launceston winters are renowned for foggy mornings.

The average annual rainfall, with moderate to low variability, is 665mm, falling on an average of 88.4 days a year. The most rain Launceston received in a year was 1,017mm in 2016, with 2006 being the driest year when just 394.8 millimetres.

Environmental characteristics (including geological, atmospheric, terrestrial and marine)

The City of Launceston is located on the upper reaches of the Tamar River, in a valley that extends 50 kilometres north to Bass Strait. The valley axis is mostly aligned in a north-west to south-east orientation and is flanked by hills that reach elevations of up to 400 m. The prevailing winds in Launceston tend to be north-westerly all year round, with atmospheric calm conditions reported to be most frequent in the autumn and winter months.

The city occasionally experiences poor air quality during the winter months, primarily due to wood smoke emissions from domestic wood heaters, however emissions from the Bell Bay heavy industrial area located at the head of the estuary have also caused concern.

Two important air flows influencing the air quality of the Launceston area are the inland bound sea breeze, which typically reaches the city in the late afternoon, and the sea-bound katabatic winds, which start in the late evening and grow in strength as radiative cooling produces cold air drainage flows from the high ground bounding the valley. These air flows can recirculate pollutants, a problem exacerbated by air channelling by the local topography, and by the frequent inversions which characterise the area.

A state-wide air quality monitoring network provides current information to the community and is administered by EPA. This network is known as the Base Line Air Network of EPA Tasmania, or BLANKET. Stations in the network report on particle concentrations (mainly from smoke and dust). The City of Launceston has a number of stations located at

- Ti Tree Bend
- an urban site in South Launceston
- Lilydale

Animals and habitats

The City of Launceston has abundant biodiversity. The 4,500-hectare Tamar Conservation Area provides habitats for invertebrates, fish, migrating birds, wetland species and a nursery for marine species.

The Trevallyn Nature Recreation Area and the Cataract Gorge reserve located on the edge of the City is home to hundreds of plant and animal species. Some of these are not found anywhere else in the world such as Plomley's trapdoor spider and the Cataract Gorge snail.

Carr Villa Flora Reserve has a hundred plant species including orchids and lilies in just six hectares. It comes alive in spring with a profusion of flowers. The interconnected green spaces across Launceston provide habitats for a wide variety of birds and mammals, including the eastern barred bandicoot, and enables animals to move across the City. The City of Launceston and dedicated groups of volunteers actively manage these spaces to maintain and promote biodiversity within the municipality.

Major transport (including roads, rail, airports and ports)

Roads

The Council maintains more than 742km of roads including 374km of urban roads and 367km of rural roads. This includes bridge segments of 1.3km which form part of the road length. The Council also maintains 88 bridges. The State Government is responsible for a further 149km of roads including 15 bridges in the municipality.

Because of its central location, Launceston is the hub of five of the state's major highways. The Midland Highway is the primary route to Hobart. The Bass Highway is the primary route to Devonport and Burnie. The Tasman Highway is an alternate scenic route to Hobart via Scottsdale, the East Coast, the West Tamar Highway and East Tamar Highway.

The city is serviced by the Tasmanian government-owned and operated public bus service Metro Tasmania. In addition, Redline offers school services and travels to many destinations across Tasmania.

Rail

TasRail is the railway system operator for Tasmania. Launceston has a TasRail site located within Launceston in the suburb of Newstead. TasRail specialises in handling and hauling a range of commodities, from containerised freight to bulk and dangerous goods. The Launceston site is integral for all state rail networks linking Launceston to Burnie, Hobart and Bell Bay and link in with TOLL transport who is located adjacent to the TasRail site.

Airports

The city is served by the small curfew-free Launceston Airport, 15km south-east of the city, but outside the City of Launceston municipality with flight paths over Launceston. It is Tasmania's second busiest after Hobart Airport and welcomed 1.295 million passengers in the 2023 financial year.

The Launceston General Hospital are currently in the process of relocating the Westpac Rescue Helicopter heli-pad within close proximity of the LGH itself. The heli-pad is currently under construction and is due to be finished by the end of 2023.

There is one privately own heli-pad located to the East of Invermay, this site caters for Helicopters tours in and around the north of the state. The site is on agricultural land, but is located centrally to Launceston as a whole. The site is also prone to flooding and sits on the wet side of the levee, deeming it isolated by flood waters during major flooding.

Ports

The City of Launceston sits on the confluence of the North and South Esk Rivers, which flows into the kanamaluka (Tamar) River. With most human settlements there are multiple ports located around the river system. Located directly within the municipality boundaries are Kings Wharf and the Seaport Marina.

The Seaport Marina is located at the confluence of the two rivers and is within walking distance to the CBD. The Seaport area has become a community hub - with residential properties, cafes and restaurants, tourism businesses located adjacent to the wharf. The site has approximately 80 berths; 20 of these are directly adjacent to the Seaport area. These berths are frequently used with some attracting longer term occupancy.

Kings Wharf is located within the kanamaluka River is privately managed and is one of Tasmania's major ship repair and docking facilities. The wharf caters for all sized vessels from 8mt's upwards.

TasPorts is a state-owned company responsible for operation of Tasmanian ports around the state. Their port at Bell Bay is located on the eastern bank of the Tamar River, 48 kilometres north of Launceston, the port is adjacent to a major Tasmanian industrial estate. The port is a major port for domestic and international bulk goods as well as container services with the majority of freight transported through Launceston either by rail or road.

Industrial infrastructure and economic drivers (including major hazard facilities)

Agriculture

The City of Launceston features both urban and rural areas, with agricultural area located in the north, east and south east of the municipality.

In 2020/21, the total value of agricultural output in the City of Launceston was \$25m. The largest commodity produced was Livestock slaughtering, which accounted for 27.4% of the City of Launceston's total agricultural output in value terms. The top 5 commodities in order of value include:

- Livestock Slaughtering's
- Grapes (wine and table)

- Other Fruit (strawberries, apples, cherries)
- Milk
- Crops for Hay

Tourism

Launceston is the heart of tourism in Northern Tasmania, a popular visitor destination with stunning natural attractions. Launceston's locally sourced produce is abundant and as one of only two cities in Australia to be named as a UNESCO City of Gastronomy.

From March 2022 - March 2023 Launceston welcomed approx. 578,472 visitors to the city (Roy Morgan). TVS data shows visitation to Cataract Gorge and QVMAG are two of Launceston best attended attractions.

The Queen Victoria Museum and Art Gallery (QVMAG) is a major destination for art, history and natural sciences in Northern Tasmania. The collection has been in the making since 1842, and includes significant acquisitions and donations from across the world, and is now valued in excess of \$200m. QVMAG had over 157k visitors over the 2022-23 financial year.

The University of Tasmania Stadium is one of Tasmania's premier sporting facilities and is Hawthorn Football Clubs home away from home. Located just minutes from the Launceston city centre the stadium hosts national, state and regional sporting events having a capacity of 19,500 people.

The City of Launceston's Leisure and Aquatic Centre offers state of the art facilities, including heated indoor and outdoor swimming pools, fitness hub, accessible swimming pools and a children's play area and is regularly used for regional swimming competitions.

Mowbray racecourse is located approximately three kilometres from the heart of Launceston City in Mowbray. It is home to one of Tasmania's most prestigious horse races - the Ladbrokes Launceston Cup.

The city plays host to some of Tasmania's largest events including Festivale, BeerFest, Dark Mofo and Junction Arts Festival. These events attract thousands of interstate tourists to the city each year.

Dams

The Launceston Flood Protection System (levee system) is 12kms long and protects 3.5 km² of flood prone land, including approximately 2,400 properties.

The flood protection system is comprised of earthen embankments, concrete wall sections, 19 floodgates, penstocks, tide flaps and locations for high volume pumps. Significant challenges have impacted the system since its original construction, with various sections requiring major works and rebuilding.

The Launceston Flood Authority (LFA) was established in 2008 as part of the Launceston Flood Risk Management Deed, associated with reconstruction of the levee system. LFA at this time was to be responsible for design, construction and maintenance of the Invermay flood levee and maintenance of all publicly owned flood levees in the Launceston Flood Protection Scheme.

Following the completion of the significant construction projects in 2018, the operation and maintenance of the levee is undertaken by the City of Launceston and overseen by the LFA, a board comprising four members. The purpose of the LFA is to perform independent, high-level monitoring of the strategies employed to minimise flood impacts in Launceston's Flood Prone Area, including management of Launceston's flood levee system. The day-to-day maintenance and management of the flood protection system is undertaken by City of Launceston staff and contractors.

In addition to the Launceston Flood Protection System, the City is responsible for 11 dam structures, generally stormwater detention features that are managed under the *Water Management Act 1999*. Of these, seven are low risk dams, and four have a consequence category of "significant" or higher. Three of these dams are classified as High C dams. The City of Launceston completes scheduled dam safety inspections to ensure that our dams remain functional and safe.

Essential and community services

Waste Management

The City of Launceston owns, operates and maintains the regional waste facility at the Launceston Waste Centre (LWC). The LWC is located on the northeast fringe of the City at Cavalry Road, Mowbray. The LWC site includes a landfill, transfer station with resale shop and recycling centre and an Organics Processing Facility. In addition, the Council operates 2 remote transfer stations at Lilydale and Nunamara.

In the 2021/22 financial year the LWC landfilled 130,000 tonnes of waste and processed/diverted 13,000 tonnes of organic material via Food Organics & Garden Organics (FOGO) kerbside collection. The weekly average entries for this time period were LWC - 2,100/wk. Nunamara 5/wk. and Lilydale 20/wk.

Yearly entries to the facility are made up of 20% domestic users and 80% commercial which includes kerbside general waste collections for Launceston and other councils, transfer stations and private waste contractors.

Other councils that use the regional facility for landfill are West Tamar Council, George Town Council, and Northern Midlands Council.

Water

Launceston's water comes from the Launceston Water Catchment. The majority is sourced from St Patricks River, a tributary of the North Esk River which flows through Launceston.

TasWater is responsible for ensuring the provision of safe drinking water to the majority of the municipality.

The City of Launceston monitors the water quality of popular recreational waters each week from the beginning of the swimming season in December through to the end of March each year. Recreational water quality can vary throughout the swimming season and is influenced by factors such as heavy rainfall. If the water quality is considered unsuitable for recreational water contact, warning signs are erected advising the public of the risk.

Stormwater & Sewerage

Historical development of Launceston involved the construction of a combined stormwater and sewage drainage system, by which stormwater and sewage are conveyed using the same infrastructure within the older portions of Launceston.

Launceston's combined system is the last combined drainage system of any significant size still operating within Australia, however they are common in older cities internationally.

The combined drainage area incorporates approximately one third of Launceston's urban catchment area, including the parts of Launceston city, East Launceston, West Launceston, South Launceston and Invermay.

Management of the drainage network within this area is complex as the drainage assets are owned and operated by TasWater, however the City of Launceston has legal responsibility for the stormwater service within this area. Details of the arrangement are documented within the Launceston Combined Drainage System Service Agreement.

Electricity Networks

Launceston's electricity is primarily generated by renewable hydroelectric power plants including the Trevallyn Power Station which is supplied with water from Trevallyn Dam. Tasmania's electricity distributor is TasNetworks, and the major retailer is Aurora Energy.

TasNetwork has an above ground distribution network of over 1,600 km's and just over 300km underground network, as well as 272 towers and 21,900 poles.

Telecommunications Infrastructure

The telecom industry in Australia consists of three major carriers and an infrastructure provider, National Broadband Network (NBN), which provides fibre and fixed-line networks. Those who mount their technology on the towers are Telstra, Optus, and TPG, and NBN. Information around the location of critical infrastructure is strictly guarded.

In the mobile service area, the three major mobile network operators (MNOs) are Telstra, Optus and Vodafone. These operators sell access to their networks to a range of over 50 other mobile service operators.

Gas

Tas Gas is the largest supplier of natural gas in the Launceston region. The gas networks covers the suburbs of Mowbray, Invermay, Summerhill, Kings Meadows, Prospect and South Launceston. The gas network consists of:

- 2,260 connections
- 3 facilities
- 197.8km of pipeline

Health and Medical Services

The City of Launceston has four hospitals all located within Launceston, one public hospital and the remaining three all private facilities.

The Launceston General Hospital (LGH) is one of four major public hospitals in Tasmania. The LGH provides emergency and acute care, specialist services, in patient and ambulatory care to Launceston and surrounding areas. The public hospital is an accredited 400-bed teaching hospital and is the major referral hospital for Tasmania's North and North West.

Calvary St Luke's Hospital is a Private Hospital located in Launceston specialising in Palliative care, Orthopaedics, ENT, Sleep Studies and Mental Health. Whilst Calvary St Vincent's Private Hospital is also located in Launceston specialising in Rehabilitation, Endoscopy and Post Natal Care. Between both facilities they cater for approximately 140 beds providing acute, sub-acute and day patient services.

The Eye Hospital is a registered day procedure centre and is located in Launceston specialising in Oculoplastic, Ophthalmic, Oral and Maxillofacial day procedures.

The Royal Flying Doctor Service supplies an aircraft and pilots under contract to the state's ambulance service and the aircraft is staffed by Ambulance Tasmania's IC Paramedics and doctors from the Launceston General Hospital.

Within the greater Launceston area there are four Health centres which includes Ravenswood Community Health Centre and Walker House Family Health.

Aged Care

The City of Launceston has nine Age Care Facilities all located in Launceston, these include:

- Fred French Nursing Home
- Glenara Lakes
- Japara Sandhill
- Mount Esk Aged Care
- Peacehaven N
- Regis Tasmania - Norwood
- The Manor Nursing Home
- Uniting AgeWell Aldersgate

- Uniting AgeWell Aldersgate Village

Education Facilities

Early Learning (Childcare Centres)

There are 43 registered Early Learning facilities within the municipality. Based on the 2021 census data 896 students are enrolled at pre-school.

Schools – Primary and Secondary (Public)

A total of 24 Primary and Secondary Schools are located within the municipality equating to 6,537 students. Of the 24 schools there are 4 recognised as being within the flood zone and having a high flood risk.

Schools – Tertiary

A total of 13 Tertiary school sites are within the municipality. Vocation Training and TAFE facilities cater for 1,933 students.

The University Of Tasmania (UTAS) has their main campus and accommodation facilities located within the levee protected land. Based on the census data UTAS had approximately 2,945 students enrolled in 2021.

Schools Private

A total of 12 Private Schools are located throughout the city, these facilities range from Early Learning to Tertiary education catering for 3,341 students.

Other Education Facilities

Other facilities include:

- Early Childhood Intervention Service - Tasmania Launceston
- Launceston Library
- Lilydale Library
- Northern Support School
- Ravenswood Library

1.9 Emergency Contacts

Municipal emergency services and locations:

Life threatening emergencies	Telephone Triple Zero (000) <i>For life threatening, critical or serious situations only.</i>
State Emergency Service (SES) flood and storm assistance	Telephone 132 500
Tasmanian Police Assistance Line	Telephone 131 444

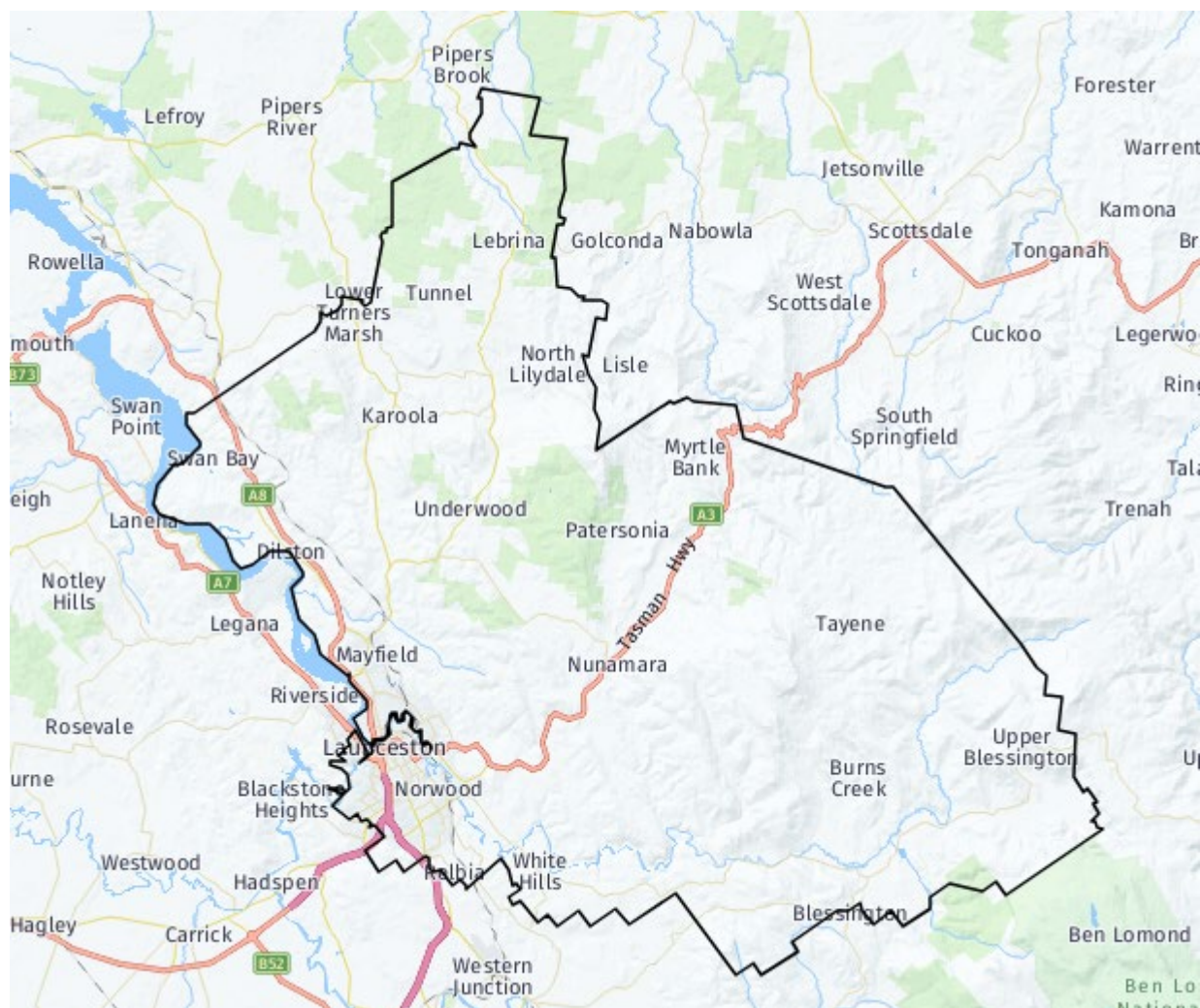
Non-emergency Contacts

Tasmania Fire Service	To report a fire, telephone Triple Zero (000) For non-emergencies, contact 1800 000 699 State-wide fire bans Fire alert map Fire alert list
Ambulance Tasmania	Non-urgent ambulance assistance: 1800 008 008 Administration: 1300 303 196 Early Access to Defibrillation Program : 1300 979 057

Tasmania Police	131 444
Crime Stoppers	1800 333 000
Health and hospital information	Contact the Department of Health or phone Service Tasmania on 1300 135 513
Poison Information Centre	131 126
Health direct	After hours medical advice - phone 1800 022 222
Road conditions and closures	For state-wide details visit: Tasmania Police Department of State Growth
Power supply/outages	TasNetworks: Current power outage information Report fallen power lines or a power outage: phone 132 004
Weather and warnings	Visit the Bureau of Meteorology site , or check their Telephone Weather Services Directory for Tasmania . For warnings and advice, tune to your local ABC radio station. Details of your local ABC radio frequency and web page can be obtained from www.abc.net.au/local .
Emergency animal disease	If you suspect a farm animal has an emergency animal disease, report it by calling 1800 675 888 any time. Visit the Biosecurity Tasmania website to find out more about animal biosecurity.
Orphaned or injured wildlife	To report injured or orphaned wildlife, contact the Department of Primary Industries, Parks, Water and Environment Mon to Fri, 9am to 5pm on 6165 4305
Emergency plant pest	If you suspect an emergency plant pest or disease, report it by calling 1800 084 881 any time. Visit the Biosecurity Tasmania website to find out more about plant biosecurity.
Tsunami warnings	Check the latest Bureau of Meteorology tsunami warnings. Listen to your local radio and TV announcements. Telephone 1300 TSUNAMI (1300 878 6264)
Telecommunications	Telstra Web site: www.telstra.com.au Phone: 132 203 - report faults and damage to Telstra property 132 299 - business-only technical support Optus Web site: www.optus.com.au Phone: 133 937
Schools	For information on school closures, contact the school directly – phone, web page or socials are suggested. Any Tasmanian Government schools closed because of emergencies will also be listed at Alerts for the Department for Education, Children and Young People Schools and Other Sites .

Businesses	For information on preparing your business for natural disasters, visit the Business Tasmania website .
Family and sexual violence specialist support services	<p>In an emergency, where someone is in immediate danger, always call Triple Zero (000).</p> <p>For more information about specialist support services available, visit www.safefromviolence.tas.gov.au</p> <p>1800RESPECT – 1800 737 732</p> <p>National sexual assault, domestic, family violence counselling service. Available 24 hours a day, seven days a week.</p> <p>www.1800respect.org.au</p> <p>Safe at Home Family Violence Response and Referral Line – 1800 633 937</p> <p>Information and referral service that connects callers to the appropriate family violence service, including counselling. After-hours calls are directed to Tasmania Police.</p> <p>Available 24 hours a day, seven days a week.</p> <p>Statewide Sexual Assault Crisis Line – 1800 697 877</p> <p>Statewide crisis support service for recent sexual assaults. Available 24 hours a day, seven days a week.</p> <p>Family Violence Counselling and Support Service – 1800 608 122</p> <p>Statewide counselling and support service for children, young people and adults affected by family violence.</p> <p>Monday to Friday, 9am - midnight</p> <p>Weekends and public holidays: 4pm - midnight</p> <p>Men's Referral Service – 1300 766 491</p> <p>Counselling service available to men and families that provide telephone counselling, online chat, information and referrals to local services. Available 24 hours a day, seven days a week.</p> <p>MensLine Australia – 1300 789 978</p> <p>Telephone and online counselling service for men with emotional health and relationship concerns.</p> <p>Available 24 hours a day, seven days a week.</p>
National Relay Service	<p>Voice relay number – 1300 555 727</p> <p>TTY number – 133 677</p> <p>SMS relay – 0423 677 767</p> <p>Help Desk – 1800 555 660 (Available 8am – 6pm)</p> <p>The National Relay Service (NRS) allows people who are deaf, hard of hearing and/or have a speech impairment to make and receive phone calls.</p>
Translating and Interpreting Service	<p>13 14 50</p> <p>The Translating and Interpreting Service (TIS National) is an interpreting service for people who do not speak English and for agencies and businesses that need to communicate with their non-English speaking clients.</p>

Figure 1: Map of Municipal Area



SECTION 2 Governance and Management

This section describes how emergency management in Tasmania is governed and managed and who is involved.

2.1 Roles of government and emergency management partners

The Tasmanian Government has primary responsibility for emergency management legislation, policies and frameworks within Tasmania. Partnerships across all levels of government and sectors underpin these arrangements.

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

Local government authorities are central in coordinating municipal-level emergency management activities across all hazards, as well as resourcing specific emergency functions such as the management of evacuation centres and relief / recovery centres as required.

The City of Launceston MEMC plays a pivotal role in ensuring municipal emergency management arrangements are met and coordinated.

2.2 Tasmania's legal framework for emergency management

In Tasmania, powers and authorities for the conduct of emergency management activities are established by the *Emergency Management Act*. The Act provides for the management of emergency events that is flexible and scalable, including provision for emergency powers and the appointment of key individuals to fulfil specific emergency management functions.

Supporting municipal responsibilities are established in the [Local Government Act 1993](#), including functions and powers that:

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

2.3 Emergency Powers and Declarations

The [Emergency Management Act 2006](#) provides specific powers for authorised officers. This includes Municipal Emergency Management Coordinators, Regional Emergency Management Controllers, and the State Emergency Management Controller. A summary of powers for authorised officer is provided in Appendix 4 of the [TEMA](#).

Powers related to specific hazards are established by Tasmanian legislation or national arrangements. For example, the Tasmanian [Public Health Act 1997](#) provides for the management of public health risks, including provisions for the declaration of a public health emergency. A full list of Tasmanian legislation relating to the management of specific hazards is listed in Section 8.

2.4 Governance and administrative framework

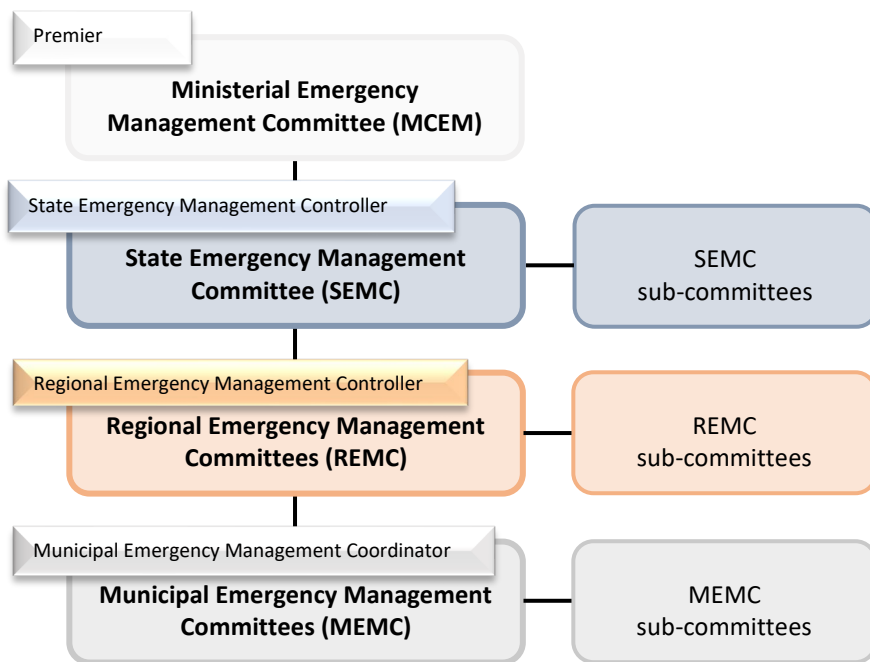


Figure 2—Tasmanian emergency management governance

2.5 Ministerial Committee for Emergency Management

The Ministerial Committee for Emergency Management provides ministerial-level strategic policy oversight of emergency management (Section 6c of the [Emergency Management Act 2006](#)). The Premier chairs the Ministerial Committee for Emergency Management, and the Department of Premier and Cabinet provide the secretariat.

The Ministerial Committee for Emergency Management is supported by the State Emergency Management Committee (SEMC).

2.6 State Emergency Management Committee

The State Emergency Management Committee coordinates emergency management in Tasmania, including the preparation and review of the *Tasmanian Emergency Management Arrangements* (TEMA) and State Special Emergency Management Plans (SSEMPs). Refer to Section 8 for a comprehensive list of State Special Emergency Management Plans in Tasmania.

The State Emergency Management Committee is chaired by the State Controller, and the SES Emergency Management Unit provide the secretariat. The functions and powers of the State Emergency Management Committee are detailed in Section 9 of the Act.

2.7 Regional Emergency Management Committees

There are three emergency management regions in Tasmania. These are North, North-West and South. Regional Emergency Management Committees (REMCs) are established by the Act and operate within each region.

The REMCs have overarching responsibility for emergency management activities within regional boundaries. Municipalities within each region, including the City of Launceston are represented at the Northern REMC by their respective Municipal Coordinators. The Northern REMC is chaired by the Regional Emergency Management Controller, and the SES Emergency Management Unit provide the secretariat.

2.8 City of Launceston Municipal Emergency Management Committee

The City of Launceston Municipal Emergency Management Committee (MEMC) is established by Section 20 of the Act.

Each MEMC is chaired by Council and supported by the Municipal Emergency Management Coordinator. The City of Launceston MEMC's Terms of Reference are provided in Section 8 of this Plan. The MEMC Terms of Reference are reviewed every two years in conjunction with review of this MEMP, which is provided to the Regional and State committees for noting.

2.9 Functions and powers of municipal committees

The functions of the City of Launceston MEMC are to:

- a) to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management the City of Launceston municipal area
- b) to determine and review emergency management policy for the City of Launceston municipal area
- c) to review the management of emergencies that have occurred in the City of Launceston municipal area, and identify and promote opportunities for improvement in emergency management
- d) to report to the Northern Regional Emergency Management Controller on any municipal matters
- e) at the direction of the Municipal Chairperson or a Municipal Coordinator, to assist them or Council in the performance and exercise of functions and powers under the Act
- f) other functions imposed from time to time by the Regional Committee or Regional Controller.

A City of Launceston MEMC has the following powers:

- a) to establish subcommittees for the purposes of assisting the MEMC in the performance and exercise of its functions and powers
- b) prescribed powers
- c) to do all other things necessary or convenient to be done in connection with the performance and exercise of its functions and powers.

2.10 Objectives of municipal committees

To meet emergency management responsibilities defined by the Act, the objectives of the City of Launceston Municipal Committee are to:

- a) maintain this MEMP to identify and guide the management of hazards and associated risks to the community
- b) review the capacity and capability of City of Launceston Council and participating agencies to manage emergency management responsibilities, including:
 - i. management of a Municipal Emergency Coordination Centre (MECC) if required
 - ii. management of evacuation centres as required
 - iii. management of relief or recovery centres as required
- c) recognise the value of partnerships across municipal emergency management networks, in particular:

- i understanding and documenting the municipal context
 - ii supporting and maintaining coordinated community engagement activities
 - iii maintaining linkages with related emergency management stakeholders
 - iiii identifying municipal skills, resources and capabilities able to be integrated with existing emergency management response and recovery structures.
- d) develop and maintain a progressive emergency management review system, based on the principles of continuous improvement.

The MEMC has an important role in effective coordination before, during and after emergencies.

2.11 Hazard-specific roles and responsibilities

Below [Table 3](#) and [Table 4](#) provide a summary of Response Management Authorities (RMAs), and the support functions of Council for identified hazards in Tasmania. These are not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies.

Table 3: Identified Hazards and Responsible Authorities

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

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
	Urban, structural and privately managed rural land		Plant and machinery Community Centres
10	Flood (dam failure) Dam safety	TASPOL (assisted by dam owners)	Property identification Road closures Local operations centres Community information Plant and machinery
11	Flood (flash food) (including debris flow)	State Emergency Service	Prevention, preparedness and mitigation measures Property identification Road closures Local operations centres Community information Plant and machinery Community centres
12	Flood (riverine)	State Emergency Service	Operation of Flood Levee Network Interpretation of BoM Flood Data for Launceston Property identification Road closures Local operations centres Community information Plant and machinery Community centres
13	Food contamination	Department of Health (Public Health Services)	Premises inspection Infection controls Community Information Property identification
14	Hazardous materials	Tasmania Fire Service	Property identification Road closures
15	Hazardous materials – radiological (unintentional release)	Tasmania Fire Service	Property identification Road closures
16	Heatwave	Department of Health (Public Health Services)	Support health system response Community information
17	Infrastructure failure (building collapse)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
18	Infrastructure failure (state roads and bridges)	Department of State Growth (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
19	Intentional violence (e.g., chemical, biological, radiological, nuclear attacks, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
20	Marine mammal stranding and entanglements	Department of Natural Resources and Environment Tasmania (Parks and Wildlife Services)	Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities
21	Marine pollution	Environment Protection Authority	Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities
22	Pandemic influenza	Department of Health (Public Health Services)	Testing clinic facilities Premises inspection Infection controls Community information Property identification
23	Pest infestation	Department of Natural Resources and Environment Tasmania (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification
24	Public health emergency	Department of Health (Public Health Services)	Premises inspection Infection controls Community information Property identification
25	Space debris	TASPOL, Department of State Growth Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene)	Property identification Road closures Local operations centres Plant and machinery Community information
26	Storm – high winds – tempest	State Emergency Service	Property identification Road closures Local operations centres Plant and machinery
27	Transport crash – aviation (Less than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
28	Transport crash – aviation (More than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
29	Transport crash marine (No environmental emergency)	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
30	Transport crash – railway	TASPOL Tasmania Fire Service	Local operations centres Plant and machinery Road closures Alternative transport routes
31	Transport crash – road vehicles	TASPOL	Plant and machinery Road closures

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
			Alternative transport routes
32	Tsunami	TASPOL	Property identification Road closures Local operations centres Plant and machinery
33	Water supply contamination (drinking water)	TasWater	Property identification Road closures Local operations centres Plant and machinery Management of water carriers
34	Water supply disruption	TasWater	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

SECTION 3: Prevention and Mitigation Arrangements

3.1 Definition

Prevention measures seek to eliminate the impact of hazards and/or reduce susceptibility to them. Mitigation measures accept that the event will occur and seek to reduce the inevitable impact by both:

- physical means (e.g. flood levees) and
- increasing the resilience of the community that may be impacted by those hazards.

This section describes the prevention and mitigation for hazards at municipal level.

3.2 Overview

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

Current areas of focus for prevention and mitigation are

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

3.3 Research

Through its membership, the MEMC maintains awareness of research in relation to hazards within the municipal area. Hazards-specific responsibilities are described in [Section 2](#) of this plan.

Research findings that are relevant to MEMC's emergency management partners (including the community) are communicated and shared in a coordinated and appropriate way by MEMC members.

3.4 Hazard risk management

In Tasmania, Management Authorities responsible for prevention and mitigation functions must ensure that processes are in place to provide specialist advice to support hazard-specific risk assessments.

At municipal level, the hazard risk assessment process is used to understand and maintain awareness of local hazards and the risk they pose to the community. Risk assessments also assist Councils to prioritise risk treatment strategies when setting work programs.

3.5 Municipal risk assessment

The City of Launceston Emergency Management Committee has identified the following hazards as most likely to affect the municipal area. In consultation with the appropriate Management Authority, these hazards have been risk rated against the Tasmanian Disaster Risk Assessment Guideline (TASDRA).

Hazard	Risk Rating	Municipal Statement in Relation to Hazard
Bushfire	High	The CoL municipality includes national parks, future potential production forest, timber production zones, private land and public reserves. Severe damage to this estate would seriously threaten public health and safety, and Tasmania's

Hazard	Risk Rating	Municipal Statement in Relation to Hazard
		<p>environment, tourism industry and future economy.</p> <p>The CoL risk rating is consistent with the states.</p>
Dam failure	High	<p>Launceston's Levees are classed as a dam. A dam incident means any incident or event relating to the structural integrity or safety of the dam which causes, or has the potential to cause: death or injury to a person; damage to, or loss of, property or services; material environmental harm or serious environmental harm. Dam failures may cause a range of consequences including direct and indirect damage and loss to the community, environment, and also business impacts.</p> <p>Launceston 12km Flood Levee network raises the dam failure risk for Launceston.</p>
Flood (riverine)	High	<p>A flood is an event where water inundates land that is normally dry. Flooding is the second most costly, widespread, disastrous, and frequent natural hazard in Tasmania.</p> <p>The CoL risk rating is consistent with the states..</p>
Food contamination	High	<p>Foodborne illness results from eating food or drinking water contaminated with disease-causing microorganisms (such as salmonella), harmful chemicals or toxins. These illnesses affect more than 4 million Australians each year, and can be the cause of emergencies or result as a consequence of an emergency.</p> <p>Major events that are held in Launceston increase the risk rating for the CoL.</p>
Heatwave	High	<p>In the last 150 years, heatwaves have caused more deaths in Australia than all other natural disasters combined, including bushfires, floods and storms. There are four stages of heat illness: dehydration; heat cramps; heat exhaustion; and heat stroke. Heat illness is most likely to occur during a series of hot days, particularly when temperatures remain high overnight.</p> <p>The CoL risk rating is consistent with the states.</p>
Landslide / Landslip	High	<p>Landslide is the movement of earth, rock or debris down a slope. It is sometimes termed 'slope failure'. With its hilly, mountainous topography, Tasmania is prone to landslides. Quick-onset slope failures tend to be a consequence of either heavy rainfall or a geological event. Slope failure has caused deaths in Tasmania along transport routes and in mines</p> <p>The CoL risk rating is consistent with the states.</p>

Hazard	Risk Rating	Municipal Statement in Relation to Hazard
Severe storms / Tempest	High	<p>Tasmania's maritime climate often produces severe storms. Different parts of the state tend to be more exposed to different types of weather systems. BOM defines a weather event as severe when there is/are:</p> <ul style="list-style-type: none"> ▶ sustained winds of gale force (63 km/h) or more ▶ wind gusts of 90 km/h or more (100 km/h) or more ▶ very heavy rain that may lead to flash flooding ▶ abnormally high tides (or storm tides) expected to exceed highest astronomical tide ▶ unusually large surf waves expected to cause dangerous conditions on the coast ▶ widespread blizzards in Alpine area <p>The CoL risk rating is consistent with the states.</p>

Refer to the [Tasmanian Disaster Risk Assessment \(TASDRA\)](#) for further information on hazards in Tasmania.

3.6 Council prevention and mitigation activities

The City of Launceston has undertaken and validated a risk assessment for the City of Launceston municipality. Emergency Management stakeholders manage programs and projects to treat risks. Management Authorities for prevention and mitigation functions report on the outcomes of risk treatment programs through the emergency management governance framework.

Information captured in Section 8 of this Plan details current risk assessment findings for City of Launceston and identifies responsibilities for the treatment of risks, including responsibility attributed to:

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

3.7 Protective security and business continuity

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

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

- a power supply
- b potable water
- c transport networks and alternative route planning
- d telecommunications

- e public/environmental health standards.

Protective security practices have been further integrated into all safety management systems due to the increased frequency of events that are politically motivated or associated with intentional violence. Each organisation maintains their own business continuity arrangements to enhance security. Specific advice on counter-terrorism policies and practices may be provided by TASPOL Emergency Management and Special Response Command.

Council's business continuity arrangements are developed with consideration given to [Municipal Guidelines](#) developed by the Local Government Association of Tasmania (LGAT).

The City of Launceston has developed an essential services plan which will be activated should a disaster be declared.

3.8 Land use planning

Land use planning responsibilities are identified in the [Land Use Planning and Approvals Act 1993](#). At municipal level, these are largely managed by local government.

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

- a sediment and erosion control
- b landslip risk management
- c bushfire risk management
- d flood and debris risk management, including specific consideration of levee protected communities
- e coastal (tidal) inundation risk management

The Tasmanian Planning Scheme is the relevant planning scheme and includes Local Provisions Schedules for councils. For more information refer to the [Tasmanian Planning Commission](#). City of Launceston Local Provisions Schedules can be access via Tasmanian Planning Scheme - [Planning - City of Launceston](#)

3.9 Climate change adaption

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

Adaptation to climate change requires new and changed roles, and resource allocation, at a local government level across the preparedness, response and recovery spectrum. Council is working to maintain and increase its knowledge and understanding of existing and evolving hazards, and to identify programs, assets and services that have the potential to strengthen resilience across the municipal area.

In line with the Adaptation and Resilience priority area of the Sustainability Action Plan, climate scientists were engaged from the University of Tasmania's (UTAS) Climate Futures Programme in 2021 to develop a summary of the future impacts of climate change that are projected for the Launceston region. Launceston is very fortunate to have access to climate projections at a fine scale i.e. the municipality area. Climate projections are vital for planning to adapt to climate variability and longer-term climate trends. These local climate indices will assist Council's strategic, operational, service, adaptation and emergency management planning functions to help manage climate risk. A summary of the climate projections are presented below.

Rising Temperatures

The climate profiles show that the mean annual temperature has risen by approximately 0.4°C in recent decades. Mean annual temperature is projected to continue to increase in the future. Excess Heat Factor will increase in future decades, although extreme heat is not expected to be a major risk for Launceston in the future. Frost risk will continue to decline into the future, in some areas the number of frost risk days will halve and in other areas, there will be no frost risk days.

Lower Average Rainfall

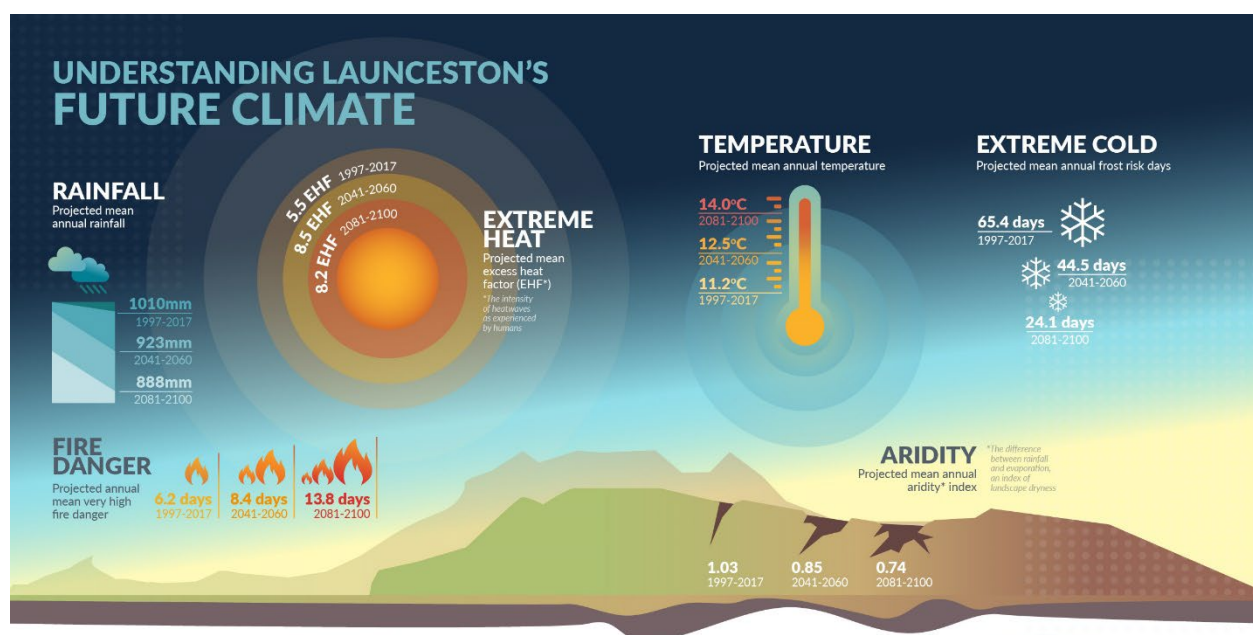
A slight drying trend is predicted across the region in future decades, although rainfall will continue to be variable, with some wet years and some dry years. Projections indicate that there is little change projected for monthly rainfall for the Launceston region. Aridity index is expected to increase across the region, indicating a drying trend, with more change towards the eastern part of the Launceston region. This means that as temperature increases, evaporation increases, so even when large rainfall declines are not projected, the landscape becomes drier. Therefore, potential impacts could include reduced water availability and the associated stress and resources required for maintaining vegetation and agriculture.

Increased Risk of Bushfires

Fire risk across the year is predicted to change, with the fire season lasting longer into the future. Projections of bushfire danger under future climate conditions suggest that fire danger will increase across Tasmania over the next decades. The frequency of low-moderate fire danger days will decrease, with an increase seen in the number of days per year of High, Very High, Severe and Extreme fire danger days in the Launceston area also. Forest Fire Danger (FFDI) risk is expected to increase particularly in spring. This means there will be a narrower window of suitable conditions for prescribed burning in the future. This has important implications for the opportunity to carry out hazard reduction burning, which is used to reduce the risk posed by high fuel loads across the landscape.

Flooding

Launceston's current flood risk is well known and well understood as being caused by the combination of flooding from the North and South Esk Rivers and high-water levels as storm tides move upstream along the Tamar River estuary. However, as sea level rises and extreme weather events are predicted to increase in the future due to climate change, flooding is expected to change in the Launceston area resulting in potentially unpredictable impacts.



Launceston's Climate Change Predictions

SECTION 4: Planning and Preparedness

4.1 Definition

Preparedness is the ability to be ready for, or to anticipate action, in response to an emergency occurring. Planning, exercising and lessons management are key to continually improving preparedness.

Planning and preparedness involves actions and activities to ensure that, as the risk increases or when an emergency happens, communities, resources and services are available and capable of taking appropriate actions for response and recovery.

In Tasmania, Planning and preparedness is managed collaboratively between State and local government organisations, including emergency management partners.

4.2 Community resources

This section provides resources and information available to community members on what they can do to plan and prepare for an emergency event before it happens. Visit [TasALERT Get Ready](#) tab for more information and access to resources including:

Risk Ready (<https://alert.tas.gov.au/get-ready/risk-ready/>): A tool designed to improve community resilience to natural hazards. Risk Ready will improve an individual's understanding of natural hazard risks and help to plan, mitigate and manage the risk of damage. Individuals can enter an address in the search bar below to see results for each property.

Insurance Checkup (<https://alert.tas.gov.au/get-ready/insurance-checkup/>): Having the right insurance will help repair, rebuild, replace and recover. Whether you're a renter, homeowner or run a business, the Insurance Checkup can help you understand how to find the right level and type of insurance for you.

Know Your Warnings (<https://alert.tas.gov.au/know-your-warnings>): Australia is implementing a nationally consistent warning system for emergencies like bushfire, flood, storm, and severe weather. This system is called the Australian Warning System (AWS). In Tasmania, the Australian Warning System currently applies to bushfires and floods. Knowing and understanding these warning levels will help you to be better prepared to take action when the time comes.

4.3 Organisational capacity and capability

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

- a adequate staffing and redundancy to fulfil key council emergency management roles
- b establishment and management of evacuation centres in the municipal area as required
- c establishment and coordination of relief and recovery centres in the municipal area as required
- d emergency management education and training for council workers
- e maintaining the Municipal Emergency Coordination Centre (MECC) capability
- f maintaining basic systems so resources can be requested and shared.

The City of Launceston will request state support once municipal resources are exhausted, noting neighbouring Council may have similar issues. A major flood in Launceston will require state agencies to support City of Launceston in the management and operation of an evacuation, relief and recovery centres.

4.4 Municipal emergency management roles

Key municipal-level emergency management roles are provided below:

Primary role	Relief role
MEMC Chairperson (Elected Member)	MEMC Chairperson Delegate/Proxy Municipal Emergency Management Coordinator
Municipal Coordinator	Deputy Municipal Coordinator (DMC)
Municipal Recovery Coordinator (MRC)	Deputy Municipal Coordinator

4.5 Emergency management education and training

The Municipal Coordinator is responsible for the provision of advice to Council workers regarding emergency management functions. Validation activities, including exercises, are useful training opportunities that are conducted at various times by a wide range of stakeholders.

The Tasmanian Emergency Management Training ([TasEMT](#)) package is available from the SES website. The TasEMT resources can be used by workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PPRR spectrum. The SES Emergency Management Unit also conducts regular workshops.

Council is committed to undertaking awareness and validation activities to ensure that key staff and community groups are fully aware of their roles in emergency management, which includes validation of this plan.

The City of Launceston has adopted the Australasian Interservice Incident Management System (AIIMS) for its response team and undertakes regular training and exercises for new and current employees who form functional roles to ensure capability and capacity is maintained.

Evacuation Centre training is provided by Red Cross with all CoL Evacuation Centre staff undergoing either the one day introduction or the full Evacuation Centre Manager Course. Ongoing upskilling occurs regularly throughout the year by undertaking internal training sessions and exercises.

4.6 Maintaining the Municipal Emergency Coordination Centre

The Municipal Emergency Coordination Centre (MECC) is maintained by the Municipal Coordinator as a facility from which to:

- a coordinate council's overall emergency response, immediate relief and recovery activities
- b coordinate requests from response and recovery organisations
- c provide municipal intelligence / information to the RMA or Regional Controller relating to the activities of Council throughout response, immediate relief and recovery phases
- d promote community information, warnings and advice as required and aligned with the appropriate Management Authority.

In an emergency the MECC is activated by the Municipal Emergency Coordinator:

- a at the request of a Response Management Authority
- b at the direction of the Regional Controller.

4.7 Maintaining systems and resources

The MEMC's contact list for emergency management is maintained by the Municipal Coordinator. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders.

Council maintains resources and access to community information which may be required to support emergency response and recovery efforts. Resource support may be provided by other councils, and

regional, State, or national support can be accessed through regional emergency management structures as required.

4.8 Get Ready TasALERT

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

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, [Get Ready](#) disaster preparedness and community resilience.

In an emergency, the website is updated with information about the event, including spatial (mapped) information with links to dedicated social media channels.

4.9 Information Management

In Tasmania, personnel involved in emergency management activities use TEMS to record and share information, decisions, tasks, reports, plans and documents relating to the event.

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

- a Situation Reports (SITREPS)
- b Incident Action Plans (IAPS)
- c resource allocation
- d damage impact assessment.

The City of Launceston will use TEMS during emergency events to upload IAP's and SitReps to ensure situational awareness is maintained. Damage Impact assessment information will be uploaded for all CoL owned assets.

4.10 Cost capture and financial administration

Council maintains systems and processes so that emergency-related expenditure can be authorised and recorded, and (if applicable) reimbursement of emergency event expenditure, which is requested through the Tasmanian Relief and Recovery Arrangements (TRRA). Preparedness includes identifying the positions responsible for collating the costs of response and recovery efforts.

Council maintains arrangements to enable expenditure by the Municipal Emergency Coordinator (or delegate) for emergency-related costs. The Municipal Coordinator will arrange for the allocation of specific cost codes prior to an emergency, for distribution to relevant staff as/when required.

SECTION 5: Response Arrangements

5.1 Definition

An emergency response is an immediate, systematic response to an unexpected or dangerous occurrence. The goal of emergency response is the immediate protection of people, property, and the environment. Emergencies warranting an emergency response range from hazardous material spills to natural disasters.

5.2 Overview

Emergency response considers actions taken in anticipation of, during, and immediately after an emergency to minimise its effects so people affected have immediate relief and support.

Tasmania recognises two focus areas of emergency response:

1. Tactical / Operational Response: The Response Management Authority asserts command and control of operational resources to resolve the incident.
2. Emergency Management and Coordination: Tasmania's emergency management arrangements are activated at either State, regional and/or municipal level to facilitate the coordination and management of consequences. Coordination structures transition emergency response activities, including immediate relief measures, to short-medium- or long-term recovery.

This section describes how roles and responsibilities relevant to municipal emergency management generally apply in periods of emergency response.

5.3 Activation of emergency response

In general, emergency response can be segmented into five clearly defined stages. These stages are designed to ensure a graduated response to emergency events, thereby reducing the possibility of under or over reaction.

The stages are:

Stage 1	Alert	Alert stage may be declared when the appropriate Management Authority receives notification regarding the potential for an emergency event to occur. Advice will be relayed to Municipal Emergency Coordinator(s) regarding the potential for an emergency which may necessitate response activities. Note: Some emergencies can occur without warning, triggering immediate activation (Stage 3).
Stage 2	Standby	Standby stage may be declared when the appropriate Management Authority considers or is advised an emergency response is imminent. During this stage planning for tactical response activities will commence. Notification to Municipal Emergency Coordinator(s) and broader emergency management stakeholders is common. Local and State Government organisations may commence passive measures in preparation for an emergency occurring.
Stage 3	Activation	Activation stage is declared when active emergency response measures are required or underway. Tactical emergency response operations and

		<p>the dissemination of public information and warnings are the responsibility of the Response Management Authority.</p> <p>Depending on the size, scale and complexity of the emergency, coordination centres at municipal, regional or State-levels are activated to manage consequences.</p> <p>During this stage immediate relief activities may be operating in parallel (e.g. evacuation centres, emergency financial assistance to affected individuals). Planning for recovery based on anticipated social, environmental, built, and economic impacts should commence.</p>
Stage 4	Stand-down	<p>Stand-down stage occurs when tactical emergency response operations have ceased and the immediate threat to life, property or the environment has passed.</p> <p>Municipal, regional or State coordination centres continue to operate. Impact and damage assessments commence to inform immediate, medium to long-term recovery measures.</p> <p>There is potential for a surge in immediate relief activities during this stage.</p>
Stage 5	Recovery	<p>Transition to recovery occurs.</p> <p>Recovery stage is informed by the assessment of social, economic, infrastructure and natural environments after an emergency has occurred. Effective recovery supports the restoration and rehabilitation of each recovery domain, enabling a community to return to an effective level of functioning.</p>

5.4 Activation of a Municipal Emergency Coordination Centre

Tactical emergency response operations and the dissemination of public information, warnings and advice is managed by the relevant Response Management Authority.

The Regional Emergency Management Controller can activate broader emergency management arrangements as necessary to manage and coordinate consequences of the emergency. This may include the activation of municipal or regional emergency coordination centres. Legislated emergency powers do not need to be activated for this to occur.

Primary function of a Municipal Emergency Coordination Centre is to:

- a manage and coordinate Council's municipal resources to support emergency response activities
- b coordinate requests from the Response Management Authority as required
- c manage evacuation, relief and recovery centres as required under the direction of the Regional Emergency Controller or Response Management Authority
- d timely provision of information and advice to the Regional Controller or Response Management Authority regarding municipal activities and impacts
- e timely dissemination of public information, warnings and advice to the community
- f identification of additional emergency requirements (e.g. activation of regional recovery arrangements).

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

The Municipal Emergency Coordinator leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC.

The City of Launceston is unique in a Tasmanian context as it has responsibility for managing a 12km levee network. Responsibility for the levee network falls under the *Launceston Flood Risk Management Act 2015* which outlines in further detail the powers of Council in event of flood or imminent flood.

The management of the flood levee system during times of flooding emergencies takes significant resources to monitor conditions and operate the system. This must be coordinated in an effective and efficient manner. The City of Launceston has adopted the AIIMS methodology which is activated at times of emergency to ensure that the actions required to respond to an incident are planned and coordinated and in line with the RMA's objectives.

The response structure is determined by the size and complexity of the emergency and, typically comprises of internal City of Launceston Officers to fulfil the following functions:

- a. Municipal Coordinator or deputy
- b. CoL Incident Controller (could be the Municipal Coordinator or deputy - but could also be one of three trained employees)
- c. CoL Public Information and Comms Officer
- d. CoL Operations Officer
 - a. Closure of levee gates, penstocks and roads (during a flood emergency)
 - b. Levee Patrollers (during a flood emergency)
 - c. Community requests of assistance
- e. CoL Planning Officer (flood specific trained)
 - a. Analysis of BoM information to inform levee network operation and community impact (during a flood emergency)
- f. CoL Logistics Officer
- g. CoL Safety Officer
- h. Recovery Coordinator or deputy
- i. Evacuation Coordination Team (if needed)
- j. Evacuation Centre Manager & Staff (if needed)

These arrangements are designed to be flexible and scalable. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, one person may manage all or multiple functions.

If Council's capacity to support response is exceeded, the Municipal Coordinator will seek support from other councils or the state.

Due to the requirements of operating the flood levee network, the City of Launceston also undertakes flood planning and interpretation of data from the Bureau of Meteorology (BoM). During times of major flooding the City of Launceston analyses BoM forecasts, monitors river conditions and rainfall within the upper catchments of the North Esk and South Esk Rivers. This intelligence guides the actions for any levee or penstock closures based on the forecast impact to the lower catchment areas in Launceston.

In conjunction with the State Emergency Service and Tasmania Police, the Launceston Flood Response Evacuation Plan has been developed. Although still in draft at the time of writing, the Flood Response Plans objectives are:

- To ensure an appropriate level of preparedness of functional response structures to protect life and property.

- To identify capabilities and support resources to assist in the response to a flooding event.
- To enable a collaborative approach to existing operational and emergency management arrangements to ensure a planned and structured approach to response activities.

The plan is currently sitting at its final stages, and only requires endorsement.

5.5 Consequence management and coordination

A key focus for the Regional Controller is consequence management, including public information strategies, in consultation with the regional emergency management network. If support beyond the capacity of the region is required, the Regional Controller may request assistance from other regions or the State Controller.

If Council's capacity to support response is exceeded, the Municipal Coordinator will seek regional support from the REMC through the Executive Officer (Regional Coordinator) or SES Regional Manager/Duty Officer (operational matters).

Table 4: All hazards response - typical council actions

Note: Please refer to [Table 2: Acronyms](#)

Row	Phase	Responsibilities	Council considerations/actions
1	Alert	<ul style="list-style-type: none"> • Monitor situation • Brief stakeholders 	<ul style="list-style-type: none"> • Advise council stakeholders and MEMC • Monitor situation
2	Stand-by	<ul style="list-style-type: none"> • Maintain situational awareness • Prepare to deploy for response • Disseminate public information and warnings across municipal networks • Nominate media/information officer and advise stakeholders • Consider MEMC meeting 	<ul style="list-style-type: none"> • Update stakeholders (Council, MEMC) and circulate latest Contact List/Action Cards • Consider MEMC meeting • Locate keys to centres, notify centre manager, and arrange staff rosters • Identify MECC personnel and draft rosters for next 24 hours • Locate supplies to be needed in first few hours
3	Response	<ul style="list-style-type: none"> • Maintain situational awareness of emergency • Establish command and control arrangements for MECC • Deploy resources and request extra assistance as required • Assess impacts and effectiveness of response strategies • Disseminate public information and warnings as required • Provide information: SitReps to Regional Controller • Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> • Establish and communicate coordination location for council resources/requests • Establish IMT • Manage requests for assistance and Council resources • Provide operational assistance • Open and manage centres as required e.g. evacuation centres • Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs • Update stakeholders and RC as required • Coordinate meals, relief and accommodation for workers
4	Stand down	<ul style="list-style-type: none"> • Assess effectiveness of response actions • Plan for end of response • Liaise with Council and MRC regarding the status of recovery operations and arrange handover 	<ul style="list-style-type: none"> • Confirm end/close of Council operations for response • Liaise with recovery workers and assess needs (MRC) • Reinstate transport routes etc. • Consider establishing municipal Recovery Group • Close centres as agreed

Row	Phase	Responsibilities	Council considerations/actions
		<ul style="list-style-type: none"> Confirm end/close of response and stand-down assess need for resupply of consumable items 	<ul style="list-style-type: none"> Collate operational logs Finance: collate all costs associated with emergency response activities.
5	Debrief	<ul style="list-style-type: none"> Conduct internal debrief/s Participate in multi-agency debriefs as required and report to RC, MEMC and REMC 	<ul style="list-style-type: none"> Conduct Council worker debrief Arrange for MEMC debrief and report to Regional Coordinator, MEMC and REMC

5.6 Public information and warnings

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

Response Management Authorities are responsible for the dissemination of public information and warnings and communicating potential impacts and consequences to the community.

Warnings provide individuals and communities with real time information on what is happening and what they need to do. Warnings are also sent to media outlets (radio and television) for public broadcast. Council may support emergency communications by relaying warnings in accordance with the:

- a Response Management Authority
- b Regional Emergency Management Coordinator
- c Regional Emergency Management Controller

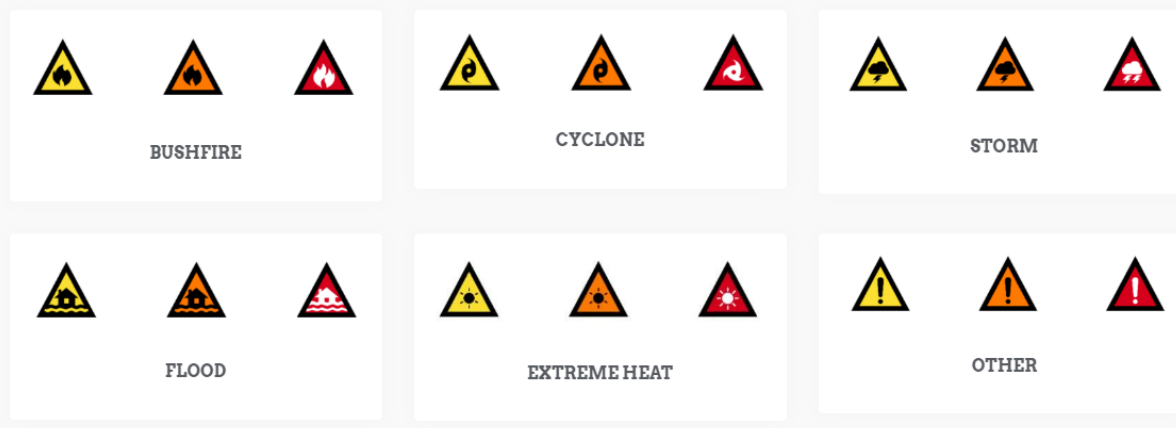
Council and relevant Management Authorities work together to ensure that messages are consistent and coordinated. Radio, television and door-knocking may all need to be used.

5.7 Know your warnings

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

The [TasALERT Know Your Warning](#) page provides valuable, up-to-date information on emergency icons, and consistent warning system for emergencies like bushfire, flood, storm, and severe weather.

The Australian Warning System is a new national approach to information and Calls to Actions for hazards like bushfire, flood, storm, cyclone, extreme heat and severe weather.



A warning provides point-in-time information about a hazard that is impacting or is expected to impact communities. It describes the impact and expected consequences for communities and includes advice on what people should do.

There are three warning levels:

Advice (Yellow): An incident has started. There is no immediate danger. Stay up to date in case the situation changes.

Watch and Act (Orange): There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.

Emergency Warning (Red): An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.



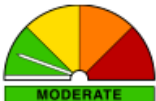
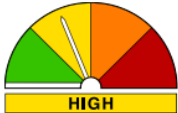

Each warning level has a set of action statements to give the community clearer advice about what to do. Calls to Action can be used flexibly across all three warning levels depending on the hazard.

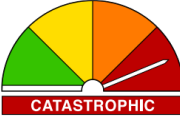
ADVICE	WATCH AND ACT	EMERGENCY WARNING
Prepare now Stay informed Monitor conditions Stay informed/threat is reduced Avoid the area Return with caution Avoid smoke	Prepare to leave/evacuate Leave/evacuate now (if you are not prepared) Prepare to take shelter Move/stay indoors Stay near shelter Walk two or more streets back Monitor conditions as they are changing Be aware of ember attacks Move to higher ground (away from creeks/rivers/coast) Limit time outside (cyclone, heat asthma) Avoid the area Stay away from damaged buildings and other hazards Prepare for isolation	Leave/evacuate (immediately, by am/pm/hazard timing) Seek/take shelter now Shelter indoors now Too late/dangerous to leave

ADVICE	WATCH AND ACT	EMERGENCY WARNING
	Protect yourself against the impacts of extreme heat Do not enter flood water Not safe to return Prepare your property (cyclone/storm)	

Other Warnings

Hazard	Warning Type/indication	Issuing Agency
Flood		
Flood watch	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
Flood warnings	Warnings of Minor, Moderate or Major flooding in areas where the Bureau has specialised warning systems in place. In these areas the flood warning message will identify the river valley, the locations expected to be flooded, and the likely severity of the flooding when it is likely to occur.	BoM
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
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
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
Severe Weather		
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.	BoM
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), or destructive winds above 125 km/h	BoM
Dangerous surf	Issued when swell is expected to exceed 6 metres about the north and east coasts, and 7 metres about the southeast coast	BoM
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
Very heavy rain that may lead to 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
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> hail greater than 2cm diameter wind gusts greater than 100 km/h 	BoM

Hazard	Warning Type/indication	Issuing Agency
	<ul style="list-style-type: none"> flash flooding tornadoes 	
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers – generally cold, wet, windy weather	BoM
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions e.g. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM
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
Smoke Alert 	Smoke Alert Provides information about smoke from a fire, bushfire or fuel reduction burn that may impact a community or areas of Tasmania.	TFS
No Rating (FBI 0-11) 	On days of minimal risk, no rating will be issued. Action: Fires may start but are unlikely to spread in a fast or threatening way.	TFS
Moderate Fire Danger Rating (FBI 12-23) 	Plan and Prepare Most fires can be controlled. Action: Stay up to date and be ready to act if there is a fire	TFS
High Fire Danger Rating (FBI 24-49) 	Be Ready to Act Fires can be dangerous Action: There's a heightened risk. Be alert for fires in your area. Decide what you will do if a fire starts. If a fire starts, your life and property may be at risk. The safest option is to avoid bush fire risk areas.	TFS
Extreme Fire Danger Rating (FBI 50-99) 	Take action now to protect your life and property Fire will spread quickly and be extremely dangerous Action: These are dangerous fire conditions. Check you bushfire plan and that your property is fire ready. If a fire starts, take immediate action. If you and your property are not prepared to the highest level, go to a safer location well before the fire impacts. Reconsider travel through bush fire risk areas.	TFS

Hazard	Warning Type/indication	Issuing Agency
Catastrophic Fire Danger Rating (FBI 100+) 	<p>For your survival, leave bush fire risk areas</p> <p>If a fire starts and takes hold, lives are likely to be lost</p> <p>Action: These are the most dangerous conditions for a fire. Your life may depend on the decisions you make, even before there is a fire. Stay safe by going to a safer location early in the morning or the night before. Homes cannot withstand fires in these conditions. You may not be able to leave and help may not be available.</p>	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

5.8 Tasmanian Emergency Information Service

When activated, the Tasmanian Emergency Information Service (TEIS) call centre provides an initial point of contact for the community to access information about an emergency. TEIS is activated by the Department of Premier and Cabinet, on request from the relevant Response Management Authority or Support Agency.

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

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

TEIS operates on a fee-for-service basis.

Table 5: Summary of public information arrangements

Row	Location	Scope of information	Provided by	Developed by	Cleared by	Distribution methods
1	On site	The emergency and its known impact	Response Management Authority (Support agencies may advise about their own roles)	Response Management Authority	Response Management Authority	Media Agency websites Emergency Alert
2	EOC/ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. MC/MRC)	Media
3	Other centres e.g. evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (e.g. MC/MRC)	Media TEIS

Row	Location	Scope of information	Provided by	Developed by	Cleared by	Distribution methods
4	Municipal area	Impact of emergency on local community	Mayor	Council media officer	Council media officer	Media Council website TEIS CALD
5	Within the Region	Impact of the emergency on the region	Regional Controller	RECC	Regional Controller	Media Council website
			Response Management Authority	Regional Media Officer	Response Management Authority Regional Liaison	TEIS CALD
			Regional Social Recovery Coordinator	Regional Recovery Coordinator / RECC	Regional Controller through the Regional EM Coordinator	
6	Rest of the State	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director DPFEM Media Unit Government Media Office	SES Director DPFEM Media Unit Government Media Officer	Media Agency or event specific website TEIS CALD
				Response Management Authority	State Media Officer Response Management Authority State Liaison	
			Premier or Minister	Government Media Office	Head of Government Media Office	

5.9 Evacuation

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

5.10 Evacuation management

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

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

Council has primary responsibility for managing Evacuation Centres within the City of Launceston area, including the registration of evacuees.

Council also has several support roles and the Municipal Coordinator may be contacted for advice and assistance with:

- evacuation risk assessment and decision to evacuate
- withdrawal coordination
- traffic management
- establishment of evacuation centres, relief centres or recovery centres
- liaising with responsible agencies on alternative emergency accommodation
- animal welfare (pets, companion animals, livestock) if facilities are available
- decision to return.

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

Council maintains a register of appropriate facilities that may be used as short and long-term evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in [Appendix 6](#) and [Appendix 7](#).

5.11 Decision to Evacuate

The decision evacuate people rests with the Response Management Authority, who consults with the Regional Emergency Controller, Tasmania Police and Council as required. If a decision to evacuate is made, public warnings will be issued.

5.12 Withdrawal

Tasmania Police are the designated Management Authority for evacuations. Once a decision to evacuate has been made, Police will appoint an Evacuation Coordinator to manage the withdrawal process, shelter and safe return of impacted individuals.

5.13 Shelter

The provision of emergency sheltering to protect individuals from the threat of disaster and assist with meeting their basic needs is complex and dynamic. It may involve dealing with people under a great deal of stress; marginalised people affected by homelessness, drug and alcohol abuse or mental health issues; and newly arrived people or tourists.

Emergency sheltering encompasses two different phases – immediate and temporary sheltering. The two phases are not sequential:

1. Immediate sheltering is when people seek temporary short-term respite in a safer location for a period of between 1-18 hours. The provision of bedding and substantial meals may not be available or required. Examples include public cyclone shelters and places of refuge.
2. Temporary sheltering is a stay in a safer location for a period, often in excess of 18 hours and may extend into weeks or even months. The provision of bedding, substantial meals and more comprehensive support is required. Evacuation centres are a type of temporary sheltering.

5.14 Nearby safer place

A nearby safer place is a place of last resort for people during bushfire emergencies. If you have no bushfire survival plan, or your plan has failed, a nearby safer place may be your last resort when there is an imminent threat of bushfire.

Tasmania Fire Service identifies some nearby safer places and lists these in [Community Bushfire Protection Plans](#). Nearby Safer Places are assessed annually.

5.14 Return

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

5.15 Damage and impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment. Reporting damage and impacts using spatial mapping capability can assist with recording the outcomes of assessments and supporting broader consequence management planning.

Secondary impact assessments may be coordinated through a RECC and Council may be asked to assist with this work by providing municipal-level details and assessments.

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

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

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

5.16 Debriefs

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

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

Lessons identified are shared with stakeholders including the MEMC and the REMC.

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

5.17 Administration finance and cost capture

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

Organisations involved in response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be reimbursed under:

1. [Natural Disaster Relief and Recovery Arrangements](#) (Commonwealth)
2. [Tasmanian Relief and Recovery Arrangements](#) (State)

Specific financial assistance to councils is provided under the [Tasmanian Natural Disaster Relief to Local Government](#) policy.

Disaster funding arrangements are activated once eligibility criteria are met. Cost capture systems are established to align with the different types of eligible expenditure as the table below.

Summary of Disaster Funding Expenses

DRFA Category	Type	Claimable expenses
Category A	Essential	Emergency food, clothing Repair or replacement of essential items and personal effects Essential emergency repairs to housing (to make residence safe and habitable) Demolition or rebuilding to restore housing Removal of debris from residential properties Extraordinary counter-disaster operations for the benefit of an affected individual Personal and financial counselling Evacuation Centre costs
Category B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices) Counter-disaster operations for the protection of the general public
Category C	Non Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible Expenditure associated with repairs of non-essential infrastructure (e.g. repairs to sportsgrounds, playgrounds, tracks, trails, etc.) A Fund may also include community awareness and education campaigns and other resilience building grants Applications for Category C assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister

DRFA Category	Type	Claimable expenses
Category D	Non Essential	<p>A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional.</p> <p>Applications for Category D assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister</p>

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

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

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

Where claims are to be made for TRRA relief reimbursement, the Municipal Coordinator will discuss the matter first with OSEM (DPaC). Where appropriate, a written application will be developed and submitted to OSEM.

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. Council claims under TRRA and Tasmanian Government claims under DRFA are subject to audit and assurance processes before acquittal. The TRRA and DRFA contain details about evidence that agencies and councils must collect and maintain. OSEM will provide information and advice on request.

SECTION 6: Recovery Arrangements

6.1 Definition

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

6.2 Recovery arrangements

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

Tasmania's [State Recovery Plan](#) describes State and regional-level recovery arrangements and should be read in conjunction with this Plan.

Responsibilities for recovery at municipal level can be met in partnership and with the assistance or support of Tasmanian Government agencies and NGOs, coordinated through regional arrangements.

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

- social
- economic
- infrastructure
- environment
- cross-domain.

Typical recovery considerations include but are not limited to:

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

6.2.1 Launceston Flood Context

The City of Launceston's biggest natural hazard risk is flood. If lands protected by flood levees are impacted there will be significant impact on people and property. This impact will require a state approach to assist the community in its recovery.

The City of Launceston will continue to work with DPAC and other state agencies to understand the contextualised risk for land protected by flood levees and the consequential recovery actions.

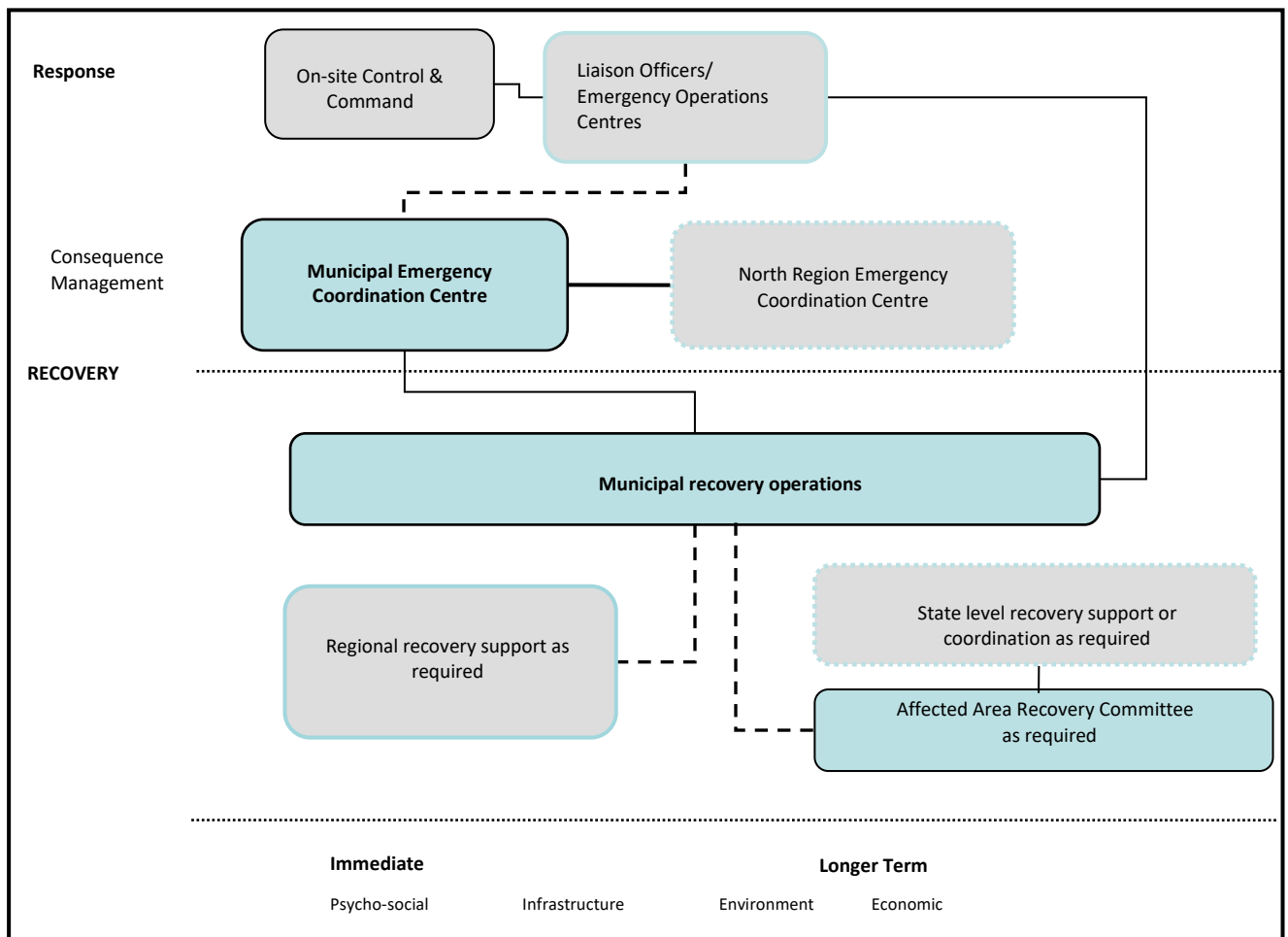


Figure 3: Community recovery arrangements

LEGEND:

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

6.3 Recovery information

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

- Response Management Authority website and social media
- TasALERT website and social media
- radio, television and print media
- public meetings, Evacuation and Recovery Centres and outreach visits.

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

The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community. The Mayor will need to be supported by the media officer, who can prepare community and media statements. The Municipal Coordinator or MRC will provide the Mayor with recovery-related information.

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

6.4 At risk groups of people

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

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

- a manage and maintain evacuation centres that are accessible to a broad cross-section of the community
- b maintain broad knowledge of relevant service providers within the municipality
- c promote community resilience as part of normal Council business
- d maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, childcare centres) within the municipality
- e provide local demographic information and advice to stakeholders as able and required

The City of Launceston works collaboratively with response management authorities across all vulnerable and at risk people to inform the above activities.

6.5 Short term recovery

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

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in [Appendix 6](#). Recovery facilities are activated on request or advice from:

- a Municipal Emergency Coordinator
- b Municipal Recovery Coordinator
- c Regional Emergency Management Coordinator or
- d Regional Emergency Management Controller.

Council is responsible for contributing to ongoing impact assessments of council infrastructure, particularly as they relate to informing immediate to longer-term recovery measures.

Council registration processes must follow procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements. The City of Launceston will put processes in place to manage personal information that is compatible with the Tasmanian Government's Survey 1, 2, 3 application. Registration data collected by Council must be provided to Tasmanian Government agencies for recovery purposes.

6.6 Long term recovery

As the response phase draws to a close, recovery activities transition from immediate, short-term relief measures to long-term recovery structures designed to meet anticipated recovery needs.

Arrangements for the assessment of recovery needs and long-term recovery structures are documented in the State Recovery Plan. The State Recovery Advisor (DPaC) works in consultation with the Municipal Emergency Management Committee, Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery requirements.

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

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

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

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

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

An AARC will typically develop a recovery plan that:

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

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

- a forums and information sessions for the community

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

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

6.7 Recovery functions

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

For emergencies which impact the region or state the primary role in providing recovery services is DPAC, these can be support by Council and by a number of other Tasmanian Government agencies and NGOs, depending on the capacity and presence of support services in the area.

Recovery Function	Coordinating Agency
Social <ul style="list-style-type: none"> Emergency clothing Emergency accommodation Emergency catering Personal support Emergency financial assistance Psychological first aid 	Primary: Department of Premier and Cabinet
Economic <ul style="list-style-type: none"> Long-term legal, insurance and financial problems Disbursement of funds from appeals Property restoration (urban/rural) Stock assessment/destruction Emergency feed for animals 	Primary: Department of State Growth
Infrastructure <ul style="list-style-type: none"> Priorities for the restoration of services and assets (power, water, telecommunications, transport networks/corridors) Environmental/Public Health 	Primary: Department of State Growth
Environment <ul style="list-style-type: none"> Impact assessments (environmental focus) Environmental rehabilitation Disposal of animal carcasses, plant material or other infected matter 	Primary: Department of Natural Resources and Environment Tasmania

SECTION 7: Plan Administration

7.1 Plan Contact

This Plan is maintained by the Executive Officer, for the City of Launceston Municipal Emergency Management Committee. Feedback regarding this plan should be made in writing to:

Email: MEMC.Secretariat@launceston.tas.gov.au

Mail: PO Box 396 Launceston TAS 7250

Office phone number (03) 6323 3224

7.2 Review Requirements and Issue History

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

In reviewing the MEMP, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at [Section 4.4](#).

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

Issue table

Issue No.	Year Approved	Comments/Summary of Main Changes
10	2001	Complete change from structure and content outlined in Issue 1, Version 9 of the plan.
11	2003	Complete re-issue. Review of terminology, contacts and summarised addition of emergency risk management project results. Includes prior amendments to Version 10.
12	2007	Minor amendments to contact details/phone numbers
13	2010	Complete re-issue - new format
14	2013	Major update in line with Tasmanian Emergency Management Plan
15	2015	Minor amendments to contact details, Updated Associated Documents list in line with State Emergency Service Website and current City of Launceston plans
16	2018	Minor amendments. Updated contact details
17	2020	Significant edits, substantial rewording and reorganising some sections. Alignment with Tasmanian Emergency Management Arrangements and City of Launceston Organisation Alignment Project. Updated contact details Note: This version was delayed due to the SARS-CoV-19/COVID-19 pandemic.
18	2023	Change of format and editing of sections in line with MEMP template provided by Tasmania SES

7.3 Consultation for this issue

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

Northern Region Emergency Management Controller

SES Regional Emergency Management Coordinator – North

City of Launceston MEMC members

7.4 Distribution List

This Plan will be available electronically through TEMS once approved. Electronic copies will be provided as follows:

Organisation	Position
Council	<ul style="list-style-type: none">• All MEMC Members• Mayor and Councillors• CEO
SES	<ul style="list-style-type: none">• Unit Manager, SES Northern Region Unit• Regional Emergency Management Coordinator• SES Regional Manager• SES Emergency Management Unit (for SES Director, State Controller)
Tasmania Police	<ul style="list-style-type: none">• Regional Emergency Management Controller• Officer in Charge (OIC), Launceston
Tasmania Fire Service	<ul style="list-style-type: none">• Regional Chief and District Officer (DO), Northern Region
Ambulance Tasmania	<ul style="list-style-type: none">• Superintendent, Northern Region
Neighbouring Councils	<ul style="list-style-type: none">• Break O'Day, Dorset, George Town, Launceston, Meander Valley, Northern Midlands, West Tamar
Other Organisations	<ul style="list-style-type: none">• NEMA Tasmanian state representatives

7.5 Communications plan summary

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

- a email copies sent to the positions listed in the above Table
- b submitted for noting by Northern REMC
- c endorsement by MEMC
- d published on Council's public website.

7.6 Validation of this plan

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

- a participating, where able, in other municipal/regional exercises
- b conducting/participating in relevant debriefs.

SECTION 8: Appendices

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

Appendix 1 – List of Tasmanian Legislation

Appendix 2 – MEMC Terms of Reference

Appendix 3 – MEMC Maintenance and Activity Schedule

Appendix 4 – Municipal Risk Register

Appendix 5 – Centres for emergency management

Appendix 6 – Evacuation Centre within City of Launceston

Appendix 7 – Nearby Safe Places within City of Launceston

Appendix 8 – Duty Statements and Action Card for the MECC

Appendix 9 – Standard Operating Procedures for the MECC

Appendix 10 – Recovery Functions Summary

Appendix 11 - Contact Lists

Appendix 1: List of Tasmanian Legislation

Tasmanian legislation related to emergency management.

Legislation	Subject
<i>Biosecurity Act 2019</i>	to provide for the protection and enhancement of Tasmania's biosecurity status for the benefit of Tasmania's industries, environment and public wellbeing by providing for the prevention, detection and control of animal and plant disease, pests and other biosecurity matter.
<i>Building Act 2016</i>	building emergency work
<i>COVID-19 Disease Emergency (Commercial Leases) Act 2020</i>	(a) to implement measures that may assist the continued functioning of the economy during the financial hardship period and the recovery of the economy after the end of the period; and (b) to enable an appropriate apportioning, between parties to a protected lease, of the financial burden caused to the parties by, or relating to, the disease-related factors.
<i>Dangerous Goods (Road and Rail Transport) Act 2010</i>	to regulate by nationally consistent legislation the transport of dangerous goods by road and rail in order to promote public safety and protect property and the environment
<i>Electricity Supply Industry Act 1995</i>	to promote efficiency and competition in the electricity supply industry, to provide for a safe and efficient system of electricity generation, transmission, distribution and supply, to provide for the safety of electrical installations, equipment and appliances, to enforce proper standards in the performance of electrical work, to protect the interests of consumers of electricity and for related purposes
<i>Emergency Management Act 2006</i>	to provide for the protection of life, property and the environment in the event of an emergency, to establish emergency management arrangements, and to provide for certain rescue and retrieval operations
<i>Environmental Management and Pollution Control (Waste Management) Regulations 2020</i>	to regulate and manage controlled waste which is the most hazardous category of waste and requires special management, including chemicals, poisons, fish waste and sewage
<i>Environmental Management and Pollution Control Act 1994</i>	emergency authorisations of an act or omission that might otherwise constitute a contravention of this Act
<i>Fire Service Act 1979</i>	to consolidate and amend the law relating to preventing and extinguishing fires and the protection of life and property from fire
<i>Food Act 2003</i>	emergency powers to prevent or reduce the possibility of a serious danger to public health or to mitigate the adverse consequences of a serious danger to public health
<i>Gas Industry Act 2019</i>	to regulate gas related activities

Legislation	Subject
<i>Gas Safety Act 2019</i>	to regulate the gas industry, to provide for safety and technical standards that ensure that the gas supply industry, gas facilities, gas installations, gas appliances, gas storage systems and gas conditioning systems are constructed, maintained and operated to a high standard of safety and in a manner that protects persons and property, and for related purposes
<i>General Fire Regulations 2021</i>	regulations regarding fire protection, evacuation and containment of fire hazards
<i>Land Use Planning and Approvals Act 1993</i>	to make provision for land use planning and approvals, including risk from environmental or natural hazard
<i>Launceston Flood Risk Management Act 2015</i>	to make provision for and in relation to the management of the likelihood, severity and duration of, and emergencies consisting of, floods in Launceston
<i>Local Government Act 1993</i>	to provide for local government and establish councils to plan for, develop and manage municipal areas in the interests of their communities
<i>Marine and Safety Authority Act 1997</i>	to establish the Marine and Safety Authority and for related matters
<i>Marine Farming Planning Act 1995</i>	to provide for the planning of marine waters for marine farming and the allocation of marine farming leases, including Emergency arrangements
<i>Marine Search and Rescue Act 1971</i>	to make provision with respect to the carrying out of certain marine search and rescue operations
<i>Marine-related Incidents (MARPOL Implementation) Act 2020</i>	to protect State waters from pollution by oil and other substances, and to give effect to certain parts of the MARPOL Convention
<i>Natural Resource Management Act 2002</i>	to establish committees for natural resource management and to provide for the development of regional strategies for natural resource management
<i>Petroleum Products Emergency Act 1994</i>	to provide for the conservation of petroleum products in the event or likely event of shortages of supplies of petroleum products occurring in the State
<i>Police Powers (Public Safety) Act 2005</i>	to authorise police officers to stop and search persons and vehicles, to question persons and to seize things for the purposes of public safety
<i>Public Health Act 1997</i>	to protect and promote the health of communities in the State and reduce the incidence of preventable illness, including emergency powers
<i>Radiation Protection Act 2005</i>	for the protection of people and the environment from harmful radiation, including emergency powers
<i>Rail Safety National Law (Tasmania) Act 2012</i>	to apply as a law of this State a national law relating to the provision of a national system of rail safety

Legislation	Subject
<i>Security-sensitive Dangerous Substances Act 2005</i>	to restrict and regulate access to certain dangerous substances whose deliberate misuse would constitute an especial threat to State security and public safety, to regulate and monitor, and improve the security of, commercial, industrial and other activities carried out in connection with such dangerous substances
<i>Terrorism (Commonwealth Powers) Act 2002</i>	to refer certain matters relating to terrorist acts to the Parliament of the Commonwealth for the purposes of section 51(xxxvii) of the Constitution of the Commonwealth
<i>Terrorism (Preventive Detention) Act 2005</i>	to allow persons to be taken into custody and detained in order to prevent an imminent terrorist act occurring or preserve evidence of, or relating to, a recent terrorist act
<i>Water Management Act 1999</i>	to provide for the management of Tasmania's water resources, including water supply emergencies
<i>Work Health and Safety Act 2012</i>	to secure the health, safety and welfare of persons at work and for related purposes

Plans and Arrangements

Standards, reports and resources

Row	Title	Custodian	Version	Date
1	'Choosing Your Words'	AGD	2	2008
2	Tasmanian Municipal Emergency Management Guidelines	LGAT	Issue 2	2020
3	Tasmanian State Disaster Risk Assessment	SES		2022
4	Tasmanian Emergency Risk Assessment Guidelines	SES		2017
5	Protocol for Inter-Council Emergency Management Resource Sharing	LGAT		
6	DPAC Guidelines for Public Memorials	DPAC		2019

Strategies and frameworks	
SEMC Strategic Directions Framework 2020-2025	Department of Premier and Cabinet
Tasmanian Disaster Resilience Strategy 2020-2025	Department of Premier and Cabinet
Risk assessment	
Tasmanian Disaster Risk Assessment (TASDRA)	Department of Police, Fire and Emergency Management
Tasmanian Emergency Risk Assessment Guidelines	Department of Police, Fire and Emergency Management
National Emergency Risk Assessment Guidelines	Australian Institute for Disaster Resilience
Prevention, mitigation and risk reduction	
Guide to considering natural hazard risks in land use planning and building control	Department of Premier and Cabinet

<i>Principles for the consideration of Natural Hazards in the Planning System</i>	Department of Premier and Cabinet
Preparedness	
<i>Managing Exercises: A handbook for Tasmanian Government agencies</i>	Department of Police, Fire and Emergency Management
Response	
<i>Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook</i>	Australian Institute for Disaster Resilience
<i>Emergency Evacuation Framework</i>	Tasmania Police
<i>Heatwave Ready Tasmania: Resources for residential aged care facilities in Tasmania</i>	Department of Health
<i>People at Increased Risk in an Emergency: A guide for Tasmanian government and non-government community service providers</i>	State Emergency Management Committee
<i>Spontaneous Volunteer Management Resource Kit: Helping to manage spontaneous volunteers in emergencies</i>	Australian Government Department of Housing, Community Services and Indigenous Affairs
State Special Emergency Management Plans and other plans (available on the Tasmanian Emergency Management System)	
<i>Biosecurity Emergencies</i>	Department of Natural Resources and Environment,
<i>Cetacean Incident Manual: ...</i>	Department of Natural Resources and Environment,
<i>Dam Safety Emergencies</i>	Department of Natural Resources and Environment,
<i>Electricity, Gas and Liquid Fuel Supply Disruption Arrangements</i>	Department of State Growth
<i>Flood</i>	State Emergency Service
<i>Hazardous Materials Emergencies</i>	Tasmania Fire Service
<i>Impact and Damage Assessment</i>	Department of Premier and Cabinet
<i>Interoperability Arrangements for Sharing Skilled Resources in Tasmania</i>	Department of Premier and Cabinet
<i>Pandemic Influenza</i>	Department of Health
<i>Port Safety Plan for Visits of Nuclear-Powered Warships to Hobart</i>	Tasmanian Government State Emergency Service, Issue 5, 2023
<i>State Fire Protection Plan</i>	Tasmania Fire Service
<i>State Recovery Plan</i>	Department of Premier and Cabinet
<i>State Road and Bridge Emergency Management Plan</i>	Department of State Growth
<i>State Tsunami Emergency Response Plan</i>	State Emergency Service
<i>Structural Collapse</i>	Tasmania Fire Service
<i>Tasmanian Counter-Terrorism Arrangements</i>	Tasmania Police

<i>Tasmanian Marine Oil and Chemical Spill Contingency Plan (TasPlan)</i>	Environment Protection Authority
<i>Tasmanian Mass Casualty Management Arrangements</i>	Department of Health
<i>Tasmanian Public Health Emergencies Management Plan</i>	Department of Health
<i>Tasmanian Search and Rescue Plan</i>	Department of Police, Fire and Emergency Management
<i>Tasmanian Wilderness World Heritage Area Fire Management Plan</i>	Department of Natural Resources and Environment
<i>Transport Crash Emergencies</i>	Tasmania Police
Recovery	
<i>State Recovery Plan</i> (State Special Emergency Management Plan)	Department of Premier and Cabinet
<i>Tasmanian Relief and Recovery Arrangements: Natural Disaster Relief to Local Government Policy</i>	Department of Premier and Cabinet
<i>Working together in recovery: a practical guide for the not-for-profit and public sectors,</i>	Curnin, S., University of Tasmania 2019

Appendix 2: MEMC Terms of Reference

City of Launceston

Municipal Emergency Management Committee

Terms of Reference

Committee:	City of Launceston Municipal Emergency Management Committee ("the Committee")
Date of these Terms:	01 November 2023
Enquiries:	Executive Officer Municipal Emergency Management Committee City of Launceston St John Street, Launceston Phone: (03) 6323 3407 Emergency.Management@launceston.tas.gov.au
Review Notes:	These Terms of Reference are due for review in two (2) years in line with the review of the Municipal Emergency Management Plan.
General Standards & Practices:	<ul style="list-style-type: none">• The Tasmanian Emergency Management Arrangements describes the framework for this committee.• The committee meets three times per year.• Meetings are convened at City of Launceston in St John Street, Launceston (Town Hall Committee Room).• Its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au)• Meeting Notices Meeting Agendas, Minutes and meeting papers will be distributed to all Committee members via email at least four clear days of the scheduled Meeting. <p>➤ A Committee Member may request an item to be included on the Agenda by advising the Chair at least eight working days prior to a Meeting.</p>

- Minutes of the Meeting will be circulated to Committee Members following the Meeting.
- The Agenda and Minutes will be approved by the Chair prior to distribution.

Following each Meeting, key outcomes of the Meeting will be reported to Council via the Committee reporting process included in the Council Agenda.

1. Authority & Background Section 20 of the *Emergency Management Act 2006* establishes the City of Launceston Emergency Management Committee within the Tasmanian emergency management framework for the Northern Region.

2. Purpose Section 22 of the *Emergency Management Act 2006* outlines the Committee's purpose and functions generally as:

“... to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ...”,

and specifically, to mitigate the impacts of an emergency on life and property within the City of Launceston municipality through the emergency management arrangements as outlined within the Municipal Emergency Management Plan ("MEMP").

2.1 Functions & Objectives Key functions of the Committee include but are not limited to:

- 2.1.1 The preparation and review of the City of Launceston Municipal Emergency Management Plan that relate to emergency management.
- 2.1.2 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.
- 2.1.3 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement.
- 2.1.4 Oversight of the management of emergencies where council/s resources are required to support response and recovery.

- 2.1.5 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.
- 2.1.6 Review the capacity and capability of City of Launceston Council and participating agencies to manage emergency management responsibilities, including but not limited to:
 - appointments of key personnel (Municipal Emergency Management Coordinator and deputy; Municipal Recovery Coordinator and deputy); and
 - management of a Municipal Emergency Coordination Centre (MECC), evacuation centres and relief/recovery centres, as required.
- 2.1.7 Recognise the value of partnerships across municipal emergency management networks by:
 - understanding and documenting the municipal context;
 - supporting and maintaining coordinated community engagement activities;
 - maintaining linkages with related emergency management stakeholders; and
 - identifying municipal skills, resources and capabilities able to be integrated with existing emergency management response and recovery structures.

The Committee has an important role in effective coordination before, during and after emergencies. It is acknowledged that during any emergency event that not all members of the Committee would be required to be activated. The Municipal Emergency Management Coordinator determines which members of the Committee will be required for activation particular to each specific event.

3. Reporting

The Committee reports to the Northern Regional Emergency Management Committee

4. Membership

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

- membership is reviewed every time the Terms of Reference is reviewed and members are confirmed in writing by the responsible officer/manager, unless the Committee determines otherwise in writing;
- proxies must be nominated, and they assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the Committee.

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

At this stage security clearances are not required.

4.1 Chairperson

City of Launceston Mayor or a Councillor nominated and endorsed by Council

4.2 Executive Officer

Municipal Emergency Management Coordinator, City of Launceston

4.3 Members

- City of Launceston Mayor or a Councillor nominated and endorsed by Council as Chairperson
- Municipal Emergency Management Coordinator
- City of Launceston Recovery Coordinator;
- Emergency Management Advisor (Council Officer) as Executive Officer
- A representative from the following emergency services:
 - State Emergency Service;
 - Tasmania Police;
 - Tasmania Fire Service;
 - Ambulance Tasmania;
 - Dept. Health
 - DPAC
- A representative from the following Stakeholder Organisations:
 - TasWater;
 - TasNetworks;
 - Red Cross
 - MRC North
 - DoEYP

The Council may from time to time vary the number of members constituting the Management Committee.

The Committee may second expertise from external sources as required.

5. Committee Details

5.1 Sub-committee

There are no formal standing sub-committees to the City of Launceston Municipal Emergency Management Committee. Recovery matters are dealt with through the main committee. However, Working Groups may be established to address different projects and initiatives, and may include different people from the community where there is a specific need. Meetings for these groups will be held when required and will report back into the City of Launceston Municipal Emergency Management Committee.

5.2 Stakeholder Organisation

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

- Other service provider agencies such as TasWater, TasNetwork, TasPorts, TasGas; TasRail; Department of Health Tasmania, Department of Education and Young People, NGO's.

5.3 Chairperson

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

- Chair the Council's Emergency Management Committee.
- Receive notification of emergency events from the Municipal Emergency Management Coordinator.
- Maintain contact with and support the Municipal Emergency Management Coordinator during an emergency event.
- Maintain regular contact/ liaison with the Municipal Emergency Management Coordinator in regard to the administrative arrangements of the City of Launceston Emergency Management Committee.

5.4 Committee Procedure

5.4.1 Meeting Arrangements

The intention is for the Committee to meet on a quarterly basis, at least twice per year unless an emergency event occurs and a subsequent review of the operational aspects of the Plan is required. These meetings will be scheduled by the Executive Officer, either in person, virtually or a combination of both, at the appropriate intervals. The meetings are convened at City of Launceston in St John Street, Launceston (Town Hall Committee Room).

5.4.2 Quorum

The Quorum of the Committee shall consist of one more than half of the Members (Quorum – 10 in attendance).

In the event that a Quorum cannot be achieved, the Meeting is to be postponed and reconvened at a later date.

5.4.3 Speaking and voting rights

Each Member shall have full rights to discuss and vote upon any matter before the Committee provided that all members of the Committee, whether members of the Council or not, are subject always to the provisions of the Interests Section of the *Local Government Act 1993*, and should not vote or take part in any discussion on any issue in which he or she has a pecuniary interest.

5.4.4 Decisions

All motions shall be determined by a majority of the votes of those members present and entitled to vote.

Appendix 3: MEMC Maintenance and Activity Schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of MEMC	Municipal Coordinator	Quarterly	
Review and update contact lists	Municipal Coordinator	Quarterly	
Coordinate emergency management training for selected staff member/s on rotating basis and maintain training records	Municipal Coordinator		
Plan, conduct and review a related exercise	Municipal Coordinator	Biennial	
Review MEMP. Lodge plan with Regional Emergency Management Coordinator for approval	MEMC	Biennial	
Attend NREMC meetings	Municipal Coordinator	Quarterly	
Attend NRSRC meeting	Municipal Recovery Coordinator	Quarterly	
Review risk register and treatment plans with municipal strategic plan and budget.	Municipal Coordinator (with MEMC)	Annually	

Appendix 4: Municipal Risk Register

The City of Launceston manages its organisational risk register. This document is maintained internally and the Emergency management sections is reviewed at the Municipal Emergency Management Committee Meeting annually or as required.

Tasmanian Government responsibilities – emergency risk management

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

Local government responsibilities and benefits – emergency risk management

Tasmania's local government authorities supported development of TERAG. The benefits of participating in this process include:

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

Risks, recommended treatment strategies and timeframes

The risk assessment includes a description of risks and treatment strategies. Sources of risk were reviewed and assessed with review of this MEMP.

Timeframes for undertaking treatment options are defined as:

- Immediate: action must be completed as soon as practical within current budget cycle (12 months)
- Short-term: action must be completed as soon as practical within the next budget cycle (12-24 months)
- Long-term: action must be completed within five years.

Ongoing: continuously monitor the adequacy of existing arrangements to mitigate the risk, or as described in the table.

Responsibility for treatment

Council is responsible for managing the incorporation of treatment strategies that are either the responsibility of Council, or of both Council and other levels of government or agencies, into appropriate operational plans and/or partnership agreements, as required.

The Risk Register has been structured to reflect hazards and risks to the municipality. The risk register will guide the risk reduction endeavours of the MEMC over the life of the plan. The Register is reviewed at quarterly meetings of the MEMC. The Risk Register is not attached as the MEMC manages the register as a dynamic document.

Appendix 5: Centres for Emergency Management

Emergency Operations Centres (EOC)

EOCs are operational focus points for providing municipal resources and support at the request of the relevant Response Management Authority. The following information summarises the main details for agency specific facilities that can be used as emergency operations centres.

Organisation	Municipal Location	Contact	Regional Location	Contact
City of Launceston	Town Hall - Ground Floor	Emergency Management Coordinator or Deputy	St John Street, Launceston	Shane Eberhardt / Louise Foster
Tasmania Police	Police Northern Regional HQ	Northern Police Commander	Cimitero Street, Launceston	Regional Controller
NREMC (RECC)	Level 2, Police Northern Regional HQ	Northern Police Commander	Cimitero Street, Launceston	Regional Controller / Regional Emergency Management Coordinator
Tasmania Fire Service	TFS Northern Regional HQ	Regional Chief - North	339 Hobart Road, Youngtown	Regional Chief
State Emergency Service	Northern Regional HQ	Regional Manager - North	339 Hobart Road, Youngtown	SES Duty Officer

Municipal Emergency Coordination Centres (MECC)

The MECC is the focal point for coordinating municipal and consequence management activities arising from the emergency, including the activation of Council and community resources. The MECC also monitors operational activities, coordinates the provision of information to local communities and identifies and coordinates local community recovery support. The following information summarises the main details for facilities that can be used as emergency coordination centres.

	Municipal Location	Contact	Regional Location	Contact
Primary	Town Hall, Launceston	Emergency Management Coordinator or Deputy	St John Street, Launceston	Municipal Emergency Management Coordinator or Deputy
Secondary	CoL Operations Depot	Emergency Management Coordinator or Deputy	50 Remount Road, Mowbray	Municipal Emergency Management Coordinator or Deputy
Third	Windmill Hill Hall	Emergency Management Coordinator or Deputy	18A High St, Launceston	Municipal Emergency Management Coordinator or Deputy

Appendix 6: Evacuation Centres

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

Selection of the most suitable site for an Evacuation Centre will be determined by the Recovery Coordinator and Municipal Coordinator after consultation with the Response Management Authority. Council staff and managers have access keys. Prospective locations are listed on COP Emergency Management layer and are listed below.

	Centre Title	Facilities	Location	Contact	Usage Frequency	Comments
1	Karoola Hall	Refer CoL Evac Centre General Assessment	1126 Pipers River Rd, Karoola	Municipal Coordinator	Leased	
2	Lilydale Memorial Hall	Refer CoL Evac Centre General Assessment	1949 Main Rd, Lilydale	Municipal Coordinator	Various daily bookings	Managed by CoL
3	Myrtle Park Hall	Refer CoL Evac Centre General Assessment	38250 Tasman Hwy, Nunamara	Municipal Coordinator	Leased	Hall leased as part of the Camp Ground
5	Rocherlea Hall	Refer CoL Evac Centre General Assessment	23-41 Archer Street, Rocherlea	Municipal Coordinator	Leased	
6	The Silverdome	Refer CoL Evac Centre General Assessment	Oakden Road, Prospect	Municipal Coordinator	MOU in place	Managed by State Government
7	St Catherine's Hall	Refer CoL Evac Centre General Assessment	188-192 Penquite Rd, Norwood	Municipal Coordinator	Various daily bookings	Managed by CoL
8	St Leonards Sports Complex	Refer CoL Evac Centre General Assessment	240A St Leonards Rd, St Leonards	Municipal Coordinator	Leased to various stakeholders	
9	University of Tasmania - Uni Gym	Refer CoL Evac Centre General Assessment	Building T9, Newnham Drive, Newnham	Municipal Coordinator	MOU in place	Owned & managed by UTAS
10	Windmill Hill Hall	Refer CoL Evac Centre General Assessment	18A High St, Launceston	Municipal Coordinator	Various daily bookings	Managed by CoL

Appendix 7: Nearby Safer Places

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

The identification and assessment of nearby safer places involves:

- consulting the local community to identify where they are likely to go to seek shelter in a bushfire
- using desktop geographic information systems and site visits to evaluate shelter options
- undertaking field surveys to accurately measure and assess sites
- analysing bushfire attack level and radiant heat flux using computer modelling.

Tasmania Fire Service identifies [Nearby Safer Places](#) and lists these in [Community Bushfire Protection Plans](#). Nearby Safer Places in City of Launceston identified below:

Visit: www.fire.tas.gov.au for more information about preparing for bushfires.

	Nearby Safer Place	Location	Community Bushfire Protection Plan	Comments
1	Karoola Hall	1126, Pipers River Rd, Karoola	Turners Marsh Area	CoL Leased property
2	Lilydale District School	1947 Main Rd, Lilydale	Lilydale Area	Owned by Dept. of Education & Young People
3	Myrtle Park Camp Ground	38250 Tasman Highway, Targa	Nunamara Area	CoL Leased property
4	Rifle Range Recreational Area	Reservoir Road, Rocherlea	Rocherlea	State Govt. owned
5	Zions Hill Church	7-21 Waring Street, Ravenswood	Ravenswood	Privately owned
6	Ravenswood Heights Primary School	27 Prossers Forest Road, Ravenswood	Ravenswood	Owned by Dept. of Education & Young People
7	St Patricks College (Sports Oval)	282 Westbury Road, Prospect	Prospect	Independently owned

Appendix 8: Duty Statements and Action Cards

CHAIR - EMERGENCY MANAGEMENT COMMITTEE

RESPONSIBLE TO	Mayor / Council
DUTIES	Duties Manage and focus the discussion of emergency management issues at MEMC meetings as conducted
	Liaise with the Municipal Emergency Management Coordinator in relation to emergency management matters which may impact the municipality
	Oversee the development and review of this plan
	Promote pro-active emergency management in the community via the MEM Committee
	Endorse for Council approval Emergency Management plans as appropriate, the MEM Plan and any subordinate plans, e.g. Recovery Plan
	Receive notification of emergency from Municipal Emergency Management Coordinator
	Maintain contact with and support Municipal Emergency Management Coordinator during an emergency event

CHIEF EXECUTIVE OFFICER

RESPONSIBLE TO	City of Launceston
DUTIES	Notify the Mayor and Councillors, if warranted
	Assist the Mayor with community and media information
	Manage ongoing information to the community and media
	Providing resource support as requested by the Municipal Emergency Management Coordinator prior, during and after an emergency
	Providing council support as requested by the Launceston Emergency Coordination Centre

MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR

RESPONSIBLE TO	Chief Executive Officer
DUTIES	Duties Responsible for the overall management of council response to an emergency
	Coordinate resources and activities in the coordination centre
	Liaise with Emergency Services, particularly the SES Duty Officer, SES Regional Manager and SES Regional Emergency Management Coordinator
	Liaise with Regional Controller (declared emergencies or significant events)
	Notify the Chief Executive Officer, Mayor, Chair of Municipal Emergency Management Committee of an emergency or potential emergency
	Initiate the activation of response and recovery provisions of this plan and or relevant sub-plans as required.
	Liaise with external agencies during response and recovery phases of emergency management
	Authorise required expenditure in combating an emergency event, and advise council as soon as possible after such expenditure.
	Oversee the activities of the Deputy Municipal Coordinator

DEPUTY EMERGENCY MANAGEMENT COORDINATOR

RESPONSIBLE TO	Municipal Emergency Management Coordinator or Chief Executive Officer
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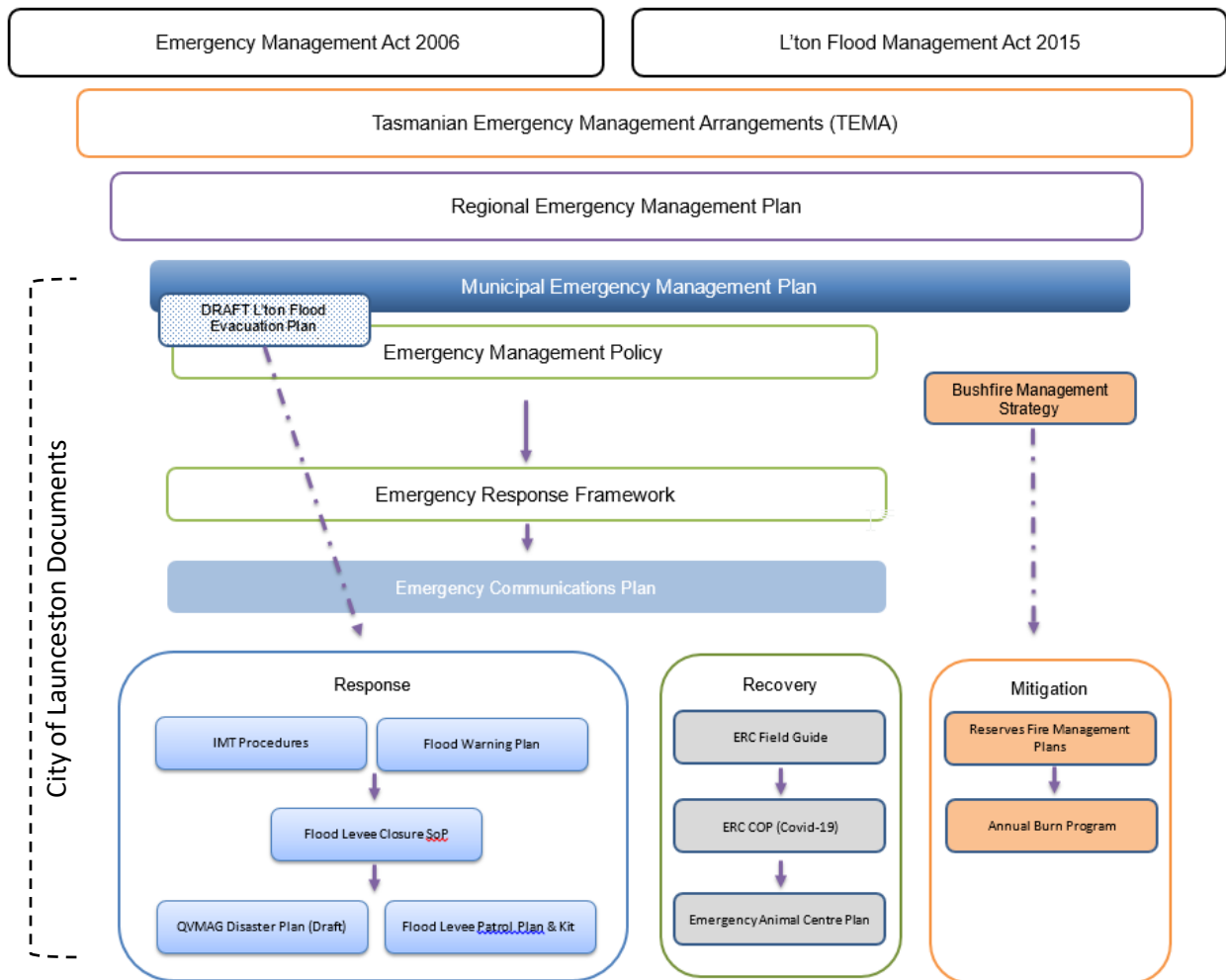
DUTIES	Duties Assist the Municipal Emergency Management Coordinator in all duties
	Act as Municipal Emergency Management Coordinator in his/her absence
	To be a member of the City of Launceston Emergency Management Committee
	Propose and/or support emergency management initiatives

MUNICIPAL RECOVERY COORDINATOR

RESPONSIBLE TO	Municipal Emergency Management Coordinator
DUTIES	Receive notification of emergency from Municipal Emergency Management Coordinator
	Identify and establish Evacuation Centre or Recovery Centre as directed
	Notify appropriate recovery organisations
	Maintain contact with and support Municipal Emergency Management Coordinator
	Manage assessment of community needs with support from all Recovery agencies
	Maintain ongoing liaison with DPAC regarding the provision of services to the community
	To be a member of the City of Launceston Emergency Management Committee, and Northern Region Social Recovery Committee
	Represent Launceston Council at meetings of the Northern Regional Social Recovery Committee
	Providing social recovery advice to the City of Launceston Emergency Management Committee and Council
	Oversee the activities of the Deputy Recovery Coordinator(s).

Appendix 9: Standard Operating Procedures for MECC

The City of Launceston has a suite of documents by which its emergency management arrangements are governed. These are outlined in the table below.



Appendix 10: Recovery Functions Summary

Social Recovery		
Function	Coordinating agency	Support agency
Evacuation centres Establish congregate shelter options for displaced persons Establish recovery centres to provide centralised information and access to services	Council	DPaC (Regional Recovery Coordinator) NGOs
Emergency catering in Evacuation Centres Provide food and water to affected and displaced persons	Council	DPaC NGOs
Emergency accommodation Identify and broker emergency accommodation options for displaced persons	Department of Premier and Cabinet	Council Regional tourism organisations Centrelink
Clothing and household items Identify needs and coordinate the provision of donated items in an evacuation centre	Council	Department of Premier and Cabinet Local NGOs/community groups
Care for children Provide support and care for children	Department for Education, Children and Young People	Local NGOs/community groups
Mental health and personal support, including pastoral care and outreach services Coordinate and manage services to meet the psychosocial needs of affected populations Provide bereavement support for communities Assess and provide for medium to long term psychosocial needs	Department of Premier and Cabinet	DoH NGOs/local service providers
Financial assistance for personal hardship and distress Assess and provide financial assistance to support affected persons	Department of Premier and Cabinet	Council (will refer only) NGOs
Economic Recovery		
Function	Coordinating agency	Support agency
Support for business and industry Assist impacted businesses to access information and advice	Department of State Growth (Business and Trade Tasmania)	Local business/financial advice services Council
Economic and industry-specific programs: Assess and identify business and economic needs Deliver targeted programs and financial assistance strategies as required, including local initiatives for economic revitalisation	Department of State Growth (Business and Trade Tasmania)	Industry bodies Regional Tourism organisations Regional Development organisations Council Council
Financial assistance measures for small businesses Assess and provide small business assistance under the Community Recovery Policy of the TRRA	Department of State Growth (Business and Trade Tasmania)	
Infrastructure Recovery		
Function	Coordinating agency	Support agency

Roads and bridges	Council - council owned assets	Department of State Growth
Undertake technical assessments, assess and prioritise restoration needs	Other asset owners for non-council assets	
Undertake stabilisation and remediation works		
Undertake and facilitate the restoration of critical infrastructure		
Rebuild and restore infrastructure to be sustainable and more resilient to future events		
Other community infrastructure and recreational facilities	Council - council owned assets	
Undertake and facilitate the restoration of infrastructure and facilities	Other asset owners for non-council assets	
Ports, airports and rail	TasPorts	Department of State Growth (Infrastructure Policy)
Undertake technical assessments, assess and prioritise restoration needs	TasRail	
Undertake and facilitate the restoration of critical infrastructure	Airport infrastructure owners	
Water supply and wastewater treatment	TasWater	Department of Primary Industries, Parks, Water and Environment (EPA)
Undertake technical assessments, assess and prioritise restoration needs	Council	Department of Primary Industries, Parks, Water and Environment (Dam Safety)
Undertake and facilitate the restoration of critical infrastructure		
Financial assistance for council infrastructure restoration	Council	
Collate damage cost estimates and manage financial records and reporting	Department of Premier and Cabinet	
Coordinate and provide financial assistance to councils under the TRRA Local Government Policy		
Electricity, gas, and liquid fuels	TasNetworks	
Transport services	TasGas	
Telecommunications	Refer to the State Recovery Plan	
Other infrastructure (schools, hospitals, irrigation, dams)		

Environmental Recovery

Function	Coordinating agency	Support agency
Environmental health and pollution	Council	Department of Health
Conduct monitoring and surveillance activities	Department of Natural Resources and Environment Tasmania	Department of Justice (Worksafe)
Render (disperse/dilute/neutralise) the hazardous material safe	Environment Protection Authority	
Decontaminate affected people, places and equipment	Asset owner	
Natural environment, Aboriginal and cultural heritage rehabilitation	Department of Natural Resources and Environment Tasmania	Environment Protection Authority
Coordinate and undertake natural environment rehabilitation works	Department of Premier and Cabinet	NGOS
Coordinate and undertake Aboriginal and cultural heritage rehabilitation works, in consultation with affected communities	Council land and parks	Local community groups Local Aboriginal organisations

Animal welfare, feed and fodder Coordinate assistance for evacuated pets and companion animals Coordinate services to treat and care for affected wildlife Coordinate and manage services to meet the immediate needs of affected livestock	Council Department of Natural Resources and Environment Tasmania	NGOs (RSPCA) Local community groups
Livestock carcass removal and disposal Coordinate the removal and disposal of livestock carcasses	Council Department of Department of Natural Resources and Environment Tasmania Environment Protection Authority	Local community groups/contractors
Waste management and removal Restore waste/refuse collection services Provide additional waste management services to community, as required Manage disposal of contaminated waste	Council Department of Department of Natural Resources and Environment Tasmania Environment Protection Authority	
Assistance measures for primary producers Assess and provide primary producer assistance under the TRRA Community Recovery Policy Provide advice and other non-financial support to primary producers	Department of Natural Resources and Environment Tasmania Department of State Growth AgriGrowth Tasmania Industry bodies NGOS	Council Department of Premier and Cabinet
Cross-domain functions		
Function	Coordinating agency	Support agency
Public communications and information Provision of information and advice to affected community Coordination of media enquiries and events	Department of Premier and Cabinet – Public Information Unit	Council
Clean-up and demolition Assess building/property safety and demolition/clean-up requirements for Council assets Provide assistance to clean up of households and community assets where appropriate Coordinate large-scale demolition and clean-up programs	Council Department of Premier and Cabinet	Department of Natural Resources and Environment Tasmania Environment Protection Authority Department of Justice (Worksafe) NGOs Local community groups
Registration and enquiry Register affected persons, including those attending evacuation/recovery centres Collect data to inform missing persons investigations and recovery planning	Council (Evacuation Centre only) Tasmania Police Response Management Authority	NGOs
Public memorials Coordinate arrangements to manage spontaneous memorials	Council Department of Premier and Cabinet	Tasmania Police NGOs
Public donations Public appeals Spontaneous volunteers and offers of assistance Land information and data services	Refer to State Recovery Plan	

Appendix 11: City of Launceston Emergency Contact List

Public version will have this section redacted