



# **AGENDA**

## **General Committee Meeting**

**Date: Tuesday, 11 June 2024**

**Time: 5pm**

**Location: Cowra Council Chambers  
116 Kendal Street, Cowra**

**Paul Devery  
General Manager**

**Order Of Business**

|          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Introduction.....</b>  | <b>3</b>   |
| 1.1      | Recording & publishing.....   | 3          |
| 1.2      | Acknowledgement of Country.....   | 3          |
| 1.3      | Apologies and Applications for Leave of Absence by Councillors.....   | 3          |
| 1.4      | Disclosures of Interest.....  | 3          |
| 1.5      | Presentations.....  | 3          |
| 1.6      | Public Forum .....  | 3          |
| <b>2</b> | <b>Confirmation of Minutes.....</b>   | <b>3</b>   |
|          | Confirmation of Minutes of General Committee Meeting held on 13 May 2024  |            |
| <b>3</b> | <b>Director-Corporate Services Report .....</b>   | <b>9</b>   |
| 3.1      | Local Government Remuneration Tribunal Report on Mayoral and Councillor Fees .....  | 9          |
| 3.2      | Investments and Financial Report.....   | 49         |
| <b>4</b> | <b>Director-Environmental Services Report .....</b>   | <b>58</b>  |
| 4.1      | Cowra Housing Strategy .....  | 58         |
| 4.2      | Development Application No. 61/2022, Lot 6 DP 1096603, Lot 2 DP 1096603, Lot 3 DP 1096603, 19 Kollas Drive Cowra, S4.55(1A) Modification to light industry - Mod 1, lodged by Currajong Pty Ltd. The property owner is JR Morgan Investments Pty Ltd..... | 115        |
| <b>5</b> | <b>Late Reports.....</b>  | <b>196</b> |
| <b>6</b> | <b>Notices of Motions.....</b>  | <b>196</b> |
| <b>7</b> | <b>Confidential Matters.....</b>  | <b>196</b> |

## **I INTRODUCTION**

### **I.1 Recording & publishing**

In accordance with the Local Government Act (1993), Cowra Council is recording this meeting and will upload the recording to Council's website. By speaking at this meeting, you agree to being recorded and having that recording published in the public domain. Please ensure that when you speak at meetings you are respectful to others and use appropriate language at all times. Cowra Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this meeting.

### **I.2 Acknowledgement of Country**

We acknowledge the traditional custodians of the land on which we gather, the Wiradjuri people, and pay our respects to elders both past and present.

### **I.3 Apologies and Applications for Leave of Absence by Councillors**

List of apologies for the meeting.

### **I.4 Disclosures of Interest**

Councillors and staff please indicate in relation to any interests you need to declare:

- a. What report/item you are declaring an interest in?
- b. Whether the interest is pecuniary or non-pecuniary?
- c. What is the nature of the interest?

### **I.5 Presentations**

### **I.6 Public Forum**

I invite any member of the public wishing to speak on an item in the agenda to please come to the lectern, introduce yourself, state the item you wish to speak on and allow time for any councillor or member of staff if they have declared an interest in the item to manage that conflict which may include them leaving the chamber during your presentation.

## **2 CONFIRMATION OF MINUTES**

Confirmation of Minutes of General Committee Meeting held on 13 May 2024



# **MINUTES**

## **General Committee Meeting Monday, 13 May 2024**



**Order Of Business**

|          |  |          |
|----------|--|----------|
| <b>I</b> | <b>Introduction.....</b>   | <b>3</b> |
| 1.1      | Recording & Publishing.....  | 3        |
| 1.2      | Acknowledgement of Country.....  | 3        |
| 1.3      | Apologies and Applications for Leave of Absence by Councillors.....                      | 3        |
| 1.4      | Disclosures of Interest.....   | 3        |
| 1.5      | Presentations.....   | 3        |
| 1.6      | Public Forum .....   | 3        |
| <b>2</b> | <b>Confirmation of Minutes.....</b>  | <b>3</b> |
| <b>3</b> | <b>Director-Corporate Services Report .....</b>  | <b>4</b> |
| 3.1      | Donation – Cowra Local Aboriginal Land Council .....                                     | 4        |
| 3.2      | Donation – Ky Garratt .....  | 4        |
| 3.3      | Section 355 Committee Draft Minutes - Cowra Regional Art Gallery Advisory Committee..... | 4        |
| 3.4      | Investments.....   | 5        |
| <b>4</b> | <b>Late Reports.....</b>   | <b>5</b> |
| <b>5</b> | <b>Notices of Motions.....</b>   | <b>5</b> |

**MINUTES OF COWRA COUNCIL  
GENERAL COMMITTEE MEETING  
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA  
ON MONDAY, 13 MAY 2024 AT 5PM**

**PRESENT:** Cr Ruth Fagan (Mayor), Cr Paul Smith (Deputy Mayor), Cr Sharon D'Elboux, Cr Cheryl Downing, Cr Nikki Kiss OAM, Cr Judi Smith, Cr Erin Watt, Cr Bill West, Cr Peter Wright

**IN ATTENDANCE:** Mr Paul Devery (General Manager), Mrs Larissa Hackett (Director-Environmental Services), Mr Dirk Wymer (Director - Infrastructure & Operations), Graham Apthorpe (Acting Director - Corporate Services)

**I INTRODUCTION**

1.1 Recording & Publishing

The Mayor advised that the meeting was being recorded.

1.2 Acknowledgement of Country

The Mayor delivered the Acknowledgment of Country.

1.3 Apologies and Applications for Leave of Absence by Councillors

Nil

1.4 Disclosures of Interest

Nil

1.5 Presentations

Nil

1.6 Public Forum

Nil

**2 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Bill West  
Seconded: Cr Paul Smith

**That the minutes of General Committee Meeting held on 8 April 2024 be confirmed.**

CARRIED

**3 DIRECTOR-CORPORATE SERVICES REPORT****3.1 Donation – Cowra Local Aboriginal Land Council****COMMITTEE RESOLUTION**

Moved: Cr Judi Smith

Seconded: Cr Erin Watt

**That Council provide a donation of \$899 from the Section 356 expenses budget to assist Cowra Local Aboriginal Land Council (CLALC) in purchasing a new oven.**

CARRIED

**3.2 Donation – Ky Garratt****COMMITTEE RESOLUTION**

Moved: Cr Cheryl Downing

Seconded: Cr Judi Smith

**That Council vary its policy by providing a donation of \$600 from the Section 356 expenses budget to assist Ky Garratt in attending the U18 Oceania athletic Championships in hammer event on 2-9 June 2024 in Suva, Fiji.**

CARRIED

**3.3 Section 355 Committee Draft Minutes - Cowra Regional Art Gallery Advisory Committee****COMMITTEE RESOLUTION**

Moved: Cr Sharon D'Elboux

Seconded: Cr Erin Watt

- 1. That the draft Minutes of the Cowra Regional Art Gallery Advisory Committee meetings held on 14 February and 13 March 2024 be noted.**
- 2. That a letter of appreciation be forwarded to Linda Chant on her retirement thanking for her contribution to the Cowra Regional Art Gallery Advisory Committee.**

CARRIED

**3.4**    Investments

**COMMITTEE RESOLUTION**

Moved:     Cr Judi Smith

Seconded: Cr Paul Smith

**That Council note the Investments and Financial Report for April 2024.**

CARRIED

**4**       **LATE REPORTS**

Nil

**5**       **NOTICES OF MOTIONS**

Nil

The Meeting closed at 5.25 pm

The Minutes of this meeting are confirmed at the General Committee Meeting held on 11 June 2024.

.....  
CHAIRPERSON

### 3 DIRECTOR-CORPORATE SERVICES REPORT

#### 3.1 Local Government Remuneration Tribunal Report on Mayoral and Councillor Fees

File Number: D24/601

Author: Graham Apthorpe, Acting Director - Corporate Services

#### RECOMMENDATION

1. That Council notes the report from the Director – Corporate Services.
2. That Council adopt the maximum Mayoral and Councillor fees determined by the Local Government Remuneration Tribunal effective from 1 July 2024.

#### INTRODUCTION

The Local Government Remuneration Tribunal has handed down its report on fees to be paid to Mayors and Councillors for the 2024-2025 year. The Tribunal determines the categories for councils in New South Wales and the minimum and maximum fees payable to Mayors and Councillors within those categories. In conducting its annual review, the Tribunal considers submissions from councils and Local Government New South Wales.

#### BACKGROUND

The Tribunal reports that having regard to a number of key economic indicators, it has determined that an increase of 3.75% is appropriate. The Tribunal has categorised Cowra Shire Council as 'Rural Large':

| Category                     | Councillor    |               | Mayoral       |               |
|------------------------------|---------------|---------------|---------------|---------------|
|                              | Minimum \$    | Maximum \$    | Minimum \$    | Maximum \$    |
| Rural 57 2018-2019           | 8,970         | 11,860        | 9,540         | 25,880        |
| Rural 57 2019-2020           | 9,190         | 12,160        | 9,780         | 26,530        |
| Rural 57 2020-2021           | 9,190         | 12,160        | 9,780         | 26,530        |
| Rural 57 2021-2022           | 9,370         | 12,400        | 9,980         | 27,060        |
| Rural 57 2022-2023           | 9,560         | 12,650        | 10,180        | 27,600        |
| Rural Large 2023-2024        | 9,850         | 17,680        | 15,735        | 37,925        |
| <b>Rural Large 2024-2025</b> | <b>10,220</b> | <b>18,340</b> | <b>16,330</b> | <b>39,350</b> |

Council is required to determine its fees to be paid within the Tribunal's minimum and maximum levels and it has been this Council's practice to pay the upper limit. Therefore, an individual Councillor's fee will increase from \$17,680 to \$18,340 and in addition to that sum, the Mayoral Allowance will increase by from \$37,925 to \$39,350 effective on and from 1 July 2024. The recommended increases are within the LTFP amounts for 2024-2025.

#### BUDGETARY IMPLICATIONS

Nil – Currently included in the draft LTFP FY2024.

#### ATTACHMENTS

1. Annual Determination of the Local Government Remuneration Tribunal - 29 April 2024 [↓](#)

Local Government  
Remuneration Tribunal

# Annual Determination

Report and determination under sections  
239 and 241 of the Local Government Act  
1993

29 April 2024



# Contents

|   |           |
|---|-----------|
| <b>Executive Summary</b>  | <b>3</b>  |
| Categories  | 3         |
| Fees  | 3         |
| <b>Section 1 – Introduction</b>   | <b>4</b>  |
| <b>Section 2 – 2023 Determination</b>   | <b>5</b>  |
| <b>Section 3 – 2024 Review</b>  | <b>6</b>  |
| 2024 Process  | 6         |
| Submissions Received – Request for recategorisation   | 6         |
| Categories – movement of Councils within the framework  | 10        |
| Submissions Received – Remuneration Structure   | 11        |
| <b>Section 4 – 2024 Fees</b>  | <b>16</b> |
| Submissions - 2024 Fees   | 16        |
| Conclusion  | 20        |
| <b>Section 5 – Determinations</b>   | <b>21</b> |
| Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2024 | 21        |
| Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2024               | 25        |
| <b>Appendices</b>   | <b>28</b> |
| Appendix 1 Criteria that apply to categories  | 28        |

# Executive Summary

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

## Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023.

The Tribunal will next consider the model, criteria for each group, and the allocation of councils in the 2026 review.

The criteria for each category is published in Appendix 1 of the Determination and remains unchanged from 2023.

Two (2) councils have been recategorised from Rural Large to Regional Rural as a result of meeting the criteria at Appendix 1.

## Fees

The Tribunal has determined a 3.75 per cent per annum increase in the minimum and maximum fees applicable to each category from 1 July 2024.



# Section 1 – Introduction

1. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2023.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act requires:

*“In making a determination, the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the [Industrial Relations Act 1996](#) when making or varying awards or orders relating to the conditions of employment of public sector employees.”*
4. The Industrial Relations Amendment Act 2023, assented on 5 December 2023, repealed section 146C of the *Industrial Relations Act 1996*, resulting in changes to wages policy and removal of the cap on remuneration increases.
5. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees.
6. The Tribunal's determination takes effect from 1 July each year.

## Section 2 – 2023 Determination

7. In 2023, the Tribunal received 18 written submissions.
8. An extensive review of the categories, criteria, and allocation of councils into each of the categories was undertaken by the Tribunal as required by Section 239 of the LG Act.
9. The review resulted in the Tribunal determining the creation of two new categories, being Metropolitan Major and Rural Large.
10. The categories of general purpose councils were determined as follows:

| Metropolitan        | Non-Metropolitan        |
|---------------------|-------------------------|
| Principal CBD       | Major Regional City     |
| Major CBD           | Major Strategic Area    |
| Metropolitan Major  | Regional Strategic Area |
| Metropolitan Large  | Regional Centre         |
| Metropolitan Medium | Regional Rural          |
| Metropolitan Small  | Rural Large             |
|                     | Rural                   |

11. The Tribunal was of the view that improving consistency of criteria in categories was paramount. The Tribunal therefore determined to include the non-resident population criteria in Major Strategic, Regional Strategic, Regional Centre, and Regional Rural categories.
12. A total of 26 councils were recategorised as a result of changes in the 2023 Determination.
13. The Tribunal determined that fees would increase by 3 per cent in the minimum and maximum fees applicable to each category from 1 July 2023.


# Section 3 – 2024 Review


## 2024 Process

14. The Tribunal's annual review commenced in October when it wrote to all councils inviting submissions regarding fees. The Tribunal outlined that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 review. The invitation noted that it is expected that submissions are endorsed by respective councils.
15. The Tribunal also wrote to the President of Local Government NSW (LGNSW) inviting a submission.
16. The Tribunal received 19 written submissions, of which 18 were from individual councils and 1 submission from LGNSW.
17. The Tribunal notes that 17 of the 18 council submissions were endorsed by their representative councils.
18. The Tribunal acknowledges and thanks all parties for their submissions.

## Submissions Received – Request for recategorisation

19. Two council submissions received requested recategorisation, with Paramatta City Council and Lake Macquarie putting forward individual cases for the Tribunal's consideration.

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20. Paramatta City Council requested recategorisation from its current classification of Major CBD to Principal CBD. Paramatta City Council's case to be included in Principal CBD category is based on the following:
- Paramatta being critical to the success of the Greater Sydney Region Plan
  - The LGA expecting an estimated 186,000 new residents between 2022 and 2041
  - An increase in the number of government services, corporations, and private enterprises relocating into Paramatta CBD
  - A local economy that generates approximately \$32.88 billion in gross regional product and 33,000 businesses that generated over 202,000 jobs
  - The Council's Local Strategic Planning Statement covers seven priority growth areas and precincts identified by the NSW Government in order to give effect to their Housing strategy
  - Paramatta City Council has a 2023/24 capital works budget of \$613m and it provides a number of significant services within the local government area, including two aquatic centres, redevelopment to key community centres, and funding for local parks, roads, cycleways, and footpaths.
21. The Tribunal last considered the criteria for Principal CBD in the 2023 Annual Determination process. The Tribunal's view at the time was that




the criteria characteristics for Principal CBD category was appropriate, therefore no changes were required.

22. Paramatta City Council does not meet the criteria for Principal CBD. Accordingly, the Tribunal is not persuaded to include Paramatta Council in Principal CBD category.

23. Lake Macquarie City Council requested that it be recategorised from a Regional Strategic Area to a Major Strategic Area. Reasons include:

- The LGA having a resident population of 216,603, and a non-resident working population of 24,769 (for a total of 241,372)
- Connection to Greater Sydney via the M1, rail and a regional airport that supports the community
- 99 towns, villages and nine economic centres across an area of 757 square kilometres
- An annual economic output of \$26.1 billion (which is approximately 20 per cent of the Hunter economy)
- 1.3 million tourists per year
- 14,081 active businesses, 73,233 jobs and a total workforce across the LGA of 102,029
- Community facilities that include a Regional Gallery – Museum of Art and Culture, one University, two TAFE campuses and a regional centre for health care
- Operating revenue exceeding \$290 million.


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24. As stated in Council's own submission, currently it does not meet the population threshold criteria for Major Strategic Area. Accordingly, the Tribunal is not persuaded to include Lake Macquarie Council in Major Strategic Area category.
  25. The council also advocated for the population threshold for Major Strategic Area to be reviewed from its current threshold of 300,000 to 200,000 to restore incremental balance between Major Strategic Area and Regional Strategic Area categories.
  26. Lake Macquarie Council provided late supplementary information to support their argument for the population threshold of Regional Strategic Area being adjusted. Council submitted that five precincts in the Lake Macquarie LGA have been identified for inclusion in the New South Wales Government Transport Oriented Development Program, which aims to encourage housing development near transport hubs.
  27. The Council argues this increase in housing will lead to population growth in the selected centres, especially those with a large number of identified precincts.
  28. Consistent with section 239 and 240 of the LG Act, the Tribunal carefully considered the population threshold for all categories, as part of the 2023 Annual Determination. It was determined at that time, on extensive evidence examined and considered by the Tribunal, that the population threshold for Major Strategic Area was appropriate.
  29. The Tribunal is not persuaded at this time to change the population threshold for Major Strategic Area. Should further evidence become available to support a change in the population threshold for this category,

it can be considered by the Tribunal as part of the three yearly review of categories in 2026.

30. The Tribunal will monitor, as data becomes available, the impact of the New South Wales Government Transport Oriented Development Program on population thresholds.
31. One submission received from Wollondilly Shire Council advised that Council resolved to write to the Premier and appropriate Ministers, requesting Wollondilly Shire Council be considered as a regional Council.
32. The Tribunal has previously determined that Wollondilly Shire Council, for the purpose of setting the minimum and maximum fees payable to Councillors and Mayors, be classified as Regional Centre.
33. The Tribunal notes Wollondilly's submission and proposed course of action.

### **Categories – movement of Councils within the framework**

34. The Tribunal reviewed population and data relating to Council operations to determine if the categorisations of Councils was consistent with the current criteria.
35. Population data was sourced from the Australian Bureau of Statistics (ABS), released 26 March 2024 for the period 2022 – 2023 financial year, the most recent data available at the time of writing this determination.

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36. Data relating to Council operations was sourced from the Office of Local Government (OLG).
  37. These sources provide a consistent, and complete overview of all councils in NSW. These data sources are consistent with those used in previous LGRT determinations.
  38. Each Council was also assessed against the relevant criteria at Appendix 1.
  39. As a result, it was identified that two Rural Large councils, Hilltops Council and Muswellbrook Shire Council, each had a combined resident and non-residential working population above 20,000 each. This population figure exceeds the population threshold for a Regional Rural council classification.
  40. For this reason, the Tribunal has reclassified both Hilltops Council and Muswellbrook Shire Council as Regional Rural councils.


### **Submissions Received – Remuneration Structure**

41. A significant number of submissions commented on the remuneration structure, advocating for major changes to be made, including the need for a full comprehensive review. These issues are addressed below.
42. One submission advocated for a new remuneration structure to be established that:
  - Is benchmarked in a more transparent way




- Recognises workload
- Encourages participation by a cohort that is more representative of the community
- Recognises skills and experience that is relevant to the roles.

43. Several submissions argued that the current remuneration structure does not adequately compensate elected Councillors and Mayors for the complex requirements of the role, significant workload, time requirements, responsibilities, and changes in the role over recent years.
44. A number of submissions provided comparison data that included remuneration paid to: Queensland and Victorian local government Councillors and Mayors, Federal, State, and Territory Parliamentary Members, Audit Risk and Improvement Committee members, and average remuneration for chairs/directors of not-for-profit organisations.
45. The basis of providing this data was to support arguments that NSW Councillors and Mayors are paid below these organisations and the work of Councillors and Mayors is being undervalued.
46. Some submissions outlined that low levels of remuneration can have a detrimental impact on the quality and diversity of candidates standing for election.
47. The LG Act is clear that Councillors and Mayors receive an annual fee, not a wage, with section 251 clearly stating that fees paid do not constitute a salary.

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48. Whilst the Tribunal acknowledges these issues, as previously explained in the 2023 Annual Determination at paragraph 97 they are not currently within the Tribunal's remit.
49. One submission advocated for fees of rural councils to be commensurate with those of regional and metropolitan councils, arguing that the skills and knowledge required for the role is the same regardless of the council location.
50. Others advocated for significant increases to rural and regional fees in order to address low candidate numbers while others asserted that the current remuneration fails to take into account significant stressors facing regional and rural councils.
51. The Act requires that the Tribunal must determine categories at least once every three years and places each council into a category. The determination of categories by the Tribunal is for the purpose of determining the minimum and maximum fees to be paid for councillors and Mayors in each category. When determining categories, the Tribunal is required to take into account matters prescribed in Section 240 of the LG Act:
- *the size of areas;*
  - *the physical terrain of areas;*
  - *the population of areas and the distribution of the population;*
  - *the nature and volume of business dealt with by each council;*
  - *the nature and extent of the development of areas;*

- *the diversity of communities served;*
- *the regional, national and international significance of the council;*
- *such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and*
- *such other matters as may be prescribed by the regulations.*


52. The Determination of minimum and maximum fees for 2024 is dealt with below at section 4.
53. Two submissions asserted that the current remuneration structure fails to recognise the role, responsibilities, and contribution of the Deputy Mayor position. It was suggested that a distinct independent fee be included for the position of Deputy Mayor.
54. Section 249 (5) of the LG act states:
- “A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor’s annual fee.”*
55. Accordingly, the Tribunal lacks the power to implement changes to the fee structure that would include a distinct independent fee for the position of Deputy Mayor.
56. One argument put forward is that the impact of the current superannuation arrangements has a negative impact on female participation.

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57. Section 254B of the Act sets out the circumstances with respect to the payment of superannuation for Mayors and Councillors. The payment of superannuation is not automatic or mandatory, pursuant to 254B (4)(a) of the Act a council must pass a resolution prior to making superannuation contribution payments.
  58. Any changes to superannuation contribution payments for Councillors and Mayors to assist in eliminating barriers to participation would require changes to the legislation.

# Section 4 – 2024 Fees

## Submissions - 2024 Fees

59. The LGNSW submission requested the Tribunal increase fees by at least 10% in order to:
- Reverse the fee erosion which occurred under the NSW Public Sector Wages Policy
  - Mitigate economic pressures and the rising cost of living
  - Ensure that Councillors and Mayors receive fair and reasonable remuneration for the work they perform
  - Address the historic undervaluation of the work performed by elected representatives in local government in New South Wales.
60. LGNSW used economic and wage data to support their argument that included:
- Consumer Price Index
  - Wage Price Index
  - National and State Wage cases
  - Market comparability
61. LGNSW in its meeting with the Tribunal and Assessors asserted that fees paid to Councillors and Mayors have reduced in real terms over recent years, further advocating for an increase of 10% being fair and reasonable.

- 
62. In meeting with LGNSW, the question of Government policies (State and Federal) on housing reform was discussed. The Tribunal is mindful of the additional workload associated with policies such as the NSW Government's Transport Oriented Development Program place on affected Councils. Similar considerations arise from the infrastructure requirements related to Renewable Energy Zones.
63. The role of a Councillor as a member of the governing body of the council is outlined under s232 of the LG Act and the Tribunal has addressed this matter generally in the 2023 Determination at paragraph 97.
64. Four submissions received from individual councils addressed the issue of fees quantum increase. These submissions sought an increase ranging from 3% to 5.57%.
65. Other submissions advocated for remuneration to be set at a level to:
- Reflect the role, commitment required, complexity of the role, workload, and responsibilities required to perform the role successfully
  - Ensure no one is out of pocket for the work they do for council
  - Attract a diverse range of potential candidates.
66. Five submissions advocated for the Tribunal to change the determination in regard to the remuneration structure. Some submissions suggested setting a fixed mandatory fee for Councillors and Mayors, whilst others argued that individual councils should not determine their own

remuneration, due to potential conflict of interest, instead the decision should be left to State Government or an independent decision maker.

67. It has been suggested that such an approach could:

- Remove potential conflict of interest
- Facilitate good governance
- Create equity amongst councils in the same category
- Assist in fostering good relationships with the community
- Alleviate public perception that increases are unjust.

68. Currently the Tribunal, consistent with its obligations set out in the LG Act, section 248 and section 249, determines a minimum and maximum remuneration range for Councillors and Mayors. It is then up to individual councils, to fix the annual fee for councillors and Mayors.

69. Furthermore, the tribunal does not have the authority to determine a fixed mandatory fee, section 241 of the LG Act states:

*“The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under section 239, the maximum and minimum amounts of fees to be paid during the following year to councillors (other than mayors) and mayors.”*



### **Fee Increase.**

70. The Tribunal considered a range of factors in determining the amount to increase minimum and maximum fees payable to Councillors and Mayors. This included economic data, including the Consumer Price Index, Wage Price Index, full-time adult average weekly ordinary time earnings, NSW Public Sector increases, and Local Government State Award increases. It also considered the Base Cost Change model used by IPART in setting the rate peg for 2024-25.
71. On this occasion the Tribunal has determined that a 3.75% per cent increase will apply to the minimum and maximum fees applicable to existing categories.



## Conclusion

72. The Tribunal's determination has been made with the assistance of the Assessors, Ms Kylie Yates, Mr Brett Whitworth and Mr Douglas Walther.
73. Determination 1 sets out the allocation of councils into each of the categories as per section 239 of the LG Act.
74. Determination 2 sets out the minimum and maximum fees paid to councillors and mayors and chairpersons of county councils as per section 241 of the LG Act.
75. The Tribunal acknowledges and thanks the secretariat for their excellent research and support in completing the 2024 determination.



Viv May PSM

**Local Government Remuneration Tribunal**

Dated 29 April 2024

# Section 5 – Determinations

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2024

## General Purpose Councils – Metropolitan

### Principal CBD (1)

- Sydney

### Major CBD (1)

- Parramatta

### Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

### Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

### Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

### Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra

## General Purpose Councils - Non-Metropolitan

### Major Regional City (2)

- Newcastle
- Wollongong

### Major Strategic Area (1)

- Central Coast

### Regional Centre (23)

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury

### Regional Strategic Area(4)

- Lake Macquarie
- Maitland
- Shoalhaven
- Tweed
- Lismore
- Mid-Coast
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

**Regional Rural (14)**

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey
- Kiama
- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

**Rural Large (16)**

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Federation
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

**Rural (38)**

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling
- Cobar
- Coolamon
- Coonamble
- Dungog
- Edward River
- Forbes
- Gilgandra

- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee
- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

### County Councils

#### Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

#### Other (6)

- Castlereagh-Macquarie
- Central Murray
- Hawkesbury River
- New England Tablelands
- Upper Hunter
- Upper Macquarie

## Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2024

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2024 as per section 241 of the *Local Government Act 1993* are determined as follows:

### Table 4: Fees for General Purpose and County Councils

#### General Purpose Councils – Metropolitan

##### Councillor/Member Annual Fee (\$) effective 1 July 2024

| Category            | Minimum | Maximum |
|---------------------|---------|---------|
| Principal CBD       | 30,720  | 45,070  |
| Major CBD           | 20,500  | 37,960  |
| Metropolitan Major  | 20,500  | 35,890  |
| Metropolitan Large  | 20,500  | 33,810  |
| Metropolitan Medium | 15,370  | 28,690  |
| Metropolitan Small  | 10,220  | 22,540  |

##### Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024

| Category            | Minimum | Maximum |
|---------------------|---------|---------|
| Principal CBD       | 188,010 | 247,390 |
| Major CBD           | 43,530  | 122,640 |
| Metropolitan Major  | 43,530  | 110,970 |
| Metropolitan Large  | 43,530  | 98,510  |
| Metropolitan Medium | 32,650  | 76,190  |
| Metropolitan Small  | 21,770  | 49,170  |

### General Purpose Councils - Non-Metropolitan

#### Councillor/Member Annual Fee (\$) effective 1 July 2024

| Category                | Minimum | Maximum |
|-------------------------|---------|---------|
| Major Regional City     | 20,500  | 35,620  |
| Major Strategic Area    | 20,500  | 35,620  |
| Regional Strategic Area | 20,500  | 33,810  |
| Regional Centre         | 15,370  | 27,050  |
| Regional Rural          | 10,220  | 22,540  |
| Rural Large             | 10,220  | 18,340  |
| Rural                   | 10,220  | 13,520  |

#### Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024

| Category                | Minimum | Maximum |
|-------------------------|---------|---------|
| Major Regional City     | 43,530  | 110,970 |
| Major Strategic Area    | 43,530  | 110,970 |
| Regional Strategic Area | 43,530  | 98,510  |
| Regional Centre         | 31,980  | 66,800  |
| Regional Rural          | 21,770  | 49,200  |
| Rural Large             | 16,330  | 39,350  |
| Rural                   | 10,880  | 29,500  |

**County Councils****Councillor/Member Annual Fee (\$) effective 1 July 2024**

| Category | Minimum | Maximum |
|----------|---------|---------|
| Water    | 2,030   | 11,280  |
| Other    | 2,030   | 6,730   |

**Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024**

| Category | Minimum | Maximum |
|----------|---------|---------|
| Water    | 4,360   | 18,520  |
| Other    | 4,360   | 12,300  |

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



Viv May PSM

**Local Government Remuneration Tribunal**

Dated 29 April 2024



# Appendices

## Appendix 1 Criteria that apply to categories

### Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

## Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

### **Metropolitan Major**

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.


Other features may include:

- total operating revenue exceeding \$300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

### **Metropolitan Large**

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.



Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

### **Metropolitan Medium**

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.



Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

### Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

### Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region


- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

### Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.



Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.


### **Regional Strategic Area**

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.






Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

### **Regional Centre**

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.



Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

### **Regional Rural**

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

### Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.



## **Rural**

Councils categorised as Rural will typically have a residential population less than 10,000.

## **County Councils - Water**

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

## **County Councils - Other**

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.

**3.2 Investments and Financial Report**

File Number: D24/889

Author: Graham Apthorpe, Acting Director - Corporate Services

**RECOMMENDATION****That Council note the Investments and Financial Report for May 2024.**

---

**INTRODUCTION**

The purpose of this report is to provide Councillors with useful and timely information on Council's investments, rate collections, loans and estimated financial position.

**BACKGROUND**

The Local Government (General) Regulation 2021 (Part 9, Division 5, Clause 212), effective from 1 September 2021, requires the Responsible Accounting Officer of a Council to provide a written report setting out details of all monies that have been invested under Section 625 (2) of the Local Government Act 1993, as per the Minister's Order of 12 January 2011 published in the Government Gazette on 11 February 2011. The Responsible Officer must also include in the report a certificate as to whether the investment has been made in accordance with the Act, the Regulations and the Council's Investment Policies. This certificate appears below the table of investments

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

- I. Investments and Financial Report - May 2024 [↓](#)

**ATTACHMENT****Investments and Financial Report**

|   |              |
|---|--------------|
| <b>Investments.....</b>   | <b>2</b>     |
| 1. Investments Portfolio .....  | 2            |
| 2. Interest Rate.....   | 3            |
| 3. General Fund Balance .....   | 3            |
| 4. Council's Investments – Mix of Investment Ratings.....                               | 4            |
| 5. Interest on Investment Income.....   | 5            |
| 6. Term Deposit Average Monthly Interest Rate Compared to the RBA Cash Rate Target..... | 5            |
| 7. Maturity Profile of Council's Investments .....                                      | 5            |
| <br><b>Rates .....</b>  | <br><b>6</b> |
| 8. Comparison of Rate Collection Progress for 2023/24 to prior years.....               | 6            |
| 9. Council Rate Levy - % Comparison.....  | 6            |
| 10. Council Rate Levy – Arrears and Recovery Action.....                                | 7            |
| 11. Indicative Position of General Fund for the Current Year to 30 June 2024.....       | 7            |
| <br><b>Loans.....</b>   | <br><b>7</b> |
| 12. Interest Rate .....   | 7            |
| 13. Loan Summary.....   | 8            |

## Investments

### I. Investments Portfolio

Council's investments are as listed below in lodgement date order as at 31 May 2024:

| Funding Institution                         | S&P Rating | Date Lodged | Term (Days) | %     | Date Due   | Principal \$  |
|---|------------|-------------|-------------|-------|------------|---------------|
| ING BANK                                    | A-2        | 3/10/2023   | 245         | 5.00% | 4/06/2024  | 500,000.00    |
| ING BANK                                    | A-2        | 3/10/2023   | 245         | 5.00% | 4/06/2024  | 500,000.00    |
| NATIONAL AUSTRALIA BANK LTD                 | A-2        | 5/10/2023   | 264         | 5.10% | 25/06/2024 | 500,000.00    |
| NATIONAL AUSTRALIA BANK LTD                 | A-2        | 24/10/2023  | 245         | 5.15% | 25/06/2024 | 500,000.00    |
| ING BANK(Wyangala Sewer Handover)           | A-2        | 31/10/2023  | 273         | 5.17% | 30/07/2024 | 920,914.23    |
| NATIONAL AUSTRALIA BANK LTD                 | A-1+       | 31/10/2023  | 273         | 5.30% | 30/07/2024 | 500,000.00    |
| NATIONAL AUSTRALIA BANK LTD                 | A-1+       | 21/11/2023  | 210         | 5.20% | 18/06/2024 | 1,000,000.00  |
| NATIONAL AUSTRALIA BANK LTD                 | A-2        | 5/12/2023   | 182         | 5.15% | 4/06/2024  | 500,000.00    |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 12/12/2023  | 182         | 4.93% | 11/06/2024 | 500,000.00    |
| ING BANK                                    | A-2        | 12/12/2023  | 217         | 5.00% | 16/07/2024 | 500,000.00    |
| SUNCORP-METWAY LTD                          | A-1        | 19/12/2023  | 182         | 5.11% | 18/06/2024 | 500,000.00    |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 9/01/2024   | 210         | 4.90% | 6/08/2024  | 500,000.00    |
| NATIONAL AUSTRALIA BANK LTD                 | A-2        | 9/01/2024   | 224         | 5.10% | 20/08/2024 | 500,000.00    |
| SUNCORP-METWAY LTD                          | A-1        | 9/01/2024   | 217         | 5.10% | 13/08/2024 | 500,000.00    |
| ING BANK                                    | A-2        | 16/01/2024  | 224         | 4.89% | 27/08/2024 | 500,000.00    |
| ST GEORGE BANK                              | A-1+       | 16/01/2024  | 231         | 4.40% | 3/09/2024  | 500,000.00    |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 23/01/2024  | 182         | 4.90% | 23/07/2024 | 500,000.00    |
| SUNCORP-METWAY LTD                          | A-1        | 23/01/2024  | 300         | 5.20% | 18/11/2024 | 500,000.00    |
| BENDIGO & ADELAIDE BANK LTD                 | A-2        | 25/01/2024  | 159         | 4.91% | 2/07/2024  | 500,000.00    |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 30/01/2024  | 175         | 5.02% | 23/07/2024 | 500,000.00    |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 30/01/2024  | 231         | 5.04% | 17/09/2024 | 500,000.00    |
| ING BANK                                    | A-2        | 30/01/2024  | 300         | 5.10% | 25/11/2024 | 500,000.00    |
| ING BANK                                    | A-2        | 30/01/2024  | 365         | 5.17% | 29/01/2025 | 500,000.00    |
| NATIONAL AUSTRALIA BANK LTD                 | A-2        | 30/01/2024  | 161         | 5.10% | 9/07/2024  | 500,000.00    |
| ST GEORGE BANK                              | A-1+       | 30/01/2024  | 245         | 4.88% | 1/10/2024  | 500,000.00    |
| SUNCORP-METWAY LTD (BARP)                   | A-1        | 30/01/2024  | 224         | 5.12% | 10/09/2024 | 2,000,000.00  |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 6/02/2024   | 217         | 5.05% | 10/09/2024 | 1,000,000.00  |
| NATIONAL AUSTRALIA BANK LTD                 | A-1+       | 6/02/2024   | 231         | 5.10% | 24/09/2024 | 500,000.00    |
| SUNCORP-METWAY LTD                          | A-1        | 6/02/2024   | 210         | 5.07% | 3/09/2024  | 500,000.00    |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 13/02/2024  | 231         | 5.06% | 1/10/2024  | 1,000,000.00  |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 20/02/2024  | 245         | 4.94% | 22/10/2024 | 500,000.00    |
| ING BANK                                    | A-2        | 22/02/2024  | 229         | 4.85% | 8/10/2024  | 500,000.00    |
| ST GEORGE BANK                              | A-1+       | 22/02/2024  | 250         | 4.88% | 29/10/2024 | 500,000.00    |
| ST GEORGE BANK                              | A-1+       | 22/02/2024  | 257         | 4.88% | 5/11/2024  | 500,000.00    |
| NATIONAL AUSTRALIA BANK LTD                 | A-1+       | 27/02/2024  | 259         | 5.10% | 12/11/2024 | 500,000.00    |
| NATIONAL AUSTRALIA BANK LTD                 | A-1+       | 27/02/2024  | 266         | 5.10% | 19/11/2024 | 500,000.00    |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 6/03/2024   | 181         | 4.85% | 3/09/2024  | 500,000.00    |
| IMB LTD                                     | A-2        | 6/03/2024   | 181         | 4.95% | 3/09/2024  | 500,000.00    |
| ST GEORGE BANK                              | A-1+       | 6/03/2024   | 244         | 4.88% | 5/11/2024  | 500,000.00    |
| BANK OF QUEENSLAND                          | A-2        | 12/03/2024  | 182         | 5.17% | 10/09/2024 | 500,000.00    |
| IMB LTD                                     | A-2        | 12/03/2024  | 182         | 4.90% | 10/09/2024 | 600,000.00    |
| SUNCORP-METWAY LTD                          | A-1        | 12/03/2024  | 245         | 5.05% | 12/11/2024 | 500,000.00    |
| BENDIGO & ADELAIDE BANK LTD                 | A-2        | 19/03/2024  | 273         | 5.03% | 17/12/2024 | 1,000,000.00  |
| COMMONWEALTH BANK OF AUSTRALIA              | A-1+       | 19/03/2024  | 182         | 4.86% | 17/09/2024 | 500,000.00    |
| IMB LTD                                     | A-2        | 19/03/2024  | 182         | 4.95% | 17/09/2024 | 500,000.00    |
| NATIONAL AUSTRALIA BANK LTD                 | A-1+       | 27/03/2024  | 90          | 5.05% | 25/06/2024 | 500,000.00    |
| IMB LTD                                     | A-2        | 9/04/2024   | 182         | 4.90% | 8/10/2024  | 250,000.00    |
| ING BANK                                    | A-2        | 9/04/2024   | 245         | 4.89% | 10/12/2024 | 1,000,000.00  |
| SUNCORP-METWAY LTD                          | A-1        | 9/04/2024   | 189         | 5.00% | 15/10/2024 | 500,000.00    |
| ING BANK                                    | A-2        | 16/04/2024  | 77          | 4.58% | 2/07/2024  | 500,000.00    |
| ST GEORGE BANK                              | A-1+       | 23/04/2024  | 259         | 4.88% | 7/01/2025  | 500,000.00    |
| BANK OF QUEENSLAND(Wyangala Sewer Handover) | A-2        | 30/04/2024  | 182         | 5.15% | 29/10/2024 | 1,000,000.00  |
| SUNCORP-METWAY LTD                          | A-1        | 30/04/2024  | 182         | 5.09% | 29/10/2024 | 500,000.00    |
| Total                                       |            |             |             |       |            | 31,270,914.23 |

I hereby certify that all of the above investments have been placed in accordance with the Act, the Regulations and Council's Investment Policy.

Scott Ellison

Manager – Finance

31/5/24

## 2. Interest Rate

The average interest rate for Council's investments held is 5%. At the time of preparing this report, average (market rates) interest rates were as follows as at 31 May 2024:

| 30 Days | 60 Days | 90 Days | 120 Days | 150 Days | 180 Days | 270 Days | 1 YR  |
|---------|---------|---------|----------|----------|----------|----------|-------|
| 3.48%   | 3.67%   | 4.79%   | 4.87%    | 4.93%    | 5.01%    | 5.06%    | 5.12% |

## 3. General Fund Balance

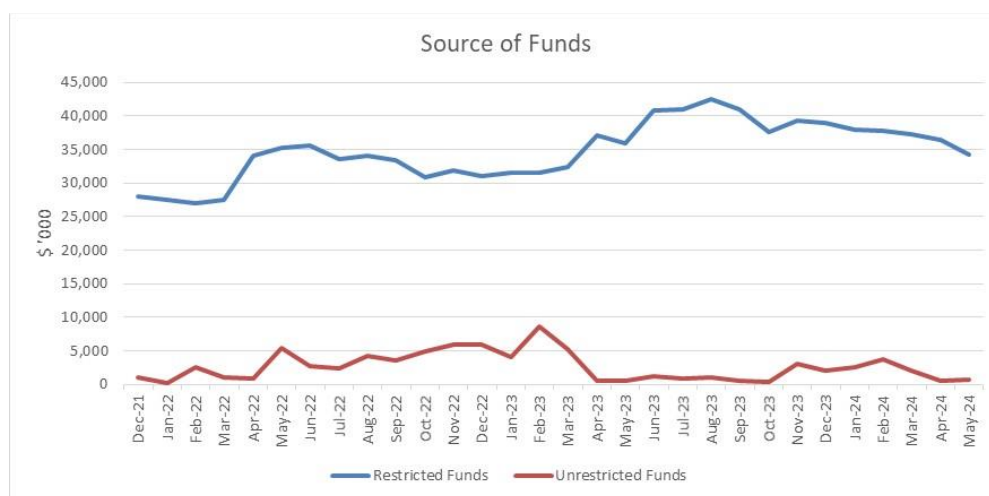
As at 31 May 2024 balances for Cowra Shire Council for Transaction Accounts and Cash in hand were as follows:

| CBA General Account       |  | \$ '000      |
|---------------------------|--|--------------|
| General Fund bank account |  | 1,983        |
| On-Call account balance   |  | 1,750        |
| Cash in hand              |  | 4            |
| <b>TOTAL</b>              |  | <b>3,737</b> |

The General Fund bank account is monitored on a daily basis to ensure investments are maximised and that sufficient funds are available for day to day operations.

The table and graph below show Council's source of funds with the split between Restricted and Unrestricted. The unrestricted funds representing the operating capital available to Council at any given time.

| Source of Funds                            |  | \$ '000       |
|--|--|---------------|
| Investment Portfolio                       |  | 31,271        |
| Cash and Cash Equivalents - General Ledger |  | 3,737         |
| <b>TOTAL</b>                               |  | <b>35,008</b> |
| Represented By:                            |  |               |
| Restricted Funds                           |  | 34,314        |
| Unrestricted Funds                         |  | 694           |
| <b>TOTAL</b>                               |  | <b>35,008</b> |





#### 4. Council's Investments – Mix of Investment Ratings

Council's investments are made in accordance with its investment policy and in particular are subject to Section 6 of that policy as follows:

##### **"6. Approved Investments**

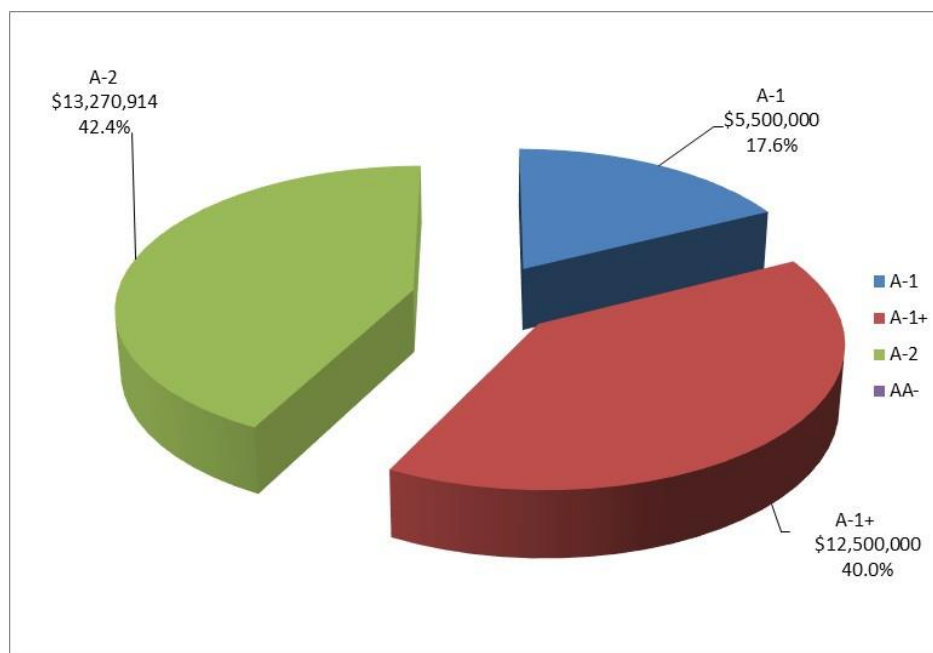
*Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.*

*All investments must be denominated in Australian Dollars. Authorised new investments as from 12 January 2011 are limited to the following, as per the attached Ministerial Investment Order.*

- a. *Any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory.*
- b. *Any debentures or securities issued by a Council (within the meaning of the Local Government Act 1993 (NSW)).*
- c. *Interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit - taking institution (as defined in the Banking Act 1959(Cwth)), but excluding subordinated debt obligations.*
- d. *Any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority.*
- e. *A deposit with the New South Wales Treasury Corporation or investments in an Hour - Glass Investment Facility of the New South Wales Treasury Corporation."*

It should be noted that 100% of Council's investments are as per (c) above.

The following pie-chart shows Council's mix of investments for the period detailing the various classes of investments as per the Moody's and Standard and Poor's classifications.



##### **Rating Types as per Council's Investment Policy and the Department of Local Government Guidelines**

Any securities which are issued by a body or company (or controlled parent entity either immediate or ultimate) with a Moody's Investors Service, Inc. credit rating of ``Aaa'', ``Aa1'', ``Aa2'', ``Aa3'', ``A1'' or ``A2'' or a Standard & Poor's Investors Service, Inc credit rating of ``AAA'', ``AA+'', ``AA'', ``AA-'', ``A+''; or ``A''

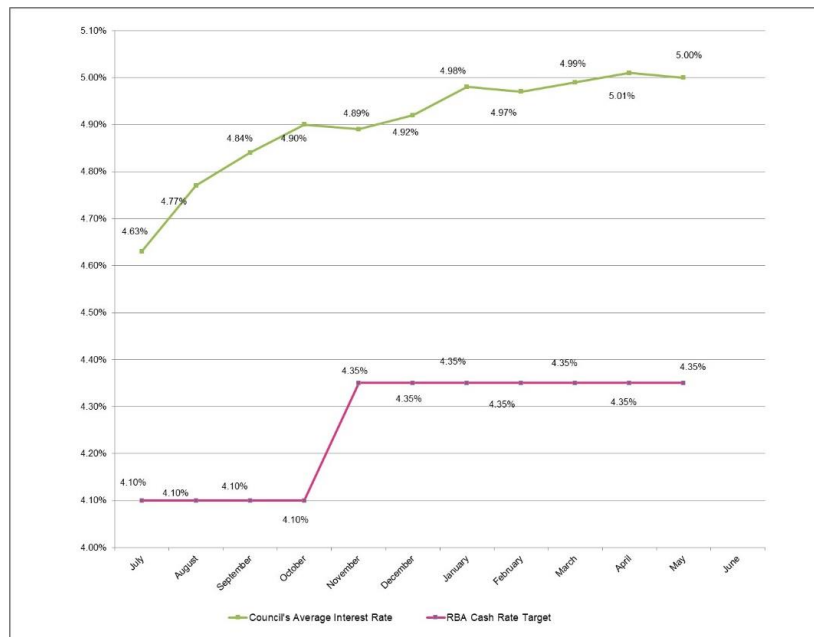
Any securities which are given a Moody's Investors Service Inc credit rating of ``Aaa'', ``Aa1'', ``Aa2'', ``Aa3'', ``A1''; ``A2'' or ``Prime-I'' or a Standard and Poor's Investors Service, Inc credit rating of ``AAA'', ``AA+'', ``AA'', ``AA-'', ``A+''; ``A''; ``A1+'' or ``A1''

## 5. Interest on Investment Income

2023/2024 estimated interest on investments amount is \$1,612,082 and has been included in the Budget. Performance of investments is monitored monthly.

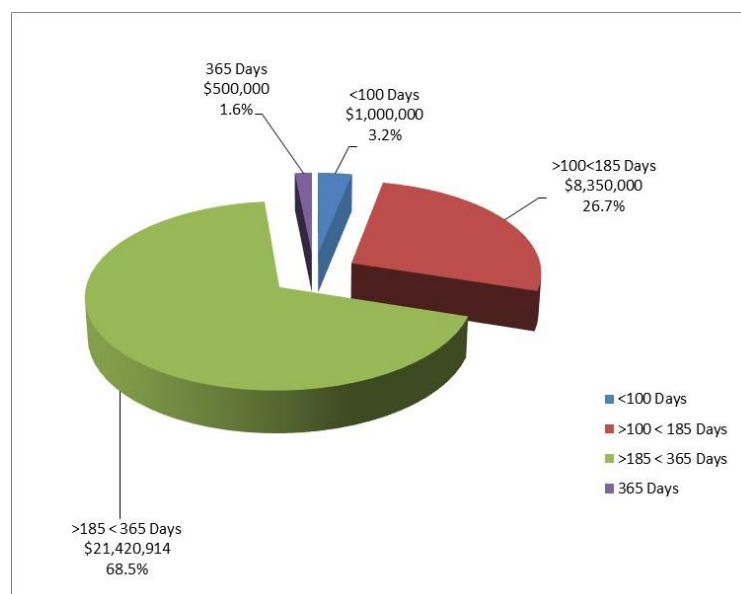
## 6. Term Deposit Average Monthly Interest Rate Compared to the RBA Cash Rate Target

The following graph compares the average monthly interest rate secured by Council to the RBA Cash Rate Target. Monetary policy decisions by the RBA are expressed in terms of a target for the cash rate, which is the overnight money market interest rate.



## 7. Maturity Profile of Council's Investments

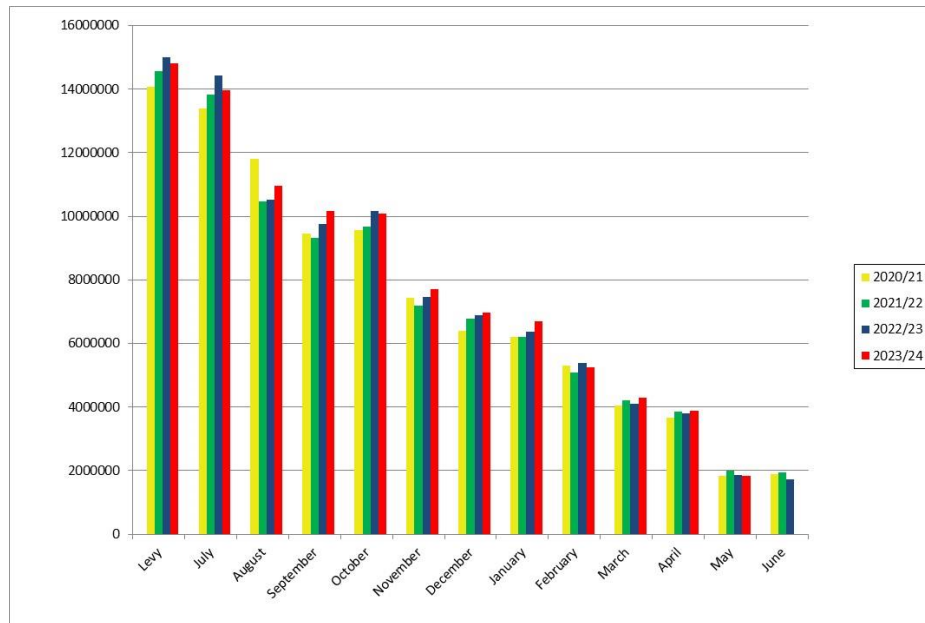
The following pie-chart shows the mix of Council investments for the month by maturity type.



## Rates

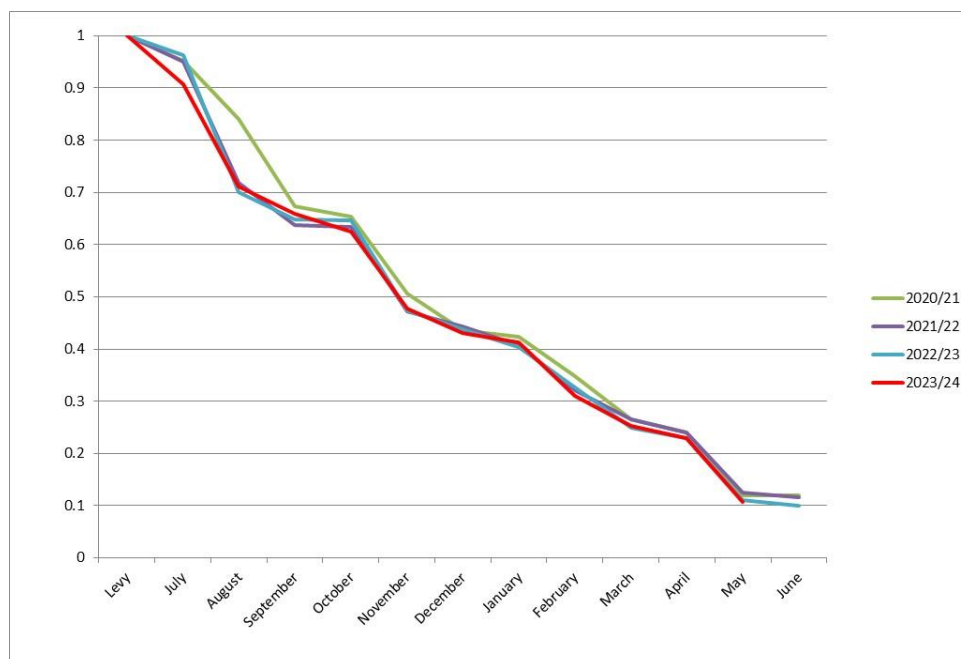
### 8. Comparison of Rate Collection Progress for 2023/24 to prior years

The following graph shows the total rate levy and arrears carried forward at the time of the rate levy in July 2024. Council's debt collection policy has the objective of having no more than 10% of rates outstanding by the end of each financial year.



### 9. Council Rate Levy - % Comparison

As the levy varies each year, the following graph shows the total percentage of rates and arrears outstanding each month based on 100% being total levy plus total arrears in each year.



## 10. Council Rate Levy – Arrears and Recovery Action

At the 30 June each year, the total rate arrears figure consists of the unpaid rates from the year just ended together with outstanding balances from previous years.

| Arears at 30 June 2023                    |            | \$1,732,428 |            |
|---|------------|-------------|------------|
| Collected - YTD (per last month report)   |            | \$825,955   |            |
| Collected in                              | May        | \$ 63,292   | 889,247    |
| Balance as at                             | 31.05.2024 |             | \$ 843,181 |
|   |            |             |            |
|   |            |             |            |
| Rates - currently under legal proceedings |            |             | 91,628     |
| Arrangements (Repayment Schedules)        |            |             | 751,553    |
|   |            |             | \$ 843,181 |

## 11. Indicative Position of General Fund for the Current Year to 30 June 2024

The following table shows Council's budget result based on the budget set as per Council's Operational Plan for 2023/2024.

| BUDGET INCOME STATEMENT - 2023/2024 |                                      |  |              |            |            |            | BUDGET CASH AT END OF YEAR - 2023/2024 |              |            |            |            |
|-------------------------------------|--------------------------------------|--|--------------|------------|------------|------------|--|--------------|------------|------------|------------|
| Resolution                          |                                      | OPERATING RESULT - BEFORE CAPITAL GRANTS & CONTRIBUTIONS |              |            |            |            |  |              |            |            |            |
|                                     |                                      | Consolidated '000  | General '000 | Water '000 | Sewer '000 | Waste '000 | Consolidated '000                      | General '000 | Water '000 | Sewer '000 | Waste '000 |
|                                     | Adopted Budget                       | 904  | 1,438        | (33)       | (544)      | 42         | 35,007                                 | 16,912       | 6,734      | 9,047      | 2,314      |
|                                     | 2nd Quarter Budget Review            | 13,601   | 11,529       | 2,472      | (847)      | 447        | 41,466                                 | 23,457       | 6,086      | 9,212      | 2,711      |
| 69/24                               | Cowra Eisteddfod Donation            | (28)   | (28)         |            |            |            | (28)                                   | (28)         |            |            |            |
|                                     | End of 3rd Quarter - Prior to Review | 13,573   | 11,501       | 2,472      | (847)      | 447        | 41,438                                 | 23,429       | 6,086      | 9,212      | 2,711      |
|                                     | 3rd Quarter Budget Review            | 13,634   | 10,503       | 2,417      | 211        | 504        | 41,310                                 | 22,575       | 5,945      | 10,201     | 2,589      |
|                                     |                                      | 40,780   | 33,505       | 7,361      | (1,483)    | 1,398      | 124,186                                | 69,433       | 18,117     | 28,625     | 8,011      |

## Loans

### 12. Interest Rate

The average interest rate for Council's current loans is 5.62%. Weighted Average Interest Rate (based on principal outstanding) is 6.55%.

### 13. Loan Summary

Summary of Current Loans and Purpose as at 31 May 2024.

| Loan No | Lender   | Date Obtained | Due Date   | Principal \$ | Interest Rate % | Principal \$ o/s 31/05/24 |
|---------|--|---------------|------------|--------------|-----------------|---------------------------|
|         | <b><u>GENERAL</u></b>                                      |               |            |              |                 |                           |
| 236     | COMMONWEALTH (RIVER PK AMEN/VAUX DRAINAGE)                 | 28/01/2005    | 1/02/2025  | 433,500      | 6.31            | 36,349                    |
| 241B    | COMMONWEALTH BANK (VAUX ST DRAINAGE WEST)                  | 18/12/2006    | 18/12/2036 | 166,000      | 6.35            | 109,054                   |
| 242B    | COMMONWEALTH BANK (MULYAN OVAL AMENITIES)                  | 22/08/2007    | 24/08/2037 | 95,000       | 6.80            | 64,722                    |
| 249     | NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)           | 22/12/2008    | 22/12/2033 | 1,395,390    | 8.15            | 872,381                   |
| 245     | NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)           | 29/06/2009    | 29/06/2029 | 234,000      | 8.33            | 103,978                   |
| 246     | NATIONAL AUST. BANK (SALEYARDS EFFLUENT SCREENS)           | 16/04/2010    | 16/04/2025 | 225,000      | 8.01            | 24,671                    |
| 250     | NATIONAL AUST. BANK (DRAINAGE IMPROVEMENTS)                | 28/06/2013    | 28/06/2028 | 250,000      | 6.36            | 96,110                    |
| 253A    | NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 1)               | 27/06/2016    | 27/06/2026 | 400,000      | 2.63            | 99,385                    |
| 253B    | NSW TREASURY (AIRPORT SUBDIVISION)                         | 27/06/2016    | 27/06/2026 | 1,478,993    | 2.63            | 367,445                   |
| 253C    | NSW TREASURY (CEMETERY EXPANSION)                          | 27/06/2016    | 27/06/2026 | 250,000      | 2.63            | 62,096                    |
| 254A    | NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 2)               | 11/05/2020    | 11/05/2040 | 512,120      | 2.41            | 428,308                   |
| 254B    | NSW TREASURY (CBD FOOTPATH REFURBISHMENT)                  | 11/05/2020    | 11/05/2040 | 1,437,788    | 2.41            | 1,202,747                 |
| 254C    | NSW TREASURY (LOW LEVEL BRIDGE REPAIRS)                    | 11/05/2020    | 11/05/2040 | 500,000      | 2.41            | 418,267                   |
|         |  |               |            |              |                 | <b>3,885,514</b>          |
|         | <b><u>WASTE</u></b>  |               |            |              |                 |                           |
| 247     | NATIONAL AUST. BANK (RECYCLING PLANT)                      | 16/04/2010    | 16/04/2025 | 538,500      | 8.01            | 59,046                    |
|         |  |               |            |              |                 | <b>59,046</b>             |
|         | <b><u>WATER</u></b>  |               |            |              |                 |                           |
| 238     | COMMONWEALTH (CBD MAINS REPLACEMENT)                       | 22/02/2006    | 23/02/2031 | 1,000,000    | 6.03            | 439,887                   |
| 241A    | COMMONWEALTH BANK (WATER MAIN REPLACEMENT)                 | 18/12/2006    | 18/12/2036 | 1,256,000    | 6.35            | 825,428                   |
| 242A    | COMMONWEALTH BANK (ICI ZONE)                               | 22/08/2007    | 24/08/2037 | 1,286,500    | 6.80            | 876,009                   |
| 251     | WESTPAC (EMERGENCY WATER SUPPLY CONSTRUCTION)              | 28/06/2013    | 27/06/2033 | 1,186,124    | 6.566           | 737,107                   |
| 252     | NATIONAL AUSTRALIA BANK (WATER TREATMENT PLANT AUTOMATION) | 18/06/2014    | 18/06/2024 | 3,875,000    | 5.050           | 122,456                   |
|         |  |               |            |              |                 | <b>3,000,887</b>          |
|         | <b><u>SEWERAGE</u></b>                                     |               |            |              |                 |                           |
| 244     | NATIONAL AUST. BANK (SEWER TREATMENT PLANT)                | 6/05/2010     | 04/05/2040 | 7,213,230    | 8.13            | 5,814,670                 |
|         |  |               |            |              |                 | <b>5,814,670</b>          |
|         | <b>GRAND TOTAL</b>   |               |            |              |                 | <b>\$12,760,119</b>       |

## 4 DIRECTOR-ENVIRONMENTAL SERVICES REPORT

### 4.1 Cowra Housing Strategy

File Number: D24/920

Author: Larissa Hackett, Director Environmental Services

### RECOMMENDATION

1. That Council notes the report on the commencement and progress of the Cowra Housing Strategy project.
  2. That Council notes the financial contribution to the project by the NSW Department of Planning, Housing and Infrastructure under the Regional Housing Strategy Planning Fund (Round 2).
  3. That the Mayor writes to the NSW Department of Planning, Housing and Infrastructure thanking them for the financial contribution to the Cowra Housing Strategy project.
- 

### Introduction

In October 2023, Cowra Council's Environmental Services staff submitted a grant application to NSW Department of Planning, Housing and Infrastructure (DPHI) to fund a Housing Strategy for the Cowra LGA under the Regional Housing Strategic Planning Fund (round 2). In February 2024, Cowra Council was notified that the grant application was successful. Attachment I to this report includes a FAQ sheet about the grant program for Council's information.

In March 2024, Environmental Services called for expressions of interest from suitably qualified and experienced Planning consultants to assist Cowra Council with the preparation of the Cowra Housing Strategy. Local planning consultants Currajong have been selected to deliver the project.

This report provides Council with an introduction to the project including the proposed methodology and timeframes for the delivery of a Draft Housing Strategy.

### Project Background

The preparation of the Cowra Housing Strategy is a strategic planning exercise that aims to investigate key issues and trends impacting on housing supply in our local area and will provide recommendations on a variety of housing matters for future action by local and state governments and other key stakeholders.

Housing Strategies are compulsory strategic planning documents for metropolitan councils, but not for regional Councils at this stage. Similar to Cowra, many regional Councils are however beginning to prepare Housing Strategies for their LGAs as a proactive measure to ensure local strategic planning is responsive to existing and emerging housing supply challenges. It is through the preparation of a Local Housing Strategy that Councils can work collaboratively with the local community, relevant government agencies and the private sector to develop a planning framework that addresses the housing supply needs of their shire.

NSW DPHI has developed a 'Local Housing Strategy Guideline' which provides guidance to NSW Councils on the process for preparing a Housing Strategy. A copy of this Guideline is included in Attachment 2 to this report for Council's information. The Cowra Housing Strategy is intended to be prepared in accordance with the Guideline and subject to the Project Plan as detailed within this report.

The Cowra Housing Strategy will focus on Cowra Township as the main centre for residential activity but will also investigate key requirements for the eight villages in our Shire, which are also important locations for housing.

### **Project Methodology**

As part of the commencement of the project, Currajong has been working with Council's planning team to refine a Project Plan which maps out key milestones and establishes timeframe objectives for key deliverables to ensure the Strategy can be delivered in accordance with the conditions of the grant funding. The project is required to be completed and acquitted by April 2025 which requires a committed response to the delivery of identified project milestones.

A copy of the Project Plan for the Cowra Housing Strategy is included in Attachment 3 to this report. This Council is asked to note:

- Milestone 1 has been completed.
- Milestone 2 has been commenced and is nearing completion.
- Milestone 3 has been commenced, and this report provides Council with further details of the proposed arrangements for early stakeholder engagement and consultation with the community.

The timeframes for the completion of key milestones will be managed by Council's Town Planning team with a degree of flexibility, but with a focus on ensuring a completion date of April 2025 is achieved. Council will be kept up to date with regards to the progress of the project.

The project methodology accounts for the upcoming Local Government Elections which will result in Council entering a care-taker mode period during the months of August and September. As this is a significant strategic project for Cowra, the draft Housing Strategy is not intended to be reported to Council for public exhibition endorsement until after the new Council is elected.

The project methodology also accounts for an extended exhibition phase should this key milestone fall close to the Christmas holiday period. Whilst Council's Community Participation Plan requires a minimum 28-day exhibition period, NSW DPHI has advised that a minimum 7-week exhibition period would likely be required.

The Project Plan has been provided to NSW DPHI who have confirmed that it provides an acceptable approach to the proposed delivery of the Cowra Housing Strategy.

### **Project Milestone No. 3 – Early Stakeholder Engagement**

Project Milestone No. 3 relates to early stakeholder engagement and in particular:

- Meetings with relevant Council staff.
- Stakeholder / agency engagement.
- Community Survey

- One-on-one sessions with the community (booked).
- Councillor workshop.

By completing the above consultation processes prior to the preparation of the Draft Housing Strategy, the project team hopes to gain a better understanding of key issues, trends, challenges and opportunities for housing supply in the Cowra LGA. The findings of early consultation will then be considered and incorporated as necessary into the preparation of the draft Housing Strategy.

Owing to the tight timeframes in the Project Plan, the project team has already commenced some of the key tasks associated with the early engagement process, and particular:

- Emails were sent to key government agencies on 22 May 2024 with an invitation to supply relevant information and participate in a meeting with the project team. Refer Attachment 4 for a list of invitees.
- Email invitations were sent to key local businesses, organisations and individuals (identified to be key stakeholders in the local housing market) with an invitation to participate in a meeting with the project team. Refer Attachment 4 for a list of invitees.

Note - If relevant stakeholders have been omitted from the list in Attachment 3, Council is asked to notify Environmental Services so that the project team can make necessary arrangements to ensure these stakeholders are provided with an opportunity to participate.

The remaining engagement tasks, still to be completed / organised include:

- A short online survey has been developed inviting all members of the community to participate. The survey asks a series of targeted questions, takes only a few minutes to complete, and will be available for the community to access through Council's website and social media channels. A copy of the survey is included in Attachment 5. Subject to Council's endorsement of this report, the survey is intended to be released for community participation by Friday 28<sup>th</sup> June 2024 and will be open for a period of 6 weeks.
- The project team will be available for one-on-one information sessions with interested persons, booked through Council's Environmental Services Department.
- The project team will arrange for a media release giving details of the Cowra Housing Strategy, the early engagement processes and an invitation for written submissions from the general public on any issue related to housing in the Cowra Shire.
- A Councillor Workshop will be arranged at a suitable date and time. The workshop is intended to be held at the conclusion of the early engagement phase to allow key findings to be presented for discussion. The workshop will also provide opportunity for Councillor input prior to the preparation of the Draft Housing Strategy.



Further public consultation will be completed once the Draft Cowra Housing Strategy has been completed later in 2024. The exhibition of the Draft Strategy will be subject to Council's endorsement and is to be completed in accordance with the requirements of the Cowra Community Participation Plan.

### **Summary**

Cowra Council has received funding from NSW Department of Planning, Housing and Infrastructure for the preparation of a Housing Strategy for the Cowra Local Government Area. The project is funded under the Regional Housing Strategy Planning Fund (Round 2). Local planning consultants Currajong have been engaged to assist Council with the delivery of the project.

The Cowra Housing Strategy will focus on Cowra Township as the main centre for residential activity but will also investigate key requirements for the eight villages in our Shire which are also important locations for housing.

As part of the commencement of the project, Currajong has been working with Council's planning team to refine a Project Plan which maps out key milestones and establishes timeframe objectives for key deliverables to ensure the Strategy can be delivered in accordance with the conditions of the grant funding. The project is required to be completed and acquitted by April 2025 which requires a committed response to the delivery of identified project milestones.

The project is tracking well in accordance with the Project Plan and has the support of the NSW Department of Planning, Housing and Infrastructure. The project has reached a stage where early engagement with key government agencies, local stakeholders and the general community is being carried out, or is ready to be carried.

Council will be kept up to date with further reporting as the Cowra Housing Strategy project continues to progress into the later stages of 2024 and early stages of 2025.

### **ATTACHMENTS**

1. Cowra Housing Strategy 2024 - Regional Housing Strategic Planning Fund [↓](#)
2. Cowra Housing Strategy 2024 - Local Housing Strategy Guideline [↓](#)
3. Cowra Housing Strategy 2024 - Project Timeline [↓](#)
4. Cowra Housing Strategy 2024 - Stakeholder Agency Contact List [↓](#)
5. Cowra Housing Strategy 2024 - Community Survey [↓](#)

**Department of Planning, Housing and Infrastructure**

## Frequently asked questions



## Regional Housing Strategic Planning Fund

This document answers frequently asked questions about round 2 of the Regional Housing Strategic Planning Fund, the NSW Government's fund to help regional councils plan for new housing.

### What is the Regional Housing Strategic Planning Fund?

The NSW Regional Housing Strategic Planning Fund was established in 2022. It is a \$12 million competitive grants program that helps regional councils plan for new housing, including housing that is affordable, diverse and resilient to natural hazards. It does so by providing funding to enable and accelerate the delivery of strategic planning projects, technical studies and policies for housing.

Since the program's launch in August 2022, there have been 2 rounds of funding which have invested \$6.88 million in 36 projects across regional NSW.

### How much funding was available in round 2?

A total of \$3 million in funding was available in round 2. Funding of \$20,000 to \$250,000 excluding GST was available for each project.

### What are the program objectives for round 2?

The objectives of the fund are to support eligible strategic planning projects that:

- enable and accelerate new housing capacity and the delivery of zoned and 'development-ready' residential land in regional NSW
- support new housing capacity in regional NSW and enable future development by resolving issues and constraints
- better align and coordinate housing and infrastructure delivery
- support more housing choice and the availability of affordable and diverse housing in regional NSW
- make housing in regional NSW more resilient to natural hazards and other potential shocks and stresses
- empower and support local councils to plan strategically for future housing supply.

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**Department of Planning, Housing and Infrastructure****Frequently asked questions****Who was eligible to apply for Regional Housing Strategic Planning Fund round 2 funding?**

All 95 regional NSW councils outside of Greater Sydney were eligible for funding. Refer to the program guidelines on the [program website](#) for a list of eligible councils.

Councils could apply both individually and in groups of 2 or more councils, as well as for projects delivered in partnership with other non-council organisations.

**What types of projects were eligible for funding?**

The Regional Housing Strategic Planning Fund targets a range of strategic planning projects, investigations and technical studies that are consistent with the aim and objectives of the fund.

This includes:

- subregional and local planning strategies such as local housing strategies or growth management strategies
- affordable housing strategies and affordable housing contributions schemes
- technical studies that help identify residential lands
- structure plans or precinct master plans for lands with a significant residential component
- preparation of local environmental plan amendments that facilitate a significant housing or affordable housing opportunity
- infrastructure needs analysis, servicing strategies or infrastructure contributions plans that will better align infrastructure and housing delivery
- detailed planning and design guidelines such as amendments to development control plans
- projects that identify solutions to broader issues that have implications for the location and delivery of future housing supply
- any other strategic planning, policy or technical study that addresses the broader program objectives.

**When was the application period for round 2?**

Applications for round 2 opened on 8 August 2023 and closed on 29 September.

**How were projects assessed and evaluated?**

The Regional Housing Strategic Planning Fund has a competitive merit-based selection process, and all applications were assessed on their merits against the program criteria.

## Department of Planning, Housing and Infrastructure

### Frequently asked questions



Projects were assessed in 3 stages. The first stage was an eligibility assessment by the department to ensure projects met all eligibility criteria. The department also conducted a strategic review and provided written advice to the assessment panel on projects' strategic alignment and impact.

The second stage was a multicriteria assessment. An expert panel made up of independent third-party panellists and a departmental subject matter expert assessed all eligible applications against the program objectives and assessment criteria. The expert assessment panel made recommendations to an interagency committee made up of NSW Government representatives, who reviewed and endorsed the assessment panel's recommendations.

The Minister for Planning and Public Spaces made the final decision to award funding based on the recommendations from the expert panel and interagency committee.

The assessment process was overseen by an independent probity advisor.

#### What were the assessment criteria?

Applications were assessed against the following criteria to give them a weighted score out of 100:

- program aims and objectives (20%)
- strategic alignment (20%)
- project impact (30%)
- project scoping requirements (20%)
  - project scope (5%)
  - delivery timeframe (5%)
  - capability to deliver (5%)
  - governance and risk management (5%)
- value for money (weighting 10%).

To ensure an equitable and geographic spread of program funding, councils that did not receive funding in round 1 could be prioritised for funding by the assessment panel.

#### How many projects are being funded through round 2?

16 projects have received \$2.93 million in funding through round 2. Funded projects include a range of projects to plan strategically for future housing supply, including local housing strategies, master and structure planning for new residential developments, and infrastructure servicing strategies. Round 2 projects will support the delivery of an estimated 23,769 homes.

## Department of Planning, Housing and Infrastructure

### Frequently asked questions



You can find details of the funded projects on the [program website](#).

#### Could councils who received funding in round 1 apply again in round 2?

Councils could apply again for funding in round 2, regardless of whether they were successful or unsuccessful in round 1. Councils who received round 1 funding could only apply for funding for a new project and not for additional funding for their round 1 project.

2 councils that received funding in round 1 also received funding in round 2 – Clarence Valley Council and Bega Valley Shire Council.

#### What happens now that round 2 funding decisions have been announced?

The department has contacted successful applicants. We will issue successful applicants with a funding agreement that sets out:

- their obligations
- the schedule of project milestones based on the project plan in the application
- agreement on project governance arrangements
- mandatory progress and financial reporting to the department.

Successful applicants have to return the signed funding agreement and an invoice for the payment of the grant to the department. Following receipt of funding, successful applicants will have 12 months to deliver their projects.

#### Why were some applications unsuccessful in securing funding in round 2?

Round 2 of the Regional Housing Strategic Planning Fund generated a lot of interest and the selection process was highly competitive. We received 64 applications for funding that far exceeded the available funding.

Some projects were not selected because they:

- did not meet program eligibility criteria (for example, projects that were not an eligible project type or the applicant had exceeded the permissible number of applications per round)
- included an inadequate level of detail and only high-level responses to assessment criteria, and did not provide a clear justification of why the project is needed or how it would achieve the program objectives
- did not include an adequately detailed project plan or appropriate supporting documentation.

**Department of Planning, Housing and Infrastructure****Frequently asked questions**

The Regional Housing Strategic Planning Fund team will contact all applicants directly with the assessment panel's comments on their applications. Unsuccessful applicants can contact the team to request further feedback on their applications.

**How will this funding help improve housing supply, affordability, diversity and resilience in regional NSW?**

The aim of the grant program is to support eligible strategic planning projects that enable and accelerate new housing capacity and deliver zoned and 'development-ready' residential land in regional NSW.

Delivering the homes that regional NSW needs requires a long-term vision. As regional communities grow, change and face new challenges, including climate change, the types of housing they need and the best locations for housing will change.

Strategic planning is the process of planning for future development and creating the framework of rules that determine where, what and how development occurs.

Supporting regional councils to fully develop their strategic frameworks will help them plan for and better meet the needs of regional communities and ensure that regional NSW has a pipeline of new housing that is well located, supported by appropriate infrastructure and appropriate to the local community and its needs.

**Will there be future funding rounds?**

\$6 million in funding remains for future rounds. We will make a further announcement regarding the next funding round in 2024.

**What were the outcomes from round 1?**

Round 1 of the Regional Housing Strategic Planning Fund closed in September 2022 and provided \$3.9 million to fund 20 projects across 19 regional councils. Projects funded in round 1 included a broad range of planning strategies, planning proposals, technical studies, design guidance and infrastructure contributions plans to help support and accelerate new housing supply. Visit the [program website](#) to view a list of projects.

**What is the status of projects funded in round 1?**

Round 1 projects are currently underway and will be completed in early 2024. Round 1 projects will support the delivery of approximately 40,000 homes. This includes new housing capacity that projects will create and existing capacity that projects will help unlock by addressing barriers to development.

**Department of Planning, Housing and Infrastructure**

## Frequently asked questions

[How can I find out more information?](#)

For more information, visit the [program website](#).

You can also contact the Regional Housing Strategic Planning Fund team at [regional.housing@dpe.nsw.gov.au](mailto:regional.housing@dpe.nsw.gov.au).





# ***Local Housing Strategy Guideline***

*A step-by-step process  
for producing a  
local housing strategy  
2018*



**Planning &  
Environment**



## Local Housing Strategy Guideline

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## Contents

|   |           |
|---|-----------|
| <i>Executive Summary</i>  | <i>1</i>  |
| <i>The Steps to Produce a Local Housing Strategy</i>                          | <i>2</i>  |
| <i>The Value of Local Strategic Planning</i>                                  | <i>3</i>  |
| <i>Step 1 Establish the Background and Context, Analyse the Evidence Base</i> | <i>4</i>  |
| <i>Step 2 Establish the Vision, Objectives and Evaluate the Options</i>       | <i>12</i> |
| <i>Step 3 Implementation, Consultation and Delivery</i>                       | <i>16</i> |
| <i>Step 4 Monitoring, Reporting and Reviewing</i>                             | <i>18</i> |
| <i>Appendix A - Local Housing Strategy Template</i>                           | <i>20</i> |



## Executive Summary

This guideline has been produced to support councils to develop their Local Housing Strategies. The guidance is intended to assist local authorities in setting a clear plan for housing in their area, over the next 10 and 20 years.

Local Housing Strategies tie council's vision for housing with State Government led strategic plans. They present council's response for how the housing components of District and Regional Plans will be delivered locally. Where housing targets (including affordable housing targets) are part of Regional or District Plans, these should be addressed in the Local Housing Strategy.

In developing a Local Housing Strategy, councils will consider the evidence base including demographic factors, the supply and demand for housing, and local land use opportunities and constraints, among other factors.

To promote the efficient use of land and infrastructure, Local Housing Strategies should align housing growth with supporting infrastructure and social services, such as schools, health facilities and public transport. This approach can efficiently use existing infrastructure and plan for future needs.

Councils will lead the preparation of Local Housing Strategies and are encouraged to consider the means for implementation at an early stage. Councils should discuss potential planning proposals with the Department of Planning and Environment's Regional Team at the earliest opportunity.

Where possible, planning proposals can be prepared concurrently alongside the Local Housing Strategy.

The preparation of a Local Housing Strategy should not prevent councils from continuing to prepare planning proposals required to meet current housing needs.

The Local Housing Strategy Guideline sets out an approach that councils may choose to follow. The Local Housing Strategy Template (Appendix A), contains the structure that councils within Greater Sydney will need to use. For regional councils, variations

to the template may be approved by the Department if sound justification for the departure is provided.

The final part of a Local Housing Strategy relates to monitoring and reviewing the local housing outcomes. When the evidence base or planning context changes, councils should update their Local Housing Strategies to ensure that they continue to plan effectively for local housing needs into the future.

While housing is directly linked to important planning issues such as employment and infrastructure, the Local Housing Strategy and this guideline focuses solely on housing. Local strategic planning processes will also consider issues such as employment, open space, and infrastructure provision. These elements can be part of Local Strategic Planning Statements, prepared by council. The Department has developed guidance for the suggested structure and content for Local Strategic Planning Statements.

## The Steps to Produce a Local Housing Strategy

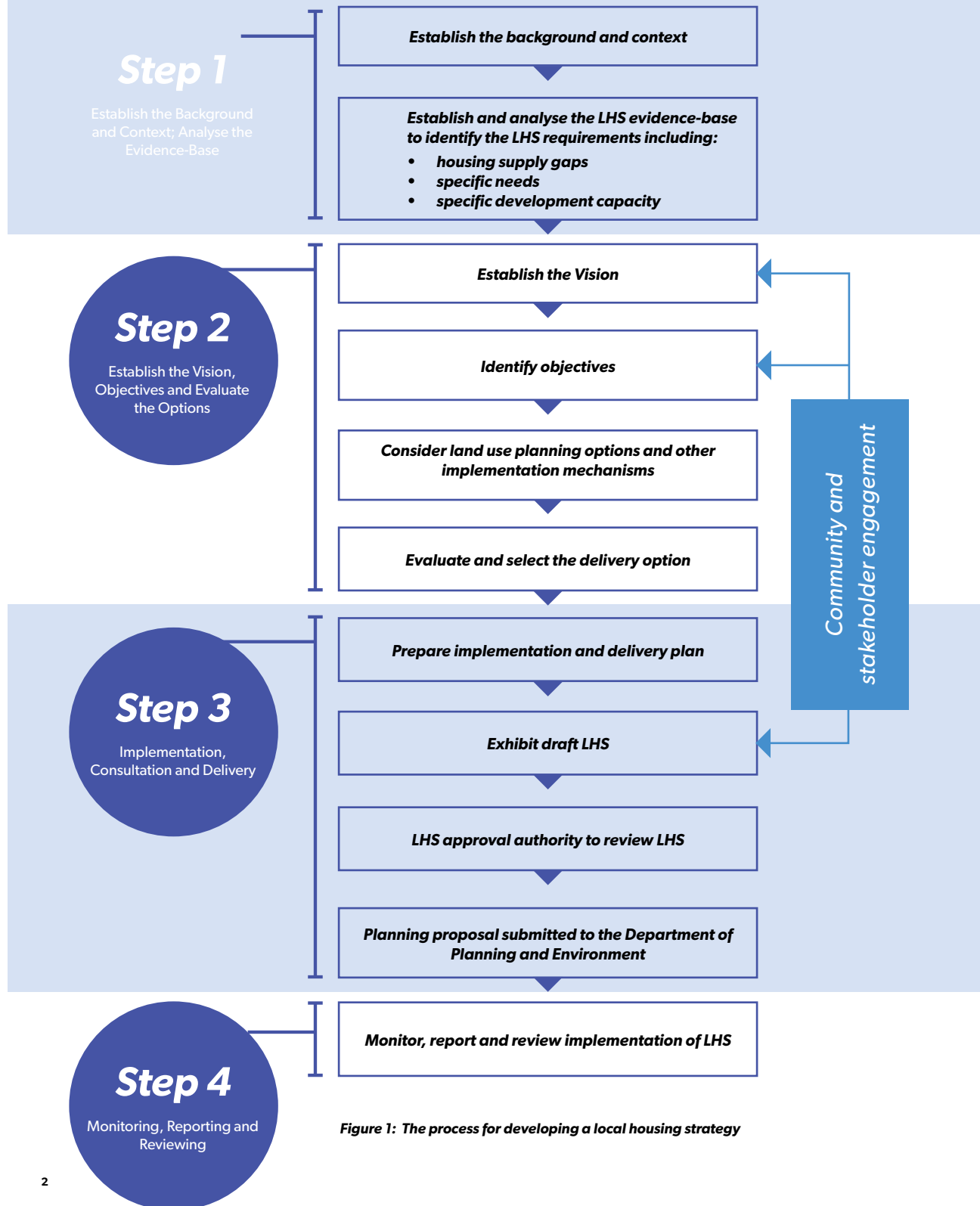


Figure 1: The process for developing a local housing strategy



## ***The Value of Local Strategic Planning***

Strategic planning is the basis of the NSW planning system. Strategic plans tell the story of a place: its background and history, its vision and aspirations for the future and plans to achieve these.

*The Environmental Planning and Assessment Act 1979* provides for plans at the Regional and District level. Councils have the local knowledge and expertise in strategic planning that is necessary to translate higher-order planning objectives in Regional and District Plans into implementable plans at the local level.

Local Housing Strategies (LHS) are one output of this local strategic planning process. They are strategic plans for housing in local government areas. They are produced by councils with input from the community and set the framework for the local government area's housing development.

An LHS provides councils and communities the opportunity to develop a strategy that influences how and where they will grow to support a growing population, ageing community, and a change in household structure.

Each council and their community will have the opportunity to establish a preferred outcome so that future growth can be delivered in line with the relevant Regional and District Plans.

By responding to the Regional and District Plans, councils will better integrate local level planning for housing with broader State and regional plans for infrastructure, employment, open spaces and other elements of the built and natural environments. Long term plans for housing will also better accommodate growth that is higher or comes sooner than expected.







## Step 1

*Establish the Background  
and Context, Analyse the  
Evidence Base*

Step 1 in the process is focused on the local context and background, and analysing the evidence base to inform the next steps in the strategic planning process.

The main parts of this process are:

- the planning and policy context;
- the LGA snapshot; and
- an analysis of the evidence base.

Councils should meet with the Department of Planning and Environment regional team as soon as the decision is made to commence an LHS, to discuss the LHS scope, process and timeframes.

## 1.1 Planning and policy context

LHSs will be developed within the planning and policy context of the day. This includes the federal, state and local government legislation, State Environmental Planning Policies, Regional and District Plans and policies relating to planning, housing, infrastructure, and employment for the LGA (see Figure 2).

Councils will lead local strategic planning in their LGAs, which will include the development of Local Strategic Planning Statements. The statements will complete the strategic planning hierarchy and will set out the land use vision, priorities and actions for the local area. The Department has developed guidance for the suggested structure and content for Local Strategic Planning Statements.

While the focus of LHSs is housing, it is necessary to integrate planning for housing with broader local planning for infrastructure, employment and open space provision. Accordingly, LHSs may sometimes be developed alongside other council strategic plans. This Guideline forms part of the local planning toolkit where it is indicated in the relevant Regional Plan<sup>1</sup>.

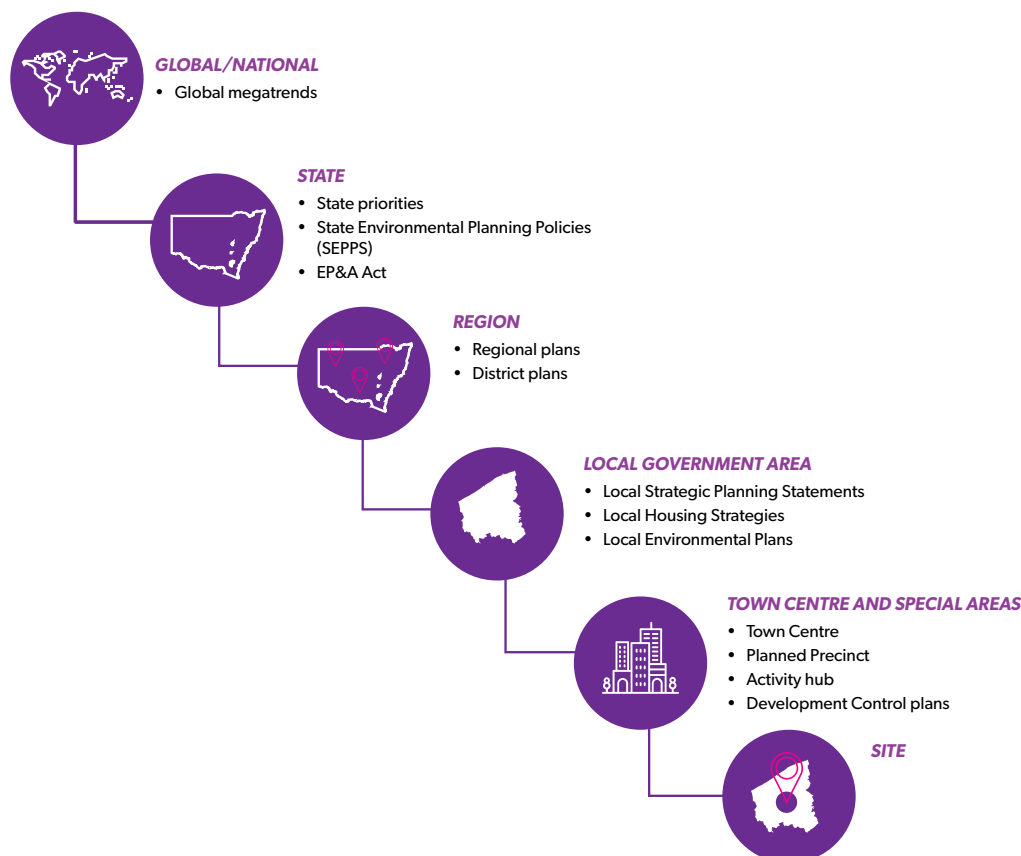


Figure 2: Local Housing Strategies in context





## 1.2 LGA Snapshot

The LGA snapshot should comprise an overview and description of the area. It should consider the urban structure of the LGA and its role in the District and Region, including any cross boundary issues. It should identify social, environmental, and economic factors that are relevant to the LGA, or the wider region where relevant. For example, the transport network, centres, bushfire or flooding risks, heritage, or a significant industry-base within the LGA, or a neighbouring LGA.

The LGA snapshot can outline the work that councils have done to encourage housing supply. This may include working with State agencies to deliver land release areas or renewal in established areas. The LHS should also include a consideration of the existing housing stock in terms of its location, type, and tenure.

The LGA snapshot should acknowledge the infrastructure that is needed to support housing. It should identify the existing infrastructure, such as public transport (mode, routes and capacity), schools and health services (public/private, location, specialty, capacity), that support housing in the area and any planned and committed infrastructure projects. Where possible it should identify the capacity of the existing and future planned infrastructure, noting the additional capacity that will be created by future infrastructure to support additional housing.

## 1.3 Establishing the evidence-base

Establishing the evidence-base enables the identification of where housing supply is adequate and where gaps will need to be addressed by delivering new housing or housing of a specific type.

The evidence-base may include consideration of factors beyond the LGA, such as work travel and migration patterns.

There are four components to consider when establishing the evidence-base:

- Demographic indicators of social and economic factors
- Housing demand trends and diversity
- Housing supply trends and diversity
- Land use opportunities and constraints.

### 1.3.1 DEMOGRAPHIC INDICATORS

Analysis of demographic indicators and projections provides insights into the current and future housing needs of the LGA's population. Information about the LGA's population change over time, age structure and household types should be considered in the preparation of an LHS. The indicators should be examined in the context of other relevant LGA information and compared with State or national level data. Data may also be required at a lower level, such as by suburb, to plan for the different parts of an LGA.

The information sources listed below should be used in the preparation of an LHS and can be supplemented with council's own data sources.



### POPULATION AND HOUSEHOLDS

The NSW Population Projections Data<sup>1</sup> and the NSW Household and Dwelling Projections Data should be used to consider the following factors:

- Population change: the historic and current populations and the projected population change, and the drivers of population change.
- Population age: the population by age grouping and the projected change over time.
- Dwelling requirements: the projected dwelling requirement.
- Households: the total number of households and how this has changed and is projected to change over time.
- Household types and family composition: the household types, such as lone parent, couples with or without children, and group households, and how these are projected to change over time.
- Average household size: the average household size for the LGA and how this is projected to change over time.

The Australian Bureau of Statistics (ABS) Community Profiles provide a thorough statistical picture of an area, providing data relating to people, families and dwellings. The Time Series Profile presents data from three Censuses, allowing meaningful comparisons to be made. Census data can provide information about the population and housing context with regard to factors including:

- Dwelling structure
- Number of bedrooms
- Tenure and landlord type
- Household income.

The Department of Family and Community Services (FACS) 'NSW Local Government Housing Kit'<sup>™</sup> can assist councils to understand housing needs and issues in their region. The database includes timeseries data and provides information on a range of housing topics including: public housing stock; Commonwealth Rent Assistance; proportions of affordable rental and purchase for various income levels and housing stress, being defined as households incurring housing cost above 30% of their equivalised household income. The Rent and Sales Report<sup>®</sup>, also produced by FACS includes timeseries data and is the sole authoritative source of data on NSW rent movements.

### 1.3.2 HOUSING DEMAND

The analysis of housing demand should include a consideration of market preferences including where people want to live in the LGA and in which types of homes. Councils in Sydney can refer to the housing market areas set out in research by UNSW<sup>4</sup>.

Housing demand will be influenced by factors in the broader housing market generally and by factors that influence demand for housing within local housing markets. These influences include household growth, infrastructure availability, local and regional amenity, employment opportunities, taxes, interest rates and immigration, many of which are outside of the control of local government.

Establishing housing demand requires an analysis of the:

- Underlying demand – which is the theoretical 'need' or number of new homes required based on the projected number of households. The level of underlying demand is primarily driven by migration and demographic factors; and
- Effective demand – which is the size, type and location of dwellings that people are willing and able to buy and rent. Councils may wish to consider both the 'stated' housing preferences (through a survey for example) and 'revealed' preferences, being the types of homes people actually choose.

Housing for particular needs also needs to be considered in the development of an LHS, including:

- seniors and people with a disability
- affordable rental housing
- students.

A consideration of social housing wait times should also be used to inform the understanding of housing demand. FACS releases information on the expected social housing waiting times by geographic regions. If the LGA includes social housing dwellings, councils may wish to discuss the potential redevelopment of elements of the portfolio with Land and Housing Corporation to help increase social housing supply.

### DEMAND FOR AFFORDABLE HOUSING AND HOUSING AFFORDABILITY

LGAs will have differing demand for affordable housing and housing at a variety of prices.

Housing affordability refers to the capacity of individuals or households to enter the rental and privately owned housing markets, whereas affordable housing is defined in the *Environmental Planning and Assessment Act 1979* (the Act).

The *State Environmental Planning Policy (Affordable Rental Housing) 2009* (AHSEPP) defines a household to be a very low income household, low income household or moderate income household if the household has a gross income that is up to 20% above the median household income for the Greater Sydney Region (according to the Australian Bureau of Statistics) and pays up to 30% of that income in rent. In considering the demand for affordable housing councils may wish to consider aspects such as existing affordable stock, incomes, rent and sale prices, housing stress, employment and homelessness.

### AFFORDABLE LIVING

To complement the consideration of affordable housing and housing affordability, councils may wish to consider the concept of affordable living. Affordable living recognises that there are additional costs for households associated with housing choices, besides rental or mortgage payments. The location and type of dwelling can impact ongoing household costs including costs related to transport and energy consumption. In some cases, these costs may offset the benefits of lower mortgage or rental payments. While affordable housing and housing affordability are measured by the cost of housing relative to income, affordable living considers the cost of housing in conjunction with the cost of accessing employment, services, and utilities.



### DEMAND FROM LOCAL WORKERS

In preparing an LHS councils should also consider the sources of employment for very low, low or moderate income earners who perform an important service within an area, but are unable to live nearby due to price constraints. The industries which these local workers are part of will vary, depending on location.

### 1.3.3 HOUSING SUPPLY

Housing supply is considered in terms of the total supply of housing and the amount of new housing.

For councils within Greater Sydney, the Department of Planning and Environment's Sydney Housing Supply Forecast<sup>vi</sup> provides information on where, when, and how many new homes are likely to be built. The forecasts are used across Government to inform infrastructure planning and service delivery to support new housing development. They also inform decisions on future land use zoning to ensure adequate levels of new housing supply are maintained.

The Forecast is one indicator of the extent to which additional demand can be met within existing planning controls and economic conditions. The Forecast takes into account current residential developments that are either under construction or approved, as well as analysis of likely future development under current zoning and planning controls. The Forecast also takes account of information gathered from local councils and industry.

For Sydney councils, detailed contemporary monthly data for both dwelling approvals and dwelling completions are available via the Metropolitan Housing Monitor Sydney Region and the Housing monitor reports. Councils in the Hunter and Illawarra

Regions should discuss the local housing monitor programs with the Department's relevant Regional Team. Presently, a Department of Planning and Environment generated housing supply forecast is not available in other parts of the State. Councils outside of Sydney may consider preparing a forecast of housing supply to inform their LHSs.

Establishing the housing supply that is already available in the LGA, considers an analysis of:

- amount and type of current and planned housing stock
- rental vacancies (where possible) and vacancy rate
- price and type of dwellings for sale
- capacity within the existing land use controls for additional housing
- potential displacement of existing housing due to redevelopment.

### CURRENT AND PLANNED HOUSING

Current and planned housing includes provision of new housing from submitted development applications and commenced but not yet completed developments.

There will also be housing capacity created by state and local government actions, including:

- planning proposals,
- land release areas, especially serviced lots, and
- approved Planned Precincts, State Significant Precincts and Urban Renewal Corridors.



**CAPACITY OF EXISTING LAND USE CONTROLS**

Councils will need to identify the theoretical development capacity in their existing land use controls i.e. the number of additional homes permissible under the current planning controls.

There are many approaches to determining development capacity, however it essentially involves comparing the number of existing dwellings and the number of dwellings that would be delivered if the current land use controls were fully developed. The differential in dwelling numbers equates to development capacity. This analysis should also consider whether any of the existing planning controls (such as floor space ratios) are unnecessarily impeding the development of housing.

The theoretical development capacity then needs to be compared with what is likely to happen over the timeframe of the LHS, taking into account the feasibility of development and likely take up rates of the capacity identified. This consideration can be informed by:

- the number of sites that have development capacity and how much capacity will be used (assuming that a certain proportion may never be developed)
- the development approval and construction/occupation certificate data, which will help indicate the rate and types of housing that has been, and is likely to be, delivered
- input from the local development industry.

A housing supply forecast of the likely future rate of development under the current land use controls can then be made. The forecast can be compared with the housing demand data to identify supply gaps.

**STATE GOVERNMENT-LED REGIONAL AND DISTRICT PLANNING**

The LHS will need to respond to State Government initiatives that increase housing supply, including proposals in relevant Regional and District Plans. The State Government may deliver major housing development opportunities via:

1. Planned Precincts, State Significant Precincts and Urban Renewal Corridors that involve targeted rezoning and direct coordinated funding and delivery of supporting infrastructure
2. Investigation Areas where the State Government can work with local government to deliver on the housing requirement of Sydney
3. Urban transformation projects led by Urban Growth NSW and Transport for NSW that involve the development of large sites and significant amounts of government-owned land alongside the provision of new transport infrastructure
4. Land and Housing Corporation Developments by the NSW Land and Housing Corporation (LHC)<sup>vi</sup> which is responsible for the management of the NSW Government's social housing portfolio

5. Surplus Government land. These sites may also present future housing opportunities.

The LHS will need to acknowledge any State government-led development programs identified within the LGA, and note the areas and the amount of housing that the programs aim to deliver.

**1.3.4 LAND USE OPPORTUNITIES AND CONSTRAINTS**

Different land use opportunities and constraints should be analysed across the LGA to identify areas with development capacity. In identifying and analysing the relevant opportunities and constraints for housing, alignment with the Regional or District Plan is a key consideration, along with the capacity of existing and planned infrastructure to support growth.

Opportunities may include:

- Existing residential development – type, age, dwelling density, condition, ownership pattern, urban design, scale, form and amenity
- Transport infrastructure – road, rail, light rail, bus, ferry, cycleways
- Urban form and liveability – scale, form, character, open-space, connectivity, walkability
- Employment centres – retail centres, business and industrial centres
- Social infrastructure – schools, parks, health services.

Constraints may include:

- Environmental factors – riparian zones, contaminated lands, hazardous activities, high fertility soils
- Natural hazards - flooding, tidal inundation, bushfire, slope, unstable land
- Incompatible uses – heavy industry, sewage plant, high voltage transmission lines, aircraft noise, agricultural land
- Lack of financial feasibility – due to market forces or planning controls
- Utility service availability – water, sewer, drainage, electricity, gas, telecommunications
- Conservation resources - places of ecological, scenic, heritage or archaeological value.

**INFRASTRUCTURE**

Providing the right infrastructure at the right time is key to supporting the development of housing throughout NSW. The importance of using existing and proposed infrastructure effectively needs to be understood to inform the development of an LHS.

Councils have a role in aligning delivery of local housing with infrastructure delivery through the funding of infrastructure via, for example, development contributions, grants, budget allocations, user fees and charges, and public private partnerships.



Regional Plans and District Plans are prepared with regard to any 20-year State infrastructure strategy, 5-year infrastructure plan and sectoral State infrastructure strategy statements. It is important for LHSs to be aligned with the infrastructure directions set out in these strategic plans to address the future population's needs. In some cases, the provision of new infrastructure projects by the State government and councils will be critical to delivering new housing supply. In other cases, an LHS will be able to direct housing growth to make better use of existing infrastructure.

Councils should engage with State government infrastructure agencies throughout the development of the LHS to ensure that current and future projects are incorporated into the LHS, and that the LHS is aligned with the provision of infrastructure and services. The Department can help facilitate council discussions with Government infrastructure agencies.

Finalised LHSs will assist infrastructure agencies by setting out where the long term housing growth is planned.

## 1.4 Analysing the evidence-base

The analysis of the evidence-base will provide insights about the demand for and likely delivery of housing in the LGA. It needs to determine if there are any gaps in housing supply and what is required, or is likely to be required, so that new housing supply can be facilitated to address those needs.

The evidence-base analysis needs to identify:

- gaps in general housing supply
- gaps in housing for specific needs – such as housing diversity and affordable rental housing
- any barriers to supply such as high land fragmentation or limited feasibility
- the areas with development capacity.

### 1.4.1 HOUSING SUPPLY GAPS

Some areas will be expected to meet or exceed the dwelling supply required by the future population. This positive outcome will place downward pressure on housing prices and will better allow the market to respond to unanticipated additional demand that arises from a major infrastructure project, for example.

If the forecast housing supply is lower than the projected housing need there is a gap between the housing supply and demand. The District Plans establish that the LHS is the mechanism for quantifying, and responding to identified gaps in housing supply across the LGA.

The analysis of demographic, housing and affordability data may also reveal the need for specific housing for key groups. It is important that the LHS aims to deliver a range of housing types at different price points to help meet local needs. The District Plans note that affordable housing is a key issue in Greater Sydney as

house prices have risen over the past decade in comparison to income growth. Many Regional Plans also recognise this issue and contain actions to support a greater supply of affordable housing.

### 1.4.2 IDENTIFYING DIFFERENT AREAS WITH DEVELOPMENT CAPACITY

Analysis of the multiple opportunities and constraints factors across the LGA, from the evidence base established in 1.3.4, should identify different areas with capacity for development.

Development opportunity areas may consist of areas within the LGA that:

- are in council's view able to accommodate more development due to having strategic, environmental, amenity and/or infrastructure capacity, or
- have been identified under State Government regional and district planning processes.

Developmental opportunities will be constrained by areas that:

- need to be conserved for reasons of cultural, environmental or heritage significance
- have less capacity to accommodate new growth.

### AREAS WITH DEVELOPMENT CAPACITY

Areas that are identified as having capacity for further development within 10 years will be the primary focus for councils who are predicting gaps between supply and demand for housing.

In Sydney, the Greater Sydney Commission will work with councils to develop 6-10 year housing targets. Significant work has been undertaken by the councils and the GSC as part of the Technical Working Group meetings.

Councils may seek to encourage housing that offers diversity and choice and discourage inappropriate housing types, such as rural-residential development, in certain areas. Councils should also consider the aims of Regional Plans in terms of providing housing that is located near centres, supports walkability and addresses diversity needs.

Additionally, some areas may be able to provide housing beyond the next ten years. These areas could be retained for future redevelopment and identified as such, so as not to make future redevelopment at higher densities difficult.

**AREAS TO BE CONSERVED AND ESTABLISHING FUTURE  
LOCAL CHARACTER**

The LHS should identify any areas that have been previously identified as having cultural, environmental or heritage significance. LHSs will also have the opportunity to identify areas that, for reasons relating to infrastructure capacity and amenity, will have less capacity to deliver new housing. Opportunities to identify existing and desired future local character will be important considerations for the delivery of housing needs. Generally, good design outcomes should not preclude some additional housing in these areas.

In association with this, councils will need to demonstrate an overall capacity to deliver enough and the right types of homes in the right locations. Councils will also need to consider how the desired future character of local areas and neighbourhoods will be achieved through strategic planning, development controls, and development assessment. This will be supported by guidance to be released by the Department on identifying and supporting local character through the planning system.





## Step 2

*Establish the Vision,  
Objectives and Evaluate  
the Options*

Step 2 is the process of identifying council's housing vision, the priorities for the council's stakeholders and its community, and identifying and evaluating the options for delivering new housing.

## 2.1 The housing vision

The housing vision for the local area will describe the community's priorities and aspirations for housing in the LGA over the next twenty years. The housing vision may be informed by council's broader strategic vision for the area, as expressed in its Community Strategic Plan or Local Strategic Planning Statement, when these are developed.

A vision recognises the story of a place – where it has come from, what it is like now, and what it will ideally be like in the future. It sets the benchmark against which decisions can be measured and assessed. The housing vision should be informed by the planning and policy context, LGA snapshot, and the evidence-base analysis, that are part of Step 1.

## 2.2 Identify stakeholder views and priorities

It is important for councils to understand the views of stakeholders. This process should involve a wide cross-section of stakeholders that is representative of the community.

Councils should aim to identify the views of stakeholder groups including (but not limited to) the local community, government agencies, housing providers, land owners, and the development industry. The stakeholders will often offer competing views, but will provide helpful information to councils prior to exhibition of the draft LHS.

The purpose of this stage of consultation is to establish:

1. the community and stakeholders' goals
2. the community's preferred land use planning approaches
3. The Government's infrastructure delivery priorities and plans from infrastructure delivery agencies.

## 2.3 The local housing strategy objectives

The LHS objectives are council's long term goals for housing in the LGA. The analysis of the evidence-base and the planning context (Step 1) should be considered alongside the stakeholder views to inform the development of LHS objectives.

The objectives will need to be consistent with the relevant Regional and District Plans. If any gaps in the housing supply have been identified, the objectives should include measures to close the gaps by providing for a sufficient supply of new housing.

Objectives should be based on consideration of:

- the demographic trends occurring in the area and how these trends will impact the quantity and form of housing required in the future
- the feasibility of delivering development within the capacity of the current LEP planning controls
- the quantity, type and affordability of existing housing in the area
- the gap between current needs and supply of rental accommodation for the very low income, low income and moderate income households
- the gap between underlying demand and supply for affordable purchase for the very low income, low income, and moderate income households.

The LHS objectives should include:

- Aligning the planned housing growth with the regional and district plans for housing, including housing and affordable rental housing targets (if applicable)
- Aligning housing growth with supporting infrastructure
- The amount and type of housing required to be delivered by the market to address a future 10-year need, and align with the 20 year strategic plan
- The amount and type of housing required to address particular needs, including:
  - affordable housing
  - adaptable housing
  - seniors and people with a disability
  - local workers
  - students
- Consideration of the areas within the LGA that:
  - have been identified under State Government regional and district planning processes for intensification, and the amount of housing they are intended to deliver;
  - are able to accommodate more development, due to having strategic importance, environmental, amenity and infrastructure capacity; or
  - are to be conserved for reasons of cultural, environmental, heritage or local character significance.





## 2.4 Land use planning approaches

The land use planning approach is a key part of the LHS and will ultimately inform council's planning controls. Council needs to ensure that the land use planning controls support the local government area's required housing development.

The evidence-base analysis (from Step 1) will inform the land use planning options that are able to deliver the LHS objectives. The relevant strategic plan will guide the LHS in terms of the appropriate approach. Strategic plans may direct councils to focus new housing growth around particular centres with public transport, to improve walkability, or to observe certain settlement planning principles for instance. In certain areas rural-residential style development may be appropriate whereas, for example, in other areas a focus on housing for seasonal workers may be more warranted. The LHS will need to respond to the particular directions in the relevant strategic plan.

The potential land use planning approaches to help deliver additional housing, could consist of, for example:

- concentration of development within existing urban centres
- increased densities across broader existing urban areas
- land release.

The LHS should include maps that outline the land use planning approach and indicate the locations and amount of growth expected across the LGA.

### BUILDING TYPOLOGIES

Part of the land use planning approach will include consideration of the building typologies that have the potential to deliver the amount and type of housing that is needed. Building typologies are the broad classifications of building types, such as low-density detached dwellings, medium-density townhouses, and high-density residential flat buildings.

It is important that the LHS includes a consideration of the expected building typologies in addition to the land use planning controls. This will assist the community and stakeholders to understand the likely built form outcomes of council's proposed planning control changes.

## 2.5 Selection of mechanisms

Planning mechanisms will generally be used to implement the LHS. Amendments to planning controls can help provide the conditions for industry to produce new housing. Whilst the options available to councils to facilitate the development of housing are broad, the primary mechanisms are likely to be through changes to the local planning controls via a planning proposal. Refer to the *Department's Guide to Preparing Local Environmental Plans and Guide*<sup>iii</sup> to Preparing Planning Proposals<sup>ix</sup> for more information about planning proposals. Changes to development control plans may also be required.

Councils should ensure that planning controls proposed in a planning proposal allow for sufficient housing development that is financially feasible. Housing development will only occur if it is both permitted under planning controls and financially feasible.

Councils should undertake a high-level consideration of the applicable planning policies and legislation that will apply to development under subsequent plans, such as the provisions of State Environmental Planning Policy 65 Design Quality of Residential Flat Development that outline the context for apartments. This will ensure that the LHS options are consistent with relevant policy and legislation from an early stage.

Non-planning mechanisms can also be used to implement LHS objectives. These generally involve council policies or initiatives directly involved in the delivery of housing, such as partnering with community housing providers or other organisations to deliver types of housing for groups with specific needs or housing development on council owned land.

The following issues should be considered when selecting the most appropriate way to implement the LHS objectives:

- is the mechanism (e.g. a planning proposal) appropriate, supportive and consistent in relation to other strategic planning goals at the local, regional or state level?
- would the adoption of the mechanism result in additional complexity in regulation?
- is the mechanism equitable? Does it unfairly disadvantage a particular group or individual?
- can the mechanism be adopted and implemented in a transparent manner?
- is there stakeholder support for the adoption of mechanism?
- does the mechanism support the principles of sustainability?

## 2.6 Planning mechanisms

The evidence-base analysis should include a consideration of the capacity for additional housing in the existing planning controls. This analysis should also identify any existing development standards or development control plan provisions that impede residential development. In some cases, these may be obvious, such as low dwelling density and large lot size, frontage and setback requirements. Often their impact may be unintentional, cumulative and vary with market conditions. Consultation with stakeholders in the development industry may be effective in identifying barriers of this type. The benefits of barrier removal will need to be balanced against urban design and planning considerations.

### CHANGES TO LOCAL ENVIRONMENTAL PLANS

The most common ways to facilitate the delivery of new market price housing are by increasing the permitted density of existing residential land and adjusting development controls to remove barriers impeding development. In some cases, non-residential

land may be appropriate to rezone, however each site would need to be considered on its merits and in light of the relevant District and/or Regional Plan.

The LHS evidence-base will have identified areas that have feasible additional development capacity. This may include existing residential areas in which dwelling density and the range of permissible housing types can be increased to deliver greater overall housing supply and diversity.

Amendments to land use zones (other than via a rezoning) can allow types of housing where they were not previously permissible. This might include allowing secondary dwellings, residential flat buildings, medium density development, or boarding houses in a broader range of zones.

Increased housing diversity may arise in response to such amendments. The resulting increased density may also improve the viability of retail, services and public transport and thereby improve amenity.

#### **CHANGES TO DEVELOPMENT CONTROL PLANS**

Councils may also be able to implement elements of their LHS through changes to development control plans. This could include amendments that encourage housing diversity by introducing separate standards to suit the characteristics of particular types of housing and particular locations. An example is the variation of car parking standards in areas with good public transport or walkability.

#### **2.6.1 MECHANISMS TO DELIVER SPECIFIC HOUSING TYPES**

Variations to local planning controls are currently applied by the State Environmental Planning Policies to encourage the delivery of different types of affordable rental housing and housing for seniors and people with a disability. Due to current housing affordability challenges in parts of the State there is growing interest in how councils may encourage the development of more affordable housing in their areas. It is important to consider the development of affordable housing approaches in the broader context of overall housing supply and affordability.

#### **INCLUSIONARY ZONING**

Inclusionary zoning mechanisms enable the consent authority to require contributions towards affordable housing where a need for such housing has been demonstrated. Countries including the United States and the United Kingdom have mandatory inclusionary approaches which support social inclusion in new housing developments and redevelopments.

In NSW inclusionary zoning is facilitated by Division 7.2 of the *Environmental Planning and Assessment Act 1979* which enables a consent authority to levy contributions for affordable housing where a local government area has a demonstrable need for affordable housing and the council is identified within a state policy. This policy is *State Environmental Planning Policy No 70 (Revised Schemes)* (SEPP 70).

To facilitate affordable housing through an inclusionary zoning policy a council must first seek inclusion within SEPP 70 by demonstrating a need for affordable housing within their local government area. The council is then required to develop an affordable housing contribution scheme in accordance with the principles set out in SEPP 70 and insert provisions within its Local Environmental Plan to give effect to the scheme. Councils need to ensure any inclusionary zoning schemes that will provide affordable rental housing are feasible for the market to deliver.

Affordable housing contribution schemes are already operating within the City of Sydney LGA, such as the Green Square Affordable Housing Program. The Department of Planning and Environment can advise councils in relation to potential inclusion in SEPP 70. By addressing any proposed inclusionary zoning in the LHS, council will give the market advanced notice of the proposed changes. This will assist the development industry in planning for future developments.

## **2.7 Non-planning mechanisms**

Non-planning mechanisms are intended to deliver housing by working in partnership with industry and other organisations. For example, delivering affordable or local worker housing by working with community housing providers.

Possible mechanisms include:

- Community education and advocacy
- Social housing policy
- Affordable housing policy and affordable rental housing targets
- Housing component within an economic development strategy.

## **2.8 Evaluating the options**

This is the process of evaluating the range of potential planning and non-planning options for implementation of various aspects of the LHS objectives.

To assist with the evaluation process councils should test the different mechanisms against the LHS objectives and stakeholder priorities and determine the best delivery mechanisms with a consideration of timing, cost, and triple bottom line factors (social, environmental and economic).



## Step 3

*Implementation,  
Consultation and  
Delivery*



Step 3 is the process of producing the LHS using the LHS Template (Appendix A), preparing an implementation and delivery plan in which the mechanisms to deliver the priorities are operationalised, and approval of the LHS. Councils should ensure that the production of an LHS does not delay existing planning proposals that will be required to meet current housing needs.

### 3.1 The implementation and delivery plan

The LHS should include an implementation and delivery plan that will identify when and how housing will be delivered over the life of the LHS, what type of housing will be delivered, where it will be located and the mechanism for delivering it. This might comprise incremental change across parts of or the whole LGA and/or areas that have been identified as having specific development capacity.

The implementation and delivery plan component of the LHS should include:

- the delivery mechanisms by which the LHS recommendations will be delivered, including an outline of supporting planning proposals
- the stakeholders who will deliver the needed housing
- timeframes
- benefits
- risks and mitigation measures
- monitoring indicators.

It should also set out clear actions and be integrated with council's other work practices, policies and programs.

The implementation and delivery plan component of the LHS will differ from council to council based on the level of existing and projected housing to occur within that local government area and the projected benefits of preparing an LHS.

### 3.2 LHS exhibition

The draft LHS should be publicly exhibited so that the wider community have the opportunity to provide comment. Any preceding community and stakeholder engagement process should be clearly communicated. Council may decide to also exhibit a draft supporting planning proposal, or the council's Local Strategic Planning Statement at the same time.

### 3.3 Consideration of supporting planning proposals

LHSs are likely to make recommendations for changes to the planning controls or to other planning instruments in order to be implemented. Councils are encouraged to prepare planning proposals during the LHS preparation process once it has become clear that they will be needed for the delivery of housing under the LHS. Councils may wish to stage the delivery of their

LHS by delivering multiple planning proposals.

Councils are advised to discuss their intentions for a planning proposal with the Department of Planning and Environment regional team at the earliest opportunity.

Given the importance of ensuring supporting infrastructure delivery is aligned with new housing supply, the Department will facilitate council contact with infrastructure agencies, if required. Councils should continue to process planning proposals during preparation of their LHS.

### 3.4 LHS approval

All LHSs will need to be approved. The approval of LHSs will help ensure a high level of quality and consistency across the State, while allowing for necessary local variations. Approved LHSs can also be used to support planning proposals and will provide an evidence base for planning proposals.

The Department of Planning and Environment will be the LHS approving body. For Sydney Councils, the Department will consult with the GSC prior to approval, to ensure the GSC's long term planning directions have been appropriately addressed in the LHSs. Councils in Sydney will need to follow the format set out in the Template. For regional councils, variations to the template may be approved by the Department if sound justification for the departure is provided.

An approved LHS will:

- Contain the information required in the Local Housing Strategy template to an acceptable standard
- Demonstrate how housing supply will be sufficient to meet the needs of the future population and provide information in such a way that it is able to be independently verified
- Provide the evidence base for a supporting Planning Proposal, if required.

### 3.5 Development approval pathways

Councils should ensure that their communities understand the development approval pathways that exist, in order to facilitate development that is consistent with the LHS. A council may wish to set out the key development approval pathways (including development applications and complying development) particularly for the benefit of people who interact with the planning system infrequently. This information could be contained in an LHS, on the council's website, or set out during consultation for instance.

In preparing such information, councils may wish to draw on the Department's "Your guide to the Development Application process for small housing" which has been designed to help people navigate the planning system. The Guide is available on the NSW Planning Website. Councils may also wish to direct readers to the NSW Planning Portal which contains information about complying development, the fast-track approval process for straightforward residential development.



**Step 4**

*Monitoring, Reporting  
and Reviewing*





Step 4 establishes a monitoring and reporting process for the purpose of informing reviews of the LHS. This will help to ensure the ongoing improvement and relevance of the LHS.

The delivery of housing in Sydney is currently monitored by the State Government and this will continue to occur. Approval rates and completions identify where, when and what type of housing is being delivered.

Monitoring housing outcomes measures the success of the strategies and can determine if the mechanisms put in place have been successful or need to be reviewed.

Councils should establish regular monitoring and reporting to inform a review program that includes:

- annual reviews of housing delivery and supply against the implementation and delivery plan to ensure that the LHS and the LEP are delivering the LHS objectives in a timely manner;
- five-yearly reviews of the evidence base and housing stock against the broader aims of District and Regional Plans to ensure that the LHS is aligned with the housing needs;
- a ten-year review of the LHS to ensure the 20-year vision statement, the evidence base and the strategic and planning contexts are aligned with the goals of the community, the broader aims of district and regional plans, and the LHS implementation and delivery plan.

Whenever regular monitoring identifies considerable changes in the housing supply or demand, or demographic, economic or environmental conditions, the LHS may need to be holistically reviewed.



# Appendix A

## Local Housing Strategy Template

*A standard format for  
local housing strategies*



Planning &  
Environment

## Local Housing Strategy Template

### Notes:

- The Local Housing Strategy Template has been structured around the sections, steps and recommended approach to producing a Local Housing Strategy as established within the guideline.
- The headings contained within the template form the structure of a Local Housing Strategy. Councils within Greater Sydney must use the structure as set out within the template, and regional councils may apply to the Department's regional team to vary the structure if there is sound justification.
- In preparing an LHS, councils are to use the information sources prescribed in the Local Housing Strategy Guideline or Template (see Annexure 2). All other data and information sources should be made available to the approval authority, and referenced and made publicly available on council's website.





## **SECTION 1 - Introduction**

### **1.1 Executive Summary**

The executive summary will provide the key findings and recommendations for the LHS. The Executive Summary will describe the process followed by the council in developing its LHS.

### **1.2 Planning Policy and Context**

#### **FROM STEP 1.1 OF THE GUIDELINE**

This section describes the relevant federal, state and local government legislation, strategies, plans and policies (including SEPPs) that establish the planning and policy context within which the LHS will be developed.

### **1.3 Local Government Area Snapshot**

#### **FROM STEP 1.2 OF THE GUIDELINE**

This section should provide a high-level overview of the area for which the LHS will be developed. It should describe the relevant characteristics of the area including its size, geographical features, major constraints, urban structure, and regional context.

### **1.4 Housing Vision**

#### **FROM STEP 2.1 OF THE GUIDELINE**

The LHS establishes the council's long term housing vision for the local area. It recognises and responds to evidence about what types of housing will be needed for future populations and where it is best located.

## **SECTION 2 – The Evidence**

This section establishes the demographic, housing and affordability context for the Local Government Area. It comprises an overview analysis of data on population, housing, and infrastructure that is required to inform the type of housing that is needed in the area. This section may include maps, graphs and other relevant visual representations. See detailed considerations at Annexure 1.

### **2.1 Demographic Overview**

#### **FROM STEP 1.3.1 OF THE GUIDELINE**

This section analyses demographic data and information to identify changes and trends within the population, and to understand the housing need of the future population. See Annexure 1 for detail.

### **2.2 Housing Demand**

#### **FROM STEP 1.3.2 OF THE GUIDELINE**

This section analyses the demand for new housing to identify the type and level of housing needed to support the local government area. See Annexure 1 for detail.

### **2.3 Housing Supply**

#### **FROM STEP 1.3.3 OF THE GUIDELINE**

This section analyses the supply of housing, the capacity and feasibility of the existing planning controls, and other sources of new housing. See Annexure 1 for detail.

### **2.4 Land Use Opportunities and Constraints**

#### **FROM STEP 1.3.4 OF THE GUIDELINE**

This section should include identification of opportunities and constraints that are relevant to new housing in the LGA. Land use opportunities and constraints may be best presented with maps.

### **2.5 Analysis of the Evidence-Base**

#### **FROM STEP 1.4 OF THE GUIDELINE**

This section analyses the data presented in the previous sections to determine what the current housing need is, where the gaps are and where the gaps are likely to be in the future.

#### **2.5.1 Housing Supply Gaps**

##### **FROM STEP 1.4.1 OF THE GUIDELINE**

This section needs to identify any gaps between expected population growth and housing supply trends, and identify types of housing that are required to address particular needs

#### **2.5.2 Identifying areas with development capacity**

##### **FROM STEP 1.4.2 OF THE GUIDELINE**

This section should identify areas with development capacity, and areas to be conserved.

## **SECTION 3 – The Priorities**

The section describes how all of the previous information has been brought together to produce an integrated picture of what the current context is, what the future state should be and what the roadmap is for getting from one to the other.

### **3.1 The Local Housing Strategy Objectives**

#### **FROM STEP 2.3 OF THE GUIDELINE**

The LHS Objectives are informed by community and stakeholder consultation and the evidence base analysis.

### **3.2 Land Use Planning Approach**

#### **FROM STEP 2.4 OF THE GUIDELINE**

This section should include maps of the proposed housing growth.

### **3.3 Mechanisms to Deliver the Options**

#### **FROM STEPS 2.4-2.7 OF THE GUIDELINE**

This section should describe the mechanism/s that will deliver the LHS objectives and explain the reasons for the selection of the various mechanisms.

### **3.4 Evaluation of the Options**

#### **FROM STEP 2.8 OF THE GUIDELINE**

The section describes how all of the previous information has been brought together to identify the current situation, what the future housing should look like and what the roadmap should be to get there.

## **SECTION 4 – Actions**

### **4.1 Implementation and Delivery Plan**

#### **FROM STEP 3.1 OF THE GUIDELINE**

This section is an implementation and delivery plan, which sets out how the mechanisms to deliver the priorities will be operationalised. A structured plan should be undertaken that identifies the actions and timeframes for amending the LEP, DCP or other council documents.

### **4.2 Planning Proposal (if applicable)**

#### **FROM STEP 3.3 OF THE GUIDELINE**

### **4.3 Monitoring and Reviews**

#### **FROM STEP 4 OF THE GUIDELINE**

The LHS should include a statement about when monitoring and reviews of the document will occur.



## Annexure 1 – Demographic and Housing Information

### Demographic Overview

Evidence required to inform an LHS includes:

#### POPULATION CHANGE

- The number of people living in the area and surrounds
- The Department of Planning and Environment projected population forecast
- Any population trends such as growth or decline
- Trends and future population forecast, locally and in neighbouring areas

#### POPULATION AGE

- The age structure of the population by age and gender
- Is the population ageing or getting younger?

#### DWELLING REQUIREMENTS

- The implied dwelling requirement

#### HOUSEHOLDS

- The total number of households and how is this projected to change over time

#### HOUSEHOLD TYPES AND FAMILY COMPOSITION

- Whether the average household is ageing or getting younger
- Whether the number of young children per household is increasing, stable or decreasing
- Whether the number of sole person households or 'empty nesters' is increasing, stable or decreasing

#### AVERAGE HOUSEHOLD SIZE

- Whether the household size is increasing, stable or decreasing

#### DWELLING STRUCTURE

- The mix of different types of dwellings, overall and per area or precinct

#### NUMBER OF BEDROOMS

- The average number of bedrooms, overall and per dwelling type and household type

#### TENURE AND LANDLORD TYPE

- The mix of tenure in the LGA and neighbouring LGAs and how this has changed over time
- Whether private rental stock is increasing, stable or decreasing
- Whether affordable private rental stock is increasing, stable or decreasing
- The number and percentage of residents living in mobile homes or boarding houses and possible underlying drivers

#### HOUSEHOLD INCOME

- The median and range of household incomes per household type
- The number and percentage of very low, low and moderate income earners and whether this is increasing, stable or decreasing

#### RENTAL AND MORTGAGE STRESS

- The percentage of low income renters who are in housing or mortgage stress and, any changes over time
- Any particular household types or age groups that are overly represented in housing or mortgage stress

**EMPLOYMENT AND 'LOCAL' OR 'KEY' WORKERS**

- The main occupations of residents and any structural occupational changes over time
- The main LGA employment generators and sectors, and whether these require 'local' or 'key' workers
- The unemployment rate and any changes over time
- Any possible cyclical unemployment (such as seasonal employment occupations) or structural unemployment
- The average and median travel to work distances and times
- Any undersupply of affordable housing for 'local' or 'key' workers

**Housing Demand**

This section analyses housing data and information to identify the type and level of housing needed to support the local government area. Considerations include:

**PROJECTED DWELLING DEMAND**

- The Department of Planning and Environment projected dwelling need

**RENTS AND PROPERTY SALES PRICES**

- The median dwelling rent and sales prices per dwelling types
- The rent and sales price trends per dwelling types
- Social housing wait times

**HOUSING FOR PARTICULAR NEEDS**

- The population from culturally and linguistically diverse backgrounds
- The population that is indigenous
- The number of people who have special needs
- Whether homelessness is increasing, stable or decreasing and possible underlying drivers

**Housing Supply**

Considerations include:

**CURRENT AND PLANNED HOUSING**

- The number of dwellings in the area and the proportion of the overall number by type
- The overall amount and relative proportion of each housing type and whether this has changed over time
- The number and types of development approvals and completions and whether this is increasing, stable or decreasing
- The proportion and availability of stock that is theoretically affordable for low income renters and for low income purchasers
- The proportion and availability of social housing and whether this is increasing, stable or decreasing relative to need
- The proportion and availability of housing for indigenous communities and whether this is increasing, stable or decreasing relative to need
- The potential number of dwellings that could result from approved land release areas
- The potential number of dwellings that could result from approved Planned Precincts, State Significant Precincts and Urban Renewal Corridors

**RENTAL VACANCIES**

- The rental vacancy rate in the region and whether this has changed over time

**CAPACITY OF THE LAND USE CONTROLS**

- The potential amount and type of development that the council land use controls would deliver if it were developed to its full current capacity
- Financial feasibility testing of areas that have not been developed to their full capacity



## Annexure 2 Information sources

### REFERENCES

<sup>i</sup>Central Coast Regional Plan and Hunter Regional Plan refer to the preparation of a local planning toolkit to provide additional guidance on preparing local land use planning strategies.

<sup>ii</sup><http://www.planning.nsw.gov.au/Research-and-Demography/Demography/Population-projections>

<sup>iii</sup><https://www.facs.nsw.gov.au/resources/nsw-local-government-housing-kit>

<sup>iv</sup><http://www.housing.nsw.gov.au/about-us/reports-plans-and-papers/rent-and-sales-reports>

<sup>v</sup>City Futures Research Centre, 2013. Implementing metropolitan planning strategies: taking into account local housing demand, Technical Report, UNSW

<sup>vi</sup>Sydney Housing Supply Forecast <http://www.planning.nsw.gov.au/Research-and-Demography/Sydney-housing-supply-forecast>

<sup>vii</sup>Future Directions (Social Housing Strategy) <https://www.facs.nsw.gov.au/reforms/social-housing/future-directions>

Communities Plus <https://www.facs.nsw.gov.au/reforms/social-housing/communities-plus>

<sup>viii</sup>[http://www.planning.nsw.gov.au/Plans-for-your-area/Local-Planning-and-Zoning/~/\\_media/FC9BDEEC8CFA4BCD85FFDAAF7BFCBE63.ashx](http://www.planning.nsw.gov.au/Plans-for-your-area/Local-Planning-and-Zoning/~/_media/FC9BDEEC8CFA4BCD85FFDAAF7BFCBE63.ashx)

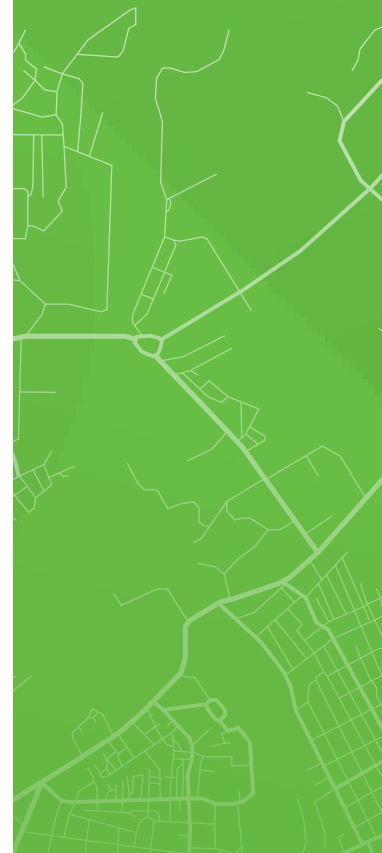
<sup>ix</sup>[http://www.planning.nsw.gov.au/Plans-for-your-area/Local-Planning-and-Zoning/~/\\_media/0DC6DBBCCED34FAD8CFFF87174928B44.ashx](http://www.planning.nsw.gov.au/Plans-for-your-area/Local-Planning-and-Zoning/~/_media/0DC6DBBCCED34FAD8CFFF87174928B44.ashx)







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Page 102

| Proposed stakeholder/agency contact list - Cowra Housing Strategy 2024 |   |
|--|---|
| Local stakeholder name   | Agency Name   |
| Jamiesons Joinery  | Transport for NSW                                     |
| Vision Property Development Hub  | Biodiversity and Conservation Division                |
| Cowra Design Drafting  | Biodiversity and Conservation Division                |
| Cowra Meat Processors  | Biodiversity and Conservation Division                |
| Fly Oz Cowra   | Department of Education                               |
| Allied Pinnacle Cowra  | Schools Infrastructure                                |
| Chernco Engineering  | TAFE  |
| Westcast   | DPI Agriculture                                       |
| K-Line   | DPI Agriculture                                       |
| AusCut   | NSW Rural Fire Service                                |
| Australian Fresh Milk Holdings (Moxey Farms)                           | NSW State Emergency Service                           |
| Agri rural NSW   | Property and Development NSW                          |
| Elders Emms Mooney   | Heritage NSW  |
| Flemings Property Services Cowra                                       | EPA   |
| Cowra Real Estate  | Western NSW Local Health District                     |
| James P Keady & Co   | Fire and Rescue Service                               |
| Norman C. Bellamy  | NSW Ambulance Service                                 |
| State Conveyancing NSW   | Cowra Local Aboriginal Land Council                   |
| Elmslea Land Developments Pty Ltd                                      | Aboriginal Housing Office                             |
| Leigh Browne Builder   | Central West Joint Organisation                       |
| K and A Duffey   | Regional NSW  |
| Craftsman Homes Western Slopes   | Regional NSW  |
| NAC Constructions  | Regional Development Australia Central West           |
| River Park Constructions   | NSW Land and Housing Corporation                      |
| Craiglea Homes   | NSW Department of Family and Community Services       |
| Seears Built   | Department of Communities and Justice Housing (Cowra) |
| Kilzi Super Fund   | Crown Land NSW  |
| Green Homes Australia  | NSW DPIE – Housing Unit                               |
| Clancy Smith Constructions   | Civil Aviation Safety Authority                       |
| Housing Plus   | UGL Linx  |
| Amelie Housing   | NSW Transport Asset Holding Entity                    |
| Cowra Information and Neighbourhood Centre                             | NSW Registrar of Community Housing                    |
| Destination Central West   | Community Housing Industry Association                |
| Cowra Tourism  |   |
| C.L.E.A.N Cowra  |   |

Note – agencies may have multiple contact points.



## Cowra Housing Strategy - Community Survey

Cowra Council is pleased to advise that it is in the early stages of preparing a Housing Strategy for the Cowra LGA. The project is funded by the NSW Department of Planning, Housing and Infrastructure under the Regional Housing Strategy Planning Fund (Round 2).

The preparation of the Housing Strategy is a strategic planning exercise that aims to investigate key issues and trends impacting on housing supply in our local area and will provide recommendations on a variety of housing matters for future action by local and state governments and other key stakeholders. The project will focus on Cowra Township as the main centre for residential activity and will also investigate the requirements for the eight villages in our Shire which are also important locations for housing.

As part of an initial consultation process, Council has developed a short online survey and is inviting all members of the community to participate. The survey asks a series of targeted questions, takes only a few minutes to complete, and will be open until 5pm on 12 July 2024. The findings of the survey will be used to inform key outcomes and recommendations of the Cowra Housing Strategy.

Thank you for your time in undertaking this survey. If you would like to speak a member of the project team, please contact Council on (02)6340 2040 or email [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)

Paul Devery  
General Manager  
Cowra Shire Council

\* Required

1. Name(s)

Enter your answer

2. Email Address

If provided, Council may use this detail to keep you informed on the progress of the project

Enter your answer

3. Contact phone number

Enter your answer

4. Age \*

- ☐ 12 and under
- ☐ 13 to 17
- ☐ 18 to 24
- ☐ 25 to 34
- ☐ 35 to 49
- ☐ 50 to 59
- ☐ 60 to 69
- ☐ 70 to 79
- ☐ 80 and over

5. Gender \*

- ☐ Woman
- ☐ Man
- ☐ Non-Binary
- ☐ Prefer not to say

6. Which of the following statements best describes your current situation? \*

- ☐ I live in the Cowra Shire
- ☐ I know someone who lives in the Cowra Shire
- ☐ I we are looking to move to the Cowra Shire
- ☐ I we travel to work in the Cowra Shire
- ☐ I own and / or operate a business in the Cowra Shire
- ☐ I am an investor of property in the Cowra Shire
- ☐ Other

7. If you live in Cowra Shire, which of the following best describes your situation? \*

- ☐ I / we live in Cowra Township
- ☐ I / we live in or near the village of Woodstock
- ☐ I / we live in or near the village of Gooloogong
- ☐ I / we live in or near the village of Wyangala
- ☐ I / we live in or near the village of Wattamondara

- ☐ I / we live in or near the village of Darbys Falls
- ☐ I / we live in or near the village of Billimari
- ☐ I / we live in or near the village of Morongla
- ☐ I / we live in or near the village of Noonbinna
- ☐ I / we live in an agricultural area of the Cowra Shire
- ☐ I / we live outside the Cowra Shire
- ☐ Other

8. If you live in Cowra, which of the following best describes where you currently live?

- ☐ North Cowra
- ☐ Central Cowra
- ☐ Mulyan
- ☐ West Cowra
- ☐ South Cowra
- ☐ I live on a small acreage (Rural Residential) property on the outskirts of Cowra
- ☐ Other

9. Which of the following best describes your current living arrangements? \*

- ☐ Owner Occupier
- ☐ Renter

☐ I am currently looking for a place to live

☐ Other

10. Which of the following best describes your current household structure? \*

☐ Couple Families with Children (couples with one or more children)

☐ Couples without Children (couples without any children)

☐ Lone Parent Families (families headed by a single parent with one or more children)

☐ Lone Person Household

11. How many people currently live in your household? \*

☐ 1

☐ 2

☐ 3-4

☐ 5-6

☐ 7-8

☐ 8+

12. If you are a property owner, how many properties do you currently own (not including properties in a different LGA)? \*

☐ 1

☐ 2



- ☐ More than 2
- ☐ Prefer not to say

13. How important to you think that it is for Council to plan for new housing growth and development? \*

1 represents 'not very important' and 5 represents 'very important'

1                      2                      3                      4                      5

14. What do you think are the key challenges facing housing in Cowra Shire? \*

Choose all that apply

- ☐ Availability of vacant residential land
- ☐ Availability of vacant rural residential land
- ☐ Access to quality housing
- ☐ Access to quality rental housing
- ☐ Access to social, affordable or public housing
- ☐ Access to housing for people with a disability
- ☐ Access to housing for seniors or aged persons
- ☐ Access to quality and reliable trades people
- ☐ Access to quality building supplies and materials
- ☐ Access to housing for temporary or seasonal workforces
- ☐ Housing affordability generally

- ☐ Cost of living generally
- ☐ Entry to housing market (achieving home ownership)
- ☐ Shortage of rental housing
- ☐ Infrastructure and servicing challenges
- ☐ Cost of developing (subdividing) land
- ☐ Difficulty / costs of obtaining government approvals
- ☐ Environmental issues (bushfire, flood etc)
- ☐ Competition with other regional areas
- ☐ Homelessness
- ☐ Other

15. What attributes make Cowra a key location of choice for housing and population growth? \*

- ☐ Lifestyle & community
- ☐ Housing affordability
- ☐ Location (access to services)
- ☐ Housing variety and availability
- ☐ Other

16. What sort of housing is a priority for Cowra? \*

- ☐ Greenfield housing (housing opportunities created through the subdivision of undeveloped land to create new neighbourhoods)
- ☐ Infill housing (housing opportunities created from land in existing developed areas)
- ☐ Large Lot Housing (housing on small acreages, generally on the edges of towns and villages)
- ☐ Housing for seniors or aged people
- ☐ Housing for people with a disability
- ☐ Community / social housing
- ☐ I am not sure
- ☐ Other

17. What do you think are primary barriers to new housing growth in Cowra? \*

- ☐ Cost of developing land
- ☐ Cost of building new houses
- ☐ Restrictive planning and building controls
- ☐ Housing affordability generally
- ☐ Mismatch between existing housing stock and what is required for future population
- ☐ Inadequate public infrastructure provision
- ☐ Delays in the supply of new land to market
- ☐ Lack of governance and leadership from Council
- ☐ Other

18. Which locations in Cowra Shire should be considered for new housing growth? \*

- ☐ Cowra
- ☐ Woodstock
- ☐ Gooloogong
- ☐ Wyangala
- ☐ Wattamondara
- ☐ Darbys Falls
- ☐ Billimari
- ☐ Morongla
- ☐ Noonbinna
- ☐ All of the above

19. Please identify your top 4 housing priorities \*

Please select at most 4 options.

- ☐ Larger dwelling / property size
- ☐ Smaller dwelling / property size
- ☐ Adequate number of bedrooms
- ☐ Quality of housing
- ☐ Affordability
- ☐ Proximity to schools

- ☐ Proximity to open space and recreation
- ☐ Proximity to place of work
- ☐ Proximity to town centre
- ☐ Low maintenance property
- ☐ Neighbourhood choice
- ☐ Access to public services (town water, NBN, sewer, garbage collection etc)
- ☐ Quality of road access
- ☐ Other

20. Do you have any other specific comments about housing in the Cowra Shire? \*

Enter your answer

21. Are there any specific housing projects or issues that you would like to see recognised in the Cowra Housing Strategy? \*

Enter your answer

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- 4.2 Development Application No. 61/2022, Lot 6 DP 1096603, Lot 2 DP 1096603, Lot 3 DP 1096603, 19 Kollas Drive Cowra, S4.55(1A) Modification to light industry - Mod I, lodged by Currajong Pty Ltd. The property owner is JR Morgan Investments Pty Ltd.**

File Number: D24/933

Author: Larissa Hackett, Director Environmental Services

## RECOMMENDATION

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979; and
2. That Section S4.55(1A) Modification No. 61/2022, for the modification to light industry - mod I on Lot 6 DP 1096603, Lot 2 DP 1096603, Lot 3 DP 1096603, 19 Kollas Drive Cowra be approved subject to the following conditions:

## GENERAL CONDITIONS

1. Development is to be in accordance with approved plans.

The development is to be implemented in accordance with the plans and supporting documents stamped and approved and set out in the following table except where modified by any conditions of this consent.

| Plan No./<br>Supporting Document                                     | Prepared<br>by/Reference Details           | Cowra Shire Council<br>Reference                                       |
|--|--|--|
| Survey Plan<br><br>Drawing No. 22043_DL                              | Arete Survey<br>Solutions<br><br>20/5/2022 | Received<br><br>8 June 2022<br><br>Stamped<br><br>No. 61/2022          |
| Site Plan<br><br>Job 207/21<br><br>Sheet 1<br><br>Version 2          | Vision Town Planning<br><br>4/5/2022       | Received<br><br>21 May 2024<br><br>Stamped<br><br>No. 10.2024.61.2 (B) |
| Right of Way Plan<br><br>Job 207/21<br><br>Sheet 1A<br><br>Version 1 | Vision Town Planning<br><br>31/5/2022      | Received<br><br>8 June 2022<br><br>Stamped<br><br>No. 61/2022          |

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| <b>Site and Floor Plan – Shed 1</b><br><b>Job 207/21</b><br><b>Sheet 2</b><br><b>Version 2</b> | <b>Vision Town Planning</b><br><b>4/5/2022</b> | <b>Received</b><br><b>21 May 2024</b><br><b>Stamped</b><br><b>No. 10.2024.61.2 (B)</b> |
| <b>Elevations – Shed 1</b><br><b>Job 207/21</b><br><b>Sheet 3</b><br><b>Version 2</b>          | <b>Vision Town Planning</b><br><b>4/5/2022</b> | <b>Received</b><br><b>21 May 2024</b><br><b>Stamped</b><br><b>No. 10.2024.61.2 (B)</b> |
| <b>Site and Floor Plan – Shed 2</b><br><b>Job 207/21</b><br><b>Sheet 4</b><br><b>Version 2</b> | <b>Vision Town Planning</b><br><b>4/5/2022</b> | <b>Received</b><br><b>21 May 2024</b><br><b>Stamped</b><br><b>No. 10.2024.61.2 (B)</b> |
| <b>Elevations – Shed 2</b><br><b>Job 207/21</b><br><b>Sheet 5</b><br><b>Version 2</b>          | <b>Vision Town Planning</b><br><b>6/2/2023</b> | <b>Received</b><br><b>21 May 2024</b><br><b>Stamped</b><br><b>No. 10.2024.61.2 (B)</b> |
| <b>Site and Floor Plan – Shed 3</b><br><b>Job 207/21</b><br><b>Sheet 6</b><br><b>Version 3</b> | <b>Vision Town Planning</b><br><b>6/2/2023</b> | <b>Received</b><br><b>21 May 2024</b><br><b>Stamped</b><br><b>No. 10.2024.61.2 (B)</b> |
| <b>Elevations – Shed 3</b><br><b>Job 207/21</b><br><b>Sheet 7</b><br><b>Version 3</b>          | <b>Vision Town Planning</b><br><b>6/2/2023</b> | <b>Received</b><br><b>21 May 2024</b><br><b>Stamped</b><br><b>No. 10.2024.61.2 (B)</b> |
| <b>Statement of Environmental Effects</b><br><b>Issue A</b>                                    | <b>Currajong</b><br><b>27 May 2022</b>         | <b>Received</b><br><b>8 June 2022</b><br><b>Stamped</b>                                |



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|---|--|--|
|   |  | <b>No. 61/2022</b>   |
| <b>Clearance Report</b>   | <b>Central West Power<br/>Construction</b><br><br><b>20/9/2022</b><br><br><b>REF 22184</b> | <b>Received</b><br><br><b>20/9/2022</b><br><br><b>Stamped</b><br><br><b>DA 61/2022</b>             |
| <b>Clearance Report – Site Plan</b>   | <b>Central West Power<br/>Construction</b><br><br><b>20/9/2022</b><br><br><b>REF 22184</b> | <b>Received</b><br><br><b>20/9/2022</b><br><br><b>Stamped</b><br><br><b>DA 61/2022</b>             |
| <b>Proposed Office Floor Plans –<br/>Shed I</b><br><br><b>Job 207/21</b><br><br><b>Sheet 17</b><br><br><b>Version 2</b> | <b>Vision Town Planning</b><br><br><b>17/4/2024</b>  | <b>Received</b><br><br><b>21 May 2024</b><br><br><b>Stamped</b><br><br><b>No. 10.2024.61.2 (B)</b> |
| <b>Mod DA Report</b><br><br><b>Revision C</b>   | <b>Currajong</b><br><br><b>23 May 2024</b>   | <b>Received</b><br><br><b>23 May 2024</b><br><br><b>Stamped</b><br><br><b>No. 10.2024.61.2 (C)</b> |

In the event of any inconsistency between conditions of this development consent and the plans/supporting documents referred to above, the conditions of this development consent prevail.

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. The uses to be commenced in the premises are to be consistent with light industry as defined in Cowra Local Environmental Plan 2012. Alternative separately defined uses will require additional development consent.
4. Liquid trade waste material is not to be discharged into the sewerage system without first obtaining the approval of Cowra Shire Council.
5. All traffic movements in and out of the development are to be in a forward direction.

6. The emission of noise from the premises must be in accordance with the Noise Policy for Industry (2017) published by NSW EPA.
7. Provide on-site parking for a minimum of 32 car parking spaces in accordance with the submitted plans. Car parking and trafficable areas shall be designed and maintained in accordance with Cowra Shire Council Development Control Plan 2021.
8. Parking for disabled persons is to be provided and signposted in accordance with the approved plans and the requirements of Australian Standard 2890.1. The access linking such parking areas to their associated developments shall generally not have gradients steeper than 1:14.
9. No advertising sign and/or structure other than that which is permitted under this development approval or permissible without consent (exempt development) is to be erected as part of the approved development until a formal application has been submitted to Council and a development consent has been issued.
10. The approved hours of operation are as follows:
  - 7:00am to 6:00pm Monday to Friday
  - 7:00am to 3:00pm Saturday
  - Nil Sunday & Public Holidays

#### **CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

11. Prior to the issue of the Construction Certificate, the Applicant must obtain consent from Council pursuant to Section 138 of the Roads Act 1993 for the construction of a driveway crossings to the development site from Mees Street for lots 2 & 3, & from Kollas Drive for lot 6 in accordance with Cowra Shire Council's Engineering Standards.

**Note 1:** All costs associated with the construction of the access driveway shall be borne by the Applicant.

**Note 2:** Use Council standard drawings CS-R-0002 & CS-R-0003, or CS-R-0004 (existing K&G)

12. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of a suitably sized metered water service to the development.
13. Prior to the issue of a Construction Certificate, a Stormwater Management Plan shall be submitted to Council's Manager – Technical Services for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council.

#### **CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS**

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- 14. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia prior to any building and/or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary Construction Certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia. This may entail alterations to the proposal so that it complies with these standards.**
- 15. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building Works' and 'Appointment of Principal Certifier'.**
- 16. The Applicant is to obtain all relevant approvals to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Cowra Shire Council prior to commencing works to and comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:**
  - (a) Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.**
  - (b) External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.**
  - (c) Water Supply: Hot and cold water supply pipework when the pipework is installed and prior to concealment. Pipes should be under pressure test.**
  - (d) Stormwater: When the stormwater and roof water drainage system has been completed.**
- 17. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. The erosion and sediment control measures are to comply with Part B of Cowra Council Development Control Plan 2021 at all times.**
- 18. Prior to the commencement of works, a Stormwater Management Plan shall be submitted to Council for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council. Plans should also state control measure for erosion and sedimentation.**

## **CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

- 19. In the event of any damage being caused to the existing kerb, guttering, footpath, water mains, sewer mains or public roadway during demolition or construction works, the applicant shall reimburse the Council for the full costs of repairing and**

making good. Any temporary cross-over material must not remain in the street gutter.

20. Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.
21. All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operations commencing on the affected land.
22. All building rubbish and debris, including that which can be wind-blown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.
23. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.
24. All loading, unloading and storage of goods and building materials, or the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.
25. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia to discharge to Council's Stormwater Management System in accordance with the approved stormwater management plan.
26. As soon as is practical, and within a maximum of 7 days following the placement of any roofing material, all guttering and downpipes must be installed and connected to Council's drainage system. If no Council drainage system is available, the guttering and downpipes must be discharged away from the building site onto a stable vegetated area in a manner that does not cause nuisance or erosion to adjoining properties.

#### **CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION OR COMMENCEMENT OF USE**

27. The Applicant must not commence occupation or use of the premises until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.

28. Prior to the issue of an Occupation Certificate, the car parking facilities including all internal manoeuvring areas and the link between the disabled car parking area and the building area are to be constructed and sealed in accordance with Australian Standard 2890.1 Off-Street Car Parking and Australian Standard 2890.2 Commercial Vehicle Facilities. The Applicant shall line-mark including directional arrows and signage to delineate parking spaces, traffic flow and traffic priority and provide concrete edging around all car parking areas in accordance with the Cowra Council Development Control Plan 2021 and Cowra Infrastructure and Operations Engineering Standards. All costs associated with the sealing and construction of concrete edging shall be borne by the Applicant and at no cost to Council.
29. All loading, unloading and storage of goods associated with the use of the premises shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.
30. A Fire Safety Certificate completed by a competent fire safety practitioner shall be furnished to the Principle Certifier for all the Essential Fire Safety Measures specified in the current fire safety schedule for the building, prior to the issue of any Occupation Certificate. The Fire Safety Certificate must be issued using the standard template form published by the NSW Government. A copy of the Fire Safety Certificate must be predominately displayed in the building and a copy submitted to Council by the Principle Certifier with the Occupation Certificate. An electronic copy of the Final Fire Safety Certificate (together with a copy of the current Fire Safety Schedule) shall also be forwarded to the Fire Commissioner via the following dedicated email address: [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au)
31. An Annual Fire Safety Statement completed by a competent fire safety practitioner for all the Essential Fire Safety Measures applicable to the building must be given to Council and a copy forwarded to the Fire Commissioner via the dedicated email address [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au):
- (i) within 12 months after the date on which an annual fire safety statement was previously given, or
  - (ii) if a fire safety certificate has been issued within the previous 12 months, within 12 months after the fire safety certificate was issued, whichever is the later.
- An Annual Fire Safety Statement must be issued using the standard template form published by the NSW Government. A copy of the Annual Fire Safety Statement (together with a copy of the current fire safety schedule) must also be prominently displayed in the building.
32. Prior to the issue of an Occupation Certificate, the applicant must construct and seal/concrete/pave driveway accesses to the development site from Kollas Drive and Mees Street in accordance with consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. All costs associated with the construction of the access driveways shall be borne by the Applicant.
33. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans.

**34. Deleted****OPERATIONAL CONDITIONS**

35. Proposed landscaping, signage and fencing is not to impede sight lines of traffic and/or pedestrians within the development or when entering and leaving the development. Safe intersection sight distances are to be maintained for the development.
36. All loading, unloading and storage of goods associated with the use of the premises shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.

**ESSENTIAL ENERGY CONDITIONS**

37. Essential Energy's records indicate existing overhead powerlines and underground cables are located across the Mees Street frontage of the properties:
- a) The information provided from the ASP for Lots 2 and 3 indicates the 2.1 metres horizontal clearance is achieved.
  - b) The Applicant must consider how they will build and maintain the proposed sheds, especially on Lot 3. They must meet the requirements that SafeWork NSW have in place for working near powerlines. The structure may meet the clearance requirements, however, it may not be able to be built or maintained safely.
  - c) Minimum safety clearance requirements are to be maintained at all times for the proposed driveways access and/or exit (concrete crossovers) off Mees Street, as such driveways access will pass under Essential Energy's existing overhead powerlines located at the front of the property. The driveways must comply with clearances for trafficable land, ground clearances must be maintained. Refer Essential Energy's policy CEOM7106.25 Minimum Clearance Requirements for NSW and the latest industry guideline currently known as [ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure](#).
  - d) Any proposed driveways access and/or exit (concrete crossovers) must remain at least 1.0 metre away from any electricity infrastructure (power pole, streetlight) at all times, to prevent accidental damage.
  - e) Any proposed driveways or access used by vehicles into the property must have a minimum clearance of 500 millimetres from its closest point to the service pillar(s) located at the front of the property.
  - f) Any excavation works in this area or works on the proposed driveways must comply with ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure. Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of Part 5E (Protection of Underground Electricity Power Lines) of the Electricity Supply Act 1995 (NSW) to locate the existing cables.

- g) The proposed driveways must not impact on existing cables, cable joints, pits, pillars and the like – refer Essential Energy’s policy CEOM7098 Distribution Underground Design and Construction Manual. Note that approval is not possible where the driveway is proposed to be located with an impact on existing cables, cable joints, pits, pillars and the like - refer ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure.
  - h) The cables are to maintain a minimum clearance of 1.0 metre to any activity.
  - i) Any landscaping, tree planting fencing in this area must comply with ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure.
  - j) The service pillar(s) are to remain clear of vegetation, retaining walls, garden beds, fence etc (500mm clearance for fence).
38. The Applicant will need to engage the services of an Accredited Service Provider to ensure adequate provision of power is available to the proposed shed(s) in accordance with NSW Service and Installation Rules. A Level 2 Electrician will be able to advise on these requirements and carry out the required work to ensure compliance.

## ADVICE

Essential Energy also makes the following general comments:

1. If the proposed development changes, there may be potential safety risks and it is recommended that Essential Energy is consulted for further comment.
2. Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the above property should be complied with.
3. In addition, Essential Energy’s records indicate there is overhead and underground electricity infrastructure located within close proximity of the properties. Any activities within these locations must be undertaken in accordance with *ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure*. Approval may be required from Essential Energy should activities within the properties encroach on the electricity infrastructure.
4. Prior to carrying out any works, a “Dial Before You Dig” enquiry should be undertaken in accordance with the requirements of *Part 5E (Protection of Underground Electricity Power Lines)* of the *Electricity Supply Act 1995 (NSW)*.
5. Given there is electricity infrastructure in the area, it is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW ([www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)) has publications that provide guidance when working close to electricity infrastructure. These include the *Code of Practice – Work near Overhead Power Lines/Underground Assets*.

## INTRODUCTION

Development Application No. 61/2022 proposes S4.55(1A) Modification to light industry - Mod 1 on Lot 6 DP 1096603, Lot 2 DP 1096603, Lot 3 DP 1096603, 19 Kollas Drive Cowra. The application was lodged by Currajong Pty Ltd on 8 May 2024.

The application is reported to Council because the original Development Application was determined by Council.

A copy of the site and elevation plans of the proposed S4.55(1A) Modification to light industry - Mod 1 are included in Attachment '1' to this report and a copy of the Statement of Environmental Effects is included in Attachment '2'.

## Description of Site

Lots 2, 3 & 6 DP 1096603, 19 Kollas Drive & 6-12 Mees Street Cowra has a combined area of 5250m<sup>2</sup>. The lot is located in the E4 General Industrial under Cowra Local Environmental Plan (LEP) 2012.

A location map is included in Attachment '3' and an aerial photograph is included in Attachment '4' to this report.

## Description of Proposal

As per the Mod DA Report, the applicant proposes the following works:

*In relation to Lot 6 DP 1096603, being Proposed Shed 1:*

- *The construction of an additional toilet facility within the approved shed building. The toilet facility is located immediately adjacent to the unisex access toilet in the SW corner of the building.*
- *The construction of second storey floorspace within the shed building. The floorspace is to be created along the inside of the western elevation of the building and comprises 4 separate offices.*
- *The construction of four new windows to the western elevation of the building. The windows provide natural light and ventilation to the rooms on the second storey floorspace.*
- *The relocation of the site access (to Kollas Drive) to a position that is closer to the northern boundary.*
- *Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. Six of the spaces will be retained along the northern boundary as parallel spaces, with the remaining 2 spaces (including the disabled space) relocated to the northern edge of the proposed building.*

*In relation to Lot 3 DP 1096603, being Proposed Shed 2:*

- *A redesign of the internal floor space to include only a single tenancy.*



- *A redesign of the internal floor space to include a lunchroom, unisex access toilet and an additional toilet.*
- *The construction of one new window to the eastern elevation of the building. The window provides natural light and ventilation to the new lunchroom.*
- *Reconfiguration of the exit doors and roller doors on the northern elevation of the proposed shed building.*
- *Removal of the wrap-around signage awning from the eastern and northern elevations of the building.*
- *Extension of the cantilevered awning to run the full length of the northern elevation of the building.*
- *Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. The design is necessary to suit the new locations of the roller doors to the shed building.*

*In relation to Lot 2 DP 1096603, being Proposed Shed 3:*

- *A redesign of the internal floor space to include only a single tenancy.*
- *A redesign of the internal floor space to include two lunch rooms, an office, reception space, unisex access toilet and an additional toilet.*
- *The construction of four new windows to the eastern elevation of the building. The windows provide natural light and ventilation to the new reception, office and lunchroom areas.*
- *Reconfiguration of the exit doors and roller doors on the southern elevation of the proposed shed building.*
- *Removal of the wrap-around signage awning from the eastern and southern elevations of the building.*
- *Extension of the cantilevered awning to run the full length of the southern elevation of the building.*
- *Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. The design is necessary to suit the new locations of the roller doors to the shed building.*
- *Construction of a 150mm concrete tilt panel 600mm high retaining wall along the northern boundary of Lot 2 DP 1096603.*

The submitted modified plans also show the removal of the awning from sheds 2 and 3.

### **Environmental Impact Assessment**

In determining a development application, a consent authority is to take into consideration such of the matters as are of relevance to the development in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979. The following section provides an evaluation of the relevant Section 4.15 Matters for consideration for DA 61/2022:

**S4.15(1)(a)(i) Any Environmental Planning Instrument**Cowra Local Environmental Plan 2012

The subject land is zoned E4 General Industrial under the provisions of the Cowra Local Environmental Plan (LEP) 2012. The S4.55(1A) Modification to light industry - Mod 1 is permitted with development consent.

The proposed modification does not alter the original assessment. The proposal as modified remains consistent with the zone objectives.

State Environmental Planning Policies

The following State Environmental Planning Policies are considered relevant to Council's consideration:

**SEPP (RESILIENCE AND HAZARDS) 2021**

Under SEPP 55 a consent authority must not consent to the carrying out of any development on land unless:

- (a) it has considered whether the land is contaminated, and
- (b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and
- (c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose

The proposed modification does not alter the original assessment.

There are no known prior land-uses on the site that are likely to have resulted in the contamination of the land. Site inspection carried out did not reveal any evidence of contamination of the site. The Statement of Environmental Effects submitted with the application does not mention any previous land use likely to have resulted in contamination of the site. No further investigation is warranted.

**SEPP (TRANSPORT AND INFRASTRUCTURE) 2021**

The original application was referred to Essential Energy due to the proximity of the powerlines. Essential Energy recommended conditions of consent are included. The proposed modification does not alter the original assessment.

**S4.15(1)(a)(ii) Any draft Environmental Planning Instrument**

There are no draft Environmental Planning Instruments that apply to the development.

**S4.15(1)(a)(iii) Any Development Control Plan (DCP)****Cowra Shire Council Development Control Plan 2021****Part B – Land Management**

Soil erosion and sediment control measures will be detailed on the final plans for construction of the proposed development and submitted with the application for Construction Certificate. The proposed modification does not alter the original assessment.

### Part C – Biodiversity Management

The proposed modification does not alter the original satisfactory assessment.

### Part I – Industrial Development

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| <b>I.1.3</b>                                    | The proposed modification does not alter the original satisfactory assessment. |
| <b>I.1.4.1 Front Setbacks</b>                   | The proposed modification does not alter the original satisfactory assessment. |
| <b>I.1.4.2 Side Setbacks</b>                    | The proposed modification does not alter the original satisfactory assessment. |
| <b>I.1.5.1 Building Design</b>                  | The proposed modification does not alter the original satisfactory assessment. |
| <b>I.1.5.2 Building Height</b>                  | The proposed modification does not alter the original satisfactory assessment. |
| <b>I.1.5.3 Building Materials</b>               | The proposed modification does not alter the original satisfactory assessment. |
| <b>I.1.6 Waste Management Controls</b>          | The proposed modification does not alter the original satisfactory assessment. |
| <b>I.1.7 Fencing Controls</b>                   | The proposed modification does not alter the original satisfactory assessment. |
| <b>I.1.8 Servicing Controls</b>                 | The proposed modification does not alter the original satisfactory assessment. |
| <b>I.1.9 Commercial Activity Controls</b>       | N/A for the proposed development.  |
| <b>I.1.10 Parking, Access and Mobility</b>      | Parking is considered under Part M of the DCP below.                           |
| <b>I.1.11 Signage</b>                           | No changes to the proposed signage.  |
| <b>I.1.12 Landscaping</b>                       | Landscaping is considered under Part N of the DCP below.                       |
| <b>I.1.13 Soil Erosion and Sediment Control</b> | Land Management is considered under Part B of the DCP above.                   |

### Part L – Advertising and Signage

Proposed sheds 2 and 3 will no longer include an articulated signage band. It is considered the development as modified would have a reduced environmental impact as compared to the approved plans.

### **Part M - Parking, Access and Mobility**

The proposed modification would result in modified car parking locations as compared to the approved, with no reduction in spaces. It is considered the proposed modification does not alter the original assessment:

*The access, car parking and vehicle circulation spaces within the proposed development have been designed in accordance with the relevant standards and guidelines.*

*The applicant does not have any firm advice on the precise nature of the businesses that will occupy each shed. Instead, approval is sought for the use of the sheds to be for light industrial purposes generally.*

*According to Section M.1.5.4, the rate of on-site car parking to support light industrial development is to be determined "having regard to the nature of the proposed development".*

*An overview of the proposed on-site car parking arrangements is detailed as follows by the applicant, including justification for the number of spaces to be provided:*

#### **19 Kollas Drive - Lot 6 DP 1096603**

*A total of 8 on-site car parking spaces, including 1 disabled space, has been provided to support the proposed light industrial use on this lot. The provision of on-site car parking for this shed calculates out at approximately 1 space per 90m<sup>2</sup> of shed area. The planning rationale to support the provision of 8 on-site car parking spaces is based on the following:*

- 1 x car parking space per work bay in the shed (4 spaces), plus*
- An additional 4 car parking spaces to support the likely customer / staff base for the development.*

#### **6-12 Kollas Drive - Lots 2 and 3 DP 1096603**

*A total of 3 on-site car parking spaces, including 1 disabled space, has been provided within Lot 3 DP 1096603 to support the proposed light industrial use on this lot.*

*A total of 3 on-site car parking spaces, including 1 disabled space, has been provided within Lot 2 DP 1096603 to support the proposed light industrial use on this lot.*

*A total of 10 on-site car parking spaces has been provided in a centralised location (partly on Lot 2 DP 1096603 and partly on Lot 3 DP 1096603) for shared use between the light industrial activities on these lots.*

*The provision of on-site car parking for these two sheds calculates out at approximately 1 space per 90m<sup>2</sup> of shed area. The planning rationale to support the provision of 16 on-site car parking spaces is based on the following:*

- 1 x car parking space per work bay in the shed (8 spaces), plus*
- An additional 8 car parking spaces to support the likely customer / staff base for the development.*

*The proposed on-site car parking areas will adequately service the future industrial activities on the land and have been placed in accessible locations that provide for direct connections to the public road network.*

*The development complies with the prescribed criteria for access locations.*

*Access has been designed for dual access (ingress and egress). Access to be signposted if required to ensure safe traffic movement into and throughout the development. Parking areas will be suitable line marked. The development plans show adequate circulation space for the design vehicle.*

*Disabled parking has been provided in accordance with Australian Standards. The disabled parking locations are accessible to building entries and a continuous accessible path of travel can be achieved.*

*Minimum 6.0m circulation width has been provided throughout the development.*

*The proposed access and parking design for the development will provide for loading and unloading operations to be carried out wholly within the development site. With the proposed system of easements for access, larger vehicles will have the option of entering from Kollas Drive and exiting to Mees Street.*

*The simple site layout and design and scale of the development means that the sign posting of car parking areas and installation of pavement arrows will generally be unnecessary. The delineation of proposed car parking spaces with suitable line marking will adequately provide for the needs of the development.*

*The development is not served by existing public footpaths.*

*Landscaped areas have been provided in accordance with the requirements of Parts I and N of the DCP. The number of car parking spaces required to service the development does not necessitate the provision of shade trees. Awning protection will be sufficient for the car parking locations abutting the proposed sheds.*

*Car parking spaces will be line marked. Appropriate kerbing techniques will be used to separate car parking spaces from other non-trafficable areas including landscape areas.*

*The following surface materials are proposed for the development in accordance with the DCP requirements:*

- *Accesses - concrete*
- *Parking - concrete / bitumen seal*
- *Loading and unloading - concrete / bitumen seal*
- *Vehicle manoeuvring - blue metal / crushed road base.*
- *Accessible paths of travel - concrete / bitumen seal.*

## **Part N – Landscaping**

The proposed modification does not alter the original satisfactory assessment. The landscape design is assessed to be consistent with the nominated criteria for industrial landscape design.

## **Part P – CPTED Principles**

The proposed development would include an office component within shed I.

The proposed buildings have been designed to be simple yet functional structures. The street elevation to Shed 1 (on Lot 6) also includes large window treatments to improve street elevation to Kollas Drive.

The entries to each of the proposed industrial sheds will have visibility to the public domain. The design of the development avoids the placement of large blank walls facing directly to the street environment.

The proposed development will be provided security fencing and lockable gates as required.

Appropriate street numbering will be installed on the front facades of each new industrial building to ensure proper identification by postal and other service provider.

Street lighting is available in Kollas Drive. Appropriate lighting techniques will be used to illuminate building entries and car parking areas as necessary.

Car parking areas associated with the proposed development will be located in areas that are visible from the public domain and other adjoining sites.

It is considered the proposed development as modified would not substantially increase the risk of crime.

#### **S4.15(1)(a)(iiia) Any Planning Agreement**

There is no planning agreement that has been entered into under Section 7.4 of the Environmental Planning and Assessment Act 1979 by the applicant in relation to the development proposal. Similarly, the applicant has not volunteered to enter into a draft planning agreement for the development proposal.

#### **S4.15(1)(a)(iv) The EP & A Regulations**

Section 4.15(1)(a)(iv) requires Council to also consider Clauses 61, 62, 63 and 64 of the Environmental Planning and Assessment Regulation. The following provides an assessment of the relevant clauses of the Regulation:

- Clause 61 – The proposal does not involve demolition of a building and therefore the requirements of AS 2601-2001 are not required to be considered in accordance with Clause 61(1).
- Clause 62 – The proposal does not involve the change of a building use for an existing building, or the use of an existing building as a place of public entertainment and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 62 is unnecessary.
- Clause 63 – The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.
- Clause 64 – The proposal does not involve the alteration, enlargement or extension of an existing building and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia is unnecessary.

#### **S4.15(C)(1)(b) The Likely Impacts of the Development**

Section 79(C)(1)(b) requires the Council to consider the likely impacts of the development, including environmental impacts on both the natural and built environments as well as the social and economic impacts in the locality. The following provides an assessment of the likely impacts of the development:

#### Context and Setting

The site is located within a new industrial subdivision. The surrounding areas are dominated by industrial operations. The proposal is assessed as being consistent with the character of the locality and as conditioned is appropriate given its local context and setting.

#### Access, Transport and Traffic

Refer to DCP assessment.

#### Public Domain

The proposal will not have a negative impact on public recreational opportunities or public spaces in the locality.

#### Utilities

The site is serviced by adequate utilities to cater for the development.

#### Heritage

There are no items listed in schedule 5 of the LEP 2012 as present on the land and a search of the AHIMS records did not reveal any items or places of Aboriginal Cultural Significance identified as present on the land.

#### Other Land Resources

The land does not contain any recorded mineral deposits and the proposal will not negatively impact any water catchment areas.

#### Water, Sewerage and stormwater

The land is serviced by Council's reticulated water and sewerage system. A condition of consent has been applied to submit a stormwater management plan to Council for approval prior to the issue of the Construction Certificate. A recommended condition will be included to connect the stormwater in accordance with the approved stormwater management plan.

#### Soils

The development will not have a negative impact on soils. A recommended condition will apply to require compliance with Council's DCP 2021 with regard to erosion and sedimentation controls.

#### Air and Microclimate

Minimal amounts of dust may be generated during the construction period. Once construction works are complete the development is unlikely to impact unsatisfactorily on air quality.

#### Flora and Fauna

The proposal does not require the removal of any trees. Council records do not indicate that there are any critical habitats or threatened species on the site. The development is not expected to impact on any critical habitats or threatened species.

#### Waste

Construction waste will be removed from the site and appropriately recycled or catered for at a licensed waste management facility. Industrial waste can be collected and taken for disposal at a licensed material waste facility.

#### Energy

A BASIX Certificate is not required.

#### Noise and Vibration

Some noise will occur during the construction period, but is not expected to adversely impact on any surrounding land uses. Council's standard condition regarding construction hours is recommended.

It is assessed that a light industrial use is unlikely to impact on the amenity of the area given that the site is located within a light industrial subdivision. The development will be required to comply with the definition of light industry (as per zoning at time of original application and determination) which includes the following:

**“light industry** means a building or place used to carry out an industrial activity that does not interfere with the amenity of the neighbourhood by reason of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, or otherwise”,

A condition of consent will also apply to require the development to comply with the NSW Noise Policy for Industry.

Any change of use to a separately defined land use will require development consent if it does not represent exempt development. It is assessed that there will be no adverse impacts due to noise or vibration.

#### Natural Hazards

A review of Council's mapping system and inspection of the site did not identify the subject land as being subject to flooding or bushfire or any other potential hazards.

#### Technological Hazards

Review of Council's records and inspection of the site did not reveal any technological hazards affecting the site. Council is not aware of and the SEE submitted with the application did not make reference to any previous land use likely to have resulted in contamination.

#### Safety, Security and Crime Prevention

This development will not generate any activity likely to promote any safety or security problems to the subject land or surrounding area.

#### Social and Economic Impacts on the locality



The proposed development will not result in any negative social or economic impacts.

#### Site Design and Internal Design

The design of the development is satisfactory for the site and without any identified adverse impacts.

#### Construction

The proposed development will be built in accordance with the Building Code of Australia. No adverse impacts are anticipated to occur as a result of the development.

#### Cumulative impacts

The proposal is not expected to generate any ongoing negative cumulative impacts. A minimal increase in traffic activity to the site will occur during the construction phase and traffic movements thereafter are not anticipated to create any unsatisfactory cumulative impacts. There are no unsatisfactory cumulative visual impacts.

### **S4.15(1)(c) The Suitability of the Site for the Development**

The development is consistent with the zone objectives and consideration has been given to the impacts the development will have within the locality.

### **S4.15(1)(d) Any Submissions Received**

#### Public Consultation

Under Part B.5 of Cowra Council Development Control Plan 2021 the Section 4.55(1A) Modification Application is not required to be re-notified to adjoining owners.

#### Public Authority Consultation:

There are no public authority consultation requirements with this development application.

### **S4.15(1)(d) The Public Interest**

#### Community Interest

### **S7.12 Fixed development consent levies**

N/A as no change in cost of works.

### **Conclusion**

Development Application No. 61/2022 proposes a s4.55(1a) modification to light industry - mod 1 on Lot 6 DP 1096603, Lot 2 DP 1096603, Lot 3 DP 1096603, 19 Kollas Drive Cowra. The application was lodged by Currajong Pty Ltd on 8 May 2024.

The application was supported by a Statement of Environmental Effects and development plans prepared by the applicant, which provide sufficient information to allow assessment of the proposal.

The proposed development has been assessed to be consistent with the requirements of Cowra Local Environmental Plan 2012, relating to development in the E4 General Industrial zone and is consistent with existing land-use activities of the locality.

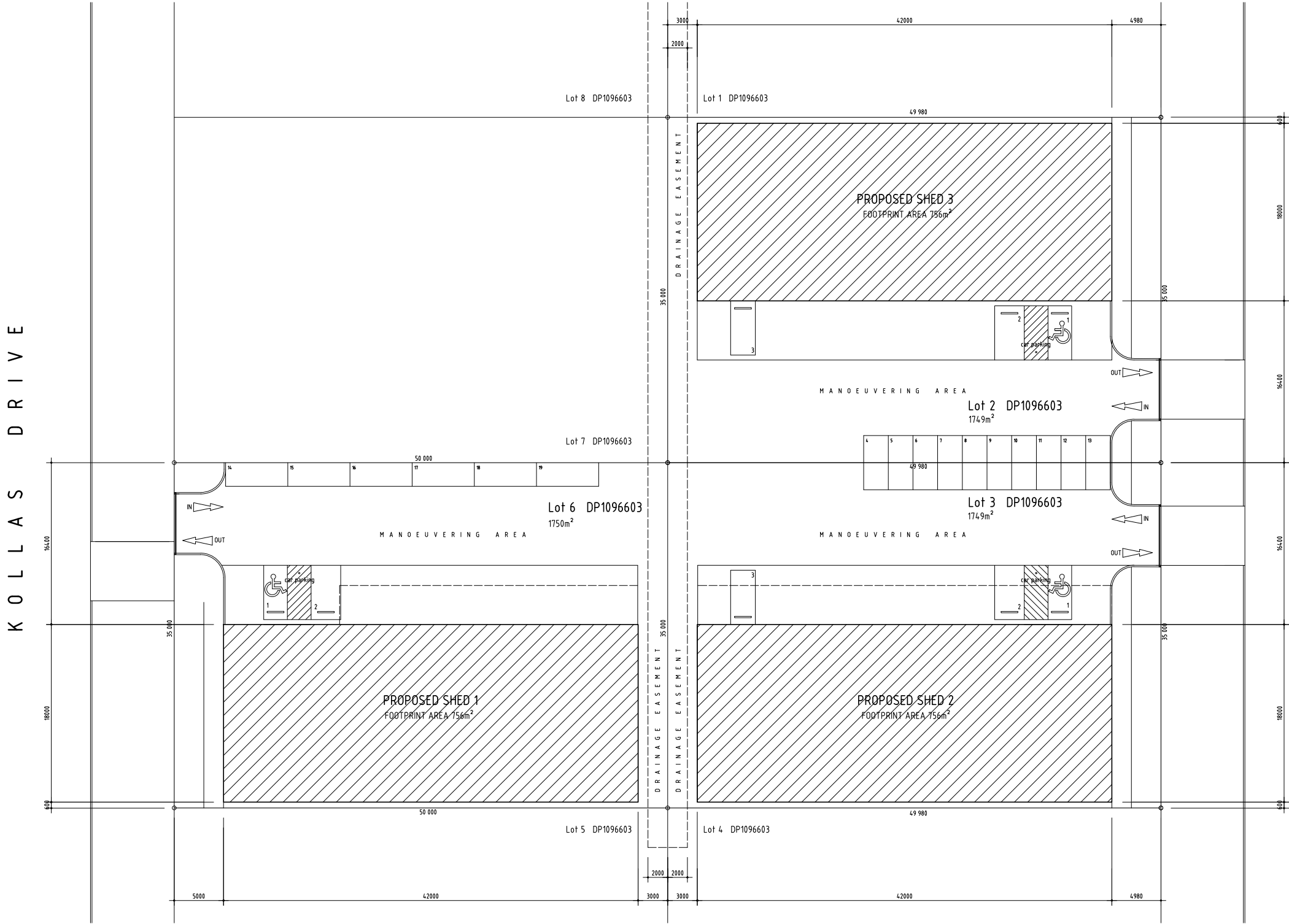
The development application was not required to be notified in accordance with Cowra Community Participation Plan 2020.

Having considered the documentation supplied by the applicant, the findings of site inspection(s) and the comments made from consultation, it is assessed that the impacts of the proposal and the likely environmental interactions between the proposed development and the environment are such that Council should not refuse the development application. Accordingly, a recommendation of conditional approval is listed in the recommendation.

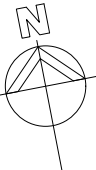
## **ATTACHMENTS**

1. DA 10.2022.61.2 - Development Plans [↓](#)
2. DA 10.2022.61.2 - Statement of Environmental Effects [↓](#)
3. DA 10.2022.61.2 - Location map [↓](#)
4. DA 10.2022.61.2 -Aerial map [↓](#)
5. DA 10.2022.61.2 - Original Determination Documents [↓](#)
6. DA 10.2022.61.2 - Original Development Consent [↓](#)

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site PLAN



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Fix boom seats and seatbelts to all external doors.  
**AMENDMENTS**  
Amdt Date Description  
A 3/5/24 Amended to show new parking layout

**PROJECT**

Proposed shed

**CLIENT**

J Morgan

**LOCATION**

Kollas Drive and Mees Street

Cowra

**DATE** **SCALE**

4/5/22

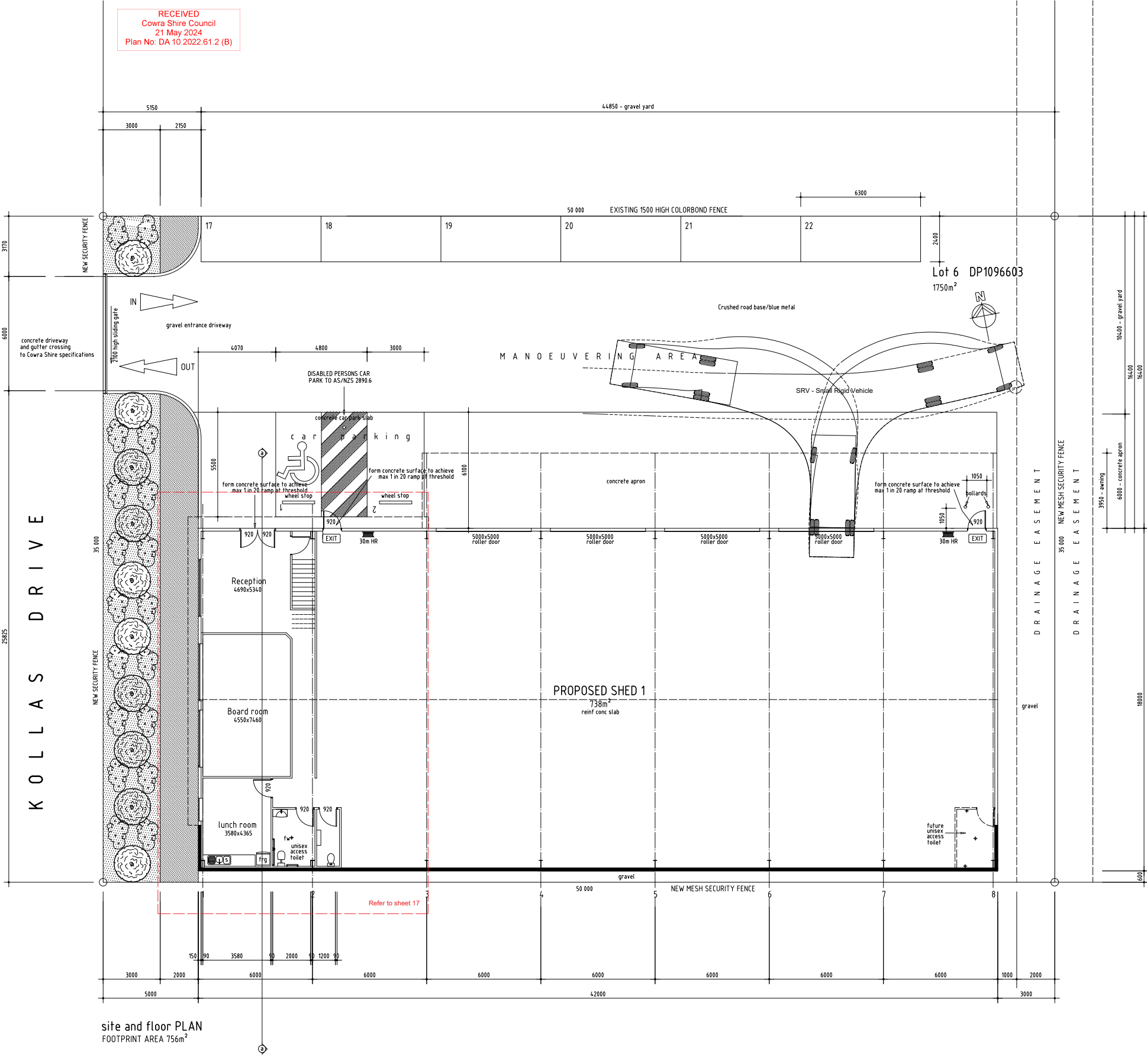
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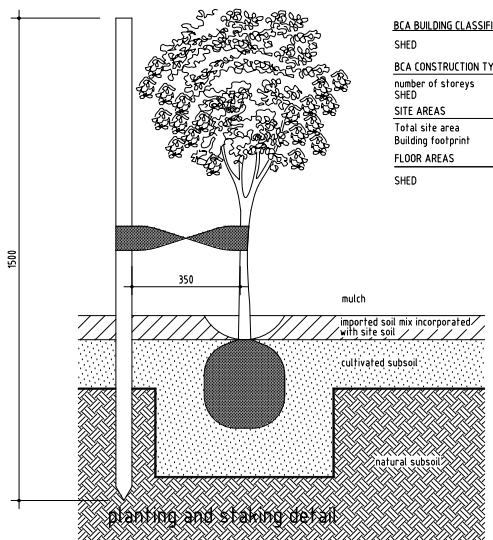
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site and floor PLAN  
FOOTPRINT AREA 756m²



STAKING - As detailed, tie 50mm jute webbing to 5 Litre tree and staple to one 1500x38x38 hardwood stake.

MULCH - Install 100mm Tree Loppers 'Forest Blend' to all garden beds, covering mulch down around plant stems and flush with adjacent surfaces.

DRAINAGE - The site is naturally drained and does not require any additional drainage.

GARDEN NOTES: All gardens filled 200 deep with premium garden mix - to be mixed with existing garden bed soil.

MULCH - 15mm tan bark to cover all gardens areas.

EDGING - 150x35 treated pine edging supported on hw pegs to be used as a division between garden and turf.

IRRIGATION NOTES: Garden Beds 10mm Dripzone for gardens - Hunter 4 station Junior Pro Contrillion/Hunter Solenoids.

Turf Areas 100mm pop-up Hunter Pro spray sprinklers.

- Legend
- ACACIA SPECTABILIS Mudgee Wattle 2.5m high
  - GREVILLEA GORDON Robyn Gordon Grevillea 2m high
  - CORREA DECUMBENS Prostrate Correa 0.2m high
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All materials and workmanship are to be in strict accordance with current manufacturer's printed instructions, local regulations, The Building Code and AS Codes.

Fix boom seats and seatbelts to all external doors.

AMENDMENTS

| Amdt | Date    | Description                            |
|------|---------|--|
| A    | 24/1/24 | Lunch room extended added in toilet    |
| B    | 11/4/24 | Move car parking and entrance driveway |

vehicle/turning information

Proposed shed

CLIENT

J Morgan

LOCATION

19 Kollas Drive  
Cowra

DATE

4/5/22

SCALE

1:100

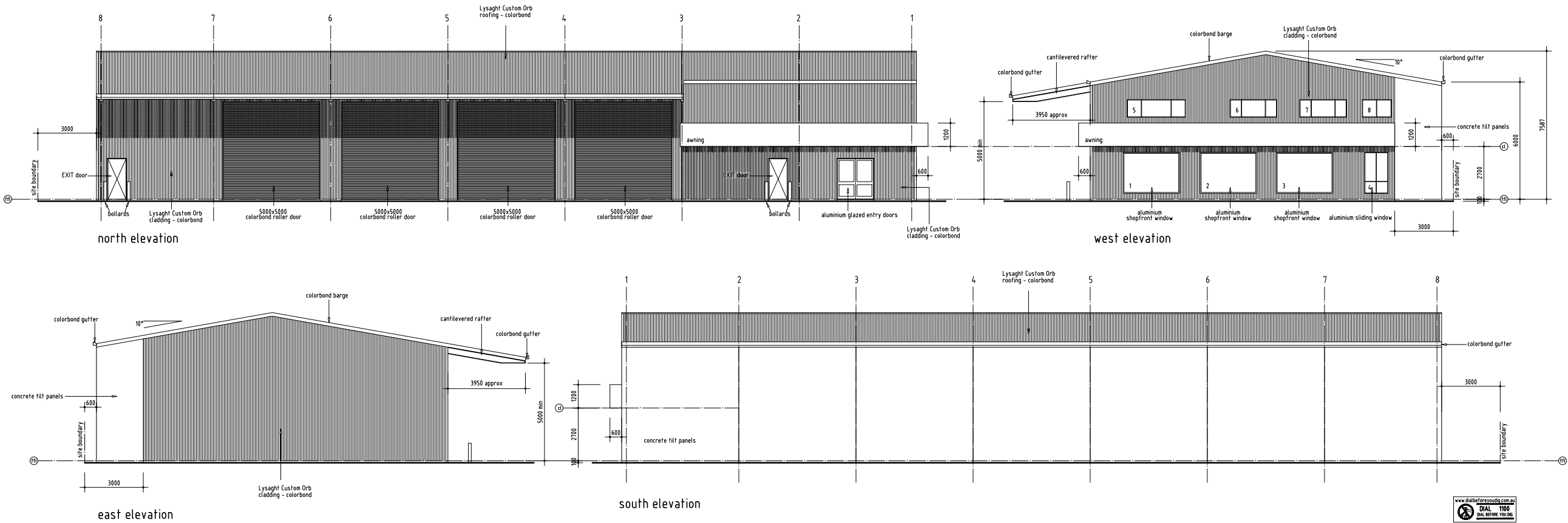


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ELEVATIONS SHED 1 - STAGE 2

| window schedule |                          |                          |             |  |
|-----------------|--------------------------|--------------------------|-------------|--|
| Number          | Type                     | Opening Size h x l (nom) | Orientation |  |
| 1               | ALUMINIUM FIXED WINDOW   | 2100 x 3000              | W           |  |
| 2               | ALUMINIUM FIXED WINDOW   | 2100 x 3000              | W           |  |
| 3               | ALUMINIUM FIXED WINDOW   | 2100 x 3000              | W           |  |
| 4               | ALUMINIUM SLIDING WINDOW | 2100 x 1200              | W           |  |
| 5               | ALUMINIUM SLIDING WINDOW | 900 x 3000               | W           |  |
| 6               | ALUMINIUM SLIDING WINDOW | 900 x 2400               | W           |  |
| 7               | ALUMINIUM SLIDING WINDOW | 900 x 2400               | W           |  |
| 8               | ALUMINIUM SLIDING WINDOW | 900 x 1500               | W           |  |

Note: Windows to be powder coated in colour chosen by owner  
Windows and doors to be fitted with suitable insect screens.  
All windows single glazed unless specified.

ALL WINDOW SIZES ARE INDICATIVE ONLY AND ARE TO BE THE  
NEAREST MANUFACTURERS SIZE WITH CLIENTS APPROVAL

SEE PART J REPORT FOR GLAZING COMMITMENTS



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All materials and workmanship are to be in strict accordance with current manufacturer's printed instructions, local regulations, The Building Code of Australia and SRA Code.

Fix loose walls and rooflines to all external doors.

AMENDMENTS

| Amdt | Date | Description |
|------|------|-------------|
|------|------|-------------|

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

19 Kollas Drive  
Cowra

DATE SCALE

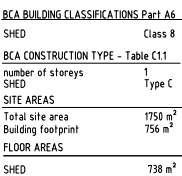
4/5/22 1:100



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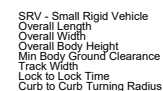


4

| AMENDMENTS |         |   |
|------------|---------|---|
| Amdt       | Date    | Description                               |
| A          | 24/1/24 | Lunch room extended<br>added in toilet    |
| B          | 11/4/24 | Move car parking and<br>entrance driveway |

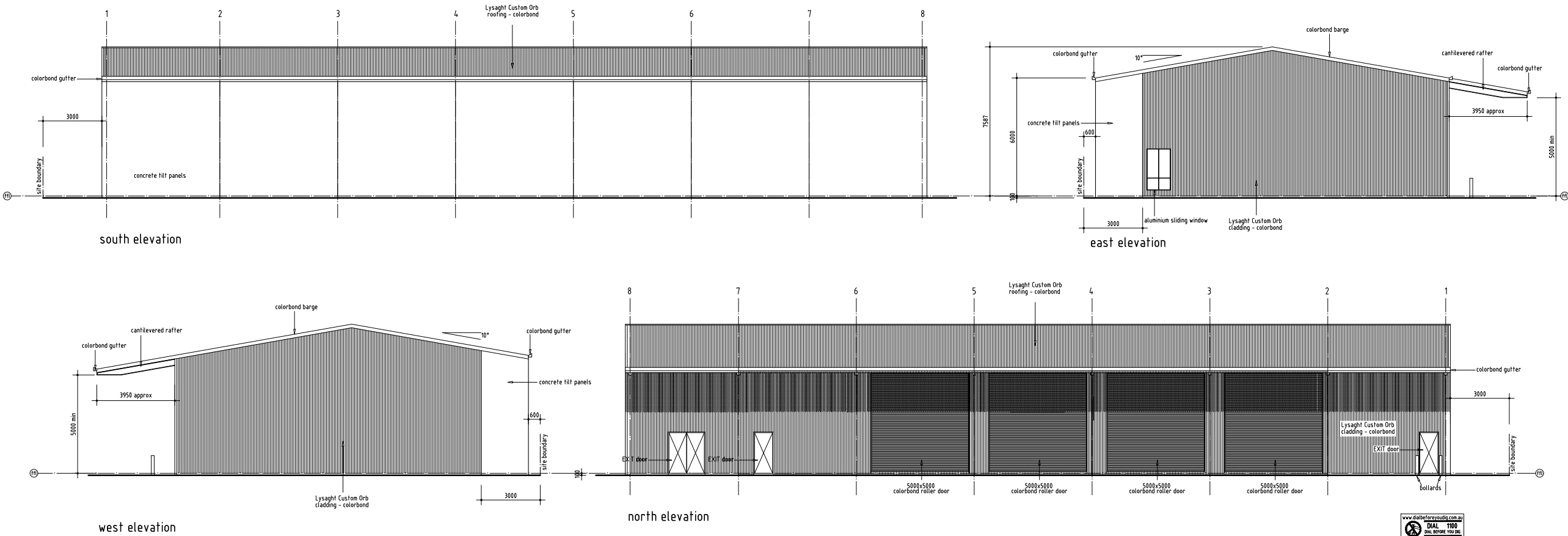
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6.400m  
2.330m  
3.500m  
0.398m  
2.330m  
4.00 sec  
7.100m

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ELEVATIONS SHED 2



5

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All materials and workmanship are to be in strict accordance with current manufacturer's printed instructions, local regulations, The Building Code of Australia and SRA Code.

Fix boom seats and seatbelts to all external doors.

| AMENDMENTS |         |                                 |
|------------|---------|---------------------------------|
| Amt        | Date    | Description                     |
| A          | 6/2/23  | SIGNAGE AWNING REMOVED          |
| B          | 24/1/24 | Awning continued to end of shed |

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

10 - 12 Mees Street  
Cowra

DATE 5/2/23 SCALE 1:100



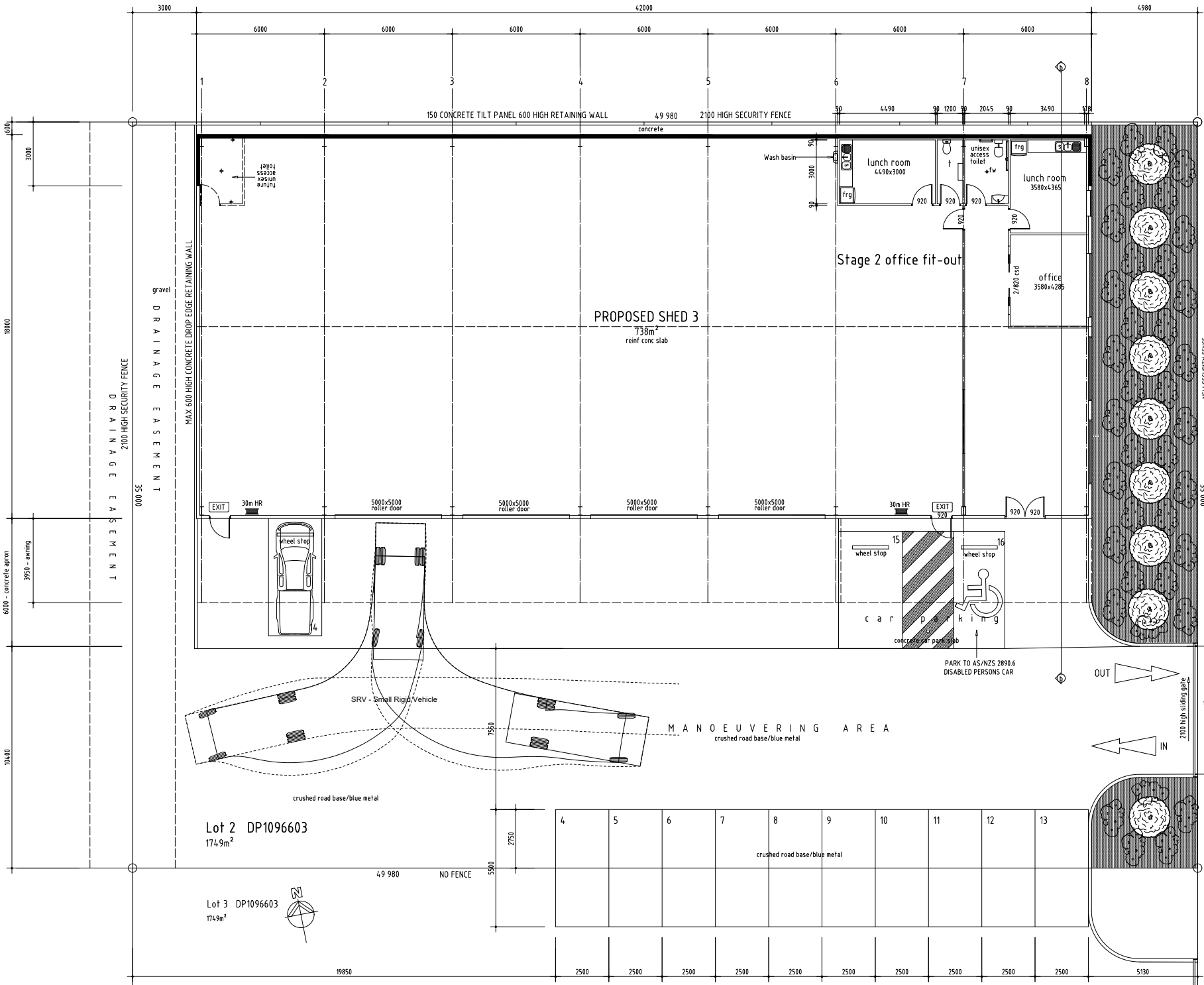
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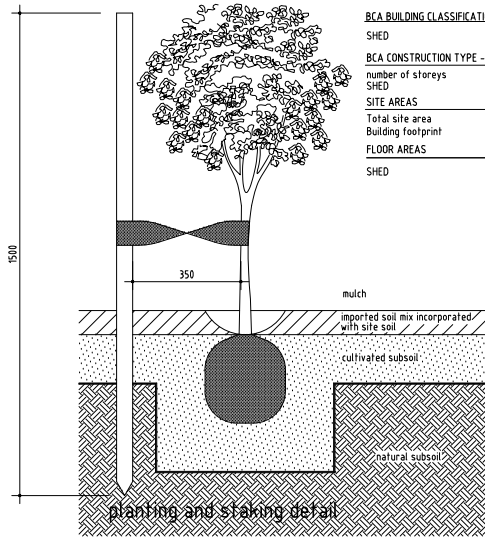
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site and floor PLAN  
FOOTPRINT AREA 756m²



STAKING - As detailed, tie 50mm jute webbing to 5 Litre tree and staple to one 1500x38x38 hardwood stake.

MULCH - Install 100mm Tree Loppers "Forest Blend" to all garden beds, coving mulch down around plant stems and flush with adjacent surfaces.

DRAINAGE  
The site is naturally drained and does not require any additional drainage.

GARDEN NOTES:  
All gardens filled 200 deep with premium garden mix - to be mixed with existing garden bed soil.

IRRIGATION NOTES:  
Garden Beds  
15mm Dripzone for gardens - Hunter 4 station Junior Pro Contrallion/Hunter Solenoids

EDGING  
150x35 treated pine edging supported on hw pegs to be used as a division between garden and turf

Turf Areas  
100mm pop-up Hunter Pro spray sprinklers

Legend

|  |                    |                        |           |
|--|--------------------|------------------------|-----------|
|  | ACACIA SPECTABILIS | Mudgee Wattle          | 2.5m high |
|  | GREVILLEA GORDON   | Robyn Gordon Grevillea | 2m high   |
|  | CORREA DECUMBENS   | Prostrate Correa       | 0.2m high |

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All materials and workmanship are to be in strict accordance with current manufacturers printed instructions, local regulations, The Building Code of Australia and SRA Codes.  
Fix beam seats and weatherstrips to all external doors.

AMENDMENTS

| Amdt | Date    | Description   |
|------|---------|---|
| A    | 31/5/22 | CAR PARKING AMENDED LANDSCAPING AMENDED INTERNAL LAYOUT AMENDED |
| B    | 6/2/23  | SIGNAGE AWNING REMOVED  |
| C    | 24/1/24 | Awning continued to end of shed                                 |
| D    | 17/4/24 | Office layout altered   |

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

10 - 12 Mees Street  
Cowra

DATE SCALE

5/2/23 1:100

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Town Planning Consultants

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The architectural drawings show the following details for each elevation:

- East Elevation:** Features a gabled roof with a 10° pitch. The roof is clad in colorbond with a cantilevered rafter and gutter. The main wall is clad in Lysaght Custom Orb cladding - colorbond. There are four windows: three aluminum shopfront windows (labeled 1, 2, 3) and one aluminum sliding window (labeled 4). The total height is 5000 mm, with a 3950 mm section for the windows. The width is 3000 mm. A concrete fill panel is shown on the right side.
- North Elevation:** A long, low profile with a height of 3000 mm. It features a colorbond gutter and concrete fill panels. The roof is clad in Lysaght Custom Orb roofing - colorbond. The width is 3000 mm. A 600 high retaining wall is shown at the base.
- South Elevation:** A long, low profile with a height of 3000 mm. It features a colorbond gutter and concrete fill panels. The roof is clad in Lysaght Custom Orb roofing - colorbond. There are four large doors: three 5000x5000 colorbond roller doors (labeled 1, 2, 3) and one 5000x5000 colorbond roller door (labeled 4). There are also three EXIT doors (labeled 5, 6, 7). The width is 3000 mm. A 600 high retaining wall is shown at the base.
- West Elevation:** Features a gabled roof with a 10° pitch. The roof is clad in colorbond with a cantilevered rafter and gutter. The main wall is clad in Lysaght Custom Orb cladding - colorbond. The total height is 5000 mm, with a 3950 mm section for the windows. The width is 3000 mm. A concrete fill panel is shown on the right side.

7

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Check all levels or title before work begins  
Any discrepancies are to be referred to this office at once.

All materials and workmanship are to be in strict accordance with current manufacturers printed instructions, local regulations, The Building Code of Australia and SAA Codes.

Fix frame panels and weathertights to all external doors.

PROJECT \_\_\_\_\_

**CLIENT** \_\_\_\_\_

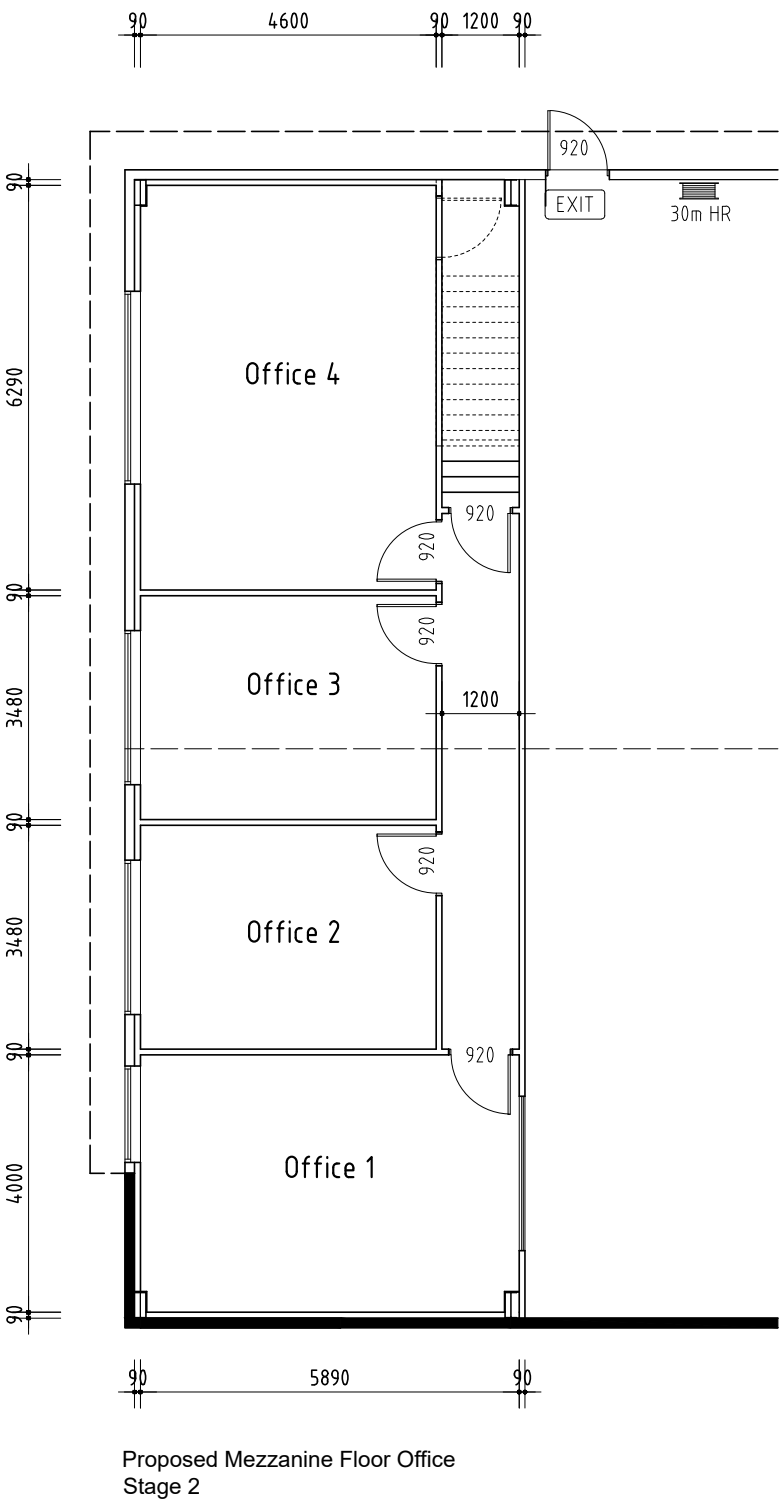
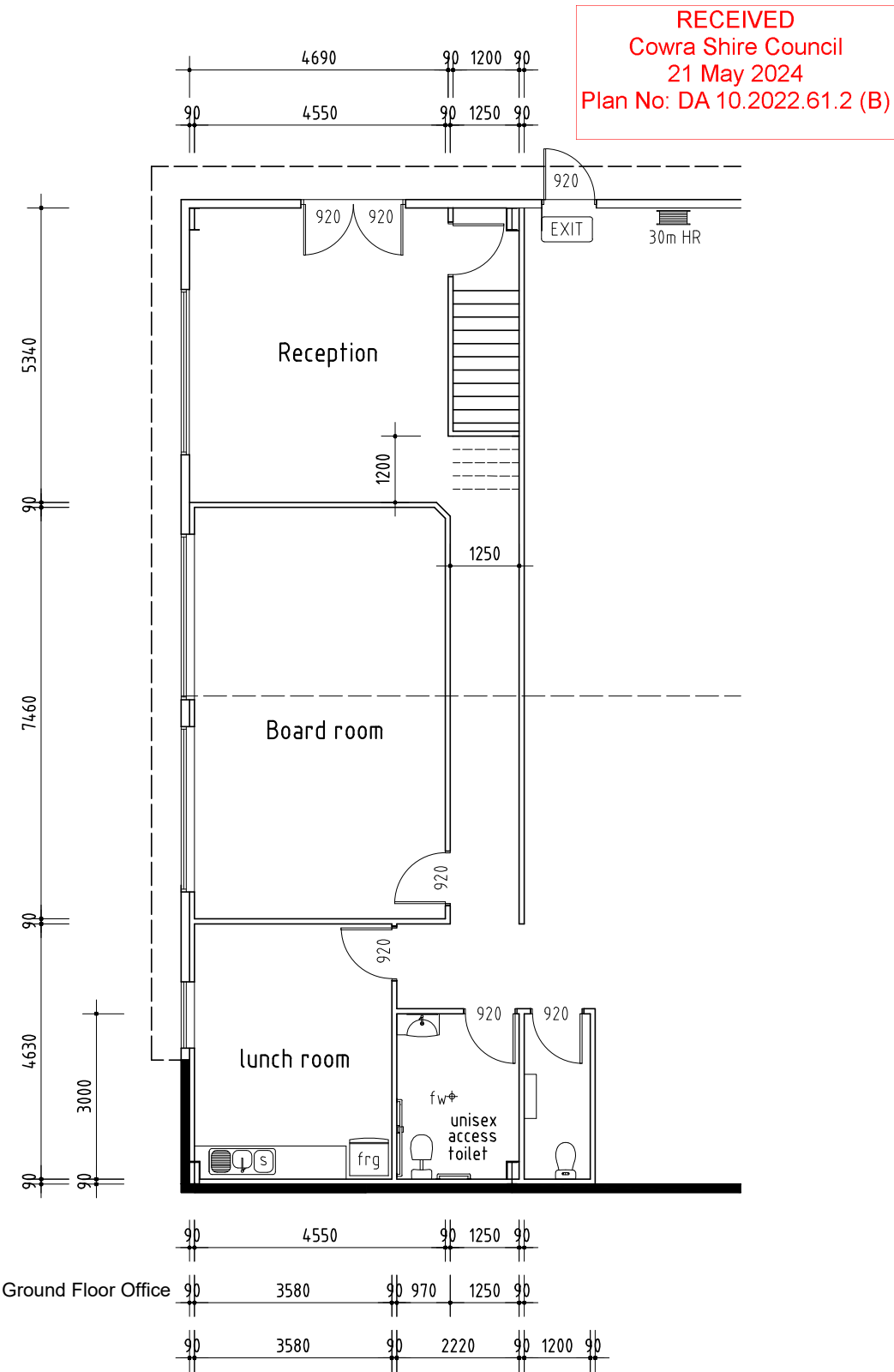
LOCATION \_\_\_\_\_

DATE \_\_\_\_\_ SCALE \_\_\_\_\_

5/2/23 1:100



MORGAN / VERSION 3 / 6 FEBRUARY 2023



PLANS / CC / MORGAN / VERSION 1 / 17 APRIL 2024

|   |            |   |  |          |                          |        |         |
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|   |            |   |  | CLIENT   | J Morgan                 | DATE   | 17/4/24 |
|   |            |   |  | LOCATION | 10-12 Mees Street, Cowra | JOB No | 207/21  |
|   |            |   |  |          |                          |        |         |





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Plan No: DA 10.2022.61.2 (C)

**DOCUMENT TITLE**

Mod-DA Report

**CLIENT**

J R Morgan Investments Pty Ltd

**PROJECT**

3 x Light Industrial Sheds  
Lots 2, 3 and 6 DP 1096603  
19 Kollas Drive and 6-12 Mees Street, Cowra

**REVISION**

C

## DOCUMENT CONTROL

### PROJECT REPORT DETAILS

|                   |  |
|-------------------|--|
| Document Title    | Mod-DA Report<br>3 x Light Industrial Sheds, Lots 2, 3 and 6 DP 1096603,<br>19 Kollas Drive and 6-12 Mees Street, Cowra. |
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| Client            | J R Morgan Investments Pty Ltd   |
| Project Reference | APC220505  |

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**TABLE OF CONTENTS**

|  |           |
|--|-----------|
| <b>01. INTRODUCTION</b>                                  | <b>4</b>  |
| 1.1. Project Overview                                    | 4         |
| 1.2. Approvals Required                                  | 6         |
| 1.3. Application Details                                 | 6         |
| 1.4. Approval History                                    | 6         |
| 1.5. Reasons for Proposed Modification                   | 7         |
| <b>02. DESCRIPTION OF THE SITE</b>                       | <b>8</b>  |
| 2.1. Site Description                                    | 8         |
| 2.2. Surrounding Land-use                                | 9         |
| 2.3. Land Zoning   | 9         |
| <b>03. DETAILS OF APPROVED DEVELOPMENT</b>               | <b>10</b> |
| 3.1. DA & CC 61/2022                                     | 10        |
| <b>04. DETAILS OF PROPOSED MODIFICATION</b>              | <b>11</b> |
| 4.1. Scope of Proposed Modification                      | 11        |
| 4.2. Modification Instrument Particulars                 | 12        |
| <b>05. JUSTIFICATION OF PROPOSED MODIFICATION</b>        | <b>13</b> |
| <b>06. PLANNING AND LEGISLATIVE CONTEXT</b>              | <b>14</b> |
| <b>07. ASSESSMENT OF ENVIRONMENTAL ISSUES</b>            | <b>17</b> |
| <b>08. EVALUATION AND JUSTIFICATION FOR THE PROPOSAL</b> | <b>19</b> |
| 8.1. Objectives of the EP&A Act 1979                     | 19        |
| 8.2. Ecological Sustainable Development                  | 19        |
| 8.3. Other Relevant Considerations                       | 20        |
| <b>09. CONCLUSION</b>                                    | <b>21</b> |

**SCHEDULE OF FIGURES**

|   |   |
|---|---|
| Figure 1 - Locality Map – Lots 2, 3 and 6 DP 1096603..... | 8 |
| Figure 2 - Zoning Map .....                               | 9 |

**SCHEDULE OF TABLES**

|   |    |
|---|----|
| Table 1 - Application Details.....                      | 6  |
| Table 2 - Approval History .....                        | 6  |
| Table 3 - Planning and Legislative Context Review ..... | 14 |
| Table 4 - Environmental Issues Review .....             | 17 |


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## 01. INTRODUCTION

### 1.1. Project Overview

This Mod-DA Report has been prepared by Currajong Pty Ltd (Currajong) on behalf of J R Mogan Investments Pty Ltd to support a proposal to modify Development Consent No. 61/2022 granted by Cowra Shire Council on 28 November 2022 for 3 x Light Industrial Sheds on Lots 2, 3 and 6 DP 1096603, being 19 Kollas Drive and 6-12 Mees Street, Cowra.

More specifically, the original approval relates to:

- Construction of a single shed building on Lot 6 DP 1096603. Site access is provided directly to Kollas Drive. The site design includes provision for 1 disabled access space and 7 visitor parking spaces. Internally, the shed comprises an open floor plan layout with provision for a lunch room, unisex access toilet and future unisex access toilet.
- Construction of a single shed building on Lot 2 DP 1096603. Internally, the shed comprises separating walls creating 3 tenancies each with an open floor plan layout and provision for a unisex access toilet. Site access is provided directly to Mees Street. The site design includes provision for 1 disabled access space and 2 visitor parking spaces. There is also provision for 10 visitor parking spaces that are shared with the development on Lot 3 DP 1096603.
- Construction of a single shed building on Lot 3 DP 1096603. Internally, the shed comprises separating walls creating 3 tenancies each with an open floor plan layout and provision for a unisex access toilet. Site access is provided directly to Mees Street. The site design includes provision for 1 disabled access space and 2 visitor parking spaces. There is also provision for 10 visitor parking spaces that are shared with the development on Lot 2 DP 1096603.

J R Morgan Investments Pty Ltd proposes to modify Development Consent No. 61/2022 by making the following changes to the approved site and building design:

- In relation to Lot 6 DP 1096603, being Proposed Shed 1:
  - The construction of an additional toilet facility within the approved shed building. The toilet facility is located immediately adjacent to the unisex access toilet in the SW corner of the building.
  - The construction of second storey floorspace within the shed building. The floorspace is to be created along the inside of the western elevation of the building and comprises 4 separate offices.
  - The construction of four new windows to the western elevation of the building. The windows provide natural light and ventilation to the rooms on the second storey floorspace.
  - The relocation of the site access (to Kollas Drive) to a position that is closer to the northern boundary.
  - Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. Six of the spaces will be retained along the northern boundary as parallel spaces, with the remaining 2 spaces (including the disabled space) relocated to the northern edge of the proposed building.
- In relation to Lot 3 DP 1096603, being Proposed Shed 2:
  - A redesign of the internal floor space to include only a single tenancy.
  - A redesign of the internal floor space to include a lunchroom, unisex access toilet and an additional toilet.
  - The construction of one new window to the eastern elevation of the building. The window provides natural light and ventilation to the new lunchroom.

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5

- Reconfiguration of the exit doors and roller doors on the northern elevation of the proposed shed building.
- Removal of the wrap-around signage awning from the eastern and northern elevations of the building.
- Extension of the cantilevered awning to run the full length of the northern elevation of the building.
- Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. The design is necessary to suit the new locations of the roller doors to the shed building.
- In relation to Lot 2 DP 1096603, being Proposed Shed 3:
  - A redesign of the internal floor space to include only a single tenancy.
  - A redesign of the internal floor space to include two lunch rooms, an office, reception space, unisex access toilet and an additional toilet.
  - The construction of four new windows to the eastern elevation of the building. The windows provide natural light and ventilation to the new reception, office and lunchroom areas.
  - Reconfiguration of the exit doors and roller doors on the southern elevation of the proposed shed building.
  - Removal of the wrap-around signage awning from the eastern and southern elevations of the building.
  - Extension of the cantilevered awning to run the full length of the southern elevation of the building.
  - Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. The design is necessary to suit the new locations of the roller doors to the shed building.
  - Construction of a 150mm concrete tilt panel 600mm high retaining wall along the northern boundary of Lot 2 DP 1096603.

The purpose of this Mod-DA Report is to show full details of the proposed changes to Development Consent No. DA 61/2022 and justify these proposed changes in accordance with Section 4.55(1A) of the Environmental Planning and Assessment Act 1979.

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## 1.2. Approvals Required

In accordance with Part 4 of the Environmental Planning and Assessment Act (EP&A) 1979 a modification application is to be lodged with Cowra Shire Council via the NSW Planning Portal, along with the Mod-DA Report (this report) and various plans in support of the proposal.

The proposal is local development, as it does not trigger any of the provisions listed below:

- The proposal is not 'designated development' pursuant to Part 1 of Schedule 3 of the EP&A Regulation 2021 (EP&A Regulation) and an Environmental Impact Statement is not required.
- The proposal does not trigger 'regionally significant development' because it is not designated development and is general development less than \$30 million, pursuant to State Environmental Planning Policy (Planning Systems) 2021.
- The proposal does not trigger 'integrated development' because it does not require any other approval listed under Section 4.46 of the EP&A Act 1979.
- The proposal does not trigger the Biodiversity Offsets Scheme threshold, because it does not involve the removal of native vegetation within the meaning of the Biodiversity Conservation Act 2016.

## 1.3. Application Details

The key details of the application are presented in Table 1 as follows.

Table 1 - Application Details

| Detail            | Description                    |
|-------------------|--------------------------------|
| Applicant         | J R Morgan Investments Pty Ltd |
| Landowner(s)      | J R Morgan Investments Pty Ltd |
| Site              | Lots 2, 3 and 6 DP 1096603     |
| Proposal          | 3 x Light Industrial Sheds     |
| Zoning            | E4 General Industrial          |
| Consent Authority | Cowra Council                  |

## 1.4. Approval History

Table 2 provides an overview of the approval history applying to the site.

Table 2 - Approval History

| Detail       | Description                                  |
|--------------|--|
| DA 61/2022   | Granted by Cowra Council on 28 November 2022 |
| CC 61/2022   | Granted by Cowra Council on 14 April 2023    |
| SI38 16/2023 | Granted by Cowra Council on 21 February 2023 |



### 1.5. Reasons for Proposed Modification

The 3 x Light Industrial sheds that have been approved by Cowra Council in accordance with DA 61/2022 and CC 61/2022 are currently under construction. Substantial progress has been made with key components of the project including:

- Partial construction of each shed building.
- Partial internal fit-out of each shed building.
- Site fencing
- Site access
- Service and utility connections.

A review of the partially completed works against the project plans and drawings approved by Cowra Council has revealed a number of inconsistencies. To enable the approval of amended Construction Certificate drawings and the subsequent issue of an Occupation Certificate, the amendment of Development Consent No. 61/2022 is required.

## 02. DESCRIPTION OF THE SITE

### 2.1. Site Description

The site is currently under construction for purposes approved in accordance with DA/CC 61/2022.

The site is comprised of three separate lots (Lots 2, 3, 6 DP 1096603) which were all created from a subdivision approved by Council in 2006 for industrial purposes. As part of the subdivision, appropriate provision has been made for heavy vehicle road access to each lot and a comprehensive underground piped stormwater drainage system.

Each of the subject lots have an area of 1750m<sup>2</sup>, giving a combined site area of 5250m<sup>2</sup>.

Primary access to Lot 6 DP 1096603 is available directly from Kollas Drive. Primary access to Lots 2 and 3 DP 1096603 is available directly from Mees Street. Both Kollas Drive and Mees Street are public roads and form part of the local road network owned and maintained by Cowra Shire Council.

The site is flat, with minimal falls to both Kollas Drive and Mees Street respectively.

A locality map showing the site in the context of the surrounding area is included in Figure 1.

Figure 1 - Locality Map – Lots 2, 3 and 6 DP 1096603.



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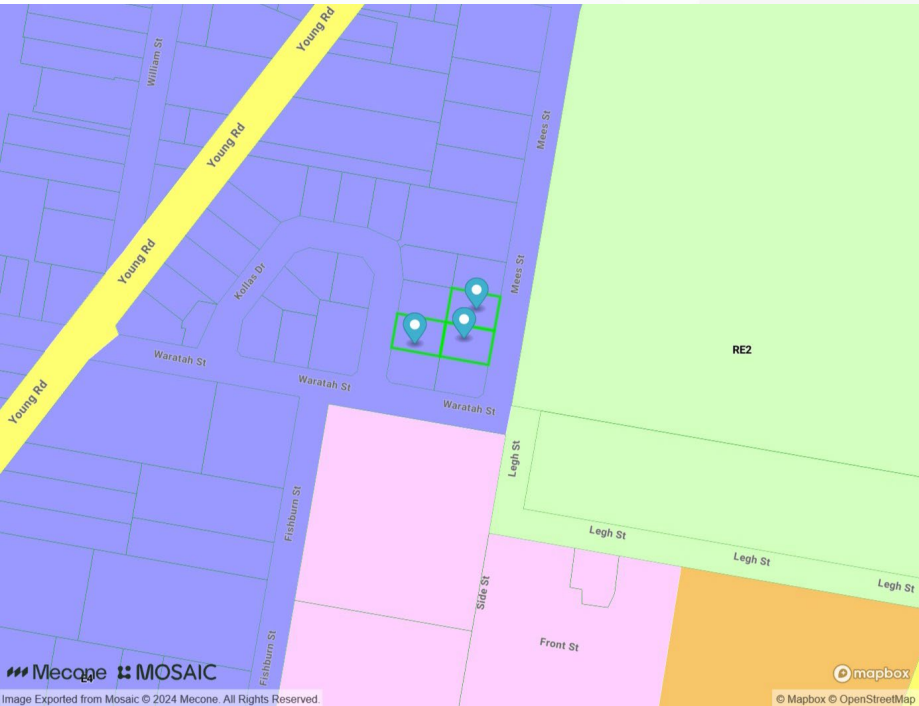
2.2. Surrounding Land-use

The site is located within an existing area of Cowra known generally as West Cowra. The subdivision within which this development is proposed is referred to generally as the Kollas Drive Industrial Estate. The Kollas Drive industrial estate is developing area, comprising a mix of vacant and occupied sites. Light industrial land-uses are dominant in the immediately surrounding area.

2.3. Land Zoning

The site is zoned E4 General Industrial under the Cowra LEP 2012. Figure 2 includes a map that shows the zoning framework for the site and surrounding areas. The development is permissible in the E4 General Industrial zone with the consent of council.

Figure 2 - Zoning Map



| LEGEND - LAND USE ZONES |                                       |
|-------------------------|---------------------------------------|
| E1                      | E1 Local Centre                       |
| E3                      | E3 Productivity Support               |
| C1                      | C1 National Parks and Nature Reserves |
| C2                      | C2 Environmental Conservation         |
| C3                      | C3 Environmental Management           |
| E4                      | E4 General Industrial                 |
| R1                      | R1 General Residential                |
| R2                      | R2 Low Density Residential            |
| R5                      | R5 Large Lot Residential              |
| RE1                     | Public Recreation                     |
| RE2                     | Private Recreation                    |
| RU1                     | Primary Production                    |
| RU3                     | Forestry                              |
| RU4                     | Primary Production Small Lots         |
| RU5                     | Village                               |
| SP2                     | Infrastructure                        |
| SP3                     | Tourist                               |
| W2                      | Recreational Waterways                |

## 03. DETAILS OF APPROVED DEVELOPMENT

### 3.1. DA & CC 61/2022

Development Consent No. 61/2022 was granted by Cowra Council on 28 November for 3 x Light Industrial Sheds on Lots 2, 3 and 6 DP 1096603, being 19 Kollas Drive and 6-12 Mees Street, Cowra. Construction Certificate No. 61/2022 was issued by Cowra Council on 14 April 2023.

More specifically, the original approvals relate to:

- Construction of a single shed building on Lot 6 DP 1096603. Site access is provided directly to Kollas Drive. The site design includes provision for 1 disabled access space and 7 visitor parking spaces. Internally, the shed comprises an open floor plan layout with provision for a lunch room, unisex access toilet and future unisex access toilet.
- Construction of a single shed building on Lot 2 DP 1096603. Internally, the shed comprises separating walls creating 3 tenancies each with an open floor plan layout and provision for a unisex access toilet. Site access is provided directly to Mees Street. The site design includes provision for 1 disabled access space and 2 visitor parking spaces. There is also provision for 10 visitor parking spaces that are shared with the development on Lot 3 DP 1096603.
- Construction of a single shed building on Lot 3 DP 1096603. Internally, the shed comprises separating walls creating 3 tenancies each with an open floor plan layout and provision for a unisex access toilet. Site access is provided directly to Mees Street. The site design includes provision for 1 disabled access space and 2 visitor parking spaces. There is also provision for 10 visitor parking spaces that are shared with the development on Lot 2 DP 1096603.

## 04. DETAILS OF PROPOSED MODIFICATION

### 4.1. Scope of Proposed Modification

J R Morgan Investments Pty Ltd proposes to modify Development Consent No. 61/2022 by making the following changes to the approved site and building design:

- In relation to Lot 6 DP 1096603, being Proposed Shed 1:
  - The construction of an additional toilet facility within the approved shed building. The toilet facility is located immediately adjacent to the unisex access toilet in the SW corner of the building.
  - The construction of second storey floorspace within the shed building. The floorspace is to be created along the inside of the western elevation of the building and comprises 4 separate offices.
  - The construction of four new windows to the western elevation of the building. The windows provide natural light and ventilation to the rooms on the second storey floorspace.
  - The relocation of the site access (to Kollas Drive) to a position that is closer to the northern boundary.
  - Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. Six of the spaces will be retained along the northern boundary as parallel spaces, with the remaining 2 spaces (including the disabled space) relocated to the northern edge of the proposed building.
- In relation to Lot 3 DP 1096603, being Proposed Shed 2:
  - A redesign of the internal floor space to include only a single tenancy.
  - A redesign of the internal floor space to include a lunchroom, unisex access toilet and an additional toilet.
  - The construction of one new window to the eastern elevation of the building. The window provides natural light and ventilation to the new lunchroom.
  - Reconfiguration of the exit doors and roller doors on the northern elevation of the proposed shed building.
  - Removal of the wrap-around signage awning from the eastern and northern elevations of the building.
  - Extension of the cantilevered awning to run the full length of the northern elevation of the building.
  - Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. The design is necessary to suit the new locations of the roller doors to the shed building.
- In relation to Lot 2 DP 1096603, being Proposed Shed 3:
  - A redesign of the internal floor space to include only a single tenancy.
  - A redesign of the internal floor space to include two lunch rooms, an office, reception space, unisex access toilet and an additional toilet.
  - The construction of four new windows to the eastern elevation of the building. The windows provide natural light and ventilation to the new reception, office and lunchroom areas.
  - Reconfiguration of the exit doors and roller doors on the southern elevation of the proposed shed building.

12

- Removal of the wrap-around signage awning from the eastern and southern elevations of the building.
- Extension of the cantilevered awning to run the full length of the southern elevation of the building.
- Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. The design is necessary to suit the new locations of the roller doors to the shed building.
- Construction of a 150mm concrete tilt panel 600mm high retaining wall along the northern boundary of Lot 2 DP 1096603.

#### **4.2. Modification Instrument Particulars**

Condition No. 1 of DA 61/2022 will be required to be updated to ensure the amended plans and documents are correctly referred to in the list of approved plans and documents.

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## 05. JUSTIFICATION OF PROPOSED MODIFICATION

Section 4.55 of the EP&A Act 1979 provides the relevant framework for the modification of consents generally. The modification of DA 61/2022 is proposed in accordance with Section 4.55(1A) of the Act. Section 4.55(1A) allows Cowra Council, as consent authority, to modify a consent if:

- a. It is satisfied that the proposed modification is of minimal environmental impact.
- b. It is satisfied that the development to which the consent as modified relates is substantially the same development as the development for which the consent was originally granted and before that consent as originally granted was modified (if at all).
- c. It has notified the application in accordance with the regulations, if the regulations so require, or a development control plan, if the consent authority is a council that has made a development control plan that requires the notification or advertising of applications for modification of a development consent, and
- d. It has considered any submissions made concerning the proposed modification within any period prescribed by the regulations or provided by the development control plan, as the case may be.

As demonstrated in the assessment of the proposal (as modified) in later sections of this report, it is considered the proposed modifications are of minimal environmental impact. It is also considered the proposal is substantially the same development as that which was originally approved, for the following reasons:

- The development still relates to the construction of 3 x Light Industrial sheds.
- There are no changes proposed to the approved use of the site.
- Whilst minor changes are proposed to the site layout and internal floor plans of the sheds, there is no change to the scale of development.
- Despite a minor change to the position of the site access to Lot 6 DP 1096603, the proposal retains safe access to Kollas Drive and allows for adequate vehicle movement and circulation within the site.
- Despite the redesign of the approved off-street car parking arrangement, there is no change to the number of spaces provided and the design remains consistent with AS 2890 and Part M of the Cowra Council Development Control Plan 2021.
- No additional earthworks, vegetation removal or the like will result from the proposal.
- Only positive changes are expected to result in terms of impacts on streetscape. The placement of new windows in the external (street) elevations to Sheds 1, 2 and 3 will improve the streetscape appeal of the buildings and improve passive surveillance of the street.
- No other changes to any other aspects of the approved development / operations.
- The proposed changes do not create any unacceptable additional environmental impacts.

## 06. PLANNING AND LEGISLATIVE CONTEXT

Section 4 of the Statement of Environmental Effects (SEE) approved as part of DA 61/2022 included a description of the applicable local planning policies, State and Federal legislation and guidelines and a statement outlining how the development addressed / complied with the legislation or policy.

Having regard to the scope of modifications proposed to DA 61/2022, a full review of the planning and legislative context is not proposed. Table 3 considers the modification against applicable instruments and policies is required.

**Table 3 - Planning and Legislative Context Review**

| Name  | Assessment  |
|---|---|
| <b>Commonwealth Legislation</b>                               |   |
| Environment Protection and Biodiversity Conservation Act 1999 | The modification does not result in any changes to the likely impact of the proposal on relevant Matters of National Environmental Significance.  |
| <b>New South Wales Legislation</b>                            |   |
| Environmental Planning and Assessment (EP&A) Act 1979         | J R Morgan Investments Pty is applying for a modification application in accordance with Section 4.55(1A) of the Act. Relevant matters for consideration are addressed in this Mod-DA Report.   |
| Local Government (LG) Act 1993                                | Approvals for water, sewerage and stormwater drainage work have already been obtained from Cowra Council. The modification will require an amended S68 approval dealing with amended plumbing and drainage changes resulting from the new floorplan configurations. |
| National Parks and Wildlife (NPW) Act 1974                    | The modification does not result in new or additional heritage issues / impacts or the need for an approval under the NPW Act 1974.   |
| Biodiversity Conservation (BC) Act 2016                       | The modification does not result in new or additional biodiversity impacts.   |
| Water Management (WM) Act 2000                                | The modification does not result in new or additional water resource issues / impacts or the need for an approval under the WM Act 2000   |
| Heritage Act 1977   | The modification does not result in new or additional heritage issues / impacts or the need for an approval under the Heritage Act 1977.  |
| Protection of the Environment Operations (PoEO) Act 1997      | The modification does not result in the need for an approval under the PoEO Act 1997.   |
| Roads Act 1993  | Approvals have already been obtained under S138 of the Roads Act 1993 to complete construction work related to new access crossings. The modification does not require additional approvals.  |
| Contaminated Land Management Act 1997                         | Contamination is not a key issue for the site. Further investigations are not warranted.  |
| Rural Fires Act 1997  | The land is not Bushfire Prone. Further investigations are not warranted.   |
| <b>State Environmental Planning Policies</b>                  |   |
| SEPP (Exempt and Complying Development Codes) 2008            | The proposed modifications cannot be completed as exempt development.   |



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15

| Name  | Assessment  |
|---|---|
| SEPP (Planning Systems) 2021                  | Further consideration of this SEPP is not required.   |
| SEPP (Biodiversity and Conservation) 2021     | The modification does not result in new or additional biodiversity impacts.   |
| SEPP (Sustainable Buildings) 2022             | The proposed shed buildings are not BASIX affected buildings. A revised Section J Report will be required to be submitted with an application to modify the Construction Certificate.   |
| SEPP (Housing) 2021                           | The SEPP does not have applicability to the proposal.   |
| SEPP (Industry and Employment) 2021           | The SEPP does not have applicability to the proposal.   |
| SEPP (Primary Production) 2021                | The SEPP does not have applicability to the proposal.   |
| SEPP (Precincts - Central River City) 2021    | The SEPP does not have applicability to the proposal.   |
| SEPP (Precincts - Eastern Harbour City) 2021  | The SEPP does not have applicability to the proposal.   |
| SEPP (Precincts - Western Parkland City) 2021 | The SEPP does not have applicability to the proposal.   |
| SEPP (Precincts - Regional) 2021              | The SEPP does not have applicability to the proposal.   |
| SEPP (Resilience and Hazards) 2021            | Contamination is not a key issue for the site. Further investigations are not warranted.  |
| SEPP (Resources and Energy) 2021              | The SEPP does not have applicability to the proposal.   |
| SEPP (Transport and Infrastructure) 2021      | The modification does not result in a new reason for the proposal to be referred under Clauses 2.48 or 2.122 of the SEPP.   |
| Cowra Local Environmental Plan 2012.          |   |
| Clause 2.3 – Zone Objectives                  | The proposed modification does not alter the permissibility of the development in the E4 General Industrial zone.   |
| Clause 7.1 - Earthworks                       | No additional earthworks will result from the proposal. The proposal, as modified, remains consistent with the requirements of Clause 7.1.  |
| Clause 7.8 – Essential Services               | <p>The essential servicing requirements for the development are not significantly altered.</p> <p>The access to Lot 6 DP 1096603 is proposed to be relocated slightly towards the northern boundary of the lot, however safe access to Kollas Drive will be retained and the access is to be constructed in accordance with Cowra Council engineering requirements and the SI38 Permit.</p> <p>The proposed arrangements for water, sewer, electricity, and stormwater drainage remain generally unchanged.</p> |
| Cowra Council DCP 2021                        |   |
| Part A - Introduction                         | The proposed modification does not result in the need for a DCP variation.  |
| Part B – Land Management                      | The construction of the project will be finalised in accordance with the requirements of Part B of the DCP.   |
| Part C – Biodiversity                         | The modification does not result in new or additional biodiversity impacts.   |
| Part I – Industrial Development               | The modification does not alter the consistency of the proposed site and building design with the requirements of Part I of the DCP.  |

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16

| Name                                  | Assessment  |
|---------------------------------------|---|
| Part L – Advertising Signage          | The modification does not relate to a signage matter  |
| Part M – Parking, Access and Mobility | <p>The on-site car parking arrangements for the development were deemed by Council to be satisfactory as part of the original assessment of DA 61/2022.</p> <p>The proposed modification seeks a redesign of the on-site car parking areas servicing each of Lots 2, 3 and 6 DP 1096603. There is no proposal to reduce the number of spaces. The design changes for Lot 6 are necessary to suit a proposed change to the access location to Kollas Drive. The proposed changes to Lots 2 and 3 are necessary to suit the new locations of the roller doors to the shed buildings.</p> <p>In summary, the amended plans submitted with this Mod-DA report demonstrate that:</p> <ul style="list-style-type: none"> <li>There is no reduction in the number of approved spaces.</li> <li>The design of the car parking spaces remains consistent with the requirements of Part M and AS 2890.</li> <li>The design of the car parking spaces retains practical access to and vehicle circulation within the site.</li> <li>There are no changes to the approved surfaces for car parking areas and vehicle circulation spaces.</li> </ul> <p>The modified plans show that crushed road base / blue metal is proposed for internal vehicle manoeuvring areas. The applicant is proposing to retain these surfaces as gravel surfaces at Partial Occupation Stage, with final installation of crushed road base / blue metal to be installed prior to application for Whole Occupation after all constructed work is completed in order to prevent unnecessary disturbance / damage to site surfaces.</p> <p>It is assessed that the proposed development, as modified, would remain consistent with the requirements of Part M of the DCP.</p> |
| Part N - Landscaping                  | <p>Except for the changes required to facilitate the new access location to Lot 6 DP 1096603, there are no alterations to the approved landscape design. The amended site layout retains a 3m wide landscape strip along the front (western boundary).</p> <p>It is assessed that the proposed development, as modified, would remain consistent with the requirements of Part M of the DCP.</p>  |
| Part P - CPTED                        | The modification does not result in adverse safety or security impacts. The placement of new windows in the external (street) elevations to Sheds 1, 2 and 3 will improve passive surveillance of the street.   |


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## 07. ASSESSMENT OF ENVIRONMENTAL ISSUES

Section 5 of the SEE approved as part of DA 61/2022 included a description of the applicable local planning policies, State and Federal legislation and guidelines and a statement outlining how the development addressed / complied with the legislation or policy.

Having regard to the scope of modifications proposed to DA 61/2022, a full assessment of environmental issues is not proposed. Table 4 considers the likely impacts of the modification.

**Table 4 - Environmental Issues Review**

| Name                       | Assessment   |
|----------------------------|--|
| Visual Impacts and Amenity | The proposed modifications do not result in any new or additional visual or amenity impacts. The placement of new windows in the external (street) elevations to Sheds 1, 2 and 3 will improve the streetscape appeal of the buildings and improve passive surveillance of the street. The changes to the site and building design will not generate new amenity impacts on adjoining properties.  |
| Building Code Compliance   | The proposed changes to the internal floor plan layout of the three sheds will comply with the Building Code of Australia.   |
| Access and traffic         | <p>In the context of access and traffic, the proposed modification seeks to:</p> <ul style="list-style-type: none"> <li>Relocate the site access to Lot 6 DP 1096603 to a position that is closer to the northern boundary, and</li> <li>The proposed modification seeks a redesign of the on-site car parking areas servicing each of Lots 2, 3 and 6 DP 1096603. There is no proposal to reduce the number of spaces. The design changes for Lot 6 are necessary to suit a proposed change to the access location to Kollas Drive. The proposed changes to Lots 2 and 3 are necessary to suit the new locations of the roller doors to the shed buildings.</li> </ul> <p>The amended plans submitted with this Mod-DA report demonstrate that:</p> <ul style="list-style-type: none"> <li>The amended design retains safe access to Kollas Drive and allows for adequate vehicle movement and circulation within the site.</li> <li>There is no reduction in the number of approved spaces.</li> <li>The design of the car parking spaces remains consistent with the requirements of Part M and AS 2890.</li> <li>The design of the car parking spaces retains practical access to and vehicle circulation within the site.</li> <li>There are no changes to the approved surfaces for car parking areas and vehicle circulation spaces.</li> </ul> <p>The modified plans show that crushed road base / blue metal is proposed for internal vehicle manoeuvring areas. The applicant is proposing to retain these surfaces as gravel surfaces at Partial Occupation Stage, with final installation of crushed road base / blue metal to be installed prior to application for Whole Occupation after all constructed work is completed in order to prevent unnecessary disturbance / damage to site surfaces.</p> |

18

| Name                    | Assessment   |
|-------------------------|--|
|                         | It is assessed that the proposed development, as modified, remains acceptable in terms of access and traffic impacts.  |
| Soils and Water Quality | The proposed modifications do not result in any new or additional soil or water quality impacts.   |
| Air Quality             | The proposed modifications do not result in any new or additional air quality impacts.   |
| Noise and Vibration     | The proposed modifications do not result in any new or additional noise and vibration impacts. There is no change to the approved use of the land, which remains for industrial purposes.          |
| Heritage                | The proposed modifications do not result in any new or additional impacts in terms of Aboriginal Cultural or built heritage.   |
| Public Safety Hazards   | The proposed modifications do not result in any new or additional impacts in terms of public safety.   |
| Social and economic     | On the basis that the nature and scale of the proposal remains unaltered, it is not anticipated that any new or additional social and economic impacts will result from the proposed modification. |

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## 08. EVALUATION AND JUSTIFICATION FOR THE PROPOSAL

### 8.1. Objectives of the EP&A Act 1979

Development Consent is being sought under Section 4.16 of the EP&A Act 1979 and must therefore satisfy the objectives of the Act. The objectives of the Act are listed below:

- To promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources,
- To facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment,
- To promote the orderly and economic use and development of land,
- To promote the delivery and maintenance of affordable housing,
- To protect the environment, including the conservation of threatened and other species of native animals and plants, ecological communities and their habitats,
- To promote the sustainable management of built and cultural heritage (including Aboriginal cultural heritage),
- To promote good design and amenity of the built environment,
- To promote the proper construction and maintenance of buildings, including the protection of the health and safety of their occupants,
- To promote the sharing of the responsibility for environmental planning and assessment between the different levels of government in the State,
- To provide increased opportunity for community participation in environmental planning and assessment.

The proposed development, as modified, is considered to be consistent with the above objectives. An objective of the EP&A Act 1979 is for the encouragement of ecologically sustainable development (ESD), which is assessed in the next section.

### 8.2. Ecological Sustainable Development

ESD is a long-standing and internationally recognised concept. The concept has been affirmed by the 2002 World Summit for Sustainable Development and has been included in multiple pieces of Federal and State legislation. Australia's National Strategy for Ecologically Sustainable Development (1992) defines ecologically sustainable development as:

*'Development that improves the total quality of life, both now and in the future, in a way that maintains the ecological processes on which life depends.'*

The original proposal has endeavoured to address long established ESD principles, as follows:

- The precautionary principle - No serious environmental threats have been identified. No delays to the final design investigations or assessment process are recommended to allow for additional information / studies / surveys to take place under different climatic or seasonal conditions.
- Inter-generational (social) equity - Social equity provides a notion of preservation of environmental aspects that cannot be replaced for the enjoyment of future generations. Generally, such aspects relate to biodiversity, cultural heritage, land-use and the transformation of the locality as a result of the development. The proposal has considered such aspects and the SEE assessment concludes that environmental impacts will be minimal. By adopting the

recommendations in this SEE for the construction and operational phases, the operation of intergeneration equity can be maintained.

- Conservation of biological and ecological integrity - Given the highly disturbed / modified nature of the site, no significant flora or fauna issues have been identified. Procedures will be implemented during construction and operation of the premises to minimise potential risks on the environment.
- Improved valuation, pricing and incentive mechanisms - The small volumes of waste generated from the proposal will be appropriately managed to minimise impacts on common public areas, the appropriate pricing mechanism are used to reflect the user pays approach to environmental management.

The proposed development, as modified, is consistent with the above ESD principles.

### **8.3. Other Relevant Considerations**

#### **1.3.1. Safety, Security and Crime Prevention**

The original proposal was assessed against the principles of Crime Prevention Through Environmental Design. No serious risks were identified and the proposed site and building design was confirmed to be acceptable. The proposed modification does not change any aspects of the approved design that are important in terms of crime risk, safety and security.

#### **1.3.2. Cumulative Impacts**

The original proposal was assessed to be compatible with the site and its surrounds and was unlikely to have a significant cumulative impact. The proposed modification does not change any aspects of the approved design that could result in unacceptable cumulative impacts. Overall, the proposed development, as modified, is expected to make a neutral / positive contribution to the environment.

#### **1.3.3. Suitability of the Site for the Development**

The environmental assessment work completed and detailed in the original SEE demonstrated that the subject land was suitable for the proposed development. The development has been designed to be consistent with Council's planning requirements, with any variations identified, justified and accepted by Council as part of the approval of DA 61/2022. The proposed modifications relate to minor aspects of the proposed site and building design and do not alter the suitability of the site for the development, as demonstrated by this Mod-DA report.

#### **1.3.4. Public interest**

As part of the Council's original assessment of DA 61/2022, the proposal was notified in accordance with the requirements of the Cowra Community Participation Plan. No submissions were received by Council. The impacts of the proposal, as modified, are likely to remain concentrated on nearby land-use and are within acceptable limits as evidenced by this Mod-DA report.

The proposed modifications do not create any new variations to the Cowra DCP 2021.

The proposal, as modified, is assessed to pose no significant detrimental impacts on the public interest.

## 09. CONCLUSION

This Mod-DA Report has been prepared by Currajong Pty Ltd on behalf of J R Morgan Investments Pty Ltd to justify the modification of DA 61/2022 under Section 4.55(1A) of the Environmental Planning and Assessment Act 1979.

Development Consent No. 61/2022 was granted by Cowra Council on 28 November 2022 for 3 x Light Industrial Sheds on Lots 2, 3 and 6 DP 1096603, being 19 Kollas Drive and 6-12 Mees Street, Cowra. The original approval relates to:

- Construction of a single shed building on Lot 6 DP 1096603. Site access is provided directly to Kollas Drive. The site design includes provision for 1 disabled access space and 7 visitor parking spaces. Internally, the shed comprises an open floor plan layout with provision for a lunch room, unisex access toilet and future unisex access toilet.
- Construction of a single shed building on Lot 2 DP 1096603. Internally, the shed comprises separating walls creating 3 tenancies each with an open floor plan layout and provision for a unisex access toilet. Site access is provided directly to Mees Street. The site design includes provision for 1 disabled access space and 2 visitor parking spaces. There is also provision for 10 visitor parking spaces that are shared with the development on Lot 3 DP 1096603.
- Construction of a single shed building on Lot 3 DP 1096603. Internally, the shed comprises separating walls creating 3 tenancies each with an open floor plan layout and provision for a unisex access toilet. Site access is provided directly to Mees Street. The site design includes provision for 1 disabled access space and 2 visitor parking spaces. There is also provision for 10 visitor parking spaces that are shared with the development on Lot 2 DP 1096603.

J R Morgan Investments Pty Ltd proposes to modify Development Consent No. 61/2022 by making the following changes to the approved site and building design:

- In relation to Lot 6 DP 1096603, being Proposed Shed 1:
  - The construction of an additional toilet facility within the approved shed building. The toilet facility is located immediately adjacent to the unisex access toilet in the SW corner of the building.
  - The construction of second storey floorspace within the shed building. The floorspace is to be created along the inside of the western elevation of the building and comprises 4 separate offices.
  - The construction of four new windows to the western elevation of the building. The windows provide natural light and ventilation to the rooms on the second storey floorspace.
  - The relocation of the site access (to Kollas Drive) to a position that is closer to the northern boundary.
  - Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. Six of the spaces will be retained along the northern boundary as parallel spaces, with the remaining 2 spaces (including the disabled space) relocated to the northern edge of the proposed building.
- In relation to Lot 3 DP 1096603, being Proposed Shed 2:
  - A redesign of the internal floor space to include only a single tenancy.
  - A redesign of the internal floor space to include a lunchroom, unisex access toilet and an additional toilet.
  - The construction of one new window to the eastern elevation of the building. The window provides natural light and ventilation to the new lunchroom.
  - Reconfiguration of the exit doors and roller doors on the northern elevation of the proposed shed building.



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22

- Removal of the wrap-around signage awning from the eastern and northern elevations of the building.
- Extension of the cantilevered awning to run the full length of the northern elevation of the building.
- Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. The design is necessary to suit the new locations of the roller doors to the shed building.
- In relation to Lot 2 DP 1096603, being Proposed Shed 3:
  - A redesign of the internal floor space to include only a single tenancy.
  - A redesign of the internal floor space to include two lunch rooms, an office, reception space, unisex access toilet and an additional toilet.
  - The construction of four new windows to the eastern elevation of the building. The windows provide natural light and ventilation to the new reception, office and lunchroom areas.
  - Reconfiguration of the exit doors and roller doors on the southern elevation of the proposed shed building.
  - Removal of the wrap-around signage awning from the eastern and southern elevations of the building.
  - Extension of the cantilevered awning to run the full length of the southern elevation of the building.
  - Redesign of the proposed on-site car parking area. There is no proposal to reduce the number of spaces. The design is necessary to suit the new locations of the roller doors to the shed building.
  - Construction of a 150mm concrete tilt panel 600mm high retaining wall along the northern boundary of Lot 2 DP 1096603.

The assessment of the proposed modification has been documented in this report to visualise all aspects of the relevant matters for consideration under the Environmental Planning and Assessment Act 1979. The assessment concludes the proposal is consistent with the criteria for modifications under Section 4.55(1A) of the Environmental Planning and Assessment Act 1979. Broad assessment of the main environmental issues associated with the amended site and building design demonstrates the proposal is substantially the same development and involves minimal environmental impact.

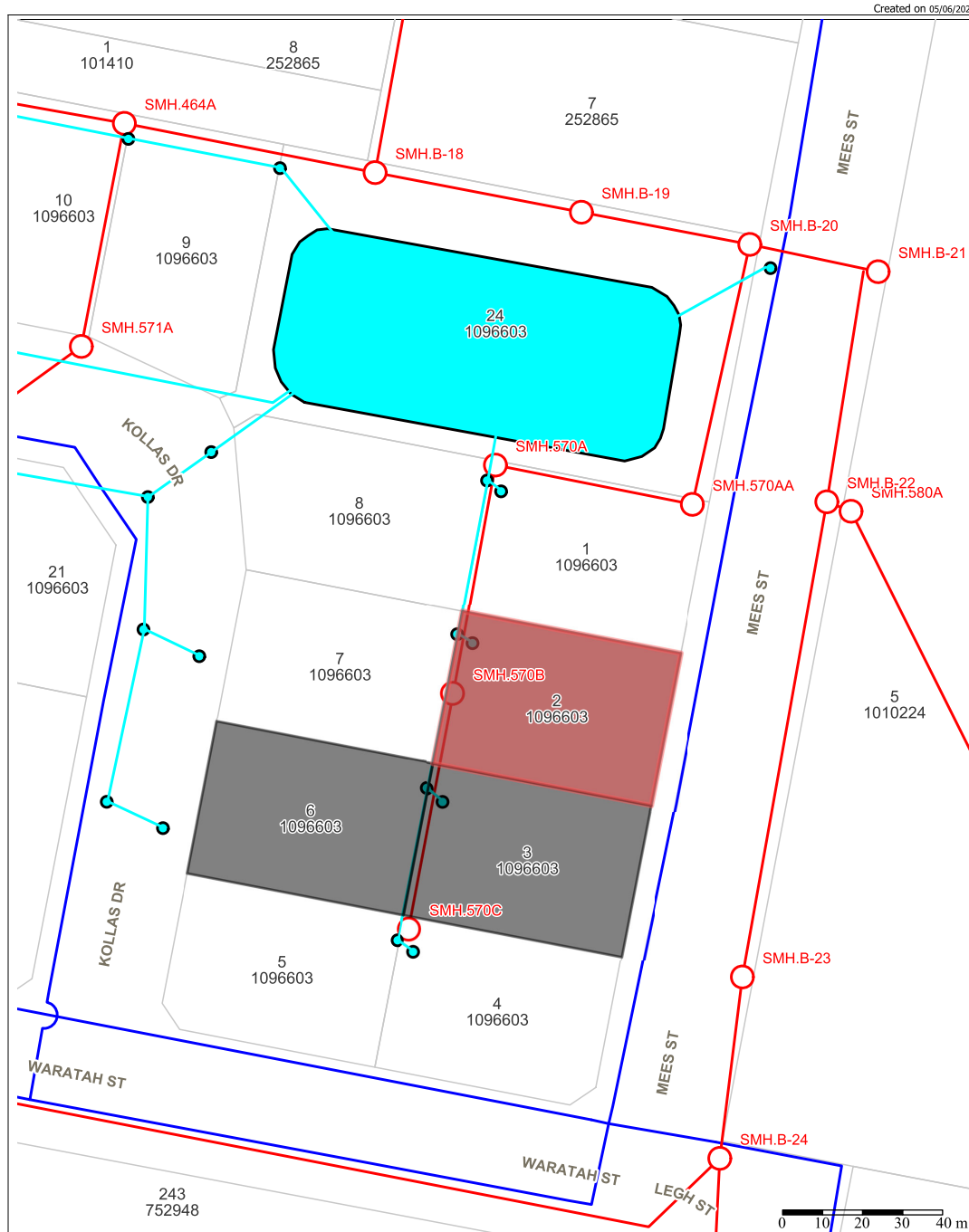
It is recommended that sufficient information has been submitted with the Mod-DA Report to allow Cowra Council to make an informed decision on the proposal. It is the findings of this Mod-DA Report that the proposed modification of DA 61/2022 should be supported.



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PLANNING, PROPERTY + PROJECT MANAGEMENT



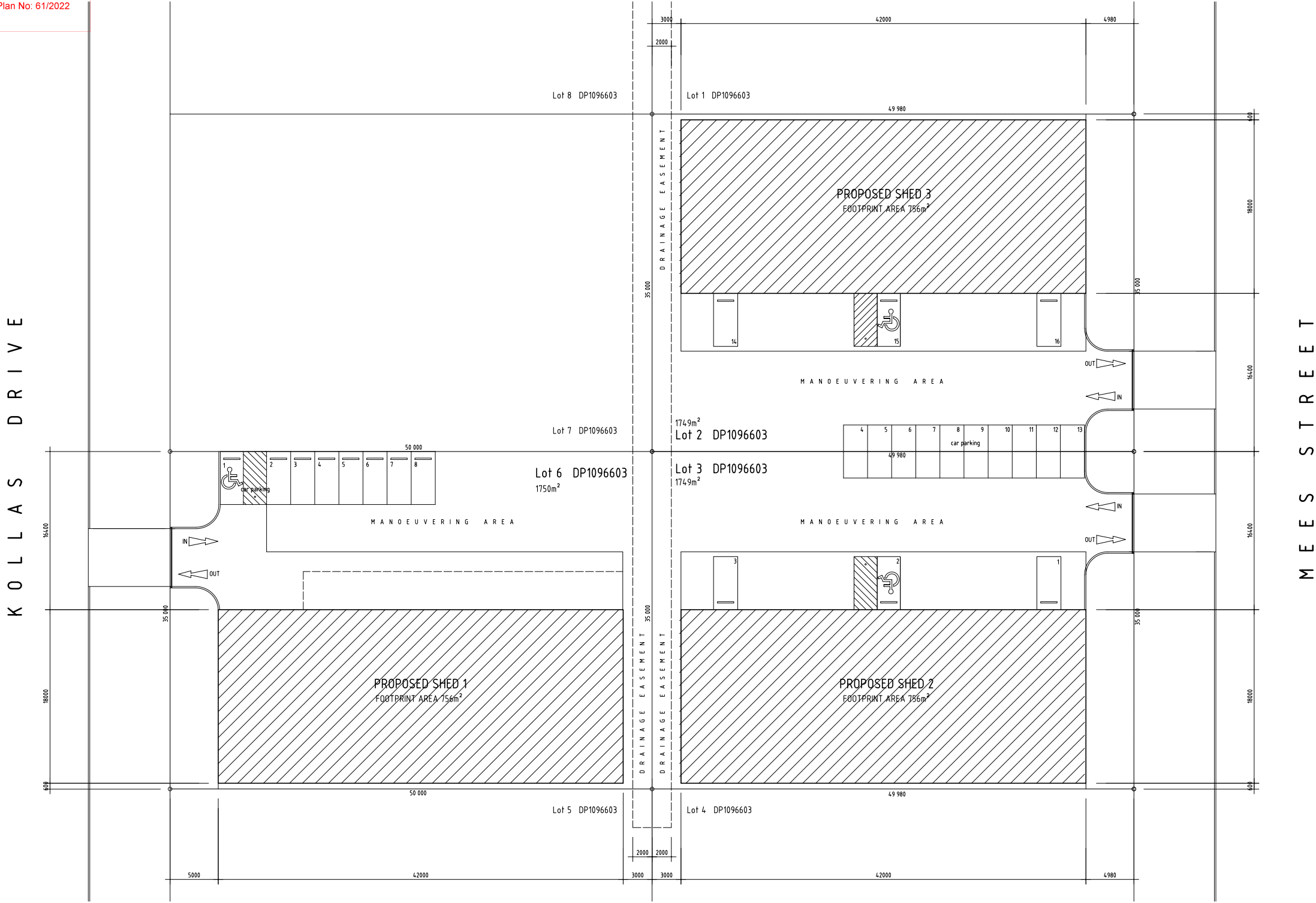
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|---|--|---|---|--|
|  <p><b>Cowra Council</b><br/>Private Bag 342<br/>116 Kendal Street<br/>COWRA NSW 2794<br/>Ph: (02) 6340 2000<br/>Web: <a href="http://www.cowracouncil.com.au">www.cowracouncil.com.au</a></p> | <p><b>Important Notice!</b><br/>This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Cowra Council nor the SS makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damages) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.<br/>© The State of New South Wales (Spatial Services), © Cowra Council.</p> |  | <p>Drawn By: Leanne Twigg<br/>Projection: # GDA2020 / MGA zone 55<br/>Date: 05/06/2024 11:16 AM</p> | <p><b>DA 10.2022.61.2 - 19</b><br/><b>Kollas Drive, Cowra</b></p> <p>Map Scale: 1:1152 at A4</p> |
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Created on 05/06/2024

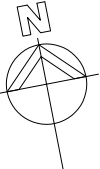


|   |  |   |   |  |
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|  <p><b>Cowra Council</b><br/>Private Bag 342<br/>116 Kendal Street<br/>COWRA NSW 2794<br/>Ph: (02) 6340 2000<br/>Web: <a href="http://www.cowracouncil.com.au">www.cowracouncil.com.au</a></p> | <p><b>Important Notice!</b><br/>This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Cowra Council nor the SS makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damages) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.<br/>© The State of New South Wales (Spatial Services), © Cowra Council.</p> |  | <p>Drawn By: Leanne Twigg<br/>Projection: # GDA2020 / MGA zone 55<br/>Date: 05/06/2024 11:14 AM</p> | <p><b>DA 10.2022.61.2 - 19</b><br/><b>Kollas Drive, Cowra</b><br/><br/>Map Scale: 1:1152 at A4</p> |
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Plan No: 61/2022



site PLAN



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Check all sites before work begins. Check all levels on site before work begins. Any discrepancies are to be referred to the office at once.

All materials and workmanship are to be in strict accordance with current manufacturers printed instructions, local regulations, The Building Code of Australia and SAA Codes.

Fit foam seals and weatherstrips to all external doors.

| AMENDMENTS |         |                     |
|------------|---------|---------------------|
| Amt        | Date    | Description         |
| A          | 31/5/22 | CAR PARKING AMENDED |

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

Kollas Drive and Mees Street  
Cowra

| DATE    | SCALE |
|---------|-------|
| 31/5/22 | 1:200 |



Job Number: 207/21

PLANS / DA - CC / MORGAN / VERSION 3 / 31 MAY 2022

Cowra Shire Council  
Development Consent

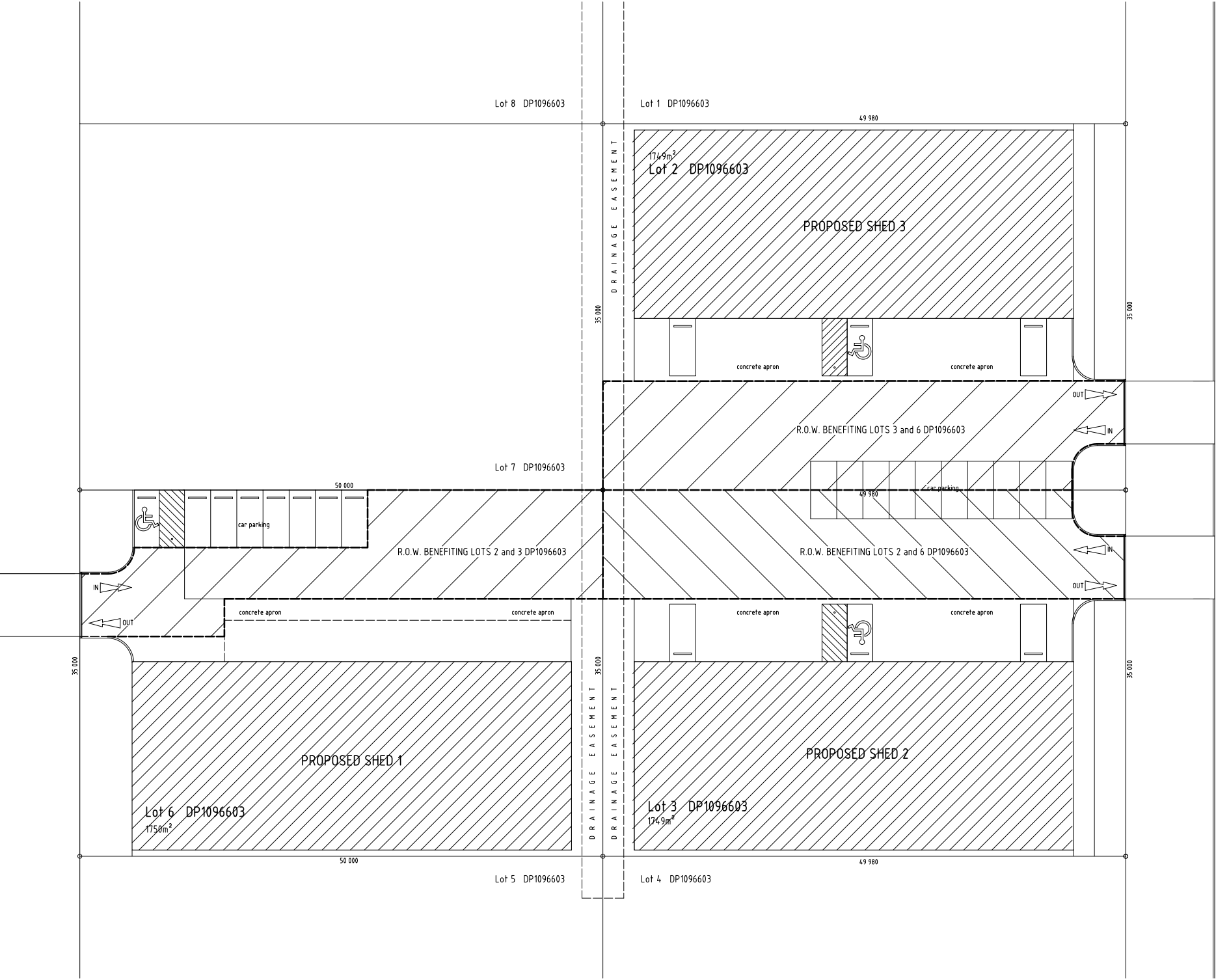
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Date of Approval: 28 November 2022

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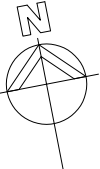
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8/6/2022  
Plan No: 61/2022

KOLLAS DRIVE



RIGHT OF WAY PLAN



1A

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Fit foam seals and weatherstrips to all external doors.

| AMENDMENTS |      |             |
|------------|------|-------------|
| Amdt       | Date | Description |
|            |      |             |

|                                       |
|---------------------------------------|
| PROJECT                               |
| Proposed shed                         |
| CLIENT                                |
| J Morgan                              |
| LOCATION                              |
| Kollas Drive and Mees Street<br>Cowra |
| DATE                                  |
| 31/5/22                               |
| SCALE                                 |
| 1:200                                 |



Job Number: 207/21

PLANS / DA - CC / MORGAN / VERSION 1 / 31 MAY 2022

Cowra Shire Council  
Development Consent

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Date of Approval: 28 November 2022

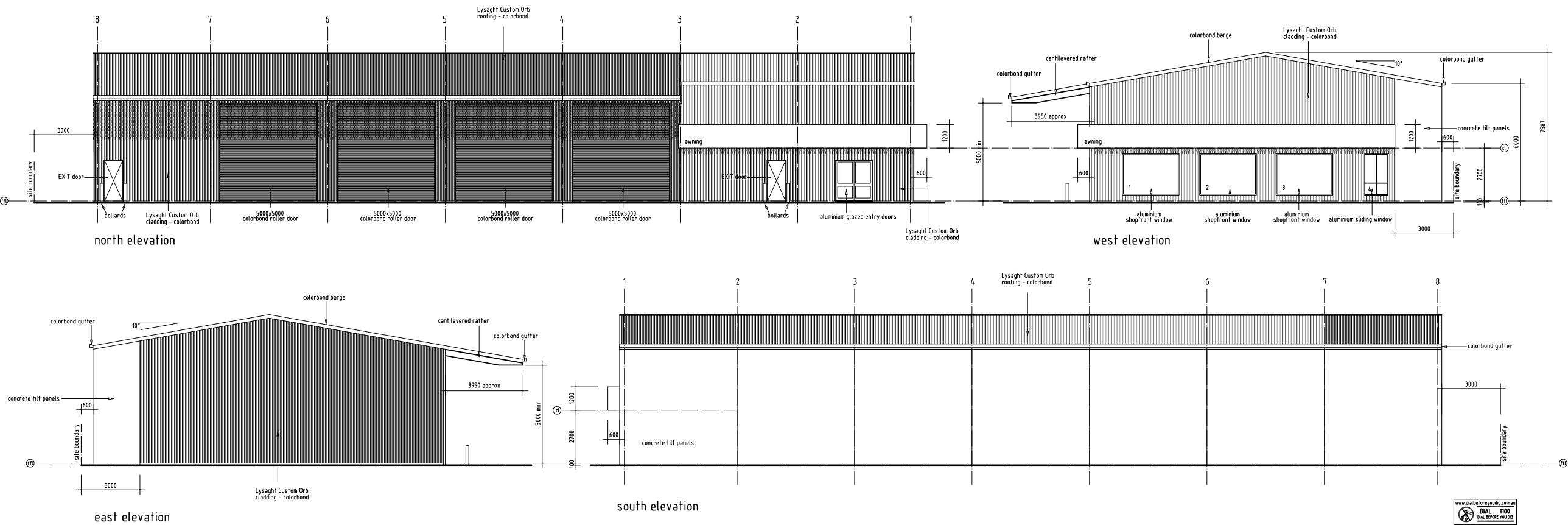
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ELEVATIONS SHED 1



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Check all dimensions before work begins. Check all levels on site before work begins. Any discrepancies are to be referred to the office at once.

All materials and workmanship are to be in strict accordance with current manufacturing printed instructions, local regulations, The Building Code of Australia and BAS Codes.

Fit foam seals and weatherstrips to all external doors.

AMENDMENTS

| Amdt | Date | Description |
|------|------|-------------|
|------|------|-------------|

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

19 Kollas Drive  
Cowra

| DATE   | SCALE |
|--------|-------|
| 4/5/22 | 1:100 |



Job Number: 207/21

PLANS / DA - CC / MORGAN / VERSION 2 / 4 MAY 2022

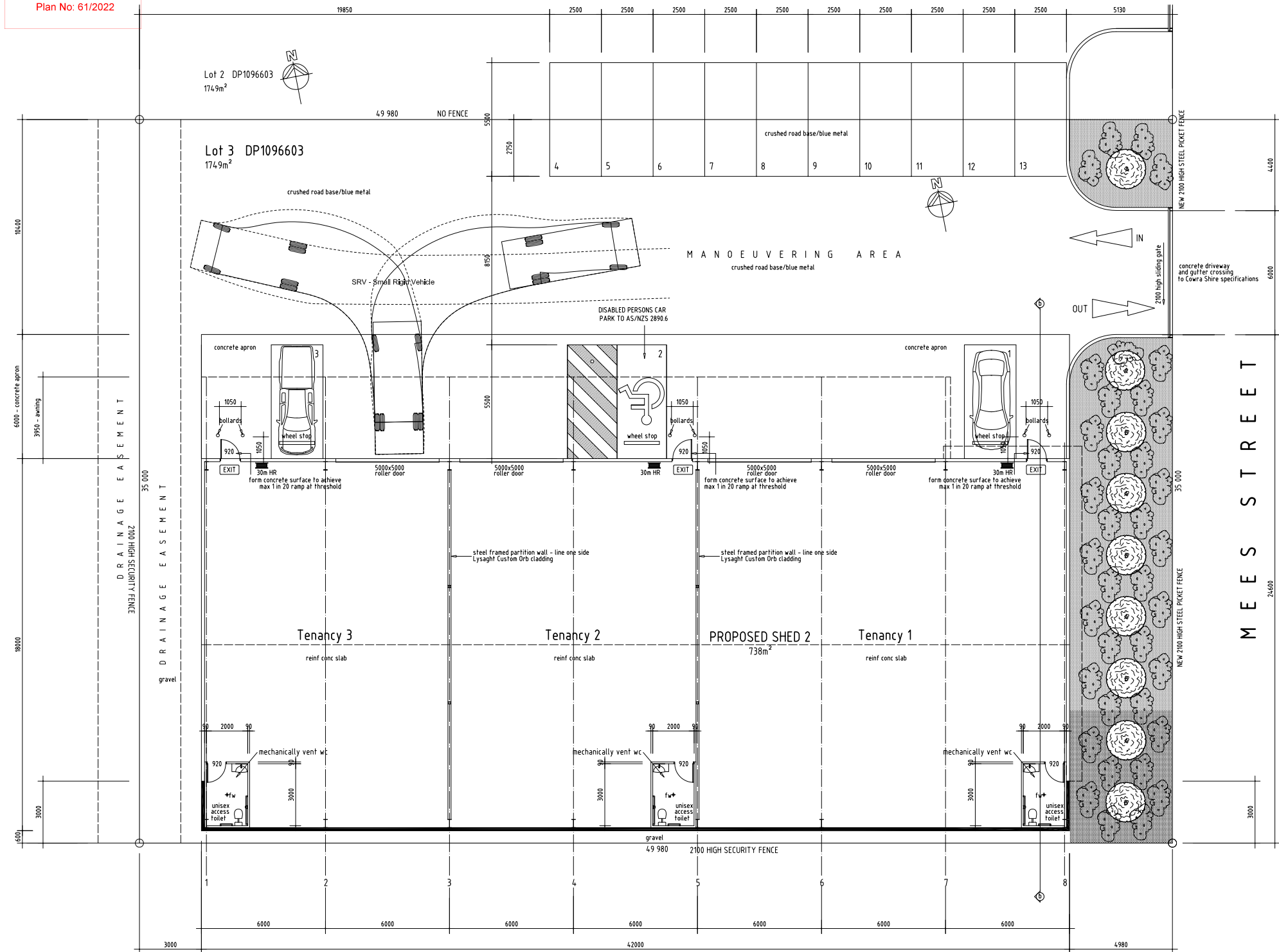
Cowra Shire Council  
Development Consent

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Date of Approval: 28 November 2022

Signed:


Authorised Officer

Plan No: 61/2022

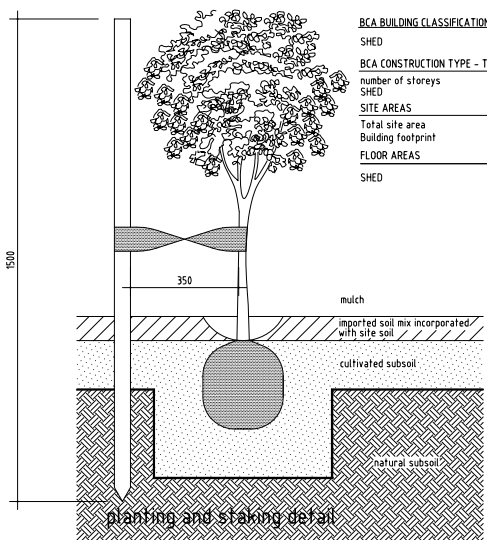


site and floor PLAN  
FOOTPRINT AREA 756m<sup>2</sup>

This plan depicts the proposal referred to in  
Development Application No: DA 61/2022  
Date of Approval: 28 November 2022

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**STAKING** - As detailed, tie 50mm jute webbing to 5 Litre tree and staple to one 1500x38x38 hardwood stake.

**MULCH** - Install 100mm Tree Loppers "Forest Blend" to all garden beds, moving mulch down around plant stems and flush with adjacent surfaces.

**DRAINAGE**  
The site is naturally drained and does not require any additional drainage.

**GARDEN NOTES:**  
All gardens filled 200 deep with premium garden mix.

MULCH

50x35 treated pine edging supported on hw pegs to

used as a division between garden and turf

**IRRIGATION NOTES:**

Garden Beds  
13mm Dripeze for gardens - Hunter 4 station Junior Pro  
Control/Hunter Solenoids

Turf Areas  
100mm pop-up Hunter Pro spray sprinklers

Legend



 ACACIA SPECTABILIS Mudgee Wattle 2.5m high



 GREVILLEA GORDON      Robyn Gordon Grevillea      2m high



 CORREA DECUMBENS Prostrate Correa 0.2m high



 bark or similar surface       Kikuyu turf

### PLANTING and STAKING DETAILS

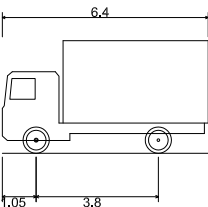
**CULTIVATION DEPTH AND TREATMENT**  
The landscape contractor is responsible for ensuring that existing soil in the proposed garden beds are cultivated to a suitable depth and well prepared prior to the placing of the plants.  
It is recommended that prior to planting work is carried out all garden beds are cultivated to a depth of 300mm.

incorporate an ample mix of imported "organic garden mix" and mix thoroughly with existing soil when installing "exotic" plant material.

incorporate an ample mix of imported "native garden mix" and mix thoroughly with existing soil when installing "native" plant material.

Water installed plants thoroughly. Fertilise with Osmocote 8-9 months low phosphorous after watering.

### Vehicle/turning information



SRV - Small Rigid Vehicle  
Overall Length  
Overall Width  
Overall Body Height  
Min Body Ground Clearance  
Track Width  
Lock to Lock Time  
Curb to Curb Turning Radius

6.400m  
2.330m  
3.500m  
0.398m  
2.330m  
4.00 sec  
7.100m

| BCA BUILDING CLASSIFICATIONS Part A6 |                     |
|--------------------------------------|---------------------|
| SHED                                 | Class 8             |
| BCA CONSTRUCTION TYPE - Table C11    |                     |
| number of storeys                    | 1                   |
| SHED                                 | Type C              |
| SITE AREAS                           |                     |
| Total site area                      | 1749 m <sup>2</sup> |
| Building footprint                   | 756 m <sup>2</sup>  |
| FLOOR AREAS                          |                     |
| SHED                                 | 738 m <sup>2</sup>  |

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Check all sizes before work begins  
Check all levels on site before work begins  
Any discrepancies are to be referred to this office at once.

All materials and workmanship are to be in strict accordance with current manufacturers printed instructions, local regulations, The Building Code of Australia and SAA Codes.

From the front and south-eastern to all external walls.

| AMENDMENTS |         |  |
|------------|---------|--|
| Amdt       | Date    | Description  |
| A          | 31/5/22 | CAR PARKING AMENDMENT<br>LANDSCAPING AMENDMENT<br>INTERNAL LAYOUT<br>AMENDED |

PROJECT

### Proposed shed

CLIENT

J Morgan

LOCATION

6 - 8 Mees Street

DATE \_\_\_\_\_

31/5/22 1:100



**Vision**  
Town Planning Consultants

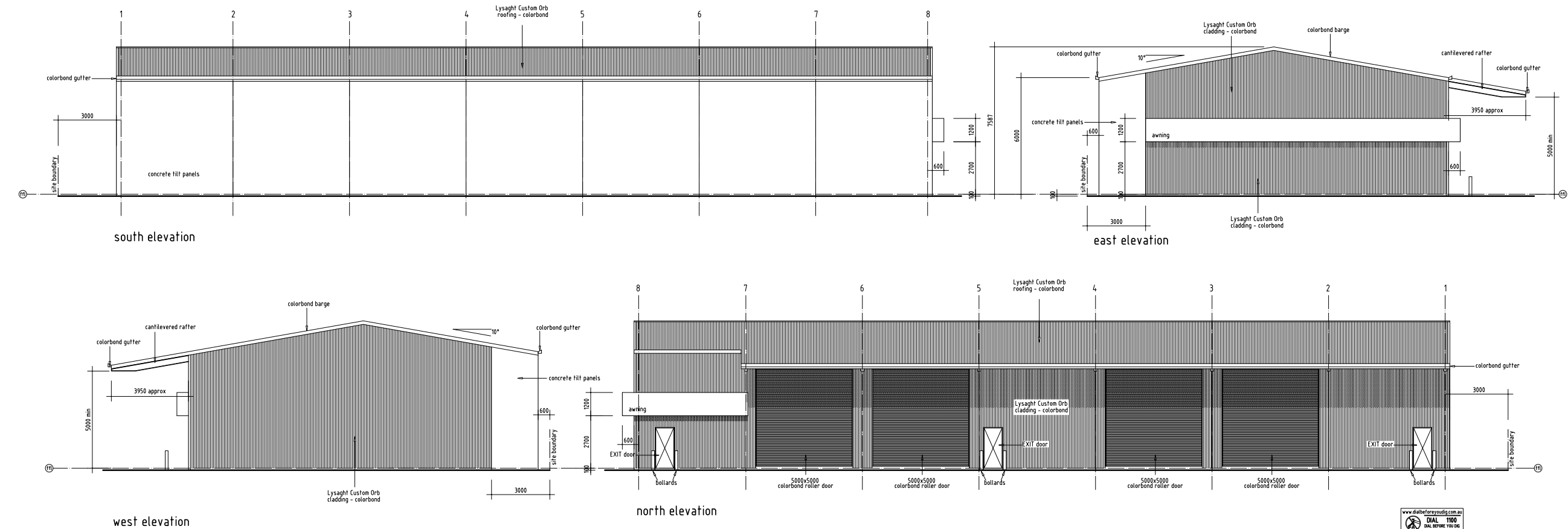
VISION Town Planning Consultants  
PO Box 852, Cowra NSW 2794  
1300 240 827  
admin@visiontpc.com.au

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ELEVATIONS SHED 2



5

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Check all dimensions before work begins. Check all levels on site before work begins. Any discrepancies are to be referred to the office at once.

All materials and workmanship are to be in strict accordance with current manufacturing printed instructions and regulations. The Building Code of Australia and SAA Codes.

Fit foam seals and weatherstrips to all external doors.

AMENDMENTS

| Amdt | Date | Description |
|------|------|-------------|
|------|------|-------------|

Cowra Shire Council  
Development Consent

This plan depicts the proposal referred to in  
Development Application No: DA 61/2022  
Date of Approval: 28 November 2022

Signed:

Authorised Officer

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

10 - 12 Mees Street  
Cowra

DATE

4/5/22

SCALE

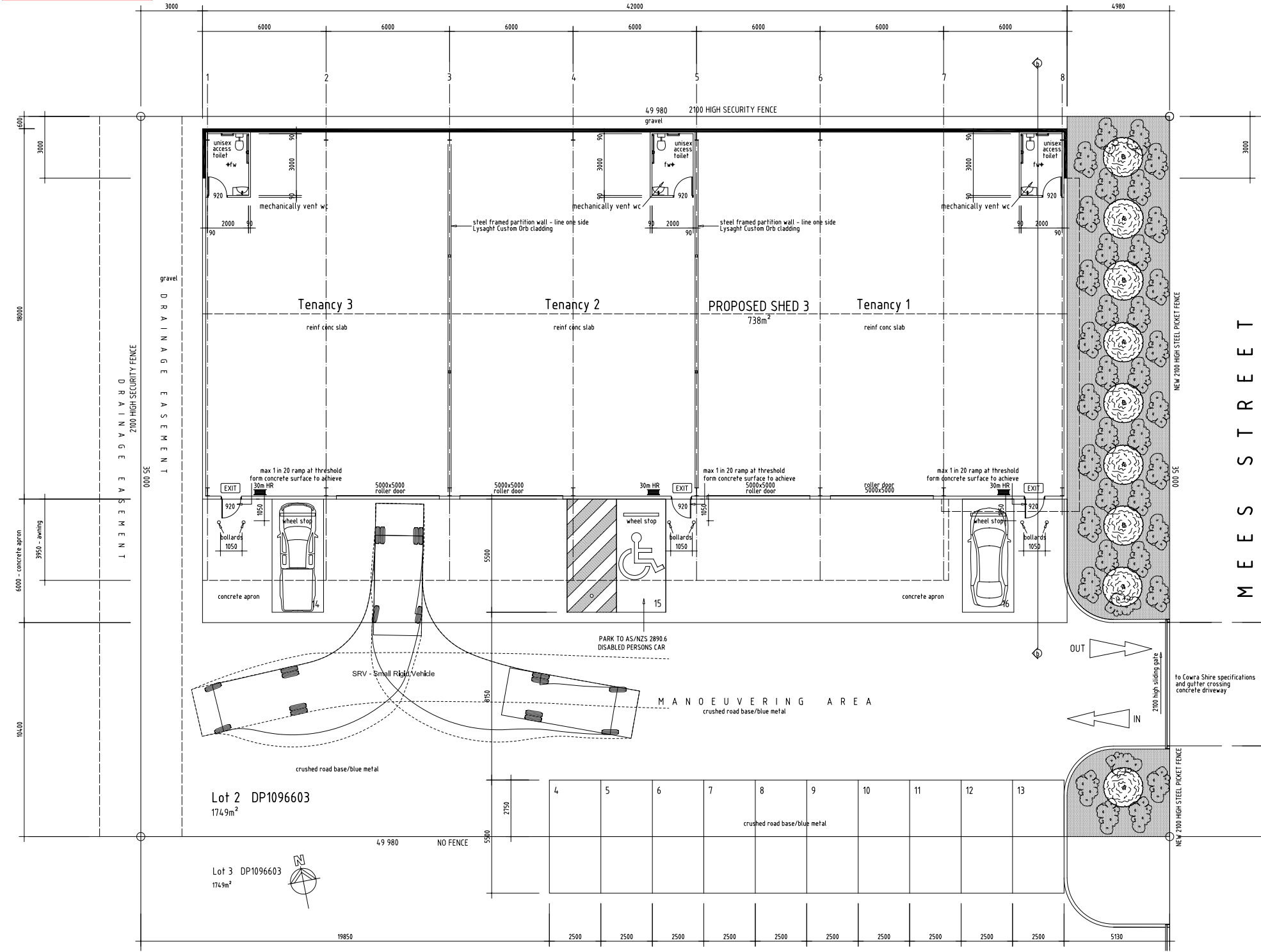
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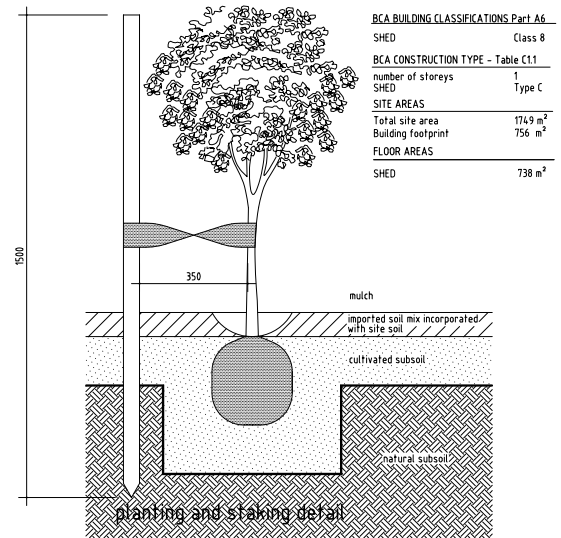
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PLANS / DA - CC / MORGAN / VERSION 2 / 4 MAY 2022

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8/6/2022  
Plan No: 61/2022



site and floor PLAN  
FOOTPRINT AREA 756m²



STAKING - As detailed, tie 50mm jute webbing to 5 Litre tree and staple to one 1500x36x38 hardwood stake.

MULCH - Install 100mm Tree Loppers 'Forest Blend' to all garden beds, covering mulch down around plant stems and flush with adjacent surfaces.

DRAINAGE - The site is naturally drained and does not require any additional drainage.

GARDEN NOTES: All gardens filled 200 deep with premium garden mix - to be mixed with existing garden bed soil.

MULCH - 15mm tan bark to cover all gardens areas.

EDGING - 150x35 treated pine edging supported on hw pegs to be used as a division between garden and turf.

IRRIGATION NOTES: Garden Beds 13mm Dripeze for gardens - Hunter 4 station Junior Pro Control/Hunter Solenoids. Turf Areas 100mm pop-up Hunter Pro spray sprinklers.

Legend

|  |                         |                        |           |
|--|-------------------------|------------------------|-----------|
|  | ACACIA SPECTABILIS      | Mudgee Wattle          | 25m high  |
|  | GREVILLEA GORDON        | Robyn Gordon Grevillea | 2m high   |
|  | CORREA DECUMBENS        | Prostrate Correa       | 0.2m high |
|  | bark or similar surface |                        |           |
|  | Kikuyu turf             |                        |           |

NOTES

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Do not scale from Drawings. If in doubt ask. These drawings are to be made to their entirety. It is forbidden to reproduce them in part.

Check all sites before work begins. Check all levels on site before work begins. Any discrepancies are to be referred to the office at once.

All materials and workmanship are to be in full accordance with current manufacturers printed instructions, local regulations, The Building Code of Australia and SAA Codes.

Fix foam seals and weatherstrips to all external doors.

AMENDMENTS

| Amdt | Date    | Description   |
|------|---------|---|
| A    | 31/5/22 | CAR PARKING AMENDED LANDSCAPING AMENDED INTERNAL LAYOUT AMENDED |

PLANTING AND STAKING DETAILS

CULTIVATION DEPTH AND TREATMENT

The landscape contractor is responsible for ensuring that existing soil in the proposed garden beds are cultivated to a suitable depth and well prepared prior to the placing of the plants.

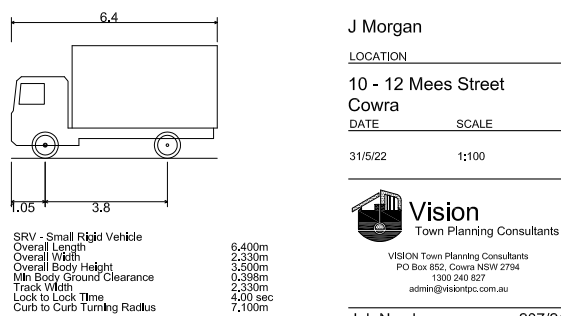
It is recommended that prior to planting work is carried out all garden beds are cultivated to a depth of 300mm.

Incorporate an ample mix of imported "organic garden mix" and mix thoroughly with existing soil when installing "exotic" plant material.

Incorporate an ample mix of imported "native garden mix" and mix thoroughly with existing soil when installing "native" plant material.

Water installed plants thoroughly. Fertilise with Osmocote 8-9 months low phosphorous after watering.

vehicle/turning information



Cowra Shire Council  
Development Consent

This plan depicts the proposal referred to in Development Application No: DA 61/2022  
Date of Approval: 28 November 2022

Signed:

Authorised Officer

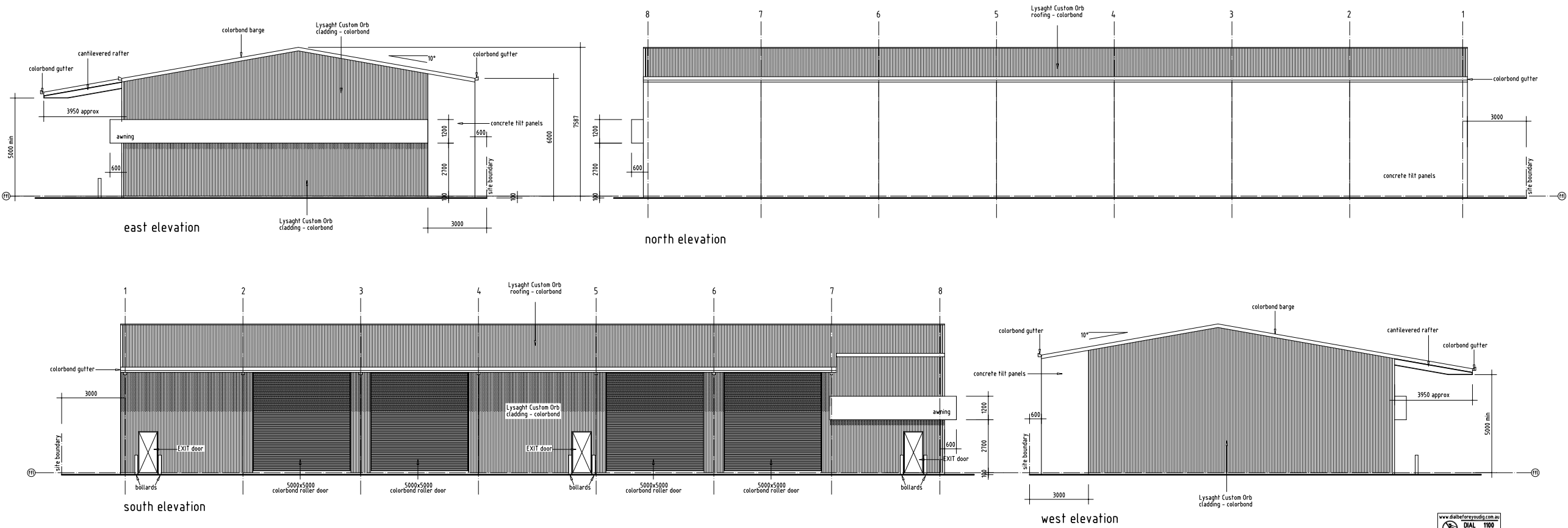
Vision  
Town Planning Consultants

VISION Town Planning Consultants  
PO Box 852, Cowra NSW 2794  
1300 240 827  
admin@visiontpc.com.au

Job Number: 207/21

PLANS / DA - CC / MORGAN / VERSION 3 / 31 MAY 2022

RECEIVED  
Cowra Shire Council  
8/6/2022  
Plan No: 61/2022



ELEVATIONS SHED 3



NOTES

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Do not scale from Drawings. If in doubt ask. These drawings are to be made to their entirety. It is forbidden to reproduce them in part.

Check all sizes before work begins. Check all levels on site before work begins. Any discrepancies are to be referred to the office at once.

All materials and workmanship are to be in strict accordance with current manufacturers printed instructions and regulations. The Building Code of Australia and BSA Codes.

Fit foam seals and weatherstrips to all external doors.

AMENDMENTS

| Amdt | Date | Description |
|------|------|-------------|
|------|------|-------------|

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

6 - 8 Mees Street  
Cowra

| DATE   | SCALE |
|--------|-------|
| 4/5/22 | 1:100 |



Job Number: 207/21  
PLANS / DA - CC / MORGAN / VERSION 2 / 4 MAY 2022

Cowra Shire Council  
Development Consent

This plan depicts the proposal referred to in  
Development Application No: DA 61/2022  
Date of Approval: 28 November 2022

Signed:   
Authorised Officer



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794  
Phone: 02 6340 2000  
[council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)  
[www.cowracouncil.com.au](http://www.cowracouncil.com.au)

Our Ref: LHA:NC  
DA: 61/2022  
File: I-774-19

30 November 2022

JR Morgan Investments Pty Ltd  
75 Redfern Street  
COWRA NSW 2794

Dear Sir/Madam

**Development Application No: 61/2022**  
**Proposal: Light industry**  
**Property Description: Lots 2, 3 and 6 DP 1096603 – 19 Kollas Drive, Cowra**

I refer to your development application lodged with Council on 8 June 2022.

I advise that on 28 November 2022 Development Application No. 61/2022 was determined and consent was approved subject to conditions. Please find attached the determination relating to Development Application No. 61/2022.

Please review the conditions carefully.

In most cases there will be conditions that are required to be satisfied before you commence any work on your development. Non-compliance with these conditions of consent can result in the issue of Orders or financial penalties under the Environmental Planning & Assessment Act 1979 and the associated Regulation.

Also included is an Advisory Note that includes information on the prescribed conditions of development consent as specified under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021. As the owner or applicant please also read these prescribed conditions that may be relevant to your development.

Please note that due to the implementation of the NSW Planning Portal Council will no longer post hard copies of Notices of Determination and approved plans.

Should you require any further information please contact me on 02 6340 2040.

Yours faithfully

Larissa Hackett  
**Director - Environmental Services**



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794

Phone: 02 6340 2000  
council@cowra.nsw.gov.au  
[www.cowracouncil.com.au](http://www.cowracouncil.com.au)

**Notice of Determination of Development Application**  
**Issued Under Section 4.18**  
**Environmental Planning and Assessment Act, 1979**

|                                    |  |
|------------------------------------|--|
| <b>Issued to:</b>                  | JR Morgan Investments Pty Ltd<br>75 Redfern Street<br>COWRA NSW 2794 |
| <b>Development Application:</b>    | 61/2022  |
| <b>Description of Development:</b> | Light industry   |
| <b>Property Description:</b>       | Lots 2, 3 and 6 DP 1096603 – 19 Kollas Drive, Cowra                  |
| <b>Consent to Operate from:</b>    | 28 November 2022   |
| <b>Consent to Lapse on:</b>        | 29 November 2027   |
| <b>Determination:</b>              | Consent granted subject to conditions described below:               |

**GENERAL CONDITIONS**

- I. Development is to be in accordance with approved plans.

The development is to be implemented in accordance with the plans and supporting documents stamped and approved and set out in the following table except where modified by any conditions of this consent.

| Plan No./<br>Supporting Document                         | Prepared<br>by/Reference Details    | Cowra Shire Council<br>Reference                  |
|--|-------------------------------------|---|
| Survey Plan<br>Drawing No. 22043_DL                      | Arete Survey Solutions<br>20/5/2022 | Received<br>8 June 2022<br>Stamped<br>No. 61/2022 |
| Site Plan<br>Job 207/21<br>Sheet 1<br>Version 3          | Vision Town Planning<br>31/5/2022   | Received<br>8 June 2022<br>Stamped<br>No. 61/2022 |
| Right of Way Plan<br>Job 207/21<br>Sheet 1A<br>Version 1 | Vision Town Planning<br>31/5/2022   | Received<br>8 June 2022<br>Stamped<br>No. 61/2022 |
| Site and Floor Plan – Shed 1                             | Vision Town Planning                | Received  |

| Plan No./<br>Supporting Document                                   | Prepared<br>by/Reference Details                             | Cowra Shire Council<br>Reference                  |
|--|--|---|
| Job 207/21<br>Sheet 2<br>Version 3                                 | 31/5/2022  | 8 June 2022<br>Stamped<br>No. 61/2022             |
| Elevations – Shed 1<br>Job 207/21<br>Sheet 3<br>Version 2          | Vision Town Planning<br>4/5/2022                             | Received<br>8 June 2022<br>Stamped<br>No. 61/2022 |
| Site and Floor Plan – Shed 2<br>Job 207/21<br>Sheet 4<br>Version 3 | Vision Town Planning<br>31/5/2022                            | Received<br>8 June 2022<br>Stamped<br>No. 61/2022 |
| Elevations – Shed 2<br>Job 207/21<br>Sheet 5<br>Version 2          | Vision Town Planning<br>4/5/2022                             | Received<br>8 June 2022<br>Stamped<br>No. 61/2022 |
| Site and Floor Plan – Shed 3<br>Job 207/21<br>Sheet 6<br>Version 3 | Vision Town Planning<br>31/5/2022                            | Received<br>8 June 2022<br>Stamped<br>No. 61/2022 |
| Elevations – Shed 3<br>Job 207/21<br>Sheet 7<br>Version 2          | Vision Town Planning<br>4/5/2022                             | Received<br>8 June 2022<br>Stamped<br>No. 61/2022 |
| Statement of Environmental<br>Effects<br>Issue A                   | Currajong<br>27 May 2022                                     | Received<br>8 June 2022<br>Stamped<br>No. 61/2022 |
| Clearance Report   | Central West Power<br>Construction<br>20/9/2022<br>REF 22184 | Received<br>20/9/2022<br>Stamped<br>DA 61/2022    |
| Clearance Report – Site<br>Plan                                    | Central West Power<br>Construction<br>20/9/2022<br>REF 22184 | Received<br>20/9/2022<br>Stamped<br>DA 61/2022    |

In the event of any inconsistency between conditions of this development consent and the plans/supporting documents referred to above, the conditions of this development consent prevail.

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. The uses to be commenced in the premises are to be consistent with light industry as defined in Cowra Local Environmental Plan 2012. Alternative separately defined uses will require additional development consent.
4. Liquid trade waste material is not to be discharged into the sewerage system without first obtaining the approval of Cowra Shire Council.



5. All traffic movements in and out of the development are to be in a forward direction.
6. The emission of noise from the premises must be in accordance with the Noise Policy for Industry (2017) published by NSW EPA.
7. Provide on-site parking for a minimum of 32 car parking spaces in accordance with the submitted plans. Car parking and trafficable areas shall be designed and maintained in accordance with Cowra Shire Council Development Control Plan 2021.
8. Parking for disabled persons is to be provided and signposted in accordance with the approved plans and the requirements of Australian Standard 2890.1. The access linking such parking areas to their associated developments shall generally not have gradients steeper than 1:14.
9. No advertising sign and/or structure other than that which is permitted under this development approval or permissible without consent (exempt development) is to be erected as part of the approved development until a formal application has been submitted to Council and a development consent has been issued.
10. The approved hours of operation are as follows:
  - ☐ 7:00am to 6:00pm Monday to Friday
  - ☐ 7:00am to 3:00pm Saturday
  - ☐ Nil Sunday & Public Holidays

**CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

11. Prior to the issue of the Construction Certificate, the Applicant must obtain consent from Council pursuant to Section 138 of the Roads Act 1993 for the construction of a driveway crossings to the development site from Mees Street for lots 2 & 3, & from Kollas Drive for lot 6 in accordance with Cowra Shire Council's Engineering Standards.

Note 1: All costs associated with the construction of the access driveway shall be borne by the Applicant.

Note 2: Use Council standard drawings CS-R-0002 & CS-R-0003, or CS-R-0004 (existing K&G)

12. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of a suitably sized metered water service to the development.
13. Prior to the issue of a Construction Certificate, a Stormwater Management Plan shall be submitted to Council's Manager – Technical Services for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council.

**CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS**

14. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia prior to any building and/or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary Construction Certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia. This may entail alterations to the proposal so that it complies with these standards.
15. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building Works' and 'Appointment of Principal Certifier'.
16. The Applicant is to obtain all relevant approvals to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Cowra Shire Council prior to commencing works to and comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:
  - (a) Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.
  - (b) External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.
  - (c) Water Supply: Hot and cold water supply pipework when the pipework is installed and prior to concealment. Pipes should be under pressure test.
  - (d) Stormwater: When the stormwater and roof water drainage system has been completed.
17. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. The erosion and sediment control measures are to comply with Part B of Cowra Council Development Control Plan 2021 at all times.
18. Prior to the commencement of works, a Stormwater Management Plan shall be submitted to Council for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council. Plans should also state control measure for erosion and sedimentation.

**CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

19. In the event of any damage being caused to the existing kerb, guttering, footpath, water mains, sewer mains or public roadway during demolition or construction works, the applicant shall reimburse the Council for the full costs of repairing and making good. Any temporary cross-over material must not remain in the street gutter.



20. Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.
21. All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operations commencing on the affected land.
22. All building rubbish and debris, including that which can be wind-blown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.
23. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.
24. All loading, unloading and storage of goods and building materials, or the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.
25. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia to discharge to Council's Stormwater Management System in accordance with the approved stormwater management plan.
26. As soon as is practical, and within a maximum of 7 days following the placement of any roofing material, all guttering and downpipes must be installed and connected to Council's drainage system. If no Council drainage system is available, the guttering and downpipes must be discharged away from the building site onto a stable vegetated area in a manner that does not cause nuisance or erosion to adjoining properties.

#### **CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION OR COMMENCEMENT OF USE**

27. The Applicant must not commence occupation or use of the premises until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.

28. Prior to the issue of an Occupation Certificate, the car parking facilities including all internal manoeuvring areas and the link between the disabled car parking area and the building area are to be constructed and sealed in accordance with Australian Standard 2890.1 Off-Street Car Parking and Australian Standard 2890.2 Commercial Vehicle Facilities. The Applicant shall line-mark including directional arrows and signage to delineate parking spaces, traffic flow and traffic priority and provide concrete edging around all car parking areas in accordance with the Cowra Council Development Control Plan 2021 and Cowra Infrastructure and Operations Engineering Standards. All costs associated with the sealing and construction of concrete edging shall be borne by the Applicant and at no cost to Council.
29. All loading, unloading and storage of goods associated with the use of the premises shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.
30. A Fire Safety Certificate completed by a competent fire safety practitioner shall be furnished to the Principle Certifier for all the Essential Fire Safety Measures specified in the current fire safety schedule for the building, prior to the issue of any Occupation Certificate. The Fire Safety Certificate must be issued using the standard template form published by the NSW Government. A copy of the Fire Safety Certificate must be predominately displayed in the building and a copy submitted to Council by the Principle Certifier with the Occupation Certificate. An electronic copy of the Final Fire Safety Certificate (together with a copy of the current Fire Safety Schedule) shall also be forwarded to the Fire Commissioner via the following dedicated email address: [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au)
31. An Annual Fire Safety Statement completed by a competent fire safety practitioner for all the Essential Fire Safety Measures applicable to the building must be given to Council and a copy forwarded to the Fire Commissioner via the dedicated email address [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au):
- (i) within 12 months after the date on which an annual fire safety statement was previously given, or
  - (ii) if a fire safety certificate has been issued within the previous 12 months, within 12 months after the fire safety certificate was issued, whichever is the later.
- An Annual Fire Safety Statement must be issued using the standard template form published by the NSW Government. A copy of the Annual Fire Safety Statement (together with a copy of the current fire safety schedule) must also be prominently displayed in the building.
32. Prior to the issue of an Occupation Certificate, the applicant must construct and seal/concrete/pave driveway accesses to the development site from Kollas Drive and Mees Street in accordance with consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. All costs associated with the construction of the access driveways shall be borne by the Applicant.
33. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans.
34. Prior to the issue of an Occupation Certificate, all landscape works shall be completed in accordance with the approved plans

**OPERATIONAL CONDITIONS**

35. Proposed landscaping, signage and fencing is not to impede sight lines of traffic and/or pedestrians within the development or when entering and leaving the development. Safe intersection sight distances are to be maintained for the development.
36. All loading, unloading and storage of goods associated with the use of the premises shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.

**ESSENTIAL ENERGY CONDITIONS**

37. Essential Energy's records indicate existing overhead powerlines and underground cables are located across the Mees Street frontage of the properties:
  - a) The information provided from the ASP for Lots 2 and 3 indicates the 2.1 metres horizontal clearance is achieved.
  - b) The Applicant must consider how they will build and maintain the proposed sheds, especially on Lot 3. They must meet the requirements that SafeWork NSW have in place for working near powerlines. The structure may meet the clearance requirements, however, it may not be able to be built or maintained safely.
  - c) Minimum safety clearance requirements are to be maintained at all times for the proposed driveways access and/or exit (concrete crossovers) off Mees Street, as such driveways access will pass under Essential Energy's existing overhead powerlines located at the front of the property. The driveways must comply with clearances for trafficable land, ground clearances must be maintained. Refer Essential Energy's policy CEOM7106.25 Minimum Clearance Requirements for NSW and the latest industry guideline currently known as [ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure](#).
  - d) Any proposed driveways access and/or exit (concrete crossovers) must remain at least 1.0 metre away from any electricity infrastructure (power pole, streetlight) at all times, to prevent accidental damage.
  - e) Any proposed driveways or access used by vehicles into the property must have a minimum clearance of 500 millimetres from its closest point to the service pillar(s) located at the front of the property.
  - f) Any excavation works in this area or works on the proposed driveways must comply with ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure. Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of Part 5E (Protection of Underground Electricity Power Lines) of the Electricity Supply Act 1995 (NSW) to locate the existing cables.
  - g) The proposed driveways must not impact on existing cables, cable joints, pits, pillars and the like – refer Essential Energy's policy CEOM7098 Distribution Underground Design and Construction Manual. Note that approval is not possible where the driveway is proposed to be located with an impact on existing cables, cable joints, pits, pillars and the like - refer ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure.

- h) The cables are to maintain a minimum clearance of 1.0 metre to any activity.
  - i) Any landscaping, tree planting fencing in this area must comply with ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure.
  - j) The service pillar(s) are to remain clear of vegetation, retaining walls, garden beds, fence etc (500mm clearance for fence).
38. The Applicant will need to engage the services of an Accredited Service Provider to ensure adequate provision of power is available to the proposed shed(s) in accordance with NSW Service and Installation Rules. A Level 2 Electrician will be able to advise on these requirements and carry out the required work to ensure compliance.

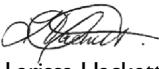
### ADVICE

Essential Energy also makes the following general comments:

1. If the proposed development changes, there may be potential safety risks and it is recommended that Essential Energy is consulted for further comment.
2. Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the above property should be complied with.
3. In addition, Essential Energy's records indicate there is overhead and underground electricity infrastructure located within close proximity of the properties. Any activities within these locations must be undertaken in accordance with *ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure*. Approval may be required from Essential Energy should activities within the properties encroach on the electricity infrastructure.
4. Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of *Part 5E (Protection of Underground Electricity Power Lines)* of the *Electricity Supply Act 1995* (NSW).
5. Given there is electricity infrastructure in the area, it is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW ([www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)) has publications that provide guidance when working close to electricity infrastructure. These include the *Code of Practice – Work near Overhead Power Lines/Underground Assets*

**ADVICE**

If, during work, an Aboriginal object is uncovered then WORK IS TO CEASE IMMEDIATELY and the Office of Environment & Heritage is to be contacted urgently on (02) 6883 5300. Under the National Parks and Wildlife Act 1974 it is an offence to harm an Aboriginal object or place without an 'Aboriginal heritage impact permit' (AHIP). Before making an application for an AHIP, the applicant must undertake Aboriginal community consultation in accordance with clause 60 of the NPW Regulation.

|                         |   |
|-------------------------|---|
| <b>Other Approvals:</b> | N/A   |
| <b>Right of Review:</b> | Division 8.2 of the Environmental Planning and Assessment Act 1979 confers the right for an applicant to request the Council to review its determination at any time, other than after the time limited for the making of an appeal under Division 8.3 expires (if no such appeal is made against the determination) or after an appeal under Division 8.3 against the determination is disposed of by the Court (if such an appeal is made against the determination). Any request for a review is required to be accompanied by a fee as set by Council's Revenue Policy. |
| <b>Right of Appeal:</b> | Division 8.3 of the Environmental Planning and Assessment Act 1979 confers the right for an applicant who is dissatisfied with Council's determination to appeal to the Land and Environment Court within 6 months after the date on which you receive this notice.   |
| <b>Signed:</b>          | On behalf of the consent authority:   |
| <b>Signature:</b>       |    |
| <b>Name:</b>            | Larissa Hackett<br><b>Director - Environmental Services</b><br>30 November 2022   |

**Reasons for Imposition of Conditions:**

Development Application No. 61/2022 was assessed using current procedures developed by the Cowra Shire Council and other resource information. This includes:

- The requirements of Section 4.15(1) of the Environmental Planning and Assessment Act 1979 which states:

**Section 4.15(1) Matters for consideration – general**

In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:

- (a) the provisions of:
  - (i) any environmental planning instrument, and
  - (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and
  - (iii) any development control plan, and
  - (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and
  - (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph)
- (b) the likely impacts of that development, including environmental impacts on both the natural and built environments and social and economic impacts in the locality.
- (c) the suitability of the site for the development.
- (d) any submissions made in accordance with this Act or the regulations.
- (e) the public interest.
- The requirements of Cowra Local Environmental Plan 2012.
- The requirements of Cowra Council Development Control Plan 2021.



Cowra Shire Council  
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Cowra NSW 2794

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**Advisory Note**  
**Prescribed Conditions of Development Consent**  
**Environmental Planning and Assessment Regulation 2021**

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**All development must comply with the following where relevant:**

**69 Compliance with Building Code of Australia and insurance requirements under Home Building Act 1989**

- (1) It is a condition of a development consent for development that involves building work that the work must be carried out in accordance with the requirements of the Building Code of Australia.
- (2) It is a condition of a development consent for development that involves residential building work for which a contract of insurance is required under the Home Building Act 1989, Part 6 that a contract of insurance is in force before building work authorised to be carried out by the consent commences.
- (3) It is a condition of a development consent for a temporary structure used as an entertainment venue that the temporary structure must comply with Part B1 and NSW Part H102 in Volume 1 of the Building Code of Australia.
- (4) In subsection (1), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for the construction certificate was made.
- (5) In subsection (3), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for development consent was made.
- (6) This section does not apply—
  - (a) to the extent to which an exemption from a provision of the Building Code of Australia or a fire safety standard is in force under the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, or
  - (b) to the erection of a temporary building, other than a temporary structure to which subsection (3) applies.

**70 Erection of signs**

- (1) This section applies to a development consent for development involving building work, subdivision work or demolition work.
- (2) It is a condition of the development consent that a sign must be erected in a prominent position on a site on which building work, subdivision work or demolition work is being carried out—
  - (a) showing the name, address and telephone number of the principal certifier for the work, and
  - (b) showing the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside working hours, and
  - (c) stating that unauthorised entry to the work site is prohibited.
- (3) The sign must be—
  - (a) maintained while the building work, subdivision work or demolition work is being carried out, and
  - (b) removed when the work has been completed.
- (4) This section does not apply in relation to—
  - (a) building work, subdivision work or demolition work carried out inside an existing building, if the work does not affect the external walls of the building, or
  - (b) Crown building work certified to comply with the Building Code of Australia under the Act, Part 6.

**71 Notification of Home Building Act 1989 requirements**

- (1) This section applies to a development consent for development involving residential building work if the principal certifier is not the council.
- (2) It is a condition of the development consent that residential building work must not be carried out unless the principal certifier for the development to which the work relates has given the council written notice of the following—
  - (a) for work that requires a principal contractor to be appointed—
    - (i) the name and licence number of the principal contractor, and
    - (ii) the name of the insurer of the work under the Home Building Act 1989, Part 6,



- (b) for work to be carried out by an owner-builder—
  - (iii) the name of the owner-builder, and
  - (iv) if the owner-builder is required to hold an owner-builder permit under the Home Building Act 1989—the number of the owner-builder permit.
- (3) If the information notified under subsection (2) is no longer correct, it is a condition of the development consent that further work must not be carried out unless the principal certifier has given the council written notice of the updated information.
- (4) This section does not apply in relation to Crown building work certified to comply with the Building Code of Australia under the Act, Part 6.

## 72 Entertainment venues

- (1) The requirements specified in this section are conditions of development consent for the use of a building as an entertainment venue.
- (2) During a stage performance at an entertainment venue, there must be at least 1 suitably trained person in attendance in the stage area at all times for the purpose of operating, if necessary, a proscenium safety curtain, drencher system and smoke exhaust system.
- (3) If a proscenium safety curtain is installed at an entertainment venue, there must be no obstruction to the opening or closing of the curtain and the curtain must be operable at all times.
- (4) When a film is being screened at an entertainment venue, there must be at least 1 person in attendance at the entertainment venue who is trained in—
  - (a) the operation of the projectors being used, and
  - (b) the use of the fire fighting equipment in the room in which the projectors are installed (the **projection room**).
- (5) If the projection room is not fitted with automatic fire suppression equipment and a smoke detection system, in accordance with the Building Code of Australia, the person required by subsection (4) to be in attendance must be in the projection suite in which the projection room is located during the screening of a film.
- (6) A member of the public must not be present in the projection suite during the screening of a film.
- (7) An entertainment venue must not screen a nitrate film.
- (8) An emergency evacuation plan must be prepared, maintained and implemented for a building, other than a temporary structure, used as an entertainment venue.
- (9) The emergency evacuation plan must specify the following—

- (a) the location of all exits, and fire protection and safety equipment, for the part of the building used as an entertainment venue,
  - (b) the number of fire safety officers that must be present during performances,
  - (c) how the audience will be evacuated from the building if there is a fire or other emergency.
- (10) A fire safety officer appointed to be present during a performance must have appropriate training in evacuating persons from the building if there is a fire or other emergency.
- (11) In this section—  
exit has the same meaning as in the Building Code of Australia.

### **73 Maximum capacity signage**

- (1) This section applies to a development consent, including an existing development consent, for the following uses of a building, if the development consent contains a condition specifying the maximum number of persons permitted in the building—
- (a) an entertainment venue,
  - (b) a function centre,
  - (c) a pub,
  - (d) a registered club,
  - (e) a restaurant or cafe.
- (2) It is a condition of the development consent that a sign must be displayed in a prominent position in the building stating the maximum number of persons, as specified in the development consent, that are permitted in the building.

### **74 Shoring and adequacy of adjoining property**

- (1) This section applies to a development consent for development that involves excavation that extends below the level of the base of the footings of a building, structure or work on adjoining land, including a structure or work in a road or rail corridor.
- (2) It is a condition of the development consent that the person having the benefit of the development consent must, at the person's own expense—
- (a) protect and support the building, structure or work on adjoining land from possible damage from the excavation, and

- (b) if necessary, underpin the building, structure or work on adjoining land to prevent damage from the excavation.
- (3) This section does not apply if—
  - (c) the person having the benefit of the development consent owns the adjoining land, or
  - (d) the owner of the adjoining land gives written consent to the condition not applying.

## **75 Fulfilment of BASIX commitments**

It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled—

- (a) BASIX development,
- (b) BASIX optional development, if the development application was accompanied by a BASIX certificate.

## **76 Deferred commencement consent**

- (1) A development consent with a deferred commencement, as referred to in the Act, section 4.16(3), must be clearly identified as a “deferred commencement” consent, whether by using the expression, referring to that section or otherwise.
- (2) A deferred commencement consent must clearly distinguish between—
  - (a) conditions that relate to matters about which the consent authority must be satisfied before the consent can operate (the relevant matters), and
  - (b) other conditions.
- (3) A consent authority may specify the period within which the applicant must produce sufficient evidence to the consent authority to enable it to be satisfied about the relevant matters.
- (4) If the applicant produces evidence in accordance with this section, the consent authority must notify the applicant whether it is satisfied about the relevant matters.
- (5) If the consent authority does not notify the applicant within 28 days after the applicant produces the evidence, the consent authority is taken to have notified the applicant, on the day on which the period expires, that it is not satisfied about the relevant matters.
- (6) Subsection (5) applies for the purposes of the Act, section 8.7 only.

## **77 Conditions for ancillary aspects of development**

- (1) If a consent authority grants development consent subject to a condition referred to in the Act, section 4.17(2) in relation to an ancillary aspect of the development, the consent authority may specify the period within which the ancillary aspect must be carried out to the satisfaction of the consent authority or a person specified by the consent authority.

- (2) The applicant may produce evidence to the consent authority, or to the person specified by the consent authority, sufficient to enable the consent authority or the person to be satisfied in relation to the ancillary aspect of the development.
- (3) For the purposes of the Act, section 4.17(3), the relevant period is the period of 28 days after the applicant's evidence is produced to the consent authority or a person specified by the consent authority.

#### **78 Conditions for State significant development**

A development consent may be granted subject to a condition referred to in the Act, section 4.17(4A) or (4B) only if the development is State significant development.

#### **79 Review conditions—the Act, s 4.17(10C)**

- (1) A development consent that is granted subject to a reviewable condition may, as referred to in the Act, section 4.17(10B), be granted subject to a further condition (a review condition) if the development consent relates to the following kinds of development—
  - (a) an entertainment venue,
  - (b) a function centre,
  - (c) a pub,
  - (d) a registered club,
  - (e) a restaurant or cafe.
- (2) A development consent that is subject to a review condition must contain the following—
  - (a) a statement that the development consent is subject to the review condition and the purpose of the review condition,
  - (b) a statement that the consent authority will carry out the reviews,
  - (c) when, or at what intervals, the reviews must be carried out.
- (3) The consent authority must give written notice to the operator of a development that is subject to a review condition at least 14 days before carrying out a review.
- (4) The consent authority may notify other persons of the review as it considers appropriate.
- (5) The consent authority must take into account submissions that are received from any person within 14 days after notice of a review is given to the person.

Subdivision 2 Development permitted under State Environmental Planning Policy (Housing) 2021

80 Definitions

In this Subdivision—

Affordable Housing Guidelines means the NSW Affordable Housing Ministerial Guidelines published by the Department of Community and Justice and approved by the Minister for Families, Communities and Disability Services from time to time.

Land and Housing Corporation means the New South Wales Land and Housing Corporation constituted under the Housing Act 2001.

registered community housing provider has the same meaning as in the Community Housing Providers (Adoption of National Law) Act 2012, section 13.

Registrar of Community Housing means the Registrar of Community Housing appointed under the Community Housing Providers (Adoption of National Law) Act 2012, section 10.

81 Build-to-rent housing

(1) This section applies to a development consent for development permitted under State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 4.

(2) It is a condition of the development consent that during the relevant period—

(a) the buildings to which the development consent relates must contain at least 50 dwellings occupied, or intended to be occupied, by individuals under residential tenancy agreements, and

(b) for development on land in Zone B3 Commercial Core—the buildings to which the development consent relates must not be subdivided into separate lots, and

(c) for development on land in another zone—the tenanted component of the buildings to which the development consent relates must not be subdivided into separate lots, and

(d) the tenanted component of the buildings to which the development consent relates must—

(i) be owned and controlled by 1 person only, and

(ii) be operated by 1 managing agent only, who provides on-site management.

(3) In this section—

relevant period has the same meaning as in State Environmental Planning Policy (Housing) 2021, section 73.

tenanted component has the same meaning as in State Environmental Planning Policy (Housing) 2021, section 71.

82 In-fill affordable housing

(1) This section applies to development permitted under State Environmental Planning Policy (Housing) 2021, Chapter 2, Part 2, Division 1, other than—

(a) development on land owned by the Land and Housing Corporation, or

(b) a development application made by, or on behalf of, a public authority.

(2) It is a condition of the development consent that before the issue of an occupation certificate for the development—

(a) a restriction must be registered, in accordance with the Conveyancing Act 1919, section 88E, against the title of the property relating to the development, which will ensure the requirements of subsection (3)(a) and (b) are met, and

(b) evidence of an agreement with a registered community housing provider for the management of the affordable housing component must be given to the Registrar of Community Housing, including the name of the registered community housing provider, and

(c) evidence that the requirements of paragraphs (a) and (b) have been met must be given to the consent authority.

(3) It is a condition of the development consent that during the relevant period—

(a) the affordable housing component must be used for affordable housing, and

(b) the affordable housing component must be managed by a registered community housing provider, and

(c) notice of a change in the registered community housing provider who manages the affordable housing component must be given to the Registrar of Community Housing and the consent authority no later than 3 months after the change, and

(d) the registered community housing provider who manages the affordable housing component must apply the Affordable Housing Guidelines.

(4) In this section—

affordable housing component has the same meaning as in State Environmental Planning Policy (Housing) 2021, section 21.

relevant period means a period of 15 years commencing on the day on which an occupation certificate is issued for all parts of the building or buildings to which the development consent relates.

### 83 Boarding houses

(1) This section applies to development permitted under State Environmental Planning Policy (Housing) 2021, Chapter 2, Part 2, Division 2.

(2) It is a condition of the development consent that before the issue of an occupation certificate for the development—

(a) a restriction must be registered, in accordance with the Conveyancing Act 1919, section 88E, against the title of the property relating to the development, which will ensure the requirements of subsection (3)(a) and (b) are met, and

(b) evidence of an agreement with a registered community housing provider for the management of the boarding house must be given to the Registrar of Community Housing, including the name of the registered community housing provider, and

(c) evidence that the requirements of paragraphs (a) and (b) have been met must be given to the consent authority.

(3) It is a condition of the development consent that from the day on which an occupation certificate is issued for the development—

(a) the boarding house must be used for affordable housing, and

(b) the boarding house must be managed by a registered community housing provider in accordance with a plan of management, and

(c) notice of a change in the registered community housing provider who manages the boarding house must be given to the Registrar of Community Housing and the consent authority no later than 3 months after the change, and

(d) notice of a change to the plan of management must be given to the consent authority no later than 3 months after the change, and

(e) the registered community housing provider who manages the boarding house must apply the Affordable Housing Guidelines.

### 84 Residential flat buildings—social housing providers, public authorities and joint ventures

(1) This section applies to development permitted under State Environmental Planning Policy (Housing) 2021, Chapter 2, Part 2, Division 5, other than—

(a) development on land owned by the Land and Housing Corporation, or

(b) a development application made by a public authority.

(2) It is a condition of the development consent that before the issue of an occupation certificate for the development—

(a) a restriction must be registered, in accordance with the Conveyancing Act 1919, section 88E, against the title of the property relating to the development, which will ensure the requirements in subsection (3)(a) and (b) are met, and

(b) evidence of an agreement with a registered community housing provider for the management of the residential flat building must be given to the Registrar of Community Housing, including the name of the registered community housing provider, and

(c) evidence that the requirements in paragraph (a) and (b) have been met must be given to the consent authority.

(3) It is a condition of the development consent that during the relevant period—

- (a) 50% of the dwellings to which the development consent relates must be used for affordable housing (the affordable housing dwellings), and
- (b) the affordable housing dwellings must be managed by a registered community housing provider, and
- (c) notice of a change in the registered community housing provider who manages the affordable housing dwellings must be given to the Registrar of Community Housing and the consent authority no later than 3 months after the change, and
- (d) the registered community housing provider who manages the affordable housing dwellings must apply the Affordable Housing Guidelines.

(4) In this section—

relevant period means a period of 10 years commencing on the day on which an occupation certificate is issued for all parts of the building or buildings to which the development consent relates.

#### 85 Co-living housing

(1) This section applies to development permitted under State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 3.

(2) It is a condition of the development consent that from the day on which an occupation certificate is issued for the development—

- (a) the co-living housing must be managed in accordance with a plan of management by a managing agent who is contactable 24 hours a day, and
- (b) notice of a change to the plan of management must be given to the consent authority no later than 3 months after the change, and
- (c) private rooms and communal living areas in the co-living housing must contain appropriate furniture and fittings, maintained in a reasonable state of repair, for the use of residents.

#### 86 Seniors housing

(1) This section applies to development permitted under State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 5.

(2) It is a condition of the development consent that, before the issue of the occupation certificate for the development, a restriction must be registered, in accordance with the Conveyancing Act 1919, section 88E, against the title of the property relating to the development, which will ensure that the requirement in subsection (3) is met.

(3) It is a condition of the development consent that, from the day on which an occupation certificate is issued for the development, only the following persons may occupy the accommodation to which the development consent relates—

- (a) seniors or people who have a disability,
- (b) people who live in the same household with seniors or people who have a disability,
- (c) staff employed to assist in the administration and provision of services to the accommodation.

**5 LATE REPORTS**

**6 NOTICES OF MOTIONS**

**7 CONFIDENTIAL MATTERS**