



AGENDA

Ordinary Council Meeting

Date: 26 August 2024

Time: 5 pm

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

**Paul Devery
General Manager**

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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 Council 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 Ordinary Council Meeting held on 22 July 2024

Confirmation of Minutes of Extraordinary Council Meeting held on 12 August 2024



MINUTES

Ordinary Council Meeting Monday, 22 July 2024

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**MINUTES OF COWRA COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 22 JULY 2024 AT 5 PM**

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), Mr Graham Apthorpe (Acting Director - Corporate Services)

At 5:00 pm, Cr Bill West had not as yet arrived at the meeting.

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

Cr Judi Smith declared a non-pecuniary interest in relation to item 3.1 *Donation - Woodstock Memorial Show Inc.* as she is a member of the committee.

Cr Sharon D'Elboux declared a non-pecuniary interest in relation to item 3.4 *Committee Minutes - Traffic Committee* due to her position as an executive member of Cowra Junior Soccer.

1.5 Presentations

Nil

1.6 Public Forum

Nil

2 CONFIRMATION OF MINUTES

RESOLUTION 133/24

Moved: Cr Cheryl Downing

Seconded: Cr Peter Wright

That the minutes of Ordinary Council Meeting held on 24 June 2024 be confirmed.

CARRIED

3 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 8 JULY 2024

DIRECTOR-CORPORATE SERVICES REPORT

At 5:04 pm, Cr Judi Smith left the meeting.

3.1 Donation - Woodstock Memorial Show Inc.

RESOLUTION 134/24

Moved: Cr Cheryl Downing

Seconded: Cr Nikki Kiss OAM

That Council contribute the sum of \$2,000 from the Section 356 expenses budget to assist Woodstock Memorial Show Inc. with the running costs of the Annual Spring Show to be held on 1 September 2024.

CARRIED

At 5:05 pm, Cr Judi Smith returned to the meeting.

3.2 Investments and Financial Report

RESOLUTION 135/24

Moved: Cr Peter Wright

Seconded: Cr Sharon D'Elboux

That Council note the Investments and Financial Report for June 2024.

CARRIED

3.3 Rent of Enclosed Dedicated Roads

RESOLUTION 136/24

Moved: Cr Judi Smith

Seconded: Cr Cheryl Downing

That Council confirm the following action to be taken in respect of rental of Enclosed Dedicated Roads.

- I. That the amounts invoiced in 2023/24 be credited in full and new invoices**

issued showing a 3.9% increase on the amounts charged in the previous year together with an explanatory letter.

2. That a change to the Revenue Policy for 2024/25 be advertised as required, to change the calculation for the Rent of Unused Public Roads Annual Rent fee to “Annual increase by Rate Pegging percentage”.

CARRIED

DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

At 5:12 pm, Cr Sharon D'Elboux left the meeting.

3.4 Committee Minutes - Traffic Committee

RESOLUTION 137/24

Moved: Cr Paul Smith

Seconded: Cr Cheryl Downing

1. That the minutes of the Traffic Committee meeting held on 11 June 2024 be noted.
2. That Council approves the Class 2 special event to be held as part of the 80th Anniversary Commemorations of the Cowra POW Breakout to be held on 4-5 August 2024 subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.
3. That Cowra Junior Soccer be permitted to activate a Speed Zone Reduction on Saturday mornings between 7:30am to 1:00 pm, from 29 June 2024 to 21 September 2024, excluding school holidays:
 - by suitably accredited persons with no less than an “Implement Traffic Control Plan” accreditation, issued by Safework NSW.
 - subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.
4. That no changes to vehicle movements at Busby Place Carpark Macquarie Street access be taken at the present, but the counter is to remain in place to monitor traffic behaviour and an update be forwarded at the next Local Traffic Committee.
5. That the southern end of the “No Stopping” zone, north of the access to “Cowra Van Park”, be extended to a point 20.5m south of the middle of the Park access on Lachlan Street.
6. That:
 - a. Eagle View Road from 414 Eagle View Road to Boorowa Road.
 - b. Bonnie Braes Road from Noonbinna road to Noonbinna GrainCorp site.
 - c. Bulkhead Road from Boorowa Road to the Cowra GrainCorp site.
 - d. North Logan Road from Nangar Street to Sloan Street, Billimari,
 - e. Sloan Street, Billimari.
 - f. Merriganowry Bridge Road from Sloane Street to Forbes Road.

be approved for Tier 3, PBS Level 2B, 30m “A- Double” access at High Mass Limit (HML).

CARRIED

At 5:14 pm, Cr Sharon D'Elboux returned to the meeting.

3.5 Section 355 Committee Minutes - Saleyards Committee

RESOLUTION 138/24

Moved: Cr Peter Wright

Seconded: Cr Judi Smith

1. That the minutes of the Saleyards Committee meeting held on 2 May 2024 be noted.
2. That the Mayor write to Ian Wright to thank him for his contributions to the Saleyards Committee.

CARRIED

DIRECTOR-ENVIRONMENTAL SERVICES REPORT

3.6 Development Application No. 14/2024, Lot 363 DP 752948, 14 Shelley Street Cowra, Section 4.55(1A) modification to carport (modify front and side setbacks) - Mod I, lodged by K Wilson

RESOLUTION 139/24

Moved: Cr Judi Smith

Seconded: Cr Nikki Kiss OAM

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. 14/2024, for the modification to carport (modify front and side setbacks) - mod I on Lot 363 DP 752948, 14 Shelley Street 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./ Supporting Document | Prepared by/Reference Details | Cowra Shire Council Reference |
|----------------------------------|--------------------------------------|---|
| Proposed Site Plan | Currajong Drawn 29/06/24 REV B | Received 12 June 2024 Stamped No. |

| | | |
|--|---|--|
| | | DA 10.2024.14.2 |
| Engineering Certification Letter to Kate Wilson | Calare Civil Pty Ltd 2 February 2024 | Received 15 February 2024 Stamped No. DA 10.2024.14.1 |
| Foundation Plan Sheet 1 of 5 | Fair Dinkum Sheds Job No. MAST37405 | Received 15 February 2024 Stamped No. DA 10.2024.14.1 |
| Elevations Sheet 2 of 5 | Fair Dinkum Sheds Job No. MAST37405 | Received 15 February 2024 Stamped No. DA 10.2024.14.1 |
| Statement of Environmental Effects (Pro-forma Template) | Kate Wilson N.D. | Received 15 February 2024 Stamped No. DA 10.2024.14.1 |
| Shadow Diagrams - Plan View | Currajong Drawn 29/06/24 REV B | Received 12 June 2024 Stamped No. DA 10.2024.14.2 |
| Shadow Diagrams - 3D (9am – 11am) | Currajong Drawn 29/06/24 REV B | Received 12 June 2024 Stamped No. DA 10.2024.14.2 |
| Shadow Diagrams - 3D (12pm – 2pm) | Currajong Drawn 29/06/24 REV B | Received 12 June 2024 Stamped No. DA 10.2024.14.2 |
| Shadow Diagrams - 3D (3pm – 4pm) | Currajong Drawn 29/06/24 REV B | Received 12 June 2024 Stamped No. DA 10.2024.14.2 |

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.

- 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).

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

3. Prior to the issue of a Construction Certificate, the Applicant must obtain consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

4. 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 and applicable Council Engineering Standards 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 and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
5. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work.
6. 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 or Subdivision Works' and 'Appointment of Principal Certifier'.
7. 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 Shire Council Development Control Plan 2021 at all times.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

8. While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.
9. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.
10. 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.

11. 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.
12. All building rubbish and debris, including that which can be windblown, 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.
13. All roofed and paved areas are to be properly drained and discharged to Council's stormwater management system in Shelley Street.
14. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are carried out:
 - (i) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicle loadings is to be utilised;
 - (ii) The opening in the kerb is created by either a saw cut or bored hole only. Breaking out the kerb by impact methods is not permitted;
 - (iii) The kerb adaptor is to be kept flush with the top and outside face of the kerb; and
 - (iv) The fixing of the kerb adapter and filling in of side gaps is to be undertaken by the use of an epoxy resin. Mortar or concrete is not to be used

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

15. The Applicant must not commence occupation or use of the carport until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
16. Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from Shelley Street in accordance with consent from the road's authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the Section 138 Permit. All costs associated with the construction of the access

driveway(s) shall be borne by the Applicant.

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.

CARRIED

In Favour: Crs Ruth Fagan, Paul Smith, Sharon D'Elboux, Cheryl Downing, Nikki Kiss OAM, Judi Smith, Erin Watt and Peter Wright

Against: Nil

CARRIED 8/0

3.7 Development Application No. 80/2023, Lot 2 DP 868109, 8 Short Street Cowra, Demolition of existing dwelling, construction of 4 detached dwellings and 4 lot Torrens Title subdivision, lodged by V A Munoz – Ferrada. The property owner is K R Spencer & V A Munoz - Ferrada.

RESOLUTION 140/24

Moved: Cr Nikki Kiss OAM

Seconded: Cr Paul Smith

That Council notes the recommendation.

CARRIED

4 DIRECTOR-CORPORATE SERVICES

4.1 Section 355 Committee Draft Minutes - Cowra Regional Art Gallery Advisory Committee

RESOLUTION 141/24

Moved: Cr Sharon D'Elboux

Seconded: Cr Cheryl Downing

That the draft Minutes of the Cowra Regional Art Gallery Advisory Committee meetings held on 8 May and 12 June 2024 be noted.

CARRIED

4.2 Release of Closed Decisions**RESOLUTION 142/24**

Moved: Cr Judi Smith

Seconded: Cr Sharon D'Elboux

That Council note the release of the resolutions made in Closed Council at the Council Meetings on 27 May and 24 June 2024:

Request for Tender SI 2024 - Supply and Delivery of Bitumen Emulsion

RESOLUTION 109/24

That Council:

- 1. accept and sign a contract with Bitupave Ltd for the supply and delivery of bitumen emulsion for the period 1 June 2024 to 31 May 2026 with an optional 12 month extension, and**
- 2. advise the Central NSW Joint Organisation of its decision.**

Water and Sewerage Telemetry System Upgrade

RESOLUTION 110/24

- 1. That Council adopt the following amendments to the 2023 / 24 Water and Sewerage Capital works program:**
 - The budget for WO 1391 High Lift Pump at River – Switch Board be reduced from \$1,384,210 to \$60,000 noting that the project scope has been amended from ‘replacement of the switchboard’ to ‘replacement of the air circuit breaker’.**
 - Council allocate a further \$544,000 to WO1384 Telemetry RTU replacement program.**
 - Council allocate a further \$86,000 to WO 1697 Chlorine monitoring equipment; to be installed to Bendick Murrell, Greenethorpe and Westville Reservoirs.**
- 2. That Council receive and note the information provided on the manual changeover switch to the electrical switchboard to enable transition of the switchboard to generator power.**

Tender for Dam Surveillance and Inspections (WI_2024)

RESOLUTION 132/24

That Council:

- 1. Accept the tender from Department of Regional NSW for WI_2024 (Dam Surveillance and Inspections) for the lump sum of \$203,761.80 (including GST) for five years; and**
- 2. Authorise the General Manager to execute any documentation required to award Contract WI_2024 (Dam Surveillance and Inspections).**

CARRIED

At 5:27 pm, Cr Bill West arrived at the meeting.

4.3 Section 355 Committee Minutes – Cowra Sport & Recreation Council**RESOLUTION 143/24**

Moved: Cr Cheryl Downing

Seconded: Cr Nikki Kiss OAM

That the draft Minutes of the Cowra Sport & Recreation Committee ordinary meeting held on 5 June 2024 be noted.

CARRIED

4.4 Civic Centre Theatre Seating**RESOLUTION 144/24**

Moved: Cr Judi Smith

Seconded: Cr Sharon D'Elboux

That Council provide \$40,000 as an increase in Civic Centre capital expenditure to complete the work required under the NSW Regional Tourism Activation Fund for the Upstairs Theatre in the Civic Centre.

CARRIED

5 DIRECTOR-INFRASTRUCTURE & OPERATIONS5.1 Local Roads and Community Infrastructure Grants - Phase 4**RESOLUTION 145/24**

Moved: Cr Paul Smith

Seconded: Cr Sharon D'Elboux

That the Director – Infrastructure & Operation's report on the Local Roads and Community Infrastructure Grants – Phase 4 be received and noted.

CARRIED

5.2 Transport Assets Upgrade Planning: Roads to Recovery Program**RESOLUTION 146/24**

Moved: Cr Erin Watt

Seconded: Cr Bill West

That Council allocate the 2024/25 Federal Roads to Recovery program funding as follows:

| | 2024 /25 |
|--|--------------------|
| Total Forecast RTR Funding | \$1,144,315 |
| RTR - Gravel Resheeting rock busting | \$ 286,079 |
| RTR - Rural Roads Resealing | \$ 160,000 |
| RTR - Rural culverts and causeways | \$ 80,000 |
| RTR - Rural Sealed Road Rehabilitation: | |
| Bangaroo Road | \$ 228,000 |
| North Logan Road | \$ 390,000 |

CARRIED

6 DIRECTOR-ENVIRONMENTAL SERVICES

6. Development Application No. 80/2023, Lot 2 DP 868109, 8 Short Street Cowra, construction of 4 detached dwellings and 4 lot Torrens Title subdivision, lodged by V A Munoz – Ferrada. The property owner is K R Spencer & V A Munoz - Ferrada.

RESOLUTION 147/24

Moved: Cr Judi Smith

Seconded: Cr Nikki Kiss OAM

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. The variations to Section No. E.2.7., E.2.13 and E.2.14 of Part E of Council's Development Control Plan 2021 is sufficiently justified and the application was publicly notified and no submissions were received; and
2. That Council approves variations to Sections E.2.7, E.2.13 and E.2.14 of Part E of Council's Development Control Plan 2021 for this development to allow a site frontage of 15.3 metres per dwelling, a rear setback of 1.95 metres for dwellings 1 and 2 and separation between habitable rooms and balconies of 4.07 metres.
3. That Development Application No. 80/2023, for the construction of 4 detached dwellings and 4 lot Torrens Title subdivision on Lot 2 DP 868109, 8 Short Street 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./ Supporting Document | Prepared by/Reference Details | Cowra Shire Council Reference |
|---|---|---|
| Existing Site Plan Drawing 01 | McKinnon Design 23/02/2024 Job 22090 Issue H | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| Proposed Site Plan Drawing 02 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| Floor Plan Units 1 & 2 Drawing 03 | McKinnon Design 23/02/2024 Job 22090 Issue H | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |

| | | |
|--|---|---|
| Floor Plan Units 3 & 4 Drawing 04 | McKinnon Design 26/07/2023 Job 22090 Issue C | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| East and West Elevations Units 1 & 2 Drawing 05 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| North and South Elevations Unit 1 Drawing 06 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| North and South Elevations Unit 2 Drawing 07 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| East and West Elevations Units 3 & 4 Drawing 08 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| North and South Elevations Unit 3 Drawing 09 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| North and South Elevations Unit 4 Drawing 10 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| Proposed Sub-Division Plan Drawing 11 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| Shadow Diagrams Drawing 12 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| Shadow Diagrams Drawing 13 | McKinnon Design 30/04/2024 Job 22090 Issue J | Received 1 May 2024 Stamped No. 10.2023.80.1 (C) |
| Cover Sheet, Locality Plan and Drawing Schedule Drawing C00 | TTW 26.02.24 Project 231867 | Received 5 March 2024 Stamped |

| | Revision P2 | No. 10.2023.80.1 (A) |
|---|--|--|
| General Notes and Legends Drawing C01 | TTW 26.02.24 Project 231867 Revision P2 | Received 5 March 2024 Stamped No. 10.2023.80.1 (A) |
| Sediment and Erosion Control Plan Drawing C02 | TTW 26.02.24 Project 231867 Revision P2 | Received 5 March 2024 Stamped No. 10.2023.80.1 (A) |
| Sediment and Erosion Control Detail Drawing C03 | TTW 26.02.24 Project 231867 Revision P2 | Received 5 March 2024 Stamped No. 10.2023.80.1 (A) |
| Bulk Earthworks Plan Drawing C04 | TTW 26.02.24 Project 231867 Revision P2 | Received 5 March 2024 Stamped No. 10.2023.80.1 (A) |
| Cut and Fill Plan Drawing C05 | TTW 26.02.24 Project 231867 Revision P2 | Received 5 March 2024 Stamped No. 10.2023.80.1 (A) |
| Bulk Earthworks Sections Drawing C06 | TTW 14.03.24 Project 231867 Revision P3 | Received 20 March 2024 Stamped No. 10.2023.80.1 (B) |
| Vehicle Scraping Details Sheet 1 Drawing C20 | TTW July 2024 Project 231867 Revision P1 | Received 20 March 2024 Stamped No. 10.2023.80.1 (A) |
| Vehicle Scraping Details Sheet 2 Drawing C21 | TTW July 2024 Project 231867 Revision P1 | Received 20 March 2024 Stamped No. 10.2023.80.1 (A) |
| Vehicle Scraping Details Sheet 3 Drawing C22 | TTW July 2024 Project 231867 Revision P1 | Received 20 March 2024 Stamped No. 10.2023.80.1 (A) |
| Stormwater Reticulation Layout Sheet 1 of 2 | Heath Consulting Engineers June 2024 Job 24_015 Rev B | Received 12 June 2024 Stamped No. 10.2023.80.1 (A) |

| | | |
|---|--|--|
| Sewer and Water Reticulation Layout Sheet 2 of 2 | Heath Consulting Engineers June 2024 Job 24_015 Rev B | Received 12 June 2024 Stamped No. 10.2023.80.1 (A) |
| Asbestos Identification | Safe Work and Environments 14 September 2023 SWE Ref SI 12330.1 | Received 9 November 2023 Stamped No. 10.2023.80.1 |
| BASIX Certificate No. 1392974M | Marc Kiho Issued: 28 July 2023 | Received 30 August 2023 Stamped No. 10.2023.80.1 |
| Statement of Environmental Effects V04032024 | Saunders Property 4 March 2024 | Received 8 March 2024 Stamped No. DA 10.2023.80.1 (C) |
| Additional Information V280424 | Saunders Property 28 April 2024 | Received 29 April 2024 Stamped No. DA 10.2023.80.1 |

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 development is to be undertaken in the following stages:
 - Stage 1 - The demolition of the existing dwelling.
 - Stage 2 – The construction of four new dwellings and associated infrastructure including access crossings, driveways, landscaping and all service connections.
 - Stage 3 – Four lot Torrens Title subdivision.
4. Pursuant to Section 4.17(4) of the Environmental Planning & Assessment Act 1979, the outcome that this development must achieve is the establishment of a single dwelling on each allotment. This is to be achieved by ensuring that all stages of the development are completed in accordance with condition 3.
5. Any cutting and filling on the site shall be either battered at a maximum

slope of one vertical to two horizontal (1V:2H) and revegetated or suitably retained by a retaining structure, designed and constructed to appropriate engineering standards. A retaining wall that does not comply with State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 will require the prior consent of Council. The erection of retaining walls may require the approval and certification of a suitably qualified structural engineer. All works are to be carried out within the boundaries of the property and without affecting the structural integrity of boundary fencing or neighbouring structures.

6. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are carried out:
 - (i) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicle loadings is to be utilised;
 - (ii) The opening in the kerb is created by either a saw cut or bored hole only. Breaking out the kerb by impact methods is not permitted;
 - (iii) The kerb adaptor is to be kept flush with the top and outside face of the kerb; and
 - (iv) The fixing of the kerb adapter and filling in of side gaps is to be undertaken by the use of an epoxy resin. Mortar or concrete is not to be used.
7. Traffic movements from proposed lots 3 & 4 out of the development to Short Street must turn left.

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

8. 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 suitably sized metered water services to the development.
9. Construction Certificate plans are to show that the stairs providing access along the north side of any dwelling on proposed lot 4 to be moved to a location not encumbered by an easement.
10. Pursuant to Section 7.12 (formerly Section 94A) of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Cowra Section 94A Contributions Plan 2016 adopted on 26 April 2016. The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

| Contribution Type | Proposed Cost of Development ¹ | Levy Percentage | Total Contribution | Contribution Rate Remains Current Until |
|---|---|-----------------|--------------------|---|
| Section 94A Contribution ² | \$1,810,000.00 | 1% | \$18,100.00 | 30 June 2025 |
| Notes ¹ As shown on the Development Application/Construction Certificate Application/Complying Development Certificate Application ² Council's Section 94A Contributions Plan 2016 may be viewed during office hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website www.cowracouncil.com.au | | | | |

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 crossing to the development site from Market Street & Short Street, in accordance with Cowra Shire Council's Engineering Standards. Access from Market Lane to lot 1 must show an algebraic change in grade not in excess of 12.5%.
12. Prior to the issue of a Construction Certificate, the Applicant must amend the plans to provide suitable screening between the deck of Dwelling 2 and the southern facing Living Room window of Dwelling 1 to the satisfaction of Council's Manager – Planning Services.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

13. 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 and applicable Council Engineering Standards 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 and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
14. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work.
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 or Subdivision Works' and 'Appointment of Principal Certifier'.
16. 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 Shire Council Development Control Plan 2021 at all times.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

- 17. While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.**
- 18. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.**
- 19. 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.**
- 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 building rubbish and debris, including that which can be windblown, 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.**
- 22. All impervious surfaces shall be properly drained to the front of the premises and directed to Cowra Shire Council's drainage system on Short Street. A Junction Pit with a grated cover is to be constructed where the proposed inter- allotment line joins Council's stormwater main, in accordance with Council's Engineering Standards.**
- 23. 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 discharge concentrated storm water flow and cause nuisance or erosion to adjoining properties.**

24. All plumbing 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.

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

25. The Applicant must not commence occupation or use of the dwellings until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
26. Prior to issue of any Occupation Certificate, the Applicant shall construct the access crossings to the development site from Short Street and Market Lane in accordance with consent from the road's authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the Section 138 Permit. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.
27. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans including the installation of fencing dividing private open space areas.
28. The Applicant is required to obtain a Certificate of Compliance pursuant to Section 64 of the Local Government Act 1993 certifying that all works, fees and charges required in connection with the provision of water and sewer supply to the development have been undertaken and complied with in full. The certificate shall include all relevant works verified by appropriate inspections, fees and charges that are currently being applied at the time of the issue of any Occupation Certificate.

Water reticulation mains and metered services and sewer reticulation mains must be physically provided to the development in accordance with Cowra Infrastructure and Operations Engineering Standards. Council will not issue any Occupation Certificate until a Compliance Certificate has been issued, verifying that all works have been satisfactorily completed. All monetary contributions in relation to the augmentation of reticulated water and sewer

supply must be paid in full to Cowra Shire Council before any Occupation Certificate will be issued. Necessary inspections must be arranged at least 48 hours in advance. Contact Cowra Infrastructure and Operations on (02) 6340 2070.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF A SUBDIVISION CERTIFICATE

29. The Applicant is to lodge with Cowra Shire Council a Subdivision Certificate Application together with the original plan. All necessary information to support the certificate release and the necessary fee is required to be included with the Subdivision Certificate Application.
30. Prior to the issue of a Subdivision Certificate, the applicant must provide to Council a Notification of Arrangement from Essential Energy confirming that satisfactory arrangements have been made for the provision of power with respect to all lots in the subdivision.
31. Prior to the issue of the Subdivision Certificate, the applicant is to provide evidence to Council that arrangements have been made for:
 - (a) The installation of fibre-ready facilities (or equivalent) to all individual lots and/or premises in a real estate development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. Demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose, and
 - (b) The provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a real estate development project demonstrated through an agreement with a carrier.
32. Prior to issue of the Subdivision Certificate, the Applicant shall include on the final plan of subdivision all necessary easements required for water, sewer, stormwater, and access.
33. The Applicant shall detail a three-metre-wide easement along the northern boundary of proposed lots 3 & 4 for purposes of providing access to the sewer mains system, water supply, inter-allotment drainage and for maintenance purposes.

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.

Essential Energy makes the following general comments:

- As part of the subdivision, an easement is created for any existing electrical

infrastructure. The easement is to be created using Essential Energy's standard easement terms current at the time of registration of the plan of subdivision;

- If the proposed development changes, there may be potential safety risks and it is recommended that Essential Energy is consulted for further comment;
- Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the above property should be complied with;
- Council should ensure that a Notification of Arrangement (confirming satisfactory arrangements have been made for the provision of power) is issued by Essential Energy with respect to all proposed lots which will form part of the subdivision, prior to Council releasing the Subdivision Certificate. It is the Applicant's responsibility to make the appropriate application with Essential Energy for the supply of electricity to the subdivision, which may include the payment of fees and contributions;
- In addition, Essential Energy's records indicate there is electricity infrastructure located within the property. Any activities within this location must be undertaken in accordance with the latest industry guideline currently known as 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);
- 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) has publications that provide guidance when working close to electricity infrastructure. These include the Code of Practice – Work near Overhead Power Lines and Code of Practice – Work near Underground Assets.

CARRIED

In Favour: Crs Ruth Fagan, Paul Smith, Sharon D'Elboux, Cheryl Downing, Nikki Kiss OAM, Judi Smith, Erin Watt, Bill West and Peter Wright.

Against: Nil

CARRIED 9/0

7 LATE REPORTS

Nil

8 CONFIDENTIAL MATTERS**RESOLUTION 148/24**

Moved: Cr Bill West

Seconded: Cr Erin Watt

RECOMMEN DATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

9 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS**9.1 Saleyards - eID Installation Project**

This matter is considered to be confidential under Section 10A(2)(d(i)) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

CARRIED



MINUTES

Extraordinary Council Meeting Monday, 12 August 2024

Order Of Business

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**MINUTES OF COWRA COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 12 AUGUST 2024 AT 4PM**

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)

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

Mr Graham Apthorpe (Acting Director - Corporate Services)

1.4 Disclosures of Interest

Nil

1.5 Public Forum

Ms Cheryl Cravino addressed Council expressing her concerns about the proposed pop-up park in Macquarie Street mentioned in the draft Cowra CBD Place Vision and Activation plan and seeking more clarification on how it would operate and why two parks are required in the CBD within 100 m of each other.

Mr Jesse Murphy addressed Council speaking on behalf of the CBD Committee, endorsing the Cowra CBD Place Vision and Activation plan being adopted.

2 GENERAL MANAGER

2.1 Cowra CBD Place Vision and Activation Plan

RESOLUTION 150/24

Moved: Cr Sharon D'Elboux

Seconded: Cr Erin Watt

- 1. That, having considered submissions received, Council adopt the draft Cowra CBD Place Vision and Activation plan with the following**

amendments:

- a. Council to review its CBD maintenance procedures
- b. Council to work towards the installation of wayfinding signage for motorhomes and caravans
- c. Council to develop a town walking map
- d. Council to rename Macquarie Popup park (page 23) to Macquarie Street Activation
- e. Council to reword key Activation #1 (page 23) to create masterplan for Macquarie Street; and #5 (page 23) open for proposals of a variety of activation events, including community gatherings, small scale festivals, live music performances, markets and cultural celebrations
- f. Note the visual map on page 24 is an artistic interpretation only and not to scale.

2. That the newly-elected Council be requested to:

- a. Consider keeping the CBD Committee in place to help implement the Cowra CBD Place Vision & Activation Plan
- b. Review CBD Committee Instrument of Delegation
- c. Contact NSW Business Chamber representative Vikki Seccombe for assistance.

CARRIED

3 LATE REPORTS

Nil

The Meeting closed at 4.58 pm

The minutes of this meeting were confirmed at the Council Meeting held on 26 August 2024.

.....
CHAIRPERSON

3 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 12 AUGUST 2024

File Number: D24/1285

Author: Graham Apthorpe, Acting Director - Corporate Services

The Committee refers the following recommendations to Council:

DIRECTOR-CORPORATE SERVICES REPORT

3.1 Donation - Cowra Japanese Garden & Cultural Centre for Sakura Matsuri Festival

RECOMMENDATION

That Council provide a donation from the Section 356 expenses budget to assist the Cowra Japanese Garden and Cultural Centre during the Sakura Matsuri Festival to be held on 24 September 2024 of:

1. \$313.50 to assist with supply, delivery and waste disposal costs.
2. \$2,200 to assist with the event costs.

3.2 Donation - Cowra & District Senior Citizen's Club for Water and Sewerage Access Charges

RECOMMENDATION

That Council contribute the sum of \$1,214.00 from the Section 356 expenses budget to assist Cowra & District Senior Citizens Club Inc with its water and sewer charges for 2023-24.

3.3 Investments and Financial Report

RECOMMENDATION

That Council note the Investments and Financial Report for July 2024.

DIRECTOR-ENVIRONMENTAL SERVICES REPORT

3.4 Draft Cowra Community Participation Plan (CPP) 2024

RECOMMENDATION

1. That Council notes the report on the findings of the public exhibition of the Draft Cowra Community Participation Plan 2024.
2. That the Draft Cowra Community Participation Plan 2024 be formally adopted by Council.
3. That the Director – Environmental Services arranges to publish the adopted Cowra Community Participation Plan 2024 on the NSW Government's Planning Portal.

3.5 Review of Council's Code of Planning Practice - processing Development Applications policy

RECOMMENDATION

That Council note the report on the Draft Code of Planning Practice – processing Development Applications policy and defer the matter to the August Council Meeting.

3.6 Development Application No. 1/2023, Lot 1 DP 599492, 17 Walker Street Cowra, Section 4.55(1A) modification to 3 lot subdivision and the construction of two dwellings (modify sewer design) Mod 1, lodged by T Bruin

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 4.55(1A) Modification No. 1/2023, for the modification to 3 lot subdivision and the construction of two dwellings (modify sewer design) Mod 1 on Lot 1 DP 599492, 17 Walker Street 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./ Supporting Document | Prepared by/Reference Details | Cowra Shire Council Reference |
|----------------------------------|---------------------------------------|--|
| Site Plan Sheet 01 | K. Ostini-Donnelly 9 December 2022 | Received 3 January 2023 Stamped No. DA 1/2023 |
| Floor Plans | K. Ostini-Donnelly | Received |

| | | |
|---|--|---|
| Sheet 02 | 9 December 2022 | 3 January 2023 Stamped No. DA 1/2023 |
| Elevation Plan Sheet 03 | K. Ostini-Donnelly 9 December 2022 | Received 3 January 2023 Stamped No. DA 1/2023 |
| Notes & Basix Commitments Sheet 04 | K. Ostini-Donnelly 9 December 2022 | Received 3 January 2023 Stamped No. DA 1/2023 |
| Proposed Plan of Subdivision Sheet A.01 Rev E | Currajong Pty Ltd 14 April 2023 | Received 14 April 2023 Stamped No. DA 1/2023(C) |
| Proposed Vehicle Surfaces Sheet A.02 Rev D | Currajong Pty Ltd 22 March 2023 | Received 22 March 2023 Stamped No. DA 1/2023(B) |
| Landscaping Plan Sheet A.03 Rev B | Currajong Pty Ltd 22 March 2022 | Received 22 March 2023 Stamped No. DA 1/2023(A) |
| Landscaping Plan Sheet A.04 Rev A | Currajong Pty Ltd 20 December 2022 | Received 3 January 2023 Stamped No. DA 1/2023 |
| Sewer – Zone of Influence Assessment Sheet A.05 Rev A | Currajong Pty Ltd 7 March 2023 | Received 7 March 2023 Stamped No. DA 1/2023 |
| Sewer Layout Plan Issue G Dwg No. C01 | Calare Civil Consulting Engineers 8/05/24 | Received 22 July 2024 Stamped No. DA 10.2023.1.2 |
| Stormwater Management Plan Issue C Dwg No. G01, G02, C01, C02 & C03 | Calare Civil Consulting Engineers 20/02/23 | Received 7 March 2023 Stamped No. DA 1/2023(A) |
| BASIX Certificate No. 1355841S | Currajong Pty Ltd Issued: 8 December 2022 | Received 3 January 2023 Stamped No. DA 1/2023 |
| BASIX Certificate No. 1361831S | Currajong Pty Ltd Issued: 8 December 2022 | Received 3 January 2023 Stamped No. DA 1/2023 |
| Statement of Environmental Effects Rev E | Currajong Pty Ltd 28 August 2023 | Received 29 August 2023 Stamped |

| | | |
|--|--|------------------|
| | | No. DA I/2023(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 development is to be undertaken in the following stages:

Stage 1 – The construction of two new dwellings and associated infrastructure including access crossing, driveway, landscaping and all service connections.

Stage 2 – The subdivision of Lot 1 DP 599492 into 3 lots.
4. Pursuant to Section 4.17(4) of the Environmental Planning & Assessment Act 1979, the outcome that this development must achieve is the establishment of a single dwelling on each allotment. This is to be achieved by ensuring that both stages of the development are completed in accordance with condition 3.
5. All traffic movements in and out of the development are to be in a forward direction.
6. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are carried out:
 - (i) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicle loadings is to be utilised;
 - (ii) The opening in the kerb is created by either a saw cut or bored hole only. Breaking out the kerb by impact methods is not permitted;
 - (iii) The kerb adaptor is to be kept flush with the top and outside face of the kerb; and
 - (iv) The fixing of the kerb adapter and filling in of side gaps is to be undertaken by the use of an epoxy resin. Mortar or concrete is not to be used.

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

7. Pursuant to Section 7.12 (formerly Section 94A) of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Subdivision Certificate or Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the

Cowra Section 94A Contributions Plan 2016 adopted on 26 April 2016. The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

| Contribution Type | Proposed Cost of Development ¹ | Levy Percentage | Total Contribution | Contribution Rate Remains Current Until |
|---|---|-----------------|--------------------|---|
| Section 94A Contribution ² | \$560,00.00 | 1% | \$5,600.00 | 30 June 2023 |
| Notes ¹ As shown on the Development Application/Construction Certificate Application/Complying Development Certificate Application ² Council's Section 94A Contributions Plan 2016 may be viewed during office hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website www.cowracouncil.com.au | | | | |

8. Prior to the issue of a Construction Certificate, the Applicant must obtain consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve.
9. 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 suitably sized metered water services to the new dwellings.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

10. No building, engineering or excavation work is to be carried out in relation to this development until the necessary Certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the applicable Council Engineering Standards. This may entail alterations to the proposal so that it complies with these standards.
11. 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 and applicable Council Engineering Standards 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 and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
12. 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 or Subdivision Works' and 'Appointment of Principal Certifier'.

13. 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 Shire Council Development Control Plan 2021 at all times.
14. Council's sewer main alignment and depth shall be accurately located and the greater of the following clearance criteria must be achieved prior to commencement of works:
 - (i) A line taken at an angle of 45 degrees downwards from the lower edge of the proposed footing will not intersect Council's sewer main and its trench;
 - (ii) A minimum 1100mm between the building's footings and centre line of the sewer main;
 - (iii) The building and its footings are located outside any existing sewer easement.

If the above criteria cannot be achieved, the submission to, and approval by Council of designs prepared by a suitably qualified engineer for special footings adjacent to Council's sewer main is required prior to the commencement of works. Construction is to be supervised by an engineer and certified as being constructed in accordance with the approved design prior to issue of the final certificate or occupation of the dwelling, whichever is the earliest.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

15. 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.
16. While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.
17. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.
18. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of

construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.

19. 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.
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 building rubbish and debris, including that which can be windblown, 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.
22. 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.
23. Deleted
24. All plumbing 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.

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

25. The Applicant must not commence occupation or use of the proposed dwellings until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
26. Prior to the issue of any Occupation Certificate, all roofed areas from the proposed dwellings and the existing rear shed are to be properly drained in accordance with the Plumbing Code of Australia and discharged to Council's stormwater management system on Walker Street in accordance with the approved Stormwater Management Plan.
27. Prior to the issue of any Occupation Certificate, the applicant shall connect the new dwellings to Council's reticulated water and sewer supply systems and to the satisfaction of the relevant service provider, being Cowra Shire Council.
28. Prior to the issue of any Occupation Certificate, the Applicant shall seal or concrete internal driveways and manoeuvring areas in accordance with the approved plans and with Cowra Infrastructure and Operations Engineering Standards.
29. Prior to the issue of any Occupation Certificate, the Applicant shall construct an access crossing to the development site from Walker Street in accordance with consent from the road's authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the Section 138 Permit. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.
30. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans including the installation of the proposed internal fencing dividing dwellings 1 and 2.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF A SUBDIVISION CERTIFICATE

31. The Applicant is to lodge with Cowra Shire Council a Subdivision Certificate Application together with the original plan and a minimum of four copies for signature. All necessary information to support the certificate release and the necessary fee is required to be included with the Subdivision Certificate Application.
32. The Applicant shall include on the final plan of subdivision all necessary easements required over access, water, sewer, stormwater, electricity and telecommunications mains. This includes 3 metre wide easements centrally located over all sewerage mains for the purpose of providing access to the mains system and for maintenance purposes.
33. The plan of survey subject of a Subdivision Certificate shall indicate restrictions on title under Section 88B of the Conveyancing Act 1919

creating:

- (a) a right of carriageway in favour of the lot(s) for which access is to be provided being of a width adequate to accommodate the full width as constructed;
- (b) a restriction as to user whereby it is noted that responsibility for construction and/or maintenance of the right of carriageway is with the owner(s) of the lots benefited.

ADVICE

1. The Applicant is required to obtain a Certificate of Compliance pursuant to Section 68 of the Local Government Act 1993 certifying that all works, fees and charges required in connection with the provision of water and sewer supply to the development have been undertaken and complied with in full. The certificate shall include all relevant works verified by appropriate inspections, fees and charges that are currently being applied at the time of the issue of the Occupation Certificate. Water and sewer reticulation mains and metered services must be physically provided to the development in accordance with Cowra Infrastructure and Operations Engineering Standards. Council will not issue the Occupation Certificate until a Compliance Certificate has been issued, verifying that all works have been satisfactorily completed. All monetary contributions in relation to the augmentation of reticulated water and sewer supply must be paid in full to Cowra Shire Council before the Occupation Certificate will be issued. Necessary inspections must be arranged at least 48 hours in advance. Contact Cowra Infrastructure and Operations on (02) 6340 2070.
2. 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 80C of the NPW Regulation.

3.7 Section 355 Committee Draft minutes - Cowra Natural Resource Management Advisory Committee meeting held 19 June 2024

RECOMMENDATION

That Council note the draft minutes of the Cowra Natural Resource Management Advisory Committee meeting held on 19 June 2024.

4 GENERAL MANAGER

4.1 State of our City Report 2024

File Number: D24/I265

Author: Paul Devery, General Manager

RECOMMENDATION

That Council endorse the State of our City Report 2024.

INTRODUCTION

Under the NSW Government's Integrated Planning and Reporting guidelines for local government, Council is required to produce a report on its progress in implementing the Community Strategic Plan (CSP) during its term.

BACKGROUND

The State of our City Report, formerly known as the End of Term Report, is to be prepared by each outgoing Council and noted by each incoming Council. The State of our City Report is to provide an update to the Cowra Shire community on how the Council is progressing towards achieving the social, environmental, economic and civic leadership objectives of the Community Strategic Plan and in doing so provide information about how effective the Community Strategic Plan has been in delivering the desired outcomes.

The Report also highlights what Council considers to be the significant achievements during this term of Council (2021 - 2024) for each of the eight identified Key Directions which link the suite of Council's Integrated Planning & Reporting documents.

The eight Key Directions are:

1. Health and Well-Being
2. Innovation and Education
3. Liveability
4. Community Leadership and Engagement
5. Business and Industry
6. Transport and Infrastructure
7. Environmental Sustainability and Stewardship
8. Reconciliation and Inclusion

The CSP objectives are articulated in detail through the Council focussed four-year Delivery Program and annual Operational Plans.

To review how Council is perceived and actually performed in meeting the aspirations of the Community through their Delivery Program and partnerships with others, information has been collated from a number of sources. These include:

- 2023 Community Survey
- Deliverables from Master Plans
- Reporting on the Council Delivery Program
- Reporting on the Council Operational Plans

This information has then been collated to produce Cowra Council's State of our City Report 2024.

The State of our City Report has been developed to directly reflect the CSP and the objectives and strategies contained within it. The report shows how Council in its own right and through partnerships with Federal government, State government, not-for-profits and the community as a whole has delivered to meet the aspirations of the community.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

- I. State of our City Report 2024 [↓](#)

COWRA SHIRE COUNCIL STATE OF OUR CITY REPORT



JANUARY 2022 - SEPTEMBER 2024



COWRA SHIRE COUNCIL

EXECUTIVE SUMMARY

The State of our City Report is a report on Cowra Council's progress in implementing the Community Strategic Plan during its term.

Cowra Council's Community Strategic Plan 2036 was adopted by Council in June 2022.

The Cowra Community Strategic Plan identifies eight future directions to follow with community focused outcomes.

FUTURE DIRECTIONS

The directions are:

- Health and Well-being
- Innovation and Education
- Liveability
- Community Leadership and Engagement
- Business and Industry
- Transport and Infrastructure
- Environmental Sustainability and Stewardship
- Reconciliation and Inclusion



STATE OF OUR CITY REPORT

2024
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MEASURING THE COMMUNITY STRATEGIC PLAN

As part of the development of the Community Strategic Plan, a number of performance indicators were linked to each of the directions.

To review how Council is perceived and actually performed in meeting the aspirations of the community, information has been collated from a number of sources.

These include:

- 2023 Community Satisfaction Survey
- Deliverables from Master Plans
- Reporting on the Council Delivery Program

Community Survey

Cowra Council's latest biennial Community Satisfaction Survey took place during August 2023 and was undertaken by Woolcott Research and Engagement.

This survey built on the research of the previous Cowra Council Community Satisfaction Surveys completed in 2018 and 2020 by IRIS Research.

The broad objectives of the Community Satisfaction Survey are to measure and track performance of Council in delivering services and facilities; uncover Council's areas of improvement and priorities for the near future; understand community perceptions regarding Council's customer services and communication; and understand community perceptions regarding the liveability of the shire.



STATE OF OUR CITY REPORT

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SURVEY RESULTS SUMMARY

| | |
|--|---|
| COUNCIL INFRASTRUCTURE | <ul style="list-style-type: none"> The areas of infrastructure seen to be most important were condition of urban roads (89%), rural roads (87%), parking (76%) and street or directional signage (74%). In terms of satisfaction, it was high for street signage (73%) but low for urban road (28%) and rural road surfaces (14%). |
| PUBLIC SPACES & CULTURAL SERVICES | <ul style="list-style-type: none"> Over three quarters of respondents (77%) in the main survey have used parks and gardens in the last 12 months, whilst just over a quarter of respondents have used the regional library and art gallery (30% and 27% respectively). Public spaces with the greatest perceived importance were the aquatic centre (84%), parks and gardens (83%), and playgrounds (80%). The regional art gallery and the library on the other hand, achieved high levels of satisfaction compared to their importance scores. |
| COUNCIL SERVICES | <p>WASTE MANAGEMENT</p> <ul style="list-style-type: none"> Services under Waste management all had high importance rating, with general household waste collection and litter control (both 83%) being the most importance services, followed by recycling (80%) and resource recovery (75%). The service with the greatest distance between perceived importance and satisfaction was general litter control (18% gap). <p>WATER AND SEWER</p> <ul style="list-style-type: none"> Almost all residents rated the water and sewer services as important, however there was some level of dissatisfaction with the quality of the water services (73% were satisfied). Of the 42% of respondents who had contact with council in the last twelve months, 67% were satisfied with their interaction. In the main survey, Building/Planning Enquiries and Roads were the most common reasons for contacting Council (18% and 17% respectively). Just over half (54%) of residents were satisfied with the level and type of communication provide by Council. The most preferred method of being informed was pamphlet or letterbox drop (57%). Satisfaction with the level of community involvement in decision making was low for both the main (28%) and open survey (15%) . Within both surveys, the most preferred method of being consulted was via social media. |
| CUSTOMER SERVICE | <ul style="list-style-type: none"> Around half (49%) of residents were satisfied with Council overall, particularly those in the Cowra Township (54%) and those aged 55+ (57%) . |
| OVERALL SATISFACTION | <ul style="list-style-type: none"> Key themes involved the town not having shops and attracting business, more needing to be done for the residents, roads being in a bad state, and needing more/better important services. |

COUNCILLORS



FRONT ROW :

Councillors
Ruth Fagan, Cheryl
Downing, Nikki Kiss and
Erin Watt.

BACK ROW :

Councillors
Sharon D'Elboux, Peter
Wright, Bill West, Paul
Smith and Judi Smith

STATE OF OUR CITY REPORT

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A SNAPSHOT OF COUNCIL SERVICES

ROADS

Council manages **737km** of sealed and **713km** of unsealed roads. **101** bridges, **2005** culverts, **4,400** signs and **44km** of footpaths.

SEWER

We manage **9** pump stations and **106kms** of sewer mains.

DEVELOPMENT

421 development applications were determined between 1st of July 2022- 30th June 2024. They totalled **\$105,082.401.55**.
Complying Development Applications were determined totalling **\$9,126,342.00**.

WASTE

The MRF received a total of **721.45** tonnes of kerbside rubbish and **1,396.63** tonnes of Container Deposit Scheme recycling in past term.



WATER

The Water Team are kept busy across the networks. The number of reservoirs managed is **55**, number of pumping stations is **22**, **480km** of pipes, **2** bore sites and **5,815** water connections.

ANIMALS

There were **78** cats and **387** dogs registered between 2021-2024. **142** cats and **163** dogs were rehomed in this period.

ARTS & CULTURE

There were **14** Exhibitions, **2** special public events, **11** openings, **9** floor talks and **4** children's workshops. The Gallery exhibitions included the work of **22** artists from the region and **101** students.

PARKS & GARDENS

Our Parks and Gardens team look after **66** hectares of parks, reserves and sports fields, **15** playgrounds and **20** toilet blocks.

STATE OF OUR CITY REPORT

2024
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DELIVERABLES

Following is a summary of highlights from Council's Delivery Program for the period 1 January 2022 to 30 June 2024.



STATE OF OUR CITY REPORT

2024
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HEALTH AND WELLBEING

Our community needs local access to ‘state of the art’ health care services, including mental health services and facilities and we will advocate for these. We will also facilitate community access to recreational, social and sporting services and facilities that meet the needs of the community and support health, well-being and an active lifestyle.

COUNCIL TERM HIGHLIGHTS

- Council has been heavily involved in the planning for a new Cowra hospital - Council's advocacy contributed to announcement of a further \$40 million in funding for the Cowra hospital redevelopment to deliver the clinical services plan in full for the Cowra region community.
- Council continued to lobby NSW Government to establish a Justice Reinvestment trial in Cowra.
- Cowra Community Grants scheme provided funding to 271 worthwhile community projects totalling \$301,848.34.
- Hosted successful Men's Health Week events for male staff members
- Council hosted functions during the annual Volunteers Week recognising the volunteers within our community.
- Adopted updated Sport and Recreation Plan in early 2022.
- Marathon Health (Hespey) office opened in Cowra.



COWRA COMMUNITY GRANTS PROGRAM

The Cowra Council twice-yearly Community Grants Program provides funding to a maximum value of \$3000 per financial year to local not-for-profit and primarily volunteer-run community groups within the Cowra Shire.

Applicants are able to apply for grants falling under five categories including building and facility development, arts and culture, small capital equipment, sports and recreation and new community events.

First launched in 2015, this highly-popular twice-yearly Council grants program has supported 344 local projects valued at \$406,922.84 over the past 18 rounds.

Whether it's assisting in purchasing portable soccer training equipment, lockable storage units for Cowra Uniting Church Food Hall, assisting in painting the outside of the Junior League change rooms at River Park or updating security at the Cowra Masonic Hall following a break-in, these are all vital projects that a small boost from Cowra Council can make the difference to.



STATE OF OUR CITY REPORT

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INNOVATION AND EDUCATION

Supporting lifelong learning is critical to individual and societal health. We must work to make Cowra a centre of excellence for education, training and research.

COUNCIL TERM HIGHLIGHTS

- Council continued to advocate for increased funding for the Cowra Agricultural Research station.
- Council participated in the annual 'Try-a-Trade' skills days at Cowra High School.
- Council continued to advocate for increased use of funding for the Cowra TAFE campus.
- Council continued with our annual traineeship program providing opportunities in customer service, horticulture & civil construction, and included additional traineeships and apprenticeships for town planning, building & regulatory services and heavy vehicle mechanics.
- With support from Council, NSW Government funding of \$1.27 million secured to enable establishment of a Country Universities Centre.



LIVEABILITY

We need to nurture and protect our sense of community spirit and ensure it is vibrant, resilient and embraces diversity and our unique culture. Our community must feel safe in our neighbourhoods and have clean, welcoming and attractive public places to enjoy our sporting, recreational and cultural facilities.

COUNCIL TERM HIGHLIGHTS

- Hosted World Peace Day Youth Forum and events in September each year.
- A Council delegation visited Japan in April 2024 to promote the strong ties that bind Cowra to the people of Japan.
- Council provided significant support to the Breakout Committee to commemorate the 80th anniversary of the Cowra POW Breakout.
- Successfully held the Festival of International Understanding each year.
- Upgraded the Cowra Civic Centre sound and lighting equipment. Upgrade to cinema equipment to allow screening of first release films. Implementation of new retractable seating and hearing loop aid. Total funding was \$1.5million for seating and \$337,000.00 for accessibility.
- Awarded tender for the construction of the upgrade to the Col Stinson Park netball courts and amenities.
- Completed public art murals, a component of the NSW Public Spaces Legacy \$2 million Program.
- Facilitated screenings of Matilda's World Cup performances at Sid Kallas Oval.
- Re-opened renovated cabins at the Cowra Caravan Park.
- Memorandum of Understanding with Cowra Tourism Corporation finalised and signed.



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COWRA DROUGHT WATER SECURITY PROJECT

The Cowra Drought Water Security Project seeks to establish an alternative town water supply for Cowra in the event of emergency. The need for the project was triggered by the 2019/20 drought whereby Wyangala Dam's operational modelling indicated a likely 'cease to flow' scenario within the Lachlan River, which is Council's main water supply source. This project, coupled with the emergency connection to the Central Tablelands; water supply, now provides Cowra Shire consumers access to two water sources if the Lachlan River 'cease to flow' scenario eventuates.

The project involves a 26km long pipeline to pump water in times of drought from the Billimari bore fields to the Lachlan River pump station at Cowra. The water will then be pumped into the town's water treatment plant via existing pipelines.

The Project consists of four major components, being design and construction of two production bores, a pump station and reservoir and a 26km pipeline from Billimari to the town of Cowra.

The budget of \$10,000,000 has been 100% funded through the NSW Government's Safe and Secure Water Program.

Site preparations for the project commenced in September 2021 with construction starting in November 2021 on the production bores and pump station. Commencement of the water main was postponed until February 2023 following above-average rainfall and flood events across 2022.

The project has now completed the production bores and is awaiting overall system commissioning. The pump station and reservoir are also completed awaiting overall system commissioning. The rural pipeline (23km) is completed and commissioned and the urban pipeline (3km) has been completed (excluding approx 300m in rail corridor).



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COMMUNITY LEADERSHIP AND ENGAGEMENT

Securing our long-term future and achieving our vision is about good governance, leadership and planning. Our community will be at the heart of our decision making and service delivery, and will enjoy a strong sense of connection with their Council.

COUNCIL TERM HIGHLIGHTS

- Following the 2021 election Council reviewed and updated the Delivery Program and the Community Strategic Plan.
- Annual financial statements for 2021/2022, 2022/2023 and 2023/2024 showed Council to be in a sound financial position.
- Councillors participated in a wide range of events, policy making forums and professional development opportunities offered by the Joint Organisation, Local Government NSW, Australian Local Government Association, Country Mayors and other bodies.
- Council finalised a review of its section 355 committees.
- Council staff trialled customer services hubs at Woodstock and Gooloogong.
- Council met with representatives from the village communities to review the objectives detailed in the Village Action Plan.
- The biennial Community Satisfaction survey was conducted in 2023.
- Regular communications issued over a range of platforms advising of Council projects, events and policy decisions.



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WASTE STRATEGY

The Cowra Waste and Resource Recovery Strategy 2023-2032 (CW&RRS) aligns closely with the NSW Waste and Sustainable Materials Strategy 2041, aiming to guide Cowra towards a circular economy by 2041. This strategy focuses on reducing waste generation, maximising resource efficiency through reuse, and minimising environmental impact while fostering economic growth and job creation. It serves as a localised plan to implement statewide goals, reflecting Cowra's commitment to sustainable waste management practices.

Central to the CW&RRS is a robust emphasis on community education. In collaboration with key stakeholders and guided by the NSW Waste Less, Recycle More Education Strategy 2016-21 (Changing Behaviour Together), Cowra Council prioritises increasing recycling knowledge and skills among residents. This initiative aims to cultivate positive attitudes towards recycling and litter reduction, encouraging sustainable behaviour change for enhanced environmental and community well-being.

The CW&RRS highlights many waste initiatives currently underway. The Cowra MRF app, launched in November 2022, acts as an informative guide for residents on waste disposal practices. The app has been pivotal in promoting informed waste management decisions. Cowra MRF also currently has various initiatives in place to address problem waste. The DrumMUSTER initiative offers farmers a safe and environmentally-friendly method to dispose of empty chemical containers. Additionally, Cowra MRF has been operating the Foam Muncher, Pharmcycle and Sharps Bin scheme along with the Community Recycling Centre (CRC). Future plans to introduce through the app a kerbside bulky pickup and waste vouchers that are expected to further enhance its utility and community engagement.

Cowra Council also actively engages in regional collaboration through its membership in NetWaste, a voluntary regional waste management group covering a substantial portion of NSW. Cultural and artistic engagement in waste management is supported through initiatives like the Waste2Art competition that encourages community involvement in sustainable practices.



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BUSINESS AND INDUSTRY

We will work to strengthen and develop our economy, support tourism and adopt new technology to ensure the community and the shire's long-term growth. We will acknowledge and foster agriculture and related businesses as the primary contributors to the local economy. We will respond to the needs of new and existing businesses, encourage innovation and high standards and develop ways to help businesses prosper.

COUNCIL TERM HIGHLIGHTS

- Continued to support Cowra Tourism Corporation, providing significant funding each year.
- Sectional reactivation of the Blayney - Demondrille rail line for heritage services by Cowra's Lachlan Valley Railway.
- Facilitated workshops in digital media, finance and human resource/skills development in collaboration with NSW Small Business Commissioner and Service NSW.
- Council resolved to establish a CBD committee.
- Completed a review & update of the Cowra Regional Economic Development Strategy.
- Completion of Cowra Airport's entrance road & taxiways upgrade.
- Council supported Cowra Aero Club and Oak on Kendal restaurant with Access Incentive Scheme Grants, enabling improved accessibility.
- 20 Lots sold at Cowra Airport subdivision.
- \$110 million Cowra Hospital Redevelopment commences onsite.
- Council initiated public consultation driving development of a Cowra CBD Place Vision & Activation Plan that was adopted in August 2024.

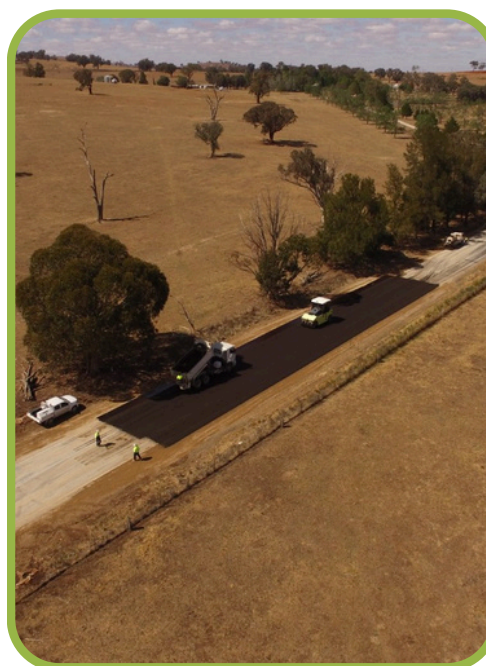


TRANSPORT AND INFRASTRUCTURE

To ensure our region is accessible, we need to be well connected not only via our own town and villages, but also to other regions, capital cities and states. It is essential that our community has access to the services and facilities that make our region 'liveable'.

COUNCIL TERM HIGHLIGHTS

- Successfully finalised negotiations with NSW Government on the handover of the Wyangala Sewer scheme.
- Continued planning for West Cowra sewer project.
- Completed replacement of George Campbell Bridge.
- Completed the rural and urban pipeline component of the Billimari bore-field connection.
- Completed upgrades to visitor information centre and Cowra library.
- Major work over the term carrying out road rehabilitation works following the 2022 floods and ongoing wet weather.
- Delivered multi-million dollar Roads to Recovery program.
- Finalised handover of Wyangala water treatment plant, constructed by NSW Government.
- Continued development of Integrated Water Cycle Management plan to guide strategic planning for the water supply network.
- Continued delivery of work on state-owned road network under contract with Transport for NSW.
- Continued advocacy for a second bridge crossing over the Lachlan River within the Cowra township.



FLOOD DAMAGE AND CLEANUP

After the horrific floods that hit Cowra in 2022, many areas of the community and infrastructure suffered as a result. The ongoing efforts by Council staff to clean up after the flooding and then commence the long road to recovery and rehabilitation have been outstanding.

Cowra Van Park management diligently worked on the renovation of six cabins after the floods at the Cowra Van Park. Specifically, since August 2023 works have been undertaken to refurbish the cabins with the projects completed in December 2023 in time for the Christmas holiday break. These refurbishments include three new cabins, one being an accessible cabin.

The Cowra Aquatic Centre suffered complete inundation during the floods in November 2022. Council staff worked diligently to have the facility re-opened as soon as possible for the enjoyment of the community.



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CAPITAL EXPENDITURE

In the financial years 2022 - 2024, Cowra Council capital expenditure included:

| | RENEWALS | NEW WORKS |
|-------------------|--------------|---------------------|
| Council buildings | \$3,540.000 | \$4,741.000 |
| Roads | \$10,427.000 | \$1,212.000 |
| Footpaths | \$148,000 | \$506,000 |
| Water network | \$2,189.000 | \$2,352.000 |
| Sewer network | \$1,319.000 | \$32,000 |
| Recreation assets | \$29,000 | \$523,000 |
| | TOTAL | \$27,018.000 |



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ENVIRONMENTAL SUSTAINABILITY AND STEWARDSHIP

We will help our community appreciate the importance of the environment, and the importance of sustaining and improving it, so it is healthier, better protected and well managed to be able to respond to a changing climate and population. Improving and caring for our environment is important for the health and well-being of today's community and also for future generations. It is also vital for the viability of our natural resources such as our native flora, fauna, soils and waterways.

COUNCIL TERM HIGHLIGHTS

- Council conducted successful Recycled Art for Cowra Awards (RAFCA) events on an annual basis.
- Continued engagement with the Central West Councils Environment & Waterways Alliance.
- Council collaborated with Cowra Local Aboriginal Land Council to undertake cultural burns at the peace precinct.
- Educational sessions conducted with local schools, child care centres and not-for-profit groups about waste and sustainability.
- Celebration of National Recycling Week.
- Council ran the yearly Archibird photography competition.
- Council signed a contract with Cleanaway that enabled Cowra to continue being a regional processing facility for products collected under the NSW Container Deposit Scheme.
- Participated in the Garage Sale Trail.
- Adopted Cowra Waste and Resource Recovery Strategy in 2024.
- Released the MRF app.
- Council signed new electricity contract with renewables supplier Iberdrola inclusive of 50% renewable energy.



RECONCILIATION AND INCLUSION

We value the diversity of our local community and support reconciliation by working consistently in partnerships with our Indigenous community to protect, enhance and celebrate Wiradjuri culture, language and heritage.

COUNCIL TERM HIGHLIGHTS

- Council formed a working party to provide options for pursuing reconciliation objectives.
- Council registered with Reconciliation Australia to develop a Reconciliation Action Plan.
- Supported and promoted NAIDOC Week activities.
- Councillors and senior staff participated in cultural awareness training.
- Council adopted an updated Access Incentive Scheme Policy with increased funding of up to \$10,000 per access upgrading project available for businesses, not-for-profit organisations and community services providers within the Cowra shire.



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NSW PUBLIC SPACES LEGACY PROGRAM

The NSW Public Spaces Legacy Program was a NSW Government initiative that funded new and improved high-quality public and open spaces to ensure a legacy well beyond the COVID-19 economic recovery period by contributing to the health, wellbeing and economic growth of our community. This grant from the NSW Government, was designed to enhance public spaces across the Cowra shire through initiatives such as the Lachlan River Precinct Project, the Cowra CBD and Peace Precinct Art Project, the Village Signage Project and shared accessible pathways connecting the town to the Peace Precinct.

The four main project areas focused on creating tidier, more practical and accessible public spaces. The grant for this project came in at just under 2 million dollars. The Lachlan River Precinct Project included the addition of new pathways, carparks, picnic areas, landscaping, bins and disability access alongside the banks of the Lachlan River creating an attraction to public picnic areas. The Cowra CBD Peace Precinct Art Project identifies three main murals throughout the town, on walls at the Civic Centre that showcases performance, in Kendal Street on the Lachlan laneway depicting aspects of Cowra's history and lifestyle and on the water reservoirs overlooking the POW Camp highlighting Cowra's unique heritage and Indigenous culture.

The integration of village signage through the communities of Wyangala, Darby's Falls, Billimari, Noonbinna, Wattamondara, Woodstock, Gooloogong and Morongla is a great addition for the shire. These signs feature identifiable village themes such as a dam for Wyangala and a dog for Morongla. They create a sense of pride, connectedness and identification to the Cowra Shire villages and surrounding communities.

This project commenced in June 2021 and all areas have now been completed except for the Cowra Sculpture park paths which are expected to be finished in October 2024.

The liveability of Cowra Shire has benefited greatly from this program.



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COWRA SHIRE COUNCIL

116 Kendal St
Cowra NSW 2794

Ph: 02 6340 2000
Email: council@cowra.nsw.gov.au



STATE OF OUR CITY REPORT

2024
22

4.2 Delivery Program 2022-2023 to 2025-2026; Operational Plan 2023-2024; Six-Month Review to 30 June 2024

File Number: D24/1266

Author: Paul Devery, General Manager

RECOMMENDATION

That Council note the Six-Month Review to 30 June 2024 of the Delivery Program 2022-2023 to 2025-2026; Operational Plan 2023-2024.

INTRODUCTION

The integrated Delivery Program 2022-2023 to 2025-2026 and Operational Plan 2023-2024 is based on the Community Strategic Plan and outlines how Cowra Council will undertake to work towards meeting the goals of the community over the four-year term of elected members and on an annual basis.

The Delivery Program objectives have been set at the beginning of this Council term and will remain substantially unchanged over the four-year period. The Operational Plan actions show how from year to year Council will work towards the Delivery Program objective. The Operational Plan also includes Council's detailed annual budget and revenue policy including fees and charges.

The integrated planning and reporting provisions of the Local Government Act require a progress report on the Delivery Program be provided to the community each six months with a comprehensive final report to be published at the conclusion of each four-year term of office.

BACKGROUND

I have detailed below some of the highlights from the period.

Health and Well-being

- Conducted successful Seniors Week in February with a number of well attended events held
- Maintained regular food shop inspection program to meet the regulatory requirements of the NSW Food Authority
- Continued successful companion animal re-homing program
- Council continues to monitor construction of the new Cowra hospital to ensure the clinical services plan is delivered in the final build
- Cowra Community Grants Scheme provided funding to 21 worthwhile community projects totalling just under \$17,373
- Youth Week activities held with a range of events conducted, led by Cowra Youth Council
- Delivered flu clinics to approximately 100 members of staff.

Innovation and Education

- Council representative sits on Country Universities Centre board
- Ongoing work placement provided in conjunction with local schools
- Council supported TAFE with a number of staff attending courses offered at or by TAFE
- Council continues to advocate for the retention and where possible expansion of activities at the Cowra Agricultural Research Station.

Liveability

- A number of high-quality exhibitions held at the Cowra Regional Art Gallery
- Conducted successful Australia Day activities
- A successful Festival of International Understanding was held with Italy the guest nation, with discussions underway with the Indian High Commission for 2025 Guest Nation
- Work commenced on the construction of the upgrade to the Col Stinson Park netball courts and amenities
- Continued to deliver a range of quality events and performances at Cowra Civic Centre
- Installation and launch of new seating at the Cowra Civic Centre
- Continued to maintain parks, gardens and reserves to high standard
- Mayor and senior staff advocating for improvements to Reflections Holiday Park particularly in relation to the park sewerage system and its integrations with Council's treatment plant
- Completed construction of Evan Street pathway linking through to the Peace Precinct
- Installed new cabins at Caravan Park including an accessible cabin
- \$4.8 million grant funding announced by Federal Government for the refurbishment and redevelopment of the Cowra Aquatic Centre
- 15 new members appointed to the Cowra Youth Council.

Community Leadership and Engagement

- Active participation by councillors and staff in a range of events, policy making forums and professional development opportunities offered by the Joint Organisation, LGNSW, ALGA, Country Mayors and other bodies and forums
- Council continued to apply for grants for projects relating to flood recovery and others that are contained within the strategic planning framework
- Regular communications issued over a range of platforms advising of Council projects, events and policy decisions.

Business and Industry

- Continued to maintain and operate the Cowra saleyards and actively promote its use by local growers
- Ongoing funding provided to Cowra Tourism
- Continued to lobby for increased mobile phone and NBN coverage in the shire
- Council conducted a community workshop to inform the CBD Place Vision and Activation plan.
- The draft plan was on exhibition at the end of the period.

Transport and Infrastructure

- Council continues to advocate for the inclusion of the need for a third crossing of the river in the Cowra township in the NSW strategic planning documents
- Continued to undertake flood repair work on roads across the LGA
- Continue delivery of Roads to Recovery program works
- Continued assumed control of the Wyangala Sewer scheme following construction by NSW Government
- Close to final completion of the Billimari bore pipeline project
- Planning continued for the following major infrastructure projects:
 - West Cowra sewer

- West Cowra drainage
 - Aquatic Centre renewal
- Continued delivery of work on State-owned road network under contract with Transport for NSW.

Environmental Sustainability and Stewardship

- Tender awarded for installation of solar panels at water and sewer treatment plants
- Council adopted Resource and Waste Recovery Strategy
- Cowra MRF continues being a regional processing facility for products collected under the NSW Container Deposit Scheme
- Council is participating with other CNSWJO councils to develop a Fleet Transition plan
- Conducted Waste 2 Art competition.

Reconciliation and Inclusion

- Council continues to work on developing a Reconciliation Action Plan
- Continuing review of Disability Inclusion Action Plan.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

- I. Delivery Program 2022-2023 to 2025-2026; Operational Plan 2023-2024; Six Month Review to 30 June 2024 [↓](#)



DELIVERY PROGRAM 2022-2023 to 2025-2026
OPERATIONAL PLAN 2023-2024
Six Month Review to 30 June 2024

Executive Summary

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Paul Devery
August 2024

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| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month review to 30 June 2024 |
| H1. Construct a new hospital facility in Cowra | H1.1 Ensure the new Cowra hospital meets the needs of the community now and into the future | H1.1.a | Liaise with Health Infrastructure as the Cowra Hospital redevelopment is undertaken. | Ensure council is regularly advised of progress with the project. | General Manager | The head contractor was appointed in October and council staff have been liaising with Richard Crookes. Constructions in the preparation for the build. In November Council moved a motion to write to the NSW Health Minister expressing great concern at the announcement not to include Tresillian residential beds as part of the hospital development. | Works continue on the project. Council is receiving regular updates with the last being on 30 April 2024. |
| | | H1.1.b | Mayor represents Council on the Cowra Health Council. | Mayor attends meetings and provides reporting back to Council as required. | General Manager | Following the change of Mayor in September Cr West has been re-appointed as council's delegate given the current development at the hospital and to | Cr West continues to represent Council on the Cowra Health Council. |

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| | | | | | | provide continuity at this time. | |
| H2. Provide facilities, infrastructure and programs for health and well-being needs, including disability, mental health and family support services | H2.1 Support Cowra Information and Neighbourhood Centre (CINC), Headspace and other providers in the Cowra Shire community | H2.1.a | Provide rental subsidy to CINC. | Subsidy paid. | Director – Corporate Services | Subsidy paid. | Subsidy paid in first half of financial year. |
| | | H2.1.b | Attend interagency meetings and provide support within available resources. | Meetings attended and assistance provided where requested and able to be resourced. | Director – Corporate Services | Participated in Interagency email network. Contributed to International Day of People with a Disability event coordinated by CINC. | Participated in Interagency email network. Meeting and coordination with CINC in preparation for Council's participation and activities in NAIDOC Week 2024. |
| | H2.2 Support and contribute to partnerships in community health and well-being initiatives. | H2.2.a | Support community-based initiatives for well-being programs and events including Families Week, International Women's Day, Men's Health Week, Carers Week and Mental Health Month. | Support provided within available resources and relevant to Council's role | Director – Corporate Services | Cowra Youth Council hosted 'Embrace Kids' screening to promote body positivity as a Mental Health Month event with support from headspace, Lifeline and relevant allied health professionals. Consistent promotion and advertising of special days including Carers Week. | Cowra Youth Council supported headspace fundraising activities during Youth Week Cowra Sport & Recreation Committee commenced planning for 'Cowra Families into Sport' project. |

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| | H2.3 Develop and maintain facilities to provide health and well-being benefits in Cowra Shire. | H2.3.a | Promote the benefits of walking communities and cycling to residents and visitors and seek funding for projects identified in the Pedestrian and Cycling Plan. | Promotion undertaken, Funding applications submitted. | Director – Infrastructure & Operations | Pedestrian and cycleway projects underway or completed: <ul style="list-style-type: none"> Valley View shared pathway Evans Street shared pathway Application for shared pathways in Woodstock and Wyangala submitted under the NSW <i>Get Active</i> program. | Completed programs: <ul style="list-style-type: none"> Carobean Avenue pathway, accessible carpark and picnic area. Evans Street stage 1 & 2 pathway Valley View Underway: <ul style="list-style-type: none"> Cowra Sculpture Park Application for shared pathways in Woodstock and Wyangala unsuccessful. |
| | H2.4 Provide companion animal services across the shire. | H2.4.a | Consider a subsidised companion animal incentive scheme for de-sexing, microchipping, registration and vaccination. | Investigation undertaken and report to be provided to Council for consideration. | Director – Environmental Services | Discounted desexing and vaccination vouchers are available to concession and pension card holders from the RSPCA and local veterinary practices. Council is on the Animal Welfare League's waiting list | Discounted desexing and vaccination vouchers are available to concession and pension card holders from the RSPCA and local veterinary practices. Council is on the Animal |

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| | | | | | | to attend Cowra with their vaccination and micro-chipping services to any residents who own companion animals in Cowra. | Welfare League's waiting list to attend Cowra with their vaccination and micro-chipping services to any residents who own companion animals in Cowra. |
| | | H2.4.b | Maintain, develop and promote leash-free areas. | Maintenance and promotion undertaken. Erect appropriate directional signage. | Director – Environmental Services | Directional signage was placed on hold due to outbreaks of Parvovirus. As the peak for this has ended, signage will be put in place. Regular promotion of impounded pets, services, announcements and news on social media, web and media. | Signage for the dog park has been installed and the area maintained. Impounded companion animals are regularly advertised on social media. |
| | | H2.4.c | Provide a companion animal re-homing program. | Program continues. Council utilises services of several rehoming agencies across the state. | Director – Environmental Services | Program has continued, utilising rehoming organisations across the country. Rehoming totals July-December 2023 are: Dogs: | Program has continued, utilising rehoming organisations across the country. Rehoming totals January – June 2024 are: |

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| | | | | | | <p>17 Released back to owners; 13 rehomed/sold from pound; 14 released to rehoming organisations.</p> <p>Cats: 2 released back to owners; 6 rehomed/sold from pound; 14 released to rehoming organisations.</p> | <p>Dogs: 32 Released back to owners; 16 rehomed/sold from pound; 35 released to rehoming organisations.</p> <p>Cats: 3 released back to owners; 19 rehomed/sold from pound; 39 released to rehoming organisations.</p> |
| | | H2.4.d | Undertake improvements to the Cowra pound facility. | Improvements completed within time and on budget, | Director – Environmental Services | Improvements to Council's impounding facility have commenced including the provision of air conditioning to cat enclosure and upgrading of power supply systems. Additionally, supplementary protective equipment and measures have | Quotations have been sought to enable comprehensive upgrading works to be undertaken to Council's pound. |

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| | | | | | | been installed at the pound. | |
| | H2.5 Provide opportunities for Council staff to participate in a range of health and well-being programs. | H2.5.a | Administer health programs for employees and adequately resource appropriate health and well-being initiatives. | Maintain Employee Assistance Program. Deliver annual skin clinics and annual flu vaccinations. Deliver other identified programs within available resources. | General Manager | Continued the Onsite Counselling for staff which is utilised by staff once a month with consistent take-up. Skin checks were carried out for staff in September. Capital Health Care carried out General Health Checks for staff in July. Continued Audio Testing for identified staff in December. Engaged Lifeline Central West as our new Employee Assistance Provider commencing in July. | Annual Skin checks have been scheduled for September 2024. General Health Checks are scheduled for July 2024. Continued Audio Testing for those working in identified risk areas, as part of the required WHS Health monitoring. Lifeline Central West continues to provide Council EAP services, supported by monthly Onsite Counselling Service for staff. Administration of Staff Wellbeing Reimbursement Program which provides assistance to staff for expenses incurred in undertaking an |

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| | | | | | | | eligible wellness activity. |
| | H2.6 Ensure work, health and safety of both Council staff and others in the workplace. | H2.6.a | Review and monitor work, health and safety issues in the workplace on an ongoing basis. | <p>Maintain an effective relationship with StateCover Mutual Workers Compensation insurers to ensure all cases are managed effectively thus minimising Council's liability.</p> <p>Comply with all relevant legislation and subsidiary codes to provide a safe working environment and protection of the public and within reasonable budget limits provide resources necessary to meet requirements.</p> <p>Ensure WHS provisions are considered for the purchase of goods and services for Council operations.</p> <p>Support Council's Work Health & Safety Committee.</p> | Director – Corporate Services | <p>HR continued to work closely with Statecover in managing all Worker's Compensation Claims, particularly return to work coordination. All injuries and incidents are recorded and investigated appropriately.</p> <p>The 2022/2023 Statecover report received during the review period provided very pleasing results for council.</p> <p>Council bettered the region, the Office of Local Government category and the entire Statecover group average in the following benchmarks:</p> | <p>HR continued to work closely with Statecover in managing all Worker's Compensation and has at the end of June relocated WHS under the HR team to provide better management of the work, health and safety of our workplace.</p> |

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| | | | | | | <ul style="list-style-type: none"> Claim frequency using employee numbers Claim frequency using council wages Return to Work performance Percentage of claims reported within 48 hours. <p>Council's WHS Committee is taking a greater role in the Statecover Self-Audit and ensuing Action Plan.</p> | |
| | H2.7 Inspect and enforce health standards through a regular food shop inspection program. | H2.7.a | Maintain a food shop inspection program that is proactive and educational and also responds appropriately to breaches of health standards. | All high-risk food premises in the shire inspected in accordance with regulatory requirements and necessary compliance action taken. | Director – Environmental Services | Ad hoc inspections undertaken as required. Annual inspection program scheduled for May 2024. | Council's Annual Inspection program has been undertaken. |
| | H3. Collaborate with education and health providers to attract and retain health | H3.1.a | Provide support to the Cowra Medical Centre Associates ANU program and other providers as requested. | Mayor and councillors attend meetings as requested. | General Manager | Council hosted a Mayoral Reception for ANU Medical Students. | Council hosted a Mayoral Reception for medical students from University of |

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| professionals in the Shire. | | | | | | | Notre Dame (Sydney). |
| | | H3.1.b | Liaise with Central NSW Joint Organisation and participate in regional initiatives to attract health professionals to the region. | Active participation in any initiatives undertaken. | General Manager | Cr West and Cowra Business Officer remain active members of the Cowra Health Council and attend regular meetings that facilitate/advocate for better health outcomes for the Cowra Community. Following attendance by councillors at a Regional Forum in Forbes in October, the GM & business officer met with the Rural Doctors Network to discuss and map potential support/advocacy council could engage with to improve the "State of Play". | Cr West and Cowra Business Officer remain active and engaged on the Cowra Health Council. The Mayor, GM and business officer met with Rural Doctor's Network reps in June where findings of the LGA program were presented for feedback. Efforts and lobbying in this space remain ongoing. |
| | | H3.1.c | Liaise with local medical professionals to provide support for attraction of workforce. | Meet with local medical representatives and provide support as agreed. | General Manager | The Mayor and GM have met separately with local practitioners who are concerned at | Contact has been made with Michael McCormack's office with the idea of |

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| | | | | | | the future of GPs within the Cowra area. Council's primary role is as an advocate and practitioners have been requested to provide specific policy areas for council to undertake advocate. | having him come to Cowra and meet with health practitioners to hear directly the issues they are facing. |
| H4. Support and encourage volunteering within the community. | H4.1 Increase awareness of volunteering activity, needs and opportunities in the community. | H4.1.a | Publicise links to State government volunteering websites. | Publicity undertaken. | General Manager | Promoted National Volunteering Week as well as other volunteer focused events. | Publicity of Council Section 355 Committees through Volunteers Week to acknowledge and promote their voluntary contribution to the community. |
| | H4.2 Continue to support the community through provision of Community Strategic Plan funding | H4.2.a | Provide funding for projects that meet Community Strategic Plan objectives through the Community Grants Scheme. | Funding delivered and projects implemented. | General Manager | Cowra Community Grants Round 1 2023/2024 successfully completed. 22 applications received. 19 applications funded totalling \$25,566. | Cowra Community Grants Round 2 2023/24 successfully completed. 21 applications received. 15 applications funded totalling \$17,373.00. |

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| H5. Partner with and seek advice from the local Indigenous community and Indigenous health - care services to improve health outcomes. | H5.1 Liaise with local health and Indigenous groups to increase awareness of health challenges. | H5.1.a | Meet with Cowra Local Aboriginal Land Council, Weigelli, Western NSW Health and local schools. | Meetings held and desired actions supported within resources. | General Manager | No further action on this objective during the period. | No further action on this objective during the period. |
| H6. Provide for future aged care needs and support services. Promote an active retirement. | H6.1 Coordinate and support programs for seniors. | H6.1.a | Organise events for Seniors Week. | Events conducted with good participation. | Director – Corporate Services | Initiated planning and preparations for 2024 Seniors Week including facilitating two meetings of the Organising Committee. Draft program prepared. Work continues in preparation for events to be held from 11-24 March 2024. | A successful 2024 Seniors Festival Program with the theme 'Reach Beyond' was held from Monday 11 to Sunday 24 March 2024. A collaboration between 15 community organisations, the Festival delivered many free and discounted activities, workshops, and performances for seniors across the Cowra Shire. |
| | H.6.2 Advocate for aged care needs. | H.6.2.a | Liaise with aged care providers, other relevant providers and advocate for their needs and services. | Meetings held and advocacy undertaken if required. | General Manager | The Mayor and GM met with Aged Care representative during November 2023. | No further action during the review period. |

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| Innovation and Education (Strategic Theme 2) | | | | | | | |
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| I1. Make Cowra Shire a learning community | I1.1 Support establishment of Country Universities Centre | I1.1.a | Provide support within resources to facilitate establishment of a Cowra-based Country Universities Centre (CUC). | Council to assist the CUC where possible with knowledge and expertise to support the ongoing operations of the Centre within budgets. | Director – Corporate Services | Council endorsed an official Council representative on the CUC Cowra Region Board (Cr Judi Smith) Council support for the CUC acknowledged in the CUC's 2023 Annual Report. First year operations for the Centre exceeded targets for student registrations. | Councillor representative continues to fill a Director position on the CUC Cowra Region Board Council support provided on HR issues and recruitment of new Learning Skills Advisor for the Centre. |
| | I1.2 Support initiatives that seek to educate the community. | I1.2.a | Encourage and support expos eg Cowra Show exhibit, weeds expo, careers days | Support provided within available resources. | General Manager | Council information stands delivered at the Cowra Spring Show. Successful participation across Council functions in Cowra High School's Try A Trade Day in August 2023. Promoted via Council's social media pages. Council's Biosecurity Officers have hosted multiple public information days for weed identification and eradication. | No specific actions during this period. |

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| | | | | | | Council hosted National Tree Day in July 2023, including participation with local schools. | |
| | I1.3 Support the local school education sector | I1.3.a | Meet with local school reps and advocate for needs as appropriate. | Meetings held and advocacy undertaken. | General Manager | No meetings during the period. Local students carried out work placement during the period at the Depot Workshop and Parks & Gardens. | No meetings held during the period. |
| | I1.4 Advocate for increased activity at Cowra TAFE and from other service providers. | I1.4.a | Advocate for an appropriate range of courses at Cowra TAFE and from other service providers to meet community demands. | Liaise with local businesses, schools and TAFE to determine needs and lobby TAFE and relevant MPs to seek delivery of those courses through Cowra TAFE or other service providers. | General Manager | Council continues to utilise TAFE courses for the professional development of staff and meeting requirements for compliance training. Council continues to advocate for the delivery of "skills in need" training to be done at Cowra TAFE, focusing on the development of opportunities for school leavers within the Cowra catchment. | The Council continues to use TAFE courses for staff professional development and compliance training. The Country Universities Centre (CUC) in Cowra establishes a dedicated learning hub for our region, offering students free access to high-speed Internet, modern technology, and on-site learning support. |

| Innovation and Education (Strategic Theme 2) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
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| | | | | | | The Country Universities Centre (CUC) in Cowra creates a dedicated learning and study space/hub for our region. It continues to provide students with free access to high-speed Internet, modern technology, and general in loco learning support. | |
| I2.Support initiatives to increase education and training outcomes for local Indigenous people. | I2.1 Investigate opportunities for Council to support Indigenous education and skills training. | I2.1.a | Ensure consideration in development of Reconciliation Action Plan. | Demonstrated consideration of this objective and identified strategies adopted. | General Manager | Will be considered during ongoing development of RAP. Discussions have been held at a staff level to look at opportunities throughout 2024. | Will be considered during ongoing development of RAP. Discussions have been held at a staff level to look at opportunities throughout 2024. |
| I3. Support innovation and research. | I3.1 Support the Cowra Agricultural Research Station. | I3.1.a | Liaise with the Research Station and support efforts to increase activity at the station. | Meet with research station representatives and provide support as required. | General Manager | Council continues its support and advocacy for the use & expansion of the facility at every opportunity. | No specific action during the review period. |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| L1. Build understanding and communication of Cowra Shire's rich history, vibrant future and leadership in international understanding and cultural diversity. | L1.1 Conduct annual Festival of International Understanding | L1.1.a | Plan and deliver 2024 Festival of International Understanding. | Festival conducted with good community support and involvement. | General Manager | Representatives from the Italian Embassy visited Cowra for an official launch. Planning has been ongoing with the Italian Embassy. | Planning for the 2025 Festival is underway, with the Indian High Commission approached to be Guest Nation. |
| | L1.2 Conduct annual Australia Day celebrations. | L1.2.a | Work with Australia Day committee to deliver Australia Day activities. | Events conducted with good community support and involvement. | Director – Corporate Services | Planning well underway for January 2024 event. | 2024 Australia Day events were successfully delivered. Grant funding secured from the National Australia Day Council enabled Council to live stream the Australia Day Service and engage a videographer to produce video profiles of the Award nominees that were played during the service. The Australia Day 2024 School Literacy Competition to design a Cowra Shire Promotional Poster had a good response. Community |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
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| | | | | | | | events, including the free community breakfast, historic vehicle display, family golf day, bowls competition and social tennis all drew good crowds. |
| | L1.3 Support the Cowra Historical Society and Cowra Family History Group. | L1.3.a | Liaise with groups and provide support within available resources. | Liaison undertaken and support provided as required. | Director – Corporate Services | Support provided upon request. No activity in last 6-months. | Partnership with Cowra Family History Group to run workshop for 2024 Seniors Festival. |
| | L1.4 Support annual commemoration of POW Breakout. | L1.4.a | Support POW Breakout Association in staging of annual commemorations. | Support provided within resources and feedback from event participants is positive. | General Manager | Recorded, promoted and assisted in the 79 th POW anniversary in Aug 2023. Met with committee to discuss planning for the 80 th Anniversary. | Planning underway for 80 th Anniversary in August 2024. |
| | L1.5 Continue to foster and develop the Cowra/Japan relationship. | L1.5.a | Council delegation travel to Japan to further Cowra-Japan relationship. | Delegation visit conducted, meeting with relevant Japanese people and groups. Visit undertaken within allocated budget. | General Manager | Council resolved to send a small delegation in April 2024 and planning is well underway for that visit | Delegation travelled to Japan in April 2024. Staff exchange scheduled for the second half of 2024. |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | L.1.5.b | Support the Japanese Garden & Cultural Centre within available resources. | Support provided within available resources. | General Manager | Support provided when requested. | Support provided when requested. |
| | | L.1.5.c | Mayor represents the Council on the Japanese Garden & Cultural Centre Board and reports to Council as required. | Meetings attended and reports provided as appropriate. | General Manager | Following the change of Mayor in September Cr West has been re-appointed as council's delegate to provide continuity at this time. | Council is represented on the Board by Cr West. |
| L2. Continue to develop our leisure and cultural facilities and infrastructure and protect and enhance our natural environment. | L2.1 Undertake asset renewal of Cowra Aquatic Centre. | L2.1.a | Work with consultants to finalise design and construction specification. | Tender for hydraulic, mechanical and structural design of all planned work packages. Designs completed. | Director – Infrastructure & Operations | Engaged Mova Rasi to complete detailed design. In progress with intention to complete by end May 2024. | Detailed design completed by Mova Rasi. Currently moving towards project risk review and tender for construction design and construction works. Grant funding received. |
| | L2.2 Deliver projects identified in adopted Sport and Recreation Plan. | L2.2.a | Undertake the redevelopment of Col Stinson Park netball facility. | Construction of new amenities completed. | Director – Infrastructure & Operations | Construction underway. | Construction continued during the period with completion scheduled for September 2024. |
| | L2.3 Work with the Sport and Recreation | L2.3.a | Committee meets regularly and provides | Meetings held and regular reports provided to Council. | Director – Corporate Services | Matilda's World Cup outdoor community | The Cowra Sport & Recreation Committee |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | Committee to support and promote sporting and recreation groups across the Shire. | | recommendations to Council as required. | | | screenings (3) held in July in partnership with Cowra Junior Soccer Club. Cowra Sports Network evening held in August with 5 guest speakers from State and local organisations. Event was well received by community sports representatives (25) in attendance. Committee AGM and General Meeting held in September. | continues to meet and have commenced planning for a free Family Sports Day to be held in October. The day will provide kids and their parents the opportunity to try a range of different sporting activities offered in Cowra. |
| | L2.4 Develop the Peace Precinct in accordance with the adopted masterplan. | L2.4.a | Seek funding and implement identified projects within the masterplan. | Grant applications submitted where appropriate. | General Manager | Grant funding is being used to provide additional walking paths and parking area. | Valley View paths completed and construction of paths within Sculpture Park to commence early in the 2024/2025 financial year. |
| | | L2.4.b | Maintain and grow the existing features of the Peace Precinct including: <ul style="list-style-type: none"> Sculpture Park | Maintenance undertaken to maintain current high standard of presentation. | Director – Infrastructure & Operations | Maintenance ongoing. New plantings and irrigation installed at Bellevue Hill lookout. | Bellevue Hill lookout tower paving removed and new concrete poured, Sculpture Park pathways |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | <ul style="list-style-type: none"> Nature-Based Adventure Playground POW campsite. | | | | underway. Ongoing maintenance continues. |
| | L2.5 Develop the Lachlan River Precinct as a major focal point for passive recreation. | L2.5.a | Pursue funding and implement when adequate resources are available the following initiatives from the Lachlan River Precinct Masterplan: <ul style="list-style-type: none"> Investigations into providing better pedestrian access across the Lachlan River | Works completed as funds become available | Director – Infrastructure & Operations | Shared pathway, picnic facilities and carparking being constructed with NSW Government funding. | Construction of shared pathway, picnic facilities and carpark completed. |
| | L2.6 Provide recreation opportunities through the provision of attractive parks and gardens. | L2.6.a | Maintain parks and gardens to a high standard for all recreation users. | Parks maintained to current high standard. | Director – Infrastructure & Operations | Ongoing. | Ongoing. New digital irrigation system currently being installed across all sites to improve control and water saving. |
| | | L.2.6.b | Prepare a plan to review levels of service, renew and upgrade of Brougham Park. | Review undertaken and renewal plan adopted. | Director – Infrastructure & Operations | No action during the period. | No action during period. |

| Liveability (Strategic Theme 3) | | | | | | | |
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| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | L2.7 Support and provide good quality facilities to meet the needs of sporting and recreational clubs and users. | L2.7.a | Maintain Council sporting fields for all sporting associations in Cowra. | Sportsfields maintained to current high standard. | Director – Infrastructure & Operations | Ongoing. Edgell Park drainage works and top-dressing complete January 2024. | Ongoing. Change rooms at West Cowra Rec ground upgraded to include a private change area. |
| | | L2.7.b | Support Cowra Showground Trust in their efforts to maintain and improve the facility. | Provide annual contribution to Showground Trust. Lobby relevant Members of Parliament for funding to maintain and improve facility. | General Manager | Funding provided in accordance with budget allocation. | Funding provided in accordance with budget allocation. |
| | L2.8 Maintain and operate the Cowra Caravan Park to its current high standard. | L2.8.a | Complete design review of proposed Stage 2 upgrade works. | Design works and scope of project finalised, including final cost estimate. | Director – Infrastructure & Operations | Amended Caravan Park Masterplan adopted October 2023. | No further action on design review. |
| | | L2.8.b | Maintain and operate the Cowra Caravan Park to its current high standard. | Park maintained and positive feedback received. | Director – Infrastructure & Operations | Cabins reopened December 2023. Tender closes end January 2024 for the three additional cabins. | New cabins installed. Manager's residence and grounds maintenance carried out while Caravan Park was closed. |
| | L2.9 Investigate options for the remodeling of the public amenities at Olympic Park. | L2.9.a | Liaise with relevant groups and businesses to develop scope for asset renewal. | Liaison undertaken and project scope for project adopted. | Director – Infrastructure & Operations | Options report provided to Council November 2023. | No further action during the review period. |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | L2.10 Continue to maintain and develop the Cowra Regional Art Gallery | L2.10. a | Develop, present and promote a diverse program of high-quality exhibitions, public events and workshop activities at the Cowra Regional Art Gallery. Implement a Gallery Foundation/Arts Trust to support the ongoing development of the Art Gallery and Collection (including the Sculpture Park). | Two-year forward exhibition program developed and implemented. Use established Council publications and media to promote. | Director – Corporate Services | The Gallery presented seven exhibitions during the period While the World Waits; Little Nothings; Nationalism in the Wake of COVID; Robyn Stacey: as still as life; The Calleen Art Award 2023; upstART 2023 The National Photographic Portrait. Exhibition events included Art After Dark- craft makers film festival; five public openings with guest speakers; and four floor talk events. | The regional gallery conducted an integrated cultural program including six innovative and diverse exhibitions many from major collecting institutions and art organisations across a broad range of contemporary art practices, as well as in-house curated exhibitions and opening events with guest speakers over the past 6 months. Program Highlights include; <i>January</i> National Photographic Portrait Prize, Summer Art Workshops for Children (7 to 12 years old). <i>February</i> Operation Art (NSW Dept of Ed (an outreach project in the Cowra Library), Behind the Lines: The Year of Political Cartoons 2023 + guest speakers. |

| Liveability (Strategic Theme 3) | | | | | | | |
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| | | | | | | | March Heritage Artworks and Objects by Italian POWs Cowra (pop-up exhibition during the Festival of International Understanding) special guest - Italian Ambassador, April Dobell Drawing Prize #23 + guest speakers. Call for entries Calleen Art Award (closing July), May/June Art After Dark - Collection guest speaker/dinner event. Collection in Focus: Highlights from the past 12 months. |
| | | L2.10.b | Prepare plans for the redevelopment of the Cowra Regional Gallery. | Plans finalised and adopted by Council. | Director – Corporate Services | Council presented with draft redevelopment plans in November. Further analysis required including estimates of ongoing costs. | No further action. |
| | L2.11 Develop the Civic Square Cultural Precinct | L2.11.a | Seek funding to continue to progress Civic Square masterplan design. | Funding applications lodged where applicable. | Director – Environmental Services | No funding opportunities have been available. | Funding is being sought and grant |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | | | | | applications will be lodged as appropriate. |
| | L2.12 Maintain and improve the Cowra Civic Centre. | L.2.12.a | Develop, present and promote a diverse program of high-quality events, workshops, activities and entertainment at the Cowra Civic Centre. | Performance measured by growth in utilisation and attendance. Operations are within budget. | Director – Corporate Services | In the last 6 months the Civic Centre had 5,173 people attend 227 events. This equated to a 74% utilisation rate over the period. Awarded contract for major renovations project. | Completion of major renovations. 7,142 attendance days over last six months. Of the 181 days the Civic Centre was open during the review period (otherwise closed for renovations), there were 130 events, making a utilisation rate of 71.82%. |
| | L2.13 Maintain and improve facilities at the Cowra Library. | L.2.13.a | Continue liaison with Central West Libraries (CWL) to maintain and operate the facility. | Funding pursued for identified improvements. Attend and participate in CWL meetings. | Director – Corporate Services | 9,002 visitations made to the library over the 6 months. This included a 1-month closure in Oct/Nov for renovations – flooring and new movable shelving. | 10,896 visitations to the Library in the six-month period. Renovations to front counter, new storage area, air conditioner replacement and installation of new book locker completed. Meeting of the Central West Zone of the NSW Public Library Association held in April 2024. |

| Liveability (Strategic Theme 3) | | | | | | | |
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| | L2.14 Develop the Cowra Sculpture Park as a major attraction within Cowra. | L.2.14.a | Subject to funding, undertake works and develop the collection of sculptures in accordance with the masterplan. | Ongoing promotion of the sculpture park and the development of a program to increase the collection. | Director – Corporate Services | Bespoke display signage for all sculptures in the Sculpture Park completed. | Liaising with donors to acquire an additional three sculptures during 2024. |
| | L2.15 Lobby the NSW Government to develop and invest in the Wyangala State Recreation Park. | L.2.15.a | In conjunction with Cowra Tourism, lobby the relevant Ministers and local members to fund improvements for the Park. | Advocacy undertaken. | General Manager | This matter has been listed to be raised with the local member and to write to the Minister for Crown Lands. | This matter has been raised with the local Member. Meetings being arranged to discuss Park sewerage system and integration with Council sewer treatment plant. |
| | L2.16 Update and adopt a new Cultural Plan. | L.2.16.a | Consult with relevant groups and community to review and update the Cowra Council Cultural Plan. | Plan reviewed, updated and adopted by Council. | Director – Corporate Services | Draft revised Cultural Plan prepared in consultation with Councillors, Civic Centre and Gallery staff. A draft is expected to be presented to Council in early 2024. | Draft revised Cultural Plan presented to Council. Further work to be undertaken on the Plan to meet Council requirements. |
| L.3. Recognise and grow the talent in our community. | L3.1 Continue to support the Cowra Youth Council. | L.3.1.a | Coordinate Youth Week activities. Undertake leadership development activities. | Youth Week events delivered. Leadership activities undertaken | Director – Corporate Services | Youth Week scheduled for April 2024. Preliminary discussions on ideas for activities. Youth Week grant application submitted. | 15 members were appointed to the 2024 Cowra Youth Council (CYC) with regular meetings and workshops held. |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
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| | | | | | | <p>Youth Council leadership development ongoing through mentoring and support in planning and delivering events. Cowra Youth Council hosted the Cowra Youth Peace Forum for the Int Day of Peace in partnership with the World Peace Bell Assoc (Sept).</p> <p>In response to their concerns about the impact of body image on children and young people, the CYC hosted the 'Embrace Kids' Body Positivity Day (Oct). The event was attended by close to 400 students from years 5-9 and supported by headspace, Lifeline and Eating Disorder Coordinators from the Local Area Health Service.</p> | <p>The CYC has been very active during this period with activities including:</p> <ul style="list-style-type: none"> - participating in Cowra Swimming Club's Business House Relay. - Partnering with the Cowra Rotary Club to run the Cowra Duck Races at the Cowra Festival. - Delivering a program of Youth Week activities including a successful Trivia Night - Participating in the Anzac Day March and baking Anzac biscuits to hand out at the ceremony - Coordinating the Cowra Youth Senbazuru Project in preparation for the Cowra Breakout 80th Anniversary |

| Liveability (Strategic Theme 3) | | | | | | | |
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| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | | | | The annual CYC Mayoral Reception was held in December 2023 with members receiving certificates acknowledging their achievements. | |
| | L3.2 Maintain donations policy to support community development. | L3.2.a | Respond to requests for donations in accordance with the Policy. Promote the Policy with relevant community organisations. | Requests are processed in accordance with Policy and submitted to Council as received. | Director – Corporate Services | Ongoing. Numerous donations for social and sporting events in 2023 inc. Cowra Golf Open. Donations regularly put to Council for determination. | Eight donations were provided to various community groups during the six-month period. |
| L4. Develop and provide programs to meet the needs of Cowra Shire's young people. | L4.1 Build capacity of Cowra's young people to participate in community life. | L4.1.a | Host annual Youth Leadership Training Workshop | Training workshop conducted. | Director – Corporate Services | Cowra Youth Council members participated in community events for NAIDOC Week (July), International Day of Peace commemorations (Sept), Mental Health Month (Oct), the International Day of People with a Disability (Dec), and the Christmas Street Festival (Dec). Their involvement | Cowra Youth Council (CYC) members participated in community events for the Cowra Festival (March) and ANZAC Day (April). The CYC coordinated NSW Youth Week in Cowra, providing a wonderful opportunity to learn about community engagement, expand their talents and build self-confidence. |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | | | | strengthened their community networks and raised their profile within the community, whilst making a meaningful contribution to community life. Cowra Youth Peace Awards conducted in conjunction with the International Day of Peace (Sep) to recognise and encourage young people's contribution to community. | |
| | L.4.2 Support the principles of Justice Reinvestment. | L.4.2.b | Advocate for a trial of a Justice Reinvestment program in Cowra Shire. | Advocacy undertaken. | General Manager | No further action on this objective during this period. | Funding has been received by CINC to undertake a pilot project. |
| L5. Maintain a planning framework that responds to community needs. | L5.1 Regularly review planning controls. | L5.1.a | Monitor changes in planning legislation and provide appropriate advice to Council. | Reports provided to Council as required. | Director – Environmental Services | Policies are continuing to be reviewed and modified where legislative changes require. Lodged funding submission to undertake strategic planning for housing constraint and | A review of Cowra DCP has commenced; Council's Strategic Planning team have commenced the preparation of the Cowra Housing Strategy. Community engagement |

| Liveability (Strategic Theme 3) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
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| | | | | | | opportunities within Cowra. | commenced on 28 June 2024. |
| L6. Develop a community where people are welcomed from all walks of life and feel safe and secure. | L6.1 Support activities of local Police and relevant community organisations to improve community safety. | L6.1.a | Advocate for a 24-hour police station in Cowra. | Write to relevant members of parliament., Conduct regular meetings with Chifley Local Area Command (LAC), local community organisations and other relevant groups. | General Manager | This matter continues to be raised with the local member. Canobolas LAC briefing scheduled for December 2023 to be re-scheduled for early 2024. | This matter continues to be raised with the local member. |
| | L6.2 Improve how we welcome new residents to our community. | L.6.2.a | Conduct welcome events for new residents. | Conduct a minimum of two events . | General Manager | No event held due to lack of resources. It is planned to hold an event in the first half of 2024. | No event held due to lack of resources. |

| Community Leadership and Engagement (Strategic Theme 4) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
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| C1 Develop and model leadership skills across the community. | C1.1 Continue to develop Council's relationship with other government bodies. | C1.1.a | Maintain relationship with key local government bodies such as Central NSW Joint Organisation (CNSWJO), Local Government NSW (LGNSW) and Australian Local Government Association (ALGA). | Attend and participate in relevant meetings, seminars and conferences. | General Manager | Councillors and staff have been actively attending and participating in a range of professional development, policy making and networking events conducted by CNSWJO, LGNSW, ALGA, Country Mayors and other industry bodies. | Councillors and staff have been actively attending and participating in a range of professional development, policy making and networking events conducted by CNSWJO, LGNSW, ALGA, Country Mayors and other industry bodies. |
| | C1.2 Ensure Council's Section 355 Committees (s355), focus groups and advisory bodies are relevant and provide appropriate community involvement. | C1.2.a | Ensure committees meet regularly and provide minutes and recommendations to Council. | Meetings held and regular reports/recommendations provided to Council. | General Manager | Committees meet regularly and minutes are reported to council. | Committees meet regularly and minutes are reported to council. |
| | | C1.2.b | Finalise review of Section 355 Committees | Review completed and any recommended changes to structure or delegations implemented. | General Manager | Review completed. Council decided not to make any changes to number and composition of committees. | Review completed. Council decided not to make any changes to number and composition of committees. |
| | C1.3 Work with Council s355 committees. | C1.3.a | Provide administrative support and respond to | Administrative support provided within available resources. | General Manager | Support provided within available resources. | Support provided within available resources. |

| Community Leadership and Engagement (Strategic Theme 4) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
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| | | | recommendations in a timely manner. | Minutes provided to Council for consideration. | | Minutes of meetings reported to council. | |
| | | C1.3.b | Provide Councillor Delegates to council Sections 355 committees. | Regular attendance by Councillor representatives. | General Manager | Committee delegates re-allocated in November following September Mayoral election. | Councillor representatives attend allocated meetings. |
| | C1.4 Provide support for the continued professional development of councillors. | C1.4.a | Provide details of training/skill/professional development opportunities to Councillors. | Performance development plans completed in line with regulatory requirements. Council takes adequate measures to ensure objectives identified here are met. | General Manager | Council achieves this objective primarily by providing regular workshops and information sessions to councillors on matters relevant to their role in the Cowra Council context. In addition, councillors are regularly advised of and encouraged to attend a wide range of industry seminars and conferences both online and in-person. Investigations underway to formalise professional development plans for councillors. | Council achieves this objective primarily by providing regular workshops and information sessions to councillors on matters relevant to their role in the Cowra Council context. In addition, councillors are regularly advised of and encouraged to attend a wide range of industry seminars and conferences both online and in-person. Investigations underway to formalise professional development plans for councillors. |

| Community Leadership and Engagement (Strategic Theme 4) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | C1.5 Build capacity in the local volunteer sector. | C.1.5.a | Undertake workshops on grant writing and meeting procedure and provide information on available grant opportunities. | Workshops conducted. | General Manager | Grant writing workshops presented by council's Grants and Executive Projects Officer bi-annually. Next training sessions due in second half of 2024. Grant training provided in conjunction with Sport and Recreation Committee Information and Networking Night – 27 July 2023. | Next community bi-annual grant writing workshop will be presented by council's Grants and Executive Projects Officer in the second half of 2024. Date to be confirmed following consultation with council Community Development Officers. |
| | C1.6 Support and contribute to the development of Village organisations. | C.1.6.a | Meet at least annually with representatives of villages to discuss issues of importance to each community. | Joint meeting of village representatives and councillors held at least once per year. | General Manager | New format of joint meeting with village representatives held in November 2023. | Councillors as village delegates and staff as required in regular liaison with village reps on issues of importance to each village. |
| C2. Engage with our community, in a variety of ways, to increase awareness of key issues and ensure better project and service delivery outcomes. | C2.1 Maintain and improve appropriate mechanisms to consult with the community and other stakeholders and provide information on Council decisions, services and initiatives. | C2.1.a | Issue regular communication informing the community of Council decisions, activities and programs in line with the adopted Community Engagement Strategy. | Community survey indicates improved satisfaction with Council's information dissemination. Website and social media analytics. | General Manager | Media releases issued covering key outcomes of Council meetings. A summary of decisions from each Council meeting is distributed via social | Media releases issued covering key outcomes of Council meetings. A summary of decisions from each Council meeting is distributed via social |

| Community Leadership and Engagement (Strategic Theme 4) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | | Increase email subscribers. | | media and website, and sent to Central West media contacts. Council Noticeboard published each week in both the Cowra Guardian and the Cowra Phoenix. Also published to Council's website and social media pages, sent to Central West media, as well as being sent to all council staff. Regular updates and posts made to Council's Facebook. Cross-promotion across the Cowra Aquatic Centre, Cowra Civic Centre, Cowra Art Gallery, Cowra Saleyards and Central West Libraries Facebook pages. Council's meetings continue to be recorded and uploaded to website. | media and website, and sent to Central West media contacts. Council Noticeboard published each week in both the Cowra Guardian and the Cowra Phoenix. Also published to Council's website and social media pages, sent to Central West media, as well as being sent to all council staff. Regular updates and posts made to Council's Facebook. Cross-promotion across the Cowra Aquatic Centre, Cowra Civic Centre, Cowra Art Gallery, Cowra Saleyards and Central West Libraries Facebook pages. Council's meetings continue to be recorded and uploaded to website. |

| Community Leadership and Engagement (Strategic Theme 4) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
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| | | | | | | Approximately 28,000 sessions were recorded on Council's website Facebook followers grew by 10% during the period. In line with the recent Community Satisfaction Survey indicating the most preferred methods of receiving information from council are pamphlet/letterbox drop and email, resources will be dedicated to pursuing those avenues during 2024. | |
| | C2.2 Improve customer service experience and processes. | C2.2.a | Inform community of methods to lodge customer requests and monitor service levels. | Promotion of customer request options and CRM system reporting on performance against service level guarantee. | Director – Corporate Services | CRM data presented to Council on a quarterly basis as part of the Corp-Services report. | CRM data presented to Council for third quarter. Fourth quarter will be presented to August Information meeting. |

| Community Leadership and Engagement (Strategic Theme 4) | | | | | | | |
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| | C2.3 Develop and monitor relevant Integrated Planning and Reporting (IP&R) strategies. | C2.3.a | Report to Council in accordance with statutory requirements. | Reports provided to Council. | General Manager | Reports provided as required. | Reports provided as required. |
| C3. Strengthen partnerships with government and other agencies. | C3.1 Work closely with relevant agencies charged with planning for the Cowra Shire community. | C3.1.a | At least annual meetings with Council and key figures from NSW Government departments and other relevant agencies. | Meetings held and Cowra's concerns and priorities conveyed. | General Manager | Meetings held with key personnel within NSW Government including Regional Planning Director, staff from office of Regional NSW, Federal Resilience officers, Office of Local Government advocating council's position, providing feedback and building relationships. | Meetings held with key personnel within NSW Government including Aged Care, local Member's regional summit, NBN, Regional Drought Plan representatives, Crown Lands and the NSW Productivity Commission, as well as OLG and LGNSW, and the NSW Electoral Commission. |
| | C3.2 Work closely with local members and other members of parliament to advance the objectives of Council. | C3.2.a | Meet regularly with local members and other members of parliament to advocate for the needs of the Cowra Shire community. | Meetings held and advocacy undertaken. | General Manager | Formal and informal meetings have been held with various State reps in Cowra and attending forums such as Country Mayors, Joint Organisation meetings in NSW Parliament. Minimal contact with Federal representatives. | Formal and informal meetings have been held with various State reps in Cowra and attending forums such as Country Mayors, Joint Organisation meetings in NSW Parliament. |

| Community Leadership and Engagement (Strategic Theme 4) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | C3.3 Collaborate with other Councils to form strategic alliances on areas of common interest. | C3.3.a | Meetings with other Councils to discuss matters of common interest and report proposals to Council for consideration. | Meetings held and proposals reported to Council. | General Manager. | Informal discussion and meetings held at LGNSW Annual Conference, Country Mayors, Joint Organisation and other elected representative forums. | Informal discussion and meetings held at Country Mayors, Joint Organisation and other elected representative forums. |
| C4. Ensure Council remains financially sustainable and maximises external funding opportunities. | C4.1 Seek funding for projects and infrastructure included in Council's strategic plans. | C4.1.a | Seek funding to progress projects including in adopted strategic plans including: <ul style="list-style-type: none"> Village Improvement Plan Energy Efficient and Renewable Energy Plan Sport and Recreation Plan Peace Precinct Masterplan Pedestrian and Cycling Plan Caravan Park Improvement Plan Lachlan River Precinct Masterplan | Applications submitted for all relevant programs. | General Manager | Six grant applications submitted totalling \$1,128,457. Two successful \$7,000. Four pending. One EOI submitted for Growing Regions Fund Aquatic Centre Upgrade full application). Two successful \$4,897,958. EOI successful. Full application to be submitted in January 2024. | Seven grant applications submitted totalling \$5,373,361 (including Growing Regions Fund Aquatic Centre Upgrade full application). Two successful \$4,897,958. Four grants pending decision (including two EOIs as at 30 June 2024). |

| Community Leadership and Engagement (Strategic Theme 4) | | | | | | | |
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| | C4.2 Undertake asset management planning to ensure that Council's infrastructure is maintained and reviewed to meet Council's adopted levels of service. | C4.2.a | Update Asset Management Plans for all asset classes annually and review Strategic Asset Management Plan. | Updated Strategic Asset Management Plan adopted. | Director – Infrastructure and Operations | 2023/24-2042/43 Strategic Asset Management Plan adopted by Council in August 2023. | No further action during the reporting period. |
| | | C4.2.b | Implement improvement plans for all asset classes, transport, water and wastewater, buildings etc | Improvement plans delivered within available resources. | Director – Infrastructure & Operations | Capital works program for all asset classes in progress. | Capital works program for all asset classes in progress. |
| | C4.3 Investigate opportunities for increased income streams. | C4.3.a | Investigate opportunities that arise and submit reports to Council as required. | Opportunities investigated and reports presented. | Director – Corporate Services | Ongoing. Over the past 6 months no reports have been tabled to Council. | Ongoing. Over the past 6 months no reports have been tabled to Council. |
| | C4.4 Ensure ongoing integration of risk management principles into Council operations. | C4.4.a | Develop a Council-wide Enterprise Risk Management Plan and develop and implement supporting processes. | Planning undertaken and appropriate plans and supporting processes adopted. | Director – Corporate Services | Ongoing – it is expected that this review will take place in the last quarter. A Business Continuity Plan review is booked in for Mar/Apr with Council's insurers. | Proposal to be presented to Manex to develop ISO31000 based Risk management Policy and subsidiary documentation including Risk Register. |

| Business & Industry (Strategic Theme 5) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| B1. Plan for and support business and industry growth, research and innovation. | B1.1 Ensure strategic planning for business and industry growth is current. | B1.1.a | Pursue objectives detailed in Cowra Regional Economic Development Strategy (REDS). | Demonstrated action to achieve objectives eg lobbying, grant submissions. | General Manager | <p>Working with NSW officials on Regional Housing Strategy.</p> <p>Council's s355 committee held initial meeting. Council engaged Village Well to work with the committee and the wider community to develop a CBD Activation Strategy.</p> <p>Council has signed up to acquire SpendMapp data from Geographia to help inform the CBS strategy.</p> <p>SpendMapp data can also be used to work with business and the community to build economic resilience, target investments, evaluate events,</p> | <p>The Regional Housing Strategy has been deferred and Council is in the process of drafting its own Housing Strategy.</p> <p>Subsequent to broad based public consultation, a Cowra CBD Place Vision & Activation Plan has been drafted and is currently on public exhibition.</p> <p>Council continues making use of SpendMapp data to track and remain informed on the flow of money inside and outside the Cowra Economy. The trends assist with , targeting investments, evaluating events, and implementing planning initiatives to</p> |

| Business & Industry (Strategic Theme 5) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | | | | and implement planning initiatives. | support economic resilience. |
| B2. Tell the world about the opportunities and benefits of living, working and playing in Cowra Shire. | B2.1 Support Cowra Tourism marketing initiatives. | B2.1.a | Support initiatives within available resources. | Support provided. | General Manager | Council remains supportive of tourism initiatives in collaboration with the community and State & Federal Government funding initiatives. Council's role is to enhance & amplify tourism initiatives and provides the majority of funding to the Cowra Tourism Corporation. Council also provides SpendMapp data to Tourism to support their funding applications/initiatives. | Funding provided to Cowra Tourism in accordance with MOU. Additionally, Council supplies SpendMapp data to Tourism to bolster their funding applications and initiatives. |
| | B2.2 Support Business Cowra marketing initiatives. | B2.2.a | Support initiatives within available resources. | Support provided. | General Manager | Cowra Business Chamber is currently inactive. Should a new executive be elected, Council will | The Cowra Business Chamber remains inactive. Council remains supportive of business |

| Business & Industry (Strategic Theme 5) | | | | | | | |
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| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | | | | continue to support the collective and its initiatives where possible. | development and the broader business community's efforts. |
| | B2.3 Support village organisations in their efforts to raise the profile of their community. | B2.3.a | Support initiatives within available resources. | Support provided. | General Manager | Council considers requests and provides support where appropriate. | Council considers requests and provides support where appropriate. |
| B3. Add value and support to our existing businesses and industries. | B3.1 Support Business Cowra | B3.1.a | Ensure Council and Business Cowra meet obligations of the MOU between the parties. | Obligations met. | General Manager | There is currently no MOU in place with the business chamber as the chamber remains inactive. A new MOU may be drafted should the Business Chamber re-establish. | There is currently no MOU in place with the business chamber as the chamber remains inactive. A new MOU may be drafted should the Business Chamber re-establish. |
| B4. Support the development of an energetic CBD. | B4.1 Upgrade Macquarie Street. | B4.1.a | Review plans for Macquarie Street precinct redevelopment. | Source grant funds for landscape architect design of precinct. | Director – Infrastructure & Operations | No action during the period. | No action in this period. |
| | B4.2 Review Squire Park café and amenities. | B4.2.a | Investigate options for the redevelopment and possible expansion of the Squire Park café/amenities. | Options investigated and if required project scoped. Design and cost estimates adopted for future delivery. | Director – Infrastructure & Operations | Landscaping work planned for additional outdoor seating. | Investigation underway to upgrade accessible toilet and shower to current standards. |

| Business & Industry (Strategic Theme 5) | | | | | | | |
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| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | B4.3 Undertake planning for the future of the Cowra CBD. | B4.3.a | Committee meets regularly and demonstrates achievements of objectives. | Regular updates provided by Committee to Council. | General Manager | The committee held its first meeting in September. In December Council appointed a consultant to work with the committee in facilitating the development of a CBD Activation Strategy. | Broad based public consultation has taken place, with a subsequent Cowra CBD Place Vision & Activation Plan drafted. The draft plan is currently on public exhibition. |
| B5. Advocate for improved digital connectivity for Cowra Shire to the rest of the world. | B5.1 Facilitate the provision of information to the community on the range of technologies available. | B5.1.a | In conjunction with Business Cowra convene relevant forums to present current technology options to the business community. | Forums conducted with good participation. | General Manager | The Business Chamber remained inactive during this period. Council facilitated and hosted a NSW Small Biz Month workshop on Business Resilience in October. | The Business Chamber remained inactive during this period. The business officer continued working with Biz HQ's and Services NSW advisors to provide support to new and growing businesses in Cowra. |
| | B5.2 Advocate for and support initiatives to improve digital connectivity. | B5.2.a | Lobby and pursue funding for improved NBN access for business. | Funding submissions lodged, advocacy undertaken. | General Manager | A councillor briefing from the Regional NBN representative is scheduled for the first quarter of 2024. | An NBN Councillor briefing has taken place which provided information and timelines on NBN services & rollouts. |
| | | B5.2.b | Work with village communities and advocate | Liaison and advocacy undertaken. | General Manager | Villages continue to enjoy fixed wireless | The villages continue to benefit from fixed |

| Business & Industry (Strategic Theme 5) | | | | | | | |
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| | | | for improved connectivity, with particular emphasis on Gooloogong. | | | internet connectivity as a standard with advocacy from council for improved speeds and a broader footprint being undertaken. | wireless internet connectivity as the norm, with council advocating for faster speeds and broader coverage. |
| | | B5.2.c | Lobby mobile phone providers to extend coverage in the Shire. | Advocacy undertaken. | General Manager | Council continues to lobby Federal Government for infrastructure funding in identified low & no reception areas. Council also advocates with mobile service providers directly to monitor and improve their service delivery at shire villages. | Council keeps lobbying the Federal Government for funding to improve infrastructure in areas with poor or no mobile reception. Additionally, the Council works directly with mobile service providers to monitor and enhance their service in villages across the shire. |
| B6 Identify and develop profitable and sustainable tourism opportunities for Cowra. | B6.1 Review and monitor the Memorandum of Understanding (MOU) between Council and the Cowra Tourism Corporation (CTC). | B6.1.a | Ensure Council and Cowra Tourism Corporation meet obligations of the MOU between the parties. | Obligations met. | General Manager | Council maintains a close relationship with Cowra Tourism and MOU obligations are being met. | Council maintains a close relationship with Cowra Tourism and MOU obligations are being met. |

| Business & Industry (Strategic Theme 5) | | | | | | | |
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| | B6.2 Support Cowra Tourism in identifying new events and supporting existing events. | B6.2.a | Provide funding to Cowra Tourism for Events Officer. | Funding provided and a satisfactory number of events conducted. | General Manager | Funding provided. | Funding provided. |
| | B6.3 Provide resources and financial assistance to Cowra Tourism Corporation to effectively support and grow the Shire's tourism sector. | B6.3.a | Provide two representatives on Cowra Tourism Board. Provide annual contribution to Cowra Tourism. | Council representatives attend board meetings and report back to Council. | General Manager | Representatives provided. Funding provided in accordance with budget allocation. | Representatives provided. Funding provided in accordance with budget allocation. |

| Transport & Infrastructure (Strategic Theme 6) | | | | | | | |
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| COMMUNITY STRATEGIC PLAN 2023-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| T1. Develop a Heavy Vehicle Bypass for Cowra's CBD. | T1.1 Project is adopted by Transport for NSW as a medium-term priority. | T1.1.a | Lobby Transport for NSW, local members and NSW Government to include the project in Transport for NSW planning documents. | Project endorsed for inclusion in Transport for NSW planning for the region. | General Manager | No specific action for this period. | No specific action for this period. |
| T2. Construct a new mid-level bridge over the Lachlan River within the Cowra township. | T2.1 Project is adopted by Transport for NSW as a medium-term priority. | T2.1.a | Lobby Transport for NSW, local members and NSW Government to include the project in Transport for NSW planning documents. | Project endorsed for inclusion in Transport for NSW planning for the region. | General Manager | A Mayoral Minute adopted at November 2023 council meeting and letters written to relevant MPs. Followed up with Minister at CNSWJO forum at NSW Parliament. | Mayor and General Manager met with Minister at NSW Parliament in company with the local member to advocate for this project. |
| T3. Construct a swift and safe link connecting Central NSW to Metropolitan Sydney via the Blue Mountains. | T3.1 Project is adopted by Transport for NSW as a medium-term priority. | T3.1.a | Lobby Transport for NSW, local members and NSW Government to include the project in Transport for NSW planning documents. | Project endorsed for inclusion in Transport for NSW planning for the region. | General Manager | No specific action during the review period. | No specific action taken during the review period. |
| T4. Re-open the Blayney to Demondrille trail line to facilitate freight movement within and beyond the region. | T4.1 Project is adopted by Transport for NSW as a medium-term priority. | T4.1.a | Lobby Transport for NSW, local members and NSW Government to include the project in Transport for NSW planning documents. | Project endorsed for inclusion in Transport for NSW planning for the region. | General Manager | No specific action during the review period. | No specific action taken during the review period. |

| Transport & Infrastructure (Strategic Theme 6) | | | | | | | |
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| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| T5. Develop an integrated transport system that addresses local and regional needs in relation to cycleways and footpaths, road and rail. | T5.1 Maintain, improve and develop footpaths and walkways to ensure the safe and efficient movement of users, including persons living with disabilities, and develop pedestrian and cycling linkages in the shire. | T5.1.a | Review and update the Pedestrian and Cycling plan. | Plan reviewed, updated and adopted. | Director – Infrastructure & Operations | Draft plan expected to be submitted to Council in first quarter 2024. | Plan currently on public exhibition closing on the 29th July. |
| | | T5.1.b | Seek funding for projects identified in the Pedestrian and Cycling plan. | Funding applications submitted for appropriate programs. | General Manager | Funding applications submitted for works within Cowra, Woodstock and Wyangala. | Applications unsuccessful. |
| | T5.2 Maintain local and regional road networks to enable the safe and efficient movement of traffic at the lowest life-cycle cost. | T5.2.a | Complete the Roads to Recovery projects scheduled for 2023/2024. | Projects completed on time and on budget. | Director – Infrastructure & Operations | Projects progressing well. Due to weather-related postponements, sealing works are now rescheduled for completion in Q3. | All primer seal work and heavy patching work has been delivered. The resheeting is currently underway, culvert & causeways to commence. |
| | T5.3 Work with Transport for NSW to enable the safe and efficient movement of traffic on the state-owned road network within Cowra Shire. | T5.3.a | Work with Transport for NSW to agree on improvements required to State-owned road network. | Projects agreed to and delivered. | Director – Infrastructure & Operations | TfNSW projects underway. | TfNSW projects delivered for 2023-24. |
| | T5.4 Improve awareness of and range of local and regional transport options. | T5.4.a | Liaise with Transport for NSW and local operator to improve the "Hail and Ride" service within Cowra. | Liaison undertaken, service improvement agreed to and implemented. | Director – Infrastructure & Operations | Council advocacy with TfNSW remains ongoing. | Advocacy remains ongoing. |

| Transport & Infrastructure (Strategic Theme 6) | | | | | | | |
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| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | T5.4.b | Liaise with Transport for NSW to improve public transport connectivity within and beyond the region. | Service gaps identified and advocacy undertaken. | General Manager | No specific action during the review period. | No specific action during the review period. |
| | T5.5 Improve local traffic conditions within the Cowra CBD. | T5.5.a | Monitor local traffic conditions and refer proposed changes to the Traffic Committee for consideration. | Regular reports provided to Traffic Committee and decisions implemented. | Director – Infrastructure & Operations | Meetings completed regularly. | Meetings completed regularly. |
| T6. Develop the Cowra Airport as a regional aviation precinct. | T6.1 Continue to develop the Cowra Airport. | T6.1.a | Finalise plans for the next stage of development. | Project scope, costing and funding finalised for delivery. | General Manager | No action during this period. | No specific action during the review period. |
| | | T6.1.b | Continue to maintain Cowra Airport as a certified aerodrome. | Certification maintained. | Director – Infrastructure & Operations | Ongoing – recent Manual Validation successfully completed December 2023. | Manual in progress of updating to comply with MOS 139. |
| T7. Provide water, Sewerage and stormwater infrastructure and services to meet community needs. | T7.1 Maintain and improve the Shire's water supply network to meet consumer demand and meet health requirements. | T7.1.a | Accept handover of completed Wyangala water treatment plant. | Plant handed over from NSW Government and operating satisfactorily. | Director Infrastructure & Operations | Commissioning of Plant currently in progress. Council team is involved as part of the new plant training process. | The plant has been given to Council to operate (currently in defects liability period). Defects are being registered in defects register for EnviroPacific to address. |
| | | T7.1.b | Undertake Integrated Water Cycle Management (IWCM) | IWCM finalised and adopted. | Director Infrastructure & Operations | The preparation of the IWCM is underway. | Currently doing the financial modelling. |

| Transport & Infrastructure (Strategic Theme 6) | | | | | | | |
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| | | | strategy including review of Water and Sewer Strategic Business Plans. | Strategic Business Plans finalised and adopted. | | | |
| | | T7.1.c | Drinking Water Management System (DWMS) implemented in accordance with Australian Drinking Water Guidelines (ADWG). | DWMS Annual Report provided to Council. | Director Infrastructure & Operations | In progress. | In progress. Some enhancement to the CCP has been completed. Report being prepared. |
| | T7.2 Continue planning for the completion of the West Cowra Sewer project. | T7.2.a | Finalise design, consultation and tender specifications. | Consultation completed. Project scope and costing adopted ready for delivery. | Director Infrastructure & Operations | A sewage scheme option study has been completed and is under review. | Option report part two underway. |
| | T7.3 Discharge from wastewater treatment plants to meet Environmental Protection Agency (EPA) licence conditions. | T7.3.a | Plant is operated to comply with EPA requirements at all times. | Nil compliance breaches. | Director Infrastructure & Operations | EPA compliance is tracking well. No breaches to date. | EPA compliance tracking well. |
| | T7.4 Undertake improvement works to West Cowra Drainage. | T7.4.a | Complete engineering plans of proposed stormwater drainage downstream of Lyall Street and commence stage one works. | Study completed and work commenced subject to available funding. | Director Infrastructure & Operations | In progress. Modelling for different scenarios is underway. | In progress. Modelling currently underway. |
| T8. Ensure long-term security of Cowra's water supply. | T8.1 Undertake projects that strengthen Cowra's water security. | T8.1.a | Finalise the Billimari Bore project. | Work completed within budget and operating as required. | Director Infrastructure & Operations | Rural portion works complete, urban works have started. Consultation works with Rail manager in | Waiting approval from UGL rail manager to finalise urban portion. Planned project end date- December 24. |

| Transport & Infrastructure (Strategic Theme 6) | | | | | | | |
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| | | | | | | progress, seeking approval to cross rail corridor. | |
| | T8.2 Advocate for water security measures including the raising of Wyangala wall. | T8.2.a | Advocate for water security measures including the raising of Wyangala wall subject to all appropriate assessments being undertaken. | Advocacy undertaken. | General Manager | In September 2023 the NSW Government abandoned plans for the raising of Wyangala Dam wall Council continues to advocate via the CNSWJO for water security measures to be included in NSW Government planning. | No specific action during the review period. |
| T9. Ensure that community assets and public infrastructure including roads, bridges and public buildings are well-maintained. | T9.1 Maintain local, regional and state roads and bridges. | T9.1.a | Bridge maintenance scheduled and completed as required. | Work completed within budget. | Director Infrastructure & Operations | Progressing well, works to be completed in Q4. | All works were completed in Q4. |
| | T9.2 Efficiently manage and maintain Council's buildings and special purpose facilities. | T9.2.a | Required building maintenance scheduled and completed. | Works completed within budget. | Director Infrastructure & Operations | Works ongoing. | Works completed on. Caravan Park Rose Garden Cafe Library Works ongoing on various locations. |
| | T9.3 Maintain and manage Cowra Cemetery. | T9.3.a | Cemetery maintained to current high standard. | Maintenance undertaken. | Director Infrastructure & Operations | Ongoing. | Cemetery Policy draft currently under review. Maintenance ongoing. |

| Transport & Infrastructure (Strategic Theme 6) | | | | | | | |
|--|--|-----------------------------------|--|----------------------------------|--------------------------------------|--|--|
| COMMUNITY STRATEGIC PLAN 2023-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | T9.4 Ensure public places are clean and well-maintained. | T9.4.a | Maintain a regular cleaning schedule for public places. | Schedule implemented. | Director Infrastructure & Operations | Ongoing. | Ongoing. |
| T10. Improve the transport corridor connecting the Hume, Mid-Western, Newell, Olympic and Mitchell Highways. | T10.1 Advocate for improvements to the corridor. | T10.1.a | Liaise with local members of parliament, Transport for NSW and other stakeholders to seek recognition of and improvements to the corridor. | Advocacy and liaison undertaken. | General Manager | No specific action during the review period. | No specific action during the review period. |

| Environmental Sustainability & Stewardship (Strategic Theme 7) | | | | | | | |
|---|--|-----------------------------------|---|---|--|---|---|
| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| E1. Aim to position Cowra Shire as a centre of environmental excellence. | E1.1 Maximise opportunities for the Cowra Material Recycling facility to participate in the circular economy. | E1.1.a | Continue partnership with Cleanaway as a regional processing facility for the Container Deposit Scheme. | CDS tonnages maintained or increasing. | Director – Infrastructure & Operations | Tonnages increased over Q2 causing backlog of material. Additional casual staff being recruited to ensure continued processing. | Tonnages continue to hold and processing capacity maintained despite some breakdowns identifying need for future plant upgrades in particular with the glass breaker. |
| | E1.2 Build an environmentally active community to promote Cowra as a centre of environmental excellence. | E1.2.a | Investigate forming an environmental sustainability Section 355 committee. | Investigation undertaken and reported to Council. | Director Infrastructure & Operations | No action during the review period. | No action during the review period. |
| E2. Reduce the emissions of Council operations in line with NSW Government targets for the local government sector. | E2.1 Implement Energy Efficiency projects included in the adopted Energy Efficiency and Renewable Energy Plan. | N2.1.a | Install solar panels at Water Treatment Plant and Wastewater Treatment Plant. | Panels installed and operating. | Director Infrastructure & Operations | Procurement documents for the solar jobs are currently being drafted, planning to go out to the market in Q3, targeting to complete works in Q4. | WTP installation booked for 5 August 24. STP design underway. |
| | E2.2 Investigate opportunities for the use of renewable/alternative energy sources for Council infrastructure. | E2.2.a | Seek funding to implement strategies from the adopted Energy Efficiency and Renewable Energy Plan. | Funding submissions lodged. | General Manager | No appropriate programs available. It is expected an application will be made in the first half of 2024 under the Community Energy Upgrades Fund. | Application lodged under the Community Energy Upgrades Fund. Awaiting outcome. |

| Environmental Sustainability & Stewardship (Strategic Theme 7) | | | | | | | |
|--|---|-----------------------------------|--|---|--------------------------------------|---|--|
| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | E2.3 Investigate opportunities to participate in the rollout of electric vehicles. | E2.3.a | Advocate for improvements to the grid in support of the uptake of EVs. | Advocacy undertaken and where required funding submissions lodged. | General Manager | Two replacement Tesla chargers installed in the carpark opposite the Visitors Centre. Council liaised with NRMA to repair the fast charger located in the Gallery carpark. Council is participating in a CNSWJO Fleet Transition program. The biggest impediment to installing additional EV chargers on public land and in the potential fleet transition remains the exorbitant cost to upgrade the grid to service the chargers. | Council is participating in a CNSWJO Fleet Transition program. The biggest impediment to installing additional EV chargers on public land and in the potential fleet transition remains the exorbitant cost to upgrade the grid to service the chargers. |
| E3. Take advantage of and support opportunities to grow new sustainable industries. | E3.1 Position Cowra Shire as a location for circular economy industries. | E3.1.a | Advocate for and support industries participating in the circular economy. | Investigate opportunities and advocate for Cowra Shire as a desirable location for such industries. | General Manager | No specific action during the review period. | No specific action during the review period. |
| E4. Show leadership by taking action and promoting practices to encourage Cowra Shire to be an environmentally | E4.1 Develop a Waste Management Strategy to meet the objectives of the "NSW EPA Waste and Sustainable Materials Strategy 2041". | E4.1.a | Undertake consultation and investigation to develop a Waste Management Strategy. | Strategy adopted by Council. | Director Infrastructure & Operations | Final Draft to be completed February 2024. | Waste and Resource Recovery strategy endorsed by Council. |

| Environmental Sustainability & Stewardship (Strategic Theme 7) | | | | | | | |
|--|--|-----------------------------------|---|--|--------------------------------------|--|---|
| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| responsible community. | E4.2 Implement Food Organic and Garden Organics (FOGO) in line with State government strategies. | E4.2.a | Investigate requirements to implement FOGO system. | Investigations undertaken and reported to Council. | Director Infrastructure & Operations | No progress until Waste Strategy is adopted. | No progress within the review period. |
| | E4.3 Work with the community to maximise recycling. | E4.3.a | Promote recycling education program. | Promotion and education initiatives undertaken. | Director Infrastructure & Operations | Ongoing. Community engagement events include Community Markets, Cowra Mens Probis, Mulyan kindergarten. Cowra to host NetWaste meeting in February 2024. Promotion and education on MRF, Foam muncher, National Recycling Week and sharpies bins. | Ongoing. Promotion of the Waste and resource Recovery Strategy in Kendal Street, 'Waste Wise Wednesday' social media campaign launched. |
| | | E4.3.b | Conduct annual Recycled Art for Cowra Awards | Event conducted with good community participation. | Director Infrastructure & Operations | Support provided. RAFCA held in Sept with record participation and strong promotion locally. | Held Waste to Art Competition and winners are being entered in the Regional Competition to be held August 2024. |
| | | E4.3.c | Support initiatives of the Tidy Towns committee within available resources. | Support provided where required, subject to available resources. | Director Infrastructure & Operations | Support provided – consistent promotion of Tidy Towns and RAFCA from June-September. | Tidy Towns committee recently disbanded. |
| | | | | | | | |

| Environmental Sustainability & Stewardship (Strategic Theme 7) | | | | | | | |
|--|---|---|--|---|--|--|-------------------------------------|
| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | E4.3.d | Participate in Garage Sale Trail. | Event conducted with good participation from the community. | Director Infrastructure & Operations | Participation and promotion of Garage Sale trail Sept-November 2023. | No action. |
| | | E4.3.e | Consider options for and feasibility of bulk rubbish collection. | Investigations undertaken and report provided to Council. | Director Infrastructure & Operations | No progress until Waste Strategy is adopted. | No progress this review period. |
| | | E4.4 Source road making materials in an environmentally responsible manner. | E4.4.a | Operate Council quarries in accordance with all regulatory and legislative requirements. | Quarries operated with nil compliance breaches. | Director Infrastructure & Operations | Tracking well. No breaches to date. |
| | E5. Build partnerships with people who work and care for the land to secure a healthier environment. | E5.1 Consider and where appropriate support proposals to establish wetlands in the Shire. | E5.1.a | Investigate option for establishing a wetland as part of the West Cowra stormwater works. | Investigation undertaken and report provided to Council for consideration. | Director Infrastructure & Operations | In progress. |
| E6. Build and promote Council's and the community's preparedness for, adaptability to and resilience to climate change and natural disaster impacts. | E6.1 Adopt and/or review plans to improve Council and community preparedness and response to climate change and natural disaster impacts. | E6.1.a | Local Emergency Management Committee continues to monitor and and as required review plans for disaster preparedness and response. | LEMC meets regularly and plans are reviewed as required. | General Manager | Meetings held regularly. | Meetings held regularly. |

| Environmental Sustainability & Stewardship (Strategic Theme 7) | | | | | | | |
|--|--|-----------------------------------|--------|---------------------|----------------|--------------------------------------|----------------------------------|
| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | | | | | |

| Reconciliation and Inclusion (Strategic Theme 8) | | | | | | | |
|---|--|-----------------------------------|---|--|--|--|---|
| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| R1. Foster recognition and connection with the local Indigenous population. Respect, promote and protect Wiradjuri culture. | R1.1 Develop a Reconciliation Action Plan (RAP). | R1.1.a | Liaise with reconciliation Australia, local Indigenous community and wider community to progress development of Reconciliation Action Plan. | Demonstrated progress and meeting of milestones set by Reconciliation Australia. | General Manager | Matter is ongoing. Councillors and senior staff participated in cultural awareness training during November. | Matter is ongoing |
| | R1.2 Respect and Protect local culture. | R1.2.a | Consult with the local Indigenous community on all Council works and projects that have the potential to impact on Wiradjuri cultural heritage. | Undertake consultation in accordance with adopted Aboriginal Consultation Policy. | Director – Infrastructure & Operations | Consultation is carried out in accordance with adopted policy requirements. | Consultation is carried out in accordance with adopted policy requirements. |
| | | R1.2.b | Consult with local Indigenous community on all development applications that have the potential to impact on Wiradjuri cultural heritage. | Undertake consultation in accordance with adopted Aboriginal Consultation Policy and Community Participation Plan. | Director – Environmental Services | Council continues to undertake consultation on development applications in accordance with the requirements of the Aboriginal Consultation Policy. | Council continues to undertake consultation on development applications in accordance with the requirements of the Aboriginal Consultation Policy. A review of the consultation policy has commenced. |
| | | R1.2.c | Liaise with the local Indigenous community and Cowra Local Aboriginal Land Council to discuss inclusion of | Liaison undertaken and if approved changes implemented. | General Manager | To be included in development of RAP. | To be included in development of RAP. |

| Reconciliation and Inclusion (Strategic Theme 8) | | | | | | | |
|--|--|-----------------------------------|--|--|-------------------------------|--|--|
| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | Wiradjuri language in the singing of the National Anthem at Council events. | | | | |
| | | R1.2.d | Liaise with local Indigenous community and Cowra Local Aboriginal Land Council to discuss inclusion of Wiradjuri language in the Acknowledgement of Country at Council events. | Liaison undertaken and if approved changes implemented. | General Manager | To be included in development of RAP. | To be included in development of RAP. |
| | R1.3 Celebrate local culture. | R1.3.a | Support and participate in NAIDOC Week and other days of significance to the local Indigenous community. | Support provided. | Director – Corporate Services | Event and promotion of NAIDOC week in July 2023. Cowra Youth Council contributed to community NAIDOC celebrations including the march and Family Fun Day. | Planning is well-advanced to deliver Events for 2024 NAIDOC Week from 7-14 July. Planned events include a Flag Ceremony in Squire Park, participation in the CINC Street March and Family Fun Day at the PCYC. |
| | | R1.3.b | Work with the local Indigenous community and the Cowra Local Aboriginal Land Council on the Interpretation Centre in line with the | Liaison undertaken and project progresses with approval from the local Land Council. | General Manager | No specific action during the review period. | No specific action during the review period. |

| Reconciliation and Inclusion (Strategic Theme 8) | | | | | | | |
|---|---|-----------------------------------|--|--|-----------------------------------|---|--|
| COMMUNITY STRATEGIC PLAN 2022-2036 | 4 YEAR DELIVERY PROGRAM 2022-2023 to 2025-2026 | 1 YEAR OPERATIONAL PLAN 2023-2024 | | | | | |
| Strategic Direction | Program | Link | Action | Performance Measure | Responsibility | Six Month Review to 31 December 2023 | Six Month Review to 30 June 2024 |
| | | | Peace Precinct Masterplan. | | | | |
| R2. Show leadership and promote actions that ensure all members of the community have an equal opportunity to participate fully within the community. | R2.1 Be a responsible employer committed to the principles of equal employment opportunity. | R2.1.a | Continue to explore options to increase employment opportunities for those groups identified in the EEO Management Plan. | Employment of target groups increased. | General Manager | No specific action during period. The importance of pursuing this objective is a component of the Leadership program currently underway. | No specific action during the review period. |
| R3. Continue to deliver and ensure all high movement areas, public buildings and appropriate Council resources and services are accessible for all the community. | R3.1 Review the Disability Inclusion Action Plan (DIAP). | R3.1.a | DIAP reviewed, adopted and commence implementation of recommendations. | Extensive consultation undertaken and updated plan adopted by Council. | Director – Environmental Services | The DIAP is currently being reviewed and will be presented to Council in 2024. | A more detailed review of the DIAP has commenced and a more detailed Plan will be presented to Council for consideration in late 2024. |
| | | R3.1.b | Maintain the Access Incentive Fund. | Fund maintained and opportunities publicised to relevant stakeholders. | Director – Environmental Services | The policy has been reviewed and updated. The ability to apply for grant funding has been publicised to the community, together with an increase in the level of available funding. One application funded during the period. | Three applications for funding have been received during this reporting period. Regular advertising is provided. |

4.3 Acting General Manager

File Number: D24/1267

Author: Paul Devery, General Manager

RECOMMENDATION

- 1. That Director Infrastructure and Operations Dirk Wymer be appointed Acting General Manager during periods of General Manager Paul Devery's leave during September 2024.**
 - 2. That Director Environmental Services Larissa Hackett be appointed Acting General Manager during periods of General Manager Paul Devery's leave during October 2024.**
-

INTRODUCTION

It is likely I will need to be taking unspecified days of leave over the next few months, often at short notice.

In order to maintain continuity for the organisation it is considered prudent to plan for these absences in advance and have an Acting General Manager appointed.

BACKGROUND

It is recommended Director of Infrastructure and Operations Dirk Wymer and Director Environmental Services Larissa Hackett be delegated to act as General Manager during my absences throughout September and October 2024, with a similar report expected to be submitted to the October 2024 council meeting.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

4.4 Appointment of Delegates

File Number: D24/I342

Author: Paul Devery, General Manager

RECOMMENDATION

That Council endorse the following delegates continuing until the new council considers appointments:

Cowra Tourism Corporation Judi Smith**Erin Watt****Cowra Japanese Garden & Cultural Centre Bill West**

INTRODUCTION

The incoming council will review delegates and appointments to various bodies in its first few months, with final appointments expected to be made at the October 2024 council meeting. It is noted the upcoming by-election will also necessitate a further review.

BACKGROUND

While there is a local convention that appointed delegates are passive between a council election and the review of appointments, there is from time to time a need to vary that approach. For the coming few months it is considered appropriate to maintain the current delegates to the two organisations listed below and acknowledge they will be active during this time.

Cowra Tourism Corporation

Council's delegates are Cr Erin Watt and Cr Judi Smith. Cr Watt is also Chair of the corporation. Given that fact and the small numbers on the board jeopardising a quorum for board meetings, coupled with the planning for the 2024 Christmas street festival already underway, it would be appropriate for these delegates to continue in the role over the next few months.

Cowra Japanese Garden and Cultural Centre

Cr West is the current delegate to the Garden and is also Chair of the board. In addition, the board is well advanced in planning for Sakura Matsuri festival to be held in late September 2024.

Council endorsement of these three individuals continuing to actively serve as council delegates is recommended.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

4.5 2024 Meeting Dates

File Number: D24/I355

Author: Paul Devery, General Manager

RECOMMENDATION**1. That Council rescind resolution number 24/24 from February 2024***That Council adopt the following Council meeting dates for 2024:*

| Month | Day | Date | Meetings | Time |
|-----------------|----------------|-------------|--------------------------|-------------|
| JANUARY | Monday | 22 | Ordinary Council | 5pm |
| FEBRUARY | Monday | 12 | General Committee | 5pm |
| | Monday | 26 | Ordinary Council | 5pm |
| MARCH | Monday | 11 | General Committee | 5pm |
| | Monday | 25 | Ordinary Council | 5pm |
| APRIL | Monday | 8 | General Committee | 5pm |
| | Monday | 22 | Ordinary Council | 5pm |
| MAY | Monday | 13 | General Committee | 5pm |
| | Monday | 27 | Ordinary Council | 5pm |
| JUNE | Tuesday | 11 | General Committee | 5pm |
| | Monday | 24 | Ordinary Council | 5pm |
| JULY | Monday | 8 | General Committee | 5pm |
| | Monday | 22 | Ordinary Council | 5pm |
| AUGUST | Monday | 12 | General Committee | 5pm |
| | Monday | 26 | Ordinary Council | 5pm |
| OCTOBER | Monday | 14 | Ordinary Council | 5pm |
| | Monday | 28 | Ordinary Council | 5pm |
| NOVEMBER | Monday | 11 | General Committee | 5pm |
| | Monday | 25 | Ordinary Council | 5pm |
| DECEMBER | Monday | 9 | General Committee | 5pm |
| | Monday | 16 | Ordinary Council | 5pm |

2. That Council adopt the following meeting dates for the remainder of 2024:

| | | | | |
|------------------|---------------|-----------|--------------------------|------------|
| SEPTEMBER | Monday | 30 | Ordinary Council | 5pm |
| OCTOBER | Monday | 14 | General Committee | 5pm |
| | Monday | 28 | Ordinary Council | 5pm |
| NOVEMBER | Monday | 11 | General Committee | 5pm |
| | Monday | 25 | Ordinary Council | 5pm |
| DECEMBER | Monday | 9 | General Committee | 5pm |

| | | | | |
|--|---------------|-----------|-------------------------|------------|
| | Monday | 16 | Ordinary Council | 5pm |
|--|---------------|-----------|-------------------------|------------|

INTRODUCTION

In February 2024 Council adopted a revised meeting schedule for 2024, a copy of the resolution is included at Attachment 1.

BACKGROUND

That meeting schedule was predicated on an election being conducted and not declared until sometime between 1 October 2024 and 3 October 2024.

With the election now uncontested the time frames are required to change.

A council meeting to elect the Mayor and Deputy Mayor must be held within 3 weeks of the date of the election ie within 3 weeks of 14 September 2024.

While council meetings can be held on any day, Monday is the normal day for Cowra Council meetings. Using that approach gives the options of September 16, 23 or 30. September 16 would not be feasible as the new council will only get together early in that week for the first induction meeting and distribution of ballot papers and details for the election of Mayor and Deputy Mayor.

Either 23 or 30 September would be feasible however in the interests of ensuring sufficient time for councilors to consider these matters I have recommended that the meeting to elect the Mayor and Deputy Mayor be held on Monday 30 September.

It is further recommended October reverts to the normal meeting sequence of a general committee meeting on 14 October 2024 and an ordinary council meeting on 28 October 2024.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Extract - Minutes - Council Meeting February 2024 [↓](#)

EXTRACT - ORDINARY COUNCIL MEETING MINUTES

26 FEBRUARY 2024

4.1 2024 Meeting Dates**RESOLUTION 1/24**

Moved: Cr Judi Smith

Seconded: Cr Cheryl Downing

1. That Council rescind Resolution 232/23 from November 2023:***That Council adopt the following Council meeting dates for 2024:***

| <i>Month</i> | <i>Day</i> | <i>Date</i> | <i>Meetings</i> | <i>Time</i> |
|------------------|----------------|-------------|--------------------------|-------------|
| JANUARY | Monday | 22 | Ordinary Council | 5pm |
| FEBRUARY | Monday | 12 | General Committee | 5pm |
| | Monday | 26 | Ordinary Council | 5pm |
| MARCH | Monday | 11 | General Committee | 5pm |
| | Monday | 25 | Ordinary Council | 5pm |
| APRIL | Monday | 8 | General Committee | 5pm |
| | Monday | 22 | Ordinary Council | 5pm |
| MAY | Monday | 13 | General Committee | 5pm |
| | Monday | 27 | Ordinary Council | 5pm |
| JUNE | Tuesday | 11 | General Committee | 5pm |
| | Monday | 24 | Ordinary Council | 5pm |
| JULY | Monday | 8 | General Committee | 5pm |
| | Monday | 22 | Ordinary Council | 5pm |
| AUGUST | Monday | 12 | General Committee | 5pm |
| | Monday | 26 | Ordinary Council | 5pm |
| SEPTEMBER | Monday | 30 | Ordinary Council | 5pm |
| OCTOBER | Monday | 14 | General Committee | 5pm |
| | Monday | 28 | Ordinary Council | 5pm |
| NOVEMBER | Monday | 11 | General Committee | 5pm |
| | Monday | 25 | Ordinary Council | 5pm |
| DECEMBER | Monday | 9 | General Committee | 5pm |
| | Monday | 16 | Ordinary Council | 5pm |

2. That Council adopt the following Council meeting dates for 2024:

| Month | Day | Date | Meetings | Time |
|-----------------|---------------|-------------|--------------------------|-------------|
| JANUARY | Monday | 22 | Ordinary Council | 5pm |
| FEBRUARY | Monday | 12 | General Committee | 5pm |
| | Monday | 26 | Ordinary Council | 5pm |
| MARCH | Monday | 11 | General Committee | 5pm |
| | Monday | 25 | Ordinary Council | 5pm |
| APRIL | Monday | 8 | General Committee | 5pm |

EXTRACT - ORDINARY COUNCIL MEETING MINUTES

26 FEBRUARY 2024

| | | | | |
|----------|---------|----|-------------------|-----|
| | Monday | 22 | Ordinary Council | 5pm |
| MAY | Monday | 13 | General Committee | 5pm |
| | Monday | 27 | Ordinary Council | 5pm |
| JUNE | Tuesday | 11 | General Committee | 5pm |
| | Monday | 24 | Ordinary Council | 5pm |
| JULY | Monday | 8 | General Committee | 5pm |
| | Monday | 22 | Ordinary Council | 5pm |
| AUGUST | Monday | 12 | General Committee | 5pm |
| | Monday | 26 | Ordinary Council | 5pm |
| OCTOBER | Monday | 14 | Ordinary Council | 5pm |
| | Monday | 28 | Ordinary Council | 5pm |
| NOVEMBER | Monday | 11 | General Committee | 5pm |
| | Monday | 25 | Ordinary Council | 5pm |
| DECEMBER | Monday | 9 | General Committee | 5pm |
| | Monday | 16 | Ordinary Council | 5pm |

CARRIED

5 DIRECTOR-CORPORATE SERVICES

5.1 Quarterly Budget Review Statement - June 2024

File Number: D24/1179

Author: Graham Apthorpe, Acting Director - Corporate Services

RECOMMENDATION

That the Fourth Quarter Budget Review for 2023-2024 showing a Surplus of \$11,096,000 be adopted.

INTRODUCTION

Presentation of the Fourth Quarter Review for the quarter ending 30 June 2024 showing a surplus

BACKGROUND

The Fourth Quarter Budget Review for the year ending 30 June 2024 was considered at the information session held on Monday 20 August 2024. Council reviewed the budget and noted that the surplus demonstrated sound budgetary management on a significant range of activities over the twelve-month period.

| Fund | Original Estimate (\$000's) | 1 st Quarter Variation (\$000's) | 2 nd Quarter Variation (\$000's) | 3 rd Quarter Variation (\$000's) | 4 th Quarter Variation (\$000's) | Revised Estimate for 30/06/2024 (\$000's) |
|---------|-----------------------------|---|---|---|---|---|
| General | \$ 7,397 Surplus | \$ 1,481 Improvement | \$ 2,732 Improvement | \$ 1,107 Deterioration | \$ 1,240 Deterioration | \$ 9,263 Surplus |
| Waste | \$ 42 Surplus | \$ 54 Improvement | \$ 351 Improvement | \$ 58 Improvement | \$ 197 Deterioration | \$ 307 Surplus |
| Water | \$ 1 Surplus | \$ 3,370 Improvement | \$ 980 Deterioration | \$ 25 Improvement | \$ 1,115 Deterioration | \$ 1,301 Surplus |
| Sewer | \$ 477 Deficit | \$ 58 Deterioration | \$ 312 Deterioration | \$ 1,057 Improvement | \$ 14 Improvement | \$ 224 Surplus |
| Total | \$ 6,964 Surplus | \$ 4,846 Improvement | \$ 1,791 Improvement | \$ 33 Improvement | \$ 2,539 Deterioration | \$ 11,096 Surplus |

ATTACHMENTS

Nil

5.2 Section 355 Committee Draft Minutes - Audit, Risk & Improvement Committee - 8 August 2024

File Number: D24/1291

Author: Graham Apthorpe, Acting Director - Corporate Services

RECOMMENDATION

That the draft Minutes of the Audit, Risk & Improvement Committee meeting held on 8 August 2024 be noted.

INTRODUCTION

Attached for the information of Councillors are the draft Minutes from the recent Section 355 Committee meeting.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Draft Minutes - Audit, Risk & Improvement Committee – 8 August 2024 [↓](#)
2. Final Cowra Shire Council Audit, Risk & Improvement Committee Annual Report 2023-24 [↓](#)



MINUTES

Audit, Risk & Improvement Committee Meeting Thursday, 8 August 2024

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES**

8 AUGUST 2024

Order Of Business

| | | |
|-----------|--|----------|
| 1 | Welcome | |
| 2 | Apologies | |
| 3 | Declarations of Interest | |
| 4 | Confirmation of Minutes | 4 |
| 5 | Business Arising from Previous Minutes | 4 |
| 7 | Audit Office Correspondence | 4 |
| 7.1 | FY24 Annual Engagement Plan | 4 |
| 7.2 | Update on FY24 Audit Process | 4 |
| 6 | Questions for Directors (advance notice required) | 5 |
| 6.2 | Suite of Risk Documents | 5 |
| 6.3 | Risk Management | 5 |
| 8 | Reports of Council Officers | 5 |
| 8.1 | Internal Audit of Record Management System | 5 |
| 8.2 | Action Plan for Implementing OLG Guidelines | 6 |
| 8.3 | Annual Report on Review of Council Policies | 6 |
| 8.4 | Outstanding Reports | 6 |
| 6 | Questions for Directors (advance notice required) | 7 |
| 6.1 | Questions for Directors (advance notice required) | 7 |
| 9 | Action Items | 7 |
| 9.1 | Annual Review of Independent Member sitting fees | 7 |
| 10 | Standing Items | 8 |
| 10.1 | Compliance Matters | 8 |
| 11 | General Business | 8 |
| 11.3 | Committee's Annual Performance Report to Council | 8 |
| 11.2 | Review of Meeting Calendar | 8 |
| 11.1 | Call for General Business Items | 8 |
| 12 | Next Meeting Date | 9 |
| 13 | Meeting Close | 9 |

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES****8 AUGUST 2024**

**MINUTES OF COWRA COUNCIL
AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM 1, COUNCIL CHAMBERS, 116 KENDAL
STREET, COWRA
ON THURSDAY, 8 AUGUST 2024 AT 10 AM**

PRESENT: Mr Ron Gillard (Chair), Mr Geoff Twomey, Mr Shannon Buckley [via Teams], Cr Paul Smith (Deputy Mayor)

IN ATTENDANCE: Mrs Larissa Hackett (Director-Environmental Services), Mr Gabriel Faponle (Crowe) [via Teams], Mr Scott Ellison (Manager - Finance), Cr Bill West, Cr Nikki Kiss, Mr Dirk Wymer (Director - Infrastructure & Operations), Mrs Lee Redgrave (Secretariat)

The Director – Infrastructure & Operations arrived later in the meeting.

1 WELCOME

The Chair welcomed everyone to the new ARIC, introduced the newly appointed third Independent Member Mr Shannon Buckley, and Councillors Bill West and Nikki Kiss as observers.

2 APOLOGIES

Ms Monique Bartley (Audit Office), Mr Paul Devery (General Manager), Graham Apthorpe (Acting Director – Corporate Services), and Ruth Fagan (Mayor)

3 DECLARATIONS OF INTEREST

Nil

Prior to confirming the minutes of the last meeting, the Chair proposed that in line with moving forward with the revised voting requirements under the new Terms of Reference, the voting members of the Committee would now make its recommendations to Council on a consensus basis, taking into consideration the contributions raised by all attendees at the meeting. This proposal was accepted by the voting members and supported by the Committee as a whole.

As such, all recommendations that follow are made by consensus unless stated otherwise.

The Committee then returned to the agenda proceeded with reviewing and confirm the previous minutes.

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES****8 AUGUST 2024****4 CONFIRMATION OF MINUTES****RECOMMENDATION**

That the minutes of Audit, Risk & Improvement Committee Meeting held on 7 March 2024 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTESInternal Audit of Chemical Handling & Storage - Scope & EOI Process Update

The Chair queried the current status of the EOI process. The Manager – Finance advised that the EOI process had been completed and had been advised that the audit is underway with an inspection taking place yesterday.

The Chair requested the Committee at this point move to *Item 7*, Audit Matters, pending arrival of the Director – Infrastructure & Operations.

7 AUDIT OFFICE CORRESPONDENCE7.1 FY24 Annual Engagement Plan**RECOMMENDATION**

That the Audit, Risk & Improvement Committee note the receipt of the final Annual Engagement Plan circulated separately to members out of session.

CARRIED

7.2 Update on FY24 Audit Process**RECOMMENDATION**

That the Audit, Risk & Improvement Committee note the verbal updates in the audit process presented by Mr Gabriel Faponle (Crowe) and Council's Manager – Finance, as well as providing a verbal update on the outstanding actions in the previous Audit Management Letter.

CARRIED

The Chair sought confirmation from Mr Gabriel Faponle that they are sufficiently resourced to meet the agreed timetable based on his current knowledge, to which Mr Faponle confirmed all steps possible including consultation with the Audit Office had been taken so ensure deadlines will be met.

Mr Gabriel Faponle left the meeting at 10.30 am

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The Chair returned to agenda *Item 6.2, with item 6.1 deferred* pending arrival of the Director – Infrastructure & Operations.

6 QUESTIONS FOR DIRECTORS (ADVANCE NOTICE REQUIRED)**6.2 Suite of Risk Documents****RECOMMENDATION**

1. That the Audit Risk & Improvement Committee received and note the report from the Acting Director – Corporate Services on the suite of Risk Documents and commends the initiative taken by Council's General Manager and Directors in initiating this improvement process.
2. That the Audit Risk & Improvement Committee request a progress report on the development of the 'Suite of Risk Documents' to be presented to the November Audit Risk & Improvement Committee meeting.

CARRIED

As part of the agenda item, the Committee also discussed the recent Office of Local Government development of a "Council Self-Assessment Pulse Check" that was circulated to General Managers to assist with assessing Council's risks. The Committee requested the document be circulated to the Committee's non-voting delegates and Cr Nikki Kiss for information.

6.3 Risk Management**RECOMMENDATION**

That the Audit Risk & Improvement Committee note the report from the Acting Director – Corporate Services regarding Risk Management.

CARRIED

The Director – Environmental Services left the meeting at 10.48 am

8 REPORTS OF COUNCIL OFFICERS**8.1 Internal Audit of Record Management System****RECOMMENDATION**

1. That the Audit Risk & Improvement Committee note the report on the Internal Audit of Council's Record Management Systems from the Acting Director – Corporate Services.
2. That an update of progress against the Agreed Management Action Plan in Appendix 4 in the final Centium Report provided in November 2023 be presented to the November ARIC meeting.
3. That the Chair provide Mr Shannon Buckley with the internal audit

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**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
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report from Centium on the Internal Audit of Record Management System and the Internal Audit of Development Application Processes.

CARRIED

8.2 Action Plan for Implementing OLG Guidelines**RECOMMENDATION**

1. That the Audit Risk & Improvement Committee note the report from the Acting Director – Corporate Services.
2. The Audit Risk & Improvement Committee request the Chair to prepare a draft Internal Audit Charter and a draft Four Year Work Plan to be presented to the next meeting in November for endorsement and subsequent presentation to Council for adoption.

CARRIED

8.3 Annual Report on Review of Council Policies**RECOMMENDATION**

1. That the Audit Risk & Improvement Committee note the report from the Acting Director – Corporate Services regarding the annual report on the review of Council policies.
2. That the Audit Risk & Improvement Committee request Management to review the policies in the report for relevancy and potential rescission, and provide the Committee with the review outcome to the next meeting.

CARRIED

8.4 Outstanding Reports**RECOMMENDATION**

That the Acting Director – Corporate Services' report on outstanding reports to be provided to the Audit, Risk & Improvement Committee be received and noted for deferral to the next meeting.

CARRIED

The Director – Infrastructure & Operations arrived at the meeting at 11.02 am, and the Chair returned to *Item 6.1*.

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES****8 AUGUST 2024****6 QUESTIONS FOR DIRECTORS (ADVANCE NOTICE REQUIRED)****6.1 Questions for Directors (advance notice required)****Recycling Material**

Following the advanced notice request of the Chair, the Director – Infrastructure & Operations provided a brief outline of the historical matter of yellow bin material being diverted direct to landfill, with particular focus for the Committee on areas of risk to Council.

RECOMMENDATION

1. The Director – Infrastructure & Operations will provide a copy of his report presented to Council to the Audit Risk & Improvement Committee out of session.
2. That the Audit Risk & Improvement Committee thank the Director – Infrastructure & Operations for his time and presentation today, for the information provided to the Committee on questions raised, and the ensuing discussion.
3. That it be noted that the Audit Risk & Improvement Committee is reasonably satisfied that the matter does not require further attention from the Committee given today's discussion and the resolutions of Cowra Shire Council on this matter.
4. That the Audit Risk & Improvement Committee would like to reiterate to councillors that the Committee operates under and are accountable to the governing body, and that any reasonable concerns that councillors may have can also be referred to the Committee for assessment via Council Resolution.

CARRIED

9 ACTION ITEMS**9.1 Annual Review of Independent Member sitting fees****RECOMMENDATION**

That the report presented to the Audit Risk & Improvement Committee by the Acting Director – Corporate Services be noted.

CARRIED

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES****8 AUGUST 2024****10 STANDING ITEMS****10.1 Compliance Matters**

Nil Report

11 GENERAL BUSINESS

At the request of the Chair, the agenda order for the General Business section was reversed.

11.3 Committee's Annual Performance Report to Council**RECOMMENDATION**

That the Audit Risk & Improvement Committee endorse the draft Annual Performance Report to Council and that the Committee requests the report be presented to Council at its next meeting.

CARRIED

Cr Bill West thanked and complimented the Chair on his report and the time he put into the report's content.

11.2 Review of Meeting Calendar**RECOMMENDATION**

That the Audit Risk & Improvement Committee note the report on the proposed calendar and that future dates are to be determined at the November Audit Risk & Improvement Committee.

CARRIED

11.1 Call for General Business Items

The Chair raised with the Committee the resignation of Michael Jones, the Director – Corporate Services, effective from mid-April 2024, acknowledging Mr Jones' achievements and investment in the Audit Risk & Improvement Committee and Council as a whole. The Chair advised that Mr Graham Apthorpe, the former Director – Corporate Services retiring from the position in 2017, is now acting in the role until a permanent replacement for the position is found. The Chair advised that the recruitment process has been lengthy and challenging to attract suitable candidates to the role in Cowra, however also acknowledging that this is not uncommon for rural/regional councils in the recruitment of key roles.

RECOMMENDATION

- 1. That the Audit Risk & Improvement Committee note the verbal update from the Chair on the Director – Corporate Services position at Cowra Shire Council and the recruitment process for permanent appointment to the role.**

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES****8 AUGUST 2024**

2. That the Audit Risk & Improvement Committee acknowledges the difficulties and challenges experienced by Council to secure a suitably qualified replacement for the role, but are encouraged by the progress of Council in this process.

CARRIED

12 NEXT MEETING DATE

The next meeting will be held on Thursday, 7 November 2024 at 10.00 am in the Cowra Council Chambers, 116 Kendal Street, Cowra, with the starting time subject to change to enable the attendance in person by the newly appointment Independent Member.

13 MEETING CLOSE

In closing the meeting, the Chair took this opportunity to thank Cr Bill West for his many years of service with Cowra Shire Council and in particular with the Audit Risk & Improvement Committee. The Chair commented that the Committee has greatly benefited from Cr West's knowledge and suggestions and wished him the best in his retirement.

Cr West thanked the Chair for his comments and acknowledged that his highlights were the people he met and his involvement with knowledgeable members of the Committee.

Secondly, the Chair thanked the Deputy Mayor Cr Paul Smith for his active participation on the Committee, for his support and his business acumen and experience. Cr Smith acknowledged the level of understanding that the Independent Members bring to ARIC. He also noted how fortunate Council it is to have such wonderful Council staff and that it is a pleasure to be a councillor.

The Chair also thanked Cr Nikki Kiss for taking up the invitation to attend an Audit Risk & Improvement Committee meeting. Cr Kiss acknowledged her appreciation for the opportunity and the insight it brought to the workings of the Committee and its role.

The meeting closed at 11.50am.

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CHAIRPERSON



Cowra Shire Council

Audit, Risk and Improvement Committee

2023-24 Annual Report

Report prepared by the Chair of
Cowra Shire Council Audit, Risk and Improvement Committee

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1. Introduction

The Charter of the Audit, Risk and Improvement Committee ("ARIC" and "Committee") in effect for the reporting period was last reviewed, updated and adopted by Council on 22 October 2018 and required that the Committee report to Cowra Shire Council ("Council") at least annually on its performance.

Following the introduction of NSW State legislation in December 2023, Council adopted its Terms of Reference ("ToR") for the Committee on 22 April 2024 which replaces the Committee's Charter with effect from 1 July 2024. The ToR continues the requirement of an annual report from the Committee.

This report covers the period from 1 July 2023 through 30 June 2024. Prior to its presentation to Council, this report was reviewed and endorsed by the Members of the Committee.

The ARIC has been established by Council as a key component of its governance framework. The existing Charter and replacing ToR both set out the roles and responsibilities of the Committee, its authority and operational guidelines, membership and the tenure of its Members, and their reporting responsibilities.

Historically, based on the original 2010 guidelines issued by the Office of Local Government ("OLG"), the Charter was developed and initially adopted by Council on 23 May 2011, requiring a review every two years. Formal reviews of the Charter, and subsequent adoptions by Council, were undertaken in 2013 and 2018. The required review in late 2020 was repeatedly deferred due to the continued delays in drafting and finalisation of the OLG's *Guidelines for Risk Management and Internal Audit for Local Government in NSW* ("Guidelines") and proposed regulation changes.

Membership of the Committee for the reporting period comprised two (2) Councillors and two (2) Independent Members, with one Independent Member elected as Chair. Suitably qualified Independent Members of the Committee are selected following an expression of interest process and appointed by Council.

2. Audit, Risk and Improvement Committee Report

2.1 Charter / Terms of Reference

The Committee undertook a significant revision of the Charter in 2018 which Council adopted in October of that same year. No material revisions have occurred since then due to the awareness of the proposed changes from the OLG and their impending finalisation.

The Council and Committee were fully aware of proposed changes initially introduced by the *Local Government Amendment (Governance and Planning) Act 2016* and subsequently finalised via *Local Government (General) Regulation 2021* with the associated draft *Guidelines for Risk Management and Internal Audit for Local Government in NSW* published in December 2022. It should be noted that the *Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023*, the legislation giving statutory force to elements of the Guidelines, was only passed on 1 December 2023 following further revision of the Guidelines through to November 2023.

Broadly, these changes collectively require each council in NSW to have an ARIC, a robust Risk Management Framework, and an effective Internal Audit Function by 1 July 2024. In doing so, the amendments specify (amongst other things) a range of aspects of Council's operations that the Committee must keep under review, as well as a change to the structure and membership to ensure its independence.

As the mandatory elements of the Guidelines were still to be proclaimed, the Committee had throughout the first half of the reporting period continued to support Council's position to defer any immediate revision of the Charter until such time that the provisions have been finalised and proclaimed. Given the then suggested finalisation of the OLG consultative process in respect of the draft Guidelines, coupled with the unadjusted and fast approaching proposed enforcement date of July 2024, the ARIC Members continued to request Council to revisit its deferral position regarding the implementation through to its November 2023 meeting given the significant amount of preparation and consultation that would be required in order to meet the anticipated July 2024 deadline.

As a result of the Committee's prior commitment to continue to monitor this matter and endeavour to ensure the new requirements are adequately considered as part of the continuous improvement process, the Committee was sufficiently prepared to initiate the steps required at its 7 March 2024 meeting that would enable and achieve Council's material compliance with the foundational components of the regulations within the extremely tight timeframe by:

- developing a draft ToR (based predominately on the OLG's model ToR) for review and endorsement by the Committee at its 7 March 2024 meeting;
- the ARIC Chair participating in an information session for Councillors on 15 April 2024 to discuss/highlight changes under the finalised Guidelines and drafted ToR;
- presenting the ARIC endorsed ToR to Council at their 22 April 2024 ordinary meeting for its consideration and adoption;
- Council confirming continued appointments of existing Independent Members;
- undertaking an EOI process in May/June to fill the required third Independent Member role, and to make the recommendation to the 24 June 2024 Council for endorsement and appointment; and
- ensuring that Independent Members terms are staggered to mitigate against loss or disruption to the continuity of knowledge and experience with Council.

2.2 Committee Membership

The Committee Members during the period covered by this report were:

Independent Members:

- Geoff Twomey (Appointed 17 October 2022, with Council reconfirming continuation of his initial four year term will continue through 17 October 2026 under the ToR)
- Ron Gillard (Initially appointed 28 September 2015, Committee elected Chair from 22 March 2019 to 30 June 2024, and Council appointed Chair under the ToR for a four year term commencing 1 July 2024)

Councillor Members:

- Cr Bill West (Mayor pre-September 2023)
- Cr Paul Smith (Deputy Mayor post-September 2023)

Background of Independent Members

Geoff Twomey FCA is a chartered accountant who has been in public practice for more than 50 years, and an active registered company auditor for 40 years. He is presently an Independent Member/Chair on Audit, Risk and Improvement Committees of Golden Fields Water and Forbes Shire Council, and has recently completed a challenging 8 year appointment on the board of Murrumbidgee Local Health District. Geoff during his period as a resident of Cootamundra and has assisted many community groups and projects including the establishment of the Cootamundra Development Committee.

Ron Gillard has attained a broad range of commercial experience in the Australian manufacturing and investment sectors, as well as from participating in significant business ventures in Australia, the US and Europe. Since commencing his management consulting business in 2005, he has also held a number of honorary executive positions on boards and/or committees for not-for-profits, community organisations, and other institutions. At various times during this same period, Ron has been appointed as an Independent Member or Chair to Audit, Risk and Improvement Committees of twenty-one regional and rural councils and/or Joint Organisations. He is currently the Chair of seven and a Member of a further nine (with three shared ARIC's representing ten of the current total). Ron holds a Master's Degree in Commerce.

2.3 Committee Meeting Attendance

The table below sets out the meetings of the Committee held during the reporting period and the attendance of Committee Members at these meetings.

It is also acknowledged that the General Manager, Director - Corporate Services, Manager – Finance, and at least one representative of the Audit Office of NSW attended all of the above meetings, along with key Council staff from time to time.

Table 1: Summary of Committee Meetings and Member Attendance

| Meeting Date | Cr WJ West | Cr P Smith | R Gillard | G Twomey |
|--------------|------------|------------|-----------|----------|
| 3/8/2023 | ✓ | ✓ | ✓ | ✓ |
| 30/11/2023 | ✓ | ✓ | ✓ | ✓ |
| 7/3/2024 | ✓ | ✓ | ✓ | ✓ |

2.4 Role of the Committee

As stated in the Charter, the primary role of the Committee is to independently provide assurance and to assist Council's activities to achieve its strategic objectives through the oversight of risk, compliance, external accountability and internal control environments in Council. The Committee does this by:

- examining and commenting on Council's Risk Management Framework and practices, including review of internal control mechanisms;
- reviewing financial reporting, including reviewing the work of the Council's external auditors;
- monitoring legislative compliance, including compliance with policies and guidelines issued by the OLG;
- reviewing the work of Council's Internal Audit Function, including achievement of Council's strategic objectives and advising management on the annual and long-term program of internal audits;
- monitoring progress of internal process improvement projects, including the implementation of internal and external audit recommendations;
- provide advice on the scope of each project to ensure that each audit or review addresses the breadth of detail expected; and,
- report to Council on significant governance, risk, and internal control issues.

The Committee has instituted key management compliance declarations with Council management and these are monitored and reported on progressively throughout the year at Committee meetings, as well as via the scope and deliverables of internal and external audits.

The role of the Committee per the ToR remains consistent with above as it is ultimately governed by the unamended section 428A of the *Local Government Act 1993*.

2.5 Annual Performance Review

It was required by the existing Charter for the Chair to initiate a self-assessment based review of the performance of the Committee annually, unless otherwise determined by the Chair, including input from management and any other relevant stakeholders.

As a result of the time constraints placed on Council and the Committee in achieving the structural compliance requirements imposed on them via the unexpected non-extension of the Guidelines and regulation effective date, the Chair determined to not undertake this year's annual self-assessment of the Committee.

There were no changes to the continued membership of the Committee during the reporting period, the Committee as a whole believes Council can continue to take solace in the continuity of the stable, skilled and experienced Committee membership, including management, that is suitably qualified and works in a collegial fashion.

2.6 Key Activities Undertaken During the Reporting Period

The following summarises the key activities undertaken by the Committee during the reporting period:

- Attendance by all Directors during the first part of each Committee meeting and respond to questions (with advance notice where possible) from the Committee Members, including participation in the annual review of the Risk Register and any other risk management matters that may arise (standing agenda item).
- Continued monitoring of the timely actioning of recommendations resulting from the external auditor's Interim and/or Final Audit Management Letters.
- Continued monitoring of the timely actioning of recommendations resulting from the Fraud Control Framework Assessment Report (2019).
- Continued monitoring of the development and progress of Council's IT Strategy (2019).
- Continued monitoring and completion of the recommendations resulting from the Cyber Security Report (2020).
- Continued monitoring of Council policies to ensure currency of policies.
- Ongoing monitoring of Council's legislative compliance matters, including adherence to updates/changes in compliance and governance as identified via OLG Circulars, and 'non-compliance matters' as a reportable standing agenda item.
- Reviewed and monitored implementation of management's responses to the internal audit recommendations from projects listed below at 2.8, as well as to those recommendations resulting from the financial year external audits, which strengthen Council's internal control environment.
- Continued monitoring of all 'unplanned' internal audit or review projects that are not part of the Committee's adopted Long-Term Internal Audit Plan.

- Reviewed and monitored progress against the adopted Long-Term Internal Audit Plan for 2020/21 – 2022/23, and subsequent extension to 2023/24.
- Oversight of the delivery of an unqualified opinion on Council's 2022/23 financial statements by the external auditors, and the preparation of the 2023/24 external audit by way of the Annual Engagement Plan.
- Enquired and reviewed the broad estimated impact to Council from the shifting of State Government and other entities costs to Council.
- Monitored progress against the results of Council's participation in the CNSWJO initiative to assess the needs and capabilities of Council to improve and/or implement new systems to support their asset management strategy and the integrated planning framework.
- Assessed the results of the Audit Office of NSW ("AONSW") Performance Audit of *Financial management and governance in MidCoast Council (June 2023)* and its applicability to Council.
- Continued development and review of Council's risk register(s), including how departmental risk register information is reviewed, assessed and consolidated in the Council-wide register.
- Revisited and continued to monitor progress to the release of the final Guidelines in December 2023 following the further consultation and revisions subsequent to those distributed in late 2022.
- Developed a step plan for Council to ensure the mandatory 'compliance' components of the finalised Guidelines were implemented prior to 1 July 2024.
- Prepared, reviewed and endorsed a draft ToR predominately based on the OLG model for presentation to Council for adoption at the April 2024 meeting, with the Chair attending an information session in the week prior to assist Councillor's understanding of the actual and potential impact to Council and the Committee under the proposed ToR.
- Assisted Acting Director Corporate Services with EOI process for the third Independent Member, including development and review of application package, advertisement, shortlisting, interviewing potential candidates, and making the recommendation to Council for appointment at the June 2024 meeting.
- Initiated a market review of Independent Member fees to ensure the ability to remuneratively attract the desired level of experienced and qualified Independent Members for Council's ARIC.

2.7 Risk Management

Continuing with the significant progress made in recent years, a standing agenda item ensures the Committee is routinely informed of all matters where new risks are identified and/or where there are movements in the residual risk rating of previously identified risks. As such, the Committee continues to receive a regular snapshot of any changes to Council's risk profile and/or exposure without the need of thoroughly reviewing a detailed risk register at each meeting.

As noted previously, as required by the finalised Guidelines, the Committee and Council will need to review the existing risk related policies/procedures and ensure a compliant and robust Risk Management Framework is in place as soon as feasibly possible.

The Committee will continue to monitor and review management's identification and assessment of risks to Council, as well as assist Council in the appropriate review and development of a compliant Risk Management Framework.

2.8 Internal Audit

Internal Audit Plan

The Committee adopted the Long-Term Internal Audit Plan for 2020/21 – 2022/23 at its meeting on 12 December 2019, and included the reviews of:

- DA processes – Originally scheduled for mid-2021, but deferred with Committee approval to mid-2022. Continued delays were experienced and management advised at the March 2023 meeting that due to further resourcing and staffing challenges at Council, the undertaking of the internal audit had been rescheduled to July 2023. Following the audit, the final report to Council containing the audit findings and recommendations was presented to the November 2023 ARIC meeting. The Committee requested ongoing quarterly updates of management's progress of actioning the recommendations and will continue to monitor until all actions are completed/closed.
- Records management system and document retention/disposal – Originally scheduled for mid-2022. Management advised that the internal audit was conducted in June 2022, though it was explained that a significant delay was experienced in obtaining the draft report from the auditors. The final report to Council containing the audit findings and recommendations was finalised in October 2023 and presented to the next ARIC meeting. The Committee requested ongoing quarterly updates of management's progress of actioning the recommendations and will continue to monitor until all actions are completed/closed.
- Chemicals handling and storage – Originally scheduled for mid-2023, though due to extended delays with other internal audit projects, the Committee had recommended the project be deferred to the 2023-24 year. A draft EOI and scope of work was developed in February 2024 and placed on exhibition, with draft timeline requiring the audit to be conducted and the provision of a final report prior to 30 June 2024. Given the resignation of the Director – Corporate Services during that period, it is anticipated that further delays will be experienced.

Mindful and understanding of continued delays that have been experienced, it will be likely that the Committee will agree to extend the current Long-Term Internal Audit Plan to the end of the 2024 calendar year to allow the completion of the last project in the existing plan. While the extended delay is disappointing on face value, the finalisation and implementation of the Guidelines during the reporting period allows the ARIC to incorporate the development and adoption of the next strategic Internal Audit Plan as part of the required review Council's Internal Audit Framework in the early days of the next council term.

From time to time, Council is also presented with opportunities to participate in undertaking a review of Council operations that are outside of the adopted Long-Term Internal Audit Plan. During the period, progress against the reported outcomes of the following 'unplanned'

internal audit reviews from the previous reporting period continued to be monitored by the Committee:

- National Asset Management Assessment Framework (NAMAF) (May 2020)
- Cyber Security (May 2020)
- StateWide Mutual – CIP Self-Assessment Benchmarking (2023)
- StateCover – WHS Self Audit Report & Action Plan (2023)

The Committee is satisfied with the quality of 'unplanned' internal audit work undertaken, the reported outcomes, and management's response/progress toward corrective action where necessary.

Independent Assessment of the Internal Audit Function

As part of the framework for the professional practice of internal auditing (IPPF) it is expected that an independent assessment of the Internal Audit Function be performed to ensure that the practice of internal auditing is occurring in accordance with professional standards. The new Guidelines also require this to occur once every term of council.

Given the Committee's satisfaction to date with the reports/results and management responses/actions to past internal audit projects, coupled with the replacement of the Director Corporate Services and the legislative impositions to Council's future Internal Audit Function, it is appropriate to defer any consideration of an effective review to the preparation stage of the next Long-Term Internal Audit Plan which is currently anticipated for consideration and approval within the next 9-12 months. To allow for the 'new' Internal Audit Function to be fully operational for a year or so before undertaking a review/assessment, it is anticipated that the required review may not occur until the latter part of calendar 2025 or early 2026, though under the Guidelines we effectively have until the end of the next council term completing in the second half of calendar 2028 if needed.

A New Risk Management and Internal Audit Framework for Local Councils in NSW

In 2016, the NSW Government made it a requirement under the Local Government Act 1993 ("Act") that each council have an ARIC in place. This requirement was originally to take effect from March 2021, however COVID-19 and Ministry changes deferred this requirement to June 2022.

The original Discussion Paper published in September 2019 outlined the legislative framework which is expected to provide guidance on how Council should establish and operate an ARIC and complementing internal audit and risk management functions. Further, Councils would be required to proactively manage any risks they face under the new guiding principles of the Act.

A 'revised' Discussion Paper was published in August 2021 theoretically in response to the submissions received from stakeholders at the end of 2019, however it is generally agreed that the amendments were cosmetic in nature and immaterial to the original requirements of the proposed framework. Subsequent submissions to the OLG on the 'revised' Discussion Paper were made by both Council and Independent Members at the end of 2021.

As noted earlier in this report, the consultative process appeared to have been finalised with the distribution of the 'final' Guidelines in December 2022, along with the proposal of enactment giving statutory force to elements of the Guidelines. Despite this, the Committee continued to express its great concerns for the proposed changes and unequivocally supported Council in its objections to the Guidelines impositions on Council and the Committee Members. While not achieving the desired outcomes to address our collective concerns, there appears to have been genuine consideration and movement towards accommodating some key objections in the Guidelines and regulations that were finalised and enacted in December 2023.

The ARIC is commonly recognised, including under the Guidelines, to be an 'advisory committee' to Council, and the Committee does not believe it has the ability or structure to effectively become the type of OLG desired 'management committee' that ultimately adds to the workload and financial resource burdens of Council in order to achieve the theoretical goals of assurance in the final Guidelines. Thankfully, the last review of the Guidelines included an albeit limited allowance for the Chair and/or Committee as a whole to be realistic in its adoption/enforcement of the legislated requirements to ensure that they are "commensurate with the size and operational complexity of the council and its risk profile".

Finally, given the relative 'newness' of this, it should be noted that even the larger and abundantly resourced councils that pre-emptively adopted the largely unchanged elements of the Guidelines are not significantly further advanced than Council despite their early adoption. It is clearly understood across experienced ARIC Chairs and Independent Members that the full implementation and adherence with the Guidelines will take many years to implement, with the next few years being an evolutionary process as we all learn/adapt, with many drawing an analogy to the implementation of the IP&R framework. As such, the Committee will develop the necessary components as Council's needs, time and resources permit, and will continue to monitor progress across the industry and to respond accordingly to ultimately ensure we collectively meet our legislative obligations.

2.9 External Audit

The Local Government Amendment (Governance and Planning) Act 2016 gave the Auditor-General the mandate to also audit NSW local councils. During the reporting period the Audit Office of NSW ("AONSW") undertook the external audit of Council's 2022/23 financial statements.

The 2022/23 Annual Financial Statements audit produced an unqualified audit opinion, with no significant new areas of concern noted. The Committee notes for the third consecutive year that management had no 'new' and/or significant matters raised by the external auditor during the audit, and that Council had made significant progress in addressing the residual matter identified as outstanding from prior year external audits.

The AONSW and its contractor are invited to attend and participate in all Committee meetings (in person where possible or via visual/audio link) for the full agenda if their schedule(s) permit. During the period, the AONSW contractor, Intentus Chartered Accountants (FY23) and/or Crowe Audit Australia (FY24), joined all of the Committee meeting by video/audio link.

The Committee also met with the AONSW's contractor during the period and oversaw the delivery of the Annual Engagement Plan for the year ending 30 June 2023, as well as reviewed the draft Annual Engagement Plan in March 2024 (final received and reviewed out of session) for the current financial year audit.

Non-recognition of Rural Firefighting Equipment by Councils

During the previous reporting period, there was a significant local government wide issue regarding the AONSW and NSW Treasury position that effectively attempted to force their position onto councils with the 'threat' of qualified audits as well as the inability to access future government funding, etc.. In short, the AONSW and Treasury opined that the Rural Fire Service ("RFS") mobile assets were under the 'control' of the councils where the RFS mobile assets were physically located on the last day of each financial year. Their opinion/position was a very legalistic view and totally reliant upon the words contained in legislation rather than the rational and practical application of 'control' under the Australian Accounting Standards and OLG Code of Accounting Practice. As a result, most councils across the state, regardless of whether they were directly impacted by this issue, collectively objected both strongly and publicly to the issue as well as to the associated and potentially coercive approach adopted by AONSW and Treasury to boost/force compliance. Ironically, the AONSW's own findings from their 'performance audit' of the RFS last year (ie. "*Planning and Managing Bushfire Equipment*" published 27 February 2023), significantly supports the collective council position that the RFS in fact and in practice 'control' their mobile assets.

In the end, the nett number of councils recognising RFS mobile assets increased by six (6), which consisted of 14 recognising for the first time less 8 who de-recognised those assets in FY22. Anecdotally, it is commonly and widely understood that the vast majority of first-recognition councils did so due to the potential detrimental impact that would result from receiving a qualified audit. For FY22, a total of 62 councils, or 58.5% of RFS impacted councils, refused to recognise the disputed assets either outright or on a technical 'immateriality' basis. For FY23, the non-recognition councils reduced slightly to 56 (54%) of RFS impacted councils refusing to recognise the disputed assets. It was also noted that there was an almost 50% increase in councils that did not recognise the disputed assets, but were able to demonstrate and satisfy the AONSW that they were 'immaterial'.

[Source: AONSW "*Local Government 2022*" (13 June 2023), and "*Local Government 2023*" (26 March 2024)]

The historical position of Council and its potential reversal was raised by councillors and management at the ARIC's August 2022 meeting, and was reviewed again by the Committee in August 2023. After reasonable discussion and consideration of the resources required to reverse the asset recognition, along with the potential impact of a qualified audit and the likely non-compliance with reporting deadlines, the prudent decision to maintain the status quo until the matter is legislatively resolved was fully supported by the Committee. The Council's position and the Committee's support of that position remained unchanged during the reporting period, however the growing trend and potential amicable resolution resulting from a change in leadership at the AONSW suggests that Council may also benefit from non-recognition and noting as 'immateriality' in future years. The latter will be discussed and tested with the AONSW and/or its contractors during the coming year.

3. Committee Priorities for 2024/25

The key priorities of the Committee for the coming year are:

- Monitor and assist Council in the ongoing development and implementation of the final Guidelines and legislated requirements that are commensurate with the size and operational complexity of Council and their risk profile, including but not limited to the following key items:
 - an appropriate Risk Management Framework;
 - an appropriate Internal Audit model and framework;
 - an Internal Audit Charter that reflects the above model/framework; and
 - an ARIC 4 Year Work Plan for adoption by the incoming Council.
- Perform a gap analysis of Council's frameworks versus the expected requirements under the Guidelines.
- Monitor the evolutionary development and practical application of the Guidelines, and adjust Council's adopted elements as necessary.
- Closely monitor progression and finalisation of the residual Long-Term Internal Audit Plan to ensure all remaining planned audits are completed in a timely manner, and that consultation and due consideration is given in the development of the next plan.
- Monitor progress and resolution of management responses/actions resulting from the completed planned and unplanned internal audit project recommendations.
- Monitor progress against the recommendations outlined by AONSW in their audit management letters.
- Review published performance audits conducted by AONSW and assess applicability and potential benefit to Council for performing appropriate gap analysis.
- Monitor progress against the issue surrounding the non-recognition of rural firefighting equipment and its impact to Council, including assessing whether Council could adopt the potential immaterial non-recognition approach in the FY25 financial statements.
- Monitor and review the Council's risk registers and risk profile affecting events.
- Review the Committee's responsibilities as outlined in the replacing ToR to ensure they are fulfilled on a cyclical basis.

Ron Gillard

Chair – Cowra Shire Council Audit, Risk and Improvement Committee

8 August 2024

5.3 Section 355 Committee Draft Minutes - Cowra Youth Council

File Number: D24/1127

Author: Graham Apthorpe, Acting Director - Corporate Services

RECOMMENDATION

That the draft Minutes of the Cowra Youth Council ordinary meeting held on 17 June 2024 and 12 August be noted.

BACKGROUND

Attached for the information of Councillors are the draft Minutes from the recent Section 355 Committee meetings.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Cowra Youth Council draft Minutes - 17 June 2024 [↓](#)
2. Cowra Youth Council draft Minutes - 12 August 2024 [↓](#)



MINUTES

Cowra Youth Council Meeting Monday, 17 June 2024

COWRA YOUTH COUNCIL MEETING MINUTES

17 JUNE 2024

Order Of Business

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| 4.6 | Linda's Japan Staff Exchange - connecting with Joetsu City youth | 5 |
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COWRA YOUTH COUNCIL MEETING MINUTES**17 JUNE 2024**

**MINUTES OF COWRA COUNCIL
COWRA YOUTH COUNCIL MEETING HELD AT THE MEALSROOM, COWRA
COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 17 JUNE 2024 AT 3.30 - 5.00 PM**

PRESENT: Ms Laura Bennett (Chairperson), Ms Georgie Anning, Mr Ezekiel Austin, Ms Zipporah Austin, Ms Callie Bridges, Ms Lily Bridges, Mr Aiden Gundersen, Ms Emma Haslam, Ms Sienna Launders, Ms Isabella Lette, Ms Taylia Penyu, Ms Isabella Pepper, Ms Laura Price, Cr Judi Smith

IN ATTENDANCE: Mrs Linda Barron (Community Projects Officer)

1 APOLOGIES

Apologies were accepted from Cohan Howden, Taylia Penyu, Cr Erin Watt and Aiden Gundersen.

2 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of Cowra Youth Council Meeting held on 13 May 2024 be confirmed.

Moved: Georgie Anning Seconder: Ezekiel Austin

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 Senbazuru Project**

A Senbazuru Workshop is confirmed for Sunday 30 June from 10-11.30am at the Cowra Japanese Garden Education Centre. The workshop is free and open to the public. The workshop will focus on stringing the peace cranes together in chains using a darning needle and fishing line. The chains will then be attached to a frame.

Two Youth Councillors will be able to lay the Senbazuru at the Japanese War Cemetery as part of the official wreath-laying service for the 80th Anniversary of the Cowra Breakout on Monday 5 August.

3.2 Re-scheduled Youth Week Hunger Games Screening

The re-scheduled movie screening of 'Hunger Games: The Ballad of Songbirds and Snakes' has been confirmed for 2pm, Wednesday 10 July at the Cowra Civic Centre Theatre. It will be a free screening and we will give away lolly bags.

Ticketing will be done through the Civic Centre. Members are asked to help promote the movie afternoon.

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COWRA YOUTH COUNCIL MEETING MINUTES**17 JUNE 2024****3.3 Appointment of Communications Officer and Creative Designer**

Four members volunteered to be on a team to cover Communications and Creative Design tasks. Training will be provided by Emma Millward (former Council Communications Officer) and Stassi Austin (Cowra Tourism Marketing Officer and former Youth Council Social Media Officer).

Team members – Emma Haslam, Laura Bennett, Georgie Anning and Izzy Lette. Members who were absent will also be approached to assess their interest in being involved.

4 GENERAL BUSINESS**4.1 NAIDOC Week**

NAIDOC Week will be celebrated in Cowra on Monday 8 July. CYC Members will meet in Squire Park at 10.20am. The ceremony will commence at 10.30am with the March to follow at 11am. The Family Fun Day at the PCYC will follow the March. CYC has been confirmed for kids activities including tattoos, hair spray and face painting. CINC will provide materials. Members are asked to confirm attendance with Linda.

4.2 Cowra Breakout 80th Anniversary

The Cowra Breakout 80th Anniversary events will take place on 4-5 August. Congratulations to the six Youth Council members participating in the Breakout Youth Ambassador Program – Callie Bridges, Laura Price, Laura Bennett, Emma Haslam, Georgie Anning and Zipporah Austin. Youth Ambassadors will be involved in key events.

Cowra Youth Council will lay a wreath at the Australian War Cemetery during the wreath-laying ceremony on Monday 5 August as well as the Senbazuru in the Japanese Cemetery.

4.3 World Peace Day Youth Forum

The Cowra Youth Peace Forum is scheduled for Tuesday 19 September. There has been strong interest from schools with 100 people expected to attend. Craig Foster is confirmed as the guest speaker and UN Youth will facilitate a workshop.

The topic for the Public Speaking Competition was discussed. It was felt earlier suggestions to link to sport were too specific. It was agreed that the competition should offer 3 sections – Primary School, Years 7-9 and Years 10-12. The theme for the UN International Day of Peace is 'Cultivating a Culture of Peace'. A slightly different topic should be used for each section and relate to the theme.

4.4 CYC Annual Presentation to Council

The annual CYC Presentation to Council has been booked in for Monday 22 July at 4.15pm. The presentation will be prepared and delivered by our leadership team of Laura B, Laura P and Georgie. All members are encouraged to attend to give moral support.

4.5 Mental Health Month

A film screening of the documentary 'Connecting the Dots' was suggested as a possibility for Mental Health Month. It was agreed to contact headspace and investigate options for

Page 4

COWRA YOUTH COUNCIL MEETING MINUTES**17 JUNE 2024**

Australian documentaries before making a decision on a film as there was some uncertainty over how an American film would be received locally.

Mental Health Month activities will be considered again at the next CYC meeting.

4.6 Linda's Japan Staff Exchange - connecting with Joetsu City youth

Linda is travelling to Japan to undertake a staff exchange program with Joetsu City from 20-30 August. Members indicated they are willing to participate in a virtual meeting with Japanese students during her visit and assist Linda in preparing a video to give insights into the lives of young people in Cowra. Members are also pleased to assist in making friendship bracelets for Linda to distribute to Japanese students during her visit.

4.7 'Your Voice, Our Future' Youth Survey

The Office of Regional Youth and the Advocate for Children & Young People (ACYP) are currently promoting a Youth Survey and encouraging participation by young people from rural and regional areas. Given the stature of these organisations, Members were encouraged to complete the survey so that they could express their views and contribute their voices to the information being collected. Linda will circulate the survey link.

4.8 Bilyara Invitation - School Holiday activity

Bilyara has asked if some Youth Council members would be able to visit with their residents for an origami activity. Several members indicated they would be happy to participate. Linda will coordinate a visit, most probably in the July school holidays.

5 NEXT MEETING DATE

The next meeting will **not** be held on Monday, 8 July 2024 as originally scheduled due to NAIDOC Week. A meeting date is to be determined.

6 MEETING CLOSE

The Meeting closed at 5.30pm.

.....
CHAIRPERSON



MINUTES

Cowra Youth Council Meeting Monday, 12 August 2024

COWRA YOUTH COUNCIL MEETING MINUTES**12 AUGUST 2024****Order Of Business**

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COWRA YOUTH COUNCIL MEETING MINUTES**12 AUGUST 2024**

**MINUTES OF COWRA COUNCIL
COWRA YOUTH COUNCIL MEETING HELD AT THE MEALSROOM, COWRA
COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 12 AUGUST 2024 AT 3.30 - 5.00 PM**

PRESENT: Ms Laura Bennett (Chairperson), Mr Cohan Howden Ms Georgie Anning, Mr Ezekiel Austin, Ms Zipporah Austin, Ms Callie Bridges, Ms Lily Bridges, Mr Aiden Gunderson, Ms Emma Haslem, Ms Sienna Launder, Ms Isabella Lette, Ms Taylia Penyu, Ms Isabella Pepper, Ms Laura Price

IN ATTENDANCE: Mrs Linda Barron (Community Projects Officer)

1 APOLOGIES

Apologies were accepted from Ezekiel Austin, Cr Judi Smith and Cr Erin Watt

2 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of Cowra Youth Council Meeting held on 17 June 2024 be confirmed.

Moved: Georgie Anning

Seconder: Sienna Launder

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 Senbazuru Project**

The Senbazuru project was a success! It was laid at the Japanese Cemetery as part of the Cowra Breakout 80th Anniversary commemorations. The Japanese Gardens Cultural Centre was suggested as a good venue for a display of the senbazuru.

Linda will contact the Manager of the Gardens to see if they would be willing to display the senbazuru.

3.2 Hunger Games Screening

The Hunger Games screening was really good. The cinema wasn't full but it was still quite a few in attendance (approx.40).

Definitely an activity to run again in the future, although a less violent movie would be good. Consideration could be given to a double-header with a movie for younger children followed by one suitable for older teens.

COWRA YOUTH COUNCIL MEETING MINUTES**12 AUGUST 2024****3.3 NAIDOC Week**

The NAIDOC Week celebrations were fun! Members enjoyed the activities they ran and liked being a part of the Family Fun Day. It was noted that it rained again.

3.4 CYC Annual Presentation to Council

The annual presentation to Council on 22 July went well. Our presenters, Laura B, Laura P and Georgie were congratulated on their presentation preparation and delivery. One presenter commented that it was quite challenging as most of the people listening were sitting behind the presenter. Perhaps a different seating layout could be considered for next year.

3.5 Cowra Breakout 80th Anniversary

Our members who participated in the Youth Ambassador program enjoyed the experience. The highlight for many was the 1.30am event at the campsite. Meeting the Prime Minister and Governor were also good and it was really nice that the Governor took time to speak with them. Linda congratulated the Youth Ambassadors on their commitment and excellent presentation throughout the commemorative events. Many positive comments were received.

Taylia, Izzy and Zeeki were also thanked for representing the Youth Council by helping Ms Ryan with organising lantern distribution at the start of the Parade.

4 GENERAL BUSINESS**4.1 World Peace Day**

The World Peace Day Youth Forum is on Thursday 19 September (21 September is the actual date of the International day of Peace). Craig Foster is our guest speaker.

Members discussed options for the topic for the public speaking competition and considered feedback from the World Peace Bell Committee. In conclusion, the preferred topic is 'How to cultivate peace in our community.'

The CYC host the day, so members are asked to please confirm their availability. Callie and Lily advised they will not be able to attend.

4.2 Joetsu City Staff Exchange (Linda)

Linda is travelling to Joetsu City, Japan on 18 August. She thanked members for making friendship bracelets to give out to students at Takada High School as gifts of peace from the Youth Council.

A virtual meeting with the Student Leadership group of Takada High School is scheduled for Tuesday 27 August from 5.15-5.45pm. Judi will coordinate the CYC members from the Cowra end and Linda will be working with the head English teacher at Takada High School from the Joetsu end. Linda will request assistance from Council IT to set up the meeting link and operate the equipment.

Members recorded a greeting from Cowra for Linda to include in her presentations.

COWRA YOUTH COUNCIL MEETING MINUTES**12 AUGUST 2024****4.3 Sakura Matsuri Festival - Cowra Japanese Gardens**

The Cowra Japanese Gardens Sakura Matsuri Festival is on 28 September. The Gardens are seeking assistance from the Youth Council once again. Members agreed it would be good to help. Members are to confirm their availability closer to the date. Those travelling to Japan with St Raphael's school may be away.

4.4 Mental Health Month

Suggestions for a Mental Health Month activity included:

- Wheelchair Basketball
- Colour Run – probably not enough lead-in time to organise
- Stall at Show – work in with Council stand. Have interactive activity such as 'Minute to Win it' to engage young people. Could have key messages and resources available.
- Headspace may also have some suggestions. We could also ask them about their views on the 'Connect the Dots' film that Callie had suggested earlier.

An activity is to be decided on at the September meeting.

5 NEXT MEETING DATE

The next meeting will be held on Monday, 9 September 2024 at 3.30 - 5.00 pm in the Meals Room, Cowra Council Chambers, 116 Kendal Street, Cowra.

6 MEETING CLOSE

The Meeting closed at 4.45pm.

.....
CHAIRPERSON

5.4 Donation - Chor Farmer Concert

File Number: D24/1325

Author: Graham Apthorpe, Acting Director - Corporate Services

RECOMMENDATION

That Council provide a donation of up to \$988 (excluding GST) to the Cowra Seikei Student Exchange Committee from the Section 356 expenses budget for the hire of the Civic Centre for the Chor-Farmer concert on 12th October 2024.

INTRODUCTION

Mr Bob Griffiths, chairman of the Cowra Seikei Student Exchange Committee has written to Council requesting consideration of a financial donation of \$988 for the hire of the Civic Centre for the Chor-Farmer concert on 12 October 2024 which will raise funds for the Seikei Exchange Program.

BACKGROUND

Chor-Farmer had been coming to Cowra every two years since 1976 and after a recent six year hiatus, is hosting its first concert in October.

The estimate of charges for the event is \$2,470 and after applying the 40% rate for a volunteer organisation, the costs will reduce to \$988.

The request meets the eligibility requirements of Clause 9 of Council's Donations Policy in the following areas:-

- Festivals and special events which enhance community spirit.
- Support for a locally based voluntary community service or program where the majority of its income is fundraising.
- Community, charity and not for profit organisations' use of Council owned and controlled facilities including halls, sporting grounds and other venues.

In view of this long-standing exchange program, it is proposed that once the event is held, Council donate up to \$988 for the hire of the Civic Centre from section 356 donations.

BUDGETARY IMPLICATIONS

\$34,701.91 is the current balance in the 2024/25 Budget for Section 356 Donations.

ATTACHMENTS

- I. Donation Form dated 19 August 2024 and supporting documents [↓](#)



Cowra Shire Council
Private Bag 342
Cowra NSW 2794
Phone: 02 6340 2000
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Application for Financial Assistance/Donation

Applicant Information

Local Sporting Team/Organisation

[applications must be made by the local team of which the individual is a member]

Contact Name/ Sporting Applicant: Cowra -Seikei Student Exchange Committee

Mailing address: [redacted] St Cowra2NSW 2794

Phone: (Home) [redacted] (Business)

Bob GRIFFITHS

Email: [redacted]

Signature: [redacted]

Date: 19.8.24

Organisation Details

Organisation responsible for the event/activity:

Cowra -- Seikei Student Exchange Committee
with assistance of The Rotary Club of Cowra

President/Secretary Contact Details:

Bob Griffiths [Chairman] [redacted]

Organisation Type (please circle): Non Profit / Charity / Incorporated / Business / other.

Do membership fees apply ?

☐ YES ☒ NO

If yes, annual membership/fees

\$

Event Details

Description of the event/project/request/person for which assistance is sought

Chor- Farmer Concert

Date/s of the proposed event/project

Sat. 12th October at 2.00pm

Venue where will the event/project take place?

Cowra Civic Centre

Financial Details

Amount of assistance being sought:

\$988.00

Total Estimated cost of the total event/project

\$988.00 As per Civic Centre Quote plus \$1 per ticket sold

How are funds to be raised?

Ticket Sales only

Funds available at present to go towards event

\$ Nil

Will the event/project support charities

☐ YES ☐ NO

If YES, value of support

\$ All funds raised will go to Seikei Exchange Committee to fund the programme which sends 1 student to Seikei High School in Japan each year

Previous / Other Assistance:

Has Council previously assisted you/your organisation?

☐ YES ☐ NO UNSURE

If so what was the amount of the assistance from Council?

\$ NOT IN PAST 10 YEARS

When was it provided?

Have you applied for funding from other organisations?

☐ YES ☒ NO

If YES, how much has been sought

\$

Eligibility - Please tick the applicable areas relevant to the application:-

- ☐ Community development projects – projects that meet an identified community need, have been developed in consultation with the community and encourage participation in the development of the project.
- ☐ Festivals and special events which enhance community spirit.
- ☐ Support for a locally based voluntary community service or program where the majority of its income is fundraising.
- ☐ Local Community, charity and not for profit activities or events/functions that may be conducted outside the shire, but provide a benefit to the shire's residents
- ☐ To assist an individual's or team's sporting, cultural or academic achievement at a significant and recognised level.
- ☒ Community, charity and not for profit organisations' use of Council owned and controlled facilities including halls, sporting grounds and other venues.

Request Details – Please complete either **A** or **B** below

A. Sporting applications – Please select relevant sporting category below

- ☐ Australian/NSW/Territory Representative or team competing overseas
- ☐ Australian/NSW/Territory Representative or team competing in NSW or interstate

PLEASE NOTE: Sporting applications will only be considered when made by the local organisation/club of which the individual/team is a member, and must be supported by a letter of confirmation from the State or National body.

Attachments required for sporting applications:

- o Supporting letter from local organisation body
- o Supporting letter from State/Australian Supporting body
- o Please attach any other information to support your application to Council

B. Community/Event applications – Please ensure all questions are answered

Council Community Objectives - To enable Council to consider your application, Council requires details of how this event/project will meet Council's objectives.

Objective 1: To provide benefit to the residents of Cowra Shire Council.

All funds raised will go to support the Seikei Exchange programme now in its 54th Year.

This enables students to apply for the exchange regardless of their family's personal circumstances

This programme is an important part of the special Japan – Cowra relationship

Objective 2: To conduct quality cultural, sporting and community service programs or events which cannot attract sufficient funds from other sources. *[Please indicate why you are running the event]*

The Chor Farmer Choir are making their 22nd visit to Cowra since 1976, coming every two years before Covid forced cancellation of the 2020 and 2022 Peace and Goodwill tours. The Choir donate their time to promote Peace and Goodwill and to assist the Seikei Exchange programme which they have supported since they first came to Cowra at the invitation of Mr A. J Oliver in 1976

Objective 3: To provide access and usage of community resources, services and facilities, and equity of access for special needs groups

Objective 4: To encourage and enable broad community participation in cultural/ community service programs.

Attachments required for Community/Event applications:

- o copy of the project's proposed budget, detailing anticipated costs, with quotations if applicable;
- o If you are a registered public charity, a copy of the registration certificate
- o Please attach any other information to support your application to Council

Cowra Civic Centre
(02) 6340 2130

104 Darling Street Cowra
Private Bag 342 Cowra NSW 2794

civiccentre@cowra.nsw.gov.au
cowraciviccentre.com



Estimate of Charges

Event: Chor Farmer / Rotary

Contact Name:

Bob Griffiths - 0412 458 443

Contact Details

rmgriff89@bigpond.com

| Day | Date | Access Times | | Venue Space | Event | Cost (\$) |
|------------------|------------|--------------|----------|-------------|---|------------|
| | | Start Time | End Time | | | |
| Saturday | 12/10/2024 | 10:00 | 13:00 | Auditorium | Rehearsal - Access with Technician Required (p/hour when attached to a half day or full day hire) | \$360.00 |
| | | 13:00 | 17:00 | Auditorium | Auditorium Half Day Rate (Max.4 hours) | \$900.00 |
| | | | | | Saturday Loading 125% | \$315.00 |
| Venue Hire Total | | | | | | \$1,575.00 |

| Additional Charges | | | | |
|---|-----------|----------|--|------------------------------------|
| Item | \$ p/Item | Quantity | Details | Total |
| Yamaha C3 Grand Piano | \$160.00 | 1 | Per Day | \$160.00 |
| Staging Setup | \$250.00 | 1 | Includes Set Up and Packdown | \$250.00 |
| Use of Kitchen | \$210.00 | 1 | Per Day | \$210.00 |
| Extra Cleaning & Damages | \$0.00 | 1 | Cost plus 20% as determined by the Manager (e.g. kitchen not cleaned after use, damaged to fixtures and fittings as a result of the event etc) | \$0.00 |
| Tea and Coffee Station | \$5.50 | 50 | Per Person Per Day | \$275.00 |
| Ticketing Fee (Registered Charities and Schools) | \$0.00 | | Per Ticket Sold (calculated after the event) | \$0.00 |
| Capital Renewal Levy | \$1.00 | | Per Ticket Sold (calculated after the event) | \$0.00 |
| Piano Tuning | At Cost | | Per Tune - at cost | \$0.00 |
| Total | | | | \$2,470.00 |
| Concessional Fees for Volunteer Organisation (40% of full charge) | | | | Total Estimate (excluding Tickets) |
| | | | | \$988.00 |

Please note estimate does not include future changes to council revenue policy and subject to change

Any changes prior to the hire must be notified by email at: civiccentre@cowra.nsw.gov.au and a revised Estimate of Charges will be provided.

I accept the Estimate of Charges and agree to proceed with the hire of the Cowra Civic Centre.

Date of Estimate

19/08/2024



Cowra - Seikei High School Student Exchange Committee

Chairman. Bob Griffiths
Secretary: Allan Vorias
128 Lachlan St
Cowra. NSW. 2794

The General Manager

Cowra Shire Council

29 Th July 2024

Dear Paul,

I am writing on behalf of the Cowra Seikei Student Exchange Committee, who with the support of the Rotary Club of Cowra manage the Bi-Annual visits of Chor -Farmer.

After a break of 6 years due to Covid and its knock-on effects, Chor Farmer are returning to Cowra this year with 27 Members, for their 22nd visit as part of their Peace and Goodwill Tour of NZ and Australia. They will perform at 4 cities in NZ including Featherston, the site of a Japanese POW camp during WW2, a concert in Adelaide and then their home town Cowra.

They will perform at the Civic Centre at 2.30pm on Saturday 12th October. Prior to Covid they have been coming every two years since 1976.

All proceeds from the concert go to the Seikei Exchange Programme, with Chor farmer donating their time to promote Peace and Goodwill.

In past years the Committee has been able to conduct the concert at the Civic Centre, selling our own tickets at the door, providing an afternoon tea for Choir Members and host families after the concert, with one staff member operating light and sound, all at a manageable fee.

However, the recent changes and upgrade at the Civic Centre has meant that hire costs of the centre have increased significantly, and now includes extra costs for use of the Piano, paying staff to be present whilst the piano is tuned by a trained Chor Farmer, charges for tea & coffee station at afternoon tea, on line ticket sales etc.

We have received a quotation from Centre management for \$ \$2470 less a 60% discount for Volunteer Organisations, reducing the cost to \$988, plus \$1.00 per ticket sold

Given that we also give free entry to our host families as a thank you for billeting the choir and that many of our audience will be at concession rates, we do not anticipate a great return.

I am writing to ask if Council would consider a donation to the Exchange Committee to offset some of these costs and ensure that some benefit can flow to the Exchange programme, which is Chor Farmers intention.

Thank You

Yours Sincerely,

Bob Griffiths

Chairman

5.5 Donation Request - Cowra Eisteddfod Inc.**File Number: D24/I338****Author: Graham Apthorpe, Acting Director - Corporate Services****RECOMMENDATION**

That the fee for the 2025 Eisteddfod be the 2024 fee of \$12,000 plus the rate percentage increase of 4.5% being \$12,540 ex GST.

That the \$356 donation to the Cowra Eisteddfod Committee is estimated to be \$16,595, being the difference between \$12,540 to be paid by the Eisteddfod Committee and the actual charges estimated at \$29,135.

INTRODUCTION

This report seeks Council's endorsement for a flat fee for Cowra Eisteddfod's hire of the Cowra Civic Centre this year. The Cowra Eisteddfod has written to Council seeking assistance with Civic Centre hire fees for the event to be held in May/June 2025.

BACKGROUND

The Eisteddfod is unique in its use of the Centre as their booking is for 20 days, once a year, with most days being approximately 12 hours long. Even under Council's Community Group rates, the fee structure and number of days involved means that the Eisteddfod needs the support of Council to be viable. The Eisteddfod Committee has indicated it would be happy with a small percentage increase of its fee over its 2024 charges of \$12,000 (\$13,200 indicated in letter is plus GST)

DONATION ELIGIBILITY

The request meets the eligibility requirements of Clause 9 of Council's Donations Policy in the following area:

- Support for a locally based voluntary community service or program where the majority of its income is fundraising.

FINANCIAL CONSIDERATIONS

The Eisteddfod Committee has applied for and has received an estimate of costs being \$29,135 for 2025 which is 40% of the full cost.

In prior years, Council has opted for a flat fee in its consideration rather than providing a donation and of a donation to provide the Eisteddfod Committee with certainty regarding the financial viability of the event. Last year Council endorsed a total fee of \$12,000 (ex-GST). The recent history of flat fees are as follows.

| | |
|--------|-----------------------|
| FY2023 | \$11,000 |
| FY2022 | \$9,000 |
| FY2021 | \$9,000 |
| FY2020 | No event due to COVID |

It is recommended that Council continues with a flat fee approach fee for 2025 being \$12,000 plus the rate increase percentage of 4.5% being \$12,540. If the actual charges are \$29,135 the difference of \$16,595 would be the donation from S356 Donations.

BUDGETARY IMPLICATIONS

The difference in actual cost to that to the flat fee would be considered as a donation by Council from the S356 budget. (Circa 17,000-\$20,000 depending on final invoice).

Any financial donation provided by Council comes out of its Section 356 budget which has a current balance of \$34,701.91.

ATTACHMENTS

1. Cowra Eisteddfod Inc. letter – 25 July 2024 [↓](#)
2. Estimate of Charges – 8 August 2024 [↓](#)



COWRA EISTEDDFOD INC.

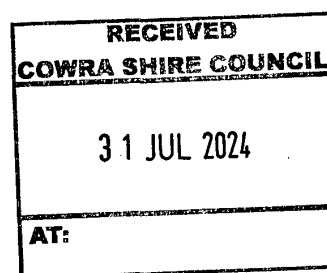
P.O Box 193, Cowra 2794 NSW

Email: committee@cowraeisteddfod.com.au

ABN: 30423204332

25th July 2024

Mr Paul Devery
General Manager
Cowra Council
116 Kendal Street
Cowra 2794



Dear Paul

The Cowra Eisteddfod Committee has already begun planning for our 71st Eisteddfod to be held in May/June 2025, by preparing a syllabus which will be advertised to prospective competitors when completed. The committee has examined the Cowra Council's fees for the hire of the Civic Centre next year, and while the final cost cannot be ascertained until entries come in next year, allowing programming to determine the number of days and hours the facility will be required, it is doubted that the proposed 40% of the full charge for a local, not-for-profit group could be met.

Our committee feels that the days of a Cowra Eisteddfod are numbered, which would be a great shame given its long history and undoubted financial benefits to Cowra and great enjoyment it provides to those who compete and their audiences, as well as supporting vital cultural endeavours in the fields of the performing arts.

Given that the Cowra Eisteddfod is a unique hirer of the Civic Centre facility given around 20 days hire being required each year for our event, the Committee asks that the Cowra Council considers charging the Eisteddfod Committee a maximum set fee for the hire and use of the Civic Centre rather than the 40% of full cost incurred. This could be calculated for example on a % increase over the previous year's fee (the fee quoted for the 2024 hire was \$13,200), provided no more than a set number of days are required (as determined by the Council).

As we need to finalise our syllabus which requires the setting of entry charges for competitors and have it ready for distribution as soon as possible, which is difficult without a set amount for our major cost, it would be appreciated if a reply could be received prior to our September meeting, which is scheduled for **Thursday 5th September 2024**.



COWRA EISTEDDFOD INC.

P.O Box 193, Cowra 2794 NSW

Email: committee@cowraeisteddfod.com.au

ABN: 30423204332

The Cowra Eisteddfod Committee greatly appreciates the wonderful support that has been provided by Cowra Council over many years and we look forward to a continuation of that support in the future.

It is asked that a copy of our letter is distributed to each of the Cowra Councillor's.

Kind regards

Mary-ann Wright (President)

per Cheryl McAlister, Correspondence Secretary

Page 2.

Cowra Civic Centre
02) 6340 2130

104 Darling Street Cowra
Private Bag 342 Cowra NSW 2794

civiccentre@cowra.nsw.gov.au
cowraciviccentre.com.au



Estimate of Charges

Event: Cowra Eisteddford 2025

Contact Name:

Jenny Friend

Contact Details

afriend8@bigpond.com

| Day | Date | Access Times | | Venue Space | Event | Cost (\$) |
|--------------------|------------|--------------|----------|-------------|--------------------------|------------|
| | | Start Time | End Time | | | |
| Week 1 | | | | | | |
| Sunday | 11/05/2024 | 10:00am | 2:00pm | Auditorium | Bump-In | \$480.00 |
| | | 2:00pm | 7:00pm | Auditorium | Instrumental | \$1,110.00 |
| Monday | 12/05/2024 | 8:00am | 10:00pm | Auditorium | Instrumental | \$2,960.00 |
| Tuesday | 13/05/2024 | 8:30am | 7:30pm | Auditorium | Instrumental | \$2,330.00 |
| Wednesday | 14/05/2024 | 8:30am | 9:30pm | Auditorium | Instrumental/Vocal Group | \$2,750.00 |
| | | 8:30am | 9:30pm | Theatrette | Instrumental/Vocal | \$848.00 |
| Thursday | 15/05/2024 | 8:30am | 12:30pm | Auditorium | Vocal | \$900.00 |
| | | 6:00pm | 10:00pm | Auditorium | Vocal | \$900.00 |
| Friday | 16/05/2024 | 8:00am | 10:00pm | Auditorium | Vocal | \$2,960.00 |
| Saturday | 17/05/2024 | 8:00am | 7:00pm | Auditorium | Vocal | \$2,330.00 |
| Sunday | 18/05/2024 | 8:00am | 9:00pm | Auditorium | Vocal | \$2,750.00 |
| Week 2 | | | | | | |
| Monday | 19/05/2024 | 9:00am | 9:00pm | Auditorium | Dance | \$2,540.00 |
| Tuesday | 20/05/2024 | 8:00am | 9:00pm | Auditorium | Dance | \$2,750.00 |
| Wednesday | 21/05/2024 | 8:00am | 9:00pm | Auditorium | Dance | \$2,750.00 |
| | | 8:00am | 9:00pm | Theatrette | Dance | \$884.00 |
| Thursday | 22/05/2024 | 10:00am | 6:00pm | Auditorium | Dance | \$1,700.00 |
| Friday | 23/05/2024 | 7:30am | 8:30pm | Auditorium | Dance Groups | \$2,750.00 |
| Saturday | 24/05/2024 | 7:30am | 8:30pm | Auditorium | Dance Groups | \$2,750.00 |
| | | 7:30am | 8:30pm | Theatrette | Dance Groups | \$884.00 |
| Sunday | 25/05/2024 | 7:30am | 8:30pm | Auditorium | Dance Groups | \$2,750.00 |
| | | 7:30am | 8:30pm | Theatrette | Dance Groups | \$884.00 |
| Week 3 | | | | | | |
| Monday | 26/05/2024 | 8:00am | 10:00pm | Auditorium | Dance | \$2,960.00 |
| Tuesday | 27/05/2024 | 8:00am | 9:00pm | Auditorium | Dance | \$2,750.00 |
| Wednesday | 28/05/2024 | 8:00am | 10:00pm | Auditorium | Dance | \$2,960.00 |
| Thursday | 29/05/2024 | 8:00am | 10:00pm | Auditorium | Dance | \$2,960.00 |
| Friday | 30/06/2024 | 8:00am | 10:00pm | Auditorium | Dance | \$2,960.00 |
| Saturday | 31/06/2024 | 8:00am | 8:00pm | Auditorium | Dance | \$2,540.00 |
| Sunday | 1/06/2024 | 8:00am | 8:00pm | Auditorium | Dance | \$816.00 |
| Monday | 2/06/2024 | 10:30am | 12:30pm | Auditorium | Bump Out | \$360.00 |
| Eisteddfod Concert | | | | | | |
| Friday | 6/06/2024 | 6:00pm | 10:00pm | Auditorium | Eisteddfod Concert | \$900.00 |

Cowra Civic Centre
02) 6340 2130

104 Darling Street Cowra
Private Bag 342 Cowra NSW 2794

civiccentre@cowra.nsw.gov.au
cowraciviccentre.com.au

| | |
|-------------------------------------|--------------------|
| Totals Prior to Loadings | \$60,166.00 |
| Saturday Loading 125% | \$2,126.00 |
| Sunday Loading 150% | \$4,395.00 |
| Totals with Loadings Applied | \$66,687.00 |

| Additional Charges | | | | |
|---|------------|----------|---|--------------------|
| Item | \$ p/Item | Quantity | Details | Total |
| Piano Tuning | At Cost | 1 | Grand Piano and Upright piano | \$0.00 |
| Upright Piano Hire | \$ 60.00 | 3 | Yamaha Upright Piano Hire Per Day | \$180.00 |
| Grand Piano Hire | \$ 160.00 | 3 | Yamaha C3 Grand Piano Hire Per Day | \$480.00 |
| Tarkett Flooring | \$ 35.00 | 16 | Rental Per Day | \$560.00 |
| Tarkett Flooring | \$ 100.00 | 1 | Installation and removal | \$100.00 |
| Ticketing | \$1.00 | 0 | Per Ticket Sold (calculated after the event) | \$0.00 |
| Ticketing | \$1.00 | 0 | Capital Renewal Levy Per Ticket Sold (calculated after the event) | \$0.00 |
| Complementary Tickets | \$0.70 | 0 | Complimentary Tickets - do not incur a transaction fee (calculated after the event) | \$0.00 |
| Externally Sourced Photographer | \$50.00 | 0 | Per Booking in new revenue policy | \$0.00 |
| Externally Sourced Videographer | \$60.00 | 0 | Per Booking in new revenue policy | \$0.00 |
| Use of Kitchen | \$210.00 | 23 | Either by caterer or hirer | \$4,830.00 |
| Additional Equipment hire | Cost + 20% | 0 | Per Request | \$0.00 |
| Extra Cleaning and Damages | Cost + 20% | 0 | | \$0.00 |
| Music Stands | \$5.00 | 0 | Per Stand | \$0.00 |
| Total | | | | \$72,837.00 |
| Discount for Volunteer/Local Not-for-Profit Groups/Schools/Registered Charities - (40% off full hire) | | | | \$29,134.80 |

5.6 Release of Closed Decisions

File Number: D24/1372

Author: Graham Apthorpe, Acting Director - Corporate Services

RECOMMENDATION

That Council note the release of the resolution made in Closed Council at the Council Meeting on 22 July 2024:

Saleyards - eID Installation Project**RESOLUTION 149/24**

- 1. That Council accept the quote in full from Allflex for \$255,408 (incl. GST) for design and installation of eID readers and associated infrastructure and a second purchase order be issued to Allflex.**
- 2. That Council award the contract in accordance with the NSW Local Government Act (1993) Section 55.3.i.**
- 3. That the extenuating circumstances under Section 55.3.i are:**
 - Council has staged the engagement for the works as required to meet granting funding limits and conditions.**
 - A thorough quote assessment process has been undertaken via both Council's standard Quote Assessment procedure and through the DPI Report Form Planning Design Grants.**
 - The project needs to be completed by 1 January 2025 to meet the NSW DPI regulatory requirements. There is a high likelihood that this limited timeframe would not allow sufficient time to undertake a tender and for construction works to be completed.**

INTRODUCTION

The above decision was made at the Council Meeting on 22 July 2024. This decision has now been released by the Chairperson.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

6 DIRECTOR-INFRASTRUCTURE & OPERATIONS

6.1 Committee Minutes - Traffic Committee

File Number: D24/I297

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

1. That the minutes of the Traffic Committee meeting held on 19 August 2024 be noted.
2. That no changes to vehicle movements be made to the Busby Place carpark Macquarie Street access.
3. That Council approves, in principle, the Class 2 special event to be held by Cowra Show Society on 18 October 2024 to 19 October 2024 subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.
4. That the following route be approved for Tier 3, PBS Level 2B, 30m “A Double” access at 85.5T Higher Mass Limits (HML):
 - Campbell Street, from Parkes Street to Darby’s Falls Road (MR576).
 - Darby’s Falls Road to Kendal Street via Fitzroy Street (MR576).
5. That the single disabled parking space in front of 37 Macquarie Street remain in it’s current location, with the following changes to be made for compliance, and facilitating access from the disabled space to the footpath:
 - Existing disabled space to be widened 1.2m to facilitate access from the passenger door and not intrude on the adjacent space.
 - The existing galvanised gutter crossing to the west of the disabled space be moved to the western extent of the widened existing disabled space.
 - Removal of the planter box and tree immediately behind the existing disabled space.

INTRODUCTION

The minutes and recommendations of the Traffic Committee meeting are presented for Council’s consideration.

BACKGROUND

The minutes and recommendations from the recent Traffic Committee meeting are attached for the information of Councillors and consideration of the above recommendations.

BUDGETARY IMPLICATIONS

N/A

ATTACHMENTS

1. Minutes of the Traffic Committee meeting held on 19 August 2024 [↓](#)



MINUTES

Traffic Committee Meeting Monday, 19 August 2024

TRAFFIC COMMITTEE MEETING MINUTES

19 AUGUST 2024

Order Of Business

1 **Apologies** 3

2 **Confirmation of Minutes**..... 3

3 **Business Arising From Previous Minutes**..... 3

 3.1 Traffic Committee Meeting Action Sheet..... 3

4 **Reports of Council Officers** 3

 4.1 Busby Place Carpark - Macquarie Street Access 3

 4.2 Cowra Show Society - Cowra Show 2024..... 4

 4.3 A - Double Trial - Westcast..... 4

 4.4 Update of Disabled Parking Space - Macquarie Street 4

5 **General Business**..... 4

 Nil

6 **Next Meeting Date** 5

7 **Meeting Close**..... 5

TRAFFIC COMMITTEE MEETING MINUTES**19 AUGUST 2024**

**MINUTES OF COWRA COUNCIL
TRAFFIC COMMITTEE MEETING HELD AT THE MEALS ROOM, COWRA
COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 19 AUGUST 2024 AT 9.30AM**

PRESENT: Cr Paul Smith (Chairperson), Ms Anne Jeffery, Mr Jason Nicholson

IN ATTENDANCE: Ian Thomas (Manager - Assets & Technical Services), Rodney Stammers (Development & Traffic Engineer)

1 APOLOGIES

Dirk Wymer (Director – Infrastructure & Operations), Sgt Jason Marks (NSW Police),
Chris Pethick (NSW Police)

2 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

Moved: Ms Anne Jeffery

Seconded: Mr Jason Nicholson

That the minutes of Traffic Committee Meeting held on 11 June 2024 be confirmed.

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 Traffic Committee Meeting Action Sheet**

The Action List as presented was noted by the Committee.

4 REPORTS OF COUNCIL OFFICERS**4.1 Busby Place Carpark - Macquarie Street Access**

Local Traffic Committee advice to Council on proposal: Unanimous support

RECOMMENDATION

That no changes to vehicle movements be made to the Busby Place carpark Macquarie Street access.

TRAFFIC COMMITTEE MEETING MINUTES**19 AUGUST 2024****4.2** Cowra Show Society - Cowra Show 2024

Local Traffic Committee advice to Council on proposal: Unanimous support

RECOMMENDATION

That Council approves, in principle, the Class 2 special event to be held by Cowra Show Society on 18 October 2024 to 19 October 2024 subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.

4.3 A - Double Trial - Westcast

Local Traffic Committee advice to Council on proposal: Unanimous support

RECOMMENDATION

That the following route be approved for Tier 3, PBS Level 2B, 30m "A Double" access at 85.5T Higher Mass Limits (HML):

- Campbell Street, from Parkes Street to Darby's Falls Road (MR576).
- Darby's Falls Road to Kendal Street via Fitzroy Street (MR576)

4.4 Update of Disabled Parking Space - Macquarie Street

Local Traffic Committee advice to Council on proposal: Unanimous support

RECOMMENDATION

That the single disabled parking space in front of 37 Macquarie Street remain in its current location, with the following changes to be made for compliance, and facilitating access from the disabled space to the footpath:

- Existing disabled space to be widened 1.2m to facilitate access from the passenger door and not intrude on the adjacent space.
- The existing galvanised gutter crossing to the west of the disabled space be moved to the western extent of the widened existing disabled space.
- Removal of the planter box and tree immediately behind the existing disabled space.

5 GENERAL BUSINESS

Nil

TRAFFIC COMMITTEE MEETING MINUTES**19 AUGUST 2024**

6 NEXT MEETING DATE

The next meeting will be held on Tuesday, 15 October 2024 at 9.30am in the Committee Room 1, Cowra Council Chambers, 116 Kendal Street, Cowra.

7 MEETING CLOSE

The Meeting closed at 10.30am.

.....
CHAIRPERSON

6.2 Wyangala Water Treatment Plant Land Acquisition

File Number: D24/I368

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That Council receive and note the information provided on progress of the land acquisition for the Wyangala Water Treatment Plant.

INTRODUCTION

At the December 2022 general committee meeting council received a report on the terms of the 'Interface Agreement'; the legal agreement formalising the transfer of ownership of the new Wyangala water treatment plant to Council and subsequently resolved:

That Council authorise the Mayor and General Manager to execute the Interface Agreement to transfer ownership of the completed Wyangala Water Treatment Plant to Council to control and operate.

BACKGROUND

The December 2022 report stated:

Water Infrastructure NSW (WINSW) are delivering a new water treatment plant (WTP) at Wyangala as part of the dam raising project 'early works'; recognising the proposed Reflections Holiday Park relocation requires a potable water supply.

WINSW have engaged Enviropacific for the design and construction of the new WTP; to be located approximately 250m north of the existing water treatment plant. The plant is designed to produce treated water meeting the requirements of the current Australian Drinking Water Guidelines. The construction is scheduled to be completed by early 2023 (Feb / March).

It is intended to formalise the transfer of the completed WTP to Council to own and operate through the 'Interface Agreement' (copy of amended agreement attached).

The terms of the agreement include WINSW managing any defects that require rectification during commissioning and the defect liability period of the contractual arrangements.

The intent of Council owning and operating the new WTP is consistent with Council owning and operating the existing Wyangala water treatment plant. The scope of the amended Interface Agreement now includes:

- Design, commissioning and performance testing the new Water Treatment Plant on the 'Interface Area' (the land under the new treatment plant).*
- Ownership of the 'Interface Area'. The land under the new WTP is owned by Water Administration Ministerial Corporation. Consistent with the resolution of the land matters associated with the Wyangala Sewerage Treatment Plant, WINSW will engage NSW Public Works Advisory (PWA) to commence the subdivision and legal preparation required for Council to compulsorily acquire the land under the new WTP under the terms of the Land Acquisition (Just Terms Compensation) Act by agreement; with nil compensation payable by Council. Because of the length of time involved in land acquisition the contract with PWA will be novated from WINSW to Council when the WTP is completed*

Decommissioning and demolition of the existing WTP: Council will have the responsibility for decommissioning and demolition of the existing WTP it owns and operates.

An update of progress since the December 2022 report:

- the Wyangala WTP is operational and producing treated water,
- Council is operating the WTP and reporting defects and issues to Department of Climate Change, Environment Energy and Water (DCCEEW) for them to resolve with the contractor; as specified in the Interface Agreement,
- There will be a period of sampling and testing of the water produced from the plant to be regulated by NSW Health prior to the Wyangala Water supply being declared potable. At its shortest this will be a 3 month program but may be longer if water quality issues arise during the testing program.
- DCCEEW have informed Council that the terms of the Interface Agreement require Council to complete the land acquisition; and accordingly, that the action previously agreed with WINSW to novate the PWA land matters contract to Council will not occur.

Subsequently Council has engaged PWA to complete the land acquisitions; and progress on this is as follows:

- PWA have advised Council that the land to be acquired is not all owned by WAMC, part is Crown Land.
- All land owners and parties with interest in the land have been issued the required Proposed Acquisition Notice (PAN) that states that Council intends to compulsorily acquire the land.
- The valuation of the land to be acquired is underway. The previous advice provided by Water Infrastructure NSW to Council regarding nil compensation payable to WAMC was incorrect; and the acquisition of Crown land also requires compensation to be paid to the Crown.

The land acquisition process will require a budget variation by Council and further information on the required expenditure will be provided at the second quarterly review; with land valuation and compensation unlikely to be completed and agreed in time for the first quarter review.

BUDGETARY IMPLICATIONS

To be further advised at the second quarter review.

ATTACHMENTS

Nil

7 DIRECTOR-ENVIRONMENTAL SERVICES

- 7.1 Development Application No. 56/2024, Lot 1 DP 738717, 16-18 Kendal Street Cowra, internal alterations to a pub (Imperial Hotel), lodged by Vision Town Planning Consultants Pty Ltd**

File Number: D24/1331

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. The application was publicly exhibited and no submissions were received; and
2. That Development Application No. 10.2024.56.1, for the construction of internal alterations to a pub (Imperial Hotel) on Lot 1 DP 738717, 16-18 Kendal Street 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./ Supporting Document | Prepared by/Reference Details | Cowra Shire Council Reference |
|---------------------------------------|------------------------------------|---|
| Site plan | Vision Property development hub | Received 9 July 2024 Stamped No. DA 10.2024.56.1 |
| Proposed floor plan | Vision Property development hub | Received 9 July 2024 Stamped No. DA 10.2024.56.1 |
| Statement of Environmental Effects | Vision Property development hub | Received 9 July 2024 Stamped No. DA 10.2024.56.1 |

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. Any demolition works shall comply with the provisions of Australian Standard AS2601:2001 The Demolition of Structures and the *Work Health and Safety Act 2011*.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

4. 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 and applicable Council Engineering Standards 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 and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
5. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work.
6. 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 or Subdivision Works' and 'Appointment of Principal Certifier'.
7. 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 Shire Council Development Control Plan 2021 at all times.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

8. While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.
9. 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.
10. 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.

- 11. All building rubbish and debris, including that which can be windblown, 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.**

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

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

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 80C of the NPW Regulation.

INTRODUCTION

Development Application No.10.2024.56.1 proposes internal alterations to a pub (Imperial Hotel) on Lot 1 DP 738717, 16-18 Kendal Street Cowra. The application was lodged with Council by Vision Town Planning Consultants Pty Ltd on 9 July 2024.

The application is being reported to Council because the Imperial Hotel is listed in Schedule 5 of the Cowra Local Environmental Plan 2012 as an item of local heritage significance.

A copy of the site and elevation plans of the proposed internal alterations to a pub (Imperial Hotel) 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

Lot 1 DP 738717, 16-18 Kendal Street Cowra is an irregular allotment of approximately 3276.24m². The lot is located in the EI Local Centre zone under Cowra Local Environmental Plan (LEP) 2012. The site contains an existing 3 storey Pub/hotel, existing shed and driveway. The property is listed on Schedule 5 of Cowra LEP – Heritage Items.

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

Description of Proposal

The applicant proposes to construct internal alterations to a pub (Imperial Hotel). The alterations include a removal of the existing internal wall and installation of a ramp as shown on the submitted plans to improve visibility and accessibility.

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 10.2024.56.1:

S4.15(1)(a)(i) Any Environmental Planning InstrumentCowra Local Environmental Plan 2012

The subject land is zoned EI under the provisions of the Cowra Local Environmental Plan (LEP) 2012. The internal alterations to a pub (Imperial Hotel) is permitted in the zone with development consent.

Clause 2.3(2) of the Cowra LEP 2012 requires that “The consent authority must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone”. The zone objectives are included as follows

EI Local Centre**Objectives of zone**

- To provide a range of retail, business and community uses that serve the needs of people who live in, work in or visit the area.
- To encourage investment in local commercial development that generates employment opportunities and economic growth.
- To enable residential development that contributes to a vibrant and active local centre and is consistent with the Council’s strategic planning for residential development in the area.
- To encourage business, retail, community and other non-residential land uses on the ground floor of buildings.
- To ensure the development of the local centre in West Cowra is consistent with the commercial hierarchy of the Cowra township and does not involve major retailing activities or detract from the core commercial functions of the Cowra central business district.
- To maximise public transport patronage and encourage walking and cycling

The land is zoned EI Local Centre under the LEP and the proposed alterations to the Hotel is a permissible form of development consistent with the zone objectives.

Clause 5.10 Heritage Conservation

The application includes a heritage item under Schedule 5 (Item 117) of the LEP.

The proposed alterations of the building are internal only and do not alter the external features of the building and can be constructed without any negative heritage impact.

The proposal is consistent with Clause 5.10.

State Environmental Planning Policies

| SEPP | COMMENTS |
|---|--|
| SEPP (Biodiversity and Conservation) 2021 | Not applicable |
| SEPP (Exempt and Complying Development Codes) 2008 | Not applicable |
| SEPP (Housing) 2021 | Not applicable |
| SEPP (Industry and Employment) 2021 | Not applicable |
| SEPP 65—Design Quality of Residential Apartment Development | Not applicable |
| SEPP (Planning Systems) 2021 | Not applicable |
| SEPP (Precincts – Central River City) 2021 | Not applicable |
| SEPP (Precincts – Eastern Harbour City) 2021 | Not applicable |
| SEPP (Precincts - Regional) 2021 | Not applicable |
| SEPP (Precincts – Western Parkland City) 2021 | Not applicable |
| SEPP (Primary Production) 2021 | Not applicable |
| SEPP (Resilience and Hazards) 2021 | See comment below. |
| SEPP (Resources and Energy) 2021 | Not applicable |
| SEPP (Sustainable Buildings) 2022 | Not applicable |
| SEPP (Transport and Infrastructure) 2021 | The proposed development has frontage to a classified road, therefore the requirements of Clause 2.119 applies. The proposed development would utilise the existing access to Kendal Street. The proposed development would not impact on the safety, efficiency, and ongoing operation of the classified road and the proposed development is considered appropriately located. |

SEPP (RESILIENCE AND HAZARDS) 2021

Under Clause 4.6 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

There are no known prior land-uses on the site that are likely to have resulted in the contamination of the land. 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.

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)

PART A – PLAN INTRODUCTION

Consent is required for the proposed alterations to the internal building.

PART B – LAND MANAGEMENT

No impact identified.

PART C – BIODIVERSITY MANAGEMENT

No vegetation removal required.

PART H – COMMERCIAL DEVELOPMENT

The proposed development is for internal alterations only and complies with the controls in this section.

PART K – LAND USE BUFFERS

Cowra Airport Obstacle Limitation Surface

The subject land is located outside of the OLS.

PART N – LANDSCAPING

Landscaping assessment is not considered necessary for internal development

PART O – ENVIRONMENTAL HAZARD MANAGEMENT

The subject land is not mapped as flood prone. The subject land is not mapped as bushfire prone. There is no identified contamination on the subject land.

PART P – CPTED PRINCIPLES

CPTED Assessment is not considered necessary for the proposed alterations.

In summary, the proposed development complies with the relevant requirements of the DCP.

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 the 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 involves minor demolition but 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 involves the alteration of an existing building however the alterations represent less than half the total volume therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia is not required to be undertaken.

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

Section 4.15(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 area is located on the main street of Cowra within the central commercial district. The proposal is assessed as being consistent with the character of the locality and is appropriate given its local context and setting.

Access, Transport and Traffic

No impacts identified.

Public Domain

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

Utilities

The proposal does not contain any amenities that require the provision of services.

Heritage

The Imperial Hotel is listed in schedule 5 of the LEP as an item of local heritage significance. The proposed plans will not detract from the significance of this heritage item. Heritage was previously addressed in this report.

Other Land Resources

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

Stormwater, Water and Sewerage

The application will not impact on water or sewer services. Stormwater from the hotel can be discharged on site without impacting on the environment or on neighbouring properties in accordance with the recommended condition of consent.

Soils

No impacts identified.

Air and Microclimate

The development will produce a minimal amount of dust during construction period. Once completed, the construction will not impact air quality.

Flora and Fauna

The development will not require the removal of any trees. The development is not expected to impact on any critical habitats or threatened species and results in a satisfactory assessment in accordance with Section 1.7 of the Act.

Waste

Any construction waste will be removed from the site and appropriately recycled or catered for at a licensed waste management facility.

Energy

A BASIX Certificate is not required for this application.

Noise and Vibration

Council's standard condition of consent is recommended in relation to construction hours. The constructed development will not emit any unsatisfactory levels of noise or vibration that will impact adversely on adjoining land uses.

Natural Hazards

There are no identified hazards on the subject land.

Technological Hazards

Review of Council's records did not reveal any technological hazards affecting the site. Council is not aware of and the SEE submitted with the application did not refer 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 identified 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 can be built in accordance with the Building Code of Australia as conditioned. 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.

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. It is considered that the proposed development will not create adverse impacts within its local setting. It is assessed that the development will not impact upon any existing services. The development site is not identified as bushfire or flood prone, or otherwise unsatisfactorily constrained by natural features. The site is considered suitable for the development subject to the imposition of appropriate conditions of consent.

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

Public Consultation

The subject Development Application was publicly exhibited and notified to adjoining owners in writing from 25 July 2024 to 8 August 2024, in accordance with Cowra Community Participation Plan 2020. No submissions were received in relation to the proposed development.

Public Authority Consultation:

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

S4.15(1)(d) The Public InterestCommunity Interest

The proposed development is permissible on the subject land and is not expected to adversely impact on the community interests of the area. The proposed development has been considered in terms of the context and setting of the locality in previous sections to this report. The proposed alterations will positively contribute to the development within the locality and will not impose any identified adverse economic or social impacts on the local community.

S7.12 Fixed development consent levies

The development is of insufficient estimated cost to trigger the requirement for development contributions under Cowra Council S94A Contributions Plan 2016.

Conclusion

Development Application No. 56/2024 proposes internal alterations to a pub (Imperial Hotel) on Lot 1 DP 738717, 16-18 Kendal Street Cowra. The application was lodged by Vision Town Planning Consultants Pty Ltd on 9 July 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 EI zone and is consistent with existing land-use activities of the locality.

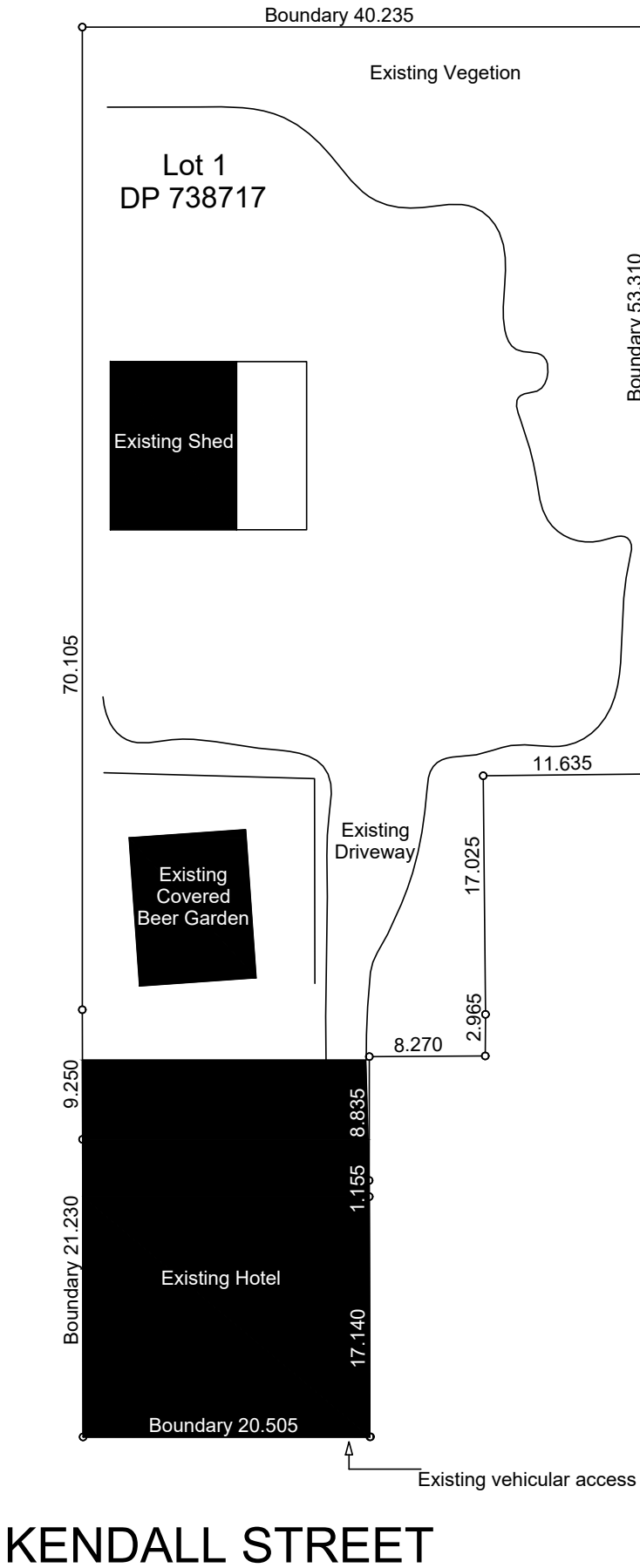
The development application was notified in accordance with Cowra Community Participation Plan 2020. No submissions were received following the consultation process.

Having considered the documentation supplied by the applicant 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 56/2024 - 16-18 Kendal Street Cowra - Development Plans [↓](#)
2. DA 56/2024 - 16-18 Kendal Street Cowra - Statement of Environmental Effects [↓](#)
3. DA 56/2024 - 16-18 Kendal Street Cowra - Location map [↓](#)
4. DA 56/2024 - 16-18 Kendal Street Cowra - Aerial view [↓](#)

Received
Date: 9 July 2024
Plan: 10.2024.56.1



GENERAL NOTES

Do not scale from drawings. Use figured dimensions only.

All existing conditions, dimensions and levels are approximate only and are to be checked & verified by contractor prior to the commencement of work or the manufacture of any item.

All items not shown in the scope of works or drawings, but necessary for the proper completion of the works are deemed to be included.

All work will be carried out in accordance with the NCC, EP&A Act 1979 (as amended), Local Government Act 1993, Regulations under the Acts, relevant Australian Standards, and local authority conditions.

All work to be carried out by qualified and licensed tradespeople.

Before any work commences on site a Dial Before You Dig search should be undertaken by the person completing the work and the results complied with and adhered to.

If any items cannot be accurately located on site to facilitate construction, the services of a registered surveyor should be employed to locate those items/boundaries

ISSUE

For Council Issue

Revision Changes Date

PROJECT

Proposed Commercial Alterations

CLIENT

Imperial Hotel

LOCATION

16-18 Kendal Street, Cowra
NSW, 2794

DATE

2/7/2024

SCALE

1:400

Sheet size: A3

Drawing to be read printed at 100% print scale

PO Box 852
53 Redfern Street,
Cowra NSW 2794
p: 1300 240 872
e: office@visiontpc.com.au
web: visionpdhub.au



VISION
PROPERTY DEVELOPMENT HUB

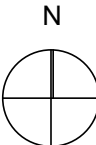
JOB NUMBER

104/24

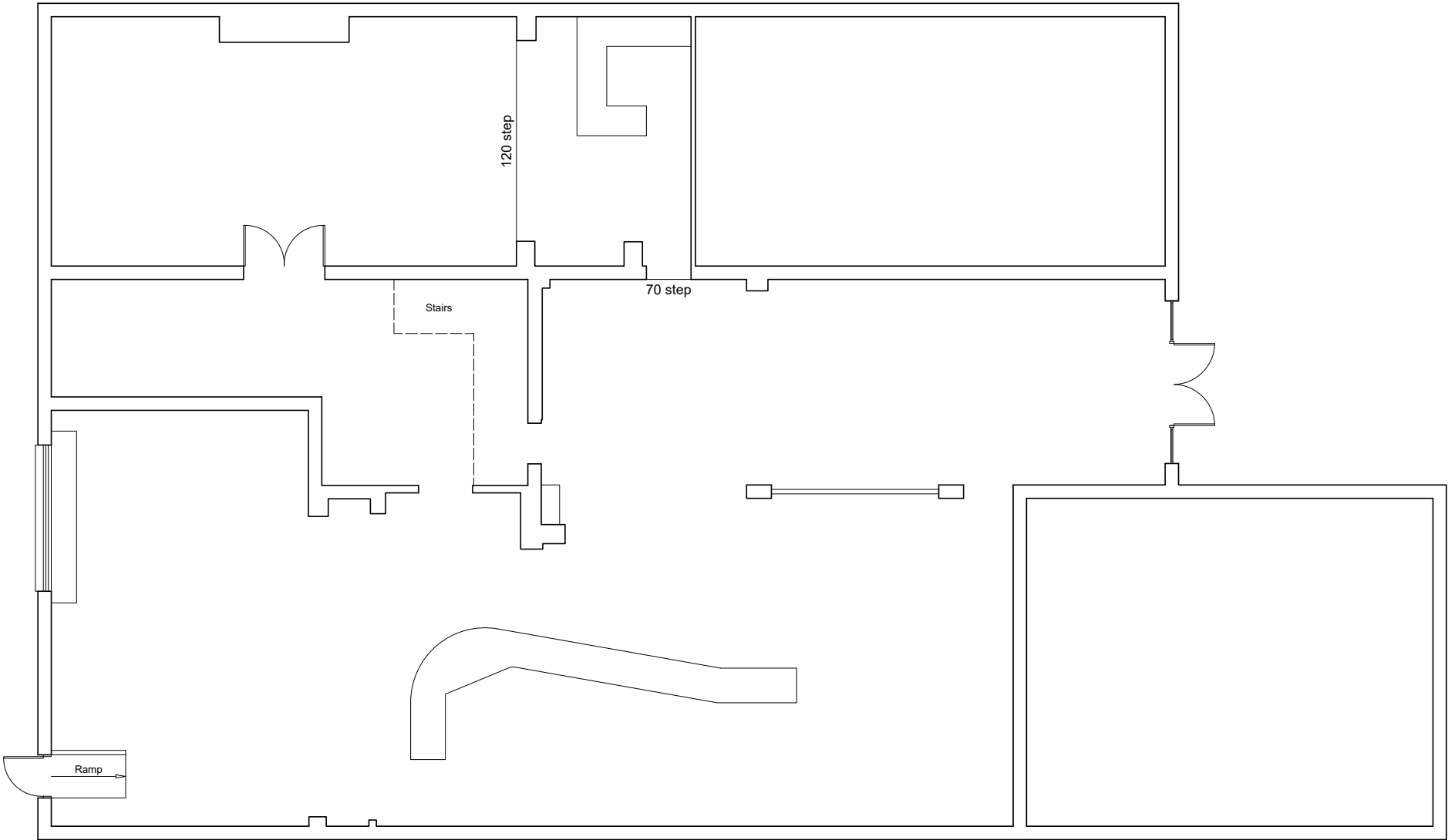
DRAWING

Site Plan

A001



Received
Date: 9 July 2024
Plan: 10.2024.56.1



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ISSUE
For Council Issue

| Revision | Changes | Date |
|----------|---------|------|
|----------|---------|------|

PROJECT
Proposed Commercial Alterations

CLIENT
Imperial Hotel

LOCATION
16-18 Kendal Street, Cowra
NSW, 2794

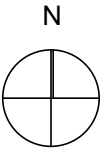
| DATE | SCALE |
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| 24/6/2024 | 1:100 |

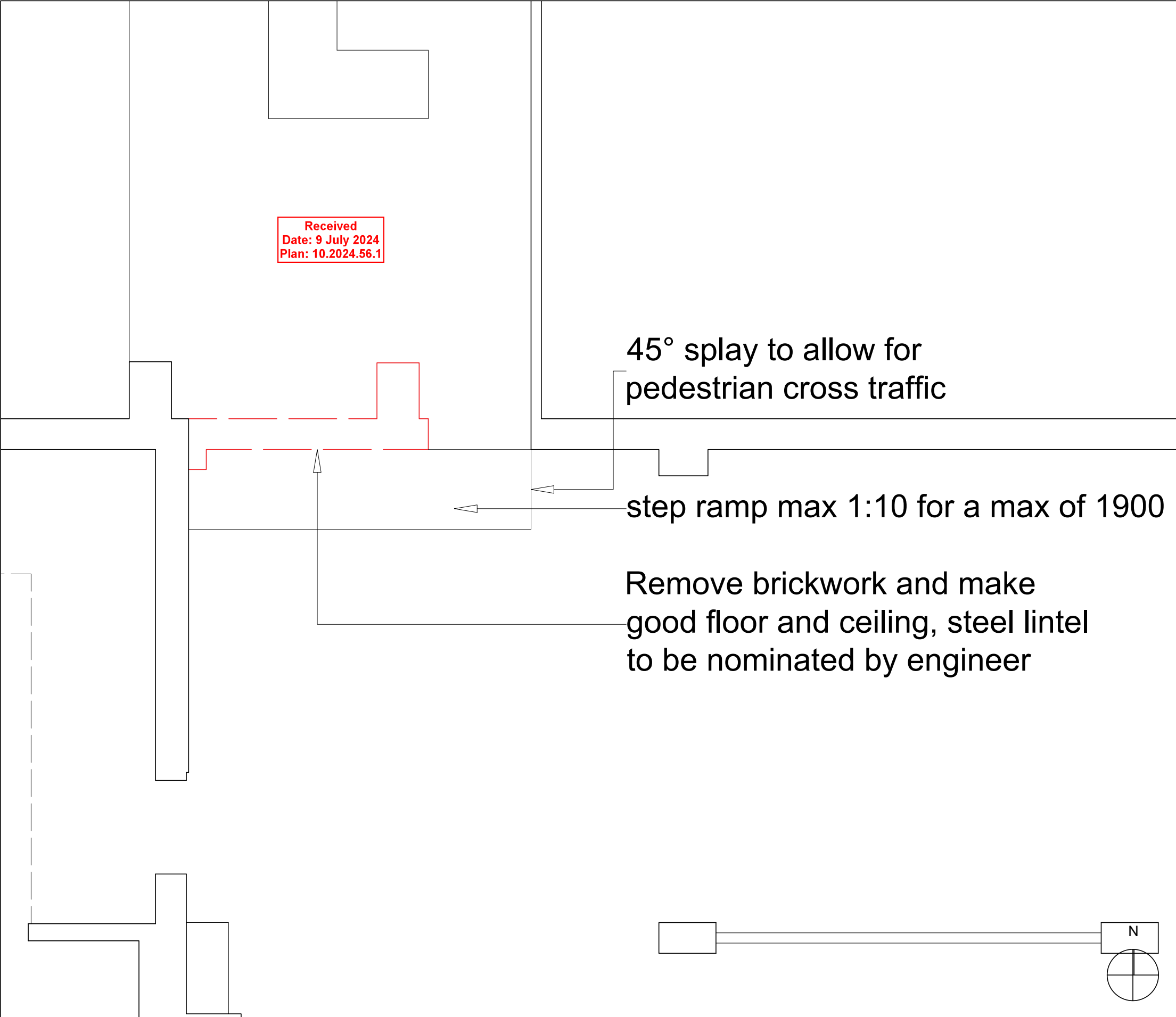
Sheet size: A3
Drawing to be read printed at 100% print scale

PO Box 852
53 Redfern Street,
Cowra NSW 2794
p: 1300 240 872
e: office@visiontpc.com.au
web: visionpdhub.au



| | |
|--------------------------------|--------|
| JOB NUMBER | 104/24 |
| DRAWING Existing Floor Plan | A101 |





GENERAL NOTES
Do not scale from drawings. Use figured dimensions only.

All existing conditions, dimensions and levels are approximate only and are to be checked & verified by contractor prior to the commencement of work or the manufacture of any item.

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All work will be carried out in accordance with the NCC, EP&A Act 1979 (as amended), Local Government Act 1993, Regulations under the Acts, relevant Australian Standards, and local authority conditions.

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ISSUE
For Council Issue

| Revision | Changes | Date |
|----------|---------|------|
|----------|---------|------|

PROJECT
Proposed Commercial Alterations

CLIENT
Imperial Hotel

LOCATION
16-18 Kendal Street, Cowra
NSW, 2794

| DATE | SCALE |
|-----------|-------|
| 24/6/2024 | 1:30 |

Sheet size: A3
Drawing to be read printed at 100% print scale

PO Box 852
53 Redfern Street,
Cowra NSW 2794
p: 1300 240 872
e: office@visiontpc.com.au
web: visionpdhub.au

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PROPERTY DEVELOPMENT HUB

JOB NUMBER
104/24

DRAWING
Proposed Floor Plan
A102



53 Redfern Street
COWRA NSW 2794
PO Box 852
1300 240 827
ABN: 95 614 159 698
<https://visionpdhub.au>

Statement of Environmental Effects

Proposed Development: Internal alterations to commercial premises

Subject Land: Lot 1 DP 738717 - 16-18 Kendal Street, Cowra

Client: Richard Morgan

| Version | Date | Changes |
|-----------|------------|-----------------------|
| Version 1 | 02/07/2024 | Issued for Submission |

This Statement of Environmental Effects (SEE) was prepared based on the following plan and document versions:

| Author | Plan | Page | Date | Job |
|---------------------------------|---------------------|------|----------|--------|
| Vision Property Development Hub | Site Plan | A001 | 02/07/24 | 104/24 |
| Vision Property Development Hub | Existing floor plan | A101 | 24/06/24 | 104/24 |
| Vision Property Development Hub | Proposed floor plan | A102 | 24/06/24 | 104/24 |

Prepared by:

Patrick Fitzsimmons
Town Planner, Managing Director
VISION Property Development Hub Pty Ltd

Statement of Environmental Effects

Abbreviations

The Act – Environmental Planning and Assessment Act 1979

EPI – Environmental Planning Instrument

SEE - Statement of Environmental Effects

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1. Executive Summary

The land owners have commissioned Vision Property Development Hub to prepare this Statement of Environmental Effects (SEE) to consider the design of the proposed commercial internal alterations against the applicable planning controls and environmental context.

The proposed development is consistent with all applicable planning controls without variation and consideration of the commercial context confirms the development is consistent in the commercial setting without any identified negative impact. The proposal improves accessibility within the existing pub.

It is considered the proposed development can be approved by Council without alteration to the proposed design.

2. Proposed Development

The land owners are seeking Council approval to carry out internal alterations to the existing food and drink premises (pub). The alterations include the removal of an existing internal wall as shown on the plans submitted with the application. The removal of this wall will improve visibility between the kitchen and the main bar area, as well as enabling a ramp to be constructed to replace the existing step up from the bar/dining area to the kitchen area. Removal of this wall and installation of a ramp will improve visibility and accessibility to patrons and staff alike.

3. Site Description and Surrounding Land Use

The Imperial Hotel is located on the main street of Cowra within the central commercial district. The proposed internal alterations to improve accessibility and visibility within the existing premises is consistent with the surrounding land use.

4. Section 1.7 of the Act - Part 7 of the Biodiversity Conservation Act 2016

The Act gives effect to the consideration of part 7 of the *NSW Biodiversity Conservation Act 2016*. Accordingly, consideration of part 7 of the *NSW Biodiversity Conservation Act 2016* and associated regulation is required and is provided below:

The land is not mapped as containing any sensitive native environments. The development does not involve the removal of native vegetation that would exceed the thresholds defined under Section 7 of the *NSW Biodiversity Conservation Act 2016* and associated Regulation. Preparation of a Biodiversity Development Assessment Report is not required.

5. Consideration of Environmental Planning Instruments & Environment

Section 4.15 Evaluation

Matters for consideration—general

(a) the provisions of:

- (i) any environmental planning instrument, and

5.1 Cowra Local Environmental Plan 2012 (LEP)

Section 2.3(2) The consent authority must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone.

The land is zoned E1 Local Centre. Internal alterations to an existing commercial premises are permissible in the zone.

Objectives of the plan

- *To provide a range of retail, business and community uses that serve the needs of people who live in, work in or visit the area.*
- *To encourage investment in local commercial development that generates employment opportunities and economic growth.*
- *To enable residential development that contributes to a vibrant and active local centre and is consistent with the Council's strategic planning for residential development in the area.*
- *To encourage business, retail, community and other non-residential land uses on the ground floor of buildings.*
- *To ensure the development of the local centre in West Cowra is consistent with the commercial hierarchy of the Cowra township and does not involve major retailing activities or detract from the core commercial functions of the Cowra central business district.*
- *To maximise public transport patronage and encourage walking and cycling.*

Comments:

The proposed internal alterations are consistent with the zone objectives, particularly as they improve accessibility to the development.

Clause 5.10 Heritage conservation**Comments:**

The property is listed under Schedule 5 of the LEP as number *I17 Imperial Hotel Cowra Significance: Local* and shown on Heritage Map - Sheet HER_002C.

The existing Imperial Hotel includes a variety of additions and internal alterations constructed at different times. A review of the NSW Heritage Inventory Report for the Imperial Hotel refers overall to the front facade of the three-storey building as retaining heritage significance. None of the internal areas of the pub are mentioned. The proposed internal alterations which involve the removal of an internal wall that already has a contemporary appearance without heritage features. The replacement of an existing step with a ramp will not detract from the heritage significance of the Imperial Hotel. The alterations will not be visible from the road in any way, and will not detract from the heritage significance of any of the surrounding buildings.

The proposed internal alterations can be constructed without any negative impact on the heritage significance of the hotel.

The proposal is consistent with Clause 5.10.

There are no other applicable clauses of the LEP, which is consistent with the provisions of the LEP without variation.

5.2 State Environmental Planning Policies

The following State Environmental Planning Policies are considered relevant to the development:

| SEPP | COMMENTS |
|--|----------------|
| SEPP (Biodiversity and Conservation) 2021 | Not applicable |
| SEPP (Exempt and Complying Development Codes) 2008 | Not applicable |
| SEPP (Housing) 2021 | Not applicable |
| SEPP (Industry and Employment) 2021 | Not applicable |
| SEPP (Planning Systems) 2021 | Not applicable |
| SEPP (Precincts – Central River City) 2021 | Not applicable |
| SEPP (Precincts – Eastern Harbour City) 2021 | Not applicable |
| SEPP (Precincts - Regional) 2021 | Not applicable |
| SEPP (Precincts – Western Parkland City) 2021 | Not applicable |
| SEPP (Primary Production) 2021 | Not applicable |
| SEPP (Resilience and Hazards) 2021 | See below. |
| SEPP (Resources and Energy) 2021 | Not applicable |
| SEPP (Sustainable Buildings) 2022 | Not applicable |
| SEPP (Transport and Infrastructure) 2021 | Not applicable |

5.2.1 State Environmental Planning Policy (Resilience and Hazards) 2021**Chapter 4 Remediation of land****Section 4.6 Contamination and remediation to be considered in determining development application**

(1) 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.

Comments:

The author is not aware of any other prior land-uses on the site that are likely to have resulted in the contamination of the land. The site is presently used for a food and drink premises which will remain unchanged as a result of the development. No further investigation is required in accordance with the NSW Managing Land Contamination Planning Guidelines.

5.2.2 State Environmental Planning Policy (Transport and Infrastructure) 2021**Section 2.119 Development with frontage to classified road**

(1) The objectives of this section are—

- (a) to ensure that new development does not compromise the effective and ongoing operation and function of classified roads, and
- (b) to prevent or reduce the potential impact of traffic noise and vehicle emission on development adjacent to classified roads.

(2) The consent authority must not grant consent to development on land that has a frontage to a classified road unless it is satisfied that—

- (a) where practicable and safe, vehicular access to the land is provided by a road other than the classified road, and
- (b) the safety, efficiency and ongoing operation of the classified road will not be adversely affected by the development as a result of—
 - (i) the design of the vehicular access to the land, or

(ii) the emission of smoke or dust from the development, or

(iii) the nature, volume or frequency of vehicles using the classified road to gain access to the land, and

(c) the development is of a type that is not sensitive to traffic noise or vehicle emissions, or is appropriately located and designed, or includes measures, to ameliorate potential traffic noise or vehicle emissions within the site of the development arising from the adjacent classified road.

Comments:

The development fronts Kendal Street which is a classified road. The Imperial Hotel has an existing vehicle access point from Kendal Street to the rear of the property. The proposed internal alterations will not generate any additional traffic movement and the development does not require referral to TfNSW. The development is consistent with the remaining sections of SEPP (Transport and Infrastructure).

(ii) any proposed instrument that is or has been the subject of public consultation under this Act.

There are no Draft Environmental Planning Instruments on public exhibition at the date the Development application is lodged.

(iii) any Development Control Plan (DCP)

5.3 Cowra Shire Council Development Control Plan 2021

| Section H.1 Cowra CBD Controls | Applies | Consistent | Variation Proposed |
|--|----------------|-------------------|---------------------------|
| <i>H.1.1. Application of this part</i> | Y | Y | N |
| <i>H.1.2. Objectives</i> | Y | Y | N |
| <i>H.1.3. Setback Controls</i> | N | - | - |
| <i>H.1.4. Building Design Controls</i> | N | - | - |
| <i>H.1.5. Building Height Controls</i> | N | - | - |
| <i>H.1.6. Awning Controls</i> | N | - | - |
| <i>H.1.7. External Lighting Controls</i> | N | - | - |
| <i>H.1.8. Solar Access Controls</i> | N | - | - |
| <i>H.1.9. Fencing & Security Controls</i> | N | - | - |
| <i>H.1.10. Open storage areas and waste management</i> | N | - | - |
| <i>H.1.11. Servicing Controls</i> | N | - | - |
| <i>H.1.12. Signage</i> | N | - | - |
| <i>H.1.13. Landscaping</i> | N | - | - |
| <i>H.1.14. Soil Erosion and Sediment Control</i> | N | - | - |
| <i>H.1.15. Parking, Access and Mobility</i> | N | - | - |

Section H.1 Cowra CBD Controls

H.1.1. Application of this part

The development is a commercial development that is located in the E1 Local Centre zone as shown in the map on page 5 of part H of the DCP. Part H.1 is applicable to the development.

H.1.2. Objectives

The proposed removal of an internal wall and installation of a ramp improves the functionality of the existing pub business by improving visibility between the kitchen, dining and bar areas of the premises. The development also significantly improves pedestrian access and mobility within the premises, by widening a previously small gap that created pedestrian flow issues and installing a ramp that will make that area of the pub more widely accessible. The development is consistent with the objectives of part H of the DCP.

The development is consistent with the provisions of Part H of the DCP without variation.

The development is consistent with the provisions of the remaining sections of DCP without variation.

(iia) any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F.

The applicant has not entered into any planning agreement or draft planning agreement.

(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph), and

5.4 Environmental Planning and Assessment Regulation 2021

Part 4 - Division 1 Determination of development applications—the Act, s 4.15(1)(a)(iv)

Clause 61 Additional matters that consent authority must consider

(1) *In determining a development application for the demolition of a building, the consent authority must consider the Australian Standard AS 2601—2001: The Demolition of Structures.*

(2) *In determining a development application for the carrying out of development on land that is subject to a subdivision order under the Act, Schedule 7, the consent authority must consider—*

(a) the subdivision order, and

(b) any development plan prepared for the land by a relevant authority under that Schedule.

(3) *In determining a development application for development on the following land, the consent authority must consider the Dark Sky Planning Guideline—*

(a) land in the local government area of Coonamble, Gilgandra, Warrumbungle Shire or Dubbo Regional,

(b) land less than 200 kilometres from the Siding Spring Observatory, if the development is—

(i) State significant development, or

(ii) designated development, or

(iii) development specified in State Environmental Planning Policy (Planning Systems) 2021, Schedule 6.

(4) *In determining a development application for development for the purposes of a manor house or multi dwelling housing (terraces), the consent authority must consider the Low Rise Housing Diversity Design Guide for Development Applications published by the Department in July 2020.*

(5) *Subsection (4) applies only if the consent authority is satisfied there is not a development control plan that adequately addresses the development.*

(6) *In determining a development application for development for the erection of a building for residential purposes on land in Penrith City Centre, within the meaning of Penrith Local Environmental Plan 2010, the consent authority must consider the Development Assessment Guideline: An Adaptive Response to Flood Risk Management for Residential Development in the Penrith City Centre published by the Department on 28 June 2019.*

(7)–(8) (*Repealed*)

Comments:

The proposal does involve partial demolition of a wall within the existing building and therefore the requirements of AS 2601 need to be considered in accordance with Clause 61(1). The wall to be removed is of brick construction.

The subject land is not subject to a subdivision order under the Act, Schedule 7, therefore Clause 61(2) is not applicable.

The *Dark Sky Planning Guideline* does not apply to Cowra Shire and therefore Clause 61(3)(a) and (b) are not applicable.

The development does not include a manor house or multi dwelling housing, therefore Clause 61(4) is not applicable (subject to subclause (5)).

The development is not located within the Penrith City Centre.

62 Consideration of fire safety

(1) This section applies to the determination of a development application for a change of building use for an existing building if the applicant does not seek the rebuilding or alteration of the building.

(2) The consent authority must—

(a) consider whether the fire protection and structural capacity of the building will be appropriate to the building's proposed use, and

(b) not grant consent to the change of building use unless the consent authority is satisfied that the building complies, or will, when the development is completed, comply, with the Category 1 fire safety provisions that are applicable to the building's proposed use.

(3) Subsection (2)(b) does not apply 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.

Comments:

The proposal does not involve the change of a building use for an existing building and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 62 is unnecessary.

63 Considerations for erection of temporary structures

In determining a development application for the erection of a temporary structure, the consent authority must consider whether—

(a) the fire protection and structural capacity of the structure will be appropriate to the proposed use of the structure, and

(b) the ground or other surface on which the structure will be erected will be sufficiently firm and level to sustain the structure while in use.

Comments:

The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.

64 Consent authority may require upgrade of buildings

(1) *This section applies to the determination of a development application that involves the rebuilding or alteration of an existing building if—*

(a) the proposed building work and previous building work together represent more than half of the total volume of the building, or

(b) the measures contained in the building are inadequate—

(i) to protect persons using the building, if there is a fire, or

(ii) to facilitate the safe egress of persons using the building from the building, if there is a fire, or

(iii) to restrict the spread of fire from the building to other buildings nearby.

(2) *The consent authority must consider whether it is appropriate to require the existing building to be brought into total or partial conformity with the Building Code of Australia.*

(3) *In this section—*

previous building work means building work completed or authorised within the previous 3 years.

total volume of a building means the volume of the building before the previous building work commenced and measured over the building's roof and external walls.

Comments:

The proposal does not involve the rebuilding, alteration, enlargement or extension of an existing building that represents more than half the total volume of the building and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia.

The measures within the building at the completion of the project will be adequate to protect the building and facilitate safe egress from the building and restrict spread of fire.

67 Modification or surrender of development consent or existing use right

Not applicable.

75 Fulfilment of BASIX commitments

Not applicable.

76 Deferred commencement consent

Not applicable.

(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,

Context and Setting

The Imperial Hotel is located on the main street of Cowra within the central commercial district. The proposed internal alterations to improve accessibility and visibility within the existing premises is consistent with the surrounding land use.

Access, Transport and Traffic

No impacts identified.

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

As previously discussed in this SEE, the Imperial Hotel is listed in Schedule 5 of the LEP as an item of local heritage significance. An AHIMS search did not reveal any recorded items of Aboriginal Heritage Significance on the land or adjacent road reserve.

Water

No impacts identified.

Soils

No impacts identified.

Air and Microclimate

Minimal amounts of dust may be generated during the construction period. Once construction works are complete the development will not impact on air quality. The ongoing use of the development will not negatively impact air quality.

Flora and Fauna

The proposal does not require the removal of any trees.

Waste

The site is connected to reticulated sewerage. Any construction waste and ongoing commercial waste will continue to be removed from the site and appropriately recycled or catered for at a licensed waste management facility.

Energy

No impacts identified.

Noise and Vibration

Some noise will occur during the construction period, but is not expected to adversely impact on any surrounding land uses.

Natural Hazards

Inspection of the site and mapping associated with the LEP did not identify the subject land as being subject to flooding or bushfire or any other potential hazards.

Technological Hazards

No impacts as previously discussed in this report.

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 is constructed in accordance with the Building Code of Australia.

Cumulative impacts

The proposal is not expected to generate any ongoing negative cumulative impacts. A minimal increase in traffic and activity at the site will occur during the construction phase.

(c) the suitability of the site for the development

The building and site are appropriate.

(d) any submissions made in accordance with this Act or the regulations,

Council will follow the requirements of the Community Consultation Policy.

(e) the public interest

No aspect of the proposed development will overburden any facility operating in the public interest.

6. Conclusion

The proposed development is consistent with all applicable planning controls without variation and consideration of the commercial context confirms the development is consistent in the commercial setting without any identified negative impact.

It is considered the proposed development can be approved by Council without alteration to the proposed design.

Appendix A - Requirements of the Approved Form Guide

a. The environmental impacts of the development

The development is being completed on a commercial site and no negative environmental impact will be incurred.

b. How the environmental impacts of the development have been identified

The site was inspected as part of the preparation of the development application and confirmed that no environmental impacts that could be avoided have been identified.

c. The steps to be taken to protect the environment or to lessen the expected harm to the environment

As per a. and b., no specific measures are required other than to construct the development as proposed.

d. Any matters required to be indicated by any guidelines issued by the Planning Secretary

No specific guidelines relevant to the application have been issued by the planning secretary.

e. Drawings of the proposed development in the context of surrounding development, including the streetscape

The proposed development is consistent with the character of the commercial area in the surrounding context. The documents submitted are adequate to allow for comprehensive assessment of the proposal.

f. Development compliance with building heights, building height planes, setbacks and building envelope controls (if applicable) marked on plans, sections and elevations

The plans submitted with the application are sufficient to allow for comprehensive assessment of the proposal.

g. Drawings of the proposed landscape area, including species selected and materials to be used, presented in the context of the proposed building or buildings, and the surrounding development and its context

The plans submitted with the application are sufficient to allow for comprehensive assessment of the proposal which is of a design and scale appropriate to the commercial area.

h. If the proposed development is within an area in which the built form is changing, statements of the existing and likely future contexts

The area is characterised by commercial land use and the proposed development is consistent with

the existing character and the proposed surrounding character which is also commercial.

i. Photomontages of the proposed development in the context of surrounding development

Photomontages are not necessary in this instance.

j. A sample board of the proposed materials and colours of the facade

Sample boards are not necessary in this instance.

k. Detailed sections of proposed facades

The plans submitted are adequate for comprehensive assessment of the development without submitting section plans for a development application.

l. If appropriate, a model that includes the context.

A model is not necessary in this instance.

Created on 15/08/2024

**Important Notice!**

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 damages, losses, expenses, costs, and claims.



Drawn By: Cassandra Gailly

Projection: # GDA2020 / MGA zone 55

DA 56/2024 - 16-18
Kendal Street Cowra

Created on 15/08/2024

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Drawn By: Cassandra Galley

Projection: # GDA2020 / MGA zone 55

DA 56/2024 - 16-18
Kendal Street Cowra

7.2 Review of Council's Code of Planning Practice - processing Development Applications policy

File Number: D24/I346

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

- 1. That Council endorses the Draft Code of Planning Practice – processing Development Applications policy for the purpose of public exhibition for a minimum of 28 days in accordance with the Cowra Community Participation Plan.**
 - 2. That following the public exhibition the Director of Environmental Services provides a further report to Council for the formal adoption of the draft Code of Planning Practice – Processing of Development Applications Policy considering any submissions made.**
-

Introduction

Following on from the report tabled to the General Committee meeting on 12 August 2024, the Draft Code of Planning Practice – Processing Development Applications has been amended to include changes as proposed from the General Committee meeting, refer to Attachments 1 and 2.

The purpose of the Code of Planning Practice – Processing Development Applications is to describe the process for assessing and determining all development applications in the Cowra Shire (except those categorised as ‘complying development’). The latter categories are dealt with in the State Environmental Planning Policy (Exempt & Complying Development Codes) 2008.

It aims to:

- (a) Provide transparency about the process used in Cowra Shire Council for the application and assessment of development applications;
- (b) Ensure that delegations are appropriate and that there is a separation of responsibilities in considering development applications;
- (c) Ensure that decision-making about development applications is transparent, objective and fair and that applications are determined on the basis of planning merit in accordance with the EP&A Act and not as a result of undue influence; and
- (d) Minimise the risks of corruption and improve public confidence in the administration and determination of development applications.

The Code of Planning Practice – Processing Development Applications (hereafter referred to as ‘the Code’) is aimed at Council staff, Councillors, residents, applicants and the community in general.

A review of the Code was commenced last year, with changes workshopped among staff internally. The policy was not only due for review, but also necessary due to the State

Government mandated introduction of the Managing Conflicts of Interest for Council Related Development policy last year, which resulted in some overlapping of policy.

Summary of proposed changes compared to approved 2018 policy

The main changes involved adjusting the Code to refer to the new Managing Conflict of Interest for Council-related Development Policy 2023. This included deleting aspects that replicated the Managing Conflicts of Interest for Council Related Development Policy 2023, and instead inserting direct references to that newly adopted policy.

Other changes included:

- Minor language updates considering the advent of the NSW Planning Portal, which commenced electronic lodgement of Development Applications and ceased the previous hard copy lodgement process. For example, replacing terms such as 'at the counter' with 'electronic lodgement' and replacing 'form' with 'NSW Planning Portal'
- Updated policies were also taken into consideration, such as the current Cowra Development Control Plan 2021.
- General legislation references were also reviewed and updated, particularly the Environmental Protection and Assessment Act 1979.

Conclusion

With these minor adjustments and updates now concluded, Council is asked to take the next step and endorse the Draft Code of Planning Practice – Processing Development Applications for community feedback via public exhibition. This is in accordance with the Cowra Community Participation Plan 2020 and a change to the last update in 2018, when the policy was presented to Manex.

A further report will be presented to council at the conclusion of the public exhibition process considering any submissions made, along with the draft Code for final endorsement.

ATTACHMENTS

1. Draft Code of Planning Practice - Processing Development Applications - including markups [↓](#)
2. Draft 2023 Code of Planning Practice - Processing of Development Applications - completed copy for exhibition [↓](#)

COUNCIL POLICY



Code of Planning Practice -
Processing of Development Applications

Code of Planning Practice – Processing of Development Applications

| ~~Manex Council~~ Meeting Date ~~24 July 2018~~ August 2024

Council Department Environmental Services

Contact Officer Director-Environmental Services

Revision History

| Version | Council Meeting Date | Responsible Officer |
|---------|---------------------------|---------------------------------|
| 1 | 26 March 2007 - 11/2/2007 | Director-Environmental Services |
| Version | Manex Meeting Date | Responsible Officer |
| 2 | 28 October 2014 | Director-Environmental Services |
| 3 | 24 July 2018 | Director-Environmental Services |
| Version | Council Meeting Date | Responsible Officer |
| | | |

Cowra Shire Council
Private Bag 342
Cowra NSW 2794
Phone: 02 6340 2000
Email: council@cowra.nsw.gov.au
Internet: www.cowracouncil.com.au

Code of Planning Practice

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Code of Planning Practice

1. Purpose

The purpose of this Code is to describe the process for assessing and determining all development applications in the Cowra Shire, except those categorised as 'complying development'. The latter categories are dealt with in the State Environmental Planning Policy (Exempt & Complying Development Codes) 2008.

This Code is aimed at Council staff, Councillors, residents, applicants and the community in general.

2. Date of Adoption of this Code

This Code was adopted by Council on 26 March 2007 and is effective immediately. It was revised in 2014 and 2018; a complete revision history is provided on Page 2.

3. Application of this Code

This Code sets pathways for the lodgement, assessment and processing of development applications, reviews of determinations sought by applicants under [Section 8.3 of the Environmental Planning and Assessment Act \(EP&A Act\)](#) and any modifications sought under Section 4.55 of the EP&A Act.

4. Aims

This Code aims to:

- (a) Provide transparency about the process used in Cowra Shire Council for the application and assessment of development applications;
- (b) Ensure that delegations are appropriate and that there is a separation of responsibilities in considering development applications;
- (c) Ensure that decision-making about development applications is transparent, objective and fair and that applications are determined on the basis of planning merit in accordance with the EP&A Act - and not as a result of undue influence; and
- (d) Minimise the risks of corruption and improve public confidence in the administration and determination of development applications.

- (e) Ensure that development applications are processed in as timely a manner as possible.

Commented [G01]: As per Councillor J. Smith suggestion

5. Background

The Independent Commission Against Corruption (ICAC) acknowledge there is often a lot at stake in the development process, as decisions can affect the quality of people's lives and financial situations. For these reasons the process used to determine development applications can give rise to many concerns and complaints. These issues were picked up in ICAC's Taking the Devil Out of Development - interim report and position papers (May 2002 and December 2002); Corruption Risks in NSW Development Approval Process position paper (September 2007) and; in ICAC's report on Anti-Corruption Safeguards and the NSW Planning System (February 2012); and in [ICAC's Investigation into the Code of Conduct of Councillors of the Former Canterbury City Council and Others 2021](#). In these reports, ICAC identified key risk areas for state and local planning authorities in dealing with development applications and provided a number of recommendations

Code of Planning Practice

designed to address these risks including the need to:

- Better inform applicants and objectors about council values and business ethics; Improve the community's (residents and developers) understanding of the roles that Councillors and staff are obliged to fulfill when assessing and determining development applications and of the matters that will be considered in assessment and the processes and systems involved;
- Ensure the notification process used for developments is open and transparent and takes account of the size, impact and importance of the development proposed;
- Ensure appropriate delegations and separation of responsibilities in considering development applications;
- Implement changes to the law to penalise applicants who gain an approval through corrupt means;
- Provide guidance on what constitutes a modification to an application, prescribe a minimum requirement for notification and limiting the use of delegated authority for the approval of modifications;
- Provide Councillors with guidelines about their role and responsibilities in the development assessment process;
- Clarify what to do when the council is both developer and consent authority; and in accordance with the Managing Conflicts of Interest for Council related Development Policy; and
- Ensure planning instruments are reviewed regularly by Council's and kept up-to-date.
- Ensure that planning authorities are required to provide regular information and updates to the public about development applications under assessment, including any significant changes made to an application.
- Ensure that planning staff maintain a professional distance from regular applicants.

Cowra Shire Council has already adopted a Code of Conduct ~~and~~, Code of Meeting Practice & Managing Conflicts of Interest for Council related Development policies that provides guidance on how Councillors and Council staff should properly conduct themselves in a local government context. Cowra Shire Council is committed to taking action that improves public confidence in the way development applications are processed and assessed in the Shire. This Code of Planning Practice - Development Applications provides specific guidelines on how Councillors and staff should properly process and determine development applications.

6. The Development Application (DA) Process

The following outlines 7 key steps in the process used by Cowra Shire Council for lodging and assessing development applications:

6.1 Preliminary DA information sought and provided:

The applicant is welcome to seek information from Council's Customer Service Centre or

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Department - Environmental Services to assist with the preparation of a DA. Council officers are able to provide any relevant environmental planning policies, standards and codes to assist with the preparation of a DA. Council has developed a DA Guide to assist proponents properly prepare a DA as well as understand the DA process that will be followed in relation to the type of development proposed. The DA fees can also be calculated at this stage. Counter-~~or~~, telephone [or electronic](#) advice and copies of council environmental planning policies, standards and codes are generally provided free of charge.

6.2 Pre-lodgement DA Form:

For a detailed response to a more complicated development proposal, an applicant is able to complete a 'Pre-Lodgement DA Form' and specialist assessment officers will provide written comments and be available for a meeting to discuss the proposal. Within this forum Council assessment officers make a broad assessment of the development proposed, the likely issues that will need to be addressed in the DA and comment if there is any doubt about the nature of the proposed project. The applicant will be formally advised in writing of the outcome of the pre-lodgement assessment within 14 days of lodgement. The pre-lodgement process is provided by Council free of charge. [Please note this process is aimed at complex development, not standard single dwelling and or related ancillary development proposals](#)

6.3 DA Lodgement:

Staff from Environmental Services will check the application for completeness at time of ~~lodgment~~ [submission](#). Staff will complete a DA Checklist to streamline the process ~~at the counter~~. Provided the DA Checklist is completed and there are no obvious problems or deficiencies that need to be addressed prior to lodgement, the DA will be receipted by Council. Incomplete applications may be rejected by staff under Section ~~5+39~~ [5+39](#) Rejection of development applications, of the EP&A Act Regulations, and will be returned to the proponent.

6.4 Preliminary Assessment:

Upon receipt of a DA, Council's Manager – Planning Services will review the DA to confirm its completeness, the type of development proposed, notification/advertising requirements and the assessment officer who will be responsible for the processing of the application. ~~It is at this stage that Council will write to the applicant acknowledging receipt of the application.~~ Council may contact the applicant to request clarification of a DA matter or seek additional information.

6.5 Advertising and notification:

Depending on the type of development proposed, development applications will either be notified or advertised in accordance with Council's ~~Development Control~~ [Community Participation Plan 20+420](#).

The E&A Act provides for the advertising of designated development and integrated development.

Council reserves the right to extend the notification or advertising period for any development proposal beyond the minimum requirements where it is considered justified.

Where Council has an interest in a DA (eg Council is the applicant, owns the land the subject of the DA, or will likely benefit from the approval of the application) the DA will be advertised and a statement detailing Council's interest in the DA will be included in the public notice, ~~as per Council's~~ [Managing Conflicts of Interest for Council Related Development Policy](#).

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Any written submissions received as a result of advertising and/or notification will be considered in the assessment of the development proposal.

6.6. Assessment:

The responsible assessment officer is required to assess the DA in accordance with the matters for consideration under Section 4.15 of the EP&A Act, including detailed comparative checks to assess whether the application complies with the requirements of any State Environmental Planning Policies, Regional Environmental Plans, Cowra Local Environmental Plan 2012, Council's Development Control Plan 2021⁴ and any additional Council policies.

The assessment may necessitate the Council seeking comments from other government authorities (such as Transport for NSW, NSW EPA, NSW Department of Planning, Essential Energy etc.) who may have an interest in the development application.

Commented [G02]: Some examples as per Councillor J. Smith suggestion

Where the development proposal is consistent with all environmental planning instruments and Council policies, and no objections are received, it may be appropriate for the responsible assessment officer to make the decision about the DA under delegated authority or forward to a more senior officer (ie the Manager – Planning Services or Director - Environmental Services) for determination under delegated authority. All assessments and recommendations undertaken under delegated authority are to be peer reviewed prior to determination by another staff member possessing the appropriate delegations. A record of the peer review is to be retained on file along with the assessment report.

Where the development proposal is inconsistent with an environmental planning instrument or Council policy, or where substantive written objections have been received, or where the proposal is considered to be contentious or involve Council interests, a report will be tabled at a Council Meeting for determination of the DA.

6.7 Determination:

Under Section 4.16 of the EP&A Act, Cowra Shire Council has the power to determine a DA by granting consent, either unconditionally or subject to conditions, or refusing consent to the application.

The determination of a DA will be communicated to the applicant in writing, with advice about the legal ability to review or appeal under the determination in accordance with the EP&A Act. Council will also write to any person who made a written submission/objection to the development proposal, advising its determination of the DA.

~~Regular Council has opted to continue regular public notice on its website of development consents granted by the Council- it, even though this is given in the Cowra Guardian, in accordance with Section 4.59 of the EP&A Act. It should be noted that the validity of the consent cannot be challenged in Court, unless the challenge is made within 3 months of the date of the public notice in the local newspaper, no longer required under legislation.~~

7. Waiving DA Fees

Any dealings the Council may have with a proponent or applicant regarding the waiving of Development Application Fees must not involve Environmental Services staff.

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Environmental Services or Customer Service staff do not have delegated authority to waive fees. Development Applications will therefore not be receipted unless the appropriate DA Fees are paid, or unless there is a prior resolution of Council that the fees are not required to be paid by the applicant, and will be paid by the Council.

Any person who wishes to make a request to the Council to waive fees must do so in writing, addressed to the General Manager of Cowra Shire Council. The grounds for the request to waive fees must be detailed in the letter.

Upon receipt of a request to waive fees the General Manager is required to report to the Council on the merits of the request, with a recommendation to either accede or not accede to the waiving of fees.

In such cases where Council accedes to a request to waive fees, the Council will offer to pay/refund the relevant fees as a donation pursuant to Section 356 of the Local Government Act 1993.

8. Development Applications Involving Council Interests

Where the Council has an interest in a development proposal, consideration should be given to utilising independent parties in the assessment and determination process. In such cases where Council does have an interest in a development application, ~~Cowra~~ Council is required to ensure that the application is processed in accordance with its Managing Conflicts of Interest for Council Related Development Policy 2023.

- ~~For minor developments assessed to involve minimal risk of conflict of interests – DA to be assessed by Environmental Services staff after following correct advertising and notification procedures that state Council's interest in the matter. The assessment report to be reported to Council for determination of the development proposal. No delegation of authority to be used in the determination of the DA.~~
- ~~For applications assessed to involve moderate to significant risk of conflict of interest – DA to be assessed by a suitable independent expert to undertake the assessment. The assessment report to be then reported to Council for determination of the development proposal. No delegation of authority to be used in the determination of the DA.~~
- ~~For applications assessed to involve moderate to significant risk of conflict of interest – DA to be assessed by another Council. The assessment report to be then reported to Council for determination of the development proposal. No delegation of authority to be used in the determination of the DA.~~
- ~~For applications assessed to involve moderate to significant risk of conflict of interest – DA to be assessed by a suitable independent expert or another Council and then reported to Council for determination. No delegation of authority to be used in the determination of the DA.~~

9. Review of a Determination

Under Section 8.32 of the EP&A Act an applicant can request Council to review a determination of a DA. ~~However~~, there is no right of review for a determination of a complying development certificate or for a determination in respect of Designated development, Integrated development or a determination made in respect of application made by the Crown. An application ~~form via the~~ [NSW Planning Portal](#) must be included together with a written statement listing the grounds of the

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review and the relevant fee.

10. Modify a Development Consent

Under Section 4.55 of the EP&A Act an applicant can apply to modify a development consent to correct a minor error or to carry out modifications involving minimal environmental impact. This may be appropriate if the applicant disagrees with particular conditions of consent or decides to amend certain aspects of the proposal. An application ~~form~~[via the NSW Planning Portal](#) must be included together with a written justification for the proposed modification and plans indicating proposed modifications or changes. You must also pay an application fee. The application will be advertised and/or notified in accordance with Council's Development Control Plan 2021.

11. Appeal to the Land and Environment Court

An applicant who is dissatisfied with their notice of determination can appeal to the Land and Environment Court within ~~12~~²⁶ months of the day on which they received Council's notice of determination. ~~after the~~ Separate application must be made with the NSW Land and Environment Court to appeal a determination.

12. Statement of Ethics for Development Applications

This section is to inform and guide applicants, objectors and all other people of Council's values and ethics in regard to development proposals that have to be assessed and then determined by Council. This Statement needs to be read in conjunction with and subject to Council's Code of Conduct.

"All parties need to appreciate that Council, (and its delegates) in their formal role of determining a development application has to consider the matters prescribed in legislation in a way that is open and fair and is seen to be open and fair to all parties.

Any member of the community may approach a Council assessment officer (during normal business hours) on any matter relating to a DA. Council assessment officers (in particular planning and environmental health and building surveyors) are employed by Council to process applications in a transparent, objective and fair manner. They will listen to the views of objectors and applicants alike and record them for consideration in their assessment. They will help all parties understand the project and process that has to be followed to obtain a decision.

Similarly, it is in order for any member of the community to approach a Councillor to explain their position in relation to a DA. However, no Councillor should be expected to offer support or oppose a DA. No Councillor should be asked to or expected to lobby other Councillors to support or oppose a project.

Do not expect a Councillor to indicate support for or take any part in lobbying for or against a development even if it is near their property. It would be totally inappropriate and a serious conflict of interest for any Councillor to be involved in a campaign of letter writing to other neighbours for or against a development that is near their property, or for that matter anywhere else in the shire. Do not expect a Councillor to speak to or lobby an assessment officer. Any such approach is contrary to Council's Code of Conduct and must be reported by the Officer. Such an approach could seriously delay the processing of the application.

In their role as decision-makers, Councillors need to behave in a way, almost like a judge, that gives confidence to all parties that no-one is being given any special consideration and the application is being dealt with on its merits. It is bad practice and an unacceptable practice for an application to be determined on the basis of "pressure" from objectors or applicants or other parties.

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It is a criminal act and totally unacceptable for any party to offer inducements, such as free lunches or dinners, holidays, cash or donations to any Councillors or Council Officers to favourably or unfavourably consider an application. Should an unavoidable situation arise in regard to lunch, dinner or coffee, the Councillor or Council Officer must pay for their share of the costs, record the event in the Register of Interests and reclaim their expense from Council."

An applicant or objector who forms an opinion that they are not getting a "fair go" in discussions with Council Officers over a DA, should formally request a more senior officer to become involved in an attempt to resolve differences. In such instances, the first approach should be to the Manager – Planning Services, then the Director - Environmental Services and then the General Manager.

13. Delegation of Authority

As consent authority, Cowra Shire Council has the power under Section 4.16 of the EP&A Act to determine a DA, provided due consideration is given to any limitations of its powers and due process is followed.

Under the Local Government Act 1993, Council can delegate certain powers to the General Manager who in turn can sub-delegate any of those functions to another person or council body. A current copy of all staff delegations are included in [DataworksCM9](#) (Council's Document Management System).



COUNCIL POLICY

Code of Planning Practice - Processing of Development Applications

Code of Planning Practice – Processing of Development Applications

Council Meeting Date August 2024

Council Department Environmental Services

Contact Officer Director-Environmental Services

Revision History

| Version | Council Meeting Date | Responsible Officer |
|---------|--------------------------|---------------------------------|
| 1 | 26 March 2007 - 112/2007 | Director-Environmental Services |
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| 2 | 28 October 2014 | Director-Environmental Services |
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Cowra Shire Council
Private Bag 342
Cowra NSW 2794
Phone: 02 6340 2000
Email: council@cowra.nsw.gov.au
Internet: www.cowracouncil.com.au

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Code of Planning Practice

1. Purpose

The purpose of this Code is to describe the process for assessing and determining all development applications in the Cowra Shire, except those categorised as 'complying development'. The latter categories are dealt with in the State Environmental Planning Policy (Exempt & Complying Development Codes) 2008.

This Code is aimed at Council staff, Councillors, residents, applicants and the community in general.

2. Date of Adoption of this Code

This Code was adopted by Council on 26 March 2007 and is effective immediately. It was revised in 2014 and 2018; a complete revision history is provided on Page 2.

3. Application of this Code

This Code sets pathways for the lodgement, assessment and processing of development applications, reviews of determinations sought by applicants under the Environmental Planning and Assessment Act (EP&A Act) and any modifications sought under Section 4.55 of the EP&A Act.

4. Aims

This Code aims to:

- (a) Provide transparency about the process used in Cowra Shire Council for the application and assessment of development applications;
- (b) Ensure that delegations are appropriate and that there is a separation of responsibilities in considering development applications;
- (c) Ensure that decision-making about development applications is transparent, objective and fair and that applications are determined on the basis of planning merit in accordance with the EP&A Act - and not as a result of undue influence; and
- (d) Minimise the risks of corruption and improve public confidence in the administration and determination of development applications.
- (e) Ensure that development applications are processed in as timely a manner as possible.

5. Background

The Independent Commission Against Corruption (ICAC) acknowledge there is often a lot at stake in the development process, as decisions can affect the quality of people's lives and financial situations. For these reasons the process used to determine development applications can give rise to many concerns and complaints. These issues were picked up in ICAC's Taking the Devil Out of Development - interim report and position papers (May 2002 and December 2002); Corruption Risks in NSW Development Approval Process position paper (September 2007); in ICAC's report on Anti-Corruption Safeguards and the NSW Planning System (February 2012) and in ICAC's Investigation into the Code of Conduct of Councillors of the Former Canterbury City Council and Others 2021. In these reports, ICAC identified key risk areas for state and local planning authorities in dealing with development applications and provided a number of recommendations designed to address these risks including the need to:

Code of Planning Practice

- Better inform applicants and objectors about council values and business ethics; Improve the community's (residents and developers) understanding of the roles that Councillors and staff are obliged to fulfill when assessing and determining development applications and of the matters that will be considered in assessment and the processes and systems involved;
- Ensure the notification process used for developments is open and transparent and takes account of the size, impact and importance of the development proposed;
- Ensure appropriate delegations and separation of responsibilities in considering development applications;
- Implement changes to the law to penalise applicants who gain an approval through corrupt means;
- Provide guidance on what constitutes a modification to an application, prescribe a minimum requirement for notification and limiting the use of delegated authority for the approval of modifications;
- Provide Councillors with guidelines about their role and responsibilities in the development assessment process;
- Clarify what to do when the council is both developer and consent authority in accordance with the Managing Conflicts of Interest for Council related Development Policy; and
- Ensure planning instruments are reviewed regularly by Council and kept up-to-date.
- Ensure that planning authorities are required to provide regular information and updates to the public about development applications under assessment, including any significant changes made to an application.
- Ensure that planning staff maintain a professional distance from regular applicants.

Cowra Shire Council has already adopted Code of Conduct, Code of Meeting Practice & Managing Conflicts of Interest for Council related Development policies that provides guidance on how Councillors and Council staff should properly conduct themselves in a local government context. Cowra Shire Council is committed to taking action that improves public confidence in the way development applications are processed and assessed in the Shire. This Code of Planning Practice - Development Applications provides specific guidelines on how Councillors and staff should properly process and determine development applications.

6. The Development Application (DA) Process

The following outlines 7 key steps in the process used by Cowra Shire Council for lodging and assessing development applications:

6.1 Preliminary DA information sought and provided:

The applicant is welcome to seek information from Council's Customer Service Centre or Department - Environmental Services to assist with the preparation of a DA. Council officers are able to provide any relevant environmental planning policies, standards and codes to assist with the

Code of Planning Practice

preparation of a DA. Council has developed a DA Guide to assist proponents properly prepare a DA as well as understand the DA process that will be followed in relation to the type of development proposed. The DA fees can also be calculated at this stage. Counter, telephone or electronic advice and copies of council environmental planning policies, standards and codes are generally provided free of charge.

6.2 Pre-lodgement DA Form:

For a detailed response to a more complicated development proposal, an applicant is able to complete a 'Pre-Lodgement DA Form' and specialist assessment officers will provide written comments and be available for a meeting to discuss the proposal. Within this forum Council assessment officers make a broad assessment of the development proposed, the likely issues that will need to be addressed in the DA and comment if there is any doubt about the nature of the proposed project. The applicant will be formally advised in writing of the outcome of the pre-lodgement assessment within 14 days of lodgement. The pre-lodgement process is provided by Council free of charge. Please note this process is aimed at complex development, not standard single dwelling and or related ancillary development proposals

6.3 DA Lodgement:

Staff from Environmental Services will check the application for completeness at time of submission. Staff will complete a DA Checklist to streamline the process. Provided the DA Checklist is completed and there are no obvious problems or deficiencies that need to be addressed prior to lodgement, the DA will be receipted by Council. Incomplete applications may be rejected by staff under Section 39 Rejection of development applications of the EP&A Act Regulations, and will be returned to the proponent.

6.4 Preliminary Assessment:

Upon receipt of a DA, Council's Manager – Planning Services will review the DA to confirm its completeness, the type of development proposed, notification/advertising requirements and the assessment officer who will be responsible for the processing of the application. Council may contact the applicant to request clarification of a DA matter or seek additional information.

6.5 Advertising and notification:

Depending on the type of development proposed, development applications will either be notified or advertised in accordance with Council's Community Participation Plan 2020.

The E&A Act provides for the advertising of designated development and integrated development.

Council reserves the right to extend the notification or advertising period for any development proposal beyond the minimum requirements where it is considered justified.

Where Council has an interest in a DA (eg Council is the applicant, owns the land the subject of the DA, or will likely benefit from the approval of the application) the DA will be advertised and a statement detailing Council's interest in the DA will be included in the public notice, as per Council's Managing Conflicts of Interest for Council Related Development Policy.

Any written submissions received as a result of advertising and/or notification will be considered in the assessment of the development proposal.

Code of Planning Practice

6.6. Assessment:

The responsible assessment officer is required to assess the DA in accordance with the matters for consideration under Section 4.15 of the EP&A Act, including detailed comparative checks to assess whether the application complies with the requirements of any State Environmental Planning Policies, Regional Environmental Plans, Cowra Local Environmental Plan 2012, Council's Development Control Plan 2021 and any additional Council policies.

The assessment may necessitate the Council seeking comments from other government authorities (such as Transport for NSW, NSW EPA, NSW Department of Planning, Essential Energy etc.) who may have an interest in the development application.

Where the development proposal is consistent with all environmental planning instruments and Council policies, and no objections are received, it may be appropriate for the responsible assessment officer to make the decision about the DA under delegated authority or forward to a more senior officer (ie the Manager – Planning Services or Director - Environmental Services) for determination under delegated authority. All assessments and recommendations undertaken under delegated authority are to be peer reviewed prior to determination by another staff member possessing the appropriate delegations. A record of the peer review is to be retained on file along with the assessment report.

Where the development proposal is inconsistent with an environmental planning instrument or Council policy, or where substantive written objections have been received, or where the proposal is considered to be contentious or involve Council interests, a report will be tabled at a Council Meeting for determination of the DA.

6.7 Determination:

Under Section 4.16 of the EP&A Act, Cowra Shire Council has the power to determine a DA by granting consent, either unconditionally or subject to conditions, or refusing consent to the application.

The determination of a DA will be communicated to the applicant in writing, with advice about the legal ability to review or appeal under the determination in accordance with the EP&A Act. Council will also write to any person who made a written submission/objection to the development proposal, advising its determination of the DA.

Council has opted to continue regular public notice on its website of development consents granted by it, even though this is no longer required under legislation.

7. Waiving DA Fees

Any dealings the Council may have with a proponent or applicant regarding the waiving of Development Application Fees must not involve Environmental Services staff.

Environmental Services or Customer Service staff do not have delegated authority to waive fees. Development Applications will therefore not be receipted unless the appropriate DA Fees are paid, or unless there is a prior resolution of Council that the fees are not required to be paid by the applicant, and will be paid by the Council.

Any person who wishes to make a request to the Council to waive fees must do so in writing, addressed to the General Manager of Cowra Shire Council. The grounds for the request to waive

Code of Planning Practice

fees must be detailed in the letter.

Upon receipt of a request to waive fees the General Manager is required to report to the Council on the merits of the request, with a recommendation to either accede or not accede to the waiving of fees.

In such cases where Council accedes to a request to waive fees, the Council will offer to pay/refund the relevant fees as a donation pursuant to Section 356 of the Local Government Act 1993.

8. Development Applications Involving Council Interests

Where the Council has an interest in a development proposal, consideration should be given to utilising independent parties in the assessment and determination process. In such cases where Council does have an interest in a development application, Council is required to ensure that the application is processed in accordance with its Managing Conflicts of Interest for Council Related Development Policy 2023.

9. Review of a Determination

Under Section 8.2 of the EP&A Act an applicant can request Council to review a determination of a DA, however, there is no right of review for a determination of a complying development certificate or for a determination in respect of Designated development, Integrated development or a determination made in respect of application made by the Crown. An application via the NSW Planning Portal must be included together with a written statement listing the grounds of the review and the relevant fee.

10. Modify a Development Consent

Under Section 4.55 of the EP&A Act an applicant can apply to modify a development consent to correct a minor error or to carry out modifications involving minimal environmental impact. This may be appropriate if the applicant disagrees with particular conditions of consent or decides to amend certain aspects of the proposal. An application via the NSW Planning Portal must be included together with a written justification for the proposed modification and plans indicating proposed modifications or changes. You must also pay an application fee. The application will be advertised and/or notified in accordance with Council's Development Control Plan 2021.

11. Appeal to the Land and Environment Court

An applicant who is dissatisfied with their notice of determination can appeal to the Land and Environment Court within 6 months of the day on which they received Council's notice of determination after the Separate application must be made with the NSW Land and Environment Court to appeal a determination.

12. Statement of Ethics for Development Applications

This section is to inform and guide applicants, objectors and all other people of Council's values and ethics in regard to development proposals that have to be assessed and then determined by Council. This Statement needs to be read in conjunction with and subject to Council's Code of Conduct.

"All parties need to appreciate that Council, (and its delegates) in their formal role of determining a development application has to consider the matters prescribed in legislation in a way that is open and fair and is seen to be open and fair to all parties."

Code of Planning Practice

Any member of the community may approach a Council assessment officer (during normal business hours) on any matter relating to a DA. Council assessment officers (in particular planning and environmental health and building surveyors) are employed by Council to process applications in a transparent, objective and fair manner. They will listen to the views of objectors and applicants alike and record them for consideration in their assessment. They will help all parties understand the project and process that has to be followed to obtain a decision.

Similarly, it is in order for any member of the community to approach a Councillor to explain their position in relation to a DA. However, no Councillor should be expected to offer support or oppose a DA. No Councillor should be asked to or expected to lobby other Councillors to support or oppose a project.

Do not expect a Councillor to indicate support for or take any part in lobbying for or against a development even if it is near their property. It would be totally inappropriate and a serious conflict of interest for any Councillor to be involved in a campaign of letter writing to other neighbours for or against a development that is near their property, or for that matter anywhere else in the shire. Do not expect a Councillor to speak to or lobby an assessment officer. Any such approach is contrary to Council's Code of Conduct and must be reported by the Officer. Such an approach could seriously delay the processing of the application.

In their role as decision-makers, Councillors need to behave in a way, almost like a judge, that gives confidence to all parties that no-one is being given any special consideration and the application is being dealt with on its merits. It is bad practice and an unacceptable practice for an application to be determined on the basis of "pressure" from objectors or applicants or other parties.

It is a criminal act and totally unacceptable for any party to offer inducements, such as free lunches or dinners, holidays, cash or donations to any Councillors or Council Officers to favourably or unfavourably consider an application. Should an unavoidable situation arise in regard to lunch, dinner or coffee, the Councillor or Council Officer must pay for their share of the costs, record the event in the Register of Interests and reclaim their expense from Council."

An applicant or objector who forms an opinion that they are not getting a "fair go" in discussions with Council Officers over a DA, should formally request a more senior officer to become involved in an attempt to resolve differences. In such instances, the first approach should be to the Manager – Planning Services, then the Director - Environmental Services and then the General Manager.

13. Delegation of Authority

As consent authority, Cowra Shire Council has the power under Section 4.16 of the EP&A Act to determine a DA, provided due consideration is given to any limitations of its powers and due process is followed.

Under the Local Government Act 1993, Council can delegate certain powers to the General Manager who in turn can sub-delegate any of those functions to another person or council body. A current copy of all staff delegations is included in CM9 (Council's Document Management System).

7.3 Access Incentive Fund Application - Gooloogong Historical Society

File Number: D24/1367

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

That Council provides \$5,500 from the Access Incentive Scheme Grant fund to assist with the costs of providing improved access to the Club House building at 1 Racecourse Road Gooloogong for the Gooloogong Historical Society.

INTRODUCTION

Council has received an application from Ms P Gray on behalf of the Gooloogong Historical Society, seeking financial assistance from Council's Access Incentive Scheme. The application requests assistance to partially cover the costs associated with the construction of the Old Club House located at the Gooloogong Racecourse to provide compliant wheelchair access to the entry.

A copy of the application and quotes provided are included in Attachment 1.

BACKGROUND

The application has been referred to members of the Access Committee for concurrence, they are supportive of Council funding the application from the Access Incentive Fund.

ELIGIBILITY

The request for grant funding meets all the requirements of Council's adopted Access Incentive Scheme Grant Funding.

- *The premises and works are carried out in Cowra Shire;*
- *The applicant is a Not-for profit community organisation;*
- *The works applied for/ undertaken will and do improve access to and within the premises and improves disability facilities.*

A copy of the Access Incentive Fund policy is included in Attachment 2.

BUDGETARY IMPLICATIONS

The current balance for the Disabled Access Incentive Fund is \$32,265.63, which will provide for assistance to businesses or organisations around the Cowra local government area. The granting of \$5,500 to the applicant will not significantly impact upon the current funding levels.

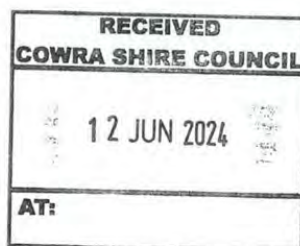
CONCLUSION

Council is encouraging the provision of equitable access to and within buildings and this application meets all eligibility requirements. It is recommended that Council approves the grant funding application and allocates \$5,500 to the Gooloogong Historical Society to assist with works in constructing a new access ramp to the Old Club House at the Gooloogong Racecourse.

ATTACHMENTS

1. Application - Access Incentive Fund - Gooloogong Historical Society [↓](#)
2. Access Incentive Fund Policy [↓](#)

2024/16657



Cowra Shire Council
 Private Bag 342
 Cowra NSW 2794
 Phone: 02 6340 2000
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Access Incentive Scheme Grant: Application Form

Guidelines for applicants

Refer to the Cowra Access Incentive Scheme Grant – Funding Guidelines Policy for full application details of the Scheme and terms and conditions.

What is the Access Incentive Scheme Grant?

The scheme assists property owners/lessees by providing funding assistance to upgrade their premises to enable people with disabilities to access and use their premises.

Who can apply?

- Not-for profit community organisations
- Local Incorporated Community groups, clubs & progress associations
- Local businesses
- Local Community Service Providers

What type of projects can be applied for?

The types of projects that may be applied for include;

- Improve access to building, such as - automated doors, access ramps, lifts, hand rails, tactile markers
- Improve access to Disability facilities, such as – doorways, hand rails, tactile indicators, signage, fitouts
- Improving the Visual access to and in buildings - defining doorways with colour contrasting materials, tactile markers, signage, etc
- Improving Auditory access to and in buildings

The project must

- be located in the Cowra Shire and must be completed within 12 months of approval of the application
- Be for premises used by the local community/general public
- Conform to Australian Standard 1428.1 Design for Access and Mobility, and Australian Premises Standard

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Ineligible

Funding will not be provided for the following:

- Projects that have already commenced or completed.
- Activities that are considered the core business of Commonwealth, State or Local Government
- Ongoing operational or administrative costs of an organisation. This includes purchase of capital equipment.
- Individual pursuits
- Gifts and prizes
- Private residential properties and/or properties not accessed by the public

How to apply?

You must submit your application using this below form, and;

- Ensure all questions are answered
- May use dot points to convey your message effectively.
- Ensure written approval from the property owner is obtained
- Provide current quotes of all works required to support the budget
- Site plans and photos of the project area

Documents that may be included to support and strengthen your application include:

- Location maps
- Detailed plan
- Letters of support from organisations your project partners with

Additional information may be requested by the assessment panel to support your application.

Assessment

All applications will be assessed by the Access Committee and will then be tabled to the next Council meeting for approval. All applicants will be notified in writing of the outcome of their application and an agreement form provided which is to be submitted within 6-weeks of approval.

Contacts

Contact Cassandra Gailey or Larissa Hackett at Cowra Council for any assistance in completing your application on 6340 2048 or by email at: council@cowra.nsw.gov.au

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Certification

By submitting this application, I acknowledge that I have read and understood the information made available by Cowra Shire Council regarding the Access Incentive Scheme Grant and to the best of my knowledge, the information provided in this application is true and correct.

I also acknowledge that this application is submitted with both the full awareness and authority of the organisation under which it is submitted (if applicable).



Yes

| | |
|-------------------|------------|
| Signature | |
| Please print name | Paula Gray |

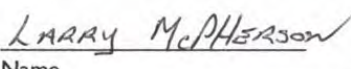
Applicant Details

| | |
|---|-------------------------------|
| Contact Name | Paula Gray |
| Name of Organisation applying on behalf | Gooloogong Historical Society |
| Mailing Address | |
| Contact number during office hours | |
| Email | |

Project Site details

| | |
|--|---------------------------------------|
| Property/Business Name | Gooloogong Historical Society |
| Property address | 1 Racecourse Road Gooloogong NSW 2805 |
| Location on site where project will be completed (e.g. front entrance) | Front Entrance |

2024/16657

| Property Owners Consent – owner of property where project is to be completed | |
|--|--------------------------------------|
| Owners Name | Crown Lands Board Manager |
| Owners Contact address | Larry McPherson |
| Owners contact number | |
| Owners contact email | 15. |
| <input checked="" type="checkbox"/> Owners signature below (under seal if applicable) or <input type="checkbox"/> Owners consent attached (under seal and/or letterhead) | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Signature  Name </div> <div style="width: 30%;"> Signature Name </div> <div style="width: 30%;"> Signature Name </div> </div> | |

| Project Details | |
|---|--|
| Project Name | GHS Disability Ramp |
| Estimated Timeframe | 01.09.2024 Project will be completed by: 01.09.2024 Weather permitting |
| Funding amount requested | \$ 5,500 |
| What is the Aim of the project? <i>Example: Install complying ramp to enable access for wheelchairs to front entrance.</i> | Install complying ramp to enable access for wheelchairs, elderly with walking aids; to front entrance. To finish making the Front of building appealing to our community and visitors |

2024/16657

| | |
|---|--|
| Present use of the premises | <p>We now have an office for compiling, filing into presentation folders of Family history, Business Houses and Business Characters of our community and Farming History.</p> <p>We are in the process of completing the Wiradjuri Exhibition in our rooms. Permission Given by First Nation and Elders.</p> <p>Exhibition of our Australian Women's Land Army</p> <p>Exhibition of our Farming Families.</p> |
| What improvements are to be made? | <p>We have just about finished our improvements inside with The Old Club house been restored to regulations of safety.</p> <p>Floors and Walls washed and painted. Electricity renewed to regulations. A kitchen completed to regulations.</p> <p>Now the front outside veranda area to be cleared and made appealing to the public as a Tourist attraction.</p> <p>Disability ramp put in to finish safe entrances to building.</p> |
| How will the project benefit the community? | <p>We can then open our Exhibitions and encourage Tourism and Community pride</p> <p>A belonging and the knowledge of the ancestors who not only built our family history but also our farming community.</p> <p>The Food Bowl of our Region.</p> |
| How will the project be managed? | <p>We have a local builder who has given a quote.</p> <p>He will manage project as regulations for Health and Safety</p> |

| Budget | | |
|---|----------------|-------------------------------|
| <p>(A) What are the individual budget items/works for your project that are being requested to be funded by the Access Incentive Scheme Grant?</p> <p>(additional fields and spaces may be inserted as required)</p> | | |
| Item Description | Estimated cost | Amount requested to be funded |

2024/16657

| | | |
|--------------------------------------|---------|-----------------|
| Disable Ramp | \$3,000 | \$3,000 |
| Clearing of site | | 500 |
| Cementing rest of front veranda area | | \$2,000 |
| | | |
| Total (A) | | \$ 5,500 |

Application Checklist

Have you:

- ☒ Checked that your eligible to apply?
- ☒ Ensured all appropriate persons (property owners, committee members, etc) are aware that this application is being submitted?
- ☒ Attached detailed quotes or advertising brochures from suppliers?
- ☒ Completed all sections of the Application Form?
- ☒ Kept a copy of this Application Form for your records?
- ☒ Attached owners' consent, if necessary?
- ☒ Attached any additional documents if applicable (e.g. Site plan, photos, proposed project plans)?

Submitting Your Application

Email to: council@cowra.nsw.gov.au

Include a subject line of: Application – Access Incentive Scheme Grant – *your organisation*

Alternatively complete a paper copy of the application and deliver to:

Environmental Services

2024/16657

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

Contact the Director-Environmental Services or the Director-Environmental Services Personal Assistant at Cowra Council for any assistance in completing your form on 6340 2048 or by email at: council@cowra.nsw.gov.au

SHORT-TERM LICENCE

SCHEDULE 2

DIAGRAM SHOWING LICENCE AREA BY RED HATCHING



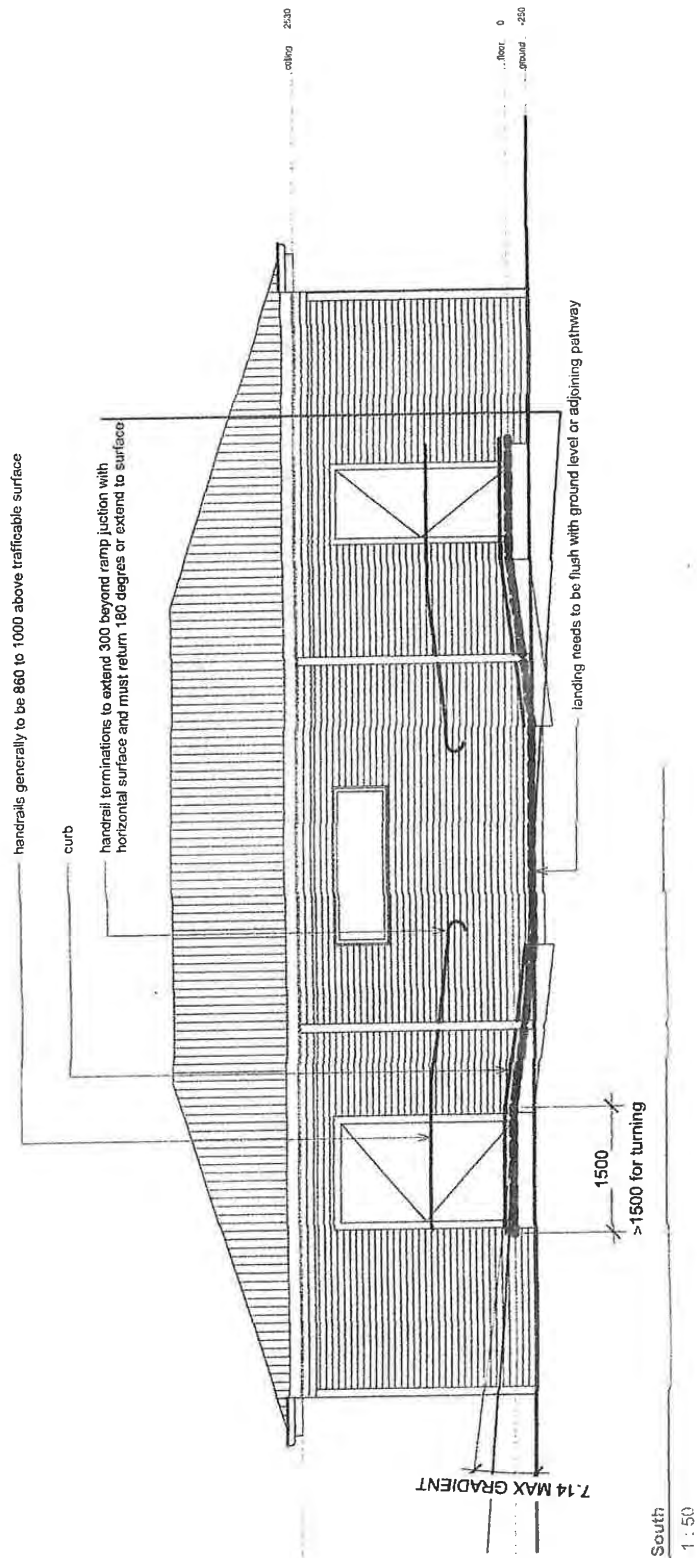
Lot 65

DP 752927.

32 Racecourse Rd, Goolbong.

Racecourse Trustees.

9/2/2024 09:46:30 AM



ELEVATION

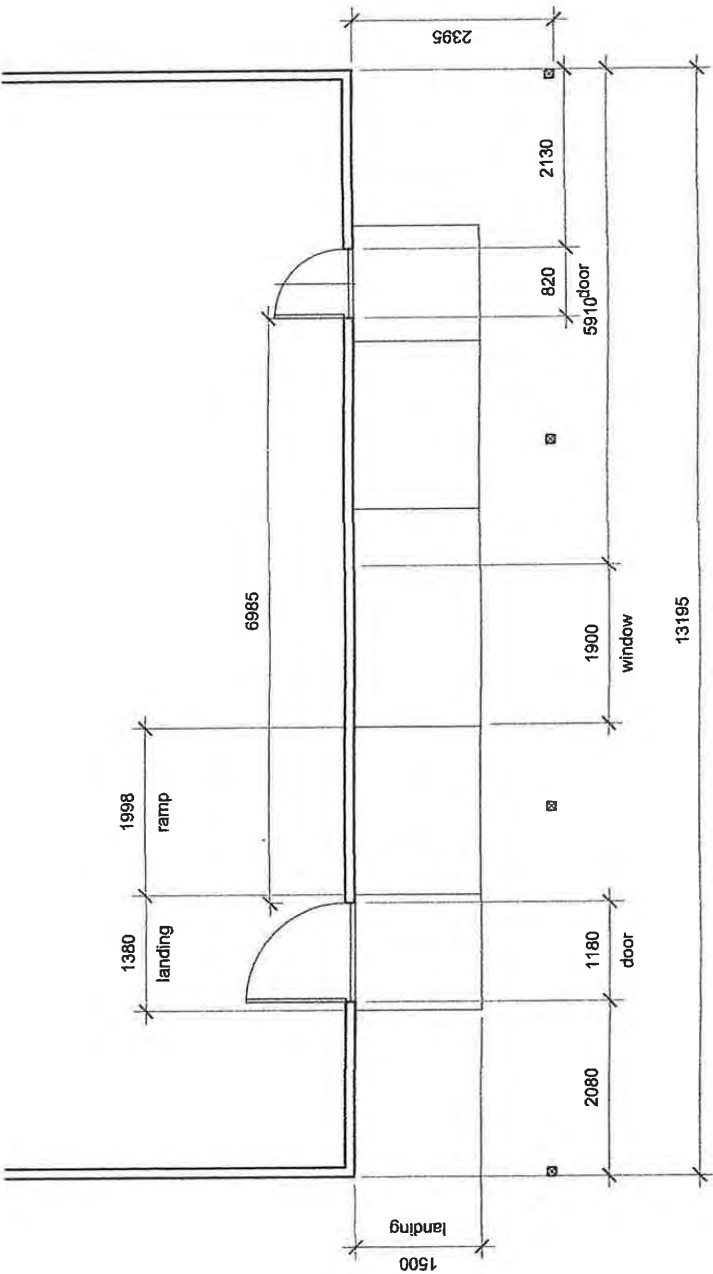
Project number 2024.03
Date APRIL 2024
Drawing units millimetre
BASIX CERTIFICATE # 1 : 50

ACCESSIBLE RAMP

GOOLOONG HISTORICAL SOCIETY
GOOLOONG NSW

SKETCH SCHEME

Owner/s
Address
Land title



floor
1 : 50

SKETCH SCHEME

Owner's
Address
Land title
Note

ACCESSIBLE RAMP

GOOLOONGONG HISTORICAL SOCIETY
GOOLOONGONG NSW

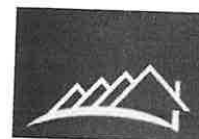
FLOOR PLAN

Project number 2024.03
Date APRIL 2024
Drawing units millimetre
BASIX CERTIFICATE #
Scale 1 : 50

All work to be performed in accordance with the BCA, relevant Australian Standards and the requirements of local government and statutory authorities

QUOTE

Paula.gray1@bigpond.com

Date
24 Jun 2024Expiry
19 Jul 2024Quote Number
QU-0014ABN
21 535 708 598Greg McCarthy Carpentry
& Construction
Attention: Greg McCarthy
PO Box 2
GOOLOOGONG NSW
2805
AUSTRALIA

| Description | Quantity | Unit Price | GST | Amount AUD |
|--|----------|------------|--------|------------|
| Construct ramp and concrete front area under awning for the Gooloogong historical society 1 racecourse road Gooloogong | 1.00 | 5,500.00 | No GST | 5,500.00 |
| Subtotal | | | | 5,500.00 |
| TOTAL AUD | | | | 5,500.00 |

COUNCIL POLICY



Access Incentive Scheme Grant Funding Guidelines

Access Incentive Scheme Grant Funding Guidelines

| | |
|--------------------|-----------------------------------|
| Commencement Date | 25 September 2023 |
| Council Department | Environmental Services |
| Contact Officer | Director – Environmental Services |
| Revision Required | Every 4 years |

Policy Review

This policy shall be reviewed at four (4) yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

Revision History

| Version | Council Meeting Date | Resolution No. | Responsible Officer |
|---------|----------------------|----------------|---------------------------------|
| 1 | 28/11/2005 | 177/05 | Director-Environmental Services |
| 2 | 25/09/2023 | 189/2023 | Director-Environmental Services |

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

Phone: 02 6340 2000
Email: council@cowra.nsw.gov.au

Access Incentive Scheme Grant Funding Guidelines

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Appendix 1 - Access Incentive Scheme Grant: Application Form

Appendix 2 - Access Incentive Scheme Grant: Acquittal Form

Access Incentive Scheme Grant Funding Guidelines

1. Introduction

The Disability Discrimination Act (DDA) makes it against the law to discriminate against people with disability in relation to access and use of public premises. This applies to places such as shops, cafes, restaurants, pubs, banks, offices, clubs, community halls, sporting venues, etc. Public premises can also include a place (whether enclosed or built on or not) and a part of premises, for example, customer bathrooms.

It is against the law for public places to be inaccessible to people with disabilities and the DDA requires owners/lessees to make adjustments to their premises so that they are accessible to people with disabilities. This applies to existing places, as well as places under construction.

In some circumstances however, it may be unreasonable to provide complete accessibility if the cost or difficulties of providing access will place an 'unjustifiable hardship' on a person or organisation.

Cowra Shire Council offers the Access Incentive Scheme Grant to local business, not for profit community organisations and community service providers for the provision of financial assistance to improve access to and within local buildings, premises and businesses.

It has been apparent since inception of the scheme, that due to the costs of upgrading an existing premise to be compliant with the DDA many local businesses / property owners have not utilised the scheme as the out-of-pocket portion is quite significant and the preparation to install ramps, doors etc is quite lengthy. Therefore, the scheme will be open all year round for applications to be submitted at any time.

This document has been prepared to set the guidelines for the allocation of Access Incentive Scheme Funding.

2. Purpose

The aim of the scheme is:

- ✦ Provide financial assistance to improve access to and within public buildings for the community and general public.
 - ✦ Encourage businesses, community groups/organisations and property owners to provide dignified and equitable access to and within their premises for people with disability.
 - ✦ Improve opportunities for people with disability to participate in and contribute to the economic, cultural, social and political life of our community.
 - ✦ Encourage the development of partnerships between local business, community organisations/services, local government and the general public.
 - ✦ To meet Cowra's Strategic and Operational Plan - Council will *'deliver and ensure all high movement areas, public buildings and appropriate Council resources and services are accessible for all the community'*. One action to achieve this goal is the 'Access Incentive Fund', Strategic Action R3.1. b.
-

Access Incentive Scheme Grant Funding Guidelines

3. Eligibility

- Each organisation is limited to one Council Grant or Donation per financial year.
- The maximum level of funding per project will be limited to \$10,000 subject to the availability of Council funds.

3.1 Eligible Projects

Owners, lessees, building agents of buildings and other facilities located within Cowra Shire Council are invited to apply.

Projects are eligible to apply for the Access Incentive Scheme Grant if:

- ✦ The premises and works are carried out within the Cowra Shire;
- ✦ The applicant is either a –
 - Not-for profit community organisation
 - Local Incorporated Community group, club or progress association
 - Local business
 - Local Community Service Provider
- ✦ Only one grant application and approval per applicant per year
- ✦ There will clearly be cases where groups may wish to contribute to the project.
- ✦ The works / projects being applied for improve access to and/or within premises and disability facilities, such as (but not limited to);
 - Automated access doors, widening of doorways
 - Access ramps, lifts
 - Hand rails, fit-outs
 - Tactile indicators, signage
 - Auditory aides
 - Visual Assistance, such as - doorway colour contrasting, braille and tactile signage

Council employees or Councillors may apply for funding on the same basis, as any member of the public.

Access Incentive Scheme Grant Funding Guidelines

3.2 Non-Eligible Projects

Funding will **NOT** be provided:

- ✦ Where financial assistance is available from other funding bodies, where Council has approved grant funding or donations from other pools of funding for the same project/premise, and within one's own company.
- ✦ Where previous funding or approved funding for the same project/plan of works has been provided under the Access Incentive Scheme Grant.
- ✦ Where the applicant has an incomplete project concerning access issues.
- ✦ For projects that were undertaken prior to approval of a grant.
- ✦ For works that do not comply with the Australian Building Standards and the Disability (Access to Premises-Buildings) Standards 2010, Australian Standard 1428.1 2021 - Design for Access and Mobility.
- ✦ For work on government owned buildings still used for a government purpose.
- ✦ For private residential premises
- ✦ For any non-public premises

4. Assessment

All applications must be lodged using an Access Incentive Scheme Grant Application Form with all relevant areas completed and supporting documents attached. Applications may be submitted at any time, noting that only one approval per premises is granted per year.

The application is assessed against the criteria by the Section 355 Cowra Access Committee and if it is deemed to meet the guidelines and sufficient funds are available a report is compiled to the monthly Council meeting for consideration.

Council officers may contact the applicant after receiving an application seeking additional information or clarification.

All projects should align with the strategies and objectives set out in Council's Community Strategic Plan.

Applicants are encouraged to discuss their proposal with Council officers prior to lodging an application to ensure that all necessary information is provided and eligibility criteria is met.

All applications are to be reviewed by Council's Environmental Services to determine compliance with the premises Standards, AS1428.1 and the Building Code of Australia prior to the application being considered by Council.

If a project is approved and requires a Development Application and Construction Certificate, works are not to commence until all necessary Approvals have been obtained.

Access Incentive Scheme Grant Funding Guidelines

Funds will be acquitted upon completion of the project and an Access Incentive Scheme Grant Acquittal is lodged with Council.

All projects are to be completed within 12 months of grant approval.

4.1 Assessment Criteria

The project/applicant must:

- ✦ Be for premises that are used by the local community and/or visitors to Cowra Shire
- ✦ Conform to Australian Standard 1428.1 Design for Access and Mobility, and Australian Premises Standard;
- ✦ Be located in the local government area of Cowra Shire;
- ✦ Obtain all development approvals from Council if required; and

Preference will be given to projects/applicants that:

- ✦ Clearly complement broader access objectives e.g. improve access to Main Street of towns and villages within the Cowra Shire;
- ✦ Improve access to buildings which house essential services or are used by people with limited mobility.

5. Level of Funding

Funds may be available for a project to a maximum amount of \$10,000. This is subject to the terms of the signed agreement.

Council reserves the right to allocate additional funds to any one particular project or not to fund a project.

6. Conditions of Approval

If the application submitted is successful, grant conditions will apply.

An application for access funding can be submitted prior to a Development Application being approved, on the condition that funding will only be provided following all conditions of the agreement are met and an acquittal is submitted on completion of the project.

Access Incentive funds will be paid on completion of the project (unless otherwise approved by Council) and with the submission of an Access Incentive Scheme Acquittal form.

7. Applications

Please ensure that you have completed all components of the Application Form; that all support material and documents requested in the checklist have been provided and the Declaration has been signed.

Access Incentive Scheme Grant Funding Guidelines

Applications should be submitted on the Cowra Shire Council Access Incentive Scheme Grant form and must address the above aims and criteria.

Applications should be sent to:

Director – Environmental Services
Cowra Council
Private Bag 342
COWRA NSW 2794

Or emailed to: council@cowra.nsw.gov.au

Any enquiries should be directed to Environmental Services by Telephone on 6340 2040 or email to council@cowra.nsw.gov.au

All applications received by Council are submitted to the next available Access Committee meeting for assessment and a recommendation is tabled to the following Council meeting for consideration.

8. Acquittals

Funding payment will be provided on completion of the project and submission of an Access Incentive Scheme Acquittal form and following satisfactory inspection by Cowra Shire Council's Director – Environmental Services.

9. Appendix

1. Application Form
2. Acquittal Form

Access Incentive Scheme Grant Funding Guidelines



Cowra Shire Council
Private Bag 342
Cowra NSW 2794
Phone: 02 6340 2000
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Access Incentive Scheme Grant: Application Form

Guidelines for applicants

Refer to the Cowra Access Incentive Scheme Grant – Funding Guidelines Policy for full application details of the Scheme and terms and conditions.

What is the Access Incentive Scheme Grant?

The scheme assists property owners/lessees by providing funding assistance to upgrade their premises to enable people with disabilities to access and use their premises.

Who can apply?

- Not-for profit community organisations
- Local Incorporated Community groups, clubs & progress associations
- Local businesses
- Local Community Service Providers

What type of projects can be applied for?

The types of projects that may be applied for include;

- Improve access to building, such as - automated doors, access ramps, lifts, hand rails, tactile markers
- Improve access to Disability facilities, such as – doorways, hand rails, tactile indicators, signage, fitouts
- Improving the Visual access to and in buildings - defining doorways with colour contrasting materials, providing braille signage, etc
- Improving Auditory access to and in buildings

The project must

- be located in the Cowra Shire and must be completed within 12 months of approval of the application
- Be for premises used by the local community/general public
- Conform to Australian Standard 1428.1 Design for Access and Mobility, and Australian Premises Standard

Access Incentive Scheme Grant Funding Guidelines

Ineligible

Funding will not be provided for the following:

- Projects that have already commenced or completed.
- Activities that are considered the core business of Commonwealth, State or Local Government
- Ongoing operational or administrative costs of an organisation. This includes purchase of capital equipment.
- Individual pursuits
- Gifts and prizes
- Private residential properties and/or properties not accessed by the public

How to apply?

You must submit your application using this below form, and;

- Ensure all questions are answered
- May use dot points to convey your message effectively.
- Ensure written approval from the property owner is obtained
- Provide current quotes of all works required to support the budget
- Site plans and photos of the project area

Documents that may be included to support and strengthen your application include:

- Location maps
- Detailed plan
- Letters of support from organisations your project partners with

Additional information may be requested by the assessment panel to support your application.

Assessment

All applications will be assessed by the Access Committee and will then be tabled to the next Council meeting for approval. All applicants will be notified in writing of the outcome of their application and an agreement form provided which is to be submitted within 6-weeks of approval.

Contacts

Contact Cassandra Gailey or Larissa Hackett at Cowra Council for any assistance in completing your application on 6340 2048 or by email at: council@cowra.nsw.gov.au

Access Incentive Scheme Grant Funding Guidelines

Certification

By submitting this application, I acknowledge that I have read and understood the information made available by Cowra Shire Council regarding the Access Incentive Scheme Grant and to the best of my knowledge, the information provided in this application is true and correct.

I also acknowledge that this application is submitted with both the full awareness and authority of the organisation under which it is submitted (if applicable).

☐

Yes

| | |
|-------------------|--|
| Signature | |
| Please print name | |

Applicant Details

| | |
|---|--|
| Contact Name | |
| Name of Organisation applying on behalf | |
| Mailing Address | |
| Contact number during office hours | |
| Email | |

Project Site details

| | |
|--|--|
| Property/Business Name | |
| Property address | |
| Location on site where project will be completed (e.g. front entrance) | |

Access Incentive Scheme Grant Funding Guidelines

| Property Owners Consent – owner of property where project is to be completed | |
|--|--|
| Owners Name | |
| Owners Contact address | |
| Owners contact number | |
| Owners contact email | |
| <input type="checkbox"/> Owners signature below (under seal if applicable) or <input type="checkbox"/> Owners consent attached (under seal and/or letterhead) | |
| <div> <div>Signature</div> <div>Signature</div> <div>Signature</div> </div> <div> <div>Name</div> <div>Name</div> <div>Name</div> </div> | |

| Project Details | |
|---|---|
| Project Name | |
| Estimated Timeframe | Project will commence: Project will be completed by: |
| Funding amount requested | \$ |
| What is the Aim of the project? <i>Example: Install complying ramp to enable access for wheelchairs to front entrance.</i> | |

Access Incentive Scheme Grant Funding Guidelines

| | |
|---|--|
| Present use of the premises | |
| What improvements are to be made? | |
| How will the project benefit the community? | |
| How will the project be managed? | |

| Budget | | |
|---|----------------|-------------------------------|
| <p>(A) What are the individual budget items/works for your project that are being requested to be funded by the Access Incentive Scheme Grant?</p> <p>(additional fields and spaces may be inserted as required)</p> | | |
| Item Description | Estimated cost | Amount requested to be funded |
| | | |
| | | |

Access Incentive Scheme Grant Funding Guidelines

| | | |
|------------------|--|----|
| | | |
| | | |
| Total (A) | | \$ |

Application Checklist**Have you:**

- ☐ Checked that your eligible to apply?
- ☐ Ensured all appropriate persons (property owners, committee members, etc) are aware that this application is being submitted?
- ☐ Attached detailed quotes or advertising brochures from suppliers?
- ☐ Completed all sections of the Application Form?
- ☐ Kept a copy of this Application Form for your records?
- ☐ Attached owners' consent, if necessary?
- ☐ Attached any additional documents if applicable (e.g. Site plan, photos, proposed project plans)?

Submitting Your Application

Email to: council@cowra.nsw.gov.au

Include a subject line of: Application – Access Incentive Scheme Grant – *your organisation*

Alternatively complete a paper copy of the application and deliver to:

Environmental Services
Cowra Shire Council
Private Bag 342
Cowra NSW 2794

Contact the Director-Environmental Services or the Director-Environmental Services Personal Assistant at Cowra Council for any assistance in completing your form on 6340 2048 or by email at: council@cowra.nsw.gov.au

Access Incentive Scheme Grant Funding Guidelines



Cowra Shire Council
 Private Bag 342
 Cowra NSW 2794
 Phone: 02 6340 2000
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Access Incentive Scheme Grant: Acquittal Form

Please submit your completed form to:
 Cowra Shire Council, Environmental Services, 116 Kendal Street, Cowra NSW 2794 or,
 email to: council@cowra.nsw.gov.au

| Applicant Details | |
|------------------------------------|--|
| Contact Name | |
| Name of Organisation | |
| Mailing Address | |
| Contact number during office hours | |
| Email | |

| Project Details | |
|--|----|
| Project Name | |
| Funding Amount Approved | \$ |
| Property/Business Name of project site | |
| Property address of project | |
| Location on site where project was completed (e.g. front door) | |

Access Incentive Scheme Grant Funding Guidelines

| Project Results |
|--|
| Aim of the Project (i.e. what will be the outcome? What do you hope to achieve? Who/what will benefit?) <i>Example: Enable access for wheelchairs to front entrance.</i> |
| Project Activities. (Brief Description of what you did, where and when, who was involved, were there any variations to the original application) <i>Example: New ramp installed to front of building to facilitate equitable access to the building. Ramp was installed on 3 July 2022 by Joe Smith Contractors. Additional handrail was required to be installed to afford stable access to premises</i> This may be conveyed using dot points. |
| |

Access Incentive Scheme Grant Funding Guidelines

Project Outcomes

(Brief description of what you achieved, what the benefits were/are to the community / public)

Please include photos

Budget and Expenditure

Brief outcome of grant expenditure: attach copies of receipts and invoices, materials, services, etc.

Access Incentive Scheme Grant Funding Guidelines

This page is for record keeping only (with all personal bank details redacted) and will be removed before the form appears in any Council agendas and/or Councils website and/or any social media platform.

Photos

Please attach good quality photos of your project during progress (if any) and of the completed project.

DISCLOSURE: photos may be used on Councils social media, Councils website and in the local newspapers/social media.

Please tick one of the below options.

- ☐ I consent to all images provided being used on;
(please tick all options below that you give consent to)
- ☐ Councils website
- ☐ Social media where the images may be shared by the public
- ☐ Featuring in the local newspaper.
- ☐ I do not consent to images provided being used on Councils website, on Social media or in the local media publications.

Payment Options

Preferred Payment Method and Details

- ☐ Cheque Payee: _____
- ☐ EFT
- Account Name: _____
- BSB Number: _____
- Account Number: _____

Important Notes

- Please note, your form may appear in an Access Committee and/or Council meeting agenda where it will then be available online. It may also appear on Council's Facebook page where the post may potentially be shared by the public. All personal information will be redacted before appearing online.
- Please ensure you have ticked whether you give consent or not for the use of any photos provided to appear in a public article and/or online post where it may be shared.

Contact the Director-Environmental Services or the Director-Environmental Services Personal Assistant at Cowra Council for any assistance in completing your form on 6340 2048 or by email at: council@cowra.nsw.gov.au

8 LATE REPORTS

9 CONFIDENTIAL MATTERS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

10 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS**10.1 Demolition and Disposal of Council Owned Building at 10 Lowe Lane**

This matter is considered to be confidential under Section 10A(2)(c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

10.2 Safe and Secure Water Program - Cowra Water Treatment Works (SSWP413)

This matter is considered to be confidential under Section 10A(2)(d(ii)) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council.