

**Smith, Gemma**

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**From:** Rockliff, Jeremy  
**Sent:** Tuesday, 1 November 2022 4:25 PM  
**To:** The Premier  
**Subject:** FW: Wing's Wildlife Park - Flood Recovery Update  
**Attachments:** SK100-P\_01 CONCEPT FLOOR PLAN.pdf; Wings Wildlife Park - Animal Hospital Break Down[4976].pdf; Wings Wildlife Park - Animal Hospital Summary.pdf

**From:** s 36  
**Sent:** Tuesday, 1 November 2022 3:04 PM  
**To:** Rockliff, Jeremy s 36  
**Subject:** Wing's Wildlife Park - Flood Recovery Update




Good Afternoon Premier Rockliff




I thought it would be appropriate that I give you an update from Wing's Wildlife Park regarding the recovery from the floods on the 13 October and confirm where we are at with the reopening plans for the park.

It has been a difficult couple of weeks since the floods, and there are still times we look around and wonder if we will ever get to a point where we can re-open but in reality the progress that has been made is very positive and we are so grateful for the effort of our staff and supporters who have given their time, their money and their products without any hesitation and in many cases without an expectation of anything in return.

When you visited the site, I think it was fair to say we were in chaos, and I think it is reasonable to say that today we are now in a state of organised chaos.

Progress to date includes the following:

<ol style="list-style-type: none"> <li>1. We have demolished our wildlife hospital and guest encounter site.               <ol style="list-style-type: none"> <li>a. Architectural drawings and costings have been sourced for replacement hospital.</li> <li>b. Architectural drawings are attached.</li> </ol> </li> </ol>	 <p>Site of the original Wildlife Hospital</p>
<ol style="list-style-type: none"> <li>2. Three animal enclosures have been demolished and a new site has been established for these.               <ol style="list-style-type: none"> <li>a. Rebuilding of these enclosures, plus other damaged ones, has commenced, and the first of these have been completed with the marmosets relocated into the new enclosures last week</li> </ol> </li> </ol>	 <p>The new Marmoset Enclosure</p>
<ol style="list-style-type: none"> <li>3. The bridge that provides access to the wildlife park has been removed.               <ol style="list-style-type: none"> <li>a. A replacement bridge has been sourced on a temporary arrangement from the Central Coast Council and commencement of the installation of this bridge will begin this week.</li> <li>b. This will be a temporary fix and options for a new permanent bridge will be sourced.</li> <li>c. A quote for a new bridge was secured at a cost of \$300,000 but this has been rejected by the owners of Wing's Wildlife Park. Whilst this quote meets all legal and safety requirements,</li> </ol> </li> </ol>	 <p>The temporary bridge (to be installed)</p>

the priority project for the park remains the replacement of the Wildlife Hospital, so an investment of this nature must be directed to this priority.	
<ol style="list-style-type: none"> <li>1. The Walloa Creek has been extensively dug out along the full length of the park removing multiple truckloads of rocks and gravel lowering the level of the creek floor and raising the banks of the creek.               <ol style="list-style-type: none"> <li>a. Truckloads of gravel have been spread along the creek banks and across the park car park raising the level of this car park by more than a metre, both measures designed to provide flood mitigating actions for the future.</li> </ol> </li> </ol>	 <p>Walloa Creek</p>
<ol style="list-style-type: none"> <li>2. The retaining wall below the Meerkats enclosure has been repaired</li> </ol>	 <p>New retaining wall</p>
<ol style="list-style-type: none"> <li>4. The kitchen, café and retail space have had a preliminary clean and quotes have been sourced for the replacement of flooring, some walls and shelving, and electrical equipment.</li> </ol>	
<ol style="list-style-type: none"> <li>5. Our roads and pathways remain a mess with all the heavy equipment on site and the constant rain and we will be unable to consider re-opening until all of these are tidied up.</li> </ol>	

Unfortunately, we have had to advise many of our staff that we have no work for them now and have encouraged them to look for alternative work.

All these things considered things are starting to look better then what they did a week ago and that is positive, but we still do not have an opening date and I would suggest it is at least three weeks away.

**From a priority perspective our number 1 priority remains the wildlife hospital which has been destroyed.**

The floods lifted the cement flooring of this building off the ground and moved the building destroying the foundations and structure of the entire building resulting in the building been deemed unsafe and it had to be demolished.

The hospital is the very heart of the wildlife park. Apart from the source of general care for all the permanent animals within the park, it is also the source of care and welfare for animals that are delivered to the park on a regular basis by members of the community. Animals are often found in the wild with injuries or their mothers have been killed and they are brought to Wings Wildlife Park for care and support.

The Wings Wildlife Park hospital is the only one of its kind on the Northwest Coast, it is privately funded, and it cares for a range of animals, birds and other species, and this service is now under threat because of a lack of facilities and space.

Wings will try desperately not to turn animals away and will continue to care for the animals in its own park but without the hospital this service will need to be limited. Temporary facilities will be set up in a 6 m x 3.5 m on site cabin which has power but no other services until a new hospital facility can be built.

Plans for the new hospital and associated facilities, including triage space for incoming wildlife have been secured and a copy of these plans are attached for your interest. Input into these plans has been sought from the business owners, park staff and volunteers to ensure the facility provides the best possible facilities and ensures that the Wings Wildlife Park Hospital is well setup to provide for the needs to animals both permanent to the park and incoming.

Budget estimates for the construction and fit out of this new hospital are attached:

I am aware of the joint funding provided by the State and Federal Governments for businesses impacted by the floods, up to \$25,000, and appreciate the value of this scheme. But as you can see our need for the Hospital, let alone all the other restoration initiatives that we are addressing is going to cost the Wing family far more than \$25,000, my preliminary estimate that the restoration program cost to the Wing family alone will be more than \$500,000 irrespective of the support from the community and or government.

The Wing family are not known for asking for support which is evident from their thirty-six years running Wing's Wildlife Park. Rarely have they sought support from governments at any level, comfortable to fund the park from the income it generates, and capital improvements have been funded through funding from investments from the family. However, on this occasion the impact has been greater than anticipated and the family are seeking support from government to help them to re-establish the wildlife hospital, a much-needed asset for the park but also for the northwest coast. As is always the case the family are willing to commit to this project but support from government is needed to fast track this urgent project.

We welcome the opportunity to share these details with you directly and your personal interest in the issues we are currently facing at Wing's Wildlife Park. If there are more details, you require do not hesitate to contact myself or any member of the Wings family.

I look forward to hearing from you or a member of your government shortly.

Thank you for your support.

Regards

\$ 36



\$ 36

Phone: \$ 36

Mobile \$ 36

Email: \$ 36

137 Winduss Road  
Gunns Plains Tasmania 7315

[www.wingswildlife.com.au](http://www.wingswildlife.com.au)  
[www.facebook.com/wingswildlife](https://www.facebook.com/wingswildlife)  
[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)

## Smith, Gemma

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**From:** Leighton, Cheri  
**Sent:** Tuesday, 15 November 2022 2:10 PM  
**To:** Williams, Dwannylyn  
**Subject:** FW: Small business grants query - wings wildlife park

FYI – we decided not to go ahead with this corro but here is the info DSG sent us. Cheers, Cheri

**From:** Business Tasmania  
**Sent:** Wednesday, 9 November 2022 3:37 PM  
**To:** Leighton, Cheri  
**Subject:** RE: Small business grants query

Hello Cherie

I have had a number of interactions with Wings Wildlife Park. Please find below some dot points from a QTB written this week. Let me know if you need anything else.

- The Tasmanian Government recognises the importance of Wings Wildlife Park as a tourist attraction and as a key source of general care for all the permanent animals within the park and injured wildlife of Tasmania.
- On 31 October 2022, the Small Business Emergency Response Grant, jointly funded by the Australian and Tasmanian Government under the Disaster Recovery Funding Arrangements, was announced and opened to assist with the costs of clean-up and reinstatement of small businesses. The maximum grant amount available is \$25,000.
- On 31 October 2022, Manager, Business Tasmania contacted Wings Wildlife Park with details about the Small Business Emergency Response Grant Program. Further advice was provided about support available through the Enterprise Centres Tasmania network and the Small Business Advice and Financial Guidance Program.
- On 3 November 2022, Wings Wildlife Park was approved for Tier One of the Small Business Emergency Response Grant with \$2,500.
- As they have been assessed as eligible for the Tier One grant, Wings Wildlife Park is now eligible to apply to Tier Two of the Small Business Emergency Response Grant to receive up to a further \$22,500.
- The funds will help Wings Wildlife Park with initial support to rebuild their business.

Regards

Kel

**Kelly Brown** | Manager Business Tasmania  
 Small Business | Department of State Growth  
 CH Smith Centre, 20 Charles Street, Launceston TAS 7250 | PO Box 1186, Launceston TAS 7250  
 Phone: (03) 636 3636 | Mobile: 0438 363636  
[www.stategrowth.tas.gov.au](http://www.stategrowth.tas.gov.au) | [www.business.tas.gov.au](http://www.business.tas.gov.au) | [Facebook](https://www.facebook.com/business.tas)

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*In recognition of the deep history and culture of this island, I acknowledge and pay my respects to all Tasmanian Aboriginal people; the past, and present custodians of the Land.*

**From:** Leighton, Cheri <s 36>  
**Sent:** Wednesday, 9 November 2022 12:12 PM  
**To:** Business Tasmania <[ask@business.tas.gov.au](mailto:ask@business.tas.gov.au)>  
**Subject:** Small business grants query

Hi there, we have some ministerial corro from TMEC to the Premier and I am drafting a response. TMEC have asked whether there is funding for materials for a new foot bridge for Wing's Wildlife Park, which was affected by the October 2022 severe weather event. I am wondering if Wings Wildlife Park would be eligible to apply for the emergency response grants for small businesses? Do you have access to company info as to whether this company has 20 or less employees and also if it is a non-profit as I couldn't see the business name on the ABN register. I didn't want to refer to the small business grants program in the Premier's letter if this organisation is not eligible.

I can't think of any other support they would be eligible for to rebuild the footbridge ie. For materials at this stage...

**Thanks,**

**Cheri Leighton | Policy Officer**  
 Resilience and Recovery Tasmania | Policy and Delivery Division

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000  
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**Work Pattern:** Office hours Mon – Thurs (please note I work 10am – 4pm on Tuesdays)

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## Smith, Gemma

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**From:** Harkin, John  
**Sent:** Tuesday, 15 November 2022 5:19 PM  
**To:** Crawford, Todd  
**Cc:** Williams, Dwannylyn  
**Subject:** FW: URGENT - PREPARATION OF PACKAGE - MIN22/34470 : PREMIER INCOMING - **s 36** - Wing's Wildlife Park - Flood Recovery Update

Hi Todd  
 For clearance and forwarding to Craig please  
 Cheers  
 John

**From:** Williams, Dwannylyn  
**Sent:** Tuesday, 15 November 2022 5:16 PM  
**To:** Harkin, John  
**Cc:** Heard, Christopher  
**Subject:** FW: URGENT - PREPARATION OF PACKAGE - MIN22/34470 : PREMIER INCOMING - **s 36** - Wing's Wildlife Park - Flood Recovery Update

Hi John

The attached dot points have been drafted by Chris and I to provide Craig some background on a potential phone discussion he might have with **s 36** from Wings Wildlife Park. I understand that the Premier's Office has provided **s 36** with Craig's contact details. If you are comfortable, could you please send these up via Todd.

### Tasmanian Government support provided to Wings Wildlife Park

- On 31 October 2022, the Small Business Emergency Response Grant, jointly funded by the Australian and Tasmanian Government under the Disaster Recovery Funding Arrangements, was announced and opened to assist with the costs of clean-up and reinstatement of small businesses. The maximum grant amount available is \$25,000.
- On 31 October 2022, Business Tasmania contacted Wings Wildlife Park with details about the Small Business Emergency Response Grant Program. Further advice was provided about support available through the Enterprise Centres Tasmania network and the Small Business Advice and Financial Guidance Program.
- On 3 November 2022, Wings Wildlife Park was approved for Tier One of the Small Business Emergency Response Grant with \$2,500.
- As they have been assessed as eligible for the Tier One grant, Wings Wildlife Park is now eligible to apply to Tier Two of the Small Business Emergency Response Grant to receive up to a further \$22,500.
- The funds will help Wings Wildlife Park with initial support to rebuild their business.
- The park suffered a range of damage as a result of the floods, but has identified the rebuilding of the animal hospital as a priority. Indicative costs to replace the now demolished hospital is \$1.067M.

### Potential further support

- At the time of writing, the only state government supports that are available to Wings are those listed above through the Department of State Growth.

- DPAC is currently developing a Minute to the Premier on an Interim Community Recovery Fund to address immediate and highly visible needs already identified through discussions with councils. This Fund focuses on the restoration of specific community assets and the clean up of public areas.
- Any further community recovery funding would form part of an additional, more comprehensive Community Recovery Fund.
- In response to the Premier's Office request for a support package for Wings Wildlife Park, DPAC will include support options as part of the Interim Community Recovery Fund, for the Premier's consideration.
- The Tasmanian Government could probably provide a concessional interest rate loan under the DRFA. However, it is currently unclear what forms or amount of assistance would be required to ensure the viability of the Park's ongoing operation.
- It may be challenging to secure an Australian Government contribution for a large grant, given the sensitivities around grant funding for for-profit enterprises.

**From:** Office of the Premier <[Premier.Correspondence@dpac.tas.gov.au](mailto:Premier.Correspondence@dpac.tas.gov.au)>

**Sent:** Monday, 14 November 2022 5:29 PM

**To:** Workflow <[Workflow@dpac.tas.gov.au](mailto:Workflow@dpac.tas.gov.au)>

**Subject:** URGENT - PREPARATION OF PACKAGE - MIN22/34470 : PREMIER INCOMING - s 36 - Wing's Wildlife Park - Flood Recovery Update

**Importance:** High

Good afternoon,

URGENT

ATTN: Craig Limkin

Our Chief of Staff has requested this one is provided to Craig for an urgent package to be prepared. Vanessa has advised she will contact [REDACTED] to connect him with Craig.

Due in PO 21/11/2022.

Many thanks,

Kind regards,

**Leesa Grundy**

Departmental Liaison Officer

Office of the Premier, the Hon Jeremy Rockliff MP

Premier of Tasmania

Minister for Health

Minister for Mental Health and Wellbeing

Minister for Tourism

Minister for Trade

Liberal Member for Braddon

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**Smith, Gemma**

---

**From:** Crawford, Todd  
**Sent:** Monday, 28 November 2022 2:08 PM  
**To:** s 36  
**Subject:** RE: Wings Regional Wildlife Hospital

Hi s 36

That is excellent. Exactly what I was looking for. The reinforcement of the critical community service provided by the hospital is spot on.

I will leave with you to finalise and send back through to me when you are complete.

Regards  
 Todd

**Todd Crawford | Executive Director**  
 Resilience and Recovery Tasmania | Policy & Delivery

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 Level 7, 15 Murray Street  
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**From:** s 36  
**Sent:** Monday, 28 November 2022 11:40 AM  
**To:** Crawford, Todd s 36  
**Subject:** FW: Wings Regional Wildlife Hospital

Hi Todd

I have started but before I go any further I thought I would get your thoughts?

Let me know if you think I am on the right track

Cheers

s 36

**Smith, Gemma**

---

**From:** Crawford, Todd  
**Sent:** Wednesday, 30 November 2022 4:50 PM  
**To:** s 36  
**Subject:** RE: Wings Regional Community Wildlife Hospital

Thank you s 36. We will use this in our negotiations with the Australian Government in relation to a Community Recovery Fund. I will be in touch to discuss further as soon as I have further information as to progress/next steps.  
 Regards  
 Todd

**From:** s 36  
**Sent:** Tuesday, 29 November 2022 2:32 PM  
**To:** Crawford, Todd s 36  
**Subject:** RE: Wings Regional Community Wildlife Hospital

Hi Todd

Please find attached my thoughts regarding the Wings Regional Community Wildlife Hospital.

If you require any further information I would be happy to discuss this with you and if necessary I can travel to Hobart to meet with you and your team to discuss this project in more detail.

Thank you for your assistance with this project.

Regards

s 36



s 36  
 Phone: s 36  
 Mobile: s 36  
 Email: s 36  
 137 Winduss Road  
 Gunns Plains Tasmania 7315

[www.wingswildlife.com.au](http://www.wingswildlife.com.au)  
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[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)



**North West Community Wildlife Hospital**  
**Wings Wildlife Park**  
**Winduss Road**  
**Gunns Plains**



**"SAVING ONE AT A TIME"**

**s 36**

**WINGS WILDLIFE PARK**

**PHONE: s 36**

**EMAIL: s 36**

# **North West Community Wildlife Hospital**

## **Wings Wildlife Park**

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#### **Wings Regional Community Wildlife Hospital**

**Hospital Draft Plans**

**Hospital Draft Budget (rejected)**

## Wing's Wildlife Park

### North-West Wildlife Hospital

A simple Google search for wildlife rescue in Tasmania highlights the following:



Highlights somewhat of gap in the North and North West of the State with respect to Wildlife Rescue and Support.

This map does not do justice to the overall support services as there are a range of specific support services but from a public perspective this is what is presented to them when they are seeking support with injured or orphaned wildlife animals.

One option to address the gap on this map is the wildlife hospital at Wing's Wildlife Park which in the past has been used as a drop off point for local injured and orphaned animals and to provide care for resident animals from the wildlife park.

### Loss of the Wing's Wildlife Park Animal Hospital

October 13, 2022, Wing's Wildlife Park was impacted by a floodwaters and the foundations of the animal hospital were impacted to such a degree that the entire building had to be dismantled leaving the wildlife park with no hospital facilities. Many other infrastructure assets were lost as a result of these floods and in some cases have been replaced, but the role of the hospital and its replacement remains a work in progress and the plan is to replace the hospital and to reinforce its position as the Wildlife Rescue Hospital for the North West and Northern Region with improved veterinary services.

### WING'S COMMUNITY WILDLIFE HOSPITAL - A FIRST FOR TASMANIA'S NORTH WEST

With the loss of our animal hospital in October 2022, the Wing's family were forced to decide whether to close the Wildlife Park or reinvest into the park and start again. Five days after the flood the decision was made, and work began on the clean up to start again.

One aspect that encouraged the family to continue was that Wing's has been the 'go-to' place for people seeking help for injured wildlife and the family did not want to turn their back on this service. The only problem with this service is that the parks animal hospital was one of the assets lost during the floods.

Once the decision to reopen was made it was full steam ahead, the Wing's family not known for taking their time to get things done.

But the question remained, what to do with the hospital?

Since 1986 Wing's Wildlife Park has been recognised by the local community as a facility that accepted sick, injured and orphaned wildlife. Members of the local community would bring these animals to the park confident that the staff would accept the animals and provide the required care and support or take the animals to a local vet for suitable care. This has never been an advertised or formal service but one that has been widely known throughout the local community and supported by the staff at Wing's Wildlife Park.

Examples of wildlife delivered to the park include; Wallabies, Wombats, Magpies, Kookaburras (Retained as they are an introduced and invasive species), Tawny Owls, Swamp Harriers, Turtles, Ring Tail Possums, Sugar Gliders (Retained as they are an introduced and invasive species), Cockatoos, Brushtail Possums, Wedge Tailed Eagles, frogs, blue tongue lizards.

Wing's Wildlife Park needs a new Wildlife Hospital!

The broader region needs a Regional Community Wildlife Hospital!

### **Wings Regional Community Wildlife Hospital - Proposal:**

#### **Wings Regional Community Wildlife Hospital**

Acknowledging the critical need for a dedicated centre that will provide the urgent care for the wildlife within the wildlife park, plus a regional facility to receive, treat and care for injured wildlife from across the North, and North West Coast of Tasmania, we propose to establish the Wings Regional Community Wildlife Hospital.

Our plan is to construct and initiate a completely dedicated Community Wildlife Hospital to service our 24-hour Wildlife Rescue Service and provide exclusive veterinary treatment for injured and orphaned Tasmanian wildlife. The facility will be able to accept wildlife 7 days per week.

We will operate the clinic 7 days per week and will have an experienced veterinary personnel who specialise in wildlife patients on site.

The primary focus of the Community Wildlife Hospital will be to treat wildlife and return them to their natural environment. If this is not possible these animals will be housed in the Wildlife Park or another suitable park within in the state.

The Hospital will be built in such a way to allow for viewing of the treatment room and rehabilitation spaces so that the whole process can become an educational process for groups and park visitors alike.

The Wildlife Hospital's main treatment rooms have a modern viewing area installed so that guests to the Sanctuary can become a part of the rehabilitation experience. The viewing windows are made of one-way glass so that the patients can be watched by people in a setting that is safe and comfortable for their needs.

It is expected that there will be private sponsorship opportunities for the operation of the hospital and guests will be asked to make donations towards the operational costs of the hospital.

Governments of all levels will be approached to support the set-up costs for this project.

### **Wings Regional Community Wildlife Hospital - The Concept:**

Following the floods of October 13, and the decision by the Wings family to work towards a reopening of the Wildlife Park, discussions began regarding the building of a new wildlife hospital for the site.

To provide some direction for this process Wing's commissioned Design Intent Architecture + Management to develop a concept floor plan for the hospital, taking into account the needs of the park staff, management and the needs of the local community.

A copy of this plan is attached.

Design Intent Architecture + Management was asked to provide a draft budget for the construction and fit out of this hospital as per their design and the final quote was \$1,067,998.00.

Whilst the plan contains many aspects that appeal to the management of Wings Wildlife Park, the draft budget is far in excess of what is possible for the family to commit to, with or without Government and/or Community support so an alternative option was required.

Accordingly the family have agreed upon the construction of a new 25 m x 8 m Colourbond Shed that will be built adjacent to their current buildings with the internal fit out to reflect as close as possible the original design of as presented by Design Intent Architecture + Management, but at a much more affordable price.

The front façade of the building which will be the public entrance of the Wings Regional Community Wildlife Hospital will be architecturally designed to reflect the significance of the site and provide appropriate parking and access for guests and drop-off locations for wildlife.

Viewing sites will be incorporated into the space, options not considered in the original designs.

These dramatic, but required changes will significantly reduce the overall construction costs and make the total project much more viable for all involved.



Budgets are to be completed but it is anticipated that building and fit out costs will not exceed \$350,000.00.

### **Wings Regional Community Wildlife Hospital Services**

What will make makes Wings Regional Community Wildlife Hospital any different to Wing's Wildlife Park Hospital?

**Nothing really!**

The hospital will continue to provide excellent care and attention for animals in need, whether they be from within the park and brought to the park by members of the community.

The staff in the hospital will do all in the capacity to provide the care for injured animals that will allow them to return to their natural environment.

**Well, nothing is not exactly correct!**

There will be a vet on site. The intention is to create a veterinary practice within the community wildlife hospital to service the needs of the local community and to attend to the needs of the animals in the park and those that are brought to the park.

The services of the community wildlife hospital will be widely promoted. The google map at the top of this document will have three sites on it and the communities of the North and North West of Tasmania will know there is another site to bring wounded and orphaned wildlife.

There will be viewing spaces within the community wildlife hospital so it can be used as an educational facility for individuals and groups.

The site will be open 7 days per week.

### **Wings Regional Community Wildlife Hospital – The Request**

Wing's Wildlife Park was first opened in 1986 and has been operated since by the Wings Family.

At no time has the family asked for help with the construction of assets on their property, believing that the park is their business and they are responsible for its growth and development.

However with the **Wings Regional Community Wildlife Hospital** the family now believe it is time to seek support as they work to establish an regional asset, something that is genuinely needed in the North and North West of Tasmania and something that Wings Wildlife Park can now develop in partnership with the community.

The Wings Family acknowledge they have a role to play in partnering in this project and they are excited to contribute to this project.

**"THE FAMILY IS REQUESTING STATE AND FEDERAL GOVERNMENTS CONSIDER FUNDING AN ASSISTANCE PACKAGE TO ESTABLISH THE WING'S REGIONAL COMMUNITY WILDLIFE HOSPITAL"**

## Minute to the Premier

For approval by: ASAP

DPAC CM (TRIM) reference: 22/302357

Ministerial CM (TRIM) reference .

# Severe Weather Event October 2022 – Extraordinary Recovery Support Packages – Request to the Prime Minister

**Purpose:** To seek the Premier's approval to request that the Prime Minister agrees to jointly fund two extraordinary recovery support packages to assist communities affected by the Severe Weather Event October 2022 (the Severe Weather Event).

To seek the Premier's approval, conditional on the Prime Minister's agreement to the above, to deliver the two extraordinary recovery support packages as a Community Recovery Fund under the *Tasmanian Relief and Recovery Arrangements – Community Recovery Policy*.

**Analysis:** Under the *Tasmanian Relief and Recovery Arrangements – Community Recovery Policy* (the CRP), you can provide funding for activities and projects aimed at community recovery, community development, community resilience and capacity building for the future.

The Tasmanian Government has made a range of assistance measures available to individuals, small businesses, primary producers, non-profit organisations and local governments affected by the Severe Weather Event. These measures have been provided under the *Tasmanian Relief and Recovery Arrangements*, and are jointly funded by the Australian Government under the *Disaster Recovery Funding Arrangements* (DRFA).

The Department of Premier and Cabinet (DPAC) has identified the following medium and long term community needs that are not addressed by existing measures:

- the restoration of damaged recreational and community assets, including mountain bike trails, Tasmania Parks and Wildlife Service (PWS) assets, sporting facilities, recreational precincts and the native wildlife hospital facilities at Wing's Wildlife Park; and
- support for private landholders whose properties have been damaged and who are not eligible for support as primary producers or small businesses.

In consultation with relevant Tasmanian Government agencies and affected local governments, DPAC has developed two extraordinary recovery support packages to address these needs with a total value of \$15.2 million. The Australian Government may make a contribution of 50% to the cost of these packages under the DRFA, but this requires the Prime Minister's agreement.

DPAC has prepared a package for you to request this agreement, including a letter to the Prime Minister (Attachment 1) and formal request forms describing the packages (Attachments 2 and 3). If you agree to send this request, DPAC will work with the National Emergency Management Agency (NEMA) to facilitate the Prime Minister's review of the request. If the

2

Prime Minister agrees to the request, DPAC will also work with NEMA to prepare a joint media release to announce the packages and with other agencies and local governments to deliver the packages.

**Reason for deadline:** Urgent approval will maximise the chance that the Prime Minister will review and respond to the request before the end of December.

## Recommendations

**Sign** the letter to the Prime Minister requesting agreement to jointly fund two extraordinary recovery support packages to assist communities affected by the Severe Weather Event October 2022, and arrange for your office to send the letter (Attachment 1).

**Approve**, conditional on the Prime Minister's agreement, the delivery of the support packages as a Community Recovery Fund under the *Tasmanian Relief and Recovery Arrangements – Community Recovery Policy*.

**Note** that DPAC may make minor administrative changes to the request forms (Attachments 2 and 3) as final advice is received from Tasmanian Government agencies and NEMA.

**Note** that DPAC will prepare a joint media release to be released by you and the Prime Minister to announce the packages.

## Approvals

State Recovery Advisor

Premier

Approved

Yes ☐

No ☐

Noted ☐

Premier's notations:

## Key reasons

### Community Recovery Fund

- The CRP provides for the establishment of a Community Recovery Fund. The purpose of a Community Recovery Fund is to facilitate the medium and long term recovery of affected communities, including by building capacity for the future and minimising the ongoing consequences of the disaster event.
- Activities funded by a Community Recovery Fund may include:
  - Grants to community service organisations providing recovery services;
  - Assistance for restoration and repair of community facilities (for example, playgrounds and associated facilities); and
  - Projects for building community resilience.
- The Tasmanian Government may request an Australian Government contribution of 50% for extraordinary recovery support packages under the DRFA. A contribution is subject to the Prime Minister's approval.

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### Extraordinary Recovery Support Packages

- Local governments and Tasmanian Government agencies have identified medium and long term recovery needs that cannot be addressed by existing assistance mechanisms.
- Some extraordinary support measures will support community organisations and members of the community to meet their recovery needs.
- This includes:

Not relevant

- \$500,000 to reimburse Wing's Wildlife Park for the reconstruction of their native animal hospital.

Need	Measure	Recipient	Estimated cost
Not relevant			
Damaged native animal hospital	Native animal hospital reconstruction funding	Facility owner	\$500,000
Total			\$2.90 million
Estimated net Tasmanian Government contribution (50%)			\$1.45 million

Not relevant



# Not relevant

	Total	\$11.53 million
	<i>Estimated local government contribution</i>	<i>\$1.63 million</i>
	<i>Estimated net Tasmanian Government contribution</i>	<i>\$4.14 million</i>

- Funding to local governments would be provided via the mechanisms that have already been activated to support local governments, which will simplify administration for DPAC and local government recipients.
- DPAC will make appropriate arrangements to administer support for private landholders and sporting organisations. This may involve a grants program administered by a Tasmanian Government agency, local governments, or another organisation.
- As a condition of joint funding, the Tasmanian Government is required to deliver a monitoring and evaluation report on extraordinary recovery support measures. The request prepared by DPAC includes a request to jointly fund a \$250,000 allocation for monitoring and evaluation of both packages.

## Net financial impact on the Tasmanian Government

- If the Prime Minister agrees to your request, the Australian Government will make a 50% contribution to the total cost. This will be in the form of a reimbursement through the normal DRFA claims process.
- Funding for local government activities will be delivered under the TRRA, which includes local government co-contributions of no less than 25%. Consequently, local governments can be expected to contribute up to \$1.63 million.
- Some damaged PWS assets are covered by the Tasmanian Risk Management Fund, and it is likely that the PWS will reconstruct these assets as normal business. Consequently, the Tasmanian Government would incur some or all of these costs even if these packages are not approved (this would also be without an Australian Government contribution).
- Assuming that all damaged PWS assets will be reconstructed, the estimated net additional expenditure required from the Tasmanian Government to deliver these packages is \$1 million.

## Consultation

- Needs to be addressed through the extraordinary recovery support packages were identified via consultation with local governments, including through the needs assessment process.
- DPAC has also considered information provided by the community via other channels, including the Premier's Office.
- Consultation and needs assessment are ongoing. Additional needs may be identified, in which case DPAC will prepare advice about subsequent rounds of extraordinary recovery support.

## Financial impact

- The estimated cost of measures under the Community Recovery Fund is \$15.2 million.
- See Key Reasons for discussion of the financial impact on the Tasmanian Government.

## Compliance

- The implementation of the extraordinary recovery support packages will involve establishing arrangements that maximise the chances of ultimately recovering a



5

contribution from the Australian Government. This will include collecting evidence of the kind required for compliance with the DRFA.

## Communications

- Jointly funded measures under the DRFA must be announced via joint media release.
- DPAC will work with NEMA to prepare a draft media release for your office and the Prime Minister's Office in the event that the Prime Minister approves your request.

## Options

#	Options	Analysis
1	Approve the extraordinary recovery support packages and request a 50% Australian Government contribution (preferred)	<p>Approving the extraordinary recovery support packages will produce better community and recovery outcomes, by providing a timely, proactive Tasmanian Government response.</p> <p>Providing support at this time, in this way, also maximises the chances of the Australian Government making a financial contribution to the packages.</p>
2	Do not approve the extraordinary recovery support packages (not preferred)	<p>Declining to approve the extraordinary recovery support packages will leave identified needs unmet. This may result in criticism from local governments and the community.</p> <p>Choosing not to proceed with the extraordinary recovery support packages will also prevent the Tasmanian Government from accessing an Australian Government contribution for eligible costs. This may increase costs to the Tasmanian Government for activities likely to occur even if the packages are not approved.</p>

## Attachments

### Attachment Title (CM reference)

- |   |  |
|---|--|
| 1 | Letter – Prime Minister – Severe Weather Event October 2022 – Category C and D Request (22/290402)   |
| 2 | Severe Weather Event October 2022 – Category C and D Request – Community and Recreational Assets Clean-Up and Reconstruction Package (22/291003) |
| 3 | Severe Weather Event October 2022 – Category D Request – Private Landholder Support Package (22/291002)  |



## Disaster Recovery Funding Arrangements (DRFA)

### Category C/D Assistance Request Form



#### Part 1: Requested recovery initiative

Name of initiative	Community and Recreational Assets Clean-Up and Reconstruction Package
AGRN and name of event	AGRN 1038 – Tasmanian Severe Weather Event (October 2022)
Type of assistance and who will receive support/benefit	Direct funding to specified local governments, Tasmanian Government agencies and third party organisations
Amount of funding being requested	<p>Estimated at up to \$13.1 million based on currently available impact information and cost estimates. Tasmania will provide updated estimates as improved information becomes available.</p> <p>Costs will be shared equally by the Commonwealth and the State on a 50:50 cost share basis under Category C and D of the <i>Disaster Recovery Funding Arrangements</i> (DRFA).</p> <p>As further damaged assets are identified or cost estimates are revised, the State may later seek to increase the amount of funding requested if there is demonstrated need. This will be via an additional request.</p>
Description of initiative	<p>The Tasmanian Government will reimburse costs incurred by specified local governments, Tasmanian Government agencies and third party organisations undertaking clean-up and reconstruction of eligible flood damaged community and recreational assets, including walking trails, mountain bike tracks, public parks, sportsgrounds, reserves and riverine precincts, and playgrounds.</p> <p>Specific eligible projects and the corresponding local governments, Tasmanian Government agencies and third party organisations are identified below. A small allowance is made within the requested funding to allow the program to be extended to a limited number of similar local government or Tasmanian Government agency projects that have not been identified at the time of writing.</p> <p>Any additional projects or activities identified must be for clean up and repair of assets that:</p> <ul style="list-style-type: none"> <li>• do not meet the definition of an <i>essential public asset</i> for the purposes of the DRFA;</li> <li>• are owned and maintained, or operated and maintained, by an <i>eligible undertaking</i>;<sup>1</sup></li> <li>• were directly damaged by AGRN 1038; and</li> </ul>

<sup>1</sup> An eligible undertaking may be eligible to receive funding in relation to assets and precincts that are owned by another eligible undertaking, provided the owner has consented to the proposed works.

	<ul style="list-style-type: none"> <li>provide sporting, recreational or community services and are not operated on a commercial basis.<sup>2</sup></li> </ul> <p>Assistance will be provided in the form of reimbursement for specified or eligible activities. This means local governments, Tasmanian Government agencies and nominated third party organisations will not necessarily receive the level of funding outlined in this request. The Tasmanian Government requests agreement to manage underspends and overspends for specific projects within the total program funding envelope.</p> <p>Indicative costs for each component of the measure are as follows:</p> <table> <tr> <th>Component</th><th>Indicative cost</th></tr> <tr> <td>Not relevant</td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td>Native animal hospital</td><td>\$500,000</td></tr> <tr> <td>Allowance for other projects</td><td>\$2.00 million</td></tr> </table>	Component	Indicative cost	Not relevant										Native animal hospital	\$500,000	Allowance for other projects	\$2.00 million
Component	Indicative cost																
Not relevant																	
Native animal hospital	\$500,000																
Allowance for other projects	\$2.00 million																
Locations where the initiative will be made available/provided	<p>The program will be made available for specified damaged assets within Local Government Areas (LGAs) notified under AGRN 1038. Additional eligible projects may be identified in any LGA notified under AGRN 1038. This includes the following LGAs:</p> <ul style="list-style-type: none"> <li>Break O'Day</li> <li>Burnie</li> <li>Central Coast</li> <li>Central Highlands</li> <li>Circular Head</li> <li>Devonport</li> <li>Dorset</li> <li>Flinders</li> <li>George Town</li> <li>Glamorgan Spring Bay</li> <li>Kentish</li> <li>Latrobe</li> <li>Launceston</li> <li>Meander Valley</li> <li>Northern Midlands</li> </ul>																

<sup>2</sup> Assets may be eligible if the eligible undertaking charges for use, provided charges are set for the purposes of operational cost recovery and do not include any allowance for profit.

	<ul style="list-style-type: none"> <li>• Waratah-Wynyard</li> <li>• West Coast</li> <li>• West Tamar</li> </ul>
State administering agency and contact	<p>The Department of Premier and Cabinet</p> <p>Todd Crawford</p> <p>Executive Director, Resilience and Recovery Tasmania,</p> <p>s 36  <a href="mailto:recovery@dpac.tas.gov.au">recovery@dpac.tas.gov.au</a>;</p> <p>s 36 </p>

## Part 2: Recovery needs

The Tasmanian Severe Weather Event (October 2022) has had a significant impact on communities across North and North-West Tasmania. At the time of this request, the Tasmanian Government has activated Category A and B assistance under the DRFA in the 18 Local Government Areas (LGAs) of: Break O'Day, Burnie, Central Coast, Central Highlands, Circular Head, Devonport, Dorset, Flinders, George Town, Glamorgan Spring Bay, Kentish, Latrobe, Launceston, Meander Valley, Northern Midlands, Waratah-Wynyard, West Coast and West Tamar.

Impacted areas experienced significant rainfall. For example, in the 48 hours to 1.00pm Friday 14 October, widespread totals of 50-215 mm were observed across the lower Macquarie River catchment, with an isolated higher total of 400 mm at Great Lake East. Several communities were advised to evacuate and hundreds of requests for assistance were received through the Tasmania State Emergency Service. There were also a significant number of road closures across impacted areas due to flood and storm damage.

In addition to damage to essential public assets and residential properties, the severe weather event caused significant damage to infrastructure and the environment across the affected area. Impact assessments are ongoing, however preliminary reports suggest that damage costs across the non-essential built and environmental recovery domains could exceed \$13 million. Damaged assets include walking trails, mountain bike tracks, public parks, sportsgrounds, reserves (including riverine precincts) and playgrounds.

Repairing damaged community and recreational facilities is essential to restoring social and community networks, which is an important component of disaster recovery. It also supports the economic recovery of local businesses that rely on these assets for tourism and visitors. This need is particularly acute in some communities affected by AGRN 1038, which are heavily reliant on tourism linked to recreational assets that are closely integrated with the environment.

**Not relevant**





Not relevant [redacted]

[redacted]

Not relevant [redacted]

[redacted]

- [redacted]
- [redacted]

Not relevant [redacted]

- [redacted]
- [redacted]
- [redacted]

Not relevant [redacted]

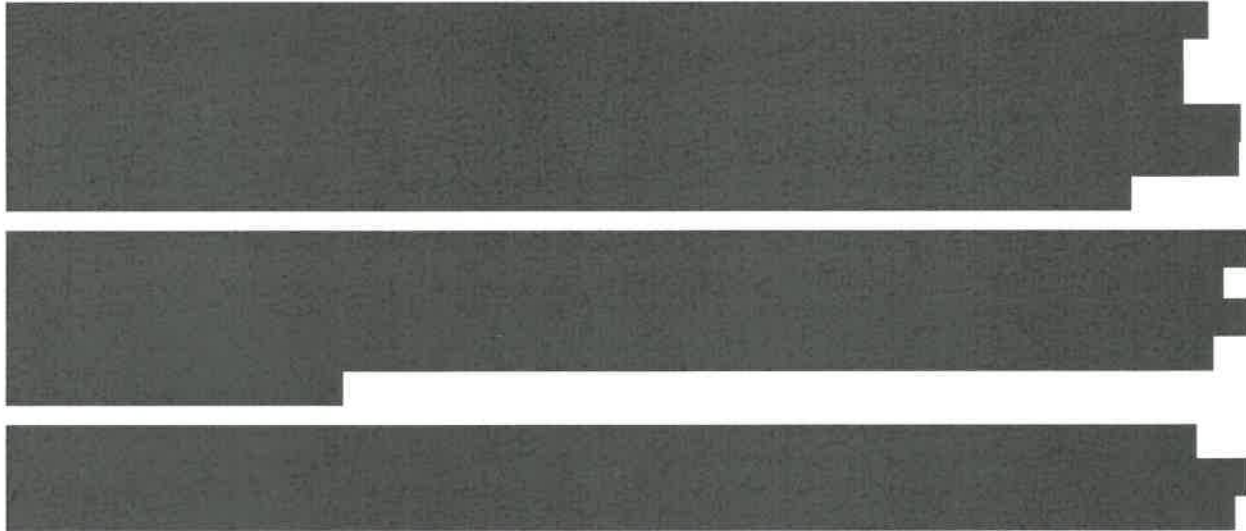
[redacted]

[redacted]

[redacted]

- Not relevant [redacted]
- [redacted]
- [redacted]

Not relevant



#### ***Wing's Wildlife Park native animal hospital***

The Wing's Wildlife Park native animal hospital was destroyed by AGRN 1038. This is the only facility of its kind on the North-West Coast and provides care to wild native animals, birds and other species that are delivered to the Park by members of the community. The hospital also contributes to important environmental and conservation initiatives, including Wing's Wildlife Park's Tasmanian devil breeding program.

Wing's Wildlife Park has received assistance through the Small Business Recovery Grants Program. However, while Wing's Wildlife Park operates as a commercial enterprise, the services provided by the native animal hospital are delivered at or below cost. \$500,000 is included in the Community and Recreational Assets Clean-Up and Reconstruction Package specifically to support the reconstruction of the native animal hospital to ensure the continuation of the important community and environmental services that it provides. The foundations of the hospital were undermined and severely damaged during the event, necessitating the demolition of the facility. The operators have advised that insurance will not cover the cost of reconstruction, so failure to provide this targeted support may threaten the ongoing operation of the hospital facility with significant implications for environmental outcomes, and other community and government programs.

#### **Part 3: Cost**

This initiative will be delivered as a combination of direct reimbursement of costs incurred delivering eligible projects, and a small demand driven grants component for sporting organisations (up to \$25,000 per applicant, aligned with the existing programs for small businesses and non-profit organisations).

The total cost of the initiative is estimated at up to \$13.1 million, based on projects identified to date and current cost estimates. Tasmania will update this figure once a clearer understanding of anticipated impacts and demand for assistance are known.

This amount will be shared equally by the Commonwealth (\$6.55 million) and the state (\$6.55 million).

The state may also seek to claim extraordinary administration costs associated with the delivery of this measure. These will be capped at 5% of the total eligible amounts paid by the Tasmanian Government

The state will only claim actual costs incurred. The expected breakdown of costs for identified projects, based on the best available cost estimates, is as follows.

[illegible]

## Part 4: Administrative arrangements

The state will seek reimbursement of the Commonwealth's funding contribution for all components of the program through the normal DRFA claims process. For DRFA audit and assurance purposes, the state will keep appropriate evidence/documentation to demonstrate that expenditure being claimed can be reconciled to eligible components of the program.

### Assets owned by Tasmanian Government agencies

Assets owned by Tasmanian Government agencies will be reconstructed by the responsible agencies. Expenditure will be subject to standard agency audit, assurance and financial management processes and will be included in the Tasmanian Government's claims for assistance under the DRFA.

The Department of Premier and Cabinet (DPAC) will monitor projects being delivered by Tasmanian Government agencies for reporting purposes, including through regular DRFA reporting.

#### ***Assets owned by local governments***

Local governments will be allowed to reconstruct eligible damaged assets that they own under the *Tasmanian Relief and Recovery Arrangements – Natural Disaster Relief to Local Government Policy*. Under this policy, local governments are required to incur eligible costs and submit these for reimbursement from the Tasmanian Government. Claims are subject to audit before payment, with audit records and all supporting evidence available to support the DRFA claim process.

The Department of Premier and Cabinet will monitor projects being delivered by local governments for reporting purposes, including through regular DRFA reporting.

#### ***Identified assets owned by third party organisations***

Support will be provided to third party organisations for identified assets in accordance with the timing of expenditure.

If expenditure has already been incurred, payment will be in the form of reimbursement of eligible costs. DPAC will collect appropriate evidence from recipients of:

- the nature and purpose of expenditure;
- the amount and timing of expenditure; and
- any external sources of funding that should be excluded from amounts reimbursed.

Reimbursement of expenditure that has been incurred is the preferred administrative mechanism for this support.

If expenditure has not been incurred, and DPAC is satisfied that payment following the incurring of expenditure is not appropriate, DPAC will enter into a grant deed with the recipient. Full acquittal of the grant deed will be required, and grant and acquittal documentation will be retained and made available for audit and assurance purposes.

#### ***Recovery Grants for sporting organisations***

Recovery Grants for sporting organisations will be provided directly from the state to applicants through the Department of State Growth. Application and assessment processes will safeguard access to the recovery grants by ensuring assistance is only provided to sporting organisations that can demonstrate (with appropriate evidence) that they have been directly affected and have genuine need.

Program guidelines will be approved by the State and the Commonwealth prior to launch of the program but are expected to be consistent with recently approved guidelines for Recovery Grants for small businesses. These guidelines are themselves aligned with the Off the Shelf guidelines, enabling consistency with similar programs being implemented in neighbouring jurisdictions.

The Tasmanian Government will provide regular reporting to the National Emergency Management Agency (NEMA) on grant uptake under this program.

### Part 5: Consultation process

This initiative has been developed by DPAC in consultation with:

- the Department of State Growth;
- the Department of Natural Resources and Environment Tasmania;
- affected Tasmanian local governments; and
- NEMA.

### Part 6: Other information

Given their high public profile and importance to the community, damaged community and recreational assets have received significant media attention. A selection of relevant coverage is provided below.

Not relevant

[REDACTED]

#### *Wing's Wildlife Park native animal hospital*

- The Examiner: [Flood-ravaged attraction plans reopening](#)
- ABC: [Animals saved but future of popular Wing's Wildlife Park in doubt after huge flood](#)

Not relevant

[REDACTED]

[REDACTED]



***Reserves and recreation grounds – Pig Island Precinct, Latrobe***

Damage to pedestrian access bridge and walking infrastructure, debris accumulation



***Reserves and recreation grounds – Riverbank reserves and recreation grounds and Deloraine Footbridge, Deloraine***

**Inundation of Deloraine Footbridge**



**Fallen trees and debris in reserves and recreation grounds**









***Reserves and recreation grounds and Sporting facilities – Seaport Rowing and Sea Scout Pontoons and North Esk Trail, Launceston***

Pontoons washed away by floodwaters











PREMIER OF TASMANIA

13 DEC 2022

The Hon Anthony Albanese MP  
Prime Minister of Australia  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

As you are aware, Tasmania experienced a severe weather event resulting in heavy rainfall and extensive flooding across the state from October 2022. Communities in the North and North West were significantly affected, with the levels of flooding in some locations exceeding those of the devastating 2016 Northern Tasmania floods.

The consequences of the severe weather event are the most widespread of any disaster in Tasmania in recent years, with the Disaster Recovery Funding Arrangements (DRFA) being activated for 18 of Tasmania's 29 Local Government Areas (LGAs). While we were fortunate that early warnings and the tireless efforts of our emergency services kept Tasmanians safe, properties and homes were inundated and widespread disruption and damage affected businesses, primary producers, essential infrastructure and assets of great significance to local communities.

As a result of the severe weather event, my government has provided assistance measures under Categories A, B and C of the DRFA. This has included grants to affected individuals, emergency accommodation, counter-disaster operations and recovery grants for small businesses, primary producers, and non-profit organisations. I appreciate the support provided by you and your government to jointly fund and deliver these measures, which have contributed to the short and medium term recovery of affected communities.

I now write to request your continued support for affected Tasmanian communities as our focus turns to sustainable, long term recovery. The severity of widespread damage to community and recreational facilities and the ongoing clean up challenges faced by vulnerable Tasmanians will act as barriers to the social and economic recovery of affected areas if they are not effectively addressed.

I am seeking your agreement to jointly fund two assistance packages under Categories C and D of the DRFA that will address these needs:

- a Community and Recreational Assets Clean Up and Reconstruction Package (up to \$11 million), that will enable the restoration of assets that are not considered essential public assets for the purposes of the DRFA, but are essential to the social and economic wellbeing of affected communities; and

- a Private Landholder Support Package (up to \$2.1 million), that will support the recovery of severely affected community members by enabling them to restore the safety, amenity and environmental integrity of their properties, with spillover benefits to their broader communities.

The Community and Recreational Assets Clean Up and Reconstruction Package consists of the following measures:

- \$2.40 million for the reconstruction of economically essential, and nationally significant, mountain bike trail infrastructure;
- \$4.55 million for the clean up and repair of trails, reserves and recreation grounds that facilitate community and visitor access to natural values and are consequently critical for social and economic wellbeing;
- \$1.28 million to clean up and restore sporting facilities, including to extend recovery grants to sporting organisations, which play a key role supporting the health of affected communities; and
- \$2.50 million for the clean up and restoration of other priority community and recreational assets, including the replacement of the Wing's Wildlife Park native animal hospital.

The Private Landholder Support Package will involve a targeted grants program to enable private landholders to appropriately rehabilitate affected land. This will benefit the physical and mental health of landholders, and deliver positive environmental and economic outcomes for local communities.

In accordance with the new Category C/D activation process, I attach Category C/D Assistance Request forms for each of the proposed programs. In the preparation of the requests, my Department has had regard to principles reflected in the new activation process and the off the shelf packages that have been developed for other assistance measures.

Each request includes an allowance of up to 5% of eligible costs for extraordinary program administration costs. In addition, I request your agreement to jointly fund a \$250,000 monitoring and evaluation program to cover both packages.

These packages, including the levels of funding requested, have been developed in consultation with subject matter experts in Tasmania, with local communities, and with the National Emergency Management Agency (NEMA). My Department has also had regard to assistance that has been provided in Tasmania and other jurisdictions in response to similar events.

I am confident that these initiatives, which have been designed to address specific needs identified through our impact assessment processes, will give affected communities a sound foundation for their ongoing recovery.

I am requesting your agreement to provide 50% of the cost of these packages, in accordance with Categories C and D of the DRFA. If you approve this request, my Department will work with NEMA to further develop and agree administrative arrangements as described in the request forms. I also seek your agreement for appropriate officers within my Department, with the agreement of their counterparts in NEMA, to:

- reallocate funding between approved initiatives, where there are no additional financial implications for the Australian Government beyond assistance already approved by you; and
- extend approved measures to additional locations as required to ensure that those affected in the same way have access to the same type and levels of assistance, where there are no additional financial implications for the Australian Government.

If agreed, assistance will be jointly announced.

I look forward to our ongoing joint efforts to deliver positive outcomes for Tasmanian communities affected by this event.

Yours sincerely



Jeremy Rockliff MP  
Premier





PREMIER OF TASMANIA

16 December 2022.

s 36

Wings Wildlife Park

Email: s 36

Dear Ian

Thank you for your email of 1 November 2022 regarding disaster support available to those affected by the severe weather event in October 2022 which had widespread impacts across North West and Northern Tasmania.

The Tasmanian Government recognises the importance of Wings Wildlife Park both for the care of wildlife and as a key tourist attraction for North West Tasmania. I am heartened by the level of support that the Park has received from the local community in rebuilding and re-establishing the Park.

I am also pleased to hear that the Park has been granted the jointly funded Commonwealth-State Small Business Emergency Response Grant, administered by the Department of State Growth, to assist with the costs of clean up.

I understand that Mr Todd Crawford, Executive Director, Resilience and Recovery Tasmania met with you on 24 November 2022 to discuss the clean-up and recovery task. We are working with the Australian Government to explore options for financial support for community recovery projects. Given the services that Wing's Animal Hospital provides to the community and wild native animals, its reconstruction may be eligible for financial assistance under such a package. I expect to be in a position to provide more information about such a recovery fund before Christmas.

Thank you for taking the time to update me, I do appreciate it.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jer Rockliff'.

Jeremy Rockliff MP  
Premier



**SENATOR THE HON MURRAY WATT  
FEDERAL MINISTER FOR EMERGENCY MANAGEMENT**

**THE HON JEREMY ROCKLIFF MP  
PREMIER OF TASMANIA**

**JOINT MEDIA RELEASE**

**21 December 2022**

**ADDITIONAL DISASTER RECOVERY ASSISTANCE FOR TASMANIAN FLOOD-AFFECTED  
COMMUNITIES**

Up to \$15 million in targeted funding is being made available to support local government areas significantly affected by the severe weather event in Tasmania on 13 and 14 October 2022.

This additional recovery support is being jointly funded by the Australian and Tasmanian governments under the Disaster Recovery Funding Arrangements (DRFA).

Federal Minister for Emergency Management, Murray Watt said the additional support packages included a range of initiatives to support flood-impacted communities with their ongoing recovery.

"Today's announcement enables the Tasmanian Government to access additional Commonwealth financial assistance for the restoration of state and local government owned environmental, recreational and community assets, as well as support for sporting organisations and private landholders who were not eligible for previous funding," Minister Watt said.

"These support packages are another example of the Australian and Tasmanian governments working closely together to provide disaster funding for practical assistance to support communities to recover from this event."

Tasmanian Premier Jeremy Rockliff said the restoration of approximately \$13 million of damaged community and recreational infrastructure would be welcome news to communities who are still dealing with the impacts of heavy rain and flooding two months later.

"The severe weather event caused extensive damage to community facilities and recreational assets, including walking tracks, mountain bike trails, sporting facilities, parks, reserves and playgrounds," Premier Rockliff said.

"These facilities play an important role in social and community networks, and their restoration will also support the economic recovery of communities, many of which rely on them for tourism and visitors."

Under the new support packages, existing recovery grants for non-profit organisations will also <sup>42</sup>extended to non-profit sporting organisations who are not registered charities, enabling them to apply for up to \$25,000 to help with the costs of clean up and restoration. More information on the grant program will be made available shortly.

The assistance also includes support to Wing's Wildlife Park for the reconstruction of their not-for-profit native animal hospital, which was demolished after sustaining significant damage in the event. As the only facility of its kind on the north-west coast, this funding will support the ongoing operation of the hospital facility to care for injured and orphaned native wildlife, and to continue its contribution to a range of important environmental and conservation programs.

Additionally, up to \$2 million will support private landholders who are not primary producers to access a grant to assist with the costs of cleaning up debris and repairing damage on their land. Further information on these grants will be made available in the new year.

This \$15 million in funding is in addition to the range of assistance already made available under the DRFA to help affected individuals, families, small businesses, primary producers, non-profit organisations and local councils with their recovery from the extreme weather event.

The Australian and Tasmanian governments will continue to work together to ensure flood-affected communities receive the support and assistance they need to recover.

Further information on the Community Recovery Fund and other assistance is available on the TasRECOVERY website at [www.tasrecovery.com](http://www.tasrecovery.com) and the Australian Government's Disaster Assist website at [disasterassist.gov.au](http://disasterassist.gov.au).

#### **Media contacts:**

Minister Watt: <sup>36</sup>  
Premier Rockliff: <sup>36</sup>



22 December 2022  
Jeremy Rockliff, Premier

## Talking Points: Announcement of Flood Recovery Support Package

- Our government is dedicated to supporting Tasmanian flood affected communities on their journey to recovery.
- That is why I am pleased to announce that an additional Flood Recovery Support Package of up to \$15.2 million in targeted funding is being made available to support local government areas significantly affected by the severe weather event in Tasmania on 13 and 14 October 2022.
- This additional financial assistance is being jointly funded by the Australian and Tasmanian governments under the Disaster Recovery Funding Arrangements (DRFA).
- Importantly, this means that damaged environmental, recreational and community assets, which contribute so much to the community's social wellbeing and are important tourism drawcards for the local economy, can be cleaned up and repaired. This includes mountain bike trail networks, trails, reserves, recreational grounds and sporting facilities.
- In addition, this additional support will provide for the restoration of other priority community assets, such as the native animal hospital at Wing's Wildlife Park where I am standing today. The Park was severely damaged during the floods, and the foundations of the native animal hospital undermined and irreparable.
- This facility is the only one of its kind on the north-west coast, so this funding will support the ongoing operation of the animal hospital to care for injured and orphaned native wildlife and to continue their extremely important environmental and conservation programs, including the Wing's Wildlife Park Tasmanian Devil breeding program.
- Under these new support packages, recovery grants for non-profit organisations will also be extended to non-profit sporting organisations currently not eligible for support as they are not registered charities.
- These non-profit sporting organisations will be able to apply for grants of up to \$25,000 to help with the costs of clean up and restoration.
- Additionally, the Flood Recovery Support Package will provide up to \$2.1 million to private landholders to access a grant to assist with the costs of cleaning up debris and

repairing damage on their land. Further information on these grants will be made available in the new year.

- This \$15.2 million in funding is in addition to the assistance already made available under the DRFA to help affected individuals, families, small businesses, primary producers, non-profit organisations and local councils with their recovery from the floods.
- The Australian and Tasmanian governments will continue to work together to ensure flood-affected communities receive the support and assistance they need to recover.
- Further information on the Community Recovery Fund and other assistance is available on the TasRECOVERY website at [www.tasrecovery.com](http://www.tasrecovery.com) and the Australian Government's Disaster Assist website at [disasterassist.gov.au](http://disasterassist.gov.au).



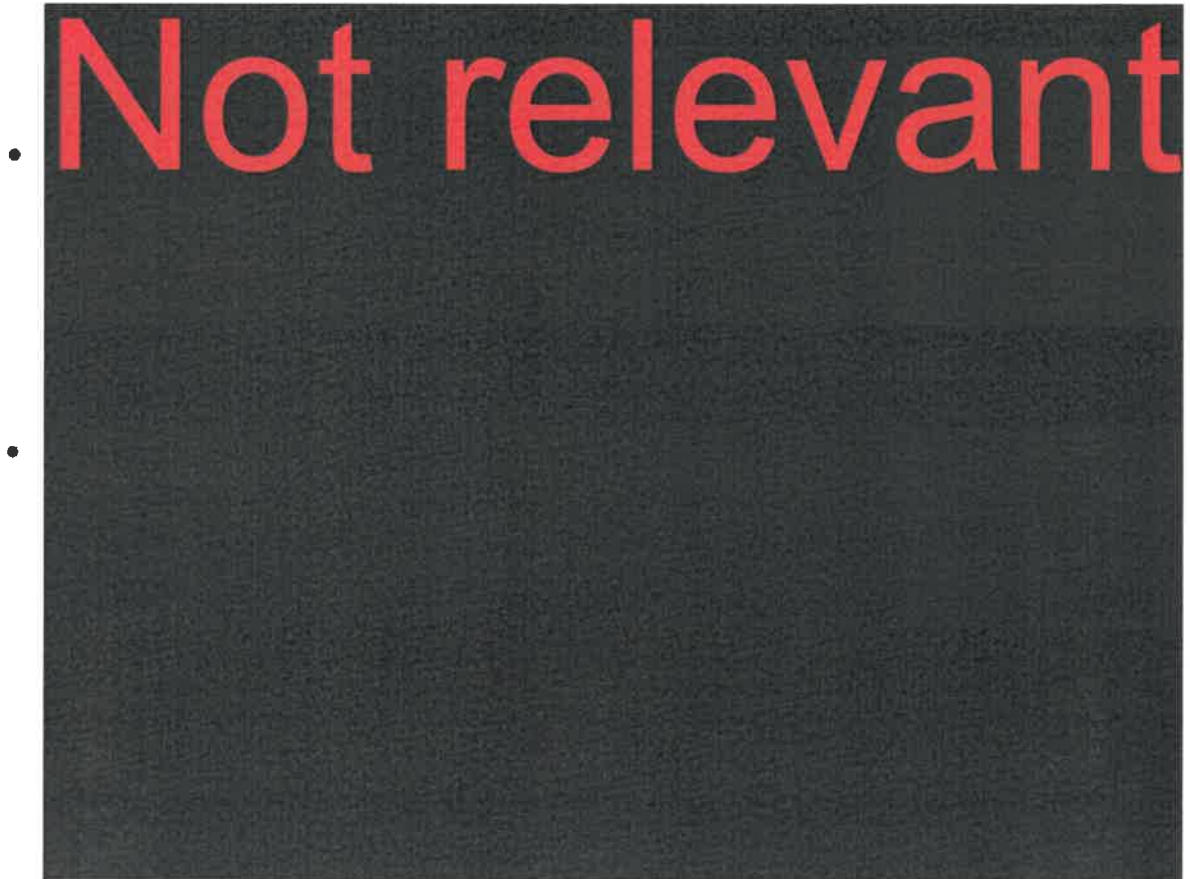
## Media Q&As – additional flood recovery support package

### Key messages/reasons for the initiative

- Up to \$15.2 million in targeted funding has been activated to further support communities affected by the flooding and severe weather in October 2022 with their medium- to long-term recovery.
- The additional support package will assist with the restoration of state and local government owned environmental, recreational and community assets, as well as provide support for sporting organisations and private landholders who were ineligible for previous funding. The package also includes support for the reconstruction of the not-for-profit native animal hospital at Wing's Wildlife Park which was demolished after sustaining significant damage in the event.
- The Tasmanian Government worked closely with affected councils and Tasmanian Government agencies to determine the impact and recovery needs of communities.
- The assistance is being jointly funded by the Australian and Tasmanian governments under the Disaster Recovery Funding Arrangements.



Not relevant



**Why is Wing's Wildlife Park specifically receiving funding under this measure?**

- The Park's not-for-profit native animal hospital was the only facility of its kind on the north-west coast. Providing support to rebuild this important facility helps to ensure the provision of essential care for injured and orphaned native wildlife, and contributes to a range of important environmental and conservation programs.

**Smith, Gemma**

---

**From:** Crawford, Todd  
**Sent:** Tuesday, 3 January 2023 3:20 PM  
**To:** s 36  
**Subject:** RE: Submission Link

No problem s 36 I understand how that may have happened ... there was a real push to get things moving and the support package itself contains multiple components.

Please contact me again if you have any questions or concerns as we progress through the grant preparation process.

Regards  
 Todd

**From:** s 36  
**Sent:** Tuesday, 3 January 2023 3:00 PM  
**To:** Crawford, Todd s 36  
**Subject:** RE: Submission Link

Thanks Todd – we got some mixed messages at the launch today so I thought I better follow it up.

Cheers

s 36

Sent from [Mail](#) for Windows

---

**From:** Crawford, Todd s 36  
**Sent:** Tuesday, January 3, 2023 2:39:23 PM  
**To:** s 36  
**Cc:** recovery <[recovery@dpac.tas.gov.au](mailto:recovery@dpac.tas.gov.au)>  
**Subject:** FW: Submission Link

Good afternoon s 36

I hope you had a good Christmas and New Year break?

There will be no requirement for you to submit through the grant portal for assistance with the rebuild of the animal hospital as we previously discussed. Staff from my team will be in touch to work through the preparation of a bespoke grant deed for Wings Wildlife Park.

We will be in touch shortly to advise as to requirements from your end.

Regards  
 Todd

**Todd Crawford | Executive Director**  
 Resilience and Recovery Tasmania | Policy & Delivery

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

ph: s 36 mob s 36

s 36 | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



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**From:** s 36  
**Sent:** Tuesday, 3 January 2023 1:26 PM  
**To:** recovery <[recovery@dpac.tas.gov.au](mailto:recovery@dpac.tas.gov.au)>  
**Subject:** Submission Link

Good Afternoon

Can you please direct me to the link for the applications for the grants program announced by the Premier at Wings Wildlife Park today.

Thank You

s 36



s 36

Phone: s 36

Mobile

Email s 36

137 Winduss Road  
 Gunns Plains Tasmania 7315

[www.wingswildlife.com.au](http://www.wingswildlife.com.au)  
[www.facebook.com/wingswildlife](https://www.facebook.com/wingswildlife)  
[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)

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**Smith, Gemma**

---

**From:** Crawford, Todd  
**Sent:** Wednesday, 4 January 2023 4:02 PM  
**To:** Harkin, John; Williams, Dwannylyn; Heard, Christopher; Joseph, Matthew  
**Subject:** FW: FOR INFORMATION : Flood Recovery Support package - next steps

See below – Craig happy with the approach we are taking re these next steps.

**From:** Limkin, Craig s 36  
**Sent:** Wednesday, 4 January 2023 3:41 PM  
**To:** Crawford, Todd s 36  
**Subject:** RE: FOR INFORMATION : Flood Recovery Support package - next steps

Thanks all good

Cheers

Craig!

**From:** Crawford, Todd s 36  
**Sent:** Wednesday, 4 January 2023 9:21 AM  
**To:** Limkin, Craig s 36  
**Subject:** FOR INFORMATION : Flood Recovery Support package - next steps

Hi Craig

As discussed yesterday, here are the next steps for the additional flood recovery support package:

- 

Not relevant

- Support to Wing's Wildlife Park for the reconstruction of their not-for-profit native animal hospital, which was demolished after sustaining significant damage in the event. As the only facility of its kind on the north-west coast, this funding will support the ongoing operation of the hospital facility



to care for injured and orphaned native wildlife, and to continue its contribution to a range of important environmental and conservation programs.

- o Wings will not need to apply.
- o I communicated this directly to Wings Wildlife Park Manager yesterday
- o Next steps are for RRT to draft a grant deed for the funding.

• Not relevant

Please let me know if you have any questions

Regards

Todd

**Todd Crawford | Executive Director**

Resilience and Recovery Tasmania | Policy & Delivery

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Hobart, Tasmania 7000

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**Smith, Gemma**

**From:** Harkin, John  
**Sent:** Thursday, 5 January 2023 5:01 PM  
**To:** Crawford, Todd  
**Cc:** Heard, Christopher; Williams, Dwannylyn  
**Subject:** FW: Comparison of Supports - 2016 Floods and 2022 Floods

Hi Todd

As discussed earlier – Chris has put together a brief comparative analysis of the 2016 and 2022 flood recovery packages. A key point in this is the response to event specific impacts and identified needs, which will always be different year to year and event to event. Our support packages are built on consistent principles and based on advice of the community and recovery partners (local govt and govt agencies).

Let me know if anything additional would be helpful.

Cheers

John

**John Harkin | Assistant Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

M. s 36

s 36

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**From:** Heard, Christopher  
**Sent:** Thursday, 5 January 2023 1:59 PM  
**To:** Harkin, John  
**Subject:** Comparison of Supports - 2016 Floods and 2022 Floods

Hi John,

Please see below for a summary of the recovery support measures available to local governments, small businesses, primary producers, non-profit organisations and related entities (including landholders).

Overall, differences in support between the two events are due to different needs. Where specific needs are common to both events, support offered for the 2022 event is generally no less than that offered for the 2016 event. Support for the 2022 event is:

- significantly higher for some groups (e.g. non-profit and sporting organisations);
- available to some groups that were ineligible for support after the 2016 Floods (e.g. owners of small landholdings); and

- significantly simpler and more flexible for some groups, likely resulting in higher payments for many recipients (e.g. primary producers and small businesses).

In addition to payments to primary producers, some landholders received payments under the Agricultural Landscape Rehabilitation Scheme (ALRS) following the 2016 Floods. This scheme was designed to address environmental and economic recovery needs identified following a DPIWE expert assessment. Needs of this kind, on a comparable scale, have not yet been identified following the 2022 Floods.

It is also worth noting that the Australian Government is making a larger contribution to costs for the 2022 Floods. The Australian Government declined to contribute to the ALRS or other riparian recovery activities following the 2016 Floods, but is contributing to all aspects of the 2022 Flood recovery package including additional or larger grants for small businesses, primary producers, non-profit organisations and owners of small landholdings. Compared to the 2016 Flood recovery effort, the 2022 Flood recovery package provides higher levels of more flexible support to a broader range of potential applicants and at lower cost to the Tasmanian taxpayer.

<b>Domain</b>	<b>Need</b>	<b>2016 Floods</b>	<b>2022 Floods</b>	<b>Notes</b>
Infrastructure	Damaged local government infrastructure	Up to 75% of eligible costs	Up to 75% of eligible costs (including community assets)	Support for 2022 Floods has been extended to some community assets (e.g. local government sporting and tourism facilities, such as mountain bike trails)
Social	Non-profit organisations (physical damage – including sporting organisations)	Up to \$2,000 per applicant for clean up, restoration or replacement	Up to \$25,000 per applicant for clean up, restoration or replacement	Significantly higher level of support offered for 2022 Floods
Economic	Primary producers and small business	Up to \$10,000 per applicant for clean up, restoration or replacement ( <b>primary producers only</b> )  Up to \$200,000 per applicant as a concessional loan  Up to \$15,000 per applicant as a transport subsidy ( <b>primary producers only</b> )	Up to \$25,000 per applicant for clean up, restoration or replacement	Compared to support for the 2016 Floods, support for the 2022 Floods: <ul style="list-style-type: none"> <li>• includes cash payments for affected small businesses;</li> <li>• includes larger cash payments for primary producer clean up; and</li> <li>• is simpler for applicants – concessional loans and transport subsidies, which were complicated and had limited take up, have been replaced with larger cash payments including rapid “Tier 1” grants</li> </ul>
Social	Damage to small landholdings	Not available	Up to \$10,000 per applicant for clean up or restoration	Targeted support for owners of small landholdings was not available following the 2016 Floods

Environmental/ Economic	Agricultural landscape rehabilitation	Grants for restoration of the agricultural landscape, with a focus on projects offering spill over benefits (as assessed by a panel including the TFGA). Average successful applicant received approximately \$20,000, with some large projects receiving more.	Not currently available	Widespread environmental degradation threatening agricultural production has not been identified following the 2022 Floods, however assessments are ongoing
Social/Economic	Primary producers and rural/regional small businesses	Up to \$2,500 per applicant	Up to \$2,500 per applicant	Equivalent support offered for both events
Economic	Farm businesses and agri-food businesses	AgriGrowth Loan Scheme	AgriGrowth Loan Scheme	Equivalent support offered for both events

From: Crawford, Todd <s 36>  
 Sent: Wednesday, 4 January 2023 4:08 PM  
 To: Harkin, John <s 36>; Heard, Christopher <s 36>  
 Subject: FW: INTERNAL DELIERATIONS For information: Severe Weather Event October 2022 - Indicative Recovery  
 Package as at 3 Jan 2023.docx

Hi both  
 Can we catch up tomorrow morning quickly to discuss the below and a couple of related flood recovery issues that  
 Craig raised with me today?  
 I will find a time.  
 Regards  
 Todd

From: Limkin, Craig <[Craig.Limkin@dpac.tas.gov.au](mailto:Craig.Limkin@dpac.tas.gov.au)>  
 Sent: Wednesday, 4 January 2023 3:42 PM  
 To: Crawford, Todd <[Todd.Crawford@dpac.tas.gov.au](mailto:Todd.Crawford@dpac.tas.gov.au)>  
 Subject: FW: INTERNAL DELIERATIONS For information: Severe Weather Event October 2022 - Indicative Recovery  
 Package as at 3 Jan 2023.docx

Can you please investigate and come back to me please with a reply  
 C!

From: Field, Vanessa <s 36>  
 Sent: Monday, 2 January 2023 3:10 PM  
 To: Limkin, Craig <s 36>; Rockliff, Jeremy <s 36>  
 Subject: INTERNAL DELIERATIONS For information: Severe Weather Event October 2022 - Indicative Recovery  
 Package as at 3 Jan 2023.docx

Hi Craig,

This doesn't seem comparable with 2016, I'm aware of some land owners who received around \$90,000 back then which went through a local panel process involving the TFGA etc.

We need to ensure that we are at least comparable in terms of amounts available per business/land owner.

I'm also concerned that some land owners may look to what Wings is likely to receive (when that's sorted) and feel very short changed in comparison.

If we are being constrained by Commonwealth guidelines and needs to contribute more as a State government to top up, then so be it.

I think we will be ok for tomorrow if we say more to come but we need to make sure we aren't open to criticism by filling gaps/reviewing amounts available.

Happy to discuss more tomorrow.

Ness

**Vanessa Field**  
Chief of Staff

Office of the Hon Jeremy Rockliff MP  
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Level 11, 15 Murray Street HOBART TAS 7000  
Phone: s 36

Office of the Premier  
[www.premier.tas.gov.au](http://www.premier.tas.gov.au)



**From:** Limkin, Craig s 36  
**Sent:** Monday, 2 January 2023 2:50 PM  
**To:** Field, Vanessa s 36; Rockliff, Jeremy s 36  
**Subject:** RE: For information: Severe Weather Event October 2022 - Indicative Recovery Package as at 3 Jan 2023.docx

Hi Both

They can apply for up to \$10,000 per private land holder.

Cheers  
Craig!

**From:** Field, Vanessa s 36  
**Sent:** Monday, 2 January 2023 2:46 PM  
**To:** Limkin, Craig s 36; Rockliff, Jeremy s 36  
**Subject:** RE: For information: Severe Weather Event October 2022 - Indicative Recovery Package as at 3 Jan 2023.docx

Thanks Craig,

In relation to the private property and environmental clean-up funds, is there a cap on the amount property owners can apply for?

Ness

**Vanessa Field**

Chief of Staff

**Office of the Hon Jeremy Rockliff MP**

Premier of Tasmania

Level 11, 15 Murray Street HOBART TAS 7000

Phone s 36

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[www.premier.tas.gov.au](http://www.premier.tas.gov.au)



From: Limkin, Craig s 36

Sent: Monday, 2 January 2023 2:17 PM

To: Field, Vanessa s 36 Rockliff, Jeremy s 36

Subject: For information: Severe Weather Event October 2022 - Indicative Recovery Package as at 3 Jan 2023.docx

Hi Premier and Vanessa

As discussed with Vanessa, please find attached an updated version of the master flood recovery table which indicates those programs that have been activated (green shading) or are about to be activated as part of the Community Recovery Fund (orange shading).

As you will note from the commentary in the table, clean up and restoration are primary drivers for most of the recently activated packages. In relation to the Community Recovery Fund in particular it contains the following provisions:

- Private Property Clean Up Grants
- Environmental Clean Up Package, and
- Parks and Wildlife Asset Package (which includes a clean-up provision)

We are going above what we did in 2016 as we have been able to maximise the use of the DFRA better this time. There are a few more things we want to do based on some community feedback in the coming weeks as well.

Happy to chat

Cheers

Craig!



**Smith, Gemma**

---

**From:** Williams, Dwannylyn  
**Sent:** Thursday, 5 January 2023 11:51 AM  
**To:** Harkin, John  
**Subject:** Wings native animal hospital funding - grant deed

Hi John

I had a great conversation with Matthew Gregg regarding the funding for Wings' animal hospital - the grants team can draft the funding deed for us (has to be long form due to the amount).

Steps are:

1. The team will send a link to a short online form to our nominated contact in Wings. It's kind of like an application form, but just gathers basic details.
2. The grants team then perform a viability check.
3. The grants team will send the department's client liaison manager (you or Todd or another nominated person) a link to an online risk assessment questionnaire. This will ask us things like purpose of funding, our desired KPIs, timeframes, reporting requirements etc
4. The information from both the viability check and the risk assessment will generate the long form grant deed for checking and signature by both parties.

Dwan

Dwannylyn Williams | Principal Policy Officer  
 Resilience and Recovery Tasmania | Policy and Delivery Division  
 Department of Premier and Cabinet  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

03 **s 36** | **s 36** | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



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Most current public information from across Tas Government for COVID-19: [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au)

We acknowledge the traditional Aboriginal owners of country, their ongoing connection to this land and we pay our respects to their culture and their Elders past, present and emerging.

**Smith, Gemma**

---

**From:** Gregg, Matthew  
**Sent:** Thursday, 5 January 2023 1:30 PM  
**To:** Williams, Dwannylyn  
**Subject:** RE: **Not relevant**  
**Attachments:** Specific\_Purpose\_Funding\_-\_Organisation\_Details\_Form-Application.pdf;  
SPF\_-\_Risk\_Assessment\_and\_Management\_Plan\_Form-Assessment.pdf

Hi Dwann,

The basic template of each form is attached – the online link may differ vary slightly as we tailor it to each program.

Similarly, all the options/scoring/tables etc. are automated when filling out online rather than in PDF format where it looks quite clunky

Regards,

Matt

**From:** Williams, Dwannylyn  
**Sent:** Thursday, 5 January 2023 1:21 PM  
**To:** Gregg, Matthew  
**Subject:** RE: **Not relevant**

**Not relevant**

Hopefully these are helpful

On another matter, John is going to meet with the GM of Wings on Monday re the funding for their animal hospital. Are you able to send John and I either the link or template of the risk assessment form you mentioned? John can refer to it in his discussions to verbally draw out or identify the sorts of things that will be covered by the funding deed (KPIs, key timeframes etc). After his meeting, we will be able to confirm a contact at Wings.

**Not relevant**

## Specific Purpose Funding - Organisation Details Form

### Form Preview

## Important Information

\* indicates a required field

## Important Note

This form is used to collect information about your organisation to assist in the preparation of grant documentation **should funding be awarded**.

**Completing this form is not a commitment to provide funds.**

## Privacy

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

Please note by submitting this form you:

- are agreeing to allow information to be shared for the purposes of assessing and, if required, administering a grant, and
- acknowledge that some information in relation to any funding provided such as the recipient name, funding purpose, amount, location and any other details the department may consider appropriate will be made public as part of a fair and transparent process when disbursing public funds.

## Confirmation

**I confirm that at the time of completing this form to the best of my knowledge:**

- The information I have provided is true and correct, and
- any funding that may be received is to the benefit of Tasmanians.

**I also confirm that:**

- I have read and agree with the Privacy Statement noted above.
- I understand that should specific purpose funding be provided, an agreement or grant deed will be prepared by the department on behalf of the Crown outlining the terms and conditions and must be executed by both parties prior to any funding being provided.

**I confirm that I have read, understood and agree to the above statements. \***

☐ Yes

☐ No

## Organisation and Contacts

\* indicates a required field

## Organisation Details

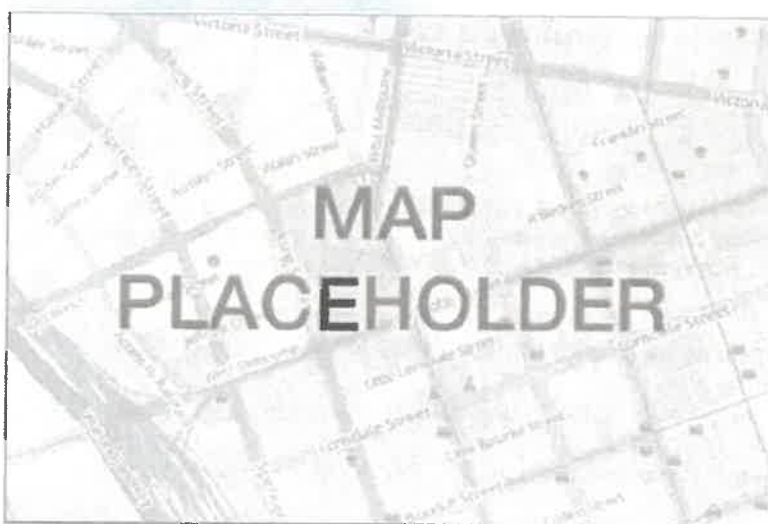
**Organisation name \***

## Specific Purpose Funding - Organisation Details Form Form Preview

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

**Applicant Primary Address (this should be your organisations physical address)**  
Address



**Applicant Postal Address**  
Address

**Primary contact person \***

Title      First Name      Last Name

This is the person we will correspond with about this grant

**Position held in organisation \***

e.g. Manager, Board Member, Fundraising Coordinator

**Primary phone number \***

**Back-up phone number**

## Specific Purpose Funding - Organisation Details Form

Form Preview

### Primary contact person's email address \*

This is the address we will use to correspond with you about this grant.

### Would you like to add an additional contact person's details you would like to add?

- ☐ Yes  
☐ No

This person may be a contact should you

### Additional Contact Details

#### Name

Title  First Name  Last Name

#### Additional Contact Position

#### Additional Contact Email

Must be an email address.

#### Additional Contact Phone Number

Must be an Australian phone number

## Organisation Details

### About your organisation

#### Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

##### Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)



## Specific Purpose Funding - Organisation Details Form

### Form Preview

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

## Organisation Operation

**Please use this section to tell us a little about your organisation, it's operations and purpose.**

OPTIONAL: this section is optional and can be used to assist you describe the function and needs of your organisation and how it benefits Tasmanians.

## Annual report and financials

**If your organisation produces an annual report please provide a link to or attach a copy of your most recent Annual Report.**

If your organisation does not produce an annual report, and you are requesting, or receiving, for funding of more than \$100,000 please provide us with your organisations most recent audited financial report or a copy of the financial report that was submitted at your organisations last annual general meeting.

### Upload files

Attach a file:



or

### Provide web link:



Must be a URL

## Project Details

**\* indicates a required field**

### Funding Purpose

In this section tell us a little about what your organisation aims to do with any funding that may be provided for your project.

\*Please note a **'project'** means an activity, program, event, initiative, infrastructure (new or update), service or support that your organisation is undertaking.

## Specific Purpose Funding - Organisation Details Form

### Form Preview

#### Name of Project, program or activity. \*

Your title should be short but descriptive

#### Which area will your project or activity be located? \*

If your project or activity will occur in more than one location select the primary location or the location of your main office.

#### Which areas of Tasmania will benefit from the project? \*

- ☐ The Local Government Area selected above
- ☐ Northern Tasmania
- ☐ North-West Tasmania
- ☐ Southern Tasmania
- ☐ Tasmania - state wide

#### Which option below best describes the primary focus for your project? \*

- ☐ Aboriginal
- ☐ Children and youth
- ☐ Community infrastructure - new or upgrade
- ☐ Community service
- ☐ LGBTIQ+
- ☐ Multicultural
- ☐ Seniors
- ☐ Social
- ☐ Sport or recreation
- ☐ Veterans
- ☐ Women

### Community Infrastructure

#### Please select the type of infrastructure project. \*

- ☐ New build
- ☐ Extension to an existing structure
- ☐ General upgrade to existing
- ☐ Maintenance, repairs or replacements
- ☐ Disability, access and/or safety upgrades

#### Which of the below best describes the users of the infrastructure? \*

- ☐ Broad general community use
- ☐ Sport
- ☐ Recreation
- ☐ Youth
- ☐ Seniors

### Children and Youth

#### Which age group(s) is your projects primary target? \*

- ☐ 0 to 5 years
- ☐ 5 to 10 years
- ☐ 10 to 15 years

## Specific Purpose Funding – Organisation Details Form

### Form Preview

- ☐ 15 to 20 years  
☐ 20 to 25 years

Anticipated start date \*

If unknown, provide your best estimate

Anticipated end date \*

If unknown, provide your best estimate

**Please provide a brief description of the project for which you are seeking funds \***

Word count:

Must be no more than 100 words.

Be descriptive, but succinct.

**Do you have budget details prepared for your project? \***

- ☐ Yes  
☐ No

## Project Budget

\* indicates a required field

### Budget

Please input the income and expenditure for your project.

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

### Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

### Further budget information

**Are the budget figures you have provided an: \***

- ☐ an estimation  
☐ confirmed - i.e. based on valid quotes or recent costings  
☐ a confident estimate

## Specific Purpose Funding - Organisation Details Form

### Form Preview

Please add any comments in relation to the budget figures you have provided above.

OPTIONAL

## Certification and Feedback

\* indicates a required field

### Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I agree \*

☐ Yes

☐ No

Name of authorised person \*

Title

First Name

Last Name




Must be a senior staff member, board member or appropriately authorised volunteer

Position \*

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number \*

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email \*

Must be an email address.

Date \*

Must be a date

### Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback..

Please indicate how you found the online application process:

☐ Very easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very difficult

How many minutes in total did it take you to complete this application? \*

Estimate in minutes i.e. 1 hour = 60

## Specific Purpose Funding - Organisation Details Form

Form Preview

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**





## SPF - Risk Assessment and Management Plan Form

### Form Preview

## Introduction

\* indicates a required field

## Completing this form

This form is designed to help you assess the risk of a grant recipient and the project, activity or service being funded and **must be completed** prior to offering any funding to a client or organisation.

**You MUST NOT complete this form if you have a conflict of interest with the proposed recipient. If you are unsure discuss this with your manager or the delegated approver for the grant.**

The risk assessment and management process is as follows:

1. Outline the proposed recipient and project details
2. Design - define the grant purpose, objectives, outcomes and any specific conditions or terms
3. Complete the risk assessment
4. Outline how the identified risks will be managed
5. Finalise the risk management plan
6. Submit this risk assessment and management plan application for approval.
7. Gain approval
  - Advise the delegated approver\* that you have lodged a risk assessment and management plan for their approval in SmartyGrants, **OR**
  - Use the PDF you receive when submitting this risk assessment and management plan to request approval from the delegated approver. Once approved provide a copy of this approval to the Grants Hub and they will approve the risk assessment in SmartyGrants for audit records.

### **Useful information to help complete this assessment.**

**\*Who is the delegated approver?** This is the person who holds the delegation to approve the grant funding, if you are not sure refer to the department delegations on [ipac](#), or you can contact the grants unit or your manager.

### **Budget Management**

To ensure that grants are funded from the correct budget the full cost code is required and should consist of the following:

CCCCC = Cost Centre (specifies the team level within business units)

NNNN = Natural Account (the type of expense / asset / liability)

FFF = Fund (the funding source)

PPPP = Project (identifies the specific purpose)

The format of the cost code to be entered in the final section of this form should be in the following format:

CCCCC-NNNN-FFF-PPPP

### **Declaration - Conflict of Interest. \***

- ☐ I do not have a conflict of interest with the proposed grant recipient

## SPF - Risk Assessment and Management Plan Form

### Form Preview

☐ I raised a concern of a potential conflict of interest with my manager or delegated approve and have been approved to proceed with this assessment  
 YOU MUST NOT proceed if you have a conflict of interest with the proposed recipient of the grant funds.

### Potential Conflict of Interest - approval to proceed

**Name of manager of delegated approver who reviewed the potential conflict and approved you to proceed with this assessment. \***

**Manager of Delegated Approver Position \***

**Date of approval: \***

Must be a date.

**Conflict of interest description and comments \***

What if funding has already been offered to the client by a Minister or delegated person?

You may find that a client has already been offered funding via an election commitment or specific purpose funding.

You will still need to complete a risk assessment and management plan before proceeding to offering funding to the grant recipient.

Do I need to complete another risk assessment and management plan if the funding is a recurrent arrangement or a variation?

**Not necessarily, there are 3 approaches that can be used depending on the situation.**

- 1.If no change to the approved purpose and the funding is consistent with the original intent of the current or previous arrangement, you will need to:
  - review the risk assessment you previously submitted and, if it is still accurate,
  - email the assessment to the delegated approver for their approval to proceed.
- 2.If you wish to amend and reassess your original risk assessment this can be re-opened rather than starting a new assessment.
- 3.If the new funding has a different purpose, amount and conditions you will need to commence a new risk assessment and management plan.

## SPF - Risk Assessment and Management Plan Form

### Form Preview

### Proposed Recipient and Funding Purpose

#### Funding Purpose Title

This maybe a project, service, initiative, event, program or activity name

#### Short Description of the proposed funded project, activity and organisation/ individual

#### Anticipated Start Date

Must be a date.

#### Anticipated End Date

Must be a date.

#### Total Amount Requested

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

#### Total Cost - Project, Service, Program or Initiative etc.

\$

Must be a dollar amount.

EXCLUDING GST - What is the total budgeted cost (dollars) of your project, service, program, initiative etc?

#### What segment or portfolio does this funding initiative belong to?

- ☐ Aboriginal
- ☐ Ageing
- ☐ Community Service and Development
- ☐ Community Support Program
- ☐ Disability Services
- ☐ Emergency Support
- ☐ Family Support
- ☐ Family Violence
- ☐ Food Relief
- ☐ Gambling Support
- ☐ LGBTIQ+
- ☐ Neighbourhood House
- ☐ Veterans
- ☐ Wellbeing, Strategy and Engagement
- ☐ Women
- ☐ Youth

## SPF - Risk Assessment and Management Plan Form

### Form Preview

### Design

#### Grant Purpose and Outcome(s)

##### **What is the purpose for the grant funding?**

Consider the objective(s) of the support to help define the approved purpose to be outlined in the grant deed. This should be a high level statement i.e. To fund the operational set up of a new community support program that.....etc.

##### **What is the outcome, or outcomes, that are to be achieved?**

This can be more than one and is ultimately what will be delivered by the funding and activities undertaken. For example a brief outcome statement may read: ' Create and implement a business plan for the Community Support Program. Open the program to the public by no later than 30 June 2030 and employ and train staff sufficiently to deliver the program and implement a review process that monitors quality and safety risks.'

#### Grant Actions, Tasks or Activities

**List the actions, tasks or activities required to be undertaken as part of delivering the grant outcomes**

**Estimated completion date**

	Enter the estimated date if known.

### Risk Assessment

\* indicates a required field

#### Important Notes:

Completing this **Risk Assessment** will help you to determine the level of risk important when managing the appropriate use and distribution of public funding.

The term '**Project**' is used to describe the activity, service, program, event, infrastructure or specific project that will be undertaken deliver the grant 'Purpose' and the grant 'Outcomes'.

#### **KEY DEFINITIONS for GRANTS**

**Purpose** = Why are we doing this, what is the reason for the funding initiative?

**Actions and KPIs** - What things do we need to do that align to the purpose and will deliver the outcomes. How many, how often, how much, who, where, when, etc.

## SPF - Risk Assessment and Management Plan Form

### Form Preview

**Outcome(s)** - What will be delivered, grants can have more than one outcome and this must be what will be delivered and the success of the funding initiative is ultimately measured on that aligns to the purpose.

### Grant and Project Values - Reference Table

#### Score 151015

Risk level Low Moderate High Very High

Individual Grant Value Up to \$10,000 \$10,001 to \$100,000 \$100,001 to \$500,000 >\$500,000

Total Project Budget Up to \$200,000 \$200,001 to \$500,000 \$500,001 to \$5 million >\$5 million

### Grant and Project Values

Using the table above please select the relevant score for the respective level of risk.

#### Grant Value

Grant value risk score \*

#### Project Value

Total project budget risk score \*

### Value Assessment

Consider the value of providing funding to the proposed recipient:

1. Outcomes to Tasmanian's - how does this funding support a community need?
2. Quantity - how many Tasmanian's will benefit, for how long and will this be sustainable?
3. Return on investment - is there a contribution from other sources being made such as local or federal government or other philanthropist funding support. Or will the funding be used to create a fee for service activity that will assist with future sustainability.

**Considering the points above, note any concerns or important points to consider in relation to value for money of the proposed funded project.**

Any concerns or evidence requirements of additional funding contributions should be added in the risk management section.

### Safety, Environment and Reputation - Reference Table

#### Score 151015

Risk Level Low Moderate High Very High

Safety, Environment & Reputation

Rare likelihood of an incident or negative impact.

Severity of incident is generally very low, minor and/or temporary.

Low likelihood of an incident or negative impact.

Severity of an incident is moderate to low, impact may be short term and recoverable.



## SPF – Risk Assessment and Management Plan Form

### Form Preview

Possible likelihood of an incident or negative impact.

Severity of an incident is high impact may be longer term for people or places, yet recoverable.

Likely or almost certain likelihood of an incident or negative impact.

Severity is very high and may impact multiple people or places in the long term or may be terminal or permanent.

**Safety** - consider all people involved who are working, volunteering, constructing or delivering the project along with those who are undertaking, using or receiving the service, infrastructure, program or activity. The rating must reflect the risk of safety in relation to injury, health and wellbeing to any person, and the potential severity of those risks.

**Environment** - Is there a hazard or negative risk (i.e. accident) to the environment, consider a waste, chemical, pollution component or will the project be undertaken in an area that requires careful planning and consideration of the natural ecosystem or the volumes of people who are likely to attend.

**Reputation** - is the project likely to be topical in the community, invoke strong opinions, passionate debate or media scrutiny.

### Safety, Environment and Reputation

Using the reference table above please select the applicable score for the respective level of risk.

**Safety risk score \***

1318

**Environment risk score \***

1234

**Reputation risk score \***

1234

### Departmental strategy, resource alignment and funding source - Reference Table

#### Score 1234

Risk Criteria Low Moderate High Very High

Departmental strategy, funding and resource alignment  
Consistent with all departmental strategic objectives.

Is planned, expected with no impact on resources.

Funding is within an allocated/specified budget.

Aligns with departmental strategic objectives at a high level.

May be unplanned but is able to be supported with current or realigned resources.

May need minor additional/realigned budget.

## SPF - Risk Assessment and Management Plan Form

### Form Preview

Aligns with most departmental strategic objectives with some minor variances.

May require minimal additional resources.

Additional budget required for minimal additional funding.

Not consistent with departmental strategic objectives.

Requires additional resources

Requires additional budget allocation for funding.

### Departmental strategy, resource alignment and funding source

Using the reference table above please select the applicable score for the respective level of risk.

**Departmental strategy risk score \***

**Resource alignment risk score \***

**Funding source risk score \***

### Project Complexity and Objectives - Reference Table

Consider how difficult the project will be to achieve in terms of complexity and if the objectives or goals are realistic. Is the grant recipient relying on third parties, infrastructure development, accreditation, other support or more resources etc.

**Score 13710**

Risk Criteria Low Moderate High Very High

Complexity and objectives Simple and very achievable objectives Achievable objectives with minor challenges Objectives may be difficult to achieve and / or complex Objective difficult and / or complex with challenges for recipient to overcome

### Project Complexity and Objectives

Using the reference table above please select the applicable score for the respective level of risk.

**Complexity and objectives risk score. \***

### Funding Arrangements - Reference Table

## SPF - Risk Assessment and Management Plan Form Form Preview

Note: 'Upfront' means on signing of the grant deed and, if applicable, meeting any conditions precedent, before the grant approved purpose is commenced.

### Score 1

2

34

Risk Criteria Low Moderate High Very High

Contribution Co-contribution \$ required is 50% or more of the project value, or grant value is \$10,000 or LESS Co-contribution \$ required minimum 20% up to 50% or grant value is \$10,001 to \$25,000 Co-contribution \$ required up to 20% of the project value or no contribution is required and the grant value is \$25,001 to \$500,000. No Financial Co-contribution is required from the recipient and/or the grant value is more than \$500,000.

Instalments Grants funds to be paid in multiple instalments or is \$100,000 or less. Not applicable Grants funds paid in one Instalment and/or is greater than \$100,000 Not applicable

Payment Timing All funds provided post grant purpose completion OR the grant is \$10,000 or less. 40% or less of the grant value is provided upfront OR the grant value is \$10,001 to \$100,000. More than 40% and less than 70% is provided upfront. 70% or more of the grant value is paid upfront.

## Funding Arrangements

Using the reference table above please select the applicable score for the respective level of risk.

### Funding Contribution

Contribution risk score

### Instalments

Instalment risk score

### Payment Timing

Payment Timing risk score

## Recipient and Project Term - Reference Table

### Score 1234

### Risk Level Low Moderate High Very High

Activity alignment Supports / enhances existing activity, operations or services Supports, enhances and / or updates existing activity, operations or services Upgrades existing activity / enterprise or adds a new component / infrastructure Modification to, or brand new services / activity, operation or infrastructure, that is untested or a new venture

Duration of project(s) Within 12 months 1 - 2 years. 2 - 3 years. > 3 years

### Score 15

### Risk Level Low to Moderate High to Very High

Recipient type Individuals, small to medium businesses Established or well know establishments Experienced project organisations or new teams / individuals with simple projects Any size organisation, more likely medium or large. May be lesser known or new establishments May be new teams with complex projects Individuals or organisations that have an unknown, poor or limited track record.

## SPF - Risk Assessment and Management Plan Form

### Form Preview

### Recipient and Project Term

Using the reference table above please select the applicable score for the respective level of risk.

#### Activity Alignment

Activity Alignment risk score \*

#### Project Term

Project Term risk score \*

#### Recipient Type

Recipient Type risk score

### Total Risk Calculation

#### Total Risk Score

This number/amount is calculated

Initial Risk Assessment Rating - LOW RISK

Initial Risk Assessment Rating - MODERATE RISK

Initial Risk Assessment Rating - HIGH RISK

Initial Risk Assessment Rating - VERY HIGH RISK

### Risk Controls and Management

\* indicates a required field

#### Managing Identified Risks

This page will show any specific risk(s) that require controls to be implemented to reduce the risk.

#### LOW Risk - Grant Value

No specific control required. Should the overall grant risk be assessed as LOW this grant may be completed via a letter of agreement or may be completed all online via SmartyGrants. For further advice speak to the Community Grants Hub.

#### MODERATE Risk - Grant Value

## SPF - Risk Assessment and Management Plan Form

### Form Preview

To manage this risk and adhere to the Treasurer's Instructions the following **risk controls** should be implemented:

- Short Form Grant Deed (a letter of agreement may be considered if overall grant risk is assessed as Low)
- Two instalments should be considered however, may be paid in one instalment.
- Annual audited financial reports are required for the organisation or the financial reports submitted at the organisations annual general meeting (AGM).

### HIGH Risk - Grant Value

To manage this risk and adhere to the Treasurer's Instructions the following **risk controls** should be implemented:

- Long Form Grant Deed (short form may be considered if overall grant risk is Low or Moderate)
- Funding should be split into two instalments (One instalment may be considered if overall grant risk is Low or Moderate)
- Annual audited financial reports are required for the organisation or the financial reports submitted at the organisations annual general meeting (AGM).
- Conditions Precedent should be considered prior to the release of any funding such as:
  - Detailed budget
  - Project plan
  - Proof of any required or desirable licence, qualification, accreditation or evidence of employees/volunteers being fit and proper for the delivery of the project.

**Advice should be sought from the Community Grants Hub to discuss the risks and strategies to address them.**

### VERY HIGH - Risk - Grant Value

To manage this risk and adhere to the Treasurer's Instructions the following **risk controls** should be implemented:

- Long Form Grant Deed is to be used
- A minimum of two funding instalments required (One instalment may be considered by the delegated approver if overall grant risk is Low or Moderate)
- Annual audited financial reports are required for the organisation or the financial reports submitted at the organisations annual general meeting (AGM).
- Conditions Precedent required prior to the release of any funding that may include items such as:
  - Detailed budget
  - Project plan
  - Proof of any required or desirable licence, qualification, accreditation or evidence of employees/volunteers being fit and proper for the delivery of the project.

**Advice MUST be sought from the Community Grants Hub to further evaluate the risks and implement strategies to address them.**

### Grant Value Risk and Controls



## SPF - Risk Assessment and Management Plan Form

### Form Preview

**Enter any specific controls you will use to manage the Grant Value risk. \***

### Project Budget Risk and Control

Prior to committing funds to a grant recipient a Tasmanian Industry Participation Plan (TIPP) MUST be completed if:

- Grant value \$500 000 or more, and
- Project value of \$5 million or more

**A TIPP is required for this grant recipient** and this plan must be approved by the delegated approver and submitted to the Department of Treasury and Finance. Click [here](#) to see the TIPP template.

### HIGH or VERY HIGH - Safety Risk

This risk is rated as High or Very High and it is recommended that you seek advice from the Community Grants Hub.

Controls must be implemented and may include one or more of the following to be undertaken or evidenced:

- Health and Safety Plans
- Accreditations and/or licences - employees, contractors of volunteers
- Employee/Volunteer skills, training and/or development plan.
- Detailed program or activity plans
- Risk Management Plans
- Continuity Plans
- Business / Organisation Plan

Other controls should be considered relevant to the grant recipient and project type.

**Enter the safety risks details and controls to be implemented to manage the risk**

**Risk Reduction - Consider if the controls you will implement will reduce the level of risk noting the 4 levels of risk:**

- Very High Risk = 15 points
- High Risk = 10 points
- Moderate Risk = 5 points
- Low Risk = 1 point

Refer to the risk assessment page for more details on the risk levels applicable.

**Risk Score Reduction - If the controls have reduced the Safety Risk by 2 risk levels select 10, by 1 risk level select 5 and if no risk reduction select 0. \***

## SPF - Risk Assessment and Management Plan Form

### Form Preview

- ☐ 10
- ☐ 5
- ☐ 0

### HIGH or VERY HIGH - Environment Risk

This risk is rated as High or Very High and it is recommended that you seek advice from the Community Grants Hub.

Controls must be implemented and may include one or more of the following to be undertaken or evidenced:

- Environment Plans
- Accreditations and/or licences
- Employee/Volunteer skills, training or development plan.
- Risk Management Plans
- Ecosystem impact reports

Other controls should be considered relevant to the grant recipient and project type.

**Enter the environment risk details and the controls to be implemented to manage the risk. \***

This section MUST be completed, it is expected that this section includes comprehensive details of the controls being used for High or Very High risk grants or grants that involve service provision to members of the community.

**Risk Reduction - Consider if the controls you will implement will reduce the level of risk noting the 4 levels of risk:**

- Very High Risk = 15 points
- High Risk = 10 points
- Moderate Risk = 5 points
- Low Risk = 1 point

Refer to the risk assessment page for more details on the risk levels applicable.

**Risk Score Reduction - If the controls have reduced the Environment Risk by 2 risk levels select 10, by 1 risk level select 5 and if no risk reduction select 0. \***

- ☐ 10
- ☐ 5
- ☐ 0

### HIGH or VERY HIGH - Reputational Risk

This risk is rated as High or Very High and it is recommended that you seek advice from the Community Grants Hub.

Controls must be implemented and may include one or more of the following to be undertaken or evidenced:

- Health, Safety and/or Environment Plans

## SPF - Risk Assessment and Management Plan Form

### Form Preview

- Accreditations and/or licences
- Employee/Volunteer skills, training or development plan
- Detailed program or activity plans
- Risk Management Plans
- Continuity Plans
- Business / Organisation Plan
- Subject matter expert reviews or reports
- Engagement of a consultant / field expert(s)
- Community consultation

Other controls should be considered relevant to the grant Recipient and project type.

**Enter the reputational risk details and the controls to be implemented to manage the risk. \***

**Risk Reduction - Consider if the controls you will implement will reduce the level of risk noting the 4 levels of risk:**

- Very High Risk = 15 points
- High Risk = 10 points
- Moderate Risk = 5 points
- Low Risk = 1 point

Refer to the risk assessment page for more details on the risk levels applicable.

**Risk Score Reduction - If the controls have reduced the Reputational Risk by 2 risk levels select 10, by 1 risk level select 5 and if no risk reduction select 0. \***

- ☐ 10
- ☐ 5
- ☐ 0

Departmental strategy - Risk and Controls

**Enter the risks you have considered and the controls you will use to manage the departmental strategic alignment risk. \***

**Risk Reduction - Consider if the controls you will implement will reduce the level of risk noting the 4 levels of risk:**

- Very High Risk = 4 points
- High Risk = 3 points
- Moderate Risk = 2 points
- Low Risk = 1 point

Refer to the risk assessment page for more details on the risk levels applicable.

## SPF - Risk Assessment and Management Plan Form

### Form Preview

**Risk Score Reduction - If the controls have reduced the Strategy Risk by 2 risk levels select 2, by 1 risk level select 1 and if no risk reduction select 0. \***

- ☐ 2  
☐ 1  
☐ 0

### Department Resource Alignment - Risks and Controls

**Describe changes required to resources to support the the project and manage the appropriate use of government funding. \***

**Enter the number of additional resources required to support this grant. \***

If no additional resources are required enter 0

**Risk Reduction - Consider if the controls you will implement will reduce the level of risk noting the 4 levels of risk:**

- Very High Risk = 4 points
- High Risk = 3 points
- Moderate Risk = 2 points
- Low Risk = 1 point

Refer to the risk assessment page for more details on the risk levels applicable.

**Risk Score Reduction - If the controls have reduced the Resource Risk by 2 risk levels select 2, by 1 risk level select 1 and if no risk reduction select 0. \***

- ☐ 2  
☐ 1  
☐ 0

### Department Funding Source - Risks and Controls

**Describe changes required to existing budgets to support the grant funding. \***

**Enter the amount of additional unbudgeted funding required to be requested or realigned from a different budget for this grant. \***

\$

If no additional funding is required enter 0

**Risk Reduction - Consider if the controls you will implement will reduce the level of risk noting the 4 levels of risk:**

- Very High Risk = 4 points
- High Risk = 3 points
- Moderate Risk = 2 points

## SPF - Risk Assessment and Management Plan Form

### Form Preview

- Low Risk = 1 point

Refer to the risk assessment page for more details on the risk levels applicable.

**Risk Score Reduction - If the controls have reduced the Funding Source Risk by 2 risk levels select 2, by 1 risk level select 1 and if no risk reduction select 0. \***

- ☐ 2  
☐ 1  
☐ 0

### Funding Arrangement - Risk and Controls

**Enter the risks you have considered and the controls you will use to manage the funding arrangement risks. \***

**What percentage (%) co-contribution of the full project value will be required by the grant recipient? \***

Must be a number.

**How many instalments will be made to the recipient for this funding? \***

Must be a number.

**What percentage (%) of the grant value will be paid up front? \***

Must be a number.

Note: 'Upfront' means on signing of the grant deed and, if applicable, meeting any conditions precedent, before the grant approved purpose is commenced.

**Risk Reduction - Consider if the controls you will implement will reduce the level of risk noting the 4 levels of risk:**

- Very High Risk = 4 points
- High Risk = 3 points
- Moderate Risk = 2 points
- Low Risk = 1 point

Refer to the risk assessment page for more details on the risk levels applicable.

**Risk Score Reduction - If the controls have reduced the Funding Arrangement Risk by 2 risk levels select 2, by 1 risk level select 1 and if no risk reduction select 0. \***

- ☐ 2  
☐ 1  
☐ 0

### Recipient and Project Term - Risk and Controls



## SPF - Risk Assessment and Management Plan Form

### Form Preview

**Enter the risks you have considered and the controls you will use to manage the recipient and project term risks. \***

**Risk Reduction - Consider if the controls you will implement will reduce the level of risk noting the 4 levels of risk:**

- Very High Risk = 4 points
- High Risk = 3 points
- Moderate Risk = 2 points
- Low Risk = 1 point

Refer to the risk assessment page for more details on the risk levels applicable.

**Risk Score Reduction - If the controls have reduced the Term Risk by 2 risk levels select 2, by 1 risk level select 1 and if no risk reduction select 0. \***

- ☐ 2
- ☐ 1
- ☐ 0

**Residual Risk Score**

**Residual Risk Score**

This number/amount is calculated.

## Residual Risk and Management Plan

**\* indicates a required field**

### Final Risk Rating - LOW

The residual risk of this grant is low and can be managed through standard grant processes and templates.

### Final Risk Rating - MODERATE

The residual risk of this grant is moderate and can be managed through standard grant processes and templates. Any areas of higher risk are to be addressed through the management strategies noted in this assessment.

### Final Risk Rating - HIGH

The residual risk of this grant is high and may be managed through standard grant processes and templates, however it is likely that additional special conditions may be

## SPF - Risk Assessment and Management Plan Form

### Form Preview

required which can be facilitated via the grants unit. Any areas of higher risk are to be addressed through the management strategies noted in this assessment.

### Final Risk Rating - VERY HIGH

The residual risk of this grant is very high and will require guidance and support from the grants unit and potential further external advice . Specific areas of higher risk are to be addressed through the management strategies noted in this assessment.

### Grant Key Performance Indicators (KPIs)

**NOTE:** Key Performance Indicators (KPIs) are the critical (key) indicators of progress toward an intended result. A KPI is a quantifiable measure of performance over time for a specific objective and provides the grant recipient targets to aim for, milestones to gauge progress, and insights that help the recipient make informed decisions.

**In this section outline any specific KPI's you will include in the funding arrangements.**

Add more lines as required - these outcomes will be added to the grant deed / agreement

### Special terms and Conditions

**Special terms and Conditions are those outside of the standard conditions already included in grant agreement and deed templates.**

**Most grants will not need extra special terms and conditions. If you have any concerns or need advice contact the the grants unit.**

**List any special terms and conditions to be added to the funding requirements**


### Financial Risk Assessment

Given the risks identified in this assessment a Financial Risk Assessment will also be completed.

The Delegated Approver must also consider the Financial Risk Assessment prior to approving this grant to proceed to the next step.

**A financial Risks Assessment has been completed and ready for the Delegated Approvers review. \***

☐ Yes

## SPF - Risk Assessment and Management Plan Form

### Form Preview

You must complete a Financial Risk Assessment prior to submitting this form to the delegate for approval to proceed.

### Risk Management Plan Finalisation

**Additional comments or considerations that should be considered by the delegated approver prior to proceeding with this grant.**

**Any additional approvals, Minutes, media announcements or other documentation can be added here.**

Attach a file:

### Risk Assessment and Management Plan Submission Details

**Name of the department Client Manager for this grant/project \***

First Name

Last Name



**Your Position \***

**Department, Branch/Team \***

**Name of Delegated Approver \***

First Name

Last Name



**Delegated Approver Position \***

**Insert the full budget cost code for this grant \***

**Smith, Gemma**

---

**From:** s 36  
**Sent:** Thursday, 12 January 2023 9:40 AM  
**To:** Crawford, Todd  
**Subject:** RE: Wings Community Wildlife Hospital

Hi Todd

Thanks for getting back to me Todd

Yes happy for you to share with John and Craig

Have had more input today – our consultant vet has suggested some of the equipment suggested for the fit out is unnecessary, including the more expensive ones so costs will fluctuate and I have erred on the higher side so as I have said I think we can be confident we will come below these costs.

Enjoy your time off

Cheers

s 36

Sent from [Mail](#) for Windows

**From:** [Crawford, Todd](#)  
**Sent:** Thursday, 12 January 2023 9:35 am  
**To:** s 36  
**Subject:** RE: Wings Community Wildlife Hospital

Good morning s 36

Thank you for sending this through so promptly, it is good to begin to have a clearer understanding of the estimate of likely cost and the indicative timeframe.

I completely appreciate your commentary in relation to the nature of these estimates at this stage but take comfort in the fact that the process that you have outlined, in particular the use of competitive tendering, will allow costs to be firmed up as well as providing the greatest opportunity to secure the best value for money outcome. The latter is particularly important given the contribution of public funds to the project.

With your consent I would like to share with John and Craig for their thoughts/input?

I am taking a couple of days leave and back in the office Monday so will only be checking email sporadically for that period.

Regards  
 Todd

**Todd Crawford | Executive Director**  
 Resilience and Recovery Tasmania | Policy & Delivery

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000  
 ph: s 36 7544 mob: s 36

s 36

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CUSTOMER FOCUS • EXCELLENCE • WORKING TOGETHER • PROFESSIONAL

From: s 36

Sent: Wednesday, 11 January 2023 4:18 PM

To: Crawford, Todd s 36

Subject: Wings Community Wildlife Hospital

Hi Todd – For your eyes only

Thanks for your support with this project – it appears it is going to take some time to bring it to fruition as there are some processes to put in place before we can move forward regardless of how keen the politicians may be.

I have been back through the original breakdown of expenses presented to us for the original draft designs and the summary of costs. I don't think I shared the breakdown of expenses with you previously so will attach these to this email for your interest. I have also added the original Animal Hospital Summary which I have provided to you previously which confirms a draft cost for the hospital (including GST) of \$1,067,998.00.

This is a well-researched and considered document produced by professionals within their respective fields of expertise and provides a sound foundation for the costing of the proposed Wildlife Hospital. However, it is the opinion of the owners of Wings Wildlife Park that we review all aspects of this project and that we work with project partners to identify ways to reduce the overall costs of this project to a level that is more acceptable to all parties and that is the job that I have been tasked with and am now addressing.

I must at this point reinforce that I am not involved in the valuation of projects of this nature, so my calculations/assumptions are just that, and whilst I have taken the opportunity to speak with the original designer and other professionals in this field about this project before making my assumptions, my thoughts remain open to discussion and to challenge and I would welcome your feedback.

My initial thoughts are as follows:

1. The original quote included a cost for the removal of the cabin on the proposed build site. This cost will now be absorbed by the purchaser of the cabin.
2. The original quote included a significant cost for planning and construction of the actual building that would house the hospital and associated facilities.
  - a. The plan now is to purchase a prefabricated shed from a licensed shed manufacturer which will reduce the overall costs.
  - b. This shed will come with professionally prepared plans that can be presented directly to the Central Coast Council as part of the formal Planning Permit Process saving significant money and time for the project.
  - c. This approach will reduce consultancy costs as planning work will be completed in house.
3. Competitive tenders will be issued for the shed construction including concrete slab work.
4. Architectural drawings will then be prepared for the interior design and fit-out inside the shed and site works.
5. Competitive tenders will be issued for the interior fit-out including the hospital space and site work.
6. As an employee of Wings Wildlife Park, I will project manage this project.



7. The Project will be divided into specific stages that may reflect:

- a. Securing Planning Approval
- b. Shed Construction and Architectural Drawings
- c. Securing Competitive Tenders
- d. Completing Fit out and Site Works
- e. Final Stage

I have retained many of the trade related costs from the original budget as I expect these will be required but preliminary discussions with local builders gives me confidence, without guarantees that building costs are beginning to soften and these costs may be reduced from what were initially proposed.

Whether the softening experienced in the building trade is translated to the plumbing trade is yet to be confirmed, and there are significant costs related to plumbing requirements within the original plan. I am however yet to determine if the identified assets are required (i.e., Sewer). If not this will reduce the budget further but at this stage it is best they remain within the budget.

The fit-out of the Hospital site will be a separate project and I have attached a budget for this for your interest highlighting the major items that will be required. I am hoping these items can be funded through the grants program as these items are critical to the success of the overall hospital complex. Current estimates are that this fit-out will cost approximately \$60,000. The price for the Xray unit is an estimate only.

I have also attached a document that highlights the direct costs to-date for **s 36** and **s 36** Wing as a consequence of the flood on the 13 October 2022. As you can see this figure exceeds \$300,000 when you consider both costs and loss of income, and these costs will continue as they cover additional costs associated with operating without an operating hospital on site and the support required to manage the project for a new Wildlife Hospital. The family have however made a commitment to reopen and enhance the Wildlife Park and have now committed to the Community Wildlife Park and are happy to absorb the costs that have and continue to come their way.

So, in summary where does this leave us:

- A total draft budget of \$728,600.00
- A reduction of \$242,308.00 from the original quote of \$970,908.00 or 25%
- My goal will be to complete the project reducing the cost by a further 10% of the original quote (\$97,090.80), but at this stage I will put forward the estimate of:
- **\$728,600.00**
- With the approval of the Government Departments I will also use my contacts to try to secure private sponsorship to support this project.

Let me know what you think Todd – I await your thoughts with interest

Cheers

**s 36**

## Wings Community Wildlife Hospital – Draft Costings

Wednesday 11 January 2022

<b>Job Name:</b> Wings Community Wildlife Hospital		<b>Draft Version:</b> V 001
<b>Budget Preparation:</b> 5.36		<b>Date:</b> 11/01/2022
<b>Item Number</b>	<b>Trade Description</b>	<b>Trade Total (Estimate)</b>
1	Clearing and Excavation of Site	\$12,000.00
2	Purchase of Shed	\$36,000.00
3	Securing of Building Approval – Central Coast Council (Planning Permit) inc. watercourse approval and Site Plan	\$8,000.00
4	Pouring of Slab	\$50,000.00
5	Building of Shed	\$40,000.00
6	Electrical Work	\$35,000.00
7	Plumbing Work	\$40,000.00
8	Joinery / Carpentry	\$140,000.00
9	Plastering	\$35,000.00
10	Windows and Glazing	\$17,000.00
11	Painting	\$12,000.00
12	Floor Covering	\$35,000.00
13	Siteworks	\$20,000.00
14	Doors/Hardware	\$20,000.00
15	Construction Contingency	\$50,000.00
16	Misc. Contingency	\$50,000.00
17	Project Management	\$48,600.00
		<b>\$668,600.00</b>
*	Plus: Hospital Fit-out	\$60,000.00
		<b>\$728,600.00</b>

## Wings Wildlife Park – Direct Support from Wings Wildlife Park to the 2022 Flood Recovery Program

**13 October 2022 – 11 January 2023**

Job Name: Wings Community Wildlife Hospital		Draft Version: V 001
Budget Preparation: \$ 36		Date: 11/01/2022
Item Number	Trade Description	Trade Total
1	Trades Support	\$26,020.27
2	Purchases – Tools and Equipment	\$11,254.63
3	Purchases - Replacements	\$47,669.53
4	Catering – Staff and Volunteers	\$2,674.49
5	Salaries Paid during period of shut down	\$93,000.00
6	Loss of Income	\$132,864.00
		<b>\$313,482.92</b>

## \*Wings Community Wildlife Hospital – Hospital Fit-Out

### Draft Costings

Wednesday 11 January 2022

Job Name: Wings Community Wildlife Hospital		Draft Version: V 011
Budget Preparation: <b>S 36</b>		Date: 11/01/2022
Item Number	Product Description	Quote
1	Anaesthetic Machine	\$3,790.00
2	2 x Incubators – 1 large and 1 small	\$4,000.00
3	Animal Scales	\$ 400.00
4	X-ray Machine	\$6,325.00
5	3 x Stainless Steel Trolleys	\$1,800.00
6	Infusion Pumps x 6	\$1,500.00
7	Syringe Pumps x 4	\$1,580.00
8	IV Poles x 2	\$ 250.00
9	Operating Table	\$3,500.00
10	Ultrasound	\$9,500.00
11	Autoclave (sterlisers)	\$6,900.00
12	Veterinary Patient Monitors x 2	\$6,980.00
13	Patient Warmer	\$ 975.00
14	Endoscopy System	\$12,500.00
<b>Total</b>		<b>\$60,000.00</b>

**Smith, Gemma**

---

**From:** Harkin, John  
**Sent:** Tuesday, 7 February 2023 11:19 AM  
**To:** Ali, Sherry; Williams, Dwannylyn  
**Subject:** FW: Wings Community Wildlife Hospital

Fyi

**John Harkin | Assistant Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

M. s 36  
 s 36 | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



**From:** Crawford, Todd  
**Sent:** Wednesday, 1 February 2023 11:11 AM  
**To:** s 36  
**Cc:** Harkin, John  
**Subject:** RE: Wings Community Wildlife Hospital

Good morning s 36

The draft implementation schedule that you send through looks reasonable and I think is something that we could align grant payment milestones to. I have copied John on this email response as he will lead the preparation of grant deed etc from here on in.

The Grant under this program may result in financial, taxation, legal or other impacts, but these will vary depending on the individual circumstances of the applicant. We advise that to seek independent financial advice in regard to these impacts. Applicants may also seek advice from the Australian Tax Office on 1800 806 218 if they have further questions about their individual situation.

Regards  
 Todd

**Todd Crawford | Executive Director**  
 Resilience and Recovery Tasmania | Policy & Delivery

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000  
 ph: s 36 mob: s 35

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**From:** s 36  
**Sent:** Tuesday, 24 January 2023 2:04 PM  
**To:** Crawford, Todd <s 36>  
**Subject:** RE: Wings Community Wildlife Hospital

Hi Todd

I have prepared a draft Implementation schedule for you to check – it is attached. Let me know what you think.

Can you also confirm what the Tax implications regarding this grant please so I can let the owners know. Thanks

s 36



s 36  
 Phone s 36  
 Mobile s 36  
 Email: s 36  
 137 Winduss Road  
 Gunns Plains Tasmania 7315

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[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)

## Wings Wildlife Park Community Wildlife Hospital

### Planning and Implementation Schedule

The following planning and implementation schedule has been prepared to reflect the construction and fit out of the Wings Wildlife Park Community Wildlife Hospital.

#### Planning and Implementation Schedule

Stage	Schedule Components	Schedule Components Completed	Amount	Date Payment Due
	Payment Number 1		\$150,000.00	01.02.2023
1	Building Approvals Secured Shed Components Built and Delivered to Site Cement Slab Laid Shed Constructed Project Management	31/05/2023		
	Payment Number 2		\$300,000.00	01.06.2023
2	Internal Fit Out of the Shed Flooring Installed Insulation and walls Installed. Electrical Work Completed Plumbing Completed Air-Conditioning Installed Cool Rooms Installed Project Management	30/09/2023		
	Payment Number 3		\$150,000.00	1/10/2023
3	Hospital Fit Out External Site Upgrades Furniture and fittings installations Windows installations Project Management	30/11/2023		
	Final Payment		\$128,000.00	01/12/2023
4	Final Fit Out Payment of final accounts Project Management Project Launch Project Audit			

**Smith, Gemma**

---

**From:** s 36  
**Sent:** Monday, 20 February 2023 4:19 PM  
**To:** Harkin, John  
**Subject:** RE: Wings Community Wildlife Hospital

Hi John

No worries at all

Hope you had a good break

Wednesday any time is good for me – just let me know when

Cheers

s 36



s 36  
 Phone: s 36  
 Mobile: s 36  
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 137 Winduss Road  
 Gunns Plains Tasmania 7315

[www.wingswildlife.com.au](http://www.wingswildlife.com.au)  
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[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)

**From:** Harkin, John s 36  
**Sent:** Monday, February 20, 2023 3:48 PM  
**To:** s 36  
**Subject:** RE: Wings Community Wildlife Hospital

Hi s 36

Sorry that I did not get back to you on this before going on leave.

I have a bit of time this week – after 3.30 tomorrow and Wed works for me if that suits you.

Regards

John

**John Harkin | Assistant Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

M. s 36  
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From: s 36  
 Sent: Thursday, 9 February 2023 10:40 AM  
 To: Harkin, John s 36  
 Subject: Wings Community Wildlife Hospital

Hi John

Good to catch up last night.

Just wondering if it might help to fast track the funding deed if you have a draft document or a previous grant deed that could send me and I can fill in some details from our perspective whilst you are on leave and then I will send it back to you so you have a draft with our information in it to work on when you get back.

As I said last night we have applied for a building permit from the Central Coast Council. We have also placed an order for a 254 sq mt building and I have tender documents ready to go out for the construction of this including the pouring of the cement slab once the building permit is approved so we are ready to go, hence our enthusiasm to get the grant deed finalised ASAP.

If this is an option let me know.

Cheers

s 36



s 36  
 Phone: s 36  
 Mobile: s 36  
 Email: s 36  
 137 Winduss Road  
 Gunns Plains Tasmania 7315

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If in this

**Smith, Gemma**

---

**From:** Harkin, John  
**Sent:** Wednesday, 22 February 2023 5:02 PM  
**To:** Crawford, Todd  
**Subject:** RE: FOR ACTION : Wings Community Wildlife Hospital

I'll get on to EAST.  
 Cheers  
 John

**John Harkin | Assistant Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

M. [REDACTED] s 36  
 [REDACTED] s 36 | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



**From:** Crawford, Todd  
**Sent:** Wednesday, 22 February 2023 4:47 PM  
**To:** Limkin, Craig  
**Cc:** Harkin, John  
**Subject:** RE: FOR ACTION : Wings Community Wildlife Hospital

Will do.

**From:** Limkin, Craig [REDACTED] s 36  
**Sent:** Wednesday, 22 February 2023 4:44 PM  
**To:** Crawford, Todd [REDACTED] s 36  
**Cc:** Harkin, John [REDACTED] s 36  
**Subject:** Re: FOR ACTION : Wings Community Wildlife Hospital

Dear both

Thanks for the email as I would like to discuss as I have a number of concerns re the below particularly from an integrity of the process point of view and also from a public value for money.

Can we please find time to discuss prior to any further engagement with winds.

Cheers  
 Craig



Sent from my iPhone

On 22 Feb 2023, at 16:19, Crawford, Todd **s 36** wrote:

Hi Craig

Can we please discuss the below tomorrow? I have no visibility as to initial discussions which may have occurred between PO and Wings and we need to clarify in order to finalise the grant deed.

Regards

Todd

**From:** Harkin, John **s 36**  
**Sent:** Wednesday, 22 February 2023 4:17 PM  
**To:** Crawford, Todd **s 36**  
**Cc:** Hiscock, Simon  
**Subject:** RE: Wings Community Wildlife Hospital

Hi Todd

I have discussed this with **s 36**. His response was that **s 36** had been given every impression that there would be \$500k available for this undertaking, and that he has been doing his best to control this view, but it sounds like the initial conversations that we were not a party to made a firmer commitment (or at least created that impression) than we had understood.

I asked if \$365 would torpedo the project, and **s 36** stated that it would not, but would make it difficult. We went on to discuss other elements of the recovery and the likelihood that some anticipated costs (eg for the new footbridge) will not be as high as expected, so I have a strong impression that **s 36** is negotiating in good faith here. He also acknowledged that if they are able to get surplus from Tasrail for the bridge, which appears likely, this is also a govt contribution. My feeling is that if we go to \$420, this would be regarded favourably and enable the project to proceed more easily. If you are in agreement that this is appropriate, I would adjust the staging accordingly, as he was happy with that element of the deal. So this would look like

1. \$170k on signing
2. \$170 on completion of phase 1 (ie slab and shed in place)
3. \$80 on completion of project (opening of hospital / launch)

He also agreed with the final point that 'The funding will be conditional on the structure being finished and utilised as a hospital, so if they decide to repurpose mid-build they would need to reimburse'.

If you are comfortable with this revised offer, I'm pretty sure I can close this deal and then will finalise the grant deed.

Cheers

John

**John Harkin | Assistant Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

**M s 36**  
**s 36** | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



From: Crawford, Todd s 36  
 Sent: Tuesday, 14 February 2023 4:48 PM  
 To: Harkin, John s 36  
 Subject: RE: Wings Community Wildlife Hospital

Hi John

Yes I think that is appropriate and consistent with the guidance that I have received in relation to the quantum.

Regards

Todd

**Todd Crawford | A/Deputy Secretary**  
 Policy & Delivery

Department of Premier and Cabinet  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000  
 ph: (03) s 36 mob: s 36

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From: Harkin, John s 36  
 Sent: Thursday, 9 February 2023 1:31 PM  
 To: Crawford, Todd s 36  
 Subject: FW: Wings Community Wildlife Hospital

Hi Todd

s 36 and I talked in general terms last evening. We got to the point of a discussion on \$\$ - he has had no indication of our intention, although he is aware of the 'up to \$500k' line. I concluded the conversation telling him next step would be to agree on the amount and finalise a grant deed. Based on the attached, I propose to offer \$365k on the basis of it being a ≥50% contribution to the estimated build cost.

My advice would be to break this into 3 payments:

1. \$150k on signing
2. \$150 on completion of phase 1 (ie slab and shed in place)

3. \$65 on completion of project (opening of hospital / launch)

The funding will be conditional on the structure being finished and utilised as a hospital, so if they decide to repurpose mid-build they would need to reimburse.

Are you happy for me to negotiate on these terms?

Cheers

John

**John Harkin | Assistant Director**  
Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
Level 7, 15 Murray Street  
Hobart, Tasmania 7000

M. s 36  
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From: s 36  
Sent: Thursday, 9 February 2023 10:40 AM  
To: Harkin, John s 36  
Subject: Wings Community Wildlife Hospital

Hi John

Good to catch up last night.

Just wondering if it might help to fast track the funding deed if you have a draft document or a previous grant deed that could send me and I can fill in some details from our perspective whilst you are on leave and then I will send it back to you so you have a draft with our information in it to work on when you get back.

As I said last night we have applied for a building permit from the Central Coast Council. We have also placed an order for a 254 sq mt building and I have tender documents ready to go out for the construction of this including the pouring of the cement slab once the building permit is approved so we are ready to go, hence our enthusiasm to get the grant deed finalised ASAP.

If this is an option let me know.

Cheers

s 36

**Smith, Gemma**

---

**From:** s 36  
**Sent:** Wednesday, 22 February 2023 9:23 AM  
**To:** Harkin, John  
**Subject:** Planning Ad  
**Attachments:** Newspaper Planning Ad.pdf

Hi John

Attached is a copy of the Ad in todays paper from the planners at the Central Coast Council for your information.

One hurdle overcome – past the planners – now just got to get past this stage and get Council approval.

Cheers

s 36



s 36  
Phone: s 36  
Mobile: s 36  
Email: s 36  
137 Winduss Road  
Gunns Plains Tasmania 7315

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## Local Government

## LATROBE COUNCIL

## APPLICATIONS FOR PLANNING PERMIT

The following applications have been received under Section 57 of the *Land Use Planning & Approvals Act 1993*.

Application No.: L-DA276/2022

**Site:** Henry Street, Forth Street road easement and Lot 1 Bass Highway Latrobe (CT229984/1)

**Proposal:** Utilities – proposed road extension and culvert over Kings Creek.

Application No.: L-DA277/2022

**Site:** Lot 1 Bass Highway, Latrobe (CT229984/1)

**Proposal:** Storage – proposed Cool Store Warehouse

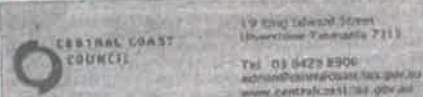
Application No.: L-DA017/2023

**Site:** Lot 3, 46 York Street, Latrobe (CT184303/3)

**Proposal:** Storage – proposed Self Storage Facility

The applications and associated materials will be available for inspection at the Council office during normal office hours or at [www.latrobe.tas.gov.au](http://www.latrobe.tas.gov.au) for a period of 14 days from the date of publication of this notice. In accordance with Section 57(5) of the *Land Use Planning & Approvals Act 1993* any person may make representation in relation to the proposals by letter addressed to the General Manager or email addressed to [council@latrobe.tas.gov.au](mailto:council@latrobe.tas.gov.au) by close of business 8 March 2023.

## Local Government



## APPLICATION FOR PLANNING PERMIT

*S.57 Land Use Planning and Approvals Act 1993.*

The following application has been received:

Application No.: DA2023021

**Location:** 137 Winduss Road, Gunns Plains  
**Proposal:** Business and Professional Services community wildlife hospital and removal of cabin

**Performance Criteria:** Reliance on C7.0 Natural Assets Code

The application may be viewed at the Administration Centre during office hours and on the Council's website. Any person may make representation in relation to an application (in accordance with s.57(5) of the Act) by writing to the General Manager at PO Box 220, Ulverstone 7315 or by email to [admin@centralcoast.tas.gov.au](mailto:admin@centralcoast.tas.gov.au) by no later than 8 March 2023.

Date of notification: 22 February 2023.

SANDRA AYTON  
General Manager

## Public Notices

## NOTICE FOR CLAIMS



# Not relevant



**Smith, Gemma**

---

**From:** Harkin, John  
**Sent:** Tuesday, 28 March 2023 5:01 PM  
**To:** Williams, Dwannylyn  
**Subject:** FW: Wings Contract  
**Attachments:** Flood Related Costs.xlsx

Hi Dwan

Additional info. Nb I have confirmed that none of these costs are covered by insurance

Cheers

John

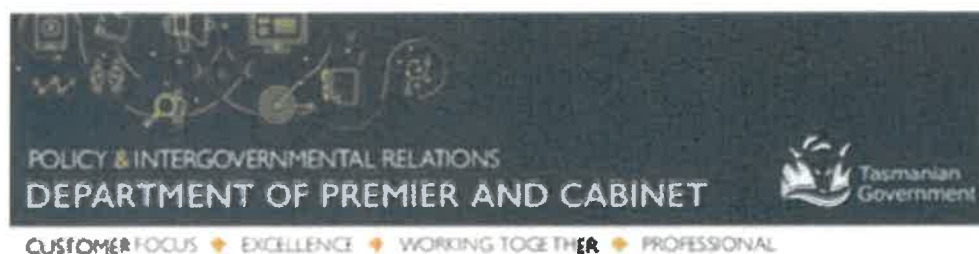
**John Harkin | Assistant Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

M. s 36

s 36

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**From:** s 36

**Sent:** Monday, 27 March 2023 1:08 PM

**To:** Harkin, John

**Subject:** RE: Wings Contract

Hi John

Please find attached an up to date (sort of) list of expenses from Wings Wildlife Park relating to the October floods.

Regards

s 36



s 36

Phone: s 36

Mobile

Email s 36

137 Winduss Road  
 Gunns Plains Tasmania 7315

[www.wingswildlife.com.au](http://www.wingswildlife.com.au)

**From:** Harkin, John <s 36>  
**Sent:** Thursday, March 16, 2023 5:07 PM  
**To:** s 36  
**Subject:** RE: Wings Contract

Hi s 36

Sorry for the longer than expected silence. We have had a couple of key absences that have prevented me from getting resolution following our last conversation. I'm pleased to hear we haven't held you up at this point. I am following up, and hope to be able to get back to you with a conclusive response in the next few days.

Regards  
John

**John Harkin | Assistant Director**  
Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
Level 7, 15 Murray Street  
Hobart, Tasmania 7000

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**From:** s 36  
**Sent:** Wednesday, 15 March 2023 2:07 PM  
**To:** Harkin, John <s 36>  
**Subject:** Wings Contract

Hi John

How are you - Well I hope

Just checking re progress with the contract.

I have engaged Out of scope s 36 to do all of the building and plumbing planning and lodgements to council and they will begin this work as soon as they get something from Council (not sure what that is).

Planning permit still going through the process – first week in April that should be finalised in no-one lodges a complaint.

Other than that there is not much we can do at the moment.

Cheers

s 36

**Smith, Gemma**

---

**From:** Urquhart, Anne (Senator) <§ 36>  
**Sent:** Tuesday, 18 April 2023 1:24 PM  
**To:** Mirowski, Kate (StateGrowth)  
**Cc:** Ian Waller  
**Subject:** Wings Wildlife Funding status  
**Attachments:** 20230103 - Wings Wildlife Funding Announcement.docx

You don't often get email from senator.urquhart@aph.gov.au. [Learn why this is important](#)

Dear Kate

Thank you for your call earlier. Please find attached the Media Release from me and also a link to the Advocate story dated January 3, 2023.

<https://www.theadvocate.com.au/story/8036863/flood-funding-announcement-aids-local-wildlife/>

As discussed the grant was \$500,000 – and I understand there MAY be an opportunity to extend that amount an for the purpose of rebuilding the wildlife animal hospital.

Below is an extract of the email I received in response to the query I made to the office of Senator Murray Watt, Minister for Emergency Management – which might provide you with some additional information.

The status of the funding to Wings Wildlife is a question for the Tasmanian Government.

The DRFA works as a reimbursement, based on what is agreed in the exchange of letters between the Premier and Prime Minister. So it's up to the Tasmanian Government to fulfil the agreement and then recoup the Commonwealth's share.

Fundamentally though, the Prime Minister approved this late last year and so Tasmanian Government should be in the process of delivering it.

If you could let me know the status of funding that would be appreciated, I have copied § 36 from Wings Wildlife Park into this email so he can also understand the status.

Regards  
 Anne

**Anne Urquhart**  
 Senator for Tasmania  
 Chief Government Whip in The Senate

---

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[AnneUrquhart.com.au](mailto:AnneUrquhart.com.au)

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**SENATOR ANNE URQUHART**  
Senator for Tasmania  
Chief Government Whip in the Senate

**MEDIA RELEASE**

**ASSISTANCE PROVIDED TO REBUILD NATIVE ANIMAL HOSPITAL AT WINGS  
WILDLIFE PARK**

Up to \$15 million in targeted funding is being made available to support councils, businesses, community groups and an animal hospital in areas significantly affected by the severe weather event in Tasmania on 13 and 14 October 2022.

Tasmanian Senator Anne Urquhart said, "Wing's Wildlife Park will receive support from this funding, for the reconstruction of its not-for-profit native animal hospital, which was demolished after sustaining significant damage."

The only facility of its kind on the North-West Coast, the hospital will be able to continue caring for injured and orphaned native wildlife, and its contribution to a range of important environmental and conservation programs.

Senator Urquhart said, "I visited the park a few days following the devastating floods, which wreaked havoc on the facilities, and immediately spoke with my colleagues regarding funding assistance for the hospital. I am very excited to announce the funding will assist the facility to be rebuilt and continue the important work they do."

"Wings Wildlife Park is an amazing place to visit for locals, tourists and school groups and the hospital is an important part of the Park."

This extraordinary recovery support is jointly funded by the Australian and Tasmanian Governments under the Disaster Recovery Funding Arrangements (DRFA).

This \$15m funding is in addition to the range of assistance already available under the DRFA to help affected individuals, families, small businesses, primary producers, non-profit organisations and local councils with their recovery from the extreme weather event.

This announcement enables the Tasmanian Government to access assistance for the restoration of state and local government owned environmental, recreational and community assets.

The new funding also provides up to \$2 million in grants for private landholders who are not primary producers to assist with the costs of cleaning up debris and repairing damage on their land. Further information on these grants will be made available in the New Year.

The Australian and Tasmanian governments will continue to work together to ensure flood-affected communities receive the support and assistance they need to recover.

Further information on the Community Recovery Fund and other assistance is available on the TasRECOVERY website at [www.tasrecovery.com](http://www.tasrecovery.com) and the Australian Government's Disaster Assist website at [www.disasterassist.gov.au](http://www.disasterassist.gov.au).

**MEDIA CONTACT:**

Senator Urquhart: s 36



**Smith, Gemma**

---

**From:** Mirowski, Kate (StateGrowth)  
**Sent:** Tuesday, 18 April 2023 1:43 PM  
**To:** Harkin, John  
**Cc:** Honey, Jackie; Williams, Dwannylyn; recovery; Fitzgerald, Claire (StateGrowth); Cairney, Jenna (StateGrowth); Graham, Carl (StateGrowth)  
**Subject:** Wings Wildlife \$500K funding

Hi John

I have had Senator Urquart on the phone regarding a commitment the Federal Government and the Premier have made to Wings Wildlife after the flood event back in October.

She is going to email me the details, but apparently the owner has been in touch in relation to questioning where the money is as it was committed back in January.

I have had a discussion with Jackie Honey in relation to whether or not she knew anything, and she has informed me that she was initially asked to look after this funding by your team, but she has not heard anything further on the matter and had assumed it had gone elsewhere for funding.

Can you please advise as to what the situation is and what is happening on this so that I can advise the Senator accordingly.

Jenna, I am assuming you don't know anything about this, but I apologise in advance if it is sitting with DSG somewhere (not with me)

Kind regards

Kate

**Kate Mirowski | Director Small Business**  
 Business and Jobs  
 Department of State Growth  
 Level 4, 4 Salamanca Place, Hobart TAS 7000  
 Phone: (03) 536 1234 | Mobile: 0436 123456  
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*In recognition of the deep history and culture of this island, I acknowledge and pay my respects to all Tasmanian Aboriginal people; the past, and present custodians of the Land.*

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## Smith, Gemma

---

**From:** Mirowski, Kate (StateGrowth)  
**Sent:** Tuesday, 18 April 2023 4:12 PM  
**To:** Harkin, John  
**Cc:** Honey, Jackie; Williams, Dwannylyn; recovery; Fitzgerald, Claire (StateGrowth); Cairney, Jenna (StateGrowth); Graham, Carl (StateGrowth)  
**Subject:** RE: Wings Wildlife \$500K funding

Thank you for clarifying that John

I have enough information to go back to the Senator and will ask her to contact you as we are not looking after it.

Kind regards

Kate

Kate Mirowski | Director Small Business  
 Business and Jobs  
 Department of State Growth  
 Level 4, 4 Salamanca Place, Hobart TAS 7000  
 Phone: (03) s 36 | Mobile: s 36  
[www.business.tas.gov.au](http://www.business.tas.gov.au) | [Facebook](#) | [Twitter](#)



*In recognition of the deep history and culture of this island, I acknowledge and pay my respects to all Tasmanian Aboriginal people; the past, and present custodians of the Land.*

**From:** Harkin, John  
**Sent:** Tuesday, 18 April 2023 4:09 PM  
**To:** Mirowski, Kate  
**Cc:** Honey, Jackie (DPaC) ; Williams, Dwannylyn (DPaC) ; recovery (DPaC) ; Fitzgerald, Claire ; Cairney, Jenna ; Graham, Carl  
**Subject:** RE: Wings Wildlife \$500K funding

Hi Kate

I have been in fairly regular communication with the manager (s 36) – most recently on Thurs 23 Mar.

There is a minute for approval of the final funding amount that is in the approval process.

I expect it will be finalised soon, at which point we will be back in contact with Jackie's team for completion of the deed.

Let me know if further info is required, or assistance in your response to the Senator.

Cheers

John

John Harkin | Assistant Director  
 Resilience & Recovery Tasmania

Department of Premier and Cabinet  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

**Smith, Gemma**

---

**From:** Harkin, John  
**Sent:** Thursday, 27 April 2023 9:26 AM  
**To:** Hiscock, Simon  
**Cc:** Williams, Dwannylyn  
**Subject:** FW: Wings Wildlife Funding status

Hi Simon

FYI - Just took a call from Senator Urquhart, following up on the enquiry from Wings Wildlife people.

I advised her that a minute for the premier regarding the funding is in the approval process. Subject to approval, we will then send a grant deed for the party to execute, which will then come back to us and need to be executed by Premier.

I agreed with her summary that approx. a month from today would be a reasonable expectation for the deal to be concluded. This would be subject to a quick turnaround from Wings and allows some time for the Premier to get to it.

She will call Wings to take them through this, and did mention that she had spoken to the Premier who thought it was with state growth – hence her interaction with Kate.

I will ensure that the grant deed is all cued and ready to go once we have the green light on the minute.

Cheers

John

**John Harkin | Assistant Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

M. s 36

s 36 | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



**From:** Mirowski, Kate  
**Sent:** Tuesday, 18 April 2023 4:15 PM  
**To:** Urquhart, Anne (Senator)  
**Cc:** Harkin, John  
**Subject:** RE: Wings Wildlife Funding status

Hello Senator

I have just been informed that the Department of Premier and Cabinet are looking after the funding to Wings Wildlife.

If you are seeking more information I suggest you reach out to John Harkin as the Assistant Director Resilience and Recovery Tasmania, I have copied him into this email but his contact number is [REDACTED]

Kind regards

Kate

**Kate Mirowski** | Director Small Business  
Business and Jobs  
Department of State Growth  
Level 4, 4 Salamanca Place, Hobart TAS 7000  
Phone: (03) [REDACTED] | Mobile [REDACTED]  
[www.business.tas.gov.au](http://www.business.tas.gov.au) | [Facebook](#) | [Twitter](#)



*In recognition of the deep history and culture of this island, I acknowledge and pay my respects to all Tasmanian Aboriginal people; the past, and present custodians of the Land.*

**From:** Urquhart, Anne (Senator) [REDACTED]  
**Sent:** Tuesday, 18 April 2023 2:32 PM  
**To:** Mirowski, Kate [REDACTED]  
**Subject:** Re: Wings Wildlife Funding status

You don't often get email from [REDACTED]. [Learn why this is important](#)

Thank you Kate appreciate that

Regards  
Anne

Anne Urquhart  
Chief Government Whip in the Senate  
Senator for Tasmania  
1-3 Rooke St, Devonport TAS. 7310  
Ph: [REDACTED]  
E: [REDACTED]

**From:** Mirowski, Kate [REDACTED]  
**Sent:** Tuesday, April 18, 2023 2:19:15 PM  
**To:** Urquhart, Anne (Senator) [REDACTED]  
**Subject:** RE: Wings Wildlife Funding status

Thank you Senator, I will be in touch as soon as I know something, and then be in touch with [REDACTED] regarding the process.

Kind regards

Kate

**Kate Mirowski** | Director Small Business  
Business and Jobs  
Department of State Growth  
Level 4, 4 Salamanca Place, Hobart TAS 7000  
Phone: (03) [REDACTED] | Mobile: [REDACTED]  
[www.business.tas.gov.au](http://www.business.tas.gov.au) | [Facebook](#) | [Twitter](#)

**Smith, Gemma**

---

**From:** Honey, Jackie  
**Sent:** Friday, 28 April 2023 2:35 PM  
**To:** Williams, Dwannylyn; Gregg, Matthew  
**Cc:** Harkin, John; Brydon, Rodney  
**Subject:** RE: Wings Wildlife Funding status

Thanks Dwann

Rodney has contacted the client to kick off the process once they have completed the form we will get you to complete a risk assessment and will then be able to prepare a grant deed accordingly.

Cheers

Jac

**From:** Williams, Dwannylyn  
**Sent:** Friday, 28 April 2023 12:00 PM  
**To:** Honey, Jackie ; Gregg, Matthew  
**Cc:** Harkin, John  
**Subject:** FW: Wings Wildlife Funding status

Hi Jackie and Matthew

We've been asked to commence the process of preparing the grant deed for Wings Wildlife Park for the rebuilding of their native animal hospital.

There is a minute that is making its way up to the PO ([Record 23/432800: Minute - Premier - Support for rebuilding native animal hospital at Wings](#)); and it would be great to have the grant deed at a stage where it is all cued and ready to go once the minute is signed.

Matthew, John and I can provide some background at our PL grants panel meeting this afternoon.

In the meantime, can you let John and I know if this is possible and if there's anything you need from us to commence this process?

Cheers  
 Dwan



**Smith, Gemma**

---

**From:** Gregg, Matthew  
**Sent:** Monday, 15 May 2023 3:39 PM  
**To:** Kelly, Patsy  
**Cc:** Williams, Dwannylyn; Harkin, John; Joseph, Matthew  
**Subject:** RE: Query - Current status and Deed type - FW: Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001  
**Attachments:** Wings - RAMP Report.docx

I have made a note in the Risk Assessment Report – attached. We don't necessarily need audited financials, but they do produce a lower confidence of outcome in our analysis.

If you can get Todd to sign-off on the Risk Assessment we will commence working on the Grant Deed.

Regards,

Matt

**From:** Kelly, Patsy  
**Sent:** Monday, 15 May 2023 3:16 PM  
**To:** Gregg, Matthew  
**Cc:** Williams, Dwannylyn ; Harkin, John ; Joseph, Matthew  
**Subject:** RE: Query - Current status and Deed type - FW: Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001

Hi Matt

Thank you for the update – good timing!

Will we need to take any further action from Wings re not audited financials, or will your Team now draft up the Grant deed?

Thanks, Patsy

**From:** Gregg, Matthew s 36  
**Sent:** Monday, 15 May 2023 3:10 PM  
**To:** Kelly, Patsy s 35  
**Cc:** Williams, Dwannylyn s 36  
**Subject:** RE: Query - Current status and Deed type - FW: Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001

Hi Patsy,

Just received the other financials a few minutes before your e-mail

The extra financial information provided was not audited – it was enough to satisfy our evaluation requirements (if the figures are correct) however, there is always a possibility that the information provided was inaccurate as it has not been verified by someone independent.

It will be a long form grant deed, so a few more legal clauses than the Private Landowner Grants, and with the KPIs and outcomes as detailed by Dwann in the risk assessment.

Regards,

Matt

**From:** Kelly, Patsy s 36  
**Sent:** Monday, 15 May 2023 2:54 PM  
**To:** Gregg, Matthew s 36  
**Cc:** Kelly, Patsy s 36  
**Subject:** Query - Current status and Deed type - FW: Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001

Hi Matt

I am just drafting up a Joint Media Release today to go with the Minute to the Premier (23/432800) on the Grant to Wings Wildlife Park, which is still making its way to the Premier's office, and I just wanted to seek the following information please:

1. Current Status of Grant – are we still waiting on Wings to produce the audited financials? and
2. Type of Grant to be provided – Matthew Joseph has asked me what the grant will look like – will this be a special type of grant deed? Or similar to the Private landowner grants but with special conditions?

Hoping you can provide responses to my queries above please?

Happy to chat about any of the above further.

With thanks, Patsy

**From:** Williams, Dwannylyn s 36  
**Sent:** Friday, 5 May 2023 2:25 PM  
**To:** Harkin, John s 36 Kelly, Patsy s 36  
**Subject:** FW: Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001

Hi both

I've spoken with Matt about this and advised that we would not be overriding this requirement. Given that the minute has not yet been approved, I expect that Wings has a week or two to produce the audited financials. s 36 resolved to get back to Matt with an update on when he can expect to receive them.

Dwan

**From:** Gregg, Matthew s 36  
**Sent:** Friday, 5 May 2023 12:52 PM  
**To:** Williams, Dwannylyn s 36 Honey, Jackie s 36  
**Cc:** Harkin, John s 36 Kelly, Patsy s 36  
**Subject:** RE: Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001

Yes, unless someone wants to override that...

**From:** Williams, Dwannylyn s 36  
**Sent:** Friday, 5 May 2023 12:41 PM

**From:** Williams, Dwannylyn s 36  
**Sent:** Friday, 5 May 2023 12:41 PM  
**To:** Gregg, Matthew s 36; Honey, Jackie s 36  
**Cc:** Harkin, John s 36; Kelly, Patsy s 36  
**Subject:** RE: Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001

Hi Matt... Thanks for the update. Does this mean that the assessment is on hold pending receipt of the audited financials from Wings?

**From:** Gregg, Matthew s 36  
**Sent:** Friday, 5 May 2023 12:33 PM  
**To:** Williams, Dwannylyn s 36; Honey, Jackie s 36  
**Cc:** Harkin, John s 36; Kelly, Patsy s 36  
**Subject:** RE: Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001

Hi Dwann,

To complete the financial assessment I require the audited financials of the organisation, but they did not include those with their online details submission. I have just spoken with s 36 who has advised that financials for the period ending 30 June 2022 are still being worked on by their accountant, so am unsure of the timeframe for when they might be received.

Regards,

Matt

**From:** Williams, Dwannylyn s 36  
**Sent:** Friday, 5 May 2023 10:37 AM  
**To:** Honey, Jackie s 36  
**Cc:** Harkin, John s 36; Gregg, Matthew s 36; Kelly, Patsy s 36  
**Subject:** RE: Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001

Hi Jackie

I have completed the risk assessment up to where it refers back to the grants unit for completion of the financial report risk assessment (page 7). It won't allow me to submit the form however I've saved it in place. Can you let me know if there's anything further I need to do to progress the assessment?

The minute is still making its way up to the PO.

Many thanks  
Dwan

**From:** Honey, Jackie s 36  
**Sent:** Tuesday, 2 May 2023 3:44 PM  
**To:** Williams, Dwannylyn s 36  
**Cc:** Harkin, John s 36; Gregg, Matthew s 36  
**Subject:** Wing's Wildlife Park - Application in risk assessment required - Application ID: ERR0001

Hi Dwann

s 36 from Wings has submitted his application form and you have now been sent a task to your email that links to SmartyGrants to complete a risk assessment.

To complete the risk assessment in SmartyGrants:

1. Ensure you are in application you wish to assess, check the application ID.
2. Then click on the 'Assessment' tab.

Applications | Risk | Budget | Team | Calendar

### Application 0010

Standard 1 apply | Applications | **Assessment** | Edit | To apply | Add Application | Complete | Filter

### Application Forms

Form | Status | Added by | Last update

Eligibility Assessment - Premier's Fund for Children and Young People | **ADD** | John Anderson | 11/04/2017 12:12 PM | 00-000000

### Premier's Fund for Children and Young People Appl

3. Add an assessment form
4. Select Risk assessment and Management Form
5. Select 'Fill Out'
6. To view both the assessment and application form on the one screen select 'Show Application'
7. Follow the instructions on the form
8. You can save your progress as you go, once complete 'Submit'
9. Any concerns with the process at all please let Matt or I know and we can walk you through it.
10. Once complete we can prepare a grant deed and I can approve a grant to \$500,000 and will need a copy of the budget approval/Minute to proceed.

**Add Assessment Form**

Eligibility Assessment - Premier's Fund for Children and Young People

Add Panel Member Assessment - Premier's Fund for Children and Young People

Recommendation - Panel - Premier's Fund for Children and Young People

Form 2.52pm 2.52pm

Show Application ▼

Show Application

Hide Sidebar

Cheers

Jac

Jackie Honey

Manager Community Grants

Community Partnerships and Priorities Division

Department of Premier and Cabinet

Level 4, 15 Murray Street

Hobart 7000

Tasmania

Phone: +61 3 6224 3600

+61 3 6224 3600

[www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

ad ▼

Options ▼

Submit

**Fill Out**

# Risk Assessment and Management Plan

## Grant Recipient and Project Summary

**Applicant ID ERR0001**

Grant Program/Area	Emergency Relief and Recovery
--------------------	-------------------------------

### Applicant – Proposed Grant Recipient

Organisation name	Wing's Wildlife Park
Organisation Address	137 Winduss Rd Gunns Plains TAS 7315 Australia
Primary contact person	s 36
Position held	Advisor
ABN	70123204692
Entity Type	Family Partnership
ABN Status	Active
ATO Endorsed Charity Type	
Goods & Services (GST)	Yes
Project type	Other: Environment and Wildlife

### Project to be funded

Project Title	Wings Community Wildlife Hospital
Brief Project Description	To support the rebuilding of the native wildlife hospital at Wings Wildlife Park, which was completely destroyed by flood waters during the October 2022 severe weather event.
Strategic Objectives	<p>The hospital provided an important community service in its rehabilitation of injured wild native animals that were delivered to the Park found by members of the public. It was also instrumental to important conservation initiatives, such as a Tasmanian devil breeding program.</p> <p>Under the Tasmanian Relief and Recovery Arrangements – Community Recovery Policy (TRRA-CRP), the Premier can provide funding for activities and projects aimed at community recovery.</p>



	<p>community development, community resilience and capacity building for the future. The TRRA-CRP allows for activities to support tourism and small business and to restore or repair facilities owned by non-profit organisations (the native wildlife hospital component of the Park is not profit earning, with services provided at or below cost).</p> <p>Provision for the rebuilding of the native wildlife hospital was approved by both the Premier of Tasmania and the Prime Minister of Australia under the DRFA-supported Flood Recovery Fund. This Fund provides a package of support to restore recreational and community assets that are important for community recovery as they enable and promote community health, wellbeing and social cohesion.</p> <p>The Native Animal Hospital Reconstruction project will provide the following outcomes:</p> <ul style="list-style-type: none"> <li>o Restoration of damaged recreational and community asset</li> <li>o Supports community health, wellbeing and social cohesion</li> <li>o Supports tourism and small business initiatives</li> <li>o Restoration of facilities owned by not-for-profit organisations.</li> </ul>
Project Start Date	01/02/2023
Project End Date	31/12/2023
Total Amount Requested	\$420,000.00
Annual Funding Allocation	\$420,000.00
KPIs	<p>Key Performance Indicators align with reconstruction project milestones outlined in the Wings Wildlife Park Community Wildlife Hospital Planning and Implementation Schedule:</p> <p>Stage 1 - complete by 31 May 2023 (building approvals secured; cement slab laid; shed constructed)</p> <p>Stage 2 - complete by 30 September 2023 (internal fit out of shed; electrical work and plumbing completed; flooring, insulation, walls, cool room and air conditioning installed)</p> <p>Stage 3 - complete by 30 November 2023 (hospital fit out; external site upgrades; furniture, fittings and windows installed)</p> <p>Stage 4 - complete by 31 December 2023 (final fit out; project launch)</p>
List Special Terms and Conditions	Funding is conditional on the structure being completed and used as a native wildlife hospital. If the structure is repurposed, funding is required to be reimbursed.
Agreed Plan	
Expected Outcomes	The expected outcome is for Wings Wildlife Park to reinstate its service in caring for and rehabilitating injured and orphaned native wildlife; and its ability to undertake or support animal conservation initiatives.

## Risk Assessment and Management Plan

### Total Score Risk Reference Table

Use the below table as a reference to determine the Total and Residual Risk rating

Risk Rating	Total Score Range
Low	0 to 24
Moderate	25 to 44
High	45 to 65
Very High	66 or more
<b>Total Risk Score</b>	<b>44</b>
<b>Residual Risk Score (After mitigation strategies)</b>	<b>37</b>

#### Risk Plan Summary

Grant funds to be used to reinstate environment and conservation services previously provided by Wings Wildlife Park. These services align with the existing core objectives and activities of the Park.

The key risk is project delays caused by service providers (builders, contractors etc) and/or material shortages, which is a standard risk for reconstruction projects. This risk is materially mitigated by the provision of a detailed project plan, regular reporting against KPIs, and payment by installments.

**Risk Mitigation** – Where required, the below fields contain risk mitigation strategies for identified higher risk levels – If BLANK – means no additional risk mitigation required.

Grant value risk control details	
Safety risks controls	
Environmental risk controls	
Reputational risk controls	
Strategic alignment risk controls	
Resource Alignment Risk Controls	
Funding and budgets adjustments	
Project complexity and objectives	
Funding arrangement risk control details	Funding arrangements risks to be mitigated by payments made in three installments: \$170K on signing of grant deed; \$170K on completion of stage 1; \$80K on completion of the project (stage 4 - project launch).
Recipient and term risk control details	

A Financial Risks Assessment has been completed and required a review?	Yes
Financial risk management strategies	Out of scope

Client Manager name	Dwannylyn Williams
Your Position	Principal Policy Officer
Department Branch Team	Resilience and Recovery Tasmania
Budget cost code	Not relevant
<b>Budget Management</b> - The Approver must ensure appropriate and available budget and the full cost code is provided prior to approval. Should the budget code be incorrect or not available, any approval is subject to sourcing budget and cost codes to enable Finance processing.	

**Smith, Gemma**

---

**From:** s 36  
**Sent:** Monday, 8 May 2023 2:09 PM  
**To:** Grants  
**Subject:** P&L  
**Attachments:** 877762\_1-Financial Report - s 36 Wing - 2022\_R.pdf

You don't often get email from [ian@wingswildlifepark.com.au](mailto:ian@wingswildlifepark.com.au). [Learn why this is important](#)

Good Afternoon Matthew

Please find attached a Financial Report for Wings Wildlife Park as requested

Regards

s 36



s 36  
Phone: s 36  
Mobile: s 36  
Email: s 36  
137 Winduss Road  
Gunns Plains Tasmania 7315

[www.wingswildlife.com.au](http://www.wingswildlife.com.au)  
[www.facebook.com/wingswildlife](https://www.facebook.com/wingswildlife)  
[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)

s 36

ABN: 70 123 204 692

Department income statement

For the year ended 30 June 2022

Wildlife Park

2022  
\$2021  
\$

Revenue

Out of scope

Expenses

Out of scope

*The accompanying notes form part of these financial statements.**These statements should be read in conjunction with the attached compilation report of Camerons Accountants & Advisors.*



s 36

ABN: 70 123 204 692

Department income statement

For the year ended 30 June 2022

Wildlife Park

2022

2021



# Out of scope

*The accompanying notes form part of these financial statements.*

*These statements should be read in conjunction with the attached compilation report of Camerons Accountants & Advisors.*

**Smith, Gemma**

---

**From:** Hiscock, Simon  
**Sent:** Monday, 22 May 2023 4:23 PM  
**To:** Kelly, Patsy  
**Cc:** Harkin, John; Williams, Dwannylyn; recovery  
**Subject:** RE: Query - Checking on Approval Status of Risk Assessment Report - With Todd in CM 23/459704 - FW: Re: Wings Wildlife Park

Hi Patsy,

Not a problem. I had been discussing the RAMP with Todd last week but I will catch up with him tomorrow and see if we can progress. I'll let you know as soon as I have spoken to him.

**From:** Kelly, Patsy  
**Sent:** Monday, 22 May 2023 4:14 PM  
**To:** Hiscock, Simon  
**Cc:** Harkin, John ; Kelly, Patsy ; Williams, Dwannylyn ; recovery  
**Subject:** Query - Checking on Approval Status of Risk Assessment Report - With Todd in CM 23/459704 - FW: Re: Wings Wildlife Park  
**Importance:** High

Hi Simon

Just following up on a query from Wings Wildlife Park that just came in via the Grants team (please see email below to Matthew Gregg) – we are currently waiting on the Approval of the Risk Assessment and Management Plan (RAMP) that is currently assigned to Todd Crawford in CM (23/459704) before the Grants team can commence the Grant Deed paperwork.

I just wondered if you are aware of the status of this RAMP other than it in CM assigned to Todd? If there have been any discussions with Todd?

FYI - Matthew will reply to Wings that we are still waiting on approvals prior to commencing the Grant Deed paperwork.

Happy to chat about this further. FYI I directed this query to you as John is on leave today and tomorrow.

With thanks, Patsy

**From:** Gregg, Matthew s 36  
**Sent:** Monday, 22 May 2023 3:54 PM  
**To:** Kelly, Patsy s 36  
**Subject:** FW: Wings Wildlife Park  
**Importance:** High

**From:** s 36  
**Sent:** Monday, 22 May 2023 3:49 PM  
**To:** Gregg, Matthew s 36  
**Subject:** Wings Wildlife Park  
**Importance:** High

You don't often get email from s 36 [Learn why this is important](#)

Hi Matthew

Just wondering if you could give me a call, please.

With winter approaching, our staff are having to work under a temporary carport in extremely cold conditions. I am ready and need to request expressions of interest for tenders to commence the build of the wildlife hospital immediately.

To date, we have not received any formal communication with regards to the funding for this project from Governments. We have received nothing with respect to a contract, confirmation of funding or any formal approvals which is limiting our progress with this project.

Can you or someone in your Department give me formal approval to go ahead with this tendering process with the confidence that we can select a builder knowing that they will be able to do they job we appoint them to do, and we will have the funds to pay them for their work?

I thank you in advance for considering this request.

Regards

s 36

Wings Wildlife Park



s 36

Phone:

Mobile

Email:

137 Winduss Road

Gunns Plains Tasmania 7315

[www.wingswildlife.com.au](http://www.wingswildlife.com.au)

[www.facebook.com/wingswildlife](https://www.facebook.com/wingswildlife)

[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)

**Smith, Gemma**

---

**From:** Gregg, Matthew  
**Sent:** Monday, 22 May 2023 4:26 PM  
**To:** s 36  
**Cc:** Kelly, Patsy; Williams, Dwannylyn; Harkin, John  
**Subject:** RE: Wings Wildlife Park

Hi s 36,

We received the financial information required to finalise the compliance aspects of your grant application on 15 May 2023. The subsequent risk assessment report and grant approval documents have since been completed and have progressed to the relevant delegate for review and an approval decision. When a final decision is made, we will be in immediate contact to determine next steps.

Regards,

Matt

**Matthew Gregg**  
**Team Leader, Community Grants**  
 Community Partnerships and Priorities Division

**Department of Premier and Cabinet**  
 4/15 Murray Street  
 Phone: 03 6270 5800



**From:** s 36  
**Sent:** Monday, 22 May 2023 3:49 PM  
**To:** Gregg, Matthew  
**Subject:** Wings Wildlife Park  
**Importance:** High

You don't often get email from s 36 [Learn why this is important](#)  
 Hi Matthew

Just wondering if you could give me a call, please.

## Minute to the Deputy Secretary, Policy and Delivery

For approval by: Monday, 29 May 2023

DPAC CM (TRIM) reference: 23/463847

Ministerial CM (TRIM) reference: [REDACTED]

### Support for rebuilding the native wildlife hospital at Wings Wildlife Park

**Purpose:** To seek your Approval of the Risk Assessment and Management Plan (RAMP) to enable the provision of an Emergency Relief and Recovery Grant to rebuild the native wildlife hospital at Wings Wildlife Park, Gunns Plains, Tasmania.

**Analysis:** On 13 December 2022, the Premier approved up to \$500,000 in funding to support the rebuilding of the native wildlife hospital at Wings Wildlife Park at Gunns Plains. This allocation was also agreed to by Senator Murray Watt as eligible for co-funding under the Disaster Recovery Funding Arrangements (DRFA), which implies a commitment from the Australian Government to reimburse 50% of the provided funding.

The facility was completely destroyed by flood waters during the October 2022 severe weather event. The hospital provided an important community service in its rehabilitation of injured wild native animals found by members of the public. It was also instrumental to important conservation initiatives, such as a Tasmanian devil breeding program.

It has been identified that a grant amount of \$420,000 would enable reinstatement of the hospital facility. This is in addition to \$25,000 already provided to Wings Wildlife Park as a Small Business Emergency Response Grant from the Department of State Growth. This grant is also covered by the DRFA.

The DPAC Community Grants team is currently undertaking due diligence prior to drafting the grant deed. This Risk Assessment and Management Plan forms part of that due diligence.

For your consideration, and of note, is that the balance sheet provided by Wings Wildlife Park in the financial risk assessment of the RAMP was not an audited balance sheet. The DPAC Community Grants team have advised that this was enough to satisfy their eligibility requirements, hence they have not requested an audited copy for validation.

Subject to satisfactory outcomes of the due diligence process, DPAC proposes the funding be provided under the following terms and conditions within the grant deed:

- The provision of funding is subject to a commitment by Wings Wildlife Park for the balance of the funds required.
- Regular reporting by Wings Wildlife Park to DPAC on agreed project milestones.
- Confirmation of grant acquittal and provision of audit and supporting information that complies with the requirements of the Tasmanian Relief and Recovery Arrangements and Disaster Recovery Funding Arrangements.



- Any promotion or publicity relating to the reconstruction of the native animal hospital facility to recognise Tasmanian and Australian Government support through the Disaster Recovery Funding Arrangements.

**Reason for deadline:** The DPAC Community Grants team have requested approval of the attached RAMP from the Deputy Secretary, DPAC, before commencing the grant deed.

**Note:** A Minute to the Premier (CM 23/432800) to Note the proposed finalisation of a grant of \$420,000 to Wings Wildlife Park for the reconstruction of the native wildlife hospital is in the approval process.

## Recommendations

- Approve** the Risk Assessment and Management Plan for the provision of an Emergency Relief and Recovery Grant to rebuild the native wildlife hospital at Wing's Wildlife Park (Attachment 1: CM 23/459704).
- Note** CM 23/432800 Minute to the Premier noting the proposed finalisation of the \$420,000 grant to Wings Wildlife Park.

## Approvals

A/Executive Director,  
Resilience and Recovery  
Tasmania

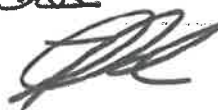


Wednesday, 24 May  
2023

Deputy Secretary

Approved?

Yes



Tuesday, 6 June 2023

**Deputy Secretary's notations:** A/ED RRT – the provision of these funds should be staged (as far as practicable) to align with agreed construction milestones.

## Key reason/s

### Grant Administration

- The Emergency Relief and Recovery Grant will be administered by DPAC's Community Grants team, who will develop the grant funding deed to be signed by Wings Wildlife Park and DPAC.

## Consultation

- Wings Wildlife Park has confirmed it has now received the relevant council approvals to rebuild the hospital facility and is ready to proceed, pending the approval and confirmation of funding.

## Financial impact

- The cost to the Tasmanian Government will be \$210,000.

## Communications

- Note: any future announcements by the Tasmanian Government are to be jointly announced between Tasmania and the Australian Government through the Disaster Recovery Funding Arrangements.

## Attachment

### Attachment Title (CM reference)

- |   |  |
|---|--|
| I | Risk Assessment and Management Plan (RAMP) – Wings Wildlife Park<br>– Recovery Grant October 2022 Event (CM 23/459704) |
|---|--|

DPAC contact for  
more information

Name

John Harkin, Recovery  
Tasmania

Phone Number



Author, responsible  
Division

Patsy Kelly, Recovery  
Tasmania

## Emergency Relief and Recovery

### Organisation Details Form

Application No. ERR0001 From Wing's Wildlife Park

Form Submitted 2 May 2023 3:11PM AEST

## Important Information

**\* indicates a required field**

### Important Note

This form is used to collect information about your organisation to assist in the preparation of grant documentation **should funding be awarded.**

**Completing this form is not a commitment to provide funds.**

### Privacy

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

Please note by submitting this form you:

- are agreeing to allow information to be shared for the purposes of assessing and, if required, administering a grant, and
- acknowledge that some information in relation to any funding provided such as the recipient name, funding purpose, amount, location and any other details the department may consider appropriate will be made public as part of a fair and transparent process when disbursing public funds.

### Confirmation

**I confirm that at the time of completing this form to the best of my knowledge:**

- The information I have provided is true and correct, and
- any funding that may be received is to the benefit of Tasmanians.

**I also confirm that:**

- I have read and agree with the Privacy Statement noted above.
- I understand that should specific purpose funding be provided, an agreement or grant deed will be prepared by the department on behalf of the Crown outlining the terms and conditions and must be executed by both parties prior to any funding being provided.

**I confirm that I have read, understood and agree to the above statements. \***

☒ Yes ☐ No

## Organisation Details and Contacts

**\* indicates a required field**

### Organisation Details

**Organisation name \***

Wing's Wildlife Park

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

## Emergency Relief and Recovery

### Organisation Details Form

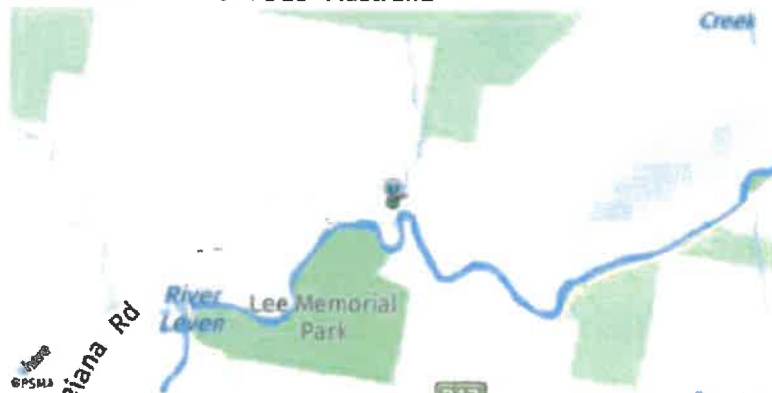
Application No. ERR0001 From Wing's Wildlife Park

Form Submitted 2 May 2023, 3:11PM AEST

#### Applicant Primary Address (this should be your organisations physical address)

137 Winduss Rd

Gunns Plains TAS 7315 Australia



#### Applicant Postal Address

137 Winduss Rd

Gunns Plains TAS 7315 Australia

#### Primary contact person \*

s 36

This is the person we will correspond with about this grant

#### Position held in organisation \*

Advisor

e.g. Manager, Board Member, Fundraising Coordinator

#### Primary phone number \*

s 36

#### Back-up phone number

s 36

Must be an Australian phone number.

#### Primary contact person's email address \*

s 36

This is the address we will use to correspond with you about this grant.

#### Would you like to add a secondary contact? \*

☒ Yes ☐ No

This person may be a contact should you be unavailable.

### Secondary Contact Details

Name

s 36

#### Secondary Contact Position

Owner

## Emergency Relief and Recovery

### Organisation Details Form

Application No. ERR0001 From Wing's Wildlife Park

Form Submitted 2 May 2023, 3:14 PM AEST

#### Secondary Contact Email

s 36

Must be an email address.

#### Secondary Contact Phone Number

s 36

Must be an Australian phone number

## Organisation Details

### About your organisation

#### Applicant ABN

70 123 204 692

#### Information from the Australian Business Register

<b>ABN</b>	70 123 204 692
<b>Entity name</b>	s 36
<b>ABN status</b>	Active
<b>Entity type</b>	Family Partnership
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	7315 TAS

Information retrieved at 2:45pm yesterday

Must be an ABN.

### About Your Organisation

#### Please use this section to tell us a little about your organisation, it's operations and purpose.

Wing's Wildlife Park is, as its name implies, a wildlife park based in Gunns Plains in Tasmania's North West. The park was established by the Wing family in 1986 and has operated continuously since, closing three times only when the park was been impacted by flood waters.

The aim of the park is to provide a safe and secure home for a range of Tasmanian and other wildlife and to allow Tasmanians and visitors to the state to view these animals in an appropriate environment.

A second and equally important role for the park is to provide care for injured and/or orphaned wildlife that is brought to the park by members of the local community. Many of the animals in the park are animals that have been brought to the park injured and are cared for by Wings Wildlife Park staff, but are unable to be returned to the wild as a consequence of their injuries.



## Emergency Relief and Recovery

### Organisation Details Form

Application No. ERR0001 From Wing's Wildlife Park

Form Submitted 2 May 2023, 3:11PM AEST

OPTIONAL: this section is optional and can be used to assist you describe the function and needs of your organisation and how it benefits Tasmanians.

## Annual report and financials

**If your organisation produces an annual report please provide a link to or attach a copy of your most recent Annual Report.**

If your organisation does not produce an annual report, and you are requesting, or receiving funding of more than \$100,000 please provide us with your organisations most recent audited financial report or a copy of the financial report that was submitted at your organisations last annual general meeting.

### Upload files

*No files have been uploaded*

or

### Provide web link:

Must be a URL

## Project Details

**\* indicates a required field**

### Funding Purpose

In this section tell us a little about what your organisation aims to do with any funding that may be provided for your project.

**\*Please note a 'project' means** an activity, program, event, initiative, infrastructure (new or update), service or support that your organisation is undertaking.

### Name of Project, program or activity. \*

Wings Community Wildlife Hospital

Your title should be short but descriptive

### Which Local Government Areas will your project or activity be located? \*

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Break O'Day              | <input type="checkbox"/> Devonport City       | <input type="checkbox"/> Huon Valley     | <input type="checkbox"/> Northern Midlands |
| <input type="checkbox"/> Brighton                 | <input type="checkbox"/> Dorset               | <input type="checkbox"/> Kentish         | <input type="checkbox"/> Sorell            |
| <input type="checkbox"/> Burnie City              | <input type="checkbox"/> Flinders             | <input type="checkbox"/> King Island     | <input type="checkbox"/> Southern Midlands |
| <input checked="" type="checkbox"/> Central Coast | <input type="checkbox"/> George Town          | <input type="checkbox"/> Kingborough     | <input type="checkbox"/> Tasman            |
| <input type="checkbox"/> Central Highlands        | <input type="checkbox"/> Glamorgan-Spring Bay | <input type="checkbox"/> Latrobe         | <input type="checkbox"/> Waratah-Wynyard   |
| <input type="checkbox"/> Circular Head            | <input type="checkbox"/> Glenorchy City       | <input type="checkbox"/> Launceston City | <input type="checkbox"/> West Coast        |
| <input type="checkbox"/> Clarence City            | <input type="checkbox"/> Hobart City          | <input type="checkbox"/> Meander Valley  | <input type="checkbox"/> West Tamar        |
| <input type="checkbox"/> Derwent Valley           |   |  |  |

If your project or activity will occur in more than one location select all the location of that will benefit from this project.

## Emergency Relief and Recovery Organisation Details Form

Application No. ERR0001 From Wing's Wildlife Park  
Form Submitted: 2 May 2023, 3:11PM AEST

### Which region/s of Tasmania will benefit from the project? \*

- ☐ Northern Tasmania  
☒ North-West Tasmania  
☐ Southern Tasmania

### Which option below best describes the primary focus for your project? \*

- ☐ Aboriginal  
☐ Ageing  
☐ Carers  
☐ Disability  
☐ Elder Abuse  
☐ Emergency Food Relief  
☐ Emergency Relief  
☐ Family & Sexual Violence  
☐ Family Support  
☐ Financial  
☐ Gambling Support  
☐ LGBTIQ+  
☐ Multicultural  
☐ Neighbourhood Houses  
☐ Veterans  
☐ Volunteering  
☐ Women  
☐ Youth  
☒ Other: Environment and Wildlife

## Project Start and End Dates

### Anticipated start date \*

01/02/2023

If unknown, provide your best estimate

### Anticipated end date \*

31/10/2023

If unknown, provide your best estimate

### Please provide a brief description of the project for which you are seeking funds or upload a file containing the relevant information

Must be no more than 100 words.  
 Be descriptive, but succinct.

### Project Details

Filename: Hospital.docx

File size: 208.7 kB

Optional - additional documentation

## Budget Details

### Do you have budget details prepared for your project? \*

- ☒ Yes ☐ No

## Emergency Relief and Recovery Organisation Details Form

Application No. ERR0001 From Wing's Wildlife Park  
Form Submitted 2 May 2023, 3:11PM AEST

### Please upload a copy of your budget

Filename: Wings Community Wildlife Hospital Draft Budget.docx  
File size: 21.1 kB

### Will your organisation be contributing any funds towards the project, including from other sources? \*

☒ Yes ☐ No

If yes, please provide further details under "Funding Contribution".

### Funding Contribution

Funding Source	Amount	Confirmed?
s 36	\$	Yes
Any outstanding balance beyond the grant received will be covered by s 36 Wing	\$	Yes
e.g.: Other grants (Commonwealth, Philanthropic), Contribution from Organisation, Donations etc.		

## Certification and Feedback

\* indicates a required field

### Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I agree \*

☒ Yes ☐ No

Name of authorised person \*

s 37

Must be a senior staff member, board member or appropriately authorised volunteer

Position \*

Advisor

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number \*

s 36

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email \*

s 36

Must be an email address.

**Emergency Relief and Recovery****Organisation Details Form**

Application No. ERR0001 From Wing's Wildlife Park

Form Submitted 2 May 2023, 3:11PM AEST

**Date \***

01/05/2023

Must be a date

**Applicant Feedback**

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback..

**Please indicate how you found the online application process:**

☐ Very easy ☒ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

**How many minutes in total did it take you to complete this application? \***

35

Estimate in minutes i.e. 1 hour = 60

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**

## File Notes

Application ERR0001 from Wing's Wildlife Park

Currently there are no associated Filenote with this application.



Department of Premier and Cabinet



## Minute to the Premier

For approval by: Thursday, 22 June 2023

DPAC CM (TRIM) reference: 23/432800

Ministerial CM (TRIM) reference :

### Support for rebuilding the native wildlife hospital at Wings Wildlife Park

**Purpose:** To inform the Premier of the final terms of a previously agreed commitment to support the rebuilding of the native animal wildlife hospital which was destroyed in the floods of October 2022.

**Analysis:** On 13 December 2022, the Premier approved up to \$500,000 in funding to support the rebuilding of the native wildlife hospital at Wings Wildlife Park at Gunns Plains. This allocation was also agreed to by Senator Murray Watt as eligible for co-funding under the Disaster Recovery Funding Arrangements (DRFA), which implies a commitment from the Australian Government to reimburse 50 per cent of the provided funding.

The facility was completely destroyed by flood waters during the October 2022 severe weather event. The hospital provided an important community service in its rehabilitation of injured wild native animals found by members of the public. It was also instrumental to important conservation initiatives, such as a Tasmanian devil breeding program.

DPAC understands that a minimum grant amount of \$420,000 would enable reinstatement of the hospital facility. This is in addition to \$25,000 already provided to Wings Wildlife Park as a Small Business Emergency Response Grant from the Department of State Growth. This grant is also covered by the DRFA.

**Reason for deadline:** To enable the provision of funding to Wings Wildlife Park for the rebuilding of the native wildlife hospital.

### Recommendations

**Note** the proposed finalisation of a grant of \$420,000 to Wings Wildlife Park for the reconstruction of the native wildlife hospital.

**Note** that DPAC has commenced the necessary due diligence and will complete these standard processes prior to entering into any formal grant agreement.

### Approvals

Acting Deputy Secretary

Louise Wilson

Thursday, 15 June 2023

2

Acting Secretary and  
State Recovery Advisor

Sunday, 18 June 2023

Premier

Approved

Yes ☐

No ☐

Noted ☐

22/6/23

Premier's notations:

## Key reason/s

### Rebuilding the native wildlife hospital

- Wings Wildlife Park was extensively damaged by flood waters in October 2022. The cost of restoration of its commercial operations has been over \$350,000 to date, none of which is recoverable through insurance.
- In addition to its commercial operations, the native animal hospital was completely destroyed. Due to costs associated with flood damage, the Park is not in a position to independently finance the rebuilding of the hospital.
- The provision of funding support for this purpose will enable the continuation of important community oriented conservation services to northern Tasmania.
- Total cost for the rebuilding and restoration works is estimated at \$728,000. This includes construction, fitout and project management fees.
- Under the jointly funded Flood Recovery Fund, a maximum of \$500,000 was allocated to support the reconstruction of the hospital facility. Following discussion with the Park management, DPAC proposes to provide \$420,000 for the rebuild which will contribute towards construction and fitout works for the first two stages of the rebuilding program. The cost to the Tasmanian Government will be \$210,000, with the Commonwealth providing \$210,000.
- Wings Wildlife Park has confirmed it has now received the relevant council approvals to rebuild the hospital facility and is ready to proceed, pending the approval and confirmation of funding.

### Criteria under which support is provided

- Under the Tasmanian Relief and Recovery Arrangements – Community Recovery Policy (TRRA-CRP), the Premier can provide funding for activities and projects aimed at community recovery, community development, community resilience and capacity building for the future.
- The Flood Recovery Fund was designed to meet medium and long term community needs that were not being addressed by other measures available at the time.
- The Native Animal Hospital Reconstruction project will provide the following outcomes:
  - Restoration of damaged recreational and community asset
  - Supports community health, wellbeing and social cohesion
  - Supports tourism and small business initiatives

## 3

- o Restoration of facilities owned by not-for-profit organisations.

### Grant administration

- The grant will be administered by DPAC's Community Grants team, who will also develop the grant funding deed to be signed by Wings Wildlife Park and DPAC.
- The Community Grants team is currently undertaking due diligence prior to finalising the grant deed.
- Subject to satisfactory outcomes of that process, DPAC proposes the funding be provided under the following terms and conditions:
  - o The provision of funding is subject to a commitment by Wings Wildlife Park for the balance of the funds required.
  - o Regular reporting by Wings Wildlife Park to DPAC on agreed project milestones.
  - o Confirmation of grant acquittal and provision of audit and supporting information that complies with the requirements of the Tasmanian Relief and Recovery Arrangements and Disaster Recovery Funding Arrangements
  - o Any promotion or publicity relating to the reconstruction of the native animal hospital facility to recognise Tasmanian and Australian Government support through the Disaster Recovery Funding Arrangements.

### Consultation

- DPAC has consulted with the Wings Wildlife Park about this support.

### Financial impact

- The total cost to Government will not exceed \$210,000. This is within the approved joint funding envelope of \$500,000 under the Flood Recovery Fund.

### Communications

- Support for the rebuilding of the native wildlife hospital was jointly announced by the Premier of Tasmania and by Senator Murray Watt on 3 January 2023, as part of the additional extraordinary support package for flood-affected Tasmanian communities (Flood Recovery Fund).

DPAC contact for  
more information:  
Author, responsible  
Division

Name

John Harkin

Dwannylyn Williams

Phone Number



**Smith, Gemma**

---

**From:** recovery  
**Sent:** Tuesday, 6 June 2023 4:27 PM  
**To:** Honey, Jackie; Gregg, Matthew  
**Cc:** Harkin, John; Kelly, Patsy; Joseph, Matthew; Williams, Dwannylyn; recovery; Grants  
**Subject:** A/Dep Sec has APPROVED the RAMP for Emergency Relief and Recovery Grant for the Native Wildlife Hospital at Wings Wildlife Park

Hi Jac and Matt

I can advise that the Acting Deputy Secretary, Policy and Delivery, Todd Crawford, has now Approved the Risk Assessment and Management Plan (RAMP) to enable the provision of an Emergency Relief and Recovery Grant to rebuild the native wildlife hospital at Wings Wildlife Park.

As discussed @Gregg, Matthew the A/Dep Sec made a notation on the Minute Approving the RAMP (CM 23/463847) that the provision of these funds should be staged (as far as practicable) to align with agreed construction milestones, as outlined in the RAMP (CM 23/459704).

Kind regards

Patsy

Patsy Kelly | Community Recovery Officer  
 Resilience and Recovery Tasmania | Policy and Delivery Division  
 Department of Premier and Cabinet  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

s 36 | s 36 | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



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Most current public information from across Tas Government for COVID-19: [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au)

We acknowledge the traditional Aboriginal owners of country, their ongoing connection to this land and we pay our respects to their culture and their Elders past, present and emerging.

**Smith, Gemma**

---

**From:** Department of Premier and Cabinet Tasmania <noreply@smartygrants.com.au>  
**Sent:** Tuesday, 13 June 2023 2:25 PM  
**To:** Mr s 36  
**Cc:** Grants  
**Subject:** Grant Deed - Wings Wildlife Park - Native Wildlife Hospital Reconstruction  
**Attachments:** Grant Deed (Long Form ) - Wings Wildlife Park Inc - Native Wildlife Hospital Reconstruction.pdf

Dear Mr s 36

Please find attached a Grant Deed for the funding of \$420,000 (plus GST if applicable) being provided to your organisation to support the rebuilding of the native wildlife hospital which was completely destroyed by flood water during the October 2022 severe weather event.

**RETURNING YOUR GRANT DEED**

Please return the signed Grant Deed (all pages of this document must be returned) along with a Tax Invoice for the first instalment of \$170,000 (plus GST if applicable) within **10 business days** of this notification.

You will receive a notification with a link and instructions for returning your Grant Deed and Tax Invoice through our smartygrants online platform.

If you have any issues uploading a Grant Deed or Tax Invoice please contact DPAC Grants Unit at [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) or on 1800 204 224.

**GENERATING A TAX INVOICE**

Your Tax Invoice must be addressed to the Department of Premier and Cabinet, PO Box 123 Hobart TAS 7001 Your invoice should include:

- your organisation's Australian Business Number (ABN)
- your organisation's bank account details (these must reflect the bank account details as shown in your Grant Deed, including Financial Institution name, account name, BSB and account number)
- the instalment amount exclusive of GST, the applicable GST amount and the total amount (ie instalment amount plus GST).

Should you have any questions, please contact the Community Grants Unit at [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) or on 1800 204 224.

Community Grants

Department of Premier and Cabinet

Ph: 1800 204 224

Email: [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au)



## Grant deed

Grant program: Native Wildlife Hospital Reconstruction

The Crown in Right of Tasmania  
(represented by the Department of Premier and Cabinet)  
(Grantor)

and

**s 36** (Wings Wildlife Park)  
(Recipient)

DOS APPROVED TEMPLATE  
Grant Docs-Grant (used long form) template-3-2014-AU  
(December 2014)

REFERENCE AND CONTACT DETAILS  
Department: Department of Premier and Cabinet  
Contact officer: Manager, Grants  
Telephone: 1800 204 224  
Email: grants@dpac.tas.gov.au

Document ref: 23/470999 | **s 36** (Wings Wildlife Park) — Native Wildlife Hospital  
Reconstruction



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## Grant deed

### Details and recitals

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**Date:**

26 June 2023

**Parties:**

Name	<b>The Crown in Right of Tasmania</b> (represented by the Department of Premier and Cabinet)
Short form name	<b>Grantor</b>
Notice details	C/- Community Partnerships and Priorities Division Department of Premier and Cabinet Level 4, 15 Murray Street, Hobart TAS 7000 Email: grants@dpac.tas.gov.au Attention: Secretary, Community Partnerships and Priorities Division, Department of Premier and Cabinet
Name	<b>s 36</b> (T/As Wings Wildlife Park)
ACN/ARBN/ABN	70 123 204 692
Short form name	<b>Recipient</b>
Notice details	137 Winduss Road, GUNNS PLAINS TAS 7315 Email: <b>s 36</b> Attention: <b>s 36</b> , Adviser

---

**Recitals:**

- A. The Grantor has agreed to provide a monetary grant to the Recipient upon the terms and conditions set out in this Deed.
- B. The Recipient has agreed to accept the Grant on the terms and conditions set out in this Deed.

## Information Table

**Item 1 (clause 1.1): Approved Purpose for which the Grant is provided**

To support the rebuilding of the native wildlife hospital at Wings Wildlife Park, which was completely destroyed by flood waters during the October 2022 severe weather event.

**Item 2 (clause 2.1): Grant Amount**

The grant amount is for four hundred and twenty thousand dollars (\$420,000.00) (plus GST if applicable)

**Item 3 (clause 3.1): Payment method for the Grant**

The Grant is to be paid to the Recipient in three (3) instalments as follows:

- **Instalment 1:** \$170,000 payable within 10 Business Days of the date of this Deed and upon receipt of a valid Tax Invoice; and
- **Instalment 2:** \$170,000 payable not later than 10 Business Days following receipt of the Recipient's providing evidence that they have completed Stage 1 and upon receipt of a valid Tax Invoice.
- **Instalment 3:** \$80,000 payable not later than 10 Business Days following receipt of the Recipient's providing evidence that they have completed Stage 2 and upon receipt of a valid Tax Invoice.

Each instalment of the Grant is to be paid by electronic funds transfer to an account held by the Recipient.

**Item 4 (clause 3.2(a)): Conditions precedent to payment of the Grant**

Not applicable

**Item 5 (clause 3.3): Grant Account**

Not applicable

**Item 6 (clause 4.1(d)): Agreed Plan for carrying out the Approved Purpose**

Not applicable

**Item 7 (clause 4.1(e)): Agreed Budget for carrying out the Approved Purpose**

Not applicable

**Item 8 (clause 4.4): Date for commencement of the Approved Purpose**

Upon signing of this Grant Deed

**Item 9 (clause 4.5): Date for completion of the Approved Purpose**

31 December 2024

**Item 10 (clause 4.9(a)): Outcomes**

Not Applicable

**Item 11 (clause 7.2): Reporting requirements**

The Recipient must give to the Grantor:

(a) **Stage 1:** a report due no later than 30 November 2023 comprising:

- Evidence that the Recipient has met the Stage 1 Construction Milestones described in Annexure B.

(b) **Stage 2:** a report due no later than 30 April 2024 comprising:

- Evidence that the Recipient has met the Stage 2 Construction Milestones described in Annexure B.

(c) **Stage 3:** a report due no later than 31 July 2024 comprising:

- Evidence that the Recipient has met the Stage 3 Construction Milestones described in Annexure B.

(d) **Final Report:** a report due no later than 31 December 2024 comprising:

- A report detailing the Recipient's progress against completion of the Approved Purpose; and against the Construction Milestones described in Annexure B;
- A financial statement detailing income and expenditure, or documented financial evidence, to the satisfaction of the Grantor, to show expenditure of the funds for the Approved Purpose; and the Construction Milestones described in Annexure B, including how the Grant funds have been expended; and
- A signed acquittal declaration

All other reports and documents that the Grantor requires under Item 11 (clause 7.2) must be provided by the Recipient within 20 Business Days of the requirement being notified to the Recipient.

The form and substance of each report or document (including each document submitted with, or as part of, a report) provided by the Recipient to the Grantor under this Deed must be satisfactory to the Grantor, acting reasonably.

**Item 12 (clause 9): Insurance**

Clause 9 is applicable. The amount of insurance required for the purposes of clause 9.2 (a) is \$10 000 000.

**Item 13 (clause 12): Special terms and conditions**

**1. Acknowledgement of support**

Without limiting the generality of clause 5, the Recipient must comply with the requirements set out in Annexure A regarding the acknowledgement of the Grantor's support.



**2. Media/Publicity opportunities**

Without limiting the generality of clause 5, the Recipient must notify the Grantor at least four weeks prior to the scheduled Media/Publicity opportunities.

**3. Permissions and approvals to undertake work**

The recipient must, prior to undertaking any works, obtain all necessary approvals and permits required to lawfully undertake the works to be carried out as part of the Approved Purpose.

**4. Usage Clause**

Funding is conditional on the structure being completed and used as a wildlife hospital for a minimum period of five (5) years. If the structure is repurposed, funding is required to be reimbursed.

**5. Recipient responsible for further funds**

Without affecting clause 2.2, the Recipient acknowledges and agrees that the Grant provided is only a contribution towards carrying out the Approved Purpose and the Recipient must provide, or secure from one or more other sources, all remaining funds required for the completion of the Approved Purpose.

## Agreed terms and conditions

The parties agree as follows:

### 1 Definitions and interpretation

#### 1.1 Definitions

In this Deed, unless the context otherwise requires:

**Approved Purpose** means the purpose for which the Grant is provided as set out in Item 1.

**Authorised Officer** means:

- (a) if a party is the Crown or a Minister of the Crown, each of the Secretary of the department responsible for the administration of the Grant, an Acting Secretary of that department, a Deputy Secretary of that department, and a nominee of any of them; or
- (b) for any other party, a person authorised in writing by that party.

**Business Day** means a day that is not a Saturday, a Sunday, Easter Tuesday or a statutory holiday (as defined in the *Statutory Holidays Act 2000* (Tas)) generally observed in Hobart.

**Conflict** means any matter, circumstance, interest or activity involving or affecting the Recipient, or any of its Personnel, that conflicts with, may conflict with, or otherwise impairs, the Recipient undertaking the Approved Purpose fairly and independently in accordance with this Deed.

**Crown** means the Crown in Right of Tasmania.

**this Deed** means this deed and includes all its annexures, appendices, attachments and schedules (if any).

**Default Event** means each of the events specified in clause 11.1

**Details** means the details and recitals set out above.

**Government Body** includes a body politic, a government (federal, state or local), a governmental, judicial or administrative body, a tribunal, a commission, a department or agency of any government, and a statutory authority or instrumentality.

**Grant** means the grant paid, or to be paid, by the Grantor to the Recipient pursuant to clause 2.1.

**Grant Account** has the meaning in clause 3.3.

**Grantor** means the person or entity named above as Grantor and, where the context requires, includes the employees, authorised contractors and agents of that person. If the Grantor is a Minister of the Crown, a reference to the Grantor includes that Minister's predecessors and successors in office (as applicable).

**GST** means any goods and services tax or similar tax imposed by the Commonwealth of Australia (but excluding any penalty, fine, interest or similar payment).

**GST Laws** means applicable Laws relating to GST.

**Information Table** means the table titled 'Information Table' set out above.

**Item** means an item in the Information Table.

**Law** means:

- (a) principles of law or equity established by decisions of courts;
- (b) legislation and subordinate legislation; and
- (c) requirements, approvals (including conditions) and guidelines of any Government Body that have force of law.

**month** means calendar month.

**Outcomes** means the outcomes (if any) that the Recipient must achieve in relation to the application of the Grant or carrying out the Approved Purpose, as set out in Item 10.

**PPSA Security Interest** has the meaning given to the term 'security interest' in the *Personal Property Securities Act 2009* (Cwlth).

**Personnel** means any person who is an officer, employee, agent, or professional advisor of the Recipient.

**Recipient** means the person named above as the Recipient and, where the context requires, includes the officers and employees of the Recipient.

**Relevant Matter** means any matter or thing related to any of the following:

- (a) the performance by the Recipient of its obligations under this Deed;
- (b) the receipt, use or expenditure of the Grant;
- (c) the carrying out of the Approved Purpose (including the effectiveness of the Recipient's carrying out of the Approved Purpose);
- (d) any report provided, or to be provided, by the Recipient to the Grantor in accordance with this Deed;
- (e) any information provided by the Recipient to the Grantor in connection with any application for the Grant;
- (f) any breach of this Deed by the Recipient;
- (g) the occurrence, or possible occurrence, of any Default Event.

**Right** includes a right, a power, a remedy, a discretion or an authority.

**Security Interest** means:

- (a) a PPSA Security Interest;
- (b) any mortgage, charge, bill of sale, pledge, deposit, lien, hypothecation, arrangement for the retention of title and any other interest or power given by way of security for any debt, monetary liability or other obligation and includes any agreement to grant or create any of the foregoing.

## 1.2 Interpretation

In this Deed, unless the context otherwise requires:

- (a) the singular includes the plural and vice versa;

- (b) words importing a gender include all genders;
- (c) other parts of speech and grammatical forms of a word or phrase defined in this Deed have a corresponding meaning;
- (d) a reference to a thing (including property or an amount) is a reference to the whole and each part of that thing;
- (e) a reference to a group of persons includes a reference to any one or more of those persons;
- (f) a reference to an annexure, an appendix, an attachment, a schedule, a party, a clause or a part is a reference to an annexure, an appendix, an attachment, a schedule or a party to, or a clause or a part of, this Deed;
- (g) a reference to any legislation or legislative provision includes subordinate legislation made under it and any amendment to, or replacement for, any of them;
- (h) writing includes marks, figures, symbols, images or perforations having a meaning for persons qualified to interpret them;
- (i) a reference to a document includes:
  - (i) any thing on which there is writing;
  - (ii) any thing from which sounds, images or writings can be reproduced with or without the aid of any thing else;
  - (iii) an amendment or supplement to, or replacement or novation of, that document: or
  - (iv) a map, plan, drawing or photograph;
- (j) a reference to an agreement includes an undertaking, deed, agreement or legally enforceable arrangement or understanding, whether or not in writing;
- (k) a reference to a 'person' includes a natural person, a partnership, a body corporate, a corporation sole, an association, a Government Body, or any other entity;
- (l) a reference to a party includes that party's executors, administrators, successors and permitted assigns and substitutes;
- (m) a reference to a Minister includes, as applicable, that Minister's predecessors and successors in office;
- (n) a reference to a Government Body or other body or organisation that has ceased to exist, or that has been renamed, reconstituted or replaced, or the powers or functions of which have been substantially transferred, is taken to refer respectively to the Government Body or other body or organisation as renamed or reconstituted, or established or formed in its place, or to which its powers or functions have been substantially transferred;
- (o) a reference to an office in a Government Body or other body or organisation includes any person acting in that office, and if the office is vacant, the person who for the time being is substantially responsible for the exercise of the duties, functions or powers of that office;
- (p) mentioning any thing after the words 'includes', 'included' or 'including' does not limit the meaning of any thing mentioned before those words;

- (q) a reference to a day is to be interpreted as the period of time in Tasmania commencing at midnight and ending 24 hours later;
- (r) reference to a time or date in connection with the performance of an obligation by a party is a reference to the time or date in Hobart, Tasmania, even if the obligation is to be performed elsewhere; and
- (s) references to '\$' and 'dollars' are to Australian dollars.

### **1.3 Headings**

Headings are included for convenience only and do not affect the interpretation of this Deed.

### **1.4 No rule of construction applies to disadvantage party**

In relation to the interpretation of this Deed, no rule of construction is to apply to the disadvantage of a party because that party was responsible for the preparation of this Deed or any part of it.

### **1.5 Information Table**

- (a) An Item that has not been completed will be taken to be 'not applicable'.
- (b) Unless the context otherwise requires, expressions defined in the Information Table have the same meanings when used in other parts of this Deed.

## **2 Grant**

### **2.1 Agreement to provide Grant**

Subject to the terms of this Deed, the Grantor will provide to the Recipient the monetary grant set out in Item 2 for use by the Recipient for the Approved Purpose in accordance with this Deed.

### **2.2 Acknowledgments**

The Recipient acknowledges and agrees that:

- (a) the Grantor's financial assistance to the Recipient in respect of the Approved Purpose is limited to the Grant;
- (b) nothing in this Deed requires the Grantor to provide any further financial assistance to the Recipient in respect of the Approved Purpose; and
- (c) the Grantor is not responsible for any liabilities incurred by the Recipient, or any obligations entered into by the Recipient, as a result of or arising out of, the Recipient's obligations under this Deed or in respect of the Approved Purpose.

## **3 Payment of Grant to Recipient**

### **3.1 Method of Grant payment**

Subject to clause 3.2 and, if applicable, clause 3.3, the Grantor will pay the Grant to the Recipient in the manner specified in Item 3. If no method of payment is specified in Item 3, the method of payment will be as determined by the Grantor.

### 3.2 Conditions affecting Grant payment

- (a) **(Conditions precedent):** If Item 4 includes any conditions precedent to the payment of the Grant, then the obligation of the Grantor to pay the Grant or part of the Grant is subject to the prior and continuing satisfaction of those conditions precedent (except for any of those conditions precedent waived in writing by the Grantor).
- (b) **(Payment of Grant instalments linked to performance):** If:
  - (i) the payment details in Item 3 provide for the payment of the Grant by instalments; and
  - (ii) the payment of an instalment of the Grant is linked to the performance of an obligation by the Recipient, or the occurrence of an event,
 the Grantor is not required to pay that instalment of the Grant until, as applicable, the Recipient has completed the performance of that obligation (to the satisfaction of the Grantor) or that event has occurred.
- (c) **(Default Events):** The Grantor is not required to pay the Grant (or if the Grant is payable by instalments, any instalment of the Grant) to the Recipient if a Default Event has occurred and has not been remedied to the satisfaction of the Grantor.
- (d) **(Requirement for tax invoice):** If the Grant, or any instalment of the Grant, is subject to GST, the Grantor is not required to pay the Grant (or the relevant instalment) until the Grantor has received from the Recipient a correctly rendered tax invoice in accordance with clause 13.

### 3.3 Grant Account

- (a) This clause 3.3 applies if Item 5 states that this clause applies.
- (b) The Grantor is not required to pay the Grant, or any instalment of the Grant, to the Recipient until:
  - (i) the Recipient has established an account at an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwlth)) to be used solely for the purpose of receiving and applying the Grant (Grant Account); and
  - (ii) the Recipient has provided details of the Grant Account to the Grantor.
- (c) The Grantor may pay the Grant, or any instalment of the Grant, by depositing it to the Grant Account. If the Grantor pays the Grant, or any instalment of the Grant, directly to the Recipient, the Recipient must immediately deposit it to the Grant Account.
- (d) The Recipient must only make withdrawals from the Grant Account for the sole purpose of paying amounts, debts and monetary liabilities properly incurred, and immediately due and payable, by the Recipient as part of the Approved Purpose.
- (e) The Recipient holds the Grant on trust for the Grantor until such time as the Recipient is entitled to withdraw the Grant, or part of it, from the Grant Account in accordance with clause 3.3(d).
- (f) Any interest earned on the Grant Account will be taken to form part of the Grant, and must be used only for the Approved Purpose.



## 4 Application of Grant and related matters

### 4.1 Application of Grant for Approved Purpose

- (a) The Recipient must only use the Grant to undertake the Approved Purpose.
- (b) The Recipient must not change the Approved Purpose without the prior written approval of the Grantor, which approval may be given or withheld in the Grantor's absolute discretion.
- (c) The Recipient must undertake the Approved Purpose:
  - (i) in a timely, diligent, reasonable and economical manner; and
  - (ii) exercising reasonable skill, care and attention,
 having regard to the circumstances in which the Grant is made and the status of the Recipient.
- (d) If Item 6 includes or refers to a plan (**Agreed Plan**) for the carrying out of the Approved Purpose, the Recipient must carry out the Approved Purpose in accordance with that plan. The Recipient must not change the Agreed Plan without the prior written approval of the Grantor.
- (e) If Item 7 includes or refers to a budget (**Agreed Budget**) for the carrying out of the Approved Purpose, the Recipient must carry out the Approved Purpose in accordance with that budget. The Recipient must not change the Agreed Budget without the prior written approval of the Grantor.

### 4.2 Restrictions on use of Grant

- (a) The Recipient must not use the Grant for the purpose of obtaining legal services except to the extent that the legal services are expressly included in the Approved Purpose.
- (b) Without limiting clause 4.2(a), if the Recipient is a body corporate, the Recipient must not use the Grant for the purpose of obtaining legal advice in relation to any actual or threatened dispute concerning any current or past:
  - (i) member;
  - (ii) director;
  - (iii) officeholder; or
  - (iv) employee involved in the management,
 of the body corporate.
- (c) Without limiting any other Right, if the Recipient is in breach of this Deed the Grantor may by notice in writing direct the Recipient not to spend any unexpended part of the Grant.
- (d) The Recipient must not spend any unexpended part of the Grant after it receives a notice from the Grantor under clause 4.2(c) unless and until the Grantor gives written notice to the Recipient authorising the further expenditure of the Grant by the Recipient.
- (e) Without limiting clause 4.2(c), for the purposes of that clause the Recipient will be taken to be in breach of this Deed if any representation or warranty given by the Recipient to the Grantor under this Deed is false, untrue or misleading.

#### 4.3 No conflict

- (a) The Recipient warrants that, to the best of its knowledge after making diligent inquiry, at the date of this Deed no Conflict exists or is likely to arise in the performance of the Recipient's obligations under this Deed.
- (b) If a Conflict arises or appears likely to arise, the Recipient must:
  - (i) notify the Grantor immediately;
  - (ii) make full disclosure to the Grantor of all relevant information relating to the Conflict or potential Conflict; and
  - (iii) take any steps the Grantor reasonably requires to resolve or otherwise deal with that Conflict or potential Conflict.

#### 4.4 Commencement of Approved Purpose

The Recipient must substantially commence (to the Grantor's satisfaction) the Approved Purpose by the date shown in Item 8 or such later date, if any, approved in writing by the Grantor.

#### 4.5 Completion of Approved Purpose

The Recipient must complete the Approved Purpose by the date shown in Item 9 or such later date, if any, approved in writing by the Grantor.

#### 4.6 Compliance with Law

The Recipient must comply with all applicable Laws in expending the Grant and in carrying out the Approved Purpose.

#### 4.7 Carrying out activity

- (a) If the Approved Purpose requires the carrying out of any activity, the Recipient must carry out that activity, or ensure that the activity is carried out by others, in a proper and workmanlike manner in accordance with all applicable Laws.
- (b) The Recipient must ensure that its Personnel involved in carrying out the Approved Purpose, and contractors engaged by the Recipient to undertake any task related to the carrying out of the Approved Purpose, are appropriately qualified and experienced.

#### 4.8 Contractors

- (a) The Recipient is not relieved of any of its obligations or liabilities under this Deed as a result of the Recipient's engagement of any contractor to undertake any task related to the performance of any of those obligations.
- (b) Upon request by the Grantor, the Recipient must provide to the Grantor details of all contractors engaged by the Recipient to perform any task related to the performance by the Recipient of any of its obligations under this Deed.

#### 4.9 Outcomes

- (a) This clause 4.9 applies if Item 10 includes Outcomes.
- (b) The Recipient must:
  - (i) ensure that it achieves all of the Outcomes;

- (ii) provide to the Grantor such reports and statements, as the Grantor requires from time to time, showing the extent to which the Grantor is achieving the Outcomes; and
- (iii) as required by the Grantor from time to time, meet with the Grantor (or persons authorised by the Grantor) to review and discuss the extent to which the Recipient is achieving the Outcomes.

#### **4.10 Financial records**

- (a) The Recipient must keep and maintain proper accounts, records and financial statements showing, the receipt, use and expenditure of the Grant and the carrying out of the Approved Purpose.
- (b) The accounts, records and financial statements must be retained by the Recipient for a period of at least seven years after earliest of the following dates:
  - (i) the date the Recipient completes the Approved Purpose; and
  - (ii) the date upon which this Deed is terminated by the Grantor.
- (c) The Recipient's financial statements must show, as separate items, the receipt, use and expenditure of the Grant.
- (d) The Recipient must allow the Auditor-General of Tasmania (or his or her nominee) to audit, inspect, and to take copies of, the Recipient's accounts, records and financial statements relating to the receipt, use and expenditure of the Grant.
- (e) This clause 4.10 survives the termination of this Deed.

#### **4.11 Grant not to be used as security**

The Recipient must not grant, or allow to exist, any Security Interest over this Deed, the Grant or the Grant Account (if any).

#### **4.12 Notice by Recipient of adverse matters**

The Recipient must immediately notify the Grantor in writing of:

- (a) the occurrence of any matter, event or thing, occurring after the date of this Deed, that adversely affects or materially delays the Recipient carrying out the Approved Purpose in accordance with, or the performance by the Recipient of its obligations under, this Deed;
- (b) any breach of this Deed by the Recipient; or
- (c) the occurrence of any Default Event.

## **5 Publicity concerning Grant and Approved Purpose**

### **5.1 Acknowledgement**

The Recipient must include in any correspondence, promotional material, public (including media) announcement, advertising material, or other publication concerning the Approved Purpose, an acknowledgement that the Approved Purpose is assisted by a grant from the Grantor. The acknowledgement must be in a form and substance approved in writing by the Grantor.

## 5.2 Publicity

The Grantor reserves the Right to make public (including media) announcements in relation to, and otherwise report upon the Grant, the awarding of the Grant and any Relevant Matter.

## 5.3 Official launch and major announcements

- (a) The Recipient must give the Grantor reasonable notice of each proposed Specified Event (being not less than 15 Business Days notice). If required by the Grantor, the Recipient must consult with the Grantor concerning the timing, planning and conduct of each Specified Event.
- (b) In this clause, **Specified Event** means:
  - (i) an official launch or opening by the Recipient of any facility or works acquired or developed as part of the Approved Purpose; and
  - (ii) any media conference or public event arranged by the Recipient concerning the Approved Purpose.

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## 6 Repayment of Grant by Recipient

### 6.1 Repayment of any unexpended part of Grant

Not later than 20 Business Days after the completion of the Approved Purpose, the Recipient must notify the Grantor in writing if any part of the Grant has not been expended. The Grantor may by notice in writing to the Recipient demand that the Recipient repay to the Grantor all or any part of the Grant that has not been expended by the Recipient.

### 6.2 Repayment for incorrect use of Grant

The Grantor may by notice in writing to the Recipient demand that the Recipient repay to the Grantor the Grant (or any part of the Grant) that is applied or used by the Recipient for a purpose that is not an Approved Purpose.

### 6.3 Repayment of Grant - other circumstances

The Grantor may by notice in writing to the Recipient demand that the Recipient repay to the Grantor the Grant (or such part of the Grant as may be determined by the Grantor in its absolute discretion) if:

- (a) the Recipient does not substantially commence the Approved Purpose by the date shown in Item 8 or such later date, if any, approved in writing by the Grantor;
- (b) the Recipient does not complete the Approved Purpose by the date shown in Item 9 or such later date, if any, approved in writing by the Grantor;
- (c) this Deed is terminated by the Grantor in accordance with clause 11; or
- (d) a Default Event occurs.

### 6.4 Recipient must comply with notice

The Recipient must comply with any notice given by the Grantor in accordance with clauses 6.1, 6.2 or 6.3 within five Business Days of that notice, or such other period determined by the Grantor and specified in the notice. The amount specified in a notice is a debt repayable by the Recipient to the Grantor.

## 6.5 Interpretation

Nothing in this clause 6 limits the generality of any thing else in this clause.

## 7 Review, monitoring, audit, reports and related matters

### 7.1 Review, monitoring or audit of Relevant Matters

- (a) The Grantor may from time to time review, monitor or audit any Relevant Matter.
- (b) The Recipient must in connection with any such review, monitoring or audit by the Grantor:
  - (i) assist and co-operate with the Grantor;
  - (ii) meet with the Grantor at such times, and in such manner, as the Grantor reasonably determines;
  - (iii) permit the Grantor, at reasonable times and on reasonable notice:
    - (A) to inspect and take copies of the Recipient's financial and other records;
    - (B) to enter and inspect any premises owned, occupied or used by the Recipient;
    - (C) to inspect any other property (including plant and equipment) owned or used by the Recipient;
  - (iv) promptly answer all questions put by the Grantor.
- (c) In this clause, each reference to the 'Grantor' includes a reference to a person authorised in writing by an Authorised Officer for the Grantor.

### 7.2 Reporting

- (a) The Recipient must provide to the Grantor the reports and other documents (if any) specified in Item 11.
- (b) The Recipient must provide to the Grantor such reports and documents as required by the Grantor from time to time in connection with any Relevant Matter. Unless otherwise stated in Item 11, nothing in that Item limits the reports or frequency of reports that the Grantor may require under this clause 7.2(b).
- (c) The Recipient gives to the Grantor an irrevocable, non-exclusive, world-wide, perpetual and royalty-free, licence (including the right to grant sub-licences) to use, reproduce, modify and adapt the whole or any part of any report or document given by the Recipient to the Grantor in accordance with this clause 7.2. The Recipient must ensure that it obtains from any third party holding moral rights (within the meaning of the *Copyright Act 1968* (Cwlth)) in any such report or document consent to any infringement of their moral rights by the Grantor.



## 8 Indemnities

### 8.1 Indemnities from Recipient

The Recipient indemnifies, and must keep indemnified, the Grantor from and against all actions, claims, demands, losses, damages, costs and expenses for which the Grantor becomes liable:

- (a) in connection with or arising out of:
  - (i) personal injury to, or death of, any person;
  - (ii) loss or damage to the property of any person; and
  - (iii) financial loss of a third party.

arising from, or attributable to, the Recipient carrying out the Approved Purpose or performing its obligations under this Deed, to the extent that the injury, death, loss or damage is not caused by a wrongful (including negligent) act or omission of the Grantor;

- (b) in connection with or arising out of the use by the Grantor of any report or other document provided by the Recipient in accordance with this Deed, including any claims regarding the ownership or right to use intellectual property or moral rights (as defined in the *Copyright Act 1968* (Cwlth)) in such reports or documents.

### 8.2 Continuing obligation

The indemnities in clause 8.1:

- (a) are continuing obligations of the Recipient;
- (b) separate and independent from any other obligations of the Recipient; and
- (c) survive the expiration or termination of this Deed.

## 9 Insurance

### 9.1 Application

This clause 9 applies if Item 12 states that this clause applies.

### 9.2 Recipient to insure

- (a) The Recipient must for at least the Relevant Period hold and keep current a contract of insurance with a reputable insurer, lawfully carrying on insurance business in Australia, indemnifying the Recipient's liability for:

- (i) personal injury to, or death of, any person; and
- (ii) loss or damage to the property of any person,

for at least the amount shown in Item 12 for each individual claim or series of claims arising out of a single occurrence, or for such other sum as the Grantor reasonably determines from time to time and notifies to the Recipient.

- (b) The liability to be insured against under clause 9.2(a) is liability arising from, or attributable to, the Recipient carrying out the Approved Purpose to the extent that the injury, death, damage or loss is caused by a negligent act or omission of the Recipient or the Recipient's employees or agents.



- (c) In this clause, **Relevant Period** means the period commencing on the date of this Deed and ending on the date on or by which all of the Recipient's obligations under this Deed related to the carrying out of the Approved Purpose have been performed.

### 9.3 Grantor to be named as principal

The insurance contract required by clause 9.2(a) must name the Grantor as a principal in respect of the Recipient for the purpose of indemnifying the Grantor for any vicarious or other legal liability (if any) it may have in respect of any injury, death, damage or loss caused by a negligent act or omission of the Recipient or the Recipient's employees or agents.

### 9.4 Recipient to notify Grantor

The Recipient must notify the Grantor in writing as soon as practicable if:

- (a) the insurance contract required by clause 9.2(a) lapses, is cancelled or is materially altered; or
- (b) the Recipient claims, or becomes entitled to claim, under the insurance contract for something related to the carrying out of the Approved Purpose or this Deed.

### 9.5 Protection of insurance

The Recipient must:

- (a) comply with the insurance contract required by clause 9.2(a);
- (b) not do anything which may result in the cancellation of the insurance contract, the refusal by the insurer to renew the insurance contract, or the loss of any right to claim under the insurance contract;
- (c) not without the prior written consent of the Grantor vary, rescind, cancel or terminate the insurance contract.

### 9.6 Policy documents

The Recipient must give to the Grantor:

- (a) when requested by the Grantor, a copy of the insurance contract required by clause 9.2(a) and evidence of the currency of that insurance contract; and
- (b) a copy of each document issued to the Recipient by the insurer in relation to that insurance contract.

## 10 Representations and warranties

### 10.1 Warranties

The Recipient represents and warrants to the Grantor that:

- (a) **(no disputes)**: except as previously disclosed in writing by the Recipient to the Grantor prior to the date of this Deed, there are no actions or proceedings commenced or threatened affecting the Recipient which may affect its capacity to perform its obligations under this Deed;
- (b) **(transaction permitted)**: the execution, delivery and performance of this Deed by the Recipient will not breach in any respect any provision of:
  - (i) any applicable Law or any order or ruling of a Government Body;

- (ii) any agreement binding on the Recipient;
- (iii) if the Recipient is a corporation, the Recipient's constitution;
- (c) **(incorporation)**: if the Recipient is a body corporate, it is duly incorporated and existing under the law of its place of incorporation, it is up-to-date in all reporting requirements and has the corporate power to enter into and perform its obligations under this Deed;
- (d) **(authorisations)**: if the Recipient is a body corporate, all necessary action has been taken by the Recipient to authorise its execution of, and the performance of its obligations under, this Deed;
- (e) **(power)**: the Recipient is not subject to any legal disability or incapacity;
- (f) **(binding obligation)**: this Deed:
  - (i) constitutes a valid legal and binding obligation on the part of the Recipient;
  - (ii) is enforceable in accordance with its terms;
  - (iii) is not void or voidable;
- (g) **(information)**: all information given, and each statement made, to the Grantor by the Recipient or its agents concerning any application for the Grant, is true, correct and not misleading in any way;
- (h) **(Default Event)**: except as previously disclosed in writing by the Recipient to the Grantor prior to the date of this Deed, no Default Event (or event which with the giving of notice or the lapse of time would be likely to become a Default Event) has occurred or is continuing;
- (i) **(trustee warranties)**: if the Recipient enters into this Deed in its capacity as a trustee of a trust:
  - (i) **(trustee and personal capacity)**: the Recipient has entered into this Deed in its capacity as trustee as well as in its personal capacity;
  - (ii) **(sole trustee)**: the Recipient is the only trustee of the trust;
  - (iii) **(additional trustee)**: no action has been taken or is contemplated to remove the Recipient as trustee of the trust or to appoint an additional trustee of the trust;
  - (iv) **(power)**: the Recipient (as trustee of the trust) has power to enter into this Deed;
  - (v) **(full force and effect)**: the trust is in full force and effect and no action has been taken or is threatened to terminate the trust;
  - (vi) **(due administration)**: the Recipient has entered into this Deed as part of the due and proper administration of the trust and for the benefit of the beneficiaries under the trust;
  - (vii) **(right of indemnity)**: the Recipient has a right to be indemnified out of the assets of the trust in respect of its obligations under this Deed;
  - (viii) **(trust deed)**: all documents evidencing the terms of the trust were delivered to the Grantor prior to the date of this Deed, and;

- (A) are current and have not been amended, altered or revoked in any way; and
- (B) contain all of the terms of the trust; and
- (ix) **(no default)**: the Recipient is not in default of its duties as trustee.

## 10.2 Survival and repetition of representations and warranties

Each representation and warranty in clause 10.1:

- (a) survives the execution of this Deed; and
- (b) until all of the Recipient's obligations under this Deed have been discharged, is deemed to be repeated with reference to the facts and circumstances then existing on the first day of each named month.

## 10.3 No reliance by the Recipient

The Recipient acknowledges that it has not entered into this Deed in reliance on any representation, warranty, promise, statement or undertaking made by the Grantor or any person on behalf of the Grantor.

# 11 Default Events, termination, scope reduction and suspension

## 11.1 Default Events

Each of the following events is a Default Event for the purposes of this Deed:

- (a) **(Breach not capable of being remedied)**: If the Recipient breaches any of its obligations under this Deed and the breach is not capable of being remedied.
- (b) **(Failure to remedy breach)**: If:
  - (i) the Recipient breaches any of its obligations under this Deed;
  - (ii) the breach is capable of being remedied; and
  - (iii) the Recipient fails to remedy the breach within the period (being a period of not less than five Business Days) specified by the Grantor in a notice given to the Recipient detailing the breach.
- (c) **(Repudiation)**: If the Recipient repudiates this Deed.
- (d) **(Natural person)**: If the Recipient is a natural person, at any time before the Recipient has performed all of its obligations under this Deed, the Recipient:
  - (i) dies;
  - (ii) becomes an insolvent under administration (as defined in section 9 of the *Corporations Act 2001* (Cwlth)), or any action is taken which could result in that event; or
  - (iii) ceases to be of full legal capacity.
- (e) **(Body corporate related events)**: If the Recipient is a body corporate, at any time before the Recipient has performed all of its obligations under this Deed:
  - (i) the Recipient becomes an externally administered body corporate (as defined in section 9 of the *Corporations Act 2001* (Cwlth));

- (ii) a person becomes a controller (as defined in section 9 of the *Corporations Act 2001* (Cwlth)) of any of the Recipient's property;
  - (iii) the Recipient is dissolved, wound-up or its registration is cancelled;
  - (iv) any process or action is commenced or taken which could lead to an event mentioned in clause 11.1(c)(iii); or
  - (v) in the opinion of an Authorised Officer for the Grantor, the corporate governance or administration of the Recipient is materially deficient or unsatisfactory.
- (f) **(Ceasing to carry on operations):** If, at any time before the Recipient has performed all of its obligations under this Deed, the Recipient ceases to carry on, or threatens to cease carrying on, all or a substantial part of its operations without the prior written consent of the Grantor.
- (g) **(Meeting of creditors):** If, at any time before the Recipient has performed all of its obligations under this Deed, the Recipient convenes a meeting of its creditors, or proposes or enters into any scheme of arrangement, reconstruction or composition, with all or some of its creditors.
- (h) **(Representation):** If any representation or warranty by the Recipient in this Deed is untrue, false or misleading when made or repeated.

#### 11.2 Termination - Default Events

In addition to any other Rights, if a Default Event occurs, the Grantor may terminate this Deed by notice in writing to the Recipient. The termination takes effect when the Grantor's notice is taken to have been received by the Recipient in accordance with clause 15.3 (or any later date specified in the notice).

#### 11.3 Termination for convenience

- (a) The Grantor may, at any time, by notice in writing to the Recipient, terminate this Deed for convenience.
- (b) If this Deed is terminated in accordance with clause 11.3(a):
  - (i) the Recipient must:
    - (A) take all reasonable steps to minimise any loss resulting from the termination; and
    - (B) repay to the Grantor any unexpended part of the Grant that is not required by the Recipient to pay a debt or liability properly incurred by the Recipient in undertaking the Approved Purpose up until the termination; and
  - (ii) the Grantor must:
    - (A) subject to clauses 11.3(d) and 11.3(e), pay to the Recipient, as compensation, any reasonable costs actually incurred by the Recipient that are directly attributable to the termination; and
    - (B) if the Grant was payable by instalments, pay to the Recipient any unpaid instalment of the Grant that was properly due and payable to the Recipient for undertaking the Approved Purpose up until the termination of this Deed.

- (c) No compensation is payable by the Grantor to the Recipient in connection with the termination of this Deed in accordance with clause 11.3(a) except as provided for in clause 11.3(b)(ii)(A).
- (d) The Grantor is not liable to pay compensation under clause 11.3(b)(ii)(A) for an amount which would, in addition to any other amounts paid or due, or becoming due, by the Grantor to the Recipient under this Deed, exceed the original total of the Grant payable under this Deed.
- (c) The Recipient is not entitled to compensation for loss of prospective profits.

#### **11.4 Reduction in scope of Approved Purpose**

- (a) The Grantor may, at any time, by notice in writing to the Recipient, reduce the scope of the Approved Purpose for convenience.
- (b) If the scope of Approved Purpose is reduced in accordance with clause 11.4(a):
  - (i) the Recipient must:
    - (A) take all reasonable action to minimise any loss resulting from the reduction of scope; and
    - (B) continue to undertake each part of the Approved Purpose that is not affected by the notice;
  - (ii) subject to clauses 11.4(d) and 11.4(e), the Grantor must pay to the Recipient, as compensation, any reasonable costs actually incurred by the Recipient that are directly attributable to the reduction in the scope of the Approved Purpose; and
  - (iii) the Grant is to be reduced in proportion to the reduction in the scope of the Approved Purpose.
- (c) No compensation is payable by the Grantor to the Recipient in connection with a reduction in the scope of the Approved Purpose in accordance with clause 11.4(a) except as provided for in clause 11.4(b)(ii).
- (d) The Grantor is not liable to pay compensation under clause 11.4(b)(ii) for an amount which would, in addition to any other amounts paid or due, or becoming due, by the Grantor to the Recipient under this Deed, exceed the original total of the Grant payable under this Deed.
- (c) The Recipient is not entitled to compensation for loss of prospective profits

#### **11.5 Suspension of payment of Grant (or instalment of Grant)**

- (a) The Grantor may, by notice in writing to the Recipient (**Suspension Notice**), suspend payment of the Grant (or if the Grant is payable by instalments, an instalment of the Grant) to the Recipient if the Grantor is not satisfied that the Recipient is undertaking the Approved Purpose in accordance with this Deed.
- (b) Any suspension of payment of the Grant (or any instalment of the Grant) in accordance with clause 11.5(a):
  - (i) operates on and from the date of the Suspension Notice; and
  - (ii) continues until such time as the Grantor notifies the Recipient in writing that the Grantor



- (A) is satisfied that the Recipient is undertaking the Approved Purpose in accordance with this Deed; or
  - (B) withdraws the Suspension Notice.
- (c) The Grantor is not liable for any loss or damage incurred by the Recipient as a consequence of the suspension.

## 12 Special terms and conditions

- (a) The special terms and conditions (if any) in Item 13 form part of this Deed.
- (b) If there is any inconsistency between the special terms and conditions in Item 13 and another provision of this Deed, the special terms and conditions override the other provision to the extent of the inconsistency.
- (c) A special term or condition in Item 13 is taken not to be inconsistent with another provision of this Deed if the special term or condition and the other provision of this Deed are both capable of being complied with.
- (d) To avoid doubt and without limiting the operation of clause 16.16, any Right contained in Item 13 is in addition to any other Rights provided for in this Deed or at Law.

## 13 GST

- (a) Unless otherwise stated in this Deed, all amounts payable by one party to another party are exclusive of GST.
- (b) If GST is imposed or payable on any supply made by a party under this Deed, the recipient of the supply must pay to the supplier, in addition to the GST exclusive consideration for that supply, an additional amount equal to the GST exclusive consideration multiplied by the prevailing GST rate. The additional amount is payable at the same time and in the same manner as the consideration for the supply.
- (c) A party that makes a taxable supply under this Deed must provide a valid tax invoice to the recipient of the supply.
- (d) A party's right to payment under clause 13(b) is subject to a valid tax invoice being delivered to the party liable to pay for the taxable supply.
- (e) If the consideration for a supply under this Deed is a payment or reimbursement for, or contribution to, any expense or liability incurred by the supplier to a third party, the amount to be paid, reimbursed or contributed in respect of the expense or liability will be the amount of the expense or liability net of any input tax credit to which the supplier is entitled in respect of the expense or liability.
- (f) Where any amount payable under this Deed is paid by being set-off against another amount, each amount must be calculated in accordance with this clause 13 as if it were an actual payment made pursuant to this Deed.
- (g) Unless the context otherwise requires, expressions used in this clause 13 that are defined in the GST Laws have the meanings given to those expressions in the GST Laws.



## **14 Dispute resolution**

### **14.1 Application**

This clause 14 does not apply to any dispute or difference between the parties concerning the exercise by any party of any Right under legislation.

### **14.2 Negotiation**

If a party gives written notice to each other party of a dispute or difference concerning this Deed, the parties must undertake negotiations with a view to resolving the dispute or difference.

### **14.3 Status of negotiations**

- (a) Unless otherwise agreed in writing by the parties and subject to applicable Laws, other than the fact of occurrence, all aspects of negotiations for the purpose of clause 14.2 will be without prejudice and treated as confidential including:
  - (i) any settlement proposal made to, or considered by, a party;
  - (ii) the willingness of a party to consider a settlement proposal;
  - (iii) any statement made by, or on behalf of, a party during the negotiations; and
  - (iv) any document prepared for the purposes of the negotiations.
- (b) Nothing in clause 14.3(a):
  - (i) prevents a party from enforcing any signed settlement agreement made by the parties in relation to the dispute or difference;
  - (ii) prevents an agent or instrumentality of the Crown (that is a separate legal entity) from disclosing any matter to the Crown; or
  - (iii) prevents a Minister of the Crown from making a statement to Parliament or exercising any Right.

### **14.4 Further action**

If, after 10 Business Days following receipt by a party of a notice under clause 14.2, the parties are unable to resolve the dispute or difference by negotiation, a party may take any lawful action as that party sees fit (including commencing legal proceedings) in relation to the dispute or difference.

### **14.5 Continuation of performance**

Despite the existence of any dispute or difference, unless this Deed has been terminated, each party must continue to perform its obligations in accordance with this Deed.

### **14.6 Injunctive and other discretionary relief**

Nothing in this clause 14 prevents a party from commencing legal proceedings to seek an injunction (whether interim or permanent), a writ of specific performance, declaratory relief, or any urgent or other interlocutory relief.

## **15 Notices**

### **15.1 Notice requirements**

- (a) A notice, certificate, consent, application, waiver or other communication (each a Notice) under this Deed must be:
  - (i) in legible writing in the English language;
  - (ii) subject to clauses 15.1(b) and 15.1(c), signed by or on behalf of the sender or by a lawyer for the sender;
  - (iii) marked for the attention of the person or position (if any) specified in the Details applicable to the intended recipient of the Notice or, if the intended recipient has notified otherwise, marked for attention in the way last notified; and
  - (iv) left or sent in accordance with clause 15.2.
- (b) A printed or copy signature is sufficient for the purposes of sending any Notice by facsimile.
- (c) A Notice sent by email is taken to have been signed by the sender.
- (d) A Notice must not be given orally.

### **15.2 Method and address for delivery**

- (a) Subject to clause 15.2(b), a Notice must be:
  - (i) left at the intended recipient's address set out in the Details;
  - (ii) sent by prepaid ordinary mail (or prepaid airmail, if from one country to another country) to the intended recipient's address set out in the Details;
  - (iii) sent by facsimile to the intended recipient's facsimile number (if any) set out in the Details; or
  - (iv) sent by email to the intended recipient's email address (if any) set out in the Details.
- (b) If the intended recipient of a Notice has notified the sender of another address, facsimile number or email address for the purposes of receiving Notices, then subsequent Notices to that intended recipient must be left at or sent to the address, facsimile number or email address (as applicable) last notified by that intended recipient.

### **15.3 Time of receipt**

- (a) Subject to clause 15.3(b), a Notice is taken to have been received by the intended recipient:
  - (i) if left at the intended recipient's address, at the time of delivery;
  - (ii) if sent by prepaid ordinary mail, on the third Business Day after the day of posting, or if sent by prepaid airmail from one country to another country, on the tenth Business Day after the day of posting;
  - (iii) if sent by facsimile, at the time shown in the transmission report as the time when the whole Notice was sent; and

- (iv) if sent by email, four hours after the time the email was sent (as recorded by the device from which the email was sent) provided that the sender has not received an automated message that the email has not been delivered.
- (b) If a Notice is received by a recipient on a day that is not a Business Day or after 4.00pm on a Business Day, the Notice is taken to be received at 9.00am on the next Business Day.
- (c) A Notice is effective from the time it is taken to have been received in accordance with clauses 15.3(a) and 15.3(b) (unless a later time is specified in the Notice, in which case the notice takes effect from that time).

#### **15.4 Other modes or places of service**

Nothing in this Deed limits or excludes any other mode or place of service required by an applicable Law.

### **16 Miscellaneous**

#### **16.1 Governing law**

This Deed is governed by the Laws applying in Tasmania.

#### **16.2 Dispute jurisdiction**

The parties submit to the non-exclusive jurisdiction of courts with jurisdiction in Tasmania, and any courts that may hear appeals from those courts, in respect of any proceedings in connection with this Deed.

#### **16.3 Entire agreements clause**

- (a) This Deed forms the entire agreement of the parties in respect of its subject matter. The only enforceable obligations of the parties in relation to the subject matter of this Deed are those that arise out of the provisions contained in this Deed. All prior agreements in relation to the subject matter of this Deed are merged in and superseded by this Deed unless expressly incorporated in this Deed as an annexure, an appendix, an attachment or by reference.
- (b) Nothing in clause 16.3(a) affects the Grantor's Rights in connection with this Deed in relation to any information given, or statement made, to the Grantor by the Recipient, its employees or agents concerning any application for the Grant.

#### **16.4 Liability**

An obligation of, or a representation, a warranty or an indemnity by, two or more parties (including where two or more persons are included in the same defined term) under or in respect of this Deed, binds them jointly and each of them severally.

#### **16.5 Benefit**

An obligation, a representation, a warranty or an indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and each of them severally.

#### **16.6 Compliance with obligations**

- (a) The Recipient must ensure that its officers, employees, volunteers, authorised contractors, agents and advisers involved in the performance by the Recipient of its obligations under this Deed:

- (i) comply with the provisions of this Deed related to that performance; and
  - (ii) do not conduct themselves in a way that would result in the party being in breach of this Deed or that, if the conduct was undertaken by the Recipient, would result in the Recipient being in breach of this Deed.
- (b) If the Recipient is prohibited from doing anything under this Deed, the Recipient must not knowingly assist, authorise or allow any other person to do that thing.

#### **16.7 Severance**

If a provision of this Deed is or at any time becomes illegal, prohibited, void or unenforceable for any reason, that provision is severed from this Deed and the remaining provisions of this Deed:

- (a) continue to be enforceable; and
- (b) are to be construed with such additions, deletions and modifications of language as are necessary to give effect to the remaining provisions of this Deed.

#### **16.8 Counterparts**

- (a) This Deed may be entered into in any number of counterparts.
- (b) A party may execute this Deed by signing any counterpart.
- (c) All counterparts, taken together, constitute one instrument.

#### **16.9 Further assurance**

The parties agree to do or cause to be done all such acts, matters and things (including, as applicable, passing resolutions and executing documents) as are necessary or reasonably required to give full force and effect to this Deed.

#### **16.10 Business Days**

If the day on or by which an act, matter or thing is to be done under this Deed is not a Business Day, that act, matter or thing must be done by no later than the next Business Day.

#### **16.11 No partnership or agency**

- (a) Nothing contained or implied in this Deed will:
  - (i) constitute, or be taken to constitute, a party to be the partner, agent or legal representative of another party for any purpose;
  - (ii) create, or be taken to create, a partnership or joint venture; or
  - (iii) create, or be taken to create, an agency or trust.
- (b) The Recipient must not represent or hold itself out to be a partner, joint venturer, agent or representative of the Grantor.

#### **16.12 Legal costs**

Each party must bear their own costs in preparing and negotiating this Deed.

#### **16.13 Amendment**

This Deed may only be amended or supplemented in writing signed by the parties.

#### **16.14 Waiver**

- (a) A failure or delay in exercising a Right does not operate as a waiver of that Right.

- (b) A single or partial exercise of a Right does not preclude any other exercise of that Right or the exercise of any other Right.
- (c) A Right may only be waived in writing, signed by the party to be bound by the waiver. Unless expressly stated otherwise, a waiver of a Right is effective only in the specific instance and for the specific purpose for which it was given.

#### **16.15 Successors and assigns**

This Deed is binding on and benefits each party and, unless repugnant to the sense or context, their respective administrators, personal representatives, successors and permitted assigns.

#### **16.16 Rights cumulative**

Each Right of the Grantor provided for in this Deed:

- (a) operates independently of any other Right of the Grantor provided for in this Deed; and
- (b) is cumulative with, and does not exclude or limit, any other Right of the Grantor, whether at Law or pursuant to any other agreement, deed or document.

#### **16.17 Set-off**

The Grantor may set-off against any moneys payable by the Grantor to the Recipient under this Deed any debt or other moneys from time to time due and owing by the Recipient to the Grantor. This right of set-off does not limit or affect any other right of set-off available to the Grantor.

#### **16.18 No assignment**

The Recipient must not assign any of its Rights and obligations under this Deed except with the prior written consent of the Grantor.

#### **16.19 Disclosure**

- (a) Despite any confidentiality or intellectual property right subsisting in this Deed, a party may publish all or any part of this Deed without reference to another party.
- (b) Nothing in this clause derogates from a party's obligations under the *Personal Information Protection Act 2004* (Tas) or the *Privacy Act 1988* (Cwlth).

#### **16.20 Determination**

Where the Grantor is required or entitled to form or hold an opinion or view under or in relation to this Deed, that opinion or view may be formed or held by an Authorised Officer for the Grantor. This clause does not limit any other way in which the Grantor may otherwise form or hold an opinion or view under or in relation to this Deed.

#### **16.21 Consent and approvals**

- (a) This clause applies to any consent or approval which the Recipient must obtain from the Grantor in accordance with this Deed. For the avoidance of doubt, this clause does not apply to any consent or approval to be given under any legislation.
- (b) A request for consent or approval must be made in writing.
- (c) A consent or approval for the purposes of this Deed is not effective unless given in writing.
- (d) A consent or approval may be given subject to reasonable conditions.



- (e) A Recipient must comply with any conditions subject to which the consent or approval is given. To the extent that the Recipient fails to comply with the condition, that failure is taken to be a breach of this Deed.

#### **16.22 Doctrine of merger**

The doctrine or principle of merger does not apply to this Deed or to anything done under or in connection with this Deed. Accordingly, no Right or obligation of a party is merged in any thing done pursuant to this Deed.

#### **16.23 Minister or State of Tasmania expressed to be party**

- (a) If a Minister of the Crown (acting in that capacity) is expressed to be a party to this Deed, then unless an applicable Law provides otherwise:
  - (i) the Minister enters into this Deed on behalf of the Crown;
  - (ii) the Rights, obligations and liabilities expressed to be those of the Minister are Rights, obligations and liabilities of the Crown; and
  - (iii) each reference in this Deed to the Minister will be taken to include a reference to the Crown.
- (b) For the avoidance of doubt, if the State of Tasmania is expressed to be a party to this Deed, the Rights, obligations and liabilities of the State of Tasmania are Rights, obligations and liabilities of the Crown.

#### **16.24 No interference with executive duties or powers**

Nothing in this Deed is intended to prevent, is to be taken to prevent, or prevents, the free exercise by the Governor, by any member of the Executive Council, or by any Minister of the Crown, of any duties or authorities of his or her office. Any provision of this Deed that is inconsistent with this clause is of no legal effect to the extent of the inconsistency.

#### **16.25 Surviving provisions and termination**

- (a) The termination of this Deed does not affect or limit the operation or effect of clauses or parts of this Deed:
  - (i) that are expressed to survive the termination of this Deed;
  - (ii) that, at Law, survive the termination of this Deed; or
  - (iii) that are necessary to survive the termination of this Deed:
  - (iv) to give full force and effect to the parties' respective Rights, obligations and liabilities on or after the termination of this Deed;
    - (A) to enable a party to make, enforce or defend any claims related to this Deed; or
    - (B) to give full force and effect to the operation of clause 16.25(b) or clause 16.25(c).
- (b) The termination of this Deed does not affect any claims related to, or any Rights, releases, obligations or liabilities accrued or incurred under, this Deed before the date on which this Deed is terminated.
- (c) Nothing in this clause 16.25 affects or limits the operation of another provision of this Deed which gives a party Rights, or imposes obligations on a party, on or after the termination of this Deed.



**Executed as a deed**

## Signing

### Execution by the Grantor

Executed as a deed on behalf of The Crown in Right of Tasmania by the person named below in the presence of the witness named below:

Signature:

Being a person who has authority to sign this Deed on behalf of the Grantor

\*Print name and position:

CRAIG LIMKIN  
ASSOCIATE SECRETARY

Witness signature:

\*Witness print name and position:

NICOLE BEARP  
EXECUTIVE OFFICER

\*Use BLOCK LETTERS

\*Witness print address:

15 MURRAY ST  
HOBART, TAS

### Execution by the Recipient

Signed on behalf of the Recipient by its authorised representatives named below:

Signature:

\*Print name and office held:

Signature:

\*Print name and office held:

\*Use BLOCK LETTERS

## Annexure A - Acknowledgement of Funding

The Recipient must acknowledge the support of the Australian and Tasmanian governments, as follows:

1. the Recipient must use the Tasmanian Government 'supported by' logo (as shown below) to promote the Approved Purposes.
2. the recipient must also use the Australian Government logo (as per the [Australian Government Branding Guidelines](#)). The logo files for the Australian Government can be [accessed online](#).
3. the Recipient must include the logos in all marketing relating to the Approved Purposed including, but not limited to:
  - advertisements
  - newsletters, including electronic newsletters
  - media releases
  - press, radio and television advertising
  - display material; and
  - recipient's website homepage.
4. the Recipient must include the following statement on their social media site/s in the 'About' section: 'the [Project/Organisation] is jointly supported by the Australian and Tasmanian governments under the Disaster Recovery Funding Arrangements'.
5. to ensure the correct logo is used appropriately for marketing and promotional purposes, all materials must be approved by Department of Premier and Cabinet (DPAC) prior to publication/promotion. Please contact Grants on 1800 204 224 to arrange supply of the Tasmanian Government logo.
6. the Tasmanian Government logos must be reproduced according to the following specifications:

### LOGO COLOUR (as illustrated)

The logo may only appear in:

- full-colour – Blue PMS 653, Olive PMS 618 and Black
- black (mono)
- white (reversed out of a solid colour background).

### MINIMUM SIZE

The logo must always be at least 20mm wide if vertical and 30mm wide if horizontal. A smaller version can only be used if the print surface area demands it (ie pens, badges). A certain amount of space must be maintained around the logo – refer to [www.communications.tas.gov.au](http://www.communications.tas.gov.au) and search for 'size' details.

### PLEASE NOTE

- Do not change the format, colour, shape or typeface (font) of the logo.
- Take care not to distort the logo when resizing – its height and width must change in proportion so it is not squeezed or squashed.
- Do not create your own version of the logo or add any text; use only the versions supplied.
- Other variations of the logo are available from Grants, DPAC.



- 7 Australian Government logos must be used in accordance with the [Australian Government Branding Guidelines](https://www.pmc.gov.au/publications/australian-government-branding-guidelines) - <https://www.pmc.gov.au/publications/australian-government-branding-guidelines>. Queries around the use of the Australian Government logo can be directed to the National Emergency Management Agency at [corporatecommunications@nema.gov.au](mailto:corporatecommunications@nema.gov.au).

#### LOGO COLOUR

- It is intended that the Australian Government logo be reproduced in one colour only, preferably black.
- However, to add flexibility to this reproduction, guidelines for limited colour use have been developed – see Australian Government Branding Guidelines.

#### SIZE AND POSITION

- Where possible, the logo must be placed at the top of the item it appears on and other logos, text or images must not be placed above or to the left of the logo.
- The minimum width of the Commonwealth Coat of Arms must be 20mm.
- However, on items such as name badges and identity cards where it may not be possible to adhere to this, the Coat of Arms may be altered in width, but must remain recognisable.
- An isolation zone has been established to ensure that the dignity of the logo is not jeopardised through crowding. The location of this zone is indicated by the grey Xs in the illustrations below.
- The width of 'X' is the distance between the top of the capital 'A' in 'Australian Government' and the bottom of the horizontal line beneath these words (as indicated by the red Zs in the illustrations below). That measurement will vary depending on the size of the font used in the particular case.

Stacked logo isolation zone



**Australian Government**



**Australian Government** 7  
Department of the  
Prime Minister and Cabinet

## Annexure B – Construction Milestones

The following KPI's for construction of the Wildlife Hospital:

Stage 1 – building approvals secured, cement slab laid and shed constructed.

Stage 2 – internal fit out of shed, electrical work and plumbing completed, flooring, insulation, walls, cool room and air conditioning installed.

Stage 3 – hospital fit-out, external site upgrades, furniture, fittings and windows installed.

Stage 4 – final fit-out, project launch.

**Smith, Gemma**

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**From:** Harkin, John  
**Sent:** Friday, 16 June 2023 2:12 PM  
**To:** Limkin, Craig  
**Cc:** Williams, Dwannylyn; Secretary  
**Subject:** RE: Corro from Sen Urquhart - FW: Wings Wildlife park

Hi Craig

Senator Urquhart called again this morning looking for an update. She also asked for a written response to her original enquiry (below).

My initial recommendation was that you respond to her, but given she and I have discussed this now, with your agreement I will send the following response to her email.

Cheers  
 John

Dear Senator Urquhart

The grant deed for Wings Wildlife Park is with the recipient for consideration of legal and tax implications then signature, then returned to DPAC for signature and payment can then occur if all conditions are satisfied. The recipient received the deed on Tues 13 June.

As the DRFA is a jointly funded program and initial approvals were based on estimates, final amounts paid often differ from initial allocations. For many of the allocations in the tables that you have identified, the final amounts are different to initial estimates. The expended amounts will be made public via the usual avenues at an appropriate time.

Regards  
 John

**John Harkin | Acting Executive Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

M. **s 36**  
**s 36** | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

**From:** Limkin, Craig  
**Sent:** Thursday, 15 June 2023 11:50 AM  
**To:** Harkin, John  
**Cc:** Williams, Dwannylyn ; Secretary  
**Subject:** RE: Corro from Sen Urquhart - FW: Wings Wildlife park

Hi John

We didn't chat. Can we find some time to chat it be good to pay the money this year  
 C!



**From:** Harkin, John s 36  
**Sent:** Thursday, 15 June 2023 10:52 AM  
**To:** Limkin, Craig s 36  
**Cc:** Williams, Dwannylyn s 36  
**Subject:** FW: Corro from Sen Urquhart - FW: Wings Wildlife park  
**Importance:** High

Hi Craig

I am not 100% clear on where this got to before Todd went on leave. He was going to speak to you about the response.

I have not responded at all at this point.

Cheers

John

**John Harkin | Acting Executive Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

M. s 36  
 s 36 [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

**From:** Harkin, John  
**Sent:** Thursday, 8 June 2023 8:51 AM  
**To:** Hiscock, Simon s 35; Crawford, Todd s 36  
**Subject:** Corro from Sen Urquhart - FW: Wings Wildlife park  
**Importance:** High

Hi Simon and Todd

Proposed response below – for consideration/discussion.

My suggestion is that this response comes from Craig, with my response notifying her that he will respond – as below

Cheers

John

Dear Senator Urquhart

I have referred your enquiry to Acting Secretary Craig Limkin for response.

Regards

John

Dear Senator Urquhart

The grant deed for Wings Wildlife Park is being finalised currently. When finalised it will be sent to the recipient for consideration of legal and tax implications then signature, then returned to DPAC for signature and payment can then occur. Our expectation is that the recipient will receive the deed within two weeks.

As the DRFA is a jointly funded program and initial approvals were based on estimates, final amounts paid often differ from initial allocations. For many of the allocations in the tables that you have identified, the final amounts are different to initial estimates. The expended amounts will be made public via the usual avenues at an appropriate time.

Regards

Craig

**John Harkin | Assistant Director**  
Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
Level 7, 15 Murray Street  
Hobart, Tasmania 7000

M. **s 36**

**s 36** | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



**From:** Urquhart, Anne (Senator) <**s 36**>  
**Sent:** Wednesday, 7 June 2023 6:35 PM  
**To:** Harkin, John **s 36**  
**Subject:** Wings Wildlife park

You don't often get email from **s 36** - [Learn why this is important](#)

Dear John

Could you please provide me with an updated status of funding for Wings Wildlife, have the applications etc been completed?

What is the timeframe for the money to reach Wings Wildlife?

And can you please confirm that they will receive the total amount of \$500,000 as outlined in the paperwork signed by the Prime Minister to the Premier and also in the subsequent paperwork on the funding, as outlined below.

I look forward to your prompt response.

Regards  
Anne

**Anne Urquhart**  
Senator for Tasmania  
Chief Government Whip in The Senate

-----  
P (Dev Office) (03) 6423 1933 P (Canberra Office) (02) 6277 3434 E **s 36**

[AnneUrquhart.com.au](http://AnneUrquhart.com.au)

Find us on 



*I acknowledge the traditional custodians of country throughout Australia and recognise their continuing connection to land, waters and culture.*

*I pay respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.*

*Senator Urquhart's office is located on the lands of the Palawa people.*

Component	Indicative cost
<b>Not relevant</b>	
Native animal hospital	\$500,000
<b>Not relevant</b>	



**Australian Government**

The state will only claim actual costs incurred. The expected breakdown of costs for identified projects, based on the best available cost estimates, is as follows.

Council/LGA	Damaged asset / Need	Estimated cost	50% of estimated cost
Various	<b>Not relevant</b>		
	Native animal hospital	\$500,000	\$250,000
	<b>Not relevant</b>		

**From:** Urquhart, Anne (Senator)  
**Sent:** Thursday, 27 April 2023 12:50 PM  
**To:** s 36  
**Subject:** Wings Wildlife park

Dear John

Thank you for taking my phone call earlier this morning, and for the information regarding the funding commitment to Wings Wildlife.

I have spoken to s 36 from Wings Wildlife and stepped him through the process outlined.

The commitment made for the assistance to Wings Wildlife is \$500,000, exclusive of any prior funding.

Regards  
 Anne

**Anne Urquhart**  
 Senator for Tasmania  
 Chief Government Whip in The Senate

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P (Dev Office) (03) 6423 1933 P (Canberra Office) (02) 6277 3434 E [senator.urquhart@aph.gov.au](mailto:senator.urquhart@aph.gov.au)  
[AnneUrquhart.com.au](http://AnneUrquhart.com.au)  
 Find us on 



*I acknowledge the traditional custodians of country throughout Australia and recognise their continuing connection to land, waters and culture.*

*I pay respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.*

*Senator Urquhart's office is located on the lands of the Palawa people.*

**Smith, Gemma**

---

**From:** Ali, Sherry  
**Sent:** Thursday, 22 June 2023 10:51 AM  
**To:** Kelly, Patsy  
**Subject:** RE: AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request [SEC=OFFICIAL]

Thanks Patsy – if we can put together a couple of lines using the information in the second and third para (kind of repairs / next steps) that should do nicely.

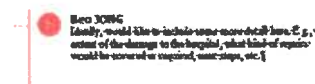
When you're ready just flick it through and I'll take a look.

Thanks again  
 Sherry

**From:** Kelly, Patsy  
**Sent:** Thursday, 22 June 2023 10:20 AM  
**To:** Ali, Sherry  
**Cc:** Kelly, Patsy ; Williams, Dwannylyn  
**Subject:** RE: AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request [SEC=OFFICIAL]

Hi Sherry

For the Wings Draft Joint media release (CM 23/473920) NEMA have asked for the following ' extent of damage to the hospital, what kind of repairs would be covered or required, next steps, etc:



In terms of **damage to the hospital** – I had a look on the media releases and Wings Facebook and the RAMP (CM 23/459704) and Minutes for Wings and there is only a very general statement used across the documents that the “hospital sustained significant damage and was demolished” or “was completely destroyed by flood waters during the October 2022 severe weather event”. This statement is already contained in the JMR.

In terms of the **kind of repairs** that would be required or covered, the Grant Deed (CM 470999/1) that just went out to Wings outlines that the funding is to support the rebuilding of the native wildlife hospital at Wings Wildlife Park that was completely destroyed, including shed construction, internal fit out, electrical work and plumbing, flooring, insulation, walls, hospital fit-out, cool room, air-conditioning, furniture and fittings.

In terms of **next steps** - the expected outcome of the Grant is for Wings Wildlife Park to reinstate its service in caring for and rehabilitating injured and orphaned native wildlife; and its ability to undertake or support animal conservation initiatives. The funding is conditional on the structure being completed and used as a wildlife hospital for a minimum period of 5 years.

Would you be happy for me to add a sentence or two into the JMR with some of the above? Happy to discuss further.

With thanks,

Patsy



**From:** Ali, Sherry s 36  
**Sent:** Wednesday, 21 June 2023 2:00 PM  
**To:** Kelly, Patsy s 36 Williams, Dwannylyn s 36  
**Subject:** RE: AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request [SEC=OFFICIAL]

Thanks Patsy – Dwan and I had a chat about this and suggest you look up media articles / FB posts made by Wings and have a look at the language used in any internal Minutes we've written about the damage to the hospital. That way we can ensure we're using language / descriptions that are consistent with what has already been mentioned. It just needs to be a brief explanation.

Give me a buzz if you want to discuss further.

Cheers  
 Sherry

**From:** Kelly, Patsy s 36  
**Sent:** Wednesday, 21 June 2023 1:26 PM  
**To:** Williams, Dwannylyn s 36 Ali, Sherry s 36  
**Cc:** Kelly, Patsy s 36  
**Subject:** RE: AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request [SEC=OFFICIAL]

Thanks Dwan

NEMA has asked for some more specific details on how the hospital was impacted by the floods so I wondered if that detail is in the document you did up for Matthew Gregg? I think maybe you submitted it online to the Grants team? Or am I mistaken?

Looking for a document that contains more specific details if that exists?

With thanks, Patsy

**From:** Williams, Dwannylyn s 36  
**Sent:** Wednesday, 21 June 2023 12:50 PM  
**To:** Ali, Sherry s 36 Kelly, Patsy s 36  
**Subject:** RE: AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request [SEC=OFFICIAL]

Hi Patsy and Sherry

As we're getting very close to formally executing the grant deed, it would be great if you could run your eye over the draft JMR and get it to me in the next day or so.

Cheers  
 Dwan

**From:** Harkin, John s 36  
**Sent:** Friday, 16 June 2023 8:06 AM  
**To:** Ali, Sherry s 36 Williams, Dwannylyn s 36 Kelly, Patsy s 36  
**Cc:** Joseph, Matthew s 36  
**Subject:** RE: AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request [SEC=OFFICIAL]

Thanks for moving along on this

Could you please run the MR past me at some point. I made some changes late in the piece and would like to make sure that they haven't been lost through version issues

Cheers



John

**John Harkin | Acting Executive Director**  
Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
Level 7, 15 Murray Street  
Hobart, Tasmania 7000

M. s 36  
s 36 | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

**From:** Ali, Sherry s 36  
**Sent:** Thursday, 15 June 2023 4:37 PM  
**To:** Williams, Dwannylyn s 36; Kelly, Patsy s 36  
**Cc:** Joseph, Matthew s 36; Harkin, John s 36  
**Subject:** RE: AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request [SEC=OFFICIAL]

Thanks Dwan, will do.

Cheers  
Sherry

**From:** Williams, Dwannylyn s 36  
**Sent:** Thursday, 15 June 2023 4:36 PM  
**To:** Ali, Sherry s 36; Kelly, Patsy s 36  
**Cc:** Joseph, Matthew s 36; Harkin, John s 36  
**Subject:** FW: AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request [SEC=OFFICIAL]

Hi Sherry and Patsy

FYI/action and keeping on your radar. Please save this draft JMR in the appropriate folder in CM (I think there is a media / comms folder for SWETO) – it will need a final scan/edit to make sure it is ready to go.

We can progress it to the Premier's media office when the grant deed has been signed by both parties. I understand that Matthew Gregg has submitted it to Wings for signature, after which he will call us to confirm who is signing on behalf of the Crown (John is currently negotiating this with Craig).

Usually John sends the JMR to our media office and at the same time it goes to our NEMA colleagues - so please let me know when we are at this stage.

Cheers  
Dwan

**From:** Sam s 36  
**Sent:** Tuesday, 13 June 2023 9:28 AM  
**To:** Joseph, Matthew s 36  
**Cc:** Williams, Dwannylyn s 36; Kelly, Patsy s 36  
Harkin, John s 36; Media (NEMA) <[Media@nema.gov.au](mailto:Media@nema.gov.au)>; Disaster Recovery Programs (NEMA) <[Recovery@nema.gov.au](mailto:Recovery@nema.gov.au)>  
**Subject:** FW: AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request [SEC=OFFICIAL]

**OFFICIAL**

Hi Matthew,

Sorry for the delays on this one, please find attached the draft JMR for Wing's Wildlife Park with some initial inputs from our media area, including Minister quotes.

Once you have finalised the agreement and close to being ready to announce, if you want to send the revised draft to our media colleagues (copied above) and they will take carriage of finalising and sending to the MO.

If there are any questions please let me know.

Cheers,  
Sam

**Samantha** s 36  
**Assistant Director | Disaster Recovery Programs**  
**National Emergency Management Agency**

M: s 36  
E: s 36  
121 Marcus Clarke Street, (PO Box 133) Canberra ACT 2601

[nema.gov.au](http://nema.gov.au) | [@nemagovau](https://twitter.com/nemagovau)

**OFFICIAL**

**From:** Joseph, Matthew s 36  
**Sent:** Tuesday, 16 May 2023 3:37 PM  
**To:** s 36 Sam s 36  
**Cc:** Williams, Dwannylyn s 36; Kelly, Patsy s 36  
**Harkin, John** s 36  
**Subject:** AGRN 1038 - Wings Wildlife Park JMR additional grant funding under Cat D request

Hi Sam,

Attached is a copy of our draft joint media release for a new grant to the Wings Wildlife Park.

The grant is under our Community and Recreational Assets Clean-Up and Reconstruction Package Cat D request. Our grants team are currently assessing their financial information before drafting up a grant deed.

If you have any questions please let me know. I will let you know when we come closer to having the grant deed signed.

Matthew

**Matthew Joseph | Recovery Funding Coordinator**  
**Recovery | Policy and Delivery Division**  
**Department of Premier and Cabinet**  
**Level 7, 15 Murray Street**  
**Hobart, Tasmania 7000**

## JOINT MEDIA RELEASE

XX XX 2023

### **FINANCIAL ASSISTANCE TO REBUILD WINGS NATIVE WILDLIFE HOSPITAL AFTER OCTOBER 2022 TASMANIAN FLOODS**

Wing's Wildlife Park will receive a grant of \$420,000 to assist with rebuilding their not-for-profit native wildlife hospital in Gunns Plains, Tasmania, after it was completely destroyed by flood waters during the October 2022 severe weather event.

This grant is part of the \$15 million additional financial assistance announced earlier this year to support Tasmanians impacted by the severe weather event, and is being provided by the Australian and Tasmanian Governments through the jointly funded Disaster Recovery Funding Arrangements (DRFA).

While flood waters impacted the Park in a number of ways, the native animal hospital sustained damage so significant that it had to be demolished. This grant will enable the rebuilding of the hospital facility from the ground up, including construction of the building, electrical work, plumbing and fit out.

Federal Minister for Emergency Management, Senator the Hon Murray Watt said the Australian and Tasmanian Governments will continue to work together to support communities with the reconstruction and rehabilitation of damaged infrastructure and assets as they recover from disasters.

"Eighteen out of twenty-nine Tasmanian Local Government Areas were severely impacted by the extreme rainfall and flooding which spanned across most of Australia's Eastern Seaboard into South Australia's River Murray last year," Minister Watt said.

"I'm pleased to announce that the financial assistance available under the Community Recovery Fund will go back into repairing the native wildlife hospital in Gunns Plains, which is an important institution for the North West community and ecology.

Tasmanian Premier Jeremy Rockliff said the grant funding would enable Wing's Wildlife Park to rebuild the facility and continue providing voluntary rehabilitation of injured wildlife native animals.

"Wing's Wildlife Park was extensively damaged by the floods and the native wildlife hospital was completely destroyed. This contribution will assist them to get back on their feet and continue this important community service" Premier Rockliff said.

Further information on the Community Recovery Fund and other assistance is available on the [TasRECOVERY website](#) and the Australian Government's [Disaster Assist website](#).

**ENDS**

**Media contacts:**

Minister Watt's office: s 36

Premier Rockliff's office: XX

**Smith, Gemma**

---

**From:** s 36  
**Sent:** Wednesday, 25 October 2023 11:03 AM  
**To:** Grants  
**Subject:** RE: Saved to CM: Grant Deed - Wings Wildlife Park - Native Wildlife Hospital Reconstruction

Good Morning

I have tried to ring the department on 1800 204 224 but have not been able to get connect with anyone.

Can I request some one call me please on one of the numbers below.

Cheers

s 36



s 36  
 Phone: s 36  
 Mobile: s 36  
 Email: s 36  
 137 Winduss Road  
 Gunns Plains Tasmania 7315  
[www.wingswildlife.com.au](http://www.wingswildlife.com.au)  
[www.facebook.com/wingswildlife](https://www.facebook.com/wingswildlife)  
[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)



**From:** Grants <grants@dpac.tas.gov.au>  
**Sent:** Tuesday, June 13, 2023 3:23 PM  
**To:** s 36  
**Subject:** FW: Saved to CM: Grant Deed - Wings Wildlife Park - Native Wildlife Hospital Reconstruction

Dear Mr s 36

Please find enclosed below the email and attached the grant deed sent to you.

This was sent to the email you provided as part of the Organisation Details form. We note that email address was slightly different to the one that you used to create your account with Smartygrants.

On the form you had s 35 but used s 36 to create the account.

We will update our records to note the correct email address.

Regards

Community Grants | Community Partnerships and Priorities Division  
**Department of Premier and Cabinet**  
 GPO Box 123, HOBART TAS 7001  
 Level 4, 15 Murray Street, HOBART TAS 7000  
 Phone: 1800 204 224

[grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au) |



**From:** Department of Premier and Cabinet Tasmania <noreply@smartygrants.com.au>  
**Sent:** Tuesday, 13 June 2023 2:25 PM  
**To:** Mr S 36  
**Cc:** Grants <grants@dpac.tas.gov.au>  
**Subject:** Saved to CM: Grant Deed - Wings Wildlife Park - Native Wildlife Hospital Reconstruction

Dear Mr S 36

Please find attached a Grant Deed for the funding of \$420,000 (plus GST if applicable) being provided to your organisation to support the rebuilding of the native wildlife hospital which was completely destroyed by flood water during the October 2022 severe weather event.

#### RETURNING YOUR GRANT DEED

Please return the signed Grant Deed (all pages of this document must be returned) along with a Tax Invoice for the first instalment of \$170,000 (plus GST if applicable) within **10 business days** of this notification.

You will receive a notification with a link and instructions for returning your Grant Deed and Tax Invoice through our smartygrants online platform.

If you have any issues uploading a Grant Deed or Tax Invoice please contact DPAC Grants Unit at [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) or on 1800 204 224.

#### GENERATING A TAX INVOICE

Your Tax Invoice must be addressed to the Department of Premier and Cabinet, PO Box 123 Hobart TAS 7001. Your invoice should include:

- your organisation's Australian Business Number (ABN)
- your organisation's bank account details (these must reflect the bank account details as shown in your Grant Deed, including Financial Institution name, account name, BSB and account number)
- the instalment amount exclusive of GST, the applicable GST amount and the total amount (ie instalment amount plus GST).

Should you have any questions, please contact the Community Grants Unit at [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) or on 1800 204 224.

Community Grants



**Smith, Gemma**

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**From:** s 36  
**Sent:** Thursday, 14 December 2023 2:50 PM  
**To:** Grants  
**Cc:** Harkin, John  
**Subject:** Grant Deed - Wings Wildlife Park Inc - Native Wildlife Hospital Restoration  
**Attachments:** Animal Hospital Report Stage 1.pdf; Animal Hospital Invoice Stage 2.pdf

Good Afternoon

Please find attached the following documents:

1. Wings Wildlife Park Animal Hospital Restoration Project Report – Stage 1
2. Animal Hospital Restoration Project Invoice Stage 2

I have been advised that there is no specific template reporting against this project and the information I have provided should meet your expectations.

If there is further information that you require please contact me directly and I will do all that I can do provide you with the information that you require.

Regards

s 36



s 36  
 Phone: s 36  
 Mobile: s 36  
 Email: s 36  
 137 Winduss Road  
 Gunns Plains Tasmania 7315  
Working Days: Mon-Thurs  
[www.wingswildlife.com.au](http://www.wingswildlife.com.au)  
[www.facebook.com/wingswildlife](https://www.facebook.com/wingswildlife)  
[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)

**From:** Grants <grants@dpac.tas.gov.au>  
**Sent:** Tuesday, June 27, 2023 8:50 AM  
**To:** s 36  
**Subject:** Copy of Grant Deed - Wings Wildlife Park Inc - Native Wildlife Hospital Restoration

Please find enclosed a signed copy of the grant deed for your records.

Community Grants | Community Partnerships and Priorities Division  
**Department of Premier and Cabinet**  
 GPO Box 123, HOBART TAS 7001  
 Level 4, 15 Murray Street, HOBART TAS 7000  
 Phone: 1800 204 224

[grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au) |



**Thursday, 14 December 2023 Grant Program:**

## **Native Wildlife Hospital Reconstruction**

**Wing's Wildlife Park**

**137 Winduss Road**

**Gunns Plains**

**Tasmania. 7315**

**14<sup>th</sup> December 2023**

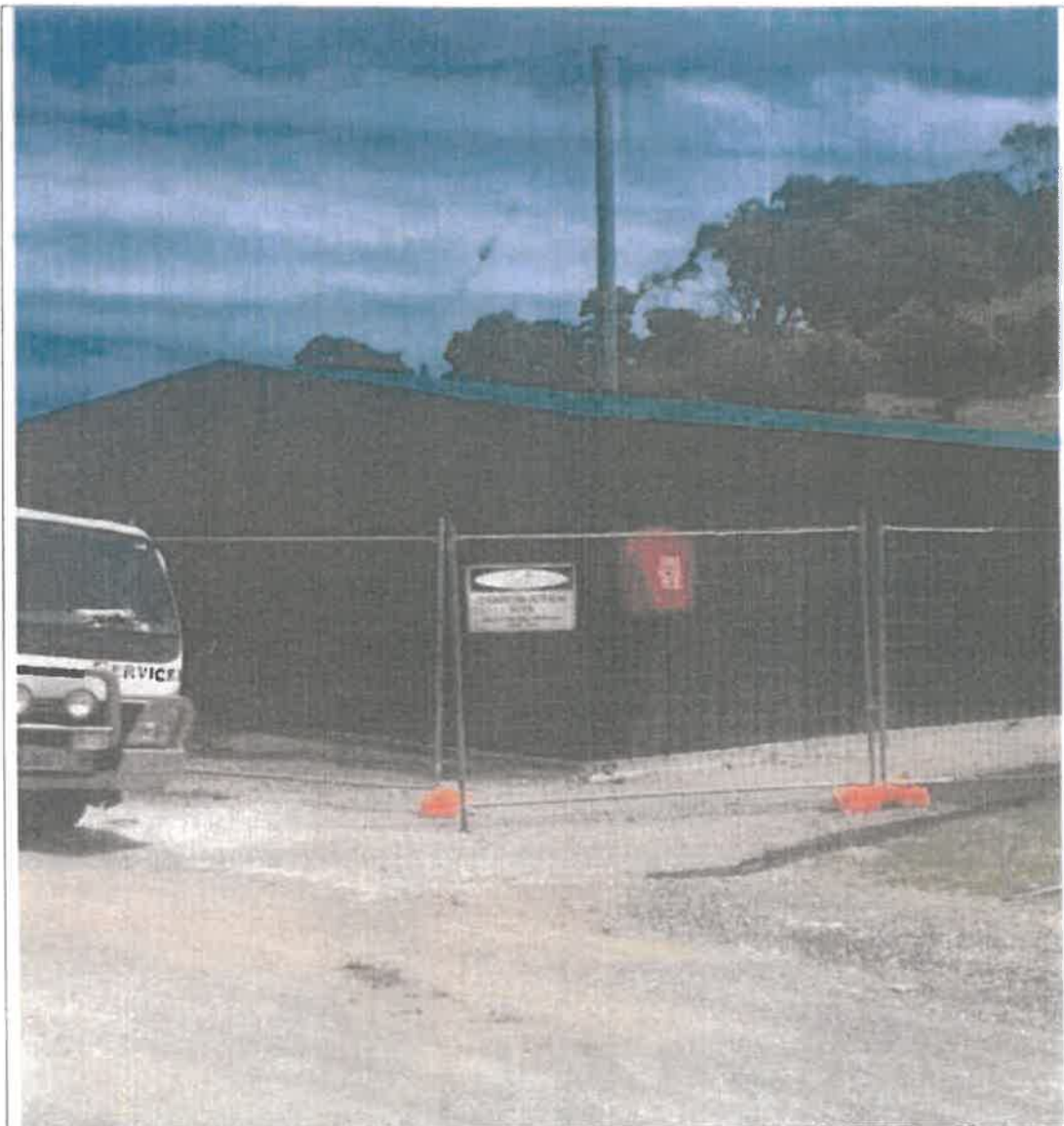
### **Report provided in accordance with:**

Grant Deed: Annexure B – Construction Milestones – Stage 1 – Building Approvals secured, cement slab laid and shed constructed.

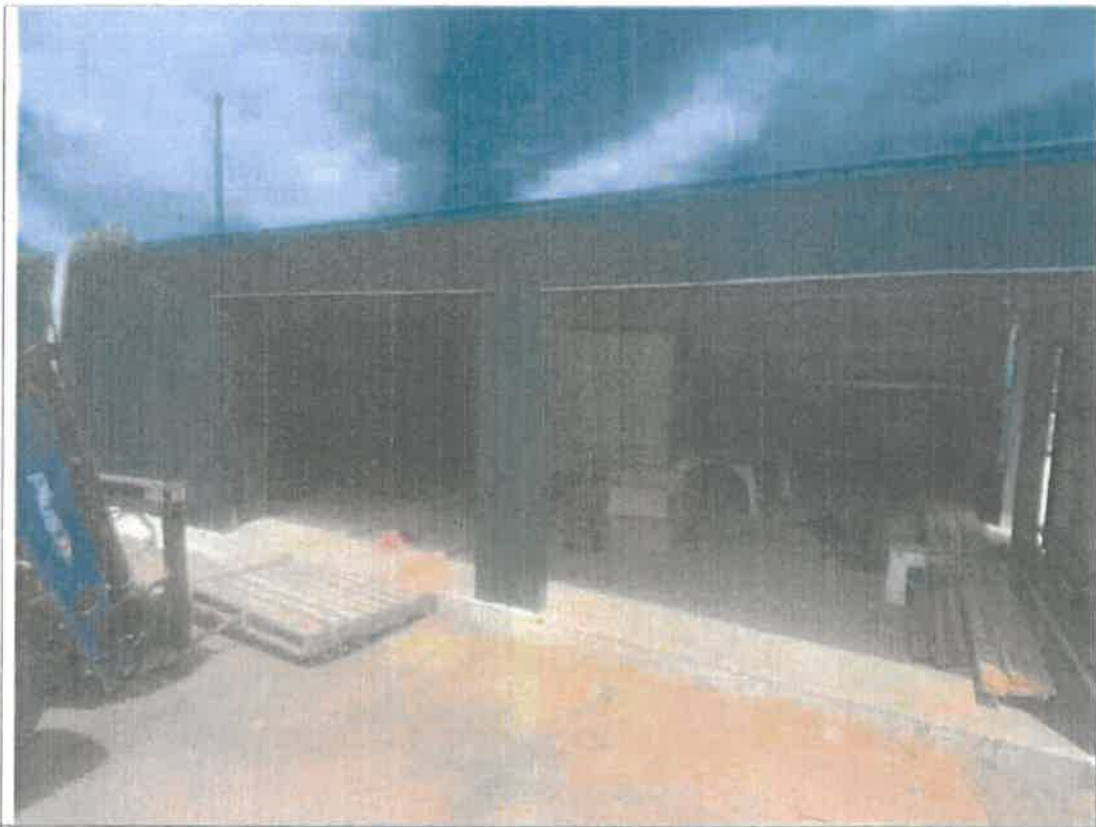
### **Introduction:**

As of the 14<sup>th</sup> of December 2023, I can confirm that the requirements, as identified above in Stage 1, have been met and exceeded.

1. All the building approvals have been secured and these are evidenced by the documents attached from **Out of scope** who have been working on our behalf since the inception of this project.
2. I have attached below a series of images taken on the 12<sup>th</sup> of December to show the current state of the building. I have included comments below each image to explain the location of each image and provide content specific to each image.



This is the front of the building. The front corner behind the construction sign will be removed to create a veranda and alcove for people arriving and that will be the entry point to the hospital reception space.



The image above is the back of the building and the main entry point for the wildlife staff. Since taking this picture roller doors have been installed and the whole building is now at lockable stage.



This is the first section inside from the back door and will be the food preparation space for the Wildlife Park. We have included new benches and recycled benches and fridges in this space. It is anticipated that this space will be fully operational within 2 weeks.



This is the second space from the back – through the door where the people are is the first space as shown in the image above. This is currently been used to store shelving and other material for the full space and will ultimaltey be a multi storage space for the hospital and wildlife park. Behind the wall on the left is a staffroom and small training space.





This is the space allocated to the Wildlife Hospital. The space in the corner is the alcove as referenced in the copy relating to the front of the building. It is proposed to place a small office next to that alcove (window side) and the reception area will go along the front space. Chalk marks on the floor – right hand identify xray space and left hand anesthetic and surgery space. Vets who have viewed this space are very excited about space and the plans we have to utilise it. This space has been left to last to ensure we get the layout finalised and the Xray requirements resolved. Airconditioner has been installed and vinyle flooring will be layed throughtout this space as well. Insulation will be installed and the pannelling on the floor will be installed throughtout the space as well.

**Project Costs:**

Please find attached a summary of costs incurred to-date for this project.

Costs to-date confirm payments of \$197,846.30 (Exc GST) as at 14/12/2023.

Summary of Costs is as follows:

Page | 7

Planning:	\$13,510.08
Infrastructure Purchase	\$40,059.35
Construction	\$80,909.09
Fit Out	\$26,794.80
Electrics	\$ 8,254.62
Plumbing	\$28,246.07
Miscellaneous	<u>\$ 72.29</u>
<b>Total Costs</b>	<b><u>\$197,846.30</u></b>

We continue as always to pursue the best possible deals for all work done on site including donations for work and assets and where possible are recycling assets that we already have on site.

**Invoice:**

Please find attached an Invoice for stage 2 of this project as per Grant Deed: Annexure B – Construction Milestones – Stage 2 – Internal fit out of shed, electrical work and plumbing completed, flooring, insulation, walls, cool room, and air conditioning installed.

Out of scope

**CERTIFICATE OF LIKELY COMPLIANCE – BUILDING WORK****Section 134  
Section 98**To: **s 36**

Owner /Agent

Form

911 Gunns Plains Road

Address

GUNNS PLAINS TAS

7315

Suburb/Postcode

**11A****Applicant / Owner/ Owner builder details:***Note: Only an owner or agent of the owner may make an application*

Owner:

**s 36**

Contact person:

**s 36**

Address:

911 Gunns Plains Road

Phone No:

GUNNS PLAINS TAS

7315

Fax No:

Email address:

**s 36**

Owner builder:

Yes:

☐

(X if applicable)

Registration number:

Names:

Contact person:

Contact address:

Phone No:

Fax No:

Email address:

Agent:

Contact person:

Address:

Phone No:

Fax No:

Email address:

*Note: Agents to be authorised in writing by the owner***Building Surveyor details:**

Building Surveyor:

Address:

Licence No:

**Out of scope****Details of building work:**

Type of work:

Permit work

☐

Notifiable work

☒

(X one applicable)

Address:

137 Winduss Road

Lot No:

1

GUNNS PLAINS TAS

7315

Certificate of title No:

128168

Type of work:

New Building

(new building / alteration / addition / repair / removal / re-erection / other)

Use of building:

(main use)

Building class(es):

7b

**Other details:**Area: m<sup>2</sup>

existing building floor:

new floor:

248

land:

Material:

floor:

Cong

walls:

CBond

roof:

CBond

frame:

Steel

Value of work:

\$110,000.00

contract price:

estimate

☒

No. of dwelling units:

[inclusive of GST]

Out of scope

**Licensed Building Service Provider details:**

**Architect - Designer:**  **Category:**   
**Business name:**   
**Business address:**  **Phone No:**   
  **Fax No:**   
**Licence No:**  **Email address:**

**Building - Designer:**  
**Business name:**  
**Business address:**

**Licence No:**

**Engineer - Designer:**  
**Business name:**  
**Business address:**

**Licence No:**

**Services - Designer:**  **Category:**   
**Business name:**   
**Business address:**  **Phone No:**   
  **Fax No:**   
**Licence No:**  **Email address:**

**Builder:**  **Category:**   
**Business name:**   
**Business address:**  **Phone No:**   
  **Fax No:**   
**Licence No:**  **Email address:**

Out of scope

### Certificate details:

In considering this application the following documents and matters were taken into account (s98; s132) -

	Details:	Prepared by:
Required documents:	<p>Certificate of the Responsible Designer Form 35 Dated: 20/06/2023 and Drawings No: 00804 A.01 to A.02 Rev C</p> <p>Certificate of the Responsible Designer Form 35 Dated: 11/11/2022 and Drawing No: 1-26</p> <p>Certificate of the Responsible Designer Form 35 Dated: 28/07/2023 and Report No: GL23286Bc</p> <p>Certificate of qualified Person Form 55 No: RSS01_255797 Dated: 11/11/2022</p> <p>Certificate of qualified Person Form 55 No: GL23286Ab Dated: 19/05/2023</p> <p>Tas Water Building &amp; Plumbing Exemption Form Dated: 20/06/2023 – Form 35</p> <p>Planning Permit No: DA2023021 Dated: 21/03/2023</p> <p>Plumbing Permit No: PA2022122 Dated: 10/08/2023</p>	<p>Out of scope</p>
Required certificates:		
Required Reports:		
Food Premises Verification Analysis:		
Certificates provided:		
Notifications by FCA:		
If historical or farm building:	Central Coast Council	
Relevant permit or consent Requirements under other Acts:	Central Coast Council	
Relevant approvals considered:	Planning <input checked="" type="checkbox"/> Plumbing CLC <input type="checkbox"/> (X if applicable)	

Out of scope

This certificate is granted subject to the following conditions –

Conditions:	Origin:
1. This Certificate of Likely Compliance is valid for 12 months after which time it will automatically expire unless a Building Permit has been issued. A new Certificate of Likely Compliance will be required if the proposed development is to still proceed after the expiry date.	Building Surveyor
2. Deviation from the stamped approved documents must not be carried out without the prior written approval from the Building Surveyor and the relevant practitioner i.e. Designer and/or Engineer and Council. Unauthorised works may result in enforcement proceedings and delays in the issue of an Occupancy Permit and/or a Certificate of Final Inspection.	Building Surveyor
3. Provide suitable fire extinguishers in accordance with B.C.A Clause E1.6. Dry chemical type of at least 2.25kg capacity is recommended	B.C.A Volume One Class 2 to 9 Buildings Clause E1.6
4. Personal access doors must be readily openable without a key from the side that faces a person seeking egress by a single downward action or pushing action on a single device which is located between 900mm and 1.2m from the floor	B.C.A Volume One Class 2 to 9 Buildings Clause D2.21
5. Provide exit signs over exit doors in accordance with B.C.A Clause E4.5	B.C.A Volume One Class 2 to 9 Buildings Clause E4.5
6. Provide access/egress for people with disabilities, a clear opening width of 850mm is required in accordance with B.C.A Clause D3.2 and AS 1428.1-2009	B.C.A Volume One Class 2 to 9 Buildings Clause D3.2
7. Prior to the occupancy permit being issued, the property must comply with the requirements outlined in the Bushfire Hazard Management Plan. It is the responsibility of the property owner to maintain and manage the landscaping in accordance with the Bushfire Hazard Management Plan.	Building Surveyor

The following mandatory notification stages apply to this building work –

(X applicable one.)

Covering in the foundations:

☐

Other: Before Occupancy

☒

Pouring structural concrete:

☒By  
Engineer

Cladding or building-in structural frame:

☒

Completing the building work:

☒

(X if applicable.)

Building work referred to in this certificate has been assessed as an alternative solution under the NCC ☐

Details of alternative solution:



Out of scope

I certify that after assessment of the application submitted to me, I am satisfied that the building work to which this certificate applies is likely to comply with the *Building Act 2016*, the *Building Regulations 2016* and the National Construction Code.

	Signed:	Date:	Certificate No.
Building Surveyor:	Out of scope	15/08/2023	0054-23

Wing's Community Wildlife Hospital - Receipts and Invoices				
Business Name	Description	Subtotal	GST	Total
INCOME - 1 payment		\$ 170,000.00	\$ 17,000.00	\$ 187,000.00
INCOME - 2nd payment				
INCOME - 3rd payment				
INCOME - Final payment				
Out of scope	Natural Values Assessment	\$ 2,000.00	\$ 200.00	\$ 2,200.00
	Planning Permit Application	\$ 834.47	\$ 30.73	\$ 865.20
	Plumbing Fee	\$ 850.00	\$ -	\$ 850.00
	Building Fees	\$ 530.00	\$ -	\$ 530.00
	Planning	\$ 3,000.00	\$ 300.00	\$ 3,300.00
	Bushfire Attack Level Report	\$ 800.00	\$ 80.00	\$ 880.00
	Shed Purchase	\$ 33,349.97	\$ 3,335.00	\$ 36,684.97
	Shed Plans	\$ 1,560.80	\$ 156.08	\$ 1,716.88
	Waste water report	\$ 1,000.00	\$ 100.00	\$ 1,100.00
	Soil Testing	\$ 1,030.00	\$ 103.00	\$ 1,133.00
	Refrigerated Container	\$ 9,672.73	\$ 967.27	\$ 10,640.00
	Engineering Advice	\$ 250.00	\$ 25.00	\$ 275.00
	On-site Waste Water	\$ 600.00	\$ 60.00	\$ 660.00
	Shed Construction/Fire Tank/Plumbing	\$ 66,725.61	\$ 6,672.56	\$ 73,398.17
	Shelving	\$ 3,000.00	\$ -	\$ 3,000.00
	Construction/Electrics/Fitout/Plumbing	\$ 72,642.72	\$ 7,264.72	\$ 79,907.05
		\$ 197,846.30	\$ 19,294.36	\$ 217,140.27



14<sup>th</sup> December, 2023

the Department of Premier and Cabinet, PO Box 123 Hobart TAS 7001.

Dept of Premier & Cabinet  
G.P.O. Box 123,  
HOBART Tas. 7001

## RECIPIENT CREATED TAX INVOICE

Instalment 2 for Grant program

Native Wildlife Hospital Reconstruction ..... \$170,000.00

GST..... \$ 17000.00

**Balance payable.....\$187,000.00**

**Bank Details:**

BSB - **Not relevant**  
ACC - **Not relevant**  
ACC N **Not relevant**  
REF.: **Not relevant**

Outstanding amount to be paid within 10 days.

**Emergency Relief and Recovery 2023**  
**Progress Report or Final Report and Acquittal V.191023**  
**Application No. ERR-001 From C R & M WING (T/A Wings Farm Park - DBA**  
**Wings Wildlife Park)**  
Form Submission 24 Jan 2024 11:25AM AEST

## Progress/Final Report

**\* indicates a required field**

### Project Details

#### Project Title

Wings Community Wildlife Hospital

This question is read only.

#### Total Amount Allocated

\$420,000.00

This field is read only.

The total amount of funding allocated for this submission.

#### Is your project/activity complete \*

☐ Yes ☒ No

#### This is the approved latest completion date for your project.

31/10/2024

This question is read only.

#### What is the latest estimate of when your project will be complete? \*

30/06/2024

Must be a date.

#### Do you require an extension to your approved completion date? (Is your expected completion date more than 1 month past the approved date?) \*

☐ Yes (DPAC Grants will be in touch)

☒ No

### Project Description

#### This is what your project set out to achieve.

To support the rebuilding of the native wildlife hospital at Wings Wildlife Park, which was completely destroyed by flood waters during the October 2022 severe weather event.

This question is read only.

#### These are your reporting requirements.

This question is read only.

### Outcomes and KPIs

**If your Grant Deed contained expected outcomes - they are listed below. (Note - a blank field may indicate no outcomes were detailed - but refer to Grant Deed).**

This question is read only.

**Emergency Relief and Recovery 2023****Progress Report or Final Report and Acquittal V.191023**Application No: ERR-001 From **s 36** (T/A Wings Farm Park - DBA Wings Wildlife Park)

Form Submitted On Jan 2024, 11:26AM AEST

**If your Grant Deed contained expected KPIs - they are listed below. (Note - a blank field may indicate no KPIs were detailed - but refer to Grant Deed).**

This question is read only.

**Actual Outcomes - What outcomes have been achieved and which KPIs have been met/not met (If relevant). - Previous progress report comments will be auto-populated below but can be edited/added to. \***

1. All the building approvals have been secured and these are evidenced by the documents attached from **Out of scope** who have been working on our behalf since the inception of this project.

**Would you like to attach any additional information to this report? \***

☒ Yes ☐ No

**Upload Section**

**Please attach any files that support this report here: \***

Filename: Animal Hospital Report Stage 1.pdf

File size: 3.9 MB

**Grant Expenditure**

**\* indicates a required field**

**Actual Project Expenditure**

Please detail all expenditure from your grant funding. Note - this is not every payment made but the total of each **category**. (eg. Salaries, Equipment, IT, Contractors etc.).

If your project is complete then your total Expenditure must be at least equal to your Grant Funding or Underspend Action will be required.

(Further rows can be added if required).

<b>Expenditure (Category)</b>	<b>\$</b>
Planning	\$13,510.08
Infrastructure	\$40,059.35
construction	\$80,909.09
Fit Out	\$26,794.80
Electrics	\$8,254.62
Plumbing	\$28,246.07
Miscellaneous	\$72.29

**Evidence of Expenditure**

**Emergency Relief and Recovery 2023**  
**Progress Report or Final Report and Acquittal V.191023**  
 Application No. ERR-001 From **S 36** (T/A Wings Farm Park - DBA  
 Wings Wildlife Park)  
 Form Submitted 24 Jun 2024, 11:26AM AEST

Please provide (upload) adequate evidence of the expenditure detailed above. This can be in the form of paid invoices, receipts, or audited financial statements.

\*

Filename: Invoices Report 1.xlsx  
 File size: 15.5 kB

## Budget Totals

**Total Expenditure Amount**  
 \$197,846.30  
 This number/amount is calculated.

## Next Instalment

If your next instalment is contingent on the acceptance and approval of this progress report please upload your next instalment invoice here.

(Note - any change to your bank account details since your last payment will also require a copy of a bank statement to be uploaded as well to confirm details.)

### Invoice/Bank Statement:

Filename: Animal Hospital Invoice Stage 2.pdf  
 File size: 168.5 kB

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the recipient organisation.

**I certify that to the best of my knowledge the statements made within this form are true and correct.**

I agree

☒ Yes ☐ No

**Name of authorised person \***

**S 36**

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Advisor

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact Phone Number \***

**S 36**

We may contact you to verify that this application is authorised by the applicant organisation



**Emergency Relief and Recovery 2023****Progress Report or Final Report and Acquittal V.191023**

Application No: EER-001 From **s 36** (T/A Wings Farm Park - DBA Wings Wildlife Park)

Form Submitted 24 Jan 2024, 11:23AM AEST

**Contact Email \***

**s 36**

Must be an email address.

**Date \***

24/01/2024

Must be a date

**Emergency Relief and Recovery 2023****Progress Report or Final Report and Acquittal V.191023****Application No. EAR-001 From S 36 (T/A Wings Farm Park - DBA Wings Wildlife Park)**

Form Submitted 9 Apr 2024 11:59AM AEST

**Progress/Final Report****\* Indicates a required field****Project Details****Project Title**

Wings Community Wildlife Hospital

This question is read only.

**Total Amount Allocated**

\$420,000.00

This field is read only.

The total amount of funding allocated for this submission.

**Is your project/activity complete \***☐ Yes ☒ No**This is the approved latest completion date for your project.**

31/10/2024

This question is read only.

**What is the latest estimate of when your project will be complete? \***

31/07/2024

Must be a date.

**Do you require an extension to your approved completion date? (Is your expected completion date more than 1 month past the approved date?) \***☐ Yes (DPAC Grants will be in touch)☒ No**Project Description****This is what your project set out to achieve.**

To support the rebuilding of the native wildlife hospital at Wings Wildlife Park, which was completely destroyed by flood waters during the October 2022 severe weather event.

This question is read only.

**These are your reporting requirements.**

This question is read only.

**Outcomes and KPIs****If your Grant Deed contained expected outcomes - they are listed below. (Note - a blank field may indicate no outcomes were detailed - but refer to Grant Deed).**

This question is read only.

**Emergency Relief and Recovery 2023****Progress Report or Final Report and Acquittal V.191023****Application No. ERR-001 From \$ 36 (T/A Wings Farm Park - DBA Wings Wildlife Park)**

Form Submitted 9 Apr 2024 11:23AM AEST

**If your Grant Deed contained expected KPIs - they are listed below. (Note - a blank field may indicate no KPIs were detailed - but refer to Grant Deed).**

This question is read only.

**Actual Outcomes - What outcomes have been achieved and which KPIs have been met/not met (If relevant). - Previous progress report comments will be auto-populated below but can be edited/added to. \***

1. Internal fit out of the entire building is complete.
2. All electrical work has been completed.
3. All plumbing - internal and external work has been completed including sinks and dishwasher.
4. All flooring, walling and insulation has been completed.
5. All painting has been completed.
6. Airconditioning has been installed in both ends of the building.
7. Cool rooms have been installed.
8. Fridges have been installed.
9. Specific insulation has been installed into the X-Ray space.
10. Specifically built animal cages have been installed.

**Would you like to attach any additional information to this report? \***

☐ Yes ☒ No

## Grant Expenditure

**\* indicates a required field**

## Actual Project Expenditure

Please detail all expenditure from your grant funding. **Note** - this is not every payment made but the total of each **category**. (eg. Salaries, Equipment, IT, Contractors etc.).

If your project is complete then your total Expenditure must be at least equal to your Grant Funding or Underspend Action will be required.

(Further rows can be added if required).

<b>Expenditure (Category)</b>	<b>\$</b>
Planning	\$12,455.27
Consultancy	\$96.82
Infrastructure Purchase	\$43,022.70
Advertising/Promotion	\$
Construction	\$99,271.06
Shed Fitout	\$139,374.67
Vet Space Fit out	\$29,752.47

**Emergency Relief and Recovery 2023**  
**Progress Report or Final Report and Acquittal V.191023**  
 Application No. ERR-001 From **s 36** (T/A Wings Farm Park - DBA  
 Wings Wildlife Park)  
 Form Submitted 9 Apr 2024, 11:59AM AEST

Electrics	\$8,254.62
Plumbing	\$39,346.08
Misc	\$3,916.67

## Evidence of Expenditure

Please provide (upload) adequate evidence of the expenditure detailed above. This can be in the form of paid invoices, receipts, or audited financial statements.

\*

Filename: Invoices.xlsx  
 File size: 28.3 kB

## Budget Totals

**Total Expenditure Amount**  
 \$375,490.36  
 This number/amount is calculated.

## Next Instalment

If your next instalment is contingent on the acceptance and approval of this progress report please upload your next instalment invoice here.

(Note - any change to your bank account details since your last payment will also require a copy of a bank statement to be uploaded as well to confirm details.)

### Invoice/Bank Statement:

Filename: Invoice Instalment 3.docx  
 File size: 14.4 kB

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the recipient organisation.

**I certify that to the best of my knowledge the statements made within this form are true and correct.**

I agree

☒ Yes ☐ No

**Name of authorised person \***

**s 36**

Must be a senior staff member, board member or appropriately authorised volunteer

**Emergency Relief and Recovery 2023****Progress Report or Final Report and Acquittal V.191023****Application No. EER-001 From s 36 (T/A Wings Farm Park - DBA Wings Wildlife Park)****Form Submitted on Apr 2024 - 11:30AM AEST****Position \***

Project Manager

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact Phone Number \***

s 36

We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email \***

s 36

Must be an email address.

**Date \***

03/04/2024

Must be a date

**Smith, Gemma**

---

**From:** s 36  
**Sent:** Monday, 22 April 2024 1:21 PM  
**To:** Grants  
**Subject:** Wings Community Wildlife Hospital  
**Attachments:** Wings Community Wildlife Hospital Invoice 3.pdf

You don't often get email from s 36 [Learn why this is important](#)

Good Afternoon

Please find attached the 3<sup>rd</sup> instalment invoice for the Wings Community Wildlife Hospital

Regards

s 36



s 36  
Phone: s 36  
Mobile: s 36  
Email: s 36  
137 Winduss Road  
Gunns Plains Tasmania 7315  
Working Days: Mon-Thurs  
[www.wingswildlife.com.au](http://www.wingswildlife.com.au)  
[www.facebook.com/wingwildlife](https://www.facebook.com/wingwildlife)  
[www.twitter.com/wingswildlife](https://www.twitter.com/wingswildlife)





3<sup>rd</sup> April 2024

The Department of Premier and Cabinet, PO Box 123 Hobart TAS 7001.

Dept of Premier & Cabinet  
G.P.O. Box 123,  
HOBART Tas. 7001

## TAX INVOICE

Instalment 3 for Grant program

Native Wildlife Hospital Reconstruction ..... \$80,000.00

GST..... \$ 8,000.00

**Balance payable**..... **\$88,000.00**

### Bank Details:

BSB - **Not relevant**  
ACC - **Not relevant**  
ACC N - **Not relevant**  
REF.: **Not relevant**

Outstanding amount to be paid within 10 days.

Smith, Gemma

---

**From:** Tessa s 36  
**Sent:** Tuesday, 7 May 2024 11:10 AM  
**To:** Williams, Dwannylyn  
**Cc:** recovery; Jed s 36; Kevin s 36; Ali, Sherry; Harkin, John; Franklin, Amy  
**Subject:** RE: NEMA MO Query - Wings Wildlife Park grant [SEC=OFFICIAL]

**OFFICIAL**

Hi Dwan,

Thanks very much for getting back to me and for that information.

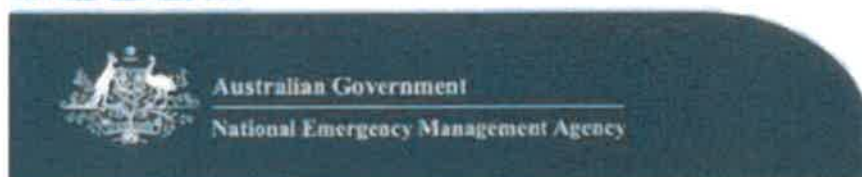
If you wouldn't mind giving me a call when you are finished with your meetings this afternoon to discuss a few additional questions, that would be much appreciated.

Thanks,

Tess s 36  
**Program Officer | Disaster Recovery Programs**  
**National Emergency Management Agency**

(02) s 36  
s 36  
121 Marcus Clarke Street, (PO Box 133) Canberra ACT 2601

[nema.gov.au](http://nema.gov.au) | [@nemagovau](https://www.instagram.com/nemagovau)



*The National Emergency Management Agency acknowledges Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander cultures; and to Elders past and present.*

**OFFICIAL**

**From:** Williams, Dwannylyn  
**Sent:** Tuesday, 7 May 2024 10:55 AM  
**To:** Tessa s 36

Cc: recovery ; Jed s 36 ; Kevin s 36 ; Ali, Sherry ; Harkin, John ; Franklin, Amy  
 Subject: RE: NEMA MO Query - Wings Wildlife Park grant [SEC=OFFICIAL]

Hi Tessa

Under the jointly funded Flood Recovery Fund, a maximum of \$500,000 was allocated to support the reconstruction of the native animal hospital facility at Wings Wildlife Park. Through discussions between Resilience and Recovery Tasmania and the Wings Wildlife Park manager s 36 , \$420,000 was agreed as being sufficient for the rebuild, so this was the specified amount of the grant.

This funding was in addition and separate to the \$25,000 in funding the Park received via a jointly funded Small Business Emergency Response Grant.

Hope this assists. I'm in meetings most of the day but am free after 3.30pm if you'd like to chat on the phone.

Dwan

From: Tessa s 36  
 Sent: Tuesday, May 7, 2024 9:39 AM  
 To: Ali, Sherry s 36 ; Williams, Dwannylyn s 36  
 Cc: recovery <[recovery@dpac.tas.gov.au](mailto:recovery@dpac.tas.gov.au)>; Jed s 36 ; Kevin s 36  
 s 36  
 Subject: NEMA MO Query - Wings Wildlife Park grant [SEC=OFFICIAL]

## OFFICIAL

Hi Dwan and Sherry,

I hope you are both well!

I just tried to call you both but couldn't get through, but I am just following up on a query we had from our Ministers Office regarding funding for the Wings Wildlife Park for AGRN 1038. Dwan, I understand Kevin reached out to you yesterday about this however he is away today.

If either of you could please give me a call back at your earliest convenience, that would be great.

Thanks,

Tess s 36  
 Program Officer | Disaster Recovery Programs  
 National Emergency Management Agency

(02) s 36  
 s 36  
 121 Marcus Clarke Street, (PO Box 133) Canberra ACT 2601

[nema.gov.au](http://nema.gov.au) | [@nemagovau](https://www.instagram.com/nemagovau)



**Smith, Gemma**

---

**From:** Crawford, Todd  
**Sent:** Tuesday, 7 May 2024 2:22 PM  
**To:** Harkin, John; Williams, Dwannylyn  
**Subject:** RE: NEMA MO Query - Wings Wildlife Park grant [SEC=OFFICIAL]

Thanks John

**From:** Harkin, John  
**Sent:** Tuesday, May 7, 2024 1:59 PM  
**To:** Williams, Dwannylyn  
**Cc:** Crawford, Todd  
**Subject:** Re: NEMA MO Query - Wings Wildlife Park grant [SEC=OFFICIAL]

Hi Dwan

I have now spoken to Tessa and given her more information. They will call me if more details are needed.  
 I also spoke to s 36 who confirmed that the budget is sufficient and the hospital is on track to open in the coming months after certification etc. He is happy with everything.

Cheers

John

Get [Outlook for iOS](#)

---

**From:** Harkin, John  
**Sent:** Tuesday, May 7, 2024 10:01:06 AM  
**To:** Williams, Dwannylyn s 36  
**Subject:** RE: NEMA MO Query - Wings Wildlife Park grant [SEC=OFFICIAL]

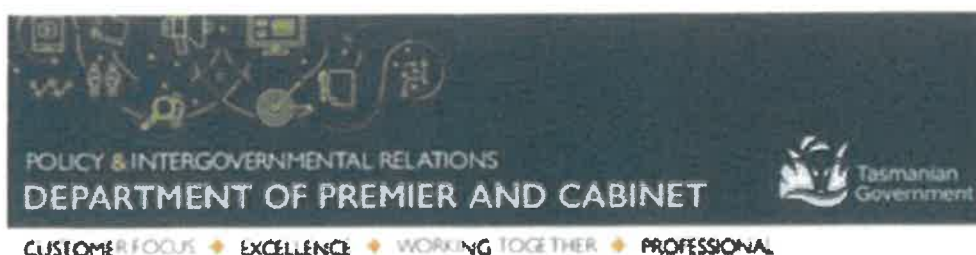
I need to talk to Todd

J

**John Harkin | Assistant Director**  
 Resilience & Recovery Tasmania

**Department of Premier and Cabinet**  
 Level 7, 15 Murray Street  
 Hobart, Tasmania 7000

M. s 36  
 s 36 | [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)



**From:** Williams, Dwannylyn s 36  
**Sent:** Tuesday, May 7, 2024 10:00 AM

To: Harkin, John s 36

Subject: FW: NEMA MO Query - Wings Wildlife Park grant [SEC=OFFICIAL]

Hi John

NEMA is chasing us for advice re the Wings query from last week. Are you ok if I get back to them with the draft reply I sent through to you or do you still need to discuss with Todd?

Dwan

From: Tessa s 36

Sent: Tuesday, May 7, 2024 9:39 AM

# Duplicate



**Emergency Relief and Recovery  
Progress Report or Final Report and Acquittal V.191023  
Application No. ERR-001 From Wing's Wildlife Park  
Form Submitted 1 Aug 2024 3:34PM AEST**

## Progress/Final Report

**\* Indicates a required field**

### Project Details

**Project Title**

Wings Community Wildlife Hospital

This question is read only.

**Total Amount Allocated**

\$420,000.00

This field is read only.

The total amount of funding allocated for this submission.

**Is your project/activity complete \***

☐ Yes ☒ No

**This is the approved latest completion date for your project.**

31/10/2024

This question is read only.

**What is the latest estimate of when your project will be complete? \***

31/07/2024

Must be a date.

**Do you require an extension to your approved completion date? (Is your expected completion date more than 1 month past the approved date?) \***

☐ Yes (DPAC Grants will be in touch)

☒ No

### Project Description

**This is what your project set out to achieve.**

To support the rebuilding of the native wildlife hospital at Wings Wildlife Park, which was completely destroyed by flood waters during the October 2022 severe weather event.

This question is read only.

**These are your reporting requirements.**

This question is read only.

### Outcomes and KPIs

**If your Grant Deed contained expected outcomes - they are listed below. (Note - a blank field may indicate no outcomes were detailed - but refer to Grant Deed).**

This question is read only.



## Emergency Relief and Recovery

### Progress Report or Final Report and Acquittal V.191023

Application No. ERR-001 From Wing's Wildlife Park

Form Submitted 1 Aug 2024, 3:34PM AEST

**If your Grant Deed contained expected KPIs - they are listed below. (Note - a blank field may indicate no KPIs were detailed - but refer to Grant Deed).**

This question is read only.

**Actual Outcomes - What outcomes have been achieved and which KPIs have been met/not met (If relevant). - Previous progress report comments will be auto-populated below but can be edited/added to. \***

1. Internal fit out of the entire building is complete.
2. All electrical work has been completed.
3. All plumbing - internal and external work has been completed including sinks and dishwasher.
4. All flooring, walling and insulation has been completed.
5. All painting has been completed.
6. Airconditioning has been installed in both ends of the building.
7. Cool rooms have been installed.
8. Fridges have been installed.
9. Specific insulation has been installed into the X-Ray space.
10. Specifically built animal cages have been installed.
11. Hospital Fit out has been completed.
12. External upgrades and signage have been completed
13. Furniture, fittings and windows have been installed.
14. Final fit out has been completed
15. Official Launch and opening of the Hospital has been completed

**Would you like to attach any additional information to this report? \***

☒ Yes ☐ No

## Upload Section

**Please attach any files that support this report here: \***

Filename: 125539 Wings Wildlife Park Community Hospital Sponsorship Proposal Booklet 12 pp ELECTRONIC.pdf  
File size: 7.4 MB

Filename: 125753 Wings Wildlife Park Hospital Grand Opening Invitation 2024 PROOF 2.pdf  
File size: 3.5 MB

Filename: Hospital Ribbon Cutting.jpg  
File size: 1.1 MB

## Grant Expenditure

**\* Indicates a required field**

## Actual Project Expenditure

**Emergency Relief and Recovery**  
**Progress Report or Final Report and Acquittal V.191023**  
**Application No. ERR-001 From Wing's Wildlife Park**  
 Form Submitted 1 Aug 2024, 3:34PM AEST

Please detail all expenditure from your grant funding. Note - this is not every payment made but the total of each **category**. (eg. Salaries, Equipment, IT, Contractors etc.).  
 If your project is complete then your total Expenditure must be at least equal to your Grant Funding or Underspend Action will be required.  
 (Further rows can be added if required).

<b>Expenditure (Category)</b>	<b>\$</b>
Planning and Licences	\$12,625.27
Consultancy	\$96.82
Infrastructure	\$43,022.70
Advertising Promotion	\$2,520.00
Construction	\$99,271.06
Fitout	\$136,664.03
Vet Fit out	\$73,242.62
Electrics	\$8,254.62
Plumbing	\$39,346.08
Misc Expenses	\$4,956.80

### **Evidence of Expenditure**

Please provide (upload) adequate evidence of the expenditure detailed above. This can be in the form of paid invoices, receipts, or audited financial statements.

\*

Filename: Wings Community Wildlife Hospital Income and Expenses 28-07-2024.xlsx  
 File size: 30.6 kB

### **Budget Totals**

**Total Expenditure Amount**

\$420,000.00

This number/amount is calculated.

### **Next Instalment**

If your next instalment is contingent on the acceptance and approval of this progress report please upload your next instalment invoice here.

(Note - any change to your bank account details since your last payment will also require a copy of a bank statement to be uploaded as well to confirm details.)

**Invoice/Bank Statement:**

*No files have been uploaded*

**Emergency Relief and Recovery**  
**Progress Report or Final Report and Acquittal V.191023**  
**Application No. ERR-001 From Wing's Wildlife Park**  
Form Submitted 1 Aug 2024, 3:34PM AEST

## Certification and Feedback

**\* indicates a required field**

### Certification

This section must be completed by an appropriately authorised person on behalf of the recipient organisation.

**I certify that to the best of my knowledge the statements made within this form are true and correct.**

**I agree**

☒ Yes ☐ No

**Name of authorised person \***

s 36

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Project Manager

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact Phone Number \***

s 36

We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email \***

s 36

Must be an email address.

**Date \***

29/07/2024

Must be a date