

# Litter and Dumping Management System (LaDMS) User Manual

Version 1.1

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## Introduction

Report Rubbish ([rubbish.epa.tas.gov.au](http://rubbish.epa.tas.gov.au)) and the Litter and Dumping Management System (LaDMS – [ladms.epa.tas.gov.au](http://ladms.epa.tas.gov.au)) together make up a system developed by EPA Tasmania. They provide an online way of reporting and managing littering and dumping in Tasmania.

Report Rubbish allows members of the public to report litter and dumping using their smartphone or other device. The reports are sent automatically to LaDMS, which then queries [the LIST](#) (Land Information System Tasmania) to find out the land manager responsible for that particular location.

The land manager will be notified by email that a report has been lodged. This is much the same as a telephone report made by a member of the public directly to the land manager – except the Report Rubbish version will already have all the key details required, and include pictures where they have been provided by the reporter.

LaDMS has been developed by EPA Tasmania for land managers to manage reports received – known as Records. It assists the land manager to co-ordinate actions in response to the reports, including redirecting the Record to another land manager should there be a local-level arrangement in place, where one authority does the managing of an area on behalf of another.

LaDMS provides another feature – Sites – as a way of identifying areas that need a regular cleanup of litter. Jobs can be scheduled for identified sites, with notifications prompting regular regimes of cleanup activity.

LaDMS also provides the opportunity to seek the assistance of service providers to help with cleanup activities. In particular, through Community Corrections in the Department of Justice, assistance from offenders doing community service can be arranged.

The following sections outline how LaDMS works.

Queries regarding the use of the system should be directed to:

EPA Tasmania

Phone: 03 6165 4599

Email: [Enquiries@epa.tas.gov.au](mailto:Enquiries@epa.tas.gov.au)

## Login and Memorandum of Understanding

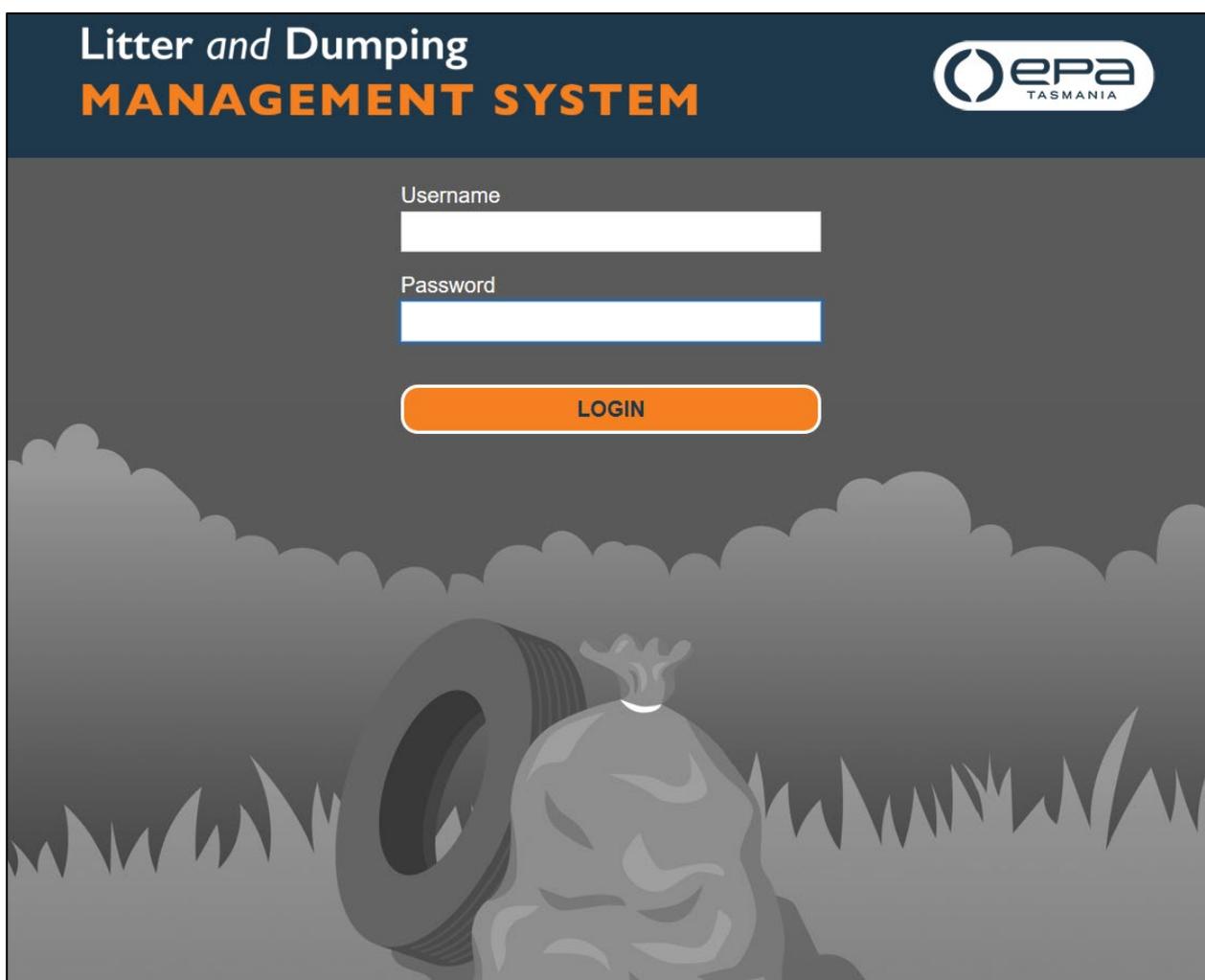
A user login provides access to the Litter and Dumping Management System (LaDMS).

To use LaDMS, your organisation needs to sign up to the Memorandum of Understanding (MoU). Once you have signed up, you will be given a login from EPA Tasmania.

The MoU covers the roles and responsibilities of all parties and provides an outline of the factors to be considered in relation to the use of offenders in cleanup activities. Land managers should make themselves familiar with this information before assigning any cleanups to Community Corrections.

To access the MoU and see which organisations have already signed the MoU, please visit the LaDMS page on the EPA website:

<https://epa.tas.gov.au/sustainability/litter-and-dumping/report-litter-and-dumping/report-rubbish-and-the-litter-and-dumping-management-system>



**Litter and Dumping  
MANAGEMENT SYSTEM**

epa  
TASMANIA

Username

Password

**LOGIN**

## Home page of LaDMS

Once you have logged in, the first page you will see is the home page of LaDMS.

This page provides navigation tabs for Records, Sites and Organisations across the top and a series of Quick Links.

**Litter and Dumping  
MANAGEMENT SYSTEM**

LaDMS Home Records Sites Organisations Accounts Account: Ichurchill | [Log off](#)

The Litter and Dumping Management System (LaDMS) is the main system used by EPA Tasmania to manage reported dumping and the clean up of it.

### Quick Links

- [View All Records](#)
- [View All Sites](#)
- [View All Organisations](#)
- [View All Accounts](#)
  
- [Create New Record](#)
- [Create New Site](#)
- [Create New Organisation](#)
- [Register New Account](#)
  
- [Location of Recent Dumping Reports \(Map View\)](#)
  
- [View My Account Settings](#)

[Add LaDMS to your mobile home screen - Find out how](#)

[Feedback](#) [Disclaimer & Copyright](#) [Personal Information Protection](#) [Accessibility](#) [Service Tasmania](#)

This page was created for EPA Tasmania by the Department of Primary Industries, Parks, Water and Environment (Tasmania).

Tasmanian Government

## Account settings

The View My Account Settings link takes you to the Account Settings User Account Dashboard. From there you can change your password and view your account details.

If you need to update any details contact the LaDMS Administrator at EPA Tasmania.

## Workflow

Workflow moves records, sites and jobs from status to status as they are dealt with.

For report records, changes to status in LaDMS are immediately reflected on the [map view of Report Rubbish](#) –

- Open, Assigned and In Progress records appear as green map pins,
- Suspended as blue and
- Completed and Closed as orange.

### Workflow definitions

**Open:** The record (or site or job) has not been assigned.

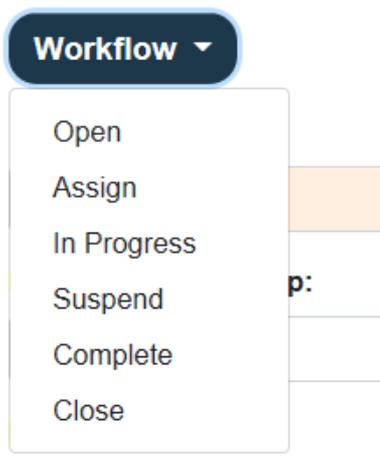
**Assign:** The record (or site or job) has been assigned to a land manager (which may be yourself) or service provider for action.

**In Progress:** The record (or site or job) is being dealt with.

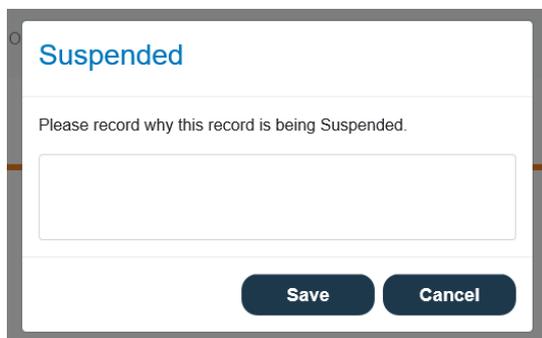
**Suspend:** The record (or site or job) has been placed on hold and will not be actioned immediately. For example, compliance investigations may be pending at that location.

**Complete:** The work has been completed by a land manager or service provider, but may still require the rubbish to be removed or an inspection to be completed.

**Close:** The record (or site or job) is finished.



Some workflow statuses have the option to add comments about the action.

A screenshot of a form titled 'Suspended'. The form has a header with the word 'Suspended' in blue. Below the header, there is a text prompt: 'Please record why this record is being Suspended.' followed by a large, empty text input field. At the bottom of the form, there are two dark blue buttons: 'Save' and 'Cancel'.

# Audit Log

Changes to records, sites and jobs will create an audit log to track changes

## Example: Record

Audit Log											
Date Created: 11/10/2019, Last Updated: 23/10/2019											
Date	Username	Description									
23/10/2019 12:42:17	[REDACTED]	Record #10 was updated.									
		<table border="1"> <thead> <tr> <th>Field</th> <th>Old</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>Assignee</td> <td>City of Launceston</td> <td>Community Corrections (DoJ)</td> </tr> </tbody> </table> <a href="#">Hide details</a>	Field	Old	New	Assignee	City of Launceston	Community Corrections (DoJ)			
Field	Old	New									
Assignee	City of Launceston	Community Corrections (DoJ)									
11/10/2019 16:36:56	[REDACTED]	Record #10 was updated.									
		<table border="1"> <thead> <tr> <th>Field</th> <th>Old</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>OverwriteOwnerAuthorityId</td> <td></td> <td>30</td> </tr> <tr> <td>Assignee</td> <td></td> <td>City of Launceston</td> </tr> </tbody> </table>	Field	Old	New	OverwriteOwnerAuthorityId		30	Assignee		City of Launceston
Field	Old	New									
OverwriteOwnerAuthorityId		30									
Assignee		City of Launceston									

## Example: Site

Date	Username	Description									
23/10/2019 12:59:21	[REDACTED]	Site #1 was updated.									
		<table border="1"> <thead> <tr> <th>Field</th> <th>Old</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>Status</td> <td>Open</td> <td>Assigned</td> </tr> <tr> <td>Assignee</td> <td></td> <td>Community Corrections (DoJ)</td> </tr> </tbody> </table> <a href="#">Hide details</a>	Field	Old	New	Status	Open	Assigned	Assignee		Community Corrections (DoJ)
Field	Old	New									
Status	Open	Assigned									
Assignee		Community Corrections (DoJ)									
23/10/2019 12:58:53	[REDACTED]	Site #1 was updated.									
		<table border="1"> <thead> <tr> <th>Field</th> <th>Old</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>CleanupFrequency</td> <td></td> <td>Weekly</td> </tr> </tbody> </table>	Field	Old	New	CleanupFrequency		Weekly			
Field	Old	New									
CleanupFrequency		Weekly									

## Example: Job

Audit Log														
Date Created: 18/10/2019														
Date	Username	Description												
18/10/2019 13:22:39	[REDACTED]	Job was marked as: COMPLETE												
18/10/2019 13:22:39	[REDACTED]	Job #4 was updated.												
		<table border="1"> <thead> <tr> <th>Field</th> <th>Old</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>Status</td> <td>In Progress</td> <td>Complete</td> </tr> </tbody> </table> <a href="#">Hide details</a>	Field	Old	New	Status	In Progress	Complete						
Field	Old	New												
Status	In Progress	Complete												
18/10/2019 13:22:30	[REDACTED]	Job #4 was updated.												
		<table border="1"> <thead> <tr> <th>Field</th> <th>Old</th> <th>New</th> </tr> </thead> <tbody> <tr> <td>RubbishCollected</td> <td></td> <td>Hamburger wrappers and beer bottles</td> </tr> <tr> <td>QuantityCollected</td> <td></td> <td>Small garbage bag</td> </tr> <tr> <td>DisposedAt</td> <td></td> <td>In the wire enclosure at the back of the shed</td> </tr> </tbody> </table>	Field	Old	New	RubbishCollected		Hamburger wrappers and beer bottles	QuantityCollected		Small garbage bag	DisposedAt		In the wire enclosure at the back of the shed
Field	Old	New												
RubbishCollected		Hamburger wrappers and beer bottles												
QuantityCollected		Small garbage bag												
DisposedAt		In the wire enclosure at the back of the shed												

## Records

The Records tab displays a list of records created by reports from members of the public (or sometimes land managers – see Create New below).

Records can be sorted by Creation Date, Discovery Date or Status. The green arrow shows the column you have chosen to sort the records by. Records can also be searched by location using the search bar.

Choose Quick Filter to select records attributed to your organisation (My Records), those assigned to your organisation (My Assigned Records) or to view all the records.

### Records

[Create New +](#)

[Map View](#)

Search by location:

Quick Filter: All Records Results per page: 10

- All Records
- My Assigned Records
- My Organisation Records
- All Records

ID #	Creation Date	Discovery Date	Location	Status	
1	25/09/2019	25/09/2019	(-42.8824583803134, 147.32873100526) 100 COLLINS ST HOBART TAS 7000	Open	<a href="#">Edit</a>   <a href="#">Details</a>
2	25/09/2019	25/09/2019	(-42.88470646712102, 147.32800126075747) 134 MACQUARIE ST HOBART TAS 7000	Open	<a href="#">Edit</a>   <a href="#">Details</a>
3	26/09/2019	26/09/2019	(-42.918602857876046, 147.43388414382937)	Open	<a href="#">Edit</a>   <a href="#">Details</a>

## Create New

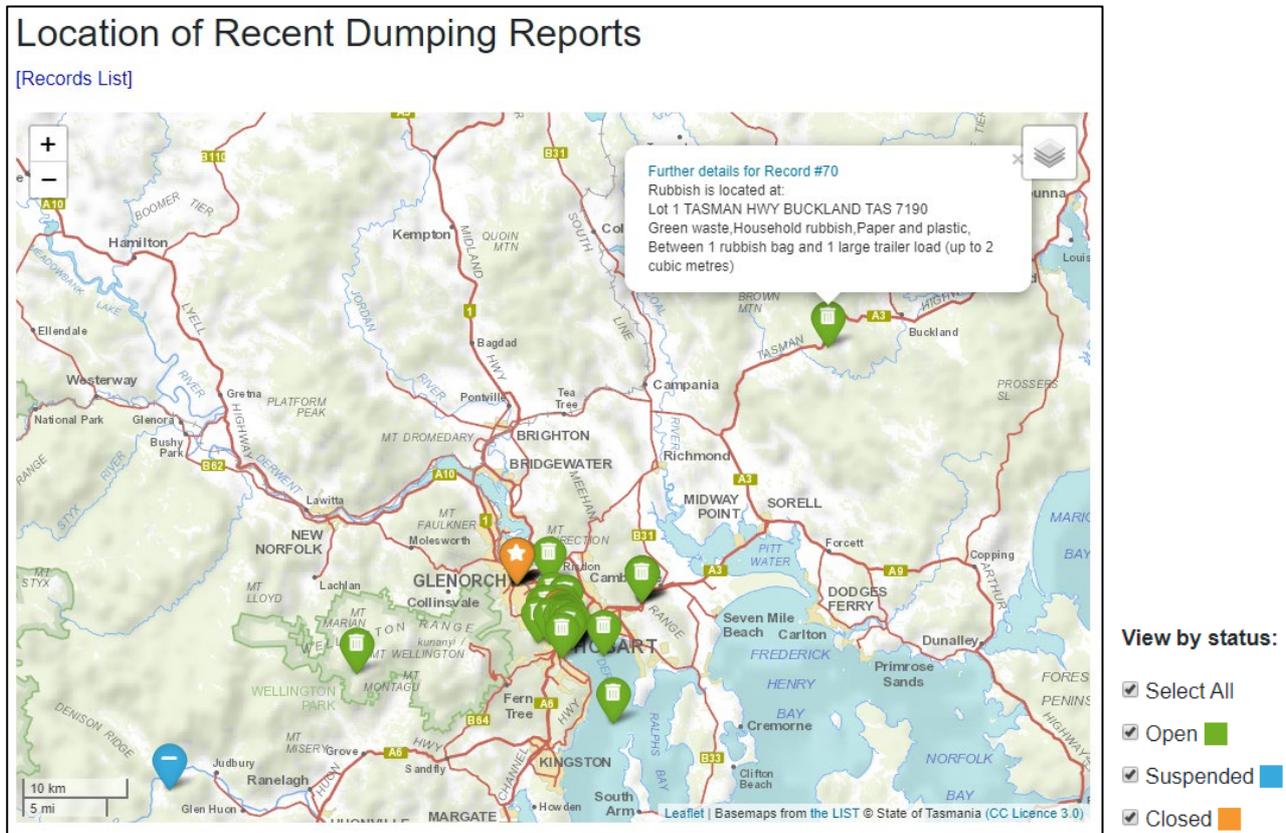
It is possible to create a new record from this screen. This is the option to use if, for example, you have litter or dumping reported by phone or email that you want to track using the system. Records created this way allow for extra administrative notes to be included within LaDMS.

- A pin and details of the report will be added to the publicly-visible Report Rubbish map.
- An email to the land manager is generated by the creation of the record.

## Map View

Map View is also available from the Records tab. You can click on an individual marker for the Record number and brief details about the report made. Click on Further Details to go to the full Record Details.

You can also filter by status of the report, using the check boxes below the map.



Reports made on the public website - Report Rubbish – [rubbish.epa.tas.gov.au](http://rubbish.epa.tas.gov.au) - will generate an email notification with a link to that record number. Information collected from public reports includes:

- Date dumping found
- Location of dumping
- How much rubbish/dumping is there
- What type of materials are at the dumping site
- What materials are at the dumping location
- Whether there are believed to be dangerous materials present
- Attached photos in either jpg, gif or png.

## Processing a Report

### Overwrite Owner Authority

Sometimes you may get a report for land that you do not manage. The LISTmap query process comes up with a Final Owner Authority and sends an email to the contact address for that organisation. If, in practice or reality, another organisation/council manages that location, it is appropriate to overwrite the owner authority to pass responsibility for that report to another land manager. Similarly, if you agree to take on the cleanup of reported rubbish on behalf of another land manager, you can overwrite the Owner Authority to change it from them to you.

Click on Edit to open the report in edit view. Scroll down the record to Administration Details and use the drop-down box under Overwrite Owner Authority to transfer the report to the appropriate land manager. Click Save.

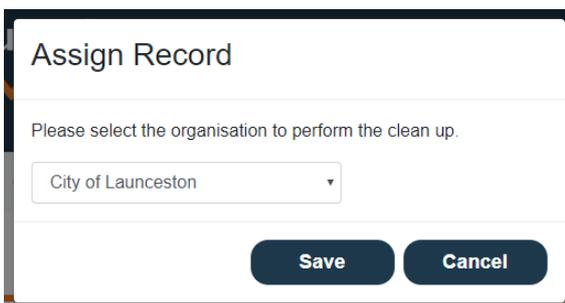


The screenshot shows a form titled "Administration Details". It contains several fields: "LIST Owner Type" (Private Parcel), "LIST Owner Authority", "LIST Local Gov Authority" (Hobart), and "Final Owner Authority" (Hobart). Below these is a section labeled "Overwrite Owner Authority:" with a dropdown menu currently showing "EPA Tasmania". A yellow highlight is placed over the dropdown arrow.

### Assign the Record

When you receive an email advising of a report, you can assign it. This will help you see which reports have been actioned and those that are yet to be dealt with.

Edit the record and click Workflow > Assign and then choose an organisation from the drop-down box:



The screenshot shows a form titled "Assign Record". It contains a text input field with the placeholder text "Please select the organisation to perform the clean up." Below this is a dropdown menu currently showing "City of Launceston". At the bottom of the form are two buttons: "Save" and "Cancel".

If your staff will be completing the cleanup, assign it to yourself

- the record status will change to Assigned

If you will be using a service provider or you have a local arrangement with another organisation, assign it to that provider or organisation.

- an email will go to the assignee
- the record status will change to Assigned

Save the change.

### Set to 'In Progress'

This status allows you to keep track of cleanups you know to be scheduled or underway.

Choose the In Progress option from the Workflow drop-down list

- The record status changes to In Progress

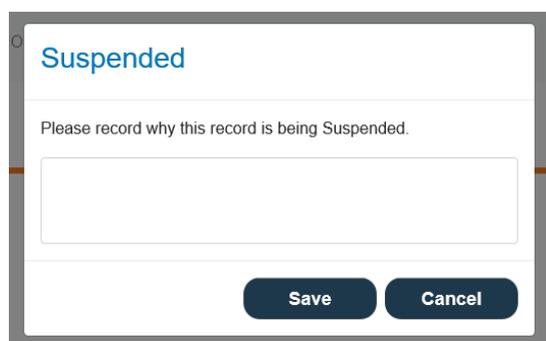
Save the change.

### Suspend a record

It may be necessary to suspend a record for reasons such as:

- Investigation of breaches of an Act or Regulations
- Pending the acquisition of specialised equipment to be able to clean up the site
- Waiting on other organisations so that a coordinated response can be made in an area

Choose the Suspend option under Workflow and add a comment into the dialogue box:



- The record status changes to Suspended
- The map pin on Report Rubbish changes to blue

Once the issue that caused the record to be suspended has been resolved, the workflow status can be changed to In Progress, Complete or Close, whichever is appropriate.

Save the change.

### Complete a record

Once the dumped rubbish has been cleaned up, change the status to Complete

- An email is sent to the originally-identified land manager and the assigned land manager/service provider (if different)
- The map pin on Report Rubbish changes to orange.

Save the change.

### Close a record

Once you as land manager are satisfied that the cleanup has been completed and rubbish removed from the site, you can change the status to Close

- An email is sent to the land manager and the assignee (if different).

Save the change.

## Sites

The Sites tab is for you to specify areas that you identify as being in need of regular attention. It may be a site that is suitable for a service provider to clean up. The Sites tab creates the proactive management tool and workflow aspect of LaDMS.

The creation of Sites is linked with the creation of Jobs. Each Site has a series of jobs, based on the selected frequency. The first Job is created in tandem with the creation of the site and further Jobs are generated according to the cleanup interval set for the Site.

For example: A Site is created on 1 November with a monthly interval. The first Job is created on 1 November, the second Job for the same Site is created on 1 December, the third on 1 January, and so on.

The MoU provides an outline of the factors to be considered to determine whether a site is suitable for assignment to Community Corrections. Other service providers will have different requirements and land managers should make themselves aware of those requirements.

### Sites



**Sites** **Jobs**

[Create New+](#)

Search by site name or land manager:

Quick Filter: All Sites Results per page: 10

## Creating a new Site

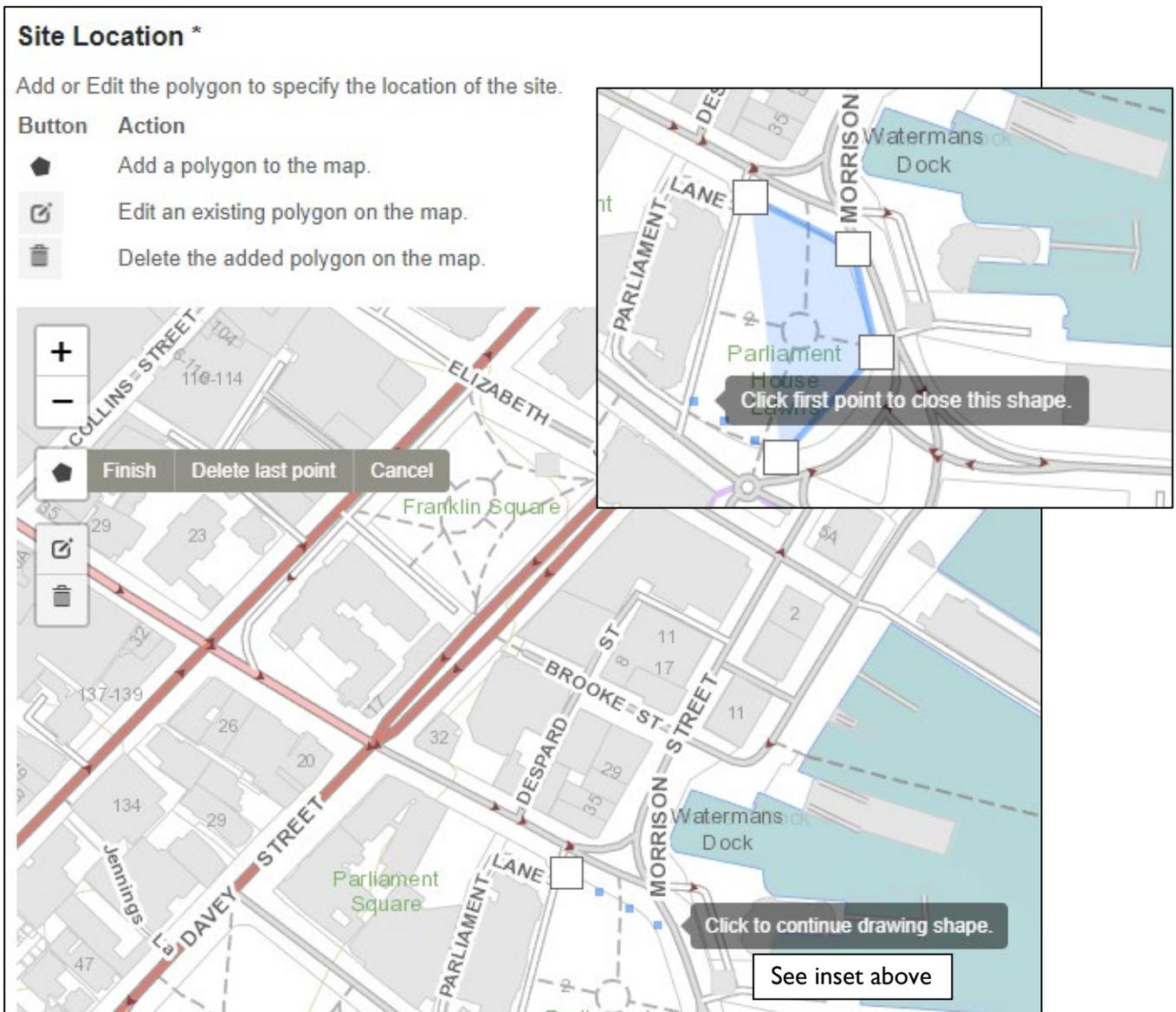
To create a new site click the [Create New+](#) link just below the maps on the Sites tab.

Creating a new Site requires the following information:

- Site Name – this should be something meaningful to you and the assignee
- Frequency of Cleanup (weekly, monthly, etc)
- Frequency of Cleanup Details (any notes you want to make about factors affecting frequency)
- Land Manager (This will often be you, if you are creating a site on land you manage)
- Assignee – this may be you or a service provider
- The type of rubbish typically found
- The quantity of rubbish typically found
- Location of bins/skips for onsite rubbish disposal

Define a new Site on the map by drawing a polygon around the location that needs cleaning up.

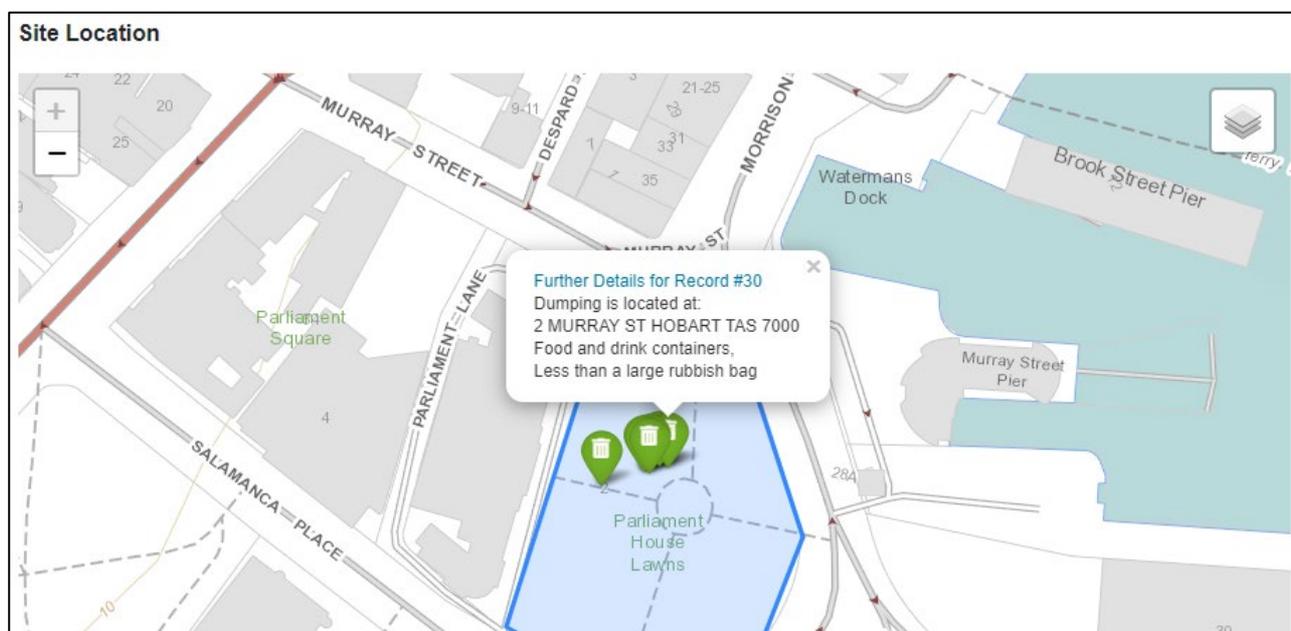
Click the  (Add a polygon to the map) symbol and then click at a corner of your site. Click around the boundary of the site until you return to the first point to complete the polygon. The polygon can also be edited or deleted.



Once all details have been entered and the polygon drawn on the map, click the Create button at the bottom of the page.

- A Site Details entry will be created for your site.
- If you create a Site on land managed by someone else, that land manager will receive an email advising of the creation of the Site in LaDMS.
- If an assignee was set during creation, the assignee will receive an email informing them that they have been assigned a Site and encouraging them to contact the land manager.
- Creating a Site will also create its first Job (unless the frequency is set to 'None'\*).
  - A Job email will be sent to the assignee, if one has been set.
  - Further Job emails will be sent to the assignee according to the cleanup frequency – e.g. once a month from the date of the first assignment – until the site is closed (or the frequency or assignee changed).
  - Changes to frequency will restart the Job email sequence.
  - Changing the assignee of the Site will affect future Jobs.
  - Changing the assignee of a Job will only affect that Job. Future Jobs will take their assignee from the Site assignee.
  - **\* Note:** if a Site is initially created with frequency set to 'None' and the frequency is set later, a job will need to be created for the Site using Create Job. The Job will be established according to the frequency set for the Site and future Jobs will be created automatically in accordance with frequency pattern.

**On the Site Details page you will also see any public reports of dumping within your site**



## Editing a Site you created

- To make changes to the Site just created, click the Edit link at either the top or bottom of this screen.

[Edit](#) | [Back to List](#)

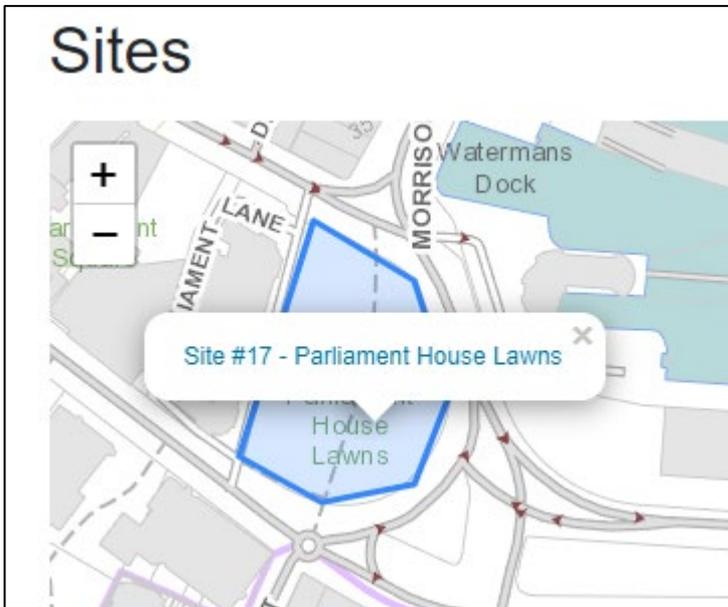
- For Sites created in a previous session, use the search function on the list view page.

Search by Site Name or Land Manager:

ID #	Site Name ↑	Land Manager	Creation Date	Status
------	-------------	--------------	---------------	--------

OR

Find the relevant site from the Sites map view – zoom in on the map, click on the polygon and click the site name to go to Site Details.



From the edit screen you can initiate and update workflow and change the frequency and other details of the site.

## Workflow for Sites and Jobs

See Workflows for general information about how workflows function.

### Open

Creating a Site sets its status as Open only if the assignee is not set.

### Assign

You should assign the Site as you create it. If you need to change the assignee you can either change the field by editing on the site details page or through the workflow option Workflow>Assign – in either case choose the organisation from the drop-down list.

**Note:** if you assign a Site after it has been created, you will need to manually assign the first Job that was created.

## **In Progress**

Set Sites to In Progress when you know the service provider or assigned land manager has confirmed that they can do the work and have commenced. Use Workflow>In Progress.

For Jobs, the assignee can set the status to In Progress to mark it as such on LaDMS so that the land manager can see the current status of the Job.

## **Suspend**

Use Workflow>Suspend on Sites to stop the automatic creation of Jobs on a Site.

## **Complete**

Jobs can be marked as Complete and this will generate an email to the land manager to prompt them to review the Site and Close the Job if the work has been completed. Use Workflow>Complete.

## **Close**

Closing a Job closes off that particular Job. Use Workflow>Close.

Closing a Site stops the production of future Jobs. Use Workflow>Close.

## Creating a Job for a Site

From the Site Details screen you can also create a job.

You would use this function when a cleanup is required on the area that is out of sequence to the normal regime that has been set for the area. For example, there may be a special event at the location that needs the area to get an extra tidy up just before or after the special event. Or there may have been a storm that deposited extra litter in the area that may need to be cleaned up.

Before creating a Job that is out of sequence for a Site, it would be good to contact the service provider you intend to assign it to and establish whether they are able to assist. Alternatively, you may want to assign the job to your own organisation as a management tool to keep track of the work you have done at that location.

**Note:** if you create a job this way, it will cause the normal sequence of jobs to be re-set. The regular jobs will keep the previously-set frequency, but will start again based on the new date. The alternative to interrupting the established sequence is to create a new site with a “Once” frequency. Again it is worth discussing this with the intended assignee to ensure it is possible for them to take on the work.

### Site #1 Details - TEST ONLY Parliament House Gardens

---

Cleanup Status: In Progress

[Edit](#) | [Back to List](#) [View Jobs](#) | [Create Job](#)

**Site Name**  
TEST ONLY Parliament House Gardens

**Frequency of Cleanup**

Use the drop-down list to choose who to assign the job to:

### Create Job for Site #TEST ONLY Parliament House Gardens

---

**Site Name**  
TEST ONLY Parliament House Gardens

**Assigned to:**

**Rubbish typically found**  
general litter

**Quantity typically found**  
varies according to events in area

**Location of bins/skips for onsite rubbish disposal**  
on site

[Create](#)

[Back to List](#)

A Job Details page is created.

## Job #7 Details - TEST ONLY Parliament House Gardens

**Cleanup Status:** Assigned

[Edit](#) | [All jobs for TEST ONLY Parliament House Gardens](#) | [All Sites](#)

**Site Name**  
TEST ONLY Parliament House Gardens

**Date Created**  
23/10/2019

**Assigned to**  
EPA Tasmania

**Type of rubbish typically found**  
general litter

**Quantity of rubbish typically found**  
varies according to events in area

**Location of bins/skips for onsite rubbish disposal**  
on site

**What type of rubbish was collected?**

**How much rubbish was collected?**

**Where was the rubbish disposed?**

**Site Location**



This can be edited to update with details of the rubbish collected. The workflow status can also be changed.

## Edit Job #7 - TEST ONLY Parliament House Gardens

[All jobs for TEST ONLY Parliament House Gardens](#) | [All Sites](#)

**Workflow** ▾

**Site Name**  
TEST ONLY Parliament House Gardens

**Assigned to:**

**Rubbish typically found**  
general litter

**Quantity typically found**  
varies according to events in area

**Location of bins/skips for onsite rubbish disposal**  
on site

**What Type of rubbish was collected?**

**How much rubbish was collected?**

## Organisations

Under the Organisations tab there is a list of organisations or land managers who you can potentially assign Sites to. This includes the service provider for regular cleanups - Community Corrections in the Department of Justice. It is important to note you will also be service provider to Sites on your land if you choose to use LaDMS as a proactive management tool and you are Assigning the Site or Jobs to your own organisation.

If you need to change details for your organisation please contact the LaDMS Administrator at EPA Tasmania.

### Organisations

Search by name:

Results per page: 10

ID #	Organisation Name	Creation Date	Email	
1	Break O'Day Council	12/07/2019	<a href="mailto:admin@bodc.tas.gov.au">admin@bodc.tas.gov.au</a>	<a href="#">Details</a>
2	Brighton Council	12/07/2019	<a href="mailto:admin@brighton.tas.gov.au">admin@brighton.tas.gov.au</a>	<a href="#">Details</a>
3	Burnie City Council	12/07/2019	<a href="mailto:burnie@burnie.net">burnie@burnie.net</a>	<a href="#">Details</a>
4	Central Coast Council	12/07/2019	<a href="mailto:admin@centralcoast.tas.gov.au">admin@centralcoast.tas.gov.au</a>	<a href="#">Details</a>
5	Central Highlands Council	12/07/2019	<a href="mailto:council@centralhighlands.tas.gov.au">council@centralhighlands.tas.gov.au</a>	<a href="#">Details</a>
6	Circular Head Council	12/07/2019	<a href="mailto:council@circularhead.tas.gov.au">council@circularhead.tas.gov.au</a>	<a href="#">Details</a>
7	City of Hobart	12/07/2019	<a href="mailto:coh@hobartcity.com.au">coh@hobartcity.com.au</a>	<a href="#">Details</a>
8	City of Launceston	12/07/2019	<a href="mailto:contactus@launceston.tas.gov.au">contactus@launceston.tas.gov.au</a>	<a href="#">Details</a>
9	City of Clarence	12/07/2019	<a href="mailto:clarence@ccc.tas.gov.au">clarence@ccc.tas.gov.au</a>	<a href="#">Details</a>



*EPA Tasmania is the Division of DPIPWE that supports Tasmania's independent statutory environmental regulator, the Environment Protection Authority.*