



ATTACHMENTS

ORDINARY COUNCIL MEETING

Kempton Municipal Offices
85 Main Street, Kempton

Wednesday 27th August 2025
10.00 a.m.

| | |
|--------------------|---|
| Item 5.1 | Draft Council Meeting Minutes (Open) – 23 rd July 2025 |
| Item 5.2.1 | Minutes – Southern Midlands Emergency Management Committee Meeting – 29 July 2025 Minutes – Bagdad Community Precinct Special Management Committee Meeting – 20 August 2025 Minutes – Woodsdale Community Hall General Committee Meeting – 18 th August 2025 |
| Item 5.3.2 | TasWaste South Quarterly Report – 30 June 2025 |
| Item 15.1.2 | Proposed Policy – Metal Detecting on Council Sites |
| Item 16.8.1 | Southern Midlands Minicipal Emergency Management Plan |
| Item 17.1.1 | Draft Mobile Food Vendors Policy |
| Item 17.1.2 | Draft IT Policies |
| Item 17.3.2 | Southern Midlands Council Complete Set of Financial Statements Heritage Education and Skills Centre Financial Package |

SOUTHERN
MIDLANDS
COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

Wednesday 23rd July 2025
10.00 a.m.

Oatlands Municipal Offices
71 High Street, Oatlands

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OPEN COUNCIL MINUTES

**MINUTES OF AN ORDINARY MEETING OF THE SOUTHERN MIDLANDS COUNCIL
HELD ON WEDNESDAY 23RD JULY 2025 AT THE OATLANDS MUNICIPAL
OFFICES, 71 HIGH STREET, OATLANDS, COMMENCING AT 10.00 A.M.**

1. PRAYERS

Reverend Karen Woolford recited prayers.

2. ACKNOWLEDGEMENT OF COUNTRY

Mayor E Batt recited Acknowledgement of Country.

3. ATTENDANCE

Mayor E Batt, Cllr A E Bisdee OAM, Cllr D Blackwell, Cllr B Campbell, Cllr D Fish and Cllr F Miller.

Mr T Kirkwood (General Manager), Mr G Finn (Manager Development and Environmental Services), Mr D Richardson (Manager Infrastructure and Works), Ms W Young (Manager, Community and Corporate Development), Mrs A Burbury (Finance Officer) and Mrs J Crosswell (Executive Assistant).

4. APOLOGIES

Deputy Mayor K Dudgeon.

5. MINUTES

5.1 Ordinary Council Meeting

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Cllr B Campbell

THAT the Minutes (Open Council Minutes) of the Council Meeting held 25th June 2025 be confirmed.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

5.2 Special Committees of Council Minutes

5.2.1 Special Committees of Council - Receipt of Minutes

DECISION

Moved by Cllr D Blackwell, seconded by Cllr B Campbell

THAT the minutes of the above Special Committee of Council be received.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

5.2.2 Special Committees of Council - Endorsement of Recommendations

DECISION

Moved by Cllr B Campbell, seconded by Cllr D Fish

THAT the recommendations contained within the minutes of the above Special Committee of Council be endorsed.

CARRIED

| DECISION | | |
|--------------------|-------------|-----------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr D Blackwell | ✓ | |
| Clr B Campbell | ✓ | |
| Clr D Fish | ✓ | |
| Clr F Miller | ✓ | |

5.3 Joint Authorities (Established Under Division 4 Of The *Local Government Act 1993*)

5.3.1 Joint Authorities - Receipt of Minutes

Nil.

5.3.2 Joint Authorities - Receipt of Reports (Annual & Quarterly)

Nil.

6. NOTIFICATION OF COUNCIL WORKSHOPS

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Cllr D Blackwell

THAT the information be received.

CARRIED

| DECISION | | |
|---------------------|-------------|-----------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

7. COUNCILLORS – QUESTION TIME

7.1 Questions (On Notice)

Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions on notice. It states:

- (1) *A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.*
- (2) *An answer to a question on notice must be in writing.*

Nil.

7.2 Questions Without Notice

An opportunity is provided for Councillors to ask questions relating to Council business, previous Agenda items or issues of a general nature.

Clr A E Bisdee OAM – Council Chambers, Kempton – have works commenced?

Deputy General Manager advised that on-site works have not commenced but there is ongoing consultancy/design work happening which is necessary due to changes in Building Standards since the building was first constructed.

Clr A E Bisdee OAM – Kempton Township – any further actions relating to identifying options available to try and retain the historic amenity of Kempton (e.g. fencing provisions; streetscape works).

Manager Development & Environmental Services confirmed that further consideration has been given to the issues however no proposals have been finalised.

Clr F Miller – Greater South East Irrigation Scheme – any further developments or information available? Can Council reach out to the newly elected State Government politicians lobbying for additional financial assistance to ensure that the pipeline extends through to the Craighourne Dam?

Clr F Miller – Bus Shelter, Reeve Street, Campania – acknowledged that the Bus Shelter has been installed and thanked the Manager Infrastructure & Works.

Clr B Campbell – LGAT Annual Conference – when is the Annual Conference scheduled?

General Manager indicated that it is planned for October/November but would need to take the question on notice. To be advised.

Clr B Campbell – Elected Members Honour Board – suggested the idea of an Honour Board to record service by elected members?

It was apparent that there was not majority support for the proposal.

Mayor E Batt – Walkway (Kempton to Mood Food) – progress?

General Manager advised that Council is still waiting finalisation of the access easements. To be followed up with Abetz Curtis.

Mayor E Batt – Melton Mowbray Park – progress in relation to transfer of Title?

To be followed up with Abetz Curtis.

Mayor E Batt – Erskine Street, Kempton (Cemetery Property) – any progress with the planned development and disposal of the property?

General Manager to follow-up with the Manager Heritage Projects.

8. DECLARATIONS OF PECUNIARY INTEREST

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, the chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the Agenda.

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter on the agenda, or any supplementary item to the agenda, which Council has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*.

Nil.

9. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

In accordance with the requirements of Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*, the Council, by absolute majority may decide at an ordinary meeting to deal with a matter that is not on the agenda if the General Manager has reported –

- (a) the reason it was not possible to include the matter on the agenda; and
- (b) that the matter is urgent; and
- (c) that advice has been provided under section 65 of the Act.

Nil.

10. PUBLIC QUESTION TIME (SCHEDULED FOR 10.30 A.M.)

Mayor E Batt invited questions from members of the public in attendance.

Julia Jabour – Southern Midlands Regional News

Tas Petroleum – Development at Junction of Midlands Highway and Interlaken Road

Is any information available prior to lodgement of the Development Application? Will Council consider the economic impact on the Oatlands township?

Manager Development & Environmental Services provided an overview of the project. It was confirmed that the proposal requires both an amendment to the Planning Scheme and Development Approval.

It was confirmed that the economic issues, to some extent, will be addressed in the Development Application documentation. In addition, Council will factor in these considerations to the extent possible when acting as a Planning Authority.

10.1 Permission to Address Council

Nil.

**11. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN UNDER
REGULATION 16 (5) OF THE LOCAL GOVERNMENT (MEETING
PROCEDURES) REGULATIONS 2015**

Nil.

12. COUNCIL ACTING AS A PLANNING AUTHORITY PURSUANT TO THE LAND USE PLANNING AND APPROVALS ACT 1993 AND COUNCIL'S STATUTORY LAND USE PLANNING SCHEME

Session of Council sitting as a Planning Authority pursuant to the Land Use Planning and Approvals Act 1993 and Council's statutory land use planning schemes.

12.1 Development Applications

Nil.

12.2 Subdivisions

Nil.

12.3 Municipal Seal (Planning Authority)

Nil.

12.4 Planning (Other)

12.4.1 Section 90 Local Government (Building and Miscellaneous Provisions) Act 1993 - Transfer of land from AL Fehlberg P/L to JL Potter & BR Crofts

DECISION

Moved by Clr A E Bisdee OAM, seconded by Clr D Blackwell

Pursuant to Section 90 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* Council does not require the lodgement of this Balance Plan 125170/1 ("Appendix A") to authorize the dealing to be registered under the *Lands Titles Act 1980*.

CARRIED

| DECISION | | |
|--------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr D Blackwell | ✓ | |
| Clr B Campbell | ✓ | |
| Clr D Fish | ✓ | |
| Clr F Miller | ✓ | |

12.4.2 Update on the Draft Amendment 02/2024 of the State Planning Provisions (SPPs) – Container Refund Facilities.

DECISION

Moved by Cllr D Blackwell, seconded by Cllr D Fish

THAT the information be received.

CARRIED

| DECISION | | |
|---------------------|-------------|-----------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

**[THIS CONCLUDES THE SESSION OF COUNCIL
ACTING AS A PLANNING AUTHORITY]**

13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)

13.1 Roads

Strategic Plan Reference 1.1

Maintenance and improvement of the standard and safety of roads in the municipal area.

Nil.

13.2 Bridges

Strategic Plan Reference 1.2

Maintenance and improvement of the standard and safety of bridges in the municipality.

Nil.

13.3 Walkways, Cycle Ways and Trails

Strategic Plan Reference 1.3

Maintenance and improvement of the standard and safety of walkways, cycle ways and pedestrian areas to provide consistent accessibility.

Nil.

13.4 Lighting

Strategic Plan Reference 1.4

Ensure adequate lighting based on demonstrated need / Contestability of energy supply.

Nil.

13.5 Buildings

Strategic Plan Reference 1.5

Maintenance and improvement of the standard and safety of public buildings in the municipality.

Nil.

13.6 Sewers / Water

Strategic Plan Reference(s) 1.6

Increase the capacity of access to reticulated sewerage services / Increase the capacity and ability to access water to satisfy development and Community to have access to reticulated water.

Nil.

13.7 Drainage

Strategic Plan Reference 1.7

Maintenance and improvement of the town storm-water drainage systems.

Nil.

13.8 Waste

Strategic Plan Reference 1.8

Maintenance and improvement of the provision of waste management services to the Community.

Nil.

13.9 Information, Communication Technology

Strategic Plan Reference 1.9

Improve access to modern communications infrastructure.

Nil.

13.10 Officer Reports – Infrastructure & Works

13.10.1 Manager – Infrastructure & Works Report

QUESTIONS WITHOUT NOTICE TO MANAGER, INFRASTRUCTURE & WORKS

Clr F Miller – Vandalism, Campania – has Council considered the option of installing security cameras?

Manager Infrastructure and Works commented in relation to the installation of cameras and the associated issues.

Mayor E Batt – Lovely Banks Road – made reference to a section of Road where are there safety issues (west of ‘Charlton Park’).

Manager Infrastructure and Works to inspect and assess options such as road widening realignment and/or guard rail.

Clr B Campbell – Inglewood Road - acknowledged that safety signage has been erected.

Clr B Campbell – Rhyndaston Road, Colebrook – questioned when the construction works would commence?

Manager Infrastructure & Works advised that the works will be probably be scheduled for November / December 2025 following the tender process.

RECOMMENDATION

THAT the Infrastructure & Works Report be received and the information noted.

DECISION

Moved by Clr D Blackwell, seconded by Clr A E Bisdee OAM

THAT the Infrastructure & Works Report be received and the information noted.

CARRIED

| DECISION | | |
|--------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr D Blackwell | ✓ | |
| Clr B Campbell | ✓ | |
| Clr D Fish | ✓ | |
| Clr F Miller | ✓ | |

14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

14.1 Residential

Strategic Plan Reference 2.1

Increase the resident, rate-paying population in the municipality.

Nil.

14.2 Tourism

Strategic Plan Reference 2.2

Increase the number of tourists visiting and spending money in the municipality.

Nil.

14.3 Business

Strategic Plan Reference 2.3

Increase the number and diversity of businesses in the Southern Midlands / Increase employment within the municipality / Increase Council revenue to facilitate business and development activities (social enterprise).

Nil.

14.4 Industry

Strategic Plan Reference 2.4

Retain and enhance the development of the rural sector as a key economic driver in the Southern Midlands / Increase access to irrigation water within the municipality.

Nil.

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LANDSCAPES)

15.1 Heritage

Strategic Plan Reference – Page 22

- 3.1.1 Maintenance and restoration of significant public heritage assets.
- 3.1.2 Act as an advocate for heritage and provide support to heritage property owners.
- 3.1.3 Investigate document, understand and promote the heritage values of the Southern Midlands.

15.1.1 Heritage Project Program Report

DECISION

Moved by Cllr D Blackwell, seconded by Cllr A E Bisdee OAM

THAT the Heritage Projects Program Report be received and the information noted.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

5.2 Natural

Strategic Plan Reference – page 23/24

- 3.2.1 Identify and protect areas that are of high conservation value.
- 3.2.2 Encourage the adoption of best practice land care techniques.

15.2.1 NRM Unit – General Report

DECISION

Moved by Cllr D Fish, seconded by Cllr B Campbell

THAT the NRM Unit Report be received and the information noted.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

15.3 Cultural

Strategic Plan Reference 3.3

Ensure that the cultural diversity of the Southern Midlands is maximised.

Nil.

15.4 Regulatory (Development)

Strategic Plan Reference 3.4

A regulatory environment that is supportive of and enables appropriate development.

Nil.

15.5 Regulatory (Public Health)

Strategic Plan Reference 3.5

Monitor and maintain a safe and healthy public environment.

15.5.1 Campania Cemetery – Proposal to establish Special Committee of Council

DECISION

Moved by Cllr D Blackwell, seconded by Cllr A E Bisdee OAM

THAT

- a) Council support the recommendation from the community meeting to establish a Special Committee of Council for the Campania Cemetery; and
- b) Terms of Reference be drafted for the Committee for consideration by Council (and the proposed Committee members).

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

DECISION

Moved by Cllr D Blackwell, seconded by Cllr B Campbell

THAT Council break for morning tea at 11.02 a.m.

CARRIED

| DECISION | | |
|---------------------|-------------|-----------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

DECISION

Moved by Cllr D Blackwell, seconded by Cllr D Fish

THAT the meeting resume at 11.21 a.m.

CARRIED

| DECISION | | |
|---------------------|-------------|-----------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

15.6 Regulatory (Animals)

Strategic Plan & Annual Plan Southern Midlands Strategic Plan (2024-2034)

3.6 Regulatory – Animals

- 3.6.1 Create an environment where animals are treated with respect and do not create a nuisance for the Community.
- 3.6.1.1 Continue dog control. Regulatory, licensing and educational programs
- 3.6.1.2 Continue to conduct a public awareness/education program that informs the community of the need to contain livestock and the associated legal requirements within available resources.
- 3.6.1.3 Investigate the establishment of Off-Lead Dog Parks in Oatlands and Campania
- 3.6.1.3 Encourage the State Government to recognise the feral cat problem as distinct from the escaped/released/straying domestic cat problem and contribute to a State wide/regional strategy to meaningfully reduce the number of feral cats that now form a self-sustaining and very large population in rural areas
- 3.6.1.4 Review the endorsed 'Southern Tasmania Regional Cat Management Strategy 2021-2026' recognising that the Strategy is based on an 'opt-in' approach which would be reliant on available resources, and taking into account the extent of the problem within each municipal area

15.6.1 Animal Management Report

DECISION

Moved by Cllr B Campbell, seconded by Cllr D Blackwell

THAT the Animal Management report be received and the information noted.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

15.7 Environmental Sustainability

Strategic Plan Reference 3.7

Implement strategies to address the issue of environmental sustainability in relation to its impact on Councils corporate functions and on the Community.

Nil.

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

16.1 Community Health and Wellbeing

Strategic Plan Reference 4.1

Support and improve the independence, health and wellbeing of the Community.

16.1.1 Special Management Committee - Bagdad Community Precinct (Appointment of Representatives)

DECISION

Moved by Cllr D Blackwell, seconded by Cllr A E Bisdee OAM

THAT:

- a) The information be received;
- b) Based on the number of nominations received, membership of the Special Management Committee be increased to 11 persons (with a quorum being six persons); and
- c) Council appoint the following representatives to the Council Management Committee;
 - Michael Bennett (Bagdad Child Care Centre)
 - Blair Foster (Bagdad Cricket Club)
 - Craig Harback (Bagdad Fire Brigade)
 - Bernard Drew (Bagdad Golf Club Inc.)
 - Michelle Visser (Rhonda's on Midlands Pty Ltd)
 - Lyndon Foster, Michelle Swan, Garth Denne, Carolyn Hayes and Jeffrey Wrigley (general community representatives).

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

16.2 Recreation

Strategic Plan Reference 4.2

Provide a range of recreational activities and services that meet the reasonable needs of the community.

16.2.1 Oatlands Aquatic Centre – Coordinators Report

DECISION

Moved by Cllr B Campbell, seconded by Cllr D Blackwell

THAT the information be received and noted.

CARRIED

| DECISION | | |
|---------------------|-------------|-----------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

16.3 Access

Strategic Plan Reference 4.3

Continue to explore transport options for the Southern Midlands community / Continue to meet the requirements of the Disability Discrimination Act.

Nil.

16.4 Volunteers

Strategic Plan Reference 4.4

Encourage community members to volunteer.

Nil.

16.5 Families

Strategic Plan Reference 4.5

Ensure that appropriate childcare services as well as other family related services are facilitated within the community / Increase the retention of young people in the municipality / Improve the ability of seniors to stay in their communities.

Nil.

16.6 Education

Strategic Plan Reference 4.6

Increase the educational and employment opportunities available within the Southern Midlands

Nil.

16.7 Capacity & Sustainability

Strategic Plan Reference 4.7

Build, maintain and strengthen the capacity of the community to help itself whilst embracing social inclusion to achieve sustainability.

Nil.

16.8 Safety

Strategic Plan Reference 4.8

Increase the level of safety of the community and those visiting or passing through the municipality.

Nil.

16.9 Consultation & Communication

Strategic Plan Reference 4.8

Improve the effectiveness of consultation & communication with the community.

Nil.

17. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)

17.1 Improvement

Strategic Plan Reference 5.1

Improve the level of responsiveness to Community & Developer needs / Improve communication within Council / Improve the accuracy, comprehensiveness and user friendliness of the Council asset management system / Increase the effectiveness, efficiency and use-ability of Council ICT systems / maintain the Business Process Improvement & Continuous Improvement framework

17.1.1 Review and Amendment of Mobile Food Vendors Policy

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Cllr D Blackwell

THAT Council

1. Receive and note the report;
2. Consider draft version 4 of the Mobile Food Vendors Policy in preparation for the adoption of the revised policy, at the August 2025 Council meeting, subject to any Council amendments.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

17.1.2 Information Technology (IT) Policies & Procedures – Information Security Policy; Acceptable Use Policy; Patch Management policy

DECISION

Moved by Cllr D Blackwell, seconded by Cllr A E Bisdee OAM

THAT:

1. the information be received; and
2. Council consider review the draft Policies and consider for formal adoption at the August 2025 Council Meeting.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

17.2 Sustainability

Strategic Plan Reference 5.2

Retain corporate and operational knowledge within Council / Provide a safe and healthy working environment / Ensure that staff and elected members have the training and skills they need to undertake their roles / Increase the cost effectiveness of Council operations through resource sharing with other organisations / Continue to manage and improve the level of statutory compliance of Council operations / Ensure that suitably qualified and sufficient staff are available to meet the Communities need / Work co-operatively with State and Regional organisations / Minimise Councils exposure to risk / Ensure that exceptional customer service continues to be a hallmark of Southern Midlands Council

17.2.1 Tabling of Documents

Nil.

17.2.2 Elected Member Statements

An opportunity is provided for elected members to brief fellow Councillors on issues not requiring a decision.

Nil.

17.2.3 Local Government Shared Services – Quarterly Update – Information Only

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Cllr D Blackwell

THAT the information be received.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

ENCLOSURE

Agenda Item 17.2.3

**2024/25 Shared Services Report
to 30 June 2025**

| PROVIDED BY SOUTHERN MIDLANDS COUNCIL | | | | | Total Hours Jun 2025 Quarter | Total Hours Mar 2025 Quarter | Total Hours Dec 2024 Quarter | Total Hours Sep 2024 Quarter | Total Hours 2024/25 | Total Hours 2023/24 |
|---------------------------------------|---------------------|------------|-------------------|-------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------|------------------------|
| Council | Fortnight Ending | Officer | Service Provided | Hours | | | | | | |
| Central Highlands | 06/04/25 | D Mackey | Regulatory | 20.00 | | | | | | |
| | | L Brown | Regulatory | 14.00 | | | | | | |
| | | R Collis | Animal Management | 5.00 | | | | | | |
| | | D Dwyer | Animal Management | 5.00 | | | | | | |
| | 20/04/25 | D Mackey | Regulatory | 24.50 | | | | | | |
| | | L Brown | Regulatory | 16.00 | | | | | | |
| | 04/05/25 | D Mackey | Regulatory | 18.50 | | | | | | |
| | | L Brown | Regulatory | 10.50 | | | | | | |
| | 18/05/25 | D Mackey | Regulatory | 21.00 | | | | | | |
| | | L Brown | Regulatory | 17.00 | | | | | | |
| | 01/06/25 | D Mackey | Regulatory | 23.50 | | | | | | |
| | | L Brown | Regulatory | 13.00 | | | | | | |
| | 15/06/25 | D Mackey | Regulatory | 7.00 | | | | | | |
| | | L Brown | Regulatory | 27.00 | | | | | | |
| | 29/06/25 | D Mackey | Regulatory | 6.00 | | | | | | |
| | | L Brown | Regulatory | 12.50 | | | | | | |
| | | R Collis | Animal Management | 3.00 | | | | | | |
| | | | | | 243.50 | 195.50 | 216.00 | 180.00 | 835.00 | 798.25 |
| Derwent Valley | 06/04/25 | D Mackey | Regulatory | 13.50 | | | | | | |
| | 20/04/25 | D Mackey | Regulatory | 11.00 | | | | | | |
| | 04/05/25 | D Mackey | Regulatory | 2.50 | | | | | | |
| | 18/05/25 | D Mackey | Regulatory | 10.50 | | | | | | |
| | | B Williams | Heritage | 4.00 | | | | | | |
| | 01/06/25 | D Mackey | Regulatory | 16.00 | | | | | | |
| | 15/06/25 | D Mackey | Regulatory | 26.00 | | | | | | |
| | 29/06/25 | D Mackey | Regulatory | 11.50 | | | | | | |
| | | | | | 95.00 | 14.00 | 31.00 | 2.00 | 142.00 | 58.75 |
| Northern Midlands | 01/06/25 | B Williams | Heritage | 4.00 | | | | | | |
| | 15/06/25 | B Williams | Heritage | 8.00 | | | | | | |
| | | | | | 12.00 | 0.00 | 0.00 | 0.00 | 12.00 | - |

2024/25 Shared Services Report to 30 June 2025

| PROVIDED BY SOUTHERN MIDLANDS COUNCIL | | | | | Total Hours Jun 2025 Quarter | Total Hours Mar 2025 Quarter | Total Hours Dec 2024 Quarter | Total Hours Sep 2024 Quarter | Total Hours 2024/25 | Total Hours 2023/24 |
|---|---------------------|----------|--------------------|-------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------|------------------------|
| Council | Fortnight Ending | Officer | Service Provided | Hours | | | | | | |
| Tasman | 06/04/25 | D Mackey | Regulatory | 0.50 | | | | | | |
| | | P Krause | Plumbing Surveying | 16.75 | | | | | | |
| | 20/04/25 | P Krause | Plumbing Surveying | 9.25 | | | | | | |
| | 04/05/25 | P Krause | Plumbing Surveying | 8.25 | | | | | | |
| | 18/05/25 | D Mackey | Regulatory | 3.50 | | | | | | |
| | | P Krause | Plumbing Surveying | 9.50 | | | | | | |
| | 01/06/25 | P Krause | Plumbing Surveying | 16.75 | | | | | | |
| | 15/06/25 | P Krause | Plumbing Surveying | 8.50 | | | | | | |
| | | | | | 73.00 | 53.00 | 117.50 | 99.50 | 343.00 | 202.50 |
| Total Hours Provided by Southern Midlands | | | | | 423.50 | 262.50 | 364.50 | 281.50 | 1,332.00 | 1,156.50 |

| PROVIDED TO SOUTHERN MIDLANDS COUNCIL | | | | | Total Hours Jun 2024 Quarter | Total Hours Mar 2024 Quarter | Total Hours Dec 2024 Quarter | Total Hours Sep 2024 Quarter | Total Hours 2024/25 | Total Hours 2023/24 |
|---|---------------|-----------|-------------------------|-------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------|------------------------|
| Council | Period Ending | Officer | Service Provided | Hours | | | | | | |
| Brighton | 13/04/25 | L Wighton | Development Engineering | 5.50 | | | | | | |
| | 27/04/25 | L Wighton | Development Engineering | 4.50 | | | | | | |
| | 11/05/25 | L Wighton | Development Engineering | 4.50 | | | | | | |
| | 25/05/25 | L Wighton | Development Engineering | 2.75 | | | | | | |
| | 22/06/25 | L Wighton | Development Engineering | 2.75 | | | | | | |
| | | | | | 20.00 | 21.50 | 13.50 | 14.50 | 69.50 | 75.00 |
| Glenorchy | 23/03/25 | | EHO Services | 17.00 | | | | | | |
| | 30/03/25 | | EHO Services | 12.00 | | | | | | |
| | 06/04/25 | | EHO Services | 10.00 | | | | | | |
| | 13/04/25 | | EHO Services | 9.50 | | | | | | |
| | 20/04/25 | | EHO Services | 7.00 | | | | | | |
| | 04/05/25 | | EHO Services | 18.00 | | | | | | |
| | 11/05/25 | | EHO Services | 8.00 | | | | | | |
| | 18/05/25 | | EHO Services | 13.00 | | | | | | |
| | 25/05/25 | | EHO Services | 5.00 | | | | | | |
| | | | | | 99.50 | 143.75 | 62.50 | 134.00 | 439.75 | 282.96 |
| Total Hours Provided to Southern Midlands | | | | | 119.50 | 165.25 | 76.00 | 148.50 | 509.25 | 357.96 |

17.2.4 SMC External Grant Projects - Quarterly Update

DECISION

Moved by Cllr D Blackwell, seconded by Cllr D Fish

THAT the information be received.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

17.2.5 Local Government Association of Tasmania – General Meeting (To be held 25th July 2025)

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Cllr B Campbell

THAT Council:

- a) **Support Motion 1 relating to the rating of renewable energy facilities; and**
- b) **Support Motion 2 relating to lobbying for the reinstatement of the Tasmanian Government's Better Active Transport Grant Program on the basis that there is a single stream of funding available to all Councils (as opposed to the previous two streams of funding).**

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

17.3 Finances

Strategic Plan Reference 5.3

Community's finances will be managed responsibly to enhance the wellbeing of residents / Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation / Council's financial position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenses.

17.3.1 Monthly Financial Statement (Period ending 30 June 2025)

DECISION

Moved by Cllr B Campbell, seconded by Cllr D Blackwell

THAT the Financial Report be received and the information noted.

CARRIED

| DECISION | | |
|---------------------|-------------|-----------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

17.3.2 Woodsdale Football Club Inc. – Annual Cracker Night - Request for Donation

DECISION

Moved by Cllr D Fish, seconded by Cllr B Campbell

THAT Council donate \$750.00 to the Woodsdale Football Club for their Annual Cracker night to assist with the conduct of the Club's Annual Cracker Night.

AMENDMENT

Moved by Cllr F Miller, seconded by Cllr A E Bisdee OAM

THAT Council donate \$400.00 (plus the 'in-kind support already provided) to the Woodsdale Football Club to assist with the conduct of the Club's Annual Cracker Night.

THE AMENDMENT WAS PUT AND CARRIED.

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | | ✓ |
| Cllr D Fish | | ✓ |
| Cllr F Miller | ✓ | |

THE AMENDMENT BECAME THE MOTION

DECISION

Moved by Cllr F Miller, seconded by Cllr A E Bisdee OAM

THAT Council donate \$400.00 (plus the 'in-kind support already provided) to the Woodsdale Football Club to assist with the conduct of the Club's Annual Cracker Night.

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |
| Cllr F Miller | ✓ | |

Cllr F Miller departed the meeting at 12.07 p.m.

17.3.3 Oatlands Community Association Inc. – Request for Assistance

DECISION

Moved by Clr F Miller, seconded by Clr A E Bisdee OAM

THAT Council:

- a) recognise and support the vital role AEDs play in improving community safety and health outcomes;
- b) commend the Oatlands Community Association Inc. for taking the initiative to make this life-saving equipment accessible within our community; and
- c) be prepared to reimburse the Oatlands Community Association 50% upon receiving a claim and evidence that the battery(s) and pad(s) have been purchased.

AMENDMENT

Moved by Clr B Campbell

THAT Council:

- a) recognise and support the vital role AEDs play in improving community safety and health outcomes;
- b) commend the Oatlands Community Association Inc. for taking the initiative to make this life-saving equipment accessible within our community; and
- c) be prepared to reimburse the Oatlands Community Association 75% upon receiving a claim and evidence that the battery(s) and pad(s) have been purchased.

The amendment lapsed due to the lack of a seconder.

The original Motion was put.

DECISION

Moved by Clr F Miller, seconded by Clr A E Bisdee OAM

THAT Council:

- a) recognise and support the vital role AEDs play in improving community safety and health outcomes;
- b) commend the Oatlands Community Association Inc. for taking the initiative to make this life-saving equipment accessible within our community; and
- c) be prepared to reimburse the Oatlands Community Association 50% upon receiving a claim and evidence that the battery(s) and pad(s) have been purchased.

CARRIED

| DECISION | | |
|--------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Clr A E Bisdee OAM | ✓ | |
| Clr D Blackwell | ✓ | |
| Clr B Campbell | | ✓ |
| Clr D Fish | ✓ | |

17.3.4 Amendment to 2025/2026 Fees & Charges Schedule and inclusion of Subdivision Exemption fee

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Cllr D Blackwell

THAT the 2025/26 Fees & Charges Schedule be amended to include the Subdivision Exemption fee

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | √ | |
| Cllr A E Bisdee OAM | √ | |
| Cllr D Blackwell | √ | |
| Cllr B Campbell | √ | |
| Cllr D Fish | √ | |

18. MUNICIPAL SEAL

Nil.

19. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

Nil.

DECISION

Moved by Cllr B Campbell, seconded by Cllr D Fish

THAT in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following items are to be dealt with in Closed Session.

| Matter | Local Government (Meeting Procedures) Regulations 2015 Reference |
|---|--|
| <i>Closed Council Minutes - Confirmation</i> | 15(2)(g) |
| <i>Applications for Leave of Absence</i> | 15(2)(h) |
| <i>Audit Panel Minutes</i> | 15(2)(b) |
| <i>Bagdad Community Precinct – Child Care Centre Leases</i> | 15(2)(f) |
| <i>Bagdad Community Precinct – Property Leases</i> | 15(2)(f) |
| <i>Land Purchase - Bagdad</i> | 15(2)(f) |
| <i>Kerbside Waste and Recycling Collection Tender</i> | 15(2)(d) |

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |

DECISION

Moved by Cllr D Fish, seconded by Cllr B Campbell

THAT in accordance with Regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2015*, Council move into Closed Session and the meeting be closed to members of the public.

CARRIED

| DECISION (MUST BE BY ABSOLUTE MAJORITY) | | |
|---|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |

CLOSED COUNCIL MINUTES

20. BUSINESS IN “CLOSED SESSION”

20.1 Closed Council Minutes - Confirmation

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15(2)(g) of the Local Government (Meeting Procedures) Regulations 2015.

20.2 Applications for Leave of Absence

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15(2)(h) of the Local Government (Meeting Procedures) Regulations 2015.

20.3 Audit Panel Minutes

20.3.1 Audit Panel Receipt of Minutes

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15(2)(b) of the Local Government (Meeting Procedures) Regulations 2015.

20.3.2 Audit Panel Endorsement of Recommendations

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15(2)(b) of the Local Government (Meeting Procedures) Regulations 2015.

20.4 Bagdad Community Precinct – Child Care Centre Leases

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15(2)(f) of the Local Government (Meeting Procedures) Regulations 2015.

20.5 Bagdad Community Precinct – Property Leases

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15(2)(f) of the Local Government (Meeting Procedures) Regulations 2015.

20.6 Land Purchase – Bagdad (Strategic Opportunity)

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15(2)(f) of the Local Government (Meeting Procedures) Regulations 2015.

20.7 Kerbside Waste and Recycling Collection Tender (5 – 7 Year Contract)

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15(2)(d) of the Local Government (Meeting Procedures) Regulations 2015.

RECOMMENDATION

THAT Council move out of “Closed Session”.

DECISION

Moved by Cllr B Campbell, seconded by Cllr D Blackwell.

THAT Council move out of “Closed Session”

CARRIED

| DECISION | | |
|---------------------|----------|--------------|
| Councillor | Vote FOR | Vote AGAINST |
| Mayor E Batt | ✓ | |
| Cllr A E Bisdee OAM | ✓ | |
| Cllr D Blackwell | ✓ | |
| Cllr B Campbell | ✓ | |
| Cllr D Fish | ✓ | |

OPEN COUNCIL MINUTES

21. CLOSURE

The meeting closed at 1.09 p.m.

MINUTES OF MEETING

Minutes of a meeting of the Southern Midlands Emergency Management Committee held on Tuesday 29th July 2025 at the Municipal Offices, Oatlands commencing at 6.30 p.m.

Committee:

Mayor Edwin Batt (Chairperson)
Tim Kirkwood (Municipal Coordinator / General Manager SMC)
Wendy Young (Deputy Municipal Coordinator & Municipal Recovery Coordinator SMC)
David Richardson (Manager Infrastructure & Works SMC)
Craig Whatley (Senior Works Coordinator SMC)
Rachel Boughton (Director of Nursing - Midlands Multi-Purpose Health Centre)
Dr Michael Lees (GP Services, Midlands Multi-Purpose Health Centre)
Senior Sergeant Mark Williams (Tasmania Police)
Adrian Petrie – Acting District Officer - Tasmania Fire Service (Midlands District)
Adam Jones (Tasmania Fire Service – Dulverton Group Officer)
Kerry Mancey (Brigade Captain - Oatlands Volunteer Fire Brigade)
Robin Howlett (Tasmania Fire Service – Coal River Group Officer)
Adam McGarvie – Senior Intensive Care Paramedic (Ambulance Tasmania, Oatlands)
Jason Hart (State Emergency Service – Regional Manager - South)
Jason Robins (SES SMC RCR Unit Manager)

For Information:

For the benefit of new members, the following is an extract from the *Emergency Management Act 2006 relating to the functions and powers of Municipal Committees*:

“22. Functions and powers of Municipal Committees

(1) *Each Municipal Committee has the following functions:*

- (a) 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 areas that constitute the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management in that municipal area or any one or more of those municipal areas;*
- (b) to determine and review emergency management policy for the municipal area, or the municipal areas, referred to in [paragraph \(a\)](#) ;*
- (c) to review the management of emergencies that have occurred in the municipal area, or the municipal areas, referred to in [paragraph \(a\)](#) and identify and promote opportunities for improvement in emergency management;*
- (d) to report to the Regional Controller on any municipal matters that relate to the functions and powers of the Regional Controller or Regional Committee;*
- (e) at the direction of the Municipal Chairperson or a Municipal Coordinator, to assist him or her or a council in the performance and exercise of his, her or its functions and powers under this Act;*

- (f) other functions imposed from time to time by the Regional Committee or Regional Controller;*
- (fa) other functions imposed on the Municipal Committee by a Municipal Emergency Management Plan or a Special Emergency Plan that relates to emergency management in the municipal area, or the municipal areas, referred to in [paragraph \(a\)](#) ;*
- (g) other functions imposed by this or any other Act;*
- (h) prescribed functions.*

(2) A Municipal Committee has the following powers:

- (a) to establish subcommittees for the purposes of assisting it 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.*

1. Attendance / Self Introductions

Mayor Edwin Batt (Chairperson); Tim Kirkwood (Municipal Coordinator / General Manager SMC); Wendy Young (Deputy Municipal Coordinator & Municipal Recovery Coordinator SMC); David Richardson (Manager Infrastructure & Works SMC); Senior Sergeant Mark Williams (Tasmania Police); Adrian Petrie – Acting District Officer - Tasmania Fire Service (Midlands District); Adam Jones (Tasmania Fire Service – Dulverton Group Officer); Kerry Mancey (Brigade Captain - Oatlands Volunteer Fire Brigade); Robin Howlett (Tasmania Fire Service – Coal River Group Officer); Adam McGarvie – Senior Intensive Care Paramedic (Ambulance Tasmania, Oatlands); Jason Hart (State Emergency Service – Regional Manager - South) and Jason Robins (SES SMC RCR Unit Manager)

2. Apologies

Craig Whatley (Assistant Manager Infrastructure & Works SMC); Rachel Boughton (Director of Nursing - Midlands Multi-Purpose Health Centre) and Dr Michael Lees (GP Services, Midlands Multi-Purpose Health Centre).

3. Confirmation of Minutes (Previous Meeting) / Business Arising

Refer Minutes of previous meeting held 5th September 2023 (attached).

RECOMMENDATION

THAT the Minutes of the previous meeting held 5th September 2023, as circulated, be confirmed.

COMMITTEE'S DECISION

RESOLVED THAT the Minutes of the previous meeting held 5TH September 2023 be confirmed.

4. Business

4.1 Southern Midlands Municipal Emergency Management Plan

In accordance with the *Emergency Management Act 2006*, each Municipal Committee is required to prepare a plan for emergency management in the municipal area or municipal areas in respect of which the Municipal Committee has the responsibility of instituting and coordinating emergency management.

The Municipal Committee last reviewed the Plan in March 2021 (Issue 8), which was subsequently endorsed by Council and submitted for formal approval and sign-off.

Confirmation was received that the Southern Midlands Municipal Emergency Management Plan (MEM) Issue 8 was approved and signed by Commissioner Darren Hine on 26th April 2021.

A review of the Municipal Emergency Management Plan has been deferred for a considerable period pending advice as to whether a new template was being introduced by the State Emergency Services. This has not eventuated.

The Plan has now been reviewed internally, and a copy referred to the SES for assessment.

A copy of the final draft of the Southern Midlands Emergency Management Plan is now included as an attachment. It is submitted for consideration and endorsement by the Committee prior to referral and certification by Council.

Note: Track changes have not been shown in the amended draft as it became very confusing given the extent of minor changes to acronyms; the names of government agencies; the new warning system; and changes around roles with the emergency management area etc.

RECOMMENDATION

THAT:

- a) *the Southern Midlands Emergency Management Committee receive a copy of the final draft of the EMP; and*
- b) *the Southern Midlands Emergency Management Committee endorse the changes to the Emergency Management Plan (will continue to be referred to as draft Issue 9) and a recommendation provided to the Southern Midlands Council that the Southern Midlands Municipal Emergency Management Plan (as amended) be endorsed and submitted to the State Emergency Service for formal approval and sign off.*

COMMITTEE'S DECISION

Moved by Jason Robins, seconded by Mark Williams

THAT:



- a) *the Southern Midlands Emergency Management Committee receive a copy of the final draft of the EMP; and*
- b) *the Southern Midlands Emergency Management Committee endorse the changes to the Emergency Management Plan (will continue to be referred to as draft Issue 9) and a recommendation provided to the Southern Midlands Council that the Southern Midlands Municipal Emergency Management Plan (as amended) be endorsed and submitted to the State Emergency Service for formal approval and sign off.*

CARRIED

Comments Noted:

- Plan Page 14 – Map of Municipal Area – is it possible to include the Gas Pipeline location on this Map.
- It was noted that a revised version (Issue 2) of the ‘*Tasmanian Emergency Evacuation Framework*’ has been distributed. The ‘Evacuation Overview’ page was circulated for the Committee’s information.

4.2 *Local Government Association of Tasmania (LGAT) – Tasmanian Local Government Emergency Management and Recovery Review – Southern Midlands Council (June 2025)*

The State Government, through the Department of Premier and Cabinet, provided funding to the Local Government Association of Tasmania to engage consultants to undertake a review of individual Councils and report on how well the council (and local government generally) is meeting its legislative obligations and provide recommendations for improvement.

WLF Accounting & Advisory was engaged by the Association and it has now completed its review of the Southern Midlands Council.

A copy of the final report is included as an attachment for the Committee’s information.

Members will note that there are a number of recommendations within the final Report and comment will be provided at the meeting.

RECOMMENDATION

THAT:

- a) *the Management Committee receive the report; and*
- b) *the Committee note the comments and proposed actions to be taken (which will be presented at the meeting).*

COMMITTEE’S DECISION

RESOLVED THAT:



- a) the Management Committee receive the report; and*
- b) the Committee note the comments and proposed actions to be taken.*

Comments Noted:

- Plan Page 14 – Map of Municipal Area – is it possible to include the Gas Pipeline location on this Map.
- It was noted that a revised version (Issue 2) of the ‘*Tasmanian Emergency Evacuation Framework*’ has been distributed. The ‘Evacuation Overview’ page was circulated for the Committee’s information.



5. Other General Business

5.1 Opportunity for Committee Members to raise any other Items / Issues

Nil.

6. Closure:

The meeting closed at 7.45 p.m.

7. Next Meeting:

Following meetings have been scheduled:

- Tuesday 3 March 2026 – Oatlands Council chambers commencing at 6.30 p.m.
- Tuesday 1st September 2026 - Oatlands Council chambers commencing at 6.30 p.m.

MINUTES
**BAGDAD COMMUNITY PRECINCT
SPECIAL MANAGEMENT COMMITTEE**

Minutes of the meeting of the Bagdad Community Precinct Management Committee held on Wednesday **20th August 2025** at the Bagdad Community Club (Online Centre Building), 1661 Midland Highway, Bagdad commencing at **6.45 p.m.**

Committee / Attendance:

Councillor Donne Blackwell (Chair) (dblackwell@southernmidlands.tas.gov.au)

Representatives:

Bagdad Community Club (Rhonda's on Midlands Pty Ltd - Lessee) – Michelle Visser (rhondas@rhondasonmidlands.com)

Bagdad Cricket Club – Arran Atkinson (arran.atkinson@cavalierhomes.com.au) and Blair Foster (blairfoster164@gmail.com)

Bagdad Education and Care - Michael Bennett (bagdadccc@hotmail.com)

Bagdad Fire Brigade - Craig Harback (craigharback@bidpond.com)

Bagdad Golf Club Inc. – Bernard Drew (berniedrew2017@gmail.com)

Community Representatives:

Lyndon Foster (previous President) (lkbbfoster@hotmail.com)

Michelle Swan (previous Treasurer) (msw90284@bigpond.net.au)

Garth Denne (previous Secretary) (garthdenne50@gmail.com)

Carolyn Hayes (previous Committee Member) (cehayes002@gmail.com)

Jeffrey Wrigley (previous Committee Member) (jeff.wrigley.jw@gmail.com)

To Attend:

Southern Midlands Council – General Manager (Tim Kirkwood)

MINUTES

1. Attendance / Self Introductions

Councillor Donne Blackwell (Chair); Deputy Mayor Karen Dudgeon (Proxy); Michelle Visser; Blair Foster; Michael Bennett; Craig Harback; Bernard Drew; Lyndon Foster; Carolyn Hayes; Jeffrey Wrigley; Arran Atkinson and General Manager (Tim Kirkwood)

2. Apologies

Michelle Swan and Garth Denne.

3. Confirmation of Minutes (Previous Meeting) / Business Arising

Nil

4. Business

4.1 *Terms of Reference / Constitution of the Bagdad Community Precinct Management Committee*

Refer copy attached.

Background Comments

As part of the agreement to transfer ownership of the Precinct to Council, it was agreed that a Management Committee would be established to ensure ongoing community participation and provide an opportunity for input into the overall direction and management of the Precinct.

To support his goal, it was further agreed that each user group would have the opportunity to nominate a representative, along with the inclusion of general community representatives. Initially these representatives have been drawn from the previous Club Management Committee to ensure continuity and retain knowledge of the background and relevant issues.

Tim Kirkwood provided an overview and explanation of the proposed Committee arrangements.

The Committee resolved unanimously that Lyndon Foster be appointed as the Deputy Chairperson.

4.2 *Precinct Master Plan*

Update on actions to date

- Grant application through the Australian Government's Growing Regions Programme – unsuccessful
- Proceeded to obtain Planning approval in April 2025
- Traffic Impact Assessment Report
- Proceeded to prepared detailed plans and specifications for the two Buildings; oval repositioning etc. (Electrical; Mechanical and Hydraulic Services)
- Tender documentation
- Expenditure to date – approx. \$490,000
- Wastewater System – being reviewed to assess staged implementation

- Identification of issues
 - o Golf Course Redesign – Contour Golf Design Group – Options and proposal
 - o Other issues

- Way forward
- Funding opportunities – Regional and Rural Partnerships Program - Email & met with Rebecca White (awaiting further information re: potential inclusion of Child Care Centre)

- Purchase of 1689 Midland Highway, Bagdad – signed Contract – identified in the Traffic Management Plan (overflow parking) – associated with event management

4.3 2025/26 Budget

The following detail as provided:

Total Operating Budget: \$70,000

Includes: Council – Operating Budget, plus rental received from the Community Club; Bagdad Golf Club; and the Child Care Centre.

Expenditure – year to date \$2,269.87 (Taswater - \$1,738.65; general maintenance \$531.22)

Total Capital Budget: \$286,000

Includes: Legals & Stamp Duty (property transfer)- \$86,000 and Wastewater System Upgrade - \$200,000.

Not Budgeted: Purchase of 1,689 Midland Highway, Bagdad – estimated total cost (including stamp duty) of \$310,000.

Recreation Oval – Casual Hire Arrangement:

The Committee determined that the casual hire rate would be \$150 per day, with the hirer being responsible for the removal of all rubbish in excess of the capacity of the wheelie bins.

A refundable bond of \$200 to apply, with retention of the bond (or part thereof) in the event of damages or if there is need to remove excess rubbish. The bond retention to be paid to be party that removes and disposes of the waste (e.g. cricket club).

If access to the clubrooms is required, the casual hirer is to contact the Cricket Club direct.

4.4 Online Access Centre

- The Department for Education, Children and Young People (Libraries Tasmania) has confirmed that it cannot provide further funding to the Bagdad Online Access Centre beyond 30th June 2025.
- The Centre officially closed on 8th August 2025
- The Department's ICT unit has removed all devices, including termination of the internet connection to the building.

General discussion and agreement relating to current and possible future use.

Proposals have been received from both community members and *'Rhonda's on Midlands'*. Both proposals share several synergies, and there is potential to accommodate the needs of all user groups.

The Committee resolved that a meeting of the interested parties be arranged, with the aim of exploring options to support and incorporate both proposals.

Issues to be addressed: - Online Centre building - security monitoring and internet access. Additional heating in Club 'supper room' if promoted as a meeting facility.

Note: The Online Centre is currently serviced from the metered supply servicing the Community Club and the cost is met by the Lessee (i.e. Rhonda's).

5. Other General Business

5.1 Opportunity for Committee Members to raise any other Items / Issues

Bagdad Cricket Club – it was acknowledged that the Manager Infrastructure & Works (David Richardson) and the General Manager had met with representatives from the Cricket Club earlier in the day to confirm the extent of works required to prepare the oval for cricket. Works to be funded from general maintenance budget.

Bagdad Fire Brigade – it was noted that the Tasmania Fire Service is assessing its capacity to purchase fire shed properties located on non-TFS owned land. No action required at this stage.

External Toilets – any significant upgrade has been deferred as this building will be demolished if the master plan is progressed and the pavilion is constructed. My need to review this position, depending on the outcome of the proposed grant application. Need to confirm future cleaning arrangements.

Bagdad Community Club – Solar Panels – need to engage a suitable contractor to assess whether the solar panels are operating effectively.

Car Park – Security Lighting – conversion of lighting to LED's as a cost saving measure. Security cameras do not provide any coverage if the external car park lights are turned off.

Online Centre Building – weatherboard to be replaced at the base of the building. The weatherboard is there and just requires installation.

Arrange formal transfer of the TasWater Account and the following Aurora connections:

- External Toilets
- Shed (top end of golf course)

'Bagdad Taste' Event – seeking to involve all user groups in the organisation of this event. Note: Event Management Plan required.



Overflow Car Parking (Private property) – Jeff Wrigley informed the Committee that his insurance policy provides automotive cover for the ANZAC Day event, however separate authorisations are required for other events and activities.

Water Tank (adjacent to Child care Centre) – confirm usage and whether it is serviceable?

6. Closure:

Meeting closed at 8.45 p.m.

7. Next Meeting:

Next meeting to be held on 27th November 2025 at the Bagdad Community Club, commencing at 6.30 p.m.

Woodsdale Community Memorial Hall

Est. 1905

General Committee Meeting

Monday 18th August 2025

Woodsdale Hall

1. Welcome/Opening:

The President welcomes members and declares the meeting open at 6.55 pm

2. Attendance:

Councillor Karen Dudgeon, Mrs Ann Scott, Mr Leon Scott, Ms Alyson Scott, Ms Andrea Jones, Mrs Sally Stubbs, Mrs Marion Wiggins.

3. Apologies:

Mrs Ann Wiggins, Tamika Nailer.

Moved: Mrs Andrea Jones

Seconded: Mrs Marion Wiggins

Motion Carried

4. Confirmation of Minutes for the last meeting – 30th June 2025

-

Moved: Mrs Marion Wiggins

Seconded: Councillor Karen Dudgeon

Motion Carried

5. Business Arising from Previous Minutes – 30th June 2025

- Money In for the Month

| | |
|---|------|
| WFC Hire for Jumper presentation | \$75 |
| WFC Hire for Cracker Night | \$75 |
| Donation from A. Jones for left over Sausages | \$30 |

| | |
|---|------|
| Donation from A Scott for left over Milk and butter | \$25 |
|---|------|

| | |
|---------------------|--------------|
| Total Income | \$205 |
|---------------------|--------------|

| | |
|------------------------|--------------------|
| Closing Balance | \$10,354.75 |
|------------------------|--------------------|

-

- **Money Out for the month**

| | |
|-------------------------------------|---------|
| Sympathy Cards for Tamika and Karen | \$12.98 |
|-------------------------------------|---------|

| | |
|---|----------|
| Coles Sorell - Food for K.Rowlands Wake | \$199.34 |
|---|----------|

| | |
|------------------------|-----------------|
| Total out going | \$212.32 |
|------------------------|-----------------|

- Waiting on docket from Karen for Urinal tablets, will be paid once received.

Moved: Mrs Sally Stubbs

Seconded: Councillor Mrs Karen Dudgeon

Motion Carried

6. Financial Report:

| | |
|--|--------------------|
| Total funds as of 18th August 2025 | \$ 10142.43 |
|--|--------------------|

Y.T.D Financials

| | |
|-------------------------------|------------------|
| Opening Balance (23/9) | \$7744.62 |
|-------------------------------|------------------|

| | | | |
|-----------------|------------|-----------|------------------|
| Incoming | YTD | \$ | \$4266.60 |
|-----------------|------------|-----------|------------------|

| | | | |
|-----------------|------------|-----------|------------------|
| Outgoing | YTD | \$ | \$1868.79 |
|-----------------|------------|-----------|------------------|

Closing balance as of 18th of August 2025 \$ 10142.43

Please see attached financials for further information.

Moved: Mr Leon Scott

Seconded: Mrs Marion Wiggins

Motion Carried

7. Business arising from financial report:

1.1 Card from Karen and family and donation of 500 for Auntie Kayes funeral and wake

Moved: Mrs Sally Stubbs Seconded: Mrs Andrea Jones

Motion Carried

Correspondence:

In

- Card from Karen and Family.
- Sophie Blyth has audited, and we are ok. Was chasing some things for the audit
- Jessie Rumsley has contacted Andrea for hire of the WFC.
- Tamika Nailer sent an email resigning from the committee.

Out

- Spoken to Toni about when and where the meat would be dropped and how many people will be coming to the red and green ball on the 30th of August 2025.

Moved: Mrs Sally Stubbs Seconded: Mrs Marion Wiggins

Motion Carried

2. General Business:

2.1 Kayes Rowlands Funeral

- Thank you to everyone for their help and Auntie Kaye for everything that she had done for the hall.

2.2 WFC Hire

- WFC transferring back the money from Jessie Rumsley. Hall will let them in on Saturday 23rd 2pm until Midnight.

2.3 WFC Ball

- 60 plus people to attend
- Toni setting up decorations Friday 29th August 2025
- Toni dropping meat in fridge on Friday also, plus Swede and Potato
- We will cook at the hall - the meat in slow cookers
- We need to get 2 x Packets gravy, 4 cooked chickens, milk, cream
- Peas, corn and carrot at Aunty Kayes, Karen will get.
- Apple strudel, Chocolate cake from NO Frills Alyson will get
- Marion Chocolate Moose and slices
- 2 x pavs Ann Scott
- Sally Fruit Salad

- Jelly slice Mars Bar slice Andrea
- Set up Friday night of tables at 5pm 29th August 2025.
- Lynn Birch, Dianne Free and Auntie Doreen Ann Scott to ask for help.
- Alyson to ask Emily about rolls

2.4 AGM Date

- Monday 22nd will be the AGM 7pm General meeting to follow
- Andrea to email Gemma so it can be advertised

2.5 Freezer

- Not really needed.

2.6 Kettle Urn Mop broom

- Andrea will contact Tim Kirkwood about reimbursement of urn and kettle purchase from Harvey Norman for GST purpose.
- Andrea to purchase 2 mops - red for toilets and blue for hall and 2 brooms - 1 for outside and 1 for inside
- Disinfectant for the floors

Moved: Mrs Andrea Jones seconded: Mrs Sally Stubbs

Motion Carried

3. Bookings:

- WFC 30th Aug 2025
- WFC Club hire 23rd Aug 2025

Meeting closed 7.42pm

Next Meeting will be the AGM

22nd September 2025 7pm

Report

| | |
|---------------------|--|
| REPORT TO: | TasWaste South Local Government Forum |
| PREPARED BY: | PAUL JACKSON CEO |
| SUBJECT: | QUARTERLY REPORT – PERIOD ENDED 30 JUNE 2025 |
| DATE: | 30 JULY 2025 |

Summary

The Rules of the STRWA provides:

13 Quarterly reporting

The STRWA must provide a report to Members as soon as practicable after the end of March, June, September and December in each year.

13.1 The quarterly report must include:

- (a) A statement of the STRWA's general performance; and
- (b) A statement of the STRWA's financial performance.

General Performance

Funding of TasWaste South

The initial funding agreement from the State Government for TasWaste South concluded on 30 June 2025. Addressing the funding beyond 30 June has been a significant priority and work has occurred in conjunction with the other two regional bodies in this regard. The next funding proposal is for a 5 year period until 2030, to align with the next iteration of the Tasmanian Waste and Resource Recovery Strategy.

This was approved by the Tasmanian Waste and Resource Recovery Board in May and feedback on a draft grant deed was provided. Unfortunately at that time, the State Election was called which has prevented the 5 year funding arrangement being finalised due to the Government being in caretaker mode.

In light of this, a 12 month grant deed has been negotiated in order to sustain the operation of TasWaste South. This will allow business as usual to continue, albeit with some minor changes with longer term projects and resourcing. The intent is to finalise the 5 year grant arrangements post the State Election.

Implementation of the Strategic Plan

The TasWaste South team has progressed a number of our key strategic projects over this period. An update on these is included below.

Litter Management Plan (LMP)

The LMP is complete and available on TasWaste South's website. An initial meeting has been held with EPA litter management staff to discuss collaborative initiatives under the Litter Management Plan. Progress has been made on evaluating cost-sharing opportunities from the Container Refund Scheme through the MRF and work is underway to develop a Sustainable Events Policy solution in conjunction ReThink Waste – this will align where practicable with the zero waste Tasmania events guide.

Several other actions aligned with circular economy principles are currently being advanced. A comprehensive hard waste report was finalised and received in May, detailing various service delivery models and the associated challenges of hard waste collection in Tasmania.

Additionally, a proposal has been requested to support the operation and standardised layout of waste transfer facilities in accordance with better practice standards.

Bin Audit

TasWaste South undertook a regional bin audit in February. The findings were presented to the Local Government Forum in April, and the detailed outcomes were communicated with councils through the Officer Network in June.

High Priority Infrastructure Grant

TasWaste South, in partnership with Kingborough Council was successful in securing a High Priority Infrastructure Grant from the Tasmanian Waste and Resource Recovery Board on behalf of all 12 southern councils

This grant is to enable construction of a Hazardous Household Waste Collection, Sorting, and Storage Facility at Kingborough Council's Baretta Waste and Recycling Centre. This facility will provide for the safe handling of greater volumes and wider varieties of hazardous household waste, ensuring that these materials are diverted from landfill.

Construction of the facility is almost complete with the team currently awaiting install of the wash station, water tank, lighting and fire reel. Work with Kingborough Council continues in relation to the operation of the facility. The site's operation will be coordinated with other councils to ensure that it operates as a regional facility.

Infrastructure Plan

A key initiative in TasWaste South's Strategic Plan is to develop an infrastructure plan for the southern region. MRA Consulting has been appointed to deliver this project following the procurement process undertaken with representatives from Glenorchy, City of Hobart and Clarence. The specifications were developed following input from all owner councils.

The infrastructure plan will enable identification of the critical infrastructure required into the future, allow for a coordinated regional approach and be aligned with work on

community behavioural change. TasWaste South anticipates this will be our guiding document to identify infrastructure priorities within the region and secure funding.

Significant involvement of councils in this project will be critical to its success.

MRA will be in attendance at the Local Government Forum on 7 August to provide an introduction and update on the project.

Hazardous Waste Collection

TasWaste South conducted a hazardous household waste collection weekend as a trial for the region in March. This was aligned to similar processes undertaken in the North and North-West of the State. The weekend collection resulted in approximately 3.5 tonnes of hazardous material being collected, ensuring safe disposal and preventing improper handling. There were over 120 participants in attendance.

An additional catch-up day was held on Saturday 31 May which saw an additional 1.1 tonnes of hazardous material collected.

The day was attended by 35 participants, some of which returned multiple times throughout the day. The demographics of the catch-up day differed to the initial days held in March with 51% of participants aged between 31-50 (vs 18% in March) and largely consisted of people cleaning out product left behind at purchased homes. 30% of participants were aged 51-65 (vs 56% in March) and 10% were aged over 65 (vs 23% in March).

The types of materials also varied compared to the days in March with flammable liquids (e.g. fuel) being the most collected item just ahead of toxic substances (e.g. herbicides). Corrosive materials (e.g. acids and alkalis) were proportionally much higher than the totals collected at the days in March. The type and quantity of materials collected is reflective of the location with significantly more domestic/residential product collected compared to the days in March where the locations bordered agricultural land with materials and volumes reflecting this.

TasWaste South is working with the other regions for the next round of HHW collection days likely to be conducted from September through to November with a month in each region. The regions are working to a shared schedule with the collections being advertised through ReThink Waste as a shared calendar and regions to do their own advertising regionally as normal. The next collections will be procured via contract extensions and work will continue to establish longer term agreements once a longer-term grant deed is secured.

Rethink Waste

As previously advised, the three regional bodies have been undertaking work to coordinate the activities of Rethink Waste. This resulted in a funding proposal being considered by the Tasmanian Waste and Resource Recovery Board, which was approved in December 2024. Finalisation of a grant deed is proceeding.

A Rethink Waste Coordinator, Fiona Harding, is employed by TasWaste South but works across the State to ensure that Rethink Waste is providing valuable education and awareness. The Coordinator position is to be supported by three regional engagement officers and the recruitment of the southern engagement officer has been completed with Kimberley Eaton commencing at the beginning of July. The recruitment of the north-west engagement officer has also been completed with Saskia Beattie commencing in August and the recruitment of the northern engagement officer will commence shortly.

Rethink Waste will be an important aspect of TasWaste South's work going forward. As the additional resourcing is embedded, greater alignment and support to member councils will be able to be provided which will ensure greater coordination and consistency in the education and behaviour change space.

Emerging Strategic Issues and Strategic Projects

Container Refund Scheme

With the commencement of the CRS on 1 May 2025, the implications for councils through the MRF Protocol are being addressed. This includes consideration of the sampling approach to determining the quantum of refunds payable to councils for containers collected through the MRF. TasRecycle, which is the scheme administrator and oversees the sampling process, will be presenting at the Forum on 7 August.

Under the terms of the MRF Protocol it is necessary for councils to enter into a refund sharing agreement with the MRF operator in order to receive a refund for containers collected through the MRF. Preparation of an agreement is currently underway to facilitate payment of refunds to councils.

Councils will be kept informed as this progresses and the initial refunds begin to be processed.

Cleanaway Contract

Discussions with council GMs and CEOs have occurred regarding the contract with Cleanaway for the operation of the MRF. Ensuring value for councils from this contract is the focus of management approaches.

A legal review of the obligations under the contract has been undertaken and circulated to councils to ensure a consistent understanding of the operation of the contract. This review also identified a list of matters to resolve within the current contract and this is currently being pursued with Cleanaway. Indications from Cleanaway to-date have been positive in terms of resolving those matters.

Organics

Meetings were held in February 2025 and November 2024 regarding organics.

Since that time TasWater convened a roundtable of stakeholders in March 2025 to discuss the future of organics waste management in southern Tasmania. From that

roundtable, a working group was established from those organisations that expressed an interest to continue this work.

From these discussions, TasWater has indicated that it will be progressing master planning work in relation to its approach to organics and biosolids. It is likely that this work will be 6-12 months in duration and result in TasWater determining its proposed infrastructure requirements thereafter.

The Tasmanian Waste and Resource Recovery Board (WRRB) has a Ministerial priority to develop a Tasmania Organics Strategy, informed by current and future composting demands.

TasWater's current work presents an opportunity to the region to consider its requirements with respect to the handling of organics and influence the nature and scale of the infrastructure proposed. With the Government currently being in caretaker mode, discussions have occurred with the WRRB and TasWaste South has agreed to progress the development of an Organics Strategy using the southern region as the first stage of a Statewide approach.

The development of an organics strategy seeks to translate strategic insights from preexisting work into practical and staged implementation and will enable decision-making, policy activation and investment planning for organics recovery.

Procurement for a consultant to undertake this work is currently underway.

Officer Network

This group continues to meet regularly in-person as well as communicating out of session via email, providing a critical link between TasWaste South and member councils.

The Officer Network meets approximately quarterly and deals with a range of operational and strategic issues. In recent months, the network has provided a range of information and input on various key projects that TasWaste South is progressing. The importance of this group to the success of TasWaste South's agenda can't be understated. While there is capacity within TasWaste South to progress initiatives on a regional basis (and this will increase over time) without the knowledge and input from this group, that won't be possible.

The network participants are thanked for their active engagement.

Other Matters

Garage Sale Trail

TasWaste South has agreed to support participation by member councils in the 2025 Garage Sale Trail. Nine member councils participated in the program in 2024 indicating the demand for this within the region. Preparations are underway with the Garage Sale Trail team scheduling initial briefings for council officers.

TasWaste South Resourcing

In addition to Rethink Waste resourcing mentioned above, TasWaste South has recently recruited an Office Manager. Celeste Parremore commenced in this role at the beginning of June and is supporting the team at TasWaste South.

UTas Sustainability Placement Experience

TasWaste South is hosting a student for semester 2 as part of this program. Arif Hossain Khan Zihan will spend the semester investigating the use of an app by the community to access waste management and resource recovery information on a regional (or potentially statewide) basis. There are a number of 'off the shelf' apps available and these will be reviewed to identify possible options. There are already apps being used by some councils so their experience will also form part of the investigation.

Local Government Forum Dates for 2025

7 August

27 November (AGM)

Financial Matters

Profit and Loss Statement – 30 June 2025

| Account | Jul 2024-Jun 2025 |
|--|---------------------|
| Trading Income | |
| Brighton | 3,000.00 |
| Central Highlands | 500.00 |
| Clarence City | 10,500.00 |
| Derwent Valley | 2,000.00 |
| Glamorgan Spring Bay | 1,000.00 |
| Glenorchy City | 8,500.00 |
| Hobart City | 10,000.00 |
| Huon Valley | 3,000.00 |
| Kingborough | 7,000.00 |
| Sorell | 3,000.00 |
| Southern Midlands | 1,000.00 |
| State Government - Grants | 567,450.00 |
| Tasman | 500.00 |
| Tasmanian Waste & Resource Recovery Board - Grants | 720,882.00 |
| Total Trading Income | 1,338,332.00 |
| Gross Profit | 1,338,332.00 |
| Operating Expenses | |
| Accounting and Auditing Costs | 25,665.14 |
| Administration Support | 30,795.00 |
| Advertising | 1,691.67 |
| Banks Fees | 1,369.16 |
| Bin Audit Program | 47,940.02 |
| Board Expenses | 3,076.39 |
| Board Fees | 45,954.18 |
| Board Member Expenses | 2,768.83 |
| Board Travel and Accommodation | 999.32 |
| Communications and Marketing | 53,949.54 |
| Conferences & Seminars | 18,664.78 |
| Consultants | 68,810.00 |
| Corporate Memberships | 169.55 |
| Depreciation | 2,580.18 |
| FBT Expenses | 16,678.89 |
| Garage Sale Trail | 31,000.00 |
| Graphic Design & Website | 15,733.25 |
| Hazardous Waste Collection Program | 86,151.54 |
| Hazardous Waste Facility | 31,666.00 |
| Insurance Costs | 13,269.85 |
| IT Expenses | 14,661.41 |
| Legal Costs | 4,297.13 |
| Litter Management Plan | 21,435.50 |
| Local Government Forum | 979.51 |
| Meeting Expenses | 333.73 |
| Motor Vehicle Costs | 2,980.30 |
| MRF | 12,025.50 |
| Office Equipment (2030-05) | 7,103.50 |
| Office Rental | 21,721.32 |
| Officer Network | 613.18 |
| Other | 4,184.71 |
| Other Employee Expenses | (4,000.00) |
| Parking | 67.75 |

| | |
|---------------------------------------|---------------------|
| Printing & Stationary | 1,908.54 |
| Procurement for Local Government | 24,750.00 |
| Professional Development and Training | 4,000.00 |
| Regional Infrastructure Plan | 34,867.00 |
| Register of Contracts | 4,545.45 |
| Rethink Waste Tasmania | 18,682.57 |
| Salaries & Wages | 362,114.79 |
| Subscriptions & Licences | 13,741.99 |
| Sundry Office Expenses | 9,020.33 |
| Superannuation | 46,220.74 |
| Telephone & Internet | 1,941.88 |
| Travel & Accommodation | 7,512.27 |
| Uniforms | 523.59 |
| Total Operating Expenses | 1,115,165.98 |
| Net Profit | 223,166.02 |

The P&L does not reflect any adjustments related to the EOFY preparation of financial statements, so may vary slightly once that process is completed.

It should be noted that the funding arrangement of Rethink Waste is that TasWaste South receives the full funding amount on behalf of all three regional waste organisations and then a proportion of that funding is paid to the other two regional bodies. An invoice was raised for payment of the funding by the State Government prior to 30 June but was not paid which meant that payments to the other regional bodies have also not yet been made. This results in the income being recognised but the expenditure not yet occurring which impacts the overall result given the quantum involved.

Conclusion

The above report highlights the activities of TasWaste South for the quarter ending 30 June 2025.

1. PURPOSE

The purpose of this policy is to provide policy for the management of metal detecting on Council sites.

2. OBJECTIVE

- To prevent ad-hoc metal detecting on council owned/managed sites.
- To prevent heritage (archaeological) impact arising from ad-hoc metal detecting.
- To avoid damage to assets that may arise from excavation associated with metal detecting.
- To avoid potential public danger resulting from excavation/backfill associated with metal detecting.
- To provide Council officers with a firm policy basis for enforcing the above.

3. REASON FOR POLICY

Council, as a landowner, may or may not allow metal detecting at their discretion, i.e. permission is required. This is expressly stated in MRT's *Conditions Relating to Prospecting Licences*.

This policy asserts that Council does not permit metal detecting on any Council owned or managed sites for the following reasons:

- That the removal of artifacts potentially found by metal detecting may have archaeological impact on heritage sites - i.e. ad-hoc metal detecting is not guided by an archaeological research design, artifacts are generally extracted without adequate contextual data, and if not controlled are potentially lost to Council as the property owner.
- Excavation on sites registered on the Tasmanian Heritage Register to retrieve artifacts (e.g. by metal detecting) would require the approval of the Tasmanian Heritage Council.
- Excavation arising from metal detecting can potentially impact underground assets (e.g. services).
- Failure to rehabilitate sites after excavation can cause danger to the public (e.g. trip hazards).
- Excavation can damage ground surfaces (e.g. sporting fields).

4. OPERATION OF POLICY

4.1. Requests for metal detecting on Council owned/managed sites are to be refused (unless subject to 4.6).

4.2. Any person(s) found to be metal detecting on Council owned/managed sites are to be notified that Council as the landowner does not consent.



Council Policy

METAL DETECTING ON COUNCIL SITES

Approved by:
Approved date:
Review date:

Council
XXXX
[suggest 10 yearly]

4.3. A copy of this policy is to be provided, if requested, to any person(s) requesting or being found to be metal detecting on Council owned/managed sites.

4.4. Any items retrieved from unapproved metal detecting remain the property of Council and must be surrendered to Council.

4.5. Failure to comply with the directions of a Council officer in-line with this policy may be reported to the relevant authorities.

4.6. Requests for metal detecting may only be considered if the person(s) has an archaeological research design to the satisfaction of Council's Manager Heritage Projects, and if required approved by the Tasmanian Heritage Council.

6. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every ten years or as directed by the General Manager.

This document is Version 1 effective XXXX and will be reviewed in XXXX. The document is maintained by the Heritage Projects Program for the Southern Midlands Council.



Southern Midlands Municipal Emergency Management Plan

Plan Details:

| | |
|------------------------------|--|
| Plan Title: | Southern Midlands Municipal Emergency Management Plan |
| Issue Details: | Issue 9, July 2025 |
| Review Authority: | Southern Midlands Municipal Emergency Management Committee |
| Submission Authority: | Commander Jason Elmer Southern Region Emergency Management Controller |

Approval:

| | |
|----------------------------|--|
| Approval Authority: | Commissioner Donna Adams State Controller State Emergency Management Committee |
|----------------------------|--|

Signature:

Date:

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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 means: |
|--|---|
| Affected Area Recovery Committee (AARC) | A committee established under section 24E of the Act to coordinate longer term recovery activities at regional and/or local levels; |
| biosecurity | The protection of public health & wellbeing, industries, and the environment from the negative impacts of pests, diseases, and weeds. |
| capability | The extent to which a capability can be applied to a particular task or function. |
| capacity | The extent to which a capability can be applied to a particular task or function |
| combined area | Two or more municipal areas determined by the Minister to be a combined area for the purpose of establishing a combined Municipal Emergency Management Committee (section 19 of the Act) |
| command | The internal direction of an organisations' resources in an emergency |
| community centres <i>NB. Different centre types may be located at one site</i> | <p>Evacuation Centre: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards (section 3 of the Act).</p> <p>Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency (section 3 of the Act).</p> |
| companion animal | A captive-bred animal that is not commercial livestock |
| consequence management | Activities undertaken to minimise recovery needs that emerge as a consequence of an incident such as protecting public health standards, restoring essential services and providing relief and financial assistance |
| control | The overall direction of activities in 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. It involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency. |
| Council | In the context of this plan, Council refers to the Southern Midlands local government authority |
| 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 (DMC) | A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act |
| 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 (full definition in section 3 of the Act) |
| emergency centres | Emergency Coordination Centre (ECC): A facility established to coordinate and organise emergency provision of services at municipal, regional and/or state levels |

| Term | In the context of this plan, this means: |
|--|---|
| | <p>Emergency Operations Centre (EOC): A facility from which a total emergency operation or aspects of the operation are managed.</p> <p>Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities</p> |
| 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 |
| emergency management plan | a document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management, includes descriptions of processes that provide for safe and effective operations in emergency situations. |
| emergency management worker | Includes a member of a statutory service, whether for payment or other consideration or as a volunteer; or authorised officer, or a person who does (or omits to do) any act to assist, or works under the direction or control of, an authorised officer. |
| emergency powers and special emergency powers | Powers specified in Schedules 1 and 2 of the Act |
| emergency risk management | A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment |
| exercise | Simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together. |
| 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). |
| Management Authority | The organisation responsible for coordinating prevention/mitigation, preparedness or response for particular hazards or emergency events, and that may have legislative and strategic policy responsibilities in Tasmania and nationally. Refer to also Response Management Authority. |
| Municipal Emergency Management Committee (MEMC) Chairperson | The person determined by Council to be the Chairperson of the Municipality's MEMC under section 21(2) of the Act |
| Municipal Committee (MEMC) | A Municipal Emergency Management Committee established under section 20 of the Act |
| Municipal Coordinator (MC) | A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act |
| Municipal Recovery Coordinator (MRC) | A person responsible for recovery at the municipal level, appointed under section 24G of the Act |
| Permanent Timber Production Zone land | A land classification established under the <i>Forest Management Act 2013</i> to replace the formerly-used term 'state forest' |
| preparedness | Planned and coordinated measures so safe and effective response and recovery can occur |
| prevention and mitigation | Measures that eliminate or reduce the frequency and/or consequences of emergencies |
| public information | Information provided to the public immediately before, during and after an emergency to reduce the potential impact of an emergency |
| 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 |

| Term | In the context of this plan, this means: |
|--|---|
| | 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 function | A particular activity or group of activities that may be undertaken as part of recovery efforts |
| Regional Controller | A Regional Emergency Management Controller under section 17 of the Act. |
| Regional Emergency Coordination Centre (RECC) | A facility that coordinates the emergency and consequence management response within a region. |
| Regional Emergency Management Team | Staff of the Regional Emergency Coordination centre who perform various roles relating to the coordination of the emergency management response within the region |
| Regional Coordinator | The person appointed to the position of State Emergency Service (SES) Emergency Management Coordinator (South) |
| Register.Find. Reunite | Australian Government service operated by Australian Red Cross that registers, finds and reunites family, friends and loved ones after an emergency. |
| 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 |
| risk assessment | Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend |
| situational awareness | Understanding of the current emergency incident and 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) | An agreed and standardised set of directions detailing actions to be taken |
| State Controller | A person appointed as State Emergency Management Controller under section 10 of the Act |
| state of alert | A declaration under Division 3A of the Act for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania |
| state of emergency | A declaration 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 |
| Support Agency | An organisation that is 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. Support Agencies have specific capabilities or resources that address the need for a relevant support function. |
| warning | Information about an emergency that is impacting or is expected to impact communities that describes the expected consequences and includes advice on what people should do. |

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 |
| CBRN | Chemical, Biological, Radiological, Nuclear |
| DMC | Deputy Municipal Coordinator |
| DoH | Department of Health |
| DoJ | Department of Justice |
| 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 |
| 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 |
| NRE | Natural Resources and Environment Tasmania |
| 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 |
| RRO | Regional Recovery Officer |
| RRT | Resilience and Recovery Tasmania |
| 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 |
| WebEOC | Web Emergency Operations Centre |
| WoG | Whole of Government |

1.3 Introduction

In accordance with the *Emergency Management Act 2006* (the Act), Southern Midlands Council (Council) is required to develop a Municipal Emergency Management Plan (MEMP) that details the municipality's approach to dealing with emergencies.

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 an emergency.

The Southern Midlands Municipal Emergency Management Committee (MEMC)'s strategic objectives for emergency management are to:

- a maintain this MEMP to guide the management of community risks arising from emergencies, by considering all elements of Prevention and Mitigation, Preparedness, Response and Recovery (PPRR)
- b recognise the value of relationships and partnerships in emergency management, in particular the importance of:
 - i community contributions in emergency management, and promoting community engagement when required
 - ii maintaining links with related bodies, including the Southern Regional Emergency Management Committee (SREMC)
 - iii identifying roles and responsibilities, and integration between emergency management and Council's management structures
- c develop a progressive review system, implemented for all elements of emergency management, based on continuous improvement principles
- d maintain an active and relevant MEMC.

A map of the municipal area is included at [Figure 1](#).

1.4 Authority

This plan was prepared by the Southern Midlands MEMC for issue under the authority of the State Emergency Management Controller, in accordance with section 34 of the Act. More information is included in [Section 4](#) of this plan.

1.5 Purpose

The purpose of this plan is to describe current governance and coordination arrangements, and roles and responsibilities for emergency management in the Southern Midlands municipality.

1.6 Objectives

The objectives of this plan are to document:

- a roles and responsibilities in relation to identified hazards and emergency management functions
- b current arrangements for PPRR, including:
 - i protocols for coordinating mutual support with neighbouring councils (i.e. Local Government Association of Tasmania Protocol for Inter-Council Emergency Management Resource Sharing)
 - ii ways to request/access additional support from regional, state and federal levels
- c opportunities to reduce risks to the community.

1.7 Scope and application

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

- a caused by hazards impacting the Southern Midlands municipal area
- b able to be managed through the capability of local emergency management structures.

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

The Municipal Coordinator (MC) may activate specific sections of the plan. Activation may also be directed or recommended by the Regional Controller (Southern Region) or MEMC Chairperson. Other communication may occur between the MC and the Regional Emergency Management Coordinator in the State Emergency Service and other Tasmanian Government agencies (as identified in [Section 2](#)).

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

1.8 Context

The municipality of Southern Midlands is centrally located in Tasmania, with the Midland Highway and the north-south rail corridor crossing the municipality. The economy of the municipality is predominantly rural-based although there is significant residential development taking place in the southern areas of the municipality.

Southern Midlands is a significant agricultural region and the main commodities produced are sheep, cattle and grain crops. The service sectors of health, education and tourism employ a significant number of people within the municipality. There is also a diverse range of small enterprises that provide employment opportunities.

As in many rural communities, the Southern Midlands **population** is relatively dispersed, with a population density of 2.5 people per square kilometre. The permanent population is relatively stable at around 6,662 (Australian Bureau of Statistics, 2021 Census) people living in 2,976 private residences. The median age is around 44 years, with almost half the population aged between 35 and 69 years. Just over 17 per cent of the population is under 15 years of age.

Municipal towns and localities include: Mangalore; Bagdad; Broadmarsh; Elderslie; Dysart; Kempton; Melton Mowbray; Oatlands; Tunbridge; Tunnack; Parattah; Woodsdale; Levendale; Runnymede; Colebrook; Campania; and Rekuna. Many examples of 19th century architecture are evident across the municipality, including grand old rural homesteads and convict-built cottages. Oatlands claims to have the largest number of preserved Georgian buildings in one rural area. All major population centres offer a range of community halls and other facilities suitable for use in an emergency.

Emerging issues for consideration in an emergency management context include the impact of increased urban development in the areas around Bagdad and Campania. There is also evidence of greater numbers of visitors across the municipal area, which has potential to increase traffic and impact transport infrastructure.

Long-term rainfall records and climate forecasts indicate that the municipality is becoming drier. Lack of rainfall increases the possibility and severity of bushfires and access to suitable water points for firefighting may become more difficult.

The Midlands Water Scheme, which is operated and managed by Tasmanian Irrigation, provides irrigation water to the agricultural district extending from Tunbridge to Kempton, with capacity for enhanced emergency firefighting capability through access to water and associated infrastructure.

1.8.1 Major transport routes

The major north-south road transport route through the municipality is the Midland Highway (A1), linking Hobart and Launceston. The Tas Gas pipeline basically follows the route of the Midland Highway.

Most residents rely on private motor vehicles for transport between locations. The municipality is served by an extensive school bus network but there are only limited public bus services. The rail network is used for freight and does not transport passengers.

Southern Midlands' road transport assets for management and protection include:

- a the second longest municipal road length in Tasmania (792 kilometres)
 - i. 242 km of urban and rural sealed roads
 - ii. 550 km of urban and rural unsealed roads

- b 134 bridges.

The main rail corridor runs through the municipality. A number of stations not currently in use could be mobilised in an emergency. Some rural properties have airstrips suitable for light aircraft.

1.8.2 Essential services

TasWater services the areas of Kempton; Bagdad/Mangalore; Campania as part of the broader southern regional network, and maintains three separate water schemes to service Oatlands; Tunbridge; and Colebrook. Five TasWater **sewerage** systems are located at: Oatlands; Kempton; Bagdad; Campania; and Colebrook.

There are three **waste** transfer stations in the municipality located at: Oatlands; Campania; Dysart.

While there is mobile **phone coverage** along the Midland Highway corridor and areas in the south of the municipal area, significant areas of the Southern Midlands have poor mobile phone coverage (for example, the Broadmarsh/Elderslie area and the Coal River Valley). Coverage in the eastern part of the municipality has been partly addressed through the construction of additional towers. Most residents have access to either a landline or mobile phone. The number of dwellings with **internet** access continues to increase. There are, however, areas that continue to experience poor access (for example, the Coal River Valley).

An Oatlands-based local **community radio** station (97.1 Mid FM) may be used for emergency message broadcasting, if required. However, coverage is limited and not all residents are able to tune in to the station.

1.8.3 Climate

Southern Midlands Council has a temperate, maritime climate. Long-term average temperatures have risen in the decades since the 1950s, at a rate of up to 0.1 °C per decade.

The average annual rainfall across the municipality is currently around 550 mm. Being a relatively large municipal area, the rainfall does vary a lot. For example, Tunbridge is one of the driest places in Tasmania with an average annual rainfall below 500 mm. There has been a decline in average annual rainfall since the 'baseline period' (1961-1990).

Tasmania's southern region is influenced by large-scale climate drivers. For example, the extended dry spell of 1995-2009 coincided with an 'El Nino' pattern; the dry spell of 2018-20 coincided with an Indian Ocean Dipole event; and extended wetter spells, such as between 2020-2022, often coincide with dominance of a 'La Nina' climate driver. It is predicted that climate change will exacerbate the impact of these broader scale patterns, and particularly from east-coast lows which are expected to intensify with potential to deliver damaging flood events to eastern Tasmania.

1.8.4 Topography, vegetation and hazards

The landscape of the municipality is diverse and covers around 2,561km². Key features are:

- extensive areas of native vegetation and improved pasture
- a tapestry of waterways and riparian vegetation
- significant wetlands at Lake Dulverton and Lake Tiberias
- remnant bush that is recognised for its biodiversity
- ongoing public concerns about tree decline
- the management of weeds, particularly gorse, is an ongoing issue for landholders

There are also areas of sodic and saline soil that need to be managed appropriately to avoid erosion and infrastructure damage.

The Hazard Risk Assessment ([Appendix 2](#)) identifies significant hazards for the municipality, being: bushfires; flooding; storms; public health issues; exotic animal and food crop diseases; landslips; transport accidents; and infrastructure failure. Infrastructure failure may result in emergencies due to damage to the gas pipeline, water treatment plant shutdown or collapse of a dam wall.

1.8.5 Emergency management

As well as emergency management infrastructure, equipment and resources (fire stations, police presence, SES volunteers and the Multipurpose Health Centre) the municipality has access to other resources if required in an emergency.

Many residents own equipment that could be useful in an emergency situation, for example firefighting units, catering tools, bulldozers and excavators.

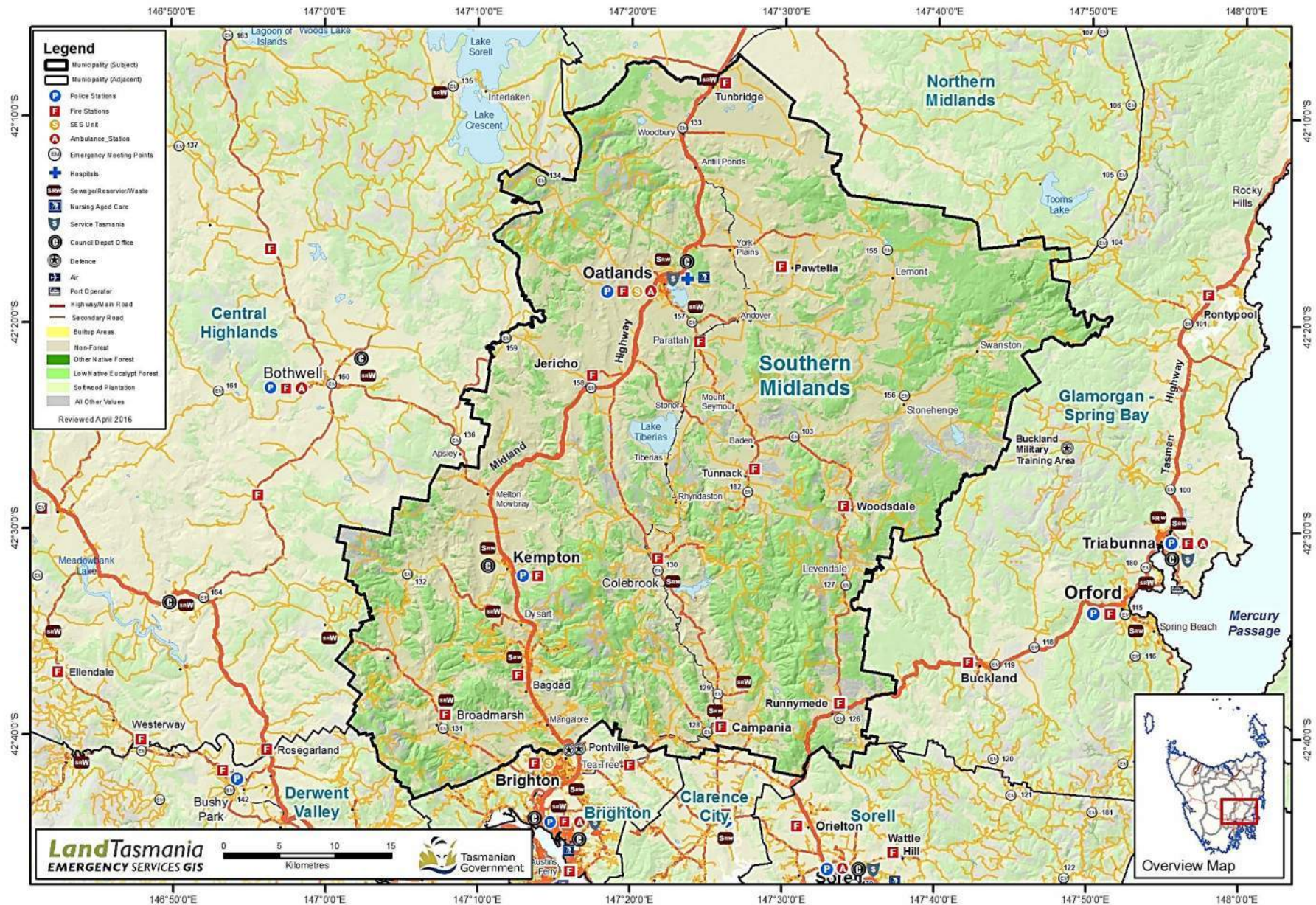


Figure 1: Map of municipal area

Section 2: Governance and management

This section details how municipal emergency management in Tasmania is governed and managed ([Figure 2](#)) and who is involved, focusing on the main roles at a municipal level.

2.1 Roles of government and emergency management partners

In Australia, the three tiers of government (federal, state and local) work in partnership to achieve safer, more resilient communities through robust emergency management arrangements.

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

Local government authorities play a central role in coordinating and facilitating a range of emergency management activities across all hazards, as well as resourcing specific municipal responsibilities for emergency management. Southern Midlands MEMC plays a pivotal role in meeting these requirements, as detailed in [Section 2.3](#).

2.2 Tasmania's legal framework for emergency management

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

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

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

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

2.2.1 Emergency powers and declarations

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

The Act provides additional powers for Regional Controllers, the State Controller, Minister and Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. A summary of main powers under the Act is provided in Appendix 5 of the [TEMA](#).

The MC and the SES Regional Coordinator may provide advice on the status of operational support issues to the Regional Controller if they consider that specific powers should be authorised.

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

2.3 Emergency management governance

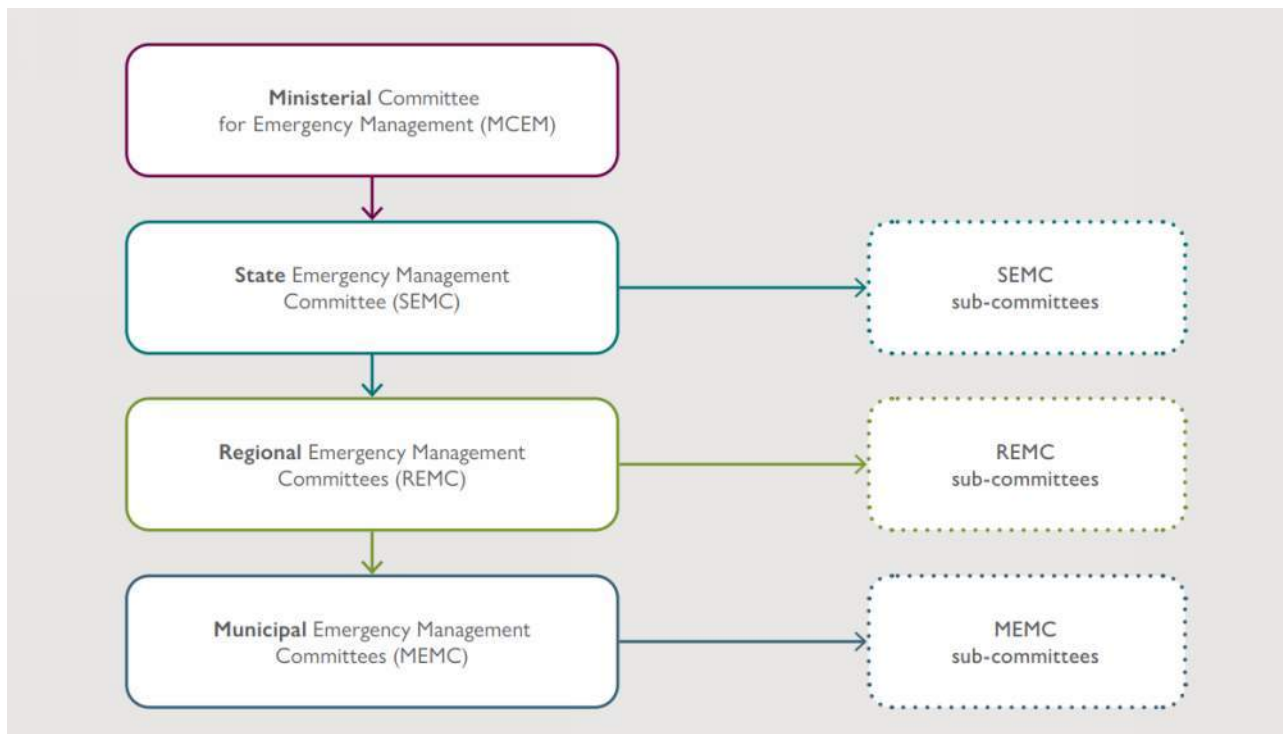


Figure 2: Governance arrangements

LEGEND:

- Direct reporting relationship
- Also works/communicates with

2.4 Southern Regional Emergency Management Committee (SREMC)

SREMC has overarching responsibility for emergency management activities in the Southern Region. All southern municipalities are represented on SREMC by each council's respective MC. SREMC is chaired by the Regional Controller. Executive Officer support is provided by the Regional Coordinator.

2.5 Municipal Emergency Management Committee (MEMC)

While the MEMC is not expected to provide operational involvement in an emergency response, the committee has an important role in effective leadership and communications during and after an emergency. It does this by meeting, if possible, during and after the emergency. At that time, MEMC will provide strategic advice regarding Council's emergency response. As many emergencies occur without warning, there may not be an opportunity for MEMC to meet prior to or during an emergency.

MEMC is chaired by the Mayor (or representative) and supported by the MC. MEMC maintains Terms of Reference, which are reviewed approximately every two years. The Southern Midlands MEMC Terms of Reference are provided at [Appendix 3](#).

In Southern Midlands, a number of other committees and groups are part of the emergency management consultation framework. While these operate reasonably independently, they provide reports and information to MEMC as agreed, and are invited to participate in the review of this plan.

2.6 Responsibilities

Tables 4 and 5 provide a summary of the responsibilities of Response Management Authorities (RMAs), and the support functions of Council for 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. More detail is included in the Southern Regional Emergency Management Plan (SREMP) and [TEMA](#).

Table 3: Summary of responsibilities

| Hazard or Emergency Event | MANAGEMENT AUTHORITY | | | |
|---|--|--------------------------|--------------|-----------------------------------|
| | Advisory Agency (Division) | Prevention/ Mitigation | Preparedness | Response |
| Act of violence (e.g. terrorist events) | TASPOL | | | |
| Animal, plant & invasive pest incident | NRE (Biosecurity Tasmania) | | | |
| Coastal inundation | SES | DPaC (land-use planning) | SES | |
| Cyber security | DPaC (Digital Strategy & Services) | | | |
| Dam failure | NRE | | | TASPOL (assisted by dam owner) |
| Energy infrastructure incident (electricity, gas and petroleum products) | Hydro Tasmania TasNetworks Tasmanian Gas Pipeline petroleum products distributors | | | |
| Energy supply disruption (electricity, gas and petroleum products) | DSG (Renewables, Climate & Future Industries Tasmania) | | | |
| Environmental contamination | EPA Municipal Councils | | | |
| Fire (national parks, future potential production forest and other reserves) | NRE (Tasmania Parks and Wildlife Service) | | | |
| Fire Permanent Timber Production Zone | SST | | | |
| Fire Urban, structural and private rural land) | TFS | | | |
| Flood – flash flood including associated debris flow | SES | Land & asset owner | | SES |
| Flood – riverine | SES | | | |
| Food and essential goods supply and distribution disruption | DSG | | | |

| Hazard or Emergency Event | MANAGEMENT AUTHORITY | | | |
|---|--|---|-------------------------------------|---------------|
| | Advisory Agency (Division) | Prevention/ Mitigation | Preparedness | Response |
| Food contamination | DoH NRE (Biosecurity Tasmania) | | | |
| Hazardous materials incident | DoJ | | | TFS |
| Heatwave | DoH | | | |
| Infrastructure failure – building collapse | DoJ | | | TFS |
| Infrastructure failure – roads and bridges | DSG (State roads and bridges) relevant road manager (other roads & bridges) | | | |
| Marine mammal incident | NRE | | | |
| Marine pollution | EPA | | | |
| Public or environmental health incident | DoH | | | |
| Radiological materials incident | DoH | | | TFS |
| Sewerage disruption | TasWater | | | |
| Space debris / object | SES | Australian Space Agency National Emergency Management Agency (NEMA) | | DPFEM |
| Space weather | BoM | TasNetworks (for electricity) Airservices Australia & commercial airlines (for aviation) DSG (for telecommunications) ADF (Defence assets) | | |
| Storm | SES | | | |
| Telecommunications disruption (impact liaison) | DSG | impacted sectors telecommunication service providers | | |
| Telecommunications infrastructure failure | DPaC | impacted sectors telecommunication service providers | | |
| Transport accident – aviation < 1km from the runway | TASPOL | Australian Government | airline operator airport manager | TASPOL |
| Transport accident – aviation > 1km from the runway | TASPOL | Australian Government | airline operator | TASPOL |
| Transport accident – marine No environmental emergency | MAST | | | TASPOL |
| Transport accident – railway | National Rail Safety Regulator DSG | TasRail private rail operators | | TASPOL TFS |
| Transport accident – road vehicles | DSG relevant road manager | | | TASPOL |
| Transport networks and system | DSG | | | |
| Tsunami | SES | | | TASPOL |
| Water supply contamination and disruption | TasWater | | | |

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

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

3.1.2 Research

Through its membership, MEMC maintains awareness of research for hazards and emergency management relevant to the municipal area. Hazards are described in [Section 2](#) of this plan.

Research 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.

3.1.3 Risk management

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

- levels of autonomy (e.g. behavioural, procedural and physical controls)
- nature of control (e.g. process or physical)
- lifecycle phases (e.g. PPRR, operational phases/elements).

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

[Appendix 2](#) summarises current risk assessment findings for Southern Midlands and identifies general responsibilities for the treatment of risks, including responsibility attributed to:

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

3.1.4 Protective security and business continuity

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

The supply or redundancy of main services is particularly important for local emergency management operations and requires 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 arrangements to enhance security. Specific advice on counter-terrorism policies and practices may be provided by TASPOL Special Response and Counter-Terrorism Command.

3.1.5 Land use planning

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

Land use planning schemes for Southern Midlands are continually reviewed and updated to include improved preventative measures to help mitigate the impact of emergencies on communities.

The *Southern Midlands Local Provisions Schedule* is the relevant planning scheme. For more information, see www.southernmidlands.tas.gov.au and [Planning Scheme Viewer](#)

3.1.6 Climate change adaptation

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

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

3.2 Preparedness arrangements

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

3.2.1 Overview

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

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

Council is responsible for:

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

SES is responsible for:

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

The Regional Coordinator also supports the Regional Controller in preparing and maintaining the Southern Regional Emergency Management Plan (SREMP) and the SREMC, in which Council participates.

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

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

3.2.2 Municipal Emergency Management Committee (MEMC)

MEMC has an important role in maintaining relationships so that information is shared and effective arrangements are in place for emergency management. MEMC is chaired by the Mayor (or representative) and supported by the MC as Executive Officer.

MEMC preparedness and continuity is supported by *MEMC Terms of Reference* (refer to [Appendix 3](#)) and a maintenance schedule and other resources (refer to [Appendix 4](#)).

The MC has a central role in communicating internal to Council and with external agencies before, during and after an emergency, including to ensure that Council resources are available as required.

3.2.3 Municipal Emergency Management Plan (MEMP)

MEMC is responsible for preparing and maintaining this plan (MEMP), which is reviewed at least every two years. Reviews are usually coordinated by the MC and include consideration of:

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

The Regional Coordinator provides guidance for MEMP format and content, and coordinates approval by the State Controller. More information about consultation and distribution of this MEMP is provided in [Section 4](#).

The current version of this MEMP is available from the MC or through authorised access to WebEOC (a web-based emergency operations information platform administered by TASPOL).

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

3.2.4 Capacity and capability

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

- a redundancy and adequate relief for Council emergency management roles
- b emergency management education and training for Council workers
- c maintaining the MECC
- d maintaining basic systems so resources can be requested and shared.

3.2.4.1 Municipal emergency management roles – primary and relief

Primary and relief personnel for key emergency management roles is provided in [Table 5](#).

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

| Primary role | Relief role |
|---|---|
| MEMC Chairperson (Mayor/Nominated Councillor) | MEMC Chairperson Proxy (Nominated Councillor) |
| Municipal Coordinator (MC) (General Manager) | Deputy Municipal Coordinator (DMC) (Manager Community & Corporate Development) |
| Municipal Recovery Coordinator (MRC) (Manager Community & Corporate Development) | Deputy Municipal Recovery Coordinator (DMRC) (Community & Corporate Development Officer) |

3.2.4.2 Emergency management education and training

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

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

Validation activities are useful training opportunities that are conducted at various times by a wide range of stakeholders. MEMC members attend these and/or arrange for relevant people from their respective organisations to participate. Major actions are reflected in the MEMC Maintenance Schedule (refer to [Appendix 4](#)).

3.2.4.3 Maintaining the MECC

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

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

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

- at the request of a Response Management Authority
- after consultation with the Mayor or General Manager
- at the direction of the Regional Controller.

The MC maintains MECC Action Cards and Standard Operating Procedures (SOPs) and for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). Versions of Action Cards current at the time of this MEMP issue are included at [Appendix 6](#).

When activated, the MECC will be supported by existing resources and amenities in the municipal offices at Oatlands or Kempton. More information is provided in [Appendix 5](#).

3.2.4.4 Maintaining basic systems and resources

The MEMC's contact list for emergency management is maintained by the MC. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders. This information is an important resource for SREMC and SRSRC. Regional emergency management contacts are updated and circulated by the Regional Coordinator and Regional Recovery Officer to members and stakeholders after each quarterly meeting of the relevant groups.

Council is supported by a sectoral convention whereby Tasmanian councils assist each other with resource-sharing arrangements, supplemented by Southern Municipal Coordinators meetings.

3.2.5 Readiness for community warnings and public information

Response Management Authorities maintain scripts of key messages for community warnings and public information about emergencies. These are usually developed in advance, based on relevant best practice, and maintained as drafts that can be customised to meet specific event needs. These may also be used by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS). Response arrangements for issuing warnings and public information or opening call centres are included in [Section 3.3](#).

Pre-prepared public information resources can be tailored for municipal purposes; these resources can be accessed through TASPOL and SES. Information can be disseminated through multiple channels, for example local community radio station 97.1 Mid FM.

3.2.5.1 TasALERT

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

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, [Get Ready](#) disaster preparedness and community resilience. In an emergency, the website is updated with information about the event, including spatial (mapped) information about the event provided through [LISTmap](#) and links to dedicated social media channels.

3.2.5.2 Points for public enquiries

All organisations represented on MEMC maintain phone and internet public enquiry points.

Council maintains a fully-manned after-hours emergency point of contact. Council's website is kept up-to-date with relevant information and staff contact details (phone, email).

3.2.5.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

- a flash and mainstream flooding (from rivers) (SES)
- b severe weather e.g. damaging winds (BoM)
- c bushfire (TFS)
- d Standard Emergency Warning Signal (SEWS) (TASPOL)
- e Emergency Alert (all hazards) (TFS)

- f local ABC Radio (primary Support Agencies or Response Management Authority)
- g road closure (TASPOL)
- h tsunami (TASPOL)
- i heatwave (DoH)
- j TasALERT (DPAC)
- k social media accounts (all agencies).

3.2.6 Validation and performance management

Council is responsible for ensuring that testing and validation of planned processes and procedures are conducted as part of the emergency management planning process. Validation activities include debriefs, exercises, workshops, briefings and meetings. Planned validation activities are outlined in [Section 4](#). Council is responsible for ensuring that regular validations occur and for participating in other organisations' validation activities whenever possible. Debriefs are conducted after both exercises and operations. Combined debriefs for agreed operations are arranged by MEMC or SREMC. Lessons identified in debriefs are recorded and shared as appropriate through the consultation framework.

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

The Municipal Guidelines include a self-evaluation survey and the MEMC uses this annually to formally review its performance and identify collective areas for future attention. These may also inform the prioritisation of relevant work programs and funding applications.

3.2.7 Administration systems

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

3.2.7.1 Information management

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

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

- a Situation Reports (SITREPS)
- b operational logs
- c resource allocation
- d recording expenditure (see [Section 3.2.7.2](#))
- e registration of spontaneous volunteers, public offers, impacted people/groups
- f impact assessment and consequence management.

3.2.7.2 Cost capture and financial administration

All organisations maintain systems and processes so that emergency-related expenditure can be authorised, recorded and reimbursement sought (where available). Preparedness includes identifying the positions responsible for collating costs of response and recovery efforts. Cost capture systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA) and Council maintains financial administration processes to support requests for access to TRRA funds.

Council has arrangements in place to enable expenditure by the MC (or delegated representative) for emergency management purposes.

3.3 Response arrangements

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

3.3.1 Overview

Effective response relies on the coordinated activation of pre-agreed roles and responsibilities that are clearly defined, easily understood and well-communicated. High-level responsibilities for hazards or functions are usually prescribed in legislation, but the planning process establishes arrangements that draw on these responsibilities in a practical, flexible and scalable way to reduce the threat to life, property and the environment.

This section describes how the roles and responsibilities relevant to municipal emergency management generally apply in responding to an emergency. These are designed to address situations that occur in this municipal area, although these can be used to support response for emergencies affecting other municipal areas or the region. (Also refer to the typical Council support functions and activities summarised in [Section 2](#).)

These arrangements should be referred to when: arrangements for the situation are inadequate/overwhelmed; and/or the arrangements can enhance/complement what is already in place.

Emergency powers enable authorised action to be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific legislation and incorporated into hazard-specific plans. Additional powers provided for in the Act may be applied if and when the specified criteria are met. Depending on the scale and extent of the emergency, overall control or coordination of response may be assumed by emergency management authorities, such as the Regional Controller or State Controller.

3.3.2 Command, control and coordination

3.3.2.1 All-hazards response arrangements and escalation

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

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

Council's General Manager (MC) is responsible for providing adequate staff and resources to operate the MECC. The MC is responsible for managing the MECC and for arranging for it to be opened. More detailed operating procedures are provided in [Appendices 5-7](#).

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

The Regional Coordinator can assist with arranging regional support to Council, should this be required, and usually assists and advises the MC and MECC. The Regional Coordinator also briefs the Regional Controller (and other stakeholders as required).

The Regional Controller can activate broader emergency management arrangements as necessary to support response/recovery operations (refer to section 18 of the Act). Legislated emergency powers do not need to be activated for this to occur.

3.3.2.2 Emergency powers

Emergency powers are established in the Act and summarised in *Appendix 4* of the [TEMA](#). If emergency powers are authorised, SES supports the coordination of regional activities authorised by the Regional Controller.

3.3.2.3 Municipal Emergency Coordination Centre (MECC)

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

Primary MECC functions are to:

- maintain information flow to and from WebEOC
- coordinate Council's emergency response, including the activation, deployment and management of Council and community resources
- coordinate requests from the Response Management Authority and Support Agencies for additional resources
- monitor operational activities and provide information to the Regional Controller, local community, etc
- identify additional emergency requirements (eg. the need to activate local or regional recovery arrangements).

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

The MC leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT structure and membership will vary, but typically comprises officers to address:

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

IMT structure is determined by the size and complexity of the emergency and adjusted accordingly. 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. An IMT is created when functions are delegated to others.

These arrangements are designed to be flexible and scalable. Should the event be larger than Council's capacity to respond, the MC will seek support from the REMC.

3.3.2.4 Emergency Operations Centres (EOCs)

EOCs are established to manage the operational aspects of the relevant organisations emergency response activities.

The location of **primary and secondary EOCs** are identified at [Appendix 5](#).

EOC functions include:

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

3.3.2.5 Municipal Emergency Management Committee (MEMC)

When an emergency occurs, the MC liaises with the MEMC Chairperson and the Regional Planner to confirm whether MEMC should meet.

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

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

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

3.3.3 Resource-sharing and coordination

Council has resource-sharing arrangements with other municipalities and agencies. Particular reference is made to the 'Protocol for Inter - Council Emergency Management Resource Sharing' maintained by the Local Government Association of Tasmania.

Resources can be shared to assist others in emergencies. The MC can coordinate and facilitate requests for shared resources. SES can be contacted who can assist with requests for the provision of regional, state or national support resources. The availability of regional resources depends on the nature and scale of the emergency and resource priorities.

3.3.4 Consequence management

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

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

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

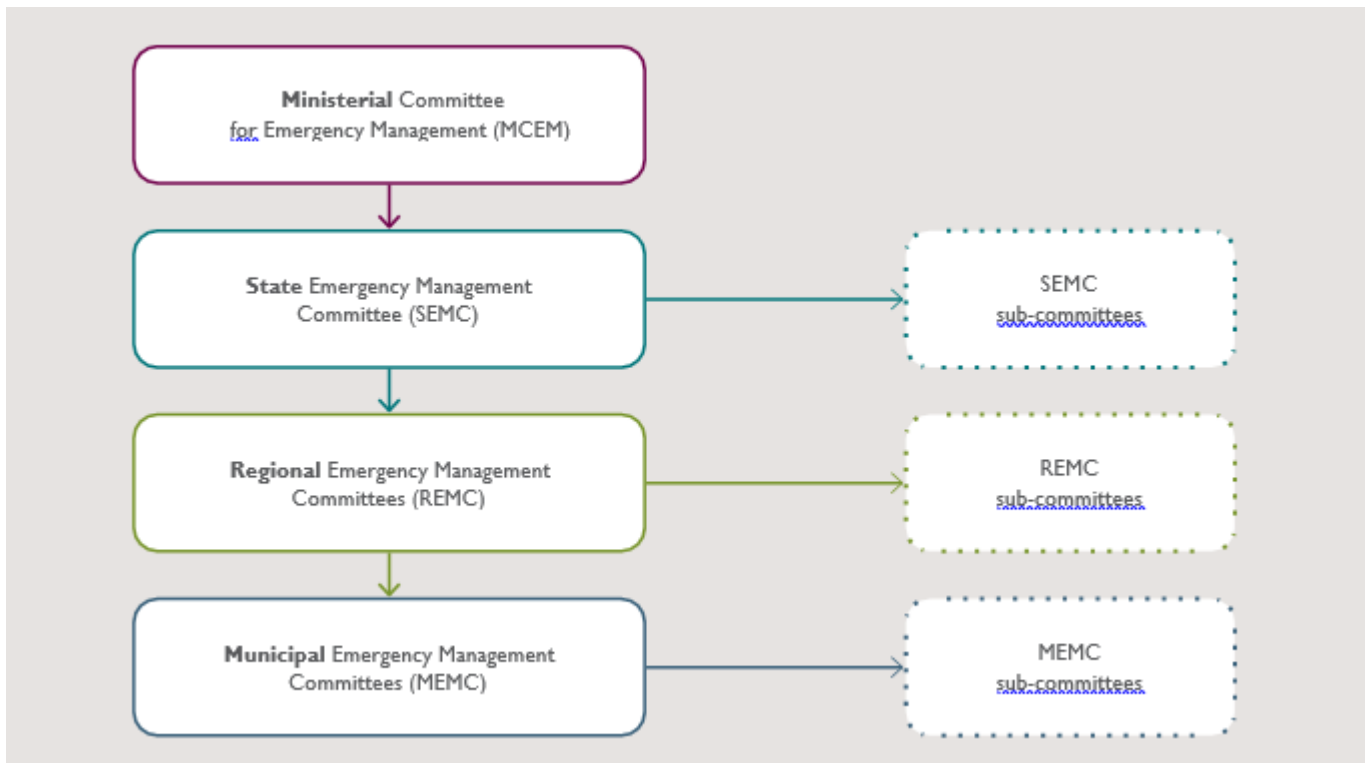


Figure 3: Tasmanian Emergency Management Governance Structure

LEGEND:

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

Table 3: All-Hazards response – typical Council actions

| 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"> Prepare to deploy for response Arrange warnings (if relevant) Update stakeholders 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 Obtain approval of owners for use of potential centres and locate keys Draft staff rosters for centres/tasks for next 24 hrs Locate supplies likely to be needed in the first few hours e.g. stationery, references (plans, map books, contact lists), extra equipment (phones, laptops, printers), tea/coffee Nominate media officer and advise response agencies |
| 3 | Respond | <ul style="list-style-type: none"> Assess emergency scene Establish command and control arrangements Review whether MEMC should meet Deploy resources and request extra assistance as required Assess impacts and effectiveness of response strategies Consider evacuation Provide further warnings and public information as required Provide information: SitReps and public information Conduct impact assessments and provide updates | <ul style="list-style-type: none"> Establish and communicate MECC location for council resources/requests Manage requests for assistance/resources Open and manage centres as required e.g. assembly or evacuation centres Provide community with information Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public/environmental health conditions and recovery needs Update stakeholders and Regional Controller as required Coordinate meals, relief/accommodation for Council workers |
| 4 | Stand-down (including recovery handover) | <ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response Liaise with Council and RC regarding the status of recovery operations and arrange handover Confirm end/close of response and stand-down Collate logs, costs etc. and assess needs for resupply | <ul style="list-style-type: none"> Confirm end/close of Council operations for response Liaise with recovery workers and assess needs Reinstate transport routes etc. Update stakeholders and Regional Controller and confirm ongoing points of contact Close centres as agreed Collate logs, costs etc. and assess needs for resupply |
| 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 SREMC | <ul style="list-style-type: none"> Conduct Council worker debrief Arrange for MEMC debrief and report to Regional Controller/SREMC |

3.3.5 Warnings

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

Warnings are sent to media outlets (radio and television) for public broadcast and may be preceded or accompanied by the Australian Warning System (AWS). See [TEMA](#) for more detailed information about AWS. The RC can request the use of AWS in an emergency.

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

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

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

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

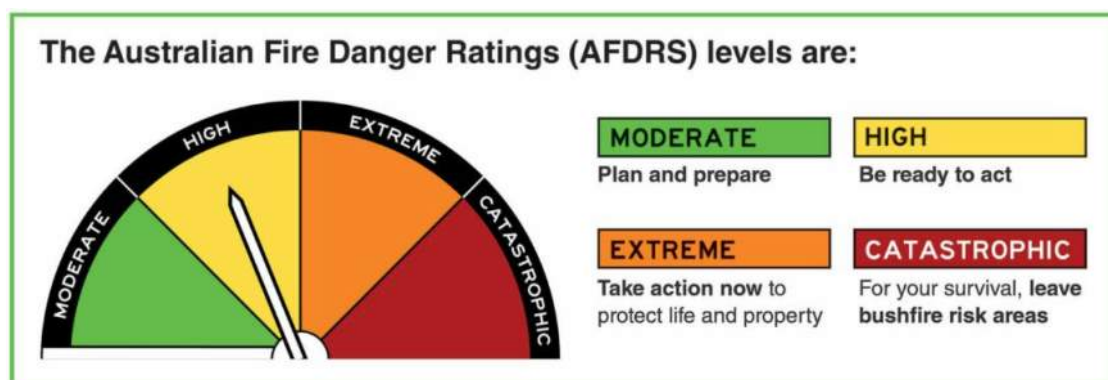
Emergency Alert is a fee-for-service national capability that is used to send emergency warnings via message to mobile phones (SMS) and landlines (voice) located within a particular geographic area. Warnings issued through this service are coordinated by the Response Management Authority and TFS. If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




The MC maintains procedures that further detail Council's response to warnings. [Table 7](#) summarises current warning arrangements and typical Council actions.

Table 4: Summary of warning systems and arrangements

| Hazard | Warning type/indication | BY | Action by MC |
|--|---|-----|--|
| SEVERE WEATHER | | | |
| WARNINGS | Warnings are issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples are: land gales, squalls, flash flooding, dangerous surf or tides. | | |
| Damaging winds | Issued when expected gusts in excess of 100 km/h (or 75 km/h when wind is from an unusual direction) or destructive winds above 125 km/h. | BOM | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders |
| Dangerous surf | Issued when swell expected to exceed: 6m about the north & east coasts; 7m about the south-east coast. | BOM | <ul style="list-style-type: none"> Nil |
| Abnormally high tides | Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore & maritime activities, generally when water level is expected to reach 40cm above normal spring tide level. | BOM | <ul style="list-style-type: none"> Relay warnings Update stakeholders Place warnings at low-lying public carparks |
| Very heavy rain that may lead to flash flooding | Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period. | BOM | <ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders |
| Severe thunderstorm | Issued when thunderstorms are expected to produce dangerous or damaging conditions: such as hail greater than 2cm diameter; gusts greater than 100 km/h; flash flooding; tornadoes | BOM | <ul style="list-style-type: none"> Relay warnings Notify outdoor crews & check availability Update stakeholders |

| Hazard | Warning type/indication | BY | Action by MC |
|----------------------------------|--|-----------|--|
| Bushwalkers weather alert | Issued when conditions are likely to pose a danger to bushwalkers, i.e. generally cold, wet, windy weather. | BOM | <ul style="list-style-type: none"> • Nil |
| Heatwave | Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat. | DoH (PHS) | <ul style="list-style-type: none"> • Relay warnings • Update stakeholders |
| Ice and frost on roads | Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow | BOM | <ul style="list-style-type: none"> • Nil |
| FLOOD | | | |
| Flood watch | Flood Watch means there is a developing weather pattern that may cause floods in 1-2 days. Can include advice for multiple catchments and areas | BoM | <ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders |
| WARNINGS | | | |
| Flood Advice | An incident has started but no immediate danger. Stay up-to-date in case the situation changes. May also be used to communicate a reduced threat. May communicate inundation of low-lying areas near watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged. | BOM | <ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders |
| Flood Watch and Act | Heightened level of threat. Conditions are changing and people are advice to start taking action to protect themselves, their families and properties. In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is likely substantial in rural areas, requiring removal of stock. | BOM | <ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders |
| Flood Emergency | Highest level of warning. People may be in danger and advised to take immediate action. Any delay may put lives at risk. In addition to above, extensive rural areas and/or urban areas may be inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people in some areas may be required. | BOM | <ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Consider MEMC meeting |
| FIRE | | | |



| Hazard | Warning type/indication | BY | Action by MC |
|--|--|----|---|
| AFDR Moderate | Fires breaking out can be controlled. Some risk to people, homes and property. | | |
| AFDR High | Fires may spread rapidly and be difficult to control. Lives may be at risk and homes may be destroyed. Well-prepared and actively defended homes can offer safety. | | |
| ARDR Extreme | Fires will spread rapidly and be uncontrollable. Lives may be at risk and homes likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety. | | |
| AFDR Catastrophic | Fires will spread rapidly and be uncontrollable. Significant risk to lives and properties. Many homes are very likely to be destroyed. Even the best-prepared homes are not safe. | | |
| WARNINGS: | Location-specific information about fires in the environment. | | |
| Advice  | A fire has started but there is no immediate danger. Includes general, up-to-date information about developments. | | <ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders |
| Watch and Act  | A heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families. | | <ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Consider MEMC meeting • Place Evacuation Centres on standby |
| Emergency  | People in specific locations are in danger and need to take action immediately, as they will be impacted by fire. May be preceded by an emergency warning signal (siren). | | <ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Establish MECC/IMT • MEMC meeting, if possible • Place Evacuation Centres on standby |

3.3.6 Public information

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

Council has critical roles in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging Council's existing community communication protocols and guidelines. These roles need to be initiated as soon as possible after an emergency occurs to reduce the potential for inappropriate community action or undue concern.

Situation Reports (SITREPs) and information bulletins about facilities and emergency assistance should be provided to the community as soon as possible. A system of twice-daily community briefings at published times should be provided within the emergency period, using the most effective media available.

Local community radio station – 97.1 Mid FM – may be used to convey critical community information, noting that coverage is limited and not all residents of the municipality are able to tune in to that station.

The Mayor has a pivotal role as community leader to coordinate community information and is Council's chief spokesperson. The Mayor (or delegate) will also speak on behalf of the affected community. The Mayor should be supported in this role by an experienced media liaison officer, who can prepare community and media statements for Mayoral endorsement.

All Councillors and Council staff need to be aware that only the Mayor (or delegate) will speak on behalf of Council and the collective community. The MC will provide the Mayor with emergency-related information.

Media statements from Council should relate to community impact and Council actions: Council should not comment on matters that are the province of the Response Management Authority, emergency services, Support Agencies or post-emergency investigations. Statements made by people with knowledge of only a segment of the total emergency operations can cause public confusion and misunderstandings.

Any emergency that requires activation of the MEMP will require a two-way flow of information and advice between the MC and the Regional Coordinator.

Table 8 summarises arrangements for issuing public information about the emergency.

3.3.6.1 TasALERT

TasALERT (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 (mapped information, social media, new content etc.) specific to that incident.

The website also aggregates social media feeds from emergency services and Tasmanian Government departments, as well as using spatial (mapped) data to provide appropriate and authoritative emergency information.

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

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

PIU activation may be requested due to:

- the scale, impact or longevity of the emergency
- the need for a coordinated, whole-of-government public information response
- insufficient resources within the Response Management Authority to manage all public information requirements in response to an emergency.

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

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

3.3.6.3 Tasmanian Emergency Information Service (TEIS)

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

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

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

Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner. If TEIS activation is approved, scripts are developed consultatively through the whole-of-government Public Information Unit (PIU).

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

3.3.6.4 Working with the media

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

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

Table 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 (eg. MC/RC) | Media |
| 3 | Other centres eg. evacuation | Actions/responsibilities of the centre | Centre Coordinator | Centre Coordinator | Authorised Emergency Management Coordinator (eg. MC/RC) | Media TEIS |
| 4 | Municipal Area | Impact of the 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 | Regional Coordinator | Regional Controller | Media Council website TEIS CALD |
| | | | Response Management Authority | Regional Media Officer | Response Management Authority Regional liaison | |
| | | | Regional Recovery Officer | Regional Recovery Officer/ Media Officer | Regional Controller through the Regional 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 Office | Media Agency or event-specific website TEIS CALD |
| | | | Response Management Authority | State Media Officer | Response Management Authority State liaison | |
| | | | Premier or Minister | Government Media Office | Head of Government Media Office | |

| Information channel | Type and purpose | Authorised provider |
|---|---|---|
| <u>triple zero (000)</u> | Emergency call service to contact police, fire or ambulance in life threatening or emergency situations. | Telstra and Australian governments |
| <u>106</u> | Text-based emergency call service to contact police, fire or ambulance in life threatening or emergency situations. | Telstra and Australian governments |
| <u>132 500</u> | Emergency call service for storm and flood assistance. | State Emergency Service |
| National Security Hotline (1800 123 400; SMS 0429 771 822; hotline@nationalsecurity.gov.au) | Reporting information to law enforcement and intelligence agencies about possible terrorist and foreign interference activities. | Australian governments |
| <u>Fire danger rating signs</u> | Physical signs that provide the Fire Danger Rating for given sites. | Tasmania Fire Service |
| <u>Fire danger rating maps and rating summary table</u> | Web-site that provides state-wide Fire Danger Rating maps and the Fire Danger Rating for each weather forecast district. | Tasmania Fire Service |
| River height gauges | Physical signs that provide the observed river height at points on roads, bridges and other sites. | various authorities |
| <u>Rainfall and river data</u> | Web-site that provides the latest river height data (including plots and tables) and rainfall bulletins. | Bureau of Meteorology |
| <u>Tasmanian warnings summary</u> | Web-site that provides information on extreme heat, fire weather, floods, storms and tsunamis. | Bureau of Meteorology |
| <u>Community Alerts</u> | Web-site that provides information on state-wide road conditions. | Tasmania Police |
| <u>TasALERT</u> | Web-site and social media that provide information on likely or actual emergencies. | whole-of-government PIU State Operations Centre or State Control Centre |
| Media briefings and releases | Provide information to the media on local impacts, relief actions and recovery programs. Provide information to the media on the likely and actual impact of emergencies, and advice to the community on what they can or should do. Provide information to the media on the State-wide consequences of emergencies, and advice to the community. | Municipal Council mayor or another authorised local spokesperson Response Management Authority spokesperson State Operations Centre or State Control Centre State Controller |

| Information channel | Type and purpose | Authorised provider |
|--|---|--|
| Radio, television, print and commercial social media | Reports on the likely and actual impact of emergencies, and provide advice on community safety and how to seek assistance. | Municipal Council mayor or another authorised local spokesperson Response Management Authority spokesperson whole-of-government PIU State Operations Centre or State Control Centre |
| Tasmanian Emergency Information Service | A call centre that receives calls from the public and provides information on the likely and actual impact of emergencies, advice on community safety and how to seek assistance. | whole-of-government PIU |
| <u>TasRECOVERY</u> | A Facebook page that provides information on recovery programs. | DPAC |
| <u>Service Tasmania 'Emergencies'</u> | Web-site that provides links to other public information websites. | Service Tasmania |
| <u>Emergency Alert</u> | The national telephone warning system that sends voice messages to landline telephones and text messages to mobile telephones within a specific area. | State Controller Deputy Commissioner of Police Regional Controller Executive Director SES Chief Fire Officer TFS Director of Public Health |
| Standard Emergency Warning Signal (SEWS) | A distinctive audio signal that alerts the community to the broadcast of an urgent safety message relating to a major emergency. Emergency services may include SEWS as part of warning messages sent to landline telephones by Emergency Alert. | DPFEM Media and Communications Unit with approval from State Controller, DCOP, Regional Controllers, Chief Officer TFS, Executive Director SES or Regional Director BoM |
| National Emergency Call Centre | A call centre that receives calls from the public and provides information on the likely and actual impact of emergencies, and provides advice on community safety and how to seek assistance. | whole-of-government PIU requests activation by the Australian Government Department of Social Services |
| Evacuation centres | A physical location that provides advice on community safety and how to seek assistance, and provide information on recovery programs. | Municipal Council |
| Recovery centres | A physical location that provides information on recovery programs. | Municipal Council DPAC |
| Public meetings | Provides information at the local level that is consistent with that provided at the state level, and allow public feedback. | RMA Municipal Council mayor or another authorised local spokesperson |

3.3.7 Other elements

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

3.3.8 Evacuation

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

3.3.8.1 Management

While 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.

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

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

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

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

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

Council maintains a register of appropriate facilities that may be used as short and long-term evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in [Appendix 5](#) and [Appendix 8](#).

3.3.8.2 Decision

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

3.3.8.3 Withdrawal

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

3.3.8.4 Shelter

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

Nearby Safer Places are places that provide 'last resort' shelter options and are identified in Community Protection Plans.

3.3.8.5 Return

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

3.3.9 Impact assessment

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

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

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

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

3.3.10 Registrations

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

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

Registration may be established and coordinated by the Resilience and Recovery Tasmania.. When an Evacuation or Recovery Centre is activated, processes to support registration should be implemented at the Centre/s as soon as possible. This may be supplemented or supported by regional arrangements for the ongoing coordination of registrations into the recovery phase.

If an Evacuation Centre is activated, registration will be implemented using Survey123 application or through the equivalent paper forms. Information collected may need to be provided to Red Cross if TASPOL requests the use of Register.Find.Reunite (RFR).

Registration data may be shared, as appropriate, with relevant stakeholders throughout emergency response, consistent with disclaimers provided to affected people at the time of data collection. For example, when providing personal information at the time of registration, affected people should be aware that the data they provide will be shared with the relevant government agencies (municipal/state/federal) for the purposes of providing relief and recovery assistance and services. All personal information provided for registration purposes must be managed in accordance with the provisions and principles of the *Personal Information Protection Act 2004*.

3.3.11 Pandemic health emergencies

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

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

One element of a coordinated response to a large-scale health emergency, such as an influenza pandemic, is the establishment of community-based clinics to perform a number of critical and beneficial functions for the general community. The Tasmanian Health Service (THS) may call upon Council to provide a suitable venue for the establishment of clinic/s and to assist and support with the maintenance and operation of clinic/s during a pandemic emergency.

3.3.12 Debriefs

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

- a acknowledge the input of all contributing organisations and individuals
- b gain constructive feedback from all involved on lessons identified
- c identify where gaps exist in training and planning systems
- d determine and program the best course of action for improving planning, management systems etc
- e foster sound interagency communication
- 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, Coordinator and SRSRC.

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

3.3.13 Administration: finance and cost capture

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

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

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

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

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

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

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

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. RRT will provide information and advice on request.

3.4 Recovery arrangements

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

3.4.1 Overview

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

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

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

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

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

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

Typical recovery considerations include but are not limited to:

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

3.4.2 Current arrangements

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

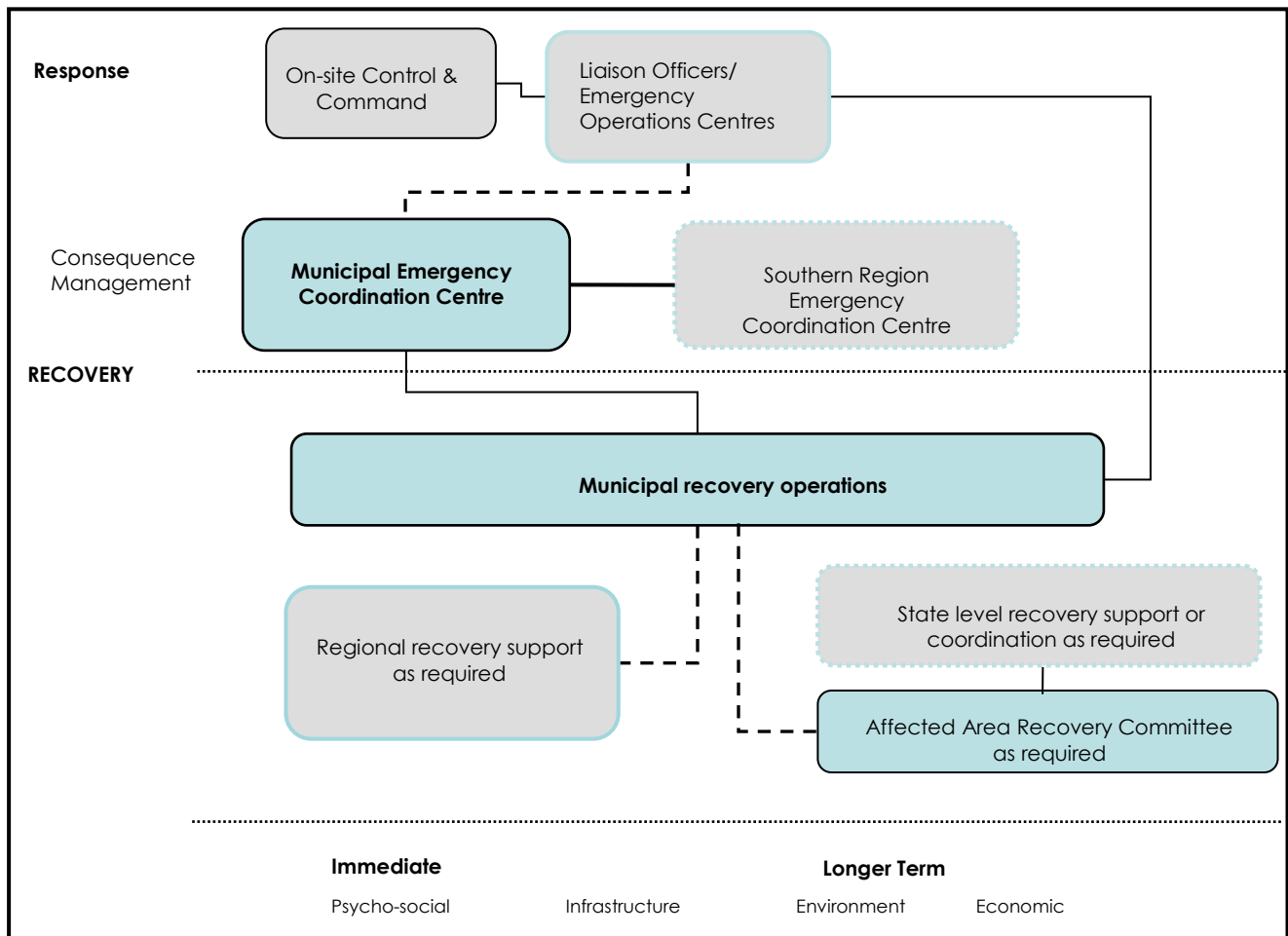


Figure 4: Community recovery management arrangements

LEGEND:

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

3.4.3 Media and public information

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

- RMA's website and social media
- TasALERT website and social media
- radio, television and print media
- 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, in accordance with Council's policies. The Mayor will be supported by the media officer, who can prepare community and media statements. The MC will provide the Mayor with recovery-related information. Council's *Communications Policy* and *Communications SOP* are associated documents that support this plan.

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*.

3.4.4 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 Recovery Coordinator is responsible for undertaking the following activities:

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

3.4.5 Short-term recovery

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

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

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in [Appendix 8](#). Recovery facilities are activated on request or advice from:

- a MC
- b Community Recovery Coordinator
- c Regional Coordinator, or
- d Regional Controller

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

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

3.4.6 Long-term recovery

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

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

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

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

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

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

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

An AARC will typically develop a recovery plan that:

- a takes account of Council's long-term planning and goals
- b includes assessment of recovery needs and determines which functions are required
- c develops a timetable for completing major functions
- d considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people
- e allows full community participation and access
- f allows for monitoring of recovery progress
- g effectively uses the support of Tasmanian and Australian Government agencies
- h provides public access to information on proposed programs and subsequent decisions and actions
- i 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, SREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/analysis of records (financial and information).

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

3.4.7 Recovery functions

Council 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 and can be supported by a number of Tasmanian Government agencies and NGOs, depending on the capacity and presence of support services in the area.

Section 4: Plan administration

4.1 Plan contact

This plan is maintained by the Southern Midlands Municipal Coordinator for the Southern Midlands MEMC.

Feedback on this plan should be provided in writing to:

Email: mail@southernmidlands.tas.gov.au
 Mail: PO Box 21 OATLANDS TAS 7120
 Phone: (03) 6254 5000

4.2 Review requirements and issue history

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

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](#) below.

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

Table 6: Issue table

| Issue No. | Year approved | Comments/summary of main changes |
|-----------|---------------|---|
| Issue 4 | 2006 | Rewrite |
| Issue 5 | 2012 | Rewrite |
| Issue 6 | 2014 | Review |
| Issue 7 | 2016 | Review |
| Issue 8 | 2021 | Incorporation of TEMA, evacuation, DRFA information, reformatting |
| Issue 9 | 2025 | Review |

4.3 Consultation for this issue

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

- a SES Regional Manager
- b SES Regional Coordinator
- c Southern Regional Recovery Officer
- d Midlands Multi-Purpose Health Centre personnel
- e Tasmania Police
- f Local Medical Practitioners
- g Tasmania Fire Service
- h MEMC members.

4.4 Distribution list

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

Table 7: Distribution list

| Organisation | Position |
|------------------------------|--|
| Council | <ul style="list-style-type: none"> All MEMC members Mayor and Councillors GM |
| SES | <ul style="list-style-type: none"> Unit Manager, SES Unit Regional Manager (South) Regional Coordinator (for Regional Controller) SES Emergency Management Unit (for SES Director, State Controller, WebEOC) |
| TASPOL | <ul style="list-style-type: none"> Divisional Inspector (Bridgewater) Divisional Inspector (Sorell) Officer in Charge, Oatlands Police Station |
| TFS | <ul style="list-style-type: none"> District Officer, Midlands District Officer, East Coast |
| AT | <ul style="list-style-type: none"> Superintendent, Southern Region |
| St John Ambulance | <ul style="list-style-type: none"> Chief Executive Officer (for volunteer divisions) |
| Neighbouring councils | <ul style="list-style-type: none"> Brighton Council Clarence City Council Derwent Valley Council Central Highlands Council Northern Midlands Council Glamorgan Spring Bay Council |
| Other organisations | <ul style="list-style-type: none"> Midlands Multi-Purpose Health Centre Department of Education |

4.5 Communications plan summary

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

- a email copies sent to the positions listed in [Table 10](#)
- b submitted for noting by SREMC
- c endorsement by Council
- d published on Council's website
- e Published on Council's common network drive (for staff access)
- f available to interested parties on request at either Oatlands or Kempton Council Chambers.

4.6 Validation of this plan

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

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

Section 5: 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 associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – MEMC resources, maintenance and activity schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty cards

Appendix 7 – Standard operating procedures

Appendix 8 – Community centres

APPENDIX 1: List of associated documents

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

a) 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 Act 1994 and associated regulations</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 |
| <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 |

| Legislation | Subject |
|--|---|
| | 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 |

b) Plans and Arrangements
Standards, reports and resources

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

| | |
|--|--|
| <u>Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook</u> | Australian Institute for Disaster Resilience |
| <u>Emergency Evacuation Framework</u> | Tasmania Police |
| <u>Heatwave Ready Tasmania: Resources for residential aged care facilities in Tasmania</u> | Department of Health |
| <u>People at Increased Risk in an Emergency: A guide for Tasmanian government and non-government community service providers</u> | State Emergency Management Committee |
| <u>Spontaneous Volunteer Management Resource Kit: Helping to manage spontaneous volunteers in emergencies</u> | Australian Government Department of Housing, Community Services and Indigenous Affairs |
| State Special Emergency Management Plans and other plans (available on the <u>Tasmanian Emergency Management System</u>) | |
| Biosecurity Emergencies | Department of Natural Resources and Environment, |
| Cetacean Incident Manual: ... | Department of Natural Resources and Environment, |
| <u>Dam Safety Emergencies</u> | Department of Natural Resources and Environment, |
| Electricity, Gas and Liquid Fuel Supply Disruption Arrangements | Department of State Growth |
| Flood | State Emergency Service |
| Hazardous Materials Emergencies | Tasmania Fire Service |
| Impact and Damage Assessment | Department of Premier and Cabinet |
| Interoperability Arrangements for Sharing Skilled Resources in Tasmania | Department of Premier and Cabinet |
| Pandemic Influenza | Department of Health |
| Port Safety Plan for Visits of Nuclear-Powered Warships to Hobart | Tasmanian Government State Emergency Service, Issue 5, 2023 |
| State Fire Protection Plan | Tasmania Fire Service |
| <u>State Recovery Plan</u> | Department of Premier and Cabinet |
| <u>State Road and Bridge Emergency Management Plan</u> | Department of State Growth |
| State Tsunami Emergency Response Plan | State Emergency Service |
| Structural Collapse | Tasmania Fire Service |
| Tasmanian Counter-Terrorism Arrangements | Tasmania Police |
| <u>Tasmanian Marine Oil and Chemical Spill Contingency Plan</u> (TasPlan) | Environment Protection Authority |
| Tasmanian Mass Casualty Management Arrangements | Department of Health |
| Tasmanian Public Health Emergencies Management Plan | 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 | |
| <u>State Recovery Plan</u> (State Special Emergency Management Plan) | Department of Premier and Cabinet |
| <u>Tasmanian Relief and Recovery Arrangements: Natural Disaster Relief to Local Government Policy</u> | Department of Premier and Cabinet |
| <u>Working together in recovery: a practical guide for the not-for-profit and public sectors,</u> | Curnin, S., University of Tasmania 2019 |

APPENDIX 2: Risk Assessment Report

a 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.

b Local government responsibilities – emergency risk management

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

- 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 to 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.

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

c TERAG data and recommended treatment strategies for implementation

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

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

Specifically, each register includes:

- unique identifier number
- risk statement
- treatment option/s
- responsibility for treatment
- implementation timeframe.

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

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

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

| Register of risks and treatment strategies | | | | |
|--|--|---|--------------------------------|------------|
| ID | Risk statement | Treatment/s | Responsibility for treatment | Timeframes |
| SM 01 Flood | | | | |
| SM 01.01 | There is a risk that flooding of the Jordan River will cause damage to roads and bridges | Bridge design options | Council/DSG | Long-term |
| | | Clear waterways | Landowners/NRE | Ongoing |
| | | Road design | Council/DSG | Long-term |
| SM 01.02 | There is a risk that flooding of the Jordan River will cause property damage on the floodplain | Planning schemes | Council | Immediate |
| | | Identify floodplain | Council/NRE/Landowner | Short-term |
| SM 01.04 | There is a risk that flooding of the Coal River will result in damage to roads and bridges | Bridge design options | Council/DSG | Long-term |
| | | Clear waterways | Landowners/NRE | Ongoing |
| | | Road design | Council/DSG | Long-term |
| SM 01.07 | There is a risk that flooding of the Blackman River will cause damage to roads and bridges | Bridge design options | Council/DSG | Long-term |
| | | Clear waterways | Landowners/NRE | Ongoing |
| | | Road design | Council/DSG | Long-term |
| SM 01.08 | There is a risk that flooding of the Jordan River will cause property damage on the floodplain | Planning schemes | Council | Immediate |
| | | Identify floodplain | Council/NRE/Landowner | Short-term |
| TM 02 Bushfire | | | | |
| SM 02.01 | There is a risk that bushfire will result in rural property damage, including fences, crops, trees, residences and machinery throughout the municipality | Fire Management Strategy | Council/TFS/PWS/STT | Short-term |
| | | Education | TFS/Council | Ongoing |
| | | Hazard reduction and enforcement of abatement notices | TFS/Council/Landowners/PWS/STT | Ongoing |
| SM 02.02 | There is a risk that bushfire will result in residential property damage throughout the municipality | Fire Management Strategy | Council/TFS/PWS/STT | Ongoing |
| | | Education | TFS/Council | Ongoing |
| | | Hazard reduction and enforcement of abatement notices | TFS/Council/Landowners/PWS/STT | Ongoing |
| SM 02.05 | There is a risk that bushfire will result in loss of timber bridges throughout the municipality | Bridge design options | Council/DSG | Long-term |
| | | Road design | Council/DSG | Long-term |

| Register of risks and treatment strategies | | | | |
|--|---|---|---------------------------------|------------|
| ID | Risk statement | Treatment/s | Responsibility for treatment | Timeframes |
| SM 02.06 | There is a risk that bushfire will result in depletion of water supplies due to firefighting operations throughout the municipality | Additional local water storage and supply, including reticulation | Council/TasWater/NRE/landowners | Long-term |
| SM 06 Public health epidemic | | | | |
| SM 06.01 | There is a risk that a public health epidemic will result in the loss of life | Immunisation program | Council | Ongoing |
| | | Continued support of Public Health Service activities | DoH/Council | Ongoing |
| SM 08 Exotic animal disease | | | | |
| SM 08.01 | There is a risk that livestock will be destroyed as a result of exotic animal disease | Continued support for national and state strategies | Council/NRE/industry | Ongoing |
| | | Develop washing facilities for vehicles | Council/NRE/industry | Short-term |
| SM 08.02 | There is a risk to agricultural income as a result of exotic animal disease | Continued support for national and state strategies | Council/NRE/industry | Ongoing |
| | | Develop washing facilities for vehicles | Council/NRE/industry | Short-term |
| SM 09 Crop disease | | | | |
| SM 09.01 | There is a risk to agricultural income as a result of food crop disease | Continued support for national and state strategies | Council/NRE/industry | Ongoing |
| SM 09.02 | There is a risk to agricultural income as a result of other crop disease | Continued support for national and state strategies | Council/NRE/industry | Ongoing |
| SM 21 Infrastructure failure | | | | |
| SM 21.01 | There is a risk of loss of water supplies due to pipeline failure | Develop contingency plans for major reticulation lines | TasWater | Long-term |
| SM 21.02 | There is a risk to agricultural income as a result of Craigbourne Dam failure | Frequent inspection of dam infrastructure | Tas Irrigation | Ongoing |
| SM 21.03 | There is a risk of loss of water supplies due to dam failure on the river servicing the Oatlands township | Frequent inspection of dam infrastructure | TasWater | Ongoing |

| Register of risks and treatment strategies | | | | |
|--|---|---|--|------------|
| ID | Risk statement | Treatment/s | Responsibility for treatment | Timeframes |
| SM 21.04 | There is a risk of loss of water supplies to the Colebrook township due to dam failure | Frequent inspection of dam infrastructure | TasWater | Ongoing |
| SM 26 Transport accident | | | | |
| SM 26.01 | There is a risk of a road traffic accident at a rail crossing causing loss of life | Safety audit of major transport routes | DSG/Council | Long-term |
| SM 26.02 | There is a risk of rail accident at a rail crossing causing loss of life | Improve signage | TasRail/DSG | Short-term |
| | | Install signals/barriers | TasRail/DSG | Short-term |
| SM 26.03 | There is a risk of a traffic accident involving large vehicles and passenger buses resulting in loss of life and community disruption | Continued support of road safety strategies | DSG/Council/Road Safety Taskforce/TASPOL | Ongoing |
| | | Undertake hazard study of the Midland Highway | DSG/Council/Road Safety Taskforce/TASPOL | Immediate |
| | | Promote road upgrades | DSG/Road Safety Taskforce | Ongoing |
| SM 27 Storm | | | | |
| SM 27.01 | There is a risk that a storm may cause loss of life | Education and awareness | SES/BoM/Council | Short-term |
| SM 27.01 | There is a risk that a storm may cause significant personal asset loss within the community | Building Standards | Council/Building Council of Australia/LGAT | Long-term |

APPENDIX 3: MEMC Terms of Reference

Southern Midlands Municipal Emergency Management Committee Terms of Reference



| | |
|--|---|
| Committee | Southern Midlands Municipal Emergency Management Committee (MEMC) |
| Date and status | Issue 9, 2025 |
| Enquiries | Executive Officer (Municipal Coordinator) Southern Midlands Council |
| Review notes | These Terms of Reference are due for review in April 2027 |
| General standards & practices | The <i>Tasmanian Emergency Management Arrangements</i> (TEMA) describes the framework for this MEMC and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au). |
| 1. Authority & background | Section 20 of the <i>Emergency Management Act 2006</i> (the Act) establishes the MEMC within the Tasmanian emergency management framework for the Southern Region. |
| 2. Purpose | Section 22 of the Act outlines the MEMC's purpose and functions generally as: <i>"...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 ..."</i> |
| 3. Role and functions | <ul style="list-style-type: none"> 3.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities. 3.1.2 Determine and review emergency management policy for the municipal area, including the performance of emergency risk assessment and management in accordance with current and relevant standards. 3.1.3 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s, and identify excellence and opportunities for improvement. 3.1.4 Oversee management of emergencies in which Council resources are required to support response and recovery. 3.1.5 Report to the Regional Controller on any municipal matters that relate to the functions of the Regional Controller or the Southern Regional Emergency Management Committee. 3.1.6 At the direction of the MEMC Chairperson or Municipal Coordinator, assist them or Council with the performance/exercise of functions and powers under the Act. 3.1.7 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area. 3.1.8 Nominate a representative to participate in Southern Regional Emergency Management Committee activities and provide bilateral support. |

- 3.1.9 Coordinate at least one municipal emergency management exercise each year.
- 3.1.10 Support the activities of responding organisations during an emergency impacting the municipality.
- 3.1.11 Coordinate a post-emergency operational debrief for all organisations involved in an emergency impacting the municipality.

4. Reports to

Southern Regional Emergency Management Committee

5. Membership

Section 21 of the Act establishes the arrangements for this committee's membership, supplemented by the following practices:

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

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

At this stage security clearances are not required.

6. Chairperson

Mayor, Southern Midlands Council (or nominated Councillor)

7. Executive Officer

Municipal Coordinator (General Manager), Southern Midlands Council

8. Members

- Chair (Mayor or nominated Councillor)
- Municipal Coordinator/General Manager (EO)
- Deputy Municipal Coordinator
- Municipal Recovery Coordinator
- Manager Infrastructure & Works
- Assistant Manager Infrastructure & Works
- Resilience and Recovery Tas (DPaC) Regional Recovery Officer
- Midlands Multi-Purpose Health Centre representative
- Local General Practitioner (MMPHC)
- Tasmania Police representative
- Tasmania Fire Service – District Officer (Midlands)
- Tasmania Fire Services (Midlands District representative)
- Tasmania Fire Service (East Coast District Representative)
- Ambulance Tasmania representative
- State Emergency Service – Regional Manager
- State Emergency Service – Regional Coordinator
- State Emergency Service SMC RCR Unit Manager

9. Chairperson

The role of the MEMC Chairperson is to:

- chair the MEMC
- receive notification of emergency events from the Municipal Coordinator
- maintain contact with and support the Municipal Coordinator during an emergency event
- maintain regular contact/liason with the Municipal Coordinator in regard to the administrative arrangements of the MEMC.

10. Frequency of meetings

The MEMC aims to meet twice a year unless an emergency event occurs and a review of operational aspects of the Municipal Emergency Management Plan (MEMP) is required. Meetings are scheduled by the Executive Officer.

APPENDIX 4: MEMC Maintenance and Activity Schedule

| Action | Responsibility | Frequency | Scheduled for conduct |
|--|---|-----------|-----------------------|
| Conduct meeting of the MEMC | Municipal Coordinator | Biannual | March / September |
| Conduct meeting of the MEMC Recovery Sub-committee | Municipal Recovery Coordinator | Biannual | March / September |
| Coordinate emergency management training for selected staff member/s on rotating basis and maintain training records | Municipal Coordinator/ General Manager | Annual | April |
| Plan, conduct and review a related exercise | Municipal Coordinator/ General Manager | Biennial | November |
| Review MEMP and all appendices (including risk treatment strategies) Lodge plan with SREMC | MEMC | Biennial | March |
| Review and update contact lists | Municipal Coordinator/ General Manager | Biannual | March / September |
| Attend SREMC Meetings | Municipal Coordinator/ General Manager | Quarterly | As advised |
| Attend SRSRC Meetings | Municipal Recovery Coordinator | Quarterly | As advised |
| Review risk treatment options in conjunction with municipal strategic plan and budget | Municipal Coordinator | Annual | March |

APPENDIX 5: Centres for emergency management

a Municipal Emergency Coordination Centre (MECC)

The MECC is the focal point for coordinating municipal 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.

| | Municipal location | Contact | Regional location | Contact |
|-------------------|--|-----------------------|--|--------------------------|
| Primary: | Southern Midlands Council Chambers 71 High Street Oatlands | Municipal Coordinator | SES Southern Region Headquarters 1/28 Bathurst St Hobart | SES Regional Coordinator |
| Secondary: | Southern Midlands Council Chambers 85 Main Street Kempton | Municipal Coordinator | SES Southern Region Headquarters 1/28 Bathurst St Hobart | SES Regional Coordinator |

b Emergency Operations Centres (EOC)

EOCs are operational focus points for providing municipal resources and support at the request of the relevant Response Management Authority.

| Organisation | Municipal location | Contact | Regional location | Contact |
|-----------------|---|-------------------------------------|--|---|
| Council: | Southern Midlands Works Depot Glenelg Street Oatlands | Manager Infrastructure & Works | SES Southern Region Headquarters 1/28 Bathurst St Hobart | SES Regional Coordinator |
| TASPOL: | Oatlands Police Station 83 High Street Oatlands | District Officer T: 03 6135 0551 | Bridgewater Police Station Green Point Road Bridgewater | T: 03 6173 2010 Police Radio Room 131 444 |
| TFS: | Midlands District Fire Station 6 Barrack Street Bothwell | District Officer T: 0438 708 014 | Southern Region Headquarters 1040 Cambridge Road, Cambridge | Regional Chief T: 03 6169 4331 |
| SES: | 83 High Street Oatlands OR Old Huntingground Road Kempton | SES Unit Manager | SES Southern Region Headquarters 1/28 Bathurst St Hobart | SES Regional Manager or Duty Officer |
| AT: | Midlands Multipurpose Health Centre Church Street Oatlands | Duty Officer T: 6135 0540 | State Headquarters 12 Brisbane Street Hobart | Communications Duty Manager T: 03 6166 1956 |

c Emergency 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 MEMC. Prospective locations are listed at [Appendix 8](#).

SOUTHERN MIDLANDS MUNICIPAL EMERGENCY COORDINATION CENTRE (MECC) PLAN

Introduction

This sub-plan should be read in conjunction with and supports implementation of the Southern Midlands MEMP. Accordingly, the preparation, review and implementation of this sub-plan is subject to the same authority and provisions of the MEMP.

MECC functions

The Southern Midlands MECC is not the control centre for any emergency response; this function is undertaken by the relevant Response Management Authority.

The MECC is the focal point for coordinating support from Council and community resources, at the request of either lead agencies or members of the community, and performs the following functions:

- a maintains information flow to and from WebEOC
- b coordinates the activation and deployment and management of Council and community resources
- c monitors operational activities
- d coordinates information to local communities affected by the emergency
- e coordinates local recovery efforts and identifies any support that may be required by regional recovery resources.

MECC location

The MECC will be located in the Council Chambers of the municipal offices at either Oatlands or Kempton, supported by the existing resources and amenities in the offices. Any additional resources should be requested through SES.

MECC activation

During business hours

All local emergencies of significance are to be referred to the Municipal Coordinator (MC) or, in his/her absence, the Deputy MC. The MC will advise the MEMC Chairperson of the situation.

The MC will be responsible for coordinating an assessment of the emergency and determining if it is appropriate to establish the ECC. Generally, the MECC will be established if:

- a coordination of resources is required by external agencies, or
- b if is expected that significant community impact will result from the emergency.

The MC will advise all relevant staff of the emergency and that ECC staff are required to undertake the MECC staffing functions for which they have been trained.

After-hours activation

Upon notification of an emergency, the MC will be responsible for activating Council resources after hours, consistent with the procedures listed above.

Council Reception

Council's telephone receptionist is likely to be the first person to become aware that an emergency is causing concern for a large number of residents, due to the volume of phone calls received. If the volume of calls exceeds the capacity of those handling them (i.e. extensions permanently busy, numerous calls on hold, etc.), then the receptionist should:

- a notify the MC that normal channels are unable to cope with call volume
- b direct calls relating to the emergency according to instructions provided by the MC
- c be aware that an MECC will be established to handle emergency calls
- d route emergency calls to the MECC when instructed to do so
- e continue to route emergency calls to the MECC until advised otherwise by the MC
- f under no circumstances leave the switchboard unstaffed for any period of time.

- g liaise with the MC regarding after-hours switchboard operation – under no circumstances is the switchboard to be 'night-switched' without full approval of the MC
- h not refer members of the public visiting Council Chambers to the MECC, but should phone and advise the ECC that a member of the public would like to speak with them
- i refer all media enquiries to the ECC.

MECC staffing

All workers designated as having functions to perform in the MECC will undergo appropriate training, and skills will be validated on a regular basis.

Personnel required in the MECC will be determined by the MC, in consultation with the MEMC. Depending on the situation, the number and expertise of personnel will vary, but workers will generally include the MC, Deputy MC, a telephone operator, two-way radio operator, senior Infrastructure & Works Coordinator(s) and administration officer. These workers will be expected to fulfil the roles or duties of any or all of the following:

MECC Manager

The MC, Deputy MC or an officer authorised to act in such appointments will:

- a be responsible for the overall management of emergency-related coordination activities
- b coordinate resources and activities in the MECC
- c liaise with emergency services
- d liaise with the Manager Infrastructure & Works
- e ensure the MEMC Chairperson is fully briefed.

Communications Officer

A staff member familiar with communications will be assigned to establish and oversee all necessary two-way radio and telephone communications to the on-site controller, support organisations, Council and SES Regional Headquarters, and maintain associated operations logs and status boards.

Administration Officer/s

Council will provide worker/s who will:

- a operate telephones and/or radios as required
- b undertake administrative tasks as required
- c ensure the needs of MECC staff are met, e.g. welfare, nourishment and rostering
- d act as messengers, if required.

Liaison Officers

Each agency involved in providing operational support in an emergency may provide a Liaison Officer to the MECC, each of whom should have knowledge of their respective organisation's resources, capabilities and response times. Liaison Officers must be able to commit their organisation's resources in support of the operation.

Reporting structures and external linkages

The MECC Manager will provide regular reports to the MEMC Chairperson and the MC/General Manager. All reports are to be logged by the Communications Officer.

External linkages to the MECC will include all government and non-government agencies whose officers are involved in management of the emergency.

APPENDIX 6: Duty Statements and Action Cards

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

These arrangements are designed to be flexible and scalable and one person may fulfil more than one function dependent upon the size of the emergency. Should the event be larger than Council's capacity to respond, the MC will seek support from the SREMC.

Municipal Emergency Management Committee (MEMC)

Committee's Duties

When it meets prior to or during an emergency, MEMC is to provide strategic advice on the management of emergencies where Council resources are required to support response and recovery. MEMC shall also consider the following:

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

Chairperson's Duties

1. Chair the MEMC.
2. Arrange for reports to the Council, on an as needs basis, covering the activities of the MEMC and related emergencies.
3. Maintain regular contact/liaison with the Municipal Coordinator/General Manager regarding administrative arrangements of the MEMC.
4. Receive notification of emergency from Municipal Coordinator/General Manager.
5. If appropriate, during an emergency event, convene MEMC and support the Municipal Coordinator.

Executive Officer (Municipal Coordinator)'s Duties

1. Undertake the role of MEMC Executive Officer and carry out the administrative functions of that role.

Committee Members' Duties

1. Provide advice within their field of expertise.
2. Coordinate and manage resources from their respective organisations in support of the MEMC.

ACTION CARD 1



Position

MAYOR

Responsible to

Southern Midlands Council

Duties

- a Receive notification of emergency from Municipal Coordinator
- b Advise and inform Councillors, if appropriate
- c Maintain contact with and support Municipal Coordinator
- d Manage ongoing information to Councillors
- e Council spokesperson for information to the community and media
- f Chair (or delegate chairing) Southern Midlands Municipal Emergency Management Committee (MEMC) meetings
- g Establish and maintain links with Australian and Tasmanian Government Ministers
- h Manage public appeals, when appropriate
- i Establish and maintain community profile

ACTION CARD 2



Position **COUNCILLORS**

Responsible to **Mayor**

Duties

- a Deputise for and/or support the Mayor, as requested by him/her
- b Receive notification of emergency
- c Support the Southern Midlands Emergency Management Committee (MEMC) Chairperson and Municipal Coordinator during the emergency

ACTION CARD 3



Position **MEMC Chairperson**

Responsible to **Southern Midlands Council**

Duties

- a Receive notification of emergency
- b Convene and chair Municipal Emergency Management Committee (MEMC) meetings in response to the emergency
- c Support and liaise with the Municipal Coordinator during the emergency
- d Maintain contact and liaise with the Mayor and other Councillors as required

ACTION CARD 4



Position **GENERAL MANAGER**

Responsible to **Southern Midlands Council**

Duties

- a Establish and maintain contact with the Mayor (and Councillors if warranted)
- b Assist the Mayor with community and media information
- c Manage ongoing information to the community and media
- d Manage ongoing information to Council staff
- e Advise the Manager, Midlands Multi-Purpose Health Care Centre (if deemed necessary)
- f Ensure accurate records of financial expenditure associated with the emergency are kept

ACTION CARD 5



Position **MUNICIPAL COORDINATOR**

Responsible to **General Manager/Mayor**

Duties

As prescribed in the *Emergency Management Act 2006* and include:

- a Responsible for the overall management of Council response to the emergency
- b Notify the Mayor, Municipal Emergency Management Committee (MEMC) Chairperson, General Manager and other MEMC members of the emergency or potential emergency.
- c Activate the Southern Midlands Municipal Emergency Coordination Centre (MECC) plan
- d Coordinate resources and activities in the MECC
- e Assist and advise the MEMC Chairperson
- f Liaise with emergency services
- g Liaise with the Regional Controller via Regional Coordinator
- h Assist with the allocation of Council resources
- i Liaise with the Municipal and/or Regional Social Recovery Coordinator/s
- j Liaise with the MEMC

ACTION CARD 6



Position

DEPUTY MUNICIPAL COORDINATOR

Responsible to

General Manager/Municipal Coordinator

Duties

As prescribed in the *Emergency Management Act 2006* and include:

- a Assist the Municipal Coordinator in all duties
- b Act as Municipal Coordinator in his/her absence
- a Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

ACTION CARD 7



Position **MUNICIPAL RECOVERY COORDINATOR**

Responsible to **General Manager/Municipal Coordinator**

Duties

- a Receive notification of emergency from Municipal Coordinator
- b Notify appropriate recovery organisations
- c Notify Regional Social Recovery Coordinator
- d Maintain contact with and support Municipal Coordinator
- e Manage assessment of community needs with support from Southern Regional Social Recovery Committee
- f Maintain ongoing liaison with Regional Social Recovery Coordinator during the provision of services to the community
- b Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

ACTION CARD 8



Position **MANAGER INFRASTRUCTURE & WORKS
(or nominee)**

Responsible to **General Manager/Municipal Coordinator**

Duties

- c Receive notification of emergency from Municipal Coordinator
- d Ensure identified resources (EMSOP7) are available
- e Coordinate required field operations
- f Maintain contact with and support Municipal Coordinator
- g Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

ACTION CARD 9



Position **SENIOR FINANCE OFFICER**

Responsible to **General Manager/Municipal Coordinator**

Duties

- a Activate the Municipal Emergency Coordination Centre (MECC)
- b Activate and manage workers to operate the MECC
- c Manage supplies for the MECC and Council operations
- d Maintain contact with and support the Municipal Coordinator
- e Manage and record expenditure associated with the emergency

APPENDIX 7: Standard Operating Procedures

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

Municipal Coordinator (MC)

When first alerted about an emergency or potential emergency the MC must:

- a assess the necessity to establish the MECC and/or a municipal EOC
- b contact response teams/supervisors and other potentially affected operational areas as deemed appropriate
- c notify Council's GM (if appropriate)
- d contact those staff that may have a direct role in the emergency.

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

Liaison with emergency services

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

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

Bushfire

The MC will be advised of severe fire weather days and this will provide the trigger to alert Council staff to be vigilant in identifying fire outbreaks, and monitoring the current situation through the DPaC website (www.tasalerts.tas.gov.au).

Should any Council employee become aware of a fire that may have the potential to threaten any part of the municipality, it will be reported immediately to TFS (phone 000) in the first instance, and then the MC.

Council's employees are not required to provide frontline firefighting capability, unless specifically requested. Their presence may place them at risk and potentially interfere with the work of emergency services.

Floods

SES has responsibility for receiving flood alerts and warnings from BoM and for conveying that advice to local government authorities that may be affected by potential floods. Council is responsible for supporting the community during a flood emergency. The MC will be provided with advice on the potential for flood events, the possible extent of flood inundation, and the resources available from SES to assist with flood mitigation actions.

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

Storms

SES has responsibility for receiving storm warnings from BoM and conveying that advice to local government authorities that may be affected by severe weather storms. The MC will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Southern Midlands municipal area.

SES provides initial response to any report of structural damage. In severe events, Council may be requested to support SES in responding to calls for assistance from the community. Requests will be received by the MC.

Note: Council maintains a suite of Emergency Management Standard Operating Procedures (EMSOPs) as associated documents to support this MEMP (refer to [Appendix 1](#)).

APPENDIX 8: Community centres

This list provides a summary of the facilities suitable for use as community centres in an emergency

| Centre name and contact | Location | Facilities available | Normal usage | Could be used for | Comments |
|---|------------------------------------|---|--------------|------------------------|--|
| Oatlands Recreation Ground Contact Mark Thomas 0409 541 157 | High Street Oatlands | Male/female toilets Kitchen area Kiosk/servery area Meeting rooms Oval Temporary accommodation | Ad hoc | Assembly Evacuation | Could be used in conjunction with Gay Street Hall |
| Oatlands Aquatic Centre Contact Council 62545000 | High Street Oatlands | Male/Female/disabled toilets Showers Meeting Room Temporary accommodation | | | |
| Gay Street Hall Contact Jenny Wilson 0409 541 277 | Gay Street Oatlands | Male/female toilets Kitchen area Hall Temporary accommodation | Ad hoc | Assembly Evacuation | Could be used in conjunction with Oatlands Recreation Ground |
| Broadmarsh/Elderslie Hall Contact Donna Blackwell 0408 146 754 | 1218 Elderslie Road, Broadmarsh | Male/Female/disabled Toilets Showers Laundry Kitchen Hall Temporary accommodation | Ad hoc | Assembly | |
| Kempton Hall Contact Council 62 545000 | 89 Main Street Kempton | Male/Female/disabled Toilets Kitchen Hall Temporary accommodation | Adhoc | Assembly Evacuation | Could be used in conjunction with Kempton Recreation Ground |
| Kempton Recreation Ground Contact Gabrielle Watkins 0419 385 010 | 130 Main Street Kempton | Male/Female/disabled Toilets Oval Kitchen Temporary accommodation | Adhoc | Assembly Evacuation | Could be used in conjunction with Kempton Hall |
| Campania Halls Contact Robin Howlett | 45 Reeve Street, Campania | Male/Female Toilets Kitchen Hall Temporary accommodation | Adhoc | Assembly Evacuation | Could be used in conjunction with Campana |

| Centre name and contact | Location | Facilities available | Normal usage | Could be used for | Comments |
|---|--------------------------------|--|--------------|----------------------|---|
| 0418 346 588 | | | | | Recreation Ground |
| Campania Recreation Ground Contact Jeff Beven 0 0447 009 099 | 30-34 Reeve Street Campania | Large Reserve Male/female/disabled toilets, changerooms Clubrooms Kitchen area Temporary accommodation | Weekends | Assembly Information | Could be used in conjunction with Campanias Halls |

1. PURPOSE

The purpose of the policy is to address the circumstances and conditions under which the Southern Midlands Council will permit mobile food vendors to trade from land owned or managed by the Council or community.

2. OBJECTIVE

The objectives of this Policy are to:

- 2.1 Provide a clear permit process and permit conditions for mobile food vendor trading on Council or community land.
- 2.2 Acknowledge that mobile food vendors can make positive contributions to the attraction and vitality of the Southern Midlands municipality and provide economic, social and cultural benefit to the community.
- 2.3 Accommodate mobile food vendor trading on Council or community land in a reasonable manner which will:
 - a) complement and not unreasonably compete with existing fixed address food businesses;
 - b) provide the community and visitors with additional diversity and choice;
 - c) provide for locations that are safe and convenient in terms of access, facilities, and attraction, and which do not unreasonably interfere with the purpose and security of other public assets or inconvenience the function or amenity of other users and the environment; and
 - d) Provide all mobile food vendors with an equal opportunity to trade from Council or community land.

3. SCOPE

- 3.1 This Policy applies to Council land within the Southern Midlands municipal area and some specific sites managed by community groups.
- 3.2 This policy does not apply to Crown land or private land. Mobile food vendors may operate on private land under a permit granted under the *Land Use Planning and Approvals Act 1993*.
- 3.3 This policy does not apply to mobile food vendors involved in events such as markets, fairs or festivals.

4. DEFINITION OF TERMS

In this policy:

Council - means the Southern Midlands Council.

Council land - means any land owned, managed by, or under the control of the Council, but does not generally include a road or local highway under the control and management of the Council.

Community land - means any land owned, managed by, or under the control of a community group.

Mobile food vendor - means a commercial operator trading from a mobile structure that is registered as a mobile food and beverage business within Tasmania under the *Food Act 2003*. This includes both registered vehicles such as vans, caravans and trailers; and non-registered vehicles such as coffee carts or hotdog carts.

Mobile food vendor permit - means a permit issued in accordance with this policy.

5. POLICY

5.1 General

Mobile food vendors must obtain and display a Mobile food vendor permit to operate on Council or community land in the Southern Midlands municipality.

Council will apply for and hold a permit under the *Land Use Planning and Approvals Act 1993* for each of the approved Trading Locations (identified below).

5.2 Mobile Food Vendor Permit Applications

Applications for a Mobile Food Vendor Permit are to be made by completing the approved Council form and paying the applicable fee as set by Council.

Applicants must indemnify Council against any liability that may arise as a direct result of the mobile food vendor trading within an approved location.

Mobile Food Vendor Applications must include the following information:

- a) Specify the intended trading locations, frequency and times;
- b) Current mobile food business registration under the *Food Act 2003*;
- c) If the business is to operate from a vehicle, the current registration under the *Vehicle and Traffic Act 1999*;

- d) Current ABN or ACN; and
- e) Public liability insurance policy with cover of not less than \$20 million.

5.3 Trading Locations

Mobile food vendors holding a valid Mobile Food Vendor Permit may trade from the following approved locations only:

- **Bagdad** – Quarrytown Road
- **Broadmarsh** – Broadmarsh Hall
- **Campania** – Campania Recreation Ground [and Flour Mill Park-](#)
- **Colebrook** – Colebrook Hall or Colebrook History Room/Park
- **Kempton** – Kempton Recreation Ground or Station Park
- **Mangalore** – Mangalore Oval or Council reserve at the corner of Blackbrush Road/Midland Highway
- **Oatlands** – Callington Park or Esplanade car park
- **Parattah** – Recreation Ground
- **Tunnack** – Tunnack Recreation Ground
- **Tunbridge** – Tunbridge Hall

Approved locations are identified by maps in Appendix 1 below.

Council may consider adding additional trading locations if suitable sites are identified by applicants or the public.

5.4 Prohibited Locations

Mobile food vendors are prohibited from operating in the following locations:

- a) State roads or highways, including rest stops such as St Peters Pass, and roadside truck stops.

This Policy does not apply to occasional initiatives run by a suitable organisation, such as ‘Driver Reviver’ stops.

- b) Council will not permit a mobile food vendor to trade from any road area under the management of the Council, unless specifically identified in the approved trading locations.

Vendors may operate from a Council road as part of an organised event exempt from this Policy under clause 3.3.

5.5 Trading Restrictions

The following trading restrictions apply to mobile food vendors operating under this Policy:

- a) Trade within any one approved trading location no more than three days per calendar week;
- b) Trade for no more than 4 hours within one day at a single location;
- c) Trade within the following approved times:

| | |
|----------------------------|------------|
| Monday to Friday | 7am – 10pm |
| Saturday | 9am – 10pm |
| Sunday and Public Holidays | 10am – 8pm |

- d) A maximum of three (3) mobile food vendors may operate in an approved trading location at the same time.

5.6 Fees

A fee will apply for a Mobile food vendor permit application. An application may be for an annual permit or a three month permit.

The fees will be set by Council annually in accordance with Section 205 of the *Local Government Act 1993* and published as part of the annual fee schedule.

Permits will not automatically be renewed. Operators will be required to apply for a new permit when their existing permit expires.

5.7 Conditions of Operation

The following conditions will apply to all mobile food vendors operating under this Policy:

- a) Mobile Food Vendor Permits are issued for one vehicle only and are not able to be shared or transferred.
- b) Mobile Food Vendor Permits will be issued subject to conditions.
- c) Mobile food vendors must display their valid Mobile Food Vendor Permit when operating.
- d) Mobile food vendors must ensure they are legally parked at all times.
- e) Mobile food vendors must not obstruct or restrict the use of roads, driveways, footpaths, walkways or parking areas by other users in any way.
- f) Mobile food vendors are expected to provide their own power, water and rubbish disposal.
- g) Mobile food vendors are responsible for ensuring that rubbish is removed from the site and surrounds at the conclusion of trading and ensuring that no waste water or other contaminants discharge from the vehicle.

- h) Council strongly encourages Mobile Food Vendors to provide containers and utensils that are made from compostable and recyclable materials.
- i) Mobile food vendors must trade wholly from within their vehicle.
- j) Mobile food vendors must not leave vehicles unattended in an approved trading location.
- k) Noise from generators and other sources is kept to a minimum.
- l) Mobile food vendors must follow any and all instructions issued by a duly authorised officer of the Council.
- m) Council reserves the right to suspend or cancel a Mobile Food Vendor Permit at any time if the trading restrictions or conditions of operation are not followed or trade contravenes any regulatory requirement or condition of the Permit.
- n) Mobile food vendors operating without a Mobile Food Vendor Permit in accordance with this Policy, or other permission from Council, may be subject to enforcement action including fines under the *Land Use Planning and Approvals Act 1993*.

6. LEGISLATION

The relevant legislation is:

- *Local Government Act 1993*;
- *Food Act 2003*; and
- *Land Use Planning and Approvals Act 1993*

7. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed after one year of adoption and every two years after that, or as directed by the General Manager.

This document is Version 3.0 effective 23 September 2024. The document is maintained by Development and Environmental Services, for the Southern Midlands Council.

APPENDIX 1 – APPROVED LOCATION MAPS

Approved locations are marked in yellow on the maps below:

BAGDAD

Area 1: Quarrytown Road – road reserve; Quarrytown Road, Bagdad



BROADMARSH

Area 2: Broadmarsh Hall – Car park; 1218 Broadmarsh Road, Broadmarsh



CAMPANIA

Area 3: Campania Recreation Ground – Car park; 30-34 Reeve Street, Campania



CAMPANIA

Area 4: [Removed Flour Mill Park – 53 Reeve Street, Campania](#)



COLEBROOK

Area 5: Colebrook Hall; 45 Richmond Street, Colebrook



COLEBROOK

Area 6: In front of Colebrook History Room and Park; 14 Richmond Street, Colebrook



KEMPTON

Area 7: Kempton Recreation Ground; 130 Main Street, Kempton



KEMPTON

Area 8: Station Park – Car Park; Main Street, Kempton (opposite 87 Main Street, Kempton)



MANGALORE

Area 9: Mangalore Oval; 22 Blackbrush Road, Mangalore



MANGALORE

Area 10: Council Reserve; Corner of Blackbrush Road and Midland Highway

Approved by: Council
Approved date: 23 September 2024
Review date: 01 September 2026



OATLANDS

Area 11: Callington Park; 20-28 Esplanade, Oatlands



OATLANDS

Area 12: Esplanade Car parks; 19 Esplanade, Oatlands



PARATTAH

Area 13: Parattah Recreation Ground; 645 Tunnack Road, Parattah



TUNNACK

Area 14: Tunnack Recreation Ground; 27 Scotts Road, Tunnack



TUNBRIDGE

Area 15: Tunbridge Hall; 99 Main Road, Tunbridge





Council Policy INFORMATION SECURITY POLICY

| | |
|----------------|-------------|
| Approved by: | Council |
| Approved date: | Insert date |
| Review date: | Insert date |

1. PURPOSE

This policy outlines the ways to help prevent or minimise the impact of information security incidents or breaches at Southern Midlands Council and protect Council's business and reputation.

Applying these policy principles will help safeguard people, residents and stakeholders.

This policy aligns with 'ISO 27001:2022 Information security, cybersecurity and privacy protection' and 'ACSC's Essential 8' that together:

- provide a framework for managing the security of Council's information systems and assets
- assist Council to ensure the confidentiality, integrity, and availability of its information systems and assets
- identify the roles, responsibilities, and accountability of users as it relates to information security
- provide guidance for ensuring mature controls are adopted.

2. SCOPE

This policy applies to the Council, its employees, contractors and service providers with access to Council's information assets and resources.

3. POLICY

The following policy principles apply to ensure the security of Council's information assets:

Risk management – Council will identify and manage cyber security risk to its systems, assets, data, and capabilities.

Appropriate controls – Council will implement appropriate cyber security controls to protect the delivery of critical infrastructure services.

Authorised users – Council's information, communication and technology services and facilities are for use by authorised users only and governed by appropriate controls.

Incident management – Council will maintain frameworks, plans and systems to identify the occurrence of cyber security events and will respond to events and restore the capabilities or services.

Accountability – users of the Council information, communication and technology services and facilities will understand their cyber security obligations and report all cyber security incidents and events.



Council Policy INFORMATION SECURITY POLICY

| | |
|----------------|-------------|
| Approved by: | Council |
| Approved date: | Insert date |
| Review date: | Insert date |

Access control – Council may, where appropriate, monitor and restrict the use of the company's services and facilities.

Personally owned devices – Access to Council's systems from personally owned devices is subject to the security requirements of this policy.

Life cycle management – systems and applications will be designed, deployed, maintained and decommissioned according to their value and their confidentiality, integrity and availability requirements.

Ongoing monitoring – Council will conduct internal audits to assess and inform whether the information security capabilities of Council align with the business' requirements and are being effectively implemented and maintained.

Continuous improvement – Council will continually improve the suitability, adequacy, and effectiveness of Council's security controls, policies and practices.

Patch management – Council will ensure that information processing systems are regularly patched and maintained according to supplier recommendations and industry practices.

Business continuity – Council will ensure that critical systems are regularly and securely backed up to ensure that data availability and integrity is maintained in the event of an error, compromise, failure or disaster.

Leadership - information security is governed within Council by the Management Team who sponsor:

- the information security strategy
- the planning, monitoring, reviewing and ensuring the effectiveness of the overall information security framework, which is part of the Council's Policy Framework
- the development of industry standard and business aligned information security practices and processes
- measuring the effectiveness of the information security program through the collection and analysis of metrics, self-assessments and independent review.

4. LEGISLATION

Nil.

5. RELATED DOCUMENTS

This policy is to be read together with:

- SMC Acceptable Use Policy



Council Policy
INFORMATION SECURITY POLICY

Approved by:
Approved date:
Review date:

Council
Insert date
Insert date

6. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every <INSERT> or as directed by the General Manager.

This document is Version X.X effective XX-XX-XXXX. The document is maintained by <INSERT DEPARTMENT>, for the Southern Midlands Council.

DRAFT



Council Policy **ACCEPTABLE USE POLICY**

Approved by:
Approved date:
Review date:

Council
Insert date
Insert date

1. PURPOSE

The purpose of this policy is to:

- ensure employees and external users are aware of the rules for the acceptable use of assets associated with information and information processing (“information assets”)
- reduce the risks of unauthorised access, loss and/or damage to information both during and outside of normal working hours.

2. SCOPE

This policy applies to the Councillors, employees, contractors and service providers whilst engaged in activities undertaken as part of their work with Council.

Information assets include all computing software and hardware (including mobile devices), as well as the operating systems, programs, applications and platforms, and their associated data, databases and other information storage media that contain Council information.

3. POLICY

Council applies the following policy principles to ensure acceptable use of Council’s information assets.

Individual responsibility – Council will ensure access to its IT systems is controlled using individual user IDs, passwords, multi factor authentication or tokens. All user IDs and passwords are to be uniquely assigned to named individuals.

Individuals are accountable for all actions on the Council IT systems under their user ID. Individuals must not:

- allow anyone else to use their user credentials or token on any Council IT system
- leave their user accounts logged in at an unattended and unlocked computer
- use someone else’s user ID and password to access Council IT systems
- leave their password unprotected (for example writing it down)
- perform any unauthorised changes to Council IT systems or information
- attempt to access data that they are not authorised to use or access
- exceed the limits of their authorisation or specific business need to interrogate the system or data
- connect any non-authorised device, such as a USB or portable drive, to the Council network or IT systems
- store Council data on any non-authorised equipment



Council Policy **ACCEPTABLE USE POLICY**

Approved by:
Approved date:
Review date:

Council
Insert date
Insert date

- give or transfer Council data or software to any person or organisation outside the Council without the authority of the Council.

Internet and email usage – Use of the Council internet and email is intended for business purposes. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to the Council, its employees, suppliers or residents in any way, is not in breach of any terms and conditions of employment and does not place the individual or the Council in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems. Individuals must not:

- send or store payment card information such as credit card numbers, expiry dates or CCV numbers
- use the internet or email for the purposes of harassment or abuse
- use profanity, obscenities, or derogatory remarks in communications
- access, download, send or receive data or images that are sexually explicit, discriminatory, defamatory, or libellous material
- use the internet or email to make personal gains or conduct a personal business
- use the internet or email to gamble
- use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam
- send unprotected sensitive, internal, or confidential information externally
- forward the Council mail to personal (non-Council) email accounts (for example a personal cloud or owned domain account)
- make official commitments through the internet or email on behalf of the Council unless authorised to do so
- download any copyrighted material such as music media (MP3) files, film, and video files (not an exhaustive list) without appropriate approval
- in any way infringe any copyright, database rights, trademarks, or other intellectual property
- download or install or distribute any software from the internet without prior approval of IT.

Working offsite – Council accepts that laptops and mobile devices will be taken off-site. The following controls must be applied:

- laptop device encryption must be used
- laptop and mobile devices must also be protected at least by a password or a PIN
- equipment and media taken off-site must not be left unattended in public places including on public transport and not left in sight in a car



Council Policy **ACCEPTABLE USE POLICY**

| | |
|----------------|-------------|
| Approved by: | Council |
| Approved date: | Insert date |
| Review date: | Insert date |

- laptops and mobile devices must be carried as hand luggage when travelling
- information should be protected against loss or compromise when working remotely (for example at home or in public places).

Subject to applicable laws and regulations which take precedence, employee responsibilities include:

- ensuring they use a physically and psychosocially safe and healthy work environment
- using a mobile phone hotspot instead of connecting to public networks and where necessary (and applicable) using VPN technology
- taking steps to prevent others viewing information on a device on public transport and/or where shoulder surfing could occur.

Clear desk and clear screen – Council will safeguard Council's information potentially available to others in the workplace by requiring individuals to ensure that:

- internal, confidential, or critical business information, e.g., on paper or on electronic storage media, should be locked away (ideally in a safe or cabinet or desk or other forms of security furniture) when not required, especially when the office is vacant
- computers and terminals should be left logged off or protected with a screen and keyboard locking mechanism controlled by a password, token, or similar user authentication mechanism when unattended and should be protected by key locks, passwords, or other controls when not in use
- whiteboards and other types of display are cleared or cleaned of confidential or critical information when no longer required
- media containing confidential, internal or sensitive information should be removed from printers and photocopiers immediately.

Removeable media – Council may introduce procedures to ban USB and other forms of removeable media. Any use of such devices is done on the provision that the storage device is treated with the same level of physical security as a laptop computer and is kept in a locked cupboard or drawer when not in use.

Monitoring – IT system logging may take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The Council has the right (under certain conditions) to monitor activity on its systems, including internet and email use, to ensure systems' security and its effective operation, and to protect against misuse.

4. LEGISLATION

Nil.



Council Policy
ACCEPTABLE USE POLICY

Approved by:
Approved date:
Review date:

Council
Insert date
Insert date

5. RELATED DOCUMENTS

This policy is to be read together with:

- SMC Information Security Policy

6. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every <INSERT> or as directed by the General Manager.

This document is Version X.X effective XX-XX-XXXX. The document is maintained by <INSERT DEPARTMENT>, for the Southern Midlands Council.

DRAFT



Council Policy **PATCH MANAGEMENT POLICY**

| | |
|----------------|-------------|
| Approved by: | Council |
| Approved date: | Insert date |
| Review date: | Insert date |

1. PURPOSE

Patch Management is designed to optimise data protection from all known vulnerabilities by applying patches or updates in accordance with security recommendations from manufacturers and vendors.

2. OBJECTIVE

The objective of this policy is to:

- Maintain information confidentiality, integrity and availability and alignment with industry best practice and guidance, including the Australian Signals Directorate's Essential Eight.
- Reduce corporate risk
- Improve governance and compliance

3. SCOPE

This policy applies to:

- Servers
- Network devices
- Workstations
- Storage devices

4. POLICY

Secure configuration management is the technical application and maintenance of security policy on systems, applications and network devices.

Patches should be assessed in accordance with their criticality, but also the following criteria:

1. Will the change materially improve the security of the platform?
2. Is the possible exploit/vulnerability protected via other means?
3. Is the customer aware of the implications of the vulnerability?
4. Does the customer accept that this patch needs to be applied and accept the costs associated with this process, if any?

Patches will usually be classified by the vendor in one of the following four categories:

Critical - A vulnerability whose exploitation could allow the propagation of security compromise without user action.



Council Policy **PATCH MANAGEMENT POLICY**

Approved by:
Approved date:
Review date:

Council
Insert date
Insert date

Urgent/Important - A vulnerability whose exploitation could result in compromise of the confidentiality, integrity, or availability of user's data, or of the integrity or availability of processing resources.

Moderate - Exploitability is mitigated to a significant degree by factors such as default configuration, auditing, or difficulty of exploitation.

Recommended/Low - A vulnerability whose exploitation is extremely difficult, or whose impact is minimal.

Vendor patch notifications are provided via software licenses and subscriptions and identify available patches and their relative criticality. Once these are received, a combination of automated systems, or subject matter expert assessment will determine how and when these patches are applied to the impacted environments.

Patching standards are taken from the Australian Government Signals Directorate's Essential 8 guidelines for assessing security vulnerabilities and applying patches.

The below standards are the default approach applied by Council.

Basic cyber threats

- Internet-facing services: within two weeks, or within 48 hours if an exploit exists
- commonly targeted applications: within one month
- hardware - workstations, servers, network devices and other network-connected devices: within one month

Moderate cyber threats

- internet-facing services: within two weeks, or within 48 hours if an exploit exists
- commonly targeted applications: within two weeks
- workstations, servers, network devices and other network-connected devices: within two weeks

Advanced cyber threats

- internet-facing services: within two weeks, or within 48 hours if an exploit exists
- commonly targeted applications: within two weeks, or within 48 hours if an exploit exists
- workstations, servers, network devices and other network-connected devices: within two weeks, or within 48 hours if an exploit exists.



Council Policy
PATCH MANAGEMENT POLICY

Approved by:
Approved date:
Review date:

Council
Insert date
Insert date

5. LEGISLATION

Nil.

6. RELATED DOCUMENTS

This policy is to be read together with:

- SMC Information Security Policy
- SMC Acceptable Use Policy

7. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every <INSERT> or as directed by the General Manager.

This document is Version X.X effective XX-XX-XXXX. The document is maintained by <INSERT DEPARTMENT>, for the Southern Midlands Council.



COMPLETE SET OF FINANCIAL STATEMENTS

2024|25 FINANCIAL YEAR

Prepared in pursuance of the provisions of the Local Government Act 1993 (as amended), the Statements of Accounting Concepts and applicable Accounting Standards, including the accrual basis of accounting.

Contents

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General Manager's Declaration

The financial report presents fairly the financial position of the Southern Midlands Council as at 30 June 2025 and the results of its operations and cash flows for the year then ended, in accordance with the Local Government Act 1993 (as amended), Australian Accounting Standards and other authoritative pronouncements issued by the Australian Accounting Standards Board.



T F Kirkwood
General Manager

Dated: 13 August 2025

Consolidated Statement of Comprehensive Income

for the year ended 30 June 2025

| (Amounts shown in \$'000) | Note | Budget 2025 | Actual 2025 | Actual 2024 |
|--|------|-----------------|-----------------|-----------------|
| Income from continuing operations | | | | |
| Recurrent Income | | | | |
| Rates and charges | 2.2a | 7,375 | 7,512 | 6,970 |
| User fees | 2.2b | 1,304 | 1,551 | 1,643 |
| Grants - Recurrent | 2.2c | 4,562 | 3,189 | 4,329 |
| Interest | 2.2d | 486 | 518 | 783 |
| Other income | 2.2e | 62 | 408 | 396 |
| Investment revenue from water corporation | 2.2f | 182 | 182 | 182 |
| | | 13,971 | 13,360 | 14,303 |
| Net Capital Income | | | | |
| Grants - capital | 2.2g | 5,006 | 4,542 | 5,669 |
| Contributions | 2.2h | 15 | 2,610 | - |
| Net gain/(loss) on disposal of property, plant, equipment and infrastructure | 2.2i | 290 | 94 | (565) |
| | | 5,311 | 7,246 | 5,104 |
| Total income from continuing operations | | 19,282 | 20,606 | 19,407 |
| Expenses from continuing operations | | | | |
| Employee benefits | 2.3a | (5,770) | (5,303) | (4,755) |
| Materials and contracts | 2.3b | (3,997) | (4,048) | (3,787) |
| Depreciation and amortisation | 2.3c | (4,120) | (4,687) | (4,325) |
| Contributions | 2.3d | (287) | (287) | (272) |
| Finance costs | 2.3e | (5) | (4) | (51) |
| Other expenses | 2.3f | (174) | (504) | (611) |
| Total expenses from continuing operations | | (14,353) | (14,833) | (13,801) |
| Net result from continuing operations for the year | | 4,929 | 5,773 | 5,606 |
| Other comprehensive income | | | | |
| Items that will not be reclassified to net result | | | | |
| Fair value adjustments on equity investment asset | 3.5 | - | 247 | 759 |
| Net asset revaluation increment/(decrement) | 3.6 | - | 14,172 | 5,968 |
| Total other comprehensive income | | - | 14,419 | 6,727 |
| Total Comprehensive Result | | 4,929 | 20,192 | 12,333 |

The above statement should be read in conjunction with the accompanying notes.

Consolidated Statement of Financial Position

as at 30 June 2025

| (Amounts shown in \$000) | Note | Actual 2025 | Actual 2024 |
|--|------|----------------|----------------|
| Assets | | | |
| Current assets | | | |
| Cash and cash equivalents | 3.1 | 11,901 | 14,553 |
| Trade and other receivables | 3.2 | 2,299 | 993 |
| Assets held for sale | 3.3 | - | 155 |
| Other assets | 3.4 | 183 | 358 |
| Total current assets | | 14,383 | 16,059 |
| Non-current assets | | | |
| Investment in water corporation | 3.5 | 12,920 | 12,673 |
| Property, plant, equipment, infrastructure and intangibles | 3.6 | 166,298 | 145,055 |
| Total non-current assets | | 179,218 | 157,728 |
| Total assets | | 193,601 | 173,787 |
| Liabilities | | | |
| Current liabilities | | | |
| Trade and other payables | 3.8 | 940 | 1,573 |
| Trust funds and deposits | 3.9 | 119 | 264 |
| Contract liabilities | 3.10 | 924 | 593 |
| Employee provisions | 4.1 | 1,694 | 1,715 |
| Interest-bearing loans and borrowings | 5.1 | 110 | 17 |
| Total current liabilities | | 3,787 | 4,162 |
| Non-current liabilities | | | |
| Employee provisions | 4.1 | 240 | 133 |
| Interest-bearing loans and borrowings | 5.1 | - | 110 |
| Total non-current liabilities | | 240 | 243 |
| Total liabilities | | 4,027 | 4,405 |
| Net Assets | | 189,574 | 169,382 |
| Equity | | | |
| Accumulated surplus | | 77,679 | 71,774 |
| Reserves | 6.1 | 111,895 | 97,608 |
| Total Equity | | 189,574 | 169,382 |

The above statement should be read in conjunction with the accompanying notes.

Consolidated Statement of Changes in Equity

for the year ended 30 June 2025

| (Amounts shown in \$'000) | Note | Total | Accumulated Surplus | Asset Revaluation Reserve | Fair Value Reserve | Other Reserves |
|--|------|----------------|------------------------|---------------------------------|-----------------------|-------------------|
| Balance as at 1 July 2023 | | 157,049 | 65,795 | 89,427 | (1,824) | 3,651 |
| Net result from continuing operations for the year | | 5,606 | 5,606 | - | - | - |
| Fair value adjustment on equity investment asset | 3.5 | 759 | - | - | 759 | - |
| Net revaluation reserve increment/(decrement) | 3.6 | 5,968 | - | 5,968 | - | - |
| Transfers between reserves | 6.1 | - | 373 | (373) | - | - |
| Balance as at 30 June 2024 | | 169,382 | 71,774 | 95,022 | (1,065) | 3,651 |
| Net result from continuing operations for the year | | 5,773 | 5,773 | - | - | - |
| Fair value adjustment on equity investment asset | 3.5 | 247 | - | - | 247 | - |
| Net revaluation reserve increment/(decrement) | 3.6 | 14,172 | - | 14,172 | - | - |
| Transfers between reserves | 6.1 | - | 132 | (132) | - | - |
| Balance as at 30 June 2025 | | 189,574 | 77,679 | 109,062 | (818) | 3,651 |

The above statement should be read in conjunction with the accompanying notes.

Consolidated Statement of Cash Flows

for the year ended 30 June 2025

| (Amounts shown in \$000) | Note | Actual 2025 | Actual 2024 |
|--|------|----------------|----------------|
| Cash flows from operating activities | | | |
| Rates and charges | | 7,486 | 7,039 |
| User fees | | 1,483 | 1,750 |
| Grants - Recurrent | | 3,189 | 4,329 |
| Interest | | 518 | 783 |
| Investment revenue from water corporation | | 182 | 182 |
| Other receipts | | 403 | 406 |
| Net GST refund/(payment) | | 807 | 638 |
| Payments to suppliers | | (6,575) | (5,704) |
| Payments to employees | | (5,216) | (4,632) |
| Finance costs paid | | (4) | (51) |
| Net cash provided by (used in) operating activities | 2.4 | 2,273 | 4,740 |
| Cash flows from investing activities | | | |
| Payments for property, plant, equipment, infrastructure and intangibles | | (9,310) | (10,230) |
| Proceeds from sale of property, plant, equipment, infrastructure and intangibles | | 411 | 443 |
| Capital grants | | 4,136 | 6,176 |
| Net cash provided by (used in) investing activities | | (4,763) | (3,611) |
| Cash flows from financing activities | | | |
| Trust funds and deposits | | (145) | (4) |
| Repayment of interest bearing loans and borrowings | | (17) | (4,023) |
| Net cash provided by (used in) financing activities | 2.5 | (162) | (4,027) |
| Net increase (decrease) in cash and cash equivalents | | (2,652) | (2,898) |
| Cash and cash equivalents at the beginning of the financial year | | 14,553 | 17,451 |
| Cash and cash equivalents at the end of the financial year | 3.1 | 11,901 | 14,553 |

The above statement should be read in conjunction with the accompanying notes.

Notes to the Financial Report

for the year ended 30 June 2025

1 About the financial statements

This section outlines the basis on which the Council's financial statements have been prepared including key judgements and estimates and any events which occurred subsequent to balance date that required reporting.

1.1 Reporting entity

- (a) Southern Midlands Council is a body corporate with perpetual succession and a common seal. Council's main office is located at 71 High Street, Oatlands.
- (b) The purpose of the Council is to:
 - provide for health, safety and welfare of the community;
 - to improve the overall quality of life of people in the local community;
 - promote appropriate business and employment opportunities

1.2 Basis of accounting

These financial statements are a general purpose financial report that consists of a Consolidated Statement of Comprehensive Income, Consolidated Financial Position, Consolidated Statement of Changes in Equity, Consolidated Statement of Cash Flows, and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, and the Local Government Act 1993 (LGA1993) (as amended). Council has determined that it does not have profit generation as a prime objective. Consequently, where appropriate, Council has elected to apply options and exemptions within accounting standards that are applicable to not-for-profit entities. As a result this financial report does not comply with International Financial Reporting Standards.

This financial report has been prepared on the accrual and going concern basis.

All amounts are presented in Australian dollars and unless stated, have been rounded to the nearest thousand dollar.

This financial report has been prepared under the historical cost convention, except where specifically stated.

Unless otherwise stated, all material accounting policy information is consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Special Committees of Council have been included in this financial report. Transactions between these committees and Council have been eliminated in full.

The financial report has been prepared as a consolidated report to include all the external transactions for the subsidiary entities disclosed at note 3.12. Council has elected not to present separate financial statements (Parent) in accordance with AASB 127 Separate Financial Statements as the amounts involved are not considered material.

Notes to the Financial Report

for the year ended 30 June 2025

1.3 Use of judgements and estimates

In the application of Australian Accounting Standards, Council is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

Council has made no assumptions concerning the future that may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period. Judgements made by Council that have significant effects on the financial report are disclosed in the relevant notes as follows:

Employee entitlements

Assumptions are utilised in the determination of Council's employee entitlement provisions. These assumptions are discussed in note 4.1.

Defined benefit superannuation fund obligations

Actuarial assumptions are utilised in the determination of Council's defined benefit superannuation fund obligations. These assumptions are discussed in note 4.3.

Fair value of property, plant, equipment and infrastructure

Assumptions and judgements are utilised in determining the fair value of Council's property, plant, equipment and infrastructure including useful lives and depreciation rates. These assumptions are discussed in note 3.6.

Investment in water corporation

Assumptions utilised in the determination of Council's valuation of its investment in TasWater are discussed in note 3.5.

1.4 Events occurring after balance date

Council entered into a contract after balance date for household garbage and recycling collection services for five years, with a commencement date of 1 September 2025. This contractual commitment has been disclosed at note 6.2.

No other significant events occurred after balance date that require reporting.

Notes to the Financial Report

for the year ended 30 June 2025

2 Financial performance

This section outlines the financial performance of Council including its functions/activities. Details of operating income, expenses, cash flow information, management indicators compared with benchmarks and significant business activities are disclosed in the notes.

2.1 Functions/Activities of the Council

2.1a Revenue, expenses and assets attributable to each function as categorised in Note 2.1c below:

| (Amounts shown in \$000) | Income from continuing operations | | Expenses from continuing operations | | Result from continuing operations | | Assets | |
|-------------------------------|-----------------------------------|---------------|-------------------------------------|---------------|-----------------------------------|--------------|----------------|----------------|
| | 2025 | 2024 | 2025 | 2024 | 2025 | 2024 | 2025 | 2024 |
| Roads and bridges | 4,099 | 3,727 | 6,136 | 5,361 | (2,037) | (1,634) | 112,924 | 96,192 |
| Stormwater | - | 41 | 152 | 132 | (152) | (91) | 5,616 | 4,384 |
| Waste management | 1,529 | 1,405 | 1,687 | 1,477 | (158) | (72) | 494 | 511 |
| Economic development | 172 | 196 | 1,079 | 1,284 | (907) | (1,088) | 9,895 | 9,400 |
| Environmental management | 41 | 40 | 511 | 459 | (470) | (419) | 397 | 1,682 |
| Development services | 494 | 446 | 1,226 | 1,152 | (732) | (706) | 1,639 | 1,574 |
| Community services | 98 | 383 | 596 | 560 | (498) | (177) | 2,998 | 1,480 |
| Recreational facilities | 773 | 1,708 | 2,172 | 2,169 | (1,399) | (461) | 27,098 | 25,571 |
| Governance and administration | 265 | 314 | 987 | 935 | (722) | (621) | 3,505 | 4,217 |
| Other - non attributable | 13,135 | 11,147 | 287 | 272 | 12,848 | 10,875 | 29,035 | 28,776 |
| | 20,606 | 19,407 | 14,833 | 13,801 | 5,773 | 5,606 | 193,601 | 173,787 |

Grants included in Income from continuing operations:

| | 2025 | 2024 |
|-------------------------------|--------------|--------------|
| Roads and bridges | 4,064 | 3,697 |
| Stormwater | - | 41 |
| Waste management | - | - |
| Economic development | 6 | 30 |
| Environmental management | 27 | 5 |
| Development services | - | - |
| Community services | 84 | 183 |
| Recreational facilities | 238 | 1,368 |
| Governance and administration | - | - |
| Other - non attributable | 3,312 | 4,674 |
| | 7,731 | 9,998 |

2.1b Reconciliation of Assets with the Statement of Financial Position at 30 June:

| | 2025 | 2024 |
|---------------------|----------------|----------------|
| Current assets | 14,383 | 16,059 |
| Non- current assets | 179,218 | 157,728 |
| | 193,601 | 173,787 |

Notes to the Financial Report

for the year ended 30 June 2025

2.1 Functions/Activities of the Council (continued)

2.1c Nature and objective of functions/activities

Roads, streets and bridges

Construction, maintenance and cleaning of roads, footpaths, bridges, kerb and gutter and street lighting.

Stormwater

Maintenance and provision of stormwater reticulation systems.

Waste management

Collection, handling, processing and disposal of waste materials, operation of refuse disposal sites, waste transfer stations and recycling facilities.

Environmental management

Protection and enhancement of the environment, maintenance of amenity through control of statutory nuisances, environmental health and control of animal nuisances.

Economic development

Facilitation and development of local employment and economic initiatives, including streetscape improvements. Development and promotion of tourism and economic services within the municipal area.

Development services

Planning and development control, building control and related regulatory and statutory matters.

Community services

Provision of facilities and services focussed on improving the lifestyle of those that live in the Southern Midlands; assistance provided to volunteers and community based organisations; operation of youth employment and development programs and emergency services.

Recreation facilities

Provision and maintenance of recreation and sport facilities, including public halls and swimming pool. Included in this activity are parks and reserves, town beautification and associated facilities.

Governance and administration

Support for the Council and operational branches, including secretarial, computer, financial, personnel and general administrative services.

Other - not attributable

All revenues, expense and assets that cannot be attributed directly to one of the other listed functions. Includes carrying amount of non-current assets sold, State Government levies and contributions and Councillors emoluments.

Notes to the Financial Report

for the year ended 30 June 2025

2.2 Income from continuing operations

| (Amounts shown in \$000) | | 2025 | 2024 |
|--------------------------|--|--------------|--------------|
| Recurrent income | | | |
| 2.2a | Rates and charges | | |
| | General | 5,620 | 5,279 |
| | Fire levy | 292 | 277 |
| | Waste & garbage management | 1,491 | 1,355 |
| | Interest and penalties | 109 | 59 |
| | Total rates and charges | 7,512 | 6,970 |
| 2.2b | User fees | | |
| | Growth tourism | 5 | 6 |
| | Growth business | 360 | 467 |
| | Landscapes regulatory | 368 | 309 |
| | Landscapes natural | 11 | 8 |
| | Landscapes heritage | 1 | - |
| | Lifestyle recreation | 267 | 250 |
| | Lifestyle animals | 78 | 77 |
| | Organisation sustainability | 216 | 295 |
| | Organisation finances | 16 | 18 |
| | Volunteers program | 159 | 132 |
| | Other fees and charges | 70 | 81 |
| | Total user fees | 1,551 | 1,643 |
| 2.2c | Grants - Recurrent | | |
| | Australian Government Financial Assistance Grants | 778 | 412 |
| | Australian Government Financial Assistance Grants (in advance) | 2,400 | 3,868 |
| | Australian Government - Communities for Children | 3 | 9 |
| | Tasmanian Government - Lifeguard Accreditation Program | - | 30 |
| | Tasmanian Government - Other | 8 | 10 |
| | Total recurrent grants | 3,189 | 4,329 |
| 2.2d | Interest | | |
| | Interest on cash and cash equivalents | 518 | 783 |
| | Total interest | 518 | 783 |
| 2.2e | Other income | | |
| | Government subsidies | 12 | 57 |
| | Developer contributions | 50 | 115 |
| | Donations | 100 | 100 |
| | Special Committee contributions | 239 | 77 |
| | Insurance recoveries | 2 | 14 |
| | Sundry | 5 | 33 |
| | Total other income | 408 | 396 |

Notes to the Financial Report

for the year ended 30 June 2025

2.2 Income from continuing operations (continued)

| (Amounts shown in \$'000) | 2025 | 2024 |
|--|---------------|---------------|
| 2.2f Investment revenue from water corporation | | |
| Dividends, tax equivalent and guarantee fees received | 182 | 182 |
| <i>Total investment revenue from water corporation</i> | 182 | 182 |
| Total recurrent income | 13,360 | 14,303 |
| 2.2g Net capital income | | |
| Grants - capital | | |
| Australian Government - Black Summer Bushfire Grant | 155 | 1,302 |
| Australian Government - Local Roads and Community Infrastructure | 133 | 459 |
| Australian Government - Roads | 865 | 666 |
| Australian Government - Remote Roads Upgrade Pilot Program | 2,673 | 2,673 |
| Australian Government - Saluting their Service | 6 | - |
| Tasmanian Government - Active Living in Public Spaces | - | 20 |
| Tasmanian Government - Better Active Transport | 361 | 8 |
| Tasmanian Government - Black Spot | 55 | 150 |
| Tasmanian Government - Bus Stops Program | 37 | - |
| Tasmanian Government - Callington Park Toilet | 45 | - |
| Tasmanian Government - Campania Recreation Ground | 35 | - |
| Tasmanian Government - Chauncy Vale | 23 | - |
| Tasmanian Government - Kempton Recreation Ground | 5 | - |
| Tasmanian Government - Mood Food Pathway | 5 | - |
| Tasmanian Government - Natural Disaster Risk Reduction | 29 | 41 |
| Tasmanian Government - Oatlands Medical Accommodation | 50 | 150 |
| Tasmanian Government - Vulnerable Road User Program | 65 | 200 |
| <i>Total grants - capital</i> | 4,542 | 5,669 |
| 2.2h Contributions | | |
| Bagdad Community Centre land and buildings | 1,800 | - |
| Stormwater assets from subdivisions | 760 | - |
| Other | 50 | - |
| <i>Total contributions</i> | 2,610 | - |
| 2.2i Net gain/(loss) on disposal of property, plant, equipment and infrastructure | | |
| Proceeds of sale of land held for resale | 300 | - |
| Fair value of land held for resale | (155) | - |
| <i>Total gain/(loss) on land held for resale</i> | 145 | - |
| Proceeds of sale of non-current assets | 111 | 443 |
| Written down value of non-current assets disposed | (162) | (1,008) |
| <i>Total gain/(loss) on non-current assets disposed</i> | (51) | (565) |
| <i>Total gain/(loss)</i> | 94 | (565) |
| Total net capital income | 7,246 | 5,104 |
| Total income from continuing operations | 20,606 | 19,407 |

Notes to the Financial Report

for the year ended 30 June 2025

2.2 Income from continuing operations (continued)

(Amounts shown in \$000)

2.2j Grants received by funding source and conditions attached

Funding source

| | | |
|-----------------------|--------------|--------------|
| Australian Government | 7,013 | 9,389 |
| Other | 718 | 609 |
| Total | 7,731 | 9,998 |

Timing of revenue recognition

| | | |
|--------------------------------------|--------------|--------------|
| Grants recognised at a point in time | 3,189 | 4,329 |
| Grants recognised over time | 4,542 | 5,669 |
| Total | 7,731 | 9,998 |

The Australian Government provides untied Financial Assistance Grants to Council for general purpose use and the provision of local roads and bridges. In both years the Australian Government made early payment of quarterly instalments for the following year. The early receipt of instalments resulted in Australian Government Financial Assistance Grants being above that originally budgeted in 2024-25 by \$2,400,000 (2023-24 by \$3,868,000). This has impacted the Statement of Comprehensive Income resulting in the result from continuing operations being higher by the same amount. Financial Assistance Grants are general grants and do not have sufficiently specific performance obligations. As a result, they are recognised as income when received.

Unspent grants

Grants which were obtained on the condition that they be spent for specified purposes or in a future period, but which are not yet spent in accordance with those conditions, are as follows:

Capital

| | | |
|---|------------|------------|
| Balance of unspent funds at 1 July | 593 | 1,044 |
| Add: Funds received and not recognised as revenue in the year | 782 | 446 |
| Less: Funds received in prior year but revenue recognised and funds spent in the year | (451) | (897) |
| Balance of unspent funds held as a contract liability at 30 June | 924 | 593 |

2.2k Recognition and measurement

Rates and charges

Council recognises revenue from rates and annual charges for the amount it is expected to be entitled to at the beginning of the rating period to which they relate, or when the charge has been applied. Rates and charges in advance are recognised as a financial liability until the beginning of the rating period to which they relate.

User fees

Council recognises revenue from user fees and charges at a point in time as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

Notes to the Financial Report

for the year ended 30 June 2025

2.2 Income from continuing operations (continued)

Grants - recurrent and capital

Council recognises untied grant revenue and those without performance obligations when received. In cases where funding includes specific performance obligations or is to acquire or construct a recognisable non-financial asset, a liability is recognised for funds received in advance and recognises income as obligations are fulfilled.

The performance obligations are varied based on the agreement, but include the approval to proceed and staged completion milestones during the construction phase of roads and other community infrastructure.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract. Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin. For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

Interest

Interest is recognised progressively as it is earned.

Other income

Rental income

Rents are recognised as revenue when the payment is due or the payment is received, whichever first occurs. Rental payments received in advance are recognised as a prepayment until they are due.

Volunteer services

Council recognises the inflow of resources in the form of volunteer services at a point in time where the fair value of those services can be reliably measured and Council would have purchased those services if they had not been donated.

Operating leases as lessor

Council is a lessor and enters into agreements with a number of lessees. These include only non-commercial agreements. Where leases are non-commercial agreements, these are generally with not for profit, such as sporting, organisations. In these cases subsidised or peppercorn rents are charged because Council recognises part of its role is community service and community support. In these situations, Council records lease revenue on an accruals basis and records the associated properties as part of land and buildings within property, plant and equipment. Buildings are recognised at depreciated replacement cost.

Notes to the Financial Report

for the year ended 30 June 2025

2.2 Income from continuing operations (continued)

Investment revenue from water corporation

Dividend revenue is recognised when Council's right to receive payment is established and it can be reliably measured.

Contributions

Council recognises contributions without performance obligations when received. In cases where the contributions is for a specific purpose to acquire or construct a recognisable non-financial asset, a liability is recognised for funds received in advance and income recognised as obligations are fulfilled.

Net gain/(loss) on disposal of property, plant, equipment and infrastructure

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Notes to the Financial Report

for the year ended 30 June 2025

2.3 Expenses from continuing operations

| (Amounts shown in \$'000) | 2025 | 2024 |
|---|--------------|--------------|
| 2.3a Employee benefits | | |
| Wages and salaries | 3,777 | 3,519 |
| Other employee costs | 2,189 | 1,854 |
| | 5,966 | 5,373 |
| Less amounts capitalised | (663) | (618) |
| <i>Total employee benefits</i> | 5,303 | 4,755 |
| 2.3b Materials and contracts | | |
| Advertising | 33 | 54 |
| Bank charges and commissions | 21 | 19 |
| Catering and functions | 11 | 11 |
| Computer system operation | 197 | 201 |
| Consultancies | 153 | 110 |
| Contractor labour and services | 605 | 405 |
| Council plant & machinery | 298 | 276 |
| Donations and grants | 35 | 56 |
| Gravel purchases | (29) | 75 |
| Household garbage and recycling collection contract | 335 | 319 |
| Insurance premiums | 214 | 209 |
| Legal expenses | 18 | 18 |
| Office expenses | 110 | 132 |
| Plant and machinery hire (external) | 142 | 203 |
| Power costs (including street lighting) | 243 | 269 |
| Repairs and maintenance | 263 | 224 |
| Subscriptions and publications | 53 | 60 |
| Telecommunications | 26 | 24 |
| Waste transfer, transport and disposal contracts | 738 | 593 |
| Water purchases | 52 | 47 |
| Valuation fees (supplementary valuations) | 27 | 16 |
| Volunteer services | 159 | 132 |
| Other materials and contracts | 344 | 334 |
| <i>Total materials and contracts</i> | 4,048 | 3,787 |
| 2.3c Depreciation and amortisation | | |
| Property | | |
| Buildings | 745 | 889 |
| Plant and equipment | | |
| Plant and machinery | 416 | 386 |
| Furniture and fixtures | 43 | 43 |
| Minor plant | 23 | 17 |
| Infrastructure | | |
| Roads | 2,728 | 2,340 |
| Bridges | 554 | 471 |
| Stormwater | 78 | 64 |
| Waste management | 25 | 25 |
| <i>Total depreciation</i> | 4,612 | 4,235 |
| Amortisation of intangibles | 75 | 90 |
| <i>Total depreciation and amortisation</i> | 4,687 | 4,325 |

Notes to the Financial Report

for the year ended 30 June 2025

2.3 Expenses from continuing operations (continued)

| (Amounts shown in \$'000) | 2025 | 2024 |
|--|---------------|---------------|
| 2.3d Contributions | | |
| Fire service levy | 287 | 272 |
| Total contributions | 287 | 272 |
| 2.3e Finance costs | | |
| Interest - Borrowings | 4 | 51 |
| Total finance costs | 4 | 51 |
| 2.3f Other expenses | | |
| Councillors allowances | 132 | 124 |
| Election costs | 5 | 4 |
| External auditors' remuneration | 58 | 42 |
| Bad & doubtful debts | - | - |
| Private works | 239 | 354 |
| Other | 70 | 87 |
| Total other expenses | 504 | 611 |
| Total expenses from continuing operations | 14,833 | 13,801 |

2.3g Recognition and measurement

Expenses are recognised in the Consolidated Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in asset or an increase of a liability has arisen that can be measured reliably. Further details of the nature and method of recognition and measurement of each expense item are set out below.

Employee benefits

Employee benefits include, where applicable, entitlements to wages and salaries, annual leave, sick leave, long service leave, superannuation and any other post-employment benefits. See also note 4.1.

Materials and contracts

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their useful lives to Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and remaining values and a separate depreciation rate is determined for each component.

Notes to the Financial Report

for the year ended 30 June 2025

2.3 Expenses from continuing operations (continued)

Land and road earthwork assets are not depreciated on the basis that they are assessed as not having a limited useful life. The non-depreciation of road earthwork assets is reviewed at the end of each reporting period, to ensure that the accounting policy applied to particular earthwork assets reflects the most recent assessment of the useful lives of the assets, having regard to factors such as asset usage, physical deterioration and technical and commercial obsolescence.

Major depreciation and amortisation periods used are listed below and are consistent with the prior year unless otherwise stated. Roads and buildings were extended to a maximum life to 250 years to recognise that, the formation component of roads and the sandstone structure in heritage buildings held by Council, have very long useful lives. Minor plant and intangibles were reviewed and adjusted by Council to reflect the service potential to Council of these assets. These changes did not materially impact on depreciation in the current year and are not expected to materially impact on depreciation in future years.

| | Period | |
|------------------------|-----------------|-------------------------|
| Buildings | 10 - 250 years | (2024: 10 to 50 years) |
| Plant and equipment | | |
| Plant and machinery | 2 to 15 years | |
| Furniture and fixtures | 5 to 100 years | |
| Minor plant | 5 years | (2024: 0 to 2 years) |
| Infrastructure assets | 10 to 250 years | (2024: 10 to 150 years) |
| Intangibles | 4 to 10 years | (2024: 5 years) |

Finance costs

Finance costs represent interest on interest-bearing loans and borrowings. Interest is expensed as it accrues and no interest has been capitalised during the current or comparative reporting period.

Contributions

Contributions represents the remittance of amounts to the Tasmanian Fire Service for fire service levies collected through rates.

Other expenses

Other expenses represent items which individually are not material for separate disclosure on the Consolidated Statement of Comprehensive Income.

2.4 Reconciliation of cash flows from operating activities to surplus (deficit)

| (Amounts shown in \$000) | 2025 | 2024 |
|--|---------------|---------------|
| Net result from continuing operations for the year | 5,773 | 5,606 |
| Depreciation and amortisation | 4,687 | 4,325 |
| Net gain/(loss) on disposal of property, plant, equipment and infrastructure | (94) | 565 |
| Grants - capital | (4,136) | (6,176) |
| Contributions of non-monetary assets | (2,610) | - |
| Change in assets and liabilities: | | |
| Decrease/(increase) in trade and other receivables | (1,306) | 40 |
| Decrease/(increase) in contract assets | - | 500 |
| Decrease/(increase) in other assets | 175 | (157) |
| Increase/(decrease) in contract liabilities | 331 | (451) |
| Increase/(decrease) in trade and other payables | (633) | 547 |
| Increase/(decrease) in employee provisions | 86 | (59) |
| Net cash provided by/(used in) operating activities | 2,273 | 4,740 |
| Reconciliation of cash and cash equivalents | | |
| Cash and cash equivalents | 11,901 | 14,553 |
| Total reconciliation of cash and cash equivalents | 11,901 | 14,553 |

Notes to the Financial Report

for the year ended 30 June 2025

2.5 Reconciliation of liabilities arising from financing activities

| (Amounts shown in \$'000) | 2025 | 2024 |
|--|------------|------------|
| Trust funds and deposits | | |
| Balance at the beginning of the financial year | 264 | 268 |
| Net movements | (145) | (4) |
| Balance at the end of the financial year | 119 | 264 |
| Interest-bearing loans and borrowings | | |
| Balance at the beginning of the financial year | 127 | 4,150 |
| New borrowings | - | - |
| Cash repayments | (17) | (4,023) |
| Balance at the end of the financial year | 110 | 127 |

2.6 Management indicators

| (Amounts shown in \$'000) | Benchmark | 2025 | 2024 | 2023 | 2022 |
|---------------------------|-----------|------|------|------|------|
|---------------------------|-----------|------|------|------|------|

2.6a Underlying surplus or deficit

| | | | | | |
|----------------------------|-------|-----------|------------|--------------|-------------|
| Recurrent income* less | | 14,922 | 14,076 | 13,397 | 11,968 |
| recurrent expenditure | | 14,833 | 13,801 | 13,498 | 12,058 |
| Underlying surplus/deficit | > \$0 | 89 | 275 | (101) | (90) |

* Recurrent income excludes income received specifically for new or upgraded assets, physical resources received free of charge or other income of a capital nature as set out below:

| | | |
|--|---------------|---------------|
| Income from continuing operations | 20,606 | 19,407 |
| Less non-operating income | | |
| Financial Assistance Grant in advance - prior year | 3,868 | 4,206 |
| Financial Assistance Grant in advance - current year | (2,400) | (3,868) |
| Grants - Capital | (4,542) | (5,669) |
| Contributions of non-monetary assets | (2,610) | - |
| Recurrent income | 14,922 | 14,076 |
| Expenses from continuing operations | 14,833 | 13,801 |
| Recurrent expenditure | 14,833 | 13,801 |

The intent of the underlying result is to show the outcome of a council's normal or usual day to day operations.

The underlying surplus/deficit assesses overall financial operating effectiveness and Council has returned a small surplus in the current year, which is slightly higher than the benchmark of breakeven.

2.6b Underlying surplus or deficit ratio

| | | | | | |
|---------------------------------------|------|-------------|-------------|--------------|--------------|
| Underlying surplus or deficit | | 89 | 275 | (101) | (90) |
| Recurrent income* | | 14,922 | 14,076 | 13,397 | 11,968 |
| Underlying surplus or deficit ratio % | > 0% | 0.6% | 2.0% | -0.8% | -0.8% |

This ratio serves as an overall measure of financial operating effectiveness.

Notes to the Financial Report

for the year ended 30 June 2025

2.6 Management indicators (continued)

| (Amounts shown in \$000) | Benchmark | 2025 | 2024 | 2023 | 2022 |
|---------------------------------------|-----------|---------------|---------------|---------------|--------------|
| 2.6c Net financial liabilities | | | | | |
| Liquid assets less | | 14,200 | 15,546 | 18,484 | 15,798 |
| total liabilities | | 4,027 | 4,405 | 8,395 | 7,709 |
| Net financial liabilities | > \$0 | 10,173 | 11,141 | 10,089 | 8,089 |

This measure shows whether Council's total liabilities can be met by its liquid assets. An excess of total liabilities over liquid assets means that, if all liabilities fell due at once, additional revenue would be needed to fund the shortfall. As noted liquid assets are substantially higher than total liabilities.

2.6d Net financial liabilities ratio

| | | | | | |
|-----------------------------------|------------|--------------|--------------|--------------|--------------|
| Net financial liabilities | | 10,173 | 11,141 | 10,089 | 8,089 |
| Recurrent income* | | 14,922 | 14,076 | 13,397 | 11,968 |
| Net financial liabilities ratio % | 0% - (50%) | 68.2% | 79.1% | 75.3% | 67.6% |

This ratio indicates the net financial obligations of Council compared to its recurrent income. This ratio is well in excess of benchmark and indicates a strong liquidity position.

2.6e Asset consumption ratio

An asset consumption ratio has been calculated in relation to each asset class required to be included in the long-term strategic asset management plan of Council.

Transport Infrastructure

| | | | | | |
|----------------------------------|-------|--------------|--------------|--------------|--------------|
| Fair value (Carrying amount) | | 102,838 | 82,892 | 79,291 | 78,330 |
| Current replacement cost (Gross) | | 182,772 | 167,363 | 159,867 | 156,212 |
| Asset consumption ratio % | > 60% | 56.3% | 49.5% | 49.6% | 50.1% |

Buildings

| | | | | | |
|----------------------------------|-------|--------------|--------------|--------------|--------------|
| Fair value (Carrying amount) | | 36,004 | 32,460 | 32,292 | 22,685 |
| Current replacement cost (Gross) | | 61,445 | 57,562 | 57,908 | 47,810 |
| Asset consumption ratio % | > 60% | 58.6% | 56.4% | 55.8% | 47.4% |

Drainage

| | | | | | |
|----------------------------------|-------|--------------|--------------|--------------|--------------|
| Fair value (Carrying amount) | | 5,615 | 4,256 | 4,143 | 4,148 |
| Current replacement cost (Gross) | | 7,701 | 6,009 | 5,833 | 5,776 |
| Asset consumption ratio % | > 60% | 72.9% | 70.8% | 71.0% | 71.8% |

An asset consumption ratio has been calculated in relation to each asset class required to be included in council's long term strategic asset management plan.

The ratios assess the level of service potential in council's existing assets. The higher the percentage, the greater future service potential is available to provide service to ratepayers. The percentage results indicate that council must increase its investment in the renewal and replacement of existing assets. This is recognised in council's long term financial management strategy and plan.

Notes to the Financial Report

for the year ended 30 June 2025

2.6 Management indicators (continued)

(Amounts shown in \$000)

| | Benchmark | 2025 | 2024 | 2023 | 2022 |
|--|-----------|------|------|------|------|
|--|-----------|------|------|------|------|

2.6f Asset renewal funding ratio

An asset renewal funding ratio has been calculated in relation to each asset class required to be included in the long-term strategic asset management plan of Council.

Transport Infrastructure

| | | | | | |
|--|---------|--------------|--------------|--------------|--------------|
| Projected capital funding outlays** | | 26,532 | 26,959 | 25,044 | 23,866 |
| Projected capital expenditure funding*** | | 31,637 | 27,934 | 26,240 | 24,205 |
| Asset renewal funding ratio % | 90-100% | 83.9% | 96.5% | 95.4% | 98.6% |

Buildings

| | | | | | |
|--|---------|---------------|--------------|---------------|---------------|
| Projected capital funding outlays** | | 9,653 | 7,549 | 6,743 | 6,861 |
| Projected capital expenditure funding*** | | 9,355 | 7,900 | 6,550 | 6,270 |
| Asset renewal funding ratio % | 90-100% | 103.2% | 95.6% | 102.9% | 109.4% |

Stormwater

| | | | | | |
|--|---------|--------------|--------------|--------------|---------------|
| Projected capital funding outlays** | | 499 | 500 | 486 | 526 |
| Projected capital expenditure funding*** | | 580 | 578 | 558 | 468 |
| Asset renewal funding ratio % | 90-100% | 86.0% | 86.5% | 87.1% | 112.4% |

** Current value of projected capital funding outlays for an asset identified in Council's long-term financial plan.

*** Value of projected capital expenditure funding for an asset identified in Council's long-term strategic asset management plan.

The asset renewal funding ratio is issued to assess council's capacity to fund future asset replacement requirements. This is in line with Council's long term financial management strategy and associated financial plan.

2.6g Asset sustainability ratio

| | | | | | |
|---|--------|--------------|---------------|---------------|---------------|
| Capex on replacement/renewal of existing assets | | 3,947 | 5,851 | 4,324 | 4,034 |
| Annual depreciation and amortisation expense | | 4,687 | 4,325 | 4,068 | 3,697 |
| Asset sustainability ratio % | 100.0% | 84.2% | 135.3% | 106.3% | 109.1% |

The asset sustainability ratio assesses the extent to which council is maintaining operating capacity through renewal of its existing asset base. Whilst results may be below the nominated benchmark, it needs to be recognised that the actual need to expend funds on the renewal or replacement of assets can fluctuate substantially from year to year, whilst annual depreciation is fairly constant.

Notes to the Financial Report

for the year ended 30 June 2025

2.6 Management indicators (continued)

(Amounts shown in \$'000)

| | Capital renewal expenditure | Capital new /upgrade expenditure | Total Capital Expenditure |
|---|-----------------------------------|--|------------------------------|
| 2025 | | | |
| By asset class (including work in progress) | | | |
| Land | 3 | 211 | 214 |
| Buildings | 511 | 1,502 | 2,013 |
| Plant and machinery | 472 | - | 472 |
| Furniture and fixtures | 24 | - | 24 |
| Minor plant | 15 | - | 15 |
| Roads | 2,911 | 3,611 | 6,522 |
| Bridges | - | - | - |
| Stormwater | 11 | 21 | 32 |
| Waste management | - | 15 | 15 |
| Intangibles | - | 3 | 3 |
| Total | 3,947 | 5,363 | 9,310 |
| 2024 | | | |
| By asset class (including work in progress) | | | |
| Land | - | - | - |
| Buildings | 1,634 | 997 | 2,631 |
| Plant and machinery | 1,141 | - | 1,141 |
| Furniture and fixtures | 20 | - | 20 |
| Minor plant | 104 | - | 104 |
| Roads | 2,795 | 3,330 | 6,125 |
| Bridges | - | - | - |
| Stormwater | 127 | 50 | 177 |
| Waste management | 14 | 2 | 16 |
| Intangibles | 16 | - | 16 |
| Total | 5,851 | 4,379 | 10,230 |

2.7 Significant business activities

Council is required to report the operating, capital and competitive neutrality costs in respect of each significant business activity undertaken by the Council. Council has determined, based upon materiality that it does not have any significant business activities.

Notes to the Financial Report

for the year ended 30 June 2025

3 Asset base

This section outlines the assets held by Council used to generate its financial performance and services for the community and operating liabilities incurred as a result, excluding employee provisions and interest bearing long term debts which are discussed in section 4 *People* and 5 *Debt and Risk Management* respectively.

3.1 Cash and cash equivalents

| (Amounts shown in \$000) | 2025 | 2024 |
|--|---------------|---------------|
| Cash at bank and on hand | 3,861 | 8,557 |
| Term deposits (3 months or less) | 8,040 | 5,996 |
| <i>Total cash and cash equivalents</i> | 11,901 | 14,553 |
| Council's cash and cash equivalents are subject to a number of external restrictions and internal commitments that limit amounts available for discretionary or future use. These following amounts represent the balance of restricted funds: | | |
| Restricted funds | | |
| - Trust funds and deposits (note 3.9) | 119 | 264 |
| - Unspent grant funds with conditions (notes 2.2j) | 924 | 593 |
| | 1,043 | 857 |
| Internally committed funds | | |
| - Special committees of Council | 114 | 106 |
| - Heritage Building Solutions Pty Ltd (note 3.12) | - | - |
| - Heritage Education and Skills Centre Ltd (note 3.12) | 5 | 6 |
| | 119 | 112 |
| Restricted and internally committed funds | 1,162 | 969 |
| Total unrestricted and uncommitted cash and cash equivalents | 10,739 | 13,584 |

Restricted and internally committed funds represent:

- Trust funds and deposits, including refundable building, contract and other refundable amounts held in trust by Council for completion of specific purposes.
- Unspent grant funds with conditions until specific performance obligations required under funding arrangements are completed.
- Funds held by special committees and subsidiary companies.

Recognition and measurement

For the purposes of the statement of cash flows, cash and cash equivalents include cash on hand, deposits at call, and other liquid investments. See note 5 for significant terms and conditions.

3.2 Trade and other receivables

| (Amounts shown in \$000) | 2025 | 2024 |
|---|--------------|------------|
| Rates debtors | 794 | 737 |
| Other debtors | 329 | 256 |
| Grant receivable - Remote Roads Upgrade Pilot Program | 1,176 | - |
| <i>Total trade and other receivables</i> | 2,299 | 993 |

Notes to the Financial Report

for the year ended 30 June 2025

3.2 Trade and other receivables (continued)

Recognition and measurement

Trade receivables that do not contain a significant financing component are measured at amortised cost, which represents their transaction value. Impairment is recognised on an expected credit loss (ECL) basis. When determining whether the credit risk has increased significantly since initial recognition, and when estimating the ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience, an informed credit assessment and forward-looking information. Council has established a provision matrix to facilitate the impairment assessment.

For rate debtors, Council takes the view that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rate debtors, Council uses the presumptions that assets more than 30 days past due have a significant increase in credit risk and those more than 90 days will likely be in default. Council writes off receivables when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery.

3.3 Assets held for sale

| (Amounts shown in \$000) | 2025 | 2024 |
|-----------------------------------|----------|------------|
| Land held for resale | - | 155 |
| <i>Total assets held for sale</i> | <i>-</i> | <i>155</i> |

Recognition and measurement

A non-current asset held for sale (including disposal groups) is measured at the lower of its carrying amount and fair value less costs to sell, and is not subject to depreciation. Non-current assets, disposal groups and related liabilities are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

Notes to the Financial Report

for the year ended 30 June 2025

3.4 Other assets

| (Amounts shown in \$'000) | 2025 | 2024 |
|---------------------------|------------|------------|
| Stores and materials | 183 | 358 |
| <i>Total other assets</i> | 183 | 358 |

Recognition and measurement

Stores and materials are held for use by Council and are measured at cost.

3.5 Investment in water corporation

| (Amounts shown in \$'000) | 2025 | 2024 |
|--|---------------|---------------|
| Opening Balance | 12,673 | 11,914 |
| Fair Value adjustments on equity investment assets | 247 | 759 |
| <i>Total investment in water corporation</i> | 12,920 | 12,673 |

Recognition and measurement

As Council's investment in TasWater is held for long-term strategic purposes, Council has elected under AASB 9: Financial Instruments to irrevocably classify this equity investment as designated as fair value through other comprehensive income. Subsequent changes in fair value on designated investments in equity instruments are recognised in other comprehensive income (for fair value reserve, refer note 6.1) and not reclassified through the profit or loss when derecognised. Dividends associated with the equity investments are recognised in profit and loss when the right of payment has been established and it can be reliably measured. Fair value was determined by using Council's ownership interest against TasWater's net asset value at balance date. At 30 June 2025, Council held a 0.67% ownership interest in TasWater (2024: 0.67%) which is based on Schedule 2 of the Corporation's Constitution which reflects the Council's voting rights.

Notes to the Financial Report

for the year ended 30 June 2025

3.6 Property, plant, equipment, infrastructure and intangibles

| (Amounts shown in \$000) | Gross book value | | Accumulated depreciation | | Total | |
|---|------------------|----------------|--------------------------|------------------|----------------|----------------|
| | 2025 | 2024 | 2025 | 2024 | 2025 | 2024 |
| Property | | | | | | |
| At fair value | | | | | | |
| Land | 9,418 | 8,893 | - | - | 9,418 | 8,893 |
| Land under roads | 6,682 | 6,682 | - | - | 6,682 | 6,682 |
| Buildings | 61,445 | 57,562 | (25,441) | (25,102) | 36,004 | 32,460 |
| Total property | 77,545 | 73,137 | (25,441) | (25,102) | 52,104 | 48,035 |
| Plant and equipment | | | | | | |
| At cost | | | | | | |
| Plant and machinery | 5,205 | 4,933 | (1,885) | (1,566) | 3,320 | 3,367 |
| Furniture and fixtures | 798 | 774 | (585) | (542) | 213 | 232 |
| Minor plant | 485 | 470 | (347) | (324) | 138 | 146 |
| Total plant and equipment | 6,488 | 6,177 | (2,817) | (2,432) | 3,671 | 3,745 |
| Infrastructure | | | | | | |
| At fair value | | | | | | |
| Roads | 140,340 | 131,270 | (63,811) | (71,208) | 76,529 | 60,062 |
| Bridges | 42,432 | 36,093 | (16,123) | (13,263) | 26,309 | 22,830 |
| Stormwater | 7,701 | 6,009 | (2,086) | (1,753) | 5,615 | 4,256 |
| Waste management | 399 | 384 | (219) | (194) | 180 | 190 |
| Total infrastructure | 190,872 | 173,756 | (82,239) | (86,418) | 108,633 | 87,338 |
| Work in progress | 1,743 | 5,718 | - | - | 1,743 | 5,718 |
| Intangibles | 783 | 780 | (636) | (561) | 147 | 219 |
| Total property, plant, equipment, infrastructure and intangibles | 277,431 | 259,568 | (111,133) | (114,513) | 166,298 | 145,055 |

Notes to the Financial Report

for the year ended 30 June 2025

3.6 Property, plant, equipment, infrastructure and intangibles (continued)

| (Amounts shown in \$000) | Balance at beginning of financial year | Acquisition of assets | Revaluation increase (decrease) | Depreciation and amortisation | Written down value of disposals | Gifted assets | Impairment of assets | Balance at end of financial year |
|---|---|--------------------------|---------------------------------------|-------------------------------------|--|---------------|-------------------------|---|
| 2025 | | | | | | | | |
| Property | | | | | | | | |
| Land | 8,893 | 218 | - | - | (43) | 350 | - | 9,418 |
| Land under roads | 6,682 | - | - | - | - | - | - | 6,682 |
| Buildings | 32,460 | 2,805 | - | (745) | (16) | 1,500 | - | 36,004 |
| Total property | 48,035 | 3,023 | - | (745) | (59) | 1,850 | - | 52,104 |
| Plant and equipment | | | | | | | | |
| Plant and machinery | 3,367 | 472 | - | (416) | (103) | - | - | 3,320 |
| Furniture and fixtures | 232 | 24 | - | (43) | - | - | - | 213 |
| Minor plant | 146 | 15 | - | (23) | - | - | - | 138 |
| Total plant and equipment | 3,745 | 511 | - | (482) | (103) | - | - | 3,671 |
| Infrastructure | | | | | | | | |
| Roads | 60,062 | 9,574 | 9,621 | (2,728) | - | - | - | 76,529 |
| Bridges | 22,830 | - | 4,033 | (554) | - | - | - | 26,309 |
| Stormwater | 4,256 | 159 | 518 | (78) | - | 760 | - | 5,615 |
| Waste management | 190 | 15 | - | (25) | - | - | - | 180 |
| Total infrastructure | 87,338 | 9,748 | 14,172 | (3,385) | - | 760 | - | 108,633 |
| Work in progress | 5,718 | (3,975) | - | - | - | - | - | 1,743 |
| Intangibles | 219 | 3 | - | (75) | - | - | - | 147 |
| Total property, plant, equipment, infrastructure and intangibles | 145,055 | 9,310 | 14,172 | (4,687) | (162) | 2,610 | - | 166,298 |

Notes to the Financial Report

for the year ended 30 June 2025

3.6 Property, plant, equipment, infrastructure and intangibles (continued)

| (Amounts shown in \$'000) | Balance at beginning of financial year | Acquisition of assets | Revaluation increase (decrease) | Depreciation and amortisation | Written down value of disposals | Gifted assets | Impairment of assets | Balance at end of financial year |
|---|--|-----------------------|---------------------------------|-------------------------------|---------------------------------|---------------|----------------------|----------------------------------|
| 2024 | | | | | | | | |
| Property | | | | | | | | |
| Land | 8,978 | - | - | - | (85) | - | - | 8,893 |
| Land under roads | 3,474 | - | 3,208 | - | - | - | - | 6,682 |
| Buildings | 32,292 | 1,548 | - | (889) | (491) | - | - | 32,460 |
| Total property | 44,744 | 1,548 | 3,208 | (889) | (576) | - | - | 48,035 |
| Plant and equipment | | | | | | | | |
| Plant and machinery | 3,044 | 1,141 | - | (386) | (432) | - | - | 3,367 |
| Furniture and fixtures | 255 | 20 | - | (43) | - | - | - | 232 |
| Minor plant | 59 | 104 | - | (17) | - | - | - | 146 |
| Total plant and equipment | 3,358 | 1,265 | - | (446) | (432) | - | - | 3,745 |
| Infrastructure | | | | | | | | |
| Roads | 58,750 | 3,652 | - | (2,340) | - | - | - | 60,062 |
| Bridges | 20,541 | - | 2,760 | (471) | - | - | - | 22,830 |
| Stormwater | 4,143 | 177 | - | (64) | - | - | - | 4,256 |
| Waste management | 200 | 15 | - | (25) | - | - | - | 190 |
| Total infrastructure | 83,634 | 3,844 | 2,760 | (2,900) | - | - | - | 87,338 |
| Work in progress | 2,161 | 3,557 | - | - | - | - | - | 5,718 |
| Intangibles | 293 | 16 | - | (90) | - | - | - | 219 |
| Total property, plant, equipment, infrastructure and intangibles | 134,190 | 10,230 | 5,968 | (4,325) | (1,008) | - | - | 145,055 |

Recognition and measurement

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. Property, infrastructure, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value is the price that would be received to sell the asset in an orderly transaction between market participants at the measurement date. Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

Notes to the Financial Report

for the year ended 30 June 2025

3.6 Property, plant, equipment, infrastructure and intangibles (continued)

The following classes of assets have been recognised. In accordance with Council's policy, the threshold limits detailed below have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year. Council has adopted the following valuation bases for each asset class.

| | Threshold | Valuation Bases |
|----------------------------|-----------|--------------------|
| | \$ | |
| Property | | |
| Land | 1 | Fair value |
| Land under roads | 1 | Fair value |
| Buildings | 1 | Fair value |
| Plant and equipment | | |
| Plant and machinery | 1,000 | Cost |
| Furniture and fixtures | 1,000 | Cost |
| Minor plant | 1,000 | Cost |
| Infrastructure | | |
| Roads | 1 | Fair value |
| Bridges | 5,000 | Fair value |
| Stormwater | 3,000 | Fair value |
| Waste management | 3,000 | Cost |
| Intangibles | 1,000 | Cost |

Subsequent to the initial recognition of assets, non-current physical assets, other than those noted above, are measured at their fair value in accordance with AASB 116 Property, Plant & Equipment and AASB 13 Fair Value Measurement. At balance date, Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset class materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis to ensure valuations represent fair value. The valuation is performed either by experienced Council officers or independent experts.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation surplus for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment losses are recognised in the Consolidated Statement of Comprehensive Income under other expenses.

Notes to the Financial Report

for the year ended 30 June 2025

3.7 Right of use assets

Council had no non-concessionary leases during the year and has not recognised any associated right of use assets or lease liabilities at a balance date.

Concessionary leases

Council has 3 concessionary leases with the Crown in Right of Tasmania for land and buildings within the municipality. Council uses these leased assets for community facilities, public recreation and the provision of infrastructure. Council is dependent on these leases to further its objectives. The consideration paid for each of these leases is "peppercorn", with lease fees of \$1 per annum if demanded, over lease terms of between 10 and 40 years. The lease liability for these leases is immaterial and, in accordance with Council's accounting policy to measure right of use assets arising from concessionary leases at the initial measurement of the lease liability, the right of use assets are also immaterial and have not been recognised.

Recognition and measurement

Council as lessee

In contracts where Council is a lessee, Council recognises a right of use asset and a lease liability at the commencement date of the lease, unless the short term or low value exemption is applied.

A right of use asset is initially measured at cost comprising the initial measurement of the lease liability adjusted for any lease payments made before the commencement date (reduced by lease incentives received), plus initial direct costs incurred in obtaining the lease and an estimate of costs to be incurred in dismantling and removing the underlying asset, restoring the site on which it is located or restoring the underlying asset to the condition required by the terms and conditions of the lease.

Where right of use assets are recognised they are measured as described in the accounting policy for property, infrastructure, plant and equipment in note 3.6. Also, Council will apply AASB 136 to determine whether a right-of-use asset is impaired and accounts for any identified impairment loss as described in the aforesaid note.

Right-of-use assets are depreciated over the shorter period of lease term and useful life of the underlying asset. If a lease transfers ownership of the underlying asset or the cost of the right-of-use asset reflects that the Group expects to exercise a purchase option, the related right-of-use asset is depreciated over the useful life of the underlying asset. The depreciation starts at the commencement date of the lease.

Concessionary leases

For leases that have significantly below market terms and conditions principally to enable the Council to further its objectives, commonly known as "peppercorn (concessionary) leases", Council has elected to measure a class (or classes) of right-of-use assets arising under 'concessionary leases' at initial recognition at cost, in accordance with AASB16.23–25. Cost being the initial measurement of the lease liability.

Notes to the Financial Report

for the year ended 30 June 2025

3.8 Trade and other payables

| (Amounts shown in \$000) | 2025 | 2024 |
|--|------------|--------------|
| Payables and accruals | 552 | 1,217 |
| Rates and charges in advance | 287 | 256 |
| Payroll oncosts on employee entitlements | 101 | 100 |
| Total trade and other payables | 940 | 1,573 |

Recognition and measurement

Liabilities are recognised for amounts to be paid in the future for goods and services provided to Council as at balance date whether or not invoices have been received. General Creditors are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt. Rates and charges in advance represents amounts received by Council prior to the commencement of the rating or charging period. Revenue is recognised by Council at the beginning of the rating or charge period to which the advance payment relates.

3.9 Trust funds and deposits

| (Amounts shown in \$000) | 2025 | 2024 |
|---|------------|------------|
| Tender deposits and funds held on trust | 119 | 264 |
| Total trust funds and deposits | 119 | 264 |

Recognition and measurement

Amounts received as tender deposits and retention amounts controlled by Council are recognised as trust funds until they are returned or forfeited.

3.10 Contract liabilities

| (Amounts shown in \$000) | 2025 | 2024 |
|--|------------|------------|
| Grants received but unspent to construct Council controlled assets | 924 | 593 |
| Total contract liabilities | 924 | 593 |

Recognition and measurement

Grants received but unspent to construct Council controlled assets represent funding for construction projects for community infrastructure. The funds received are under enforceable contracts which require Council to perform specific obligations to construct identified assets for the community infrastructure projects which will be under Council's control on completion. The revenue is recognised as Council constructs the assets and the contract liability reflects the funding received which cannot yet be recognised as revenue. Revenue is expected to be recognised in the next 12 months.

Revenue recognised that was included in the contract liability balance at the beginning of the period

| | | |
|---|-----|-----|
| Grants to construct Council controlled assets | 451 | 897 |
|---|-----|-----|

Notes to the Financial Report

for the year ended 30 June 2025

3.11 Fair value measurements

Council measures and recognises the following assets at fair value on a recurring basis:

- Investment in water corporation as disclosed at note 3.5
- Property and infrastructure as disclosed at note 3.6

Council does not measure any liabilities at fair value on a recurring basis.

Council also has assets measured at fair value on a non-recurring basis as a result of being reclassified as assets held for sale. These comprise land as disclosed in note 3.3. A description of the valuation techniques and the inputs used to determine the fair value of this land is included below under the heading 'Assets held for sale'.

(a) Fair Value Hierarchy

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a level in the fair value hierarchy as follows:

- | | |
|----------------|--|
| Level 1 | Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date. |
| Level 2 | Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. |
| Level 3 | Unobservable inputs for the asset or liability. |

The table below shows the assigned level for each asset and liability held at fair value by the Council. The table presents the Council's assets and liabilities measured and recognised at fair value at balance date.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

Notes to the Financial Report

for the year ended 30 June 2025

3.11 Fair value measurements (continued)

| (Amounts shown in \$'000) | | Level 1 | | Level 2 | | Level 3 | | Total |
|--------------------------------|------|------------|---------------|---------------|----------------|----------------|----------------|----------------|
| | 2025 | 2024 | 2025 | 2024 | 2025 | 2024 | 2025 | 2024 |
| Fair value measurements | | | | | | | | |
| <i>Recurring</i> | | | | | | | | |
| Property | | | | | | | | |
| Land | - | - | 9,418 | 8,893 | - | - | 9,418 | 8,893 |
| Land under roads | - | - | 6,682 | 6,682 | - | - | 6,682 | 6,682 |
| Buildings | - | - | - | - | 36,004 | 32,460 | 36,004 | 32,460 |
| Infrastructure | | | | | | | | |
| Roads | - | - | - | - | 76,529 | 60,062 | 76,529 | 60,062 |
| Bridges | - | - | - | - | 26,309 | 22,830 | 26,309 | 22,830 |
| Stormwater | - | - | - | - | 5,615 | 4,256 | 5,615 | 4,256 |
| Waste management | - | - | - | - | 180 | 190 | 180 | 190 |
| Total recurring | - | - | 16,100 | 15,575 | 144,637 | 119,798 | 160,737 | 135,373 |
| <i>Non-recurring</i> | | | | | | | | |
| Assets held for sale | - | 155 | - | - | - | - | - | 155 |
| Total non-recurring | - | 155 | - | - | - | - | - | 155 |

Transfers between levels of the hierarchy

Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period. There were no transfers between levels 1 and 2 during the year, nor between levels 2 and 3.

(b) Highest and best use

AASB 13 requires the fair value of non-financial assets to be calculated based on their "highest and best use". Council considers that all assets in this note are being used for their highest and best use.

(c) Valuation techniques and significant inputs used to derive fair values

Investment in water corporation

Refer to 3.5 for details of valuation techniques used to derive fair values.

Land

Land fair values were determined by the Valuer General as at 1 July 2022. Level 2 valuation inputs were used to value land in freehold title as well as land used for special purposes, which is restricted in use under current planning provisions. Sales prices of comparable land sites in close proximity are adjusted for differences in key attributes such as property size. The most significant input into this valuation approach is price per square metre.

Notes to the Financial Report

for the year ended 30 June 2025

3.11 Fair value measurements (continued)

Land held for sale

Land classified as held for sale during the reporting period was measured at the lower of its carrying amount and fair value less cost to sell at the time of reclassification. The fair value of the land was determined using the approach described in the preceding paragraph.

Land under roads

The value of the Land Under Road network at 30 June 2024 is based on valuation data determined by the Valuer-General. The valuation approach uses adjusted land values and areas for all properties within the municipality depending upon its classification and then applying a discount appropriate to the respective classification. This adjustment is an unobservable input in the valuation. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0.28 and \$2.92 per square metre.

Buildings

Council considers that all its buildings are of a specialist nature (eg heritage buildings) and there is no active market for the assets. Fair value has been determined on the basis of replacement with a new asset having similar service potential. The gross current values have been determined by Council officers with reference to market data for recent projects and costing guides as at 1 July 2020.

In determining the level of accumulated depreciation the asset has been disaggregated into significant components which exhibit useful lives. Allowance has been made for the typical asset life cycle and renewal treatments of each component, residual value at the time the asset is considered to be no longer available for use.

While the unit rates based on square metres can be supported by market evidence (level 2), the estimates of residual value and useful life that are used to calculate accumulated depreciation comprise unobservable inputs (level 3).

Infrastructure assets

All Council infrastructure assets were fair valued using written down current replacement cost (CRC). This valuation comprises the asset's gross replacement cost less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. The resulting valuation reflects the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks.

The level of accumulated depreciation for infrastructure assets was determined based on the age of the asset and the useful life adopted by Council for the asset type. Estimated useful lives and residual values are disclosed in Note 2.3.

The calculation of CRC involves a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made by qualified and experienced staff, different judgements could result in a different valuation.

Notes to the Financial Report

for the year ended 30 June 2025

3.11 Fair value measurements (continued)

The methods for calculating CRC are described under individual asset categories below.

Roads

Council categorises its road infrastructure into sealed and unsealed roads and then further sub-categorises these based on an assessment of vehicle movements and social and economic importance. Roads are managed in segments. All road segments are then componentised into formation, pavement, sub-pavement and seal (where applicable). Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

CRC is based on the road area multiplied by a unit price; the unit price being an estimate of labour and material inputs, services costs, and overhead allocations. For internal construction estimates, material and services prices are based on contract rates, supplier price lists and Council's labour wage rates. When construction is outsourced, CRC is based on the average of similar completed projects over the last few years. Council engaged Moloney Asset Management, an independent valuer, to undertake a valuation of roads as at 1 July 2024.

Bridges

Council engaged Auspan, an independent valuer, to undertake valuation of bridges as at 1 July 2024. Each bridge is assessed individually and componentised into sub-assets representing the deck and sub-structure. The valuation is based on the material type used for construction and the deck and sub-structure area.

Stormwater

Council carried out the valuation of stormwater as at 1 July 2024. Similar to roads, stormwater assets are managed in segments; pits and pipes being the major components. Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials. CRC is based on the unit price for the component type. For pipes, the unit price is multiplied by the asset's length. The unit price for pipes is based on the construction material as well as the depth the pipe is laid.

Other Infrastructure

Other infrastructure is not deemed to be significant in terms of the Consolidated Statement of Financial Position.

(d) Changes in recurring level 3 fair value measurements

The changes in level 3 property and infrastructure assets with recurring fair value measurements are detailed in note 3.6 (Property, plant, equipment and infrastructure). Investment in water corporation, which is classified as level 3 has been separately disclosed in note 3.5.

There have been no transfers between level 1, 2 or 3 measurements during the year.

(e) Valuation processes

At the end of each year Council assess whether the carrying amount of its assets varies significantly from the fair value. This is done by consideration of changes in utilisation, obsolescence, assessment of unit rates, patterns of consumption, residual life, useful life, condition and remaining useful life.

Based on this assessment assets may need to be revalued and/or depreciation rates changed.

Notes to the Financial Report

for the year ended 30 June 2025

3.11 Fair value measurements (continued)

(f) Assets and liabilities not measured at fair value but for which fair value is disclosed

Council has assets and liabilities which are not measured at fair value, but for which fair values are disclosed in other notes.

Council borrowings are measured at amortised cost with interest recognised in profit or loss when incurred. The fair value of borrowings disclosed in note 5.3 is provided by Tascorp (level 2).

The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature (level 2).

3.12 Investments in subsidiaries

Heritage Building Solutions Pty Ltd and Heritage Education & Skills Centre Pty Ltd (HESC) are small proprietary companies controlled by Council and are not reporting entities. Both companies have ceased trading and Heritage Building Solutions Pty Ltd was formally wound up on 23 October 2024. The following transactions were recorded for the current and prior financial years. The balances disclosed have been consolidated into Council's balances. All inter-entity transactions and balances between Council and these subsidiary companies have been eliminated.

| (Amounts shown in \$000) | 2025 | 2024 |
|---|----------|-------------|
| Heritage Building Solutions Pty Ltd | | |
| Statement of Comprehensive Income | | |
| Revenue | - | 3 |
| Expenses | - | (18) |
| Total Comprehensive Income for the year | - | (15) |
| Statement of Financial Position | | |
| Assets | - | - |
| Liabilities | - | - |
| Total Equity | - | - |
| Heritage Education & Skills Centre Pty Ltd | | |
| Statement of Comprehensive Income | | |
| Revenue | - | - |
| Expenses | 1 | (4) |
| Total Comprehensive Income for the year | 1 | (4) |
| Statement of Financial Position | | |
| Assets | 5 | 6 |
| Liabilities | - | - |
| Total Equity | 5 | 6 |

Notes to the Financial Report

for the year ended 30 June 2025

4 People

This section outlines the amounts provided for employee benefits during and post employment and related party transactions.

4.1 Employee provisions

| (Amounts shown in \$000) | 2025 | 2024 |
|----------------------------------|--------------|--------------|
| Current | | |
| Annual leave | 612 | 656 |
| Long service leave | 718 | 732 |
| Personal | 364 | 327 |
| Total current | 1,694 | 1,715 |
| Non-current | | |
| Long service leave | 240 | 133 |
| Total non-current | 240 | 133 |
| Total employee provisions | 1,934 | 1,848 |

Movements in employee provisions during the financial year

| (Amounts shown in \$000) | Annual leave | | Long service leave | | Personal | | Total | |
|----------------------------------|--------------|------------|--------------------|------------|------------|------------|--------------|--------------|
| | 2025 | 2024 | 2025 | 2024 | 2025 | 2024 | 2025 | 2024 |
| Balance at beginning of the year | 656 | 832 | 865 | 760 | 327 | 315 | 1,848 | 1,907 |
| Additional provisions | 285 | 113 | 320 | 309 | 225 | 180 | 830 | 602 |
| Amounts used | (329) | (289) | (227) | (204) | (188) | (168) | (744) | (661) |
| Balance at end of the year | 612 | 656 | 958 | 865 | 364 | 327 | 1,934 | 1,848 |

Recognition and measurement

Short term obligations

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

Other long term employee benefit obligations

The liability for long service leave and annual leave which is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations are presented as current liabilities in the statement of financial position if the entity does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

Notes to the Financial Report

for the year ended 30 June 2025

4.1 Employee Provisions (continued)

Personal leave

Council's Enterprise Bargaining Agreement provides for employees who resign from their position with Council to be paid a percentage of their sick leave balance based on completed years of service, plus a gratuity amount.

4.2 Related party transactions

Responsible Persons

Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

| | | |
|------------------------|---------------------------|-----------------------------|
| Councillors | Mayor E C Batt | 1 July 2024 to 30 June 2025 |
| | Deputy Mayor K Dudgeon | 1 July 2024 to 30 June 2025 |
| | Councillor A E Bisdee OAM | 1 July 2024 to 30 June 2025 |
| | Councillor D Blackwell | 1 July 2024 to 30 June 2025 |
| | Councillor R Campbell | 1 July 2024 to 30 June 2025 |
| | Councillor D F Fish | 1 July 2024 to 30 June 2025 |
| | Councillor F Miller | 1 July 2024 to 30 June 2025 |
| General Manager | Mr T F Kirkwood | 1 July 2024 to 30 June 2025 |

Councillor remuneration

(Amounts shown in \$)

| | Allowances | Compensation AASB 124 | Kilometre reimbursements | Communications | Other | Total Allowances and Expenses section 72 |
|----------------|----------------|--------------------------|-----------------------------|----------------|------------|--|
| 2025 | | | | | | |
| E C Batt | 44,178 | 44,178 | 3,248 | 1,100 | 37 | 48,563 |
| K Dudgeon | 25,175 | 25,175 | 3,385 | 354 | - | 28,914 |
| A E Bisdee OAM | 12,621 | 12,621 | 5,853 | 780 | - | 19,254 |
| D Blackwell | 12,621 | 12,621 | 3,860 | 1,441 | - | 17,922 |
| R Campbell | 12,621 | 12,621 | 1,485 | 780 | - | 14,886 |
| D F Fish | 12,621 | 12,621 | - | 780 | - | 13,401 |
| F Miller | 12,621 | 12,621 | 979 | 2,259 | 115 | 15,974 |
| Total | 132,458 | 132,458 | 18,810 | 7,494 | 152 | 158,914 |

Notes to the Financial Report

for the year ended 30 June 2025

4.2 Related party transactions (continued)

(Amounts shown in \$)

| | Allowances | Compensation AASB 124 | Kilometre reimbursements | Communications | Other | Total Allowances and Expenses section 72 |
|----------------|----------------|--------------------------|-----------------------------|----------------|----------|--|
| 2024 | | | | | | |
| E C Batt | 41,640 | 41,640 | 3,969 | 1,100 | - | 46,709 |
| K Dudgeon | 23,730 | 23,730 | 4,477 | 354 | - | 28,561 |
| A E Bisdee OAM | 11,897 | 11,897 | 7,903 | 780 | - | 20,580 |
| D Blackwell | 11,897 | 11,897 | 6,263 | 1,356 | - | 19,516 |
| R Campbell | 7,041 | 7,041 | 595 | 325 | - | 7,961 |
| D F Fish | 11,897 | 11,897 | - | 780 | - | 12,677 |
| R McDougall | 3,917 | 3,917 | 3,483 | 120 | - | 7,520 |
| F Miller | 11,897 | 11,897 | 983 | 2,188 | - | 15,068 |
| Total | 123,916 | 123,916 | 27,673 | 7,003 | - | 158,592 |

Allowances - statutory allowances as paid in accordance with the Local Government Act 1993.

Kilometre reimbursements - reimbursement for kilometres travelled while on Council business at a rate per kilometre.

Communications - allowances paid to Councillors to reimburse telephone and internet usage costs.

Other - cost of electronic funds transfer.

Key Management Personnel remuneration

| | | Short term benefits | | | Post employment benefits | | | |
|--------------------------|------------------|---------------------|---------------|----------------|--------------------------|----------------------|-----------------------------|----------------|
| | | Salary | Vehicles | Other benefits | Superannuation | Termination benefits | Other non-monetary benefits | Total |
| 2025 | | | | | | | | |
| Remuneration band | Employees | | | | | | | |
| \$140 001 - \$160 000 | 1 | 112,272 | 14,918 | 350 | 16,495 | - | 6,018 | 150,053 |
| \$160 001 - \$180 000 | 1 | 134,573 | 1,576 | 350 | 16,144 | - | 16,749 | 169,392 |
| \$180 001 - \$200 000 | 2 | 311,750 | 7,912 | 700 | 41,561 | - | 16,042 | 377,965 |
| \$260 001 - \$280 000 | 1 | 248,350 | 12,612 | 350 | 37,160 | - | (25,602) | 272,870 |
| | | 806,945 | 37,018 | 1,750 | 111,360 | - | 13,207 | 970,280 |

Notes to the Financial Report

for the year ended 30 June 2025

4.2 Related party transactions (continued)

| (Amounts shown in \$) | | Short term benefits | | | Post employment benefits | | |
|-----------------------|---------------|---------------------|---------------|----------------|--------------------------|----------------------|-----------------------------|
| | | Salary | Vehicles | Other benefits | Superannuation | Termination benefits | Other non-monetary benefits |
| 2024 | | | | | | | Total |
| Remuneration band | Employees | | | | | | |
| \$ 60 001 - \$80 000 | 1 | 104,450 | - | - | 15,122 | 19,499 | (77,895) |
| \$ 80 001 - \$100 000 | 1 (part year) | 89,792 | 3,370 | 300 | 9,687 | 18,351 | (32,473) |
| \$160 001 - \$180 000 | 1 | 143,037 | 4,966 | 300 | 20,742 | - | 9,083 |
| \$180 001 - \$200 000 | 1 | 163,746 | 2,211 | 300 | 23,327 | - | 327 |
| \$260 001 - \$280 000 | 1 | 215,903 | 8,760 | 300 | 31,299 | - | 18,172 |
| | | 716,928 | 19,307 | 1,200 | 100,177 | 37,850 | (82,786) |
| | | | | | | | 792,676 |

Salary - includes all forms of consideration paid and payable for services rendered, compensated absences during the period and salary sacrifice amounts.

Vehicles - Includes total cost of providing and maintaining vehicles provided for private use, including registration, insurance, fuel and other consumables, maintenance cost and parking (including notional value of parking provided at premises that are owned or leased and fringe benefits tax).

Other benefits - includes all other forms of employment allowances (excludes reimbursements such as travel, accommodation or meals), payments in lieu of leave, and any other compensation paid and payable.

Superannuation - means the contribution to the superannuation fund of the individual.

Termination benefits - include all forms of benefit paid or accrued as a consequence of termination.

Other non-monetary benefits - include annual and long service leave movements.

Directors of subsidiary companies remuneration

Heritage Building Solutions Pty Ltd and Heritage Education & Skills Centre Pty Ltd paid no director and management fees in the current year (2024: \$nil).

Remuneration Principles

Councillors

Councillor allowances are paid in accordance with those set by Regulation 42 (2) of the Local Government General Regulations 2015. Council has further determined by policy that in order to carry out their functions as a Councillor, reimbursements will be paid to Councillors for travelling while on Council related business on a kilometre travelled basis, that stationery and consumables will be provided and that a communications allowance will be paid to offset the cost of telephone and internet charges.

Senior management

The employment terms and conditions of senior executives are contained in individual employment contracts and prescribe total remuneration, superannuation, annual and long service leave, vehicle and salary sacrifice provisions. In addition to their salaries, Council also provides non-cash benefits and contributes to post-employment superannuation plans on their behalf.

The performance of each senior manager, including the General Manager, is reviewed annually which includes a review of their remuneration package, which takes account of their performance against key indicators and of salary packages for similar roles in the region. Whilst not automatic, contracts can be extended.

Notes to the Financial Report

for the year ended 30 June 2025

4.2 Related party transactions (continued)

Directors of subsidiary companies

Directors of Heritage Building Solutions Pty Ltd and Heritage Education & Skills Centre Pty Ltd are remunerated in accordance with the terms and conditions of their appointment and may be varied in accordance with the constitution of each company and the Corporations Act 2001.

Transactions with related parties

During the period Council did not enter into transactions with entities that are controlled by members of key management personnel.

In accordance with s84(2)(b) of the Local Government Act 1993, no interests have been notified to the General Manager in respect of any body or organisation with which the Council has major financial dealings.

Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of Council live and operate within the municipality. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates on a primary residence
- Dog registration

Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.

4.3 Post employment benefits

Recognition and measurement

Defined contribution funds

Council contributes to defined contribution plans on behalf of a number of employees; however the Council has no ongoing responsibility to make good any deficiencies, if any, that may occur in those schemes. Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available. During the year Council made the required superannuation contributions for all eligible employees to an appropriate complying superannuation fund as required by the Superannuation Guarantee (Administration) Act 1992.

Defined benefit fund

Council makes superannuation contributions for a number of its employees to the Quadrant Defined Benefits Fund (the Fund), a sub-fund of Spirit Super. The Fund has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided under paragraph 34 of AASB 119 Employee Benefits, Council does not use defined benefit accounting for these contributions.

For the year ended 30 June 2025 Council contributed 0% (2024 0%) of employees' gross income to the Fund. Assets accumulate in the fund to meet member benefits as they accrue, and if assets within the fund are insufficient to satisfy benefits payable, Council is required to meet its share of the deficiency.

Notes to the Financial Report

for the year ended 30 June 2025

4.3 Post employment benefits (continued)

Deloitte Consulting Pty Ltd undertook the last actuarial review of the Fund at 30 June 2023. The review disclosed that at that time the net market value of assets available for funding member benefits was \$48,442,000, the value of vested benefits was \$39,789,000, the surplus over vested benefits was \$8,653,000, the value of total accrued benefits was \$39,479,000, and the number of members was 77. These amounts relate to all members of the Fund at the date of valuation and no asset or liability is recorded in the Spirit Super's financial statements for Council employees.

The financial assumptions used to calculate the Accrued Benefits for the Fund were:

- Net Investment Return 4.50% p.a.
- Salary Inflation 3.00% p.a.
- Price Inflation n/a

The actuarial review concluded that:

- The value of assets of the Fund was adequate to meet the liabilities of the Fund in respect of vested benefits as at 30 June 2023.
- The value of assets of the Fund was adequate to meet the value of the liabilities of the Fund in respect of accrued benefits as at 30 June 2023.
- Based on the assumptions used, and assuming the Employer contributes at the levels described below, the value of the assets is expected to continue to be adequate to meet the value of the liabilities of the Fund in respect of vested benefits at all times during the period up to 30 June 2028.

Given the strong financial position of the Fund, the Actuary recommended that Council continue their contribution holiday and contribute 0% of salaries towards the defined benefit arrangements in the Fund from 1 July 2024 until 1 July 2027. This contribution rate is subject to normal review processes which include reviewing the contribution rate if needed to respond to extreme movements in financial markets. In addition, employers pay contributions towards defined benefit members' accumulation accounts where required by agreements.

The Actuary will continue to undertake a brief review of the financial position of the Fund at the end of each financial year to confirm that the contribution rates remain appropriate. The next full triennial actuarial review of the Fund will have an effective date of 30 June 2026 and is expected to be completed late in 2026.

As required in terms of paragraph 148 of AASB 119 Employee Benefits, Council discloses the following details:

- The 2023 actuarial review used the "aggregate" funding method. This is a standard actuarial funding method. The results from this method were tested by projecting future fund assets and liabilities for a range of future assumed investment returns. The funding method used is consistent with the method used at the previous actuarial review in 2020.

Under the aggregate funding method of financing the benefits, the stability of the Councils' contributions over time depends on how closely the Fund's actual experience matches the expected experience. If the actual experience differs from that expected, the Councils' contribution rate may need to be adjusted accordingly to ensure the Fund remains on course towards financing members' benefits.

Notes to the Financial Report

for the year ended 30 June 2025

4.3 Post employment benefits (continued)

- In terms of Rule 15.2 of the Spirit Super Trust Deed (Trust Deed), there is a risk that employers within the Fund may incur an additional liability when an Employer ceases to participate in the Fund at a time when the assets of the Fund are less than members' vested benefits. Each member of the Fund who is an employee of the Employer who is ceasing to Participate is required to be provided with a benefit at least equal to their vested benefit. However, there is no provision in the Trust Deed requiring an employer to make contributions other than its regular contributions up to the date of cessation of contributions.
- The application of Fund assets on Spirit Super being wound-up is set out in Rule 20.2. This Rule provides that expenses and taxation liabilities should have first call on the available assets. Additional assets will initially be applied for the benefit of the then remaining members and/or their Dependents in such manner as the Trustee considers equitable and appropriate in accordance with the Applicable Requirements (broadly, superannuation and taxation legislative requirements and other requirements as determined by the regulators).
The Trust Deed does not contemplate the Fund withdrawing from Spirit Super.
- The Fund is a defined benefit Fund.
- The Fund has been classified as a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. Thus the Fund is not able to prepare standard AASB119 defined benefit reporting.
- As reported on the first page of this note, Assets exceeded accrued benefits as at the date of the last actuarial review, 30 June 2023. Favourable investment returns, since that date, has seen further improvement in the financial position of the Fund. The financial position of the Fund will be fully investigated at the actuarial review as at 30 June 2026.
- An analysis of the assets and vested benefits of sub-funds participating in the Scheme, prepared by Deloitte Consulting Pty Ltd as at 30 June 2024, showed that the Fund had assets of \$41.80 million and members' Vested Benefits were \$32.60 million. These amounts represented 0.14% and 0.11% respectively of the corresponding total amounts for Spirit Super.
- As at 30 June 2024 the Fund had 55 members and the total employer contributions and member contributions for the year ending 30 June 2024 were \$668,923 and \$151,839 respectively.
- During the reporting period the amount of contributions paid to defined benefits schemes was \$nil (2023-24, \$nil), and the amount paid to accumulation schemes was \$637,863 (2023-24, \$613,017).
- During the next reporting period the expected amount of contributions to be paid to defined benefits schemes is \$nil, and the amount to be paid to accumulation schemes is \$723,558.

Notes to the Financial Report

for the year ended 30 June 2025

5 Debt and risk management

This section sets out the interest bearing debts of Council and outlines Council's exposure to financial risks and how these risks are managed.

5.1 Interest-bearing loans and borrowings

| (Amounts shown in \$000) | 2025 | 2024 |
|--------------------------|------------|------------|
| Current | | |
| Borrowings - secured | 110 | 17 |
| Non-current | | |
| Borrowings - secured | - | 110 |
| Total borrowings | 110 | 127 |

Borrowings are secured over the rate income of Council. There have been no defaults or breaches of the loan agreement during the year.

The maturity profile for Council's borrowings is:

| | | |
|---|------------|------------|
| Not later than one year | 110 | 17 |
| Later than one year and not later than five years | - | 110 |
| Later than five years | - | - |
| Total | 110 | 127 |

Recognition and measurement

The borrowing capacity of Council is limited by the Local Government Act 1993. Interest bearing liabilities are initially recognised at fair value, net of transaction costs incurred. Subsequent to initial recognition these liabilities are measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the Consolidated Statement of Comprehensive Income over the period of the liability using the effective interest method.

5.2 Financing arrangements

| (Amounts shown in \$000) | 2025 | 2024 |
|--------------------------|------------|------------|
| Bank overdraft limit | 200 | 200 |
| Direct debit facility | 100 | 100 |
| Business credit cards | 50 | 50 |
| Used facilities | (2) | (2) |
| Unused facilities | 348 | 348 |

Notes to the Financial Report

for the year ended 30 June 2025

5.3 Financial Instruments

Accounting policy, terms and conditions

| Recognised financial instruments | Accounting policy | Terms and Conditions |
|---|-------------------|---|
| <i>Financial assets</i> | | |
| Cash and cash equivalents | See Note 3.1 | On call deposits and cash returned a floating interest rate of 4.5% (5.4% in 2024). The interest rate at balance date was 4.0% (4.5% in 2024). |
| Trade and other receivables | See Note 3.2 | <p>General debtors are unsecured and arrears attract an interest rate of 0% (0% in 2024). Credit terms are based on 30 days.</p> <p>Rate debtors are paid either by four instalments or alternatively within 30 days (which provides a discount of 2.0%). The discount is shown as an expense of the Council. A penalty of 5% applies to any rate or charge that is not paid on or before the date it falls due and in addition to the penalty, interest under section 128 of the Local Government Act 1993 will be charged at the rate of 6.8% per annum.</p> <p>Should amounts remain unpaid outside the adopted payment options, Council will instigate collection proceedings in accordance with the provisions of the Local Government Act 1993 (as amended).</p> |
| Available for sale financial assets Investment in Water Corporation | See Note 3.5 | Council's Investment in Water Corporation returns investment revenue, variable from year to year, as disclosed at note 2.2g. |
| <i>Financial Liabilities</i> | | |
| Trade and other payables | See Note 3.8 | Creditors are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt. |
| Interest-bearing loans and borrowings | See Note 5.1 | <p>The loans of Council are secured by trust deed. In accordance with section 80 of the Local Government Act 1993, the borrowing capacity of Council is limited to:</p> <ul style="list-style-type: none"> - Except with the approval of the Minister, a council may not borrow additional money for any purpose if the annual payments required to service the total borrowings would exceed 30% of its revenue of the preceding financial year. - Grants made to a council for a specific purpose are to be excluded in calculating 30% of the revenue of the council. <p>The payment of loans (principal and interest) by Council for the current year, based on the debenture loan schedules, equated to less than 2.5% of total revenue for the preceding year (2024: less than 2.5%).</p> |

Notes to the Financial Report

for the year ended 30 June 2025

5.3 Financial Instruments (continued)

Managing financial risk

Council has exposure to the following risks from its use of financial instruments:

- (a) Interest rate risk
- (b) Credit risk
- (c) Liquidity risk; and
- (d) Market risk.

The General Manager has overall responsibility for the establishment and oversight of Council's risk management framework.

Risk management policies are established to identify and analyse risks faced by Council, to set appropriate risk limits and controls, and to monitor risks and adherence to limits.

(a) Interest rate risk

The exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

(Amounts shown in \$000)

| | Floating interest rate | 1 year or less | Fixed interest maturing in: Over 1 year to 5 years | More than 5 years | Non-interest bearing | Total |
|---|---------------------------|-------------------|--|----------------------|-------------------------|---------------|
| 2025 | | | | | | |
| <i>Financial assets</i> | | | | | | |
| Cash and cash equivalents | 3,861 | 8,040 | - | - | - | 11,901 |
| Trade and other receivables | - | - | - | - | 2,299 | 2,299 |
| Investment in water corporation | - | - | - | - | 12,920 | 12,920 |
| Total financial assets | 3,861 | 8,040 | - | - | 15,219 | 27,120 |
| <i>Financial liabilities</i> | | | | | | |
| Trade and other payables | - | - | - | - | 940 | 940 |
| Trust funds and deposits | - | - | - | - | 119 | 119 |
| Interest-bearing loans and borrowings | - | 110 | - | - | - | 110 |
| Total financial liabilities | - | 110 | - | - | 1,059 | 1,169 |
| Net financial assets (liabilities) | 3,861 | 7,930 | - | - | 14,160 | 25,951 |
| 2024 | | | | | | |
| <i>Financial assets</i> | | | | | | |
| Cash and cash equivalents | 8,557 | 5,996 | - | - | - | 14,553 |
| Trade and other receivables | - | - | - | - | 993 | 993 |
| Investment in water corporation | - | - | - | - | 12,673 | 12,673 |
| Total financial assets | 8,557 | 5,996 | - | - | 13,666 | 28,219 |
| <i>Financial liabilities</i> | | | | | | |
| Trade and other payables | - | - | - | - | 1,573 | 1,573 |
| Trust funds and deposits | - | - | - | - | 264 | 264 |
| Interest-bearing loans and borrowings | - | 17 | 110 | - | - | 127 |
| Total financial liabilities | - | 17 | 110 | - | 1,837 | 1,964 |
| Net financial assets (liabilities) | 8,557 | 5,979 | (110) | - | 11,829 | 26,255 |

Notes to the Financial Report

for the year ended 30 June 2025

5.3 Financial Instruments (continued)

Fair value

The aggregate net fair values of financial assets and financial liabilities, both recognised and unrecognised, at balance date are as follows:

| (Amounts shown in \$000) | Total carrying amount | | Net fair value | |
|---------------------------------------|-----------------------|---------------|----------------|---------------|
| | 2025 | 2024 | 2025 | 2024 |
| <i>Financial assets:</i> | | | | |
| Cash and cash equivalents | 11,901 | 14,553 | 11,901 | 14,553 |
| Trade and other receivables | 2,299 | 993 | 2,299 | 993 |
| Investment in water corporation | 12,920 | 12,673 | 12,920 | 12,673 |
| <i>Total financial assets</i> | 27,120 | 28,219 | 27,120 | 28,219 |
| <i>Financial liabilities:</i> | | | | |
| Trade and other payables | 940 | 1,573 | 940 | 1,573 |
| Trust funds and deposits | 119 | 264 | 119 | 264 |
| Interest-bearing loans and borrowings | 110 | 127 | 110 | 127 |
| <i>Total financial liabilities</i> | 1,169 | 1,964 | 1,169 | 1,964 |

(b) Credit risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Consolidated Statement of Financial Position.

Risks and mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that we use. Non derivative interest bearing assets are predominantly short term liquid assets. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk.

Our loan borrowings are sourced from major Australian banks by a tender process. Finance leases are sourced from major Australian financial institutions. Overdrafts are arranged with major Australian banks. We manage interest rate risk on our net debt portfolio by:

- ensuring access to diverse sources of funding;
- reducing risks of refinancing by managing in accordance with target maturity profiles; and
- setting prudential limits on interest repayments as a percentage of rate revenue.

We manage the interest rate exposure on our debt portfolio by appropriate budgeting strategies and obtaining approval for borrowings from the Department of Treasury and Finance each year.

Notes to the Financial Report

for the year ended 30 June 2025

5.3 Financial Instruments (continued)

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1993. We manage interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards,
- capital protection,
- appropriate liquidity,
- diversification by credit rating, financial institution and investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

Maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in our Consolidated Statement of Financial Position. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our Investment policy.

Credit risk arises from Council's financial assets, which comprise cash and cash equivalents, and trade and other receivables. Council's exposure to credit risk arises from potential default of the counterparty, with a maximum exposure equal to the carrying amount of these instruments. Exposure at balance date is addressed in each applicable policy note. Council generally trades with recognised, creditworthy third parties, and as such collateral is generally not requested, nor is it Council's policy to securitise its trade and other receivables.

It is Council's policy that some customers who wish to trade on credit terms are subject to credit verification procedures including an assessment of their credit rating, financial position, past experience and industry reputation. In addition, receivable balance are monitored on an ongoing basis with the result that Council's exposure to bad debts is not significant.

Ageing of Trade and Other Receivables

At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's Trade and Other Receivables was:

| (Amounts shown in \$000) | 2025 | 2024 |
|-----------------------------------|--------------|------------|
| Current (not yet due) | 124 | 210 |
| Past due by up to 30 days | 11 | 11 |
| Past due between 31 and 60 days | 17 | 1 |
| Past due between 61 and 90 days | 1,353 | 34 |
| Past due by more than 90 days | - | - |
| Total other receivables | 1,505 | 256 |
| Rates receivable | 794 | 737 |
| Total Trade and Other Receivables | 2,299 | 993 |

A grant receivable of \$1,176,000 was included in Trade and Other Receivables in the current year related to the completion of works for the Remote Roads Upgrade Pilot Program. Payment was received in full in July 2025.

Notes to the Financial Report

for the year ended 30 June 2025

5.3 Financial Instruments (continued)

(c) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover a financial assets at all.

To help reduce these risks we:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The table below lists the contractual maturities for Financial Liabilities.

These amounts represent the discounted cash flow payments (ie principal only).

| 2025 (Amounts shown in \$000) | Less than 1 year | 1 to 5 years | More than 5 years | Contracted cash flow | Carrying amount |
|---------------------------------------|---------------------|-----------------|----------------------|-------------------------|--------------------|
| Trade and other payables | 940 | - | - | 940 | 940 |
| Trust funds and deposits | 119 | - | - | 119 | 119 |
| Interest-bearing loans and borrowings | 110 | - | - | 110 | 110 |
| Total financial liabilities | 1,169 | - | - | 1,169 | 1,169 |
| 2024 (Amounts shown in \$000) | Less than 1 year | 1 to 5 years | More than 5 years | Contracted cash flow | Carrying amount |
| Trade and other payables | 1,573 | - | - | 1,573 | 1,573 |
| Trust funds and deposits | 264 | - | - | 264 | 264 |
| Interest-bearing loans and borrowings | 17 | 110 | - | 127 | 127 |
| Total financial liabilities | 1,854 | 110 | - | 1,964 | 1,964 |

(d) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Notes to the Financial Report
for the year ended 30 June 2025

5.3 Financial Instruments (continued)

Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of -1% and +1% in market interest rates (AUD) from year-end rates. (2024: -1% and +1%)

The table below discloses the impact on net operating result and equity for each category of financial instruments held by Council at year-end, if the above movements were to occur.

| 2025 | | Interest rate risk | | | |
|---------------------------------------|--------|--------------------|--------|-------------------|--------|
| | | -1% | | +1% | |
| | | -100 basis points | | +100 basis points | |
| (Amounts shown in \$000) | | Profit | Equity | Profit | Equity |
| <i>Financial assets:</i> | | | | | |
| Cash and cash equivalents | 11,901 | (119) | (119) | 119 | 119 |
| <i>Financial liabilities:</i> | | | | | |
| Interest-bearing loans and borrowings | 110 | 1 | 1 | (1) | (1) |
| | | | | | |
| 2024 | | Interest rate risk | | | |
| | | -1% | | +1% | |
| | | -100 basis points | | +100 basis points | |
| (Amounts shown in \$000) | | Profit | Equity | Profit | Equity |
| <i>Financial assets:</i> | | | | | |
| Cash and cash equivalents | 14,553 | (146) | (146) | 146 | 146 |
| <i>Financial liabilities:</i> | | | | | |
| Interest-bearing loans and borrowings | 127 | 1 | 1 | (1) | (1) |

Notes to the Financial Report

for the year ended 30 June 2025

6 Other information

This section outlines additional financial information not included in other sections but required in accordance with accounting standards. Details of Council's reserves, commitments and contingencies are included in the notes together with other current accounting policies, changes to accounting standards adopted in the financial year and new or amended accounting standards not yet adopted.

6.1 Reserves

| (Amounts shown in \$000) | Balance as at 30 June 2023 | Revaluation increment (decrement) | Other movements | Balance as at 30 June 2024 | Revaluation increment (decrement) | Other movements | Balance as at 30 June 2025 |
|----------------------------------|-------------------------------|---|--------------------|-------------------------------|---|--------------------|-------------------------------|
| Asset revaluation reserve | 89,427 | 5,968 | (373) | 95,022 | 14,172 | (132) | 109,062 |
| Fair value reserve | | | | | | | |
| <i>Equity investment asset</i> | | | | | | | |
| Investment in water corporation | (1,824) | - | 759 | (1,065) | - | 247 | (818) |
| Total fair value reserve | (1,824) | - | 759 | (1,065) | - | 247 | (818) |
| Other reserves | | | | | | | |
| Bridge maintenance reserve | 1,666 | - | - | 1,666 | - | - | 1,666 |
| Plant replacement reserve | 686 | - | - | 686 | - | - | 686 |
| Capital works reserve | 1,239 | - | - | 1,239 | - | - | 1,239 |
| Quarry reinstatement reserve | 31 | - | - | 31 | - | - | 31 |
| Public open space reserve | 29 | - | - | 29 | - | - | 29 |
| Total other reserves | 3,651 | - | - | 3,651 | - | - | 3,651 |
| Total reserves | 91,254 | 5,968 | 386 | 97,608 | 14,172 | 115 | 111,895 |

Recognition and measurement

The asset revaluation reserve was established to capture the movements in asset valuations upon the periodic revaluation of Council's assets.

Council has designated its investment in Taswater as an equity investment at fair value through other comprehensive income. Subsequent changes in fair value are reflected in the reserve and will not be reclassified through the profit or loss when derecognised. This equity Investment asset within the fair value reserve was previously classified as an available for sale asset.

The available-for-sale financial asset reserve was established to capture the fair value movements in Council's Water Corporation investment.

Other reserves have been created at the discretion of Council to capture allocations for specific purposes.

Notes to the Financial Report

for the year ended 30 June 2025

6.2 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Consolidated Statement of Financial Position. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

(Amounts shown in \$000)

| | 1 year or less | Over 1 year to 5 years | Over 5 years | Total |
|--|----------------|------------------------|--------------|--------------|
| 2025 | | | | |
| Capital expenditure commitments | | | | |
| Roads | 463 | - | - | 463 |
| Plant and machinery | 323 | - | - | 323 |
| Waste management | 11 | - | - | 11 |
| Total capital expenditure commitments | 797 | - | - | 797 |
| Other contractual commitments | | | | |
| Household garbage and recycling collection | 257 | 1,031 | 43 | 1,331 |
| Waste transfer, transport and disposal | 480 | - | - | 480 |
| Cleaning services | 74 | - | - | 74 |
| Total other contractual commitments | 811 | 1,031 | 43 | 1,885 |
| Total capital expenditure and other contractual commitments | 1,608 | 1,031 | 43 | 2,682 |
| 2024 | | | | |
| Capital expenditure commitments | | | | |
| Roads | 2,800 | 2,800 | - | 5,600 |
| Buildings | 463 | 463 | - | 926 |
| Total capital expenditure commitments | 3,263 | 3,263 | - | 6,526 |
| Other contractual commitments | | | | |
| Household garbage and recycling collection | 251 | 251 | - | 502 |
| Waste transfer, transport and disposal | 640 | 640 | 422 | 1,702 |
| Cleaning services | 72 | 72 | - | 144 |
| Total other contractual commitments | 963 | 963 | 422 | 2,348 |
| Total capital expenditure and other contractual commitments | 4,226 | 4,226 | 422 | 8,874 |

6.3 Contingent liabilities and contingent assets

Council has no material contingent liabilities or contingent assets at balance date.

Recognition and measurement

Contingent assets and contingent liabilities are not recognised in the Consolidated Statement of Financial Position, but are disclosed by way of note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Notes to the Financial Report

for the year ended 30 June 2025

6.4 Other significant accounting policies and new accounting standards

(a) Taxation

Council is exempt from all forms of taxation except Fringe Benefits Tax, Payroll Tax and the Goods and Services Tax.

Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the Consolidated Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(b) Allocation between current and non-current

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being Council's operational cycle, or if Council does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

(c) Budget

The estimated revenue and expense amounts in the Consolidated Statement of Comprehensive Income represent revised budget amounts and are not audited.

(d) Adoption of new and amended accounting standards

In the current year, Council has reviewed and assessed all the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board, and determined that none would have a material effect on Council's operations or financial reporting.

(e) Pending Accounting Standards

Certain new accounting standards and interpretations have been published that are not mandatory in the current year. Council assessed the impact of these new standards. As at balance date there were no new accounting standards or interpretations issued by the AASB which are applicable for the current year or future years that are expected to impact Council.

HERITAGE EDUCATION AND SKILLS CENTRE LTD

FINANCIAL PACKAGE
YEAR ENDED 30 JUNE 2025

**FINANCIAL PACKAGE
FOR THE YEAR ENDED
30 JUNE 2025**

CONTENTS

Financial Report comprising:

| | |
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| Directors' Declaration | 1 |
| Compilation Report | 2 |
| Statement of Profit or Loss or Other Comprehensive Income | 3 |
| Statement of Financial Position | 4 |
| Statement of Cash Flows | 5 |
| Notes to the Financial Statements | 6 |

DIRECTORS' DECLARATION

1. In the opinion of the directors of Heritage Education and Skills Centre Ltd ("the Company"):

(a) the financial statements and notes, set out on pages 3 to 9, are drawn up in accordance with the Corporations Act 2001, including compliance with accounting standards, so as to present fairly the financial position of the Company as at 30 June 2025 and its performance, as represented by the results of its operations for the financial year ended on that date; and

(b) there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable. The directors note the Company is supported by the Southern Midlands Council on the basis outlined in Note 1(a).

2. In respect of the year ended 30 June 2025 the Company has:

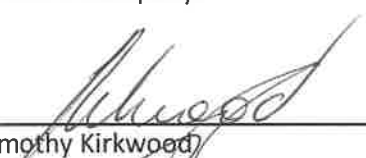
(a) kept such accounting records as correctly record and explain its transactions and financial position;

(b) kept its accounting records so that a true and fair financial report of the Company can be prepared from time to time; and

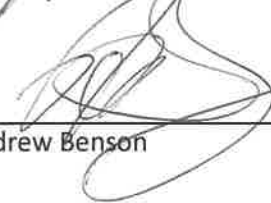
(c) kept its accounting records so that the financial report of the Company can be conveniently and properly audited or reviewed in accordance with the Corporations Act 2001.

Signed on behalf of the Company:

Director:


Mr Timothy Kirkwood

Director:


Mr Andrew Benson

Director:


Ms Wendy Young

Signed at.....DAYTONS.....this.....13TH.....day of.....August.....20.....15.....



YOUR PARTNERS IN BUSINESS

**COMPILATION REPORT
TO HERITAGE EDUCATION AND SKILLS LTD**

We have compiled the accompanying financial report of Heritage Education and Skills Ltd which comprises the statement of financial position as at 30 June 2025, the statement of profit or loss and other comprehensive income, statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory notes. These have been prepared in accordance with the basis of accounting described in Note 1 to the financial report. The extent to which Australian Accounting Standards and other mandatory professional reporting requirements have or have not been adopted in the preparation of the financial report is set out in Note 1.

The responsibility of directors

The directors of Heritage Education and Skills Ltd are solely responsible for the information contained in the financial report, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

Our responsibility

On the basis of information provided by the directors we have compiled the accompanying financial report in accordance with the basis of accounting as described in Note 1 and APES 315 Compilation of Financial Information. We have applied our expertise in accounting and financial reporting to compile the financial report in accordance with the basis of accounting described in Note 1 to the financial report. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile this financial report. Accordingly, we do not express an audit opinion or a review conclusion on this financial report. The financial report was compiled exclusively for the benefit of the directors who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the financial report.

FJB Accounting Solutions

FJB Accounting Solutions Pty Ltd
68 Abbott Street, East Launceston

Dated: 13 August 2025

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2025**

| | | 2025 | 2024 |
|--|---|--------------|----------------|
| | | \$ | \$ |
| Revenue | | - | - |
| Expenses | 2 | <u>(784)</u> | <u>(4,211)</u> |
| Profit/(Loss) for the year | | (784) | (4,211) |
| Other comprehensive income | | <u>-</u> | <u>-</u> |
| Comprehensive result for the year | | <u>(784)</u> | <u>(4,211)</u> |

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2025

| | Note | 2025 \$ | 2024 \$ |
|---------------------------------|------|--------------|--------------|
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 3 | 4,907 | 5,691 |
| Trade and other receivables | 4 | 242 | 242 |
| TOTAL CURRENT ASSETS | | <u>5,149</u> | <u>5,933</u> |
| TOTAL ASSETS | | <u>5,149</u> | <u>5,933</u> |
| TOTAL LIABILITIES | | <u>-</u> | <u>-</u> |
| NET ASSETS (LIABILITIES) | | <u>5,149</u> | <u>5,933</u> |
| EQUITY | | | |
| Retained earnings (losses) | 5 | <u>5,149</u> | <u>5,933</u> |
| TOTAL EQUITY | | <u>5,149</u> | <u>5,933</u> |

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2025

| | Note | 2025 \$ | 2024 \$ |
|---|----------|---------------------|---------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Payments to suppliers | | (784) | (4,375) |
| Net cash from operating activities | 6 | <u>(784)</u> | <u>(4,375)</u> |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | |
| Repayment of loans from related parties | | - | - |
| Net cash from financing activities | | <u>-</u> | <u>-</u> |
| Net increase (decrease) in cash held | | (784) | (4,375) |
| Cash at beginning of year | | <u>5,691</u> | <u>10,066</u> |
| Cash at end of year | | <u><u>4,907</u></u> | <u><u>5,691</u></u> |

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025

1 Statement of Accounting Policies

(a) Basis of Preparation

This general purpose financial report has been prepared in accordance with the Corporations Act 2001, Australian Accounting Standards and other authoritative pronouncements issued by the Australian Accounting Standards Board (AASB), and comply with other requirements of the law.

The Company does not have 'public accountability' as defined in *AASB 1053 Application of Tiers of Australian Accounting Standards* and is therefore eligible to apply the 'Tier 2' reporting framework under Australian Accounting Standards.

The financial report complies with the recognition and measurement requirements of Australian Accounting Standards, the presentation requirements in those Standards as modified by *AASB 1060 General Purpose Financial Statements – Simplified Disclosures For-Profit and Not-For-Profit Tier 2 Entities* (AASB 1060) and the disclosure requirements in AASB 1060. Accordingly, the financial report complies with Australia Accounting Standards – Simplified Disclosures. The Company is a not-for-profit entity for the purposes of preparing the financial statements.

The financial report is presented in Australian dollars. The Company has not elected to early adopt any new or amended accounting standards which have application for the first time in a future financial year.

Unless otherwise indicated below, the financial report is prepared on the historical cost basis.

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects both current and future periods. Where relevant, judgements made by management that have significant effect on the financial statements are considered in the accounting policy notes below.

The financial report is prepared under the going concern assumption on the basis that the Company is supported by the Southern Midlands Council and any deficiency in net assets will be met by Council.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2025**

(b) Significant Accounting Policies

Income Tax

The Company is exempt from income tax due to its status as an educational, non-profit organisation. Accordingly, no income tax expense or liability is recognised in the accounts of the Company.

Grants

Grants are not recognised until there is reasonable assurance that the Company will comply with the conditions attaching to them and that the grants will be received.

Grants are recognised in profit or loss on a systematic basis over the periods in which the Company recognises as expenses the related costs for which the grants are intended to compensate. Specifically, grants whose primary condition is that the Company should purchase, construct or otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the Company with no future related costs are recognised in profit or loss in the period in which they become receivable.

Goods & Services Tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the balance sheet.

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2025**

| | 2025 \$ | 2024 \$ |
|---|--------------|----------------|
| 2 Expenses | | |
| Accountancy & Legal | 664 | 1,480 |
| Bank Charges | 120 | 140 |
| Consultants Fees | - | 2,591 |
| | <u>784</u> | <u>4,211</u> |
| 3 Cash and Cash Equivalents | | |
| Current | | |
| Cheque Account | 4,907 | 5,691 |
| | <u>4,907</u> | <u>5,691</u> |
| 4 Trade and Other Receivables | | |
| Current | | |
| GST Refundable | 242 | 242 |
| | <u>242</u> | <u>242</u> |
| 5 Retained earnings (losses) | | |
| Retained earnings (losses) at beginning of the financial year | 5,933 | 10,144 |
| Comprehensive result | <u>(784)</u> | <u>(4,211)</u> |
| Retained earnings (losses) at end of the financial year | <u>5,149</u> | <u>5,933</u> |

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2025**

| | 2025 \$ | 2024 \$ |
|--|--------------|----------------|
| 6 Cash Flow Information | | |
| Reconciliation of Cash Flows from Operations with Profit/(Loss) | | |
| Profit/(Loss) for the financial year | (784) | (4,211) |
| Changes in assets and liabilities | | |
| (Increase)/Decrease in trade & sundry debtors | - | (164) |
| | <u>(784)</u> | <u>(4,375)</u> |