

SOUTHERN
MIDLANDS
COUNCIL



PUBLIC COPY ATTACHMENTS ORDINARY COUNCIL MEETING

Wednesday, 24th March 2021
Woodsdale Hall, 2310 Woodsdale Road, Woodsdale
10.00 a.m.

Item 4.1	Draft Council Meeting Minutes (Open) – 23 rd February 2021
Item 4.2.1	Woodsdale Community Memorial Hall Minutes – 1 st February 2021 Southern Midlands Emergency Management Committee – 16 th March 2021
Item 14.6.2	Southern Tasmania Regional Cat Management Strategy 2021-2026
Item 15.8.1	Southern Midlands Municipal Emergency Management Plan

SOUTHERN
MIDLANDS
COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

Tuesday, 23rd February 2021
10.00 a.m.

Tunbridge Community Hall
99 Main Road, Tunbridge

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OPEN COUNCIL MINUTES

MINUTES OF AN ORDINARY MEETING OF THE SOUTHERN MIDLANDS COUNCIL
HELD ON TUESDAY, 23RD FEBRUARY 2021 AT THE TUNBRIDE COMMUNITY HALL
COMMENCING AT 10:08 A.M.

1. PRAYERS

Clr Karen Dudgeon recited prayers.

2. ATTENDANCE

Deputy Mayor E Batt, Clr A Bantick, Clr A Bisdee OAM, Clr K Dudgeon, Clr R McDougall.

Mr T Kirkwood (General Manager), Mr A Benson (Deputy General Manager), Mr J Lyall (Manager, Infrastructure & Works), Mr D Cundall, Mr B Williams, Ms M Webster, Mrs A Burbury (Finance Officer), Mrs J Crosswell (Executive Assistant).

3. APOLOGIES

Mayor AO Green, Clr D Fish

4. MINUTES

4.1 ORDINARY COUNCIL MEETING

The Minutes (Open Council Minutes) of the previous meeting of Council held on the 27th January 2021, as circulated, are submitted for confirmation.

DECISION

Moved by Clr A Bisdee OAM, seconded by Clr R McDougall

THAT the Minutes (Open Council Minutes) of the previous meeting of Council held on the 27th January 2021, as circulated, be confirmed.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

4.2 SPECIAL COMMITTEES OF COUNCIL MINUTES

4.2.1 SPECIAL COMMITTEES OF COUNCIL - RECEIPT OF MINUTES

The Minutes of the following Special Committee of Council, as circulated, are submitted for receipt:

- Lake Dulverton & Callington Park Management Committee – Monday 15th February 2021

RECOMMENDATION

THAT the minutes of the above special committee of Council be received.

DECISION

Moved by Clr R McDougall, seconded by Clr K Dudgeon

THAT the minutes of the above special committee of Council be received.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

4.2.2 SPECIAL COMMITTEES OF COUNCIL - ENDORSEMENT OF RECOMMENDATIONS

The recommendations contained within the minutes of the following Special Committee of Council are submitted for endorsement.

- Lake Dulverton & Callington Park Management Committee – Monday 15th February 2021

RECOMMENDATION

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

DECISION

Moved by Clr R McDougall, seconded by Clr A Bisdee OAM

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

CARRIED

DECISION

Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

4.3 JOINT AUTHORITIES (ESTABLISHED UNDER DIVISION 4 OF THE LOCAL GOVERNMENT ACT 1993)

4.3.1 JOINT AUTHORITIES - RECEIPT OF MINUTES

The Minutes of the following Joint Authority Meetings, as circulated, are submitted for receipt:

- Nil

DECISION NOT REQUIRED

4.3.2 JOINT AUTHORITIES - RECEIPT OF REPORTS (ANNUAL & QUARTERLY)

Reports prepared by the following Joint Authorities, as circulated, are submitted for receipt:

- Southern Tasmanian Councils Authority – Quarterly Report December 2020.

RECOMMENDATION

THAT the information be received.

DECISION

Moved by Clr K Dudgeon, seconded by Clr A Bisdee OAM

THAT the information be received.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

5. NOTIFICATION OF COUNCIL WORKSHOPS

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, the Agenda is to include details of any Council workshop held since the last meeting.

One workshop has been held since the last ordinary meeting of Council.

A workshop was held on the 15th February 2021 at the Oatlands Council Chambers, commencing at 9.30 a.m.

Attendance: Mayor A Green, Deputy Mayor E Batt, Clr A Bantick, Clr A E Bisdee OAM, Clr K Dudgeon, Clr D Fish and Clr R McDougall.

Apologies: Nil.

Also in Attendance: T Kirkwood, A Benson

The purpose of the workshop was to consider and discuss the following items:

- **Oatlands Aquatic Centre**

The outcomes of the workshop are reported separately on the Council Meeting Agenda (Closed Session Item)

- **Telecommunications Black Spot(s) – Council Involvement**

The Mobile Black Spot Program is an Australian Government grant program whereby Mobile Network Operators and Mobile Network Infrastructure Providers submit applications under a competitive assessment process.

The aim of the program is to provide improved mobile coverage to regional and remote Australia.

The Program is supported by co-contributions from state and local governments, mobile network operators (i.e. Optus, Telstra, TPG Telecom (formerly Vodafone), businesses and local communities.

By way of example, the Australian Government committed \$380 million to the Mobile Black Spot Program (over six rounds), and under the first five rounds, the Government's contribution has generated investment of more than \$836 million., delivering 1,200 new base stations across Australia.

Round 5A is currently open with the deadline for applications extended to 5th March 2021.

The Government has committed \$80 million for Round 6 which is expected to commence after the round 5A is complete.

After discussion, the following outcomes were noted:

- a) invite Michael Patterson (Telstra Regional General Manager) to a follow-up Workshop to progress the discussion;

- b) Council is not in a position to commit financial resources, but would certainly provide letters of support to address ‘black-spot’ areas within the Southern Midlands; and
- c) Council would be able to assist telecommunication providers in identifying ‘black-spots’ based on community feedback and input.

- **Affordable Housing**

The issue of ‘affordable housing’ was raised at a recent Council Meeting (during Public Question Time). In particular, it was questioned whether Council had considered the need for affordable housing as part of its long-term planning processes.

By way of background, this issue was given preliminary consideration approximately 2 to 3 years ago. Council resolved to establish a Working Group, with the intent of this Working Group being to identify and consider all the relevant issues (and possible opportunities) associated with affordable low-cost housing, particularly as it relates to the Southern Midlands Council area.

As part of the initial discussion, the following questions were asked:

1. What are the issues that need to be considered?
2. Any thoughts re: opportunities that exist?
3. Any thoughts or suggestions in terms of who the key stakeholders may be – either for consultation purposes or possible recruitment of a representative to the working group?

In summary, it became evident that the ‘related’ issues such as adequate access to community and health support services; employment; etc. etc. were significant and beyond the resources of the Southern Midlands Council (and local government generally) and it did not proceed.

After discussion at this workshop, the following outcomes were noted:

- a) Council acknowledged that there were no direct opportunities as Council does not own any land suitable for such development(s);
- b) In terms of private land, there were limitations within the existing Planning Scheme which Council has aimed to address through the Local Provision Schedule process, but the Planning Commission has rejected the proposed zoning changes as they are of the opinion that they do not comply with the growth strategies under the Southern Tasmanian Regional Land Use Strategy (STRLUS);
- c) In relation to the above, it was noted that the State Government has allocated funding to progress a review of the STRLUS; and
- d) Council will seek to apply for amendments to the STRLUS to modify the growth strategies when the review process is commenced and/or progress specific Planning Scheme amendments.

- **Green Waste Collection Service (Household Collection)**

Raised at a recent Council Meeting (during Public Question Time).

It was indicated that this matter would be re-visited as part of a Council Workshop process.

Background

This service is generally focussed on the collection of food and garden waste. It is commonly referred to as FOGO. It is collected in a wheelie bin (similar size to the normal Garbage & Recycling Bins).

The service is promoted as a means of removing food waste and garden waste from landfills; reducing greenhouse gases (resulting from placement in landfills); a convenient way to get rid of food and garden waste; reduced landfill disposal costs; and is also promoted as an option for people that are unable to compost at home.

The negatives / issues are:

- a) the additional cost associated with an extra 'door to door' collection service; and
- b) are the bins sufficient to cater for properties in the Southern Midlands Council – particularly for green waste. (i.e. where the lot sizes are generally larger).

After discussion, the following outcomes were noted:

- a) Council would not progress any proposal to introduce a kerbside 'FOGO' collection at this point;
- b) Council would actively promote the practice of composting which could be achieved through articles in Council newsletters;
- c) Council to consider other opportunities or possibilities to promote composting as a means of redirecting waste to landfill (to be considered at a subsequent workshop).

- **Capital Works Program 2020/21: - in particular, to discuss:**

- o Reeve Street / Clime Street Junction
 - o Southern entry to Campania – allocation of funds
- a) Council representatives to meet with the Department of State Growth to determine whether a joint approach can be taken to prepare a strategy / design for addressing safety concerns at the Reeve Street / Clime Street junction; and
 - b) Council to discuss possible enhancements at the southern entry to Campania, also in conjunction with the Department of State Growth, and it be prepared to allocated funding to achieve this outcome

- **Bagdad Child Care Centre – Expansion of Child Care Facility**

Council considered correspondence received from the Manager – Bagdad Child Care Centre (Tammy Bennett) regarding the need / possibility of expanding the Child Care Centre facility at the Bagdad Community Club property. The communication that there is grant support available via the ‘Community ChildCare Funding’ Capital works component.

After discussion, it was noted that whilst Council was supportive of the need to provide adequate child care facilities, it was not in a position to contribute capital funding to undertake building extension works.

Linked to this discussion, and based on the proposed extension being at the Community Club property (being community owned), Council discussed the overall development of this property and that it would be willing to assist the Community Club Management Management Committee progress a long-term development strategy.

To be raised with the Management Committee.

- **Rural Alive & Well Inc. – Tool Box Talks (Request for Funding)**

Council considered a request from RAW to provide funding to assist with the conduct of RAW Tool-Box Talks within the municipal area.

As an outcome, Council resolved to advise RAW Inc. that it was not in a position to provide financial assistance at the present time, and an application for funding should be made through the SMC Community Small Grants Program.

The Workshop concluded at approximately 11.40 a.m.

RECOMMENDATION

THAT:

- a) the information be received; and
- b) Council note and endorse the outcomes of the workshop.

DECISION

Moved by Clr K Dudgeon, seconded by Clr R McDougall

THAT:

- a) the information be received; and
- b) Council note and endorse the outcomes of the workshop.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

6. COUNCILLORS – QUESTION TIME

6.1 QUESTIONS (ON NOTICE)

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

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

Nil

6.2 QUESTIONS WITHOUT NOTICE

Section 29 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions without notice.

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

Clr K Dudgeon – requested an update regarding moving topiary sheep from the southern entrance to Oatlands to the Callington Mill playground area.

The General Manager has written to Mrs Walker (the personal representative of the deceased artist) to seek her permission in relation to the ‘moral rights’ of artists as contained in the Copyright Act 1968.

Clr K Dudgeon – has attended as Proxy for Clr Bisdee at two CAC meetings. Council has been requested to provide a letter of support for an ACAR round of funding. Of the 20 beds available, we will aim for 8 new beds for the MMPHC.

DECISION

Moved by Clr K Dudgeon, seconded by Clr A Bisdee OAM

THAT Council write a letter in support of the Midlands Multi-Purpose Health Centre seeking an additional 8 Bed Licences through the 2020 Aged Care Approval’s Round for Residential Places.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

Deputy Mayor Batt – Requested an update of works at the Kempton Hall.

General Manager advised that the site is fenced off and footings have been excavated and poured. The next stage will be the kerb and gutter. There will still be some works remaining on Anzac Day but there access to the public will be provided.

Deputy Mayor Batt – Requested an update on the Health Centre at Kempton

General Manager advised that the last stage of the footpath works have been completed. There are some minor works to complete the car park, and general landscaping. South East Community Care will be the first tenant. Council need to furnish the waiting room. We will attend the next meeting of the Rural Health Networking Group to talk to them regarding the availability of the facility for the provision of services. Users will be promoted through Council’s Web Site, Facebook and council newsletters.

Information will be provided to the Kempton Primary School to inform the school community.

Clr Dudgeon – Enquired whether the Anzac Parades will go ahead?

General Manager responded that we haven't had any advice that Anzac Day services will not go ahead.

Clr Dudgeon – Advised that the sign at the southern end of Tunbridge stating 'Bridge Closed' has been removed. This will be referred to the Department of State Growth.

7. DECLARATIONS OF PECUNIARY INTEREST

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

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

Nil

8. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

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

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

Nil

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

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, the agenda is to make provision for public question time.

Councillors were advised that, at the time of issuing the Agenda, the following 'Question on Notice' had been received from Barbara Stevenson (Tunbridge)

Q1. That a full update be given to the meeting regarding renewal of the Tunbridge Bridge matter?

Response from Manager, Development & Environment Services:-

A Development Application was accepted by Council on the 16th December 2020 for the replacement of the Tunbridge Bridge. The application did not include the following details required by the Planning Scheme and by Heritage Tasmania to enable assessment of the works:

- A conservation management plan – to demonstrate the supporting documentation on the heritage significance of the bridge and the method to which heritage fabric will be retained and historic integrity of the bridge will be maintained.*
- Details of alternative designs with analysis as previously supplied to Council.*
- Structural engineering details and suitability of the proposed materials to withstand loading.*
- Assessment by a qualified person justifying the proposed design against the provisions of the Heritage Code*

The request for information was provided to the Department of State Growth on the 22nd December 2020.

Council have not yet received the requested information but have received surety that information is being prepared for submission as soon as possible.

Once the information is received to the satisfaction of the Planning Authority and Heritage Tasmania then the plans will be put on public notification under Section 57 of the Land Use Planning and Approvals Act 1993 a copy of the application will be provided at the Council Offices and the Council website.

There were six (6), members of the public in attendance. An apology was received from Bill Lodge.

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

JULIE WHOLOHAN – TUNBRIDGE

Ms Wholohan enquired as to whether we have an opening date for the new Aquatic Centre in Oatlands.

General Manager responded to advise opening will be February 2022.

Are there funds available for a sun shade at the Tunbridge Park

General Manager advised there is \$20K in the budget that was initially for replacement of the boundary fence but due to mixed support did not progress. Those funds could be utilised for shade cover. New committee can prioritise funding.

How do we curtail speeding vehicles? Can we erect speed signage or speed hump(s)?

General Manager advised that State Growth are responsible for setting the speed limit. It should be 50km/h so Council will erect two speed signs and also a childrens' playground sign. Council do not support speed humps or ripple strips as a deterrent.

PETER LE FEVRE – OATLANDS

Mr Le Fevre requested an update on Tunbridge Park.

General Manager advised that a community meeting was held on the 9th February with an attendance of 20 community members. It was a unanimous decision that ownership of the park should be with Council. The Tunbridge Youth Group Inc. will be reincorporated to manage the transfer of ownership. There are seven members of the new committee and the office bearers have been appointed. Legal advice has been sought to ensure that this is the correct action to take. Advice is pending.

Can the seal be extended on Buckland Road?

General Manager advised that several years ago a sealed route was provided between the Midlands Highway and the East Coast. Woodsdale Road was identified as the best route for the sealed road. Maintenance of this road consumes a high degree of resources. Buckland Road may become a priority in the future.

JULIA JABOUR – SOUTHERN MIDLANDS REGIONAL NEWS - OATLANDS

Why does SMC not pay it's respects to Elders, past, present and emerging?

General Manager advised that the following Notice of Motion was submitted by Cllr McDougall to the May 2019 meeting:

“That at the start of every Council meeting, before prayers, and at any official Council event, Southern Midlands Council offer an Acknowledgement of Country, with suggested wording below:

“We acknowledge that the Traditional Custodians of the land on which we work and live, and recognise their continuing connection to land, water and community. We pay respect to Elders past, present and emerging”.

After discussion the motion lapsed due to lack of seconder.

Julia advised that she has contacted the local government authority to see if there is any regulatory requirement to include an acknowledgement but is yet to hear back.

9.2 PERMISSION TO ADDRESS COUNCIL

Permission has been granted for the following person(s) to address Council:

- Nil.

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

Nil

DECISION

Moved by Clr K Dudgeon, seconded by Clr A Bisdee OAM

THAT the meeting be adjourned for morning tea at 10.45 a.m.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

DECISION

Moved by Clr K Dudgeon, seconded by Clr A Bisdee OAM

THAT the meeting reconvene at 11.15 a.m.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

Clr Tony Bantick entered the meeting at 11.15 a.m.

11. 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.

11.1 DEVELOPMENT APPLICATIONS

11.1.1 DEVELOPMENT APPLICATION FOR A PROPOSED EXTRACTIVE INDUSTRY (QUARRY UP TO 200,000M³ PER ANNUM) AT 355 WOODSDALE ROAD, RUNNYMEDE

File Ref: T2713661

AUTHOR MANAGER DEVELOPMENT AND ENVIRONMENTAL SERVICES (DAVID CUNDALL)

DATE 15 FEBRUARY 2021

Attachment(s):

Development Application

Attachment 1 – Gadtech Materials Pty Ltd, Big Blue Quarry Runnymede, Environmental Impact Statement

EPA Assessment

Attachment 2 – Environment Protection Authority - Environmental Assessment Report

Attachment 3 – Environment Protection Authority - Permit

Representations

Attachment 4 – Representations

PROPOSAL

The Applicant Thomas Jacobson, Gadtech Materials Pty Ltd has submitted a Development Application to the Southern Midlands Council seeking a Permit to develop and use land at 355 Woodsdale Road, Runnymede for a Level 2 quarry defined as Extractive Industry under the *Southern Midlands Interim Planning Scheme 2015*. The Application is to produce and cart up to 200,000 cubic metres of dolerite rock per annum from the site. The dolerite rock will be crushed and screened on site to varying sizes of aggregate. Blasting will occur approximately 16 times per year.

A Level 2 quarry is a 'Level 2 Activity' as defined by Schedule 2 of the *Environmental Management and Pollution Control Act 1994* ("EMPCA") as the extraction of any rock or gravel producing 5000 cubic metres or more of rock or gravel per year and the crushing of 1,000 cubic metres or more per year.

The environmental effects of a 'Level 2 Activity' are assessed by the Environmental Protection Authority ("EPA"). Accordingly the Council are required to receive the

Development Application and refer the Application to the EPA for assessment and a decision by the EPA Board (“the Board”). This is a requirement of the EMPCA.

The Application was advertised for a 28 day period and received four (4) representations.

On the 19th January 2021 the Board approved the quarry. The Board determined that if a permit is issued by Council then the quarry must be operated subject to conditions. These conditions primarily relate to controlling the impacts of the quarry on the environment and on persons in the area. The conditions include ongoing compliance by the quarry operator. These conditions must be included in any permit issued by the Council.

The Application is considered at the discretion of Council pursuant to Section 57 of the *Land Use Planning and Approvals Act 1993* (“the Act”). Council may approve the quarry with conditions or refuse to grant a permit.

In determining the application the Planning Authority must, in addition to the matters required by Section 51(2) of the Act, take into consideration:

- a) all applicable standards and requirements in the planning scheme; and
- b) any representations received pursuant to and in conformity with Section 57(5) of the Act;
- c) the purpose of the applicable zone;
- d) any relevant local area objective or desired future character statement for the applicable zone;
- e) the purpose of any applicable code; and
- f) the purpose of any applicable specific area plan,

The Planning Scheme specifies that, in addition to those matters required by Section 51(2) of the Act, the Planning Authority must only exercise discretion, insofar as each such matter is relevant to the particular discretion being exercised.

Those matters required by Section 51(2) of the Act are, the Planning Authority:

- (a) must seek to further the objectives set out in Schedule 1 (objectives of the Resource Management and Planning System); and
- (b) must take into consideration such of the prescribed matters as are relevant to the use or development the subject of the application; and
- (c) must take into consideration the matters set out in representations relating to the application that were made during the period referred to in section 57(5); and
- (d) must accept –
 - i. any relevant bushfire hazard management plan, or other prescribed management plan relating to environmental hazards or natural hazards, that has been certified as acceptable by an accredited person or a State Service Agency; or
 - ii. any certificate issued by an accredited person or a State Service Agency and stating that the proposed use or development will result in

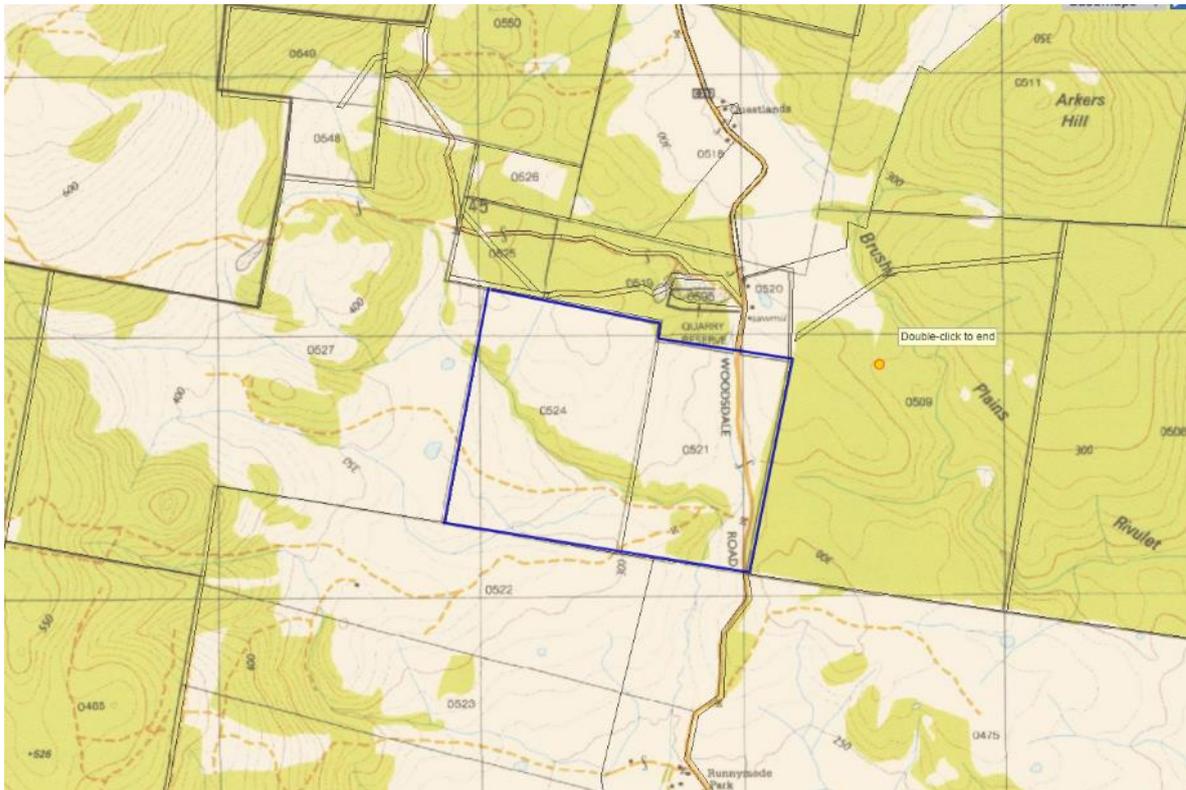
an insufficient increase in risk from the environmental hazard or natural hazard to warrant any specific protection measures.

It is recommended that Council grant a permit for this proposal subject to conditions. The recommended conditions for the permit are provided in recommendations of this report.

THE SITE

The access to the land is from the Woodsdale Road. This is a Council maintained road. The Road Authority is the Southern Midlands Council. The current access to the land is used to serve forestry operations associated with the plantations. The access, per the DA will require relocation and significant upgrade to allow safe access for heavy truck movements.

The land is in the Rural Resource Zone. The property is surrounded by farms, plantations and bushland. All adjoining land is in the Rural Resource Zone.



Map 1_ The land is in the Rural Resource Zone. The two (2) subject titles are highlighted in the centre of the image. Source: thelist.tas.gov.au

The land has been developed with gravel access roads, plantation forestry and fencing. The slopes of the creek are wooded native vegetation which is described as *Eucalyptus obliqua* dry forest (DOB) in the Environmental Impact Statement (EIS)

and as otherwise determined by the 'TASVEG 3.0' mapping on thelist.tas.gov.au. There is a 5ha grassed paddock area alongside the Woodsdale Road.

THE APPLICATION

The Application has been prepared on behalf of the Applicant by Van Diemen Consulting.

The Application consists of the Environmental Impact Statement (Dated 18th October 2020) together with the DA form and title documents. The EIS forms the application before Council and the EPA.

There is sufficient information within these documents, to assess the proposal against the standards of the Scheme, the requirements of the Act and for Council Officers to make a recommendation to the Council.

USE/DEVELOPMENT DEFINITION

In accordance with Part 8.2 of the Planning Scheme, 'Categorising Use or Development', the proposal is defined as an 'Extractive Industry':

Extractive Industry

use of land for extracting or removing material from the ground, other than Resource development, and includes the treatment or processing of those materials by crushing, grinding, milling or screening on, or adjoining the land from which it is extracted. Examples include mining, quarrying, and sand mining.

Use Development/Status under the Planning Scheme

Under the Scheme, a permit to use and develop land for an 'Extractive Industry' in the Rural Resource Zone must be considered at the discretion of Council.

A discretionary use or development must be advertised per Section 57 of the Land Use Planning and Approvals act 1993.

PUBLIC NOTIFICATION AND REPRESENTATIONS

The application was advertised on the 24th October 2020 for twenty eight (28) days.

During this period Council received four (4) representations. All representations oppose the quarry to varying degrees

Council Officers were invited, by the EPA, to provide comment on the proposal during the notification period. Council Officers provided a letter raising concerns about the suitability of the Woodsdale Road between the Runnymede Highway access and the quarry access. The comments provided are as follows:

Council note the estimated 80 trucks per day between the proposed quarry access and the Tasman Highway. Council note the average payload of the trucks to be 32.3 tonnes (when laden with material leaving the quarry). The

distance between the proposed quarry access and the State owned Tasman Highway is approximately 3.55km. Council regard the intensification of heavy trucks over the life of the quarry to have a significant impact on Council's road asset. Council also have concerns for the safety implications of the increased volume of heavily laden vehicles on this section of road.

Council have particular concerns for this development as the section of Woodsdale Road between the proposed quarry access and the Tasman Highway is known to be a narrow section of road.

Council request that the developer undertake a road assessment report detailing an assessment of the road and recommended works needed to bring the road into greater compliance with the Institute of Public Works Engineering Australia (Tasmanian Division)/LGAT standard drawing TSD-R02-v2 Rural Roads sealed. The report must include details and recommendations with regard to:

- a) Installation, alteration and/or relocation of any guideposts, fencing and any other existing infrastructure or services affected by the upgrade.*
- b) Road widening, modification to corners, culverts or other extensions.*
- c) Provide a detailed condition assessment of road pavements and bridges used for cartage routes.*

All representations have been attached in their entirety to this report for the Council's information only as 'Attachment 2 – Representations'. All names and personal details (of the persons that lodged the representation) have otherwise been excluded from this report.

Council Officers have provided comments regarding the key issues raised in these representations in this section of the report. The concerns are further considered as part of the detailed assessment of the proposal against the relevant provisions of the Planning Scheme and the Act. The Officer comments appear in *Italics* in the table below:

Representation 1
<p>We own land in the vicinity of this proposed quarry, and we are concerned about the proposed 1 kilometre radius non-residential building restriction. This would affect any future development on our land inside this restriction zone and potentially severely affect the value of our land.</p> <p>The proposed 1 km radius of this restriction appears nonsensical given that three houses are already in existence within this zone (belonging to [name removed]). Surely the restriction zone should recognise this and be, for instance, 50 metres less than the nearest existing house (which is [name removed] house, approximately 400 m from the proposed quarry)?</p> <p>Secondly, we hope that it's needless to say that the Woodsdale Road (and its current users) will also be affected by the proposed quarry and the road will need to be upgraded or constantly repaired to maintain safety. We trust that this has been factored in to the development plans.</p> <p>We have no desire to prevent the quarry from starting up as long as the existing nearby land and house owners are shown respect and not severely financially disadvantaged by the development.</p> <p><i>Council Officer Comments</i></p>

The “1km radius” in the representation refers to the 1km Standard Recommended Attenuation Distance (SRAD) which is created by virtue of an activity listed in Table E9.1 Attenuation Distances in the Attenuation Code of the Planning Scheme. A quarry with blasting will apply the Attenuation Code to all land within 1km of the boundary of the Mining Lease. This can be

Application of the Attenuation Code to the land within the 1km Attenuation Area requires that a Development Application for a use or development for a sensitive use including subdivision must be assessed against the standards of the Code. A sensitive use is defined in the Scheme as:

a residential use or a use involving the presence of people for extended periods except in the course of their employment, such as in a caravan park, childcare centre, dwelling, hospital or school.

There is no requirement however for additions or alterations to an existing building used for sensitive use provided that the gross floor area does not increase by more than 50% or 100 m² whichever is the greater. These additions or alterations are exempt from the code.

The proposed quarry is also exempt under E9.4 of the Code as an activity assessed under EMPCA by the Board of the EPA. Therefore Council as Planning Authority does not have scope to assess the proposal against the standards of the Code. However Council can give consideration to the representation in the wider context of the Act.

Council, as Planning Authority, must consider the objectives of the Act in consideration of the representations. Council Officers have addressed the issue of “fairness” in the assessment of this quarry.

With regard to the impact and use of the Woodsdale Road a recommendation of this report is that the quarry proponent undertake a condition assessment report of the Woodsdale Road between the access and the Tasman Highway access. The assessment report must be completed prior to the cartage of any quarry material. The report is to detail the condition of the road, identify road safety deficiencies and areas of risk that could lead to road crashes and provide recommendations for safety improvements.

Representation 2

As landowner of [address removed], I have some concerns regarding the Big Blue Quarry that is proposed for development approximately [text removed] to my property.

I refer to the Big Blue Quarry Development Application (Gadtech Materials Pty Ltd) on Woodsdale Rd, Runnymede.

I have many questions but wish to have the SM Council seriously consider 2 issues that are of concern to me.

- The Attenuation Area referred to in the EIS {(Environmental Impact Statement (Van Dieman Consulting))} on pg.40 potentially means that I cannot develop my own lands. It may mean that I cannot ‘build on’ or extend my current residence at [text removed] or re-develop my 3 bedroom house at [text removed] which will need structural work in the coming years as it is >80 years old.

- The Woodsdale Road would need some major improvement from widening to straightening to strengthening to accommodate the increased traffic of laden trucks (x40 trucks carrying 30tonnes per truck).

Council Officer Comments

Alterations and additions to an existing dwelling that does not increase the gross floor area by 50% or 100m² (whichever is greater) is exempt from the Code. Also the renovation of a dwelling is unlikely to trigger the code if the works are under the 100m² or 50% whichever is greater. Structural work would unlikely require any planning approvals.

The comments are noted with regard to the Woodsdale Road. A recommendation of this report is that a road condition report is prepared by the quarry proponent and submitted to Council with recommendations for traffic and road safety improvements.

Representation 3

As landowners of [address removed] we have some concerns regarding the Big Blue Quarry that is proposed for development approximately opposite our property.

- **Attenuation zone:-** my understanding of the EIS report is that there will be an attenuation zone of 1km. Being that our existing premise is within this zone by an approx 400 meters I find this a little hard to understand. This zone space would have serious impact should we wish to build or extend on our property. I do not believe that we should be financially culpable for any building / engineering reports because of the more restrictive requirements due to the attenuation zone. As the mine grows the attenuation zone will grow and reduce any chances we have to redevelop. This will also impact severely when and if we decide to put our house on the market.

- **Engineers Report:-**Should this development proceed we would like to have an engineer's report done at the Developers expense to assure us that as we are within the determined attenuation zone that our house and out buildings will not be affected structurally, in way, as a result of the development.

- **Road Conditions:-** Woodsdale Road is in a very sad state of repair as it is. From the proposed egress on to Woodsdale Rd to the Tasman Highway there are 3 extremely sharp corners and 2 that also require driver attention. Two ordinary vehicles can barely pass side by side without going into the gravel. The speed limit is 100km p/h. With approximately 80 trucks per day I can envisage a fatality within the first year. The road needs widening and a far better road surface. During a wet winter the road floods severely in 2 places, I imagine the trucks will plough through removing any loose road surface.

- **Adherence to the EIS Report:-**Apart from our 2 primary concerns we wish to have the means to be able to have any breaches reported and acted upon immediately.

Council Officer Comments

Alterations and additions to an existing dwelling that does not increase the gross floor area by 50% or 100m² (whichever is greater) is exempt from the Code. Also the renovation of a dwelling is unlikely to trigger the code if the works are under

the 100m2 or 50% whichever is greater. Structural work would unlikely require any planning approvals.

The attenuation area that will be created by virtue of a permit is at the maximum 1km radius under the attenuation code.

Council does not have the scope to require the proponent to undertake an engineering assessment of the structures and dwellings within the attenuation area, however, the comments have been referred to the Applicant which may provide an avenue for good corporate citizenship and neighbourly relations with regard to this matter.

The comments are noted with regard to the Woodsdale Road. A recommendation of this report is that a road condition report is prepared by the quarry proponent and submitted to Council with recommendations for traffic and road safety improvements.

Representation 4

The proposed project needs more visual assessments on the road .cameras set up on these corners and see where the cars and trucks go not photos and assessments on the straight bit.

I've lived there for 25 years and it was a dirt track back then and had a low traffic flow that drove to a Suitable speed limit for the road mostly locals.

Now it's speed and people cutting corners on a narrow road with plenty of traffic from new home owners and renters and locals that travel to work.

This road to the highway needs major work corners to sharp for a road rated at a 100 it's 80 at its best even if you know the road. Motorbikes motor homes and there will be a lot of city people coming to the new gun club all people not familiar with this road plus more people will move this way as it's cheap acreage and houses compared to sorrel which is booming and Hobart is only 50min. But people see a 100 sign and think they can do that 40trucks up 40 back down 80 a day this road won't stand that plus the extra traffic in what the gun club have put down also good luck if the tourist and the truck think they can both use the bridge at the same time .

The road would need flashing signs when trucks were coming thru like they have on the Orford road letting people now in advance what to expect in the winter condition extreme fog frost straightening/widening and a surface that can handle these conditions .if something isn't done a life will be lost one day .it only was ever a bullock dirt track that got sealed and some guide post ..the report said I think 16 accidents in the last 4yrs but what about the other 30 in those 4yrs that's never been reported but most do come back and fix the fence .

Also will there be any overflow at the storage pond of any sort of chemicals into the natural water course that could possibly affect the growing of vegetables as dwn stream a lot of ground is being leased out for these purposes .

Council Officer Comments

The comments are noted with regard to the Woodsdale Road. A recommendation of this report is that a road condition report is prepared by the quarry proponent and submitted to Council with recommendations for traffic and road safety improvements.

ASSESSMENT - THE SOUTHERN MIDLANDS INTERIM PLANNING SCHEME 2015

Rural Resource Zone

The land is in the Rural Resource Zone. The proposal is a discretionary land use and development in this zone. The proposal must satisfy the requirements of the following relevant provisions of this zone:

Discretionary Use		
Objective: To ensure that discretionary non-agricultural uses do not unreasonably confine or restrain the agricultural use of agricultural land.		
Acceptable Solutions	Performance Criteria	OFFICER COMMENT
A1 No acceptable solution.	<p>P1</p> <p>A discretionary non-agricultural use must not conflict with or fetter agricultural use on the site or adjoining land having regard to all of the following:</p> <p>a) the characteristics of the proposed non-agricultural use;</p> <p>b) the characteristics of the existing or likely agricultural use;</p> <p>c) setback to site boundaries and separation distance between the proposed non-agricultural use and existing or likely agricultural use;</p> <p>d) any characteristics of the site and adjoining land that would buffer the proposed non-agricultural use from the adverse impacts on amenity from existing or likely agricultural use.</p>	<p><i>The proposal is not an agricultural land use.</i></p> <p><i>The characteristics of a quarry are activities that generate dust, vibration and noise.</i></p> <p><i>The quarry operations area has an approximate 100m setback from the nearest boundary. This is depicted in Figure B-5, B-6a and B-6b of the EIS.</i></p> <p><i>The land immediately to the north (and at the closest point to the quarry operations area) is CT 160722/5 and is currently bushland. The land also contains a former gravel quarry no longer in use and earmarked for rehabilitation.</i></p> <p><i>The proposed 100m setback from the boundary coupled with the conditions of the EPA gives some certainty that current or future agricultural land use on the adjoining lands will not be fettered by this proposal.</i></p> <p><i>There are however no buffering measures proposed per P1 (d) to separate the land and the adjoining lands. The assessment in the EIS has avoided this topic in the assessment provided by the Applicant. There is a diagram provided in the</i></p>

		<p><i>EIS that shows the maximum extent of 'the land' (i.e. the land subject to the DA) to be only 10m from the boundaries. Page 78 of the EIS provides a statement that 'retention of eucalypt plantation (when possible) around the quarry working area to reduce the likelihood of strong winds liberating fine particles into the air' would reduce dust emissions into neighbouring lands and into the atmosphere.</i></p> <p><i>The proposal would better comply with the standard if a vegetation buffer was maintained between the quarry pit operations area and the adjoining lands.</i></p> <p><i>It is recommended that a condition be included in any permit that requires vegetation to be retained or planted to a depth of at least 20m along the northern boundary of the quarry pit. This would assist in providing a buffer between the two (2) sites.</i></p>
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Setback		
To minimise land use conflict and fettering of use of rural land from residential use, maintain desirable characteristics of the rural landscape and protect environmental values in adjoining land zoned Environmental Management.		
Acceptable Solutions	Performance Criteria	OFFICER COMMENT
<p>A4</p> <p>Buildings and works must be setback from land zoned Environmental Management no less than:</p> <p>50 m.</p>	<p>P4</p> <p>Buildings and works must be setback from land zoned Environmental Management to satisfy all of the following:</p> <p>(a) there is no impact from the development on the environmental values of the land zoned Environmental Management;</p> <p>(b) the potential for the spread of weeds or soil pathogens onto the land zoned Environmental Management is minimised;</p> <p>(c) there is no potential for contaminated or sedimented water runoff impacting the land zoned Environmental Management;</p> <p>(d) there are no reasonable and practical alternatives to developing close to land zoned Environmental Management.</p>	<p><i>The proposal complies with the acceptable solution.</i></p>

Design		
To ensure that the location and appearance of buildings and works minimises adverse impact on the rural landscape.		
Acceptable Solutions	Performance Criteria	Officer Comment
<p>A1</p> <p>The location of buildings and works must comply with any of the following:</p>	<p>P1</p> <p>The location of buildings and works must satisfy all of the following:</p>	<p><i>The northern point of the quarry operations area will partly impact a small ridgeline.</i></p>

<p>(a) be located within a building area, if provided on the title;</p> <p>(b) be an addition or alteration to an existing building;</p> <p>(c) be located in an area not requiring the clearing of native vegetation and not on a skyline or ridgeline.</p>	<p>(a) be located on a skyline or ridgeline only if:</p> <p>(i) there are no sites clear of native vegetation and clear of other significant site constraints such as access difficulties or excessive slope, or the location is necessary for the functional requirements of infrastructure;</p> <p>(ii) significant impacts on the rural landscape are minimised through the height of the structure, landscaping and use of colours with a light reflectance value not greater than 40 percent for all exterior building surfaces;</p> <p>(b) be consistent with any Desired Future Character Statements provided for the area;</p> <p>(c) be located in and area requiring the clearing of native vegetation only if:</p> <p>(i) there are no sites clear of native vegetation and clear of other significant site constraints such as access difficulties or excessive slope, or the location is necessary for the functional requirements of infrastructure;</p> <p>(ii) the extent of clearing is the minimum necessary to provide for buildings, associated</p>	<p><i>The quarry operations area needs to be located in this area for strategic and functional reasons - as this is the location of the dolerite resource. Vegetation that currently screens the area from the roads and too some extent from adjoining lands is not technically native vegetation as it is plantation Eucalypts.</i></p> <p><i>Most of the plantation will be harvested either prior to the quarry operations commencing or in conjunction with the operations.</i></p> <p><i>It is then likely that the quarry operations area (benches and stockpiling) will become an exposed area in the rural landscape.</i></p> <p><i>The progressive rehabilitation of the area coupled with the monitoring and requirements of Mineral Resources Tasmania should bring the quarry operations area, over time, into greater conformity with the standard over the course of the quarry life.</i></p> <p><i>However there is no surety in the EIS that the quarry will minimise adverse impact on the rural landscape for at least the next 40 years.</i></p> <p><i>A recommended condition of approval is that a landscape plan is submitted within 12 months of the granting of</i></p>
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	<p>works and associated bushfire protection measures;</p>	<p><i>a permit to provide to reduce the visual impact of the quarry operations area from the adjoining land and public roads. Second to this condition is a recommended condition that the proponent undertake the landscape works per a schedule of works to be approved by the Manager Development and Environmental Services. The objective of the condition is to reduce the visibility of the quarry in the rural landscape.</i></p> <p><i>The recommended condition coupled with the likely requirements of Mineral Resources Tasmania to rehabilitate the site should achieve compliance with the standard.</i></p>
<p>A3</p> <p>The depth of any fill or excavation must be no more than 2 m from natural ground level, except where required for building foundations.</p>	<p>P3</p> <p>The depth of any fill or excavation must be kept to a minimum so that the development satisfies all of the following:</p> <p>(a) does not have significant impact on the rural landscape of the area;</p> <p>(b) does not unreasonably impact upon the privacy of adjoining properties;</p> <p>(c) does not affect land stability on the lot or adjoining areas.</p>	<p><i>A recommended condition of approval is that a landscape plan is submitted within 12 months of the granting of a permit to provide to reduce the visual impact of the quarry operations area from the adjoining land and public roads. Second to this condition is a recommended condition that the proponent undertake the landscape works per a schedule of works to be approved by the Manager Development and Environmental Services. The objective of the condition is to reduce the visibility of the quarry in the rural landscape.</i></p>

		<p><i>The works should not unreasonably impact upon the privacy of the adjoining properties in this context.</i></p> <p><i>Stability of the land is further addressed in the Landslide Hazard Area Code assessment and as otherwise addressed by the EPA Board and MRT.</i></p> <p><i>The recommended condition coupled with the likely requirements of Mineral Resources Tasmania to rehabilitate the site should achieve compliance with the standard.</i></p>
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Landslide Code

The purpose of this provision is to ensure that use and development is appropriately designed, located, serviced, constructed or managed to reduce to within tolerable limits the risk to human life and property and the cost to the community, caused by landslides.

At the time of assessment (15th February 2020) the mining lease 2075P/M was in force. Accordingly the proposal is exempt from the code per E3.4 (g):

- (g) use or development of land for Extractive industry where a mining lease under the Mineral Resources Development Act 1995 is in force, excluding a hazardous use.*

Road and Railway Assets Code

The purpose of this provision is to:

- (a) protect the safety and efficiency of the road and railway networks; and
- (b) reduce conflicts between sensitive uses and major roads and the rail network.

This code applies to the proposal as the quarry will intensify the use of an existing access.

Existing road accesses and junctions		
To ensure that the safety and efficiency of roads is not reduced by increased use of existing accesses and junctions.		
Acceptable Solutions	Performance Criteria	Officer Comment
<p>A1</p> <p>The annual average daily traffic (AADT) of vehicle movements, to and from a site, onto a category 1 or category 2 road, in an area subject to a speed limit of more than 60km/h, must not increase by more than 10% or 10 vehicle movements per day, whichever is the greater.</p>	<p>P1</p> <p>Any increase in vehicle traffic to a category 1 or category 2 road in an area subject to a speed limit of more than 60km/h must be safe and minimise any adverse impact on the efficiency of the road, having regard to:</p> <ul style="list-style-type: none"> (a) the increase in traffic caused by the use; (b) the nature of the traffic generated by the use; (c) the nature of the road; (d) the speed limit and traffic flow of the road; (e) any alternative access to a road; (f) the need for the use; (g) any traffic impact assessment; and (h) any written advice received from the road authority. 	<p><i>There is no proposed access to a Category 1 or Category 2 road.</i></p>
<p>A2</p> <p>The annual average daily traffic (AADT) of vehicle movements, to and from a site, using an existing access or junction, in an area subject to a speed limit of more than 60km/h, must not increase by more than 10% or 10 vehicle movements per day, whichever is the greater.</p>	<p>P2</p> <p>Any increase in vehicle traffic at an existing access or junction in an area subject to a speed limit of more than 60km/h must be safe and not unreasonably impact on the efficiency of the road, having regard to:</p> <ul style="list-style-type: none"> (a) the increase in traffic caused by the use; 	<p><i>The proposed access is compliant and the recommended conditions of this report will address the design and construction requirements.</i></p> <p><i>With regard to the increase in vehicle traffic and specifically heavy vehicle traffic on the Woodsdale Road the provided Traffic Impact Assessment is largely</i></p>

	<p>(b) the nature of the traffic generated by the use; (c) the nature and efficiency of the access or the junction; (d) the nature and category of the road; (e) the speed limit and traffic flow of the road; (f) any alternative access to a road; (g) the need for the use; (h) any traffic impact assessment; and (i) any written advice received from the road authority.</p>	<p><i>silent. A road safety audit and condition report with recommendations for road and traffic safety improvements is a recommended condition of this report and should address the performance criteria.</i></p>
<p>A3 The annual average daily traffic (AADT) of vehicle movements, to and from a site, using an existing access or junction, in an area subject to a speed limit of 60km/h or less, must not increase by more than 20% or 40 vehicle movements per day, whichever is the greater.</p>	<p>P3 Any increase in vehicle traffic at an existing access or junction in an area subject to a speed limit of 60km/h or less, must be safe and not unreasonably impact on the efficiency of the road, having regard to:</p> <p>(a) the increase in traffic caused by the use; (b) the nature of the traffic generated by the use; (c) the nature and efficiency of the access or the junction; (d) the nature and category of the road; (e) the speed limit and traffic flow of the road; (f) any alternative access to a road; (g) the need for the use; (h) any traffic impact assessment; and (i) any written advice received from the road authority.</p>	<p><i>The speed limit of Woodsdale Road is 100km/h and therefore more than 60km/h. The standard therefore does not apply.</i></p>

Road accesses and junctions To ensure that the safety and efficiency of roads is not reduced by the creation of new accesses and junctions.		
Acceptable Solutions	Performance Criteria	Officer Comment
A1 No new access or junction to roads in an area subject to a speed limit of more than 60km/h.	P1 For roads in an area subject to a speed limit of more than 60km/h, accesses and junctions must be safe and not unreasonably impact on the efficiency of the road, having regard to: (a) the nature and frequency of the traffic generated by the use; (b) the nature of the road; (c) the speed limit and traffic flow of the road; (d) any alternative access; (e) the need for the access or junction; (f) any traffic impact assessment; and (g) any written advice received from the road authority.	<i>A TIA prepared by a qualified traffic engineer is supplied with the EIS and recommends a relocation of the access and upgrades to improve safe access. The recommended conditions of this report will address the design and construction requirements.</i>
A2 No more than one access providing both entry and exit, or two accesses providing separate entry and exit, to roads in an area subject to a speed limit of 60km/h or less.	P2 For roads in an area subject to a speed limit of 60km/h or less, accesses and junctions must be safe and not unreasonably impact on the efficiency of the road, having regard to: (a) the nature and frequency of the traffic generated by the use; (b) the nature of the road; (c) the speed limit and traffic flow of the road; (d) any alternative access to a road;	<i>The land and access has a speed limit of 100km/h. The standard is not applicable.</i>

	<p>(e) the need for the access or junction; (f) any traffic impact assessment; and (g) any written advice received from the road authority.</p>	
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Sight distance at accesses, junctions and level crossings To ensure that accesses, junctions and level crossings provide sufficient sight distance between vehicles and between vehicles and trains to enable safe movement of traffic.		
Acceptable Solutions	Performance Criteria	Officer Comment
<p>A1</p> <p>Sight distances at:</p> <p>(a) an access or junction must comply with the Safe Intersection Sight Distance shown in Table E5.1; and</p> <p>(b) rail level crossings must comply with AS1742.7 Manual of uniform traffic control devices - Railway crossings, Standards Association of Australia.</p>	<p>P1</p> <p>The design, layout and location of an access, junction or rail level crossing must provide adequate sight distances to ensure the safe movement of vehicles, having regard to:</p> <p>(a) the nature and frequency of the traffic generated by the use; (b) the frequency of use of the road or rail network; (c) any alternative access; (d) the need for the access, junction or level crossing; (e) any traffic impact assessment; (f) any measures to improve or maintain sight distance; and (g) any written advice received from the road or rail authority</p>	<p><i>The TIA provided demonstrates sight distance to be 300m to the north and around 210m to the south. The 85th percentile is measured at 80.1km/h for northbound traffic and 86.5km/h for southbound traffic.</i></p> <p><i>The Table E5.1 for safe intersection sight distance requires 250m in either direction for a speed limit of 100km/h. The supplied TIA and the advice of Council's road authority is that the sight distance coupled with the completed new access is sufficient for safe vehicle access and vehicle movements on the Woodsdale Road.</i></p>

Parking and Access Code

The purpose of this provision is to:

1. ensure safe and efficient access to the road network for all users, including drivers, passengers, pedestrians and cyclists;

2. ensure enough parking is provided for a use or development to meet the reasonable requirements of users, including people with disabilities;
3. ensure sufficient parking is provided on site to minimise on-street parking and maximise the efficiency of the road network;
4. ensure parking areas are designed and located in conformity with recognised standards to enable safe, easy and efficient use and contribute to the creation of vibrant and liveable places;
5. ensure access and parking areas are designed and located to be safe for users by minimising the potential for conflicts involving pedestrians, cyclists and vehicles; and by reducing opportunities for crime or anti-social behaviour;
6. ensure that vehicle access and parking areas do not adversely impact on amenity, site characteristics or hazards;
7. recognise the complementary use and benefit of public transport and non-motorised modes of transport such as bicycles and walking;
8. provide for safe servicing of use or development by commercial vehicles.

There is sufficient land available for onsite vehicle parking associated with the proposed quarry.

The proposal complies with parking standards of the Scheme. Conditions requiring the access to be formed along natural contours and discharge drainage onsite are provided as a condition of this report.

Access Standards

Design of Vehicular Accesses		
To ensure safe and efficient access for all users, including drivers, passengers, pedestrians and cyclists by locating, designing and constructing vehicle access points safely relative to the road network.		
Acceptable Solutions	Performance Criteria	Officer Comment
<p>A1</p> <p>Design of vehicle access points must comply with all of the following:</p> <p>(a) in the case of non-commercial vehicle access; the location, sight distance, width and gradient of an access must be designed and constructed to comply with section 3 – “Access Facilities to Off-street Parking Areas and Queuing Areas” of AS/NZS 2890.1:2004 Parking Facilities Part 1: Off-street car parking;</p> <p>(b)</p>	<p>P1</p> <p>Design of vehicle access points must be safe, efficient and convenient, having regard to all of the following:</p> <p>(a) avoidance of conflicts between users including vehicles, cyclists and pedestrians;</p> <p>(b) avoidance of unreasonable interference with the flow of traffic on adjoining roads;</p> <p>(c) suitability for the type and volume of traffic likely to be generated by the use or development;</p>	<p><i>A TIA prepared by a qualified traffic engineer is supplied with the EIS and recommends a relocation of the access and upgrades to improve safe access.</i></p> <p><i>The recommended conditions of this report will address the design and construction requirements.</i></p>

<p>in the case of commercial vehicle access; the location, sight distance, geometry and gradient of an access must be designed and constructed to comply with all access driveway provisions in section 3 “Access Driveways and Circulation Roadways” of AS2890.2 - 2002 Parking facilities Part 2: Off-street commercial vehicle facilities.</p>	<p>(d) ease of accessibility and recognition for users.</p>	
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<p>Vehicle Passing Areas Along an Access</p>		
<p>(a) the design and location of access and parking areas creates a safe environment for users by minimising the potential for conflicts involving vehicles, pedestrians and cyclists;</p>		
<p>(b) use or development does not adversely impact on the safety or efficiency of the road network as a result of delayed turning movements into a site.</p>		
<p>Acceptable Solutions</p>	<p>Performance Criteria</p>	<p>Officer Comment</p>
<p>A1</p> <p>Vehicular passing areas must:</p> <p>(a) be provided if any of the following applies to an access:</p> <p>(i) it serves more than 5 car parking spaces;</p> <p>(ii) is more than 50 m long;</p> <p>(iii) it meets a road serving more than 6000 vehicles per day;</p> <p>(b) be 6 m long, 5.5 m wide, and taper to the width of the driveway;</p>	<p>P1</p> <p>Vehicular passing areas must be provided in sufficient number, dimension and siting so that the access is safe, efficient and convenient, having regard to all of the following:</p> <p>(a) avoidance of conflicts between users including vehicles, cyclists and pedestrians;</p> <p>(b) avoidance of unreasonable interference with the flow of traffic on adjoining roads;</p> <p>(c) suitability for the type and volume of traffic likely to be generated by the use or development;</p>	<p><i>It is unlikely that dedicated passing bays are required to serve the quarry other than at the access to the land to avoid two way vehicular conflict. However the developer may deem this necessary and reference to passing bays is included in the recommended permit to ensure they are constructed to best practice.</i></p> <p><i>Officers are satisfied that should passing bays be required then there is more than sufficient area to allow such works with minimal impact on the environment, Council</i></p>

<p>(c) have the first passing area constructed at the kerb; (d) be at intervals of no more than 50 m along the access.</p>	<p>(d) ease of accessibility and recognition for users.</p>	<p>infrastructure or road network.</p>
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<p>On-Site Turning Objective: To ensure safe, efficient and convenient access for all users, including drivers, passengers, pedestrians and cyclists, by generally requiring vehicles to enter and exit in a forward direction.</p>		
<p>Acceptable Solutions</p>	<p>Performance Criteria</p>	<p>Officer Comment</p>
<p>A1</p> <p>On-site turning must be provided to enable vehicles to exit a site in a forward direction, except where the access complies with any of the following:</p> <p>(a) it serves no more than two dwelling units;</p> <p>(b) it meets a road carrying less than 6000 vehicles per day.</p>	<p>P1</p> <p>On-site turning may not be required if access is safe, efficient and convenient, having regard to all of the following:</p> <p>(a) avoidance of conflicts between users including vehicles, cyclists, dwelling occupants and pedestrians;</p> <p>(b) avoidance of unreasonable interference with the flow of traffic on adjoining roads;</p> <p>(c) suitability for the type and volume of traffic likely to be generated by the use or development;</p> <p>(d) ease of accessibility and recognition for users;</p> <p>(e) suitability of the location of the access point and the traffic volumes on the road.</p>	<p><i>The proposal complies with the objective.</i></p>

Facilities for Commercial Vehicles To ensure that facilities for commercial vehicles are provided on site, as appropriate.		
Acceptable Solutions	Performance Criteria	Officer Comment
<p>A1</p> <p>Commercial vehicle facilities for loading, unloading or manoeuvring must be provided on-site in accordance with Australian Standard for Off-street Parking, Part 2 : Commercial. Vehicle Facilities AS 2890.2:2002, unless:</p> <p>(a) the delivery of all inward bound goods is by a single person from a vehicle parked in a dedicated loading zone within 50 m of the site;</p> <p>(b) the use is not primarily dependent on outward delivery of goods from the site.</p>	<p>P1</p> <p>Commercial vehicle arrangements for loading, unloading or manoeuvring must not compromise the safety and convenience of vehicular traffic, cyclists, pedestrians and other road users.</p>	<p><i>There is sufficient room on the land to allow for the load, unloading and manoeuvring of heavy vehicles and commercial vehicles on the land. The proposal complies with the objective.</i></p>

Access to a Road To ensure that access to the road network is provided appropriately.		
Acceptable Solutions	Performance Criteria	Officer Comment
<p>A1</p> <p>Access to a road must be in accordance with the requirements of the road authority.</p>	<p>P1</p> <p>No Performance Criteria.</p>	<p><i>The proposal complies with the Acceptable Solution. Council's Road Authority has considered and assessed the location and the access design as acceptable.</i></p>

Stormwater Management Code

The purpose of this provision is to ensure that stormwater disposal is managed in a way that furthers the objectives of the State Stormwater Strategy.

Stormwater Drainage and Disposal To ensure that stormwater quality and quantity is managed appropriately.		
Acceptable Solutions	Performance Criteria	Officer Comment
<p>A1</p> <p>Stormwater from new impervious surfaces must be disposed of by gravity to public stormwater infrastructure.</p>	<p>P1</p> <p>Stormwater from new impervious surfaces must be managed by any of the following:</p> <p>(a) disposed of on-site with soakage devices having regard to the suitability of the site, the system design and water sensitive urban design principles</p> <p>(b) collected for re-use on the site;</p> <p>(c) disposed of to public stormwater infrastructure via a pump system which is designed, maintained and managed to minimise the risk of failure to the satisfaction of the Council.</p>	<p><i>The proposal is likely to comply with the performance criteria and will be further monitored by the EPA with regard to settling ponds and erosion/sediment control.</i></p>
<p>A2</p> <p>A stormwater system for a new development must incorporate water sensitive urban design principles R1 for the treatment and disposal of stormwater if any of the following apply:</p> <p>(a) the size of new impervious area is more than 600 m²;</p> <p>(b) new car parking is provided for more than 6 cars;</p> <p>(c) a subdivision is for more than 5 lots.</p>	<p>P2</p> <p>A stormwater system for a new development must incorporate a stormwater drainage system of a size and design sufficient to achieve the stormwater quality and quantity targets in accordance with the State Stormwater Strategy 2010, as detailed in Table E7.1 unless it is not feasible to do so.</p>	<p><i>The proposal is likely to comply with the performance criteria</i></p>
<p>A3</p> <p>A minor stormwater drainage system must be</p>	<p>P3</p> <p>No Performance Criteria.</p>	<p><i>The proposal is likely to comply with the Acceptable Solution.</i></p>

<p>designed to comply with all of the following:</p> <p>(a) be able to accommodate a storm with an ARI of 20 years in the case of non-industrial zoned land and an ARI of 50 years in the case of industrial zoned land, when the land serviced by the system is fully developed;</p> <p>(b) stormwater runoff will be no greater than pre-existing runoff or any increase can be accommodated within existing or upgraded public stormwater infrastructure.</p>		<p><i>The EPA have also assessed this matter.</i></p>
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Attenuation Code

The Planning Scheme stipulates that use or development described below is exempt from this code if any of the following apply:

- a) activities requiring assessment under the Environmental Management and Pollution Control Act 1994 by the Board of the Tasmanian Environment Protection Authority;
- b) additions or alterations to an existing building used for sensitive use provided that the gross floor area does not increase by more than 50% or 100 m² whichever is the greater.

As the proposal must be assessed by the Board as a Level 2 activity the Council is not required to assess the proposal against the objectives of this code. In other words it is the role of the EPA to assess any potential environmental harm posed by a Level 2 quarry.

However, it is important the Council are aware of the implications of the Code on adjoining land, should the quarry be approved (permit granted). That is the application of a 1000m Standard Recommend Attenuation Distance or buffer extending from the boundary of the Mining Lease to which the Attenuation Code will then apply.

The Attenuation Code, per part E states that the code would apply to:

- (a) development or use that includes the activities listed in Table E9.1 and E9.2 in a zone other than the Light Industrial, General Industrial or Port and Marine Zone;

- (b) development or use for sensitive use, including subdivision intended for sensitive use;
 - (i) on land within an Attenuation Area shown on the planning scheme maps, or
 - (ii) on land within the relevant attenuation distance from an existing or approved (permit granted) activity listed in Tables E9.1 and E9.2 if no Attenuation Area is shown on the planning scheme maps and that activity is not located in the Light Industrial, General Industrial or Port and Marine Zone.

The Attenuation Code would, by virtue of a permit, apply the full 1000m SRAD for the proposed quarry as a legislated matter for the Planning Authority to consider for future land use and development on adjoining land. Any development or use for a sensitive use on land within the Attenuation Area will be considered at the discretion of Council (unless exempt).

The alternative is for the Council to enact a Planning Scheme amendment to reduce the size of the Attenuation Area. This gives precedence over the default Attenuation Area provided in the Table E9.1 of 1000m from the mining lease boundary.

The EIS includes a detailed *Big Blue Quarry Environmental Noise, Ground Vibration and Air Blast Overpressure Assessment*, prepared by Tarkarri Engineering which provides assessment and noise modelling. The EPA Board in the Permit (attached with this report) provides a requirement that noise emissions from the activity when measured at any noise sensitive premises in other ownership and expressed as the equivalent continuous A-weighted sound pressure level must not exceed the following:

1. 45 dB(A) between 0700 hours and 1900 hours (Day time); and
2. 40 dB(A) between 1900 hours and 2200 hours (Evening time); and
3. 35 dB(A) between 2200 hours and 0700 hours (Night time).

The Figure 3-13: Predicted noise emission contours, current, worst case weather in the supplied report demonstrates the predicted 45 dB (A) level on a contour map. The map demonstrates an area of land significantly less than the SRAD 1000m from the Mining Lease. The map with the report could be used as a strong basis for a planning scheme amendment to map an attenuation area that reduces the area from the SRAD to an area that reflects the true nature of the operation.

This would effectively reduce the area of land in other ownership covered by the Attenuation. Council may then consider such an amendment as a separate scheme amendment at a later date. This could potentially be achieved through an urgent amendment to the current scheme per Section 30IA of the Act.

This was achieved in 2016 during the assessment of a Level 2 quarry known as the “Williams Quarry” in Campania.

Further Explanation of SRAD

A Standard Recommended Attenuation Distance (“SRAD”) is a measurement or area designed to assist in the planning process with particular regard to potential land-use conflicts between specific activities (e.g. a quarry) and other land-uses sensitive to any reduction in environmental quality (e.g. a new dwelling, visitor accommodation).

A regulatory authority (i.e. Council, EPA, MRT) and the Applicant (or quarry operator) will often refer to the SRADs as a tool to assess the appropriateness of the location of a new proposal. The SRADs are legislated in Planning Schemes and used as guidelines in the *Quarry Code of Practice 2017* and the *Environmental Assessment Manual 1996* (Guidelines for Local Government in regard to the RMPS). The Council, the EPA and the Applicant’s Consultant use the *Quarry Code of Practice* as a best practice tool in assessing, planning and operating a quarry.

Under the Scheme there are a number of mapped Attenuation Areas around existing activities in the Southern Midlands. These are activities that require protection and control over encroaching development.

The mapped Attenuation Area overlays also function as a trigger for any persons considering buying a property to be alerted to the existence of a potentially harmful nearby activity. Somebody buying land may not otherwise become aware of the existence of a quarry if a mapped Attenuation Area is not included on the Planning Scheme maps. Southern Midlands Council’s practice has been to include mapped Attenuation Areas for the above reason and also it provides certainty in terms of the exactly what land is covered.

Mapping an Attenuation Area into the planning scheme also allows the individual characteristics of a particular operation and the surrounding landform to be taken into account. This means that the extent of land nominally impacted by the raw SRAD can be reduced to suit the particular situation. The negative impact on the future use and development potential of surrounding land can therefore be reduced to that which is actually necessary in reality. Whilst external bodies such as the EPA would still be required to consider the original SRAD distance in their assessment, they would also have to give weight to the mapped Attenuation Area and the local Council (the planning authority) would only have to consider the mapped Attenuation Area.

An SRAD therefore has several planning implications:

1. A mapped SRAD / Attenuation Area overlay on a Planning Scheme will provide landowners with surety and knowledge of activities in the area at time of purchase or in preparing a Development Application.
2. SRADs are designed to protect certain activities from encroaching sensitive land use activities; and
3. SRADs can be used as a buffer between different land-use activities and therefore can restrict future land use/development
4. SRADs are a tool used for assessing new land use and development i.e. a Planning Authority will assess the potential impacts of a new sensitive land use/development based on the distance between activities i.e. is the new

use/development within the SRAD or outside the SRAD? If within the SRAD what are the ongoing implications?; and also

5. SRADs are used by planning consultants, quarry operators and other authorities in assessing and/or strategically locating resources and infrastructure.

The imposition of an SRAD on land in other ownership will negatively impact the future use and development potential of that land – at least by requiring proponents of future use and development to expend additional resources ‘proving-up’ a proposal or, at worst, by stopping such use and development from going ahead.

An ideal site for a use that requires an SRAD would be one in which all of the SRAD is within land under the same ownership.

A second-best site (which is more often the case in reality) is one in which the SRAD might extend onto land in other ownership, but only impacts small proportions of neighbouring titles leaving their owners with options for future use and development free of the SRAD. Ideally, no houses in other ownership would be within the SRAD.

Objectives of the Resource Management & Planning System (RMPS)

The Planning Scheme, and the Act specifies that Council must consider the objectives and standards of the scheme in addition to those matters in Section 51 of the Act i.e the Planning Authority must seek to further objectives of the RMPS and take into consideration any representation received.

The Act states that it is the obligation of any person on whom a function is imposed or a power is conferred under this Act to perform the function or exercise the power in such a manner as to further the objectives set out in Schedule 1 of the Act.

Schedule 1 of the Act sets out general objectives for the Resource Management & Planning System (the RMPS) and additional objectives for the planning process. The general objectives of the RMPS are:

- (a) to promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity; and*
- (b) to provide for the fair, orderly and sustainable use and development of air, land and water; and*
- (c) to encourage public involvement in resource management and planning; and*
- (d) to facilitate economic development in accordance with the objectives set out in paragraphs (a), (b) and (c); and*

(e) to promote the sharing of responsibility for resource management and planning between the different spheres of Government, the community and industry in the State.

Subsection (b) calls for the use and development to be 'fair' and also to 'encourage public involvement in resource management and planning'. Those persons that have lodged a representation, and those impacted by the Attenuation Area overlay over their land do not believe the proposal is fair.

Of concern in this regard is the imposition of the 1000 metre Attenuation Area from the Mining Lease boundary despite the concerns, opposition of the adjoining owners. Those impacted by the Attenuation Area (should a permit be granted) have given no consent for this change to the potential use and development of their land and are not otherwise compensated.

To mitigate this, and as stated previously in this report, there is potential for Council to enact a Planning Scheme amendment at a later date to refine the Attenuation Overlay based on the 45 dB (A) contour has provided in the EIS. This would reduce the overlay and mitigate the concerns of those person's whom lodged a representation and are landowners in the vicinity of the quarry.

CONCLUSION

This report has assessed a Development Application for a Level 2 quarry at 355 Woodsdale Road, Runnymede. This is a discretionary application.

Four (4) representations were received during the statutory notification of the application. All representations raised similar concerns for impact on the road network, traffic safety and opposition and concern for the Attenuation Overlay that will extend 1000m from the Mining Lease Boundary and over lands outside of the site.

The Application was referred to the Board for assessment of matters prescribed in the EMPCA and relevant objectives of the RMPS. The EPA Board approved the quarry subject to conditions and endorsement of the Applicant's commitments.

The Application has been considered by Council Officers as Road Authority and deemed the proposed access relocation and redesign should provide a safe access for the quarry. However further condition assessment of the road is warranted to determine a schedule of further works which can be undertaken by Council as budget allows. This would address the concerns raised in the representations and those raised by the Road Authority during the notification period.

Council Officers have given particular attenuation to the 1000m Attenuation Area Overlay that would be created should a permit be granted. There is scope for this area to be formally mapped through a planning scheme amendment which would largely address the fairness issues raised by the representations and as otherwise identified by Council Officers.

It is recommended Council grant a permit for the proposed Level 2 quarry subject to the conditions provided in the recommendation.

RECOMMENDATION

THAT, in accordance with the provisions of the *Southern Midlands Interim Planning Scheme 2015* and Section 57 of the *Land Use Planning & Approvals Act 1993*, Council approve the application for a Level 2 Gravel Quarry defined as an Industry (Extractive) at 355 Woodsdale Road, Runnymede and that a permit be issued with the following conditions

Concordance with the application and permit conditions:

1. The use or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and reports and with the conditions of this permit and must not be altered or extended without the further written approval of Council or, as necessary, the Environmental Protection Authority.
2. This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this letter or the date of the last letter to any representor, whichever is later, and it is clear that an appeal has not been lodged, in accordance with section 53 of the *Land Use Planning and Approvals Act 1993*.

Environmental Protection Authority – Conditions of Approval:

3. The person responsible for the activity must comply with the conditions contained in Schedule 2 of Permit Part B, which the Board of the Environmental Protection Authority (EPA) has required the planning authority to include in the permit, pursuant to section 25(5) of the *Environmental Management and Pollution Control Act 1994*.

Parking and Access

6. The internal access road, parking and associated turning, loading and unloading areas servicing the development must be designed and constructed to the satisfaction of Council's Manager Works and Technical Services and must include:
 - a. Adequate turning space on site to allow that vehicles enter and leave the site in a forward direction.
 - b. An all-weather pavement constructed and surfaced to the satisfaction of the Council's Manager Works and Technical Services.
 - c. Passing bays
 - d. Stormwater drainage to the satisfaction of the Council's Manager Development and Environmental Services.
7. The internal driveway accessing the quarry is to be constructed and maintained to avoid erosion and sediment transfer or de-stabilisation of the soil on site, or on adjacent properties, to the standard required by Council's Manager Works and Technical Services.
8. All areas set-aside for parking and associated turning, loading and unloading areas and access must be completed prior to cartage of any product extracted from the quarry and must continue to be maintained to the satisfaction of the Council's Manager Development and Environmental Services.

9. The access must be located, designed and constructed in accordance with LGAT Standard Drawing TSD-R05-v1 “Truck Access to Rural Properties ‘Type A’” (including new culvert and headwalls) and per the approved Traffic Impact Assessment prepared by Milan Prodanovic, dated February 2020.
10. The access must be sealed from the edge of the Woodsdale Road bitumen to the gate to the satisfaction of the Manager Works and Technical Services and at the developer / applicants cost.
11. Truck turning signs shall be installed on either side of the access on Woodsdale Road with exact locations to be confirmed on-site with a Council Manager Works and Technical Services.
12. Any damage to Council’s infrastructure, as a consequence of any of the works associated with this development, shall be repaired by the applicant / developer at the applicant / developer’s expense.

Road Condition Report and Road Safety Audit

13. The person responsible for the activity must undertake a detailed road condition assessment and road safety audit between the quarry access and the Tasman Highway intersection with the Woodsdale Road. The assessment and audit must be undertaken by a suitably qualified person and must be approved by Council’s Engineer prior to cartage commencing. The report and audit must factor in the heavy vehicles and traffic generated by the activity and provide clear recommendations for road safety improvements for greater compliance with the Institute of Public Works Engineering Australia (Tasmanian Division)/LGAT standards of works. The report must include details and recommendations with regard to:
 - a. Installation, alteration and/or relocation of any guideposts, fencing and any other existing infrastructure or services affected by the upgrade.
 - b. Road widening, modification to corners, culverts or other extensions.
 - c. Provide a detailed condition assessment of road pavements and bridges used for cartage routes.

Landscaping

14. A landscape plan must be submitted to Council within 12 months of the date of this permit. The plan is to detail further tree plantings and/or tree retention to reduce the visual impact of the quarry operations area and pit from the public roadway and as far as practicable from the adjoining properties.
15. The landscape plan must be approved by the Manager Development and Environmental Services and at a minimum include:
 - a. A survey of all existing vegetation to be retained and/or removed.
 - b. The areas to be landscaped
 - c. A planting schedule of all proposed trees, shrubs and ground covers including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant.

- d. A minimum 20m deep tree screen along the northern boundary of the quarry operations area between the quarry pit and the adjoining property CT 160752/5
 - e. Maintenance schedule and method of watering and protection from grazing.
16. All works detailed in the plan must be undertaken by the developer within 12 months of the approval of the plan. Evidence showing compliance with this condition must be submitted to and approved by Manager of Development and Environmental Services within 30 days of planting.
17. Replacement trees and landscaping in accordance with the approved Landscaping Plan must be replaced if any is lost. All landscaping must continue to be maintained to the satisfaction of Council.

Existing services:

18. The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development works. Any works required impacting public infrastructure is to be specified or undertaken by the authority concerned.

The following advice applies to this permit:

- A. This Planning Permit does not imply that any other approval required under any other legislation has been granted.
- B. The developer is to contact the Manager of Works and Technical Services prior to any works commencing in Council's road reserve and to arrange final approvals of the access works.
- C. If you notify Council that you intend to commence the use or development before the date specified above you forfeit your right of appeal in relation to this permit.

DECISION

Moved by Cllr A Bisdee OAM, seconded by Cllr K Dudgeon

THAT the application be refused based on the following grounds of refusal:

- A. The safety and efficiency of the Woodsdale Road between the proposed access and the Tasman Highway will be reduced and does not comply with E5.6.2 P2 of the Road and Railway Assets Code. Specifically the proposed increase in heavy vehicle movements will result in reduced safety of road users and will require significant road upgrades that will cause ongoing inefficiencies;**
- B. The Woodsdale Road has not been constructed to a standard suitable to withstand the impact of the proposed heavy vehicle movements. Council will be burdened with the cost and resources needed to improve the**

standard of the Woodsdale Road to withstand the heavy vehicle movements. Council will be then required to undertake increased and regular maintenance of the road. This is considered to be an excessive demand for service provision that would be required of Council to protect the safety and efficiency of the road network. Accordingly the proposed increase in vehicle movements does not comply with E5.6.2 P2 and the purpose statement E5.1.1 (a) of the Road and Railway Assets Code; that is to protect the safety and efficiency of the road and railway networks. The burden of such works does not further the Objective 1 (a) and (b) of Schedule 1 of the Act.

- C. The representations relating to the application have opposed the application of the Attenuation Area and the operation of the Attenuation Code on their land, which would be the consequential effect of the permit being granted. Council must consider such matters in determining an application per Section 51 (2) (a) and (c) of the Act and have deemed such consequential effects as inconsistent with the Objective 1(b) Schedule 1 of the Act. The granting of a permit would equate to a denial of natural justice in this occasion.
- D. The proposed quarry's Attenuation Area Overlay will impose use and development potential restrictions on land outside the ownership of the quarry operator per the standards of the Attenuation Code. The proposal is thus reliant on land in other ownership to provide for the ongoing sustainable operation of the quarry. The reliance on such land is without any consultation with the owners, or compensation or consent of the owners and is therefore not 'fair' and does not further Objective 1(b) and 1 (c) of Schedule 1 of the Act.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

11.2 SUBDIVISIONS

Nil.

11.3 MUNICIPAL SEAL (Planning Authority)

Nil.

11.4 PLANNING (OTHER)

Nil.

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

12. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)

12.1 Roads

Strategic Plan Reference 1.1

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

Nil.

12.2 Bridges

Strategic Plan Reference 1.2

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

Nil.

12.3 Walkways, Cycle ways and Trails

Strategic Plan Reference 1.3

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

Nil.

12.4 Lighting

Strategic Plan Reference 1.4

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

Nil.

12.5 Buildings

Strategic Plan Reference 1.5

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

Nil.

12.6 Sewers / Water

Strategic Plan Reference(s) 1.6

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

Nil.

12.7 Drainage

Strategic Plan Reference 1.7

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

Nil.

12.8 Waste

Strategic Plan Reference 1.8

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

Nil.

12.9 Information, Communication Technology

Strategic Plan Reference 1.9

Improve access to modern communications infrastructure.

Nil.

12.10 Officer Reports – Infrastructure & Works

12.10.1 MANAGER – INFRASTRUCTURE & WORKS REPORT

Author: MANAGER INFRASTRUCTURE & WORKS (JACK LYALL)

Date: 21 JANUARY 2021

Roads Program

Maintenance Graders – one grader is working in the Bagdad area, having completed overlaying gravel on Native Corners Road in readiness for re-stabilisation and sealing. The other grader is on Interlaken Road at present. Work ahead includes Eldon Road (reconstruct and seal) and southern roads scheduled for new seals (i.e. Huntingdon Tier, Ballyhooly Road).

Roadside slashing - program is now complete. Further urgent jobs will be attended to as required.

Town and General Maintenance

Township mowing supported through the engagement of an additional casual employee. This is due to high demand.

Waste Management Program

Additional collections scheduled due to high demand. Newly appointed Contractor (i.e. collection and transport) has confirmed commencement date of 1st March 2021 with new disposal bins.

QUESTIONS WITHOUT NOTICE TO MANAGER, INFRASTRUCTURE & WORKS

Clr Bisdee OAM – will the additional resources (i.e. casual employee) be retained now that the mowing program is complete?

It was confirmed that there is an ongoing need for additional resources at the present time.

Clr McDougall – acknowledged Works employees for the reinstatement of the footpath along Tunnack Road (i.e. entry point to Tasrail facility)

RECOMMENDATION

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

DECISION

Moved by Clr K Dudgeon, seconded by Clr A Bisdee OAM

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

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

13.1 Residential

Strategic Plan Reference 2.1

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

Nil.

13.2 Tourism

Strategic Plan Reference 2.2

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

Nil.

13.3 Business

Strategic Plan Reference 2.3

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

Nil.

13.4 Industry

Strategic Plan Reference 2.4

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

Nil.

14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LANDSCAPES)

14.1 Heritage

Strategic Plan Reference 3.1

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

14.1.1 HERITAGE PROJECT PROGRAM REPORT

Author: MANAGER HERITAGE PROJECTS (BRAD WILLIAMS)

Date: 17 FEBRUARY 2021

ISSUE

Report from the Manager, Heritage Projects on various Southern Midlands Heritage Projects.

DETAIL

During the past two months, Southern Midlands Council Heritage Projects have included:

- Preparation of 79 High Street for the home of Council's Artist in Residence program. To be known as the AiRSpace. The first artist is arriving on Feb 28th for a one-month residency. Further information will be provided in a Weekly Information Bulletin in early March. Two future residencies have been confirmed.
- Review of the Artist in Residence user manual to reflect the move to 79 High Street.
- Social media posts – Updated the Heritage Hub social media page to become AiRSpace – now dedicated to featuring our Artist in Residence Program. This page had been unused since the COVID closure but since its new information has 503 people following it. The plan is to use it to showcase the incoming Artists in Residence, with the first arriving at the end of the month. The Heritage & Collections page is consistently growing with 847 people following the page. This has been an increase of 7 new people since the last update. Post content has included historic wallpaper from the Collection, local history from newly digitised photos of Oatlands from the Tasmanian Archives plus some new additions featuring objects from the SMC collection.
- Workshopping the program for the Enlighten Oatlands event, proposed for June 5th. This has included a meeting with neighbouring Councils and an internal workshop. A wider working group will meet in early March to further refine the program. The

draft program was discussed at the Arts Advisory Committee meeting on 18th February. The draft program will be provided to Council in the Weekly Information bulletin next week.

- Review of the Artist in Residence Policy and the Heritage Collections Policy. These were discussed at the Arts Advisory Committee meeting on Feb 18th and will be brought to Council for consideration at the March meeting.
- De-installation of the Convict Archaeology Fieldschool exhibition in the Green Ponds Watch House in preparation for use by the Green Ponds Progress Association.
- Final preparation of a permanent archaeological display in the Oatlands Commissariat with assistance from volunteers Margaret and Madelyne Smith.
- Finalising the preparation and installation of the Weeding Letters exhibition at the Oatlands Gaoler's Residence.
- Further cataloguing of the Picton Road Station archaeological collection with assistance from volunteer Caroline Heine.
- Liaising with UTAs for geophysics student projects on archaeological sites in the Southern Midlands as part of the Convict Archaeology in the Southern Midlands project.
- Awaiting a return brief from designers for the proposed heritage collections store.
- Urgent remedial works to the Oatlands Supreme Court House are nearing completion, with the western wall having been stabilised and additional roof bracing installed. The building will re-open to the public by the end of February.
- Annual maintenance on the Oatlands Key system has been undertaken.
- Experiencing a higher-than-normal number of development applications with heritage assessments required.
- Brad Williams has been working approx. 0.5fte for Derwent Valley Council during February on a charge-out basis.
- Alan Townsend has been on leave for part of Jan-Feb.

Report was provided regarding the Oatlands Bicentenary and planned event

Enlighten 2021

Coming up in June is the 200th anniversary of Lachlan Macquarie's 1821 visit to Van Diemen's Land, which has huge significance for Oatlands. Governor Macquarie and entourage travelled the island, inspecting his domain and scattering new place names like confetti. On the 3rd June, Macquarie stopped near Lake Dulverton, found it a good spot for a town, and decided it should be called Oatlands. As it turned out, the town took another six years to materialise, but the name stuck.

With such an auspicious anniversary in mind, Oatlands will be hosting 'Enlighten', a major event aimed at celebrating and reflecting on the historical significance of Macquarie's 1821 direction. In very 21st century fashion, we are taking for our inspiration a book written by E.T. Emmet in 1952, in which the author (with amazing prescience) suggested that the event should be celebrated by putting sails back on the mill, holding an historic street parade and putting on a 'magic lantern' show in the Gaol courtyard. Of course, the sails went back on the mill ten years ago, but the street parade and magic lantern show are entirely achievable. In fact, we can go one better with the street parade and add individual lanterns to really illuminate the town.

When Emmet referred to a 'magic lantern show' he was actually thinking of a projection show, which thanks to modern technology, we can actually do. And street parades are something Oatlands has had plenty of practice at. So, in the next edition, and across social media, look for details on how to participate in *Enlighten*. It's a long way to the next anniversary.

The events will also include a heritage focused art exhibition, signal fires and a dual-naming interpretation trail along the edge of Lake Dulverton.

RECOMMENDATION

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

DECISION

Moved by Clr R McDougall, seconded by Clr K Dudgeon

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

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

14.2 Natural

Strategic Plan Reference 3.2

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

14.2.1 NRM UNIT – GENERAL REPORT

Author: NRM PROGRAMS MANAGER (MARIA WEEDING)

Date: 16 FEBRUARY 2021

ISSUE:

Southern Midlands Landcare Unit Monthly Report.

DETAIL

- Callington Park playground upgrade works. Minor works still to be undertaken within the project to be fully completed. A drinking fountain is to be installed within the next week. Two seats (specifically in shaded areas) are to be completed in the next one to two weeks. Both lots of work are associated with upgrade of the BBQ hut, which is part of the Aust Govt funded project. The project is scheduled to be completed by the end of February in regard to all expenditure associated with the grant.
- Works for the Victoria Hall at Kempton commenced on Monday 15th February. Initially some concreting and slab footing work is being undertaken, together with some preliminary electrical work.
- The construction of the Campania Bush Reserve pathway works (grant funded) commenced in late January 2021. The majority of works will be completed by the third week of February. Signage required for the track should be completed by mid March.
- Helen Geard returned to work in February after annual leave. She has been busy with Drum Muster, signage at Callington Park, the Campania Bush Reserve Project and analysing water and people data associated with Lake Dulverton.
- Maria has been working on sorting matters relating to the proposed pathway at the edge of Lake Dulverton. A contractor has now been appointed to undertake the Dirt Glue component of the project. It is hoped that works will commence sometime in early April.
- Maria has been busy with Australian Government project reporting on a number of projects.
- A Lake Dulverton & Callington Park Management Committee meeting was arranged and held 15th Feb 2021.
- The Weeds Officer, Ruth Hall has tendered her resignation - as expected. Ruth had always indicated that she would be only available to work over a short time period. Ruth has been a valuable staff member helping with many landholder enquiries associated with the very busy weeds season experienced in late 2020. This

occurred from high rainfall leading to an exceptional spring season across the Municipality.

WEEDS REPORT

Weeds Officer Ruth Hall has provided the following report for the five weeks to 16th February 2021.

Site visits and roadside weed control

- St John's Wort Little Plains Rd, Woodbury and Midlands Hwy, Jericho – hand pulled.
- St John's Wort Memorial Ave, Kempton – contract sprayed
- St John's Wort Antill Ponds – too much to hand pull – Department of State Growth notified as they own the land.
- St John's Wort Rhydaston – Works Department has notified spray contractor.
- St John's Wort on Tas Rail land at Rhydaston – Unable to get a response from Tas Rail as yet.
- Blackberries Midlands Hwy Jericho – controlled and Department of State Growth notified.
- Cumbungi sites at Lake Dulverton identified and will be controlled on 22/02/2021

Projects

- Drought Weed project – Successful Chilean Needle Grass applicants to co-ordinate group control measures over a number of properties in autumn.
Note: There are still funds available. Applications will continue to be assessed on an ongoing basis until funds are expended.

Communication

- Landholder Update re Woodbury Farmer's Group Saffron Thistle Control Project. Project has been successfully implemented and DPIPWE contacted re submitting a final report.
- Discussions with DPIPWE Biosecurity Unit and State Weeds Action Fund Co-ordinator re next round of funding. An announcement is due in mid to late March. Our understanding at this stage is that a select group of weeds will be targeted and that applications can be made for 1-3 years of funding.
- Email update from State Growth re weed control on State Roads within the Municipality.

Enquiries

- Responded to query from Works Manager re identification of St John's Wort at Rhydaston.
- Information re African boxthorn control provided to a ratepayer at Tunbridge.

Note; my circumstances have changed and I will be finishing up my rather short tenure (4 months) as Municipal Weeds Officer on Tuesday 23rd February. Thank you to all for the opportunity. It has been a pleasure reconnecting with many in my home town of Oatlands. Weed Management has certainly come a long way since I last worked with Council some 13 years ago.

RECOMMENDATION

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

DECISION

Moved by Clr A Bisdee OAM, seconded by Clr K Dudgeon

THAT:

- 1 The Landcare Unit Report be received and the information noted; and
- 2 A letter be written to Mrs Ruth Hall thanking her for her service to the Council.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

14.3 Cultural

Strategic Plan Reference 3.3

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

Nil.

14.4 Regulatory (Development)

Strategic Plan Reference 3.4

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

Nil.

14.5 Regulatory (Public Health)

Strategic Plan Reference 3.5

Monitor and maintain a safe and healthy public environment.

14.5.1 WOODSDALE CEMETERY (2003 WOODSDALE ROAD, WOODSDALE – PID 5840316) – ESTABLISHMENT OF SPECIAL MANAGEMENT COMMITTEE

Author: GENERAL MANAGER

Date: 16 FEBRUARY 2021

Enclosure(s):

Woodsdale Cemetery Special Management Committee – Constitution / Committee Terms of Reference

ISSUE

Council to:

- a) Receive a copy of the Minutes of the Community Meeting held 10th February 2021;
- b) Amend the amend the Constitution / Terms of Reference for the Woodsdale Cemetery Special Management Committee (established in accordance with section 24 of the Local Government Act 1993);and
- c) Appoint the community representatives to the Management Committee.

BACKGROUND

Section 24 of the *Local Government Act 1993* provides the following:

“24. Special committees

- (1) *A council may establish, on such terms and for such purposes as it thinks fit, special committees.*
- (2) *A special committee consists of such persons appointed by the council as the council thinks appropriate.*
- (3) *The council is to determine the procedures relating to meetings of a special committee.”*

Council, at its meeting held in January 2021 endorsed the Constitution / Terms of Reference for the Woodsdale Cemetery Special Management Committee.

Council also appointed Cllr K Dudgeon as its representative, and Deputy Mayor E Batt as its proxy.

These Terms of Reference were used as the basis for discussion at the Community Meeting held 10th February 2021.

DETAIL

In reference to the Minutes of the Community Meeting, Councillors will note that seven (7) persons expressed an interest in becoming a member of the Management Committee.

The Terms of Reference (endorsed by Council at the January 2021 Meeting), and in particular Clause 4 ‘Office Bearers’, stated that there would be at least four community members. The increased number (i.e. seven) is consistent with this Clause.

Clause 8 “Meetings’ does however stipulate that a quorum of the Committee shall consist of three members.

Recognising the increased number of community representatives, meaning a total of 8 members on the Committee, it may be appropriate to increase the quorum to 4 persons.

Human Resources & Financial Implications – The intent of this management arrangement is to have minimal impact on Council’s human and financial resources. The Woodsdale Cemetery has been managed locally for many years and it is anticipated that this will continue.

An amount of \$1,243 has been expended to date on Survey and legal fees incurred by (and invoiced) by the Crown.

Public Relations Implications – the desire to transfer ownership was initiated by the local community.

Website implications – Cemetery details, including contact person(s), can be included on Council’s website.

Policy Implications – policy position.

Implementation Timeframe – As soon as practical following confirmation that the transfer of ownership has been completed.

RECOMMENDATION

THAT Council:

- a) Receive a copy of the Minutes of the Community Meeting held 10th February 2021;
- b) Amend Clause 8 'Meetings' of the Constitution by increasing the number of person to form a quorum for meetings from 3 to 4; and
- c) appoint the following community representatives to the Management Committee:

Kate Bourne
Gerald Crawford
Lynette Browning
Ron Scott
Julie Bellette
Adrian Dare
Yvonne Crawford

DECISION

Moved Clr K Dudgeon, seconded by Clr R McDougall

THAT Council:

- a) **Receive information regarding the Minutes of the Community Meeting held 10th February 2021;**
- b) **Amend Clause 8 'Meetings' of the Constitution by increasing the number of person to form a quorum for meetings from 3 to 4; and**
- c) **appoint the following community representatives to the Management Committee:**

Kate Bourne
Gerald Crawford
Lynette Browning
Ron Scott
Julie Bellette
Adrian Dare
Yvonne Crawford

CARRIED

DECISION

Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

14.6 Regulatory (Animals)

Strategic Plan Reference 3.6

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

14.6.1 ANIMAL MANAGEMENT REPORT

Author: ANIMAL MANAGEMENT OFFICER (RACHEL COLLIS)

Date: 15 FEBRUARY 2021

Enclosure:

Animal Management Statement – January-February 2021

ISSUE

Consideration of the Animal Management/Compliance Officer's report for January-February 2021.

The purpose of the report is twofold:

1. To inform Council and the Community of infringements issued by Council Officers in relation to Animal Management for the period January – February 2021 ; *and*
2. Provide a brief summary of actions and duties undertaken by Council Officers in relation to animal management.

This in turn informs the community of the requirements and expectations of the Council to uphold and enforce the relevant legislation. This reminds Council and the community of the importance of responsible ownership of animals.

The infringements detailed in this report were all issued under the *Dog Control Act 2000*.

Resource Sharing

Southern Midlands Council currently provide Animal Management services to the Central Highlands Council through resource sharing arrangements. Jobs of note are itemised in the enclosed statement.

Infringement Details

Nil

RECOMMENDATION

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

DECISION

Moved by Clr A Bisdee OAM, seconded by Clr K Dudgeon

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

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

ENCLOSURE(S)
Agenda Item 14.6.1



YTD ANIMAL MANAGEMENT STATEMENT

January-February 2021

DOG IMPOUNDS	RECLAIMED	ADOPTED	EUTHANISED
7	7	0	0
OTHER IMPOUNDS	RECLAIMED	ADOPTED	EUTHANISED
0	0	0	0

JOBS ATTENDED
January-February 2021

DOGS AT LARGE	DOG ATTACKS	DOG BARKING	DOG GENERAL
1	0	1	4
Central Highlands 0	Central Highlands 0	Central Highlands 2	Central Highlands 0
NEW KENNEL INSPECT	WELFARE	STOCK	OTHER
Two active kennel licences	2	2	0
Central Highlands 0	Central Highlands 0	Central Highlands 0	Central Highlands 0

REGISTERED DOGS: 1726

KENNEL LICENCES: 53

INFRINGEMENTS ISSUED: 0

14.7 Environmental Sustainability

Strategic Plan Reference 3.7

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

Nil.

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

15.1 Community Health and Wellbeing

Strategic Plan Reference 4.1

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

Nil.

15.2 Recreation

Strategic Plan Reference 4.2

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

Nil.

15.3 Access

Strategic Plan Reference 4.3

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

Nil.

15.4 Volunteers

Strategic Plan Reference 4.4

Encourage community members to volunteer.

Nil.

15.5 Families

Strategic Plan Reference 4.5

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

Nil.

15.6 Education

Strategic Plan Reference 4.6

Increase the educational and employment opportunities available within the Southern Midlands

Nil.

15.7 Capacity & Sustainability

Strategic Plan Reference 4.7

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

Nil.

15.8 Safety

Strategic Plan Reference 4.8

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

Nil.

15.9 Consultation & Communication

Strategic Plan Reference 4.8

Improve the effectiveness of consultation & communication with the community.

Nil.

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)

16.1 Improvement

Strategic Plan Reference 5.1

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

16.1.1 LOCAL GOVERNMENT ASSOCIATION OF TASMANIA GENERAL MEETING 12TH MARCH 2021 - ADVANCED NOTICE OF MOTIONS TO BE DEBATED

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 15TH February, 2021.

Enclosure(s):

LGAT General Meeting 12 March 2021 – Advanced Notice of Motions

ISSUE

The next General Meeting of the Local Government Association of Tasmania is scheduled for 12th March 2021.

Whilst a full Agenda is yet to be issued, the Association has provided advanced Notice of three (3) Motions which have been submitted by the Burnie and Glenorchy City Councils for inclusion on the Agenda.

These Motions are referred to Council for consideration and to provide direction to the Mayor for voting purposes.

BACKGROUND

LGAT believe that the topic(s) are of significant interest to Councils and it was considered important to bring them to the attention of Council as early as possible. This enables prior council discussion and ensure relevant debate at the meeting.

DETAIL

Details of the three Motions, including background comments, are included as an attachment:

Motion 1 - Planning Authorities – Burnie City Council

Decision Sought

That the LGAT investigate the level of support among Tasmanian councils and identify the relevant considerations and options to propose an amendment of the Land Use Planning and Approvals Act 1993 to –

- a) delete the mandatory requirement for a council to act as a planning authority for purposes of determining an application for a permit to use or develop land within its municipal area; and***

- b) *provide as an alternative, the establishment of an independent development assessment panel to determine a permit application.***

Comment:

The background comments provided by the Burnie City Council provide the reasoning for submission of this Motion.

From a policy perspective, the option of outsourcing (or delegating) its planning authority role to an external body/panel has not previously been considered by Council.

Motion 2 – Future Gaming Legislation Exposure Draft - Glenorchy City Council

Decision Sought

That Local Government calls on the Tasmanian Government to honour the commitment (given at the Premier's Local Government Council on 6 November 2019) for a five-week consultation period on the draft legislation to amend the Gaming Control Act 1993 to give effect to the Future Gaming Market Policy, when released.

Comment:

From a policy perspective, the Southern Midlands Council has, in the past, resolved not to become involved in the discussion associated with gaming control and the regulatory framework.

There is merit in supporting this Motion on the basis that the consultation period should be sufficient to enable interested stakeholders adequate time to consider the issues and provide informed feedback.

Motion 3 – Deferral of Draft Future Gaming Bill - Glenorchy City Council

Decision Sought

That the Tasmanian Government defers the release of the legislation to amend the Gaming Control Act 1993 to give effect to the Future Gaming Market Policy for consultation until the latest information relating to gambling in Tasmania is made available, including:

- a) The release of the fifth Social and Economic Impact Study; and***
b) Social and economic modelling used to develop the Future of Gaming in Tasmania policy.

Comment:

Refer comment above - from a policy perspective, the Southern Midlands Council has, in the past, resolved not to become involved in the discussion associated with gaming control and the regulatory framework.

RECOMMENDATION

THAT:

- a) The information be received; and
- b) Council determine its position in relation to each of the three (3) Motions, noting that this will provide direction to the Mayor (for voting purposes) at the General Meeting of the Local Government Association of Tasmania scheduled for 12th March 2021.

DECISION

Moved Clr A Bisdee OAM, seconded by Clr R McDougall

THAT:

- 1 The information be received; and
- 2 Council has determined the following position in relation to each of the three (3) Motions, noting that this provides direction to the Mayor (for voting purposes) at the General Meeting of the Local Government Association of Tasmania scheduled for 12th March 2021;
 - a Motion 1 – No support
 - b Motion 2 – Support
 - c Motion 3 – Support

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

ENCLOSURE(S)
Agenda Item 19.3



**Motions received from Councils -To be Tabled at the
LGAT General Meeting
12 March 2021**

The three motions below have been received and will be considered at the 12 March 2021 General Meeting. They are being provided in advance of the Agenda papers to allow for council discussion and ensure relevant debate at the Meeting.

Planning Authorities

Council **Burnie City**

Decision Sought

That the LGAT investigate the level of support among Tasmanian councils and identify the relevant considerations and options to propose an amendment of the *Land Use Planning and Approvals Act 1993* to –

- a) delete the mandatory requirement for a council to act as a planning authority for purposes of determining an application for a permit to use or develop land within its municipal area; and**
- b) provide as an alternative, the establishment of an independent development assessment panel to determine a permit application.**

Background Comments:

The parliament of Tasmania has legislated in the *Land Use Planning and Approvals Act 1993* that the council elected under the Local Government Act 1993 must also serve as the planning authority for its municipal area.

The requirement is a continuation of a similar arrangement dating from the early 1960's under which a local council had responsibility for how the land within a municipal area is to be used and developed.

The key responsibilities of a planning authority under the Act are to –

- a) prepare and maintain a planning scheme for the municipal area; and
- b) take all reasonable steps within the ambit of its power to enforce the observance of that planning scheme in respect of all use or development undertaken within the municipal area, including to determine an application to use and develop land if a permit is required.

The planning authority role is mandatory; and is entirely separate from the function of a council under the *Local Government Act 1993*.

While a Council may exercise its authority as a planning authority through a committee of the council, and may delegate powers and functions to an employee, it cannot ignore, abandon or surrender the role, or devolve responsibility in whole or part to any person or body external to the Council.

The powers and functions of a planning authority require actions and decisions with potential to materially affect the rights and interests of others; and which may generate an intersection of conflicting views and opinion.

The requirement on a council to act as a planning authority has long caused conflict and confusion.

There is a general and long-standing disquiet within Tasmanian councils over the confusion, conflict, and complexity of the “two hats” requirement inherent dual statutory functions.

There is an almost irresolvable tension between the general responsibilities of a council as the representatives of community and its role as a planning authority.

The former requires a council is to provide for peace, order and good governance, and to promote and represent the health, safety, welfare and best interests of the community.

The latter imposes considerable limitations on the ability to act as a council because of the duty on a planning authority to remain neutral, and to set aside matters of importance to the community if irrelevant to the considerations and decision instructed by the planning scheme.

As a planning authority, a council is required to –

- a) understand complex issues and to consider the validity of detailed planning applications within the 5-day period following provision of an agenda and a Council meeting
- b) make the decision directed by the planning scheme and explained in the qualified advice provide by Council officers unless there are valid reasons to move for an alternate decision
- c) set aside and have no regard to views and opinions of the community that are not directly relevant to the applicable requirements of the planning scheme

It is appropriate to test the desire of local government to continue in the role of a planning authority with a responsibility to make decisions on permit applications, and to explore use of independent assessment panels to assess and decide permit applications

Other Australian jurisdictions have recognised the struggle experienced by local government when required to separate the role as people’s representative from that of an independent arbitrator of compliance to a strict set of planning rules.

Several State jurisdictions currently operate a form of independent assessment panel which act as an alternative to the local council for decisions on land use permits.

There are also many overseas models, including some systems where the local council has no involvement in assessment or determination of a permit application.

While there are variations in administrative arrangements and scope of practice for assessment panels, underlying objectives typically include to increase probity and accountability, safeguard against corruption or misconduct, and to lead to better planning outcomes.

Significantly, the use of an independent panel can free a council to focus on planning strategy, and will provide a freedom to make representations and to advocate for its community on any aspect of a proposal.

Most States where independent panels are available have prescribed the matters that must come before a panel are to include - significant or technically complex permit applications; projects that may have a high economic, environmental and social value or impact; proposals within a specific locality or of a particular kind; public housing and State agency proposals; applications made by the council; and matters likely to attract significant public interest, opposing views and opinions, or controversy.

Some systems allow a council discretion to refer other kinds of application for decision by a panel.

Panels generally comprise a chair with a legal or public administration background and two or more specialist members; and may include a local government and/or community representative to provide local knowledge and perspective.

The use of an assessment panel does not deprive or change a council's responsibility and involvement in land use planning strategy and policy, or in the preparation of a local planning scheme.

The proposed investigation would examine the various models currently used in other jurisdictions; consider the scope of permit matters that must or may be referred; and the necessary membership and administrative arrangements.

A decision by LGAT member councils to support introduction of system of independent assessment and decision panels requires amendment to the *Land Use Planning and Approvals Act 1993*.

A persuasive argument to State government will require support from the local government sector to forego or modify what is currently an almost an exclusive power, and to devolve that power in whole or part to an external body of experts.

The ultimate decision required in this Motion is who do we represent as elected members of a council?

It is relatively easy to appreciate the "2-hat" analogy, but in reality we only wear one – the hat that represents the residents of our municipal area and requires we look after their well-being and to support their right to question, challenge and be championed by their representatives.

This is not always easy or possible when acting as a planning authority.

It is appropriate for the LGAT to investigate the level of support, and to examine options for how a panel would be structured and operate.

The matter should be further considered by LGAT members on completion of the investigation and before any decision to make a formal approach to government.

**Future Gaming Legislation Exposure Draft
Council Glenorchy City**

Decision Sought

That Local Government calls on the Tasmanian Government to honour the commitment (given at the Premier's Local Government Council on 6 November 2019) for a five-week consultation period on the draft legislation to amend the *Gaming Control Act 1993* to give effect to the Future Gaming Market Policy, when released.

Background Comments

In 2018, the Tasmanian Government announced its policy for the future of the Tasmanian gaming market, providing an overview of how the Tasmanian gaming industry will be restructured.

In 2020, the Department of Treasury and Finance released a public consultation paper, the Future of Gaming in Tasmania, which provided detail of the Future Gaming Market regulatory model that will implement this policy from 1 July 2023.

The original timeline was for the exposure draft of the *Gaming Control Amendment (Future Gaming Market) Bill 2020 (draft future gaming bill)* to be released on 27 April 2020 with the closing date for comment on the draft on 8 May 2020. The review was deferred due to the impacts of the COVID-19 pandemic. It anticipated that the draft future gaming bill will be now be released for comment in 2021.

Under the new regulatory model, licences for casinos, keno and hotels and clubs would be distributed for up to 20 years, with further changes to the regulatory model unlikely until 2043.

While Glenorchy City Council and other councils and stakeholders have had an opportunity to comment on the public consultation paper, it will be very important for councillors and council officers to have time to fully review the draft future gaming bill when it is released and have enough time to respond.

As noted, the original timetable set for the consultation period for the bill was 10 working days. It is anticipated that this will also be the case when the draft bill is released in 2021.

LGAT previously had a Statewide Partnership Agreement with the Tasmanian Government in relation to timeframes for consultation on issues relevant to local government.

Although the agreement has expired, the issue was discussed at the Premier's Local Government Council meeting on 6 September 2019, with the minutes recording the following:

*"The Premier noted that, although the Statewide Partnership Agreement between the State Government and the local government sector has expired, the Government continues, as a matter of protocol, to observe the five-week consultation period contained in that Agreement. This was welcomed by LGAT. The Premier noted he would be asking the Secretary of DPAC to write to other agency heads reminding them of the minimum five-week period."*¹

¹ Premier's Local Government Council minutes from 6 September 2019, Department of Premier and Cabinet website

The motion therefore seeks LGAT's support in calling for the State Government to honour the agreement in relation to the consultation period of the draft bill to allow an appropriate time for a detailed review and preparation of submissions.

The proposed changes to the legislation will have an impact on any local government area which has electronic gaming machines, particularly for single operators of hotels and clubs. Regardless of whether councils support or oppose the legislation, it is important to understand the changes and the possible effects on their communities.

Deferral of Draft Future Gaming Bill
Council Glenorchy City

Decision Sought

That the Tasmanian Government defers the release of the legislation to amend the *Gaming Control Act 1993* to give effect to the Future Gaming Market Policy for consultation until the latest information relating to gambling in Tasmania is made available, including:

- a) **The release of the fifth Social and Economic Impact Study; and**
- b) **Social and economic modelling used to develop the Future of Gaming in Tasmania policy.**

Background Comments

The Future Gaming Market regulatory model proposed by the State Government is a major restructure of the gaming industry. Given its significance, it is important that information used to develop the model, as well as up-to-date information on the sector, is made available to all stakeholders.

The *Gaming Control Act 1993* requires that an independent review of the social and economic impact of gaming in Tasmania be conducted every three years. The Social and Economic Impact Study of Gambling in Tasmania (SEIS) provides an analysis of key trends in gambling and a gambling prevalence study. This is a key study that is tabled in each House of Parliament after completion.

The fifth SEIS is currently underway (submissions closed in October 2020) and is expected to be completed by the second quarter of 2021. It is possible that the draft future gaming bill will be released, and a decision made in Parliament, prior to the results of the SEIS being made available.

Given the importance of the SEIS and the fact that the Future Gaming legislation exposure draft was postponed due to the impacts of the COVID-19 pandemic, being able to review the SEIS and any recommendations made in that report prior to commenting on the Future Gaming legislation exposure draft is critical.

Submissions to the Future of Gaming in Tasmania could be made based on the information publicly available at the time in the Tasmanian Government's Future Gaming consultation paper. The

consultation paper provided details of the proposed changes to the regulatory model but did not provide any social or economic modelling used by the State Government to develop its proposal.

It is essential for councils and other stakeholders to have access to this modelling information if they are to add value to the next stage of the consultation process and gain a clearer picture of how changes will impact individual municipalities.

The request to defer the Future Gaming legislation until the release of the SEIS and the provision of the social or economic modelling would not impact the Tasmanian Government's proposed legislation commencement date of July 2023.

16.2 Sustainability

Strategic Plan Reference 5.2

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

16.2.1 TABLING OF DOCUMENTS

Nil.

16.2.2 ELECTED MEMBER STATEMENTS

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

Clr A Bisdee OAM

- Attended a Taswater Southern Briefing. Taswater have voted to provide \$5m to Council shareholders as a dividend. The Taswater Board will meet again in May where it is expected that they will fund another \$5m for dividends. SMC should receive \$75k as budgeted for the 2021 financial year.

Deputy Mayor Batt/Clr K Dudgeon

- Attended the LGAT Professional Development weekend in Launceston. They will be providing feedback that while the speakers were interesting, much of the content was not relevant to Southern Midlands or Tasmania. Dion Lester, CEO LGAT provided an excellent closing.

DECISION

Moved by Clr R McDougall, seconded by Clr A Bisdee OAM

THAT the elected member's statements be received.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

16.3 Finances

Strategic Plan Reference 5.3

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

16.3.1 MONTHLY FINANCIAL STATEMENT (PERIOD ENDING 31 JANUARY 2021)

Author: FINANCE OFFICER (MANDY BURBURY)

Date: 15 February 2021

Provide the Financial Report for the period ending 31st January 2021.

BACKGROUND

The format of the Operating Expenditure Report has been amended to include a Year To Date (YTD) Budget Column, with variations (and percentage) based on YTD Budgets – as opposed to total annual Budget.

Note: Depreciation is calculated on an annual basis at the end of the financial year and therefore the budget for depreciation is included in the June period.

DETAIL

The enclosed Report incorporates the following: -

- Statement of Comprehensive Income – 1 July 2020 to 31 January 2021.
- Operating Expenditure Budget Report – 1 July 2020 to 31 January 2021.
- Capital Expenditure Estimates – as at 31 January 2021.
- Cash Flow Statement – 1 July 2020 to 31 January 2021.
- Rates & Charges – as at 11 February 2021.

OPERATING EXPENDITURE ESTIMATES (OPERATING BUDGET)

Overall operating expenditure to end of January was \$4,524,799, which represents 98.0% of the Year to Date Budget.

Whilst there are some variations within the individual Program Budgets (refer following comments), expenditure is consistent with the Budget.

Strategic Theme - Infrastructure

Sub-Program – Roads – expenditure to date (\$922,348 – 114.83%). There has been increased expenditure on road maintenance largely as a result of weather conditions. Maintenance expenditure will decrease over the next six months while resources are being utilised on our Capital Works Program.

Sub-Program – Drainage – expenditure to date (\$21,245 – 133.56%). Additional expenditure relates to repairs to flood damage.

Strategic Theme – Growth

Sub-Program – Business – expenditure to date (\$158,270 – 125.65%). Additional expenditure relates to Private Works, including wages and gravel. There will be an increase in income to offset the additional expense.

Strategic Theme – Landscapes

Sub-Program – Regulatory - Animals - expenditure to date (\$71,277 – 113.87%). Additional expenditure relates largely to wages, with reduced hours of resource sharing, increased call-outs and increased hours for position of Animal Management Officer. The cost of legal advice associated with this Program has also exceeded the budgeted estimate.

Strategic Theme – Community

Nil.

Strategic Theme – Organisation

Nil.

RECOMMENDATION

THAT the Financial Report be received and the information noted.

DECISION

Moved by Clr A Bisdee OAM, seconded by Clr A Bantick

THAT the Financial Report be received and the information noted.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

STATEMENT OF COMPREHENSIVE INCOME
for the period 1st July 2020 to 31 January 2021

	Annual Budget \$	Year to Date as at 31 January 2021 \$	%	Comments
Income				
General rates	5,797,406.00	5,726,036.51	98.8%	Budget includes Interest & Penalties to be imposed to 30 June 2021
User Fees (refer Note 1)	681,158.00	519,969.18	76.3%	
Interest	175,000.00	27,637.09	15.8%	
Government Subsidies	19,200.00	0.00	0.0%	Heavy Vehicle Licence Fees & Road Rescue MAIB reimbursements
Contract Income	0.00	0.00	0.0%	
Other (refer Note 2)	86,000.00	23,290.06	27.1%	
Sub-Total	\$6,758,764.00	\$6,296,932.84	93.2%	
Grants - Operating	3,564,167.00	846,369.36	23.7%	
Total Income	\$10,322,931.00	\$7,143,302.20	69.2%	
Expenses				
Employee benefits	-4,113,303.00	-2,033,853.50	49.4%	Less Roads - Resheeting (Capitalised)
Materials and contracts	-3,195,181.00	-2,305,532.42	72.2%	Less Roads - Resheeting (Capitalised), Includes Land Tax
Depreciation and amortisation	-3,003,866.00	-1,764,566.09	58.7%	Percentage Calculation (based on year-to-date)
Finance costs	-18,850.00	-13,524.34	71.7%	
Contributions	-233,907.00	-116,953.50	50.0%	Fire Service Levies
Other	-145,526.00	-90,465.73	62.2%	Audit Fees and Councillor Allowances
Total expenses	-\$10,710,633.00	-\$6,324,895.58	59.1%	
Surplus (deficit) from operations	-\$387,702.00	\$818,406.62	-211.1%	
Grants - Capital (refer Note 3)	3,558,627.00	637,766.00	17.9%	
Sale Proceeds (Plant & Machinery)	0.00	47,873.64	0.0%	
Sale Proceeds (Other Assets)	0.00	6,473.64	0.0%	
Net gain / (loss on disposal of non-current assets)	5,818.00	0.00	0.0%	
Surplus / (Deficit)	\$3,176,743.00	\$1,510,519.90	47.5%	

STATEMENT OF COMPREHENSIVE INCOME
for the period 1st July 2020 to 31 January 2021

	Annual Budget \$	Year to Date as at 31 January 2021 \$	%	Comments
NOTES				
1. Income - User Fees (Budget \$681,158) includes:				
- All other Programs	454,975.00	335,087.85	73.6%	
- Private Works	226,183.00	184,881.33	81.7%	
	<u>\$681,158.00</u>	<u>\$519,969.18</u>	76.3%	
2. Income - Other (Budget \$86,000) includes:				
- Tas Water Distributions	76,000.00	0.00	0.00%	
- HBS Dividend	10,000.00	0.00	0.00%	
- Public Open Space Contribution	0.00	5,844.64		
- Worker's Compensation Adjustment and Discount	0.00	16,442.42		
- Donations for use of recreation facilities	0.00	1,003.00		
	<u>\$86,000.00</u>	<u>\$23,290.06</u>	27.1%	
3. Grant - Capital (Budget \$3,558,627) includes:				
- (CDGP) Oatlands Aquatic Centre	500,000.00	0.00	0.00%	
- (CDGP) Callington Park Playground	500,000.00	250,000.00	50.00%	
- (CDGP) Chauncy Vale Pedestrian Bridge	55,000.00	55,000.00	100.00%	
- (CDGP) Lake Dulverton Walkways	220,000.00	0.00	0.00%	
- (CDGP) Campania Bush Reserve	100,000.00	0.00	0.00%	
- (CDGP) Kempton Streetscape Project	75,000.00	0.00	0.00%	
- (CDGP) Broadmarsh Streetscape Project	230,000.00	0.00	0.00%	
- (CDGP) Oatlands Underground Lighting	250,000.00	0.00	0.00%	
- Midland Hway/ Mood Food Pathway	147,565.00	0.00	0.00%	
- Elderslie/Bluff Road Junction	150,000.00	0.00	0.00%	
- Roads To Recovery	665,531.00	0.00	0.00%	
- Local Roads and Community Infrastructure Prog	665,531.00	332,766.00	50.00%	
- Other	0.00	0.00	0.00%	
	<u>\$3,558,627.00</u>	<u>\$637,766.00</u>	17.92%	
4. Grant - Operating (Budget \$3,564,167) includes:				
Operating Grants				
- FAGS	3,564,167.00	844,508.00	23.7%	\$1,840,420 received in advance in 2019-20 Advised actual distribution for 2020-21 to be \$3,529,436
- Australia Day Branding Grant	0.00	1,000.00	0.0%	
- Hobart City Mission School Holiday Program Funding	0.00	861.36	0.0%	
	<u>\$3,564,167.00</u>	<u>\$846,369.36</u>	23.7%	

**CAPITAL EXPENDITURE PROGRAM 2020-21
AS AT 31 JANUARY 2021**

			BUDGET	EXPENDITURE	VARIANCE	COMMENTS
			\$	\$	\$	
INFRASTRUCTURE						
ROAD ASSETS						
Resheeting Program	Various	Roads Resheeting	500,000	411,288	88,712	
Reseal Program		Roads Resealing (as per agreed program)	300,000	0	300,000	
		Levendale - Woodsdale Road (300m reseal)	50,000	0	50,000	RTR (\$50K)
		Campania - Native Corners Road	50,000	0	50,000	RTR (\$50K)
Reconstruct & Seal	C1010028	Woodsdale Road (1km Reconstruction)	330,000	343	329,657	RTR (\$319K)
	C1010094	Woodsdale Road Reconstruct & Seal (800m + 430m)	122,141	111,068	11,073	RTR \$122,141 Budget c/fwd WIP 30/06/20 \$4478.95
Construct & Seal (Unsealed Roads)		Bagdad - Huntingdon Tier (350m new seal)	73,500	0	73,500	LRCI
	C1020077	Campania - Native Corners Road (900m new seal)	173,250	314	172,936	RTR (\$152K)
		Mangalore - Ballyhooly Road (300m new seal)	57,750	0	57,750	
	C1020006	Rhyndaston - Rhyndaston Road (800m through township)	154,000	6,279	147,721	LRCI
	C1020052	Tunnack - Eldon Road (1500m new seal)	288,750	0	288,750	LRCI
Minor Seals (New)		Dust Suppressant Seal	50,000	0	50,000	
		Elderslie - Cornish's Road Dust Suppressant	25,000	0	25,000	LRCI
		York Plains - York Plains Road Dust Suppressant	25,000	0	25,000	LRCI
Junction / Road Realignment / Other	C1020078	Campania - Estate Road (vicinity Mallow property)	10,000	298	9,702	
		Campania - Main Intersection/Carpark Design Concept	50,000	0	50,000	\$50K c/fwd
	C1010037	Campania - Reeve St / Clime Street (includes Footpath)	70,000	11,419	58,581	\$70K Budget c/fwd WIP 30/6/20 \$11,418.84
	C1020047	Colebrook - Lovely Banks/Mudwalls Road Junction	0	5,013	-5,013	
		Dysart - Cliftonvale & Sugarloaf Rd Junction Improvements	50,000	16,884	33,116	WIP 30/06/20 \$16,884.46
	C1020070	Elderslie - Bluff Road Intersection Upgrade	150,000	2,138	147,862	WIP 30/06/20 \$138.38
		Elderslie - Elderslie Road Widening Investigation & Trial (Sth Blackbrush Rd)	40,000	0	40,000	
	C1010096	Elderslie - Elderslie Road Safety Railing (250m)	21,250	29,253	-8,003	
		Oatlands - Interlaken Road Preliminary Work (vicinity of Wallace)	25,000	0	25,000	
	C1020032	Oatlands - Hasting Street Junction	15,000	959	14,041	\$15K Budget c/fwd WIP 30/6/19 \$958.52
	C1020074	Oatlands - Henrietta Street 200m	0	736	-736	
	C1020069	Mangalore - Roberts Road Construct and Seal (additional culverts)	53,822	36,320	17,502	\$12,000 plus balance budget from Swans St Drainage \$41,821.69
		Tea Tree - Grices Road (Tree removal, set-back of embankment, drainage)	15,000	0	15,000	
	Woodsdale - Woodsdale Road (400m safety rail in two sections, The Cutting)	17,000	0	17,000		
			2,716,463	632,312	2,084,150	
BRIDGE ASSETS						
	C1030061	Woodsdale Road (Nutting Garden Rivulet - Bridge No 4084)	148,200	3,575	144,626	RTR (\$94,531)
	C1030062	York Plains Road (Kitty's Rivulet - Bride No 457)	0	25,945	-25,945	Upgrade due to flood damage
	C1030060	Elderslie Road (Stonyhurst Creek B3280)	0	12,437	-12,437	Upgrade due to flood damage
			148,200	41,956	106,244	

**CAPITAL EXPENDITURE PROGRAM 2020-21
AS AT 31 JANUARY 2021**

			BUDGET	EXPENDITURE	VARIANCE	COMMENTS
			\$	\$	\$	
WALKWAYS	C1040003	Footpaths - General Streetscapes	170,906	852	170,054	
	C1040014	Bagdad - East Bagdad Road	230,000	10,962	219,038	\$105K Budget c/fwd WIP 30/6/20 \$4400.94
	G1040007	Broadmarsh - Streetscape Works	230,000	27,051	202,949	WIP 30/06/20 \$4119.85
		Campania - Review Manag. Plan (Site Plan) / Walking Tracks (Bush Reserve)	5,000	0	5,000	\$5K Budget c/fwd
	C1040005	Campania - Reeve Street - Footpath through to Hall	30,000	0	30,000	
	G1040008	Kempton - Louisa Street (from Huntingground Road)	38,000	36,582	1,418	LRCI
		Kempton - Midlands Highway/Mood Food	147,565	0	147,565	
	C1040004	Kempton - Streetscape Plan (Review & Implementation)	35,000	1,881	33,119	
		Kempton - Streetscape Plan - Footpath Renewal (Dysart House)	23,000	0	23,000	
	G1040006	Kempton - Streetscape Plan - Victoria Memorial Hall	110,000	13,728	96,273	WIP 30/06/20 \$3393.18
	G2020002	Melton Mowbray - Streetscape Works (Trough / Shelter etc)	30,000	5,318	24,682	WIP 30/06/20 \$5318.18
	C1040016	Oatlands - High Street (Footpath Renewal)	61,281	0	61,281	LRCI
	C1040022	Tunbridge - Main Street (Ongoing Kerb & Gutter Renewal)	20,000	0	20,000	
	C1040030	Tunnack - Streetscape concept Plan	45,000	28,294	16,706	
			1,175,752	124,668	1,051,084	
LIGHTING	C1050001	Oatlands - Esplanade Project (Total Project Cost \$128k year 2-2)	384,000	160,087	223,913	\$84k Budget c/fwd WIP 30/6/20 \$81053.34
			384,000	160,087	223,913	
PUBLIC TOILETS	C1110002	Campania - Flour Mill Park - Concrete Pathways/drainage/remove pavers	15,000	0	15,000	\$15 Budget c/fwd
		General Public Toilets - Upgrade Program	20,000	0	20,000	
			35,000	0	35,000	
DRAINAGE		Bagdad - Lyndon Road	15,000	0	15,000	\$15K Budget c/fwd
	C1090013	Bagdad - Midland Highway/Swan Street Drainage	50,000	8,178	41,821.89	\$50K Budget c/fwd WIP 30/06/20 \$8178.31 (\$41,882 balance budget to Roberts Rd)
	C1090030	Broadmarsh - Elderslie Road	0	9,206	-9,206	
		Campania - Estate Road (School Farm)	10,000	0	10,000	\$10K Budget c/fwd
		Oatlands - High St/Wellington Street Junction	5,000	0	5,000	\$5K Budget c/fwd
			80,000	17,384	62,616	
WASTE	C110001	Wheelie Bins and Crates	5,000	0	5,000	
	C110002	Dysart WTS - General Improvements	15,000	0	15,000	\$15K Budget c/fwd
		Oatlands WTS - Concrete Pad(s)	25,000	0	25,000	\$25K Budget c/fwd
			45,000	0	45,000	
LANDSCAPES						
HERITAGE		Heritage Collections Store	10,000	0	10,000	
		Kempton - Watch House (Internal Fit out)	4,000	0	4,000	\$4K Budget c/fwd
	C3010003	Oatlands - Callington Mill (Asset Renewals)	20,000	16,915	3,085	
	C3010004	Oatlands - Court House (Sandstone wall restoration)	0	2,430	-2,430	
		Oatlands - Gaol Aluminium Temporary Steps (Entrance)	3,500	0	3,500	\$3.5K Budget c/fwd
		Oatlands - Commissariat (79 High Street) Boundary Fence	6,000	0	6,000	
		Oatlands - Roche Hall Forecourt (Interps - Planning Condition of Approval)	40,000	0	40,000	\$40K Budget c/fwd
			83,500	19,345	64,155	

**CAPITAL EXPENDITURE PROGRAM 2020-21
AS AT 31 JANUARY 2021**

			BUDGET	EXPENDITURE	VARIANCE	COMMENTS
			\$	\$	\$	
NATURAL	G3020015	Campania - Bush Reserve (Walking/Riding Path)	100,000	17,987	82,013	\$100K Budget c/fwd WIP 30/06/20 \$358
	G3020013	Chauncy Vale - Sanctuary Bridge	55,000	66,405	-11,405	\$55K Budget c/fwd WIP \$42698.10
		Chauncy Vale - Caves Loop	21,000	0	21,000	
	G3020014	Chauncy Vale - Erosion, Stabilisation & Revegetation	15,000	14,410	590	\$15K Budget c/fwd WIP \$6056.76
	C3020007	Chauncy Vale - Improvements	0	2,653	-2,653	Committee Funded Cast Wombats
	C3020008	Oatlands - Maher's Point Landscape Plan	22,404	9,892	12,512	\$22404 Budget c/fwd
	G3020006	Oatlands - Lake Dulverton Walkway (Grants \$135K + \$85K)	220,000	8,618	211,382	\$220K Budget c/fwd WIP \$6198.70
			433,404	119,965	313,440	
CULTURAL		Oatlands - Heritage HUB Internal fitout	10,000	0	10,000	\$10K Budget c/fwd
			10,000	0	10,000	
REGULATORY - DEVELOPMENT	C3040001	Kempton Council Chambers - Chambers Restoration Works	5,000	0	5,000	
	C3040002	Kempton Council Chambers - Clock Restoration Works	20,000	502	19,499	
	C9990001	Kempton Council Chambers - Office Furniture & Equipment	5,000	545	4,455	
			30,000	1,046	28,954	
REGULATORY - PUBLIC HEALTH		Water Bottle Refill Stations	7,980	0	7,980	
	C4080001	Kempton - Community Health Facility	400,000	309,206	90,794	\$225k Budget c/fwd WIP 30/06/20 \$27548.57
			407,980	309,206	98,774	
REGULATORY - ANIMAL CONTROL	C4080001	Kempton - Dog Pound(s)	35,000	468	34,532	\$20k Budget c/fwd
			35,000	468	34,532	
COMMUNITY						
RECREATION	C4070005	Recreation Committee	15,000	6,745	8,255	Kempton Hall switchboard upgrade/Colebrook Hall roof repairs \$5,000 of budget moved to Mt Pleasant Rec Ground Project
	C4070025	Campania - Public Open Space dev (Play Equip Alexander Circle)	16,000	16,001	-1	\$16K Budget c/fwd
	C4070004	Campania - Public Open Space dev (Scaife Subdivision - Justitia Park)	23,000	21,081	1,939	\$23K Budget c/fwd
		Campania - Recreation Ground (Internal Toilet Improvements)	40,000	0	40,000	
	C4070038	Campania - Recreation Ground (Nets)	45,000	47,040	-2,040	\$45K Budget c/fwd
	C4070036	Colebrook - Hall (Heating Upgrade)	24,000	24,000	0	
		Colebrook - Recreation Ground - New Pitch Cover	4,500	0	4,500	
	C4070020	Colebrook - Online Centre (Post Office) - Upgrade switchboard	0	1,925	-1,925	
		Kempton - Recreation Ground (Lighting)	16,000	0	16,000	\$16K Budget c/fwd
		Kempton - Recreation Ground (Roof Structure - Entry to Clubrooms)	15,000	0	15,000	\$15K Budget c/fwd
		Mangalore - Hall (replace Gutters and Roofing)	18,000	0	18,000	\$18K Budget c/fwd
	G4070038	Mount Pleasant - Recreation Ground (Upgrade Toilets & Stabilisation)	120,336	116,734	3,602	\$38K Budget c/fwd WIP 30/06/20 \$7261.18 Total project budget \$115.336 Including additional contributions of \$29,336 recvd 2019/20 from Mt Pleasant
	C4070034	Oatlands - Aquatic Centre (New Pool)	2,900,000	1,384,249	1,515,751	WIP 30/06/20 \$166,197.29, 30/6/19 \$395,896.00, 30/6/18 \$379,803.40
	C4070009	Oatlands - Community Hall - Repointing & Crack Repairs	15,000	8,163	6,837	
	G4070040	Oatlands - Destination Playground Callington Park (inc. reveg & water system)	500,000	460,749	39,251	\$500 Budget c/fwd WIP 30/06/20 \$282200.25
	C4070001	Parattah - Rec Ground - External Toilet (linked to walkway)	12,000	6,192	5,808	\$12K Budget c/fwd
	G4070039	Runnymede - Recreation Ground (resurfacing & watering system)	45,000	99,505	-54,505	\$20K Budget c/fwd WIP 30/06/20 \$40,527
		Tunbridge Park - Perimeter Fence (Safety)	30,000	0	30,000	\$30K Budget c/fwd
			3,838,836	2,192,363	1,646,473	

**CAPITAL EXPENDITURE PROGRAM 2020-21
AS AT 31 JANUARY 2021**

			BUDGET \$	EXPENDITURE \$	VARIANCE \$	COMMENTS
ACCESS	C4070035	All Buildings (Priority Approach - Year 5 of 5 @ \$10K/year)	50,000	0	50,000	
			50,000	0	50,000	
CAPACITY & SUSTAINABILITY	C5020001	Levendale Community Centre	38,390	0	38,390	\$8K Budget c/fwd
		Oatlands - Midlands Memorial Community Centre - Double glazed windows	40,000	0	40,000	
	C4070013	Oatlands - Midlands Memorial Community Centre - Repairs to flood damage	0	14,262	-14,262	
	C5020002	Oatlands Structure Plan	25,000	9,063	15,937	\$25K Budget c/fwd
			103,390	23,325	80,065	
SAFETY		Road Accident Rescue Unit	3,000	0	3,000	\$
			3,000	0	3,000	
ORGANISATION SUSTAINABILITY		Oatlands - Council Chambers - Internal Toilets Upgrade	100,000	0	100,000	\$60K Budget c/fwd
	C6020007	Oatlands - Council Chambers - Damp Issues & Stonemasonry	15,000	0	15,000	\$15K Budget c/fwd
		Oatlands - Council Chambers - Works Office (floor coverings)	5,000	0	5,000	\$5K Budget c/fwd
	C6020007	Oatlands - Council chambers - Memorials - Forecourt	4,000	4,000	0	
	C9990001	Oatlands - Town Hall (General - Incl. Office Equip/Furniture)	5,500	359	5,141	
	C6020003	Computer System (Hardware / Software)	37,500	15,312	22,188	
			167,000	19,671	147,329	
WORKS	C6020011	Kempton Depot - Property Purchase (Year 1 Budget of \$180K)	45,000	45,000	0	Total Project Cost - to be funded over 4 yrs (Yr 2 - \$45K)
	C6020011	Kempton Depot - Internal Building Improvements	15,000	0	15,000	\$10K Budget c/fwd
		Kempton Depot - Storage Lockers	2,000	0	2,000	
	C6020001	Oatlands Depot - Solar Panels	16,000	20,722	-4,722	
	C6020001	Oatlands Depot - Roof over containers	51,514	13,267	38,247	\$51,614 budget c/fwd
	C9990002	Minor Plant Purchases	9,500	1,454	8,046	
	C6020008	Radio System	3,000	0	3,000	
		Excavator (add Rock breaker) MP37/2020	12,800	12,200	600	
		Steam Weeder c/w Trailer	32,000	0	32,000	
		Plant Replacement Program				
		Heavy Vehicles	514,000	49,520	464,480	
		Light Vehicles	210,000	82,601	127,399	
		(Trade Allowance - \$280K)				
			910,814	224,762	686,052	
GRAND TOTALS			10,657,339	3,886,561	6,770,778	

CASH FLOW 2020/2021	INFLOWS (OUTFLOWS) (July 2020) \$	INFLOWS (OUTFLOWS) (August 2020) \$	INFLOWS (OUTFLOWS) (September 2020) \$	INFLOWS (OUTFLOWS) (October 2020) \$	INFLOWS (OUTFLOWS) (November 2020) \$	INFLOWS (OUTFLOWS) (December 2020) \$	INFLOWS (OUTFLOWS) (January 2021) \$	INFLOWS (OUTFLOWS) (Year to Date) \$
Cash flows from operating activities								
Payments								
Employee costs	- 280,287.76	- 286,704.71	- 433,171.67	- 273,782.78	- 302,995.11	- 310,511.93	- 186,034.31	- 2,073,488.27
Materials and contracts	- 383,806.48	- 268,732.24	- 478,736.40	- 363,328.17	- 288,812.83	- 371,621.76	- 289,083.86	- 2,444,121.74
Interest	- 3,858.96	-	-	-	- 2,440.52	- 3,515.10	- 3,709.76	- 13,524.34
Other	- 32,591.93	- 49,587.79	- 59,672.89	- 119,317.20	- 29,152.34	- 36,353.17	- 95,784.96	- 422,460.28
	- 700,545.13	- 605,024.74	- 971,580.96	- 756,428.15	- 623,400.80	- 722,001.96	- 574,612.89	- 4,953,594.63
Receipts								
Rates	112,384.27	1,497,162.58	1,454,076.61	173,386.59	425,010.56	374,990.56	433,523.83	4,470,535.00
User charges	78,429.45	97,821.67	191,691.47	346,810.89	93,522.42	13,406.32	116,326.47	554,625.75
Interest received	6,114.29	2,283.96	3,750.98	6,353.34	2,423.11	2,602.82	4,108.59	27,637.09
Subsidies	-	-	-	-	-	-	-	-
Other revenue grants	-	422,254.00	-	1,861.36	422,254.00	-	-	846,369.36
GST Refunds from ATO	-	-	-	-	-	-	-	-
Other	- 34,640.70	75,652.19	127,629.49	59,104.07	54,410.03	141,003.63	57,978.07	138,152.44
	162,287.31	2,095,174.40	1,393,765.61	469,308.11	888,800.06	532,003.33	495,980.82	6,037,319.64
Net cash from operating activities	- 538,257.82	1,490,149.66	422,184.65	287,120.04	265,399.26	189,998.63	78,632.07	1,083,725.01
Cash flows from investing activities								
Payments for property, plant & equipment	- 216,309.91	- 288,121.91	- 294,048.33	- 536,835.75	- 212,067.69	- 279,182.83	- 131,094.58	- 1,957,661.00
Proceeds from sale of property, plant & equipment	16,390.91	54.54	31,632.73	5,863.64	73.64	236.36	95.46	54,347.28
Proceeds from Capital grants	-	-	250,000.00	332,766.00	-	55,000.00	-	637,766.00
Proceeds from Investments	-	-	-	-	-	-	-	-
Payment for Investments	-	-	-	-	-	-	-	-
Net cash used in investing activities	- 199,919.00	- 288,067.37	12,415.60	198,206.11	211,994.05	223,946.47	130,999.12	1,265,547.72
Cash flows from financing activities								
Repayment of borrowings	- 7,349.62	-	-	-	- 15,103.20	- 13,398.23	- 7,498.82	- 43,349.87
Proceeds from borrowings	-	-	-	-	-	-	-	-
Net cash from (used in) financing activities	- 7,349.62	-	-	-	- 15,103.20	- 13,398.23	- 7,498.82	- 43,349.87
Net increase/(decrease) in cash held	- 745,526.44	1,202,082.29	409,769.05	485,326.15	38,302.01	427,343.33	217,130.01	225,172.58
Cash at beginning of reporting period	13,687,843.06	12,942,316.62	14,144,398.91	14,554,167.96	14,068,841.81	14,107,143.82	13,679,800.49	13,687,843.06
Cash at end of year-to-date	12,942,316.62	14,144,398.91	14,554,167.96	14,068,841.81	14,107,143.82	13,679,800.49	13,462,670.48	13,462,670.48

**SOUTHERN MIDLANDS COUNCIL : OPERATING EXPENDITURE 2020/21
SUMMARY SHEET**

PROGRAM	YTD ACTUAL (as at 31 Jan 21)	YTD BUDGET (as at 31 Jan 21)	YTD VARIANCE	YTD VARIANCE %	FULL YEAR BUDGET - REVISED INC. GRANTS & OTHER
INFRASTRUCTURE					
Roads	922,348	803,225	119,123	114.83%	3,228,957
Bridges	20,032	22,631	2,599	88.51%	399,239
Walkways	145,248	145,589	340	99.77%	223,152
Lighting	55,473	53,200	2,273	104.27%	91,200
Public Toilets	41,663	44,713	3,050	93.18%	76,936
Sewer/Water	-	-	-	-	-
Drainage	21,245	15,907	5,338	133.56%	79,269
Waste	548,101	601,440	53,338	91.13%	1,055,682
Information, Communication	-	-	-	-	-
INFRASTRUCTURE TOTAL:	1,754,110	1,686,704	-67,406	104.00%	5,154,435
GROWTH					
Residential	-	-	-	-	-
Tourism	18,913	28,293	9,380	66.85%	55,502
Business	158,270	125,861	32,309	125.65%	980,933
Industry	-	-	-	-	-
GROWTH TOTAL:	177,182	154,254	22,929	114.86%	1,036,435
LANDSCAPES					
Heritage	168,650	219,847	51,297	76.68%	373,938
Natural	125,708	122,255	3,453	102.82%	186,633
Cultural	-	9,625	9,625	0.00%	16,500
Regulatory - Development	465,721	511,890	45,969	91.02%	877,183
Regulatory - Public Health	6,939	9,488	2,549	73.14%	16,265
Regulatory - Animals	71,277	62,597	8,680	113.87%	100,867
Environmental Sustainability	-	-	-	-	-
LANDSCAPES TOTAL:	838,296	935,602	97,307	89.60%	1,571,386
COMMUNITY					
Community Health & Wellbeing	142,004	168,630	26,626	84.21%	283,366
Recreation	239,168	297,824	58,655	80.31%	511,239
Access	-	-	-	-	-
Volunteers	21,578	45,833	24,256	47.08%	50,000
Families	5,113	6,917	1,804	73.92%	9,000
Education	-	-	-	-	-
Capacity & Sustainability	7,126	24,111	16,986	29.55%	37,405
Safety	13,202	24,553	11,351	53.77%	45,091
Consultation & Communication	10,130	12,050	1,920	84.07%	19,800
LIFESTYLE TOTAL:	438,321	579,918	141,598	75.58%	955,901
ORGANISATION					
Improvement	59,623	67,932	8,309	87.77%	116,455
Sustainability	1,080,868	1,022,876	57,992	105.67%	2,331,117
Finances	176,399	167,954	8,446	105.03%	309,907
ORGANISATION TOTAL:	1,316,890	1,258,762	58,128	104.62%	2,757,479
TOTALS	4,524,799	4,615,240	90,441	98.0%	11,475,636

SOUTHERN MIDLANDS COUNCIL SUMMARY OF RATES AND CHARGES LEVIED, REMITTED AND COLLECTED				
	This Financial Year 11th February 2021		Last Financial Year 11th February 2020	
Arrears brought forward as at July 1		\$ 527,651.89		\$ 429,240.71
ADD current rates and charges levied		\$ 5,731,088.82		\$ 5,625,571.60
ADD current interest and penalty		\$ -		\$ 61,196.91
TOTAL rates and charges demanded	100.00%	\$ 6,258,740.71	100.00%	\$ 6,116,009.22
LESS rates and charges collected	71.13%	\$ 4,451,834.08	70.11%	\$ 4,287,695.85
LESS pensioner remissions	3.99%	\$ 249,779.66	3.90%	\$ 238,712.14
LESS other remissions and refunds	-0.07%	-\$ 4,385.40	-0.18%	-\$ 11,097.17
LESS discounts	0.53%	\$ 33,081.51	0.48%	\$ 29,535.30
TOTAL rates and charges collected and remitted	75.58%	\$ 4,730,309.85	74.31%	\$ 4,544,846.12
UNPAID RATES AND CHARGES	24.42%	\$ 1,528,430.86	25.69%	\$ 1,571,163.10

16.3.2 MONTHLY OATLANDS AQUATIC CENTRE CAPITAL EXPENDITURE REPORT (PERIOD ENDING 31 JANUARY 2021)

Author: FINANCE OFFICER (MANDY BURBURY)

Date: 15 February 2021

ISSUE

Provide the capital expenditure report for the Oatlands Aquatic Centre to 31st January 2021.

DETAIL

The enclosed Report includes all capital expenditure relating to the Oatlands Aquatic Centre prior to the current financial year, and budget and expenditure for 2020/2021.

RECOMMENDATION

THAT the Financial Report be received and the information noted.

DECISION

Moved by Clr R McDougall, seconded by Clr K Dudgeon

THAT the Oatlands Aquatic Centre Capital Expenditure Report be received and the information noted.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

OATLANDS AQUATIC CENTRE CAPITAL EXPENDITURE RECONCILIATION AS AT 31 JANUARY 2021

	BUDGET \$	EXPENDITURE \$	VARIANCE \$	COMMENTS
Total Expenditure to 31st December 2020		1,551,157		
Council Labour & On-costs		5,255		
Materials - Council		195		
External Plant Hire - Council		6,217		
SMC Planing / Building Permits		6,495		
SMC Planing / Building Permits - June 2020		6,868		
SMC - Other Contractor Costs		901		
August 2012 - Purchase of 70 High Street, Oatlands		166,908		Total Cost (includes legals etc.) Gov't Land Value - \$23,000
Bzowy Architecture & Other Consultants				
2016/17		27,056		Best described as Project Revival
Contract No 1 (part of \$107,660)		16,227		
2017/18				
Contract No 1 (part of \$107,660)		92,471		Includes Disbursements of \$1,038
Other Costs - Variations & Redesign		63,579		Additional Floor / Redesign etc.
Bio-Energy (review & assessment)		24,867		
Appeal Costs		140,153		Various
2018/19				
Bzowy - Other Costs - Variations & Redesign		108,611		Includes Survey & Legal
Engagement Agreements		21,470		
Formal Contract - Tenders / Design etc (part of \$379,960)		265,905		

OATLANDS AQUATIC CENTRE CAPITAL EXPENDITURE RECONCILIATION AS AT 31 JANUARY 2021

	BUDGET	EXPENDITURE	VARIANCE	COMMENTS
	\$	\$	\$	
2019/20				
Bzowy - Other Costs - Variations & Redesign		96,779		Includes Survey & Legal
Bzowy - Formal Contract - Tenders / Design etc (part of \$379,960)		39,921		
Building Surveying		350		
Communications (Nylander)		180		
Legal (BMB)		18,488		
2020/21 to 31st January 2021				
Legal (BMB)		15,424		
Construction Contract (Vos)	7,783,604	0	7,783,604	
Consultants Fees (SMG)	581,712	361,625	220,087	
Furniture, Fittings and Equipment (SMG)	50,000	0	50,000	
Principal Supplied Goods (SMG)	62,284	35,867	26,417	
Principal Works (SMC)	300,000	28,952	271,048	
Contingency Sum (SMG)	400,000	0	400,000	
Demolition of CT Fish Building	10,000	394	9,606	
Construction of Waste Water Holding Facility	192,000	0	192,000	
Total Expenditure to 31st January 2021	\$ 9,379,600.00	\$ 1,551,157	\$ 8,952,761.54	

Reconciliation to Capital Expenditure Report

Work in Progress (expenses prior to 2020/21)	941,987
2020/21 expenditure to date	442,262
Expenditure as per Capital Expenditure Report	1,384,249
add purchase of 70 High Street	166,908
	\$ 1,551,157

16.3.3 REPTILE RESCUE INC – REQUEST FOR DONATION

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 15 FEBRUARY 2021

Enclosure:

Letter from Reptile Rescue Inc

ISSUE

Council to consider a request for a donation received from Reptile Rescue Inc.

DETAIL

In reference to the letter, Reptile Rescue Inc. is an incorporated charity that coordinates the removal of errant snakes in every municipality in Tasmania (State wide), relying on a network of trained and approved independent field operatives.

Whilst I am advised that property owners are generally charged a fee of \$50 for removal of a snake, it must be acknowledged that this would not fully meet the cost of providing such a service.

In considering this request, consideration should also take into account the fact that Council officers often refer ratepayers to Reptile Rescue to deal with snake related matters.

This organisation is not recognised in Council's 'Donations and Community Support Policy' and therefore the request is to be considered on merit.

Note: The Southern Midlands Council provided a donation of \$500 in October 2015 and \$250 in May 2019 in recognition and appreciation for the services provided by Reptile Rescue Inc. The donation value was reduced in 2019 as the 2018/19 community donations budget had already been fully expended.

Human Resources & Financial Implications – There is capacity in our community donations budget for 2020/21 for a \$500 donation.

Community Consultation & Public Relations Implications – Any support for a community based volunteer organisation would have positive public relations implications.

Policy Implications – N/A

Priority - Implementation Time Frame – Immediate.

RECOMMENDATION

THAT Council donate an amount of \$500 to Reptile Rescue Inc. in recognition of the services provided by that organisation to the Southern Midlands community.

DECISION

Moved by Cllr R McDougall, seconded by Cllr A Bisdee OAM

THAT Council donate an amount of \$500 to Reptile Rescue Inc. in recognition of the services provided by that organisation to the Southern Midlands community.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Cllr A Bantick	✓	
Cllr A E Bisdee OAM	✓	
Cllr K Dudgeon	✓	
Cllr R McDougall	✓	

ENCLOSURE(S)

Agenda Item 16.3.3



01 February 2021

Dear, General Manager, Mayor & Councillors

Reptile Rescue Inc. is an incorporated charity that coordinates the removal of errant snakes in every municipality in Tasmania (State wide), relying on a network of trained and approved independent field operatives (rangers).

In order that this service can function, we are asking for financial assistance from every council throughout Tasmania. As Reptile Rescue Inc. is a non for profit organisation it still comes with costs i.e. phone, liability insurance, out of pocket expenses for the rangers use of own vehicles.

Due to Covid 19 our education awareness, events and displays had all be cancelled which has taken great strain on our finances as we rely on these as a source of income to also help with the running costs.

We receive approx. 8,500 calls per year, and the phone is voluntary monitored 24/7.

Reptile Rescue Inc. has served the state for over twenty years on a user pays basis, and has carried the administrative cost for each call over that period. Pressure from ratepayers in many municipalities to have the costs absorbed by councils, has prompted this request.

The 2020 - 2021 annual financial donations would be to meet the running costs of this service, which are quite substantial each year. Payment by clients for service is applied directly by independent rangers trained and equipped at their own expense. Reptile Rescue Inc. has approximately eighty voluntary rangers on record.

In order that we can adequately service the state, we kindly request that you consider assisting in the implementation of this state wide incentive.
If you have any enquires with the above contact Chris Daly 0439 066 905.

Yours sincerely,

Chris Daly
Chairman

Reptile Rescue Inc.

Bank Details: Reptile Rescue Inc. My State BSB: 807-009 ACC: 60041811

Email: Remittance advice to jjp7468@bigpond.com

16.3.4 FINANCIAL HARDSHIP ASSISTANCE POLICY (PENALTY & INTEREST)

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 17 FEBRUARY 2021

Enclosure:

Financial Hardship Assistance Policy

BACKGROUND

Council adopted the Financial Hardship Assistance Policy on the 22nd April 2020. This policy formally endorsed not charging any late payments penalties or interest for late rate payments during the 2020 Covid-19 state of emergency until the 30th June 2020.

At the June 2020 Council meeting, this position was reviewed and Council agreed to extend clause 2.5 (remitting late payment penalties and interest) within the policy until the 30th September 2020.

Council's position was reviewed again in August 2020 and a decision was made not to impose penalty and interest through until 31st March 2021.

The decision also included a requirement to provide an update at the December 2020 Council meeting detailing the financial impacts of not charging penalty and interest on late rate payments.

The following is an extract from the report submitted to the December 2020 meeting as it relates to the financial impacts:

[EXTRACT – DECEMBER 2020 COUNCIL MINUTES]

“In terms of financial impact, it needs to be assumed that there is a similar level of unpaid rates and charges as the previous financial year.

As at the end of November 2019, penalties of \$10,983 had been applied for non-payment of the first instalment. \$16,529 had also been charged in interest through to the end of November.

The penalty applied for non-payment of the second instalment (as at 9/12/19) was \$10,475.

The penalty applied for non-payment of the third instalment (as at 12/2/20) was \$10,533.

Total interest charged through to the end of March 2020 was \$38,503.

In summary, it is estimated that the total loss of revenue from non-imposition of penalty and interest through to the end of March 2021 will be in the vicinity of \$68,000.”

[END EXTRACT – DECEMBER 2020 COUNCIL MINUTES]

DETAIL

The purpose of this report is to confirm Council's position beyond 31st March 2021.

In reference to the above, it is noted that the anticipated loss of revenue will be in the vicinity of \$68,000.

Issues to consider:

1. Final rates instalment is due 31st March 2021 – penalty is ordinarily applied after a period of five working days.

Is the penalty to be applied to this instalment?

2. Interest on outstanding rates is calculated on a daily basis.

Will the imposition of interest commence on 1st April 2021?

3. It was generally agreed at the time of developing / adopting the Financial Hardship Policy, all recovery actions would cease and no new lodgements of debt collection would take place.

In relation to this, it is noted that the percentage outstanding as at 11th February 2021 is 24.42% (noting there is one instalment remaining), which is actually lower than the corresponding period last year (i.e. 25.69%). Having said that, a review of individual properties suggests that follow-up action is necessary in some instances.

Should Council resume normal debt recovery proceedings?

RECOMMENDATION

THAT:

- a) the information be received;
- b) Council confirm that no penalty will be imposed on the 4th instalment which is payable by 31st March 2021;
- c) The imposition of interest on outstanding rates and charges commence from the 1st April 2021; and
- d) Council resume normal debt recovery proceedings.

DECISION

Moved by Clr A Bisdee OAM, seconded by Clr R McDougall

THAT:

- a) the information be received;
- b) Council confirm that no penalty will be imposed on the 4th instalment which is payable by 31st March 2021;
- c) The imposition of interest on outstanding rates and charges commence from the 1st April 2021; and
- d) Council resume normal debt recovery proceedings.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

ENCLOSURE(S)
Agenda Item 16.3.4



Council Policy
FINANCIAL HARDSHIP ASSISTANCE POLICY

Approved by: Council
Approved date: 22nd April 2020
Review date: July 2021

1. INTRODUCTION

1.1 Purpose

The purpose of this policy is to enable Council to provide assistance to community members who are suffering financial hardship by providing an appropriate level of relief from Local Government rates.

1.2 Scope

This policy applies to ratepayers experiencing genuine and serious financial hardship and needing assistance to meet both their basic needs and their rate payment obligations to Council. It is not intended to be used to maintain financial positions for those who do not need it and are not genuinely impacted by serious financial hardship.

This policy applies only to Council rates and charges levied in accordance with Part 9 – Rates and Charges of the *Local Government Act 1993*. This policy does not apply to rates or fees collected on behalf of other authorities in accordance with section 88 of the *Local Government Act 1993*, such as fire service contributions collected pursuant to section 79B of the *Fire Service Act 1973*.

1.3 Background

This policy was developed and implemented during the 2020 COVID-19 coronavirus pandemic that is spreading across the world. To respond to the disease, governments around the world are shutting down social activities and interaction to prevent transmission, which is necessarily causing significant impacts on many economic activities and transactions. As a result, many people have lost jobs, their clients or their business, destroying incomes and spending. Council is determined to assist those most critically impacted by the economic slowdown caused by the pandemic with a robust and fair hardship policy.

Despite this, serious financial hardship can occur at any time, so this policy is designed to address a range of circumstances.

1.4 Principles

This policy will be applied in accordance with the following principles:

- (1) Consistent, equitable and respectful treatment of all residents and ratepayers that is sensitive to their specific circumstances.
- (2) Maintaining Council's ability to provide essential services to our community through appropriately applied rating.
- (3) Assisting ratepayers who are suffering serious financial hardship, so that they may overcome these circumstances and return to financial stability and contributing equitably to local services.
- (4) Ensuring that those able to contribute to local services, continue to do so.



Council Policy
FINANCIAL HARDSHIP ASSISTANCE POLICY

Approved by: Council
Approved date: 22nd April 2020
Review date: July 2021

- (5) Minimising the opportunity for misuse, exploitation or fraud by ensuring decisions made to provide special relief or assistance are supported by sufficient evidence.
- (6) Maintaining confidentiality and privacy of applicants and ratepayers, their applications and any information provided.

1.5 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as Tasmanian Government legislation, including:

- *Local Government Act 1993*, Part 9 – Rates and Charges¹, particularly:
 - Section 86A – General principles in relation to making or varying rates
 - Sections 125-127 – Postponement of payment
 - Section 128 – Late payments
 - Section 129 – Remission of rates
- *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*²
- Rates and Charges Policy (pursuant to section 86B of the *Local Government Act 1993*).

1.6 Policy Review and Update Cycle

This policy is to be reviewed initially in July or August 2021 and thereafter, every four years.

2. POLICY

2.1 Genuine Financial Hardship

According to the Australian Taxation Office (ATO)³, individuals are considered to be in serious hardship when they are unable to provide the following for themselves, their family or other dependants:

- (1) Food;
- (2) Accommodation;
- (3) Clothing;
- (4) Medical treatment;
- (5) Education;
- (6) Other basic necessities.

A number of factors can contribute to or trigger serious financial hardship, including:

- (1) Loss of employment of the property owner, family member or household primary income earner;

¹ See: <https://www.legislation.tas.gov.au/view/html/inforce/current/act-1993-095#HP9@HD9@EN>

² See: <https://www.legislation.tas.gov.au/view/whole/html/inforce/current/act-2020-011>

³ See: <https://www.ato.gov.au/General/Financial-difficulties-and-serious-hardship/Individuals-with-serious-hardship/>



Council Policy
FINANCIAL HARDSHIP ASSISTANCE POLICY

Approved by: Council
Approved date: 22nd April 2020
Review date: July 2021

- (2) Serious illness, including physical incapacity, hospitalization, or mental illness of the property owner or family member;
- (3) A natural disaster;
- (4) A public health emergency or declared state of emergency;
- (5) Family tragedy;
- (6) Family breakdown;
- (7) Financial misfortune;
- (8) Other serious or complicating circumstances.

Community wide issues and circumstances, such as the COVID-19 pandemic, may impact financial hardship, but hardship is always assessed at an individual level, and requires reviewing personal circumstances.

Serious financial hardship involves both low income/cash flow and a low asset base. Personal property portfolios beyond a primary residence can be employed to improve an applicant's cash flow and financial sustainability. Applications for assistance on residential investment properties will not be considered.

2.2 Evidence of Financial Hardship

Applicants will need to provide evidence of their circumstances of financial hardship to justify Council's special consideration of their case. The type of evidence required will depend on your circumstances and may include, for example, one or more of the following:

- Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment;
- A statutory declaration from an appropriate and independent professional, familiar with the applicant's circumstances (e.g. a family doctor for health-related evidence, a bank official, insurance policy manager, etc.);
- Pending disconnection of essential services, like water, electricity, gas (does not include mobile phone or internet bills);
- Notice of impending legal action;
- Letter from charitable organisation regarding loss of employment or inability to provide for basic necessities;
- Bank notice for example, overdraft call or mortgaged property repossession;
- Employer notice of redundancy or termination of employment;
- Overdue medical bills;
- Letter from doctor verifying the inability to earn an income due to illness or caring for a sick family member;
- Final notice from school regarding payment of mandatory fees;
- Funeral expenses;
- Repossession notice of essential items, like a car or motorcycle.
- Other – Please specify.



Council Policy
FINANCIAL HARDSHIP ASSISTANCE POLICY

Approved by: Council
Approved date: 22nd April 2020
Review date: July 2021

2.3 How Council can Help

The *Local Government Act 1993* provides Council with three methods of rate relief:

- (1) Postponing rate payments (sections 125-127)
- (2) Remission of late payment penalties or interest (section 128)
- (3) Remission of rates (section 129)

2.4 Postponing Rate Payments – Deferral Arrangements

In confirmed cases of financial hardship, Council may choose deferral of individual rates payments within a defined period, in whole or in part, to be paid back at a later date, subject to any conditions Council determines. The deferral arrangement applies to specified payments and other rate payments are not affected and continue to accrue as normal.

The terms of rate deferral arrangements will be proportionate to the applicant's demonstrated financial hardship circumstances, so supplying sufficient evidence of these circumstances is important for developing the appropriate terms.

Rate payment deferrals approved under this section are typically deferred by 3 months. However, rate deferral arrangements can only defer individual payments up to a maximum of two (2) years and only in the most serious circumstances.

In response to the COVID-19 pandemic, Council will approve deferral arrangements for 6 months for ratepayers meeting hardship requirements.

All deferred payments must be repaid as specified in accordance with the deferral arrangement, otherwise regular late payment penalties and/or interest will apply.

Ratepayers who are subject to a deferral arrangement who overcome their financial hardship circumstances are encouraged to begin repaying their deferred rates payments as early as they are able.

Note that Council may revoke any postponement of rates payments at any time, in accordance with section 127 of the *Local Government Act 1993*, by giving 60 days' notice in writing to the ratepayer.

2.5 Remitting Late Payment Penalties and Interest

For typical circumstances that are not of financial hardship, rates must be paid by the due date and Councils may charge a penalty or daily interest or both for each late payment. However, for confirmed cases of financial hardship, Council may waive either the applicable late payment penalties, or the interest accumulated, or both, for a specified period that relates to the period of financial hardship.

Council will not charge any late payment penalties or interest for late rate payments during the 2020 COVID-19 state of emergency until 30 June 2020.



Council Policy
FINANCIAL HARDSHIP ASSISTANCE POLICY

Approved by: Council
Approved date: 22nd April 2020
Review date: July 2021

2.6 Remitting Rates

Remission of any rates, late payment penalties or interest, in part or in full, is reserved only for the most serious and exceptional of financial hardship cases. Even in these cases, deferral of rate payments must be applied for and granted first, before an application for rates remission can be considered.

After the applicant has entered into a deferral arrangement with Council, the applicant may apply for remission of rates. The application must demonstrate:

- (1) Financial hardship;
- (2) Exceptional and serious circumstances;
- (3) How the applicant's exceptional financial hardship circumstances make the maximum term deferral arrangement under section 2.4 unfeasible and unreasonable to fulfil; and
- (4) How enforcing fulfilment of the maximum term deferral arrangement would only deepen the seriousness of applicant's financial hardship and critically impact their ability to provide for the basic living necessities (food, accommodation, clothing, medical treatment) of the applicant and dependents.

In the interests of community fairness and equity, wherever possible and appropriate in determining rates remission applications:

- (1) Deferral arrangements are preferable to rates remission;
- (2) Amounts or proportions of rates to be remitted are to be minimised, for example, below \$1000 or 50%; the remainder subject to payment arrangements;
- (3) Instances of rates remission are to be minimised to no more than one rates remission per applicant.

Note: Evidence of financial hardship does not automatically mean an entitlement to a remission.

3. APPLICATIONS

3.1 Applying for Financial Hardship Assistance

To seek financial hardship assistance from Council, an application must be made in writing, addressed to the General Manager, and submitted as follows:

- Submitted via online form at: www.southernmidlands.tas.gov.au
- Emailed to mail@southernmidlands.tas.gov.au; or
- Mailed to PO Box 21, Oatlands Tas 7120

Applications must:

- Demonstrate and provide evidence for financial hardship and circumstances (see Section 2.2 Evidence of Financial Hardship);



Council Policy
FINANCIAL HARDSHIP ASSISTANCE POLICY

Approved by: Council
Approved date: 22nd April 2020
Review date: July 2021

- Describe the type of assistance sought, being:
 - Postponing rate payments (a deferral arrangement);
 - Postponing or waiving late payment penalties or interest;
 - Remitting rates, late payment penalties or interest, in part or in full;
- Address the requirements of the relevant subsections (see section 2.3 How Council can Help).

3.2 Assessing Applications

Applications for deferral arrangements must be decided by:

- (1) For amounts less than \$2,500 – the Manager, Corporate Services; or
- (2) For amounts of \$2,500 or greater – the General Manager.

A decision regarding an application for deferral of rates will be made within three (3) working days and the applicant advised accordingly.

Any decision regarding an application for deferral can be subject to a review by Council at the request of the applicant.

Applications for remission of any rates or late payment penalties or interest charges must be decided by Council and require absolute majority to be approved.

4. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every four (4) years or as directed by the General Manager. Noting that this policy is to be reviewed initially in July 2021 and thereafter, every four years.

This document is Version 1.0 effective 22nd April 2020. The document is maintained by the General Manager's Unit, for the Southern Midlands Council.

17. MUNICIPAL SEAL

Nil.

18. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

Council to address urgent business items previously accepted onto the agenda.

Nil.

DECISION

Moved by Clr R McDougall, seconded by Clr K Dudgeon

THAT the meeting be adjourned for lunch at 12.55 p.m.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

DECISION

Moved by Clr K Dudgeon, seconded by Clr R McDougall

THAT the meeting reconvene at 2.15 p.m.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

DECISION

Moved by Clr A Bisdee OAM, seconded by Clr K Dudgeon

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

Matter	<i>Local Government (Meeting Procedures) Regulations 2015 Reference</i>
<i>Closed Council Minutes - Confirmation</i>	15(2)
<i>Applications for Leave of Absence</i>	15(2)(h)
<i>Oatlands Aquatic Centre</i>	15(2)(i)
<i>Property Matter - Oatlands</i>	15(2)(f)

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

RECOMMENDATION

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

DECISION

Moved by Clr R McDougall, seconded by Clr K Dudgeon

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

CARRIED

DECISION (MUST BE BY ABSOLUTE MAJORITY)		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

CLOSED COUNCIL MINUTES

19. BUSINESS IN “CLOSED SESSION”

19.1 CLOSED COUNCIL MINUTES - CONFIRMATION

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

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

19.2 APPLICATIONS FOR LEAVE OF ABSENCE

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

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

19.3 OATLANDS AQUATIC CENTRE

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

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

19.4 PROPERTY MATTER - OATLANDS

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

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

RECOMMENDATION

THAT Council move out of “Closed Session”.

DECISION

Moved by Clr K Dudgeon, seconded by Clr A Bisdee OAM

THAT Council move out of “Closed Session”.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Deputy Mayor E Batt	✓	
Clr A Bantick	✓	
Clr A E Bisdee OAM	✓	
Clr K Dudgeon	✓	
Clr R McDougall	✓	

OPEN COUNCIL MINUTES

20. CLOSURE

The meeting closed at 2.35 p.m.

Woodsdale Community Memorial Hall

Est. 1905

Minutes

FOR

General Committee Meeting

On

Monday 1st February 2021

At

Woodsdale Hall – Commencing at 7:00pm

1. Welcome/opening

1.1 The President welcomes members to the meeting.

1.2 The President declares the meeting open at 7.30 pm.

2. **Attendance:** President Mrs Kaye Rowlands, Vice President Mrs Ann Scott, Secretary/Treasurer Ms Kate Bourne, Mr Leon Scott, Mrs Julie Bellette and Council Representative Councillor Mrs Karen Dudgeon.

3. **Apologies** Mr Jim Wiggins

Moved by Mrs Julie Bellette **Seconded** Clr Karen Dudgeon

Motion Carried

4. **Confirmation of Minutes – Meeting 7th December 2020**

Moved by Kate Bourne that the Minutes from the 7th December 2020 as read and distributed by mail and email be accepted.

Seconded: Mr Leon Scott

Motion Carried

5. **Business Arising from Previous Minutes of 7th December 2020.**

5.1 No more silver paper has been found on the floor of the Ladies Toilet unable to check Rat Baits as ladder is require for checking.

5.2 The Community Advisory (CAC) meeting has been cancelled for Woodsdale. They are just having the Community Health Information Forum at the RSL on 17th March 2021.

6. **Financial Report:**

Total Funds as of 31st January 2021 are \$10,144.80.

Y.T.D. Financials

	Opening Balance 7 th December 2020	\$10,102.80
Incoming	YTD	\$ 634.50
Luncheons	\$390.00	
Hall Hire	\$ 0.00	
Supper Room Hire	\$150.00	
Miscellaneous	\$ 94.50(Bargin Centre)	
Outgoing	YTD	\$ 437.42
Catering	\$0.00	
Aurora	\$437.42	
Repairs & Maint.	\$0.00	
Miscellaneous	\$0.00	
Function Expenses	\$0.00	
Petty Cash	\$0.00	
		\$10,299.88

Closing Balance as at 1st February 2021	\$10,144.89	Attachment
Outstanding Deposit	\$420.00	AGENDA ITEM 4.2.1
Outstanding Cheque	-\$141.67	
		\$10,423.13

Moved by Kate Bourne that the Financial Report as distributed to members be accepted, **Seconded by** Mrs Julie Bellette

Motion Carried.

7. Business arising from Financial Report: No further business.

8. Consideration of Correspondence

8.1 In -

- New Constitution from Council – Will have to have a special meeting to adopt it once all members agree to changes.
- Aurora Bill

8.2 Out – No correspondence out.

9. General Business:

9.1 Council received an email from the Southern Tasmanian Carriage Club to say that they would not be using the Woodsdale Recreation Ground.

10. Bookings -

- SM Council Meeting 10th February 2021 re: Cemetery
- Hairdresser 20th February 2021.
- 27th February the Woodsdale Recreation Ground has been booked for an 18th Birthday for Emily Burke. The Hall committee to have Agreement signed plus supply COVID-19 sign in pages and hand sanitiser. The Council will have to Mow the grounds and clean up the toilets.
- SM Council Meeting 24th March 2021. They will want Morning Tea and Lunch – Note there are 2 Vegetarians. The meeting will have Public time is at 10.30am

11. Next General Committee Meeting

To be held on Thursday 18th March 2021.

Meeting Closed at 8.02 pm.



MINUTES OF MEETING

Minutes of a meeting of the Southern Midlands Emergency Management Committee held on Tuesday, 16th March 2021 at the Municipal Offices, Oatlands commencing at 6.30 p.m.

Committee: Councillor Tony Bantick (Chairperson)
Tim Kirkwood (Municipal Coordinator / General Manager SMC)
Jack Lyall (Deputy Municipal Coordinator / Manager Infrastructure & Works SMC)
Wendy Young (Municipal Recovery Coordinator SMC)
Craig Whatley (Senior Works Coordinator SMC)
Sandy Carmichael (Midlands Multi-Purpose Health Centre)
Dr Michael Lees (GP Services, Midlands Multi-Purpose Health Centre)
Senior Sergeant John Parker (Tasmania Police)
District Officer/Field Officer - Tasmania Fire Service (Midlands District)
Kerry Mancey (Oatlands Volunteer Fire Brigade)
Robin Howlett (Tasmania Fire Service – Group Officer)
Representative (Ambulance Tasmania, Oatlands)
Mark Nelson (State Emergency Service – Regional Manager)
Caroline Noonan (State Emergency Service – Regional Planner)
Jason Robins (SES SMC RCR Unit Manager)

1. Attendance

Councillor Tony Bantick (Chairperson), Mark Nelson (State Emergency Services), Jason Robins (SES RCR Unit), Tim Kirkwood (Municipal Coordinator / General Manager SMC), Wendy Young (Municipal Recovery Coordinator SMC), Jack Lyall (Deputy Municipal Coordinator / Works Manager SMC) and Craig Whatley (Works Coordinator SMC), Jemma Crosswell (Executive Assistant SMC).

2. Apologies

Caroline Noonan (State Emergency Service – Regional Planner), Senior Sergeant John Parker (Tasmania Police), District Officer Peter Tavaszi - Tasmania Fire Service (Midlands District), Kerry Mancey (Oatlands Volunteer Fire Brigade), Robin Howlett (Tasmania Fire Service – Group Officer), Sandy Carmichael (Midlands Multi-Purpose Health Centre).

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

COMMITTEE'S RECOMMENDATION

Moved by Jason Robins, seconded by Mark Nelson

THAT the Minutes of the previous meeting held on the 4th March 2020 be confirmed.

CARRIED



4 Southern Midlands Municipal Emergency Management Plan

4.1 Southern Midlands Municipal Emergency Management Plan – Review

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

The Municipal Committee last reviewed the Plan in August 2018 (Issue 8), which was subsequently endorsed by Council and submitted for formal approval and sign-off. As reported to the last meeting (March 2020), there was a delay within the State Emergency Service, and the Department of Police, Fire and Emergency Management, and the endorsed Plan was not signed-off.

At the March 2020 meeting, a number of relatively minor changes were identified and were recommended for inclusion by the SES Regional Manager (South). These amendments were based on the introduction of a revised Municipal Emergency Management Plan template. As per previous, the updated Plan was endorsed by Council at that time and submitted for formal sign-off.

In the interim, based on additional planning work undertaken by the State Emergency Service, a number of other changes (as detailed below) have been identified. The SES's Planning Officer (Caroline Noonan) has redrafted the Plan and provided the following commentary:

- all information from the previous draft is incorporated into the plan, but in some places it has been moved to another section;
- Appendix 8 – being completed (to be tabled at the meeting)

Summary of key changes are:

- Updated terminology and content to incorporate and reference:
 - Recently-released Tasmanian Emergency Management Arrangements (Issue 1)
 - New Tasmanian Emergency Evacuation Framework
 - Engagement and roles/responsibilities of the new SES Regional Planner (some responsibilities handed over from Regional Managers)
 - Change from national Natural Disaster Relief and Recovery Arrangements (NDRRA) to Disaster Recovery Funding Arrangements (DRFA)
 - New recovery information and responsibilities.
- Formatting:
 - Numbers assigned to sections, not paragraphs
 - All tables and figures now showing in the table of contents
 - Use of 'Council' for any references to Southern Midlands Council – and added as a definition in the Glossary (section 1.1)
 - Slight change to paragraphing, footers, headers etc

**SOUTHERN MIDLANDS
EMERGENCY MANAGEMENT COMMITTEE**

- Appendices:
 - Slight reformatting of appendices to reduce document size (for example, risk assessment report)
 - Appendix 1: List of all State Special Emergency Management Plans – now available through WebEOC; list of documents classified under council – regional – state. Also added a summary list of the EMSOPs.
 - Appendix 8: Added a table for you to list the facilities that may be used in an emergency.
- EMSOPs:
 - separated into an associated document and moved some of the EMSOP content.

COMMITTEE'S RECOMMENDATION

Moved by Jack Lyall, seconded by Mark Nelson

THAT the Southern Midlands Emergency Management Committee endorse the changes to the Emergency Management Plan (will continue to be referred to as Issue 8) and a recommendation provided to the Southern Midlands Council that the Southern Midlands Municipal Emergency Management Plan (as amended) be endorsed and submitted to the State Emergency Service for formal approval and sign off

CARRIED**5. GENERAL BUSINESS****5.1 Emergency Management (Vulnerable Persons register)**

The Southern Midlands Council, at its meeting held 27th January 2021, considered and passed the following Motion submitted by Deputy Mayor E Batt:

“THAT in partnership with appropriate organisations Council investigate creating a Vulnerable Persons Register for the Southern Midlands to be compiled and maintained by the Southern Midlands Council with input from other organisations”.

BACKGROUND

A Vulnerable Persons Register would be a list of people who may need consideration in an emergency. Many Councils have them, especially ones in bushfire prone places. The register would be compiled and maintained by SMC in partnership with those agencies that provide personal care support and case management services to vulnerable people in our district. The list would be activated by some sort of event that might be a threat to safety etc. so that a response can be coordinated taking these persons into account.

This item is listed on the SMEMC Agenda for discussion.



The aim is to gain comment and feedback from members in terms of:

- a) Would this be a duplication of process?
- b) Would it add value?
- c) Is this type of information easily accessible (taking into account privacy issues)?
- d) What agency / organisation would hold the relevant information?
- e) Other relevant issues to consider?

RECOMMENDATION

Submitted for discussion.

The following outcomes of the discussion were noted:

- *It was recognised that there is value in maintaining such a register (particularly for a relatively small population base), however there a number of issues and difficulties associated with the proposal, including:*
 - o *Who is defined as a 'vulnerable person' – not necessarily people who may be identified through the health and aged care system*
 - o *The need to constantly maintain to ensure accuracy*
 - o *Does such a register place additional obligations on emergency services to provide assistance and hence, create a greater risk*
 - o *Vulnerable (or potential) vulnerable person don't necessarily identify themselves*
 - o *Would a process of inviting people to register be an option?*
 - o *Whilst such a proposal has been considered in the past, would it be worthwhile raising the matter with the Southern Region Social Recovery Committee seeking input and comment?*

COMMITTEE'S RECOMMENDATION

RESOLVED THAT the matter be raised with the Southern Region Social Recovery Committee (through SMC's Recovery Coordinator – W Young) to seek input and comment regarding the proposal to maintain a 'Vulnerable Persons' Register.



5.2 Midlands Fire Management Area (Bushfire Risk Management Plan 2021) – State Fire Management Council (Information Only)

This draft version of the 2021 Midlands FMA Bushfire Risk Management Plan 2021 is circulated for information only.

The plan has been drafted by the Midlands Fire Management Area Committee and is to be submitted to the State Fire Management Council for approval in late March 2021.

RECOMMENDATION

THAT the information be received.

COMMITTEE'S RECOMMENDATION

RESOLVED THAT the information be received.

6 Other General Business

The SES Regional Manager (Mark Nelson) raised the following issues:

- a) Natural Disaster Risk Reduction Program (NDRRGP)

Program guidelines to be reviewed with the intent of considering any potential projects.

<https://www.ses.tas.gov.au/emergency-management-2/grant-funding/natural-disaster-risk-reduction-grants-program-ndrrgp/>

- a) Tasmanian Emergency Management Training (TasEMT)

<https://www.ses.tas.gov.au/emergency-management-2/tasemt/>

Assess availability to participate and / or relevance.

7. CLOSURE

The meeting closed at 7.10 p.m

8. NEXT MEETING

Date and venue to be advised.

SOUTHERN TASMANIA

**REGIONAL CAT
MANAGEMENT
STRATEGY**

(2021-2026)



Working draft January 2021 V1
Not for further distribution

SOUTHERN TASMANIA

REGIONAL CAT MANAGEMENT STRATEGY

(2021-2026)

Working draft January 2021 V1
Not for further distribution

**Prepared by the Southern Cat Management Coordinator
in collaboration with:**

- ▶ Brighton Council,
- ▶ Central Highlands Council,
- ▶ Clarence City Council,
- ▶ Derwent Valley Council,
- ▶ Glamorgan Spring Bay Council,
- ▶ Glenorchy City Council,
- ▶ Hobart City Council,
- ▶ Huon Valley Council,
- ▶ Kingborough Council,
- ▶ Southern Midlands Council,
- ▶ Sorell Council,
- ▶ Tasman Council,
- ▶ Australian Veterinary Association,
- ▶ RSPCA Tasmania,
- ▶ Ten Lives Cat Centre,
- ▶ Biosecurity Tasmania- Department of Primary Industries, Parks, Water and Environment, and
- ▶ Tasmania Parks and Wildlife Service - Department of Primary Industries, Parks, Water and Environment

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1. Introduction

The Southern Tasmanian Cat Management Strategy 2021-2026 (the Strategy) has been developed to provide an aspirational and long-term framework within which partner organisations can voluntarily contribute, collaborate and align cat management efforts within the southern region, towards agreed and shared outcomes.

The Strategy has sought collaboration from a range of partner organisations including the Tasmanian Government (Biosecurity Tasmania and Tasmania Parks and Wildlife Service), Brighton Council, Central Highlands Council, Clarence City Council, Derwent Valley Council, Glamorgan Spring Bay Council, Glenorchy City Council, Hobart City Council, Huon Valley Council, Kingborough Council, Southern Midlands Council, Sorell Council, Tasman Council, the Australian Veterinary Association, RSPCA Tasmania and Ten Lives Cat Centre.

Cats are an integral part of Tasmanian society as beloved pets; they are highly valued companions and studies have shown that owning a cat can be good for the health of the owner. However, cats also pose a threat to Tasmanian native wildlife, agriculture and communities through predation, spread of disease and creation of nuisance. Cats and their impacts will continue to be an issue which require management. Tasmanians are increasingly recognising the negative impacts that cats can have and there is growing community expectation that all levels of Government will participate in cat management.

How to use this Regional Cat Management Strategy

The Strategy recognises that the twelve councils and other key stakeholders of the southern region will have different priorities, capabilities, and resources for cat management. The Strategy adopts an opt-in approach which enables all councils and other stakeholders to participate in cat management to the extent that they require and are able to resource, while keeping them aligned with the actions of the other partners in the region.

The Strategy sets out eight areas of focus for Southern Tasmania, and highlights actions that can be undertaken by individual organisations, as well as collaborative region wide initiatives. Collaboration across the region will improve efficiency, consistency and reduce costs of cat management.

The actions identified in the Strategy largely consist of three approaches: information sharing, information gathering and active cat management. The majority of the actions relate to information sharing and information gathering. This includes key actions such as providing educational information to the public on responsible cat ownership and collecting data so that organisations involved in cat management have access to essential information which will help inform management decisions and approaches.

The three key focuses emerging from the Strategy which relate to active cat management include: identification and use of best practice cat management techniques when undertaking cat management programs, increasing accessibility to cat management facility services across the region and progress on a collaborative and proactive approach to addressing cat hoarding situations. The Strategy is a high-level document which identifies actions which need to be taken, however,

several of the actions are significant projects which will require further scoping and planning outside of this Strategy.

The Strategy is designed to help participants to identify their chosen priority actions, and consideration will need to be given to the resourcing required to deliver those actions.

Support for the Strategy's implementation exists from the Regional Cat Management Coordinator and many of the actions are already underway in some councils with resources and support available from the Regional Cat Management Coordinator through TassieCat.

Why do we need to manage cats better?

A paper released in 2020 estimates that in Australia 390 million animals are killed by domestic cats annually, of which, 241 million are native. A roaming pet cat kills an average of 186 animals a year, of which, 115 are native, and because of their unnaturally high densities in urban areas, they exert a predation pressure that is 30-50 times higher per square kilometre than that of feral cats (Legge *et al.* 2020). The result is that millions of native animals are killed in Tasmania each year by pet cats, in addition to the impacts of stray and feral cats.

These numbers do not include the death of native animals through the transmission of toxoplasmosis, a disease for which cats are the primary host. Toxoplasmosis also impacts livestock and can cause miscarriage and still-births, particularly in sheep. The cost of toxoplasmosis to the agricultural industry in Tasmania is estimated to be \$1.7 million annually (Department of Primary Industries, Parks, Water and Environment 2015). Toxoplasmosis can also cause miscarriage in pregnant women and severe illness for those with low immunity. It is estimated that around 40% of domestic cats carry toxoplasmosis (Sumner & Ackland 1999). A roaming domestic cat is much more likely to contract and spread the disease, than a contained cat.

Roaming pet cats can cause discord in the community. Many property owners feel frustrated at neighbours' cats being allowed to visit their property uninvited, harass their pets, defecate in sandpits and vegetable gardens, hunt wildlife, create noise disturbances at night and spray on their doorstep. Domestic cats in Australia have been found to roam significant distances, with an average home-range of 1 hectare, and in some cases up to 31 hectares (Roetman *et al.* 2017).

However, cats also bring a lot of joy and companionship to their owners, and this role they play in the community is highly valued. For all of these reasons, the topic of cats and cat management can be a difficult and emotive one.

Cat management is complicated further by the ecological characteristics of the cat. Cats are highly adaptable, widespread, can reproduce at an early age and are a cautious species making them difficult to trap and manage. To ensure cat management is successful and sustainable over the long-term many on-ground actions are required to be ongoing and this can become expensive. Despite these challenges, this Strategy provides participants with practical actions they can take to achieve the goals of responsible cat ownership and best practice cat management.

Background

In 2018 the State Government funded three Regional Cat Management Coordinators to help progress cat management in Tasmania; the Southern Regional Cat Management Coordinator works across the twelve southern Tasmanian council areas. The Regional Coordinators developed TassieCat

which is a state-wide community focused education initiative, designed to educate cat owners about responsible cat ownership.

The Southern Cat Management Working Group which includes representatives from the majority of southern councils and other key stakeholders such as the Australian Veterinary Association, cat management facilities and the State Government was formed to develop a collective view on better ways to manage cats. The Working Group works to identify shared cat management challenges, possible solutions and priorities across the region. Information and discussions from the Working Group meetings have informed the development of this Strategy. The Working Group has also acted as distribution point for key educational materials produced by TassieCat including the TassieCat website, booklets, social media, and videos which promote responsible cat ownership.

DRAFT

2. Vision and guiding principles

Vision

To see Southern Tasmania collectively and responsibly managing cats for the benefit of native wildlife, cat welfare, cat owners' wellbeing, community relations, human health, and agriculture.

Guiding principles

- ▶ The best outcomes result from working in collaboration; everyone has a role to play in responsible cat ownership and management.
- ▶ Responsible cat ownership is highly valued.
- ▶ Cat management and education should be proactive.
- ▶ Animal welfare is a primary management consideration.
- ▶ Domestic pet cats can contribute to the mental health and wellbeing of their owners.
- ▶ The needs of cat owners must be balanced against the impacts of cats.
- ▶ Management actions should be based on best practice.
- ▶ Significant assets must be protected from the impacts of cats.
- ▶ Cat management will require continued resourcing and assessment at all levels.
- ▶ Ongoing research is needed to best inform management.

Managing cats is a shared responsibility across many parts of the community including individual cat owners, breeders and sellers, State and Local Government, businesses, the not-for-profit animal welfare sector and others. Everyone has a role to play and by working together in a planned way, cats can continue to contribute to our quality of life with minimal impact on the environment, commercial enterprises, and others in the community.

3. Scope

Categories of cats

All cats in Tasmania are the same species (*Felis catus*) and are often conveniently categorised as domestic, stray or feral. In this Strategy the definitions from the Tasmanian Cat Management Plan apply:

- ▶ Domestic cats (or pet cats) are those which are identifiable as owned; most of their needs are supplied by their owners. They may roam beyond their owner's property, including into bush and park land, but they spend most of their time with a specific person/family/property.
- ▶ Stray cats are those found in and around cities, towns and rural properties; they may depend on some resources provided by humans but have no identifiable owner.
- ▶ Feral cats are those that live and reproduce in the wild, largely or entirely removed from humans, and survive by hunting or scavenging; none of their needs are satisfied intentionally by humans.

This Strategy focuses on domestic and stray cats in and near settled areas which are managed under the *Cat Management Act 2009* (the Act). Feral cat management sits outside the scope of the Strategy which is focused primarily on domestic cat management working with councils.

The Strategy recognises the significant role feral cat management plays in broader cat management, including efforts by primary producers and conservation land managers. There is overlap and a strong connection between the different categories of cats (domestic, stray and feral); domestic cats can move in to the stray cat population when they become lost or are abandoned, stray cats can become domestic if they are taken in by people and their needs are provided for, stray cats can become feral cats when a litter of kittens is born away from humans and they are unsocialised. Undoubtedly there is scope for stakeholders to collaborate on projects which cross into feral cat management, however, domestic and stray cats are the primary focus of this Strategy.

There is no reliable data on the number of domestic or stray cats in Southern Tasmania but national data from research by Animal Medicines Australia found that around 27% of households have cats, with an average of 1.4 cats kept per household (Animal Medicines Australia 2019). With an estimated 106,000 households, this equates to approximately 40,000 pet cats living in the southern region.

Legislation

The *Cat Management Act 2009*, *Biosecurity Act 2019*, *Animal Welfare Act 1993* and the *Tasmanian Cat Management Plan 2017-2022* provide the legislative and policy framework to achieve the broad goal of responsible cat ownership and management in Tasmania.

The *Cat Management Act 2009* is the principal legislation for managing domestic and stray cats in Tasmania. The Act aims to improve levels of responsible cat ownership and welfare, provide for effective cat management and reduce the potential negative impacts of cats on the community, agriculture and environment in Tasmania.

Feral cats are managed under the *Biosecurity Act 2019* as a biosecurity risk or impact, and industry, landowners, community or government can develop an approved biosecurity program for their control.

The *Animal Welfare Act 1993* protects the welfare of all animals, and any person who has the care or charge of an animal is bound by this Act and has a duty of care in relation to the welfare of the animal.

Both Local and State Government employ staff who are authorised under the *Cat Management Act 2009*. Authorised officers under the *Dog Control Act 2000* are automatically deemed an authorised person under the *Cat Management Act 2009*, as are those authorised under the *Animal Welfare Act 1993*, such as RSPCA inspectors.

Tasmanian Cat Management Plan

The Department of Primary Industries, Parks, Water and Environment (DPIPWE), with the support of the Cat Management Reference Group developed the *Tasmanian Cat Management Plan 2017-2022*, which is a comprehensive and collaborative state-wide approach to managing cats. It is built around seven objectives including increasing responsible pet cat ownership practices and community awareness around cat management, use of best practice techniques in relation to cat management, research and minimising the impact of cats on important conservation and agricultural assets. This Strategy is working towards contributing to many of the objectives outlined in the Plan.

Region

The southern region, for the purposes of this Strategy, covers 12 municipalities: Brighton, Central Highlands, Clarence, Derwent Valley, Glamorgan Spring Bay, Glenorchy, Hobart, Huon Valley, Kingborough, Southern Midlands, Sorell and Tasman. More than 275,000 people live in the southern region in major urban areas in Hobart and surrounds and many smaller towns servicing a diversity of rural and coastal communities.



4. Governance

This Strategy has been developed in the recognition that each participating organisation has different skills, knowledge, resources, priorities and responsibilities and that implementation roles need to be voluntary and flexible at the local level, while still achieving the vision and desired outcomes of the Strategy.

Ideally the Southern Regional Cat Management Coordinator will work with the Southern Cat Management Working Group to deliver the Strategy. The Cat Management Working Group meets several times a year and can act as a key mechanism in the delivery of the Strategy, including allowing for further detailed planning and implementation. However, if the Coordinator or Working Group are not operating, the Strategy provides direction for each stakeholder to be able to focus their cat management actions.

The Strategy is divided up into region-wide initiatives, and initiatives which individual organisations can implement. The individual initiatives allow participants to prioritise and plan for their own organisations and municipalities, while the region wide initiatives will require collaboration and resource sharing to deliver.

Progress of the Strategy should be reviewed jointly by Strategy participants annually and the Strategy updated every five years or if the *Cat Management Act 2009* is amended.

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5. Areas of focus

The primary cat management issues for Southern Tasmania to be addressed by this Strategy include:

- 1) Increasing education and awareness of responsible cat ownership
- 2) Protecting significant conservation, commercial and community assets
- 3) Reducing the stray cat population
- 4) Uncontrolled cat breeding and welfare concerns
- 5) Increasing cat management capacity and accessibility to cat management services throughout the region
- 6) Compliance in relation to the *Cat Management Act 2009*
- 7) Improved knowledge to better inform cat management
- 8) Strategic governance and resourcing

For each of the primary cat management areas of focus the Strategy identifies:

- ▶ essential background information (where are we now?)
- ▶ long-term desired outcome (where do we want to be?)
- ▶ an action plan to work towards achieving the desired outcome including:
 - proposed timeframe— short term [first year], medium term [2-3 years] and long term [4-5 years]
 - priority - including high, medium and low
 - and which of the key participant/s can deliver the action.

The Action Plan is divided into two sections, one for initiatives which individual organisations can implement, and one for region wide initiatives (how are we going to get there?), and

- ▶ performance indicators including targets and performance measures where possible (how will we know we are on track?)

There is little Tasmanian baseline data in relation to cat ownership practices, cat numbers and management, consequently, a focus of this Strategy is on gathering data before significant goals can be set. A report will need to be developed compiling the baseline data this Strategy will use to measure its performance indicators.

5.1 Increasing education and awareness of responsible cat ownership

Background

A vital part of successfully managing cats relies on responsible cat ownership. More education needs to be undertaken to promote the benefits of desexing and microchipping to the general public. Desexing is essential to reduce the number of unexpected and unwanted kittens which often overwhelm cat management facilities and shelters during summer. In 2019 over 6,250 cats passed through cat management facilities and shelters in Tasmania. Promoting microchipping is also key as it significantly increases the chances of a lost pet cat being reunited with their owner.

Containment of pet cats to the owner's property prevents cats from roaming and improves their wellbeing, whilst preventing them from killing Tasmania's native wildlife or becoming a nuisance to their neighbours. One of the most regular complaints that Local and State Government receive in relation to cats is about nuisance caused by roaming cats.

The types of nuisance reported:

- ▶ Trespassing on property
- ▶ Defecating and urinating on property
- ▶ Attacking other pets including cats, rabbits, birds, dogs, chickens, and ducks
- ▶ Killing native wildlife
- ▶ Fighting at night and the noise affecting sleep of household members
- ▶ A dog defending its property against a visiting cat, resulting in the cat being injured or killed
- ▶ Dog barking as a result of visiting cat's presence
- ▶ Risk of spreading toxoplasmosis through cat faeces in vegetable gardens and sandpits

Complaints about nuisance caused by pet cats can be complicated and very difficult to resolve. Containment to private property is expected for other domestic pets and is considered best practice when keeping cats, however it is not required under the *Cat Management Act 2009*. The Act does however provide for the protection of private property from stray and roaming cats. The Act permits landholders to trap a cat found on their private property providing the cat is either returned to its owner or taken to a cat management facility.

The most common reasons that cat owners cite for not practicing containment centre around ideas that cats need to wander to be happy and healthy; that there is a low risk of harm to cats when they roam; and that it is difficult to contain cats. However, vets and cat behaviourists agree that roaming increases the risk of injuries and disease transmission, and that cats can live happily at home if their needs are provided for. Education is needed to assist people in setting up containment solutions, transitioning roaming pet cats to staying safe at home, as well as how to best provide for their cat's needs, enrichment and how to address behavioural issues.

Key components of responsible cat ownership include:

- ▶ Desexing cats by four months of age. 'Early-age desexing', which is the desexing of kittens between two to three months of age, should be encouraged because cats can become pregnant as early as

four months of age. Early-age desexing is practiced by most large Australian animal shelters and an increasing number of veterinarians.

- ▶ Microchipping cats by four months of age and ensuring contact details are always kept current with the microchip registry, as well as visible identification through collar and tag.
- ▶ Keeping cats safe at home (containment).
- ▶ Ensuring the mental and physical wellbeing of each cat.
- ▶ Not keeping more than four cats without a permit (once legislation comes into effect early in 2022).
- ▶ Routine health checks and vaccinations by a veterinarian.
- ▶ Emergency planning for a pet cat in the event of an emergency, such as a natural disaster.
- ▶ Surrendering unwanted cats and kittens to a cat management facility (not dumping them).
- ▶ Not feeding stray cats or making food available for them.

Desired outcome

For all cat owners to understand and practice responsible cat ownership.

Action Plan

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
<p>5.1.1 Provide educational information and promote responsible cat ownership to the public, using consistent messages, via:</p> <ul style="list-style-type: none"> • Website • Social media • Booklets • Video • Print media (newsletters/articles) • Presentations 	<p>Short term Ongoing</p>	High	<ul style="list-style-type: none"> • Councils • State Government • Veterinary clinics • Cat management facilities 	<p>TassieCat materials available online and hardcopy-factsheets, booklets, videos, social media, posters, magnets, stickers, postcards, website</p>
<p>5.1.2 Use available materials when responding to public enquiries and providing advice about cat related queries (e.g. legislation, nuisance, responsible ownership, stray cats etc.).</p>	<p>Short term Ongoing</p>	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	<p>TassieCat factsheets and <i>FAQ guide to handling cat-related queries from the public</i> available</p>
<p>5.1.3 Promote legislation and requirements of the <i>Cat Management Act 2009</i> on website and front counter.</p>	<p>Short term Ongoing</p>	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	<p>TassieCat brochure available DPIPWE website</p>
<p>5.1.4 Keep cat related enquiry register.</p>	<p>Short term Ongoing</p>	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	<p>Register to include number and nature of enquiries/complaints, including nuisance, stray cats, legislation, hoarding etc.</p> <p>This information can then be used to conduct targeted education programs in the future.</p> <p>Action linked to 5.3.2, 5.4.2, 5.7.1</p>

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.1.5 Educate people about the problems of feeding stray cats, having un-desexed cats and abandonment of unwanted cats and advocate the use of cat management facilities.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Information available from TassieCat and cat management facilities
5.1.6 Promote EduCat to schools.	Short term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Existing education program delivered in schools by Ten Lives Cat Centre
5.1.7 Promote the practice of 'early-age desexing' to veterinary clinics.	Short term Ongoing	Medium	<ul style="list-style-type: none"> • Australian Veterinary Association 	
5.1.8 Disseminate humane trapping advice to members of the public who are considering trapping.	Short term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	<p>Cat trapping guidelines available from TassieCat and Ten Lives Cat Centre</p> <p>Action linked to 5.6.4</p>
5.1.9 Work with and encourage relevant stakeholders to participate in the promotion of responsible cat ownership.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	<p>E.g. veterinarians, breeders, shelters, wildlife & landcare organisations, community groups, online pet sales platforms, pet shops and local media.</p> <p>Materials available from TassieCat online and hardcopy-factsheets, booklets, videos, social media, posters, magnets, stickers, postcards, website</p>
5.1.10 Identify barriers to responsible cat ownership in the community and explore strategies to overcome these (e.g. affordability, awareness, geographic isolation).	Medium term	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	TassieCat can provide some information, Ten Lives Cat Centre may provide additional information, and localised surveys could be conducted
5.1.11 Undertake localised community consultation on cat management to determine what issues the community perceive there to be in relation to cats (e.g. presence of stray cats, nuisance, feeding of stray cats etc.) and what steps the community would like to see undertaken.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils 	
5.1.12 Investigate the feasibility of subsidised desexing and/or microchipping program in targeted areas.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.1.13 Organise local community engagement event/s (e.g. cat expo promoting responsible cat ownership showcasing cat enclosure designs/ options) and participate in existing community events (e.g. school fairs, local festivals).	Medium term Ongoing	Low	<ul style="list-style-type: none"> • Councils • Cat management facilities • Veterinary clinics 	
5.1.14 Educate residents about steps to take in relation to their pet cat in the event of an emergency, such as natural disaster. Work with local agencies to refine a process for handling the care of pets in emergency situations.	Medium term Ongoing	Low	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	

Region-wide initiatives

Action	Timeframe	Priority	Participants	Notes
5.1.15 Assess the potential success and viability of mandatory cat registration (region or state-wide).	Medium term	Low	<ul style="list-style-type: none"> • Councils • State Government 	Refer to Dogs and Cats Online (Government of South Australia) for information

Performance indicators

- ▶ Increase in responsible cat ownership behaviours (desexing, microchipping, containment) by cat owners.
- ▶ Responsible cat ownership information available on all Strategy participants' websites and in foyers.
- ▶ Visitation to the TassieCat and relevant stakeholder webpages (e.g. council).
- ▶ Data collection undertaken by Strategy participants.
- ▶ Appropriate information on trapping provided by Strategy participants to the general public.
- ▶ Number of events organised or attended by Strategy participants with information available on responsible cat ownership.
- ▶ Levels of community engagement and consultation by Strategy participants in relation to cat ownership and management.
- ▶ Number of programs supporting microchipping and/or desexing.
- ▶ Number of councils with processes in place for managing pet cats in case of emergency.

5.2 Protecting significant conservation, commercial and community assets

Background

Southern Tasmania contains many significant conservation, commercial and community assets that are impacted by domestic and stray roaming cats and may require specific cat management attention. These assets include:

- ▶ Areas of high environmental significance such as national parks, conservation reserves and other natural wildlife habitat areas that are home to native animals which are at risk from predation by cats and the spread of toxoplasmosis from cats.
- ▶ Valuable commercial assets such as agricultural areas with livestock, and aquaculture and abattoir operations. Livestock (particularly sheep) are susceptible to cat-borne disease, and operations such as aquaculture and abattoirs can be impacted by hygiene issues when cats congregate in an area.
- ▶ Community assets such as entertainment precincts (playgrounds, parks, BBQ areas), shops and built up areas, waste management facilities, and primary tourist attractions, which are at risk of nuisance and hygiene impacts from cats.

The *Cat Management Act 2009* permits a person to trap a cat on their private property provided any cat trapped is returned to its owner; or taken to a cat management facility.

A cat found on private land that is more than 1 km from a place of residence; or on land used for primary production or a production premises such as an abattoir or aquaculture business, may be returned to its owner; taken to a cat management facility; or humanely destroyed.

The Act allows for cat management action (includes trap; seize, detain) to be undertaken by an authorised officer in a prohibited area which includes:

- ▶ any area of land that is managed by a public authority, or Agency within the meaning of the *State Service Act 2000*, and is reserved land¹ ; and
- ▶ private land that is reserved land.

A cat trapped in a prohibited area by an authorised person may be returned to its owner; or taken to a cat management facility; or humanely destroyed.

The Act provides for Local Government, after consulting with its local community, to declare an area of council-controlled land as a prohibited area; or land within the municipal area of the council to be a cat management area. Cat management action and other measures may be undertaken by persons authorised to act in these areas.

Identifying which areas are a priority for protection from cats in municipalities is a key first step, which can then be followed by cat management activities in these priority areas. Activities could include

¹ Reserved land includes reserved land under the *Nature Conservation Act 2002*; land subject to a conservation covenant under part 5 of the *Nature Conservation Act 2002*; public reserves under the *Crown Lands Act 1976*; permanent timber production zone land under the *Forest Management Act 2013*; and private timber reserves under the *Forestry Practices Act 1985*.

data collection and monitoring to understand cat presence and impacts, community education, designation of prohibited areas or cat management areas, assisted desexing and microchipping events, and, depending on the area, trapping, seizing and humane destruction of cats.

Desired outcome

To have significant conservation, commercial and community assets identified with appropriate strategies developed to mitigate cat related impacts at priority sites.

Action Plan

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.2.1 Provide educational information on cat impacts to the community.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Materials available from TassieCat
5.2.2 Use best practice cat management techniques.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	TassieCat trapping guidelines available Action linked to 5.3.4
5.2.3 Identify significant conservation, commercial and community assets susceptible to impacts from roaming cats.	Medium term	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	Regional asset classification and prioritisation guidelines can be developed to assist this process
5.2.4 Participate in collaborative cat management programs (council, community, Ten Lives), where there are issues with cats around priority areas.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	Support landowners and managers, community and conservation organisations to actively manage cats within identified priority areas
5.2.5 Establish cat management areas and cat prohibited areas where appropriate. Promote these areas and the reason for their designation (as appropriate) and use as demonstration case studies that promote best practice.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils 	Factsheet and declaration template available from TassieCat
5.2.6 Promote, protect and create habitat for native wildlife as this helps reduce their susceptibility to predation by cats.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government 	Work with NRM groups, Tasmanian Land Conservancy, Landcare Tasmania etc.
5.2.7 Consider council planning options for developments such as new subdivisions adjacent to high value conservation areas	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils 	E.g. covenants negotiated with developers to create cat management conditions on properties

Region-wide initiatives

Action	Timeframe	Priority	Participants	Notes
5.2.8 Develop regional guidelines for the classification of conservation, commercial and community assets that are susceptible to impacts from roaming cats.	Short term	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	Consider development of guidelines at a state-wide level to ensure consistency

Performance indicators

- ▶ Regional guidelines for the classification and prioritisation of priority assets created.
- ▶ Asset protection planning undertaken by Strategy participants and maps of priority assets created for municipalities.
- ▶ Number of partnerships between Strategy participants and other stakeholders working on cat management programs in priority areas.
- ▶ Number of programs underway by Strategy participants to manage cats in relation to priority assets.

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5.3 Reducing the stray cat population

Background

Stray cats, found in and around cities, towns and rural properties may depend on some resources provided by humans but have no identifiable owner. Generally undesexed, the stray cat population can breed quickly and while potentially well-intended, members of the community feed these unowned cats which can increase their numbers rapidly and significantly, and compound impacts on wildlife and neighbours. Pet cats can also become stray cats when they are abandoned by their owners. Stray cats can interact with and ultimately, add to, the feral cat population.

Stray cat populations are difficult to manage. Sporadic and non-targeted trapping will not have a long-term beneficial effect because more stray cats are likely to repopulate the area (Lazenby *et al.* 2014) and continue breeding. For this reason, stray cat management should be ongoing, strategic and multi-faceted.

Desired outcome

To reduce the stray cat population and maintain it at a low level, using best practice cat management techniques.

Action Plan

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.3.1 Provide educational information to the community to reduce feeding of stray cats.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Materials available from TassieCat
5.3.2 Keep cat-related enquiry register to identify stray cat hotspots.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • Cat management facilities 	Action linked to 5.1.4, 5.4.2, 5.7.1
5.3.3 Use council, cat management facility and cat shelter data to identify stray cat problem areas locally.	Medium term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Focus on these areas for education and targeted programs
5.3.4 Use best practice cat management techniques.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	TassieCat trapping guidelines available Action linked to 5.2.2
5.3.5 Encourage people to use cat management facilities when they have an unwanted cat or a cat they can no longer care for, to reduce abandonment.	Short term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Materials available from TassieCat and cat management facilities

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.3.6 Provide advice on dealing with cat behavioural issues to reduce the need for surrender of cats.	Short term Ongoing	Medium	<ul style="list-style-type: none"> • Cat management facilities • Veterinary clinics 	Materials available from TassieCat
5.3.7 Inform the public about the requirements of the <i>Cat Management Act 2009</i> and <i>Animal Welfare Act 1993</i> ; it is illegal to abandon cats.	Short term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	Materials available from TassieCat
5.3.8 Participate in collaborative cat management programs (council, community, Ten Lives Cat Centre), where there are issues with stray cats.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	

Region-wide initiatives

Action	Timeframe	Priority	Participants	Notes
5.3.9 Work collaboratively to identify potential partners, locations and arrangements for increased access to cat management services across the region to facilitate cat management programs.	Medium term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Linked to action 5.5.5
5.3.10 Develop best practice stray cat management guidelines.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	In consultation with experts, investigate options to address the stray cat population and identify when trapping or other management techniques could be used effectively and sustainably

Performance indicators

- ▶ Data collection undertaken by Strategy participants in relation to stray cat complaints and feeding of stray cats.
- ▶ Identify stray cat hotspot areas in the southern region.
- ▶ Number of cat management programs undertaken by Strategy participants in stray cat hotspot areas.
- ▶ A reduction in stray cat issues in hot spot areas where cat management programs have been undertaken.

5.4 Uncontrolled cat breeding and welfare concerns

Background

The breeding of cats by unregistered breeders is an offence under the *Cat Management Act 2009*. From early 2022 the Act requires a person who wishes to breed a cat to be either a member of a cat organisation or hold a permit to breed a cat. From early 2022 there will also be a limit of four cats allowed to be kept on a property without a permit (exclusions will apply to registered cat breeders; holders of a cat breeding permit; vet practices; cat boarding facilities; cat management facilities and their foster carers).

Without suitable management, keeping a large number of cats on a single property can compromise cat welfare, impact on native wildlife and create nuisances, leading to community conflict. Cat hoarding is where individuals keep a large number of cats as pets without the ability to properly house or care for them, while at the same time denying this inability and inadvertently compromising the cats' welfare. Extreme situations of cat hoarding require careful management to ensure the welfare of both the cats and people involved. Animal hoarding is a mental health issue. In cases in Southern Tasmania more than 100 cats have been removed from properties, however without appropriate cross-agency support, cat hoarding behaviour is highly likely to reoccur. The cats from these cases are often in poor health and many require euthanasia.

Currently there is no coordinated response to hoarding cases in Southern Tasmania. A collaborative cross agency approach is essential in increasing the effectiveness of any approach, this includes participation by Ten Lives Cat Centre, RSPCA, Local Government, community support services and mental health support.

Desired outcome

For all cat breeding in the region to be only undertaken by registered or permitted breeders and animal welfare standards maintained, including by addressing cat hoarding cases with a coordinated response.

Action Plan

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.4.1 Promote the legislative requirement that only registered breeders are permitted to breed cats.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Materials available from TassieCat
5.4.2 Keep cat-related enquiry register to identify unregistered cat breeding and hoarding.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government 	Action linked to 5.1.4, 5.3.2, 5.7.1

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.4.3 Liaise with RSPCA on suspected animal cruelty cases where necessary.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • RSPCA • Veterinary clinics 	
5.4.4 Work collaboratively with other key stakeholders in identified cat hoarding situations (RSPCA, Ten Lives, council, community services and mental health services).	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • RSPCA 	

Region-wide initiatives

Action	Timeframe	Priority	Participants	Notes
5.4.5 Establish a Hoarding and Squalor Working Group. Develop a process for managing cat hoarding and feeding situations involving key stakeholders that is proactive and integrated.	Medium term	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • RSPCA 	

Performance indicators

- ▶ Data collection undertaken by Strategy participants in relation to unregistered cat breeding and hoarding complaints.
- ▶ Establish a Hoarding and Squalor Working Group with participation from key stakeholders.
- ▶ Regional process established by Strategy participants in relation to cat hoarding cases.
- ▶ Documented case studies of successful approaches to cat hoarding situations.
- ▶ An increase in a collaborative approach undertaken by Strategy participants and other stakeholders for cat hoarding cases.

5.5 Increasing cat management capacity and accessibility to cat management services throughout the region

Background

Responsibility for cat management in Southern Tasmania is shared across many organisations and is often undertaken as part of a broader range of responsibilities. Currently, resources for cat management in each individual organisation and State and Local Government area can be limited and a collaborative approach that makes best use of existing resources and expertise is considered essential. Staff working in animal management, such as council Animal Management Officers, will need additional training over time in relation to cat management.

Currently there is only one cat management facility in Southern Tasmania, Ten Lives Cat Centre, located in Hobart's northern suburbs. Several of the southern council areas are over one hours' drive to Ten Lives Cat Centre, which makes movement of unowned or unwanted cats and kittens challenging for the public, veterinary clinics, and councils.

Cat management facilities can be established to receive stray, lost and surrendered cats. Cat management facilities are approved by the State Government and must meet certain requirements. The *Cat Management Act 2009* provides for cat management facilities to nominate a person, business, or organisation to hold and care for cats on their behalf.

Currently there are also several cat shelters in Southern Tasmania who take in unwanted or unowned cats, however they often reach capacity during kitten season. Southern shelters need to be supported to ensure they are reaching acceptable standards of care for the cats they take in, which will make partnerships between councils and shelters low risk and more appealing.

There are several models which may be used to increase accessibility to cat management services through the region. These options need to be further explored but could utilise short-term cat holding facilities, voluntary carers and transporters, local veterinary clinics or a mobile cat facility which could enable rural and remote communities to access cat management facility services more easily. Potential collaborative cost-sharing arrangements across the region could make such an approach sustainable.

Many veterinary practices currently receive healthy lost or stray cats from the community which they temporarily house and attempt to find the owners. The preferred practice is for these animals to be presented directly to a cat management facility as soon as practicable, as veterinarian clinics are not set up to adopt out or foster cats.

Desired outcome

To increase cat management capacity and access to cat management services across the region, ensuring rural and remote communities have access to services.

Action Plan

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.5.1 Promote the use of cat management facilities (and their nominees) to the community.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Materials available from TassieCat and cat management facilities
5.5.2 Relevant staff (animal management officers etc.) participate in training to support implementation of the <i>Cat Management Act 2009</i> .	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	Training provided by DPIPWE Action linked to 5.6.2
5.5.3 Prior to any trapping activities occurring, establish an agreed and planned approach for trapping and dealing with cats, using best practice trapping & cat management techniques.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	TassieCat trapping guidelines available
5.5.4 Establish a Memorandum of Understanding that delivers an agreed and clear process for managing stray, lost or surrendered cats.	Medium	Medium	<ul style="list-style-type: none"> • Councils • Cat management facilities 	

Region-wide initiatives

Action	Timeframe	Priority	Participants	Notes
5.5.5 Identify potential partners, locations and arrangements for increased access to cat management services for municipalities that aren't located near a cat management facility.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Options to explore include a temporary cat holding facility, cat drop off points, volunteer provided cat transportation services and a mobile cat facility
5.5.6 Where appropriate promote the Standards of Care required for cat management facilities.	Medium term	Medium	<ul style="list-style-type: none"> • State Government • Cat management facilities • Councils 	Standards of Care developed by cat management facilities and DPIPWE This document could be used by shelters as a cat welfare guide
5.5.7 Support progress towards an accreditation process for cat shelters to meet the Standards of Care.	Medium term	Medium	<ul style="list-style-type: none"> • State Government • Cat management facilities • Councils 	
5.5.8 Consider employing a Cat Management Officer shared between several councils, sharing vehicles and equipment as appropriate.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	Use a collaborative approach across the region to make best use of available resources and expertise

Performance indicators

- ▶ Feasibility assessed of proposed options to increase accessibility of cat management services in regional areas.
- ▶ Preferred option to increase access to cat management services for regional areas identified and commenced.
- ▶ Number of partnerships between Strategy participants and other stakeholders working on cat management in the region.
- ▶ Participation by Strategy participants at *Cat Management Act 2009* training sessions.

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5.6 Compliance in relation to the *Cat Management Act 2009*

Background

The purpose of the *Cat Management Act 2009* is to provide for the control and management of cats in Tasmania. Councils may establish additional requirements for their municipality in relation to cat management through by-laws or the creation of cat prohibited areas or cat management areas.

Key aspects of the Act include:

- ▶ Compulsory de-sexing of cats from four months of age from early 2022.
- ▶ Compulsory microchipping from four months of age from early 2022.
- ▶ Limiting to four, the maximum number of cats to be kept at a property without a permit from early 2022.
- ▶ Cats cannot be sold or given away unless they are at least eight weeks of age, desexed, microchipped, wormed and vaccinated.
- ▶ Only registered or permitted breeders may breed cats.
- ▶ It is an offence to abandon a cat.

Enforcement may be performed by persons authorised under the Act. This includes persons authorised under the *Dog Control Act 2000*; officers appointed under the *Animal Welfare Act 1993*; DPIPW officers authorised by the Secretary; non-State Service officers authorised by the Secretary of DPIPW; and police officers.

Each council determines how much compliance they will undertake within their municipality in relation to the *Cat Management Act 2009*; this will depend on what each municipality can resource and sustain.

Desired outcome

For all cat owners and community members to comply with their legal obligations for responsible cat ownership and management.

Action Plan

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.6.1 Inform the public about the requirements of the <i>Cat Management Act 2009</i> .	Short term Ongoing	High	<ul style="list-style-type: none"> • State Government • Councils • Cat management facilities • Veterinary clinics 	<p>Use clear and consistent communications across multiple channels to promote cat ownership responsibilities.</p> <p>Materials available from TassieCat</p>

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.6.2 Participate in relevant training to support implementation of the <i>Cat Management Act 2009</i> including for animal management officers and other relevant staff.	Short term Ongoing	High	<ul style="list-style-type: none"> • State Government • Councils • Cat management facilities 	DPIPWE to provide training sessions. Broader compliance training is an important component of this action. Action linked to 5.5.2
5.6.3 Undertake standardised data collection in relation to compliance actions under the <i>Cat Management Act 2009</i> .	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	
5.6.4 Disseminate humane trapping advice to members of the public who are considering trapping.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	Cat trapping guidelines available from TassieCat and Ten Lives Cat Centre Action linked to 5.1.8
5.6.5 Consider the development of a Cat Management Policy, compliance program, and by-laws as appropriate.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils 	Materials available from TassieCat Action linked to 5.6.6 and 5.8.5

Region-wide initiatives

Action	Timeframe	Priority	Participants	Notes
5.6.6 Work on region wide consistency where possible in compliance approaches, policies and bylaws.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government 	Action linked to 5.6.5 and 5.8.5

Performance indicators

- ▶ Data collection undertaken by Strategy participants in relation to compliance undertaken under the *Cat Management Act 2009*.
- ▶ *Cat Management Act 2009* information available on all Strategy participants' websites and in foyers.
- ▶ Participation by Strategy participants at *Cat Management Act 2009* training sessions.
- ▶ Number of Strategy participants undertaking cat compliance activities.
- ▶ Number of councils that have introduced cat management policies or by-laws.

5.7 Improved knowledge to better inform cat management

Background

Improved knowledge about the number, distribution and behaviour of cats and the success of different management approaches is essential to designing effective programs to manage and minimise their impact on highly valued conservation, commercial and community assets in the region and generally achieve responsible cat ownership and management.

Existing research about cats and cat ownership in Tasmania is limited. Filling these gaps in knowledge will be a continuing challenge to ensure that available resources are directed towards the highest priorities using the most cost-effective management actions. Consistent approaches to collecting basic information across all parts of the region will be an important first step to better understand the scale of existing problems and to identify practical long-term solutions.

Desired outcome

To have cat management in the region guided by best available science and regionally-relevant data to support evidence-based decision making.

Action Plan

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.7.1 Keep cat-related enquiry register to track number and nature of enquiries and complaints.	Short term Ongoing	High	<ul style="list-style-type: none"> Councils State Government Cat management facilities 	Register to include number and nature of enquiries/complaints, including nuisance, stray cats, legislation, hoarding, breeding etc. Action linked to 5.1.4, 5.3.2, 5.4.2
5.7.2 Where possible identify and implement monitoring strategies before, during and after interventions (e.g. subsidised desexing/microchipping & education) to measure impact and effectiveness.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> Councils State Government Cat management facilities 	
5.7.3 Participate in research projects (including citizen science projects such as cat tracker projects) concerning cat ecology, behaviour and management where possible.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> Councils State Government Cat management facilities 	
5.7.4 Better understand community views and expectations relating to cat management via local community survey and events.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> Councils State Government Cat management facilities 	

Region-wide initiatives

Action	Timeframe	Priority	Participants	Notes
5.7.5 Work towards standard data collection and reporting systems so that organisations involved in cat management have access to essential information. Create baseline data to inform and integrate into future Strategy revisions.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	E.g. intake numbers in cat management facilities & shelters, stray cat hotspots areas, number and nature of cat complaints/queries
5.7.6 Keep abreast of state-wide and national developments and continually improve evidence-based decision making for cat management.	Short term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	
5.7.7 Identify priority knowledge gaps and pragmatic options to fill these gaps with research and monitoring (e.g. facilitating university projects).	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	E.g. presence and impact of stray and pet cats in region and cases of cat hoarding
5.7.8 Disseminate information and case studies about cat management activities that have been undertaken, to share effective approaches and learnings.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	

Performance indicators

- ▶ Strategy participants undertaking data collection and reporting in relation to number and nature of cat related enquiries, complaints and interactions to help create baseline cat management data.
- ▶ Participation in monitoring and research projects by Strategy participants in relation to cat management.
- ▶ Levels of community consultation/survey by Strategy participants in relation to community views on cat ownership and management.

5.8 Strategic governance and resourcing

Background

This Strategy recognises that the twelve councils of the southern region and other key stakeholders will have different priorities, capabilities, and resources for cat management. This Strategy adopts an opt-in approach which enables all councils and other stakeholders to participate in cat management to the extent that they require and are able to resource, while keeping them aligned with the actions of the others in the region.

The Strategy identifies initiatives which individual councils and other stakeholders can implement for their own area or organisation, as well as region-wide initiatives which will require collaboration. Cat management will be most successful in the southern region if there is regional collaboration on the issue.

Desired outcome

For the Southern Cat Management Strategy to be successfully delivered across the region by Strategy participants.

Action Plan

Individual council and organisation action plan

Action	Timeframe	Priority	Participants	Notes
5.8.1 Seek ongoing funding for the Regional Cat Management Coordinator.	Short term (currently funded until 30 June 2021)	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	
5.8.2 Consider and prioritise resourcing for cat management.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government 	Resourcing will be required to deliver this Strategy
5.8.3 Ongoing commitment to regional collaboration in relation to cat management.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	
5.8.4 Continue providing a representative for the Southern Cat Management Working Group.	Short term Ongoing	High	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities • Veterinary clinics 	
5.8.5 Consider development and adoption of a council Cat Management Policy.	Short term Ongoing	Medium	<ul style="list-style-type: none"> • Councils 	<p>Policy template available from TassieCat</p> <p>Action linked to 5.6.5 and 5.6.6</p>

Region-wide initiatives

Action	Timeframe	Priority	Participants	Notes
5.8.6 Review and report on the implementation of this Cat Management Strategy to the southern councils' General Managers.	Medium term Ongoing	Medium	<ul style="list-style-type: none"> • Councils • State Government • Cat management facilities 	General Manager review should occur in the third and fifth years of the Strategy

Performance indicators

- ▶ Southern Cat Management Working Group continued with active participation by Strategy participants.
- ▶ Number of councils that have introduced cat management policies.
- ▶ Increased commitment to resourcing by Strategy participants for cat management in the region.

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6. Resources and References

TassieCat resources available for Strategy participants

- ▶ TassieCat website www.tassiecat.com
- ▶ FAQ guide to handling cat-related queries from the public
- ▶ Cat Management Policy template
- ▶ Cat Prohibited Areas and Cat Management Areas factsheet and declaration template
- ▶ TassieCat social media content (Facebook and Instagram)
- ▶ Posters and postcards
- ▶ Stickers and magnets
- ▶ *That's Cats* adverts and videos
- ▶ Tassiecat booklets, factsheets and fliers
- ▶ Keeping your cat healthy and happy at home
- ▶ Desexing and microchipping your cat
- ▶ Nuisance Cats
- ▶ Roaming Cats: common questions and misbeliefs
- ▶ Legislation for Cat Owners in Tasmania
- ▶ Guidelines for cat trapping
- ▶ Home, Sweet Home: How to keep your cat happy at home
- ▶ For the love of cats: important information you need to know as a cat owner in Tasmania
- ▶ 5 Common Cat Behavioural Issues and how to solve them
- ▶ Keeping your cat healthy: vaccinating your cat and information on feline immunodeficiency virus and feline leukemia virus
- ▶ Cat-Borne Disease: the impacts of toxoplasmosis on wildlife and human health
- ▶ Cat-Borne Diseases and Agriculture
- ▶ Surrendering a pet cat
- ▶ Stray cats
- ▶ Introducing a new cat into the household: tips and tricks
- ▶ How to train your cat to walk on a leash and harness
- ▶ Enrichment: Make staying at home fun for your cat

Other resources

- ▶ [Department of Primary Industries, Parks, Water and Environment](#)
- ▶ [Ten Lives](#) - website and Educat school program
- ▶ [RSPCA Tasmania](#) and [RSCPA Australia](#)
- ▶ [Kingborough Council](#) - *Inside with Cats* and *At Home with Cats* educational videos
- ▶ [Safe and Happy Cats](#)
- ▶ [Safe Cat, Safe Wildlife](#)

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Southern Midlands Municipal Emergency Management Plan

Plan Details:

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Issue Details:	Issue 8, January 2021
Review Authority:	Southern Midlands Municipal Emergency Management Committee
Submission Authority:	Commander Anthony Cerritelli Southern Region Emergency Management Controller

Approval:

Approval Authority:	Commissioner Darren Hine State Emergency Management Controller
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Signature: _____

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Section 1: Overview

1.1 Glossary

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

Table 1: Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels; these committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities
biosecurity	Measures for the protection of the economy, environment and human health from the negative impacts associated with the entry, establishment or spread of exotic pests (including weeds) and diseases
capability	A function of human and physical resources, systems, processes, training and the supply chain, for example, trained personnel with equipment ready for deployment
capacity	The extent to which a capability can be applied to a particular task or function
combined area	Means two or more municipal areas determined by the Minister to be a combined area under section 19 of the Act
command	The internal direction of an organisation's resources in an emergency
community centres <i>NB. Different centre types may be located at one site</i>	<p>Evacuation Centre: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards</p> <p>Information Centre: A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event</p> <p>Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency</p>
companion animal	A captive-bred animal that is not commercial livestock
consequence management	Activities undertaken to manage the consequences of an emergency and/or emergency response, including activities to minimise recovery needs, including but not limited to measures to protect public health standards, restore essential services and provide relief and financial assistance
consultation framework	A framework made up of various groups within the emergency management system and the way these groups contribute to decision-making through consultation and collaboration; groups may include established committees and related stakeholder groups, supplemented by temporary working groups
control	The overall direction and management of emergency management activities in an emergency situation; authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation; control relates to situations and operates horizontally across organisations
coordination	The bringing together of organisations and other resources to support an emergency management response; coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation
Council	In the context of this plan, Council refers to the Southern Midlands local government authority
counselling	Direct assistance provided by relevant service professionals to emergency-impacted people who are or may be having problems coping with the aftermath of an emergency

Term	In the context of this plan, this means:
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none"> absent from duty or Tasmania unable to perform Municipal Coordinator duties (permanently), or temporarily not appointed (eg. has resigned)
emergency	An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response
emergency centres	<p>Emergency Coordination Centre (ECC): A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels</p> <p>Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency</p> <p>Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities</p>
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency; can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions
emergency management plan	A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer.
emergency powers and special emergency powers	Powers specified in Schedules 1 and 2 of the Act
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment
environment	Components include: land, air and water; organic and inorganic matter; living organisms; human-made or modified structures and areas; interacting natural ecosystems; and all other components of the earth further defined by the Act
exercise	A simulated emergency scenario designed to validate emergency management arrangements and/or familiarise workers with them
hazard	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment
Liaison Officer	A person nominated to represent his/her organisation and: provide advice about the organisation's resources, structures and capabilities; act as a conduit for information; and may be authorised to commit resources
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR), as well as assessing and validating the effectiveness of the strategies they implement
Municipal Emergency Management Committee (MEMC) Chairperson	The person determined by Council to be the Chairperson of the Municipality's MEMC under section 21 (2) of the Act

Term	In the context of this plan, this means:
Municipal Committee (MEMC)	A Municipal Emergency Management Committee established under section 20 of the Act
Municipal Coordinator (MC)	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act
Municipal Recovery Coordinator (MRC)	A Council employee responsible for recovery at the municipal level, appointed under section 24G of the Act
Permanent Timber Production Zone land	A land classification established under the <i>Forest Management Act 2013</i> to replace the formerly-used term 'state forest'
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies
public information	The management of public information and perceptions during response to an incident
recovery	The process undertaken in an area or community affected by an emergency that returns all or part of the social, economic or environmental features or the infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency
Recovery function	A particular activity or group of activities that may be undertaken as part of recovery efforts
Regional Controller	A person appointed as Regional Emergency Management Controller under section 17 of the Act, who is either: a police commander determined by the Commissioner of Police and the State Controller; or a person appointed by the Minister
Regional Emergency Coordination Centre (RECC)	A facility from which regional coordination of emergency (consequence) management occurs during the response phase.
Regional Emergency Management Committee (REMC)	A Regional Emergency Management Committee established under section 14 of the Act
Regional Emergency Management Plan (REMP)	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act
Regional Planner	The person appointed to the position of State Emergency Service (SES) Emergency Management Planner (South)
Regional Social Recovery Coordinator	A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies
Register.Find.Reunite (RFR)	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency
response	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support
risk	The combination of the probability of an event and its negative consequences
risk assessment	Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend
situational awareness	Situational awareness involves an understanding of the current emergency incident, and how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies

Term	In the context of this plan, this means:
Standard Operating Procedures (SOP)	An agreed and standardised set of directions detailing actions to be taken
State Controller	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: <ul style="list-style-type: none"> • Head of the Department of Police, Fire and Emergency Management, or • a person appointed by the Minister
state of alert	A state of alert declared under Division 3A of the Act, for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania
state of emergency	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required
Support Agency	<p>Assisting Support Agency: An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function</p> <p>Primary Support Agency: An organisation responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities; Primary Support Agencies have specific capabilities or resources that address the need for a relevant support function and command their own resources in coordination with the Management Authority, as required</p>
validation	Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops and reviews
warning	Dissemination of a message signalling imminent hazard/s, which may include advice on protective measures
worker	A generic term used to describe people who perform defined functions for an organisation or system including: staff, volunteers and contractors/consultants

1.2 Acronyms

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

Table 2: Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AIMS	Australasian Inter-Service Incident Management System
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological, Nuclear
DCT	Department of Communities Tasmania
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoH	Department of Health
DoJ	Department of Justice
DOTAF	Department of Treasury and Finance
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
ECC	Emergency Coordination Centre
EPA	Environmental Protection Authority (DPIPWE)
EOC	Emergency Operations Centre
GIS	Geographic Information System
GM	General Manager (Council)
ICC	Incident Control Centre
LC	Logistics Coordinator
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan (this plan)
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
OSEM	Office of Security and Emergency Management (DPAC)
PHS	Public Health Service (DoH)
PIU	Public Information Unit (DPAC)
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (DPIPWE)
RC	Recovery Coordinator
RCM	Recovery Centre Manager
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee

Acronym	Stands for...
RFR	Register.Find.Reunite service
RSRC	Regional Social Recovery Coordinator
SCC	State Control Centre
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SRSRC	Southern Region Social Recovery Committee
SITREP	Situation Report
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements

1.3 Introduction

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

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

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

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

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

1.4 Authority

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

1.5 Purpose

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

1.6 Objectives

The objectives of this plan are to document:

- a roles and responsibilities in relation to identified hazards and emergency management functions
- b current arrangements for PPRR, including:
 - i protocols for coordinating mutual support with neighbouring councils
 - ii ways to request/access additional support from regional, state and federal levels
- c opportunities to reduce risks to the community.

1.7 Scope and application

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

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

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

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

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

1.8 Context

The municipality of Southern Midlands is centrally located in Tasmania, with the Midland Highway and the north-south rail corridor crossing the municipality. The economy of the municipality is predominantly rural-based.

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

As in many rural communities, the Southern Midlands **population** is relatively dispersed, with a population density of 2.3 people per square kilometre. The permanent population is relatively stable at around 6,000 (Australian Bureau of Statistics, 2016 Census) people living in 2,700 private residences. The median age is around 44 years, with almost half the population aged between 35 and 64 years. Just over 18 per cent of the population is under 15 years of age.

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

Emerging issues for consideration in an emergency management context include the impact of increased urban development in the areas around Bagdad and Campania. There is also evidence of greater numbers of visitors across the municipal area, which has potential to increase traffic and impact transport infrastructure. A significant reduction in forestry activities has potential to impact on the availability of equipment and machinery capable of being used for firefighting purposes.

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

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

1.8.1 Major transport routes

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

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

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

- a the second longest municipal road length in Tasmania (803 kilometres)
 - i. 30 km of urban sealed roads
 - ii. 132 km rural sealed roads
 - iii. 13 km of urban unsealed roads
 - iv. 628 km of rural unsealed roads
- b 134 bridges.

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

1.8.2 Essential services

TasWater provides six **water** schemes in the municipality, being at: Oatlands; Tunbridge; Kempton; Bagdad/Mangalore; Campania; and Colebrook. Five TasWater **sewerage** systems are located at: Oatlands; Kempton; Bagdad; Campania; and Colebrook.

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

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

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

1.8.3 Climate

Southern Midlands is described as having mild to warm summers and cold winters. Average January temperatures are below 30°C. Winter temperatures can dip well below 0°C, causing hazardous conditions, particularly for road users. Southern Midlands has experienced periods of prolonged drought and short periods of flooding rains.

Historical rainfall records for Oatlands demonstrate a declining trend since records began in 1882. Average annual rainfall has declined from 590mm in the period 1911-1940, to less than 500mm in the current decade. The average number of days on which greater than 1mm is recorded has declined from 106 (1911-1940) to 74 (current decade) days a year.

1.8.4 Topography, vegetation and hazards

The landscape of the municipality is diverse and covers around 2,611km². Key features are:

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

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

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

1.8.5 Emergency management

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

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

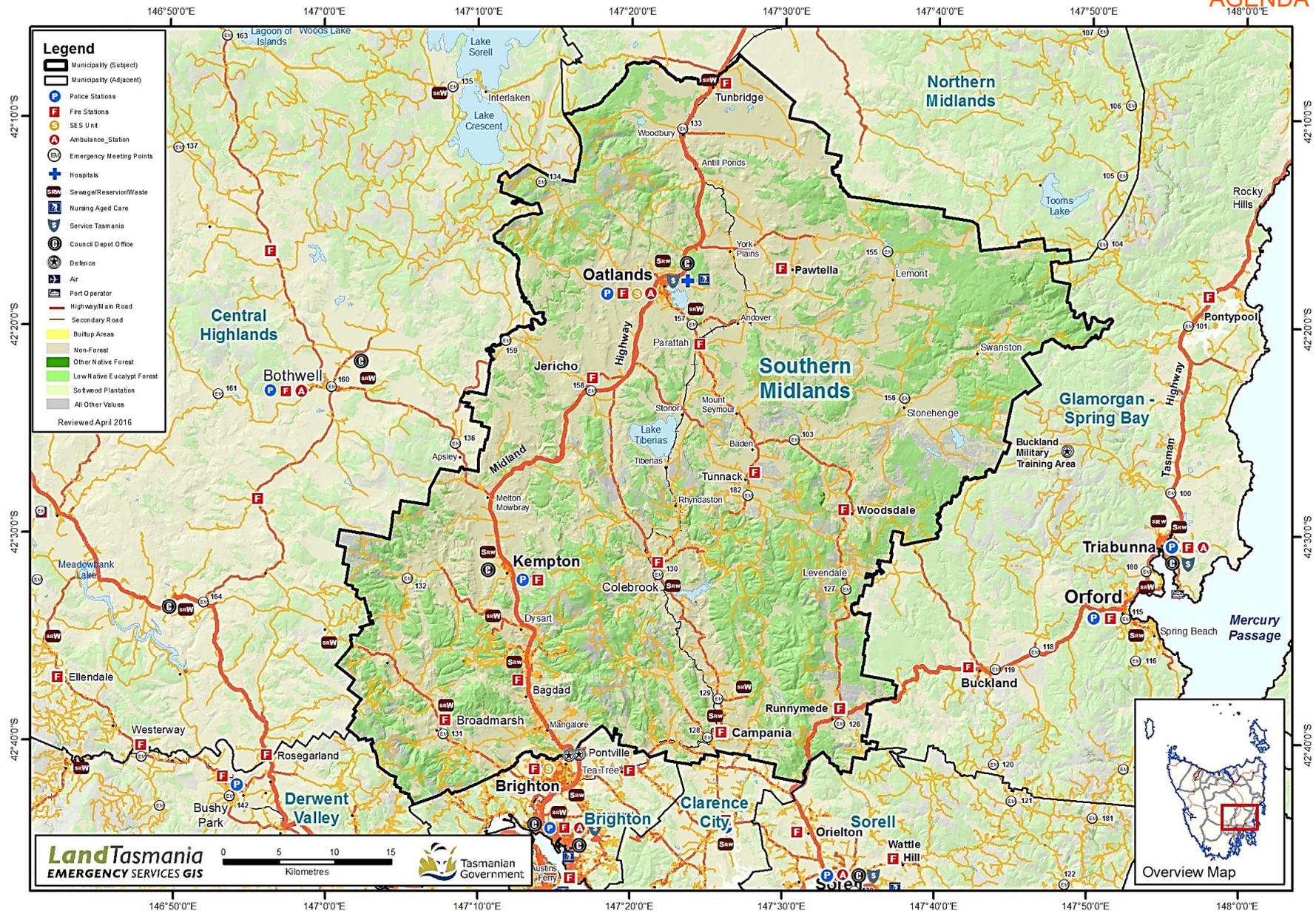


Figure 1: Map of municipal area

Section 2: Governance and management

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

2.1 Roles of government and emergency management partners

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

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

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

2.2 Tasmania's legal framework for emergency management

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

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

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

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

2.2.1 Emergency powers and declarations

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

The Act provides additional powers for Regional Controllers, the State Controller, Minister and Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. A summary of main powers under the Act is provided in Appendix 4 of the [TEMA](#).

The MC and the SES Regional Manager (or Duty Officer) may provide advice on the status of operational support issues to the Regional Controller (or through the Regional Planner) if they consider that specific powers should be authorised.

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

2.3 Emergency management governance

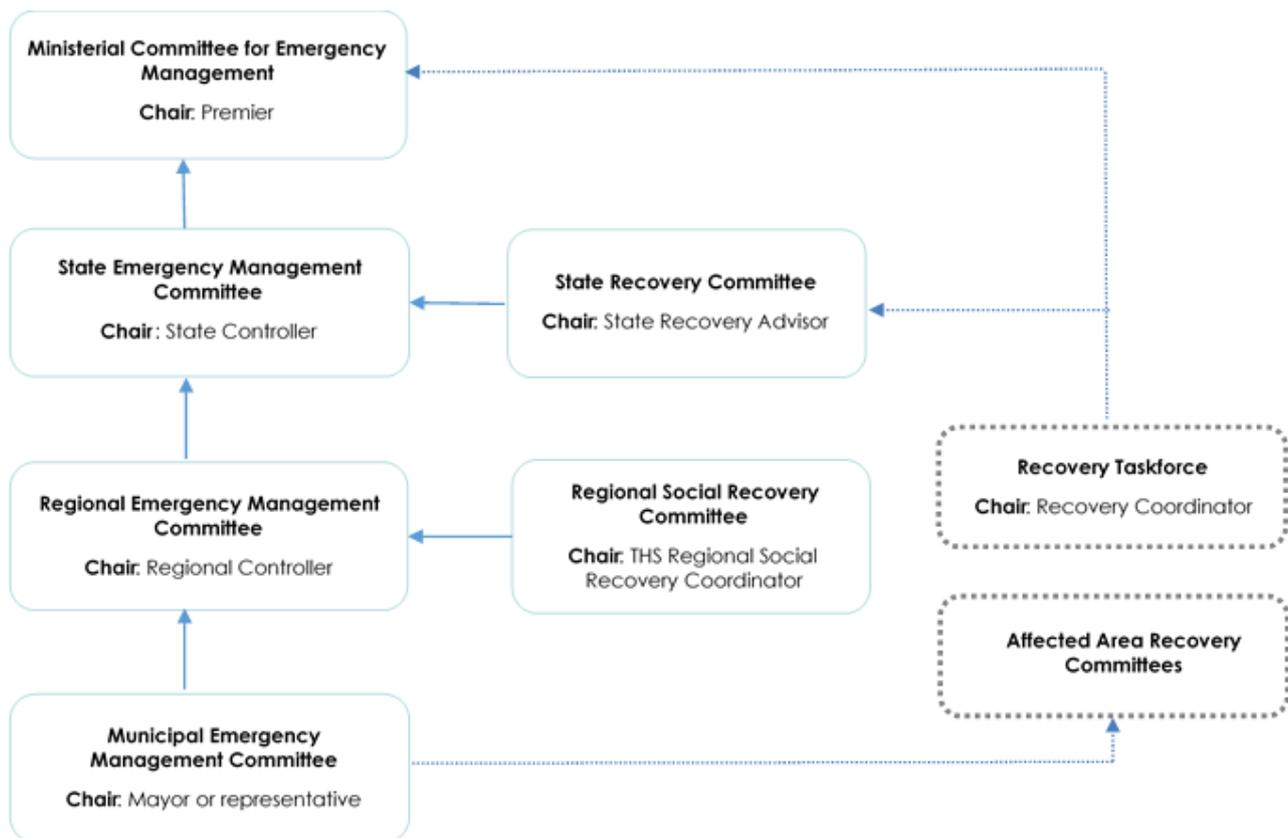


Figure 2: Governance arrangements

LEGEND:

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

2.4 Southern Regional Emergency Management Committee (SREMC)

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

2.5 Municipal Emergency Management Committee (MEMC)

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

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

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

2.6 Responsibilities

Tables 4 and 5 provide a summary of the responsibilities of Response Management Authorities (RMAs), and the support functions of Council for hazards in Tasmania. These are not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail is included in the Southern Regional Emergency Management Plan (SREMP) and [TEMA](#).

Table 3: Summary of responsibilities

Note: Refer to Section 1.2 for a list of acronyms used in the table below

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
1	Biosecurity	DPIPWE (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal inundation – storm tide	DPIPWE	Property identification Road closures Local operations centres Plant and machinery
3	Cybersecurity	DPAC (Digital Strategy and Services)	Community information
4	Earthquake	DSG	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
5	Energy infrastructure (Includes electricity, gas and petroleum)	TasNetworks Enwave (TasGas) Tasmanian Gas Pipeline Pty Ltd Fuel distributors	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
6	Energy supply (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG (Office of Energy Planning)	Property identification Local operations centres Advice on facilities requiring priority restoration
7	Fire National parks and other reserves	DPIPWE (PWS)	Community information Plant and machinery
8	Fire Declared forest land or permanent timber production zone land	Sustainable Timber Tasmania	Community information Plant and machinery Community Centres
9	Fire Future potential timber production land	DPIPWE (PWS)	Community information Plant and machinery Community Centres
1	Fire Urban, structural and privately-managed rural land	TFS	Property identification Road closures Plant and machinery Community Centres
1	Flood - dams Dam safety	TASPOL (assisted by dam owners)	Property identification Road closures Local operations centres Community information Plant and machinery
1	Flood – flash food (Includes associated debris flow)	SES	Prevention, preparedness and mitigation measures Property identification

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
			Road closures Local operations centres Community information Plant and machinery
1	Flood – rivers	SES	Property identification Road closures Local operations centres Community information Plant and machinery
1	Food contamination	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
1	Hazardous materials	TFS	Property identification Road closures
1	Hazardous materials – radiological (unintentional release)	TFS	Property identification Road closures
1	Heatwave	DoH (PHS)	Support health system response Community information
1	Infrastructure failure – building collapse	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
1	Infrastructure failure – state roads and bridges	DSG (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
2	Intentional violence (eg. CBRN attacks, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
2	Landslip	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
2	Marine mammal stranding and entanglements	DPIPWE (PWS)	Property identification Road closures Local operations centres Plant and machinery Access to disposal facilities
2	Marine pollution	DPIPWE (EPA)	Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities
2	Pandemic influenza	DoH (PHS)	Premises inspection Infection controls Community information Property identification
2	Pest infestation	DPIPWE (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
2	Public health emergency	DoH (PHS)	Premises inspection Infection controls Community information Property identification
2	Recovery	(Advisory agency – DPAC)	Refer to Table 4 below
2	Space debris	TASPOL, DSG Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene)	Property identification Road closures Local operations centres Plant and machinery Community information
2	Storm – high winds – tempest	SES	Property identification Road closures Local operations centres Plant and machinery
3	Transport crash – aviation (Less than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
3	Transport crash – aviation (More than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
3	Transport crash marine (No environmental emergency)	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
3	Transport crash – railway	TASPOL TFS	Local operations centres Plant and machinery Road closures Alternative transport routes
3	Transport crash – road vehicles	TASPOL	Plant and machinery Road closures Alternative transport routes
3	Tsunami	TASPOL	Property identification Road closures Local operations centres Plant and machinery
3	Water supply contamination (drinking water)	DoH (PHS)	Property identification Road closures Local operations centres Plant and machinery Management of water carriers
3	Water supply disruption	TasWater	Property identification Road closures Local operations centres Plant and machinery Management of water carriers

Table 4: Other support services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services
3	Essential services <ul style="list-style-type: none"> • Power • Telecommunications • Water supply • Natural gas • Stormwater 	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including <ul style="list-style-type: none"> • Accommodation • Catering • Personal support and community assessments • Financial and appeals • Insurance • Clothing • Children services • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare 	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

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

Current areas of focus for prevention and mitigation are:

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

3.1.2 Research

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

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

3.1.3 Risk management

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

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

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

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

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

3.1.4 Protective security and business continuity

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

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

- a power supply
- b potable water
- c transport networks and alternative route planning
- d telecommunications
- e public/environmental health standards.

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

3.1.5 Land use planning

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

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

The *Southern Midlands Interim Planning Scheme 2015* is the relevant planning scheme. For more information, see www.southernmidlands.tas.gov.au and www.iplan.tas.gov.au.

3.1.6 Climate change adaptation

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

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

Council is working to maintain and increase its knowledge and understanding of existing and evolving hazards, and to identify programs, assets and services that have the potential to strengthen resilience across the municipal area.

3.2 **Preparedness arrangements**

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

3.2.1 Overview

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

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

Council is responsible for:

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

SES is responsible for:

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

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

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

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

3.2.2 Municipal Emergency Management Committee (MEMC)

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

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

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

3.2.3 Municipal Emergency Management Plan (MEMP)

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

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

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

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

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

3.2.4 Capacity and capability

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

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

3.2.4.1 Municipal emergency management roles – primary and relief

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

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

Primary role	Relief role
MEMC Chairperson (Mayor/Nominated Councillor)	MEMC Chairperson Proxy (Nominated Councillor)
Municipal Coordinator (MC) (General Manager)	Deputy Municipal Coordinator (DMC) (Works Manager)
Municipal Recovery Coordinator (MRC) (Manager Community & Corporate Development)	Deputy Municipal Recovery Coordinator (DMRC) (Determined at time of incident)

3.2.4.2 Emergency management education and training

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

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

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

3.2.4.3 Maintaining the MECC

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

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

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

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

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

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

3.2.4.4 Maintaining basic systems and resources

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

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

3.2.5 Readiness for community warnings and public information

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

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

3.2.5.1 TasALERT

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

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

3.2.5.2 Points for public enquiries

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

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

3.2.5.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

- a flash and mainstream flooding (from rivers) (BoM/Council)
- b severe weather eg. damaging winds (BoM)
- c bushfire (TFS)
- d Standard Emergency Warning Signal (SEWS) (TASPOL)

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

3.2.6 Validation and performance management

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

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

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

3.2.7 Administration systems

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

3.2.7.1 Information management

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

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

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

3.2.7.2 Cost capture and financial administration

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

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

3.3 Response arrangements

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

3.3.1 Overview

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

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

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

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

3.3.2 Command, control and coordination

3.3.2.1 All-hazards response arrangements and escalation

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

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

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

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

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

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

3.3.2.2 Emergency powers

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

3.3.2.3 Municipal Emergency Coordination Centre (MECC)

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

Primary MECC functions are to:

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

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

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

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

IMT structure is determined by the size and complexity of the emergency and adjusted accordingly. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, one person may manage all or multiple functions. An IMT is created when functions are delegated to others.

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

3.3.2.4 Emergency Operations Centres (EOCs)

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

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

EOC functions include:

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

3.3.2.5 Municipal Emergency Management Committee (MEMC)

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

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

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

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

3.3.3 Resource-sharing and coordination

In an emergency affecting one or more municipalities, resource support may be available through MC liaison with other councils or by contacting SES, who can assist with requests for the provision of regional, state or national support resources. The availability of regional resources depends on the nature and scale of the emergency and resource priorities. Resources from other regions may be deployed if the event has not impacted on those areas.

3.3.4 Consequence management

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

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

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

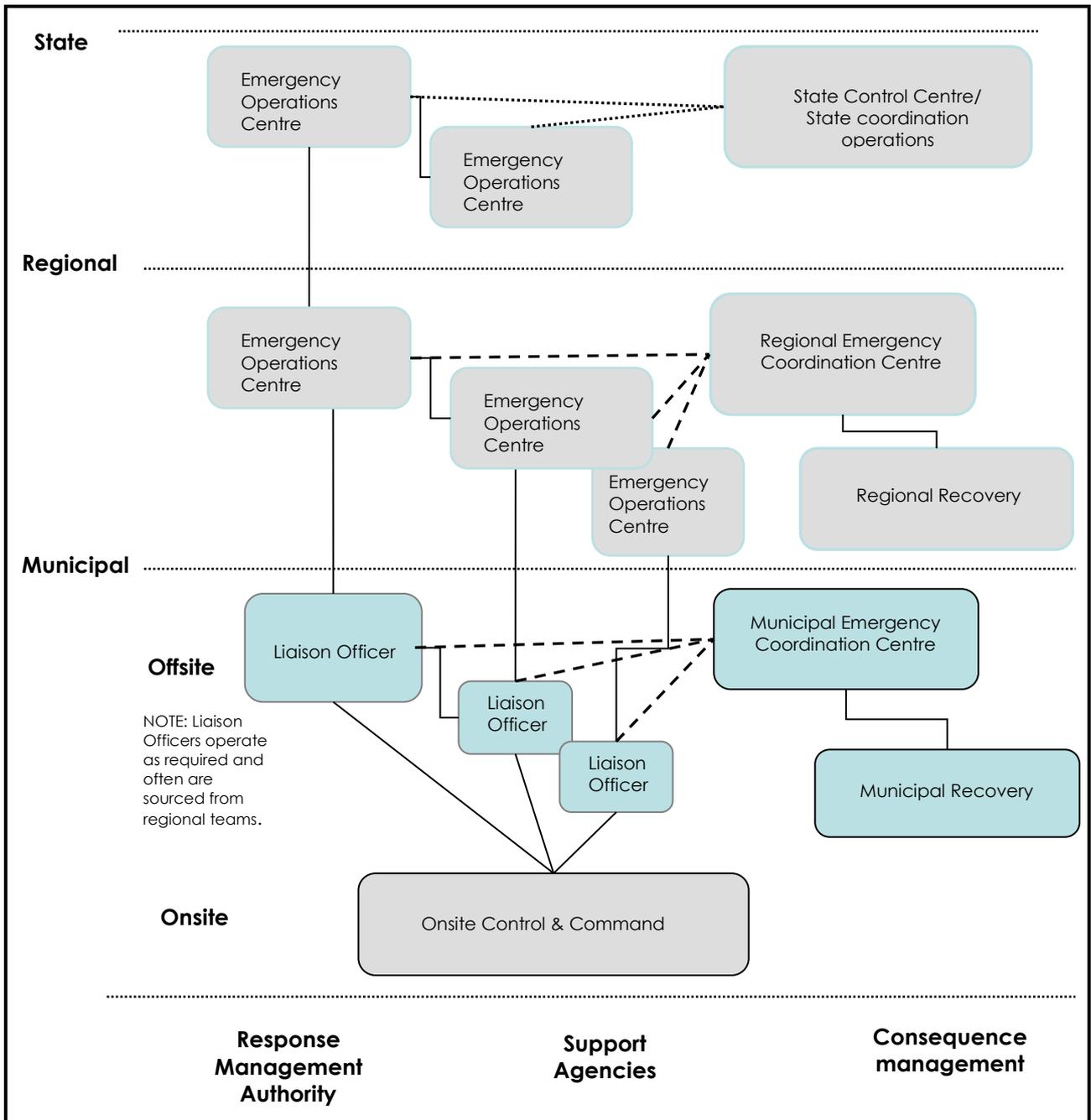


Figure 3: Response management structure

LEGEND:

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

Table 6: All-Hazards response – typical Council actions

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

3.3.5 Warnings

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

Warnings are sent to media outlets (radio and television) for public broadcast and may be preceded or accompanied by the Standard Emergency Warning Signal (**SEWS**), in accordance with Tasmania's guidelines. See [TEMA](#) for more detailed information about SEWS. The RC can request the use of SEWS in an emergency.

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

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

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

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

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

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

Table 7: Summary of warning systems and arrangements

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
Flood				
Flood watch	Alert, Watch or Advice of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Flood warnings	Warnings of Minor, Moderate or Major flooding in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Minor flood warning	Causes inconvenience. The inundation of low-lying areas next to watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Moderate flood warning	In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
	substantial in rural areas, requiring the removal of stock.			
Major flood warning	In addition to above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood-affected areas may be required.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Consider MEMC meeting
Severe weather				
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Nil
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Update stakeholders Place warnings at low-lying public car parks
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> hail greater than 2cm diameter gusts greater than 100 km/h flash flooding tornadoes 	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Notify outdoor crews and check availability Update stakeholders
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Nil
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Nil
Fire				
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Update stakeholders
Advice 	Bushfire Advice message advises that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Watch and Act 	Bushfire Watch and Act message advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Notify RC to have evacuation centre/s on standby
Emergency Warning 	Bushfire Emergency Warning indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. May be preceded by an emergency warning signal (siren).		Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Establish municipal IMT/MECC • Notify RC to have evacuation centre/s on standby
Low-Moderate Fire Danger Rating (FDR 0-11) 	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Nil
High Fire Danger Rating (FDR 12-24) 	Fires breaking out today can be controlled. People in the path of a fire are unlikely to be killed or seriously injured if they take shelter. Well-prepared and actively defended homes can offer safety.	TFS	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Typical action by MC
Very High Fire Danger Rating (FDR 25-49) 	<p>Some fires breaking out today will spread rapidly and be difficult to control.</p> <p>There is a possibility that people in the path of a fire will be killed or seriously injured. Some homes may be destroyed. However, well-prepared and actively-defended homes can offer safety.</p>	TFS	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centre/s on standby
Severe Fire Danger Rating (FDR 50-74) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured. Some homes are likely to be destroyed. However, well-prepared and actively-defended homes can offer safety.</p>	TFS	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centre/s on standby
Extreme Fire Danger Rating (FDR 75-99) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured. Many homes are very likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety.</p>	TFS	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by Consider MEMC meeting
Catastrophic Fire Danger Rating (FDR >100) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>There is a high likelihood that people in the path of a fire will be killed or seriously injured. Many homes are very likely to be destroyed. Even the best-prepared homes will not be safe.</p>	TFS	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Prepare evacuation centre/s Establish an IMT Consider MEMC meeting
Tsunami				
No threat	<p>An undersea earthquake has been detected. However it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.</p>	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Nil
Marine alert and land alert	<p>Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.</p>	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Marine warning and land warning	<p>Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.</p>	BoM	Public: Multimedia Emergency services: SMS, phone, emails	<ul style="list-style-type: none"> Relay warnings Update stakeholders Establish municipal IMT/MECC Consider MEMC meeting

3.3.6 Public information

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

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

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

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

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

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

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

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

3.3.6.1 TasALERT

TasALERT (www.tasalert.com.au) is Tasmania's official online emergency information source. In an emergency, the homepage of the website is updated to highlight current incidents. Each incident will have a dedicated page displaying all available information (mapped information, social media, new content etc.) specific to that incident.

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

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

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

PIU activation may be requested due to:

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

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

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

3.3.6.3 Tasmanian Emergency Information Service (TEIS)

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

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

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

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

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

3.3.6.4 Working with the media

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

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

Table 8: Summary of public information arrangements

Row	Location	Scope of information	Provided by	Developed by	Cleared by	Distribution methods
1	On-site	The emergency and its known impact	Response Management Authority (Support agencies may advise about their own roles)	Response Management Authority	Response Management Authority	Media Agency websites Emergency Alert
2	EOC/ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (eg. MC/RC)	Media
3	Other centres eg. evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (eg. MC/RC)	Media TEIS
4	Municipal Area	Impact of the emergency on local community	Mayor	Council media officer	Council media officer	Media Council website TEIS CALD
5	Within the Region	Impact of the emergency on the region	Regional Controller	Regional Planner	Regional Controller	Media Council website TEIS CALD
			Response Management Authority	Regional Media Officer	Response Management Authority Regional liaison	
			Regional Social Recovery Coordinator	Regional Social Recovery Coordinator/ Media Officer	Regional Controller through the Regional Planner	
6	Rest of the State	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director DPFEM Media Unit Government Media Office	SES Director DPFEM Media Unit Government Media Office	Media Agency or event-specific website TEIS CALD
			Response Management Authority	State Media Officer	Response Management Authority State liaison	
			Premier or Minister	Government Media Office	Head of Government Media Office	

3.3.7 Other elements

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

3.3.8 Evacuation

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

3.3.8.1 Management

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

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

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

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

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

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

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

3.3.8.2 Decision

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

3.3.8.3 Withdrawal

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

3.3.8.4 Shelter

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

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

3.3.8.5 Return

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

3.3.9 Impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment and reporting on this assessment to other response and recovery agencies and the relevant municipal and/or regional recovery officers. GIS capability can assist with recording the outcomes of assessments and supporting broader consequence management planning.

Secondary impact assessments may be coordinated through a RECC and Council may be asked to assist with this work by providing data on request.

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

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

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

3.3.10 Registrations

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

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

Registration may be established and coordinated by the Response Management Authority. When an Evacuation or Recovery Centre is activated, processes to support registration should be implemented at the Centre/s as soon as possible. If an Evacuation Centre is activated, Council is responsible for registering evacuees using the Evacuation Centre Registration Application. Registration data may need to be provided to Red Cross if TASPOL requests the activation of Register.Find.Reunite (RFR).

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

3.3.11 Pandemic health emergencies

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

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

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

3.3.12 Debriefs

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

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

Lessons identified are shared with stakeholders including the MEMC, Regional Planner and SRSRC.

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

3.3.13 Administration: finance and cost capture

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

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

DRFA category	Type	Claimable expenses
Category A	Essential	Emergency food, clothing Repair or replacement of essential items and personal effects Essential emergency repairs to housing (to make residence safe and habitable) Demolition or rebuilding to restore housing Removal of debris from residential properties Extraordinary counter-disaster operations for the benefit of an affected individual Personal and financial counselling Evacuation Centre costs

Category B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices) Counter-disaster operations for the protection of the general public
Category C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc) A Fund may also include community awareness and education campaigns and other resilience building grants Applications for Category C assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister
Category D	Non-Essential	A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional. Applications for Category D assistance are coordinated and submitted by OSEM for mandatory approval by the Prime Minister

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

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

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

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

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

3.4 Recovery arrangements

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

3.4.1 Overview

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

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

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

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

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

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

Typical recovery considerations include but are not limited to:

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

3.4.2 Current arrangements

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

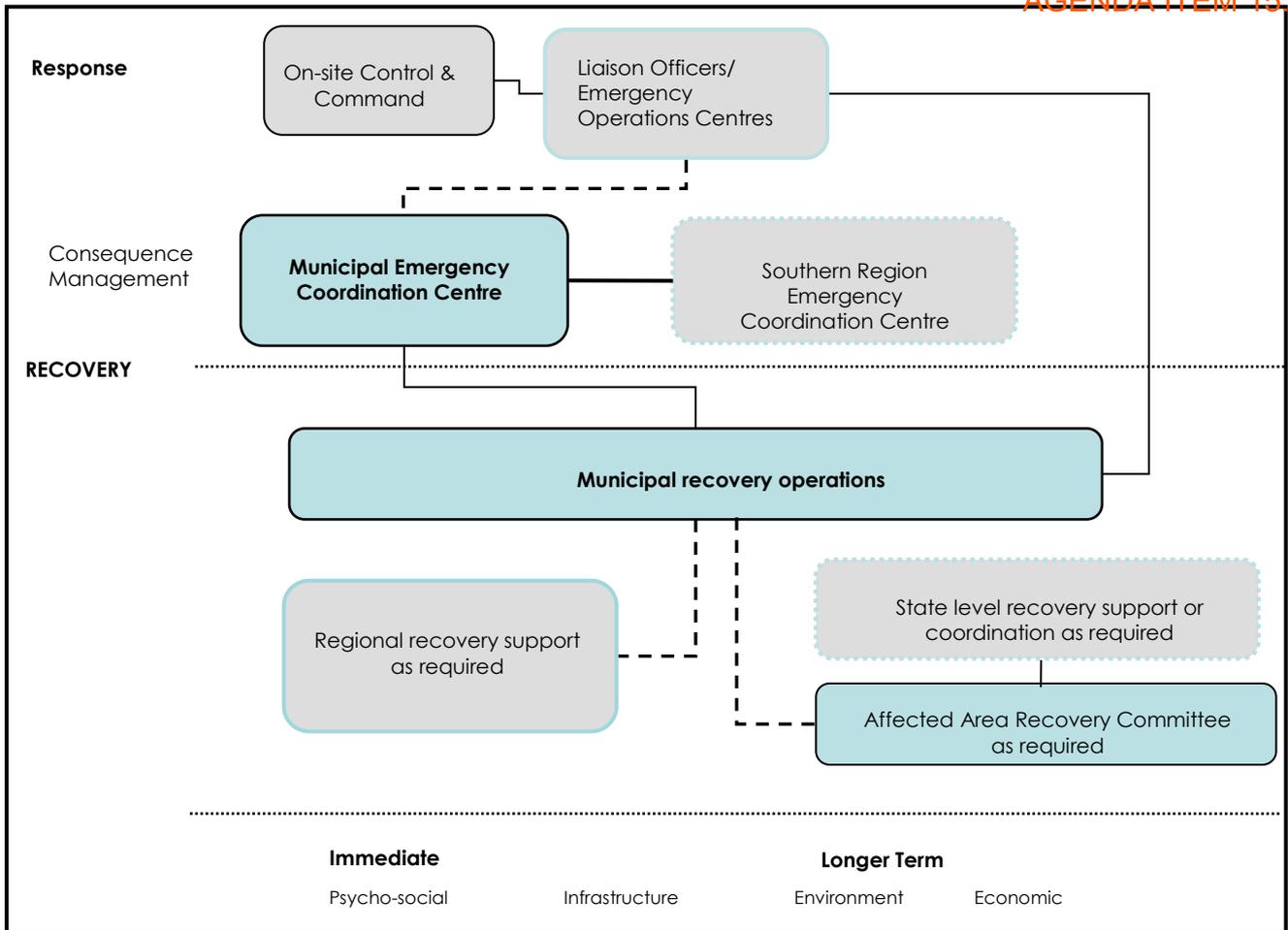


Figure 4: Community recovery management arrangements

LEGEND:

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

3.4.3 Media and public information

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

- RMA's website and social media
- TasALERT website and social media
- radio, television and print media
- public meetings, Evacuation and Recovery Centres and outreach visits.

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

The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community, in accordance with Council's policies. The Mayor will be supported by the media officer, who can prepare community and media statements. The MC will provide the Mayor with recovery-related information. Council's *Communications Policy* and *Communications SOP* are associated documents that support this plan.

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

3.4.4 At-risk groups of people

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

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

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

3.4.5 Short-term recovery

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

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

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

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

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

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

3.4.6 Long-term recovery

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

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

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

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

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

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

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

An AARC will typically develop a recovery plan that:

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

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

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

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

3.4.7 Recovery functions

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

Section 4: Plan administration

4.1 Plan contact

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

Feedback on this plan should be provided in writing to:

Email: mail@southernmidlands.tas.gov.au

Mail: PO Box 21 OATLANDS TAS 7120

Phone: (03) 6254 5000

4.2 Review requirements and issue history

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

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

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

Table 9: Issue table

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

4.3 Consultation for this issue

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

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

4.4 Distribution list

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

Table 10: Distribution list

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

4.5 Communications plan summary

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

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

4.6 Validation of this plan

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

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

Section 5: Appendices

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

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – MEMC resources, maintenance and activity schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty cards

Appendix 7 – Standard operating procedures

Appendix 8 – Community centres

APPENDIX 1: List of associated documents

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

a Legislation

Legislation	Related hazard or function	Administration
<i>Emergency Management Act 2006</i>	All-Hazard statewide emergency management provisions	SES
<i>Land Use Planning and Approvals Act 1993</i>	Planning schemes	DoJ
<i>Local Government Act 1993</i>	Council responsibilities	DPAC

b Plans and arrangements

Row	Title	Custodian	Version/date	Available from
Council arrangements and plans				
1	Council maps for council roads and alternative transport plans	Council	2018	General Manager
2	Fire Management Plans – Midlands	STT/PWS		STT/PWS
Regional arrangements and plans				
3	Regional Emergency Management Plan	SES	Issue 9	2021 (pending)
State arrangements and plans				
4	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
5	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
State Special Emergency Management Plans (SSEMP)		Available WebEOC File Library (DPFEM – SES)		
6	SSEMP – COVID 19	DoH	Issue 3	2020 (August)
7	SSEMP – Dam safety	DPIPWE	Issue 3	2019 (July)
8	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
9	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
10	SSEMP – Interoperability arrangements	DPAC	Issue 4	2020 (December)
11	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
12	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
13	SSEMP – Fire protection	TFS	Issue 3	2020 (February)
14	SSEMP – Recovery	DPAC	Issue 3	2018 (January)
15	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
16	SSEMP – Energy supply	DSG	Issue 2	2015 (January)
17	SSEMP – Biosecurity	DPIPWE	Issue 1	2010 (December)
18	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (March)
19	SSEMP – Flood	SES	Issue 2	2019 (July)
20	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
21	SSEMP – Public health	DoH	Issue 2	2014 (December)
22	SSEMP – Search and rescue	DPFEM	Issue 5	2020 (December)
23	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
24	SSEMP – Tsunami	SES	Issue 2	2020 (March)
Other				
25	Midlands Multi-Purpose Health Centre Plan	DoH	2011	Available from Centre
26	Emergency Alert – FAQ	TFS		Emergency Alert FAQ
27	TFS Community Protection Plans	TFS		TFS website

Southern Midlands Emergency Management SOPs (EMSOPs) are maintained by the MC	
ID	Title
1	First alert of emergency or potential emergency
2	Communication with the public, Councillors, staff and media
3	Municipal Emergency Coordination Centre (MECC) - Activation
4	Council reception, public enquiries and the MECC
5	Municipal Emergency Coordination Centre (MECC) roles
6	Bushfire specific protocols
7	Work centre resources

APPENDIX 2: Risk Assessment Report

a Tasmanian Government responsibilities – emergency risk management

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

b Local government responsibilities – emergency risk management

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

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

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

c TERAG data and recommended treatment strategies for implementation

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

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

Specifically, each register includes:

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

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

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

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

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

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

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

APPENDIX 3: MEMC Terms of Reference

Southern Midlands Municipal Emergency Management Committee Terms of Reference



Committee	Southern Midlands Municipal Emergency Management Committee (MEMC)
Date and status	Issue 8, 2021
Enquiries	Executive Officer (Municipal Emergency Management Coordinator) Southern Midlands Council
Review notes	These Terms of Reference are due for review in January 2023
General standards & practices	The <i>Tasmanian Emergency Management Arrangements</i> (TEMA) describes the framework for this MEMC and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au).
1. Authority & background	Section 20 of the <i>Emergency Management Act 2006</i> (the Act) establishes the MEMC within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	Section 22 of the Act outlines the MEMC's purpose and functions generally as: “...to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ...”
3. Role and functions	<p>3.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.</p> <p>3.1.2 Determine and review emergency management policy for the municipal area, including the performance of emergency risk assessment and management in accordance with current and relevant standards.</p> <p>3.1.3 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s, and identify excellence and opportunities for improvement.</p> <p>3.1.4 Oversee management of emergencies in which Council resources are required to support response and recovery.</p> <p>3.1.5 Report to the Regional Controller on any municipal matters that relate to the functions of the Regional Controller or the Southern Regional Emergency Management Committee.</p> <p>3.1.6 At the direction of the MEMC Chairperson or Municipal Coordinator, assist them or Council with the performance/exercise of functions and powers under the Act.</p> <p>3.1.7 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area.</p> <p>3.1.8 Nominate a representative to participate in Southern Regional Emergency Management Committee activities and provide bilateral support.</p>

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

4. Reports to

Southern Regional Emergency Management Committee

5. Membership

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

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

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

At this stage security clearances are not required.

6. Chairperson

Mayor, Southern Midlands Council (or nominated Councillor)

7. Executive Officer

Municipal Coordinator (General Manager), Southern Midlands Council

8. Members

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

9. Chairperson

The role of the MEMC Chairperson is to:

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

10. Frequency of meetings

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

APPENDIX 4: MEMC Maintenance and Activity Schedule

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

APPENDIX 5: Centres for emergency management

a Municipal Emergency Coordination Centre (MECC)

The MECC is the focal point for coordinating municipal consequence management activities arising from the emergency, including the activation of Council and community resources. The MECC also monitors operational activities, coordinates the provision of information to local communities and identifies and coordinates local community recovery support.

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

b Emergency Operations Centres (EOC)

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

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

c Emergency Evacuation Centres

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

Selection of the most suitable site for an Evacuation Centre will be determined by the Recovery Coordinator and Municipal Coordinator after consultation with the MEMC. Prospective locations are listed at [Appendix 8](#).

SOUTHERN MIDLANDS MUNICIPAL EMERGENCY COORDINATION CENTRE (MECC) PLAN

Introduction

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

MECC functions

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

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

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

MECC location

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

MECC activation

During business hours

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

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

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

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

After-hours activation

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

Council Reception

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

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

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

MECC staffing

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

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

MECC Manager

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

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

Communications Officer

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

Administration Officer/s

Council will provide worker/s who will:

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

Liaison Officers

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

Reporting structures and external linkages

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

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

APPENDIX 6: Duty Statements and Action Cards

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

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

Municipal Emergency Management Committee (MEMC)

Committee's Duties

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

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

Chairperson's Duties

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

Executive Officer (Municipal Coordinator)'s Duties

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

Committee Members' Duties

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

ACTION CARD 1

Position **MAYOR**

Responsible to **Southern Midlands Council**

Duties

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

ACTION CARD 2



Position **COUNCILLORS**

Responsible to **Mayor**

Duties

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

ACTION CARD 3



Position MEMC Chairperson

Responsible to Southern Midlands Council

Duties

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

ACTION CARD 4

Position **GENERAL MANAGER**

Responsible to **Southern Midlands Council**

Duties

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

ACTION CARD 6

Position

DEPUTY MUNICIPAL COORDINATOR

Responsible to

General Manager/Municipal Coordinator

Duties

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

- a Assist the Municipal Coordinator in all duties

- b Act as Municipal Coordinator in his/her absence

- a Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)



ACTION CARD 8

<u>Position</u>	MANAGER INFRASTRUCTURE & WORKS (or nominee)
<u>Responsible to</u>	General Manager/Municipal Coordinator

Duties

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



ACTION CARD 9

Position

MANAGER CORPORATE SERVICES

Responsible to

General Manager/Municipal Coordinator

Duties

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

APPENDIX 7: Standard Operating Procedures

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

Municipal Coordinator (MC)

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

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

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

Liaison with emergency services

In the event of an emergency within the municipal area that threatens life and/or property, the MC will liaise with all emergency services through SREMC, through the Regional Manager (operational matters), Regional Planner (consequence and emergency management matters) or Regional Controller.

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

Bushfire

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

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

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

Floods

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

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

Storms

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

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

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

APPENDIX 8: Community centres

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

Centre name and contact	Location	Facilities available	Normal usage	Could be used for	Comments
Oatlands Recreation Ground Contact: Greg Pennicott 0417 105 940	High Street Oatlands	Male/female/disabled toilets: Number? Kitchen area Kiosk/servery area Meeting rooms Oval 3G and 3G comms indoor and outdoor	Ad hoc	Assembly Evacuation	Could be used in conjunction with Gay Street Hall
Gay Street Hall Contact Jenny Wilson 0409 541 277	Gay Street Oatlands	Male/female/disabled toilets Kitchen area Hall	Ad hoc	Assembly Evacuation	Could be used in conjunction with Oatlands Recreation Ground
Broadmarsh/Elderslie Hall Contact Donna Blackwell 0408 146 754	1218 Elderslie Road, Broadmarsh	Male/Female Toilets Kitchen Hall	Ad hoc	Assembly	
Kempton Hall Contact Joy & Wayne Smith 0447 274 446 0458 501 198	89 Main Street Kempton	Male/Female Toilets Kitchen Hall	Adhoc	Assembly Evacuation	Could be used in conjunction with Kempton Recreation Ground
Kempton Recreation Ground Contact Gabrielle Watkins 0419 385 010	130 Main Street Kempton	Male/Female Toilets Oval Kitchen	Adhoc	Assembly Evacuation	Could be used in conjunction with Kempton Hall
Campania Halls Contact Jean Howlett 62 604 126	45 Reeve Street, Campania	Male/Female Toilets Kitchen Hall	Adhoc	Assembly Evacuation	Could be used in conjunction with Campania Recreation Ground
Campania Recreation Ground Contact Steven Denny 0438 143 943	30-34 Reeve Street Campania	Large Reserve Male/female/disabled toilets, changerooms Clubrooms Kitchen area	Weekends	Assembly Information	Could be used in conjunction with Campania Halls

Centre name and contact	Location	Facilities available	Normal usage	Could be used for	Comments
Bagdad Community Club Contact Michelle Swan 0417 033 878	1661 Midland Highway Bagdad	Male/Female/Disabled toilets Oval Hall		Assembly Evacuation	
Levendale School Contact Janice McConnon 62 65 0631 0458 650 631	1315 Woodsdale Road Levendale	Male/Female Toilets Kitchen Office Multiple classrooms Laundry Showers		Assembly Evacuation	