

Ordinary Council Meeting - 25 November 2025 Attachments

5.1 FINANCIAL REPORTS FOR OCTOBER 2025	2
5.1.1 Capital Works Projects 2025-10.....	2
5.1.2 Group Financial Statements 2025-10	4
7.4 ACTION REGISTER.....	7
7.4.1 Council Motion Tracking Document	7
8.1 GLAMORGAN SPRING BAY AUDIT PANEL - ANNUAL REPORT 2024.....	8
8.1.1 DRAFT Audit Panel Annual Report 2025	8
8.2 SPRING BAY ARTS GROUP INC EVENT SUPPORT GRANT APPLICATION	13
8.2.1 Spring Bay Arts Event Support Application.....	13
8.3 REQUEST FOR EVENT SUPPORT - TRIABUNNA CHRISTMAS CREW	21
8.3.1 2025 Triabunna Christmas Crew Inc. Grant and Event Application.....	21
8.3.2 27102025 Invoice Tea Cup Ride.....	36

Capital Works Detail

Glamorgan Spring Bay Council
Budget 2025-26

Dept	Capital Item	Cost YTD	% Cost Spent	Status	Budget 2025/26	Carry Fwd Funds @ 30.6.25	Renewal Works	New Works	New Budget	Council Funded	Grant Funded
Roads, Footpaths, Kerbs											
	Resheet Program	-	0%	Not Started	200,000		200,000		200,000	200,000	
	Pavement Renewal Program	291	0%	awarded	500,000		500,000		500,000	350,000	150,000
	Reseal Program	150	0%	awarded	700,000		700,000		700,000	200,000	500,000
	Swansea St Margaret's Court seal and kerb	15,560	52%	In progress	30,000			30,000	30,000	30,000	
	Fisheries Coles Bay	38,799	97%	complete	40,000		5,000	35,000	40,000	40,000	
	Triabunna Tomorrow Streetscapes Year 2	31,079	7%	In progress	445,000	100,000	300,000	45,000	345,000		445,000
	Foothpath Seal to Bark mill	-	0%	Not Started	30,000		10,000	20,000	30,000	30,000	
	Foothpath & Disability Compliance Renewal Program	129,471	86%	In progress	150,000		150,000		150,000	150,000	
	Gulch Car Park Pavement Rehabilitation	7,082	28%	In progress	25,000		25,000		25,000	25,000	
	Morrison St Bicheno -cul-de-sac head	-	0%	Not Started	50,000		5,000	45,000	50,000	50,000	
	Cross St to Walpole install Kerb	43,812	110%	complete	40,000			40,000	40,000	40,000	
	West Shelly cul-de-sac K&C	52,353	81%	In progress	65,000			65,000	65,000	65,000	
	Kerb & Channel Renenwal Program	56,611	57%	commenced	100,000		100,000		100,000	100,000	
	Nailer Avenue top to Gamble Crescent	5,790	10%	investigation	60,000		5,000	55,000	60,000	60,000	
	Design Allocation	1,394	1%	commenced	100,000		50,000	50,000	100,000	100,000	
	Contingency	-	0%	Not Started	40,000		40,000		40,000	40,000	
	Total Roads, Footpaths, Kerbs	382,392	15%		2,575,000	100,000	2,090,000	385,000	2,475,000	1,480,000	1,095,000
Bridges, Culverts											
	Wielangta Pipe Bridge	75,603	76%	Commenced	100,000		100,000		100,000	100,000	
	Wielangta Sandspit Bridge Overflow	1,383	1%	Not Started	100,000		100,000		100,000	100,000	
	Redecking timber Bridges	18,296	18%	In Progress	100,000		100,000		100,000	100,000	
	Duck Park Bridge	-	0%	Not Started	100,000		100,000		100,000	100,000	
	Total Bridges, Culverts	95,281	24%		400,000	-	400,000	-	400,000	400,000	-
Parks, Reserves, Walking Tracks, Cemeteries											
	CDG Bicheno Triangle	310,135	50%	In Progress	620,190	620,190					620,190
	Playground Renewals & Upgrade	4,521	2%	Commenced	200,000		200,000		200,000	200,000	
	Playground Bicheno Lions Park	-	0%	Not Started	90,000	90,000				-	90,000
	Orford Foreshore Masterplan	-	0%	Not Started	218,400	218,400				-	218,400
	Our Park Precinct Plan	-	0%	Not Started	10,000	10,000				10,000	
	FAI Coles Bay History Plaques	-	0%	Not Started	12,000			12,000	12,000	12,000	
	Coles Bay Dump Point	-	0%	Not Started	65,000			65,000	65,000		65,000
	Deck/Boardwalk renewal outside loo with a view	8,296	10%	Not Started	85,000		85,000		85,000	85,000	
	NRM - Saltwater Creek Clearing	-	-	Not Started	-						
	Barbecue Replacement Program	48,957	65%	In progress	75,000		75,000		75,000	75,000	
	Bicheno Skate Park BBQ shelter	604	1%	Commenced	45,000		45,000		45,000	45,000	
	Total Parks, Reserves, Walking Tracks, Cemeteries	372,513	26%		1,420,590	938,590	405,000	77,000	482,000	427,000	993,590
Stormwater & Drainage											
	49 Rheban Rd design to West Shelley Bch Nautilus Detention Basin	-	0%	Not Started		200,000	200,000			200,000	
	Holkham Court	42,541	104%	complete	-	40,759				40,759	
	Pit and Pipe Renewal Program	54,709	27%	In progress	200,000				200,000	200,000	
	Gordon St Bicheno Stormwater	-	0%	Not Started	80,000		40,000	40,000	80,000	80,000	
	Morrison St Stormwater replacement	-	0%	Not Started	30,000		30,000		30,000	30,000	
	Nautilus Drive - increased funding	-	0%	Not Started	50,000			50,000	50,000	50,000	
	SQID program	-	0%	Not Started	25,000	25,000				25,000	
	Total Stormwater & Drainage	97,250	25%		385,000	265,759	270,000	90,000	360,000	625,759	-
Building											
	Public Amenities - Loo with a View	43,785	101%	complete		43,293				43,293	
	Bicheno Skate Park Toilet	46,490	56%	In progress		82,509				2,509	80,000

Capital Works Detail

Glamorgan Spring Bay Council
Budget 2025-26

Dept	Capital Item	Cost YTD	% Cost Spent	Status	Budget 2025/26	Carry Fwd Funds @ 30.6.25	Renewal Works	New Works	New Budget	Council Funded	Grant Funded
	Cranbook Hall	-	0%	Not Started	15,500		15,500		15,500	15,500	
	Harold Street Reserve	-	0%	Not Started	35,000		35,000		35,000	35,000	
	Muir's Beach Toilets	1,618	20%	In progress	8,000		8,000		8,000	8,000	
	Toilet Strategy Works	-	0%	Not Started	320,000		300,000	20,000	320,000	320,000	
	Bicheno Hall new stage lighting	-	0%	Not Started	27,500		12,000	15,500	27,500	27,500	
	Bicheno Surf Club and Toilet Upgrade	-	0%	Not Started	250,000	250,000				100,000	150,000
	Triabunna Recreation Ground	-	0%	Not Started	70,000	70,000				70,000	
	Triabunna Tomorrow New Amenities	140	0%	Design	50,000	50,000					50,000
	Swansea Football Clubrooms	20,400	35%	Not Started	57,500		57,500		57,500	57,500	
	Swansea Hall floor revarnish	-	0%	Not Started	8,000		8,000		8,000	8,000	
	Public Amenities Marina Toilets and Shower	526	0%	Not Started	300,000		300,000		300,000		300,000
	Bicheno Lunch room facility	36,805	105%	In progress	35,000			35,000	35,000	35,000	
	Triabunna Office Carpet Replacemnt	-	0%	Not Started	55,000		55,000		55,000	55,000	
	Buckland Blackwater Upgrade	9,740	15%	Not Started	65,000		30,000	35,000	65,000	65,000	
	Total Building	159,503	12%		1,296,500	495,802	821,000	105,500	926,500	842,302	580,000
Marine Infrastructure											
	Lighting Bicheno Boat Ramp	23,086	100%	complete	23,085	-		23,085			23,085
	Marina Renew 6 Piles	-	0	Not started	54,000	-		54,000		54,000	
	Saltworks Boat Ramp Upgrade	-	0	Not started	99,123	99,123					99,123
	Total Marine Infrastructure	23,086	13%		176,208	99,123	-	77,085	-	54,000	122,208
Sewerage											
	Swanwick Waste System Pump Upgrade	9,131	1	Not started	15,000	15,000		-		15,000	
	Total Sewerage	9,131	61%		15,000	15,000	-	-		15,000	
Plant Equipment & Other											
	Emulsion Trailer	-	0%	Not started		43,000				43,000	
	Truck 16t tipper replace 2008 Hino16t A85NU Swansea	198,714	105%	Not started		190,000				190,000	
	Waste Chipper	-	0%	ordered		183,571				83,571	100,000
	IT - Laptop & PC Replacements	-	0%	Not started	30,000		30,000		30,000	30,000	
	IT - Server, NAS and Backup Hard Drives	-	0%	Not started	37,000		-	37,000	37,000	37,000	
	Office Equipment	-	0%	Not started	10,000		10,000		10,000	10,000	
	Subaru replacement	-	0%	Not started	40,000		40,000		40,000	40,000	
	GM Vehicle replacement	54,669	91%	complete	60,000		60,000		60,000	60,000	
	Waste Bulk Skip Bins	38,000	38%	Not started	100,000		100,000		100,000	100,000	
	Facilities Coordinator ute	-	0%	Not started	48,000		48,000		48,000	48,000	
	MUX replacement	43,237	86%	complete	50,000		50,000		50,000	50,000	
	2 x tilt mower trailers	-	0%	Not started	20,000		20,000		20,000	20,000	
	Coles Bay WTS half container	7,308	81%	commenced	9,000			9,000	9,000	9,000	
	Swansea dual cab	-	0%	Not started	48,000		48,000		48,000	48,000	
	16 tonne - water cart	-	0%	ordered	200,000		200,000		200,000	200,000	
	Rapid Spray water tank	-	0%	ordered	37,000		37,000		37,000	37,000	
	John Deere mower	29,227	91%	Complete	32,000		32,000		32,000	32,000	
	JCB replacement	112,621	87%	Complete	130,000		130,000		130,000	130,000	
	small plant	4,595	23%	commenced	20,000		20,000		20,000	20,000	
	Total Plant Equipment & Other	488,370	56%		871,000	416,571	825,000	46,000	871,000	1,187,571	100,000
	Total Capital Works	1,627,527	23%		7,139,298	2,330,845	4,811,000	780,585	5,514,500	5,031,632	2,890,798

Profit and Loss

Glamorgan Spring Bay Council

For the 4 months ended 31 October 2025

Account	YTD Actual	YTD Budget	Budget Var	Var %	Annual Budget	Notes
Trading Income						
Rate Revenue	14,548,342	14,543,079	5,263	0%	14,543,079	
Statutory Charges	283,993	238,536	45,457	19%	703,968	1
User Charges	485,220	549,894	(64,674)	-12%	922,390	2
Grants	203,847	204,779	(932)	0%	1,661,585	
Interest & Investment Revenue	304,750	243,594	61,156	25%	828,282	3
Other Revenue	402,609	409,040	(6,431)	-2%	827,915	
Total Trading Income	16,228,761	16,188,922	39,839	0%	19,487,219	
Gross Profit	16,228,761	16,188,922	39,839	0%	19,487,219	
Capital Grants						
Grants Commonwealth Capital - Other	0	0	0	0%	677,126	
Grants Commonwealth Capital - Roads to Recovery	0	0	0	0%	1,134,041	
Grants State Capital - Other	1,662,957	1,357,845	305,112	22%	1,975,574	4
Total Capital Grants	1,662,957	1,357,845	305,112	22%	3,786,741	
Other Income						
Net Gain (Loss) on Disposal of Assets	79,629	0	79,629	0%	50,000	
Contributions	63,611	90,000	(26,389)	-29%	270,000	5
Other Revenue - Donations, Contributions NON CASH	330,000	0	330,000	0%	0	
Total Other Income	473,240	90,000	383,240	426%	320,000	
Operating Expenses						
Employee Costs	1,702,506	1,939,898	(237,392)	-12%	5,949,486	6
Materials & Services	2,864,509	3,326,472	(461,963)	-14%	8,518,015	7
Depreciation	1,398,170	1,356,104	42,066	3%	4,068,306	
Interest	24,526	24,526	(0)	0%	167,803	
Other Expenses	70,123	100,080	(29,957)	-30%	299,914	8
Total Operating Expenses	6,059,834	6,747,080	(687,246)	-10%	19,003,524	
Net Profit	10,168,927	9,441,842	727,085	8%	483,695	
Total Comprehensive Result (incl Capital Income)	12,305,124	10,889,687	1,415,437	13%	4,590,436	

NOTES OF BUDGET VARIANCES > \$50k and >10%.

1. **TIMING:** Building permit application fees and levy up by \$45k.
2. **TIMING:** Marina berth fees is down by 25k and Marina Fees 3 phase power of \$34k was not in the budget.
3. **PERMANENT:** Higher than expected interest on investments.
4. **TIMING:** Received capital grant earlier than budgeted.
5. **PERMANENT:** Contribution for public open space down by \$60k and stormwater up by \$33k.
6. **PERMANENT:** Staff vacancies creating shortfall in work productivity.
7. **TIMING:** Some periodic charges not received for IT, medical, insurances, water, waste and infrastr
8. **TIMING:** Periodic charges not received for audit cost.

Statement of Financial Position

Glamorgan Spring Bay Council

As at 31 October 2025

Account	31 Oct 2025	30 June 2025
Assets		
Current Assets		
Cash & Cash Equivalents	15,108,661	12,794,856
Trade & Other Receivables	8,604,503	1,621,436
Other Assets	218,709	44,397
Total Current Assets	23,931,873	14,460,689
Non-current Assets		
Investment in Water Corporation	34,533,233	34,533,233
Property, Infrastructure, Plant & Equipment	221,301,794	222,374,169
Total Non-current Assets	255,835,028	256,907,402
Total Assets	279,766,900	271,368,091
Liabilities		
Current Liabilities		
Trade & Other Payables	798,610	1,431,730
Trust Funds & Deposits	492,225	442,225
Provisions	666,372	666,372
Contract Liabilities	0	1,604,871
Interest bearing Loans & Borrowings	1,059,126	1,147,209
Trade & Other Payables - Debtor Suspense Accou	518	0
Trust Funds & Deposits - Retention Monied Held	19,074	19,074
Total Current Liabilities	3,035,925	5,311,481
Non-current Liabilities		
Provisions	69,930	69,930
Interest Bearing Loans & Borrowings	4,287,484	4,287,484
	2864509	4,357,414
Total Liabilities	7,393,339	9,668,895
Net Assets	272,373,562	261,699,196
Equity		
Current Year Earnings	10,674,366	3,823,579
Retained Earnings	103,282,218	99,458,639
Equity - Asset Revaluation Reserve	156,575,385	156,575,385
Equity - Restricted Reserves	1,841,594	1,841,594
Total Equity	272,373,562	261,699,196

Statement of Cash Flows

Glamorgan Spring Bay Council

For the 4 months ended 31 October 2025

Account	YTD Actual	2025
Operating Activities		
Receipts from Customers	8,527,473	17,755,492
Operating Grants	203,847	1,677,967
Payment to employees and Suppliers	(4,705,739)	(13,630,277)
Other Payments	(80,338)	(244,092)
Finance Costs Paid	(62,340)	(182,876)
Rates Charged - Sewerage	45,599	0
Net Cash Flows from Operating Activities	3,928,502	5,376,214
Investing Activities		
Proceeds from sale of property, plant and equipment	92,217	189,055
Payment for property, plant and equipment	(1,929,226)	(4,979,253)
Receipts from capital grants	260,395	4,520,451
Net Cash Flows from Investing Activities	(1,576,615)	(269,747)
Financing Activities		
Trust funds & deposits	50,000	36,380
Proceeds from/ repayment of long term loans	(88,083)	(384,912)
Net Cash Flows from Financing Activities	(38,083)	(348,533)
Net Cash Flows	2,313,805	4,757,934
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	12,701,948	7,944,014
Cash and cash equivalents at end of period	15,015,753	12,701,948
Net change in cash for period	2,864,509	4,757,934

ACTION REGISTER

MEETING DATE	ITEM NO.	DECISION NO.	TITLE	ACTION OFFICER	DECISION	OFFICERS UPDATE	STATUS
23 September 2025	8.1	200/25	Sale of 50 Beattie Avenue land and Lions Park Playground Upgrade	DP&E	That Council 1. RESOLVE under section 178 of the Local Government Act 1993 (the Act) to form an intention to dispose, exchange or lease of public land, 50 Beattie Avenue, Bicheno (Title Ref: 62307/50) (the Land). 2. Proceeds with the playground construction for Lions Park, funding the budget shortfall from the land asset sales and public open space financial reserves.		April 2026
23 September 2025	8.2	201/25	Draft Cybersecurity Policy	EO	That Council adopts the Cybersecurity Policy as attached to this report item effective 23 September 2025.		Complete.
23 September 2025	8.3	202/25	Swansea Makers Market Small Grant Application	CDC	Council approve the application for Community Small Grant funding of \$1,000 to Swansea Makers Market for event advertising and hire of band.		Complete
28 October 2025	7.3	218/25	Information Reports - Acting Director Works and Infrastructure, Darren Smith	DWI	That Council notes the information and endorses the budget adjustment for the purchase of Barrow Lights.		December 2026
28 October 2025	8.1	220/25 221/25 222/25 223/25 224/25 225/25 226/25 227/25 228/25 229/25	LGAT General Meeting 2025 Motions	EO	220/25: That Council supports the attached motion proposed by Break O’Day Council for the LGAT General Meeting regarding Advancing the Circular Economy Across Tasmania. 221/25: That Council supports the attached motion proposed by Break O’Day Council for the LGAT General Meeting regarding Developing a Statewide Local Government Workforce Renewal Program. 222/25: That Council supports the attached motion proposed by Central Coast Council for the LGAT General Meeting regarding State Waste Levy Reinvestment. 223/25: That Council supports the attached motion proposed by Central Highlands Council for the LGAT General Meeting regarding Dark Sky Planning Guidelines for Tasmania. 224/25: That Council supports the attached motion proposed by George Town Council for the LGAT General Meeting regarding Legislative Powers to Local Government under the Boundary Fences Act 1908. 225/25: That Council does not support the attached motion proposed by Latrobe Council for the LGAT General Meeting regarding Mandatory online learning for Local Government Election Candidates. 226/25: That Council supports the attached motion proposed by Northern Midlands Council for the LGAT General Meeting regarding Enhancing Flood Risk Management through Policy Alignment and Local Data Recognition. 227/25: That Council supports the attached motion proposed by Northern Midlands Council for the LGAT General Meeting regarding Regulation 47 of the Local Government (Meeting Procedures) Regulations 2025. 228/25: That Council supports the attached motion proposed by Waratah Wynyard Council for the LGAT General Meeting regarding Public Disclosure Act. 229/25: That Council does not support the attached motion proposed by West Tamar Council for the LGAT General Meeting regarding Review, clarify and amend Section 28ZN of the Local Government Act 1993.		Complete
28 October 2025	8.3	231/25	Proposed Schedule - 2026 Ordinary Meetings of Council	CDC	1. Adopts the following schedule of dates for the 2026 Ordinary Meetings of Council; and 2. The 2026 Annual General Meeting of the Glamorgan Spring Bay Council be held on Tuesday 8 December 2026 commencing at 5.30pm; and 3. Special Meetings of Council can be held at any time.		Completed.
28 October 2025	8.4	232/25	Community Small Grant Application - Swansea Chamber of Commerce & Tourism Inc	CDC	Council approve the application for Community Small Grant funding of \$1,000 to Swansea Chamber of Commerce and Tourism Inc for the Swansea Town Entry Features Project community arts workshops.		In Progress
28 October 2025	8.5	233/25	Community Small Grant Application - The Christmas Elves (Sub-committee of BCDA)	CDC	Council approve the application for Community Small Grant funding of \$802.63 to The Christmas Elves a subcommittee of the Bicheno Community Development Association for community Christmas decorations.		In Progress
28 October 2025	8.6	234/25	Community Small Grant Application - Raspins Beach Surf Life Saving Club (auspiced by Surf Life Saving Tasmania)	CDC	Council approve the application for Community Small Grant funding of \$925.20 to Raspins Beach Surf Life Saving Club (auspiced by Surf Life Saving Tasmania) for the purchase of Nipper Caps for Youth Surf Safety.		In Progress
28 October 2025	8.7	235/25	Community Small Grant Application - Freycinet Volunteer Marine Rescue Association Inc	CDC	Council approve the application for Community Small Grant funding of \$700 to the Freycinet Volunteer Marine Rescue Association Inc for the purchase of safety equipment, including replacement defibrillator pads, distress flares, a dual-band handheld radio, and a tailgate assist system.		In Progress
28 October 2025	8.8	236/35	Event Support Grant Application - Pop Up Books Stall (PUBS) Inc.	CDC	That Council approve the application for event support from Pop Up Book Stall Inc for \$1,745.		In Progress
28 October 2025	8.9	237/25	Event Support Grant Application - Friends of Buckland Church Inc	CDC	That Council approve the application of \$1000 for Buckland Church Christmas Carols.		In Progress
28 October 2025	8.10	238/25	Event Support Grant Application - Spring Bay Rotary	CDC	That Council approve the application for event support of \$1,850.		In Progress



Glamorgan Spring Bay Council Audit Panel Annual Report 2024-2025

Introduction

The Audit Panel is established under Section 85(1) of the Local Government Act 1993 and as directed under Local Government (Audit Panels) Order 2014 and the Local Government (Audit Panels) Amendment Order 2015.

Membership

Audit Panel Members during the 2024-2025 year:

Heather Salisbury	Independent Chair
Ric De Santi	Independent Member
Dep Mayor Clr Michael Symons	Councillor Member
Clr Rob Churchill	Councillor Member

Meetings

The Audit Panel met formally on four occasions during the reporting period:

3 September 2024

4 December 2024

25 March 2025

3 June 2025

Meetings were conducted at Council Offices at Triabunna and on-line via Microsoft Teams as required.

Attendance by Members of the Audit Panel Meetings during the reporting period:

Attendee	Position	Sep 2024	Dec 2024	Mar 2025	June 2025
Heather Salisbury	Independent Chair	?	?	?	?
Ric De Santi	Independent Panel Member	?	?	?	?
Clr Michael Symons	Councillor	?	A	?	A
Clr Rob Churchill	Councillor	?	?	?	?

? Attended

A Absent / Apology

Executive Management and other staff of Council attended meetings as required.



Administrative support was provided to the Panel by Council staff.

Audit Panel Charter

The Charter used by the Audit Panel to guide its activities was originally adopted by Council in November 2014. A revised Charter was approved by the Council in May 2024

The Audit Panel annual report to Council is based upon the Panel's compliance with its responsibilities in its Charter. The Audit Panel does this by:

- Ensuring the Annual Financial Statements of Council accurately represent the state of affairs of Council.
- Confirming the Strategic Plan; Annual Plan; Long-Term Financial Management and Strategic Plans; Long-Term Strategic Asset Management Plan; Asset Management Strategic Plan; and Asset Management Policy are integrated and the processes and assumptions under which those plans were prepared are documented.
- Reviewing accounting procedures, internal controls, anti-fraud, anticorruption and risk management systems, controls and policies that are in place which safeguard Council's long-term financial position.
- Reviewing compliance with all provisions of the Local Government Act 1993 and any other relevant legislation.
- Reviewing the effectiveness of previous recommendations made by the Panel.

The Audit Panel has undertaken the following activities as part of its work plan:

Annual Financial Statements

- Reviewed draft financial statements and provided feedback on content;
- The Council is commended for recovery to a surplus financial position in 2024 and improvement in key indicators, including the cash position. While the cash position continued to improve in 2025, the underlying surplus was significantly lower;
- It was noted that delivery of the capital work budget is an ongoing challenge, particularly given staff vacancies and difficulty sourcing contractors; and
- Received and considered recommendations of the Auditor-General resulting from the external audit process. It was pleasing that an unmodified opinion for the year ended 30 June 2024 resulted from the audit and the Panel was satisfied that the financial statements fairly represented the financial performance and position of Council and complied with legislative requirements and accounting standards.



Strategic Plan, Annual Plan, Long Term Strategic Asset Management Plans

- Reviewed and considered plans and policies as well as the processes for their development;
- Received regular reports from Executive Management to understand operations of Council; and
- Discussion was undertaken with the Acting General Manager regarding the Auditor-General's recommendations to all Councils regarding determination of asset lives. The Panel was satisfied that the Council is active in assessment of asset condition and high-level condition reports on high volume roads are conducted regularly.

Accounting, Internal Controls, Anti-Fraud, Anti-Corruption and Risk Management Policies, Systems and Controls

- Reviewed the draft budget, including its alignment with the Long-Term Financial Management Plan (LTFMP) and gained an understanding of the process of development;
- The Panel noted the intent to review the LTFMP following Council's adoption of its new Strategic Plan. This remains a work in progress;
- Reviewed regular financial management reports, including capital works progress, and made enquiries. Recommendations regarding reporting of temporary versus permanent variations were adopted by Council;
- Discussed and made recommendations regarding corporate risk. Initial work was completed on a new risk management framework for Council including reporting on strategic risks through the report template.



Compliance with the provision of the Act and any other relevant legislation

- Received information in respect of legislative compliance;
- Received updates from management in respect of external reviews and reforms, specifically the Local Government Review process; and
- Provided guidance to management in implementation of legislative compliance.

Other matters

- A consolidated Audit Findings Register has been developed to assist Council and the Audit Panel in monitoring progress in addressing and resolving findings from all internal and external audit activities;
- Glamorgan Spring Bay Council completed a submission to the Auditor-General's audit of landfill sites;
- In the previous year, the Auditor-General also undertook a review of private works conducted by Councils. Council was one of the few to have a policy in place and the administration has completed work on compliance with the procedures. It is expected that these items will be closed following the Audit Tasmania audit for 2025;
- The Auditor-General has made changes to the timetable for reporting of findings from financial audits to Parliament. This will now occur in July/August rather than at the completion of the external audit process; and
- Independent members of the Audit Panel attended two information sessions. The first hosted by the Audit Tasmania in March 2025 regarding accounting standards and areas of external audit focus for the future and the second an audit panel chairs session convened by the Office of Local Government where sector updates were provided by Office of Local Government, LGAT and the Auditor-General.

Key activities for the forthcoming year include:

- A significant risk for Council has been the loss of key management personnel during the year, as well as general difficulty filling staff vacancies, particularly in specialised roles. With a new General Manager now in place, a new management structure is being implemented and key vacancies filled;
- Work had commenced on a review of Council's risk management framework, and it is hoped that with new staff in place this work can be built upon;
- A solid risk framework would potentially lead into development of an internal audit process in the future. Internal audit is a critical tool for the Audit Panel in carrying out its responsibilities and is likely to become a requirement under the Local Government Act going forward;
- Monitor Council's arrangements for management of medical services following engagement of Co Health in October 2023.



Reporting to Council

A copy of the minutes of Audit Panel meetings is provided to the Council, for consideration at Council meetings, to advise of the matters discussed, including any recommendations to Council.

The Audit Panel Annual Report to Council outlines the activities of the Panel annually.

Referrals

No matters were formally referred to and considered by the Audit Panel during the 2024-25 year.

Conclusion

In undertaking the abovementioned activities, the Audit Panel has followed the work plan, having regard to its objectives, role and function within the Charter, and aims to provide an independent view of Council activities in the specified areas, thereby adding value to management and Council.

The Panel acknowledges what has been a difficult year for Council with the loss of key management personnel. It looks forward to working with the new General Manager and his team as they continue Council's continuous improvement journey.

The Panel notes Council's work over recent years to reduce underlying deficits and move towards a surplus position. The Panel encourages the Council to continue this work, building a small reserve of uncommitted / available cash to deal with unforeseen issues.

It encourages Council to continue to strive to provide sufficient funding for appropriate maintenance and renewal of its asset portfolio, recognising that this is an ongoing challenge for local government generally.

The Panel acknowledges with thanks the support provided by Council administration towards the effective functioning of the Panel during year.



9 Melbourne Street (PO Box 6)
 Triabunna TAS 7190
 03 6256 4777
 03 6256 4774
admin@freycinet.tas.gov.au

Event Support Grant Application

Please make sure you answer all Sections of this form.

APPLICANTS DETAILS			
Contact Person Name:	Sue Nettlefold		
Position in organisation:	President (Founder)		
Postal Address:	PO Box 200, Orford TAS 7190		
Phone:		Mobile:	0429 326 780
Email:	suenettlefold@bigpond.com		

ORGANISATION DETAILS	
Name of group or organisation running the event:	Spring Bay Arts Group Inc
Address:	PO Box 200, Orford TAS 7190
Website:	springbaystudioandgallery.com
ABN:	88 468 852 963
Incorporation number:	IA14417
Legal Status (Please tick which one applies to your group):	
<input checked="" type="checkbox"/> Not-for-profit or incorporated association. <input type="checkbox"/> Registered business hosting a fundraising event where proceeds are donated to charity. <input type="checkbox"/> Registered business hosting a profited event.	

EVENT DETAILS			
Event name:	Annual Exhibition 'Branching Out'		
Event description:	Exhibition of artworks & Annual Art Prize Award		
Event date(s):	2-31 January 2026	Time(s):	10.00-3.00pm daily



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EVENT SUPPORT GRANT APPLICATION

EVENT SUPPORT ASSISTANCE GUIDELINES

ELIGIBLE EVENTS:

The Council will consider requests for assistance by community, sporting and non-profit organisations holding major festivals, events or promotions in the Glamorgan Spring Bay.

Major festivals and events are defined as significant events that are the only one of their kind in the Glamorgan Spring Bay in any one year and attract significant numbers of people to the event (generally in excess of 500) and/or attract significant media coverage for the Glamorgan Spring Bay.

ELIGIBLE ORGANISATIONS:

Any community group, organisation or club that is legally incorporated or operating under the auspices of an incorporated body. The organisation must hold and produce evidence of public liability cover for the event.

ELIGIBLE ASSISTANCE:

In-kind support includes provision of such items as wheelie-bins, barricades, delivery and collection of bins, erection of barricades and advertising of street closures (if a council road and it has been approved by Council). The cost to the Council of any in-kind assistance approved will be calculated and costed against the application.

The maximum allocation to an event is \$2,000.

PRIORITIES:

The funding available is limited. Priority will be given to events that:

- Have a significant benefit for a wide range of Glamorgan Spring Bay residents and businesses.
- Are unique within the Glamorgan Spring Bay
- If profit making, put the funds back into the community, preferably through community projects that will benefit a wide cross-section of the community.



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Set up date(s):	24 November 2025	Close down date(s):	1 February 2026
Event held previously:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Total no. of people expected to attend at any one time:	20
Entry costs:	Free entry: <input checked="" type="checkbox"/>	Voluntary donation: <input type="checkbox"/>	Admission fees: \$

EVENT VENUE	
Venue Name:	
Venue Address:	1 Aubin Court, Orford TAS 7190
Has permission been obtained from the venue:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <u>Owner</u> / Manager / Committee of Management
Permission to use venue:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will the event be held on Council or private land?	<input type="checkbox"/> Council Land <input checked="" type="checkbox"/> Private Land
Event description: <i>(Please provide dot points including what you are going to do, the need for the event and why it is of value, any event partners, any further details about location etc.)</i>	
<ul style="list-style-type: none"> ACTIVITY - Exhibition of themed artworks created by members of Spring Bay Arts Group (trading as Spring Bay Studio & Gallery). A (free) Opening Night featuring an Art Prize is an opportunity for the community to gather, enjoy the artworks and socialise. NEED FOR EVENT - Exhibition for the public of themed artworks created by Spring Bay Arts Group members throughout 2025. Culmination of creative skills learned over the year. A valuable, free addition to summer holiday season activities available to local community and visitors. VALUE OF EVENT - Allowing group members to showcase and possibly sell their artworks. Members gain skills in exhibition curation and running the event. Value as a tourism event, over 1,000 state / interstate / international visitors have enjoyed the group's past exhibitions. EVENT PARTNERS - None. This is an initiative of Spring Bay Arts Group alone LOCATION - Temporary use of 1 Aubin Court, Orford. Use has been given by the site owner to Spring Bay Arts Group for 2 months only, on condition of clearing the building and covering all preparation costs 	



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INSURANCE

Do you hold insurance for this event?

☒ In progress
☐ No

Please outline the insurance type and value involved: *(Attach Certificate of Currency with your application)*

Public Liability insurance application in process with AJG Insurance. Certificate of Currency will be supplied on receipt

TEMPORARY ROAD CLOSURES *(if applicable)*

Will the event require road closure?
(Attach Traffic Management Plan)

☐ Yes ☒ No

Which road(s) will be closed for the event?

Time of road closures:

BENEFITS OF THE EVENT TO GLAMORGAN SPRING BAY

Please tick or highlight any of the following areas that are relevant to your event:

☒ Community Participation

☐ Environment

☐ Sport & Recreation

☒ Community Education

☒ Tourism & Events

☐ Heritage & History

☐ Health & Safety

☐ Multi-Cultural

☒ Arts & Culture

What will Glamorgan Spring Bay residents gain from this event?

- Local community and visitors can access a free activity during summer holiday season
- Showcases the talent and work of local creative residents
- Offers residents the opportunity to meet the artists and discuss art practice, at the Opening Night and throughout the duration of the exhibition
- Offers residents the opportunity to join Spring Bay Arts Group if they wish




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CERTIFICATION / DECLARATION

This declaration must be signed by a person authorised to sign on behalf of the organisation.

- I certify to the best of my knowledge that the information given on this form is complete and correct.
- I understand that approval of the grant is subject to mutual agreement between Glamorgan Spring Bay Council and the applicant.
- I understand that if Glamorgan Spring Bay Council approves a grant, I will be required to accept the conditions of the grant in accordance with Glamorgan Spring Bay Council requirements.
- I understand that Glamorgan Spring Bay Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover and abide by all relevant health and safety standards.
- I agree that if funded, funds will be used only for the event described on this application.
- I consent to the release of event information in this application for promotional and evaluation purposes relevant to Glamorgan Spring Bay Council.
- I will seek permission from the group before submitting photographs for use by Glamorgan Spring Bay Council.

The above organisation has authorised me to submit this application on their behalf. The information contained herein is, to the best of my knowledge, true and correct.

Name:	Sue Nettlefold
Signature:	
Position in organisation:	President

Please return this application to: community@freycinet.tas.gov.au

Please Note: All successful applicants are required to submit evidence of expenditure in a final report. Included in reporting will be formal receipts, photographs and providing the opportunity for Community Services staff to attend the funded event.

FINAL CHECK LIST	
Action	Completed
Completed all sections of the application form	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signed the application form	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attached copies of any required documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attached copies of supporting quotes	<input type="checkbox"/> Yes <input type="checkbox"/> No



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What will Glamorgan Spring Bay businesses gain from this event?	
<ul style="list-style-type: none"> Visitors will be encouraged to visit local businesses, particularly for food/drink Elly's, the Orford Roadhouse and Blue Waters in particular are in the immediate vicinity for potential food/drink purchases. Visitors will be advised of the other amenities close by, such as the Golf Club. 	
Briefly explain how you plan to acknowledge Council's contribution / assistance to the event.	
<ul style="list-style-type: none"> Council will be acknowledged and thanked as part of the President's Welcome at the Opening Night event The exhibition catalogue – copies available to all visitors - will acknowledge Council's contribution 	
REQUEST FOR FUNDING	
Please confirm the dollar amount you are applying for from Council (per year).	\$ 1,260
Please outline the amount of funds, if any, you are requesting from Council, and the purpose to which the funds will be applied: <i>Please provide quotations with your application</i>	
\$ 80 large logo sticker for front window of exhibition building \$400 external corflute signage x 6 \$400 promotional materials (postcards) x 500, A2/A3/A4 flyers x 20 \$ 30 Orford PO Box promo items drop \$200 social media (Facebook, Instagram) boosted posts x 2 \$150 additional catering for exhibition Opening Event (most supplied by the Group)	
Are you prepared to accept partial funding? (Council's grants are highly competitive and Council may offer less than the amount you request.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
IN-KIND SUPPORT	
<i>In-kind support (Council contribution) is where Council waives or reduces our fees including permit fees, Council venue or site hire, and bin hire.</i>	
Are you requesting in-kind support from Council?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What in-kind support would you like?	
<input checked="" type="checkbox"/> Wheelie bin hire*	<input type="checkbox"/> Venue/Site hire waiver
<input type="checkbox"/> Permit fees waiver	<input type="checkbox"/> Power
Other: -	

*Wheelie bin hire for January 2026 only

To: Glamorgan Spring Bay Council

Re: “Branching Out”, Opening Night and Exhibition, Jan 2-31 January 2026.

We are seeking funding with regards to the marketing and catering costs.

See attached breakdown.

The Spring Bay Studio and Gallery began life as a practicing creative studio in late 2011.

The Studio has always worked to an annual project which culminates in an annual art prize and exhibition during the prime tourism season of January each year. It has historically attracted over 1000 visitors to Triabunna, and we believe that it's new exhibition venue in Orford, will bring many more. The opening night planned for Friday January 2, 2026, is an ongoing and very popular event in our community.

2025 is our 14th year of operation and it has been extremely successful in bringing the creative men and women of our community together each week to work towards a common goal, through the exchange ideas and stories.

As an older community the success of this working method has proven itself in short-term achievable goals that support tangible outcomes, pride in achievement and the social support which brings great benefit to this community.

We currently face an uncertain future as our long-term tenure on the Marina in Triabunna has come to an end. The generosity of the Spring Bay Boat Club has provided a very comfortable, although temporary space, for our ongoing activities.

We have been offered a wonderful space for our exhibition at 1 Aubin Court Orford in the old IGA building. (Bottom of Alma Road Orford). It is perfect for our current requirements and would certainly serve our purposes in the long term. However, it is privately owned and on the market for sale. Therefore, the uncertainty remains.

We are pleased to report that a very generous sponsor has just unexpectedly stepped up with an offer to sponsor our \$1000 art prize again for this year.

In anticipation,

Sue Nettlefold

President

spring bay
ARTS
group
spring bay
STUDIO
& gallery

Event Support Grant Application

Please make sure you answer all Sections of this form.

APPLICANTS DETAILS

Contact Person Name:	Amanda Wilson		
Position in organisation:	Secretary		
Postal Address:	13 Meredith Street Triabunna Tas 7190		
Phone:		Mobile:	0428 536 000
Email:	triabunnachristmascrew@outlook.com		

ORGANISATION DETAILS

Name of group or organisation running the event:	Triabunna Christmas Crew Inc.
Address:	13 Meredith Street Triabunna Tas 7190
Website:	
ABN:	51 900 403 878
Incorporation number:	IA13121
Legal Status (Please tick which one applies to your group):	
<input checked="" type="checkbox"/> Not-for-profit or incorporated association. <input type="checkbox"/> Registered business hosting a fundraising event where proceeds are donated to charity. <input type="checkbox"/> Registered business hosting a profited event.	

EVENT DETAILS

Event name:	Triabunna Community Christmas Parade		
Event description:	Parade, sausage sizzle, music, childrens entertainment		
Event date(s):	12th December 2025	Time(s):	4pm - 9.30pm
Set up date(s):	12th December 2025	Close down date(s):	12th December 2025
Event held previously:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Total no. of people expected to attend at any one time:	200 - 250
Entry costs:	Free entry: <input checked="" type="checkbox"/>	Voluntary donation: <input type="checkbox"/>	Admission fees: \$

EVENT VENUE	
Venue Name:	Triabunna Recreation Ground
Venue Address:	71 Charles Street Triabunna
Has permission been obtained from the venue:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Owner / Manager / Committee of Management
Permission to use venue:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will the event be held on Council or private land?	<input checked="" type="checkbox"/> Council Land <input type="checkbox"/> Private Land
Event description: <i>(Please provide dot points including what you are going to do, the need for the event and why it is of value, any event partners, any further details about location etc.)</i>	
. Sharing the Christmas spirit to the local community, fun for everyone. . Free tea cup ride, face painting, balloon artist, hair feathering for children. . Free lollies, ice creams and drinks for children. . Sausage sizzle at minimal cost, coffee van and ice cream van available. . Husband and wife musicians (Eclipse). . We will have the chocolate wheel and the drawing of our Christmas raffle. . The judges will announce the winners of the float, light & window display comps. . Santa will be there for any children who wish to see him.	
INSURANCE	
Do you hold insurance for this event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please outline the insurance type and value involved: <i>(Attach Certificate of Currency with your application)</i>	
We have Public Liability, Association Liability & Volunteer Liability Insurance	
Our insurance is due for renewal shortly, and I will forward a copy of the policy once it is received.	
TEMPORARY ROAD CLOSURES <i>(if applicable)</i>	
Will the event require road closure? <i>(Attach Traffic Management Plan)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Which road(s) will be closed for the event?	Partial Closures, Victoria, Melbourne, Vicary & Charles Street
Time of road closures:	4.45pm - 6.15pm

BENEFITS OF THE EVENT TO GLAMORGAN SPRING BAY

Please tick or highlight any of the following areas that are relevant to your event:

<input checked="" type="checkbox"/> Community Participation	<input type="checkbox"/> Environment	<input type="checkbox"/> Sport & Recreation
<input type="checkbox"/> Community Education	<input type="checkbox"/> Tourism & Events	<input type="checkbox"/> Heritage & History
<input type="checkbox"/> Health & Safety	<input type="checkbox"/> Multi-Cultural	<input type="checkbox"/> Arts & Culture

What will Glamorgan Spring Bay residents gain from this event?

We hope our Christmas event will spread the Christmas spirit throughout the community, creating an atmosphere where everyone can enjoy.

This event could become an annual highlight for the community, encouraging members to participate and display their creativity. Parents and children can enjoy this fun, relaxed safe event together, making some great memories to cherish.

Hopefully, it will make our community members proud to be part of this community.

What will Glamorgan Spring Bay businesses gain from this event?

Our Christmas Parade attracts not only local but also visitors, which helps boost the local businesses through increased sales.

Also, we acknowledge the support of our local businesses, and this is displayed publicly.

Briefly explain how you plan to acknowledge Council's contribution / assistance to the event.

We will acknowledge the councils contibution/assistance to our event publicly on Facebook and event.

REQUEST FOR FUNDING

Please confirm the dollar amount you are applying for from Council (per year). \$ 2500.00

Please outline the amount of funds, if any, you are requesting from Council, and the purpose to which the funds will be applied: *Please provide quotations with your application*

Funds would go to assisting with the cost of the entertainment for the children: Tea Cup Ride, Balloon Artist, Face Painter, Hair Feathering Artist. It would help cover the cost of the drinks and lollies given to children at no cost.

Are you prepared to accept partial funding?

(Council's grants are highly competitive and Council may offer less than the amount you request.)

☒ Yes☐ No

IN-KIND SUPPORT

In-kind support (Council contribution) is where Council waives or reduces our fees including permit fees, Council venue or site hire, and bin hire.

Are you requesting in-kind support from Council? ☒ Yes ☐ No

What in-kind support would you like?

☒ Wheelie bin hire ☒ Venue/Site hire waiver

☒ Permit fees waiver ☐ Power

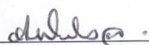
Other: Traffic Management

CERTIFICATION / DECLARATION

This declaration must be signed by a person authorised to sign on behalf of the organisation.

- I certify to the best of my knowledge that the information given on this form is complete and correct.
- I understand that approval of the grant is subject to mutual agreement between Glamorgan Spring Bay Council and the applicant.
- I understand that if Glamorgan Spring Bay Council approves a grant, I will be required to accept the conditions of the grant in accordance with Glamorgan Spring Bay Council requirements.
- I understand that Glamorgan Spring Bay Council does not accept any liability or responsibility for the proposal in this application and that it is the responsibility of the applicant or their sponsor to provide the appropriate insurance cover and abide by all relevant health and safety standards.
- I agree that if funded, funds will be used only for the event described on this application.
- I consent to the release of event information in this application for promotional and evaluation purposes relevant to Glamorgan Spring Bay Council.
- I will seek permission from the group before submitting photographs for use by Glamorgan Spring Bay Council.

The above organisation has authorised me to submit this application on their behalf. The information contained herein is, to the best of my knowledge, true and correct.

Name:	Amanda Wilson
Signature:	
Position in organisation:	Secretary

Please return this application to: community@freycinet.tas.gov.au

Please Note: All successful applicants are required to submit evidence of expenditure in a final report. Included in reporting will be formal receipts, photographs and providing the opportunity for Community Services staff to attend the funded event.

FINAL CHECK LIST	
Action	Completed
Completed all sections of the application form	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signed the application form	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attached copies of any required documentation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attached copies of supporting quotes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

INVOICE

Leanne Flakemore
ABN: 93 356 412 652
+61 437 629 533
45 Butler Ave, Moonah
Glenorchy City, TAS 7009
Australia

Triabunna Christmas Parade

Invoice number: INV-7215790
Invoice date: 16/10/2025
Payment due: 26/10/2025

Description	Qty	Unit Price	GST	Total (excl GST)
Face Painting 12/12/25	2.00	\$220.00	\$0.00	\$440.00
Hair Feathers 12/12/25	2.00	\$220.00	\$0.00	\$440.00
Travel fee	2.00	\$200.00	\$0.00	\$400.00

Subtotal (excl GST): \$1,280.00

Total GST: \$0.00

Amount due: \$1,280.00 AUD

Please make payment to:

Account name: L Flakemore
BSB: 257019
Account number: 720450783
PayID: lflakemore1@hnry.co

When paying, please use the reference: INV-7215790

For any queries relating to this Invoice please contact Leanne Flakemore



Confirmation of an agreement made on the Tuesday, 7 January 2025 between Island Entertainment Trust trading as Island Entertainment (the Agency) and *the client* (the Client).

The Agency will engage *the Artist* to provide services as scheduled below. *The Client* has engaged *the Agency* to source the services.

SCHEDULE:

CLIENT DETAILS	
Name	Triabunna Christmas Crew Inc.
Address	
Contact	Amanda Wilson 0428 536 000 amanda.RTWequipmentsales@outlook.com

Name of the act (<i>The Artist</i>)	Balloon Artist
---------------------------------------	----------------

EVENT DETAILS	2025 Triabunna Christmas Parade
Date of event	Friday 12 December 2025
Venue	Triabunna Recreation Ground, 52 - 54 Charles Street Triabunna. Directly opposite Tandara Motel on the Tasman highway. The entrance is on Charles Street.
Performance time	6 - 8 pm
Contact for event	Amanda Wilson on 0428 536 000
Set up details	
Dress Code & Audience	
Technical rider	
Artist rider	Client to provide light refreshments (i.e., water, tea, coffee etc.)
Dietary Requirements	
Additional information	

PAYMENT	
Performance Fee	\$400+ GST
Method of payment	40% On invoice by Island Entertainment and balance week before performance unless otherwise negotiated.

► Client initials here: aw

Booking Agreement Terms and Conditions:

1. Island Entertainment is the independent contractor, providing the services of the Artist to the client and therefore cannot be held responsible for the actions and/or statements made by the Artist.

GPO Box 1123 Hobart TAS 7001
Mob: 0408 445 562

Email: info@ient.com.au
www.ient.com.au

2. Any return bookings for this artist, must be booked through the agency. The venue/Client shall not attempt to return book through the Performer directly, unless a written agreement is entered into, with the agency consenting to the same and the Performer shall for the same period stipulated herein, not approach the Client/venue directly for the purposes of return bookings or extending residency, unless a written agreement is entered into with the agency consenting to the same.
3. **CANCELLATION CONDITIONS**
Fees payable upon cancellation of this booking by the Client shall be as follows:
 - More than 60 days from the performance date; 50% of the full fee
 - 15-60 days from the performance date; 60% of the full fee
 - 8-14 days from the performance date; 75% of the full fee
 - 1-7 days from the performance date; the full fee will be payable.
4. If unforeseeable circumstances occur for the Artist such as injury, illness, force majeure, or unsafe travel circumstances occur where the Artist can no longer safely fulfil the outlined agreement, Island Entertainment will aim to provide comparable services to the satisfaction of the client, or Island Entertainment will refund any fees paid by the client for the service in full. Island Entertainment cannot be held responsible for any losses occurred to the Client.
5. The Client agrees to promptly reimburse any authorised expenses, including travel costs, paid by Island Entertainment on behalf of the Client required for this engagement of the Artist.
6. The Artists performance may not be recorded, broadcast, reproduced by any means unless a written agreement is entered into with the Agency consenting to agree with permission from the Artist.
7. The representative of the Client who signs this Agreement agrees that they are authorised to do so by the Client and therefore accepts liability of signing this Agreement.

→ Signed: Andrew Wilson

Date: 6/1/25

(Client)

PLEASE SIGN & RETURN ONE COPY OF THIS CONFIRMATION WITHIN 7 DAYS OR AS SOON AS PRACTICABLE
(Scan and email to andrew@ient.com.au)

GPO Box 1123 Hobart TAS 7001
Mob: 0408 445 562

Email: info@ient.com.au
www.ient.com.au



9 Melbourne Street (PO Box 6)
Triabunna TAS 7190

☎ 03 6256 4777

📠 03 6256 4774

✉ admin@freycinet.tas.gov.au

🌐 www.gsbc.tas.gov.au

RESERVE APPLICATION & AGREEMENT

APPLICANT DETAILS			
Organisation / Permit Holder	Triabunna Christmas Crew Inc.	ABN	51 900 403 878
Contact Person	Amanda	Surname	Wilson
Contact Number	0428 536 000		
Postal Address	13 Meredith Street Triabunna Tas 7190		
Email	triabunnachristmascrew@outlook.com		
I/we consent for all giving of information and the serving of notices in relation to this application to be delivered electronically to the above email address?		YES	<input checked="" type="checkbox"/> NO <input type="checkbox"/>
HIRE DETAILS			
Name of Reserve:	Triabunna Recreation Ground		
Intended Use of Reserve The Hirer is to describe the nature of the proposed use including nature of all activities, whether food and/or alcohol will be available.			
Estimated number of persons in attendance:	200 - 250	Duration of event:	6 - 10 hours
The Triabunna Christmas Parade will start and finish at the Triabunna recreation ground. After the parade, the Triabunna Cricket Club will hold a sausage sizzle and we also have Coffee on the Marina and Lickalicious Ice Cream food vans as well. We have a husband and wife muscian team playing at the parade till 9pm and possibly the Buckland Bootscooters putting on a demonstration. The tea cup ride is there again this year with a face painter, balloon artist and hair feathering for children for free inlcuding free lollies and drinks for children. Our judges will present prizes for our competitions. We will draw our raffle and also have the chocolate wheel there. Our aim is to have a fun evening for all at a low cost.			
Will any activities be involving aircraft, drones, helicopters, or skydiving?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Will Alcohol be available or available?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Who is the "Designated Person" responsible for alcohol on the site?	Steve Davies		
"Responsible Serving of Alcohol" – Please indicate what measures will be put in place: Designated wet areas that are monitored by accredited RSA staff. ID checks.			



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DAY(S) REQUIRED (tick)	TIMES REQUIRED		DATES
	From	To	
Monday am/pm am/pm	
Tuesday am/pm am/pm	
Wednesday am/pm am/pm	
Thursday am/pm am/pm	
Friday	12..... am/pm	9.30..... am/pm	12th December 2025
Saturday am/pm am/pm	
Sunday am/pm am/pm	

Please attach additional details if more space is required

CERTIFICATE OF CURRENCY (Public Liability Insurance)			
Insurer	Steadfast Taswide	Policy Number	TBC
Name of Insured	Triabunna Christmas Crew Inc.		
Period of Cover	20/11/2025 - 20/11/2026	Amount of Cover (minimum \$20 million)	\$20 million

NOTE: Copy of current Public Liability Insurance Policy MUST be attached with this application

DECLARATION			
I hereby make application for use of the above Council public reserve for the dates and times specified I acknowledge having received, read, and undertake to be bound by: <ol style="list-style-type: none"> the <i>Terms and Conditions of Hire of a Public Reserve</i>. other requirements advised in the Council's approval in every respect. 			
I further undertake to be responsible for ensuring that all individuals or groups using the ground in association with this application comply with the terms and conditions.			
Signature:		Date:	14/10/2025
Name (print):	Amanda Wilson		
Home Address:	13 Meredith Street Triabunna Tas 7190		
Position:	Secretary		

OFFICE USE ONLY			
Received By		Date Received	
Refer to	Director of Works & Infrastructure	File to	
Decision	<input type="checkbox"/> Approved / <input type="checkbox"/> Refused	Date Issued	
Special Conditions			
Signed By		Position	Director of Works & Infrastructure
Others Notified:	Works Manager / Works Supervisor	Community Officer	
	Caretaker		

TRIABUNNA CHRISTMAS CREW INC. RISK ASSESSMENT

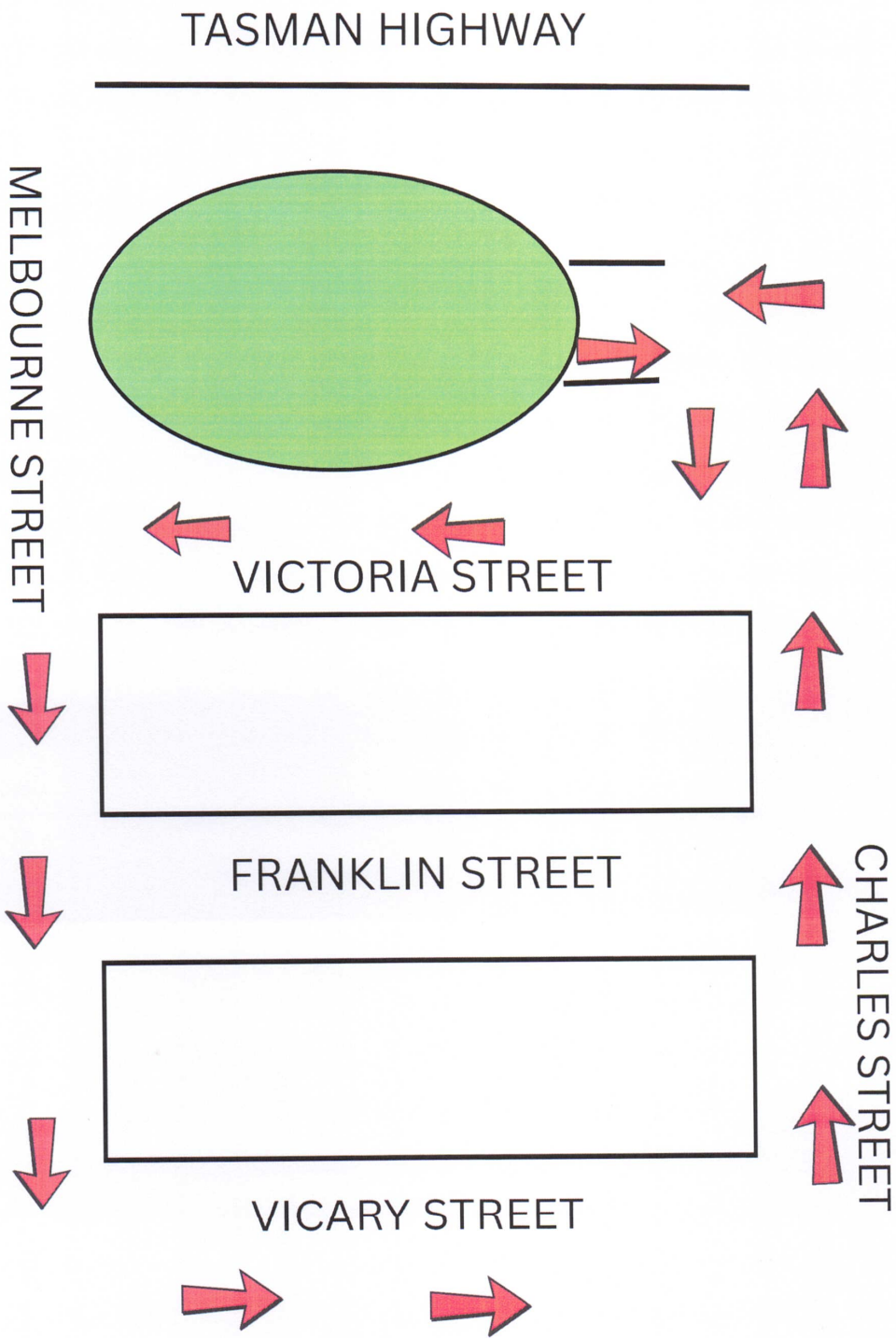
CONTROL MEASURES		RISK RATING
TRAFFIC ISSUES	TRAFFIC INSIDE THE PARADE ROUTE TRAFFIC MANAGEMENT PLAN DISCUSSED WITH LOCAL TAS POLICE GLAMORGAN SPRING BAY COUNCIL PERSONEL TO CONTROL ROAD CLOSURES AS PER TRAFFIC MANAGEMENT PLAN. ROAD CLOSURE SIGNAGE AND CONES TO BE PLACED ON ALL ROADS AS PER TMP. UHF COMMUNICATIONS TO BE UTILISED WITH ALL EMERGENCY SERVICE VEHICLES CLOSED STREET ADVERTISED IN THE NEWSPAPER	MEDIUM
	PERSONS BEING STRUCK BY VEHICLE	MEDIUM
	PERSONS FALLING OFF THE FLOATS	MEDIUM
MARSHALLING OF FLOATS	LOW SPEED COLLISIONS ORGANISERS TO ALLOW ADEQUATE ROOM FOR FLOATS TO MANOUVER CLOSED ROAD TO PARADE FLOAT VEHICLES ONLY SIGNAGE & ADEQUATE ORGANISERS PRESENT	LOW/MEDIUM

PERSON BEING STRUCK BY VEHICLE		PRIOR NOTIFICATION OF FLOAT ASSEMBLY REQUIREMENTS	
GENERAL	TRIPS/SLIPS	CLOSED ROAD TO PARADE FLOAT VEHICLES ONLY PARADE FLOATS TO TRAVEL < 10 K/PH ADEQUATE ORGANISERS AND MARSHALLS PRESENT	MEDIUM
	CUTS/ABRASIONS	AS MUCH AS PRACTICAL, MAKE THE AREA SAFE TO REDUCE ANY HAZARDS. EMERGENCY SERVICE VEHICLES ON SITE AND CARRY APPROPRIATE FIRST AID.	LOW
	MEDICAL EMERGENCY	EMERGENCY SERVICE VEHICLES ON SITE AND CARRY APPROPRIATE FIRST AID.	MEDIUM
ENTERTAINMENT	MUSIC	NIL RISK SEEN	LOW
FOOD/DRINKS	COFFEE/ICE CREAM VAN	APPROPRIATE PUBLIC LIABILITY HELD/FOOD SAETY HANDLING	LOW
	BBQ	APPROPRIATE PUBLIC LIABILITY HELD/FOOD SAETY HANDLING BARRIER WILL BE IN PLACE TO SEPARATE THE EATING AREA FROM THE TRAFFIC AREAS.	LOW
	ALCOHOL	DESIGNATED PERSON: STEVE DAVIES DESIGNATED WET AREAS THAT ARE MONITORED BY ACCREDITED RSA STAFF AND ID CHECKS DONE.	LOW
COVID	COMPLIANCE	HAND SANITISER AVAILABLE FOR ALL	LOW

AMUSEMENT RIDE: INJURY TO PATRONS OR BYSTANDERS TEACUP RIDE (FALLS OR BEING HIT BY MOVING OBJECTS)	CONTRACTOR HAS TRAINED PERSONNEL OPERATING, SUPERVISING AND REPAIRING AMUSEMENT RIDE. WILL BE SET UP WITH FENCING AND ADEQUATE SPACE SURROUNDING RIDE AND SIGNAGE FOR PARENTAL INFORMATION CONTRACTOR HAS TRAINED PERSONNEL OPERATING, SUPERVISING AND REPAIRING AMUSEMENT RIDE.	MEDIUM
TRAIN RIDE		
POWER	CONTACT COUNCIL TO ASCERTAIN IF POWER FAILURE IS SPECIFICALLY TO THE BUILDING OR ALL OVER TRIABUNNA.	LOW
WATER	ASCERTAIN THE PROBLEM IS SPECIFIC TO THE BUILDING OR ELSEWHERE AND CONTACT COUNCIL.	LOW
FIRE	EVENT TO BE CANCELLED IF FIRE OCCURS. FOLLOW STANDARD FIRE ORDER POSTERS AFFIXED NEAR ENTRANCES AND EVACUATE THE BUILDING. CALL THE FIRE BRIGADE ON 000 AND CONTACT COUNCIL.	LOW
ELECTRICAL EQUIPMENT	ALL ELECTRICAL EQUIPMENT HAS TO BE TESTED AND TAGGED BY A PROFESSIONAL PERSON PRIOR TO PLUGGING IT IN TO THE POWER POINTS OF COUNCIL FACILITIES.	MEDIUM

		A	B	C	D	E
		Negligible	Minor	Moderate	Significant	Severe
E	Very Likely	Low Med	Medium	Med Hi	High	High
D	Likely	Low	Low Med	Medium	Med Hi	High
C	Possible	Low	Low Med	Medium	Med Hi	Med Hi
B	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
A	Very Unlikely	Low	Low	Low Med	Medium	Medium

TRIABUNNA COMMUNITY CHRISTMAS PARADE





INVOICE

DATE:
27/10/2025

TO: Triabunna Christmas Crew Inc

INVOICE #
000005

ABN: 71678019522

QTY	DESCRIPTION	DATE	TOTAL
	Amusement Ride Hire		
1	Tea Cup Amusement ride hire	Dec 12th	
SUBTOTAL			\$1750.00
GST			Included
TOTAL			\$1750.00

PLEASE MAKE ALL PAYMENTS TO XTREME RIDES TAS PTY LTD. WESTPAC BSB – 037-009 ACC - 385209
Thank you for your business!

XTREME RIDES | PO BOX 358 BRIGHTON TAS 7030 | PHONE: 0428393251 |