Ordinary Council Meeting - 9 December 2025 Attachments

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MINUTES OF MEETING

Committee: Glamorgan Spring Bay Council Audit Panel

Chairperson: Heather Salisbury **Executive Officer:** Greg Tory (CEO)

Meeting Date: Tue 30th September 2025 09.30am

Location: Council Office Triabunna and online via Microsoft Teams

Invitees:

Heather Salisbury	Independent Panel member (Chair)	Present
Ric De Santi	Independent Panel member	Present
Clr Rob Churchill	GSBC Councillor Panel member	Present
Dep Myr Clr Mike Symons	GSBC Councillor Panel member	Absent
Greg Tory	GSBC Chief Executive Officer	Present
Danielle Tuck	GSBC Director Corporate & Financial Services (Acting)	Online Via Teams
Mary Oyeyiola	GSBC Accountant (Minutes)	Present
Peter Porch	GSBC Director of Infrastructure	Present
Marissa Walters	Consultant Accountant	Online Via Teams

1. Preliminaries

- a) Welcome
- b) Apologies Deputy Mayor Symons absent.
- c) Conflict of interest declaration Marissa works for Break O'Day and Flinders Council.
- d) Confirmation of previous minutes 3rd June 2025. Minutes confirmed, subject to amendment.

2. Actions arising from previous Minutes

a) All transferred to this agenda.

Meeting	Item	Action Item	Who	Status
Feb 24	5	LTFMP workshop following Strategic Plan review	Marissa	Underway
Jun 24	7	Audit findings register	Ric	Underway
Jun 24	8	Risk and Opportunity review	Peter	Underway
Dec 24	6a	Survey monkey for external audit evaluation questionnaire	Danielle	New

3. Financial Reports 31 August 2025

- EOM August 2025 \$330k non-cash contributed asset (Fire Station) was not budgeted.
- Carry forward capital projects from previous years were not included in the council adopted capital budget for 25/26 FY. To be reviewed, amended and adopted by Council at half year budget adjustment.

4. Finalized 2025/2026 Budget

- The 25/26 budget was adopted by the Council with a rate increase broadly in line with the LTFMP. Noted that reduced operating surplus on previous years will impact on capacity to fund asset renewal in future years.
- EA negotiation is ongoing.
- LTFMP revised financial forecasts post budget approval only. Balance of document being revised by Marissa. Marissa to forward the draft thus far to the Panel.
- Asset management planning Commended Peter on the asset management work during his time at GSB.

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5. Review 2024/25 Financial Statements

- Income under budget, largely attributable to grants funding
- Expenditure -majority also related to grant timing
- Cash significant improvement
- Underlying surplus at \$3m positive but down on previous two years
- Asset renewal funding Panel queried the drainage asset renewal ratio at 28 per cent. Peter
 advised that much asset renewal involved upgrading assets at the same time so there was a larger
 component classified as new assets.

Marissa to investigate the following:

- Page 10 note 2.4 contract liability
- Note 3.2 negative income recovery debt
- Note 3.5 operating expenses audit fees. TAO may require full expense to be shown as a note.
- Asset management depreciable assets
- Asset revaluation parks and reserve carrying at fair value
- Page 22 note 7.3 Provision annual leave and on cost from other to oncost.
- Note 10.3 other 'material' rather than 'significant' reflecting accounting policy change.
- Asset consumption ratio roads asset consumption.
- Asset sustainability ratio

6. External Audit

2025 Audit Update

- TAO aim to complete the audit by end of October.
- No performance audit matters identified for 2025
- Internal control three unresolved issues from previous years, all low risk:
 - IT policies under development. Panel recommended inclusion of guidelines for AI use. Danielle will forward a copy of the policies to the Panel once they are completed.
 IT service agreement Danielle advised that a contract is in place with Council's IT service provider. A Service Agreement is desirable but not essential if the contract terms meet the needs.
 - Audit trail WIP to completed asset questionable value for effort. Ric provided some suggestions to resolve the issue.

• External Audit Evaluation

- The Panel suggested conducting an evaluation of this year's external audit.
- Ric to send to Danielle pro forma surveys (one for the Audit Panel to complete and a more detailed one for staff participating in the audit. For completion and collation prior to the next Audit Panel meeting when the feedback can be provided to TAO.

7. Audit Findings Register

A document to keep all the findings in a register, to review and track_progress and completion. Ric to prepare a draft audit findings register for review by Greg. To become a standing item on the Audit Panel agenda going forward.

8. Risk and Opportunity Framework

No further update. Transfer to next meeting agenda.

9. General Manager's update - emerging risks

Senior Staff Appointments -

- Director of Planning is starting next Monday.
- Recruitment for Director of Corporate and Finance is in progress.

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• Ongoing recruitment for Director of works and infrastructure.

EA negotiation -

- Council employed an industrial EA negotiator to facilitate the process. The Council has requested evidence from the ASU to support calculations of requested pay increase. Claim is well above budget provision.
- Council still maintains its superannuation payment at 6.5 % above super guarantee

CoHealth -

Greg reviewing CoHealth current contractual arrangements and processes as well as the security
and responsibility for patient records and equipment replacement. Greg will provide an update to
the next Audit Panel meeting.

10. Audit Panel Annual Report to Council

Heather to prepare a draft report and forward to other AP members for comment. Finalized report will be submitted to Council in November.

11. Audit Panel Chairs Meeting 26 August – feedback

Ric provided a summary of issues discussed at the first meeting, which included presentations from the Office of Local Government, LGAT and the Auditor General. Ric will distribute the slides from these presentations to the Panel out of session.

The next meeting is scheduled for February 2026 and will include a discussion on training / professional development for AP members. In preparation for this Ric asked the GSB Panel to consider some suggestions at our next AP meeting. Heather to include items on the agenda.

12. Items referred to by the Audit Panel (if any)

13. Other business and close of meeting

No other business.

Next meeting Date

2nd Dec 2025 9.30am. 2026 dates to be considered at the next meeting.

Meeting closed at 11.30am

Action Summary

Meeting	Item	Action Item	Who	Status
30 Sept	4	Draft revised LTFMP (WIP) to Audit Panel	Marissa	
30 Sept	5	Draft Financial Statements – Marissa to review Panel	Marissa	
		suggestions		
30 Sept	6	Draft IT policies to Audit Panel when completed	Danielle	
30 Sept	6	Evaluation of external audit – Ric to provide pro forma	Ric	
		surveys. Danielle to arrange distribution to Panel and relevant	Danielle	
		staff and collation for next AP meeting	AP	
30 Sept	7	Audit findings register – Ric to draft for Greg's consideration	Ric	Underway
30 Sept	8	Risk and Opportunity Framework update for next AP agenda	Greg	
30 Sept	9	CoHealth update next agenda	Greg	
30 Sept	10	Audit Panel Annual Report to Council	Heather	
30 Sept	11	Audit Panel Chairs mtg – LGO, LGAT, TAO slides to Panel	Ric	
30 Sept	11	Suggestions for professional development for AP members	AP	
		next meeting		

Presented at the Council meeting dated:



Signed b	y Audit Panel	Chairperson:
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Heather Salisbury	Dated



ACTION REGISTER

MEETING		DECISION		ACTION		OFFICERS UPDATE	STATUS
DATE	NO.	NO.		OFFICE			
23 September 2025	8.1	200/25	and Lions Park Playground	1	That Council 1. RESOLVE under section 178 of the Local Government Act 1993 (the Act) to form an intention to dispose, exchange or lease of public land, 50 Beattie Avenue, Bicheno (Title Ref: 62307/50) (the Land).		April 2026
28 October	7.3	240/25	Upgrade	DWI	2. Proceeds with the playground construction for Lions Park, funding the budget shortfall from the land asset sales and public open space financial reserves.		1
28 October 2025	7.3	218/25	Information Reports - Acting Director Works and Infrastructure, Darren Smith	1	That Council notes the information and endorses the budget adjustment for the purchase of Barrow Lights.		January 2026
28 October 2025	8.4	232/25	Community Small Grant Application - Swansea Chamber of Commerce & Tourism Inc	1	Council approve the application for Community Small Grant funding of \$1,000 to Swansea Chamber of Commerce and Tourism Inc for the Swansea Town Entry Features Project community arts workshops.		Completed November 2025
28 October 2025	8.5	233/25	Community Small Grant Application - The Christmas Elves (Sub-committee of BCDA)	1	Council approve the application for Community Small Grant funding of \$802.63 to The Christmas Elves a subcommittee of the Bicheno Community Development Association for community Christmas decorations.		In Progress
28 October 2025	8.6	234/25	Community Small Grant Application - Raspins Beach Surf Life Saving Club (auspiced by Surf Life Saving Tasmania)	1	Council approve the application for Community Small Grant funding of \$925.20 to Raspins Beach Surf Life Saving Club (auspiced by Surf Life Saving Tasmania) for the purchase of Nipper Caps for Youth Surf Safety.		Completed November 2025
28 October 2025	8.7	235/25	Community Small Grant Application - Freycinet Volunteer Marine Rescue Association Inc	1	Council approve the application for Community Small Grant funding of \$700 to the Freycinet Volunteer Marine Rescue Association Inc for the purchase of safety equipment, including replacement defibrillator pads, distress flares, a dual-band handheld radio, and a tailgate assist system.		Completed November 2025
28 October 2025	8.8	236/35	Event Support Grant Application - Pop Up Books Stall (PUBS) Inc.	CDC	That Council approve the application for event support from Pop Up Book Stall Inc for \$1,745.		Completed November 2025
28 October 2025	8.9	237/25	Event Support Grant Application - Friends of Buckland Church Inc	CDC	That Council approve the application of \$1000 for Buckland Church Christmas Carols.		Completed November 2025
28 October 2025	8.10	238/25	Event Support Grant Application - Spring Bay Rotary	CDC	That Council approve the application for event support of \$1,850.		In Progress
25 November 2025	8.2	256/25	Event Support Grant Application – Spring Bay Arts Group Inc	CDC	That Council approve the application for event support for \$1,260.		In Progress
25 November 2025	8.3	257/25	Event Support Grant Application – Request for Event Support	CDC	That Council approve the application for event support of \$2,500.		In Progress

APPLICANT DETAILS			
Organisation / Group	MARIA VOICES	3 INC	
Is your organisation an incorporated body?	Yes	Incorporated Number	12897
Is your organisation a registered not-for-profit	No	Registration Number	N/A
Contact Person	Penny	Surname	SAILE
Contact Number	0408 482 056		
Postal Address	335 Mt Runney Ro	d, M+ Ru	mney, 7170
Email	pennysaile 335 à bie		
PROJECT TITLE AND BRIE	F DESCRIPTION (If insufficient space, please a	ttach additional shee	t)
	CAROLS IN OUR	PARK	
	Friday, 19 Dec	ember	2025
	<i>C</i> - 0		
	From 5pm for	about a	1 hour
9	* Details attached	d	
OUTLINE INTENDED OUT	***************************************		
The out a	omes are all abo	ur com	nunity -
commun!	ty connection, conty participation ar	munity i	nvolvement,
communi	ty participation ar	nd comm	unity inclusion
It is a i	ourus community	event th	nat brings
people	oyous community together at this	special	time of year.
FUNDING REQUEST			
Funding sought from co	uncil	\$1,000.0	
Funding to be contribut	ed by you or your organisation	***************************************	+ inkind
Funding to be contribut	ed from other organisations		significant in - Kin
Total Project Expenses		\$ 1,250.0	
Signed	Poplaile		
Name	Penny Saile 13 November 2		
Date	13 November 2	2025	

Further funding + in-kind details are provided in the Attachment.

ATTACHMENT

MARIA VOICES INC GRANT APPLICATION TO GLAMORGAN SPRING BAY COUNCIL

Project Description

This will be the 5th year that Maria Voices has organised and hosted this community Christmas event at Our Park. It is growing each year, with 400 people estimated to have attended / participated last year. It is well-supported by other local community organisations and volunteers, including Spring Bay RSL, Spring Bay Rotary, The Salvation Army and Spring Bay Studio and Gallery. Individual volunteers, including an MC and Santa, as well as choir members partners' and family members, also assist. This year the local volunteer ambulance has been asked to be in attendance, and some rock'n'roll dancers may also be joining the event.

However, with increasing popularity comes increasing costs for this well-supported annual community event.

Additional budget details

Last year, the Council assisted by printing song books. This year we are requesting a financial contribution of \$1,000.00 for the production, printing and laminating of four large corflute posters for roadside installation; ten laminated A3 posters; 100 A4 posters for distribution to businesses in the Glamorgan Spring Bay municipal area, and printing of 100 more songbooks. In addition, the Council's grant would be used for meat, including vegetarian options, for the barbecue and children's gifts for Santa's sack.

Maria Voices' financial contribution relates to the purchase of thank you gifts for organisational and volunteer support. As hosts and organisers, Maria Voices inkind contributions are significant. We take our risk management responsibilities seriously in our planning, setting up and running the event. A Certificate of Currency for our Public Liability insurance could be provided if required.

A Christmas tree is sourced and decorations are provided.

All items required by the choir are provided. Musicians provide their own instruments, of course. A small number of choir members provide the motor homes for the back drop for the choir for the Carols event; this assists with sound projection, as well as some shelter in inclement weather!

1

A significant investment was made earlier this year, following comments from some members of the audience at the 2024 Carols about the difficulty hearing the choir at times. The choir management committee decided to buy new sound equipment to address this issue. The cost of this purchase was \$2,190.

Spring Bay Rotary, Spring Bay RSL and the Salvation Army make in-kind contributions, which include items for the barbecue, marquees, tents and chairs. The Spring Bay Studio and Gallery provide a Christmas-themed mural, with interactive elements that are installed on the mural during the event.

Penny Saile President Maria Voices Management Committee

13 November 2025

Bernadette Pogorzelski

From: kath_fergusson@bigpond.com
Sent: Friday, 7 November 2025 11:21 AM

To: Eliza Hazelwood; Bernadette Pogorzelski; Clr Neil Edwards; Greg Tory **Subject:** Council representatives on Tasmanian Seafarers' Memorial Committee

Attachments: 28.05.2025 Carole McQueenie resigning from Council.msg

Good morning all,

Due to Councillor Carole McQueenie's resignation from the Tasmanian Seafarers' Memorial Section 24 Committee earlier this year, (copy of her email dated 28.05.2025 attached), a new Council representative needs to be elected to replace her.

As the Committee has only one more meeting before the end of the year to review the recent Service, etc., it would be helpful if the new Council representative could attend.

Kind regards,

Kath

Mrs K.M. Fergusson OAM 0427 573 122

Bernadette Pogorzelski

From: Clr Carole McQueeney <carole.mcqueeney@freycinet.tas.gov.au>

Sent: Wednesday, 28 May 2025 8:21 PM

To: Kath Fergusson; Clr Neil Edwards; John Hall; Graeme Elphinstone; Jan & Steve

Sweet; melissa@springbaytuna.com.au; GSBC Admin

Subject: RE: Tas Seafarers Memorial Committee

Hello all

I am writing to let you know that beyond June I will not be able to participate, as a Councillor, in the preparation for this years Seafarer's Memorial Service and this years Blessing of the fleet.

At yesterday's Council meeting I noted that I was no longer comfortable to be part of the current Council's decision making (refer late in the meeting as at https://www.youtube.com/watch?v=SHO2IH_xOBg).

It's been an absolute privilege to be part of the Committee and it's activities. While I won't be a Committee member when the service occurs, I am dfintiely interested in supporting this important event as we go forward – on a personal basis.

Thanks for all you do for this event and the annual blessing of the fleet.

Kind regards

Carole

Clr Carole McQueeney GAICD, MPA, MIS

E: <u>carole.mcqueeney@freycinet.tas.gov.au</u>

Phone: 0404 488 203

Web: www.gsbc.tas.gov.au

I acknowledge the Palawa people as the traditional custodians of the land that I live and work on, and pay my respects to elders past, present and emerging, and to members of the community within our municipality.

Pronouns: her/she

Privileged/confidential information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such a person), you may not copy or deliver this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply email. Please advise immediately if you or your employer does not consent to Internet email for messages of this kind. Opinions, conclusions and other information in this message that do not relate to the official business of the Glamorgan Spring Bay Council shall be understood as neither given, or endorsed by it.



APPLICANTS DETAILS

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

Event Support Grant Application

Please make sure you answer all Sections of this form.

Contact Person Name:	Jennie Staal				
Position in organisation:	Secretary BCDA & Bicheno Marke	Secretary BCDA & Bicheno Market Co-ordinator			
Postal Address:	PO Box 3 Bicheno Tas 7215	PO Box 3 Bicheno Tas 7215			
Phone:	Mobile:	0417 590 851			
Email:	Harbourbeach@bigpond.com				
/					
ORGANISATION DETAILS					
Name of group or organisation running the event:	Bicheno Community Developmen with Bicheno Lions Club	nt Association Inc in conjunction			
Address:	PO Box 3 Bicheno 7215				
Website:					
ABN:	85 159008 989				
Incorporation number:	029 58C				
Legal Status (Please tick v	which one applies to your group):				
Not-for-profit or inco	rporated association.				
Registered business h	nosting a fundraising event where procee	ds are donated to charity.			
Registered business hosting a profited event.					
EVENT DETAILS					
Event name:	Bicheno Community Christmas Family E	vent			

Annual Family Christmas event including Carols by Lions Club

Time(s):3pm to 7pm

20th December 2025

Event description:

Event date(s):



9 Melbourne Street (PO Box 6) Triabunna TAS 7190 03 6256 4777 03 6256 4774

admin@freycinet.tas.gov.au

Set up date(s):	20/12/2025	Close down date(s):	20/12/2025
Event held previously:	Yes No	Total no. of people expected to attend at any one time:	0 ver 50
Entry costs:	Free entry:	Voluntary donation:	Admission fees: \$
EVENT VENUE			
Venue Name:	Lions Park Bicheno		
Venue Address:	Burgess Street Bichen	0	
Has permission been obtained from the venue:	Yes No Owner / Manager / Co	ommittee of Management	
Permission to use venue:	Yes No		
Will the event be held on Council or private land?	Council Land	Private Land	
Event description: (Please provide dot point is of value, any event part		re going to do, the need for the e	event and why it
within the community. Tas Fire S endeavour to recruit new memb	ervice will also be in attendand ers as it is a valuable and vital s	ction with Bicheno Lions Club to promote lo le to educate our community on Bushfire Si service to community. Carols will also be p & entertainment to over 150 children withi	afety Program and will art of the event.
INSURANCE			
Do you hold insurance for	or this event?		Yes
Please outline the insurance type and value involved: (Attach Certificate of Currency with your application) Public Liability \$20,000,000			



9 Melbourne Street (PO Box 6)

Triabunna TAS 7190

03 6256 4777

03 6256 4774

admin@freycinet.tas.gov.au

applicable)	
re? Yes	No
ne event?	
Environment	Sport & Recreation
Tourism & Events	Heritage & History
Multi-Cultural	Arts & Culture
ousinesses gain from this eve te products on the day and future ever	nt?
1:	omation assistance to the event.
	MORGAN SPRING BAY Illowing areas that are relevant Tourism & Events Multi-Cultural sidents gain from this event? ty members to familiarize themselves usinesses gain from this eve e products on the day and future event knowledge Council's contribution



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Please confirm the dollar amount yo	\$1500				
which the funds will be applied: Plea	Please outline the amount of funds, if any, you are requesting from Council, and the purpose to which the funds will be applied: <i>Please provide quotations with your application</i>				
Funds will be used to provide food, refreshment	s and entertainment to children and th	eir families			
Are you prepared to accept partial for (Council's grants are highly competition amount you request.)		s than the	Yes No		
IN-KIND SUPPORT In-kind support (Council contribution fees, Council venue or site hire, and I) is where Council waives or re oin hire.	educes our fees	including permit		
Are you requesting in-kind support f	rom Council?		☐ Yes No		
What in-kind support would you like	?				
Wheelie bin hire	Venue/Site hire waiver				
Permit fees waiver	Power				
Other: -					

CERTIFICATION / DECLARATION

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

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



9 Melbourne Street (PO Box 6) Triabunna TAS 7190 03 6256 4777 03 6256 4774

admin@freycinet.tas.gov.au

- I consent to the release of event information in this application for promotional and evaluation purposes relevant to Glamorgan Spring Bay Council.

• I will seek permission	n from the group before submitting photographs for use by
Glamorgan Spring Bay	Council.
The above organisation has	authorised me to submit this application on their behalf. The
	is, to the best of my knowledge, true and correct.
Name:	Jennie Staal
Signature:	Gool
Position in organisation:	Secretary BCDA
Please return this application	to: community@freycinet.tas.gov.au
	oplicants are required to submit evidence of expenditure in a final will be formal receipts, photographs and providing the opportunity to attend the funded event.

FINAL CHECK LIST	
Action	Completed
Completed all sections of the application form	Yes No
Signed the application form	Yes No
Attached copies of any required documentation	Yes No
Attached copies of supporting quotes	☐ Yes ☐ No

\$2,000,000

\$2,000,000

\$2,000,000

Not Insured

\$20,000,000

\$20,000,000

\$1,000,000

Not Insured



CERTIFICATE OF CURRENCY

This is to certify that this Ansvar Insurance policy of insurance is current as at the date of issue of this Certificate of Currency, subject to the terms and conditions of the policy indemnifying the Insured as follows:

Date of Issue:

24 January 2025

Policy Number:

586764

Name of Insured:

BICHENO COMMUNITY DEVELOPMENT

Policy Type:

Ansvar Commercial Insurance - Community Service Organisation

Situation of Risk:

Anywhere in Australia

Description of Cover:

Directors and Officers:
Entity Liability:
Entity Reimbursement:
Employment Practices Liability:

Trustees Liability: Statutory Liability: Internet Liability: Entity Crisis cover: Fidelity - Employee: Fidelity - Third Party: Tax Audit:

General Public Liability: General Product Liability: Counsellors Liability: Sexual Abuse:

Business and professional association

Business Description:
Period of Insurance:

from 4:00pm 16/01/2025 to 4:00pm 16/01/2026

Ansvar Insurance, Level 5, 1 Southbank Boulevard, Southbank, VIC 3006

1300 650 540 www.ansvar.com.au