



ORDINARY MEETING OF COUNCIL

ATTACHMENTS TO REPORTS

11 December 2023

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6.3 Dwelling Located at 18 Goldie Street, Wynyard - DA 295/2023

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DA 295/2023
18 Goldie Street WYNYARD

Proposal: Dwelling

**Discretionary Matter: Discretionary uses 13.3.2 (P1),
Setback 13.4.2 (P1), Buildings and works within a
waterway and coastal protection area or a future coastal
refugia area C7.6.1 (P1.1)**

**REPRESENTATIONS CLOSE ON:
Monday 20 November 2023**

3258832

Documents Enclosed
Application Form
Site Notice
Location Map
Titles
Response to Planning Scheme
Plans



APPLICATION FOR PLANNING APPROVAL

SECTION 51 LAND USE PLANNING & APPROVALS ACT 1993

PERMITTED APPLICATION - Assessment and determination of permit application under S58 Land Use Planning and Approvals Act 1993	\$280.00 plus \$1.35 per \$1,000 of value for use or development
DISCRETIONARY APPLICATION -- Assessment and determination of a permit application under S57 Land Use Planning and Approvals Act 1993	\$450.00 plus \$1.75 per \$1,000 of value for use or development plus advertising fee
SUBDIVISION APPLICATION -- Assessment and determination of a subdivision application for 1 to 5 lots under s57 or s58 Land Use Planning & Approvals Act 1993	\$450.00 plus \$1.75 per \$1,000 of value for use or development plus advertising fee
SUBDIVISION APPLICATION -- Assessment and determination of a subdivision application for more than 5 lots under s57 or s58 Land Use Planning & Approvals Act 1993	\$815.00 plus \$175 per lot plus advertising fee
ADVERTISING FEE	\$280.00
Level 2 Environmental Activity – Additional charge to permit application	\$530.00 + advertising fee by quote
Please refer to www.warwyn.tas.gov.au (Council Services – Planning Services – Planning Fees) for all other fees	

Is a hard copy of planning permit and endorsed documents required? Yes No X...

1. Value of work (inc GST) \$.....1,000,000.....Contract PriceEstimate

2. Development Address18 GOLDIE STREET, WYNYARD, TAS 7325.....

3. Full Name of Applicant(s)STARBOX ARCHITECTURE.....

.....16 ROOKE STREET, DEVONPORT, TAS 7310.....

Contact Details: Address:

Email Addressinfo@starbox.net.au.....Telephone6424 7736.....

For requests in hardcopy format all correspondence in relation to this application, will be sent to the contact address, otherwise all correspondence will be forwarded to the email address

4. Would you like the contact address recorded above to be applied for all future Council correspondence? **(including rates/animal control etc)?** Yes...X...No.....

5.

Where the Applicant is not the Owner

In accordance with Section 52 of the *Land Use Planning and Approvals Act 1993* if the applicant for the permit is not the owner of the land in respect of which the permit is required, the applicant must include in the application for the permit, a declaration that the applicant has notified the owner of the intention to make the application.

In the event that the property is owned or managed by the Crown or Council, this application is to be signed by the relevant Crown Minister responsible, or General Manager of the Council, and accompanied by written permission of the Minister/General Manager to the making of this application.

JOHN THOMAS SHERMAN & SUZANNE GRACE SHERMAN

Owners Full Name

2-6 YORK ST, WYNYARD, TAS 7325 6442 2891

AddressTelephone Work/Business

Crown Minister/General Manager Signature.....

Applicant's Notification to Owner

QI HUANG

I.....

STARBOX ARCHITECTURE Full Name of Applicant(s)

of

Applicant's Address

Declare that I/we have notified the owner(s) of the property(ies) of the intention to make this application.

I/We understand that in accordance with Section 52(2) of the *Land Use Planning and Approvals Act 1993* a person must not obtain or attempt to obtain a permit by wilfully making, or causing to be made, any false representation or declaration either orally or in writing.

Applicant's Signature(s)

6. Proposed Development (Fully describe intended use of land or premises)

NEW RESIDENCE DEVELOPMENT

7. Supporting Information if necessary to explain special features of the proposal.
(Attach separate sheet if required)

To include –

a. One Copy (electronic copy if available) of any plan(s) and/or specification(s) for the proposed development, showing where applicable:

- ☐ i. Sufficient information to demonstrate compliance with all applicable standards, purpose statements in applicable zones and codes, any relevant local area objectives or desired future character statements;
- ☐ ii. a full description of the proposed use or development;
- ☐ iii. a full description of the manner in which the use or development will operate;
- ☐ iv. a site analysis and site plan at an acceptable scale;
- ☐ v. a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200;
- ☐ vi. a plan of the proposed landscaping;
- ☐ vii. car parking facilities and capacity;
- ☐ viii. area of clearing of trees and bushland;
- ☐ ix. size, position, colour, illumination, fixing or support and other design details of advertising sign(s).

b. A full copy of your title shall also accompany the application.

Title Certificate ☒Title Plan ☒Schedule of Easements ☐

c. Relevant engineering pre-lodgement approvals

Access ☐Stormwater ☐

8. Present use of site and/or buildings – full description

RESIDENTIAL

9.

Car Parking		Floor Area	
Existing on site	Existing
Total no. proposed	2	Proposed	505m ²
Site Area	1179.25 m ²	Total	505 m ²

Questions 10 to 13 relate to Commercial and industrial Uses and Development ONLY

10.	What days and hours of operation are proposed?		
	Monday to Friday:	From	a.m. to p.m.
	Saturday	From	a.m. to p.m.
	Sunday	From	a.m. to p.m.
11.	Number of Employees?		
	Existing.....		
	Proposed.....		
12.	Vehicles visiting or delivering to or from the site?		Trips per day
	Type	No.	
13.	What type of machinery is to be installed or used		
	Type	No.	

Declaration By Applicant (Mandatory)

I declare that the information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with the development application may be made available to the public. I understand that the Council may make such copies of the information and materials as in its opinion are necessary to facilitate a thorough consideration of the Permit Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application for the purposes of assessment of that application. I indemnify the Waratah-Wynyard Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.

I/We hereby acknowledge that Section 20(a) of the *Local Government Act 1993* provides the power for persons authorised by the General Manager to enter land without notice in relation to an application by the owner or occupier for a licence, permit or other approval given by the council.

Signature(s)
(all applicants to sign)

..... *Qi Huang*

.....

Date 26/10/2023



NOTICE OF PROPOSED DEVELOPMENT

Notice is hereby given that an application has been made for the following development:-

NO:	DA 295/2023
LOCATION:	18 Goldie Street WYNYARD
APPLICANT:	Starbox Architecture
SCHEME:	Tasmanian Planning Scheme – Waratah-Wynyard
ZONING:	Urban Mixed Use
USE CLASS:	Residential
PROPOSAL:	Dwelling
DISCRETIONARY MATTER:	Discretionary uses 13.3.2 (P1), Setback 13.4.2 (P1), Buildings and works within a waterway and coastal protection area or a future coastal refugia area C7.6.1 (P1.1)

The application and associated plans and documents are available for inspection on Council website <https://www.warwyn.tas.gov.au/planning-and-development/advertised-permits/> and at Council offices, located at 21 Saunders Street Wynyard during normal office hours for a period of 14 days from the date of this notice.

Any person who wishes to make representations in accordance with the *Land Use Planning and Approvals Act 1993*, must do so during the 14-day period.

Representations in writing will be received by the General Manager, PO Box 168, Wynyard, 7325, or email council@warwyn.tas.gov.au by **Monday 20 November 2023**.

Dated Saturday 4 November 2023.

A handwritten signature in black ink, appearing to be 'Shane Crawford', written over a light blue horizontal line.

Shane Crawford
GENERAL MANAGER



**RESULT OF SEARCH**

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

SEARCH OF TORRENS TITLE

VOLUME 241723	FOLIO 1
EDITION 3	DATE OF ISSUE 18-Oct-2013

SEARCH DATE : 03-Sep-2014

SEARCH TIME : 09.12 AM

DESCRIPTION OF LAND

Town of WYNYARD

Lot 1 on Plan 241723

Derivation : Parts of Lots 3 & 4 Gtd. to J. Dolan & Anr Whole
of 0A-0R-0.5/10Ps. Gtd. to H.H. Alexander.

Prior CT 2091/22

SCHEDULE 1M433744 TRANSFER to JOHN THOMAS SHERMAN and SUZANNE GRACE
SHERMAN Registered 18-Oct-2013 at noonSCHEDULE 2Reservations and conditions in the Crown Grant if any
BENEFITING EASEMENT: a right of carriage way over the roadway
5.03m wide shown on Plan No. 241723D104715 MORTGAGE to Australia and New Zealand Banking Group
Limited Registered 18-Oct-2013 at 12.01 PMUNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations



FOLIO PLAN

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



OWNER		PLAN OF TITLE		Registered Number
FOLIO REFERENCE CT 2091/22		LOCATION		P 241723
GRANTEE		TOWN OF WYNYARD (Sec. 8)		APPROVED 23 JUL 1996
		FIRST SURVEY PLAN No. 26/35 T.N.		Recorder of Titles
		COMPILED BY LTO		
		SCALE 1: 600 LENGTHS IN METRES		
MAPSHEET MUNICIPAL CODE No. 127	LAST UPI No. 6601018	LAST PLAN No.	ALL EXISTING SURVEY NUMBERS TO BE CROSS REFERENCED ON THIS PLAN	

BALANCE PLAN

A 143
C.K.

Search Date: 03 Sep 2014

Search Time: 09:12 AM

Volume Number: 241723

Revision Number: 01

Page 1 of 1

Department of Primary Industries, Parks, Water and Environment

www.thelist.tas.gov.au



STARBOX
ARCHITECTURE

Thursday 26th October 2023

RESPONSE TO PLANNING SCHEME_18 GOLDIE STREET, WYNYARD, TAS 7325

Urban Mixed Use Zone

13.3.2 – Discretionary uses

- P1** The proposed development is a two-story residence. It will not compromise the pattern of existing development on Goldie Street.

13.4.2 – Setback

- P1** The proposed dwelling has a greater than 3m setback from the frontage. Refer to A01 Site Plan. The lower retaining wall located on the frontage boundary is under 680mm high. This incorporates a raised garden bed. Another retaining wall forming a raised grassed front yard, sits atop of this front garden bed and is not greater than 1.2m high from the natural ground level. Refer to A03 Elevations. All the retaining walls are for landscaping and work with the site contour lines. As the properties at No.14, No.16, No.24 Goldie St, have solid fences on the frontage boundary, the proposed retaining walls on 18 Goldie Street are compatible with the streetscape.

Natural Assets Code

C7.6.1 – Buildings and works within a waterway and coastal protection area or a future coastal refugia area

- A1** The retaining walls within 2m of the frontage minimise adverse impacts on natural assets.



ARCHITEAM

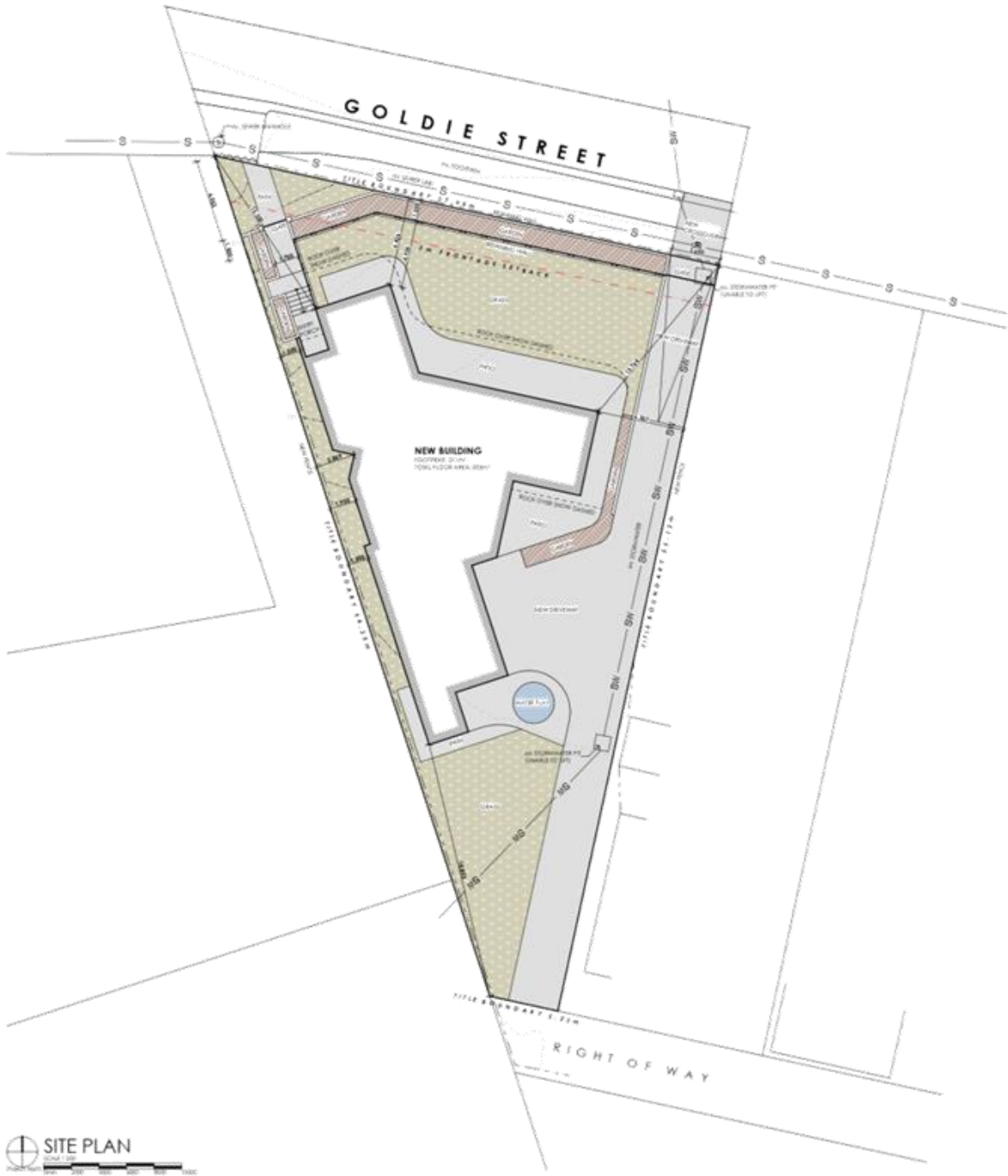


16 Rooke Street Devonport | info@starbox.net.au | www.starbox.net.au | (03) 6424 7736





SITE LOCATION



SITE PLAN

DEVELOPMENT
APPROVAL

REVISIONS

Rev	Date	Description	By	App'd
1	10/12/2023	Issue for Council	J. SHERMAH	

- GENERAL NOTES
- 1. ALL WORKS TO BE COMPLETED IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT 1993 AND THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1993.
 - 2. ALL WORKS TO BE COMPLETED IN ACCORDANCE WITH THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1993.
 - 3. ALL WORKS TO BE COMPLETED IN ACCORDANCE WITH THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1993.
 - 4. ALL WORKS TO BE COMPLETED IN ACCORDANCE WITH THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1993.
 - 5. ALL WORKS TO BE COMPLETED IN ACCORDANCE WITH THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1993.



STARBOX ARCHITECTURE
ARCHITECTS
10/18 GOLDIE STREET
WYNHARD TAS
for J & S SHERMAH

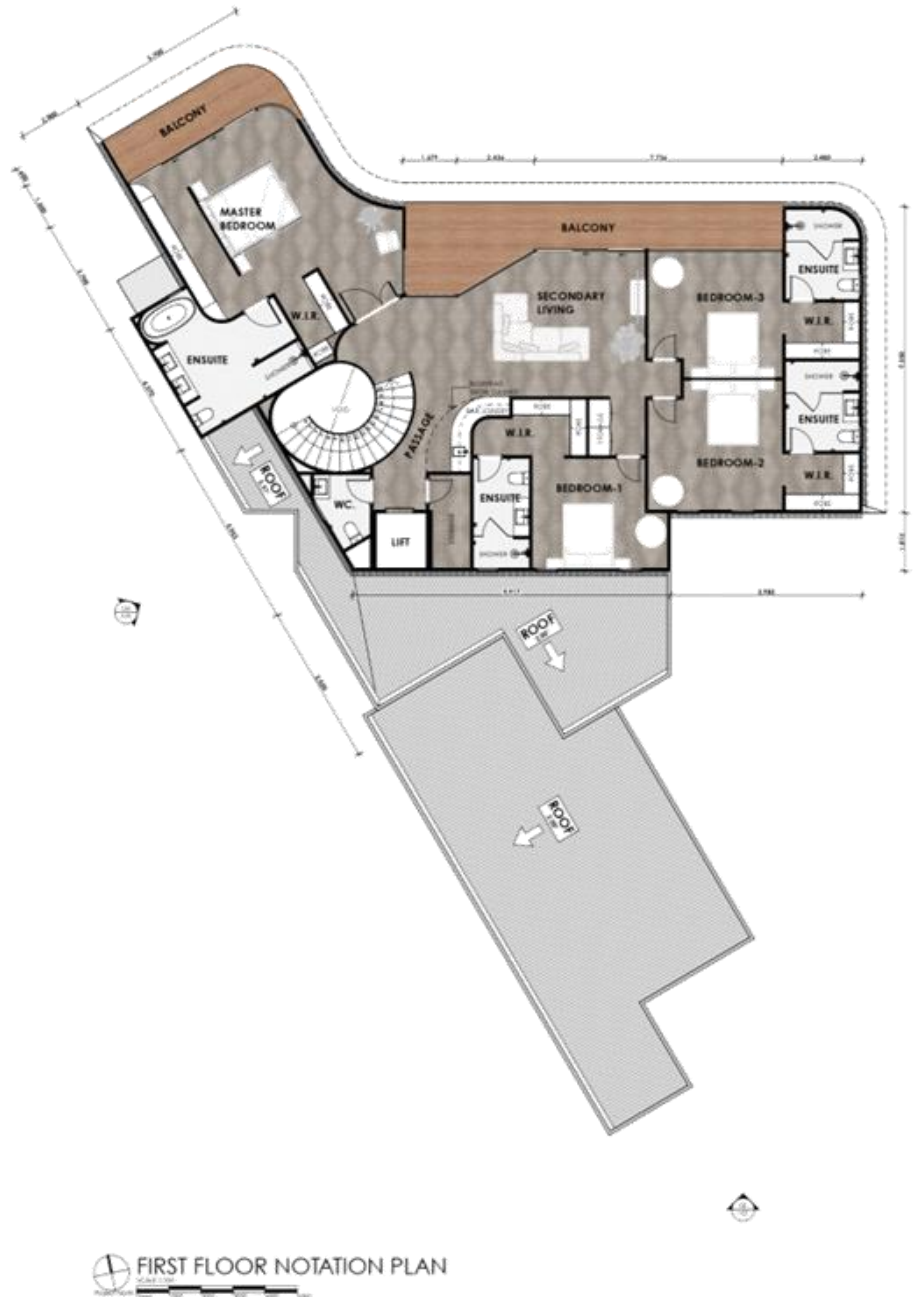
Drawing Title
SITE PLAN

DEVELOPMENT
APPROVAL

APPROVAL

Date	By	Approved	By
10/12/2023	J. SHERMAH		

Project Number: 230720 Drawing Number: A01/DA1



DEVELOPMENT
APPROVAL

Project Name	18 Goldie Street
Project Address	18 Goldie Street
Project City	Wynyard TAS
Project State	TAS
Project Postcode	7312

STARBOX ARCHITECTURE
18 Goldie Street
Wynyard TAS 7312
TAS



STARBOX ARCHITECTURE
18 Goldie Street
Wynyard TAS 7312
TAS

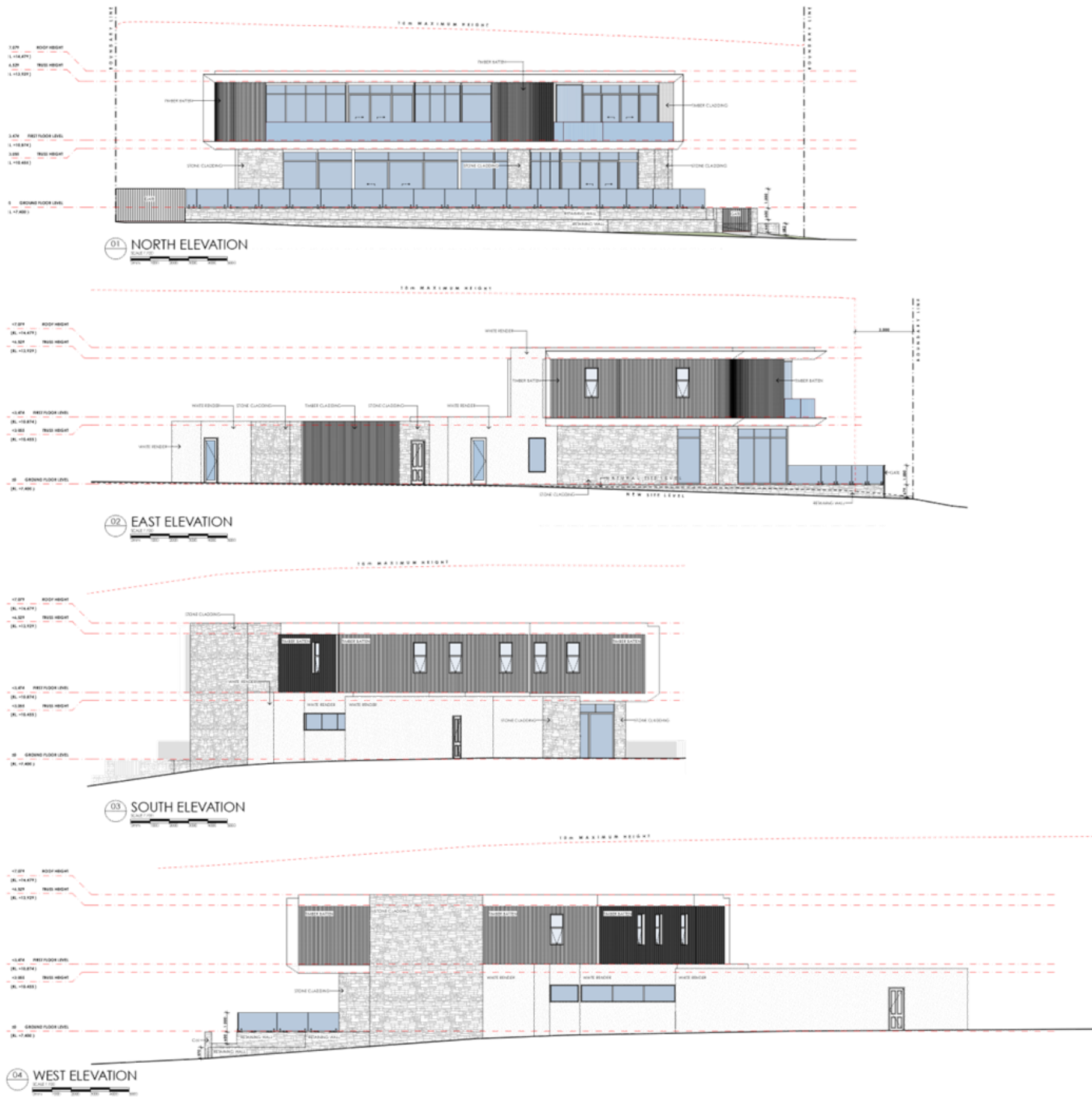
Project Name: 18 Goldie Street
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Project City: Wynyard TAS
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Project Name: 18 Goldie Street
Project Address: 18 Goldie Street
Project City: Wynyard TAS
Project State: TAS
Project Postcode: 7312



DEVELOPMENT
APPROVAL

Item	Description	Value
1	Development Fee	1000
2	Planning Fee	500
3	Building Fee	1000
4	Water Fee	100
5	Sewer Fee	100
6	Landfill Fee	100
7	Other Fees	0
8	Total	2700

GENERAL NOTES:
1. ALL WORKS TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
2. ALL WORKS TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
3. ALL WORKS TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
4. ALL WORKS TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
5. ALL WORKS TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
6. ALL WORKS TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
7. ALL WORKS TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
8. ALL WORKS TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.



STARBOX ARCHITECTURE
10/100 GOLDIE STREET
WYNYARD TAS
for J & S SHERMAN

Drawing Title
ELEVATION

DEVELOPMENT
APPROVAL

Item	Description	Value
1	Development Fee	1000
2	Planning Fee	500
3	Building Fee	1000
4	Water Fee	100
5	Sewer Fee	100
6	Landfill Fee	100
7	Other Fees	0
8	Total	2700





APPLICATION FOR PLANNING APPROVAL

SECTION 51 LAND USE PLANNING & APPROVALS ACT 1993

PERMITTED APPLICATION - Assessment and determination of permit application under <i>S58 Land Use Planning and Approvals Act 1993</i>	\$280.00 plus \$1.35 per \$1,000 of value for use or development
DISCRETIONARY APPLICATION -- Assessment and determination of a permit application under <i>S57 Land Use Planning and Approvals Act 1993</i>	\$450.00 plus \$1.75 per \$1,000 of value for use or development plus advertising fee
SUBDIVISION APPLICATION -- Assessment and determination of a subdivision application for 1 to 5 lots under <i>s57 or s58 Land Use Planning & Approvals Act 1993</i>	\$450.00 plus \$1.75 per \$1,000 of value for use or development plus advertising fee
SUBDIVISION APPLICATION -- Assessment and determination of a subdivision application for more than 5 lots under <i>s57 or s58 Land Use Planning & Approvals Act 1993</i>	\$815.00 plus \$175 per lot plus advertising fee
ADVERTISING FEE	\$280.00
Level 2 Environmental Activity -- Additional charge to permit application	\$530.00 + advertising fee by quote
Please refer to www.warwyn.tas.gov.au (Council Services -- Planning Services -- Planning Fees) for all other fees	

Is a hard copy of planning permit and endorsed documents required? Yes No ☒

1. Value of work (inc GST) \$1,000,000 Contract Price Estimate

2. Development Address 18 GOLDIE STREET, WYNYARD, TAS 7325

3. Full Name of Applicant(s) STARBOX ARCHITECTURE

Contact Details: Address: 16 ROOKE STREET, DEVONPORT, TAS 7310

Email Address info@starbox.net.au Telephone 6424 7736

For requests in hardcopy format all correspondence in relation to this application, will be sent to the contact address, otherwise all correspondence will be forwarded to the email address

4. Would you like the contact address recorded above to be applied for all future Council correspondence? (including rates/animal control etc)? Yes ☒ .. No

5.

Where the Applicant is not the Owner

In accordance with Section 52 of the *Land Use Planning and Approvals Act 1993* if the applicant for the permit is not the owner of the land in respect of which the permit is required, the applicant must include in the application for the permit, a declaration that the applicant has notified the owner of the intention to make the application.

In the event that the property is owned or managed by the Crown or Council, this application is to be signed by the relevant Crown Minister responsible, or General Manager of the Council, and accompanied by written permission of the Minister/General Manager to the making of this application.

Owners Full Name JOHN THOMAS SHERMAN & SUZANNE GRACE SHERMAN

Address 2-6 YORK ST, WYNYARD, TAS 7325 Telephone Work/Business 6442 2891

Crown Minister/General Manager Signature.....

Applicant's Notification to Owner

I, QI HUANG

of STARBOX ARCHITECTURE Full Name of Applicant(s)

Applicant's Address

Declare that I/we have notified the owner(s) of the property(ies) of the intention to make this application.

I/We understand that in accordance with Section 52(2) of the *Land Use Planning and Approvals Act 1993* a person must not obtain or attempt to obtain a permit by wilfully making, or causing to be made, any false representation or declaration either orally or in writing.

Applicant's Signature(s)

6. Proposed Development (Fully describe intended use of land or premises)

NEW RESIDENCE DEVELOPMENT

7. Supporting Information if necessary to explain special features of the proposal.
(Attach separate sheet if required)

To include –

a. One Copy (electronic copy if available) of any plan(s) and/or specification(s) for the proposed development, showing where applicable:

- ☐ i. Sufficient information to demonstrate compliance with all applicable standards, purpose statements in applicable zones and codes, any relevant local area objectives or desired future character statements;
- ☐ ii. a full description of the proposed use or development;
- ☐ iii. a full description of the manner in which the use or development will operate;
- ☐ iv. a site analysis and site plan at an acceptable scale;
- ☐ v. a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200;
- ☐ vi. a plan of the proposed landscaping;
- ☐ vii. car parking facilities and capacity;
- ☐ viii. area of clearing of trees and bushland;
- ☐ ix. size, position, colour, illumination, fixing or support and other design details of advertising sign(s).

b. A full copy of your title shall also accompany the application.

Title Certificate ☒

Title Plan ☒

Schedule of Easements ☐

c. Relevant engineering pre-lodgement approvals

Access ☐

Stormwater ☐

8. Present use of site and/or buildings – full description

RESIDENTIAL

9.

Car Parking		Floor Area	
Existing on site	Existing
Total no. proposed	2	Proposed	505m ²
Site Area	1179.25 m ²	Total	505 m ²

Questions 10 to 13 relate to Commercial and industrial Uses and Development ONLY

10.	What days and hours of operation are proposed?		
	Monday to Friday:	From	a.m. to p.m.
	Saturday	From	a.m. to p.m.
	Sunday	From	a.m. to p.m.
11.	Number of Employees?		
	Existing.....		
	Proposed.....		
12.	Vehicles visiting or delivering to or from the site?		Trips per day
	Type	No.	
13.	What type of machinery is to be installed or used		
	Type	No.	

Declaration By Applicant (Mandatory)

I declare that the information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with the development application may be made available to the public. I understand that the Council may make such copies of the information and materials as in its opinion are necessary to facilitate a thorough consideration of the Permit Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application for the purposes of assessment of that application. I indemnify the Waratah-Wynyard Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.

I/We hereby acknowledge that Section 20(a) of the *Local Government Act 1993* provides the power for persons authorised by the General Manager to enter land without notice in relation to an application by the owner or occupier for a licence, permit or other approval given by the council.

Signature(s)
(all applicants to sign)

Qi Huang
.....
.....

Date 26/10/2023
.....



RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



SEARCH OF TORRENS TITLE

VOLUME 241723	FOLIO 1
EDITION 3	DATE OF ISSUE 18-Oct-2013

SEARCH DATE : 03-Sep-2014

SEARCH TIME : 09.12 AM

DESCRIPTION OF LAND

Town of WYNYARD

Lot 1 on Plan 241723

Derivation : Parts of Lots 3 & 4 Gtd. to J. Dolan & Anr Whole
of 0A-0R-0.5/10Ps. Gtd. to H.H. Alexander.

Prior CT 2091/22

SCHEDULE 1

M433744 TRANSFER to JOHN THOMAS SHERMAN and SUZANNE GRACE
SHERMAN Registered 18-Oct-2013 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any

BENEFITING EASEMENT: a right of carriage way over the roadway
5.03m wide shown on Plan No. 241723

D104715 MORTGAGE to Australia and New Zealand Banking Group
Limited Registered 18-Oct-2013 at 12.01 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations



FOLIO PLAN

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



OWNER		PLAN OF TITLE		Registered Number
FOLIO REFERENCE CT 2091/22		LOCATION		P 241723
GRANTEE		TOWN OF WYNYARD (Sec 8)		APPROVED 23 JUL 1996
		FIRST SURVEY PLAN No. 26/35 T.N.		Recorder of Titles
		COMPILED BY LTO		
		SCALE 1: 600 LENGTHS IN METRES		
MAPSHEET MUNICIPAL CODE No. 127	LAST UPI No 6601018	LAST PLAN No.	ALL EXISTING SURVEY NUMBERS TO BE CROSS REFERENCED ON THIS PLAN	
BALANCE PLAN				
<p>The diagram shows a plan of title for a lot in Wynyard. It features Goldie Street to the north and Moore Street to the east. A road way, 5.03 wide, runs along the bottom. Lot 1 is shown with an area of 1199 m². Various survey measurements and references are provided, including (S.P. 46545), (S.P. 10920), (26/35 T.N.), (23/32 T.N.), and (26/39 T.N.).</p>				

C.K.



STARBOX
ARCHITECTURE

Thursday 26th October 2023

RESPONSE TO PLANNING SCHEME_18 GOLDIE STREET, WYNYARD, TAS 7325

Urban Mixed Use Zone

13.3.2 – Discretionary uses

- P1** The proposed development is a two-story residence. It will not compromise the pattern of existing development on Goldie Street.

13.4.2 – Setback

- P1** The proposed dwelling has a greater than 3m setback from the frontage. Refer to A01 Site Plan. The lower retaining wall located on the frontage boundary is under 680mm high. This incorporates a raised garden bed. Another retaining wall forming a raised grassed front yard, sits atop of this front garden bed and is not greater than 1.2m high from the natural ground level. Refer to A03 Elevations. All the retaining walls are for landscaping and work with the site contour lines. As the properties at No.14, No.16, No.24 Goldie St, have solid fences on the frontage boundary, the proposed retaining walls on 18 Goldie Street are compatible with the streetscape.

Natural Assets Code

C7.6.1 – Buildings and works within a waterway and coastal protection area or a future coastal refugia area

- A1** The retaining walls within 2m of the frontage minimise adverse impacts on natural assets.



ARCHITEAM





NEW RESIDENCE

18 GOLDIE STREET WYNYARD TAS

DEVELOPMENT
APPROVAL

REVISION			
Rev	Date	Description	By
1	10/11/2023	Initial Design	Starbox
2	10/11/2023	Final Design	Starbox

- NOTES:
- 1. All dimensions are in millimetres unless otherwise stated.
 - 2. All dimensions are to the face of the wall.
 - 3. All dimensions are to the face of the wall.
 - 4. All dimensions are to the face of the wall.



STARBOX ARCHITECTURE
ARCHITECTS
18 GOLDIE STREET WYNYARD TAS
TASMANIA 7244
081 333 3333
www.starboxarchitect.com.au

Project Title:
**NEW RESIDENCE
@ 18 GOLDIE STREET
WYNYARD TAS
for J & S SHERMAN**

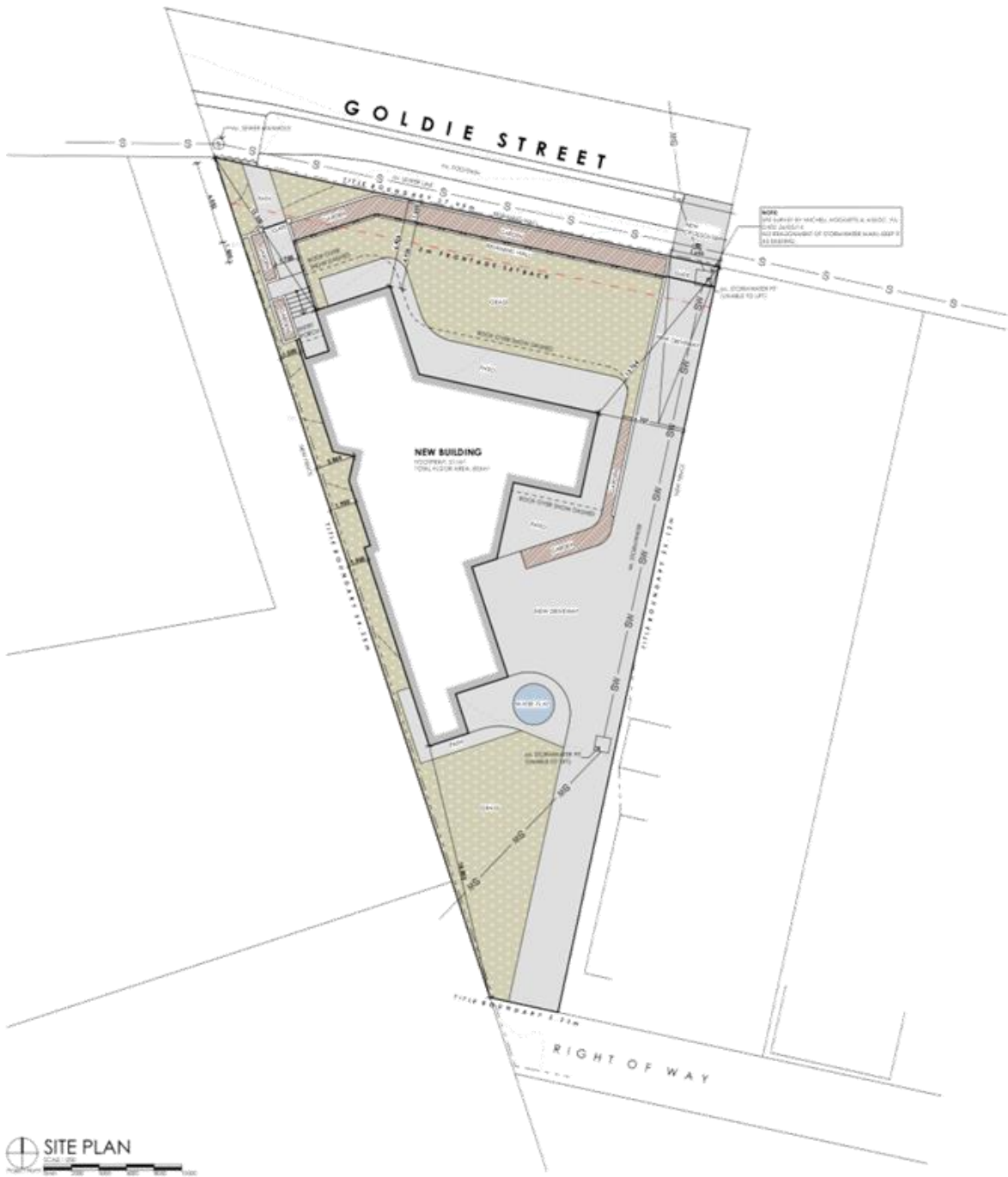
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COVER PAGE

**DEVELOPMENT
APPROVAL**

APPROVAL			
Project Number	230720	Approval Number	A00/DA2



SITE LOCATION
SCALE 1:500



SITE PLAN
SCALE 1:500

DEVELOPMENT
APPROVAL

REVISION

NO.	DATE	DESCRIPTION	BY	APP'D
1	12/11/2023	ISSUED FOR PERMIT	STARBOX	

NOTES:
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.



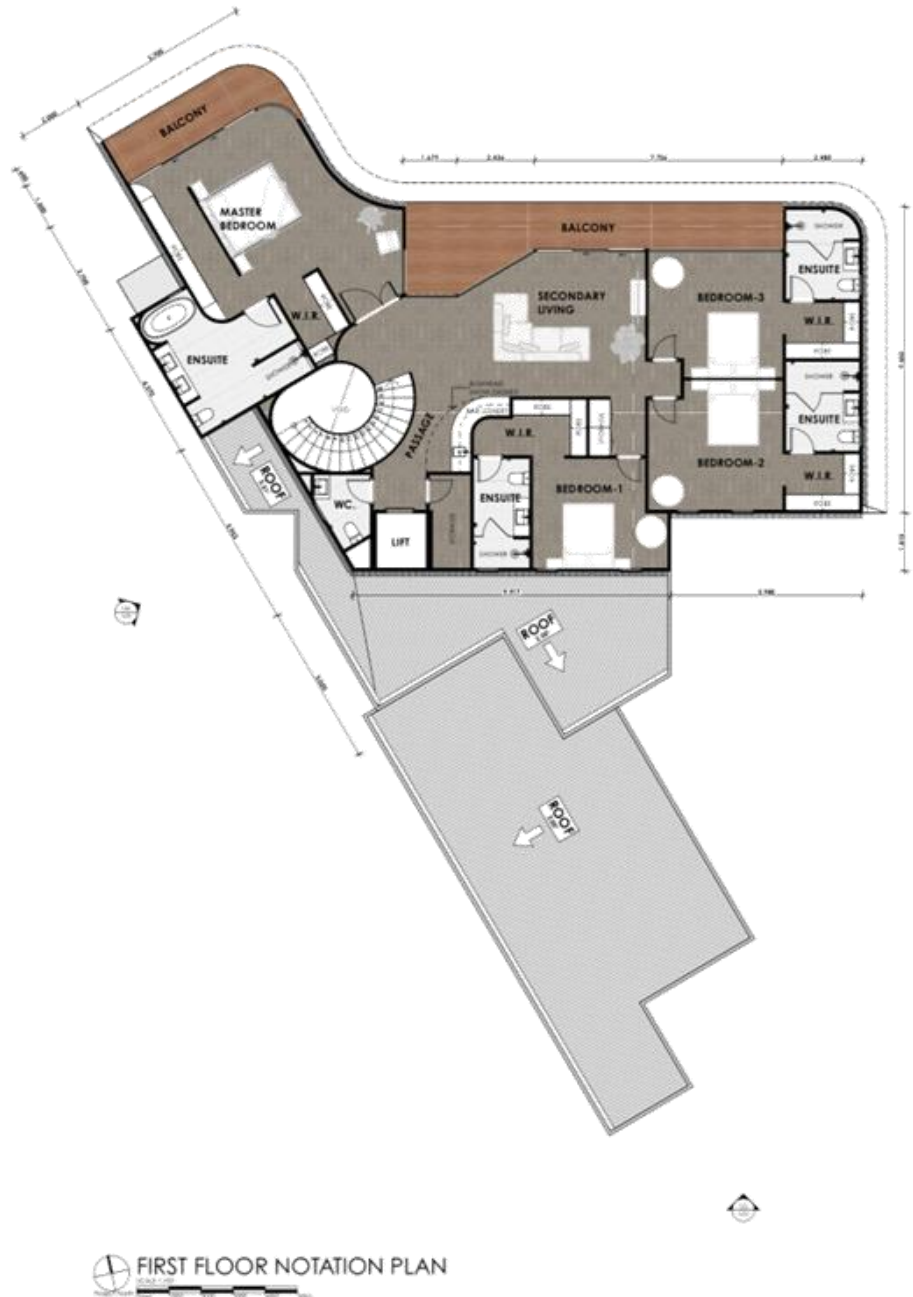
STARBOX ARCHITECTURE
11/11/2023
NEW RESIDENCE
@ 18 GOLDIE STREET
WYNYARD TAS
for J & S SHERMAN

ISSUED FOR PERMIT
SITE PLAN

DEVELOPMENT
APPROVAL

230720 A01/DA2

NO.	DATE	DESCRIPTION	BY	APP'D
1	12/11/2023	ISSUED FOR PERMIT	STARBOX	



DEVELOPMENT
APPROVAL

NO.	DATE	REVISION
1	10/10/2023	ISSUED FOR DEVELOPMENT APPLICATION

NOTES:
1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.

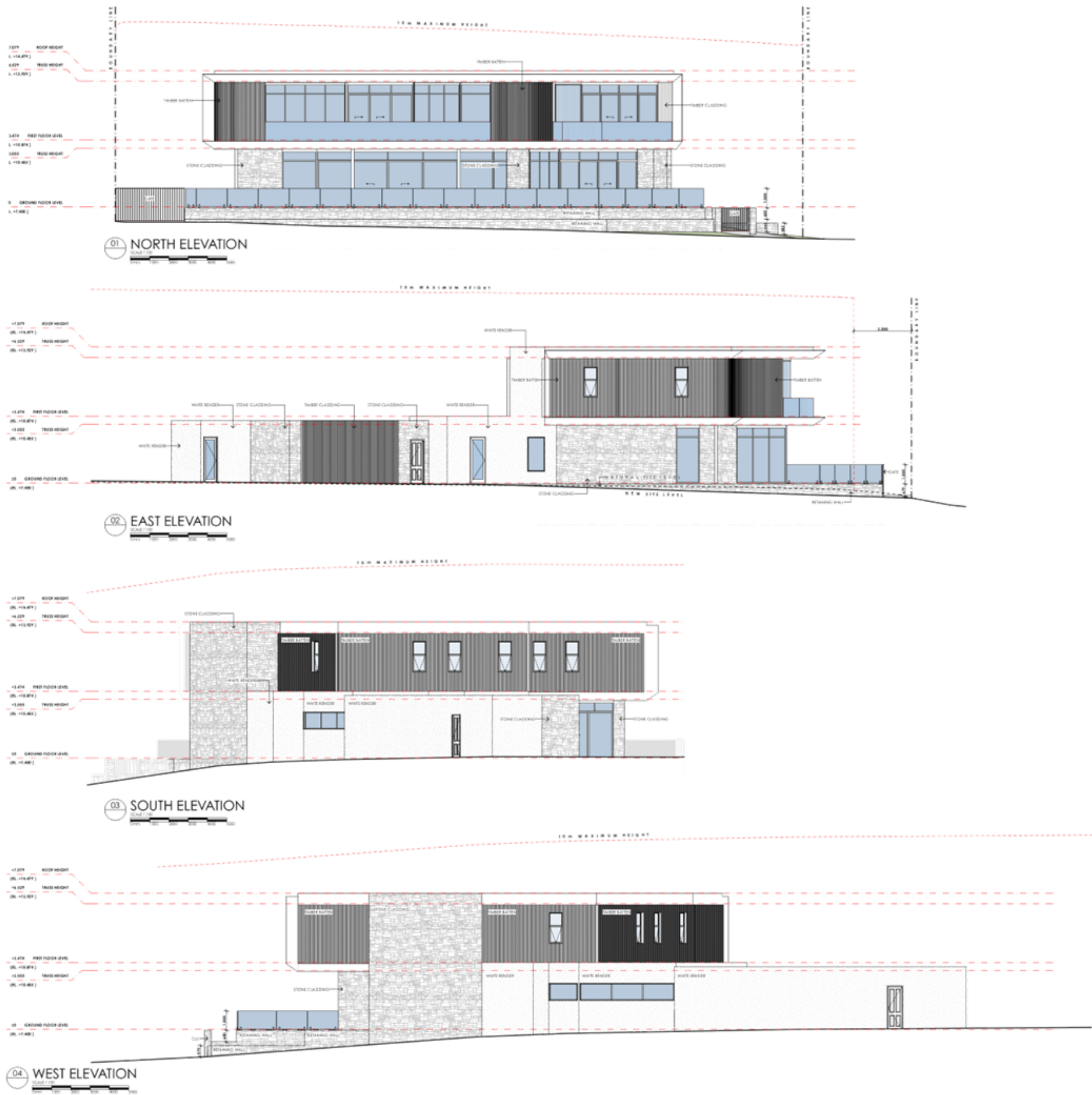


STARBOX ARCHITECTURE
11/11/2023
NEW RESIDENCE
18 GOLDIE STREET
WYNYARD TAS
FOR J & S SHERMAN

Working Title
FLOOR PLANS

DEVELOPMENT
APPROVAL

NO.	DATE	REVISION
1	10/10/2023	ISSUED FOR DEVELOPMENT APPLICATION



DEVELOPMENT
APPROVAL

NO.	DATE	DESCRIPTION	BY	CHKD
1	10/10/2023	ISSUED FOR PERMIT
2	10/10/2023	FOR INFORMATION ONLY
3	10/10/2023	FOR INFORMATION ONLY
4	10/10/2023	FOR INFORMATION ONLY
5	10/10/2023	FOR INFORMATION ONLY

NOTES:
1. THE DEVELOPER MUST OBTAIN ALL NECESSARY APPROVALS FROM THE LOCAL COUNCIL.
2. THE DEVELOPER MUST OBTAIN ALL NECESSARY APPROVALS FROM THE LOCAL COUNCIL.
3. THE DEVELOPER MUST OBTAIN ALL NECESSARY APPROVALS FROM THE LOCAL COUNCIL.
4. THE DEVELOPER MUST OBTAIN ALL NECESSARY APPROVALS FROM THE LOCAL COUNCIL.
5. THE DEVELOPER MUST OBTAIN ALL NECESSARY APPROVALS FROM THE LOCAL COUNCIL.



Project Title:
NEW RESIDENCE
@ 18 GOLDIE STREET
WYNYARD TAS
for J & S SHERMAN

Showing Title
ELEVATION

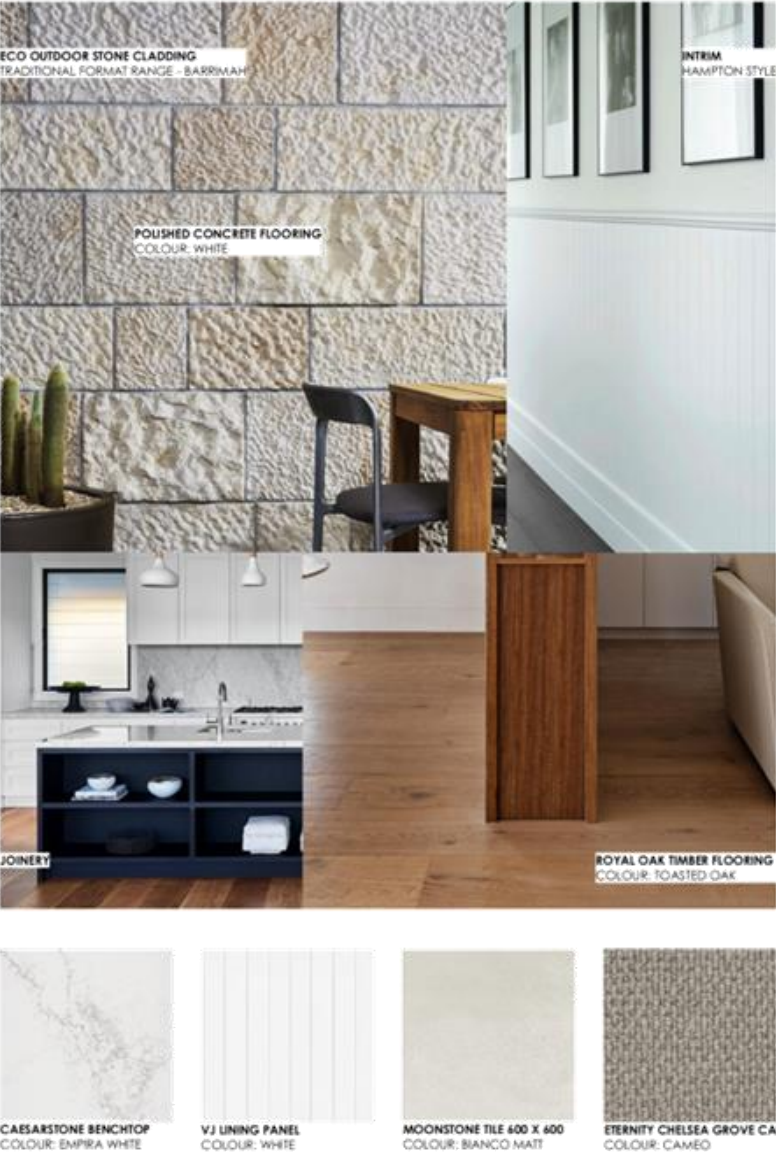
DEVELOPMENT
APPROVAL

Project Number: 230720
Drawing Number: A03/DA2

EXTERIOR FINISH



INTERIOR FINISH



DEVELOPMENT
APPROVAL

NO.	DESCRIPTION	QTY	UNIT
1	ECO OUTDOOR STONE CLADDING	1	SQ M
2	MORTLOCK WEATHER TIMBER	1	SQ M
3	RENDER	1	SQ M
4	POLISHED CONCRETE FLOORING	1	SQ M
5	JOINERY	1	SQ M
6	ROYAL OAK TIMBER FLOORING	1	SQ M
7	CAESARSTONE BENCHTOP	1	SQ M
8	VJ LINING PANEL	1	SQ M
9	MOONSTONE TILE	1	SQ M
10	ETERNITY CHELSEA GROVE CARPET	1	SQ M

NOTES:
1. All materials to be supplied by the client.
2. All materials to be installed by the client.
3. All materials to be installed by the client.
4. All materials to be installed by the client.
5. All materials to be installed by the client.
6. All materials to be installed by the client.
7. All materials to be installed by the client.
8. All materials to be installed by the client.
9. All materials to be installed by the client.
10. All materials to be installed by the client.



STARBOX ARCHITECTURE
1/100 GOLDIE STREET, WYNYARD TAS
9000
081 123 4567
www.starboxarchitect.com.au

Project Title:
NEW RESIDENCE
@ 18 GOLDIE STREET
WYNYARD TAS
for J & S SHERMAN

Working Title:
MOOD BOARD

DEVELOPMENT
APPROVAL

230720 A04/DA2

Enclosure 3 Representation

Representation of adjoining landowner at 16 Goldie Street Wynyard in response to DA 295/2023 Planning Application for 18 Goldie Street Wynyard, New Residential Use 13.3.2 (P1) and proposed Setback 13.4.2 (P1) at 18 Goldie Street Wynyard.

PO Box 238
Carlton North
Victoria 3054
1662kc@gmail.com

19th November 2023

The General Manager
Waratah Wynyard Council
Saunders Street,
Wynyard 7325.
council@war.wyn.tas.gov.au

RE: DA 295/2023 18 Goldie Street, Wynyard

As the adjoining land owner of 16 Goldie Street Wynyard, I make representation about the proposed New Residential Use 13.3.2 (P1) and proposed Setback 13.4.2 (P1) at 18 Goldie Street Wynyard.

I would appreciate your response to be made to me at my email address:
1662kc@gmail.com .

Yours sincerely

Rosemary Lucadou-Wells

Rosemary Lucadou-Wells

13.3.2 New Residential Use

P1 That the use does not compromise or distort the activity centre hierarchy of the site having regard to:

(a) the characteristics of the site

- The activity centre of the 18 Goldie Street site is necessarily a domestic residence but that activity centre seems to be distorted by the intrusive characteristic of a proposed new vehicular entrance on to Goldie Street, along the eastern boundary. This compromises the overall characteristics of the site because the eastern boundary differs considerably in contour and slope from the western boundary where the current vehicular access is situated.
- The site's natural undulating contours of the land slope downwards towards the far north west corner where the current vehicular access to Goldie street is situated.
- The proposed new vehicular access does not follow the physical characteristics of the site being situated on the elevated eastern boundary. This compromises the natural environmental characteristics of the site.
- The proposed new vehicular access to Goldie Street will necessarily require excavation close to the western boundary of 16 Goldie Street. Such excavation is hazardous to the stability of the land and residence of 16 Goldie Street with potential subsidence of the land at 16 Goldie Street.
- The characteristics of the proposed residence, with outdoor dining and first floor balcony viewing emphasis, appear to be focussed away from the current domestic internal activity characteristics of other homes in the vicinity, and 16 Goldie Street in particular.

(b) the size and scale of the proposed use

- The size of the proposed construction seems to dominate the land to the extent that it appears to be out of comfortable proportion to the activity centre of a domestic house itself and out of proportion to the size of the land when compared with the adjacent homes at 16, 20 and 20A Goldie Street.
- This anomaly of residence size in comparison with the adjacent residences of 16, 20 and 20A promises to further compromise the environmental aesthetics of the activity centre hierarchy of the Inglis River area of Goldie Street.
- The overshadowing and reduction in western sunlight caused by the size and scale of the proposed residence negatively impacts the potential future implementation of energy efficient solar roof panelling at 16 Goldie Street.

(c) the function of the activity centre and the surrounding activity centres

The proposed development compromises the activity centre hierarchy and the

surrounding activity in that:

- The activity centre of 16 Goldie Street is a residence with bee hosting being an important surrounding activity. The environmental alteration of reduced solar light, reduced sun shine and fresh air flow caused by the new development will seriously impact and compromise this activity hierarchy of 16 Goldie Street by making the residence and its environment darker and colder.
- The proposed new drive way access to Goldie Street is potentially hazardous to the stability of the structure of the house at 16 Goldie Street and its land. It is obvious that excavation will be required along the western boundary of 16 Goldie Street in order to insert the proposed new drive way at 18 Goldie Street. and this activity creates the very real possibility of subsidence of my land and 16 Goldie Street premises.
- The surrounding activity of the Goldie Street strip between 10 and 24 Goldie Street incorporates public viewing, walking, water activities and enjoyment of the Inglis River, Wharf area and Gutteridge Gardens precinct, as well as hospitality services from hotel, wharf and cafe. Pedestrian safety and car parking is likely to be compromised by the introduction of the new proposed vehicular entry to Goldie Street which seems to be at a sharp angle to the street with diminished sighting.

(d) The extent that the proposed use impacts on the other activity centres

The proposed use seriously impacts both private and public activity centres in this particular area.

The other activity centres of the private residence at 16 Goldie Street is impacted in the following ways:

- by causing an unreasonable loss of amenity through the serious reduction of solar light and sunshine available to the western windows of 16 Goldie Street, substantially curtailing any future installation of energy efficient solar roof panels on 16 Goldie Street;
- by causing substantial impact on the privacy of the house, garden and yard of 16 Goldie Street, with the western windows of 16 Goldie Street being in sight-line of the proposed new building;
- by causing an unreasonable loss of amenity through the overshadowing of the house, garden and yard of 16 Goldie Street and compromising the health of the hosted bees;
- by causing an unreasonable loss of amenity to the activity centre of 16 Goldie Street through the diminution of the atmospheric environment caused by the blocking of fresh air flow and altering temperature;

The public activity centres of the Goldie Street strip between 10 and 24 Goldie Street, as identified in paragraph (c) above as public viewing, walking, water activities, recreation and enjoyment of the Inglis River, Wharf area and Gutteridge Gardens

precinct, as well as hospitality services from hotel, wharf and cafe, are likely to be impacted by:

- pedestrian safety likely to be compromised by the introduction of the new proposed vehicular entry to Goldie Street which seems to be at a sharp angle to the street with diminished sighting;
- the capacity for street parking and vehicle management in this area of Goldie Street is likely to be further reduced due to the need to accommodate the proposed new vehicle access to 18 Goldie Street.

13.4.2 Setback

P1 Buildings must have a setback from a frontage that is compatible with the streetscape having regard to:

(a) topography of the site

- The land at 18 Goldie Street slopes gently downwards along the western boundary where there is currently an established entry to Goldie Street. The setback exemption sought for 18 Goldie Street substantially compromises the compatibility of the frontage streetscape which follows the natural contours of the land.

(b) setback of buildings on adjacent properties

- The frontage setback exemption sought for the proposed new building at 18 Goldie Street is not compatible with the setback on the adjacent houses at 16 Goldie Street, 20A Goldie Street and 20 Goldie Street because these properties do not have intrusive setbacks on to Goldie Street. Consequently the proposed new building setback exemption does severely compromise the pattern of existing development of these single storey adjacent properties.
- The frontage setback exemption would cause an unreasonable loss of amenity to the property of 16 Goldie Street by severely reducing solar light and western sun and casting increased shadow on the residence and yard of 16 Goldie Street.
- The frontage setback exemption would substantially diminish the privacy of the residence and yard of 16 Goldie Street.

(c) height, bulk and form of existing and proposed buildings

- The frontage setback exemption sought for the new building at 18 Goldie Street, is not compatible with the streetscape having regard to the height, bulk and form of existing buildings at 16, 20 and 20A Goldie Street, which are all single storey buildings without intrusive setbacks on to Goldie Street.
- The height, bulk and form of the proposed building and the setback sought, seriously reduces the ability to implement any future energy efficient solar roof panelling at 16 Goldie Street.

- The form of the proposed two storey building is not compatible with the existing adjacent single storey residence buildings at 16, 20 and 20A.

(d) the safety of road users

- The frontage setback exemption sought for the proposed new building at 18 Goldie Street has the potential to compromise the safety of road users, particularly as it seems to be linked with the installation of a new driveway.

- The almost right-angle of entry to Goldie Street from the proposed new driveway through the proposed reduced setback presents a potential hazard to road users and pedestrians alike.

- Parking is limited along the relevant Goldie Street precinct and the proposed setback exemption potentially will impact adversely on the safety of road users, pedestrians and others who park to enjoy the qualities offered by the streetscape.



Introduction

The Disability Discrimination Act 1992 is Commonwealth legislation that is designed to prevent discrimination on the basis of disability. The Disability Discrimination Act (DDA) makes it unlawful to discriminate in the provision of goods, services, or facilities, against people on the basis that they have, or may have, a disability. It also makes it unlawful to discriminate against a person on the basis that one of their associates has or may have a disability.

The DDA holds precedence over other Commonwealth and state legislation unless exempted in writing by the Australian Attorney General. It is a legal requirement of Council to respond to issues and complaints relating to access to services under the control of Council, pursuant to the DDA.

The objectives of the DDA are:

1. to eliminate, as far as possible, discrimination against persons on the ground of disability in the areas of:
 - work, accommodation, education, access to premises, clubs, and sport
 - the provision of goods, facilities, services, and land
 - existing laws
 - the administration of Commonwealth laws and programs
2. to ensure, as far as practicable, that persons with disabilities have the same rights to equality before the law as the rest of the community, and
3. to promote recognition and acceptance within the community of the principle that persons with disabilities have the same fundamental rights as the rest of the community.

The DDA reinforces Council's general obligation not to treat a person with a disability less favourably than they would treat a person without a disability in similar circumstances. The DDA recognises that people with disabilities constitute a significant proportion of the local community and that they have a right to participate as fully as possible in the life of the community.

Purpose

This strategy provides guidance on how the Waratah-Wynyard Council will meet the requirements of the DDA regarding adherence to equality, diversity, and inclusiveness.

Scope

This strategy is relevant to Council services including:

- Access to Council owned and/or operated facilities used by the community
- Provision of Council services
- Purchase, sale, and use of Council assets
- Council employment (including volunteers)

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- Council contract management
- Provision of Council information to the community
- Development of Council policies and procedures

Definitions

The definition of disability for the purposes of the DDA is:

- total or partial loss of the person's bodily or mental functions
- total or partial loss of a part of the body
- the presence in the body of organisms causing disease or illness
- the presence in the body of organisms capable of causing disease or illness
- the malfunction, malformation, or disfigurement of a part of the person's body
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction
- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions, or judgment or that results in disturbed behaviour.

Strategy

Waratah-Wynyard Council is committed to promoting an inclusive and accessible community where all people, including people with a disability, are active, socially connected individuals who can access information, activities, facilities, and services within the community.

This will be achieved by providing people with disabilities with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

Council recognises that people with disabilities are valued members of the community who contribute to the social, economic, and cultural life within the municipality and beyond. Council believes that a community that recognises its diversity and supports the participation of all its members makes for a richer community life. Council recognises that achieving the intent of the DDA comes at a financial cost that cannot be easily achieved in the short term. Thus, Council is committed to implementing the spirit and intent of the legislation by:

- Promoting a positive image of people with disabilities
- Ensuring the needs of people with disabilities are recognised in the development, planning and delivery of Council services and facilities
- Providing facilities, services, and assets that, as far as practicable, comply with Australian Standards and Codes and the objectives of the DDA
- Ensuring that all Councillors, staff, and volunteers are aware of and understand the needs of people with disabilities
- Acknowledging the right of people with disabilities to contribute to the social, political, economic, and cultural life of the community
- Ensuring, as far as practicable, Council's relevant corporate documents address the needs of people with disabilities, in accordance with the principles outlined in the DDA and this policy
- Establishing and maintaining an Action Plan which will be reviewed and revised every 3 years
- Reporting to Council and the community annually about the achievements of the Action Plan.

Feedback and Requests for Service

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A member of the public can make a request for service or provide Council with feedback in relation to its compliance with the Act. Requests for Service should be directed to the Council in the first instance. If a person considers that a request for service has not been satisfactorily handled by the Council, it is open to the person to lodge a complaint with the Australian Human Rights Commission.

Inclusion Action Plan

Ongoing Vision

Waratah-Wynyard is an accessible and inclusive place for all. Our diverse community will enjoy a range of inclusive and accessible social, recreational, cultural, and employment opportunities and is actively involved in the life of our municipality.

Council provides a range of services and programs and manages buildings and places to meet the diverse needs of our community. Four principles will guide our decisions and the way we work to improve access and be more inclusive for all.

Council Will Achieve This Vision by:

- ❖ **Leading**
 - Council will lead the development of the **Inclusion Action Plan** and undertake annual reviews. This is consistent with Council's clearly defined legislative role and reflects Council's commitment to developing an inclusive community for all. Council will lead by example regarding services, employment, access, and participation for everyone.
- ❖ **Partnering and facilitating**
 - Council will work in partnership with service providers, people living with disability and their support network as well as the broader community to ensure the views of people living with disability are considered. Council will build on, and strengthen, existing partnerships and facilitate the development of new partnerships.
- ❖ **Influencing and advocating**
 - Council will advocate for people living with disability to ensure access and opportunities within our community.
- ❖ **A community development approach**
 - Council will focus on building and strengthening communities to make them safe, inclusive, and sustainable. To achieve this, Council will work with people living with disability and their networks. Council will work with communities to educate, inform, and strengthen their capacity to be more inclusive.
- ❖ **Planning, informing, and linking**
 - Council will work with staff across the organisation to ensure that plans, strategies, actions, and behaviours support the vision outlined in the **Accessibility Strategy**. The actions of this Strategy will be integrated into relevant plans and strategies that Council develops, both now and in the future.

The inaugural Inclusion Action Plan will focus actions into four main categories. They are as follows:

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1. **BE INCLUSIVE** Being inclusive gives everyone the right to participate in daily life. It means we welcome everyone. We work to remove barriers to participation.
2. **TREAT PEOPLE WITH DIGNITY AND RESPECT** Everyone in our community is worthy of respect. Treating people with dignity and respect means valuing every individual as part of our community.
3. **CREATE ACCESSIBLE SPACES AND SERVICES** By creating accessible spaces, services, and programs we enable dignified access for all. We will strive to achieve our outcomes.
4. **TAKE ACCOUNTABILITY** Change occurs when our community is responsible and takes action. This means we will do what we say we will do, and make it part of our everyday work and life.

Funding the Inclusion Action Plan

Council will deliver Inclusion Action Plan outcomes through its annual budget. Some actions may require additional funds for development and improvements and Council will use current processes, such as partnering with community groups and applying for external funding through various available local, state, and federal opportunities to achieve this.

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VISION: 1) BE INCLUSIVE Being inclusive gives everyone the right to participate in daily life. It means we welcome everyone. We work to remove barriers to participation.			
Action	Outcome	KPI	Responsibility
a) Increase visibility of people with disability in the wider community through Council publications and online	Quality diverse images added to the photo library including local and stock imagery to be promoted and used by Council Positive attitudes are promoted Everyone feels welcome	# of images per year positively promoting disability	Communications Community
b) Continue to advocate to improve the accessibility of public transport on behalf of the community including accessibility and better signage	Increased opportunities for people with disabilities to access affordable, accessible public transport		Councilors Mayor GM EMT
c) Celebrate and promote diverse events important to the community including International Day of People with Disabilities, Autism Awareness, RUOK? Day	Opportunities for diverse people to meet and engage socially are created and supported	# of events hosted aimed at diversity and inclusion	Community
d) Provide mandatory inclusion training for all staff, volunteers, and councilors	Inclusion of people with disability is discussed and acknowledged at Council	# of induction or refresher sessions delivered that encompass disability inclusion as a topic% of staff complete training	People and Culture
e) Develop accessibility guides/ maps	People can access information regarding public spaces to plan appropriately Information regarding accessibility is shared with the public and available in a range of formats	# of times map accessed online #of hardcopy maps handed out	Community

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VISION: 2) TREAT PEOPLE WITH DIGNITY AND RESPECT Everyone in our community is worthy of respect. Treating people with dignity and respect means valuing every individual as part of our community.			
Action	Outcome	KPI	Responsibility
a) Purchase communication aids (such as magnifying glasses, large face clocks and portable hearing loops) and have them visible in Council buildings and facilities	People with disability can access information and participate in civic life	List and location of communication aides purchased	Community Communications
b) Council information is written in plain English and accessible and/or alternatively information is provided on how to obtain an accessible format	People with disability can access information and participate in civic life	# of documents offered in "Easy English"	Organisational Performance Communications
c) Use infographics and simple English in corporate publications and plans	People with disability can access information and participate in civic life	List of corporate publications and plans incorporating infographics and/or simple English	Organisational Performance Communications
d) Ensure that council website meets Web Content Accessibility Guidelines (WCAG)	People with disability can access information and participate in civic life An audit of the existing website is conducted Web accessibility specialists are engaged to design and deliver inclusive changes		IT Communications

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VISION: 3) CREATE ACCESSIBLE SPACES AND SERVICES By creating accessible spaces, services, and programs we enable dignified access for all. We will strive to achieve our outcomes.			
Action	Outcome	KPI	Responsibility
a) Develop, update, and distribute list of free WIFI in town updated and promoted annually	Free, digital connection is publicly available	List is created Location where list is publicly shared	IT Community
b) Support the Accessibility Working Group to hold specific community consultations with people who use wheelchairs, walkers, or gophers	The access priorities of adults and children (via their parents/carers) who use mobility aids are identified	A written report of consultation is created and shared	Accessibility Working Group Community
c) Investigate ground cover materials for use in public parks (do not obstruct wheelchairs and mobility devices)	Improve access for people who use wheelchairs and mobility devices so they can sit, play and interact with their friends and family	Written report, incl prioritisation matrix	Infrastructure
d) Adopt a service standard for the installation of Tactile Ground Surface Indicators (TGSi)	Publicly accessible document regarding the installation of TGSi on Council footpath assets	Date the service standard for the installation of TGSi is adopted	Infrastructure
e) Provide quiet/sensory areas at Council events	All large Council events have a quiet/sensory space planned Information regarding this space is shared prior to the event	# of Council events where a quiet/sensory area is deliberately planned for in considering the event	Community
f) Accessible parking at events	All large Council events have accessible parking space/s planned Information regarding this space is shared prior to the event	# of Council events where accessible parking area is deliberately planned for in considering the event	Community
g) Investigate installing the Browsealoud widget on the Council website (or similar)	Browsealoud widget, or similar, provides accessibility options – the widget converts text into speech, changes font size, translates language	Date Council installed the Browsealoud widget on the Council website	IT Communications

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VISION: 3) CREATE ACCESSIBLE SPACES AND SERVICES By creating accessible spaces, services, and programs we enable dignified access for all. We will strive to achieve our outcomes.			
Action	Outcome	KPI	Responsibility
	and simplifies English to make text easy to read.		

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VISION: 4) TAKE ACCOUNTABILITY Change occurs when our community is responsible and takes action. This means we will do what we say we will do, and make it part of our everyday work and life.			
Action	Outcome	KPI	Responsibility
a) Develop and implement an Inclusion Action Plan	Access and inclusion are embedded in Council planning	Date plan is completed Date plan goes out for community feedback Date plan is adopted by Council	Community
b) Establish and maintain the Accessibility Working Group	The Accessibility Working Group will provide advice and information to Council on inclusion	Date call for members Date group established	Community
c) Provide support to meetings of the Accessibility Working Group	The Accessibility Working Group is supported by Council	# group meetings Meeting minutes are recorded	Community
d) Undertake review of the Inclusion Action Plan	Access and inclusion are important to Council and embedded in Council planning	Date Inclusion Action Plan is reviewed annually	Accessibility Working Group Community
e) Continue to provide updates (including on social media) on the progress of the implementation of the Inclusion Action Plan	Access and inclusion are important to Council and embedded in Council planning	Number and topic of media releases and social media posts relating to Inclusion Action Plan	Accessibility Working Group Community Communications
f) Investigate funding opportunities for the establishment of a sensory garden	Sensory-friendly garden set up within the community	Grant funding for sensory garden secured	Community
g) Education on footpath maintenance, including pruning of trees and bushes, is provided to community	Clear thoroughfare is achieved	# of social media posts # of community engagement opportunities where education is shared	Infrastructure Communications

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29 November 2023

State Planning Office
Department of Premier and Cabinet
GPO Box 123
HOBART TAS 7001

EMAIL:- yoursay.planning@dpac.tas.gov.au

WARATAH-WYNYARD COUNCIL Draft DAP Framework and Position Paper Submission

Waratah-Wynyard Council appreciates the opportunity to provide a submission to the State Planning Office as part of the community consultation period

CONSULTATION ISSUE 1:

Types of development applications suitable for referral to a DAP for determination

- a) **What types of development applications are problematic, or perceived to be problematic, for Councils to determine and would therefore benefit from being determined by a DAP?**

Options

- i. **Applications for social and affordable housing which often attract considerable opposition within the local community based on social stigma rather than planning matters;**

Regarding Option i., opposition to social and affordable housing based on social stigma is not a relevant consideration under the Tasmanian Planning Scheme.

There is limited risk for Councils acting as planning authority, provided that decisions made are in accordance with the Planning Scheme. Council's making decisions against the professional advice of planners (particularly refusals) need to detail the reasons for going against recommendations of qualified persons.

Going against advice provided in the planning report, without seeking alternate qualified advice, creates unnecessary risk for Councils when exercising their statutory functions as a planning authority.

Decisions by Planning Authorities which are contrary to professional advice provided and are appealed to TasCAT require Councils to obtain separate professional advice to represent them through the appeal process.

Further, LUPAA already provides for penalties against a planning authority that fails to enforce its planning scheme (ss. 63a and 64).

As noted in the Position Paper [on Page 8]:

"Because the evidence is that the inappropriate political determination of applications is limited to isolated, but well publicised, cases, the response should be proportional, so it does not undermine

Waratah Wynyard Council

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the integrity and success of the existing reforms, or the planning system itself. Changes should only be proposed where an issue has been identified”.

There is not a sufficient evidentiary basis to support referral of social housing applications to a DAP simply because there is a ‘perception’ that Councils are less supportive of these developments. As noted above, there are appropriate mechanisms in place to deal with Councils not making decisions in accordance with the relevant Planning Scheme.

Balancing the ‘hats’ of being both community representatives and members of a planning authority is a well established part of being an elected member and unless the determination of planning applications is completely removed from elected members it will continue to be so. Absent statistical evidence, referral of social housing projects to a DAP regardless of scale/value is not a proportional response to perceived risks of continuing with the current assessment framework.

ii. Critical infrastructure;

Depending on the definition of ‘critical infrastructure’, option ii is supported for large scale developments which fall short of the requirement of being a project of state significance, for example transmission lines crossing multiple municipalities. Creating a definition which clearly identifies what is and is not considered to be ‘critical infrastructure’ for the purposes of referral to a DAP will remove uncertainty and allow for referral to a DAP at the earliest opportunity. Without a clear definition there is potential for time to be wasted referring something to a DAP which is not accepted for assessment and unnecessarily compromising the ability for Council to meet statutory deadlines.

iii. Applications where the Council is the applicant and the decision maker;

Option iii is supported for discretionary applications due to real concerns for conflict of interest when Council is both the applicant and assessor. Many Councils already mitigate these risks by outsourcing the preparation of a report and recommendation to either an adjoining Council or external consultant to ensure the recommendation is made ‘at arm’s length’. Referral to a DAP for all discretionary applications where Council is required to serve as both applicant and assessor will simply formalise this process. Permitted applications could also be referred to a DAP however this may increase the workload for DAPs unnecessarily as there is no option under LUPAA for a planning authority to refuse to issue a permit for a permitted application.

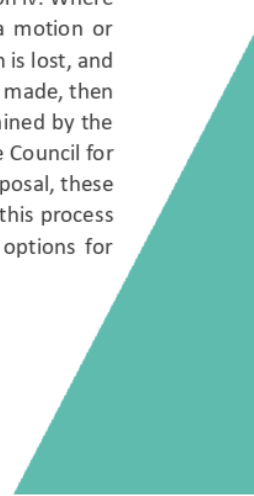
iv. Applications where Councillors express a conflict of interest in a matter and a quorum to make a decision cannot be reached;

There is already an appropriate process for dealing with the situation described in option iv. Where Councillors express a conflict of interest resulting in inadequate numbers to pass a motion or alternatively, a motion to grant approval for a use/development is put and that motion is lost, and the follow up motion to refuse approval is also put and lost then no decision has been made, then s59 LUPAA provides that TasCAT is able to grant a permit on conditions to be determined by the Tribunal. The situation in option iv. can only arise once the application has gone before Council for determination as whilst Councillors may give an indication of their feelings about a proposal, these feelings may change up until the motion is put. Referring applications to a DAP after this process has occurred would seek to circumvent/supersede s59 LUPAA, which provides the options for TasCAT to determine both judicial and merits issues at the same time.

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- v. **Contentious applications where Councillors may wish to act as elected representatives supporting the views of their constituents which might be at odds with their role as a member of a planning authority;**

The role and responsibility of a planning authority can be delegated to Council staff through a formal process. Councillors would need to grant delegation for officers to refer applications to a DAP based on officers' belief that Councillors are acting at odds with their role as a planning authority. This option is not supported due to the potential division it would create between elected members and staff, particularly as this type of referral requires subjective judgement on the motivations behind a Councillors decision.

- vi. **Where an applicant considers there is bias, or perceived bias, on the part of a Council or Councillors;**

Similarly, referral to a DAP due to perceived bias has the potential to undermine confidence in Council as a Planning Authority. The appropriate avenue for dealing with decisions that the applicant views to have been politically motivated rather based on the Planning Scheme is a TasCAT appeal. Option vi is not supported for the same reasons as those discussed under options i & v above.

- vii. **Complex applications where the Council may not have access to appropriate skills or resources;**

Option vii is supported where the application involves issues of a technical nature or other special skills in which Council staff do not have experience, for example complex flood reports or landslip reports where it is not clear if the report have been prepared according to industry standards or by an appropriately qualified person and consequently whether a planning authority is required to accept it under s51(2)(d)(i) LUPAA. Whilst it is a simple process to check whether the author of a bushfire hazard report is accredited by the TFS, checking that the author of a landslip hazard risk assessment is more complex due to the definition of a 'practitioner' under the *Practice Note Guidelines for Landslide Risk Management 2007*. This option is not supported in instances where the relevant Council simply lacks enough planning staff. Resourcing is not considered sufficient reason for DAP referral of matters which appropriately fall under the jurisdiction of Council as a planning authority.

- viii. **Application over a certain value;**

Option viii is supported for large scale projects provided different caps are proposed for urban and rural/regional areas to acknowledge the difference between what is a large project for Hobart/Launceston compared to the North West and other regional areas.

- ix. **Other?**

Provided they are appropriately defined, Ministerial call in powers similar to those employed by the EPA for Level 1 activities would be supported.

- b) Who should be allowed to nominate referral of a development application to a DAP for determination?**

Options

- i. **Applicant**

- ii. **Applicant with consent of the planning authority;**

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iii. Planning authority

iv. Planning authority with consent of the applicant

v. Minister

By provided clear guidelines for DAP referrals based on set criteria rather than subjective decisions (e.g. concerns of 'perceived bias') there is no need to require consensus between an applicant and Planning Authority for DAP referral. Referral with a consent requirement has the potential to add unnecessary time to the assessment process and provides opportunity for conflict between these two parties where there is disagreement on whether an application should be referred. Allowing the applicant and planning authority to refer proposal to a DAP only where measurable criteria are met removes this potential source of conflict and maintains the relationship between the public and Council as a planning authority. It also places the TPC as the decision maker for whether a proposal ultimately proceeds to a DAP. Ministerial referral in the form of call in powers similar to those employed by the EPA for Level 1 activities would be supported.

- c) **Given the need for a referral of an application to a DAP might not be known until an application has progressed through certain stages of consideration (such as those set out in a) above) have been carried out, is it reasonable to have a range of referral points?**

Options

i. At the beginning for prescribed proposals;

ii. Following consultation where it is identified that the proposal is especially contentious;

iii. At the approval stage, where it is identified that Councillors are conflicted.

Limiting DAP referrals to Options ii, iii, vii and viii for the reasons outlined under a) above permits applications to be referred at the beginning of the assessment process. Once an application is determined to be valid application under LUPAA, it could then be assessed for DAP eligibility based on measurable criteria such as value of work, whether Council is the applicant and assessor or whether matters which Council does not have the expertise to review are raised. Any applications eligible for DAP referral would be referred to the TPC as soon as possible to minimise timeframes and avoid unnecessary back and forth between Council and the TPC.

CONSULTATION ISSUE 2 – Provision of an enhanced role for the Minister to direct a council to initiate a planning scheme amendment under certain circumstances.

- a) **Under what circumstances should the Minister have a power to direct the initiation of a planning scheme amendment by a Council?**

Council does not support providing the Minister with additional powers in this regard but does support broadening the powers of the TPC as an independent statutory authority in circumstances outlined below.

- b) **Is it appropriate for the Minister to exercise that power where the Council has refused a request from an applicant and its decision has been reviewed by the Tasmanian Planning Commission?**

For example:

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Section 40B allows for the Commission to review the planning authority's decision to refuse to initiate a planning scheme amendment and can direct the planning authority to reconsider the request. Where that has occurred, and the planning authority still does not agree to initiate an amendment, is that sufficient reason to allow Ministerial intervention to direct the planning authority to initiate the planning scheme amendment, subject to the Minister being satisfied that the LPS criteria is met?

- c) Are there other threshold tests or criteria that might justify a direction being given, such as it aligns to a changed regional land use strategy, it is identified to support a key growth strategy, or it would maximise available or planned infrastructure provision?

In answer to both b) and c) would be more suitable to amend s40B(4)(a) to permit the TPC to initiate the planning scheme amendment and determine whether the amendment should be made, provided Council is granted the opportunity to make representations against the amendment and is provided with a right of merits appeal of the decision should the amendment be granted.

CONSULTATION ISSUE 3 –

i. Incorporating local knowledge in DAP decision making.

ii. DAP framework to complement existing processes and avoid duplication of administrative processes.

- a) To allow DAP determined applications to be informed by local knowledge, should a Council continue to be:

- the primary contact for applicants;
- engage in pre-lodgement discussions;
- receive applications and check for validity;
- review application and request additional information if required;
- assess the application against the planning scheme requirements and make recommendations to the DAP.

Applications referred to a DAP should be treated similar to Level 2 applications referred to the EPA up until the report/recommendation stage. For Level 2 applications, Council serves as both the initial point of contact for proponents as well as serving as the go-between for the EPA. Any requests for additional information on EPA matters are sent to Council who then notifies the applicant. As the DAP will be making the decision, they are the appropriate body to decide what, if any, additional information is required to be provided and whether the applicant's response is sufficient. Requiring Council staff to assess applications going before a DAP and provide recommendations would be particularly problematic in instances where Council staff would be required to provide a recommendation where Council does not believe sufficient information has been provided in response to an additional information request, but the DAP does. The aim of DAPs is to have an alternate pathway to local councils for determining certain developments. Council staff should not be expected to be the assessor where Council is not the decision maker. DAPs should be placing themselves completely in the position of a planning authority as both assessor and decision maker.

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- b) **Is the current s43A (former provisions of the Act) and s40T of the Act processes for referral of a development application to the Commission, initial assessment by Council and hearing procedures suitable for being adapted and used in the proposed DAP framework?**

These sections have been designed for the strategic planning process which is inherently different to the statutory assessment process. Whilst some parts of these provisions may be suitable for adaptation, a process specifically designed for DAP referrals is likely to yield better outcomes.

CONSULTATION ISSUE 4 – Resolving issues associated with requests for, and responses to, further information.

- a) **Should a framework for DAP determined development applications adopt a process to review further information requests similar to the requirements of section 40A and 40V of LUPAA?**
- b) **Are there any changes that could be made to the Act or planning scheme to improve requests for, and responses to, additional information?**

Consistent with the approach recommendation in the discussion under issue 3 above, If a DAP will be making the decision, they are the appropriate body to decide what, if any, additional information is required to be provided and whether the applicant's response is sufficient. Allowing for appeal of Council initiated additional request to a DAP undermines the process already in place under s54 LUPAA for TasCAT appeals. Whether Council as a planning authority ought to have been satisfied by the response to an additional information request, or whether such a request was within the purview of the planning authority to request is often a matter of statutory interpretation and should be dealt with by persons with appropriate qualifications in this space.

CONSULTATION ISSUE 5 – Appeal rights and assessment timeframes for DAP determined applications.

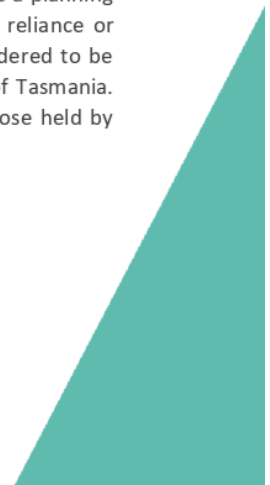
- a) **Is it reasonable that decisions on DAP determined applications are not subject to TasCAT appeals where the TPC holds hearings and provides all parties the opportunity to make submissions and test evidence?**

This would depend on whether the assessment and decision on a proposal has been made entirely by a DAP. If reliance is placed on recommendations from Council staff then the same rights of appeal should be preserved. Merits appeals provide the opportunity for an appellant to engage their own planning expert should there be a disagreement with the expert planner relied upon by Council acting as a planning authority. As it is not a requirement under the TPS to use a planning consultant to prepare applications, removing the option for merits appeals where reliance or consideration is still given to the recommendation of a Council planner is not considered to be consistent with the objectives of the Resource Management and Planning System of Tasmania. Although a DAP may hold hearings these would not be of the same standard as those held by TasCAT and would not provide the same rigour of assessment and review.

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- b) Given the integrated nature of the assessment, what are reasonable timeframes for DAP determined applications?

OPTIONS

Lodging and referrals, including referral to DAP	7 days	Running total
DAP confirms referral	7	14
Further information period (can occur within the timeframes above, commencing from time of lodgement)	7	21
Council assesses development application and makes recommendation whether or not to grant a permit	14	35
Development application, draft assessment report and recommendation on permit exhibited for consultation	14	49
Council provide documents to DAP, including a statement of its opinion on the merits of representations and whether there are any modifications to its original recommendation	14	63
DAP hold hearing, determine application and give notice to Council of decision	35	98
If directed by the DAP, Council to issue a permit to the applicant	7	105 max

Given the extent of duplication of work by Council staff and a DAP under the currently proposed framework and amount of back and forth correspondence (for example checking additional information requests) the above timeframes are considered ambitious. The option to extend timeframes with consent of parties involved similar to s57(6)(b) LUPAA is likely to form a necessary part of any DAP legislation to make it feasible and avoid timeframes expiring. It is considered that this option is likely to be exercised frequently given the extent of staffing issues in the public service and administrative burdens involved in the DAP process as proposed.

Adopting the suggestions outlined under issues 1, 2 & 3 above would result in a streamlined process with DAPs assessing applications as soon as they are determined to be eligible for the DAP process and also undertaking the assessment process as opposed to Council staff. Timelines where DAP undertakes the assessment and determines the outcome under such a model could feasibly be kept closer to a 60 day timeframe rather than the 3 month timeframe currently proposed.

CONSULTATION ISSUE 6 – Roles of the planning authority post DAP determination of a development application.

- a) Should the planning authority remain the custodian of planning permits and be required to issue permits in accordance with a direction from a DAP?
- b) Is it appropriate for planning permits associated with a DAP determined application to be enforced the Council?

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c) Is it appropriate for minor amendments (in accordance with s56 of LUPAA) to DAP determined permits to be made by the planning authority?

In response to the questions above, it is Council's view that DAP issued permits can be treated the same way as permit issued via TasCAT. Council is responsible for issuing and enforcing permits for applications which have been through the appeals process. For minor amendments not invoking s56(2)(aa)-(a), TasCAT is sent notification of the minor amendment. A similar process could be followed for DAP issued permits.

Yours sincerely,



Rebecca Plapp

ACTING MANAGER DEVELOPMENT AND REGULATORY SERVICES

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**MINUTES
AUDIT PANEL MEETING
28 NOVEMBER 2023**

Confirmed for release by the Chair on 02 December 2023

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1.0 ATTENDANCE AND APOLOGIES

MEMBERS

Stephen Allen
Lisa Dixon
Paul Viney

STAFF

General Manager – Shane Crawford
Manager Financial Services – Mitchell Smith
Manager Governance and Information Systems – Sallie Moore-Wood
Administrative Support – Kylie Johnson

INVITED GUESTS

Mayor Dr Mary Duniam
Cr Leanne Raw
TAO – Simone Lee, Chloe Bellchambers
CROWE – Alison Flakemore

2.0 DECLARATION OF INTERESTS

DECLARATION OF INTERESTS REGISTER WARATAH-WYNYARD COUNCIL AUDIT PANEL COMMITTEE			
Date of Decl.	Member	Company	Position /Role
19/09/23	Lisa Dixon	Buildco	Family Business

3.0 MINUTES OF MEETING HELD ON 19 SEPTEMBER 2023

The unconfirmed minutes of the Audit Panel Meeting held on 19 September 2023 were released by the Chair on 26 September 2023 and were presented to Council at its meeting held on the 16 October 2023.

The Panel adopted the minutes as a true and correct record.

4.0 MAJOR WORK PLAN

The Panel noted that Council was yet to receive its final audited financial statements and memo of audit findings from the Tasmanian Audit Office for the year ending 30 June 2023.

The Panel acknowledged that Council had submitted the statements by the statutory deadline and had responded to queries and requests received from the audit office in a timely manner, however experienced significant delays due to clarification of the requirement to complete indexation of land assets and the availability of TAO/Crowe staff.

Representatives from the Tasmanian Audit Office and Crowe attended the meeting via Teams and provided an update to the meeting on the audit process and current state.

It was advised that the final report is nearing completion with the TAO Technical Committee to review additional commentary on disclosures and prior period error notes. A new recommendation will be that Council undertakes formal revaluations using indexation on key property, plant & equipment, and land on an annual basis to ensure valuations represent fair value. The Manager of Financial Services advised that historically Council relies on municipal revaluations for land values however indexation processes are in place for other asset classes.

The General Manager advised that he had written to the Director of Local Government advising that Council will be unable to meet its legislative obligations under the Local Government Act in holding an Annual General Meeting prior to the 15 December due to being unable to complete the Annual Report without the final audited financial statements.

ACTION: The General Manager to circulate to the Panel a copy of the email sent to the Director of Local Government.

In relation to other matters the audit office advised that they were awaiting information from Council on Roads to Recovery and LRCI Grants to complete those audits. The Manager of Financial Services advised that information is nearing completion and he would remain in contact with the audit office to ensure those documents are provided and the audits are finalised.

The Panel reviewed the private works audit conducted by TAO in late July 2023. The Manager of Financial Services advised that the recommendations had been accepted and whilst there are staff instructions around private works a formal policy is to be developed.

4.1 LONG TERM PLANNING

The Manager of Financial Services provided a presentation to the meeting on the revised and adopted Financial Management Strategy 2024 – 2034 outlining the financial principles, key strategies, external and internal factors, capex program, capital funding, operating assumptions, asset renewals, operating position, and cash target.

The Panel reviewed the Financial Management Strategy and details provided in the presentation and noted the document and information were of a high standard.

4.2 INTERNAL CONTROLS AND RISK MANAGEMENT

The Panel reviewed the responses to this item provided through the GM 's Risk Certificate.

Human Resource Framework

The Panel reviewed Council's Employee Handbook and People & Safety Strategic Plan noting that Human Resource statistics are reported to Council on a quarterly basis through the Organisational Performance Quarterly Report.

The General Manager further outlined the suite of documents available in the People and Safety area, the structure of the department and explained the role of the consultative committee.

The Panel suggested a checklist and internal review be implemented to ensure compliance with the handbook and strategy.

4.3 LEGAL COMPLIANCE AND ETHICS

The Manager of Governance and Information Systems provided an update to the meeting on legislative compliance audits and the cyber security audit.

Policies and Procedures

The Panel reviewed Council's Policy Currency Report as at end of October 2023 noting the high number of policies overdue for review in the Infrastructure and Development Department.

4.4 AUDIT PANEL PERFORMANCE

The Chair advised that a survey will be circulated to staff and panel members regarding the annual self-assessment of the Audit Panel's work plan and performance. A report will be prepared for Council following compiling of the responses.

The Panel reviewed and accepted the proposed dates and revised work plan for 2024 as presented.

General discussion ensued around the Panel's role and good practices such as endorsing statements prior to submissions.

5.0 BUSINESS ARISING FROM PREVIOUS MEETING HELD ON 19 SEPTEMBER 2023

Audit Panel Meeting – 19 September 2023		
7.0	General Manager's Risk Certificate	It was agreed that the General Manager would provide a presentation to the November 2023 meeting on Risk Management for Playgrounds. The General Manager provided a presentation to the Panel in Agenda Item 6.0. Item Closed.
4.1	Financial Management & Governance	The Panel were interested in the wage inflation factor in dollar figures as outlined in the Employee Leave Provisions. The Manager of Financial Services to provide the Panel with a breakdown.

6.0 GENERAL MANAGER'S CERTIFICATION

The General Manager provided a presentation on risk management for playgrounds and provided examples on internal and external audits that occur.

The Panel reviewed and discussed the General Manager's Risk Certificate.

The General Manager provided an update on RTI's, Equal Opportunity and Human Rights Commission matters, legal proceedings, permit authority work and risks.

7.0 STANDING AGENDA ITEMS

7.1 COMMUNICATIONS FROM COUNCIL

Nil.

7.2 FINANCIAL MANAGEMENT

The Panel noted the Financial Report for the period ending 31 October 2023.

7.3 GENERAL MANAGER'S REPORTS PROVIDED TO COUNCIL

The Panel noted the General Manager's Report to Council for the period 14 October 2023 – 10 November 2023 acknowledging the workload around required submissions and reviews of legislation to be undertaken.

7.4 MINUTES OF SAFETY COMMITTEE (OSHWELL)

The Panel noted the minutes of the Safety Committee (OSHWELL) meeting held on 18 October 2023 and reviewed the total recordable injury frequency rate benchmarking graph provided.

7.5 INTERNAL AUDIT**Supplementary Rates Internal Audit**

The Manager of Financial Services advised that this action is expected to be closed via the current municipal revaluation that is occurring. New property valuations are expected to be received by Council April 2024.

Item considered closed.

Cyber Security Audit

The Manager of Governance and Information Systems advised that a process for a Cyber Security partner has been completed and a contract is being drawn up.

Once this is in place the progress will move forward in this area with support in all areas of the essential 8 maturity levels.

Progress to Level 1 Essential 8 Level		
		Description
100%	Application Control	Ensuring proper management and control of applications to prevent unauthorised or malicious software execution.
71%	Patch Operating System	Applying timely updates and patches to address vulnerabilities in software applications.
50%	Configure MS Office Macros	Implementing secure configurations for Microsoft Office macros to minimise the risk of macro-based attacks.
75%	Multi-Factor Authentication	Hardening user applications to reduce the potential attack surface and protect against common exploitation techniques
51%	Patch Applications	Limiting administrative privileges to authorised personnel to prevent unauthorised access and misuse.
20%	Restrict Admin Privileges	Applying updates and patches to operating systems to address known vulnerabilities.
0%	User Application Hardening	Implementing multi-factor authentication mechanisms to enhance user authentication and prevent unauthorised access
83%	Regular Backups	Establish regular backup procedures to ensure the availability and integrity of data in the event of an incident.

7.6 TASMANIAN AUDIT OFFICE – MEMORANDUM OF FINDINGS

The Panel noted that this agenda item was unable to be reviewed in the absence of the final audit however noted that the unresolved items are expected to be resolved.

7.7 MAJOR INITIATIVES – UPDATE**7.7.1 Annual Plan Progress Report**

The Panel noted the 2023/24 report of Annual Plan actions for the period 1 July 2023 – 30 September 2023.

7.7.2 Major Initiatives - General Manager Update

The General Manager provided an update to the meeting and advised that previous resourcing challenges have recently improved with a number of new staff appointments made.

The General Manager also provided brief updates on major projects such as the Coastal Pathway, Sisters Beach Erosion, Flood Mitigation and Children's Services review.

7.7.3 Quarterly Information Reports to Council

The Panel noted the Quarterly Information Reports provided to Council at its meetings held on 16 October 2023 and 20 November 2023.

8.0 RECOMMENDATIONS OF PANEL

One recommendation made by the Panel at the meeting held on 22 November 2022 remains open as detailed below:

RECOMMENDATION:

The Panel recommended that in addition to a formal audit, internal testing of a sample of 10 transactions are undertaken annually to check procurement processes are being adhered to with a findings report provided back to the Panel.

PROGRESS:

Not started – This task has been allocated to the Financial Accountant to be completed by the end of the calendar year and is in progress.

9.0 GENERAL BUSINESS

- 9.1 There was further general discussion on the outstanding audit report and AGM. It was noted that some suggested interim measures that might enable an AGM to go ahead in the absence of the audited statements were not viable with Council's current resourcing.
- 9.2 There was general discussion around amalgamations and shared services following the release of the State Government's report into the future of local government. The General Manager advised Waratah-Wynyard Council are in an information gathering stage with discussions involving elected bodies to be held this week.

10.0 MAJOR WORKPLAN FOR NEXT MEETING

Item	Activity	Documents to be Provided	Comment/Status
1	Financial Management		
	Review the assumptions and bases upon which the council's budgeting and forecasting are determined.	Annual Budget Document	Manager Financial Services
2	Annual Audit and Reporting		
	Audit Strategy		Manager Financial Services
4	Internal Controls and Risk Management		
	Ensure the council has in place an effective risk management framework that encompasses: <ul style="list-style-type: none"> • policies outlining the relative roles and responsibilities of the council, audit panel and council management; • risk registers and assessments; and • a plan for ongoing monitoring of the council's risk profile and its relationship to its risk management framework. 	Risk Framework and associated documents	Management report to meeting.
	Determine whether the council has internal processes for determining and managing material operating risks in the following areas: <ul style="list-style-type: none"> • important accounting judgements or estimates that prove to be incorrect; • litigation, claims and complaints against the council; • fraud, theft, and other illegal and unethical behaviour; and • significant business risks, such as workplace health and safety, information security and 	Response provided through the GM Risk Certificate	

Enclosure 1 Audit Panel Minutes - 28 November 2023

Item	Activity	Documents to be Provided	Comment/Status
	reputation, and how these are managed by the council.		
	Determine whether the council has: <ul style="list-style-type: none"> a current and effective business continuity or sustainability plan; adequate processes to manage insurable risks, including the insurance cover currently in place for the council; appropriate policies and procedures for the management and exercise of delegations; and sound and effective approaches that are followed in developing strategic risk management plans for major projects or undertakings. 	BCP Insurance Memo – Yearly Report on Coverage	Management Report to meeting – Manager Governance and Information Systems
	Review summary reports from the council's management on all suspect and actual frauds, thefts and material breaches of legislation, ensuring they have been reported to the council and the relevant authorities.	Included in General Manager's Risk and Assurance Certificate	
	Information technology Update	Digital Transformation Updates	Reporting Officer – Manager Governance and Information Systems
5	Legal Compliance and Ethics		
	Ensure the council's policies and procedures are appropriately designed and implemented, and that effective systems are in place to monitor compliance with those policies and procedures.	Policy Report	

11.0 NEXT MEETING

The next meeting of the Waratah-Wynyard Council Audit Panel to be held on Tuesday 26 March 2024.

The panel will be on site at the Waratah Wynyard Council.

12.0 MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 2:33pm.

13.0 ACTION LIST FROM MEETING

Audit Panel Meeting – 28 November 2023		
4.1	GM Letter to Director of Local Government	The General Manager to circulate to the Panel a copy of the email sent to the Director of Local Government.