



# **ATTACHMENTS**

## **ORDINARY COUNCIL MEETING**

---

Wednesday, 23<sup>rd</sup> September 2026  
10.00 a.m.

Kempton Municipal Offices  
85 Main Street, Kempton

|                    |                                                                  |
|--------------------|------------------------------------------------------------------|
| <b>Item 5.1</b>    | Draft Council Meeting Minutes (Open) – 26 August 2026            |
| <b>Item 5.2.1</b>  | Campania Cemetery Meeting Minutes – 4 September 2026             |
| <b>Item 15.1.1</b> | Huntington Tier Road – Arborists Tree Assessment Report          |
| <b>Item 16.8.2</b> | LGAT Tas Fire and Emergency Services Bill Consultation 2026      |
| <b>Item 17.1.1</b> | ICT Risk Management & Governance Policy                          |
| <b>Item 17.2.3</b> | Extract - Local Government (Meeting Procedures) Regulations 2025 |

SOUTHERN  
MIDLANDS  
COUNCIL



# **MINUTES**

## **ORDINARY COUNCIL MEETING**

---

Wednesday, 26<sup>th</sup> August 2026  
10.00 a.m.

Oatlands Municipal Offices  
71 High Street, Oatlands

# INDEX

|                                                                                                                                                             |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>1. PRAYERS.....</b>                                                                                                                                      | <b>4</b>  |
| <b>2. ACKNOWLEDGEMENT OF COUNTRY .....</b>                                                                                                                  | <b>4</b>  |
| <b>3. ATTENDANCE .....</b>                                                                                                                                  | <b>4</b>  |
| <b>4. APOLOGIES.....</b>                                                                                                                                    | <b>4</b>  |
| <b>5. MINUTES .....</b>                                                                                                                                     | <b>5</b>  |
| 5.1 ORDINARY COUNCIL MEETING .....                                                                                                                          | 5         |
| 5.2 SPECIAL COMMITTEES OF COUNCIL MINUTES .....                                                                                                             | 5         |
| 5.2.1 <i>Special Committees of Council - Receipt of Minutes</i> .....                                                                                       | 5         |
| 5.2.2 <i>Special Committees of Council - Endorsement of Recommendations</i> .....                                                                           | 5         |
| 5.3 JOINT AUTHORITIES (ESTABLISHED UNDER DIVISION 4 OF THE LOCAL GOVERNMENT ACT 1993).....                                                                  | 6         |
| 5.3.1 <i>Joint Authorities - Receipt of Minutes</i> .....                                                                                                   | 6         |
| 5.3.2 <i>Joint Authorities - Receipt of Reports (Annual &amp; Quarterly)</i> .....                                                                          | 6         |
| <b>6. NOTIFICATION OF COUNCIL WORKSHOPS .....</b>                                                                                                           | <b>7</b>  |
| <b>7. COUNCILLORS – QUESTION TIME .....</b>                                                                                                                 | <b>8</b>  |
| 7.1 QUESTIONS (ON NOTICE) .....                                                                                                                             | 8         |
| 7.2 QUESTIONS WITHOUT NOTICE .....                                                                                                                          | 8         |
| <b>8. DECLARATIONS OF PECUNIARY INTEREST .....</b>                                                                                                          | <b>10</b> |
| <b>9. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA .....</b>                                                                                          | <b>11</b> |
| <b>10. PUBLIC QUESTION TIME (SCHEDULED FOR 10.30 A.M.).....</b>                                                                                             | <b>12</b> |
| 10.1 PERMISSION TO ADDRESS COUNCIL .....                                                                                                                    | 12        |
| <b>11. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN UNDER REGULATION 16 (5) OF THE LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2025 .....</b>               | <b>13</b> |
| <b>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</b> | <b>14</b> |
| 12.1 DEVELOPMENT APPLICATIONS .....                                                                                                                         | 14        |
| 12.2 SUBDIVISIONS.....                                                                                                                                      | 14        |
| 12.3 MUNICIPAL SEAL (PLANNING AUTHORITY) .....                                                                                                              | 14        |
| 12.4 PLANNING (OTHER).....                                                                                                                                  | 14        |
| 12.4.1 <i>Adhesion Order - Section 110 Local Government (Building and Miscellaneous Provisions) Act 1993</i>                                                | 14        |
| <b>13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE) ..</b>                                                                                | <b>15</b> |
| 13.1 ROADS .....                                                                                                                                            | 15        |
| 13.2 BRIDGES .....                                                                                                                                          | 15        |
| 13.3 WALKWAYS, CYCLE WAYS AND TRAILS .....                                                                                                                  | 15        |
| 13.4 LIGHTING .....                                                                                                                                         | 15        |
| 13.5 BUILDINGS .....                                                                                                                                        | 15        |
| 13.6 SEWER / WATER AND ENERGY.....                                                                                                                          | 16        |
| 13.6.1 <i>Be a Re-Filler Program – Proposed Oatlands Aquatic Centre Location</i> .....                                                                      | 16        |
| 13.7 DRAINAGE .....                                                                                                                                         | 16        |
| 13.8 WASTE .....                                                                                                                                            | 16        |
| 13.9 INFORMATION, COMMUNICATION TECHNOLOGY .....                                                                                                            | 16        |
| 13.10 OFFICER REPORTS – ASSETS .....                                                                                                                        | 17        |
| 13.10.1 <i>Assets Report</i> .....                                                                                                                          | 17        |
| <b>14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH) .....</b>                                                                                     | <b>18</b> |
| 14.1 RESIDENTIAL .....                                                                                                                                      | 18        |
| 14.2 TOURISM .....                                                                                                                                          | 18        |
| 14.3 BUSINESS.....                                                                                                                                          | 18        |
| 14.4 INDUSTRY .....                                                                                                                                         | 18        |
| <b>15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME –LANDSCAPES).....</b>                                                                                   | <b>19</b> |

|            |                                                                                                                                        |           |
|------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 15.1       | HERITAGE.....                                                                                                                          | 19        |
| 15.1.1     | <i>Heritage Project Program Report.....</i>                                                                                            | 19        |
| 15.2       | NATURAL.....                                                                                                                           | 19        |
| 15.2.1     | <i>NRM Unit – General Report.....</i>                                                                                                  | 19        |
| 15.3       | CULTURAL .....                                                                                                                         | 20        |
| 15.4       | REGULATORY (DEVELOPMENT).....                                                                                                          | 20        |
| 15.4.1     | <i>Bagdad Mangalore Structure Planning Project.....</i>                                                                                | 20        |
| 15.5       | REGULATORY (PUBLIC HEALTH).....                                                                                                        | 20        |
| 15.6       | REGULATORY (ANIMALS) .....                                                                                                             | 21        |
| 15.6.1     | <i>Animal Management Report .....</i>                                                                                                  | 21        |
| 15.7       | ENVIRONMENTAL SUSTAINABILITY .....                                                                                                     | 21        |
| <b>16.</b> | <b>OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY).....</b>                                                                  | <b>22</b> |
| 16.1       | COMMUNITY HEALTH AND WELLBEING .....                                                                                                   | 22        |
| 16.1.1     | <i>Southern Midlands Council – Community Small Grants Program 2026.....</i>                                                            | 22        |
| 16.2       | RECREATION .....                                                                                                                       | 24        |
| 16.2.1     | <i>Oatlands Aquatic Centre – Coordinators Report .....</i>                                                                             | 24        |
| 16.2.2     | <i>Heritage &amp; Bullock Festival 2026.....</i>                                                                                       | 24        |
| 16.3       | ACCESS.....                                                                                                                            | 25        |
| 16.4       | VOLUNTEERS.....                                                                                                                        | 25        |
| 16.5       | FAMILIES .....                                                                                                                         | 25        |
| 16.6       | EDUCATION .....                                                                                                                        | 25        |
| 16.7       | CAPACITY & SUSTAINABILITY .....                                                                                                        | 26        |
| 16.7.1     | <i>Tunbridge Town Hall – Update Following Community Meeting Held 30 July 2026..</i>                                                    | 26        |
| 16.8       | SAFETY .....                                                                                                                           | 26        |
| 16.9       | CONSULTATION & COMMUNICATION .....                                                                                                     | 26        |
| <b>17.</b> | <b>OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION).....</b>                                                               | <b>27</b> |
| 17.1       | IMPROVEMENT .....                                                                                                                      | 27        |
| 17.1.1     | <i>Information Communication Technology (ICT) Risk Management and Governance Policy –<br/>Tabling of Draft Policy .....</i>            | 27        |
| 17.2       | SUSTAINABILITY .....                                                                                                                   | 28        |
| 17.2.1     | <i>Tabling of Documents.....</i>                                                                                                       | 28        |
| 17.2.2     | <i>Elected Member Statements.....</i>                                                                                                  | 28        |
| 17.2.3     | <i>Tasmanian Government – Economic Diversification and Investment Strategy (EDIS)<br/>Consultation Draft – Council Submission.....</i> | 29        |
| 17.3       | FINANCES.....                                                                                                                          | 30        |
| 17.3.1     | <i>Monthly Financial Statement (Period ending 31 July 2026) .....</i>                                                                  | 30        |
| 17.3.2     | <i>2025/2026 Southern Midlands Council – Complete set of Financial Statements.....</i>                                                 | 30        |
| <b>18.</b> | <b>MUNICIPAL SEAL .....</b>                                                                                                            | <b>31</b> |
| <b>19.</b> | <b>CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA.....</b>                                                                         | <b>32</b> |
| 19.1       | <i>Colebrook Fire Brigade – Request for Remission of Development Services Fees .....</i>                                               | 32        |
| <b>20.</b> | <b>BUSINESS IN “CLOSED SESSION” .....</b>                                                                                              | <b>38</b> |
| 20.1       | CLOSED COUNCIL MINUTES - CONFIRMATION .....                                                                                            | 38        |
| 20.2       | APPLICATIONS FOR LEAVE OF ABSENCE .....                                                                                                | 38        |
| 20.3       | SALE OF PROPERTY FOR UNPAID RATES AND CHARGES .....                                                                                    | 38        |
| 20.4       | PROPERTY DEVELOPMENT MATTER .....                                                                                                      | 38        |
| 20.5       | MOUNT SEYMOUR HALL .....                                                                                                               | 38        |
| 20.6       | BUILDING ORDER ENFORCEMENT UPDATE .....                                                                                                | 38        |
| <b>21.</b> | <b>CLOSURE .....</b>                                                                                                                   | <b>40</b> |

## OPEN COUNCIL MINUTES

### MINUTES OF AN ORDINARY MEETING OF THE SOUTHERN MIDLANDS COUNCIL HELD WEDNESDAY 26<sup>th</sup> AUGUST 2026 AT THE OATLANDS MUNICIPAL OFFICES, 71 HIGH STREET, OATLANDS, COMMENCING AT 10.00 A.M.

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2025*, Mayor Batt advised all attendees that:

- a) this meeting is being recorded;
- b) all persons attending the meeting are to be respectful of, and considerate towards, other persons attending the meeting; and
- c) language and conduct at the meeting that could be perceived as offensive, defamatory or threatening to a person attending the meeting, or listening to the recording, is not acceptable.

#### 1. PRAYERS

Reverend Dennis Cousens recited prayers.

#### 2. ACKNOWLEDGEMENT OF COUNTRY

Mayor E Batt recited Acknowledgement of Country.

#### 3. ATTENDANCE

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

Mr T Kirkwood (General Manager), Mr A Benson (Deputy General Manager & Director Community & Development Services), Mr D Richardson (Director Assets), Mr G Finn (Manager Development & Environmental Services), Mrs A Burbury (Manager Finance), Ms W Brown (Manager Community & Corporate Development) and Ms J Crosswell (Executive Assistant).

#### 4. APOLOGIES

Nil.

## 5. MINUTES

### 5.1 Ordinary Council Meeting

#### DECISION

*Moved by Clr B Campbell, seconded by Clr D Fish*

**THAT the Minutes (Open Council Minutes) of the Council Meeting held 22 July 2026 be confirmed.**

**CARRIED**

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

### 5.2 Special Committees of Council Minutes

#### 5.2.1 Special Committees of Council - Receipt of Minutes

#### DECISION

*Moved by Deputy Mayor K Dudgeon, seconded by Clr A E Bisdee OAM*

**THAT the minutes of the Special Committees of Council be received.**

**CARRIED**

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

#### 5.2.2 Special Committees of Council - Endorsement of Recommendations

#### DECISION

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

**THAT the recommendations contained within the minutes of the Special Committees of Council be endorsed.**

**CARRIED**

| DECISION               |             |                 |
|------------------------|-------------|-----------------|
| Councillor             | Vote<br>FOR | Vote<br>AGAINST |
| Mayor E Batt           | ✓           |                 |
| Deputy Mayor K Dudgeon | ✓           |                 |
| 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)

##### DECISION

*Moved by Deputy Mayor K Dudgeon, seconded by Clr B Campbell*

**THAT the Quarterly Report for the above Joint Authority is received.**

**CARRIED**

| DECISION               |             |                 |
|------------------------|-------------|-----------------|
| Councillor             | Vote<br>FOR | Vote<br>AGAINST |
| Mayor E Batt           | ✓           |                 |
| Deputy Mayor K Dudgeon | ✓           |                 |
| Clr A E Bisdee OAM     | ✓           |                 |
| Clr D Blackwell        | ✓           |                 |
| Clr B Campbell         | ✓           |                 |
| Clr D Fish             | ✓           |                 |
| Clr F Miller           | ✓           |                 |

## 6. NOTIFICATION OF COUNCIL WORKSHOPS

### DECISION

*Moved by Cllr D Fish, seconded by Deputy Mayor K Dudgeon*

**THAT the information be received.**

### CARRIED

| DECISION               |             |                 |
|------------------------|-------------|-----------------|
| Councillor             | Vote<br>FOR | Vote<br>AGAINST |
| Mayor E Batt           | ✓           |                 |
| Deputy Mayor K Dudgeon | ✓           |                 |
| 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)**

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** – Cliftonvale Road, Dysart – roadside litter issue on the road approach to the Waste Transfer Station.

*To be inspected and actioned accordingly.*

**Clr A E Bisdee OAM** – Child Care Centre, Kempton – works are nearing completion. An enquiry was made as to whether recruitment of staff is an issue.

*General Manager advised that recruitment of staff is the responsibility of the operator and confirmed that the operator has addressed the staffing requirements.*

**Clr B Campbell – Southern Midlands Community Radio Station** – advised that the Station needs a new Management Committee and local presenters.

*General Manager provided an update on the current operation of the Station, including advice that the Aurora supply to the transmission tower has been turned off. The extent of any feedback is being monitored. This follows a period during which the Station has been off-line, with no local content being broadcast for a considerable period.*

*Clr F Miller left the meeting at 10.18 a.m.*

**Clr B Campbell** – sought update in relation to the Pontville Youth Justice Facility and the Tas Petroleum development at Interlaken Road, Oatlands.

*The Manager Development & Environmental Services (Grant Finn) advised as follows:*

- *Pontville Youth Justice Facility - the TASCAT hearing was held from 17 to 19 August 2026. The single ground of appeal relates only to noise. A decision is expected sooner than the maximum four month period.*
- *TAS Petroleum – further directions hearing to be held 24 September 2026.*

*Clr F Miller returned to the meeting at 10.21 a.m.*

**Clr F Miller** – Telstra Communication Towers – sought an update on the planned upgrade to towers within the Southern Midlands?

*Deputy Mayor K Dudgeon advised that the Lemon Hill Tower (south of Oatlands) has been delayed until later in the calendar year. This information was provided by a Telstra representative at the LGAT Conference. Further information is to be sought from Telstra regarding the timeframe for upgrades to other towers within the Southern Midlands.*

**Clr F Miller** – Colebrook Main Road – acknowledged that the Department of State Growth (Building Tasmania) has erected additional warning signs and directional arrows in the area where there have been a considerable number of recent accidents.

**Clr F Miller** – Colebrook Main Road / Mudwalls Road area – also raised concerns regarding the extent of illegal dumping of rubbish, including tyres, on Colebrook Main Road and the Brown Mountain Road, particularly on the approach to the waste transfer station.

## **8. DECLARATIONS OF PECUNIARY INTEREST**

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2025*, 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 2025*.

Item 16.1.1 – Southern Midlands Council – Community Small Grants Program 2026

Deputy Mayor K Dudgeon and Cllr D Fish declared an interest in this Agenda Item.

## 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 2025*, 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.

1. Colebrook Fire Brigade – Request for Remission of Development Services Fee
2. Cllr B Campbell – Mount Seymour Hall (Closed Session)

### RECOMMENDATION

**THAT Council resolve by absolute majority to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the provisions of the *Local Government (Meeting Procedures) Regulations 2025*.**

### DECISION

*Moved by Deputy Mayor K Dudgeon, seconded by Cllr D Blackwell*

**THAT Council resolve by absolute majority to deal with the above supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the provisions of the *Local Government (Meeting Procedures) Regulations 2025*.**

### CARRIED

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

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

Councillors are advised that at the time of issuing the Agenda, no questions on notice had been received from the public.

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

**Peter Metz** – sought clarification as to whether Council has taken any action, or lobbied for further safety upgrades at the roundabout on the Midland Highway at Pontville. Concerns were raised regarding motorists not using indicators, and the lack of lighting at that location.

*Director Assets provided comment, including advice that issues relating to the non-use of indicators are a matter for Tasmania Police. It was confirmed that the concerns raised can be relayed to Building Tasmania as the responsible road authority.*

**Brian O-Reilly (President ODFA)** – commented about the success of the ODFA Grand Final held 22 August 2026 and acknowledged the assistance provided by Council. Concerns were raised regarding the facilities at the Oatlands Recreation Ground and their suitability to continue as a venue for the Association's final series.

*The General Manager acknowledged the issues raised in relation to the facility and advised that the possibility of staging the required redevelopment works would be considered, taking into account available grant program funding programs and Council resources.*

### **10.1 Permission to Address Council**

Nil.

**DECISION**

*Moved by Deputy Mayor K Dudgeon, seconded by Clr B Campbell.*

**THAT Council break for morning tea at 10.40 a.m.**

**CARRIED**

| DECISION               |             |                 |
|------------------------|-------------|-----------------|
| Councillor             | Vote<br>FOR | Vote<br>AGAINST |
| Mayor E Batt           | ✓           |                 |
| Deputy Mayor K Dudgeon | ✓           |                 |
| Clr A E Bisdee OAM     | ✓           |                 |
| Clr D Blackwell        | ✓           |                 |
| Clr B Campbell         | ✓           |                 |
| Clr D Fish             | ✓           |                 |
| Clr F Miller           | ✓           |                 |

**DECISION**

*Moved by Deputy Mayor K Dudgeon, seconded by Clr B Campbell.*

**THAT Council reconvene at 11.03 a.m.**

**CARRIED**

| DECISION               |             |                 |
|------------------------|-------------|-----------------|
| Councillor             | Vote<br>FOR | Vote<br>AGAINST |
| Mayor E Batt           | ✓           |                 |
| Deputy Mayor K Dudgeon | ✓           |                 |
| Clr A E Bisdee OAM     | ✓           |                 |
| Clr D Blackwell        | ✓           |                 |
| Clr B Campbell         | ✓           |                 |
| Clr D Fish             | ✓           |                 |
| Clr F Miller           | ✓           |                 |

**11. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN UNDER  
REGULATION 16 (5) OF THE LOCAL GOVERNMENT (MEETING  
PROCEDURES) REGULATIONS 2025**

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 Adhesion Order - Section 110 Local Government (Building and Miscellaneous Provisions) Act 1993**

**Transfer of Land from A L Fehlberg Pty Ltd and JL Potter and B R Crofts**

#### **DECISION**

*Moved by Clr A E Bisdee OAM, seconded by Deputy Mayor K Dudgeon*

**Pursuant to Section 110 of the Local Government (Building and Miscellaneous Provisions) Act 1993, land described as Part of Certificate of Title 125170 Folio 1 being Lot 1 on Plan of Survey compiled by JB Medbury (dated 8/4/2025) with an area of 5734m<sup>2</sup> is a section of land approved for the purpose of being adhered to CT187771/1.**

#### **CARRIED**

| <b>DECISION</b>        |                 |                     |
|------------------------|-----------------|---------------------|
| <b>Councillor</b>      | <b>Vote FOR</b> | <b>Vote AGAINST</b> |
| Mayor E Batt           | ✓               |                     |
| Deputy Mayor K Dudgeon | ✓               |                     |
| Clr A E Bisdee OAM     | ✓               |                     |
| Clr D Blackwell        | ✓               |                     |
| Clr B Campbell         | ✓               |                     |
| Clr D Fish             | ✓               |                     |
| Clr 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**

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

Nil.

### **13.2 Bridges**

**Strategic Plan Reference 1.2**

*1.2.1 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**

*1.3.1 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**

*1.4.1a Ensure adequate lighting based on demonstrated need*

Nil.

### **13.5 Buildings**

**Strategic Plan Reference 1.5**

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

Nil.

### 13.6 Sewer / Water and Energy

**Strategic Plan Reference(s) 1.6**

*1.6.1 Increase the capacity of access to reticulated sewerage services*

*1.6.2 Increase the capacity and ability to access water to satisfy development and Community to have access to reticulated water*

*1.6.3 Increase the capacity of access to reticulated energy services.*

#### 13.6.1 Be a Re-Filler Program – Proposed Oatlands Aquatic Centre Location

**DECISION**

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

**THAT Council agree to, and support, the proposed re-filler location.**

**CARRIED**

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

### 13.7 Drainage

**Strategic Plan Reference 1.7**

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

Nil.

### 13.8 Waste

**Strategic Plan Reference 1.8**

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

Nil.

### 13.9 Information, Communication Technology

**Strategic Plan Reference 1.9**

*1.9.1 Improve access to modern communications infrastructure.*

Nil.

## 13.10 Officer Reports – Assets

### 13.10.1 Assets Report

#### QUESTIONS WITHOUT NOTICE TO THE DIRECTOR ASSETS

**Clr B Campbell** – Rhyndaston and Stonor Roads – raised concerns regarding edge breaks.

*The roads are to be inspected and appropriate action taken.*

**Clr B Campbell** – Stonor Road (Baden end – the start of the sealed section) – requested that a traffic counter be placed on this section of the road.

*The Director Assets confirmed that this can be arranged.*

**Deputy Mayor K Dudgeon** – Anstey Court, Oatlands – raised concerns regarding tree roots causing damage to the pavement and sought advice as to whether the damage could be repaired.

*Area to be inspected and appropriate action taken.*

**Mayor E Batt** – Queried whether there is a municipal boundary sign at the end of all Southern Midlands Council roads.

*The Director Assets confirmed there is signage on the majority of boundaries but not all. This can be investigated.*

#### RECOMMENDATION

**THAT the Assets Report be received and the information noted.**

#### DECISION

*Moved by Deputy Mayor K Dudgeon, seconded by Clr A E Bisdee OAM*

**THAT the Assets Report be received and the information noted.**

#### CARRIED

| DECISION               |          |              |
|------------------------|----------|--------------|
| Councillor             | Vote FOR | Vote AGAINST |
| Mayor E Batt           | ✓        |              |
| Deputy Mayor K Dudgeon | ✓        |              |
| 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**

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

Nil.

### **14.2 Tourism**

#### **Strategic Plan Reference 2.2**

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

Nil.

### **14.3 Business**

#### **Strategic Plan Reference 2.3**

*2.3.1a Increase the number and diversity of businesses in the Southern Midlands*

*2.3.1b Increase employment within the municipality*

*2.3.1c Increase Council revenue to facilitate business and development activities (social enterprise).*

Nil.

### **14.4 Industry**

#### **Strategic Plan Reference 2.4**

*2.4.1 Retain and enhance the development of the rural sector as a key economic driver in the Southern Midlands*

*2.4.2 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 B Campbell, seconded by Deputy Mayor K Dudgeon*

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

**CARRIED**

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

### 15.2 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 A E Bisdee OAM*

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

**CARRIED**

| DECISION               |          |              |
|------------------------|----------|--------------|
| Councillor             | Vote FOR | Vote AGAINST |
| Mayor E Batt           | ✓        |              |
| Deputy Mayor K Dudgeon | ✓        |              |
| 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

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

Nil.

## 15.4 Regulatory (Development)

### Strategic Plan Reference 3.4

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

### 15.4.1 Bagdad Mangalore Structure Planning Project

#### DECISION

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

**THAT** the following recommendation of the Bagdad Mangalore Structure Plan Project Steering Group be endorsed:

***“That project consultants, Jensen Plus, be further engaged to develop an implementation plan for Bagdad Mangalore Structure Plan 2026.”***

#### CARRIED

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

## 15.5 Regulatory (Public Health)

### Strategic Plan Reference 3.5

3.5.1 Monitor and maintain a safe and healthy public environment.

Nil.

## 15.6 Regulatory (Animals)

### Strategic Plan Reference 3.6

3.6.1 Create an environment where animals are treated with respect and do not create a nuisance for the community

### 15.6.1 Animal Management Report

#### DECISION

Moved by Cllr B Campbell, seconded by Deputy Mayor K Dudgeon

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

#### CARRIED

| DECISION               |          |              |
|------------------------|----------|--------------|
| Councillor             | Vote FOR | Vote AGAINST |
| Mayor E Batt           | ✓        |              |
| Deputy Mayor K Dudgeon | ✓        |              |
| 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

3.7.1 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**

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

#### **16.1.1 Southern Midlands Council – Community Small Grants Program 2026**

*Clr D Fish declared an interest and left the room at 11.34 a.m.*

#### **DECISION**

*Moved by Deputy Mayor K Dudgeon, seconded by Clr A E Bisdee OAM*

**THAT based on the recommendations from the Facilities & Recreation Committee, the financial allocations for the Southern Midlands Council Community Small Grants Program 2026 be awarded in scored priority to the following organisations be approved.**

|                                                      |                    |
|------------------------------------------------------|--------------------|
| <b>Bagdad Cricket Club Inc</b>                       |                    |
| For New Cricket Wicket at Bagdad                     | <b>\$ 3,000.00</b> |
| <b>Campania Football Club Inc.</b>                   |                    |
| Storage Room Security & Upgrades                     | <b>\$2,000.00</b>  |
| <b>Levendale &amp; Woodsdale History Rooms Inc.</b>  |                    |
| Air-conditioning Equipment                           | <b>\$ 646.00</b>   |
| <b>Midlands Swim Club</b>                            |                    |
| Equipment.                                           | <b>\$ 1,800.00</b> |
| <b>Oatlands Ex-Service &amp; Community Club Inc.</b> |                    |
| Glass Door Upright Fridge.                           | <b>\$ 3,000.00</b> |
| <b>Midlands Pickle Ball Group.</b>                   |                    |
| Pickle Ball bats, balls and nets.                    | <b>\$ 1,990.00</b> |
| <b>Runnymede Cricket Club Inc.</b>                   |                    |
| Security Door.                                       | <b>\$ 3,000.00</b> |
| <b>St Marys Community Cemetery Kempton Inc.</b>      |                    |
| Heritage Repairs.                                    | <b>\$ 2,990.00</b> |
| <b>Tunnack Community Club Inc.</b>                   |                    |
| Toilet facilities upgrades.                          | <b>\$ 2,950.00</b> |
| <b>Tunnack Hall &amp; Progress Assn Inc.</b>         |                    |
| Kitchen Upgrade                                      | <b>\$ 2,500.00</b> |
| <b>Wine South Inc.</b>                               |                    |
| Event Signage                                        | <b>\$ 498.00</b>   |

**CARRIED**

| DECISION               |             |                 |
|------------------------|-------------|-----------------|
| Councillor             | Vote<br>FOR | Vote<br>AGAINST |
| Mayor E Batt           | ✓           |                 |
| Deputy Mayor K Dudgeon | ✓           |                 |
| Clr A E Bisdee OAM     | ✓           |                 |
| Clr D Blackwell        | ✓           |                 |
| Clr B Campbell         | ✓           |                 |
|                        |             |                 |
| Clr F Miller           | ✓           |                 |

*Clr D Fish returned to the meeting at 11.35 a.m.*

*Deputy Mayor K Dudgeon declared an interest and left the room.*

## DECISION

*Moved by Clr A E Bisdee OAM, seconded by Clr D Fish*

**THAT based on the recommendations from the Facilities & Recreation Committee, the financial allocation for the Southern Midlands Council Community Small Grants Program 2026 be awarded to the following organisation be approved.**

**Mount Pleasant Football Club Inc.**

**Kiosk Storage**

**\$ 3,000.00**

**CARRIED**

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

*Deputy Mayor K Dudgeon returned to the meeting at 11.36 a.m.*

## 16.2 Recreation

### Strategic Plan Reference 4.2

4.2.1 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 Clr B Campbell, seconded by Clr A E Bisdee OAM

**THAT the information be received and noted.**

**CARRIED**

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

### 16.2.2 Heritage & Bullock Festival 2026

#### DECISION

Moved by Clr A E Bisdee OAM, seconded by Deputy Mayor K Dudgeon

**THAT Council:**

- 1. Receive and note the report;**
- 2. Acknowledge the significant contribution made by the Heritage & Bullock Festival Committee, volunteers, community organisations, local businesses, performers, exhibitors and Southern Midlands Council staff to the successful delivery of the 2026 Festival.**
- 3. Recognise the significant community, tourism and economic benefits generated by the Heritage & Bullock Festival for Oatlands and the Southern Midlands.**

**CARRIED**

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

### 16.3 Access

**Strategic Plan Reference 4.3**

- 4.3.1 Continue to explore transport options for the Southern Midlands community*
- 4.3.2 Continue to meet the requirements of the Disability Discrimination Act (DDA).*

Nil.

### 16.4 Volunteers

**Strategic Plan Reference 4.4**

- 4.4.1 Encourage community members to volunteer.*

Nil.

### 16.5 Families

**Strategic Plan Reference 4.5**

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

Nil.

### 16.6 Education

**Strategic Plan Reference 4.6**

- 4.6 Increase the educational and employment opportunities available within the Southern Midlands*

Nil.

## 16.7 Capacity & Sustainability

### Strategic Plan Reference 4.7

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

### 16.7.1 Tunbridge Town Hall – Update Following Community Meeting Held 30 July 2026

#### DECISION

*Moved by Deputy Mayor K Dudgeon, seconded by Cllr A E Bisdee OAM*

#### THAT Council:

- a) Receive and note the information contained in the report regarding the Community Meeting held on 30 July 2026 and the current status of the Tunbridge Town Hall;
- b) Acknowledge the proposed course of action for the Tunbridge Town Hall Inc., including the conduct of an Annual General Meeting in September 2026 to consider amendments to the Constitution to provide for the leasing of the Tunbridge Town Hall;
- c) Acknowledge the appointment of the interim Management Committee to progress the matters identified in the report; and
- d) Continue to provide reasonable assistance and facilitation to the Tunbridge Town Hall Inc. and Tunbridge Community Club Inc. to progress the proposed management and leasing arrangements, noting that the Tunbridge Town Hall is privately owned and Council is not the owner or manager of the facility.

#### CARRIED

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

## 16.8 Safety

### Strategic Plan Reference 4.8

4.8.1 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

4.9.1 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

5.1.1 Improve the level of responsiveness to Community & Developer needs

5.1.2 Improve communication within Council

5.1.3 Improve the accuracy, comprehensiveness and user friendliness of the Asset Management System

5.1.4 Increase the effectiveness, efficiency and use-ability of Council ICT systems

5.1.5 Maintain the Business Process Improvement & Continuous Improvement framework

### 17.1.1 Information Communication Technology (ICT) Risk Management and Governance Policy – Tabling of Draft Policy

#### DECISION

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

#### THAT:

1. The information be received; and
2. Subject to any amendments, the Information Communication Technology (ICT) Risk Management and Governance Policy be submitted for formal adoption at the September 2026 Council Meeting.

#### CARRIED

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

## 17.2 Sustainability

### Strategic Plan Reference 5.2

5.2.1 Retain corporate and operational knowledge within Council

5.2.2 Provide a safe and healthy working environment

5.2.3 Ensure that staff and elected members have the training and skills they need to undertake their roles

5.2.4 Increase the cost effectiveness of Council operations through resource sharing with other organisations

5.2.5 Continue to maintain and improve the level of statutory compliance of Council operations

5.2.6 Ensure that suitably qualified and sufficient staff are available to meet the Communities need

5.2.7 Work co-operatively with State and Regional organisations

5.2.8 Minimise Councils exposure to risk

5.2.9 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.

**Deputy Mayor K Dudgeon** – commented on the ODFA Grand Final, noting that it was extremely well attended and that it was a great game, with a very good standard of football. Mayor Batt added that the Central Hawks Junior Football Club played a game prior to the commencement of the final, involving approximately 40 children.

**Deputy Mayor K Dudgeon** – informed the meeting that Denise Smith was again coordinating ‘Pink-Up Oatlands’ in October this year which will involve a number of fundraising activities.

**Deputy Mayor K Dudgeon** – confirmed that the Oatlands Christmas Pageant would be held on Friday 11 December 2026.

**Deputy Mayor K Dudgeon** – advised that she attended the LGAT Conference the previous week and provided a verbal report on the event.

**Clr D Blackwell** – reminded the meeting that the Chauncy Vale 80 Year Celebration is arranged for 12 September 2026 from 1.00 p.m. to 7.00 p.m. A range of activities will be conducted as part of the celebration.

**Clr D Blackwell** – informed the meeting that ‘Healthy Together’ will be conducting two events in which attendees can view the movie ‘Just a Farmer’. Looking to hold these events at both Broadmarsh and Oatlands with dates and times to be confirmed.

**Clr B Campbell** – 2026/27 Budget – acknowledged the capital works projects funded through the Capital Works Program and noted that he had received a considerable amount of positive feedback regarding the projects.

### 17.2.3 Tasmanian Government – Economic Diversification and Investment Strategy (EDIS) Consultation Draft – Council Submission

#### DECISION

*Moved by Cllr A E Bisdee OAM, seconded by Cllr D Fish*

#### THAT Council:

- a) Formally receive the draft submission; and
- b) Formally endorse the final submission in response to the Tasmanian Government's draft *Economic Diversification and Investment Strategy (EDIS)*.

#### CARRIED

| DECISION               |             |                 |
|------------------------|-------------|-----------------|
| Councillor             | Vote<br>FOR | Vote<br>AGAINST |
| Mayor E Batt           | ✓           |                 |
| Deputy Mayor K Dudgeon | ✓           |                 |
| Cllr A E Bisdee OAM    | ✓           |                 |
| Cllr D Blackwell       | ✓           |                 |
| Cllr D F Fish          | ✓           |                 |
| Cllr R Campbell        | ✓           |                 |
| Cllr F Miller          | ✓           |                 |

## 17.3 Finances

### Strategic Plan Reference 5.3

5.3.1 Community's finances will be managed responsibly to enhance the wellbeing of residents

5.3.2 Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation

5.3.3 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 31 July 2026)

#### DECISION

Moved by Deputy Mayor K Dudgeon, seconded by Cllr B Campbell

**THAT the Financial Report be received and the information noted.**

**CARRIED**

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

### 17.3.2 2025/2026 Southern Midlands Council – Complete set of Financial Statements

#### DECISION

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

**THAT Council receive the following:**

1. Southern Midlands Council - Complete set of Financial Statements 2025/26; and
2. Heritage Education and Skills Centre Ltd - Financial Statements for Period Ended 13 May 2026.

**CARRIED**

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

**18. MUNICIPAL SEAL**

Nil.

## **19. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**

### **19.1 Colebrook Fire Brigade – Request for Remission of Development Services Fees**

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 25 AUGUST 2026

**Enclosure(s):**

*Colebrook Fire Brigade – Letter dated 21 August 2026 - Attached*

### **ISSUE**

Council to consider a request for a remission of development services fees.

### **BACKGROUND**

Nil.

### **DETAIL**

Refer attached letter.

The Colebrook Fire Brigade has requested a remission from the payment of planning fees relating to planned development at the Brigade Station property situated at 63 Richmond Street, Colebrook.

*Note: This property currently forms part of the Council-owned Colebrook Recreation Ground. A subdivision of land is currently being processed with the intent being to transfer ownership of the subdivided parcel to the Tasmania Fire Service.*

The request for remission is to be considered under Council's 'Remission of Development & Environmental Services Fees for Charitable, Community & Sporting Bodies Policy'.

In terms of process, the following is an extract from the Policy:

#### **“3. PROCEDURE**

*3.1 Organisations seeking a remission of a portion of their fees, are to submit a written request to Council, demonstrating eligibility under this policy.*

*3.2 Requests are to be determined on a case-by-case basis by Council, taking into consideration:*

*(a) The level of public good generated by the organisation generally,*

*(b) The level of community benefit anticipated to flow from the particular project.*

*3.3 All external costs incurred by Council will not be subject to a remission.*

3.4 All other applicable fees may be remitted, to a maximum proportion of 50%.

3.5 All fees are to be paid in full upon lodgement of the necessary applications. Any fees waived by Council are to be remitted upon completion of the development.”

**Human Resources & Financial Implications** – It is confirmed that due to the desired positioning of the container, and the proposed reduction in setback, it is a discretionary application. As such, the following fees are payable:

- Development Assessment Fee - \$420
- Advertising (Discretionary Application) - \$520.00

The latter fee is an external cost incurred by Council (i.e. Mercury advertising) and based on the policy, is not subject to a remission.

**Community Consultation & Public Relations Implications** – the Colebrook Fire Brigade is basically a volunteer organisation, albeit under the umbrella of the Tasmania Fire Service. As mentioned in the letter, the establishment of this storage and BBQ area will greatly assist in the recruitment and retention of volunteer members.

**Policy Implications** – Policy related decision.

**Priority - Implementation Time Frame** – Immediate.

## RECOMMENDATION

**THAT, in accordance with Council's Remission of Development & Environmental Services Fees for Charitable, Community & Sporting Bodies Policy, Council:**

1. Grant a remission of \$210, being 50% of the applicable Development Assessment Fee of \$420; and
2. Note that the \$520 advertising fee is an external cost incurred by Council and is therefore not eligible for remission under the Policy.

## DECISION

*Moved by Clr A E Bisdee OAM, seconded by Clr B Campbell*

**THAT, in accordance with Council's Remission of Development & Environmental Services Fees for Charitable, Community & Sporting Bodies Policy, Council:**

1. Grant a remission of \$210, being 50% of the applicable Development Assessment Fee of \$420; and
2. Note that the \$520 advertising fee is an external cost incurred by Council and is therefore not eligible for remission under the Policy.

## CARRIED

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

**ENCLOSURE**  
*Agenda Item 19.1*

**Colebrook Fire Brigade**

63 Richmond Street

Colebrook - 7027

Mr Tim Kirkwood  
General Manager  
Southern Midlands Council  
High Street  
Oatlands  
21 August 2026

Dear Tim,

**Re: Planning Approval Fees for a proposed installation of roofed metal storage container and attached BBQ area at Colebrook Fire Station – 63 Richmond Street, Colebrook**

On behalf of the Colebrook Fire Brigade, I respectfully request an exemption to payment of planning fees for the above proposal which will also require a near zero setback from the existing fence immediately adjacent to the oval.

I have been advised by Council Officers that No Building Permit is required, however as the property sits inside the 'village zone', Planning Approval is required.

The use of 'Emergency Services' is a permitted use.

Front and rear setbacks of 4.5m and side boundary setbacks are 3.0m and allowable under the Code.

The rear setback is achievable but the oval side of 3.0m would severely affect the use of the training area available given we are already restricted due to bare TasNetworks cabling existing on the shared boundary of number 61 which do not benefit any of numbers 61, 63 or SMC.

I am advised to vary the side setback will require a Planning Permit application under 'Discretionary Approval'.

The prevailing strongest destructive winds blow across the oval and this is demonstrated by the damage to the boundary fence along the 61 – 63 common boundary with the fence on a severe lean towards No. 61.

The proposed logical positioning of the container alongside the oval fence is designed to create a windbreak for the proposed BBQ area which will enhance the enjoyment and retention to our volunteer members.

Having undertaken soil testing for future station works, the soil classification report classified this property as H2 - reactive soils.

Advice from a consulting civil engineer, has suggested that 450(dia) bored concrete footings (min 1.5m depth) and a squared extension cap with galvanised holding down base plates, will be required to allow the container and other columns to be welded into place to assure structural efficiency.

The BBQ area will require a 130mm thick SL81 reinforced slab over a minimum of 120mm thick of FCR20 consolidated base, due again to the H2 soil classification.

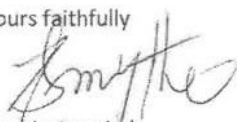
The roofed area of the container will be corrugated colorbond and the BBQ area nominally a mix of corrugated colorbond and pvc sheeting.

Our East Coast A/District Officer (Aaron Blizzard) has agreed to provide the container and its footings as a contribution to this proposal with the remaining construction and costs being provided by our members as we move forward to our 60<sup>th</sup> Anniversary in 2028.

Volunteers are very hard to recruit and maintain continuity in today's lifestyles and we believe the establishment of this storage and BBQ area will greatly assist in the enhancement of our members.

Should you require further information, please contact me on 0418 124 637.

Yours faithfully



(Laurie Smythe)

Colebrook Brigade Chief

(Attachments x 6)

## RECOMMENDATION

**THAT** in accordance with Regulation 17 (1) of the *Local Government (Meeting Procedures) Regulations 2025*, the following items are to be dealt with in Closed Session.

## DECISION

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

**THAT** in accordance with Regulation 17 of the *Local Government (Meeting Procedures) Regulations 2025*, the following items are to be dealt with in Closed Session.

| Matter                                      | Local Government (Meeting Procedures) Regulations 2015 Reference |
|---------------------------------------------|------------------------------------------------------------------|
| Closed Council Minutes - Confirmation       | 17(2)                                                            |
| Applications for Leave of Absence           | 17(2)(h)(i)                                                      |
| Sale of Property for Unpaid Rates & Charges | 17(2)(g)                                                         |
| Property Development Matter                 | 17(2)(e)                                                         |
| Mount Seymour Hall                          | 17(3)(c)                                                         |
| Building Order Enforcement Update           | 17(2)(g)                                                         |

## CARRIED

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

## RECOMMENDATION

**THAT** in accordance with Regulation 17(2) of the *Local Government (Meeting Procedures) Regulations 2025*, Council move into Closed Session and the meeting be closed to members of the public.

## DECISION

*Moved by Cllr B Campbell, seconded by Deputy Mayor K Dudgeon*

**THAT** in accordance with Regulation 17(2) of the *Local Government (Meeting Procedures) Regulations 2025*, Council move into Closed Session and the meeting be closed to members of the public.

## CARRIED

| <b>DECISION (MUST BE BY ABSOLUTE MAJORITY)</b> |                     |                         |
|------------------------------------------------|---------------------|-------------------------|
| <b>Councillor</b>                              | <b>Vote<br/>FOR</b> | <b>Vote<br/>AGAINST</b> |
| Mayor E Batt                                   | ✓                   |                         |
| Deputy Mayor K Dudgeon                         | ✓                   |                         |
| Cllr A E Bisdee OAM                            | ✓                   |                         |
| Cllr D Blackwell                               | ✓                   |                         |
| Cllr B Campbell                                | ✓                   |                         |
| Cllr D Fish                                    | ✓                   |                         |
| Cllr F Miller                                  | ✓                   |                         |

## CLOSED COUNCIL MINUTES

### **20. BUSINESS IN “CLOSED SESSION”**

#### **20.1 Closed Council Minutes - Confirmation**

*In accordance with the Local Government (Meeting Procedures) Regulations 2025, 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 17(2) of the Local Government (Meeting Procedures) Regulations 2025.*

#### **20.2 Applications for Leave of Absence**

*In accordance with the Local Government (Meeting Procedures) Regulations 2025, 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 17(2)(i) of the Local Government (Meeting Procedures) Regulations 2025.*

#### **20.3 Sale of Property for Unpaid Rates and Charges**

*In accordance with the Local Government (Meeting Procedures) Regulations 2025, 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 17(2)(g) of the Local Government (Meeting Procedures) Regulations 2025.*

#### **20.4 Property Development Matter**

*In accordance with the Local Government (Meeting Procedures) Regulations 2025, 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 17(2)(e) of the Local Government (Meeting Procedures) Regulations 2025.*

#### **20.5 Mount Seymour Hall**

*In accordance with the Local Government (Meeting Procedures) Regulations 2025, 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 17(2)(c) of the Local Government (Meeting Procedures) Regulations 2025.*

#### **20.6 Building Order Enforcement Update**

*In accordance with the Local Government (Meeting Procedures) Regulations 2025, 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 17(2)(g) of the Local Government (Meeting Procedures) Regulations 2025.*

## RECOMMENDATION

**THAT Council move out of “Closed Session”.**

*Moved by Deputy Mayor K Dudgeon, seconded by Clr B Campbell*

**THAT Council move out of “Closed Session”.**

**CARRIED**

| DECISION               |             |                 |
|------------------------|-------------|-----------------|
| Councillor             | Vote<br>FOR | Vote<br>AGAINST |
| Mayor E Batt           | ✓           |                 |
| Deputy Mayor K Dudgeon | ✓           |                 |
| Clr A E Bisdee OAM     | ✓           |                 |
| Clr D Blackwell        | ✓           |                 |
| Clr B Campbell         | ✓           |                 |
| Clr D Fish             | ✓           |                 |
| Clr F Miller           | ✓           |                 |

## OPEN COUNCIL MINUTES

### 21. CLOSURE

The meeting closed at 12.44 p.m.



**MINUTES OF THE MEETING HELD ON 4 SEPTEMBER 2026 AT THE CAMPANIA CEMETERY (ON-SITE) COMMENCING AT 3.00 P.M.**

**Membership:**

| <b>Name:</b>       | <b>Email Contact / Address:</b>                          |
|--------------------|----------------------------------------------------------|
| Colin Howlett OAM  | colinhowlett11@gmail.com                                 |
| Robin Howlett      | Coalriverspraying@gmail.com                              |
| Noel Beven OAM     | noelbeven@hotmail.com                                    |
| Merle Moore        | 29 Wellington Street, Richmond, Tas, 7025                |
| Michelle Howlett   | johnandmichele2@gmail.com                                |
| Margaret Rosendell | C/-1047 Grass Tree Hill Road, Grass Tree Hill, Tas, 7017 |
| Amanda Grice       | 1047 Grass Tree Hill Road, Grass Tree Hill, Tas, 7017    |
| Leonie Parker      | leonie.parker2102@gmail.com                              |
| Michael Goldsmith  | m.goldsmith@fire.tas.gov.au                              |
| Rhonda Grice       | 11 Billney Street, Richmond, Tas 7025                    |
| Chris Fazackerley  | admin@tasmanpest.com.au                                  |

*Note: David Pearce; Alison Pearce; Lee Sweet and Pat Moles attended the first meeting and indicated that their preference would be to participate in working bees only (as opposed to being a member of the Committee).*

The following persons, whilst not being members of the Management Committee, would continue to be informed of meetings and other activities (i.e. working bees etc.):

| <b>Name:</b>   | <b>Email Contact / Address:</b> |
|----------------|---------------------------------|
| Roslyn Howlett | As per Colin Howlett            |
| Alison Pearce  | alisonpearce8@icloud.com        |
| David Pearce   | As above                        |
| Pat Moles      |                                 |
| Lee Sweet      |                                 |

**1. PRESENT**

| <b>Name:</b>                  | <b>Email Contact / Address:</b>                          |
|-------------------------------|----------------------------------------------------------|
| Colin Howlett OAM             | colinhowlett11@gmail.com                                 |
| Noel Beven OAM                | noelbeven@hotmail.com                                    |
| Margaret Rosendell            | C/-1047 Grass Tree Hill Road, Grass Tree Hill, Tas, 7017 |
| Pat Moles                     |                                                          |
| Rhonda Grice                  | 11 Billney Street, Richmond, Tas 7025                    |
| Myles Dunbabin<br>Fazackerley | admin@tasmanpest.com.au                                  |
| Kris Dunbabin                 | As above                                                 |

Also in attendance:

Council: Tim Kirkwood (General Manager) and Cameron Burrill (Manager Works)

## 2. APOLOGIES

| Name:             | Email Contact / Address:                              |
|-------------------|-------------------------------------------------------|
| Robin Howlett     | Coalriverspraying@gmail.com                           |
| Merle Moore       | 29 Wellington Street, Richmond, Tas, 7025             |
| Michelle Howlett  | johnandmichele2@gmail.com                             |
| Michael Goldsmith | m.goldsmith@fire.tas.gov.au                           |
| Amanda Grice      | 1047 Grass Tree Hill Road, Grass Tree Hill, Tas, 7017 |
| Leonie Parker     | leonie.parker2102@gmail.com                           |

### Other Apologies:

| Name:          | Email Contact / Address: |
|----------------|--------------------------|
| Roslyn Howlett | As per Colin Howlett     |
| Alison Pearce  | alisonpearce8@icloud.com |
| David Pearce   | As above                 |

## 3. CONFIRMATION OF MINUTES

### **Attachment(s):**

*Minutes of the Meeting held on 19 March 2026*

Refer to the attached Minutes of the Meeting held on 19 March 2026.

## RECOMMENDATION

**THAT the Minutes of the Meeting held on 19 March 2026 be confirmed.**

### **DECISION**

Moved by Colin Howlett, seconded by Rhonda Grice

THAT the Minutes of the Meeting held on 19 March 2026 be confirmed.

### **CARRIED**

## 4. BUSINESS ARISING FROM THE MINUTES

### 4.1 Development Plan

The following decision was recorded at the previous meeting:

**“RESOLVED THAT:**

- a) The Committee approves ‘in-principle’, the overall Design Plan as presented, excluding the proposed rotunda at this stage, and requests that greater emphasis be placed on the provision of additional seating;*
- b) The Committee confirms that the immediate priorities are the construction of a perimeter fence, in accordance with the style presented, and the installation of an underground watering system; and*
- c) Noting these two elements of the Plan have a combined estimated cost of \$50,000, this amount be submitted to Council for consideration as part of its 2026/27 Budget process.”*

Update:

It is confirmed that Council allocated an amount of \$50,000 in the 2026/27 Capital Works Program Budget.

**Tree Removal**

The Committee is advised that the trees identified for removal have now been removed.

The Committee acknowledges and thanks **Headlam Howlett Excavations Pty Ltd** who undertook the project on a voluntary basis.

Arrangements have been made for refreshments to be provided at the local Campania Tavern following the conclusion of the meeting, as a gesture of thanks to the personnel involved. All invited to attend.

**Fencing**

Nathan Barwick Fencing has inspected the site and is preparing a quotation (and fencing plan) which will be available for the meeting.

Depending on the final quote amount, this will determine the amount of available funds remaining to progress the other priorities listed under Agenda Item 5.1.

**RECOMMENDATION**

**THAT the Committee accept the quotation submitted by Nathan Barwick Fencing (amount to be confirmed).**

The quote received is for the supply and installation of 320 metres x 1200 mm high black powder coated tubular fencing; flat top and bottom rail; including 1 x 3200 mm double gate and 2 x 90 mm wide pedestrian gates.

**DECISION**

Moved by Colin Howlett, seconded by Rhonda Grice

THAT the Committee accept the quote submitted by Nathan Barwick Fencing for an amount of \$48,430 (GST exclusive).

**CARRIED**

Note: Following discussion, the Committee confirmed that there was no requirement to install an additional pedestrian gate along the western boundary of the Cemetery (i.e. below the roadway).

## **4.2 Survey – Re-peg of Cemetery property**

Colin Howlett asked whether the Cemetery property had been surveyed in the past and was it possible to identify the actual boundaries on-site.

It was advised that Surveyor Tony Woolfoord has undertaken survey work within the Cemetery, for the purpose of the extending the Cemetery burial area, however it was suggested that this would not have involved a re-peg of the full boundaries.

Extent of survey work to be researched, and if necessary, a re-peg survey could be undertaken at minimal cost.

Update to be provided.

The General Manager provided copies of the two Titles that form the property that is referred to as the Campania Bush Reserve. This property incorporates the Campania Cemetery. The title on the eastern side of the internal roadway shows that the property extends to (and adjoins) the Railway Reserve.

## **5. OTHER BUSINESS**

### **5.1 Development Plan (Other)**

In addition to the perimeter fencing, the Development Plan incorporated the following:

- Reticulated water supply through the cemetery
- Need for top dressing in locations
- Seating required;
- General car park improvements;
- Beautification of the existing Walls (e.g. render)
- Pathways (surface options to be considered taking into account up-front capital cost and ongoing maintenance)

Committee to discuss the allocation of remaining funds within the Capital Works Program Budget – amount unknown depending on the final fencing quotation.

The Committee acknowledged that there was only \$1,570 remaining in the Capital Works Budget, having approved the fencing quotation. This amount would be retained and considered for allocation at the next meeting.

## **5.2 Other Issues (Committee members to raise any other issues)**

- Requested a larger size Wheelie Bin – currently only one 120 Litre Bin

## **6. CLOSURE / NEXT MEETING**

*Note: The Terms of Reference for the Committee state that the Committee shall meet at least twice each financial year unless otherwise determined.*

Next Meeting – March 2027 – date to be confirmed.

Meeting closed at 3.35 p.m.

# Scott Rollins

(Diploma Horticulture/Arboriculture)

TREE RISK ASSESSMENT SERVICES

ABN 92 146 345 703



## ARBORICULTURAL ASSESSMENT AND TREE RISK REPORT

**Tree Location:** Huntingdon Tier Road  
Vicinity No. 289  
DRYSART TAS 7030

**Prepared For:** Cameron Burrill  
Works Coordinator  
Southern Midlands Council  
[cburrill@southernmidlands.tas.gov.au](mailto:cburrill@southernmidlands.tas.gov.au)

**Prepared by:** Scott Rollins  
Principal Consulting Arborist  
QTRA Registered User 10515

**Assessment Date:** 29 August 2026

**Job reference:** J26-106

## 1. Executive Summary

### Summary of Findings

Scott Rollins Tree Risk Assessment Services inspected two veteran *Eucalyptus obliqua* (Stringybark), identified as T1 and T2, on Huntingdon Tier Road, Dysart, in the vicinity of No. 289, on 29 August 2026. The assessment was undertaken from ground level and included mallet sounding of the lower stems.

Both trees are large veteran specimens displaying reduced vitality together with significant observable structural defects and evidence of disturbance within the root and lower-stem environment.

T1 is approximately 35m high with a DBH of 175cm. It exhibits declining physiological condition, a pronounced northerly lean, crown thinning and retrenchment, epicormic growth, multiple areas of root damage, slight soil heave, abnormal lower-stem response identified through mallet sounding and major deadwood. Poor root attachment is the principal failure-mode concern. The combination of these defects and the absence of a practical sustainable mitigation option mean long-term retention is not considered reasonable.

T2 is approximately 37m high with a DBH of 193cm. It has a heavy easterly lean, strongly asymmetric crown, reduced vitality, root damage, major deadwood and hanging branches. The eastern major scaffold union is the principal structural concern, with cracking at the union and associated longitudinal cracking extending along the southern side of the main stem. In combination with the pronounced crown imbalance and easterly loading, these defects significantly reduce the suitability of the tree for long-term retention.

A formal Quantified Tree Risk Assessment (QTRA) calculation was not undertaken. Target exposure at this location was observed to be limited and intermittent, and a quantified annual Risk of Harm was not considered necessary to inform the management recommendations.

### Recommendations

Removal of both T1 and T2 is recommended.

T2 should be removed within 12 months. As removal is also recommended for T1, and the trees are located immediately opposite one another, it is recommended that T1 be removed concurrently with T2. Undertaking the works as a single operation would provide a practical and efficient management response, including coordination of arboricultural works and traffic management.

Removal works should be undertaken by a suitably qualified arboricultural contractor using appropriate traffic management controls. Stump grinding to below surrounding surface level should also be considered, where practicable, to remove residual obstruction within the road corridor and facilitate ongoing road maintenance.

## 2. Instructions and Scope

Scott Rollins Tree Risk Assessment Services was engaged by Cameron Burrill, Works Coordinator, Southern Midlands Council, to undertake an arboricultural condition and tree-risk assessment of two veteran *Eucalyptus obliqua* (Stringybark), identified as T1 and T2, on Huntingdon Tier Road, Dysart. The trees are located approximately 60m south of the access to 289 Huntingdon Tier Road, Dysart.



Figure 1 - Locality Plan showing the approximate location of T1 and T2 on Huntingdon Tier Road, Dysart, vicinity No. 289. Tree locations are indicative only.

Source: The LIST © State of Tasmania, accessed 31 August 2026. State Aerial Photography, Cadastral Parcels and Cadastral Geocodes licensed under CC BY 3.0 AU. Mapping cropped and annotated for this report.

The assessment documented the current physiological and structural condition of the trees, observable defects, relevant site and target factors, and management considerations based on the features observed at the time of inspection.

### **Limitations**

The assessment was undertaken from ground level and was limited to features that were reasonably observable at the time of inspection. No aerial or climbing inspection, root excavation, soil investigation or invasive/internal diagnostic testing, such as resistance drilling or sonic tomography, was undertaken. Accordingly, the presence and extent of concealed internal defects, decay or below-ground root defects could not be confirmed.

No fauna survey, climbing inspection or targeted ecological assessment was undertaken. Observations of habitat features were limited to those visible from ground level.

Mallet sounding of the lower stems was undertaken as an additional observational technique. Sounding may identify variation in the acoustic response of the wood, but does not by itself establish the nature or extent of concealed decay or cavities.

Tree condition and risk can change over time as a result of growth, deterioration, weather events, site disturbance or other environmental influences. The findings and recommendations in this report relate to the conditions of T1 and T2 and the site conditions observed on 29 August 2026 and should not be interpreted as a prediction that tree failure will or will not occur.

### **3. Assessment Methodology**

This assessment comprised a ground-based visual inspection undertaken on 29 August 2026. T1 and T2 were inspected from ground level, with particular attention given to the crown, main stem, major unions, buttress roots and surrounding site conditions.

The inspection considered tree vitality, structural condition, observable defects, signs of decay or dysfunction, previous damage and other features relevant to tree stability. Tree height, diameter at breast height (DBH) and crown dimensions were measured or estimated during the inspection. Mallet sounding of the lower stems was undertaken as an additional observational technique. Unless otherwise stated, dimensions provided within this report are approximate.

The assessment considered credible failure modes together with the nature, location and frequency of potential targets. A formal Quantified Tree Risk Assessment (QTRA) calculation was not undertaken. Target exposure at this location was observed to be limited and intermittent, and a quantified annual Risk of Harm was not considered necessary to inform the management recommendations arising from the assessment. The risk assessment is therefore qualitative and is based on the observed physiological and structural condition of the trees, identified failure modes, site and target context, and professional arboricultural judgement.

Relevant site and target observations included the road corridor and passing road users, together with road-related soil compaction and evidence of recent grading or excavation effects around the trees. Seven vehicles were observed passing the site during the inspection period. This was a site observation only and was not undertaken as, or intended to represent, a formal traffic count.

#### 4. Detailed Tree Assessment - T1

|                                    |                                                                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Species:</b>                    | <i>Eucalyptus obliqua</i> (Stringybark)                                                                                                  |
| <b>Location:</b>                   | Western side of the road carriageway on Huntingdon Tier Road, approximately 60m south of the access to 289 Huntingdon Tier Road, Dysart. |
| <b>Height:</b>                     | Approximately 35m                                                                                                                        |
| <b>DBH:</b>                        | 175 cm                                                                                                                                   |
| <b>Crown Spread:</b>               | Approximately 23m (N-S) x 17m (E-W)                                                                                                      |
| <b>Crown Distribution:</b>         | Asymmetric, with greater crown extension to the north and west.                                                                          |
| <b>Life stage:</b>                 | Veteran                                                                                                                                  |
| <b>Form:</b>                       | Single stem                                                                                                                              |
| <b>Mallet sounding:</b>            | Undertaken                                                                                                                               |
| <b>Mallet sounding field note:</b> | Field note records suspected rot on the northern side of the trunk at approximately 1m, based on mallet sounding.                        |

##### **Recorded Observations**

###### Physiological Condition

T1 displayed poor vigour and reduced crown density. Crown retrenchment and thinning were evident, together with epicormic growth.

###### Structural Condition

T1 has a pronounced northerly lean. Multiple areas of root damage were recorded, together with slight soil heave on the southern side. Mallet sounding on the northern side of the lower stem produced an abnormal response recorded in the field as suspected rot; however, the nature and extent of any concealed internal decay were not confirmed by invasive testing. Major deadwood was present within the crown.

###### Habitat Features

No visible trunk or branch hollows were observed from ground level at the time of inspection.

#### Site and Target Factors

Road-related soil compaction was recorded around the tree. Formation or maintenance of the table drain may have severed roots, and grading damage to the lower stem/root environment was also observed. Passing road users represent the principal target, with road infrastructure also located within the potential impact area. T2 is located on the opposite side of the road, approximately 3.5 m from T1.

#### Assessment and Management

Poor root attachment is considered the principal failure-mode concern for T1. This is supported by the recorded root damage and slight soil heave and occurs in combination with a pronounced northerly lean, declining physiological condition and concerns associated with the lower stem.

The veteran life stage and established landscape presence of T1 favour retention where this can reasonably and sustainably be achieved. In this case, however, the principal concerns affect the root system and lower stem and are not defects that can be adequately addressed through crown pruning or deadwood removal. The tree's declining physiological condition also limits the scope for substantial intervention while maintaining a sustainable tree.

Further diagnostic investigation could provide additional information regarding the nature and extent of concealed defects but is unlikely to alter the recommended management outcome. No practical arboricultural intervention has been identified that would provide a reasonable and sustainable basis for long-term retention. **Removal of T1 is recommended.**

**Photos of T1**



*Figure 2 - T1 - Southern view showing historical crown loss.*



*Figure 3 - T1 - Northern side of lower stem. Mallet sounding indicated possible internal dysfunction/decay; extent not confirmed by invasive testing.*



*Figure 4 - T1 - Eastern side adjacent to Huntingdon Tier Road, showing historical wounding adjacent to the graded road surface.*



*Figure 5 - T1 - Western side showing historical damage to a major root.*

## 5. Detailed Tree Assessment - T2

|                                    |                                                                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Species:</b>                    | <i>Eucalyptus obliqua</i> (Stringybark)                                                                                                             |
| <b>Location:</b>                   | Eastern side of the road carriageway on Huntingdon Tier Road, approximately 60m south of the access to 'Anfield', 289 Huntingdon Tier Road, Dysart. |
| <b>Height:</b>                     | Approximately 37m                                                                                                                                   |
| <b>DBH:</b>                        | 193 cm                                                                                                                                              |
| <b>Crown Spread:</b>               | Approximately 18.5m (N-S) x 12m (E-W)                                                                                                               |
| <b>Crown Distribution:</b>         | Strongly asymmetric, with the crown predominantly extending to the east and little to no extension to the west.                                     |
| <b>Life stage:</b>                 | Veteran                                                                                                                                             |
| <b>Form:</b>                       | Single stem                                                                                                                                         |
| <b>Mallet sounding:</b>            | Undertaken                                                                                                                                          |
| <b>Mallet sounding field note:</b> | Dead wood recorded on the western side of the trunk.                                                                                                |

### **Recorded Observations**

#### Physiological Condition

T2 displayed poor vitality and reduced crown density. Crown retrenchment and epicormic growth were also recorded.

#### Structural Condition

T2 has a heavy lean to the east, with the crown strongly biased toward the east and also favouring the north. Root damage associated with grading was recorded. A weak union is present at the eastern major scaffold, with cracking at the union and associated longitudinal cracking extending along the southern side of the main stem. Kino was observed on the northern side of the trunk, and reactive growth associated with an old scar was recorded on the western side. Major deadwood and hanging dead branches are present. The substantial eastern limb contributes to the pronounced crown imbalance.

#### Habitat Features

No visible trunk or branch hollows were observed from ground level at the time of inspection.

#### Site and Target Factors

Road-related soil compaction was recorded around T2. The tree is positioned immediately adjacent to the travelled road, with passing road users representing the principal target.

#### Assessment and Management

The eastern major scaffold union and adjoining main stem represent the principal structural concern for T2. Cracking at the union and associated longitudinal cracking occur in combination with the heavy easterly lean, pronounced crown imbalance and recorded root damage.

The veteran life stage and established landscape presence of T2 favour retention where this can reasonably and sustainably be achieved. In this case, however, the principal defect affects a major load-bearing union and adjoining main stem rather than being confined to crown material that could be removed through routine pruning. Crown reduction may reduce some loading but would not rectify the underlying structural defect or associated cracking and is therefore not considered to provide a satisfactory long-term retention strategy.

Further diagnostic investigation could provide additional information regarding the nature and extent of the defect, but given the structural defects already evident, is unlikely to alter the recommended management outcome. No practical arboricultural intervention has been identified that would provide a reasonable and sustainable basis for long-term retention.

**Removal of T2 is recommended within 12 months.**

**Photos of T2**



*Figure 6 - T2 - Northern view showing kino and the shear crack associated with the eastern scaffold branch. The longitudinal crack on the southern side is immediately opposite.*



*Figure 7 - T2 - Detail of longitudinal crack on the southern side of the main stem.*



*Figure 8 - T2 - Western side adjacent to Huntingdon Tier Road, showing apparent road-grading damage to the root buttress.*



*Figure 9 - T2 - Deadwood and epicormic growth within a major stem.*

## 6. Planning and Council Policy Context

Planning Scheme mapping accessed through The LIST shows T1 and T2 near the edge of, but within, the mapped Priority Vegetation Area overlay shown hatched in Figure 10. The site is identified as Rural Living Zone C under the Southern Midlands Local Provisions Schedule. The presence of the overlay is a statutory consideration. However, this report does not determine whether a planning permit, exemption or other approval applies to the proposed tree works. Southern Midlands Council should confirm the applicable planning requirements before any works proceed.

A Southern Midlands Council document titled *Management of Trees on Council Land Policy*, Version 3.0, approved 22 August 2018, was accessed for reference. As T1 and T2 are located within the Council road reservation, the policy is relevant to their management. The policy adopts a conservative approach to removal of live trees while recognising removal or remedial work where a tree reaches an unacceptable level of risk to pedestrians and/or vehicular movement, subject to relevant statutory considerations.



Figure 10 - Planning Scheme mapping showing the Priority Vegetation Area overlay (hatched). T1 and T2 are located near the edge of the mapped overlay.

## 7. Road Corridor and Target Context

T1 and T2 are located on opposite sides of Huntingdon Tier Road immediately adjacent to the travelled carriageway, with approximately 3.5m between the stems. At this location the trees form a narrow, effectively single-lane section of road.

The road approaches the trees on curves and grades, with a crest in the immediate vicinity. The horizontal and vertical alignment of the road, together with the position of T1, restricts intervisibility between opposing vehicles through the narrow section. The obstruction is particularly evident on the southbound approach, where T1 restricts the view of northbound vehicles.

Advance warning signage is provided on both approaches identifying the road narrowing to one lane with an advisory speed of 25 km/h. A Give Way to Oncoming Traffic sign is also provided on the southbound approach, giving priority to northbound vehicles.

These observations are relevant to road users as potential targets in the tree-risk assessment and provide additional context for the management of T1. They are descriptive observations only and do not constitute a formal road-safety audit or engineering sight-distance assessment.



Figure 11 - "Road Narrows - One Lane - 25 km/h" advisory signage on the southbound approach, approximately 100m before the trees.



*Figure 12 - Southbound approach approximately 20m before the trees. T1 on the right obstructs the view of northbound traffic.*

## 8. Conclusion

T1 and T2 are large veteran *Eucalyptus obliqua* located immediately adjacent to the travelled carriageway of Huntingdon Tier Road. Their veteran life stage and established landscape presence are recognised as factors favouring retention where this can reasonably and sustainably be achieved.

For T1, the combination of physiological decline, root damage, slight soil heave, indicators of compromised root attachment, lower-stem concerns, pronounced northerly lean and major deadwood does not provide a reasonable or sustainable basis for long-term retention. The principal concerns affect the root system and lower stem and cannot be adequately addressed through pruning or routine maintenance. Removal of T1 is recommended.

For T2, the principal structural concern occurs at the eastern major scaffold union and adjoining main stem, where cracking is present in combination with heavy easterly loading, pronounced crown asymmetry, root damage and major deadwood. Crown reduction would not rectify the underlying structural defect. Removal of T2 is recommended within 12 months.

Further diagnostic investigation could provide additional information regarding the nature and extent of concealed defects in either tree. However, based on the defects already observable, it is unlikely to alter the recommended management outcome. No practical retention option is considered to provide a reasonable and sustainable long-term management solution for either tree.

As removal is recommended for both trees and they are located immediately opposite one another, T1 should be removed concurrently with T2 within 12 months. Undertaking the works as a single operation provides a practical and efficient management response, including coordination of arboricultural works and traffic management.



Scott Rollins  
Principal Consulting Arborist  
QTRA Registered User 10515  
1 September 2026

# Tasmanian Fire and Emergency Services Bill Consultation 2026

## LGAT Preliminary Positions Paper

**Date:** 12 August 2026

Contact: Tim Boyle, Senior Policy Advisor

Email: [tim.boyle@lgat.tas.gov.au](mailto:tim.boyle@lgat.tas.gov.au)

Phone: 0437136798

Table of contents

**Table of contents .....2**

**Executive Summary .....3**

**Introduction and background.....3**

**Preliminary Positions.....5**

**Seeking Feedback from Councils .....8**

**Next Steps .....8**

## Executive Summary

This paper sets out LGAT's preliminary positions on the draft Tasmania Fire and Emergency Services Bill 2026 based on our previous submissions to the review. We seek feedback from councils to inform our final submission. The positions presented are not final and may be amended following consultation with the local government sector.

High level summary of preliminary positions:

- Supports integration of TFS and SES into a single Tasmania Fire and Emergency Service.
- Supports a skills-based governance model while seeking strong local government input into strategic decision-making.
- Supports continued recognition and protection of volunteers.
- Seeks greater clarity regarding ongoing council responsibilities for SES volunteer units.
- Seeks stronger recognition of disaster risk reduction, resilience and climate adaptation within the future TFES framework.

## Introduction and background

The Tasmanian Government is consulting on the draft Tasmania Fire and Emergency Services Bill 2026 (TFES Bill), which proposes the most significant reform of Tasmania's fire and emergency services framework in more than four decades. The Bill will replace the *Fire Service Act 1979*, establish a new Tasmania Fire and Emergency Service (TFES) that brings together the Tasmania Fire Service (TFS) and State Emergency Service (SES), create a new governance model through the State Fire and Emergency Services Commission (SFESC), and modernise the legislative framework supporting emergency management across the state.

LGAT and Tasmanian councils have been actively engaged in fire and emergency services reform discussions for more than 10 years. Through multiple submissions and consultation processes, local government has consistently advocated for an integrated emergency services system, sustainable funding arrangements, recognition of the critical role of volunteers, stronger disaster risk reduction capability, and governance arrangements that recognise the important role councils play in emergency management and community resilience.

Local government is a key partner in Tasmania's emergency management system. Councils contribute to prevention, preparedness, response and recovery activities, support municipal emergency management arrangements, build community resilience, collect the fire and emergency services levy on behalf of the State Government, and maintain strong relationships with local volunteer emergency service organisations. As climate change increases the frequency and severity of natural hazards, the importance of effective collaboration between state and local government continues to grow.

This preliminary position paper has been prepared to seek sector feedback on the major reforms proposed in the consultation draft. It is not LGAT's final submission. Rather, it outlines preliminary positions informed by previous LGAT advocacy and identifies key issues where feedback from councils will assist in shaping the sector's final response.

LGAT broadly supports the overall direction of the reforms, particularly the integration of TFS and SES, improved governance arrangements, formal recognition of volunteers and continuation of dedicated emergency services funding. However, several implementation and governance issues remain important to

local government. These include maintaining meaningful local government input into strategic decision-making, clarifying future council responsibilities in relation to SES volunteer units, ensuring appropriate consultation mechanisms are retained as detail moves into regulations, and strengthening the focus on disaster risk reduction and community resilience across the future TFES framework.

The preliminary positions outlined in this paper are intended to identify areas where further clarification, refinement or advocacy may be required before LGAT prepares its final submission to the State Government.

## Preliminary Positions

| Position # | Reform Area                                                              | Proposed Preliminary LGAT Position                                                                                                                                                                                                                                               | Alignment with Previous LGAT Positions                                                                                                                                                                        | Matters for Sector Consideration                                                                                        |
|------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1          | <b>Integration of TFS and SES into TFES</b>                              | <b>Support.</b> LGAT continues to support a single integrated fire and emergency service recognising the increasing complexity and frequency of multi-hazard emergencies. Integration should maintain strong local capability, community connections and volunteer identity.     | Consistent position since Blake Review. LGAT has supported integration of TFS and SES, provided volunteer capability and community connections are maintained.                                                | Does the Bill adequately preserve local identity and responsiveness, particularly for SES units and volunteer brigades? |
| 2          | <b>Skills-based State Fire and Emergency Services Commission (SFESC)</b> | <b>Qualified support.</b> LGAT supports a skills-based board as an improvement to governance, accountability and strategic oversight. The Commission should maintain expertise in emergency management, disaster risk reduction and local government.                            | Supported in LGAT's 2025 submission. LGAT specifically sought local government experience and disaster risk reduction expertise in the governance framework.                                                  | Is the proposed skills matrix sufficient to ensure local government experience remains represented?                     |
| 3          | <b>Removal of direct representative positions on the Commission</b>      | <b>Support with safeguards.</b> LGAT supports the transition to a skills-based board model. However, mechanisms should ensure local government perspectives continue to inform strategic decision-making through subcommittees, consultation arrangements and the skills matrix. | LGAT has consistently sought local government representation on the governing body or equivalent advisory structures due to councils' roles in levy collection, emergency management and resilience building. | Are the proposed subcommittees sufficient to replace direct representation?                                             |
| 4          | <b>Subcommittee arrangements</b>                                         | <b>Support with enhancement.</b> LGAT supports the proposed subcommittee model but believes local government participation should be explicitly included where relevant. Consideration should also be given to a Disaster Risk Reduction (DRR) advisory mechanism.               | Consistent with LGAT's 2025 proposal for local government representation and consideration of a DRR Advisory Subcommittee.                                                                                    | As above.                                                                                                               |
| 5          | <b>Powers of the FES Commissioner</b>                                    | <b>Generally support,</b> recognising the need for clear operational leadership. However, governance, accountability and consultation mechanisms should                                                                                                                          | Consistent with previous support for streamlined operational decision-making,                                                                                                                                 | Are there functions that warrant additional consultation requirements?                                                  |

|    |                                                     |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                            |                                                                                                 |
|----|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|    |                                                     | remain clear where decisions affect councils or communities.                                                                                                                                                                                                                                                                                                | while maintaining transparency and stakeholder engagement.                                                 |                                                                                                 |
| 6  | <b>Volunteer Charter and Volunteer Framework</b>    | <b>Support.</b> LGAT supports legislating a Volunteer Charter and measures that strengthen volunteer recognition, support, protections and retention.                                                                                                                                                                                                       | Longstanding LGAT support for volunteer recognition and legislative protections.                           | Does the proposed framework adequately support local volunteer recruitment and retention?       |
| 7  | <b>Changes to volunteer leadership arrangements</b> | <b>Monitor closely.</b> LGAT recognises the rationale for skills-based leadership appointments but considers community legitimacy and volunteer engagement must also be maintained.                                                                                                                                                                         | LGAT has consistently highlighted the importance of preserving volunteer identity and community ownership. | What concerns, if any, do councils have about the proposed changes?                             |
| 8  | <b>SES Funding and Centralisation</b>               | <b>Support continued centralisation.</b> Local government remains supportive of SES funding responsibility progressively transitioning to TFES, provided arrangements for assets, facilities and municipal relationships are clearly defined.                                                                                                               | A consistent LGAT position since 2020.                                                                     | What issues remain unresolved regarding asset ownership, facilities and service arrangements?   |
| 9  | <b>Municipal obligations for SES units</b>          | <b>Support with clarification.</b> LGAT notes councils will continue to support municipal SES volunteer units under the proposed framework. Any standards, compliance requirements or directions issued by TFES should be developed in consultation with councils and accompanied by clear guidance regarding responsibilities, funding and implementation. | Consistent with previous submissions seeking clarity on council obligations and responsibilities.          | Does the sector have concerns about potential increased obligations?                            |
| 10 | <b>Funding Model</b>                                | <b>No significant change proposed.</b> LGAT notes the existing funding model is largely retained. The sector's longstanding position remains that fire and emergency services require a sustainable funding framework that includes an appropriate state contribution and maintains levy transparency.                                                      | Consistent across 2020, 2021, 2023 and 2025 submissions.                                                   | Does the Bill adequately protect transparency, accountability and ring-fencing of levy revenue? |

|    |                                                       |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                             |                                                                                                     |
|----|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 11 | <b>Levy Collection by Councils</b>                    | <b>Maintain current arrangements.</b> LGAT supports councils continuing to collect the levy with cost recovery arrangements maintained.                                                                                                                                                                                                                       | Longstanding LGAT position including retention of the administration fee.                                                                                   | No major policy changes currently identified.                                                       |
| 12 | <b>Fire Management Area Committees (FMACs)</b>        | <b>Support continuation.</b> LGAT supports retaining FMACs and the State Fire Management Council functions through regulations and subcommittee arrangements.                                                                                                                                                                                                 | Consistent with previous support for local and regional bushfire risk management structures.                                                                | Does the transfer of detail from legislation to regulations create any concerns?                    |
| 13 | <b>Expansion of powers for PWS and STT</b>            | <b>Support in principle.</b> LGAT supports practical arrangements that improve emergency response and reflect existing multi-agency operational practice.                                                                                                                                                                                                     | Consistent with previous LGAT support for effective interagency arrangements.                                                                               | Are additional accountability mechanisms required?                                                  |
| 14 | <b>Principles-based legislation</b>                   | <b>Support with caution.</b> LGAT supports a contemporary principles-based Act but continues to emphasise that important operational detail should remain transparent, consulted on and appropriately scrutinised.                                                                                                                                            | Consistent concern raised in 2020 that shifting detail into regulations and policy may reduce transparency if consultation requirements are not maintained. | Are there areas where councils consider legislative certainty preferable to regulatory flexibility? |
| 15 | <b>Climate Resilience and Disaster Risk Reduction</b> | <b>Seek stronger recognition.</b> Given the increasing impacts of climate change and natural hazards on Tasmanian communities, LGAT supports embedding disaster risk reduction, resilience and adaptation capability within the governance and strategic planning functions of TFES. These functions should remain a core focus alongside emergency response. | Consistent with LGAT's 2025 submission highlighting disaster risk reduction expertise within the governance framework.                                      | Should LGAT seek stronger references to resilience and climate adaptation in the final legislation? |

## Seeking Feedback from Councils

LGAT invites councils to provide feedback on the preliminary positions outlined in this paper. Feedback will inform LGAT's final submission on the draft *Tasmania Fire and Emergency Services Bill 2026*.

Councils are encouraged to focus on areas where they:

- disagree with a proposed position
- consider a position should be strengthened or amended
- identify implications for councils not currently reflected in the paper, or
- wish to raise additional issues for inclusion in LGAT's final submission.

### Key Questions for Councils:

- Does the paper accurately reflect your council's views on the proposed TFES reforms?
- Are there any proposed reforms that could create new responsibilities, risks or costs for councils?
- Are there any issues that LGAT should advocate more strongly on in its final submission?

### Optional Response Template

| Question/Position # | Support | Amend | Comment |
|---------------------|---------|-------|---------|
| Position #          |         |       |         |
| Position #          |         |       |         |
| Position #          |         |       |         |
| Additional comments |         |       |         |

## Next Steps

Feedback received will be used to refine LGAT's policy positions and ensure the final submission reflects a broad range of local government perspectives.

Following consultation with councils, LGAT will:

- Review and analyse feedback received from the sector.
- Refine the preliminary positions and identify priority advocacy issues.
- Prepare a final submission on behalf of Tasmanian local government.
- Continue to engage with the Tasmanian Government and key stakeholders on implementation matters affecting councils, including governance arrangements, SES responsibilities, disaster risk reduction, funding and levy administration.

Councils are requested to provide written feedback to Tim Boyle, Senior Policy Advisor, [tim.boyle@lgat.tas.gov.au](mailto:tim.boyle@lgat.tas.gov.au), 0437 136 798, by CoB **25 Sept 2026** to inform the development of LGAT's final submission.



Council Policy  
**INFORMATION COMMUNICATION AND TECHNOLOGY (ICT) RISK  
MANAGEMENT AND GOVERNANCE POLICY**

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

Covering:

- ICT Governance and Structure
- ICT Risk Management
- Cyber Security
- Information Management & Data Protection
- Access Management
- Change Control
- Third Party Management
- Business Continuity

Document Control

| Version | Approved Date | Details                    | Review Date |
|---------|---------------|----------------------------|-------------|
| 1.0     |               | Initial draft for approval |             |

[Table of Contents](#)

|                                                                |    |
|----------------------------------------------------------------|----|
| Table of Contents .....                                        | 2  |
| 1 Introduction.....                                            | 5  |
| 2 Purpose.....                                                 | 5  |
| 3 Scope .....                                                  | 5  |
| 4 Environment Description .....                                | 6  |
| 4.1 SMC Sites.....                                             | 7  |
| 4.2 SMC Business Applications .....                            | 9  |
| 4.3 SMC Key IT Assets .....                                    | 10 |
| 4.4 SMC Cloud Instances.....                                   | 12 |
| 4.5 SMC Suppliers .....                                        | 12 |
| 5 IT Systems Security and Use .....                            | 14 |
| 5.1 General Use and ownership .....                            | 14 |
| 5.2 Internal and External IT Security Roles and Personnel..... | 14 |
| 5.2.1 Governance.....                                          | 14 |
| 5.2.2 Procurement.....                                         | 14 |
| 5.3 Security Roles.....                                        | 14 |
| 5.3.1 Third Party access to SMC IT systems.....                | 14 |
| 5.3.2 SMC Manager Administration & ICT Services .....          | 14 |
| 5.3.3 SMC IT User Obligations.....                             | 15 |
| 5.4 Segregation of Duties .....                                | 16 |
| 5.5 Passwords.....                                             | 16 |
| 5.6 Minimum IT Security Standards.....                         | 17 |
| 5.7 Privileged Access Management.....                          | 17 |
| 5.8 Physical Access and Media Control .....                    | 17 |
| 5.9 Vulnerability Management.....                              | 17 |
| 5.9.1 Server and Workstation Hardening .....                   | 18 |
| 5.9.2 Patch Management.....                                    | 18 |
| 5.10 Personal Device Usage.....                                | 19 |
| 5.11 Mobile Devices .....                                      | 19 |
| 5.12 Cloud usage .....                                         | 20 |
| 5.13 Artificial Intelligence (AI).....                         | 20 |
| 5.14 External Remote IT Access .....                           | 20 |
| 5.15 Change Management .....                                   | 21 |
| 5.16 Security Incidents – Detection and Reporting.....         | 21 |
| 5.17 Cyber Security Incident Management.....                   | 21 |

|        |                                                                         |    |
|--------|-------------------------------------------------------------------------|----|
| 5.17.1 | Examples of Cyber Security Incidents .....                              | 21 |
| 5.17.2 | Detection and Monitoring .....                                          | 22 |
| 5.17.3 | Incident Reporting, Recording and Escalation.....                       | 22 |
| 5.17.4 | Malware Response .....                                                  | 23 |
| 5.17.5 | Post-Incident Review and Incident Register .....                        | 23 |
| 5.17.6 | Malware Response .....                                                  | 24 |
| 5.17.7 | Post Security Incident Review.....                                      | 25 |
| 6      | Risk Management .....                                                   | 26 |
| 7      | IT Acceptable Use and User Inductions.....                              | 26 |
| 7.1    | Acceptable Use.....                                                     | 26 |
| 7.2    | SMC IT Site Induction.....                                              | 27 |
| 7.3    | Service Agreements.....                                                 | 28 |
| 8      | Unacceptable use of IT Resources .....                                  | 28 |
| 8.1    | Unacceptable Activities .....                                           | 28 |
| 8.2    | Prohibited Email and Communications Activities .....                    | 29 |
| 9      | Social Media.....                                                       | 29 |
| 9.1    | Social Media Principles .....                                           | 30 |
| 9.2    | Employees authorised to comment on behalf of the organisation.....      | 31 |
| 9.2.1  | Social Media Administration.....                                        | 31 |
| 9.2.2  | Engagement Guidelines .....                                             | 31 |
| 9.2.3  | Community Moderation .....                                              | 31 |
| 9.2.4  | Authorised Spokespersons.....                                           | 32 |
| 10     | Information Management (Records Management) & Data Protection.....      | 32 |
| 10.1   | What is a record and what has to be kept.....                           | 33 |
|        | What is a record? .....                                                 | 33 |
| 10.2   | Records required to be kept .....                                       | 33 |
| 10.3   | Records that may not need to be retained .....                          | 34 |
| 10.4   | Records must not be destroyed without authority .....                   | 34 |
| 10.5   | Storage and capture of records.....                                     | 35 |
| 10.6   | Access to Council records .....                                         | 35 |
| 10.7   | Release of publicly available information and Right to Information..... | 35 |
| 10.8   | Retention and destruction of records .....                              | 36 |
| 10.9   | 1.9 Transfer of records .....                                           | 36 |
| 10.10  | Monitoring the Records Management Program.....                          | 36 |
| 10.11  | General Manager.....                                                    | 36 |
| 10.12  | Business Unit Managers .....                                            | 36 |

|       |                                                           |    |
|-------|-----------------------------------------------------------|----|
| 10.13 | Records Management Officer.....                           | 37 |
| 10.14 | Human Resources.....                                      | 37 |
| 10.15 | Information and Communications Technology.....            | 37 |
| 10.16 | Employees, Councillors, Consultants and Contractors ..... | 37 |
| 11    | Right to Information.....                                 | 38 |
| 12    | IT Business Continuity .....                              | 38 |
| 13    | Enforcement.....                                          | 38 |
| 14    | Further Information.....                                  | 38 |

## 1 Introduction

Information is a strategic resource that underpins key business functions and decision-making processes in any organisation. The way information is managed, including the technology used to support and maintain security of the information is central to business practice.

Information technology and information management resources must be planned and managed, so they support the strategic objectives and priorities of an organisation, as well as ensuring business continuity of its day-to-day operations.

## 2 Purpose

This policy summarises the IT business systems and information management (data and records) governance and processes used by Southern Midlands Council (SMC) in its operations and how to maintain the security of that information.

SMC is committed to preserving the confidentiality, integrity and security of data while maintaining compliance with legislative, industry, regulatory and contractual requirements.

This policy outlines the IT environment, acceptable use of IT resources, and IT security and data protection processes.

This policy is in addition to the SMC Privacy Policy, which deals with the collection and handling of personal information. The Privacy Policy is available at [Privacy | Southern Midlands Council](#)

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical hardware and facilities and all pertinent license and contractual agreements. The intention of issuing this Policy is not to impose restrictions that are contrary to the established culture and values but to protect the business, its employees, contractors, and customers from illegal or damaging actions by persons, caused either knowingly or unknowingly.

Effective security is a team effort involving the participation and support of every employee and Councillor, and any person permitted to connect to and/or use SMC IT resources, who deals with SMC information and/or information systems (an IT User). It is therefore the responsibility of every IT User to understand this policy, and to conduct their activities accordingly.

## 3 Scope

This policy applies to:

- All SMC IT Users (every employee, Councillor and any person permitted to connect to and/or use SMC IT resources, who deals with SMC information and/or information systems);
- All IT resources that are owned, leased, licensed, or managed by SMC; and
- Personally owned devices that are used to access SMC IT resources.

#### 4 Environment Description

IT administration in the Southern Midlands is delivered from our Oatlands Office with support from a consultant, Lee McLaren. SMC provides connectivity to staff at our administrative offices in Oatlands and Kempton, our Oatlands Works Depot and the Oatlands Aquatic Centre. No sites offer WIFI data access but some devices provide connectivity through the Telstra mobile network. We do not offer any public connectivity.

Administrative staff have either a desktop computer or a laptop and workstation to use while in the office. Some staff are provided with mobile phones and other hand held tablet devices as required. Councillors are issued with a laptop computer.

While we do utilise some desktop/network based software, many of our software applications are now cloud based, including MAGIQ, our integrated administrative software used for Finance (Debtors, Creditors, Rates, Payroll & Assets), Document Control (Records), Regulatory Applications (Development, Building Permits & Plumbing Permits), Animal Control, Food Act Licences and Cemeteries. Some data is held by Consultants including Road and Bridge Assets.

4.1 SMC Sites

| Name                   | Location                | Responsible Person                                | Third party organisations with access (physical or remote)> | Description and purpose | Connectivity | Key IT equipment and applications                                                 | Physical security considerations                                                                                                                       | Method of backup                                                                                                                                                                             | Future and/or expected changes       |
|------------------------|-------------------------|---------------------------------------------------|-------------------------------------------------------------|-------------------------|--------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Oatlands Office</b> | 71 High Street Oatlands | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren)                                    | Administration          | Ethernet     | Servers (2) Communication (i.e. network switches) Desktops / Laptops IP telephone | Server Room - Restricted access via Pin / fireproof Security Access & monitoring (building)<br>- PIN Access                                            | Daily (each night) – Servers are backed up to NAS 3 located in the Server Room; and NAS 4 (located off site at Oatlands Works Depot); plus 2 removable external disc drives (taken off site) | Nil<br><br>Introduce 'in-house' WIFI |
| <b>Kempton Office</b>  | 85 Main Street Kempton  | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren)                                    | Development Services    | Ethernet     | Server (1) Communication (i.e. network switches) Desktops / Laptops IP telephone  | Server – secondary domain controller (not essential infrastructure) located in central office. Security Access & monitoring (building)<br>- PIN Access | Backed up to Oatlands Server on a nightly basis. Veeam Back-up software which is fully automated / scheduled.                                                                                | Nil<br><br>Introduce 'in-house' WIFI |

|                                |                          |                                                   |                          |                                         |                                  |                                                                       |                                                         |                                                |     |
|--------------------------------|--------------------------|---------------------------------------------------|--------------------------|-----------------------------------------|----------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------|-----|
| <b>Oatlands Works Depot</b>    | Glenelg Street Oatlands  | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren) | Works Depot                             | Ethernet / Secure Fixed Wireless | Communication (i.e. network switches) Desktops / Laptops IP telephone | Security Access & monitoring (building)<br>- PIN Access | N/A – users direct access to Oatlands Servers. | Nil |
| <b>Gaolers Residence</b>       | 1 Mason Street, Oatlands | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren) | Heritage Services Administration        | Ethernet / Secure Fixed Wireless | Communication (i.e. network switches) Desktops / Laptops IP telephone | Security Access & monitoring (building)<br>- PIN Access | N/A – users direct access to Oatlands Servers. | Nil |
| <b>Roche Hall</b>              | 73 High Street Oatlands  | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren) | NRE administration, Heritage Collection | Ethernet / Secure Fixed Wireless | Communication (i.e. network switches) Desktops / Laptops IP telephone |                                                         | N/A – users direct access to Oatlands Servers. | Nil |
| <b>Oatlands Aquatic Centre</b> | 70 High Street Oatlands  | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren) | Aquatic Centre                          | Ethernet / Secure Fixed Wireless | Communication (i.e. network switches) Desktops / Laptops IP telephone | Security Access & monitoring (building)<br>- PIN Access | N/A – users direct access to Oatlands Servers. | Nil |

Current as at 21 August 2026

|                                        |                           |                                                   |                          |                                   |                |                |                                                         |     |     |
|----------------------------------------|---------------------------|---------------------------------------------------|--------------------------|-----------------------------------|----------------|----------------|---------------------------------------------------------|-----|-----|
| <b>Chauncy Vale Wildlife Sanctuary</b> | Chauncy Vale Road, Bagdad | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren) | Caretakers Cottage General Public | Starlink Wi-Fi | Internet Modem | Security Access & monitoring (building)<br>- PIN Access | N/A | Nil |
|                                        |                           |                                                   |                          |                                   |                |                | -                                                       |     | I   |

#### 4.2 SMC Business Applications

| Name                               | Install Location (s)                     | Responsible Person                                | Third party organisations with access | Description and purpose                                                   | Interfaces with internal | Interfaces with external | Method of backup                                                      | Future and/or expected changes |
|------------------------------------|------------------------------------------|---------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------|--------------------------------|
| <b>MS Office</b>                   | Desktop / Laptops                        | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren)              | Microsoft integration (Word; Excel; Publisher; Outlook & PowerPoint)      | Nil                      | Nil                      | Individual Users responsibility to transfer file(s) to network drives | Consider Office 365            |
| <b>Blue Beam</b>                   | Desktop / Laptops                        | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren)              | PDF application (allows viewing and editing of PDF documents)             | Nil                      | Nil                      | Individual Users responsibility to transfer file(s) to network drives | Nil                            |
| <b>ThinkSmart (Aquatic Centre)</b> | Desktop (Front Counter - Aquatic Centre) | Nick Wilson Manager Administration & ICT Services | Consultant (Lee McLaren)              | Booking and Client Register and Point of sale software for Aquatic Centre | Nil                      | Nil                      | Data stored on Oatlands Server(s) and backed up nightly               | Nil                            |

Current as at 21 August 2026

|                         |                     |                                                  |                          |                          |     |     |                                                         |                                |
|-------------------------|---------------------|--------------------------------------------------|--------------------------|--------------------------|-----|-----|---------------------------------------------------------|--------------------------------|
| <b>Spectrum Spatial</b> | Oatlands Server URL | Nick WilsonManager Administration & ICT Services | Consultant (Lee McLaren) | Mapping Spatial Software | Nil | Nil | Data stored on Oatlands Server(s) and backed up nightly | Possible cloud storage of data |
|-------------------------|---------------------|--------------------------------------------------|--------------------------|--------------------------|-----|-----|---------------------------------------------------------|--------------------------------|

#### 4.3 SMC Key IT Assets

| Name                      | Location                                                                               | Responsible Person                                                          | Third party organisations with access (physical or remote)> | Description and purpose                                                                                                                                                                                 | Dependent systems | Interface s with internal | Interface s with external                   | Physical security consideration s                            | Method of backup                                        | Future and/or expected changes                                 |
|---------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------|---------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------|
| <b>Servers(3)</b>         | Oatlands Chambers – 2 Physical 4 x Virtual<br>Kempton Chambers -1 Physical 1 x Virtual | Nick WilsonManager Administration & ICT Services and Consultant Lee McLaren | Consultant (Lee McLaren)                                    | for Spectrum Patching and Mapping Updates                                                                                                                                                               |                   | Nil                       | Nil                                         |                                                              | Data stored on Oatlands Server(s) and backed up nightly |                                                                |
| <b>Microwave Links</b>    | Oatlands Chambers, Roche Hall, Oatlands Depot, Gaolers Residence, Aquatic Centre       | Nick WilsonManager Administration & ICT Services and Consultant Lee McLaren | Nil                                                         | Link External Offices with Oatlands Council Chambers core network<br>2 x Links to Oatlands Depot (I for Redundancy)<br>1 x Link to Aquatic Centre, Roche Hall, Gaolers Residence (Including redundancy) |                   | Yes                       | No                                          | Encrypted Point to Point Wireless Links not Publicly visible |                                                         | Constant Upgrading of Links due to advancement in technologies |
| <b>Switches / Routers</b> | Cisco and Mikrotik Routers and Switches                                                | Nick WilsonManager Administration & ICT Services and                        |                                                             | 1 x Routers and 2 x Switches (Oatlands Chambers), 1 x Routers and Switch (Kempton Chambers, 1 x                                                                                                         |                   | Yes                       | Yes. Oatlands and Kempton routers Linked to | Encrypted                                                    | Configurations backed up when changes are made          | Upgrading of Hardware due to constant advancement              |

|                            |                                                                               |                                                                                                                        |  |                                                                                                                                                                                                                             |  |  |                                                             |  |  |                     |
|----------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-------------------------------------------------------------|--|--|---------------------|
|                            |                                                                               | Consultant<br>Lee McLaren                                                                                              |  | Switch at Roche<br>Hall, Gaolers<br>Residence,<br>Oatlands Depot<br>and Aquatic Centre                                                                                                                                      |  |  | Tasmanet<br>for Data<br>and<br>Internet<br>Connectiv<br>ity |  |  | nt in<br>technology |
| <b>Desktops</b>            | Oatlands<br>Chambers (10)<br>Kempton<br>Chambers<br>List each of the<br>sites | Nick<br>Wilson Mana<br>ger<br>Administratio<br>n & ICT<br>Services and<br>Consultant<br>Lee McLaren                    |  | 4 x Desktops<br>(Gaolers<br>Residence)<br>10 x Desktops<br>(Kempton Office)<br>2 x Desktops<br>(Aquatic Centre)<br>4 Desktops<br>(Oatlands<br>Chambers)<br>2 x Desktops<br>(Oatlands Depot)<br>3 x Desktops<br>(Roche Hall) |  |  |                                                             |  |  |                     |
| <b>Laptops/<br/>Tablet</b> |                                                                               | Nick<br>Wilson Mana<br>ger<br>Administratio<br>n & ICT<br>Services and<br>Consultant<br>Lee McLaren                    |  | 1 x Laptop Gaolers<br>Residence<br>6 x Laptops<br>(Kempton Office<br>1 x Laptop (Aquatic<br>Centre)<br>7 x Laptops<br>(Oatlands Office)<br>2 x (Councillors)                                                                |  |  |                                                             |  |  |                     |
| <b>IP<br/>Telephony</b>    |                                                                               | Nick<br>Wilson Mana<br>ger<br>Administratio<br>n & ICT<br>Services and<br>Consultant<br>Lee McLaren<br>and<br>Tasmanet |  | 36 x IP Phones                                                                                                                                                                                                              |  |  |                                                             |  |  |                     |

Current as at 21 August 2026

|                                               |  |                                                           |  |                                                                                                                         |  |  |  |  |  |  |
|-----------------------------------------------|--|-----------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| <b>Mobile Telephone<br/>s and<br/>Tablets</b> |  | Nick<br>WilsonManager<br>Administration & ICT<br>Services |  | 1 x Tablet<br>(Councillors)<br>2 x Tablets<br>(Kempton Office)<br>1 x Tablet<br>(Oatlands Office)<br>14 x Mobile Phones |  |  |  |  |  |  |
|-----------------------------------------------|--|-----------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|

## 4.4 SMC Cloud Instances

| Name                  | Provider | Responsible Person                                     | Description and purpose                                                                                     | Dependent systems            | Interfaces with internal | Interfaces with external | Method of backup | Future and/or expected changes |
|-----------------------|----------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------|--------------------------|------------------|--------------------------------|
| <b>MAGIQ Software</b> | MAGIQ    | Nick<br>WilsonManager<br>Administration & ICT Services | Core Business applications – Finance; Payroll; Property & Rating; Regulatory; Animal Management; Cemeteries | Microsoft Office & Blue Beam |                          |                          | Cloud SAS        | Nil                            |
| <b>Swimbiz</b>        | Swimbiz  | Nick<br>WilsonManager<br>Administration & ICT Services | Booking System – Oatlands Aquatic Centre                                                                    | Nil                          |                          |                          | Cloud SAS        | Nil                            |

## 4.5 SMC Suppliers

| Provider        | Contact                                          | Responsible Person                                     | Description and purpose                                       | Dependent systems | Review date | Contract number | SLA Y/N? | Future and/or expected changes |
|-----------------|--------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------|-------------------|-------------|-----------------|----------|--------------------------------|
| <b>MAGIQ</b>    | Hamish Murray – Account Manager - 03 9468 9400   | Nick<br>WilsonManager<br>Administration & ICT Services | MAGIQ Cloud Core Business Application and Document Management |                   |             |                 | Yes      | NA                             |
| <b>Tasmanet</b> | Andrew Lane – Account Manager - 1300 792 711     | Nick<br>WilsonManager<br>Administration & ICT Services | Managed Private Network. Internet and Communications Provider |                   |             |                 | Yes      | NA                             |
| <b>Data 3</b>   | Nathan Graccogna – Account Manager -1300 232 823 | Nick<br>WilsonManager<br>Administration & ICT Services | Software Provider and Licencing                               |                   |             |                 | No       | NA                             |

Current as at 21 August 2026

|                            |                                               |                                                      |                                          |  |  |  |     |    |
|----------------------------|-----------------------------------------------|------------------------------------------------------|------------------------------------------|--|--|--|-----|----|
| <b>Thinksmart Software</b> | 03 9018 9594                                  | Nick Wilson<br>Manager Administration & ICT Services | Aquatic Centre Point of Sale and Swimbiz |  |  |  | No  | NA |
| <b>Insight GIS</b>         | Andrew Barton – Account Manager -03 6234 5833 | Nick Wilson<br>Manager Administration & ICT Services | GIS Mapping                              |  |  |  | Yes | NA |
| <b>Advanced Spatial</b>    | Lisa Hammond – Account Manager - 1300 672 888 | Nick Wilson<br>Manager Administration & ICT Services | Bluebeam Subscription and Licencing      |  |  |  | No  | NA |
| <b>Lee McLaren</b>         | 0418683387                                    | Nick Wilson<br>Manager Administration & ICT Services | IT Consultant                            |  |  |  | Yes | NA |
| <b>Webmistress</b>         | Rebecca Skeers - 0409 573 722                 | Nick Wilson<br>Manager Administration & ICT Services | Web Hosting and Design                   |  |  |  | No  | NA |

## 5 IT Systems Security and Use

### 5.1 General Use and ownership

SMC IT Users should be aware that IT resources are owned by SMC. The organisation permits incidental personal use of its IT systems and resources. SMC IT Users are responsible for exercising good judgment regarding the reasonableness of personal use. Personal use must not result in direct costs to SMC or interfere with the normal duties of any employee's work.

IT resources and facilities are only to be used in accordance with SMC policies and procedures and Commonwealth and State laws. The use of SMC IT systems, applications, network, or devices for illegal, inappropriate, or unethical purposes is prohibited and may be cause for disciplinary action.

### 5.2 Internal and External IT Security Roles and Personnel

It should be noted with all the roles below that they need not be dedicated roles to an individual. A member of the Management Team may be the IT Governance Manager and a Finance Officer may be the IT Security and Business Manager for instance. The important part is that someone is assigned these roles and they are aware of their responsibilities. Performance and membership of these roles is reviewed periodically by the Management Team and/or WH&S Risk Management Committee.

#### 5.2.1 Governance

The activities of Information and Communication Technology (ICT) are managed by the IT Governance Manager and governed by the Management Team. Any initiatives or issues in the ICT space are to be assessed by this group in association with the WH&S Risk Management Committee. There is a standing agenda item for the Management Team for any ICT matters. Significant activities in ICT are tracked by the WH&S Risk Management Committee.

#### 5.2.2 Procurement

All IT procurement is managed by the IT Business Manager in accordance with the SMC Goods and Services Purchasing Policy.

### 5.3 Security Roles

Specific IT Security roles and personnel include the following people:

| Name               | Title                                 | Organisation | Role Description                      | Review Date |
|--------------------|---------------------------------------|--------------|---------------------------------------|-------------|
| <b>N Wilson</b>    | Manager Administration & ICT Services | SMC          | Manager Administration & ICT Services |             |
| <b>Lee McLaren</b> | ICT Consultant                        |              | Contract IT Admin                     |             |
| <b>Webmistress</b> | Web Developer                         |              | Contract Web Admin                    |             |

#### 5.3.1 Third Party access to SMC IT systems

SMC Manager Administration & ICT Services will annually seek ongoing assurance from third parties (listed above) who maintain, store SMC information or connect directly to the SMC network (including but not limited to cloud providers).

Assurance will be sought annually to ensure that third parties are managing vulnerabilities.

Where possible, security testing activities should be conducted by those third parties to identify vulnerabilities in IT infrastructure and services on an ongoing basis. Results of those tests will be supplied to SMC

A list of third parties (suppliers) with access to IT systems is available in 4.0 [Environment Description](#) and the Contracts Register (under development).

#### 5.3.2 SMC Manager Administration & ICT Services

The Manager Administration & ICT Services may not be specifically IT trained or knowledgeable and may have a different job title. They will, however, have responsibility and accountability for the IT Security of the organisation and have several duties to perform under that title separate from their core duties. The SMC Manager Administration and ICT Services must ensure that the following obligations and responsibilities are met:

- Ensure only authorised users will be granted access to SMC systems.

- Ensure each IT User is allocated a specific ID, specific to one person that must not be changed, reassigned, or modified.
- Ensure all IT User access related requests (such as adding new users, updating access privileges, and revoking user access rights) must be logged, assessed, and approved using a defined user access management process.
- Ensure key security-related events such as user privilege changes are recorded in logs, protected against unauthorised changes, and analysed on a biannual basis to identify potential unauthorised activities and facilitate appropriate follow up action.
- Ensure the level of access is restricted to those individuals whose job responsibilities require such access and is annually reviewed and removed as soon as possible when no longer needed or appropriate.
- Ensure that regular cyber security training and awareness programs are provided to all IT Users. These programs should contain current, appropriate material and completion of which be recorded on the relevant personnel/contract file of the IT User.
- Assess the risk of any new or significant change to the IT environment and represent any issues to the Management Team or WH&S Risk Management Committee.
- Manage all security breaches (including cyber, physical, etc.) with the Management Team and ensure that mandatory reporting requirements are met.
- Manage the Business Continuity Plan, including business alignment, review, and testing.
- Ensuring IT issues are represented to the Management Team.
- IT is sufficiently resourced and meeting business needs.
- Overseeing the activities of any significant IT Projects.
- Coordinating responses to IT components of audits.
- Ensuring staff are adequately trained to use SMC IT resources.
- Manage updates and approval of this policy.
- Provide input to the Business Continuity Plan management process.
- Ensuring IT procurement is in line with the SMC Goods and Services Purchasing Policy.
- Managing business application security levels, including ensuring that privileged use is appropriate, segregated, and minimised.
- Managing automated controls in business applications to ensure they are secure and accurate.
- Coordinating changes and patches to business applications with the relevant user base.
- Ensuring segregation of duties principles are facilitated within business applications where possible.
- Provide input to the Business Continuity Plan management process

The SMC Manager Administration and ICT Services or other authorised individuals may:

- Perform identity management tasks including:
  - Create user IDs for individuals.
  - Enable or disable a user's system access.
  - Terminate a user's right to access systems.
  - Change the account details of a user.
  - Reset passwords.
- Monitor usage, equipment, systems, data, and network traffic at any time.

SMC reserves the right to review, audit, intercept, access, and disclose all information stored, created, accessed, received, or sent using SMC IT resources. Users should not regard SMC IT resources as private.

Access to mailboxes and logs are restricted to those with responsibility for administering those systems.

### 5.3.3 SMC IT User Obligations

All SMC IT Users must adhere to the specific rules below regarding the use of SMC resources, the internet, social media, and email.

- IT Users should take all necessary steps to prevent unauthorised access to IT resources and company information.
- IT Users must keep passwords secure and must not share access to information.

- Access to terminals is secured by a 5 minute session timeout. IT Users can activate the screen lock by logging off the device or by locking the device (Windows-L for Windows users) when left unattended or not in use. Where a session timeout cannot be automatically set for a device, users of the system or device are responsible to set an automatic session timeout. It is recommended that a session timeout of 1 minute or less is set for mobile devices.
- All users of portable and mobile devices that contain corporate data must be protected with adequate security measures, whether the device is in use and/or being carried to prevent the unauthorised disclosure of data. This includes, but is not limited to, implementing secure access, encryption, and physical controls of the device.
- IT Users must refrain from posting to the Internet, social networking, or blog sites from an SMC email address as it exposes the organisation to an increased risk of spam and network attacks.
- Antivirus software should always be current. Especially if connecting to any external systems.
- IT Users must use caution when opening email attachments received from unknown senders or received unexpectedly from known contacts.
- All IT Users must complete all cyber security training provided, completion of which will be recorded on the IT User's personnel/contract file as appropriate.

#### 5.4 Segregation of Duties

SMC will, where practical, segregate all critical IT and financial operations to ensure that no one person has control over the implementation and processing of significant operations, including:

- Cash disbursements (primary concern)
- Cash handling
- Accounts payable/invoice approval
- Purchasing (particularly purchasing cards)
- Period-end closing
- Payroll
- User on/off-boarding
- Privileged user changes
- Contractor management
- Change management
- Business App control implementation

Where segregation of duties is not practical, the Management Team will assess each situation and either:

- Introduce additional mitigating or compensating controls;
- Reassess the risks to determine if the risk is significant; or
- Accept the risk, record in the Risk Register and monitor for future mitigation opportunities.

#### 5.5 Passwords

Passwords will be:

- A minimum of 14 characters in length,
- Enforce complexity including at least one of each UPPER, lower, number, & special characters,
- Keep a record of 5 previous passwords that cannot be reused,
- Have an expiry period of 90 days maximum,
- Allow for 3 failed attempts at entry.

If a system uses multifactor or two-factor authentication (MFA or 2FA) then the password may be:

- A minimum of 6 characters in length,

IT Users should use these parameters for any external system they need to access as part of their business activities.

It is recommended that all IT Users use a password manager to manage their access credentials both within SMC and for personal use. SMC currently use Key Pass to maintain all network and security credentials for systems and corporate access to external resources. SMC are currently investigating options for all IT users.

A review of all users in all systems to assess their currency and appropriate role assignment will be performed at least annually.

## 5.6 Minimum IT Security Standards

In general, SMC will, where practical, adhere to the guiding principles of the Tasmanian Government Cyber Security Policy.

All IT systems containing SMC, government and/or customer data must, where possible:

- Have installed and maintained antivirus software.
- Be kept current with all relevant operating system and application security patches and updates.
- Ensure all IT Users have individual logon accounts with robust access credentials.
- Ensure adequate system logging is in place to support cyber-security incident responses or other enquiries (where possible).
- Ensure logging of privileged users (such as administrators) actions is enabled (where possible)
- Use robust encryption (WPA or higher) for any Wi-Fi communication.
- Change or disable any default access credentials to any service, device, or system.

## 5.7 Privileged Access Management

This policy is based on that of least privilege – that is, all users will only be given the minimum level of access required to perform their role. Enhanced permissions maybe granted temporarily, but only for the period required to execute required tasks.

Permissions are assigned to users based on their role within Council.

Privileged account changes are logged and regular monitoring of privileged account activity is undertaken and logged. Logs are stored for a minimum of 18 months to support cyber-security incident responses or other enquiries.

## 5.8 Physical Access and Media Control

Physical IT facilities (including data centres, computer rooms, communications closets, etc.) where critical information is stored or processed, must be constructed, and arranged in a way that data is adequately protected from physical and environmental threats.

Access to SMC facilities must be controlled and monitored. IT devices or assets must be protected from unauthorised access.

The location of any SMC facilities must be considered especially where sensitive information is involved and must conform to any data or personal information protection requirements. This includes physical records of corporate activities.

Physical IT equipment (such as servers, disk drives and other hardware) must be sufficiently controlled including but not limited to:

- Adequate storage, setup, use, transport, and disposal.
- Logged off when not in use unless required for operational purposes.
- Any physical records are only available to those authorised to access that information.
- Paper and electronic media records must be disposed of securely (for example, by way of shredder bins or locked disposal bins) and in accordance with the relevant statutory authority's legislation.

## 5.9 Vulnerability Management

The following matters should, where possible, be applied to SMC IT systems:

- IT systems must be kept up to date with appropriate security patches and vulnerability mitigation techniques to assist in preventing the risk of exposure to known security vulnerabilities.
- Technical vulnerabilities reported by vendors and security advisory groups must be dealt with in a manner according to the assigned urgency and assessed against the organisation's risk appetite.
- Where possible, monitoring should include scanning for vulnerabilities and may include conducting penetration testing but must be scheduled and conducted in a way to minimise impact to the day-to-day operation of SMC's operations.
- SMC should ensure that adequate protective IT security controls are in place to stop unauthorised code executing on IT assets or detect signs that a machine may be infected or otherwise compromised. This includes but is not limited to:

- Anti-virus signatures and engines are automatically checked for available updates from the anti-virus supplier at least once every 24 hours, or as advised and agreed with the vendor.
- Anti-virus updates should be automatic or should be actioned within 24 hours of receiving notification of an update from the supplier.
- All email and internet web browsing traffic should be checked for the presence of malicious code. If malicious code is detected within emails, the message or web session must be quarantined and investigated.
- Where possible, intrusion detection and prevention systems must be deployed to detect and prevent malicious network traffic.
- Any desktop computers, mobile computers (such as laptops or tablets) as well as portable computing devices (such as hard drives or memory sticks) should be protected with adequate security mechanisms to prevent the unauthorised disclosure of data.

#### 5.9.1 Server and Workstation Hardening

The Council is committed to implementing server-hardening and workstation-hardening controls to protect its information assets from malicious or unauthorised activity. These controls involve business considerations such as implementation cost, application limitations, and inoperability between applications, operational practices, and change management impacts.

##### Prioritisation Groups

**Implementation Group 1** is considered essential cyber hygiene which form the foundational set of cyber defences. It is strongly recommended that enterprises apply controls from IG1 as a bare minimum.

**Implementation Group 2** builds upon group 1.

**Implementation Group 3** contains all controls and safeguards.

SMC should ensure that Implementation Group 1 be implemented across all Windows and Linux servers used within the environment.

Implementation Group 2 should be used for systems and dependant components containing sensitive data or where servers may be exposed to additional risk.

Any control exclusion for implementation on a server or other asset should be agreed with the General Manager and documented in risk register or other appropriate repository.

By default, the built-in firewall on servers and workstations should be enabled. Any exception to this should be agreed and documented in risk register.

For Linux based servers, built in security technologies should remain in an active and enforcing state.

#### 5.9.2 Patch Management

SMC follows a structured patch management framework to protect systems against known vulnerabilities by implementing patches and updates in line with vendor and manufacturer security recommendations. This approach ensures the confidentiality, integrity, and availability of information, while aligning with recognised industry standards and best practices, including the Australian Signals Directorate's Essential 8.

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.

**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.

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.

#### **5.10 Personal Device Usage**

SMC employees are allowed to bring personal IT devices into the corporate environment with the following understanding:

- Connection to corporate resources may only be done with permission of the IT Security Manager.
- SMC have the right to refuse connection of any device.
- Support for personal devices is limited to basic instructions for configuring business applications.
- Any corporate data on the device remains the property of SMC and may be removed at any time.
- The personal device will be subject to any security requirements of the IT Security Manager to ensure the safety of corporate data.
- If the device is lost, replaced, retired, broken, or compromised in any way, the event must be reported to the SMC Manager Administration and ICT Services immediately.

#### **5.11 Mobile Devices**

This section outlines the appropriate use of mobile devices and data services by Southern Midlands Council (SMC) staff, contractors, and service providers who access Council systems or handle Council data. Mobile devices include phones, tablets (e.g. iPads), laptops, and other portable devices, while data services refer to mobile data plans, typically via SIM cards.

Council-issued devices and services are provided only where necessary for a role and are intended primarily for business use. Reasonable personal use is permitted to support work-life balance. Use of personal devices for work is optional but must comply with security requirements. Only authorised apps may be used to access Council data, and Council may manage or remotely wipe corporate data on such devices, without accessing personal content.

All users must take appropriate security measures, including securing devices with passwords or biometrics, physically protecting the device, promptly reporting loss or theft, and removing unwanted apps or data. Council-specific data must be permanently erased from devices once no longer required, with verification by the SMC Manager Administration and ICT Services. Access to Council systems via personal or non-Council devices requires the use of approved security tools such as the Duo and Authy Authenticator apps.

Council owned mobile devices and numbers remain Council property and must be returned upon staff departure. Transfers of mobile numbers to personal accounts require approval by the General Manager. Council does not monitor devices except in emergencies or when requested by law enforcement or the user. International use of Council devices requires an approved roaming plan; otherwise, the user may be responsible for incurred charges. Reasonable business-related voice and data usage from personal devices may be reimbursed, though hardware lease expenses and handset costs are excluded.

#### 5.12 Cloud usage

In general, SMC will, where practical, adhere to the guiding principles of the Tasmanian Government Cloud Policy by utilising a cloud-first, value-for-money, and risk-based approach to the implementation of ICT services and solutions.

Cloud service and solution options may be located off-island but should be located in Australia or New Zealand, and the risk assessment must include consideration of cybersecurity and data sovereignty risks.

Preference will be given to on-island cloud services and solutions assessed as offering equivalent value-for-money and risk profiles as off-island alternatives.

A register will be kept of all external cloud instances (see [Environment Description](#)).

#### 5.13 Artificial Intelligence (AI)

In general, SMC will, where practical, adhere to the guiding principles of the Tasmanian Government Guidance for the use of artificial intelligence

Council currently uses Artificial Intelligence (AI) tools, such as ChatGPT and Microsoft Co-pilot, on a limited basis. As AI technologies continue to evolve, Council will actively explore the implementation of paid enterprise versions of these platforms for staff whose roles require their use with relevant training to be provided

The primary purpose of these AI tools will be to assist with tasks such as report writing, policy development, and other business-related drafting activities. AI-generated content must always be reviewed, verified, and edited by the staff member before it is used or published.

When using AI platforms, staff must not enter, upload, or disclose any sensitive, confidential, or personal information. This includes information relating to Council, customers, employees, contractors, or any other third parties. All use of AI tools must comply with Council's current privacy, information security, and records management policies.

#### 5.14 External Remote IT Access

Council accepts that laptops and mobile devices will be taken off-site. The Manager Administration and ICT Services must authorise offsite usage of SMC IT systems as a safe and satisfactory working environment, and will facilitate any changes required to work from remote locations. External access users and requirements will be reviewed annually.

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
- 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.

#### 5.15 Change Management

A proposed change in the context of ICT controls could be:

- An upgrade to, or introduction of IT equipment.
- An upgrade to, or introduction of software.
- Major changes to security controls

It is not applying security patches as instructed by vendors or cyber authorities. This is managed under [Vulnerability Management](#).

Any changes that fit with the above criteria must be approved by the Director of the relevant area (IT Manager in the case of general IT equipment), recorded in the Change Register where it will be tracked appropriately. As part of that process, a security and risk assessment will be performed and assessed by the WH&S Risk Management Committee to ensure the change is beneficial to the organisation.

#### 5.16 Security Incidents – Detection and Reporting

Periodic risk assessments must be performed by the SMC Manager Administration and ICT Services to identify information risks and determine their likelihood and impact on SMC operations, and to design appropriate controls for risk mitigation. To mitigate risk, only large reputable service providers with proven, established cloud-based systems should be engaged to provide IT systems.

All SMC IT Users must understand what constitutes a potential security incident, how to report an incident, and what actions they must and must not take themselves.

All potential security incidents must be handled appropriately following the security incident handling /data breach process. SMC will hold a manual record of any data breaches.

#### 5.17 Cyber Security Incident Management

A **cyber security event** is any observable occurrence affecting an information system, network, application, service, or device that may indicate a failure of security controls, a breach of this policy, or another situation that could affect the confidentiality, integrity, or availability of SMC information or information systems.

A **cyber security incident** is one or more cyber security events that have compromised, or are likely to compromise, the confidentiality, integrity, or availability of SMC information, systems, or services.

All employees, contractors, volunteers, and third parties with authorised access to SMC information or information systems must immediately report any actual or suspected cyber security incident or data breach to the IT Security Manager or Management Team in accordance with SMC's Incident Response Plan. Third parties must also promptly notify SMC of any cyber security incident or data breach affecting SMC information, systems, or services under their control.

##### 5.17.1 Examples of Cyber Security Incidents

Cyber security incidents include, but are not limited to:

- Loss or theft of laptops, mobile devices, removable media, paper records, or other assets containing SMC information.
- Disposal, transfer, or return of digital storage media without secure erasure of data.
- Unauthorised access to databases, systems, applications, or network resources.
- Unauthorised access, use, disclosure, modification, destruction, or loss of information.
- Employees accessing or disclosing information beyond their authorised duties.
- Sending confidential or personal information to the wrong recipient.
- Theft or unauthorised disclosure of passwords, authentication credentials, encryption keys, or access tokens.
- Phishing, social engineering, business email compromise, or other attempts to obtain sensitive information.
- Malware, ransomware, viruses, or other malicious code infections.

- Data loss, data corruption, or data spillage.
- Attempts to gain unauthorised access to SMC systems or data.
- Unauthorised use of SMC systems for processing, storing, or transmitting information.
- Physical security breaches affecting SMC facilities or information assets.
- Denial-of-service attacks or other activities that disrupt the availability of SMC services.

#### 5.17.2 Detection and Monitoring

Where practical, SMC should implement automated monitoring and alerting capabilities to assist with the timely detection of cyber security incidents.

Examples include:

- Endpoint protection and anti-malware alerts.
- Firewall, intrusion detection, and intrusion prevention system alerts.
- Security Information and Event Management (SIEM) monitoring.
- Configuration and compliance monitoring.
- User and entity behavioural analytics.
- Anomaly detection and threat intelligence feeds.
- Cloud security monitoring and audit logging.

#### 5.17.3 Incident Reporting, Recording and Escalation

SMC shall establish and maintain documented procedures for the identification, reporting, recording, escalation, investigation, communication, and management of cyber security incidents and data breaches in accordance with applicable Australian legislation, including the [Privacy Act 1988](#), the [Tasmanian Personal Information Protection Act 2004](#) (PIP Act),

A cyber security event is any identifiable occurrence relating to the status of a system, service, network, or information asset that may indicate a breach of this Policy, failure of security controls, or any circumstance that may adversely affect the confidentiality, integrity, or availability of SMC information.

Cyber security incidents may comprise a single event or a series of related events that have the potential to disrupt business operations, compromise information assets, or result in unauthorised access, disclosure, modification, loss, or destruction of information.

All employees, contractors, consultants, third parties, and authorised users with direct or indirect access to SMC information, data, or systems must immediately report any actual or suspected cyber security incident or data breach affecting SMC.

Examples of reportable incidents include, but are not limited to:

- Loss or theft of laptops, mobile devices, removable media, or paper records containing Council information;
- Disposal of storage media without secure erasure of information;
- Unauthorised access to systems, databases, or physical premises;
- Malware, ransomware, phishing, or other malicious code incidents;
- Credential compromise, including stolen or disclosed passwords;
- Accidental or deliberate disclosure of information to unauthorised persons;
- Data loss, corruption, destruction, or unauthorised modification;
- Social engineering or impersonation resulting in the release of information;
- Unauthorised use of Council systems or information assets; and
- Attempts to gain unauthorised access to Council information systems.

Where practicable, SMC shall implement automated security monitoring and alerting capabilities to support the timely detection and reporting of cyber security incidents. Monitoring mechanisms may include:

- Security information and event monitoring (SIEM);
- Configuration and integrity monitoring;

- Endpoint detection and response solutions;
- Anti-malware and firewall alerts;
- Anomaly detection and behavioural analytics; and
- Threat intelligence indicators and other protective security controls.

Incident records must include, where applicable:

- Date and time the incident occurred (where known);
- Date and time the incident was detected and reported;
- Description of the incident;
- Systems, information, personnel, and locations affected;
- Initial assessment of the impact and associated business risks;
- Containment, eradication, and recovery actions undertaken;
- Internal and external notifications made; and
- Corrective actions and lessons learned.

A documented escalation and communication process shall be maintained to ensure that appropriate personnel, management, and external stakeholders are notified in a timely manner.

Where a cyber-security incident involves personal information, SMC must assess whether the incident constitutes an eligible data breach under applicable privacy legislation and determine whether notification to affected individuals, regulators, law enforcement agencies, insurers, or other relevant parties is required.

#### 5.17.4 Malware Response

Where malicious code is identified or suspected, SMC shall:

- Immediately isolate affected systems, devices, and networks to prevent further spread;
- Scan all potentially affected systems, removable media, and backup environments for indicators of compromise;
- Contain, remove, or remediate malicious software using approved security tools and procedures;
- Reset passwords and replace authentication credentials, cryptographic keys, or certificates that may have been compromised;
- Notify affected users where password changes or other remedial actions are required;
- Restore systems and information from verified and trusted backups where appropriate;
- Investigate the source, extent, and root cause of the incident;
- Implement corrective actions to reduce the likelihood of recurrence; and
- Document all response activities and complete a formal post-incident review prior to closure of the incident.

#### 5.17.5 Post-Incident Review and Incident Register

Following any significant cyber security incident or data breach, the Management Team and the Manager Administration and ICT Services shall undertake a post-incident review to:

- Determine the root cause and contributing factors;
- Assess the effectiveness of the response and recovery activities;
- Identify lessons learned and opportunities for improvement; and
- Implement corrective and preventative actions to strengthen SMC's cyber security posture.

The Manager Administration and ICT Services shall maintain an Information Security Incident Register containing records of all suspected and confirmed cyber security incidents and data breaches, including investigations, assessments, notifications, response actions, and remediation activities.

Incident records should include, where applicable:

- Date and time the incident occurred (if known).
- Date and time the incident was detected and reported.

- Description of the incident.
- Systems, information, personnel, and locations affected.
- Initial assessment of the impact and business risk.
- Containment, eradication, and recovery actions undertaken.
- Individuals or organisations notified.
- Corrective actions and lessons learned.

Incident records shall be retained and reviewed periodically as part of SMC's information security management framework and risk management processes to support continual improvement and compliance with legislative and regulatory obligations.

Where a cyber-security incident involves personal information, SMC must assess whether the incident constitutes an eligible data breach under applicable privacy legislation and, where required, notify affected individuals and relevant regulatory authorities.

#### 5.17.6 Malware Response

Where malicious code is identified or suspected, SMC must:

- Immediately isolate affected devices and systems from the network.
- Prevent further spread of the malicious code.
- Scan all potentially affected systems, devices, backups, and removable media.
- Remove or contain the malicious software using approved security tools.
- Reset passwords and replace authentication credentials that may have been compromised.
- Notify affected users where credential changes or other actions are required.
- Restore systems and data from trusted backups where appropriate.
- Investigate the root cause of the incident and implement measures to prevent recurrence.
- Document all actions taken and complete a post-incident review before formally closing the incident.

A cyber security event is an identified occurrence of a system, service or network status indicating a possible breach of this policy or a failure of safeguards, or a previously unknown situation that may be relevant to IT security. It can be a single or a series of unwanted or unexpected cyber events that have a significant probability of compromising SMC business operations and threatening information security.

Third party SMC IT Users maintaining direct or indirect access to SMC data, information and systems should notify SMC in cases of any security incidents or data breaches affecting SMC.

Examples of security incidents or data breaches could include:

- Lost or stolen laptops, removable storage devices, or paper records, including those containing personal information.
- Hard disk drives and other digital storage media being disposed of or returned without contents first being erased.
- Databases being 'hacked' into or otherwise illegally accessed.
- Employees accessing or disclosing personal information outside the requirements or authorisation of employment.
- Paper records stolen from insecure recycling or garbage bins.
- Mistakenly providing personal information to the wrong person.
- An individual deceiving an entity into improperly releasing the personal information to another person.
- Password stolen or disclosed.
- Unauthorised access to SMC IT systems or physical premises.
- Malicious code outbreak (such as virus or malware).
- Data spillage or data loss.
- Attempts to gain unauthorised access to a computer system or its data.
- Unauthorised use of a system for processing or storing data.

Where possible, SMC should procure services whereby the detection and reporting of potential IT security incidents is automated. Examples of automated detection and reporting include alerts generated by:

- Configuration monitoring.
- Anomaly detection.
- Indicators from various sources including anti-virus, firewalls, and other protective and detective security devices.
- Behavioural analytics.

A documented escalation and communication process must be in place to ensure appropriate stakeholders are alerted during the security incident or data breach. This includes, but is not limited to:

- The date the security incident was discovered.
- The date the security incident occurred.
- A description of the security incident, including any personnel and locations involved.
- Any action taken.
- To whom the security incident was reported.

Upon escalation, the security incident may need to be disclosed to affected individuals if the security incident or data breach involves material such as personal information.

If the security incident involved malicious code, SMC must:

- Isolate the infected system.
- Scan all previously connected systems and any media used in the period leading up to the security incident, for malicious code.
- Isolate all infected systems and media to prevent reinfecting the system.
- Change all passwords and key material stored or potentially accessed from compromised systems.
- Advise all IT Users of any relevant aspects of the compromise, including changing all passwords on the compromised systems and any other system that uses the same passwords.
- Employ all available resources to identify the scope of the issue and remediate all systems and data as much as possible to business as usual.

#### 5.17.7 Post Security Incident Review

The Management Team and the Manager Administration and ICT Services will hold a post security incident review to identify the root cause of any security issue or data breach and what improvements should be made to prevent a re-occurrence.

A record of all suspected and actual information security incidents or data breaches must be maintained in the breaches register held by the Manager Administration and ICT Services, including all actions taken in investigating, assessing, and responding to information security incidents.

The record of suspected security incidents or data breaches should be reviewed as part of the IT security management lifecycle in line with SMC risk management reviews and this policy.

## 6 Risk Management

All activities undertaken by SMC and assets should be subject to a risk analysis. The resultant Threat and Risk Assessment (TRA) should then be subjected to the Likelihood and Consequence tables under [Risk matrix](#) that will determine which the key risks to SMC are and what management is required to minimise their effect on business operations. It should not be the intention to reduce all risks too low as this is often counterproductive and forces excessive resource allocation away from the main business objectives.

It is the role of the WH&S Risk Management Committee to manage these risks in the Risk Register and to perform and/or approve TRAs for new and significantly changed risks within the organisation.

In the case of IT risks, the WH&S Risk Management Committee will ensure that there is a standing agenda item to consider specific IT risks and will engage with the SMC Manager Administration and ICT Services as required for advice and input. IT risks will generally be covered and managed by the [IT Business Continuity](#) process.

The WH&S Risk Management Committee in conjunction with the Management Team determine the organisations risk appetite and monitor any risks that have been accepted by management.

## 7 IT Acceptable Use and User Inductions

Only SMC IT users (as defined in [Scope](#)) are to be granted access to SMC systems. Users and contracted providers will undertake the relevant SMC induction process to ensure they are informed of Acceptable and Unacceptable use and have information security awareness.

### 7.1 Acceptable Use

SMC IT Users are individually responsible for actions taken under their assigned credentials while using computers, mobile devices, operating systems, software, applications, databases, and data storage media. They must follow strict security practices, including protecting passwords, avoiding unauthorised access, and ensuring data is not stored or shared inappropriately. Connecting unauthorised devices, using another person's credentials, or transferring Council data without permission is strictly prohibited.

Council's internet services are provided primarily to support the delivery of Council business. Limited personal use is permitted, provided it is reasonable, does not interfere with work performance or Council operations, and complies with all applicable laws, regulations, and Council policies and procedures.

Employees, Elected Members, and Contractors must not use Council's internet services to:

- Access, view, download, transmit, or distribute material that is offensive, discriminatory, defamatory, inappropriate, or illegal.
- Upload, store, or transmit sensitive, confidential, or personal information to unauthorised websites or online services.
- Download, install, or use unauthorised software, applications, browser extensions, or other technology without prior approval.
- Engage in any activity that compromises the security, integrity, or reputation of Council or its information systems.

Council monitors internet usage and network activity to protect its information, systems, and users, and to ensure compliance with legislative obligations and Council policies. Internet activity may be monitored, logged, and reviewed at the individual user level. Where there are reasonable grounds to believe that Council policies, procedures, or legal obligations have been breached, Council may access and investigate an individual's internet usage in accordance with applicable legislation and Council policies and procedures.

Council email addresses are provided solely for the conduct of official Council business. Employees, Elected Members, and Contractors must not use their Council email address for personal purposes or to access services unrelated to their Council role.

This includes, but is not limited to, using a Council email address to:

- Register for loyalty or rewards programs.

- Create personal online accounts or subscriptions.
- Receive personal newsletters or promotional communications.
- Arrange or manage personal medical appointments or receive medical reports.
- Register for personal banking, insurance, utilities, shopping, or entertainment services.
- Create social media or other personal online profiles.
- Conduct any other personal business or activities unrelated to Council duties.

Where a personal email address is available, it must be used for all personal registrations, communications, and transactions. Council email addresses must only be used where there is a legitimate business need or where authorised as part of an employee's or Elected Member's official responsibilities.

Staff or Elected Members must not send or receive offensive, defamatory, or illegal content; store or transmit sensitive data insecurely; or forward Council emails to personal accounts.

When working remotely or offsite, staff must secure devices using encryption and password protection, avoid leaving them unattended in public spaces, and use secure connections such as mobile hotspots or VPNs. Confidential information should be protected from unauthorised viewing in public settings. The "clear desk and clear screen" principle must be followed at all times to ensure sensitive information is not left visible or accessible.

Use of removable media (e.g. USB drives) may be restricted or banned. If permitted, such devices must be securely stored when not in use and handled with the same level of care as laptops. Council reserves the right to monitor its systems, including email and internet use, where reasonable suspicion of policy breach exists, or to ensure security and operational effectiveness.

## 7.2 SMC IT Site Induction

SMC will provide all IT Users with information security awareness and training to ensure they are aware of and meet the requirements of this policy.

This includes information and training about the following matters:

- The purpose of the training or awareness program.
- The legitimate use of system accounts, software, and information.
- The security of accounts, including access credentials.
- Security risks associated with unnecessarily exposing email addresses and other personal information.
- Authorisation requirements for applications, databases, and data.
- The security risks associated with external systems, particularly the internet.
- Reporting any suspected compromises or anomalies including any cyber security incidents.
- How personnel may report any suspicious contact, especially contact from external sources using internet services.
- Classifying, marking, controlling, storing, and sanitising media.
- Protecting workstations from unauthorised access.
- Informing the SMC Manager Administration and ICT Services when access to a system is no longer needed.
- Observing all policies and procedures governing the secure operation and authorised use of systems.
- IT Users that must not post sensitive or other personal information or be seen to represent SMC (unless specifically delegated to do so) on public websites, forums, blogs, and social networking sites.
- IT Users must operate separate professional and personal accounts when using external resources.
- Advice to employees and contractors not to attempt to:
  - Physically damage systems.
  - Bypass, strain, or test security measures (unless authorised to do so).
  - Introduce or use unauthorised IT equipment or software on a system.
  - Assume the roles and privileges of others.
  - Attempt to gain access to information for which they have no authorisation.
  - Relocate IT equipment without proper authorisation.

Cyber awareness training will be provided by the Manager Administration and ICT Services and will be provided as part of induction and updated on a regular basis. Completion will be recorded on the personnel/contract file as appropriate.

### 7.3 Service Agreements

SMC should enter into IT Provider Service Agreements and or Confidentiality Agreements where possible, to ensure that those IT contractors and staff clearly understand their roles, responsibilities, reporting requirements, performance metrics, escalation channels, review cycle, performance review requirements.

Ensure users understand that where individuals have been assigned access rights (particularly privileged access) to information systems, the level of access is minimised to the tasks required for the provider to perform their duties.

## 8 Unacceptable use of IT Resources

### 8.1 Unacceptable Activities

The following activities are, in general, prohibited. IT Users may be exempted from these restrictions during their legitimate job responsibilities as defined in their role statement or as directed by a member of the Management Team.

Under no circumstances is an employee of SMC authorised to engage in any activity that is illegal under local, state, federal or international law.

The list below is by no means exhaustive but seeks to provide a framework for activities which fall into the category of unacceptable use.

The following activities are prohibited:

Employees and authorised users must use SMC information systems responsibly, securely, ethically, and in accordance with this policy, all applicable legislation, and any related SMC procedures.

- Gambling of any nature.
- Unauthorised copying of copyrighted material including, but not limited to, digitisation and distribution of material from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which SMC does not have an active license.
- Users must not alter, modify, or tamper with system-generated documents, receipts, reports, or other records produced by SMC information systems
- Using software which has not been approved for use.
- Introduction of malicious programs onto the SMC network.
- Revealing your user account and/or password to others or allowing unsupervised use of your user account or devices by others.
- Procure or transmit material that is in violation of sexual harassment or workplace laws.
- Make fraudulent offers of products, items, or services.
- Use of any external instant messaging and/or chat systems for business activities except where explicitly approved by the Management Team.
- Excessive use of SMC's IT resources for personal use.
- Use of mobile or business telephones to access premium services (e.g., numbers starting with 19, SMS voting lines, competition entries, etc.).
- Effecting security breaches or disruptions of network communication. Security breaches include but are not limited to: accessing data which the employee is not an intended recipient of; logging into a server or account that the employee is not expressly authorised to access.
- Circumventing user authentication or security of any host, network, or account.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user or a service, via any means, locally or via the internet.
- Providing information about, or lists of, SMC employees to external parties unless part of normal business requirements.
- Connecting any device to any SMC equipment unless the individual device has previously been approved by the SMC Manager Administration and ICT Services.
- Disabling, bypassing, or interfering with antivirus software, endpoint protection, multi-factor authentication (MFA), security monitoring, logging, or any other security controls implemented by SMC.

- Storing, processing, or transmitting SMC information using unauthorised cloud storage, file sharing, or software-as-a-service (SaaS) platforms.
- Using personal email accounts to send, receive, or store SMC business information unless expressly authorised.
- Downloading or installing browser extensions, applications, or utilities that have not been approved by SMC.
- Connecting unauthorised storage media (such as USB drives, external hard drives, or memory cards) to SMC devices or networks.
- Using SMC systems or resources for personal commercial activities, private businesses, political campaigning, or unauthorised fundraising.
- Using SMC systems to access, create, store, or distribute material that is offensive, discriminatory, defamatory, obscene, or otherwise unlawful.
- Attempting to gain elevated system privileges or administrative access without authorisation.
- Intentionally deleting, altering, concealing, or destroying business records or security logs without appropriate approval.
- Removing, disabling, or altering security labels, asset tags, encryption, or device management controls applied to SMC equipment.
- Connecting SMC devices to unsecured or unauthorised networks where doing so exposes SMC information to unacceptable risk.
- Using artificial intelligence (AI) services or publicly available generative AI tools to process or upload confidential, sensitive, or personal information unless the service has been approved by SMC.
- Circumventing internet filtering, web security controls, or network monitoring systems.
- Conducting unauthorised vulnerability scanning, penetration testing, password cracking, or security testing of SMC systems or third-party systems.
- Using SMC information or systems for any illegal, unethical, or unauthorised purpose.
- Failing to promptly report the loss, theft, or suspected compromise of an SMC device, account, or information.

## 8.2 Prohibited Email and Communications Activities

The following activities are prohibited:

- Sending unsolicited or bulk electronic communications (spam), including junk mail, chain letters, petitions, fundraising requests, promotional material, or other messages to recipients who have not requested or consented to receive them.
- Using email, telephone, text messaging, instant messaging, or other electronic communication services to harass, intimidate, threaten, bully, discriminate against, or otherwise offend another person through the content, frequency, or volume of communications.
- Forging, altering, disguising, or otherwise misrepresenting email headers, sender information, message origins, or other electronic communication details.
- Using another person's email account or identity without authorisation, or impersonating another individual or organisation.
- Collecting, harvesting, or soliciting email addresses or contact information for unauthorised purposes, including spam, phishing, harassment, or marketing.
- Sending, forwarding, or distributing confidential, sensitive, or personal information to unauthorised recipients or through unapproved communication channels.
- Opening, forwarding, or responding to suspected phishing, scam, or malicious messages without following SMC's information security procedures.
- Using SMC email or communication systems for unlawful, fraudulent, or unauthorised activities.
- Sending or distributing malicious software, suspicious links, executable files, or other content intended to compromise the security of SMC or external systems.

## 9 Social Media

Social media refers to websites, applications, and online platforms that enable users to create, publish, share, discuss, or exchange information and content with others. Social media includes both public and private online communications and may be used for personal or business purposes.

Examples include, but are not limited to:

- Social networking platforms (e.g. Facebook, X, LinkedIn).
- Photo and video sharing platforms (e.g. Instagram, Facebook, YouTube).

- Blogs, online forums, and news website comment sections.
- Microblogging platforms (e.g. X).
- Wikis and collaborative knowledge-sharing platforms (e.g. Wikipedia).
- Podcasts, video blogs (vlogs), and live streaming services.
- Instant messaging and collaboration platforms (e.g. WhatsApp, Facebook Messenger, Microsoft Teams, SMS and MMS).

Users should be aware that:

- Information published online can be copied, shared, archived, and redistributed without the author's knowledge or consent.
- Content may remain accessible indefinitely, even after it has been deleted.
- Privacy settings do not guarantee that content will remain private or confidential.
- Content published online may be attributed to the individual and, where they are identifiable as an SMC employee or representative, may also affect SMC's reputation.

### 9.1 Social Media Principles

All online communications, whether made through official SMC accounts or personal accounts where an individual can reasonably be identified as an SMC employee, contractor, volunteer, or representative, must be consistent with this policy, the Code of Conduct, and all applicable laws.

The following principles apply:

- Only authorised employees may establish, administer, or publish content on behalf of SMC using official social media accounts.
- Information published on behalf of SMC must be accurate, professional, and approved in accordance with SMC communication and authorisation processes.
- Employees must behave respectfully, professionally, and lawfully when using social media and must not engage in bullying, harassment, discrimination, vilification, intimidation, or defamatory conduct.
- Employees must not disclose confidential, sensitive, personal, or commercially sensitive information belonging to SMC, its employees, clients, suppliers, or other stakeholders.
- Employees must not publish content that breaches privacy legislation, copyright, intellectual property rights, or any other applicable law.
- Personal opinions must not be presented as the views of SMC. Where an employee identifies themselves as being associated with SMC, they should make it clear that any personal opinions are their own.
- Employees must not use SMC branding, logos, trademarks, images, or other intellectual property without prior authorisation from the General Manager or a Director.
- Limited personal use of social media using SMC systems is permitted where it is reasonable, does not interfere with work duties, does not consume excessive resources, and complies with this policy.
- Employees must not create or maintain unofficial social media accounts that could reasonably be mistaken for official SMC accounts.
- Employees must not use social media to make unauthorised public statements on behalf of SMC or respond to media enquiries unless authorised to do so.
- Any suspected misuse of social media, impersonation of SMC, or publication of confidential information must be reported immediately to the General Manager or SMC Manager Administration and ICT Services.
- Photographs, video recordings, or other images containing employees, clients, visitors, or members of the public must not be published without the required consent and appropriate organisational approval.
- SMC reserves the right to request the removal of content that breaches this policy, the Code of Conduct, or applicable legislation and may take disciplinary action where appropriate.
- Employees must not publish confidential or personal information to public artificial intelligence (AI) or generative AI platforms when creating social media content unless the platform has been approved by SMC.

- Official SMC social media accounts must be protected using strong passwords, multi-factor authentication (MFA), and account recovery details managed in accordance with SMC's Information Security Policy.

## 9.2 Employees authorised to comment on behalf of the organisation

Official SMC social media accounts may only be established, administered, or used by employees who have been authorised by the General Manager or their delegate.

All official social media communications must:

- be accurate, factual, and reviewed before publication;
- be professional, respectful, and consistent with SMC's values, Code of Conduct, and communication standards;
- comply with applicable legislation, including privacy, copyright, defamation, and record management requirements;
- not disclose confidential, sensitive, or personal information;
- be accessible and inclusive wherever practicable;
- be retained in accordance with SMC's Records Management Policy and applicable legislative requirements;
- only publish information from external organisations where it is relevant to SMC's functions or community and has been approved by the General Manager or delegate;
- direct users to the SMC website where appropriate for official information, forms, and services;
- not be used for political campaigning or lobbying, except where required to meet legislative obligations (for example, statutory election information); and
- be managed only by authorised administrators.

### 9.2.1 Social Media Administration

SMC will:

- maintain a list of authorised social media administrators;
- ensure administrators receive appropriate training;
- protect all official accounts using strong passwords and multi-factor authentication (MFA);
- securely store account credentials using an approved password management solution;
- promptly remove access when an administrator changes roles or leaves SMC; and
- regularly review administrator access and account security.

### 9.2.2 Engagement Guidelines

When communicating through official SMC social media accounts, authorised users should:

- communicate professionally and respectfully;
- respond in a timely manner where appropriate;
- provide factual information only;
- avoid expressing personal opinions;
- acknowledge feedback courteously;
- correct factual errors promptly; and
- refer complex complaints, media enquiries, or contentious matters through the appropriate internal channels.

### 9.2.3 Community Moderation

SMC may monitor its official social media channels and moderate user-generated content in accordance with its published Community Guidelines. Content may be hidden or removed where it:

- is unlawful;
- contains abusive, threatening, discriminatory, defamatory, or obscene material;
- discloses personal or confidential information;

- promotes illegal activities;
- contains spam or commercial advertising; or
- otherwise breaches SMC's published Community Guidelines.

#### 9.2.4 Authorised Spokespersons

Only authorised spokespersons, including the Mayor, General Manager, or other authorised delegates, may make official statements on behalf of SMC through social media or other public communication channels. Official communications must identify the authorised spokesperson and must not disclose confidential information or knowingly publish inaccurate or misleading information.

### 10 Information Management (Records Management) & Data Protection

SMC recognises records and information created, received, and maintained in the course of business as valuable organisational assets. Records must be captured, classified, secured, managed, retained, and disposed of in accordance with applicable legislation, regulatory requirements, and recognised records management standards, including ISO 15489.1:2017.

Records provide evidence of SMC's activities, decisions, transactions, and obligations. Records may exist in various formats, including documents, emails, files, databases, images, audio-visual material, and other digital or physical formats.

This Information Management Policy applies to all SMC employees, Councillors, contractors, volunteers, and service providers who create, receive, access, or manage SMC information and records.

All Council staff are responsible for creating and maintaining authentic, reliable and usable information, documents and records, and for protecting their integrity for as long as they are required. This includes:

- Ensuring that full and accurate records are created and maintained to document each relevant Council business process, activity, decision and transaction;
- Ensuring records, whether in hard copy or electronic format, are stored securely and protected from loss, damage, unauthorised alteration or destruction;
- Ensuring electronic records are captured and stored in Council's approved recordkeeping system or another authorised system, with appropriate metadata and naming conventions applied to support their efficient retrieval, accessibility and use;
- Ensuring records remain accessible and usable for as long as they are required to support Council's business, accountability and legislative obligations, and are retained and disposed of in accordance with authorised Retention and Disposal Schedules; and
- Ensuring clear responsibility and accountability for the creation, capture, management, retention and disposal of Council records is established across the organisation.

SMC is subject to the *Archives Act 1983 (TAS)* and associated records management requirements, which establish obligations for the creation, storage, maintenance, retention, and disposal of public records.

SMC records are managed according to approved retention and disposal requirements and may be classified as:

- **Working papers:** Temporary documents or notes used to support business activities that may be disposed of when no longer required, provided they are not required as evidence of business decisions or actions.
- **Temporary records:** Records retained for a defined period and disposed of in accordance with approved disposal authorities.
- **Permanent records:** Records identified as having ongoing archival value and retained permanently in accordance with approved archival requirements.

These requirements apply equally to physical and digital records.

SMC information and records management practices are based on the following principles:

- Information and records are managed under appropriate governance arrangements with clearly assigned responsibilities.
- Information is created, collected, and maintained for legitimate business purposes.
- Information is obtained, used, and managed lawfully, fairly, and transparently.
- Records are retained for as long as required to meet business, legal, regulatory, and accountability obligations, and disposed of securely when authorised.
- Information is assigned an appropriate security classification based on its sensitivity, value, and risk.
- Information is stored, transmitted, and managed securely to protect confidentiality, integrity, and availability.
- Records are captured, registered, and maintained in SMC's approved records management system, which is MAGIQ Enterprise Documents.
- SMC records must not be stored only in personal email accounts, personal cloud storage, or unauthorised systems.

#### 10.1 What is a record and what has to be kept

##### What is a record?

A record is information created, received or maintained by or on behalf of Southern Midlands Council that provides evidence of Council's business, activities, decisions, transactions, obligations or actions.

Records may be created or held in any format, including paper, electronic documents, emails, databases, photographs, plans, audio or video recordings, text messages and other digital formats.

Business records must provide a reliable and accurate account of Council's business, decisions and actions. Records should contain sufficient information to establish the business context, including relevant names, dates, times, decisions, actions and other information necessary to understand what occurred and why.

All staff, councillors, consultants and contractors are responsible for ensuring that records created or received in the course of Council business are appropriately captured and managed in accordance with this Policy and Council's records management procedures.

#### 10.2 Records required to be kept

The *Local Government Act 1993* (Tas) requires the General Manager to keep records of:

- the transactions and activities of Council;
- the transactions and activities of Council committees;
- the transactions and activities of special committees;
- the transactions and activities of controlling authorities; and
- the assets and liabilities of Council.

This requirement extends beyond formal meeting minutes. Council records may include, but are not limited to:

- Council and committee agendas, minutes and resolutions;
- reports and documents supporting or recording decision-making;
- correspondence and substantive emails;
- planning, development and building records;
- contracts, tenders and procurement records;
- financial records, budgets, invoices and payments;
- property, asset and infrastructure records;
- complaints and requests for service;
- regulatory and enforcement records;
- records of delegations and authorised decisions;
- records relating to councillors' official functions; and
- other electronic records and communications that document Council business.

The requirement to keep a record does not mean that every record must be retained permanently. Records must be retained for the period specified in the applicable authorised Retention and Disposal Schedule.

Retention and Disposal Schedules determine how long particular classes of records must be retained and whether records are to be destroyed or preserved permanently as State archives.

Where an applicable authorised Retention and Disposal Schedule provides for the destruction of a record after a specified period, the record may be destroyed only in accordance with that authority and Council's approved records management procedures.

Where there is no applicable disposal authority, the record must not be destroyed merely because it is old, no longer actively used or considered to have little current business value. Advice must be obtained from the Records Management Officer and, where necessary, the relevant Tasmanian archival authority.

### 10.3 Records that may not need to be retained

Not all information created or received during Council work constitutes a record that needs to be retained as a substantive Council record.

Subject to the applicable Retention and Disposal Schedule and Council's records management procedures, examples of information that may not need to be retained include:

- duplicate copies where the authoritative or original record is held elsewhere; eg submitted timesheets.
- copies of documents retained solely for reference;
- drafts that are superseded and do not contain significant evidence of Council's business, decision-making or actions;
- routine administrative material that has no continuing business, legal, financial or evidentiary value;
- transitory or facilitative information that is required only to complete a routine task;
- copies of publicly available material where Council is not the creator or responsible record-holder;
- routine working notes that do not document a significant decision, action or transaction; and
- routine emails or messages that contain no substantive Council business and do not form part of a decision, transaction, approval, complaint or other significant business activity.

Short-term, facilitative and transitory records may be managed in accordance with the applicable Tasmanian disposal authority for short-term value records.

The fact that information is in electronic form, is a draft, or is communicated by email, text message or another messaging platform does not, by itself, determine whether it is a record.

Conversely, an email, text message, handwritten note or draft may be a Council record where it provides evidence of Council business, a decision, action, approval, transaction, complaint, advice or other significant activity.

### 10.4 Records must not be destroyed without authority

Council records must not be destroyed, deleted, altered or otherwise disposed of except in accordance with an authorised Retention and Disposal Schedule or other lawful disposal authority.

Records that have reached the end of their authorised retention period may be destroyed in accordance with the applicable disposal authority and Council's approved procedures.

Records must not be destroyed where there is a known or reasonably anticipated:

- legal proceeding;
- investigation;

- audit;
- complaint or review;
- Right to Information application;
- dispute;
- claim; or
- other circumstance requiring the record to be preserved.

Where such circumstances exist, the relevant records must be retained until the matter has been resolved and any applicable retention requirements have been satisfied.

#### 10.5 Storage and capture of records

Records requiring retention must be captured into Council's approved recordkeeping system or another authorised corporate system.

Staff must not rely on personal email folders, shared drives, personal drives, personal cloud drives, local computer storage, private messaging accounts or other uncontrolled locations as the authoritative repository for Council records.

Where records are created through email, mobile devices, social media, collaboration platforms or other electronic systems, they must be captured into the appropriate Council recordkeeping system where they document Council business and are required to be retained.

Records must be managed so that they remain accessible, reliable, authentic and usable for the period for which they are required to be retained.

#### 10.6 Access to Council records

Council information is a corporate resource. Staff may access Council information where they require it to perform their duties, subject to applicable access restrictions.

Access restrictions should not be imposed unnecessarily but must protect information where required, including:

- personal and confidential information;
- information subject to privacy obligations;
- commercially sensitive information;
- security-sensitive information; and
- information subject to legal privilege or other statutory restrictions.

Staff must comply with their obligations under applicable legislation, Council policies, procedures and their position descriptions.

#### 10.7 Release of publicly available information and Right to Information

Council will make information publicly available where required by legislation and Council policy.

The *Right to Information Act 2009* provides legislative rights of access to information held by Council, subject to the Act's requirements and exemptions.

Information may be held in Council's approved records management systems as well as in other locations, including email accounts, shared drives and other systems. The fact that information is not located in the formal records management system does not, by itself, mean that it is outside the scope of a lawful information access request.

Applications under the *Right to Information Act 2009* must be managed in accordance with the Act and Council's applicable procedures.

## 10.8 Retention and destruction of records

Southern Midlands Council records must be retained and disposed of in accordance with the applicable Retention and Disposal Schedules issued or authorised by the Tasmanian archival authority.

Retention periods are established having regard to relevant business, legal, regulatory, financial, accountability and archival requirements.

Some records are retained for a specified period and then destroyed, while others are identified for permanent preservation as State archives.

Records must not be disposed of outside the requirements of an authorised disposal authority.

Council must maintain appropriate evidence of authorised disposal, including a register or other record of destroyed records where required by legislation, archival requirements or Council's records management procedures.

## 10.9 1.9 Transfer of records

Records identified for permanent preservation as State archives may be transferred to the Tasmanian Archives in accordance with the requirements of the *Archives Act 1983* and directions or arrangements approved by the State Archivist.

Transfer of records to the Tasmanian Archives does not necessarily prevent Council from obtaining access to records that it subsequently needs for legitimate business purposes.

Records affected by an administrative change, including the transfer of functions or responsibilities to another authority or organisation, must be managed in accordance with applicable archival requirements and any directions or permissions required by the State Archivist.

## 10.10 Monitoring the Records Management Program

The Records Management Officer is responsible for monitoring the implementation of Council's records management program and identifying and addressing significant breaches of this Policy.

The Records Management Officer will coordinate records management audits and facilitate training and guidance for staff as required.

All Council staff, councillors, consultants and contractors are responsible for appropriately managing records created or received in the course of Council business.

Records created or received in the course of Council business are Council records where they document Council business and are required to be retained.

## 10.11 General Manager

The General Manager is responsible for ensuring that Council maintains appropriate records of Council's transactions and activities in accordance with the *Local Government Act 1993* and applicable records and archival requirements.

Council will support staff by:

- including records management training in induction programs; and
- arranging refresher training where required.

## 10.12 Business Unit Managers

Business Unit Managers are responsible for:

- ensuring staff understand applicable records management requirements;
- ensuring staff have appropriate access to approved records management systems;
- ensuring staff undertake relevant records management training; and
- ensuring records created within their business area are appropriately captured, maintained and disposed of in accordance with authorised requirements.

#### 10.13 Records Management Officer

The Records Management Officer is responsible for the efficient management of Council's records management program and for supporting compliance with sound recordkeeping principles and applicable archival requirements.

Responsibilities include:

- providing advice and support to staff on records management;
- arranging training in the use of Council's records management systems;
- ensuring records are captured consistently across Council;
- ensuring records are stored in approved corporate systems;
- maintaining the integrity, authenticity and accessibility of records;
- managing hard-copy records held onsite and offsite;
- coordinating authorised disposal of records;
- maintaining evidence of records destruction;
- reviewing and assisting with the implementation of Retention and Disposal Schedules;
- monitoring the performance and accessibility of Council's records management systems;
- responding to records management enquiries; and
- administering and managing records contained in employee personnel files in accordance with applicable requirements.

#### 10.14 Human Resources

Human Resources is responsible for:

- requesting the creation of personnel files; and
- ensuring personnel records are managed in accordance with applicable records management requirements.

#### 10.15 Information and Communications Technology

The Information and Communications Technology function is responsible for:

- ensuring new users are provided with appropriate access to Council's records management systems as part of the induction process;
- providing technical support for Council's information and records management systems;
- providing technical support for Council systems and applications;
- supporting the publication and updating of information on Council's website in consultation with content owners;
- undertaking system backups; and
- developing, maintaining and testing appropriate disaster recovery arrangements.

#### 10.16 Employees, Councillors, Consultants and Contractors

All employees, councillors, consultants and contractors must:

- create records that adequately document relevant Council activities, decisions and actions;
- capture records into Council's approved recordkeeping system or other authorised corporate system;
- ensure appropriate version and revision information is maintained;

- capture substantive email and electronic communications that constitute Council records;
- ensure paper records are captured into the appropriate corporate recordkeeping system where required;
- store hard-copy records securely;
- avoid retaining uncontrolled collections of Council records in work areas, personal drives or other unauthorised locations;
- understand how and where Council records are to be stored;
- not destroy, delete, alter or dispose of Council records without proper authority;
- take reasonable steps to prevent the loss, damage or unauthorised alteration of Council records; and
- comply with Council's records management procedures and applicable legislative requirements.

Effective records management supports transparency, accountability, regulatory compliance, informed decision-making, and efficient service delivery. All employees and authorised users are responsible for ensuring that SMC records are accurately created, appropriately managed, and stored within approved systems.

#### 11 Right to Information

Details regarding Right to Information are available on SMC's internet site ([Right to Information](#)).

SMC is subject to the [Right to Information Act 2009](#) (RTI Act) which commenced on 1 July 2010 and provides for greater access to information held by government bodies by:

- Authorising and encouraging greater active disclosure of information held by public authorities in response to informal requests without the need for applications.
- Authorising and encouraging greater routine disclosure of information held by public authorities without the need for requests or applications.
- Giving members of the public an enforceable right to information held by public authorities.
- Providing access to information held by government bodies is restricted in only limited circumstances which are defined in the Act.

#### 12 IT Business Continuity

In case of a business continuity event, refer to the Information Communications Technology (ICT) Business Continuity and Disaster Recovery Plan.

In general, all documentation relevant to the business continuity process must be available if all corporate systems are unavailable or compromised. Manual workarounds or alternate providers for critical public facing services should be considered if a continuity event lasts for an extended period.

#### 13 Enforcement

Any user found to have deliberately breached this policy will be subject to disciplinary action in accordance with the SMC Code of Conduct.

##### Code of Conduct for Employees and Other Workers

##### Code of Conduct for Elected Members

Penalties for breaches are up to and including termination of employment. SMC reserves the right, in appropriate circumstances, to involve law enforcement agencies.

#### 14 Further Information

Internal resources referenced:

- Breaches register
- Information Communications Technology (ICT) Business Continuity & Disaster Recovery Plan
- Contracts register
- Records Management Policy
- Right to Information application form
- Right to Information internet page
- Risk register

External resources referenced:

- [Federal ASD/ACSC Essential 8](#)
- [TasGov Cyber Security Policy](#)
- [Tasmanian Archives Act 1983](#)
- [Tasmanian Government's cloud policy](#)
- [Tasmanian Right to Information Act 2009](#)
- [Tasmanian Government Guidance for the use of AI](#)

## Local Government (Meeting Procedures) Regulations 2025

Version current from 1 September 2026 to date (accessed 11 September 2026 at 11:15)

### 45A. Participation in meetings by audio or audio visual link

- (1) If a meeting is to be conducted in person, a councillor may request the authorisation of the chairperson to attend the meeting, or part of the meeting, by audio link or audio visual link.
- (2) A request under subregulation (1) must –
  - (a) state the reason for the request; and
  - (b) specify the date of the meeting to which the request relates; and
  - (c) be submitted to the chairperson not less than 2 hours before the commencement of the meeting to which the request relates; and
  - (d) be in writing.
- (3) A request under subregulation (1) may only be made if the councillor is unable to attend the meeting in person due to one or more of the following reasons:
  - (a) a natural disaster, severe weather event or road closure preventing, or likely to prevent, the councillor from safely attending the meeting in person;
  - (b) the councillor being outside Tasmania as a consequence of the councillor's ordinary employment;
  - (c) the councillor's in-person attendance at the meeting would risk the health or safety of –
    - (i) the councillor; or
    - (ii) another person attending the meeting;
  - (d) the councillor, the councillor's spouse or partner, or a member of the councillor's family, being required to travel for medical treatment;
  - (e) the councillor being required to travel for compassionate reasons;
  - (f) the councillor being required to provide care or support to a member of the councillor's family or to the councillor's spouse or partner;
  - (g) the councillor suffering from an injury.
- (4) Before the meeting to which the request relates, the chairperson is to –
  - (a) grant the authorisation if reasonably satisfied that the councillor has provided a reason specified in subregulation (3) ; or
  - (b) refuse to grant the authorisation if –
    - (i) not reasonably satisfied that a reason specified in subregulation (3) has been provided; or
    - (ii) reasonably satisfied that the councillor would be unable to comply with regulation 45C .
- (5) The chairperson may, during a meeting, revoke with immediate effect an authorisation granted under subregulation (4)(a) if the chairperson forms the opinion that the councillor is not providing, or is unable to provide, the councillor's full attention to the conduct of the meeting.
- (6) A councillor attending a meeting, or part of a meeting, by audio link or audio visual link in accordance with this regulation is taken to be present at the meeting if the councillor is able to hear and be heard by the other persons participating in the meeting.
- (7) If a councillor attends a meeting, or part of a meeting, by audio link or audio visual link that is closed to the public, the councillor must comply with section 338A of the Act.

**45B. Meeting conducted by audio link or audio visual link in exceptional circumstances**

- (1) The chairperson may, if satisfied that exceptional circumstances exist, determine that a meeting, or part of a meeting, is to be conducted by audio link or audio visual link only.
- (2) If a determination is made under subregulation (1) , the chairperson may –
  - (a) authorise councillors to attend the meeting, or part of the meeting, by audio link or audio visual link; and
  - (b) invite members of the public to attend the meeting, or part of the meeting, by audio link or audio visual link.
- (3) If a meeting, or part of a meeting, conducted in accordance with subregulation (1) is closed to the public, the chairperson –
  - (a) is to exclude members of the public from the meeting; and
  - (b) may exclude the general manager if the matter to be discussed relates to the contract of employment, or the performance, of the general manager; and
  - (c) may invite any person to remain at the meeting to provide advice or information.
- (4) Attendance at a meeting under this regulation does not count towards a councillor's attendance by audio link or audio visual link for the purposes of regulation 45C .

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# **Local Government (Meeting Procedures) Regulations 2025** Attachment Agenda Item 17.2.3

Version current from 1 September 2026 to date (accessed 11 September 2026 at 11:58)

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## **45C. Limit on attendance by audio link or audio visual link**

A councillor must not attend more than one-third of the scheduled meetings of the council in a calendar year by audio link or audio visual link under regulation 45A .