



# **AGENDA**

## **General Committee Meeting**

**Date: Monday, 14 July 2025**

**Time: 5.30 pm**

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

**Alan Dalton  
Acting General Manager**

**Order Of Business**

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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 meetings you are respectful to others and use appropriate language at all times. Cowra Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this meeting.

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

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

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

List of apologies for the meeting.

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

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

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

### **I.5 Presentations**

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

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

## **2 CONFIRMATION OF MINUTES**

Confirmation of Minutes of General Committee Meeting held on 10 June 2025



# **MINUTES**

## **General Committee Meeting Tuesday, 10 June 2025**

## Order Of Business

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**MINUTES OF COWRA COUNCIL  
GENERAL COMMITTEE MEETING  
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA  
ON TUESDAY, 10 JUNE 2025 AT 5.30 PM**

**PRESENT:** Cr Paul Smith (Mayor), Cr Cheryl Downing, Cr Ruth Fagan, Cr Tony Horton, Cr Cheryl Speechley, Cr Peter Wright

**IN ATTENDANCE:** Mr Paul Devery (General Manager), Mr Alan Dalton (Director - Corporate Services), 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

#### **Apology**

#### **COMMITTEE RESOLUTION**

Moved: Cr Cheryl Downing

Seconded: Cr Ruth Fagan

**That apologies from Cr Nikki Kiss OAM, R Erin Watt and Cr Karren Cave be received and accepted.**

CARRIED

### 1.4 Disclosures of Interest

Cr Cheryl Speechley arrived at this point in the meeting at 5:32 pm.

Cr Ruth Fagan declared a non-pecuniary interest in relation to item 5.1 - Development Application No. 10.2024.27.1, Lot 1 DP 801755, 2 Lachlan Street Cowra due to a her husband's position as Chair of the Parish Finance Committee of St Raphael's Catholic Church and will be leaving the Chamber during consideration of this item.

Cr Ruth Fagan declared a non-pecuniary interest in relation to item 5.4 - Development Application No. 10.2025.35.1, Lot 1 DP 776076, 42 Chardonnay Road Cowra, as Cr Fagan resides on the adjoining property and will be leaving the Chamber during consideration of this item.

### 1.5 Presentations

Nil

### 1.6 Public Forum

Cr Ruth Fagan left the Chamber at 5:33 pm.

Item 5.1 - Development Application No. 10.2024.27.1, Lot 1 DP 801755, 2 Lachlan Street Cowra

Ms Donna Rygate addressed the Committee on behalf of St Raphael Catholic Church Parish Finance Committee speaking against the Development Application.

Mr Richard Sinclair addressed the Committee speaking in support of the Development Application.

Mr Craig Jefferies addressed the Committee on behalf of St Raphael's School speaking against the Development Application.

Cr Ruth Fagan returned to the meeting at 5:52 pm.

Item 4.1 Donation - Woodstock and District Progress Association

Ms Alison Rutledge addressed the Committee on behalf of the Woodstock and District Progress Association speaking in support of the donation request.

## **2 CONFIRMATION OF MINUTES**

### **COMMITTEE RESOLUTION**

Moved: Cr Tony Horton

Seconded: Cr Peter Wright

**That the minutes of General Committee Meeting held on 12 May 2025 be confirmed with the inclusion of an apology for Cr Ruth Fagan in Item 1.3 'Apologies and Applications for Leave of Absence by Councillors'.**

CARRIED

## **3 GENERAL MANAGER'S REPORT**

### 3.1 Re-Adoption of Codes of Conduct and Code of Meeting Practice

#### **COMMITTEE RESOLUTION**

Moved: Cr Tony Horton

Seconded: Cr Cheryl Downing

**That Council re-adopt the:**

- **Code of Conduct for Councillors**
- **Code of Conduct for Council Staff**
- **Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers**
- **Code of Meeting Practice**

CARRIED

The General Manager advised two minor changes will be made to the three documents to amend reference to the Public Interest Disclosures Act of 1994 to the Public Interest Disclosures Act 2022 and reference to the Local Government General Regulation 2005 to the Local Government General Regulation 2021.

3.2 Election Costs**COMMITTEE RESOLUTION**

Moved: Cr Tony Horton

Seconded: Cr Peter Wright

**That Council note the cost of the 2024 election and the 2024 by-election.**

CARRIED

**4 DIRECTOR-CORPORATE SERVICES REPORT**4.1 Donation - Woodstock and District Progress Association**COMMITTEE RESOLUTION**

Moved: Cr Tony Horton

Seconded: Cr Cheryl Downing

**That Council approve Woodstock and District Progress Association's request for a \$1,147.50 donation as a refund of fees paid to Council concerning development of a primitive campground at Woodstock Showground.**

CARRIED

4.2 Investments and Financial Report**COMMITTEE RESOLUTION**

Moved: Cr Cheryl Downing

Seconded: Cr Ruth Fagan

**That Council note the Investments and Financial Report for May 2025.**

CARRIED

At 6:08 pm, Cr Ruth Fagan left the meeting.

**5 DIRECTOR-ENVIRONMENTAL SERVICES REPORT**5.1 Development Application No. 10.2024.27.1, Lot 1 DP 801755, 2 Lachlan Street Cowra, demolition of existing buildings and construction of a service station with drive-through facility and internal seating, lodged by D Kane. The property is owned by Ultra Cowra Pty Ltd**COMMITTEE RESOLUTION**

Moved: Cr Tony Horton

Seconded: Cr Peter Wright

**That consideration of the matter be deferred until the Council Meeting to be held on 23 June 2025 to allow for correspondence on this matter to be provided to and considered by councillors.**

CARRIED

In Favour: Crs Cheryl Downing, Ruth Fagan, Tony Horton, Cheryl Speechley and Peter Wright

Against: Cr Paul Smith

CARRIED 5/1

At 6:25 pm, Cr Ruth Fagan returned to the meeting.

- 5.2 Development Application No. 10.2020.124.3, Lot 15 DP 23837, 28 Hartley Street Cowra, s4.55(1A) modification to demolition of existing carport, construction of new dwelling, carport and 2 lot Strata Title subdivision (change to 4 lot Community Title subdivision) Mod 2 lodged by M B Kilzi. The property owner is M B Kilzi.

### COMMITTEE RESOLUTION

Moved: Cr Cheryl Speechley

Seconded: Cr Tony Horton

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 not required to be publicly notified; and
2. That Section 4.55(1A) Modification Application No. 10.2020.124.3, for the modification to demolition of existing carport, construction of new dwelling, carport and 2 lot Strata Title subdivision (change to 4 lot Community Title subdivision) Mod 2 on Lot 15 DP 23837, 28 Hartley Street Cowra be approved subject to the following conditions (new or amended conditions are highlighted):

### GENERAL CONDITIONS

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

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

| Plan No./<br>Supporting Document   | Prepared by/Reference<br>Details                          | Cowra Shire Council<br>Reference                              |
|--|---|---|
| Proposed Site Plan<br>Sheet No. 1 of 8<br>Reference No. 19594<br>Issue B                                   | CPC Land Development<br>Consultants Pty Ltd<br>1 May 2025 | Received<br>19 May 2025<br>Stamped<br>No. DA<br>10.2020.124.3 |
| Proposed Subdivision<br>Plan<br>Sheet No. 2 of 8<br>Reference No. 19594<br>Issue B                         | CPC Land Development<br>Consultants Pty Ltd<br>1 May 2025 | Received<br>19 May 2025<br>Stamped<br>No. DA<br>10.2020.124.3 |
| Sketch showing<br>Proposed Subdivision<br>Under the Provisions of<br>the Community Land<br>Development Act | Karl Lupis<br>4/03/2025                                   | Received<br>19 May 2025<br>Stamped<br>No. DA<br>10.2020.124.3 |

|   |  |   |
|---|--|---|
| Proposed Floor Plan & Elevations (proposed dwelling)<br>Sheet No. 3 of 8<br>Reference No. 19594 | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(C)      |
| Privacy Control Plan<br>Sheet No. 4 of 8<br>Reference No. 19594                                 | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(A)      |
| Proposed Landscaping Plan<br>Sheet No. 5 of 8<br>Reference No. 19594<br>Issue B                 | CPC Land Development Consultants Pty Ltd<br>1 May 2025   | Received<br>19 May 2025<br>Stamped<br>No. DA<br>10.2020.124.3 |
| Landscaping Details<br>Sheet No. 6 of 8<br>Reference No. 19594                                  | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(C)      |
| Preliminary Engineering Plan<br>Sheet No. 7 of 8<br>Reference No. 19594                         | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)      |
| Proposed Floor Plan & Elevations (carport)<br>Sheet No. 8 of 8<br>Reference No. 19594           | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(A)      |
| Expected Shadows 21 <sup>st</sup> June 9am<br>Sheet No. 1 of 9<br>Reference No. 19594           | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)      |
| Expected Shadows 21 <sup>st</sup> June 12 noon<br>Sheet No. 2 of 9<br>Reference No. 19594       | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)      |
| Expected Shadows 21 <sup>st</sup> June 3pm<br>Sheet No. 3 of 9<br>Reference No. 19594           | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)      |
| Expected Shadows 22 <sup>nd</sup> September 9am<br>Sheet No. 4 of 9<br>Reference No. 19594      | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)      |
| Expected Shadows 22 <sup>nd</sup> September 12 noon<br>Sheet No. 5 of 9<br>Reference No. 19594  | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)      |
| Expected Shadows 22 <sup>nd</sup> September 3pm<br>Sheet No. 6 of 9<br>Reference No. 19594      | CPC Land Development Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)      |



|  |   |  |
|--|---|--|
| Expected Shadows 22 <sup>nd</sup><br>December 9am<br>Sheet No. 7 of 9<br>Reference No. 19594     | CPC Land Development<br>Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)   |
| Expected Shadows 22 <sup>nd</sup><br>December 12 noon<br>Sheet No. 8 of 9<br>Reference No. 19594 | CPC Land Development<br>Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)   |
| Expected Shadows 22 <sup>nd</sup><br>December 3pm<br>Sheet No. 9 of 9<br>Reference No. 19594     | CPC Land Development<br>Consultants Pty Ltd<br>12 June 2021 | Received<br>17 August 2021<br>Stamped<br>No. 124/2020(B)   |
| BASIX Certificate<br>Certificate Number:<br>1227130S   | CPC Land Development<br>Consultants<br>Issued: 28 July 2021 | Received<br>29 July 2021<br>Stamped<br>No. 124/2020(A)     |
| Statement of<br>Environmental Effects  | CPC Land Development<br>Consultants                         | Received<br>2 September 2021<br>Stamped<br>No. 124/2020(D) |

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 6, Division 8A of the Environmental Planning and Assessment Regulation 2000 (see attached Advisory Note).
3. **A separate application is to be made to Council, with the appropriate fee being paid, for the provision of a suitably sized metered water service(s) to proposed lot 4.**
4. 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 DURING DEMOLITION WORKS

5. The demolition works shall comply with the provisions of Australian Standard AS2601:2001 The Demolition of Structures and the Work Health and Safety Act 2011.
6. Demolition works are to be carried out so as not to cause damage to adjacent and adjoining properties. All damage arising from the removal of the building is to be made good and any necessary repairs and renovations are carried out within six months. Existing site to be left in a clear, clean condition with all existing plumbing and drainage lines terminated to the satisfaction of Council.
7. In the event of any damage being caused to the existing kerb, guttering, footpath, water mains, sewer mains or public roadway during demolition works, the applicant shall reimburse the Council for the full costs of repairing and making good. Any temporary cross-over material must not remain in the street gutter.
8. Demolition activities or 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.
9. All loading, unloading and storage of goods, equipment, tools and materials, or the carrying out of operations related to the development proposal shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.
10. All building rubbish and debris, including that which can be wind-blown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining `public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.

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

11. 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 associated with the access crossing to proposed lot 4.

#### **CONDITIONS TO BE COMPLIED WITH PRIOR TO ISSUE OF THE SUBDIVISION WORKS CERTIFICATE**

12. Deleted

#### **CONDITIONS TO BE COMPLIED WITH PRIOR TO THE**

**COMMENCEMENT OF CONSTRUCTION/ SUBDIVISION WORKS**

- 13. Deleted**
- 14. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed dwelling and carports are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building 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. This may entail alterations to the proposal so that it complies with these standards.**
- 15. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of works, a 'Notice of Commencement of Building/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 Q of Cowra Shire Council Development Control Plan 2014 at all times.**

**CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION AND SUBDIVISION WORKS**

- 17. In accordance with Clause 162A of the Environmental Planning and Assessment Regulation 2000, where Council is nominated as the Certifier, the works must be inspected by Council at the times specified below:**
- (a) After excavation for, and prior to the placement of, any footings;**
  - (b) In the case of a swimming pool, as soon as practicable after the barrier (if one is required under the Swimming Pools Act 1992) has been erected;**
  - (c) Prior to pouring any in-situ reinforced concrete building element;**
  - (d) Prior to covering of the framework for any floor, wall, roof or other building element;**
  - (e) Prior to covering waterproofing in any wet areas;**
  - (f) Prior to covering any stormwater drainage connections; and**
  - (g) After the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.**

**Where Cowra Council is required to carry out inspections the principal contractor for the building site, or the owner-builder, must notify Council at least 48 hours before each required inspection needs to be carried out.**

Failure to obtain an inspection of the works at the times specified above may prevent an Occupation Certificate being issued for the development.

- 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. The Applicant is to obtain all relevant approvals to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Cowra Shire Council prior to commencing works to and comply with any conditions of that permit. All 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**

- 23. The Applicant must not commence occupation or use of the dwelling until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
- 24. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans and maintained in good order at all times.
- 25. Prior to the issue of a Whole Occupation Certificate, the applicant must construct an access driveway to Lot 4 in accordance with consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with Council's engineering standards. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.

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

- 26. Prior to the issue of the Subdivision Certificate, the Applicant must construct the access driveways to Lots 2 & 3 in accordance with consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveways are to be constructed in accordance with Council's engineering standards. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.
- 27. Prior to the issue of a Subdivision Certificate, the applicant must provide to Council a certificate from Essential Energy, or another energy provider, to the effect that:
  - a) suitable power supply is available to all lots in the subdivision, or
  - b) arrangements have been made for suitable power supply to be made to all lots in the subdivision.
- 28. 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 lots 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 lots demonstrated through an agreement with a carrier.
29. The person acting on the consent shall include on the final plan of subdivision any and all necessary easements required over access, water, sewer, stormwater, electricity and telecommunications mains.
- 29a) The stormwater easements included on the final subdivision plan are to reflect the stormwater layout as constructed.**
30. The person acting on the consent is to lodge with Cowra Shire Council a Subdivision Certificate Application together with the final subdivision 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.

#### ADVICE

1. 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.
2. The Applicant is required to obtain a Certificate of Compliance pursuant to Division 5 of Part 2 of Chapter 6 of the Water Management Act 2000 certifying that all works, fees and charges required in connection with the provision of water and sewerage 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 Subdivision/Occupation Certificate (whichever occurs first).

Separate reticulated water and sewer mains and services must be physically provided to the development in accordance with Cowra Council Development Control Plan 2014 and Cowra Infrastructure and Operations Engineering Standards. Council will not issue the Subdivision/Occupation Certificate until the Compliance Certificate has been issued, verifying that all works have been satisfactorily completed.

Necessary inspections must be arranged at least 48 hours in advance. Contact Cowra Infrastructure and Operations on (02) 6340 2070.

CARRIED

In Favour: Crs Paul Smith, Cheryl Downing, Ruth Fagan, Tony Horton, Cheryl Speechley and Peter Wright

Against: Nil

- 5.3** Development Application No. 10.2025.31.1, Lot 2 DP 808999, 2304 George Russell Drive Canowindra, plant nursery, lodged by J D Pearce. The property owner is M J & J D Pearce.

### COMMITTEE RESOLUTION

Moved: Cr Tony Horton

Seconded: Cr Cheryl Downing

- 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 variation to Section M.3.13 of Part M 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 a variation to Section M.3.13 of Part Part M of Council's Development Control Plan 2021 for this development to allow an unsealed carpark; and**
- 3. That Development Application No. 10.2025.31.1, for a plant nursery on Lot 2 DP808999, 2304 George Russell Drive Canowindra 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.

| <b>Plan No./<br/>Supporting Document</b>      | <b>Prepared by/Reference<br/>Details</b> | <b>Cowra Shire Council<br/>Reference</b>                             |
|---|--|--|
| <b>Site Plan</b>                              | <b>Applicant<br/>n.d.</b>                | <b>Received<br/>12 May 2025<br/>Stamped<br/>No. 10.2025.31.1 (A)</b> |
| <b>Proposed car park plan<br/>for nursery</b> | <b>Applicant<br/>n.d.</b>                | <b>Received<br/>12 May 2025<br/>Stamped<br/>No. 10.2025.31.1 (A)</b> |
| <b>Statement of<br/>Environmental Effects</b> | <b>Applicant<br/>n.d.</b>                | <b>Received<br/>16 April 2025<br/>Stamped<br/>No. 10.2025.31.1</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 approved hours of operation are as follows:

Monday – Friday: 4pm to 6pm

Saturday: 9am – 11am & 4pm – 6pm

4. The applicant shall provide on-site parking for a minimum of 10 car parking spaces in accordance with the submitted plans. No excavation is permitted during the construction of the carpark. Car parking and trafficable areas shall be designed and maintained in a manner that does not cause erosion or nuisance to adjoining properties.

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

5. 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.
6. 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.
7. 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.

### **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.

CARRIED

In Favour: Crs Paul Smith, Cheryl Downing, Ruth Fagan, Tony Horton, Cheryl Speechley and Peter Wright

Against: Nil



At 6:30 pm, Cr Ruth Fagan left the meeting.

- 5.4 Development Application No. 10.2025.35.1, Lot 1 DP 776076, 42 Chardonnay Road Cowra, dwelling (caretakers residence), lodged by M Jackson. The property owner is M Jackson.

### COMMITTEE RESOLUTION

Moved: Cr Tony Horton

Seconded: Cr Cheryl Speechley

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 F.1.4 of Part F 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 a variation to F.1.4 of Part F of Council's Development Control Plan 2021 for this development to allow setbacks of under 150m; and
3. That Development Application No. 10.2025.35.1, for the construction of a dwelling (caretakers residence) on Lot 1 DP 776076, 42 Chardonnay Road Cowra be approved subject to the following conditions:

### GENERAL CONDITIONS

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

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

| Plan No./<br>Supporting Document                       | Prepared by/Reference<br>Details  | Cowra Shire Council<br>Reference                            |
|--|---|---|
| Schedules<br>Drawing A000                              | Vision Property<br>Development Hub<br>3/12/2024<br>Job 244/24               | Received<br>23 April 2025<br>Stamped<br>No. DA 10.2025.35.1 |
| Proposed Site Plan<br>Drawing A001A                    | Vision Property<br>Development Hub<br>3/12/2024<br>Job 244/24<br>Revision A | Received<br>23 April 2025<br>Stamped<br>No. DA 10.2025.35.1 |
| Proposed Floor Plan<br>Drawing A101                    | Vision Property<br>Development Hub<br>2/12/2024<br>Job 244/24               | Received<br>23 April 2025<br>Stamped<br>No. DA 10.2025.35.1 |
| Proposed Elevations<br>(North & South)<br>Drawing A201 | Vision Property<br>Development Hub<br>28/03/2025<br>Job 244/24              | Received<br>23 April 2025<br>Stamped<br>No. DA 10.2025.35.1 |

|   |  |   |
|---|--|---|
| <b>Proposed Elevations<br/>(East &amp; West)<br/>Drawing A202</b> | <b>Vision Property<br/>Development Hub<br/>28/03/2025<br/>Job 244/24</b> | <b>Received<br/>23 April 2025<br/>Stamped<br/>No. DA 10.2025.35.1</b> |
| <b>Statement of<br/>Environmental Effects</b>                     | <b>Vision Property<br/>Development Hub<br/>31/03/2025<br/>Version I</b>  | <b>Received<br/>23 April 2025<br/>Stamped<br/>No. DA 10.2025.35.1</b> |
| <b>BASIX Certificate No.<br/>1792530S<br/>(or as revised)</b>     | <b>Vision Town Planning<br/>Consultants<br/>Issued: 22 April 2025</b>    | <b>Received<br/>23 April 2025<br/>Stamped<br/>No. DA 10.2025.35.1</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 use of the dwelling is to be ancillary to the existing motel and cannot be used for accommodation by persons other than those required for the management and / or maintenance of the motel and property.

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

4. Prior to the issue of a Construction Certificate an effluent management report prepared by a geotechnical consultant is to be submitted to the Principal Certifier for approval. The report is to confirm that the existing on-site sewage management system remains adequate to service the completed development. The report is to identify any upgrade works that may be necessary to facilitate the operation of the system or in order to achieve compliance with relevant health and environmental guidelines and requirements.
5. Prior to the issue of a Construction Certificate a landscaping plan showing a landscape buffer to the south of the proposed development consistent with Appendix A of Part F of the Cowra Development Control Plan 2021 shall be submitted to the Principal Certifier for approval.
6. Prior to the issue of a Construction Certificate, plans showing compliance with the BASIX requirements shall be submitted to the Principal Certifier for approval.
7. 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.
8. 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 <sup>1</sup> | Levy Percentage | Total Contribution | Contribution Rate Remains Current Until |
|---------------------------------------|---|-----------------|--------------------|---|
| Section 94A Contribution <sup>2</sup> | \$403,709.43                              | 1%              | \$4,037.09         | 30 June 2026                            |

**Notes**

<sup>1</sup> As shown on the Development Application/Construction Certificate Application/Complying Development Certificate Application

<sup>2</sup> 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](http://www.cowracouncil.com.au)

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

9. 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.
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. 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.
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.

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

- 14. 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.**
- 15. 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.**
- 16. 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.**
- 17. 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.**
- 18. 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.**
- 19. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged three metres clear of any building/structure in a manner that does not cause soil erosion or nuisance to adjoining properties.**
- 20. 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.**
- 21. The Applicant is to obtain all relevant approvals to carry out sewerage**

work, to carry out stormwater drainage work and to carry out water supply work from Cowra Shire Council prior to commencing works to and comply with any conditions of that permit. All 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**

- 22. The Applicant must not commence occupation or use of the dwelling until a **Whole or Partial Occupation Certificate** has been issued from the Principal Certifier appointed for the subject development.
- 23. Prior to the issue of an **Occupation Certificate**, any upgrade works to the on-site sewage management system required in accordance with condition 4 are to be completed.
- 24. Prior to the issue of a **Whole Occupation Certificate**, the Applicant shall seal the access crossing to the development site from Chardonnay Road 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.
- 25. Prior to the issue of a **Whole Occupation Certificate**, the Applicant shall install the vegetation buffer in accordance with the approved plans and clauses b & c of Appendix A of Part F of Cowra Council Development Control Plan 2021.

#### **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.

CARRIED

In Favour: Crs Paul Smith, Cheryl Downing, Tony Horton, Cheryl Speechley and Peter Wright

Against: Nil

CARRIED 5/0

At 6:35 pm, Cr Ruth Fagan returned to the meeting.

## **6 LATE REPORTS**

Nil

## **7 NOTICES OF MOTIONS**

Nil

## **8 CONFIDENTIAL MATTERS**

### **COMMITTEE RESOLUTION**

Moved: Cr Ruth Fagan

Seconded: Cr Tony Horton

**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 Request for Tender SI\_2025: Supply and Delivery of Bulk Fuel for Central NSW Councils**

**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

### 3 GENERAL MANAGERS REPORT

#### 3.1 Alcohol Free Zone

File Number: D25/1134

Author: Paul Devery, General Manager

#### RECOMMENDATION

1. That Council give notice, in accordance with Part 4 of Chapter 16 of the *Local Government Act 1993*, of its intention to establish, for a period of 4 years, an Alcohol Free Zone in the following locations:
  - The Mid Western Highway from Shelley Street extending east over the Lachlan River bridge along Kendal Street/Mid Western Highway to Somerset Street;
  - All streets running off Kendal Street between those designated areas above north to Liverpool Street and south to Vaux Street;
  - The entire length of Liverpool Street;
  - The entire length of Vaux Street;
  - The entire length of Bartlett Street;
  - The entire length of Bartlett Avenue;
  - The entire length of Railway Street;
  - The entire length of Railway Lane;
  - The entire length of Busby Lane;
  - The entire length of Doust Lane;
  - The entire length of Rowston Lane;
  - Redfern Street from the intersection of Smith Street south into Bridge Street to the intersection of Lachlan Street;
  - Smith Street from the intersection of Liverpool Street south to the intersection of Redfern Street;
  - Unnamed street from intersection of Bridge Street south under the bridge overpass to the intersection with Lachlan Street;
  - Unnamed street from intersection of Bridge Street west over the Low Level Bridge to the intersection of Lachlan Valley Way;
  - The entire length of Len Whiteley Drive; and
  - Public places within the proposed Alcohol Free Zone that are a car park or part of a car park.
2. That the Alcohol Free Zone exclude those areas with separate approval from Council and Liquor and Gaming NSW to conduct footpath dining including the consumption of alcohol.

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#### INTRODUCTION

In June 2021 Council resolved to declare the areas detailed in the recommendation above an Alcohol Free Zone (AFZ) for a period of 4 years. That declaration has now expired.

Council is requested to give consideration to re-establishing the AFZ in the identified areas as well as an additional area.

## BACKGROUND

### What is an Alcohol Free Zone?

The *Local Government Act 1993* provides the legislative powers for local councils to establish AFZs to promote the safe use of roads, footpaths and public car parks without interference from anti-social behaviour caused by public drinking.

The object of AFZs is to be an early intervention measure to prevent the escalation of irresponsible street drinking to incidents involving serious crime.

Section 633 of the *Local Government Act 1993* states an AFZ may be declared for:

- “(4) (a) a public road or part of a public road,  
(b) a public place that is a car park or part of a car park.
- (5) The proposal may provide for an alcohol free zone to be established for a period not exceeding 4 years and for the zone to operate for the whole of that period or just for days on which particular special event occur.”

AFZs are enforced by the police or council enforcement officers where the Commissioner of Police gives written authorisation. There is no intent for any council officers to seek this authorisation. Any person observed to be drinking in an AFZ may have the alcohol in their possession immediately seized and tipped out or otherwise disposed of.

A map showing the location of the recently expired AFZ is included at Attachment I.

### Rationale for an Alcohol Free Zone

The safety of persons within the CBD is important to Council and the community.

Recent discussions with police indicate that AFZs are an extremely important and effective tool in performing their role of protecting the public and curbing anti-social behaviour, and they are keen to see the AFZ re-established in Cowra.

## Conclusion

The current AFZ declaration for the CBD has expired. The *Local Government Act 1993* requires the same process to be followed for the re-establishment of the AFZ as that followed for the original declaration.

It is recommended Council give notice of its intention to re-establish the AFZ in Cowra. The Act requires a consultation process with the public, police and licensed premises in the proposed AFZ to determine whether there is support for the proposal.

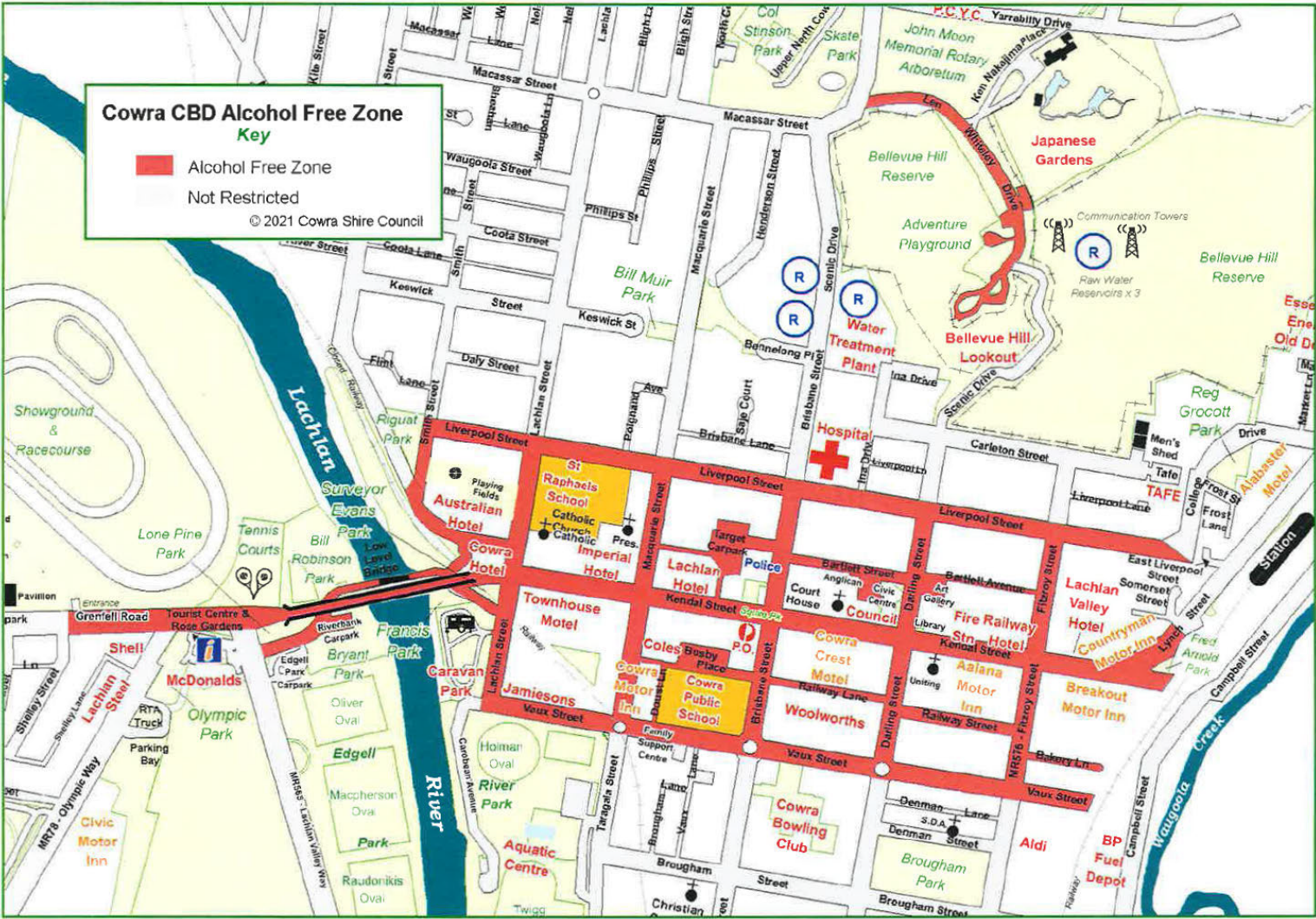
## BUDGETARY IMPLICATIONS

Nil



**ATTACHMENTS**

- I. Alcohol Free Zone Map - current [↓](#)



## 4 DIRECTOR-CORPORATE SERVICES REPORT

### 4.1 Country University Centre

File Number: D25/1139

Author: Alan Dalton, Director - Corporate Services

### RECOMMENDATION

**That Cowra Shire Council note the progress of the Country Universities Centre (CUC) Cowra Region.**

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### INTRODUCTION

Country Universities Centre (CUC) Cowra Region recently celebrated its second anniversary. In two short years, the Centre has firmly established itself in the local tertiary education sphere and continues to expand its student engagement and support services, and strengthen community partnerships. Student registrations continue to exceed anticipated targets reaffirming the value of the CUC to the Cowra community.

Recent milestone achievements include:

- 95 students registered for Semester 1, 2025.
- Graduation of Cowra's first Year 12 student cohort to complete the University of Wollongong 'Future Me' program.
- Cumulative student impact – 186 students since opening.
- Facilitating connections between Universities and local high schools to increase opportunities for Cowra students.
- Centre access extended to senior high school students with students 18 years and over benefiting from full Centre access and supervised study during business hours for under 18 years.

Planned activities for Semester 2, 2025:

- HSC Study Hub sessions to run during August-September in the lead-up to HSC exams.
- Higher Education Information Evening bringing University and TAFE representatives together to present to the community.
- Establishing the CUC 'Coffee Club' to provide opportunities for students to connect in a social setting.

The Centre will be undertaking a recruitment process for a new Centre Manager in July following the resignation of our previous Manager in April. During the interim period, the Centre is being capably managed by Student Services Officer, Alyce Tree, with support from the Board.

Please refer to the attachments for a summary of recent CUC Cowra Region achievements.

### BACKGROUND

The CUC Cowra Region is focussed on providing the people of the Cowra region with the spaces and tools they need to succeed in tertiary education. The Centre operates as a non-profit community

organisation under the governance of a Board of Directors with formal Council representation by Cr Cheryl Speechley. CUC Cowra Region is affiliated with the CUC network and receives funding from the Australian and NSW Governments.

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

1. CUC Cowra Region Snapshot - Part 1 [↓](#)
2. CUC Cowra Region Snapshot - Part 2 [↓](#)
3. CUC Cowra Region - Student Survey Results 2025 [↓](#)



## Highlights Semester 1 2025

**49%**

of students are  
completing an  
undergraduate  
degree



**10%**

of students  
are Aboriginal  
and Torres  
Strait Islander



### Top 4 higher education providers

1. Charles Sturt University
2. TAFE
3. University of New England
4. Australian National University



**32**

Different higher  
education providers





# Highlights Semester 1 2025

**95**

registered  
students in  
Semester 1, 2025



## Top areas of study

**24%** Health

**20%** Education

**12%** Psychology,  
Social Work and  
Community  
Services



**60%**

are the first in  
family to  
complete a  
university degree



**17**

different areas  
of study



Country  
Universities  
Centre  
COWRA REGION

## Highlights Student Survey

# 100%

rated the Centre a  
suitable place for  
their studies with  
83% rating it as  
excellent



# 100%

are likely to  
recommend  
the Centre to  
other students



# 88%

rated the  
facilities  
excellent and  
clean

### What our students say:

"It is perfect environment  
for academic  
engagement: quiet ,  
friendly, excellent  
facilities, heaven sent."

"I like the communal  
spaces they provide such  
as the eating area & the  
kitchen. The location is  
always clean and there  
are many resources that  
we can use to help benefit  
us."



**4.2 Policy Review - Council Donation Policy**

File Number: D25/1143

Author: Alan Dalton, Director - Corporate Services

**RECOMMENDATION**

**That Council agree that the draft revised Donation Policy be placed on public exhibition for three weeks, to inform its consideration of adopting the policy at the following Council meeting.**

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**INTRODUCTION**

As part of the 2024-25 Policy Review, the draft Donation Policy has been reviewed and updates made to better reflect current practice, be more inclusive of non-competitive events and to increase, by inflation since 2014, limits on the value of donations that may be granted to individuals.

**BACKGROUND**

The Donation Policy is scheduled for review every four years, and was last reviewed in 2014.

Amendments have been made to:

- Update references to align with Council documents prepared under the Integrated Planning and Reporting Framework.
- Refine language to improve clarity.
- Reflect the requirement under s.356(2) of the *Local Government Act 1993* (the Act) that financial assistance may only be provided to a recipient who acts for private gain once 28 days' public notice of Council's proposal to pass the necessary resolution has been given.
- Adjust language to substitute a participative rather than competitive focus, to better reflect the non-competitive nature of important cultural, social and academic events.
- Increase, by using the Reserve Bank of Australia inflation calculator, the maximum amount of support (rounded up to the nearest \$50 increment) to an individual participating in an:
  - overseas event, from \$600 to \$800; and
  - Australian event, from \$400 to \$550.

The updated draft policy does not retain the following elements:

- Limiting an individual's requests for support to attend a state, national or international event, to three donations within five years.

*This provision does little to facilitate equity across participants, and may disadvantage otherwise highly worthy applicants.*
- The ineligibility category of 'Where a project will financially benefit a commercial entity or a government department.'

*This category is inconsistent with s.356(2) of the Act, which allows for support to be provided to recipients who act for financial gain. Enabling such support to be provided broadens Council's options for supporting the community, noting that small local businesses are essential contributors*



*towards maintaining a wide range of activity options for shire ratepayers and residents.*

- The ineligibility category of ‘An event is conducted where only part of the proceeds are paid to a charity.’

*The category restrains supporting businesses, which is otherwise allowed under s.356(2) of the Act, and community organisations that are not registered charities.*

- The ineligibility category of ‘The purchase, hire or lease of sporting and/or recreation equipment.’

*This category runs counter to the fundamental functions of a number of community organisations in the shire and may also limit options for community events.*

A requirement that recipients provide a report to Council within 30 days of the conclusion of the event, has been removed as this provision is rarely, if ever, observed. It has, however, been suggested, that a reporting requirement should exist for larger value donations (e.g. over \$2,000). It is noted that Council may request delivery / acquittal reports as it considers necessary on a case-by-case basis, which will enable reporting to meaningfully focus on those donations of most concern or interest to councillors.

## **BUDGETARY IMPLICATIONS**

Nil.

## **ATTACHMENTS**

1. Revised Donation Policy [↓](#)
2. Revised Donation Policy with track changes [↓](#)

# COUNCIL POLICY



Donation Policy

Draft

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Donations Policy

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|                    |                               |
|--------------------|-------------------------------|
| Council Department | Corporate Services            |
| Contact Officer    | Director – Corporate 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       | NA  | Various        | Director - Corporate Services |
| 2       | 25 July 2011<br>(Formerly Donations & Sponsorship Policy) | 158/11         | Director - Corporate Services |
| 3       | 22 July 2013  | 144/13         | Director - Corporate Services |
| 4       | 24 November 2014  | 271/14         | Director - Corporate Services |
| 5       | 28 July 2025  | TBA            | Director - Corporate Services |

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Cowra Shire Council  
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Donation Policy

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Donation Policy

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**1. Introduction**

Cowra Shire Council provides a wide range of services to ratepayers and residents within the local government area. In doing so, Council is committed to supporting activities that contribute to maintaining and adding to the community's rich and supportive culture, and achievements by individuals or groups.

At times Cowra's active community, sporting and cultural sectors may lack the resources they need to achieve their objectives, and Council is prepared to assist by providing financial and 'in-kind' donations in support of local groups and individuals.

These guidelines have been developed to maintain a consistent, open and equitable approach for the consideration and distribution of Council donations, in alignment with its strategic and operating priorities for the benefit of the shire and its residents.

**2. Legal Authority for Donations**

Council is empowered to make donations of financial or other assistance in accordance with Sections 356 and 377 of the *Local Government Act 1993* (as amended).

**3. Definition**

A donation may be in the form of cash, goods, services or rates / charges reductions or waivers. Each form of financial assistance shall be costed and included within Council's Annual Budget as the monetary equivalent.

**4. Funding Limitations**

- Council resources are generally limited to the budgeted amount included in Council's Long Term Financial Plan.
- Council does not guarantee to fund any application in full or in part.
- Unless Council decides otherwise, any decision to provide assistance, it is not an ongoing commitment to support in any following year.

**5. Provisions**

- The granting of all donations will be subject to Council receiving a written application in an approved form.
- Applications compliant with the policy will be referred to Council for a decision.

**6. Purpose**

The objectives of the policy are:

- To establish the basis for Council providing donations to organisations and individuals.
- To establish an application process including guidelines and procedures for use by organisations and individuals in applying for donations (including "in kind" support).

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Donation Policy

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**7. Objectives**

**Objective 1:** To assist local service, cultural, sporting, charitable or not-for-profit organisations and comparable organisations from beyond the shire providing services that benefit shire residents.

**Objective 2:** To assist organisations to conduct quality cultural, sporting and community service programs or events which cannot attract sufficient funds from other sources.

**Objective 3:** To contribute towards the achievement of Cowra Shire Council objectives under Council's Delivery Program and Operational Plan, including ensuring inclusive access to community resources, services and facilities, and promoting equitable opportunities for people with disabilities.

**Objective 4:** To encourage and facilitate broad community participation in cultural, sporting and community service programs and events.

**8. Scope**

This policy applies to **all** requests for donations including both financial and in-kind support. This document sets out the procedures for an application to be assessed as eligible for a recommendation to Council for approval. Each donation that is granted must be approved by a Council resolution.

**9. Eligibility**

An application for a donation must fit one of the categories nominated below:

1. 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.
2. Festivals and special events which enhance community spirit.
3. Support for a locally-based voluntary community service or program where the majority of its income is fundraising.
4. Local community, charity and not-for-profit activities or events that may be conducted outside the shire, but provide a meaningful benefit to the shire's residents
5. To assist an individual's, group's or team's sporting, cultural or academic participation at a significant and recognised level.
6. Community, charity and not-for-profit organisations' use of council-owned and controlled facilities including halls, sporting grounds and other venues.

A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this policy until at least 28 days' public notice of Council's proposal to pass the necessary resolution has been given.

In respect of sporting representatives and cultural and academic pursuits:

- An individual or organisation/group is limited to one donation per annum, unless Council deems an exception.
- Council donations for individuals participating in an:

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Donation Policy

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- Overseas event may be granted up to \$800.
- Australian event may be granted up to \$550.
- An application for an individual will only be considered when accompanied by:
  - a letter of support from the relevant local organisation of which the person is a member; and
  - should the event be hosted or sponsored by a state or national body, written confirmation from that body (or, for overseas events, the Australian equivalent) that the person is registered to attend as a participant (i.e. not as an observer or volunteer).

**9.1 Ineligibility Categories**

Applications for purposes in the following categories are ineligible for assistance under this policy:

1. Duplication of a service or a project.
2. Projects occurring outside the Cowra Shire local government area, except where a local benefit can be demonstrated.
3. Activities that are retrospective.
4. Where a more appropriate funding source is available.
5. Where a government department or agency or an organisation primarily funded by the Commonwealth or State Government (including the Department of Education, State Schools and Non-Government Schools) makes application for a donation to fund a normal operating expense.

**9.2 Criteria for Assessment**

In assessing the application, Council will consider the following:

- Does the application meet the eligibility criteria?
- What policy objectives does the project/event meet?
- Who and how many benefit from the project/event (target group)?
- Who and how many will benefit from the donation?
- To what degree is the group or project self financing?
- Has the need for the project/event been demonstrated?
- Has the need for funding been demonstrated?
- Is the organisation able to make a financial or in-kind contribution?
- What efforts have been made to seek funds from other sources?
- Does the application have a broad community focus?
- If the project/event has a regional focus, what benefit will occur for Cowra Shire residents?
- What effect would Council making / not making a donation to the project or event have on its outcome?
- Are there any other facilities or venues available and more suitable for the project or event?

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Donation Policy

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**9.3 Procedures**

- All applications for financial assistance should be submitted on the approved application form to Council.
- Applicants may be requested to attend an interview as part of the application process.
- A budget for a funded purpose may be requested by Council.
- Upon receipt of an application, an assessment will be submitted to Council for consideration under the current or next future Long Term Financial Plan.

**9.4 Conditions for Council Donations**

- Should a donation recipient be unable to expend the donation they shall advise and explain the circumstances, to the Director – Corporate Services.
- If a donation recipient wishes to modify their request or alter the scope of the intended activity, they shall submit a variation request with the General Manager, who shall then decide whether the modification satisfies the objectives considered when Council decided the original application.
- Where possible or feasible, recipients are requested to give public recognition to the donation received from Council and acknowledge Council's assistance on any related promotional or other material.
- Where a recipient does not comply with these or other conditions set by Council they may be declared ineligible to receive funding for the following year.
- Council may impose additional conditions on grant recipients where it considers it necessary.

**10. Preparation of Application**

Applicants must submit a completed application form entitled "Application for Financial Assistance/Donation" (refer [Appendix](#)).

**11. Implementation**

Council's Director – Corporate Services will report to Council on each application's compliance with the eligibility criteria. Applications not meeting the eligibility criteria may be refused without the request proceeding to Council, and the applicant advised in writing.



## Donation Policy

## 13. Appendix



Cowra Shire Council  
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Phone: 02 6340 2000  
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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: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Organisation Details**

Organisation responsible for the event/activity: \_\_\_\_\_

President/Secretary Contact Details: \_\_\_\_\_

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 \_\_\_\_\_

Date/s of the proposed event/project \_\_\_\_\_

Venue where will the event/project take place? \_\_\_\_\_

**Financial Details**

Amount of assistance being sought: \$ \_\_\_\_\_

Total Estimated cost of the total event/project \$ \_\_\_\_\_

How are funds to be raised? \_\_\_\_\_

Funds available at present to go towards event \$ \_\_\_\_\_

Will the event/project support charities ☐ YES ☐ NO

If YES, value of support \$ \_\_\_\_\_

Previous / Other Assistance: \_\_\_\_\_

Has Council previously assisted you/your organisation? ☐ YES ☐ NO

If so what was the amount of the assistance from Council? \$ \_\_\_\_\_

When was it provided? \_\_\_\_\_

Have you applied for funding from other organisations? ☐ YES ☐ NO

If YES, how much has been sought \$ \_\_\_\_\_

## Donation Policy

**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 NSVV 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.

**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]**

**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

Please check: 1. All questions on Page 1 to be completed  
2. Eligibility criteria has been selected  
3. Section A or Section B above has been completed  
4 Supporting documents for sporting activities included

# COUNCIL POLICY



Donation Policy

Draft

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Donations Policy

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|                    |                               |
|--------------------|-------------------------------|
| Council Department | Corporate Services            |
| Contact Officer    | Director – Corporate 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       | NA  | Various        | Director - Corporate Services |
| 2       | 25 July 2011<br>(Formerly Donations & Sponsorship Policy) | 158/11         | Director - Corporate Services |
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Donation Policy

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Donation Policy

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**1. Introduction**

Cowra Shire Council provides a wide range of services to ratepayers and residents within the local government area. In doing so, Council is committed to supporting activities that contribute to maintaining and adding to the community's rich and supportive culture, and achievements by individuals or groups.

At times Cowra's active community, sporting and cultural sectors may lack the resources they need to achieve their objectives, and Council is prepared to assist by providing financial and 'in-kind' donations in support of local groups and individuals. ~~Cowra Shire Council regularly receives requests for donations from organisations and individuals. Council values the various cultural, community and sporting initiatives and the events and festivals in the Cowra Shire and acknowledges the contribution made by not-for-profit organisations in our community life. Accordingly, Council is willing to support those organisations achieve their goals wherever possible and has historically, committed limited funds in its budget for that purpose.~~

These guidelines have been developed to maintain a consistent, open and equitable approach for the consideration and distribution of Council donations, **in alignment with its strategic and operating priorities for the benefit of the shire and its residents.**

**2. Legal Authority for Donations**

Council is empowered to make donations of financial or other assistance in accordance with Sections 356 and 377 of the *Local Government Act 1993* (as amended). ~~Each donation must be approved through a Council resolution.~~

**3. Definition**

A donation may be in the form of cash, goods, services or rates / charges reductions or waivers. Each form of financial assistance shall be costed and included within Council's Annual Budget as the monetary equivalent.

**4. Funding Limitations**

- Council resources are generally limited to the budgeted amount included in the Council's **Long Term Financial Management Plan**.
- Council does not guarantee to fund any application in full or in part.
- Unless Council decides otherwise, any decision to provide assistance, it is not an ongoing commitment to support in any following year.

**5. Provisions**

- The granting of all donations will be subject to Council receiving a written application in an approved form.
- Applications compliant with the policy will be referred to Council for a decision.

## Donation Policy

**6. Purpose**

The objectives of the policy are:

- To establish the basis for Council providing donations to organisations and individuals.
- To establish an application process including guidelines and procedures for use by organisations and individuals in applying for donations (including “in kind” support).

**7. Objectives**

**Objective 1:** To ~~consider financial assistance by way of donations to~~ assist local service, cultural, sporting, charitable or ~~not-for-profit organisations and comparable organisations from beyond the shire providing services that benefit shire residents which operate within or if external to the shire, provide benefit to the residents of Cowra Shire Council.~~

**Objective 2:** To ~~consider assistance to~~ assist organisations to conduct quality cultural, sporting and community service programs or events which cannot attract sufficient funds from other sources.

**Objective 3:** To ~~address~~ contribute towards the achievement of Cowra Shire Council objectives under Council's ~~Delivery Program and Operational Plan, including ensuring inclusive access to community resources, services and facilities, and promoting equitable opportunities for people with disabilities.~~ and Annual Management Plan including access and usage of community resources, services and facilities, and equity of access for special needs groups

**Objective 4:** To ~~consider funding to encourage and enable~~ facilitate broad community participation in cultural, sporting and community service programs and events.

**8. Scope**

This policy applies to ~~all requests for donations be they cash~~ including both financial and in-kind support ~~to Council from organisations and individuals.~~ This document sets out the procedures for an application to be assessed as eligible for a recommendation to Council for approval. Each ~~request~~ donation that is granted must be approved by a Council resolution.

**9. Eligibility**

An application for a donation must fit one of the categories nominated below:

1. 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.
2. Festivals and special events which enhance community spirit.
3. Support for a locally-based voluntary community service or program where the majority of its income is fundraising.
4. Local community, charity and ~~not-for-profit~~ activities or events/functions that may be conducted outside the shire, but provide a meaningful benefit to the shire's residents

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Donation Policy

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5. To assist an individual's, group's or team's sporting, cultural or academic achievement ~~participation~~ at a significant and recognised level.
6. Community, charity and not-for-profit organisations' use of council-owned and controlled facilities including halls, sporting grounds and other venues.

A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this policy until at least 28 days' public notice of Council's proposal to pass the necessary resolution has been given.

In respect of sporting representatives and cultural and academic pursuits:

- An individual or organisation/group is limited to one donation per annum, unless Council deems an exception.
- Council donations for individuals participating in ~~to sporting representatives and cultural and academic pursuits will be made using the following guidelines:~~
  - Overseas event may be granted up to \$800.
  - Australian event may be granted up to \$550.
  - ~~Australian/NSW/Territory Representative or team competing overseas to a maximum \$600 in total.~~
  - ~~Australian/NSW/Territory Representative or team competing in NSW or interstate to a maximum of \$400 in total.~~
  - An application for an individual will only be considered when accompanied by: ~~That applications only be considered~~
    - a letter of support from the relevant local organisation of which the person is a member; and
    - should the event be hosted or sponsored by a state or national body, written confirmation from that body (or, for overseas events, the Australian equivalent) that the person is registered to attend as a participant (i.e. not as an observer or volunteer) ~~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 State/National body that the person is competing/performing as a representative at that level rather than an invitee. For the same sporting, cultural or academic pursuit, an individual may apply for a maximum of three donations in any five (5) year period for attendance at a State/Territory, National and International event, unless Council deems an exception.~~

#### 9.1 ~~Activities in the Following Categories Are Ineligibility Categories~~le

Applications for ~~activities/function/projects which fall into~~ purposes in the following categories are ineligible for assistance under this policy:

1. Duplication of a service or a project.
2. Projects occurring outside the Cowra Shire local government area, except where a local benefit can be demonstrated.
3. Activities that are retrospective.
4. Where a more appropriate funding source is available.



## Donation Policy

5. Where a government department or agency or an organisation primarily funded by the Commonwealth or State Government (including the Department of Education, State Schools and Non-Government Schools) makes application for a donation to fund a normal operating expense.”

~~Where a project will financially benefit a commercial entity or a government department.~~

~~An event is conducted where only part of the proceeds are paid to a charity.~~

~~The purchase, hire or lease of sporting and/or recreation equipment.~~ **9.2 Criteria for Assessment**

In assessing the application, Council will consider the following:

- Does the application meet the eligibility criteria?
- What policy objectives does the project/event meet?
- Who and how many benefit from the project/event (target group)?
- Who and how many will benefit from the donation?
- To what degree is the group or project self financing?
- Has the need for the project/event been demonstrated?
- Has the need for funding been demonstrated?
- Is the organisation able to make a financial or in-kind contribution—either in monetary funds or in-kind, e.g. labour, materials, etc?
- What efforts have been made to seek funds from other sources?
- Does the application have a broad community focus?
- If the project/event has a regional focus, what benefit will occur for Cowra Shire residents?
- What effect would Council making / not making a donation to the project or /event make to have on its outcome?
- Are there any other facilities or venues available and more suitable for the project or /event?

### 9.3 Procedures

- All applications for financial assistance should be submitted on the approved application form to Council.
- Applicants may be requested to attend an interview as part of the application process.
- A financial statement for the applicant organisation ~~budget for a funded purpose~~ may be requested by Council.
- Upon receipt of an applications, an assessment and reports will be submitted to Council for consideration under the current or next future Long Term Financial Plan.

### 9.4 Conditions for Funding Provided By Council Donations

- Should a donation recipient be unable to expend the donation they shall advise and explain the circumstances, to the Director – Corporate Services. ~~Funds should be~~

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 Donation Policy
 

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~~expended within the financial year of the donation and recipients are requested to provide a brief report to Council within 30 days of the conclusion of their event/activity or project.~~

~~▪~~

- If a donation recipient wishes to modify their request or alter the scope of the intended activity, they shall submit a variation request with the General Manager, who shall then decide whether the modification satisfies the objectives considered when Council decided the original application.
- ~~▪ If an organisation wishes to modify its request or alter the proposed project or event, the applicant should make this request in writing. It is at the discretion of the General Manager that the intention of the modified project meets the objectives when the donation was originally approved by Council.~~
- Where possible or feasible, recipients groups are requested to give public recognition to the donation received from Council and acknowledge Council's assistance on any related promotional or other material.
- Where an individual or group a recipient does not comply with these or other conditions set by Council they may be disqualified from consideration for declared ineligible to receive funding for the following year.
- Council may impose additional conditions on grant recipients where it considers it necessary.

## 10. Preparation of Application

Applicants must submit a completed application form entitled "Application for Financial Assistance/Donation" (refer [Appendix A](#)).

## 11. Implementation

Council's Director – Corporate Services will report to Council on each application's compliance with the eligibility criteria. Applications not meeting the eligibility criteria may be refused without the request proceeding to Council, and the applicant advised in writing.

~~Council's Director – Corporate Services will assess donation applications to ensure they comply with the eligibility criteria for subsequent referral to Council. Applicants not meeting the eligibility criteria will be refused and the applicant advised in writing.~~

## Donation Policy

## 13. Appendixes



Cowra Shire Council  
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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: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Organisation Details**

Organisation responsible for the event/activity: \_\_\_\_\_

President/Secretary Contact Details: \_\_\_\_\_

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 \_\_\_\_\_

Date/s of the proposed event/project \_\_\_\_\_

Venue where will the event/project take place? \_\_\_\_\_

**Financial Details**

Amount of assistance being sought: \$ \_\_\_\_\_

Total Estimated cost of the total event/project \$ \_\_\_\_\_

How are funds to be raised? \_\_\_\_\_

Funds available at present to go towards event \$ \_\_\_\_\_

Will the event/project support charities ☐ YES ☐ NO

If YES, value of support \$ \_\_\_\_\_

Previous / Other Assistance: \_\_\_\_\_

Has Council previously assisted you/your organisation? ☐ YES ☐ NO

If so what was the amount of the assistance from Council? \$ \_\_\_\_\_

When was it provided? \_\_\_\_\_

Have you applied for funding from other organisations? ☐ YES ☐ NO

If YES, how much has been sought \$ \_\_\_\_\_

## Donation Policy

**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 NSVV 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.

**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]**

**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

Please check: 1. All questions on Page 1 to be completed  
2. Eligibility criteria has been selected  
3. Section A or Section B above has been completed  
4 Supporting documents for sporting activities included

**4.3 Investments and Financial Report**

File Number: D25/1177

Author: Alan Dalton, Director - Corporate Services

**RECOMMENDATION****That Council note the Investments and Financial Report for June 2025.**

---

**INTRODUCTION**

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

**BACKGROUND**

The Local Government (General) Regulation 2021 requires that Council receive a monthly report detailing all money that has been invested under Section 625 of the *Local Government Act 1993* (the Act). The report must include a certificate as to whether the investment has been made in accordance with the Act, the Regulation and Council's Investment Policies. This certificate appears below the table of investments.

**BUDGETARY IMPLICATIONS**

Nil.

**ATTACHMENTS**

1. Investments & Financial Report – June 2025 [↓](#)

**ATTACHMENT****2024-2025 Investments and Financial Report  
June 2025**

|   |              |
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## Investments

### I. Investments Portfolio

Council's investments are as listed below in lodgement date order as at 30 June 2025.

| Funding Institution                          | S&P Rating | Date Lodged | Term (Days) | %     | Date Due   | Principal \$           |
|--|------------|-------------|-------------|-------|------------|------------------------|
| ST GEORGE BANK                               | AA-        | 1/10/2024   | 273         | 4.70% | 1/07/2025  | 500,000.00             |
| ST GEORGE BANK                               | AA-        | 5/11/2024   | 273         | 4.70% | 5/08/2025  | 500,000.00             |
| SUNCORP-METWAY LTD                           | A+         | 3/12/2024   | 210         | 5.10% | 1/07/2025  | 500,000.00             |
| ING BANK                                     | A          | 20/12/2024  | 214         | 4.93% | 22/07/2025 | 500,000.00             |
| ING BANK                                     | A          | 20/12/2024  | 221         | 4.93% | 29/07/2025 | 500,000.00             |
| COMMONWEALTH BANK OF AUSTRALIA               | AA-        | 7/01/2025   | 182         | 4.79% | 8/07/2025  | 500,000.00             |
| ST GEORGE BANK                               | AA-        | 7/01/2025   | 245         | 4.70% | 9/09/2025  | 500,000.00             |
| BANK OF QUEENSLAND                           | A-         | 24/01/2025  | 158         | 4.92% | 1/07/2025  | 500,000.00             |
| BANK OF QUEENSLAND                           | A-         | 25/01/2025  | 185         | 5.00% | 29/07/2025 | 500,000.00             |
| BANK OF QUEENSLAND                           | A-         | 30/01/2025  | 181         | 4.85% | 30/07/2025 | 500,000.00             |
| COMMONWEALTH BANK OF AUSTRALIA               | AA-        | 4/02/2025   | 245         | 4.75% | 7/10/2025  | 500,000.00             |
| BANK OF QUEENSLAND                           | A-         | 6/02/2025   | 187         | 4.80% | 12/08/2025 | 500,000.00             |
| BANK OF QUEENSLAND (Wyangala Sewer Handover) | A-         | 6/02/2025   | 194         | 4.80% | 19/08/2025 | 920,914.23             |
| SUNCORP-METWAY LTD                           | A+         | 11/02/2025  | 216         | 4.75% | 15/09/2025 | 500,000.00             |
| ING BANK                                     | A          | 25/02/2025  | 182         | 4.71% | 26/08/2025 | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 4/03/2025   | 140         | 4.70% | 22/07/2025 | 500,000.00             |
| SUNCORP-METWAY LTD                           | A+         | 11/03/2025  | 182         | 4.65% | 9/09/2025  | 500,000.00             |
| BANK OF QUEENSLAND                           | A-         | 18/03/2025  | 189         | 4.70% | 23/09/2025 | 500,000.00             |
| IMB LTD                                      | BBB+       | 18/03/2025  | 119         | 4.65% | 15/07/2025 | 500,000.00             |
| ING BANK                                     | A          | 18/03/2025  | 210         | 4.59% | 14/10/2025 | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 18/03/2025  | 168         | 4.75% | 2/09/2025  | 500,000.00             |
| COMMONWEALTH BANK OF AUSTRALIA               | AA-        | 25/03/2025  | 112         | 4.61% | 15/07/2025 | 500,000.00             |
| COMMONWEALTH BANK OF AUSTRALIA               | AA-        | 25/03/2025  | 127         | 4.61% | 30/07/2025 | 500,000.00             |
| BANK OF QUEENSLAND                           | A-         | 1/04/2025   | 182         | 4.78% | 30/09/2025 | 500,000.00             |
| COMMONWEALTH BANK OF AUSTRALIA               | AA-        | 1/04/2025   | 91          | 4.61% | 1/07/2025  | 500,000.00             |
| COMMONWEALTH BANK OF AUSTRALIA               | AA-        | 1/04/2025   | 98          | 4.61% | 8/07/2025  | 500,000.00             |
| ING BANK                                     | A          | 8/04/2025   | 182         | 4.47% | 7/10/2025  | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 8/04/2025   | 91          | 4.70% | 8/07/2025  | 500,000.00             |
| SUNCORP-METWAY LTD (BARP)                    | A+         | 8/04/2025   | 210         | 4.73% | 4/11/2025  | 2,000,000.00           |
| COMMONWEALTH BANK OF AUSTRALIA               | AA-        | 15/04/2025  | 91          | 4.45% | 15/07/2025 | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 15/04/2025  | 126         | 4.55% | 19/08/2025 | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 22/04/2025  | 112         | 4.50% | 12/08/2025 | 500,000.00             |
| BANK OF QUEENSLAND                           | A-         | 24/04/2025  | 180         | 4.60% | 21/10/2025 | 500,000.00             |
| BANK OF QUEENSLAND                           | A-         | 24/04/2025  | 187         | 4.60% | 28/10/2025 | 500,000.00             |
| IMB LTD                                      | BBB+       | 24/04/2025  | 103         | 4.50% | 5/08/2025  | 500,000.00             |
| BANK OF QUEENSLAND (Wyangala Sewer Handover) | A-         | 29/04/2025  | 182         | 4.40% | 28/10/2025 | 1,000,000.00           |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 29/04/2025  | 119         | 4.45% | 26/08/2025 | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 29/04/2025  | 126         | 4.45% | 2/09/2025  | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 6/05/2025   | 91          | 4.50% | 5/08/2025  | 500,000.00             |
| SUNCORP-METWAY LTD                           | A+         | 6/05/2025   | 210         | 4.46% | 2/12/2025  | 500,000.00             |
| IMB LTD                                      | BBB+       | 13/05/2025  | 91          | 4.40% | 12/08/2025 | 250,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 13/05/2025  | 91          | 4.40% | 12/08/2025 | 500,000.00             |
| SUNCORP-METWAY LTD                           | A+         | 13/05/2025  | 182         | 4.42% | 11/11/2025 | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 20/05/2025  | 126         | 4.35% | 23/09/2025 | 500,000.00             |
| SUNCORP-METWAY LTD                           | A+         | 20/05/2025  | 210         | 4.32% | 16/12/2025 | 500,000.00             |
| COMMONWEALTH BANK OF AUSTRALIA               | AA-        | 27/05/2025  | 63          | 4.13% | 29/07/2025 | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 27/05/2025  | 91          | 4.30% | 26/08/2025 | 500,000.00             |
| SUNCORP-METWAY LTD                           | A+         | 27/05/2025  | 210         | 4.16% | 23/12/2025 | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 3/06/2025   | 119         | 4.30% | 30/09/2025 | 500,000.00             |
| BENDIGO & ADELAIDE BANK LTD                  | A-         | 5/06/2025   | 180         | 4.25% | 2/12/2025  | 500,000.00             |
| BENDIGO & ADELAIDE BANK LTD                  | A-         | 10/06/2025  | 154         | 4.25% | 11/11/2025 | 500,000.00             |
| IMB LTD                                      | BBB+       | 10/06/2025  | 98          | 4.25% | 16/09/2025 | 500,000.00             |
| NATIONAL AUSTRALIA BANK LTD                  | AA-        | 10/06/2025  | 126         | 4.30% | 14/10/2025 | 500,000.00             |
| BENDIGO & ADELAIDE BANK LTD                  | A-         | 17/06/2025  | 154         | 4.25% | 18/11/2025 | 1,000,000.00           |
| COMMONWEALTH BANK OF AUSTRALIA               | AA-        | 17/06/2025  | 91          | 4.15% | 16/09/2025 | 500,000.00             |
| IMB LTD                                      | BBB+       | 17/06/2025  | 91          | 4.20% | 16/09/2025 | 600,000.00             |
| SUNCORP-METWAY LTD                           | A+         | 17/06/2025  | 245         | 4.42% | 17/02/2026 | 500,000.00             |
| BANK OF QUEENSLAND                           | A-         | 24/06/2025  | 210         | 4.35% | 20/01/2026 | 500,000.00             |
| SUNCORP-METWAY LTD                           | A+         | 24/06/2025  | 210         | 4.37% | 20/01/2026 | 500,000.00             |
| <b>Total</b>                                 |            |             |             |       |            | <b>\$32,270,914.23</b> |

I hereby certify that all of the above investments have been placed in accordance with the Act, the Regulations and Council's Investment Policy.  
 Scott Ellison, **Manager – Finance**  
 30/6/2025

## 2. Interest Rate

The average interest rate for Council's investments held is 4.55%. At the time of preparing this report, average (market rates) interest rates were as follows as at 30 June 2025.

| 30 Days | 60 Days | 90 Days | 120 Days | 150 Days | 180 Days | 270 Days | 1 YR  |
|---------|---------|---------|----------|----------|----------|----------|-------|
| 3.14%   | 3.30%   | 3.96%   | 4.00%    | 4.01%    | 3.96%    | 4.01%    | 3.95% |

## 3. General Fund Balance

As at 30 June 2025 balances for Cowra Shire Council for Transaction Accounts and Cash in hand were as follows:

| CBA General Account       | \$'000         |
|---------------------------|----------------|
| General Fund bank account | 4,459          |
| On-Call account balance   | 4,250          |
| Cash in hand              | 4              |
| <b>TOTAL</b>              | <b>\$8,713</b> |

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

| Source of Funds                            | \$'000          |
|--|-----------------|
| Investment Portfolio                       | 32,271          |
| Cash and Cash Equivalents - General Ledger | 8,713           |
| <b>TOTAL</b>                               | <b>\$40,984</b> |

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

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

### "6. Approved Investments

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

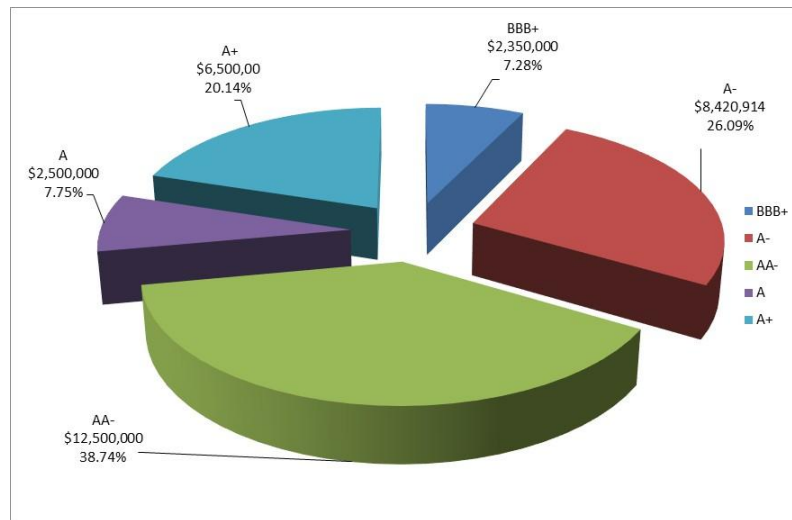
*All investments must be denominated in Australian Dollars. Authorised new investments as from 12 January 2011 are limited to the following, as per the attached Ministerial Investment Order.*

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

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



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



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

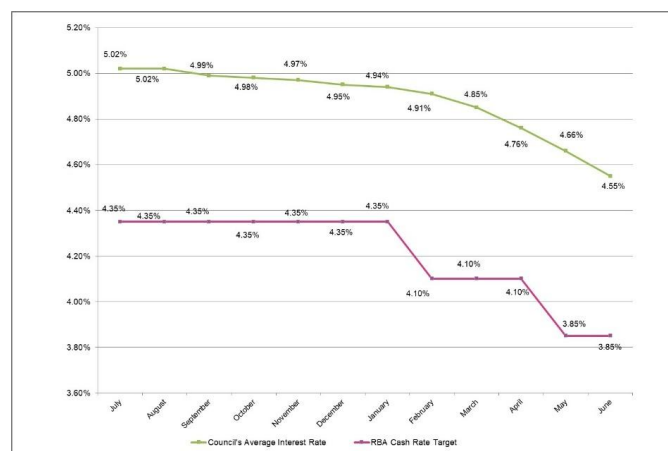
Any securities which are issued by a body or company (or controlled parent entity either immediate or ultimate) with a Standard & Poor's Investors Service, Inc credit rating of ``AAA'', ``AA+'', ``AA'', ``AA-''; ``A+'', ``A'', ``BBB+''; or ``BBB''

## 5. Interest on Investment Income

2024-2025 estimated interest on investments amount is \$1,716,932 and has been included in the Budget. Performance of investments is monitored monthly.

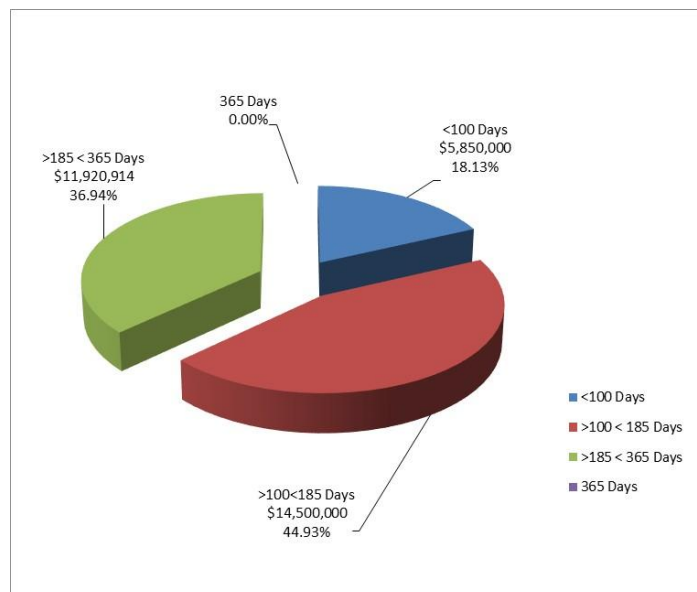
## 6. Term Deposit Average Monthly Interest Rate Compared to the RBA Cash Rate Target

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



## 7. Maturity Profile of Council's Investments

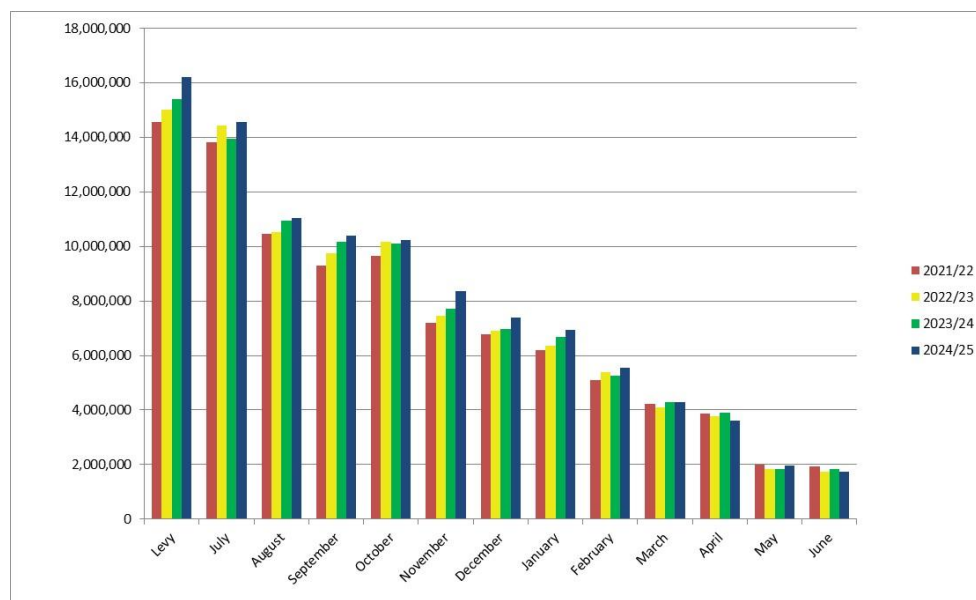
The following pie-chart shows the mix of Council investments for the month by maturity type.



## Rates

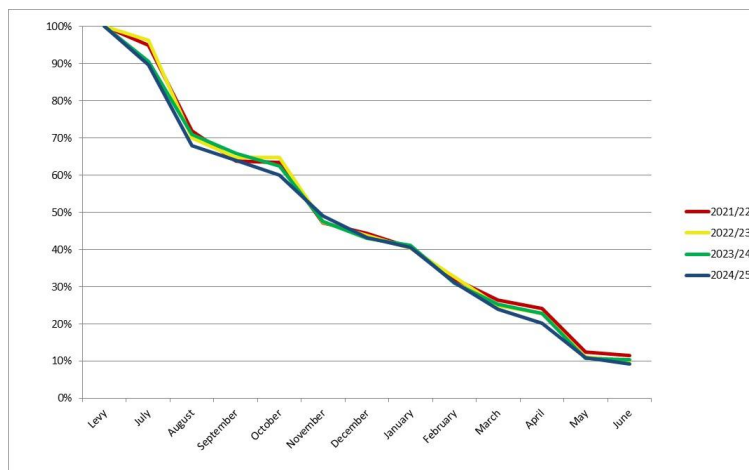
### 8. Comparison of Rate Collection Progress for 2024-2025 to prior years

The following graph shows the total rate levy and arrears collectable as at 30 June 2025.



### 9. Council Rate Levy - % Comparison

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



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

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

|                                   |    |                  |
|-----------------------------------|----|------------------|
| Arrears at 30 June 2024           | \$ | \$1,232,569      |
| Collected year to date            |    | -641,210         |
| <b>Balance as at 30 June 2025</b> |    | <b>\$591,359</b> |

### 11. Indicative Position of General Fund for the Current Year to 30 June 2025

The following table shows Council's current budget result based on the budget set as per Council's Operational Plan for 2024-2025.

|            |  | Budget Income Statement - 2024/2025<br>Operating Result - Before Capital Grants & Contributions |                |              |              |              | Budget Cash at End of Year - 2024/2025 |               |              |              |              |
|------------|--|---|----------------|--------------|--------------|--------------|--|---------------|--------------|--------------|--------------|
| Resolution |  | Consolidated  | General        | Water        | Sewer        | Waste        | Consolidated                           | General       | Water        | Sewer        | Waste        |
|            |  | '000  | '000           | '000         | '000         | '000         | '000                                   | '000          | '000         | '000         | '000         |
|            | <b>Adopted Budget</b>                    | <b>(1,747)</b>  | <b>(951)</b>   | <b>(103)</b> | <b>(915)</b> | <b>222</b>   | <b>40,189</b>                          | <b>21,158</b> | <b>6,294</b> | <b>9,647</b> | <b>3,090</b> |
| 136/24     | Rent of enclosed Dedicated Roads         | (4)   | (4)            |              |              |              | (4)                                    | (4)           |              |              |              |
| 132/24     | Dam Surveillance & Inspections           | (29)  | (29)           |              |              |              | (29)                                   | (29)          |              |              |              |
| 144/24     | Civic Centre Theatre Seating             |   |                |              |              |              | (40)                                   | (40)          |              |              |              |
| 178/24     | Safe & Secure Water Program              | (48)  |                | (48)         |              |              | (48)                                   |               | (48)         |              |              |
|            | End of 1st Quarter - Prior to Review     | (1,828)   | (984)          | (151)        | (915)        | 222          | 40,068                                 | 21,085        | 6,246        | 9,647        | 3,090        |
|            | <b>1st Quarter Budget Review</b>         | <b>(1,387)</b>  | <b>(828)</b>   | <b>(165)</b> | <b>(934)</b> | <b>540</b>   | <b>35,664</b>                          | <b>16,508</b> | <b>6,163</b> | <b>9,628</b> | <b>3,365</b> |
| 258/24     | Dolly Parton Imagination Library Program | (3)   | (3)            |              |              |              | (3)                                    | (3)           |              |              |              |
|            | End of 2nd Quarter - Prior to Review     | (1,390)   | (831)          | (165)        | (934)        | 540          | 35,661                                 | 16,505        | 6,163        | 9,628        | 3,365        |
|            | <b>2nd Quarter Budget Review</b>         | <b>(1,764)</b>  | <b>(1,221)</b> | <b>(170)</b> | <b>(920)</b> | <b>547</b>   | <b>33,908</b>                          | <b>14,275</b> | <b>6,657</b> | <b>9,642</b> | <b>3,334</b> |
|            | End of 3rd Quarter - Prior to Review     | (1,764)   | (1,221)        | (170)        | (920)        | 547          | 33,908                                 | 14,275        | 6,657        | 9,642        | 3,334        |
|            | <b>3rd Quarter Budget Review</b>         | <b>(707)</b>  | <b>(604)</b>   | <b>(233)</b> | <b>(913)</b> | <b>1,043</b> | <b>38,123</b>                          | <b>16,554</b> | <b>8,221</b> | <b>9,649</b> | <b>3,699</b> |
|            |  | (707)   | (604)          | (233)        | (913)        | 1,043        | 38,123                                 | 16,554        | 8,221        | 9,649        | 3,699        |

## Loans

### 12. Interest Rate

The average interest rate for Council's current loans is 5.65%. Weighted Average Interest Rate (based on principal outstanding) is 6.61%.

### 13. Loan Summary

Summary of Current Loans and Purpose as at 30 June 2025.

| Loan No         | Lender  | Date Obtained | Due date   | Principal \$ | Interest Rate % | Principal \$ O/S 30/06/25 |
|-----------------|---|---------------|------------|--------------|-----------------|---------------------------|
| <b>GENERAL</b>  |   |               |            |              |                 |                           |
| 236             | COMMONWEALTH (RIVER PK AMEN/VAUX DRAINAGE)                    | 28/01/2005    | 1/02/2025  | 433,500      | 6.31            | 0                         |
| 241B            | COMMONWEALTH BANK (VAUX ST DRAINAGE WEST)                     | 18/12/2006    | 18/12/2036 | 166,000      | 6.35            | 100,508                   |
| 242B            | COMMONWEALTH BANK (MULYAN OVAL AMENITIES)                     | 22/08/2007    | 24/08/2037 | 95,000       | 6.80            | 61,593                    |
| 249             | NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)              | 22/12/2008    | 22/12/2033 | 1,395,390    | 8.15            | 795,438                   |
| 245             | NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)              | 29/06/2009    | 29/06/2029 | 234,000      | 8.33            | 79,568                    |
| 246             | NATIONAL AUST. BANK (SALEYARDS EFFLUENT SCREENS)              | 16/04/2010    | 16/04/2025 | 225,000      | 8.01            | 0                         |
| 250             | NATIONAL AUST. BANK (DRAINAGE IMPROVEMENTS)                   | 28/06/2013    | 28/06/2028 | 250,000      | 6.36            | 70,499                    |
| 253A            | NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 1)                  | 27/06/2016    | 27/06/2026 | 400,000      | 2.63            | 44,896                    |
| 253B            | NSW TREASURY (AIRPORT SUBDIVISION)                            | 27/06/2016    | 27/06/2026 | 1,478,993    | 2.63            | 165,987                   |
| 253C            | NSW TREASURY (CEMETERY EXPANSION)                             | 27/06/2016    | 27/06/2026 | 250,000      | 2.63            | 28,051                    |
| 254A            | NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 2)                  | 11/05/2020    | 11/05/2040 | 764,073      | 2.41            | 605,984                   |
| 254B            | NSW TREASURY (CBD FOOTPATH REFURBISHMENT/STREET CONSTRUCTION) | 11/05/2020    | 11/05/2040 | 1,501,955    | 2.41            | 1,191,196                 |
| 254C            | NSW TREASURY (LOW LEVEL BRIDGE REPAIRS)                       | 11/05/2020    | 11/05/2040 | 183,880      | 2.41            | 145,835                   |
|                 |   |               |            |              |                 | <b>\$3,289,556</b>        |
| <b>WASTE</b>    |   |               |            |              |                 |                           |
| 247             | NATIONAL AUST. BANK (RECYCLING PLANT)                         | 16/04/2010    | 16/04/2025 | 538,500      | 8.01            | 0                         |
| 255             | NSW TREASURY (MRF AMENITIES/ADMINISTRATION BUILDING)          | 28/06/2024    | 28/06/2044 | 450,000      | 5.76            | 437,616                   |
|                 |   |               |            |              |                 | <b>\$437,616</b>          |
| <b>WATER</b>    |   |               |            |              |                 |                           |
| 238             | COMMONWEALTH (CBD MAINS REPLACEMENT)                          | 22/02/2006    | 23/02/2031 | 1,000,000    | 6.03            | 387,860                   |
| 241A            | COMMONWEALTH BANK (WATER MAIN REPLACEMENT)                    | 18/12/2006    | 18/12/2036 | 1,256,000    | 6.35            | 760,746                   |
| 242A            | COMMONWEALTH BANK (1C1 ZONE)                                  | 22/08/2007    | 24/08/2037 | 1,286,500    | 6.80            | 833,658                   |
| 251             | WESTPAC (EMERGENCY WATER SUPPLY CONSTRUCTION)                 | 28/06/2013    | 27/06/2033 | 1,186,124    | 6.566           | 661,469                   |
|                 |   |               |            |              |                 | <b>\$2,643,733</b>        |
| <b>SEWERAGE</b> |   |               |            |              |                 |                           |
| 244             | NATIONAL AUST. BANK (SEWER TREATMENT PLANT )                  | 6/05/2010     | 04/05/2040 | 7,213,230    | 8.13            | 5,587,255                 |
|                 |   |               |            |              |                 | <b>\$5,587,255</b>        |
|                 | <b>GRAND TOTAL</b>  |               |            |              |                 | <b>\$11,958,160</b>       |

**4.4 Section 355 Committee Draft Minutes - Cowra Youth Council**

File Number: D25/1186

Author: Alan Dalton, Director - Corporate Services

**RECOMMENDATION**

**That the draft Minutes of the Cowra Youth Council meeting held on 2 July 2025 be noted.**

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**BACKGROUND**

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

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

- I. Draft Minutes - Cowra Youth Council - 2 July 2025 [↓](#)



# **MINUTES**

## **Cowra Youth Council Meeting Monday, 2 June 2025**

**COWRA YOUTH COUNCIL MEETING MINUTES****2 JUNE 2025****Order Of Business**

|          |  |          |
|----------|--|----------|
| <b>1</b> | <b>Apologies .....</b>                                   | <b>3</b> |
| <b>2</b> | <b>Confirmation of Minutes.....</b>                      | <b>3</b> |
| <b>3</b> | <b>General Business.....</b>                             | <b>3</b> |
| 3.1      | Election of Chairperson and Deputy Chair.....            | 3        |
| 3.2      | NAIDOC Week.....   | 3        |
| 3.3      | CYC Members Introduction to Section 355 Committees ..... | 4        |
| 3.4      | Cowra Youth Hub Proposal.....                            | 4        |
| 3.5      | Mental Health Month .....                                | 6        |
| <b>4</b> | <b>Business Without Notice.....</b>                      | <b>6</b> |
| 4.1      | Forbes Youth Action Team .....                           | 6        |
| 4.2      | Half Yearly Report to Council .....                      | 6        |
| 4.3      | Cowra Youth Peace Forum .....                            | 7        |
| 4.4      | CYC Recruitment Schedule.....                            | 7        |
| <b>5</b> | <b>Next Meeting Date .....</b>                           | <b>7</b> |
| <b>6</b> | <b>Meeting Close.....</b>                                | <b>7</b> |

**COWRA YOUTH COUNCIL MEETING MINUTES****2 JUNE 2025**

**MINUTES OF COWRA COUNCIL  
COWRA YOUTH COUNCIL MEETING HELD AT THE MEALSROOM, COWRA  
COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA  
ON MONDAY, 2 JUNE 2025 AT 3.30-5.00PM**

**PRESENT:** Laura Bennett, Cohan Howden, Georgie Anning, Zipporah Austin, Aiden Gundersen, Isabella Lette, Taylia Penyu, Isabella Pepper, Cr Erin Watt, Cr Tony Horton

**IN ATTENDANCE:** Emma Millward (Community Projects Officer)

**1 APOLOGIES**

Callie Bridges, Lily Bridges, Laura Price, Brayden Curtis, Jolene D'Anastasi

**2 CONFIRMATION OF MINUTES****RECOMMENDATION**

**That the minutes of Cowra Youth Council Meeting held on 5 May 2025 be confirmed.**

Moved: Georgie Anning

Seconded: Laura Bennett

**3 GENERAL BUSINESS****3.1 Election of Chairperson and Deputy Chair**

Nominations for the positions of Chair and Deputy Chair were taken at the Cowra Youth Council Meeting of 5th May 2025. With no further nominations received, the following appointments were made:

Cowra Youth Council Chair:

- Taylia Penyu

Cowra Youth Council Deputy Chairs:

- Cohan Howden
- Aiden Gundersen

Secretary of Minutes:

- Laura Bennett (Temporary Position)

**3.2 NAIDOC Week**

CYC will take part in Cowra's NAIDOC Week celebration on Monday 7 July, including:

- 10:30am Flag Ceremony at Squire Park
- 11:00am March from Squire Park down Kendal Street (distribute hand flags)
- 11:30am Family Fun Day at the PCYC on Young Road



**COWRA YOUTH COUNCIL MEETING MINUTES****2 JUNE 2025**

CYC will host a stall at CINC's Family Fun Day event at the CYC to assist with tattoos, coloured hairspray and face painting.

Giveaway bags and merchandise have been purchased for the CYC to assemble and giveaway at the Family Fun Day.

NAIDOC bucket hats have been purchased for the CYC to wear at NAIDOC activities with CYC hoodie uniforms.

**3.3 CYC Members Introduction to Section 355 Committees**

Cowra Youth Council discussed Council's Section 355 Committees and the possibility of sitting in on a Committee meeting as a guest and learn more about what they do. The following CYC members expressed interest in learning about the following Committees:

- Aiden – Cowra Sport & Recreation Committee
- Georgie and Zippi – the Art Gallery Advisory Committee
- Taylia – The World Peace Bell Association
- Izzy and Zippi – The Civic Centre Reference Group

Emma to find out when the next meetings of these Committees are and investigate if CYC can attend as observers.

Aiden and Bella to attend the next meeting of the New Year's Eve Beach Party Committee as CYC representatives.

**3.4 Cowra Youth Hub Proposal**

The first meeting of the CYC Cowra Youth Hub Project working group was held on Monday 19 May 2025. Stassi Austin, current Chair of the Country University Centre – Cowra, attended the meeting as a guest to discuss how the CUC started their research at the concept stage.

Brayden Curtis provided the following report, which was read to the meeting in his absence:

*On Monday the 19th, we discussed what our 'why' was and what has made us so passionate about moving forward with this project. Through this, we identified that we feel it's important that the youth have something to do locally, that's also inclusive, inviting, safe & diverse. Through this, we plan to start with some research, we want to create a strong community engagement, get a survey in the works and identify what the youth are looking for. With this non-profit business, we need to have community support and engagement, we have many people and organisations in mind.*

**Community Engagement:**

- Amy Mudgride
- Jessica Burrell
- Georgia Brenner (New Business teacher at CHS)
- Prue Williams
- Mr Lette
- Trish G
- Lusi Austin

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COWRA YOUTH COUNCIL MEETING MINUTES2 JUNE 2025

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- Lisa Flanagan
- Jason + Libby Ewing Jarvie
- Ella Meeuwisse
- Elyse Tree
- Stassi Austin
- Erin Watt
- Meg Robinson
- Art teacher at St. Ralph's
- Adam Gambrill
- Danielle Ingram
- Aliaa Ball
- Cass + Sam + Mark
- Roberta Graham
- Vanessa Warren

**Orgs:**

- Brother FOX
- Headspace
- CINC
- YRG - Youth Ref Group
- Men's Shed

*We are hoping to get these other local businesses to help us up, alongside providing us with some guidance. We would love to meet up with some of these businesses and people once our proposal is more organised. We have Mia researching other Government bodies that have done similar things to help give us some more ideas and how to execute this well. Also, we disguised creating a WhatsApp group chat for CYC as we have gotten feedback that the Facebook Group Chat isn't as accessible for everyone. Zippy has taken the lead and has begun adding members to the new chat.*

Linda has advised she will assist with the preparation of a project plan when she is back from leave. Linda is the former Chair and founding board member of the CUC – Cowra, and has invaluable experience to contribute.

Discussion around the importance of researching what services are already available in Cowra and the possibility of partnering with an existing organisation that already works in the youth space.

Linda has recommended the working group look at other regional towns (e.g. Orange, Forbes, Young) and what they are doing and undertaking field trips if helpful.

Youth Action has recently completed a study on youth loneliness which could provide some useful evidence in support of the project. <https://youthaction.org.au/loneliness/>

Meeting discussed their ideas for venues for a potential Youth Hub in Cowra, including Squire Park and the former Millers store.

**COWRA YOUTH COUNCIL MEETING MINUTES****2 JUNE 2025****3.5 Mental Health Month**

CYC traditionally facilitates an event for Mental Health month in Cowra for young people.

In NSW, Mental Health Month is observed annually throughout October. This year's theme, "Taking Steps on Your Wellbeing Journey," is all about celebrating steps that we take towards improving our mental health and wellbeing.

CYC identified at their planning workshop at the start of the year that the issue of Mental Health was a top priority for 2025 and a series of free workshops were put forward as a goal for the year.

Emma has expanded this goal into a proposed series of free 'Wellbeing Workshops' for young people to be held throughout October, and has applied for a Wayahead grant to deliver the following workshops from Friday 10 to Sunday 12 October 2025 (last weekend of October school holidays):

- A Nutrition Workshop: aim is to educate young people on how food can influence your mood and how a balanced and nutritious diet can contribute to improved mental health. *Emma to ask Grace Barron from Nutritional Essence Clinic for a proposal and quote.*
- An Industrial Arts Style Workshop for a painting, wood work or metal work project: aim is to offer a calming and focused activity to encourage social connection and boost a sense of accomplishment. *Emma to discuss workshop idea with Troy or Col from Jeffs Joinery and Mr Mugridge from St Raphael's.*
- An Exercise Workshop – either a gym session, pilates session or yoga session: aim is to release endorphins to boost mood, reduce stress and improve self-esteem and positivity. *Emma to ask Lucy from Focus Pilates, Chloe from DanceZone Studios and Ryan from RAD Gym for proposals and quotes.*

Suggestion to also hold a workshop on managing competing priorities (school, work, sport etc). Emma to discuss with CINC if they have a staff member that may be able to assist.

**4 BUSINESS WITHOUT NOTICE****4.1 Forbes Youth Action Team**

Sarah Savage, Community Relations Team at Forbes Shire Council, has made contact on behalf of the Forbes Youth Action Team. They are wishing to arrange a visit to learn more about our programs and youth committee, and potentially collaborate on a few programs. Date of early July was suggested, but Emma to ask if they are available to attend the August meeting.

**4.2 Half Yearly Report to Council**

A reminder that the CYC half yearly report to Council is scheduled for Monday 28 July at 4.45PM. This is a 15-minute report to Council by the leadership team on CYC's activities so far in 2025. All CYC members are encouraged to attend and support their colleagues. Councillors have the opportunity to ask the CYC a few questions afterwards.

**4.3 Cowra Youth Peace Forum**

**COWRA YOUTH COUNCIL MEETING MINUTES****2 JUNE 2025**

The date for the 2025 Cowra Youth Peace Forum has been set for Thursday 18th September 2025 at the Cowra Civic Centre.

UN Youth NSW have agreed to send representatives once again to facilitate workshops at the event.

The current Advocate for Children and Young People, Zoë Robinson, has agreed to be the Key note speaker as part of her 2025 regional tour.

The UN's 2025 Theme for the International Day of Peace is: Act Now for a Peaceful World.

World Peace Bell Committee has asked for CYC feedback on public speaking competition; if it should be held again and if so what the format should be.

CYC suggestion to replace with a skit competition. Groups of 2 to 5 students will present a maximum three minute skit on one of the UN's 10 Actions for Peace. Emma to propose to the World Peace Bell Committee.

**4.4 CYC Recruitment Schedule**

CYC members still keen to change the recruitment schedule to July. Emma requested discussion and decision be deferred until Linda's return from leave.

**5 NEXT MEETING DATE**

The next meeting will be held on Monday, 7 July 2025 at 9:00AM in the Mealsroom, Cowra Council Chambers, 116 Kendal Street, Cowra.

**6 MEETING CLOSE**

The Meeting closed at 4:45PM.

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**CHAIRPERSON**

**4.5                      Section 355 Committee Draft Minutes – Australian Chapter of the World Peace Bell Association**

File Number:        D25/1188

Author:                Alan Dalton, Director - Corporate Services

**RECOMMENDATION**

**That the draft Minutes of the Australian Chapter of the World Peace Bell Association meeting held on 3 June 2025 be noted.**

---

**INTRODUCTION**

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

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

- I.     Draft Minutes - Australian Chapter of the World Peace Bell Association - 3 June 2025 [↓](#)



# **MINUTES**

## **Australian Chapter of The World Peace Bell Association Meeting Tuesday, 3 June 2025**

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**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES**

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**3 JUNE 2025****Order Of Business**

|          |  |          |
|----------|--|----------|
| <b>1</b> | <b>Apologies .....</b>                   | <b>3</b> |
| <b>2</b> | <b>Confirmation of Minutes.....</b>      | <b>3</b> |
| <b>3</b> | <b>Business Arising .....</b>            | <b>3</b> |
| <b>4</b> | <b>General Business.....</b>             | <b>3</b> |
| 4.1      | World Peace Day Youth Forum 2025 .....   | 3        |
| 4.2      | Cowra Youth Peace Award 2025.....        | 4        |
| 4.3      | 2025 Cowra Rotary Peace Day Dinner ..... | 4        |
| <b>5</b> | <b>Business Without Notice .....</b>     | <b>4</b> |
| 5.1      | 2025 Cowra Rotary Peace Day Dinner ..... | 4        |
| <b>6</b> | <b>Next Meeting Date .....</b>           | <b>4</b> |
| <b>7</b> | <b>Meeting Close.....</b>                | <b>4</b> |

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**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES**

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**3 JUNE 2025**

**MINUTES OF COWRA COUNCIL  
AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION  
MEETING HELD AT THE COMMITTEE ROOM 1, COWRA COUNCIL  
ON TUESDAY, 3 JUNE 2025 AT 10:30 AM**

**PRESENT:** Cr Cheryl Downing, Cr Erin Watt, Jan Munday, Ian Brown, Maggie Wright, Doug Wright

**IN ATTENDANCE:** Emma Millward (Community Development Officer)

**1 APOLOGIES**

Ian Docker

**2 CONFIRMATION OF MINUTES**

**RECOMMENDATION**

**That the minutes of Australian Chapter of The World Peace Bell Association Meeting held on 6 May 2025 be confirmed.**

Moved: Cr Erin Watt

Seconded: Jan Munday

**3 BUSINESS ARISING**

**3.1 Cowra Lions Club**

The Chair has written to the Cowra Lions Club, expressing the Committee's condolences at the passing of their President, Milton Barnett and offering a place on the World Peace Bell Association Committee to the current Chair of Cowra Lions Club or their delegate. Awaiting a response.

**4 GENERAL BUSINESS**

**4.1 World Peace Day Youth Forum 2025**

The date for the 2025 Cowra Youth Peace Forum has been set for Thursday 18th September 2025 at the Cowra Civic Centre. All local schools and Red Bend Catholic College, Forbes have been sent a 'save the date'.

UN Youth NSW have agreed to send representatives once again to facilitate workshops at the event. The current Advocate for Children and Young People, Zoë Robinson, has agreed to be the Key note speaker as part of her 2025 regional tour.

The UN's 2025 Theme for the International Day of Peace is: [Act Now for a Peaceful World.](#)

A draft budget for the Peace Forum was presented.

The Cowra Youth Council have proposed to replace the public speaking competition with a skit competition. Groups of 2 to 5 students will present a maximum 3 minute skit on one of the UN's 10 Actions for Peace. Committee agreed to include in program.



**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES****3 JUNE 2025****4.2    Cowra Youth Peace Award 2025**

The biennial Cowra Youth Peace Award aims to recognise the contribution young people make to building a more peaceful world and is open to nominees aged 14-25yrs who live, work or study in the Cowra Shire.

Emma to start work on online nomination form and promotion. Nominations will be taken until early September.

Award nominees will be invited to attend the 2025 Cowra Peace Day Dinner for the Award Presentation as guests of the Australian Chapter of the World Peace Bell Association.

**4.3    2025 Cowra Rotary Peace Day Dinner**

The Cowra Rotary World Peace Day Dinner will be held on Thursday 18th September 2025. Rotary will source a guest speaker for the evening, which also includes the presentation of the 2025 Rotary Peace Award and the 2025 Cowra Youth Peace Award. Rotary to provide more information at the next meeting.

**5       BUSINESS WITHOUT NOTICE****5.1    Anzac Day and Cowra Breakout Anniversary Commemorations**

Discussion regarding World Peace Bell Ceremonies being incorporated into Anzac Day and Breakout Anniversary Commemorations.

Jan to discuss with RSL Sub-Branch President, Nathan Flanagan. Emma to invite Nathan and a Breakout Association representative to our next meeting.

**6       NEXT MEETING DATE**

The next meeting will be held on Tuesday, 12 August 2025 at 10:30 AM in the Committee Room 1.

**7       MEETING CLOSE**

The Meeting closed at 11:20AM.

.....  
**CHAIRPERSON**

**4.6                      Section 355 Committee Minutes – Cowra Sport & Recreation Council**

File Number:        D25/1190

Author:                Alan Dalton, Director - Corporate Services

**RECOMMENDATION**

**That the draft Minutes of the Cowra Sport & Recreation Committee meeting held on 4 June 2025 be noted.**

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**INTRODUCTION**

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

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

- I.     Draft Minutes - Cowra Sport & Recreation Committee - 4 June 2025 [↓](#)



# **MINUTES**

## **Cowra Sports & Recreation Committee Meeting Wednesday, 4 June 2025**

**COWRA SPORTS & RECREATION COMMITTEE MEETING  
MINUTES****4 JUNE 2025****Order Of Business**

|          |  |          |
|----------|--|----------|
| <b>1</b> | <b>Apologies .....</b>                                 | <b>3</b> |
| <b>2</b> | <b>Confirmation of Minutes.....</b>                    | <b>3</b> |
| <b>3</b> | <b>General Business.....</b>                           | <b>3</b> |
| 3.1      | Facilities Infrastructure and Operations Update.....   | 3        |
| 3.2      | Club Updates .....                                     | 4        |
| 3.3      | 2025 Autumn Cowra Families into Sport Day Debrief..... | 4        |
| 3.4      | Sponsorship Proposals and Agreements.....              | 5        |
| 3.5      | Cowra Sport & Recreation Network Event .....           | 5        |
| <b>4</b> | <b>Next Meeting Date .....</b>                         | <b>5</b> |
| <b>5</b> | <b>Meeting Close.....</b>                              | <b>5</b> |

**COWRA SPORTS & RECREATION COMMITTEE MEETING  
MINUTES****4 JUNE 2025****MINUTES OF COWRA COUNCIL  
COWRA SPORTS & RECREATION COMMITTEE MEETING HELD AT THE CJ'S,  
CLUB COWRA  
ON WEDNESDAY, 4 JUNE 2025 AT 6:00 PM**

**PRESENT:** Krisha Tysoe (Cowra Little Athletics), Lee Wilson (Cowra Junior Cricket & Cowra Junior Soccer Clubs), Danielle Spence (Cowra Magpies Rugby League), Amy Canty (Cowra Blues AFL Club), Cr Cheryl Downing, Cr Tony Horton

**IN ATTENDANCE:** Emma Millward (Community Projects Officer), Rod Hayes (Acting Manager – Cowra Services)

**I APOLOGIES**

Marc McLeish (Cowra Senior Cricket), David Porter (Cowra Triathlon Club), Justin Gunn (Cowra Junior Rugby League Club), Drew Willis (Cowra Senior Soccer Club), Jeremy Montgomery (Cowra Rugby Union), Sharryn Lewis (Cowra Netball Association)

**2 CONFIRMATION OF MINUTES****RECOMMENDATION**

**That the minutes of Cowra Sports & Recreation Committee Meeting held on 5 March 2025 be confirmed.**

Moved: Krisha Tysoe

Seconded: Danielle Spence

**3 GENERAL BUSINESS****3.1 Facilities Infrastructure and Operations Update**

Council's Acting Manager – Cowra Services, Rod Hayes, joined the meeting to provide an update on the Masterplan project for West Cowra Recreation Ground, Edgell Park and Mulyan Oval.

The meeting discussion reinforced the fact that Masterplans do not guarantee infrastructure updates will happen, but will give Council strong support when applying for grants to update and replace sporting infrastructure in Cowra.

Following extensive surveying of the precincts, Sam Crawford Architects have submitted a draft brief of concepts to Council for feedback. Copies of the first draft concepts were distributed at the meeting to representatives from Cowra Magpies Rugby League (Danielle), Cowra Blues AFL Club (Amy) and Cowra Junior Cricket & Cowra Junior Soccer Clubs (Lee).

These representatives will take the draft concepts back to their committees for consideration and feedback which will be combined with Council's feedback and sent back to the architects before they move on to a design phase.

A copy of the draft concepts will also be organised for Cowra Senior Soccer Club (Drew) and Cowra Junior Rugby League Club (Justin). Other committee members who would like a copy to contact Rod directly.

Rod reiterated the importance of remembering that this is a first concept stage, and feedback should be overarching (not size of doors for example).

**COWRA SPORTS & RECREATION COMMITTEE MEETING  
MINUTES****4 JUNE 2025**

Feedback is due back to Rod via [rhayes@cowra.nsw.gov.au](mailto:rhayes@cowra.nsw.gov.au) by **Friday 13<sup>th</sup> June 2025**.

Discussion around Play Our Way Grant for the upgrade of female change facilities at both West Cowra Recreation Ground and Mulyan Park in Cowra. This Grant must be completed by 31 August 2026, subsequently running concurrently to the development of the Masterplan for these two areas.

Sam Crawford Architects will be tasked with ensuring that the new female change facilities at both locations funded by the Play Our Way grant will fit seamlessly with Masterplan designs.

**3.2 Club Updates***Cowra Magpies Rugby League*

Danielle reported that after extensive fundraising, the Club has been able to refurbish the old Greyhound shed at West Cowra Recreation Ground for the opening of the female change facilities in May 2025. The facilities include 'She Matters Movement' signage and feedback from visiting Clubs has been very positive.

*Cowra Junior Soccer Club*

Lee reported that clarification is needed on the no dogs policy at Edgell Park (excluding service dogs), so that the correct message can be relayed to players and their families. Emma to follow up with Infrastructure and Operations.

Canteen kitchen cupboards on hockey field side of Edgell Park need immediate attention. Emma to follow up with Infrastructure and Operations.

40km limit on Boorowa Road working extremely well on Saturday mornings. Still looking for an accredited person to turn the speed limit signs over (at 7.30am and 1pm on Saturdays) in the event the current person can no longer do it. Emma to follow up with Infrastructure and Operations.

**3.3 2025 Autumn Cowra Families into Sport Day Debrief**

The second Cowra Families into Sport Day was held on Sunday 30 March at Col Stinson Park, Binni Creek Road, Cowra from 9.30AM – 1.30PM. Approximately 87 children and parents attended to try out Netball, Rugby Union, Tennis, AFL, Soccer and Rugby League.

The Cowra Sport and Recreation Committee provided giveaway sports bags and a sausage sizzle.

Cowra Netball hosted the event, opening their canteen and facilities and providing drinks and ice blocks. Coles provided fruit for morning tea also.

Local business supporters of the event were: Cowra Motors, SportsPower Cowra, Breakout River Meats, Coles and Mr Embroidery.

Great feedback from participants. Event came in under budget thanks to the generous support of our sponsors.

Emma to draft letters from the Chair to sponsors to thank them for their contributions.

**COWRA SPORTS & RECREATION COMMITTEE MEETING  
MINUTES****4 JUNE 2025****3.4    Sponsorship Proposals and Agreements**

Cowra Little Athletics are planning a gala day in 2026 and are looking for examples of sponsorship proposals that sporting clubs have put together for events to assist them in developing their proposal/agreement.

Committee members asked to please share past sponsorship proposals and agreements with Krisha.

**3.5    Cowra Sport & Recreation Network Event**

Defer discussion to next meeting.

**4        NEXT MEETING DATE**

The next meeting will be held on Wednesday 30 July 2025 at 6PM in CJ's, Club Cowra.

**5        MEETING CLOSE**

The Meeting closed at 7:45PM.

.....  
**CHAIRPERSON**

**4.7 Donation - Cowra Early Childhood Services**

File Number: D25/1132

Author: Alan Dalton, Director - Corporate Services

**RECOMMENDATION**

**That Council approve a donation of \$4,000 to Cowra Early Childhood Services Cooperative as a partial refund of Development Application fees for the construction of a preschool at 14 Short Street, Cowra.**

---

**INTRODUCTION**

Mr Libby Ewing-Jarvie, General Manager of Cowra Early Childhood Services Cooperative (CECS), has written seeking a refund of the Development Application fees for construction of a new preschool at 14 Short Street, Cowra. She advises that delays in the NSW Department of Education approving a \$3.7 million grant application, have increased project costs to \$4.9 million.

The application is eligible for support under Council's Donation Policy, however the request for \$36,178 exceeds the annual budget for Council donations. As such, a more modest \$4,000 rebate is recommended so as to retain budget for future donation requests during 2025-26.

**BACKGROUND**

In 2023 CECS applied for a NSW Government grant towards the construction of a new preschool; the grant was approved with CECS contributing around \$250,000. CECS advises that over the nine months taken to approve the grant, costs of the project increased requiring CECS to also raise its financial contribution to over \$1 million. Construction is scheduled to begin in September 2025.

Total DA fees for the project are \$45,184 of which CECS seeks a partial reimbursement of \$36,178. Ms Ewing-Jarvie has verbally advised that CECS has sufficient funds to accommodate the DA fees without risking the project proceeding, and that it is understood Council may not have capacity to both fully meet the reimbursement request and also support other community donation requests this financial year.

Eligibility Consideration

The request was submitted under the following category of Council's Donation's Policy:

- "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."

The request is considered eligible for support under the policy.

Community Benefit

The preschool will accommodate up to 60 students within the 3-5 year age range. Grant conditions require at least ten years of operation, however the application estimates that services will be provided for at least 40 years.

The application notes that there is no existing community preschool in Cowra and that what facilities exist are commercial. Accordingly, there appears to be an affordability service gap that will be addressed by the new facility.



Grants Towards the Project

The NSW Department of Education has provided \$3.7 million under its Capital Works Grants Program towards development of the facility. NSW Crown Lands also announced that in June 2023 it handed over management and use of the site to CECS for establishing the new preschool and early childhood precinct (media release attached).

Previous Support from Council

CECS received a \$2,200 donation from Council for family day care in 2024-25.

**BUDGETARY IMPLICATIONS**

The request for \$36,178 substantially exceeds Council's 2025-26 unallocated s.356 budget of \$11,497. Approving the recommended \$4,000 grant would retain \$7,497 for donations over the remainder of 2025-26.

It is noted that the current Long Term Financial Plan allocates \$25,000 across several regular annual recipients of donations drawn from the general (unallocated) s.356 budget line. As such, the general s.356 donations budget was correspondingly reduced for 2025-26 from the \$35,642 expensed the previous year.

**ATTACHMENTS**

1. Email from Cowra Early Childhood Services Cooperative Ltd – 26 June 2025 [↓](#)
2. Cowra Early Childhood Services – Donation Application – 9 July 2025 [↓](#)
3. Cowra Early Childhood Services – Invoices [↓](#)
4. Crown Lands Media Release 15 March 2025 - Funding secured for Cowra Early Childhood Precinct [↓](#)

**From:** Libby Ewing-Jarvie <[libby.ewing-jarvie@cecs.com.au](mailto:libby.ewing-jarvie@cecs.com.au)>  
**Sent:** Thursday, 26 June 2025 2:05 PM  
**To:** Paul Devery <[paul.devery@cowra.nsw.gov.au](mailto:paul.devery@cowra.nsw.gov.au)>  
**Cc:** Peter Launders <[peter.launders@cecs.com.au](mailto:peter.launders@cecs.com.au)>  
**Subject:** Request for Partial Reimbursement of DA Fees – DA 10.2024.68.1 (14 Short Street, Cowra)

**CAUTION:** This email originated from outside of the Cowra Shire Council Domain. DO NOT click links or open attachments unless you recognise the sender and know the content is safe.

Dear Paul,

I hope this email finds you well.

I am writing on behalf of Cowra Early Childhood Services to respectfully request a partial reimbursement of Development Application (DA) fees, totalling \$45,184, associated with DA 10.2024.68.1 for the development of Cowra Community Preschool, located at 14 Short Street, Cowra.

I note that I have included our Committee President and Treasurer, Peter Launders, on this email as well.

As a not-for-profit organisation, Cowra Early Childhood Services provides high-quality early education and care to families in our region. The development of the preschool is a significant investment in the wellbeing and future of local children and families, ensuring our facilities remain safe, inclusive, and fit for purpose.

We are requesting a partial reimbursement of the DA fees, in recognition of the community-focused nature of this project and the financial pressures faced by not-for-profit providers. This would allow us to redirect vital funds back into the delivery of services and infrastructure that directly benefit Cowra families.

We understand that some regional councils, have established policies that allow for the waiver or reimbursement of DA fees for charitable and community organisations under certain criteria, of up to 75%. Whilst our understanding is such that Cowra Council may not have a formal policy in place, we hope that a similar spirit of community support and flexibility can be extended in this case.

Additionally, we would like to highlight that as part of the DA conditions, our organisation has been required to fund the construction of a footpath on Council land adjacent to the development site. Whilst we fully support Council's commitment to pedestrian accessibility, this requirement places additional financial burden on our project with limited meaningful public benefit.

This additional cost and its impact on our project budget reinforce the importance of financial relief where possible.

We also acknowledge the time and valuable commitment of Council staff and elected members, many of whom serve in a voluntary capacity. We are grateful for the ongoing support Cowra Council provides to CECS and would be happy to provide any further documentation or meet to discuss this request in more detail.

Thank you for your consideration.

Warm Regards,

Libby Ewing-Jarvie  
General Manager  
Cowra Early Childhood Services Cooperative Ltd  
0414 987 258





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

Cowra Early Childhood Services

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

Contact Name/ Sporting Applicant: Libby Ewing-Jarvie

Mailing address: 20 Comerford St Cowra NSW 2794

Phone: (Home) [REDACTED] (Business) 02 6342 2338

Email: admin@cecs.com.au

Signature: [REDACTED] Date: 9 / 7 / 2025

#### Organisation Details

Organisation responsible for the event/activity: Cowra Early Childhood Services

President/Secretary Contact Details: Peter Landers

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 Construction of a new community preschool

Date/s of the proposed event/project Commencing 1/9/25

Venue where will the event/project take place? 4 Short St Cowra NSW 2794

#### Financial Details

Amount of assistance being sought:

\$ 36,178 (75% of total DA costs)

Total Estimated cost of the total event/project

\$ 4,873,438

How are funds to be raised?

Grant funding + Invested Surplus

Funds available at present to go towards event

\$ 761,870

Will the event/project support charities

☐ YES ☒ NO

If YES, value of support

\$

Previous / Other Assistance:

Not directly, but it will be a NFP early childhood services managed by CECS, as a registered charity

Has Council previously assisted you/your organisation?

☒ YES ☐ NO but not for this project

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

\$2000 grants for Family Day Care

When was it provided?

last FY

Have you applied for funding from other organisations?

☒ YES ☐ NO - Dept of Education Grant

If YES, how much has been sought

\$3,707,796.00

**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.

60 place preschool for 3-5 year olds.  
Required for the next 10 years under grant conditions - we anticipate state funded places for preschoolers at least 40 years!

**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]**

There is no community preschool in Cowra. There are long day care preschool programs which are not state funded and therefore not free for families.

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

This facility ensures that all children in our district have the same opportunity to attend preschool regardless of their race, location, physical or mental ability, income or background.

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

This facility will be accessible to all, designed to be beautiful, welcoming and available for the long term benefit of generations to come.

**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

**Please check:**

1. All questions on Page 1 to be completed
2. Eligibility criteria has been selected
3. Section A or Section B above has been completed
4. Supporting documents for sporting activities included

## Project Budget

Project: 14 Short St, Cowra NSW 2794  
Date: 19/06/2025

| Budget Item  | \$ ex GST           | \$ ex GST           |
|--|---------------------|---------------------|
| <b>Construction</b>  |                     |                     |
| Site clearing and waste  | \$                  | -                   |
| Preliminaries  | \$                  | 341,781             |
| Demolition   | \$                  | 13,433              |
| Ground Works & Concrete  | \$                  | 785,292             |
| Building Envelope  | \$                  | 924,470             |
| Internal Lightweight Framing, Lining, Glazing & Doors  | \$                  | 155,992             |
| Hydraulic & Civil Storm Water Services   | \$                  | 242,105             |
| Mechanical Services  | \$                  | 114,910             |
| Electrical Services  | \$                  | 184,566             |
| Fire Services  | \$                  | 65,078              |
| Painting   | \$                  | 48,341              |
| Floor & Wall Coverings   | \$                  | 118,065             |
| Joinery  | \$                  | 152,889             |
| Statutory Signage  | \$                  | 2,283               |
| Architectural Metal & Timber Work  | \$                  | 104,749             |
| Compliance Items   | \$                  | 17,102              |
| Fixtures & Fittings  | \$                  | 28,792              |
| Landscaping  | \$                  | 200,000             |
| Outdoor Deck - Honed Concrete  | \$                  | 15,000              |
| Footpath   | \$                  | 29,740              |
| Contingency  | \$                  | 162,208             |
| <b>Total Construction Costs</b>  |                     | <b>\$ 3,707,796</b> |
| Remediation - Total  | \$                  | 155,769             |
| Project management fees  |                     |                     |
| Mollard Property Group - Development Management  | \$                  | 126,328             |
| Mollard Property Group - DA Modification   | \$                  | 9,050               |
| Mollard Property Group - Project Administration  | \$                  | 135,351             |
| Mollard Property Group - Development Management & Project Administration - Fee Adjustment Estimate | \$                  | 32,650              |
| Admin expenses (Authority fees)  |                     |                     |
| Cowra Council - DA Application Fee, Notification Fee   | \$ 7,412.36         |                     |
| Cowra Council - DA Mod Application Fee   | \$ 839.00           |                     |
| Cowra Council - Section 4.55 Modification  | \$ 3,054.00         |                     |
| Council Development Contribution   | \$ 36,933           |                     |
| NSW Long Service Levy  | \$ 9,147.00         |                     |
| Other Authority Costs Allowance  | \$ 20,000           | \$ 77,385           |
| Professional Fees  |                     |                     |
| <b>Development Application (DA)</b>  |                     |                     |
| Architect - DA   | \$ 73,500           |                     |
| Architect - DA drawings variation  | \$ 9,500            |                     |
| Architect - DA Modification  | \$ 20,000           |                     |
| Architect - Copyright & Project Files  | \$ 9,000            |                     |
| Civil Engineer - DA  | \$ 12,500           |                     |
| Civil Engineer - DA Modification   | \$ 6,000            |                     |
| Quantity Surveyor  | \$ 600              |                     |
| Town Planner - DA  | \$ 11,027           |                     |
| Town Planner - DA Modification   | \$ 1,290            |                     |
| Traffic Engineer   | \$ 4,950            |                     |
| Traffic Engineer - DA Modification   | \$ 2,900            |                     |
| Waste Management Consultant  | \$ 2,750            |                     |
| <b>Construction Certificate (CC)</b>   |                     |                     |
| Architect - Interior Concept Design and Specification  | \$ 26,500           |                     |
| Architect - Interior Concept Design and Specification  | \$ 10,300           |                     |
| Landscape Designer (Greenscape) - CC   | \$ 7,700            |                     |
| Landscape Designer (Package) - CC Variation  | \$ 5,980            |                     |
| Building Certifier   | \$ 16,090           |                     |
| Building Designer - CC Drawings  | \$ 19,500           |                     |
| Building Designer - CC Drawings Variation  | \$ 15,500           |                     |
| Civil Engineer - CC  | \$ 20,000           |                     |
| Civil Engineer - CC Variation  | \$ 1,500            |                     |
| Services Engineer - CC   | \$ 19,000           |                     |
| Services Engineer - CC Variation   | \$ 10,000           |                     |
| Structural Engineer - CC & Construction  | \$ 42,000           |                     |
| Structural Engineer - CC Variation   | \$ 4,800            |                     |
| Underground Services Locator   | \$ 2,040            |                     |
| Construction Superintendent - Design Management & Construction                                     | \$ 89,800           |                     |
| Construction Superintendent - Design Management  | \$ 5,400            |                     |
| Geotech  | \$ 10,900           |                     |
| Level 3 ASP Electrical Engineer  | \$ 9,900            |                     |
| Services Engineer - Section J Report   | \$ 3,000            |                     |
| Services Engineer - Section J Report Variation   | \$ 3,000            |                     |
| Access Consultant - CC   | \$ 3,200            |                     |
| Access Consultant - CC Update  | \$ 2,400            |                     |
| Other Consultants Allowance  | \$ 31,583           | \$ 514,110          |
| Cycle Authorised Work for CC   | \$                  | 65,000              |
| Services Connection (Allowance)  | \$                  | 50,000              |
| Contingency - Provider   | \$                  | -                   |
| <b>Total</b>   |                     | <b>\$ 4,873,438</b> |
| <b>Fund Distribution</b>   |                     |                     |
| Department funding   | \$ 3,707,796        |                     |
| Provider Contribution  | \$ 1,155,642        |                     |
| <b>Total</b>   | <b>\$ 4,873,438</b> |                     |





# FEE ESTIMATE

## Development Application Modification

116 Kendal Street  
Private Bag 342  
Cowra NSW 2794  
(02) 6340 2040

7 May 2025

### How To Pay

**PLEASE NOTE: Your Application Is Not Lodged Until Payment Has Been Received**

Please call Customer Service on (02) 6340 2061 to arrange payment. **Credit Card payment via phone is the preferred payment method.**  
Complete the 'Additional Information Stage' once you have paid the relevant fees with the receipt number.

### Application Details

Planning Portal Reference: PAN-532214  
Applicant: Steffan D'souza  
Organisation: Cowra Early Childhood Services Co-op Ltd  
Property Description: 14 Short Street, Cowra  
Description of Proposal: Minor reduction in built form & provision of carparking and relocation of stormwater detention basin  
Estimated Cost:  
DA Number: DA 10.2024.68.2

### Development Application (DA) Modification Fees

Amount GST

Application Processing Fee \$839.00 N/A

### Total Application Fees at time of lodgement

\$839.00 INC

(this amount does not include additional fees below that are due payable prior to your post consent certificate being issued)

### Additional Fees - Developer Contribution Fees

Amount GST

**This fee is to be paid prior to the Post Consent Certificate being issued.**

Section 7.12 Contribution Plan 2016 - Estimated Cost \$100,000-200,000 Na  
Section 7.12 Contribution Plan 2016 - Estimated Cost >\$200,000 Na  
Section 7.11 Contribution Plan 2016 - Development in Growth Area Na

### Additional Advice

- Note 1** This quote has been estimated on the advice given by the applicant at the time of issue. The fees are checked by the assessing officer after the application has been lodged to ensure the correct fees have been paid and may be subject to change.
- Note 2** The fees are subject to change at the end of each financial year. Fee estimates are valid for the financial year it was issued and is given in good faith based on the information that has been provided to Council.
- Note 3** Please note that you may require a post consent certificate prior to commencement of construction which will require additional application/s and fees.

### Office Use Only

#### Application Receipt Details

Receipt Number: \_\_\_\_\_  
Total Fee Paid: \_\_\_\_\_  
Date Paid: \_\_\_\_\_

DA Number: \_\_\_\_\_

Ref. NC



# FEE ESTIMATE

## Development Application

116 Kendal Street  
Private Bag 342  
Cowra NSW 2794  
(02) 6340 2040

13 August 2024

**How To Pay** PLEASE NOTE: Your Application Is Not Lodged Until Payment Has Been Received

Please call Customer Service on (02) 6340 2061 to arrange payment. **Credit Card payment via phone is the preferred payment method.**  
Complete the 'Additional Information Stage' once you have paid the relevant fees with the receipt number.

### Application Details

Planning Portal Reference: PAN-460840  
Applicant: Steffan D'souza  
Organisation:  
Property Description: 14 Short Street, Cowra  
Description of Proposal: Early Education and Childcare Facility  
Estimated Cost: \$3,693,252  
DA Number: DA 10.2024.68.1

### Development Application (DA) Fees

Amount GST

|                            |            |     |
|----------------------------|------------|-----|
| Application Processing Fee | \$7,283.36 | N/A |
| Notification Fee           | \$129.00   | N/A |
| Advertising Fee            | Na         | INC |

### Total Application Fees at time of lodgement

**\$7,412.36 INC**

(this amount does not include additional fees below that are due payable prior to your post consent certificate being issued)

### Additional Fees - Developer Contribution Fees

Amount GST

**This fee is to be paid prior to the Post Consent Certificate being issued.**

|  |             |
|--|-------------|
| Section 7.12 Contribution Plan 2016 - Estimated Cost \$100,000-200,000 | Na          |
| Section 7.12 Contribution Plan 2016 - Estimated Cost >\$200,000        | \$36,932.52 |
| Section 7.11 Contribution Plan 2016 - Development in Growth Area       | Na          |

### Additional Advice

- Note 1** This quote has been estimated on the advice given by the applicant at the time of issue. The fees are checked by the assessing officer after the application has been lodged to ensure the correct fees have been paid and may be subject to change.
- Note 2** The fees are subject to change at the end of each financial year. Fee estimates are valid for the financial year it was issued and is given in good faith based on the information that has been provided to Council.
- Note 3** Please note that you may require a post consent certificate prior to commencement of construction which will require additional application/s and fees.

### Office Use Only

#### Application Receipt Details

Receipt Number: \_\_\_\_\_  
Total Fee Paid: \_\_\_\_\_  
Date Paid: \_\_\_\_\_

DA Number: \_\_\_\_\_

Ref. NC



Australian  
**Charities** and  
Not-for-profits  
Commission



THIS CERTIFIES THAT

**Cowra Early Childhood Services Co-Operative Ltd**

ABN:23 319 969 249

IS A REGISTERED CHARITY  
AND HAS BEEN TRANSFERRED FROM THE

**Australian Taxation Office**

TO THE

**Australian Charities and Not-for-profits Commission**

ON THE DATE OF

**3 December 2012**

CERTIFIED BY

A handwritten signature in black ink that reads "Susan Pascoe".

**Susan Pascoe AM**

**Commissioner**

Australian Charities and Not-for-profits Commission

Copy only. Original available on request







Australian Government  
Australian Taxation Office



020  
00649

COWRA EARLY CHILDHOOD SERVICES  
CO-OPERATIVE LTD  
CARINYA  
20 COMERFORD ST  
COWRA NSW 2794

Our reference: 7157783323860  
Phone: 1300 130 248  
Client ID: 23 319 969 249

2 April 2025



053P\_05NSDL05921P1MBU/E-649/S-643/I-1685/

## Your organisation is endorsed for charity tax concessions

To whom it may concern,

We have endorsed your organisation for charity tax concessions and enclose your *Notice of endorsement for charity tax concessions*.

The following details will appear on the Australian Business Register:  
■ your organisation's endorsement to access charity tax concessions  
■ the date or period of effect.

You can view the details including the type of charity concessions at [www.abr.business.gov.au](http://www.abr.business.gov.au)

If your organisation has also applied for other endorsements, you will receive separate notification.

### What you need to do

Every year you should review your organisation's entitlement to charity tax concessions.

If the organisation makes changes to its governing rules, structure or activities visit [www.ato.gov.au/nfpselfreview](http://www.ato.gov.au/nfpselfreview) to check your continued eligibility for endorsement. If no longer entitled, be sure to notify us as soon as you can.

### For more information

Go to [www.ato.gov.au/notforprofit](http://www.ato.gov.au/notforprofit) to find out more about your entitlements and obligations. Also visit [www.ato.gov.au/nfpnews](http://www.ato.gov.au/nfpnews) to subscribe to our monthly newsletter that will keep you up-to-date with the latest tax and super information. If you have any questions specific to not-for-profit organisations, phone us on **1300 130 248** between 8.00am and 6.00pm, Monday to Friday.

For information about our commitments to you and what we ask of you, go to [www.ato.gov.au/atocharter](http://www.ato.gov.au/atocharter)

### If you phone us

We may ask you a few questions specific to you and your organisation to be sure we are talking with an authorised person about your tax affairs. Please have your Australian Business Number and quote 'Our reference' at the top of this letter.

Yours faithfully

Will Day  
Second Commissioner of Taxation

E00728-S00001-F305921

70571.195981-01-2024



Australian Government  
Australian Taxation Office

2 April 2025



### Notice of endorsement for charity tax concessions

This endorsement notice has been issued to:

Name **COWRA EARLY CHILDHOOD SERVICES  
CO-OPERATIVE LTD**  
Australian business number **23 319 969 249**

**COWRA EARLY CHILDHOOD SERVICES CO-OPERATIVE LTD**, a registered charity, is endorsed to access the following tax concessions from the dates shown:

**Income tax exemption** from **1 July 2009** under Subdivision 50-B of the *Income Tax Assessment Act 1997*.

**GST concessions** from **1 July 2009** under Division 176 of *A New Tax System (Goods and Services Tax) Act 1999*.

**FBT rebate** from **1 July 2009** under section 123E of the *Fringe Benefits Tax Assessment Act 1986*.

As a rebatable employer, your organisation is entitled to have its FBT liability reduced by a rebate equal to 47% of the gross FBT payable (subject to a capping of \$30,000 per employee). If the total grossed-up taxable value of fringe benefits provided to an employee is more than \$30,000, a rebate cannot be claimed for your organisation's FBT liability on the excess amount.

#### Reportable fringe benefits

If the value of certain fringe benefits provided to your organisation's employees exceeds \$2,000 in an FBT year, your organisation is required to record the grossed-up taxable value of those benefits on its employee's payment summary for the corresponding income year.

Your organisation's endorsement to access charity tax concessions, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar at **[www.abr.business.gov.au](http://www.abr.business.gov.au)**

Your organisation must notify us in writing if it ceases to be entitled to endorsement.

Yours faithfully

Will Day  
Second Commissioner of Taxation

093P\_05NSDL05921 F1MEL/E-949/S-844/P-1167/

E00728-S00002-F305921

3 of 4



Australian Government  
Australian Taxation Office



020

COWRA EARLY CHILDHOOD SERVICES  
COOPERATIVE LTD BUILDING FUND  
CARINYA  
20 COMERFORD ST  
COWRA NSW 2794

Our reference: 7157783420786  
Phone: 1300 130 248  
ABN: 23 319 969 249

2 April 2025



093P\_05NSDL05921P1MBLJE-649/S-845/I-1889/

### Your organisation's fund, authority or institution is endorsed as a deductible gift recipient

To whom it may concern,

We've endorsed your organisation's fund, authority or institution as a deductible gift recipient and enclosed your *Notice of endorsement as a deductible gift recipient*.

This endorsement allows your organisation's fund, authority or institution to receive gifts which are tax deductible to donors.

You and your donors can view the details of your endorsement and the date of effect on the Australian Business Register at [www.abr.business.gov.au](http://www.abr.business.gov.au)

Income tax deductions are available only where gifts are made to the fund, authority or institution named in the notice. It doesn't apply to the whole of your activities, unless your organisation is separately endorsed. If you've applied for other endorsements, you'll get a separate notification.

#### What you need to do

Every year you should review your organisation's fund, authority's or institution's endorsement as a deductible gift recipient.

If the organisation's fund, authority or institution makes changes to its governing rules, structure or activities visit [www.ato.gov.au/nfpselfreview](http://www.ato.gov.au/nfpselfreview) to check your continued eligibility for endorsement. If no longer entitled, be sure to notify us as soon as you can.

#### For more information

Go to [www.ato.gov.au/notforprofit](http://www.ato.gov.au/notforprofit) to find out more about your entitlements and obligations. Also visit the [www.ato.gov.au/nfpnews](http://www.ato.gov.au/nfpnews) to subscribe to our monthly newsletter that will keep you up-to-date with the latest tax and super information. If you have any questions specific to not-for-profit organisations, phone us on **1300 130 248** between 8.00am and 6.00pm, Monday to Friday.

For information about our commitments to you and what we ask of you, go to [www.ato.gov.au/atocharter](http://www.ato.gov.au/atocharter)

#### If you phone us

We may ask you a few questions specific to you and your organisation to be sure we are talking with an authorised person about your tax affairs. Please have your Australian Business Number and quote 'Our reference' at the top of this letter.

Yours faithfully

Will Day  
Deputy Commissioner of Taxation

E00728-S00003-F305921

70571.195778-01-2024



Australian Government  
Australian Taxation Office

2 April 2025



093P\_05NSDL05921P1MBL/E-649/S-846/-1681/

### Notice of endorsement as a deductible gift recipient

Endorsement as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997* is provided for the operation of a fund, authority or institution as detailed below.

|  |   |
|--|---|
| Name   | COWRA EARLY CHILDHOOD SERVICES<br>COOPERATIVE LTD BUILDING FUND<br>23 319 969 249 |
| Australian business number   |   |
| Name of fund, authority or institution to which endorsement relates      | COWRA EARLY CHILDHOOD SERVICES<br>COOPERATIVE LTD BUILDING FUND                   |
| Endorsement date of effect   | 27 November 2023  |
| Provision for gift deductibility   | Item 1 of the table in section 30-15 of the <i>Income Tax Assessment Act 1997</i> |
| Item(s) in Subdivision 30-B of the <i>Income Tax Assessment Act 1997</i> | 2.1.10 school building fund   |

Your organisation's endorsement as a deductible gift recipient for a fund, authority or institution that it operates, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar at [www.abr.business.gov.au](http://www.abr.business.gov.au)

Your organisation must notify us in writing if it ceases to be entitled to endorsement.

Yours faithfully

Will Day  
Deputy Commissioner of Taxation

E00728-S00004-F305921

3 of 4

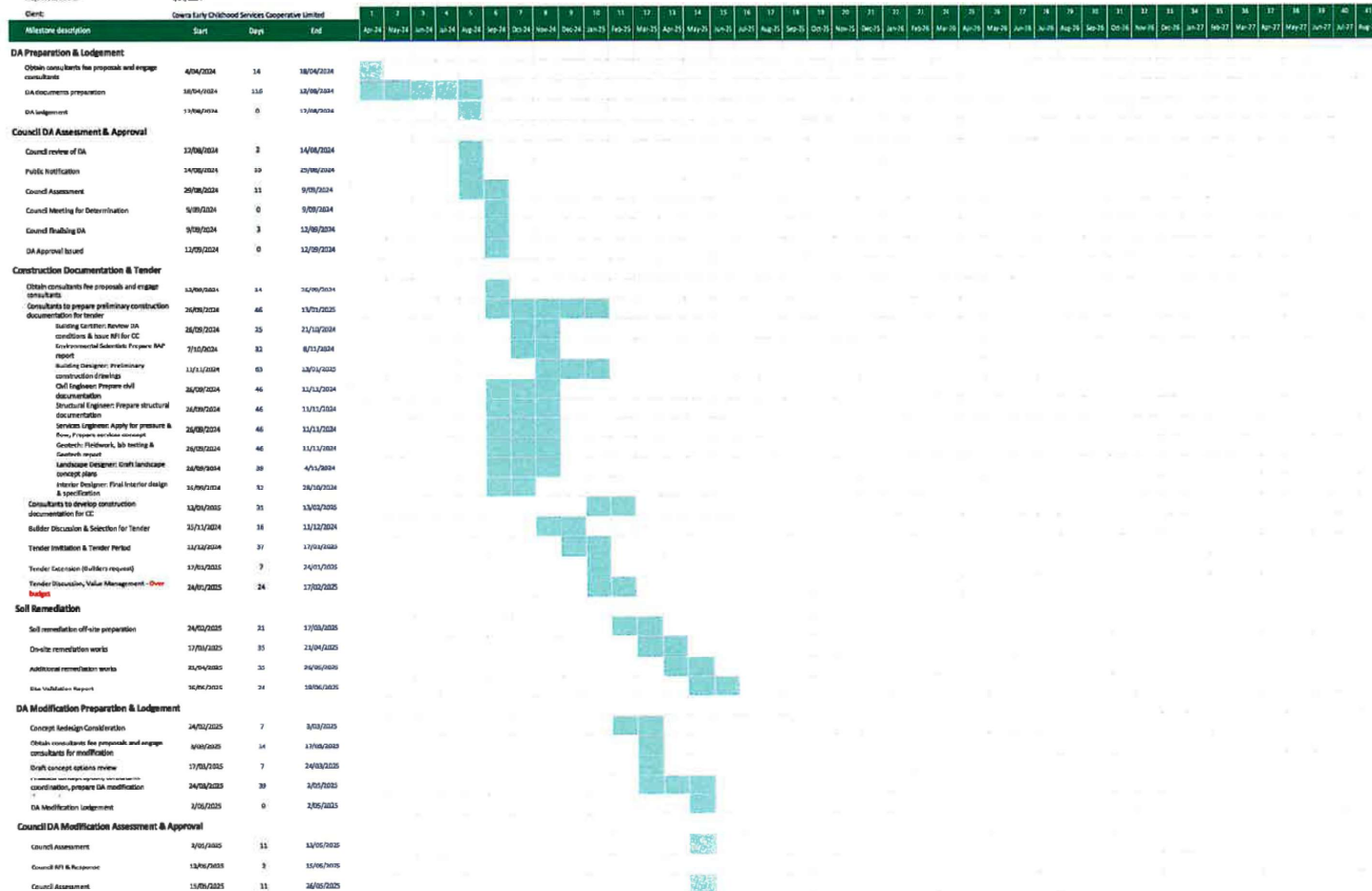
## 14 Short St, Cowra NSW 2794

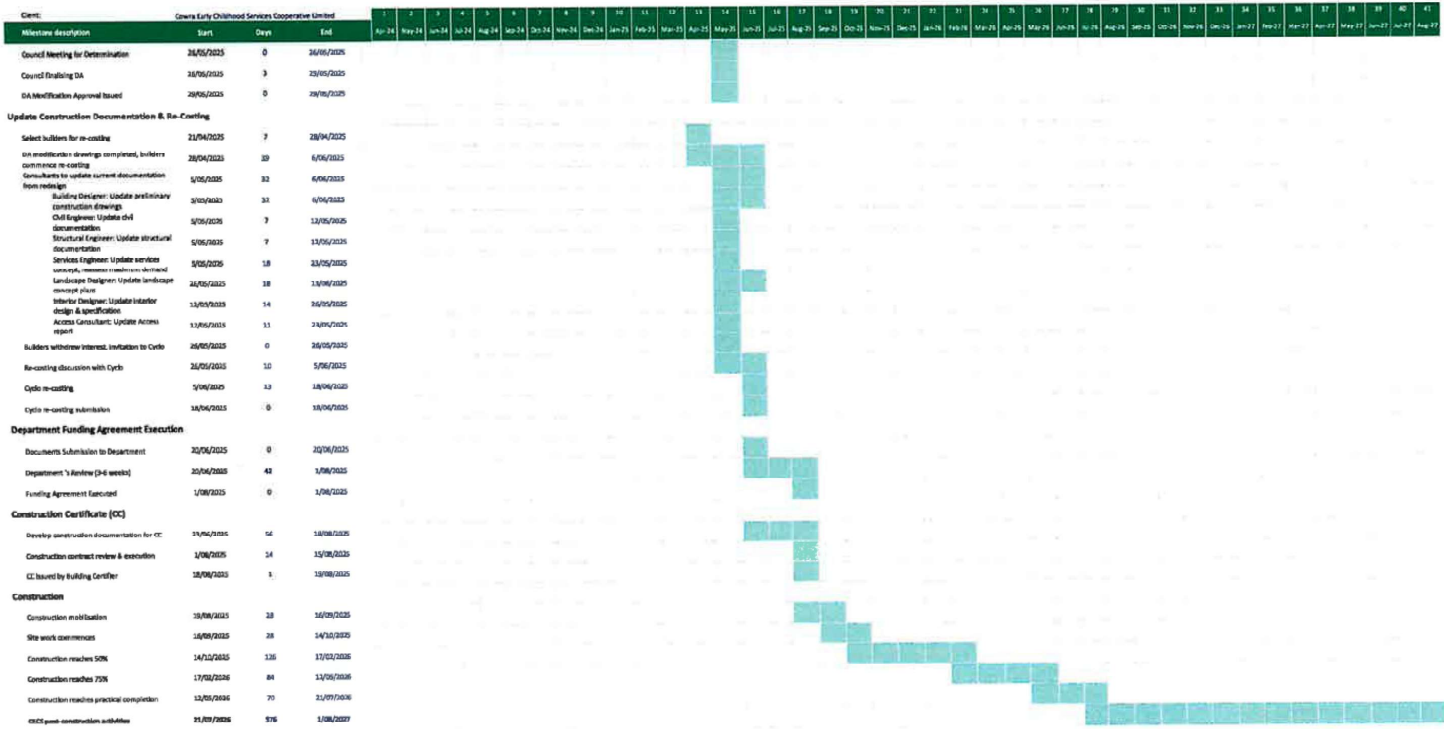
## Preschool Development

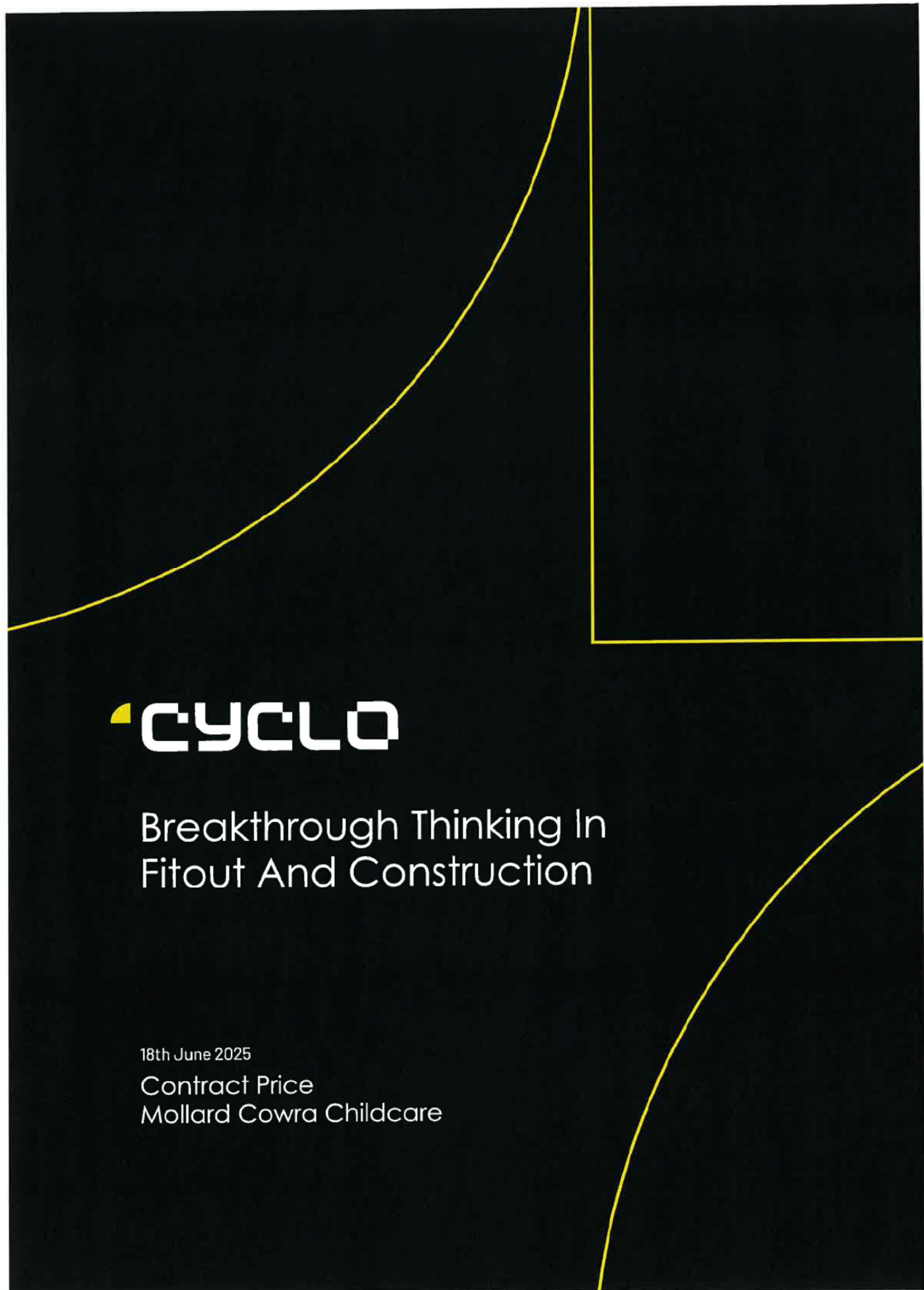
## Indicative Project Timeline

Project start date: 4/04/2024

Client: Cowra Early Childhood Services Cooperative Limited











## Design, Fitout And Construction Of Childcare, Veterinary, Animal Care And Medical Premises

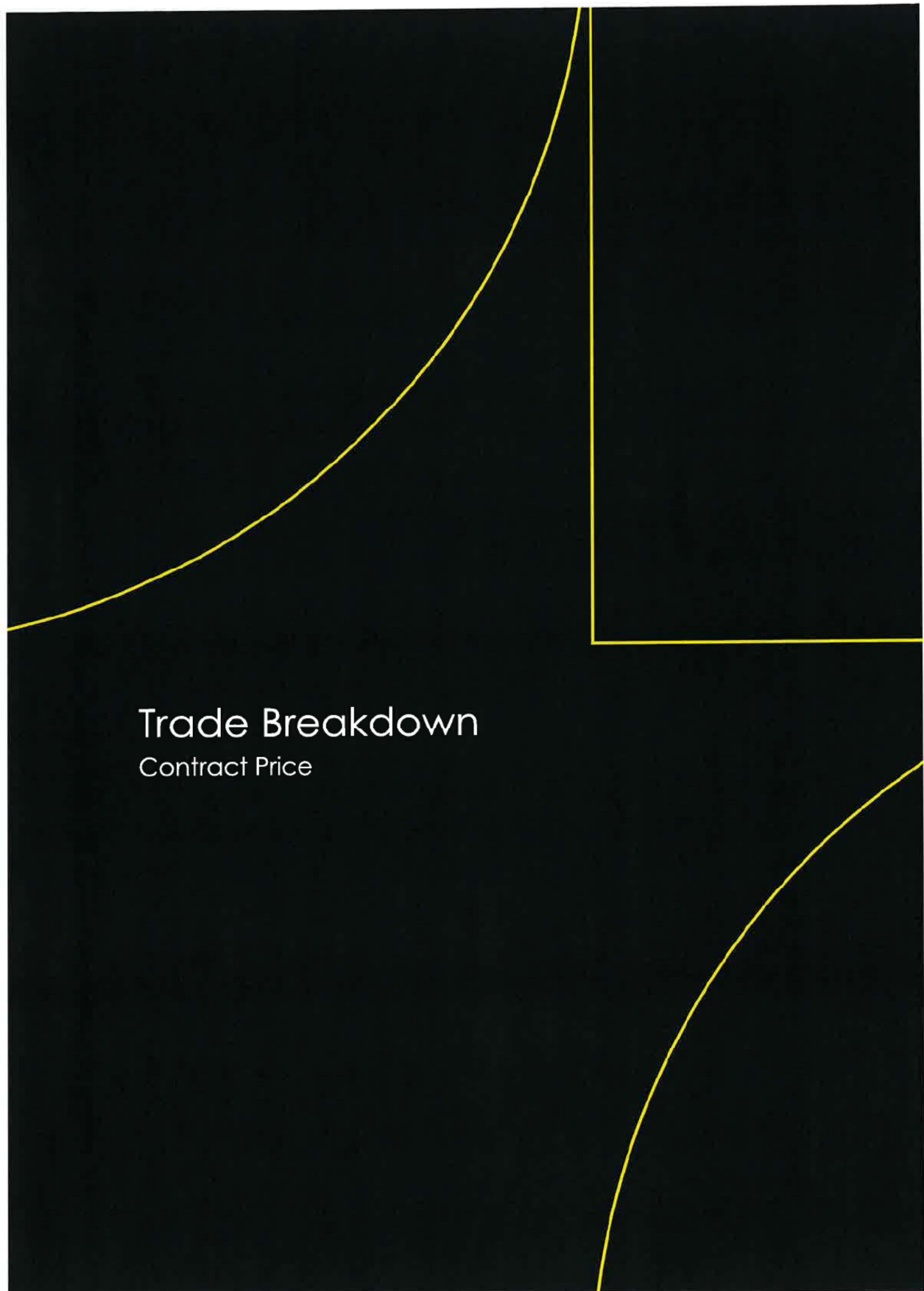
Since 1988, Cyclo Group has been providing comprehensive solutions to the challenges faced by our clients as they grow their businesses.

Our team of project managers, tradesmen, designers and builders are experts in their fields, with long experience in finding solutions to space shortages, compliance issues, tight budgets and short time frames. We have a large team of in-house tradesmen to cover core construction roles and have also built up strong relationships with reliable subcontractors across Australia, and in particular the eastern states, specialising in design and construct type Building Works.

We have architects, drafts people and interior designers who have long experience in childcare centres and are familiar with all the challenges of a early learning centre as well as regulatory constraints.

Whilst the design detailing has not been finalised, we believe that the following detailed breakdown is an accurate estimate of what the project will cost. This Progressive Budget is presented with a view to ensuring that we deliver a final design outcome that aligns as close as possible with your budget and expectations and if there is a misalignment, we are keen to discuss it further so as to ensure what is approved by authorities is within budget.



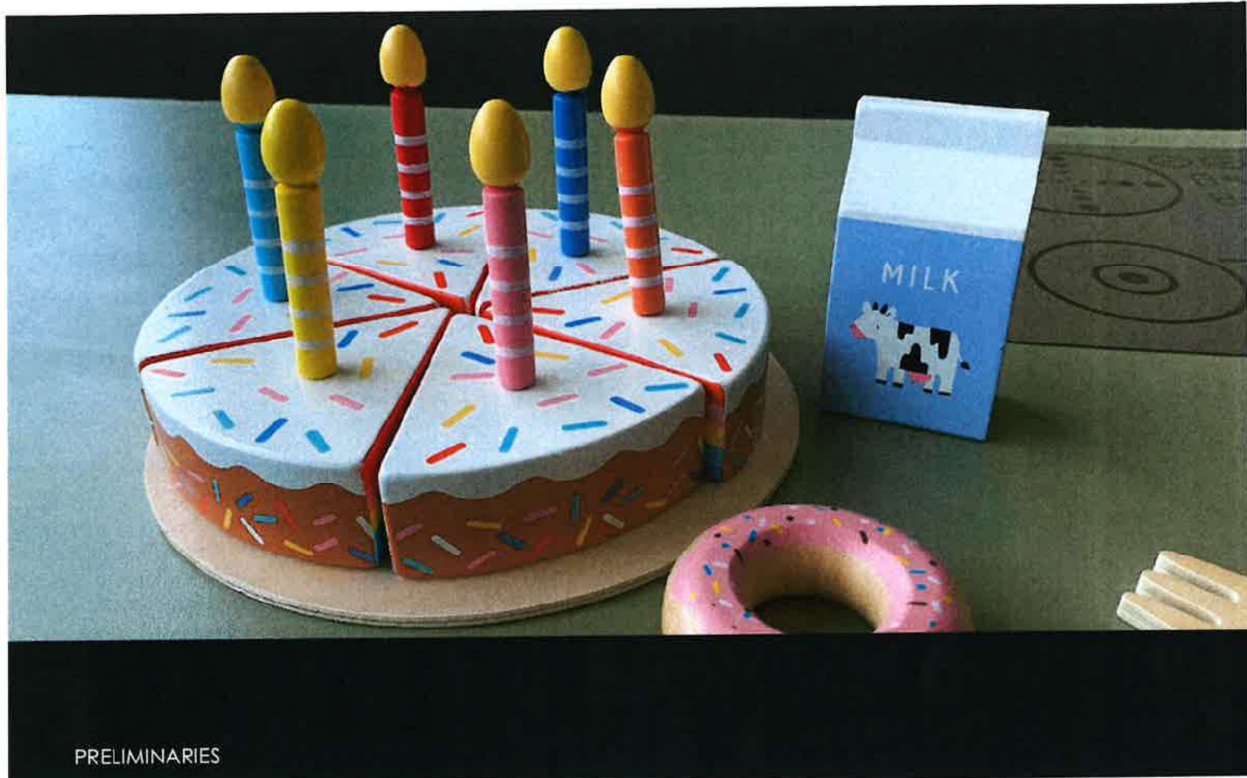


| CONTRACT PRICE  |                       |
|---|-----------------------|
| TRADE   | SELL PRICE EX. GST    |
| Preliminaries   | \$341,781.00          |
| Demolition  | \$13,433.00           |
| Ground Works & Concrete                               | \$785,292.00          |
| Building Envelope                                     | \$924,470.00          |
| Internal Lightweight Framing, Lining, Glazing & Doors | \$155,992.00          |
| Hydraulic & Civil Storm Water Services                | \$242,105.00          |
| Mechanical Services                                   | \$114,910.00          |
| Electrical Services                                   | \$184,566.00          |
| Fire Services   | \$65,078.00           |
| Painting  | \$48,341.00           |
| Floor & Wall Coverings                                | \$118,065.00          |
| Joinery   | \$152,889.00          |
| Statutory Signage                                     | \$2,283.00            |
| Architectural Metal & Timber Work                     | \$104,749.00          |
| Compliance Items                                      | \$17,102.00           |
| Fixtures & Fittings                                   | \$28,792.00           |
| Landscaping (\$180,000 Provisional Sum)               | \$200,000.00          |
| <b>TOTAL</b>  | <b>\$3,499,848.00</b> |
| <b>GST</b>  | <b>\$349,984.80</b>   |
| <b>TOTAL INC GST</b>                                  | <b>\$3,849,832.80</b> |



# Scope of Works

Based On Architectural Drawings



## PRELIMINARIES

**ESTABLISHMENT OF PROJECT TEAM THROUGHOUT ENTIRE CONSTRUCTION PERIOD**

- Senior Project Manager - Oversees the entire construction project, ensuring it stays on schedule and within budget. Manages resources, communicates with stakeholders, and resolves any issues that arise.
- Assistant Project Manager - Supports the Project Manager in planning and execution. Handles administrative tasks, coordinates between teams, monitors progress, and assists in problem-solving
- Site Manager - Supervises daily operations on the construction site. Ensures safety compliance, manages on-site staff, monitors progress, and coordinates materials and equipment logistics.

**CYCLO WILL BE FULLY RESPONSIBLE FOR THE MANAGEMENT AND OH&S OF TRADES ENGAGED BY CYCLO**

- Workplace health and personal insurance.
- Workplace health and safety including Preparation of project safety plan, preparation of work method statements, undertake risk assessments prior to works commencing.
- Undertake risk assessment prior to works commencing & undertake regular risk assessments as work progresses.
- Industry induction of all personnel and trades involved in all the construction works.
- Cyclo will abide by all statutory authority compliances including local Council approved DA working hours of Monday to Friday 7:00am to 6:00pm and Saturday 8:00am to 1:00pm.
- Provision of First Aid.

**SITE ESTABLISHMENT & MAINTENANCE**

- Supply Site offices where required, location TBC.
- Supply mains connected Site toilets for workers, clean once a week.
- Supply and install 1 x 24/7 monitored Security camera.
- Supply Skip bins for all onsite general waste
- Site maintenance and cleaning during construction.
- Laying of plastic & core flute protection of finished surfaces during construction.
- Full commercial clean of interior and external areas at completion of work.
- Supply Crane Lifts when required.
- Supply and install temporary fencing, sediment fencing x 50m, weather access material to driveway. Plan to be provided to ensure no hindrance to operations prior to install.
- Hire of height access equipment to complete works.

## DEMOLITION

- Removal and dispose two nominated trees.
- Removal and dispose existing nominated crossing and kerb within public domain.

## GROUNDWORKS &amp; CONCRETE

- Generally in accordance with HJL Architecture Drawings TP01-TP13, dated 09/05/2025. Where discrepancies exist, the clarifications outlined within this scope shall take precedence over the drawings. Final construction shall be based on the IFC drawings and scope by Cyclo Construction & Fitout.
- All works in generally accordance with EPS Engineering Project Solutions Structural Engineering Preliminary Drawing Number 00 - 31, Date: 15/11/2024 with further clarification of changes below.
- All works generally in accordance with EPS Engineering Project Solutions Civil Engineering Drawings Number C01-CV35, Date: 03/12/2024.
- Construct a temporary sediment entry/exit in accordance with Council requirements as per SD 6-14
- Provide sediment control measures, including sediment traps, in all required areas.
- Provide sandbag protection to surrounding existing stormwater inlets
- Carry out bulk excavation works for the car park, building pad, and external areas in accordance with the provided drawings.
- Prepare the car park subgrade to a minimum CBR>6%, compacted to 98% modified compaction. Provide a 150mm layer of DGS40 base, compacted to 98% modified compaction, followed by a 120mm layer of DGB20 base, also compacted to 98% modified compaction.
- Prepare the Building subgrade CBR>6% compaction to 98% modified compaction, including 50mm sand bedding.
- Prepare footpath subgrade CBR>6% compaction to 95% modified compaction, including 25mm sand bedding.
- Construct the proposed swales to capture and convey upstream catchment runoff to the public road network. The swale shall be sized to accommodate 1-in-100-year runoff flows. Refer to Drawing C-15 for detailed swale design.
- Set out all works for detailed excavation of nominated strip footings, pad footings, and piers in accordance with the provided drawings.
- If, following removal of topsoil and grass and completion of the proof roll, the subgrade is found to be unsuitable, additional costs will apply for any required deeper excavation to achieve the necessary compaction levels. These works will be costed based on the contractor's provided rates and submitted as a variation order request prior to commencement.
- This allowance assumes that material excavated during the site's cut and fill operations will be suitable for reuse on-site. However, if the geotechnical engineer determines that the fill material is non-compactable, it must be removed from the site. In such cases, the cost for loading and transporting non-contaminated material will be charged at \$65 per tonne.
- Vehicular crossing in accordance with the provided drawings.
- 100mm deep raft slab with SL92 mesh in the top layer, in accordance with the provided drawings. Works to include all step downs, recesses, and installation of a vapour barrier.
- Pad footings, reinforced concrete (RC) piers, edge beams, and internal beams in accordance with the provided drawings
- 100mm thick, 25MPa concrete with SL62 mesh, in accordance with the provided drawings. Works to include all necessary doweled construction joints, isolation joints, and sawn joints.
- Kerb and gutters in accordance with provided drawings
- Concrete stairs in accordance with provided drawings
- Supply and install 190mm series Besser block retaining walls, reinforced with steel and core-filled with concrete, in all nominated areas. Walls to be waterproofed using Blackjack or similar, and include ag drains, filter fabric, and recycled backfill.
- Bitumen emulsion seal using 14mm and 7mm pre coated crushed basalt aggregate in lieu of Asphalt.
- No allowances have been made for Planter boxes within Carpark. To be 150mm concrete kerbs only.
- No allowances have been made for Engineering inspections by EPS. To be paid direct from client.
- No allowances have been made for footpath length of Short Street.
- Level two testing for civil works only, no allowance for level 1 supervision.
- No allowance has been made for rock hammering or sawing. If required, rock hammering will be billed at \$180 plus GST per hour, and rock sawing at \$230 plus GST per hour.



## BUILDING ENVELOPE - BASE BUILDING UPGRADE WORKS

- Generally in accordance with HJL Architecture Drawings TP01-TP13, dated 09/05/2025. Where discrepancies exist, the clarifications outlined within this scope shall take precedence over the drawings. Final construction shall be based on the IFC drawings and scope by Cyclo Construction & Fitout.
- Structural steel in accordance with EPS Structural Engineering updated concept Drawings dated 12th June 2025.
- Supply and installation of 92mm 1.15BMT stud walls between structural steel external walls. While internal walls will be built using 92mm 0.55BMT stud walls.
- Suspended furring channel ceilings throughout at 2.7m high excluding Reception to be raked ceiling in accordance with provided drawings.
- External glazing will be installed in accordance with provided plans and report.
- Manual corrugated roller door to waste store in standard Colourbond colours.
- Acrylic render to building planter boxes only. No allowances have been made for rendering to retaining wall adjacent carpark, these walls to be grey besser block with caps.
- Alumate V Groove Cladding including building wrap, battens, fixings & accessories to Southeast Elevation only – refer to marked up elevations.
- James Hardie Axon 133mm smooth, including building wrap, battens, fixings & accessories to remaining 3 sides.
- Alumate V Groove Cladding to the entry gable only, including all necessary battens and blocking.
- 9mm thick-set fibre cement lining, including all necessary battening and blocking, to all gable ends and nominated posts. Cyclo Group to frame out purlins and posts and create a drip joint to allow the ceiling finish to return into.
- 9mm thick set fibre cement soffit lining with 10mm express joints to all external ceilings
- 0.48mm Trimdek roof sheeting, 150mm standard gutters, box gutters, and PVC downpipes in accordance with the provided drawings.
- No allowances have been made for solar tubes and aluminium mesh to gutters – refer to optional pricing below.
- No allowances have been made for Alumate V Groove Cladding on external ceilings other than Entry Gable. – refer to optional pricing below.
- No allowances have been made for Alumate V Groove Cladding to Northeast, Northwest, & Southwest Elevations. – refer to optional pricing below.
- No allowances have been made for roof access system.
- No allowances have been made for M6- Stone retaining walls. All retaining walls tagged with M6 to be with 190mm blockwork, rendered and painted.

## INTERNAL LIGHTWEIGHT FRAMING, LINING, GLAZING &amp; DOORS

- Generally in accordance with HJL Architecture Drawings TP01-TP13, dated 09/05/2025. Where discrepancies exist, the clarifications outlined within this scope shall take precedence over the drawings. Final construction shall be based on the IFC drawings and scope by Cyclo Construction & Fitout.
- R3.5 insulation will be applied to all internal ceilings, R2.5 insulation will be used for external walls, and all internal walls will feature 50mm sound batts in accordance with required section J values.
- 13mm plasterboard ceiling to all areas with moisture resistant plasterboard to all Bathroom, Food Prep areas.
- Foam filling to all walls for Food Preparation areas.
- All Doors and hardware to be painted MDF doors with 100mm aluminium door frame fitted with three hinges and Lockwood hardware in accordance with Cyclo standard range.
- Wall junction throughout to be generally 25mm aluminium to top of wall against square set to set plaster ceilings.
- All glazing has been priced at 6.38mm clear laminated glass unless otherwise noted.
- No allowance has been made for cladding to internal wall features.
- No allowance has been included for feature ceiling linings.
- No allowance has been included for finger guards. To be completed by client if required.

## HYDRAULIC SERVICES

- All works in accordance with EPS Engineering Project Solutions Civil Engineering Drawings Number C01-CV35, Date: 03/12/2024. and concept drawing with reduced pipe sizes provide by EPS.
- Cyclo Construction & Fitout will engage MCDC Engineers to provide IFC drawings, these drawings will include value engineering design items below.
- Supply and install stormwater pipe system, including all excavation, backfilling, bends, and connections.
- Supply and install all sewer pipework, including excavation, backfilling, and complete with all bends and connections.
- Supply and install a sewer pump at the nominated location in accordance with the provided drawings.
- Supply and install retaining wall drainage, including all necessary backfilling, bends, and connections to ensure a complete system.
- Supply and install pits, precast reinforced concrete lintels, and grated drains as per the provided drawings.
- Supply and install hose taps fitted with RPZD devices for grease arrestor maintenance.
- Supply and install a 2000L grease trap, including all connecting pipework as per the drawings.
- Supply and install a 75m<sup>3</sup> detention basin in accordance with the provided documentation.
- Supply and install cold and hot water reticulation to all fixtures as shown in the architectural plans.
- Supply and install a pressure-limiting valve on the RPZD outlet, set to 500 kPa.
- Supply and install a 32mm water meter assembly with an integrated 40mm RPZD-type backflow device.
- Supply and install a thermostatic mixing valve (TMV) recessed in a lockable stainless steel Stel box, at the nominated finished floor level (FFL).
- Supply and install tempering valves beneath the staff room sink, set to 50°C.
- Supply and install hot water return line, with hot water supplied to the Waste Store only.
- Supply and install all nominated downpipes, including required spreaders.
- Supply and install stainless steel heel grate floor drains to all vinyl floor areas.
- The following items have been removed as part of value management design and/or will be re-engineered as part of D & C, plaster arrestors, cooling pit, hot water system, hot water to bin store.
- Testing and commissioning on completion, certification with AS3500.

## MECHANICAL SERVICES

Cyclo Construction & Fitout will engage MCDC Engineers to provide IFC drawings, these drawings will include value engineering design items below.

**ROOM 1:**

- Mounting of the new 10kw outdoor unit (CU-5Z100VBR) on the western side of the building
- Mounting of the new AC1-1 7.1kw wall split indoor unit (CS-Z71XKRW) on the eastern wall
- Mounting of the new AC1-2 7.1kw wall split indoor unit (CS-Z71XKRW) on the southern wall
- Interconnecting pipework, condensate drain and control cable concealed in PVC trunking Commissioning

**ROOM 2:**

- Mounting of the new 10kw outdoor unit (CU-5Z100VBR) on the western side of the building
- Mounting of the new 7.1kw wall split indoor units (CS-Z71XKRW 2 off) on the western wall
- Interconnecting pipework, condensate drain and control cable concealed in PVC trunking Commissioning

**ROOM 3:**

- Mounting of the new 10kw outdoor unit (CU-5Z100VBR) on the western side of the building
- Mounting of the new 7.1kw wall split indoor units (CS-Z71XKRW 2 off) on the western wall
- Interconnecting pipework, condensate drain and control cable concealed in PVC trunking Commissioning

**ADMIN AREA:**

- Mounting of the new 10kw outdoor unit (CU-5Z100VBR) on the western side of the building
- Mounting of the new AC4-1 2.5kw wall split indoor unit (CS-Z25XKRW) on the eastern wall of meeting room
- Mounting of the new AC4-2 2.5kw wall split indoor unit (CS-Z25XKRW) on the eastern wall of staff room
- Mounting of the new AC4-3 2kw wall split indoor unit (CS-Z20XKRW) on the eastern wall of planning room
- Mounting of the new AC4-4 2.5kw wall split indoor unit (CS-Z25XKRW) on the eastern wall of Directors Office
- Interconnecting pipework, condensate drain and control cable concealed in PVC trunking Commissioning

**KITCHEN:**

- Mounting of the new 5kw outdoor unit on the western side of the building
- Mounting of the new 5kw flush mounted cassette central to kitchen ceiling
- Interconnecting pipework, condensate drain and control cable concealed in PVC trunking
- Ductwork as per nominated drawings,
- KVF Halton capture jet Wall hood with make-up air in front face.
- Commissioning

**MECHANICAL EXHAUST**

- Toilet exhaust is proposed to be ducted externally, either through the eaves or adjacent external walls.



## ELECTRICAL SERVICES

Cyclo Construction & Fitout will engage MCDC Engineers to provide IFC drawings, these drawings will include value engineering design items below.

**GENERAL POWER INSTALLATION (AS PER TENDER DRAWINGS)**

- Supply, wire, and install 50 x standard double power points
- Supply, wire, and install 4 x weatherproof power points
- Supply, wire, and install 10 x dedicated power circuits
- Supply, wire, and install 2 x 32-amp three-phase circuits (for air conditioning)
- Supply, wire, and install 1 x 32-amp three-phase circuit (for cooktop)

**COMMUNICATIONS (AS PER TENDER DRAWINGS)**

- 1. Supply, wire, and install 10 x single Cat 6 data outlets
- 2. Supply, wire, and install 4 x double Cat 6 data outlets
- 3. Supply, wire, and install 1 x 18RU data cabinet
- 4. Supply and install NBN conduit with draw wire from site boundary to communications cabinet

**EXTERNAL CONDUITS & PITS**

- 1. Supply and install conduit for consumer mains
- 2. Supply and install conduits for external lighting
- 3. Supply and install 5 x electrical pits

**EMERGENCY LIGHTING**

- 1. Supply, wire, and install 15 x emergency lights
- 2. Supply, wire, and install 14 x exit lights
- 3. Supply, wire, and install 2 x surface-mounted emergency flood lights

**LIGHTING CONTROL**

- 1. Supply, wire, and install 8 x motion/light sensors in the main hallway and toilet areas
- Lighting (Updated Specification)
- WH Downlights Throughout – 13W Sterling Downlight TC 3/4/5K CRI90+ LED. White Trim. IP65. Dimmable Driver Flex & Plug 101
- LED Downlight Entry Type A – 13W Gimble Downlight 3000K LED White Trim – A313W – 9
- Kitchen – LED Panel Light 4000k- 40W – Including Surface Mount Kit – 4
- Type B – Wall Bracket Up & Down Light – SAL – 9
- Type M – Exterior LED Commercial Bollard Light – 24W CLH 20W 2200 Lumens IP65 – 33
- 40w 1200mm LED Weatherproof SM Batten – Opal White – 2

**LEVEL 2 WORKS**

- 1. Submit application for new 80-amp three-phase supply, including metering. Supply and install new permanent private pole with temporary meter panel, fuses, meter, and construction power points
- 2. Complete all associated paperwork and portal submissions

**SWITCHBOARDS**

- 1. Supply, wire, and install 1 x external meter panel on building
- 2. Supply, wire, and install 1 x 48-pole internal distribution board

**MAINS CABLING**

- 1. Supply, wire, and install 25mm<sup>2</sup> three-phase consumer main from private pole to meter panel
- 2. Supply, wire, and install 16mm<sup>2</sup> three-phase consumer main from meter panel to internal distribution board

**EXCLUSIONS**

- No allowances have been made for Solar.
- No allowances have been made for Strip Lighting throughout or LED lighting to all joinery, deleted as part of VE.
- No allowances for EV Charging switchboards, outlets and any associated equipment or cabling.
- Removed 10 x bollard lighting – re engineered light fittings & lux levels.
- Motion sensors in playrooms, offices – changed to switching.
- Telstra/NBN Fee's & Ausgrid/endeavour fee's
- ASP1 works – likely not required.

## FIRE SERVICES

Cyclo Construction & Fitout will engage MCDC Engineers to provide IFC drawings, these drawings will include value engineering design items below.

- Supply and install a complete fire detection and occupant warning system in accordance with AS1670.1, including the fire alarm block plan, brigade strobe at the building entry point, concealed space detectors, Fire Detection Control and Indicating Equipment (FDCIE), and occupant warning system. Works include DLP testing and a 12-month warranty.
- Supply & install fire extinguishers & blankets in accordance with AS2444
- Hydrant coverage to be provided by street hydrant across the road, pressure and flow enquiry has been completed and coverage plan confirm compliance.
- Fire hose reel to be installed with 4m of reception and provide coverage throughout building.

## PAINTING

- Apply one coat of Dulux Ultra Prep or equivalent commercial-grade primer to all internal and external walls and ceilings. Follow with two coats of Dulux Wash & Wear or an equivalent product, lightly sanding between coats. Apply one undercoat and two topcoats of gloss enamel paint to all doors, ensuring coverage on both the top and bottom edges.

## FLOOR &amp; WALL COVERINGS

- Floor preparation is limited to polyvac & 1mm feather finish skim coat to all areas. No allowance for additional ardit floor levelling and/or heavy grinding if required, to be priced as variation to scope during construction and agreed by client prior to commencement.
- Slab control joints maybe present, note control joints will be required in vinyl if present.
- Waterproofing allowances as per detailed room specifications.
- FAB Specified 5mm Vinyl Plank to general areas, including 100mm Midnight Feathered Edge Skirting
- Polyflor Polysafe Stone FX Jurassic stone Sheet vinyl to Kitchen, including Coving.
- Laundry, W/C, ACC W/C, Bath 1 & 2: Install porcelain floor tiles from Cyclo Group standard range.
- Bath 1 & 2: Install 1.2m high ceramic wall tiles to all walls & 2.1m high to shower area from Cyclo Group standard range.
- W/C & ACC W/C: Install skirting to all & 2.1m high to shower area from Cyclo Group standard range.
- Kitchen: Install full-height ceramic wall tiles from the Cyclo Group standard range with epoxy grout to meet commercial kitchen compliance requirements.
- Room 1-3: 600mm high splash backs to Craft Joinery only.
- Note: Cyclo Group per m2 allowance for tiling \$50 per m2.

Excludes – No allowances for any window coverings/blinds throughout, to price during design development otherwise engaged directly by the client.

## JOINERY

**RECEPTION DESK**

- ARC L-Shaped Reception Desk DT-K094 – L260 × W60/120 × H100cm – \$5,654.00 + Installation

**KITCHEN**

- Stainless steel bench, Base and overhead cabinets, 4-drawer unit with plastic cutlery tray, Provision for microwave, Pull-out bin drawer, Provision for dishwasher

**STORAGE AREA**

- 33mm laminate benchtop, Base and overhead cabinets

**DIRECTORS' OFFICE**

- 33mm laminate benchtop (approx. 3.6 L/M), Overhead cabinets 1 × drawer unit under bench

**PLANNING AREA**

- L-shaped 33mm laminate benchtop, Overhead cabinets 1 × drawer unit under bench

**STAFF KITCHEN**

- 33mm laminate benchtop, Base and overhead cabinets, 4-drawer unit with plastic cutlery tray, Provision for microwave, Pull-out bin drawer, Provision for dishwasher

**LAUNDRY**

- Laminate finish, 33mm laminate benchtop, Base and overhead cabinets

**ROOM 1 – ART & CRAFT (2.2 L/M)**

- 33mm laminate benchtop, Base and overhead cabinet, Pull-out bin drawer

**ROOM 2 – ART & CRAFT (2.2 L/M)**

- 33mm laminate benchtop, Base and overhead cabinets, Pull-out bin drawer

**ROOM 3 – ART & CRAFT (2.2 L/M)**

- 33mm laminate benchtop, Base and overhead cabinets, Pull-out bin drawer

**PREP / STOREROOMS (X2)**

- 33mm laminate benchtop, Base and overhead cabinets to sink run, Tall storage cabinet adjacent to fridge

**BATHROOMS 1 & 2 – TOILET PARTITIONS**

- Standard anodised aluminium wall fixings, 150mm anodised aluminium legs, 13mm compact laminate panels, Pull-out child stairs to Bath 2,
- Note: Cyclo Group has provided a value engineered alternate design in lieu of proposed FFE & Joinery drawings. No allowance has made for any joinery or finishes not listed above. Optional joinery items below as options with costings not included in total.

## SIGNAGE

- Allowance to supply & install statutory signage throughout.
- All client signage throughout excluded, client to advise if provisional sum is to be included. Final design to be priced during design development otherwise engaged directly by the client.

## SECURITY SERVICES

- No security, access control or alarm system allowed for, client to advise if provisional sum is to be included. Final design to be priced during design development otherwise engaged directly by the client.

## ARCHITECTURAL METAL &amp; TIMBER WORK

- Generally in accordance with HJL Architecture Drawings TP01-TP13, dated 09/05/2025. Where discrepancies exist, the clarifications outlined within this scope shall take precedence over the drawings. Final construction shall be based on the IFC drawings and scope by Cyclo Construction & Fitout.
- 1800mm high upright 25x25x1.2mm punched through 40x40x1.6mm rail @ 112mm centres in standard Colourbond colours to Outdoor Space. No service gate has been allowed by highly recommended by Cyclo Group.
- 1200mm high upright 25x25x1.2mm punched through 40x40x1.6mm rail @ 112mm centres in standard Colourbond colours to top of retaining wall.
- Stainless-steel hand railing in accordance with architectural drawings, comprising 316 grade stainless steel components including 50.8mm round tube handrails, caps, joiners, brackets, welded rectangular tube kick rails, and threaded rods with fasteners.
- New Security Chain-link gates in accordance with provided drawings.
- No allowances have been made for Architectural metal around Waste Store & Terrace to front of building.
- All works subject to future acoustic report and requirements.

## COMPLIANCE ITEMS

- Generally in accordance with HJL Architecture Drawings TP01-TP13, dated 09/05/2025. Where discrepancies exist, the clarifications outlined within this scope shall take precedence over the drawings. Final construction shall be based on the IFC drawings and scope by Cyclo Construction & Fitout.
- Supply and install 19 Rubber Wheel Stops KERB PSS-161.
- Supply and install 2 single bike hoops galvanised
- Supply and install Safety yellow coated, steel surface mount bollard
- Supply and install Line marking to all nominated areas
- Rubber tactile mats in accordance with provided drawings.
- Aluminium stair nosing's with rubber insert.

## FIXTURE &amp; FITTINGS

- Generally in accordance with HJL Architecture Drawings TP01-TP13, dated 09/05/2025. Where discrepancies exist, the clarifications outlined within this scope shall take precedence over the drawings. Final construction shall be based on the IFC drawings and scope by Cyclo Construction & Fitout.
  - A provisional allowance of \$20,000.00 is set aside for the supply of fixtures and fittings. Please note that all provisional sums are subject to a 15% management fee, bringing the total to \$23,000.00, plus the installation of fixtures and fittings.
- No allowances have been made for supply of Appliances.

## LANDSCAPING

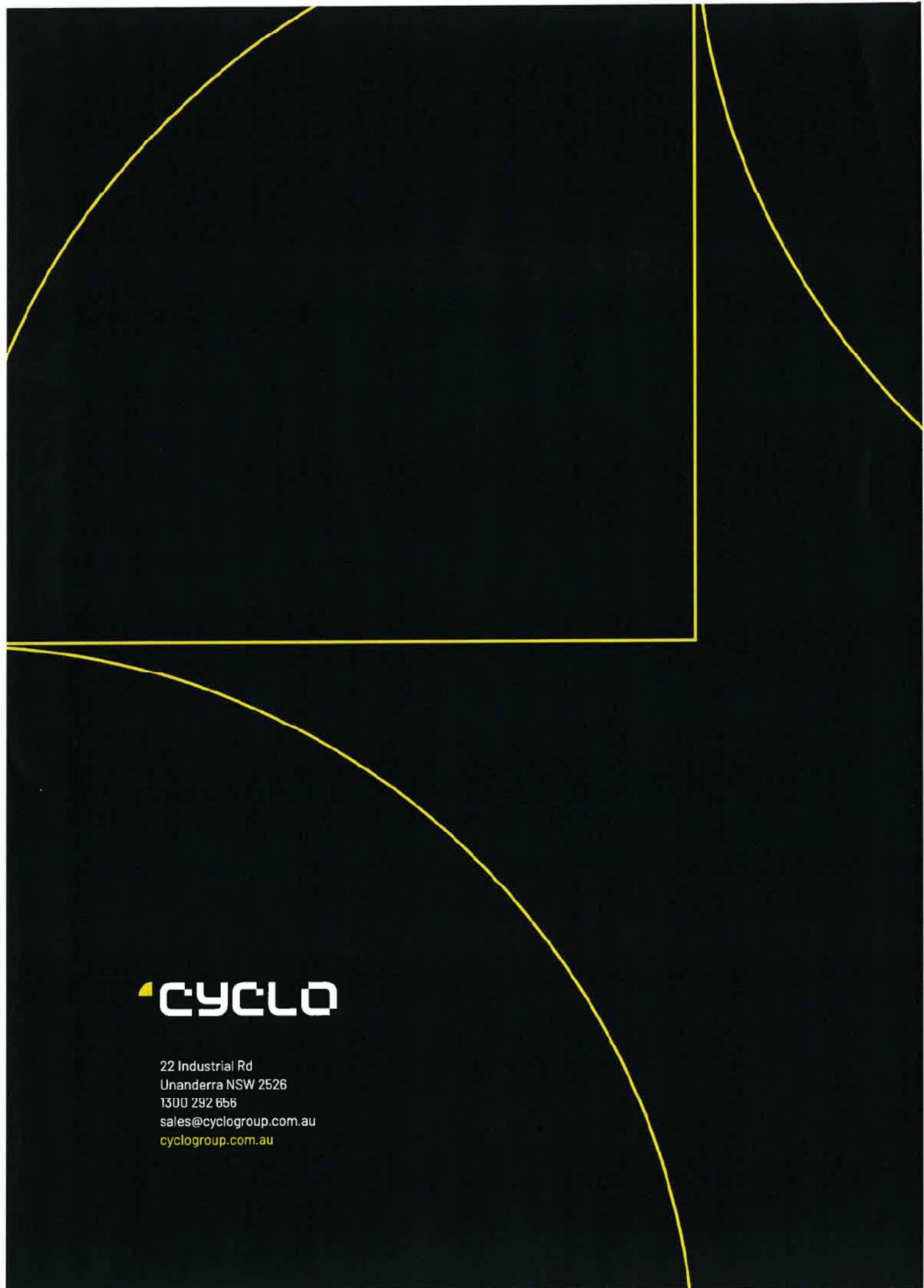
- A provisional allowance of \$180,000.00 has been allocated for landscaping works across the site, including works within the terrace area. Please note, all provisional sums are subject to a 10% management fee, bringing the total allowance to \$207,000.00.

## ADDITIONAL CLARIFICATIONS/EXCLUSIONS NOT LISTED ABOVE

- All consultant fees, contributions, levy charges, and engineering fees related to Construction Certificate will be invoiced separately.
- No allowance has been made for the following items listed in the Cowra Council Notice of Determination – Application to Modify Development Consent, which are to be completed by the client: Sections 9, 10a, 11, 12, 13, and 35a.
- No allowance has been made for any upgrade works to the sewerage access chamber as referenced in Section 19 of the Cowra Council Notice of Determination.
- Section 64 fees for water and sewer are excluded from this proposal.
- Energy supply fees and head works connections excluded.
- Long Service Levy (LSL) and Development Contributions (including any payments made by Cyclo Group) will be invoiced separately.
- Includes provision for loose furniture, workstations, seating, and door and wall protection (as documented).
- No allowance has been made for the supply of appliances.
- Door and wall protection is limited to items shown on the drawing set; all other protective elements are excluded.
- All irrigation works are to be undertaken by the landscape contractor.
- Includes roof-mounted mechanical platforms and acoustic balustrades.
- Supply of Appliances

## OPTIONAL ITEMS NOT INCLUDED IN TOTAL

- TL – Timber Look Laminate Particle Board STD 16mm – Throughout in accordance with provided drawings.
- 1200mm high batten fencing with top and bottom rails to all nominated areas as M5 in standard Colourbond colours to Front of proposed Daycare.
- No allowance has been made for fully stainless-steel joinery within Kitchen. Kitchen to consist of laminate finish with stainless steel benchtop only.
- FMDF – Fluted MDF Surround by Laminex Scallop 45 Primed Wall Panel – Reception & Director Office
- 2.7m high Architectural metal screen to Waste Bin Store
- Aluminium Mesh gutter guard
- 5x Solar Tubes and back flashings
- LT1 – surfaced LED Lights in accordance with provided drawings.
- PB1 – 7x Pinboard – multipurpose, rooms, hallway, office meeting – custom designs and shapes
- PB2 – Customised cork board – round, multiple colours. Cork boards can be made in natural, black, or white. Other colours available on request.
- Supply and install concrete footpath along the full length of Short Street.
- Supply and install 138mm spotted gum decking to Outdoor Space over existing concrete using H3 structural exterior grade pine frame with poly adjustable feet for drainage clearance beneath frame.
- Supply and install honed concrete finish with standard colours to Outdoor Space area.
- Alumate V Groove Cladding to Northeast, Northwest, & Southwest Elevations External Walls in lieu of James Hardie Axon Cladding.
- Alumate V Groove Cladding to Entire external ceiling throughout in lieu of 9mm thick-set fibre cement lining.





## CONSULTANT FEE &amp; INVOICE REGISTER

Project: 14 Short St, Cowra NSW 2794  
 Client: Cowra Early Childhood Services Cooperative Ltd  
 Date: 9/07/2025

| CONSULTANT TYPE              | CONSULTANT                                | CONSULTANT TYPE        | STAGE | SCOPE OF WORKS  | FEE PROPOSAL (EX GST) | FEE TYPE    | INVOICES      |                         |             |                          |                 |              |
|------------------------------|---|------------------------|-------|---|-----------------------|-------------|---------------|-------------------------|-------------|--------------------------|-----------------|--------------|
|                              |   |                        |       |   |                       |             | Invoice Claim | Invoice Amount (EX GST) | GST         | Invoice Amount (INC GST) | Invoice No.     | Invoice Date |
| Access Consultant            | DC Partnership                            | External Consultant    | BA    | Stage 1 - CDC Documentation   | \$ 3,200.00           | Fixed       | 100%          | \$ 3,200                | \$ 320.00   | \$ 3,520.00              | 1225_105        | 26/02/2025   |
| Access Consultant            | DC Partnership                            | External Consultant    | BA    | Change Request - CDC Documentation Update   | \$ 2,400.00           | Fixed       | 100%          | \$ 2,400                | \$ 240.00   | \$ 2,640.00              | 1225_366        | 29/03/2025   |
| Access Consultant            | DC Partnership                            | External Consultant    | BA    | PHOS & BCA Performance Solution (if required)   | \$ 5,420.00           | Fixed       |               |                         |             |                          |                 |              |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | DA    | Stage 1 - Pre-design  | \$ 15,000.00          | Fixed       | 100%          | \$ 15,000.00            | \$ 1,500.00 | \$ 16,500.00             | 2024/966        | 27/03/2024   |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | DA    | Stage 2 - Schematic Design  | \$ 21,500.00          | Fixed       | 100%          | \$ 21,500.00            | \$ 2,150.00 | \$ 23,650.00             | 2024/994        | 28/03/2024   |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | DA    | Stage 3 - Design Development  | \$ 21,500.00          | Fixed       | 100%          | \$ 21,500.00            | \$ 2,150.00 | \$ 23,650.00             | 2024/1010       | 8/07/2024    |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | DA    | Variation - Concept Design/Design Development   | \$ 9,500.00           | Fixed       | 100%          | \$ 9,500.00             | \$ 950.00   | \$ 10,450.00             | 2024/1126       | 7/06/2024    |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | DA    | Stage 4 - Development Application Drawings (DA)   | \$ 15,500.00          | Fixed       | 100%          | \$ 15,500.00            | \$ 1,550.00 | \$ 17,050.00             | 2024/1109       | 19/06/2024   |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | BA    | Stage 1 - Interior Concept Design   | \$ 22,000.00          | Fixed       |               | \$ 5,500.00             | \$ 550.00   | \$ 6,050.00              | 2024/1049       | 16/09/2024   |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | BA    | Stage 1 - Interior Concept Design   | \$ 22,000.00          | Fixed       |               | \$ 16,500.00            | \$ 1,650.00 | \$ 18,150.00             | 2024/1265       | 4/11/2024    |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | BA    | Stage 2 - Specification, Finishes & Fixings Schedule  | \$ 4,500.00           | Fixed       |               | \$ 4,500.00             | \$ 450.00   | \$ 4,950.00              | 2024/1066       | 4/11/2024    |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | BA    | Variation 13/05/25: Stage 1 - Schematic Submission - Deposit  | \$ 2,500.00           | Fixed       | 100%          | \$ 2,500.00             | \$ 250.00   | \$ 2,750.00              | 2025/1132       | 15/05/2025   |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | BA    | Variation 13/05/25: Stage 1 - Schematic Submission - Issue  | \$ 4,300.00           | Fixed       | 100%          | \$ 4,300.00             | \$ 430.00   | \$ 4,730.00              | 2025/1137       | 3/05/2025    |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | BA    | Variation 13/05/25: Stage 2 - Interior Concept Design Final Submission  | \$ 3,500.00           | Fixed       | 100%          | \$ 3,500.00             | \$ 350.00   | \$ 3,850.00              | 2025/1138       | 3/05/2025    |
| Architect                    | Mollard Property Group (HIL Architecture) | External Consultant    | DA    | Copyright Release and Project Relinquishment - DA Modification Application Drawings   | \$ 9,000.00           | Fixed       | 100%          | \$ 9,000.00             | \$ 900.00   | \$ 9,900.00              | 2025/1141       | 11/06/2025   |
| Builder                      | Cydo Group                                | Builder                | DA    | Authorised Works - Construction Doc, CC, External Consultants engagement & management   | \$ 65,213.50          | Fixed       |               |                         |             |                          |                 |              |
| Building Designer            | Mollard Property Group (ALDO)             | External Consultant    | BA    | Stage 1 - Tender/Construction Costing Drawings (T) - Payment 1: On the instruction to proceed with the Stage 1.                     | \$ 4,500.00           | Fixed       |               | \$ 4,500.00             | \$ 450.00   | \$ 4,950.00              | 2024/1048       | 16/09/2024   |
| Building Designer            | Mollard Property Group (ALDO)             | External Consultant    | BA    | Stage 1 - Tender/Construction Costing Drawings (T) - Payment 2: On the issue of preliminary Stage 1 drawings.                       | \$ 15,000.00          | Fixed       |               | \$ 15,000.00            | \$ 1,500.00 | \$ 16,500.00             | 2025/1090       | 17/01/2025   |
| Building Designer            | Mollard Property Group (ALDO)             | External Consultant    | BA    | Variation 13/05/25: Stage 1 - Tender/Construction Costing Drawings (T) - Payment 3: On the instruction to proceed with the Stage 1. | \$ 4,000.00           | Fixed       |               | \$ 4,000.00             | \$ 400.00   | \$ 4,400.00              | 2025/1132       | 15/05/2025   |
| Building Designer            | Mollard Property Group (ALDO)             | External Consultant    | BA    | Variation 13/05/25: Stage 1 - Tender/Construction Costing Drawings (T) - Payment 2: On the issue of preliminary Stage 1 drawings.   | \$ 11,500.00          | Fixed       | 100%          | \$ 11,500.00            | \$ 1,150.00 | \$ 12,650.00             | 2025-1114       | 24/06/2025   |
| Building Surveyor            | CD Certification                          | External Consultant    | BA    | Construction Certificate Application, Occupation Certificate Application, Disbursements   | \$ 16,090.00          | Fixed       | 100%          | \$ 16,090.00            | \$ 1,609.00 | \$ 17,699.00             | 24-8912         | 16/10/2023   |
| Civil Engineer               | EPS                                       | External Consultant    | DA    | Civil engineering services for DA of Preschool Building   | \$ 12,500.00          | Fixed       | 100%          | \$ 12,500.00            | \$ 1,250.00 | \$ 13,750.00             | 240598          | 9/08/2024    |
| Civil Engineer               | EPS                                       | External Consultant    | DA    | Civil engineering services for DA of Preschool Building - DA Modification   | \$ 6,000.00           | Fixed       | 100%          | \$ 6,000.00             | \$ 600.00   | \$ 6,600.00              | NV-240157       | 1/03/2025    |
| Civil Engineer               | EPS                                       | External Consultant    | BA    | Civil engineering documentation to CC   | \$ 20,000.00          | Fixed       | 20%           | \$ 4,000.00             | \$ 400.00   | \$ 4,400.00              | 240590          | 25/10/2024   |
| Civil Engineer               | EPS                                       | External Consultant    | BA    | Civil engineering documentation to CC   | \$ 20,000.00          | Fixed       | 60%           | \$ 12,000.00            | \$ 1,200.00 | \$ 13,200.00             | 240598          | 27/11/2024   |
| Civil Engineer               | EPS                                       | External Consultant    | BA    | Civil engineering documentation to CC   | \$ 20,000.00          | Fixed       | 20%           | \$ -                    | \$ -        | \$ -                     |                 |              |
| Civil Engineer               | EPS                                       | External Consultant    | BA    | Civil engineering documentation to CC - Revised tender doc  | \$ 1,500.00           | Fixed       | 100%          | \$ 1,500.00             | \$ 150.00   | \$ 1,650.00              | 240166          | 30/05/2024   |
| Council                      | Cowra Council                             | Council & Authority    | DA    | DA Application Fee, Notification Fee  | \$ -                  | Fixed       | 100%          | \$ 7,412.36             | \$ 741.24   | \$ 8,153.60              | DA 10 2024 68.1 | 13/08/2024   |
| Council                      | Cowra Council                             | Council & Authority    | DA    | DA Application Mod Fee  | \$ -                  | Fixed       | 100%          | \$ 839.00               | \$ -        | \$ 839.00                | DA 10 2024 68.2 | 7/03/2025    |
| Council                      | Cowra Council                             | Council & Authority    | DA    | Council Development Contribution  | \$ 36,933             | Fixed       | 100%          | \$ 36,933               | \$ -        | \$ 36,932.52             | 01327676        | 29/10/2024   |
| NSW Long Service Corporation | NSW Long Service Corporation              | Council & Authority    | BA    | NSW Long Service Levy   | \$ 9,147.00           | Fixed       |               | \$ 9,147.00             | \$ -        | \$ 9,147.00              |                 |              |
| Development Manager          | Mollard Property Group                    | Development Management | DA    | Stage 1 - 20% deposit at the time of instruction to proceed   | \$ 25,266.00          | Fixed       |               | \$ 25,266.00            | \$ 2,526.60 | \$ 27,792.60             | 2024/985        | 27/03/2024   |
| Development Manager          | Mollard Property Group                    | Development Management | DA    | Stage 2 - 25% at the completion of Pre-Application meeting with Council   | \$ 31,582.00          | Fixed       |               | \$ 31,582.00            | \$ 3,158.20 | \$ 34,740.20             | 2024/1038       | 19/08/2024   |
| Development Manager          | Mollard Property Group                    | Development Management | DA    | Stage 3 - 25% at the time of lodgement of Planning Permit (Development Approval)  | \$ 31,582.00          | Fixed       |               | \$ 31,582.00            | \$ 3,158.20 | \$ 34,740.20             | 2024/1029       | 19/08/2024   |
| Development Manager          | Mollard Property Group                    | Development Management | DA    | Stage 4 - 30% at the time of receipt of Planning Permit (Development Approval)  | \$ 37,898.00          | Fixed       |               | \$ 37,898.00            | \$ 3,789.80 | \$ 41,687.80             | 2024/105        | 16/09/2024   |
| Development Manager          | Mollard Property Group                    | Development Management | DA    | Stage 4: Variation/adjustments to reflect the Total Development Cost.   | \$ -                  | Fixed       |               | \$ -                    | \$ -        | \$ -                     |                 |              |
| Development Manager          | Mollard Property Group                    | Development Management | DA    | Development Management - DA Modification - Town Planning Preparation  | \$ 6,000.00           | Fixed       | 50%           | \$ 4,000.00             | \$ 400.00   | \$ 4,400.00              | 2025/1110       | 14/03/2025   |
| Development Manager          | Mollard Property Group                    | Development Management | DA    | Development Management - DA Modification - Town Planning Preparation  | \$ 6,000.00           | Fixed       | 50%           | \$ 4,000.00             | \$ 400.00   | \$ 4,400.00              | 2025/1138       | 5/05/2025    |
| Development Manager          | Mollard Property Group                    | Development Management | DA    | Development Management - DA Modification - Post Lodgement & Development Approval  |                       | Hourly Rate | 100%          | \$ 1,050.00             | \$ 105.00   | \$ 1,155.00              | 2025/1143       | 13/06/2025   |
| Development Manager          | Mollard Property Group                    | Development Management | DA    | Funding Agreement Related Works   |                       | Hourly Rate | 100%          | \$ 3,500.00             | \$ 350.00   | \$ 3,850.00              | 2025/1148       | 7/07/2025    |
| Environmental Consultant     | Barrison                                  | External Consultant    | BA    | Contamination Assessment  | \$ 18,361.00          | Fixed       | 100%          | \$ 18,361.00            | \$ 1,836.10 | \$ 20,197.10             | 1181384         | 24/07/2024   |
| Environmental Consultant     | Barrison                                  | External Consultant    | BA    | Remediation action plan   | \$ 3,400.00           | Fixed       | 50%           | \$ 1,700.00             | \$ 170.00   | \$ 1,870.00              | 1182724         | 4/10/2024    |
| Environmental Consultant     | Barrison                                  | External Consultant    | BA    | Remediation action plan   | \$ 3,400.00           | Fixed       | 50%           | \$ 1,700.00             | \$ 170.00   | \$ 1,870.00              | 118341          | 7/11/2024    |
| Environmental Consultant     | Barrison                                  | External Consultant    | BA    | Stage 2 - Remediation Supervision   | \$ 71,815.00          | Fixed       | 50%           | \$ 35,907.50            | \$ 3,590.75 | \$ 39,498.25             | 1184675         | 13/03/2025   |
| Environmental Consultant     | Barrison                                  | External Consultant    | BA    | Stage 2 - Remediation Supervision - Reduced from \$71,815 to \$64,633.50  | \$ 71,815.00          | Fixed       |               | \$ 28,725.00            | \$ 2,872.50 | \$ 31,597.50             | 1185939         | 13/06/2025   |
| Environmental Consultant     | Barrison                                  | External Consultant    | BA    | Validation - Reduced from \$7,400 to \$6,660  | \$ 7,400.00           | Fixed       | 100%          | \$ 6,660.00             | \$ 666.00   | \$ 7,326.00              | 1185939         | 13/06/2025   |
| Environmental Consultant     | Barrison                                  | External Consultant    | BA    | Work Variation at a reduced rate  |                       | Hourly Rate | 100%          | \$ 61,200.00            | \$ 6,120.00 | \$ 67,320.00             | 1185939         | 13/06/2025   |
| Geotech                      | Macquarie Geotech                         | External Consultant    | BA    | Preliminary Works and Investigation Planning, Geotechnical Investigation, Laboratory Testing and Reporting                          | \$ 10,900.00          | Fixed       | 100%          | \$ 10,900.00            | \$ 1,090.00 | \$ 11,990.00             | 03246304        | 30/11/2024   |
| Landscape Designer           | Greenscape                                | External Consultant    | DA    | Stage 1 - Pre-School Landscape Design & Documentation for DA - Commencement Deposit   | \$ 2,200.00           | Fixed       | 100%          | \$ 2,200.00             | \$ 220.00   | \$ 2,420.00              | 1-240509-1      | 24/06/2024   |
| Landscape Designer           | Greenscape                                | External Consultant    | DA    | Stage 1 - Pre-School Landscape Design & Documentation for DA  | \$ 2,600.00           | Fixed       | 100%          | \$ 2,600.00             | \$ 260.00   | \$ 2,860.00              | 1-240509-2      | 9/10/2024    |
| Landscape Designer           | Greenscape                                | External Consultant    | DA    | Stage 2 - Landscape master plan Option One  | \$ 2,900.00           | Fixed       |               | \$ 2,900.00             | \$ 290.00   | \$ 3,190.00              | 1-240509-3      | 24/02/2025   |
| Landscape Designer           | Package                                   | External Consultant    | BA    | Stage 1 - Detailed Concept Design - 50% Deposit   | \$ 3,100.00           | Fixed       | 50%           | \$ 1,550.00             | \$ 155.00   | \$ 1,705.00              | 00009409        | 27/05/2025   |
| Landscape Designer           | Package                                   | External Consultant    | BA    | Stage 1 - Detailed Concept Design - 50% Balance Fee   | \$ 3,100.00           | Fixed       |               | \$ -                    | \$ -        | \$ -                     |                 |              |
| Landscape Designer           | Package                                   | External Consultant    | BA    | Stage 2 - Landscape Plan for DA Secondary Consent   | \$ 2,880.00           | Fixed       |               | \$ -                    | \$ -        | \$ -                     |                 |              |
| Level 3 ASP                  | Dancore                                   | External Consultant    | BA    | Electrical design works for the upgrade or supply of a new Pole Substation  | \$ 9,900.00           | Fixed       |               | \$ -                    | \$ -        | \$ -                     |                 |              |
| Project Administrator        | Mollard Property Group                    | Project Administration | BA    | Stage 1: 20% deposit at the time of instruction to proceed with Project Management.   | \$ 27,070.20          | Fixed       | 100%          | \$ 27,070.20            | \$ 2,707.02 | \$ 29,777.22             | 2024/1051       | 16/09/2024   |
| Project Administrator        | Mollard Property Group                    | Project Administration | BA    | Stage 2: 20% at the time draft Construction Documentation is issued.  | \$ 27,070.20          | Fixed       | 100%          | \$ 27,070.20            | \$ 2,707.02 | \$ 29,777.22             | 2025/1101       | 23/03/2025   |
| Project Administrator        | Mollard Property Group                    | Project Administration | BA    | Stage 3: 10% at the time of receipt of endorsed/stamped plans from Council.   | \$ 13,535.10          | Fixed       |               | \$ -                    | \$ -        | \$ -                     |                 |              |
| Project Administrator        | Mollard Property Group                    | Project Administration | BA    | Stage 4: 10% at the issue of Building Permit.   | \$ 13,535.10          | Fixed       |               | \$ -                    | \$ -        | \$ -                     |                 |              |
| Project Administrator        | Mollard Property Group                    | Project Administration | BA    | Stage 5: 10% at the execution of Building Contract.   | \$ 13,535.10          | Fixed       |               | \$ -                    | \$ -        | \$ -                     |                 |              |

7/9/25, 11:57 AM

Funding secured for Cowra Early Childhood Precinct | Crown Lands

[A NSW Government website](#)[News \(/news\)](#) > Funding Secured For Cowra Early Childhood Precinct

# Funding secured for Cowra Early Childhood Precinct

14 March 2024

Plans to establish a new pre-school and early childhood precinct on Crown land in Cowra have taken a big step forward with the NSW Government allocating \$3.7 million to Cowra Early Childhood Services Co-operative Ltd.

In June last year, Crown Lands handed over management and use of a 10,550 square metre site in Short Street to Cowra Early Childhood Services (CECS) to assist its plans to establish a new pre-school and early childhood precinct.

The former Essential Energy depot was first cleaned up by removing old structures and over 900 tonnes of materials before the site was handed over to CECS as the new appointed Crown land manager of the site.

Now the NSW Department of Education has provided CECS with \$3.7 million under its Capital Works Grants Program to support its plans.

Not-for-profit CECS, which has been operating since the 1950s, provides early and middle childhood education and care services to more than 500 families.

CECS employs 64 educators and staff and operates a long day care service, out of school hours care services, family day care through 17 residential services, and mobile long day care and preschool services at a range of sites.

The Crown land site and funding will support CECS plans to build a new 60 place pre-school to support up to 150 children a week and, over time, consolidate its many services into a centralised childhood education and care precinct.

Cowra Early Childhood Services General Manager Libby Ewing-Jarvie said CECS' preschool age waitlists had grown from 30 to 80 and, even with several other providers in Cowra, there were still another 170 preschool age children who are not attending a preschool program.

"With demand being so high, Cowra needs a preschool to support that, and we are thrilled with the funding outcome we have achieved, in partnership with the Department of Education," Ms Ewing-Jarvie said.

[Skip to content](#)<https://www.crownland.nsw.gov.au/news/funding-secured-cowra-early-childhood-precinct>

1/2



7/9/25, 11:57 AM

Funding secured for Cowra Early Childhood Precinct | Crown Lands

“Discussions with stakeholders had been ongoing over several years, and we are grateful for the support of the community, sector partners, Crown Lands and the Department of Education in supporting the application to secure the grant funds.

“These funds will allow us to develop this preschool and introduce more spaces, which ultimately means we more easily meet the community demand. In doing so, we help to secure the future of early childhood in our community.

“By establishing a community pre-school we will be able to transition preschool age children in our long day care settings to a dedicated preschool environment, which in turn opens up places in long day care, and gives us the option to reconfigure our current venues to increase our licensed places for younger children.”

Crown land reserves play an important role supporting communities with everything from space for childcare and education services, parks and walking tracks to showgrounds, sporting ovals and community halls.

The Cowra site and its surrounds are in a natural environment close to Billy Goat Hill Nature Reserve so also has potential for bush kinder and bush tucker programs to create a new level of active learning allowing children to get directly involved in their surroundings.

Updated 14 March 2024

## 5 DIRECTOR-ENVIRONMENTAL SERVICES REPORT

**5.1 Development Application No. 10.2025.40.1, Lot 1 DP 589602, 6 Neila Lane Cowra, carport, lodged by W D Symons. The property owner is W D & M M Symons**

File Number: D25/1170

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 variations to E.5.4.1.b and E.5.4.2.b. of Part E of Council's Development Control Plan 2021 are sufficiently justified and the application was publicly notified and no submissions were received.
2. That Council approves variations to E.5.4.1.b and E.5.4.2.b. of Part E of Council's Development Control Plan for this development to allow a carport forward of the building line and a height of 4.65 metres.
3. That Development Application No. 10.2025.40.1, for the construction of a carport on Lot 1 DP589602, 6 Neila Lane Cowra be approved subject to the following conditions:

### GENERAL CONDITIONS

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

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

| Plan No./<br>Supporting Document | Prepared by/Reference<br>Details                                  | Cowra Shire Council<br>Reference                             |
|----------------------------------|---|--|
| Site Plan                        | Applicant<br>N.D.   | Received<br>8 July 2025<br>Stamped No.<br>DA 10.2025.40.1(A) |
| Floor Plan<br>Sheet 1 of 5       | Northern Consulting<br>Engineers<br>Job MAST37975<br>4 April 2025 | Received<br>9 May 2025<br>Stamped No.<br>DA 10.2025.40.1     |
| Elevations<br>Sheet 2 of 5       | Northern Consulting<br>Engineers<br>Job MAST37975                 | Received<br>9 May 2025                                       |

|  |                              |  |
|--|------------------------------|--|
|  | <b>4 April 2025</b>          | <b>Stamped No.<br/>DA 10.2025.40.1</b>                             |
| <b>Statement of<br/>Environmental Effects<br/>(pro-forma template)</b> | <b>Wayne Symons<br/>N.D.</b> | <b>Received<br/>9 May 2025<br/>Stamped No.<br/>DA 10.2025.40.1</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. 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 meet the requirements for exempt development under 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.

#### **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 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.**
- 14. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged to Council's stormwater management system on Taragala Street.**
- 15. 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**

- 16. 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.
- 17. Prior to the issue of an **Occupation Certificate**, a legal stormwater discharge point must be provided to Lot 1 DP589602. This may be achieved in one of the following ways:
  - (a) **Consolidation of Lots 1 and 2 DP589602 into one lot.** The plan of consolidation is to be registered with **NSW Land Registry Services** with evidence of registration submitted to the Principal Certifier prior to issue of the **Whole Occupation Certificate**.
  - (b) **Alternatively, in order to formalise the existing inter-allotment drainage over adjoining properties, documentary evidence of the lodgement with NSW Land Registry Services of a Section 88B instrument is to be submitted to Council prior to the issue of the Construction Certificate. Prior to the issue of the Occupation Certificate, a copy of the registered Certificate of Title is to be submitted to Council verifying the creation of the drainage easement.**

#### **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. 10.2025.40.1 proposes a carport on Lot 1 DP589602, 6 Neila Lane Cowra. The application was lodged by W D Symons on 9 May 2025. The property owner is W D & M M Symons.

The application is being reported to Council because of a variation to the Cowra Development Control Plan 2021 which is discussed in the relevant section of the report.

A copy of the site and elevation plans of the proposed carport 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 DP589602, 6 Neila Lane Cowra is a rectangular allotment of approximately 1,493m<sup>2</sup>. The lot is located in the R1 General Residential zone under Cowra Local Environmental Plan (LEP) 2012. The site contains an existing dwelling with ancillary pool and shed.

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 a carport with a footprint of 8m by 15m, and a height of 4.55m for the storage of a caravan.

### **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 10.2025.40.1:

#### **Section 4.15(1) Evaluation Matters**

##### **S 4.15(1)(a)(i) provisions of any environmental planning instrument(s)**

##### **Local Environmental Plan (LEP)**

The applicable LEP is the Cowra LEP 2012 (CLEP) and the relevant provisions of the LEP are discussed as follows.

##### **1.2 Aims of Plan**

The development is not inconsistent the aims of the LEP.

##### **1.4 Definitions**

The existing development is defined as a dwelling house under the LEP. The proposed carport would be defined as ancillary development to the existing dwelling house.

## 1.6 Consent authority

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

## 1.9A Suspension of covenants, agreements and instruments

Any agreement, covenant or other similar instrument that restricts the carrying out of that development does not apply to the extent necessary to serve that purpose. There are no covenants imposed by Council or that Council require to be imposed affecting the subject lot.

## 2.1 Land use zones

The site is zoned R1 General Residential, and the proposed development is permitted in the zone with consent.



## 2.3 Zone objectives

| Objective   | Comment          |
|---|------------------|
| • To provide for the housing needs of the community.  | Consistent       |
| • To provide for a variety of housing types and densities.  | Consistent       |
| • To enable other land uses that provide facilities or services to meet the day to day needs of residents.                                    | Not inconsistent |
| • To provide attractive, affordable, well located and market-responsive residential land.   | Not inconsistent |
| • To ensure that any non-residential land uses permitted within the zone are compatible with the amenity of the area.                         | Not applicable   |
| • To ensure that housing densities are broadly concentrated in locations accessible to public transport, employment, services and facilities. | Not inconsistent |

|   |                  |
|---|------------------|
| • To maximise public transport patronage and encourage walking and cycling. | Not inconsistent |
|---|------------------|

## 2 Permitted without consent

Environmental protection works; Home occupations.

## 3 Permitted with consent

Attached dwellings; Boarding houses; Building identification signs; Business identification signs; Centre-based child care facilities; Community facilities; Dwelling houses; Food and drink premises; Group homes; Home industries; Hostels; Kiosks; **Multi dwelling housing**; Neighbourhood shops; Oyster aquaculture; Places of public worship; Pond-based aquaculture; Residential flat buildings; Respite day care centres; Roads; Semi-detached dwellings; Seniors housing; Shop top housing; Tank-based aquaculture; Any other development not specified in item 2 or 4.

## 4 Prohibited

Agriculture; Air transport facilities; Airstrips; Amusement centres; Animal boarding or training establishments; Biosolids treatment facilities; Boat building and repair facilities; Boat launching ramps; Boat sheds; Car parks; Charter and tourism boating facilities; Commercial premises; Correctional centres; Crematoria; Depots; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Freight transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Industrial retail outlets; Industrial training facilities; Industries; Jetties; Local distribution premises; Marinas; Mooring pens; Moorings; Mortuaries; Open cut mining; Public administration buildings; Recreation facilities (major); Research stations; Restricted premises; Rural industries; Rural workers' dwellings; Service stations; Sewage treatment plants; Sex services premises; Signage; Storage premises; Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Warehouse or distribution centres; Waste or resource management facilities; Water treatment facilities; Wharf or boating facilities; Wholesale supplies.

### Comment

The proposed Development is permitted with consent.

### 5.10 Heritage conservation

There are no heritage items identified on either the State Heritage Register or in the LEP located on the site, and the site is not located in a Heritage Conservation Area.

### 5.11 Bushfire

Bush fire hazard reduction work authorised by the Rural Fires Act 1997 may be carried out without development consent.

### 5.21 Flood planning

The land is not in the flood planning area.

## Part 6 Urban release areas



This Part applies to land that is identified as Urban Release Area on the Urban Release Area Map. The land is not mapped as being affected; accordingly, this clause is not applicable.

#### 7.1 Earthworks

Minimal earthworks are required. It is considered that there will be no adverse impact or environmental risk from the earthworks required.

#### 7.3 Terrestrial biodiversity

This clause applies to land that is identified as biodiversity land on the Terrestrial Biodiversity Map. The land is not mapped as being affected; accordingly, this clause is not applicable.

#### 7.4 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the Watercourses Map, or is within 40 metres of a mapped watercourse. The land is not mapped as being affected; accordingly, this clause is not applicable.

#### 7.5 Wetlands

This clause applies to land identifies on the wetlands map. The land is not mapped as being affected; accordingly, this clause is not applicable.

#### 7.6 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the Groundwater Vulnerability Map, and the site is mapped as being affected. The proposed development is not considered likely to impact on groundwater or groundwater dependent ecosystems.

#### 7.7 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cowra Airport. Works carried out on the site will not project into the Airport airspace.

#### 7.8 Essential Services

|             |  |
|-------------|--|
| Water       | N/A for a carport  |
| Electricity | N/A for a carport  |
| Sewage      | N/A for a carport  |
| Stormwater  | Stormwater is proposed to be directed to dwelling's existing system to Taragala Street. No easement could be located on the 88B Instrument or Certificate of Title.<br>As the proposed development would intensify the use of this system, the creation of the easement has been conditioned. Alternatively, the option to consolidate both lots has been added as requested by the applicant. |
| Access      | The proposed development would utilise the existing access from Neila Lane.  |

#### 7.11 Development on land in karst areas

This clause applies to land that is identified as karst environment on the Natural Resources Sensitivity Map. The land is not mapped as being affected; accordingly, this clause is not applicable.

### **State Environmental Planning Policies**

| <b>SEPP</b>  | <b>COMMENTS</b>    |
|--|--------------------|
| 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 comment below. |
| SEPP (Resources and Energy) 2021                   | Not applicable     |
| SEPP (Sustainable Buildings) 2022                  | Not applicable     |
| SEPP (Transport and Infrastructure) 2021           | Not applicable     |

### **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. Site inspection carried out did not reveal any evidence of contamination of the site. The proposal does not involve any demolition or works likely to result in contamination of the site. The Statement of Environmental Effects submitted with the application does not mention any previous land use that likely to have resulted in contamination of the site. No further investigation is warranted in this instance.

#### **S 4.15(1)(a)(ii) provisions of any draft Environmental Planning Instrument(s)**

There are no draft Environmental Planning Instrument(s) that are relevant to the site.

#### **S 4.15(1)(a)(iii) provisions of any Development Control Plan(s)**

#### **Cowra Shire Council Development Control Plan 2021**

#### **PART A – PLAN INTRODUCTION**

Consent is required for the proposed development.

#### **PART B – LAND MANAGEMENT**

Appropriate erosion and sediment controls to be implemented prior to the commencement of works. The soil disturbance area is relatively minor.

#### **PART C – BIODIVERSITY MANAGEMENT**

The development area is clear of vegetation – no further assessment required relating to Biodiversity

#### **PART E – URBAN AND VILLAGE DEVELOPMENT**

#### **E.4.4. Ancillary buildings – detached**

| Section                      | Comments  |
|------------------------------|---|
| E.5.4.1. Setback Controls    | <p><b>Variation identified.</b></p> <p>The proposed carport would be located between the front property boundary and the front building line, inconsistent with E.5.4.1.b. The proposed carport exceeds 2.7m, therefore the exemption under E.5.4.1.c. does not apply.</p> <p>The variation is considered at the end of this section.</p> |
| E.5.4.2. Building Appearance | <p>The proposed carport would not be inconsistent with the appearance of the existing dwelling.</p> <p><b>Variation identified.</b></p> <p>The proposed carport would have a height of 4.65m, contrary to the 4.5 required under E.5.4.2.b.</p> <p>The variation is considered at the end of this section.</p>                            |

#### **Variation:**

**E.5.4.1. Setback Controls**

Section E.5.4.1 of Part E of the Cowra Council DCP 2021 requires ancillary buildings should be setback to the boundary adjoining the secondary street frontage is always 4.5m, or behind the existing building line, whichever is the lesser.

The proposed development would be located forward of the building line to Neila Lane.

**Comment**

It is considered the proposed variation is acceptable as the proposed carport would not encroach any property boundary, would be an open structure, and would not be inconsistent with the existing streetscape. Additionally, the proposed carport would be located behind the building line of an existing historical shed and would be partially screened from the public domain by established trees. The proposed carport is not inconsistent with the objectives of the R1 zone.

**Variation:****E.5.4.2 Building Appearance**

Section E.5.4.2 of Part E of the Cowra Council DCP 2021 requires that the scale of new ancillary buildings should be consistent with the dwelling and should not be more than 4.5 metres high, measured from natural ground level to the peak of the structure.

The proposed development would include a ridge height of 4.65m above ground level.

**Comment**

It is considered the proposed variation is acceptable as the proposed variation is considered minor, being less than 10% over the height control. It is noted that the proposed height is measured from Natural Ground Level, and includes 650mm of fill and an otherwise compliant 4.052m high carport. Additionally, the carport would be subservient to the existing dwelling and adjacent dwelling. The proposed carport would not overshadow the neighbouring lots and would not adversely impact on private open spaces or internal living areas. The proposed carport is not inconsistent with the objectives of the R1 zone.

**PART K – LAND USE BUFFERS****Cowra Airport Obstacle Limitation Surface**

The subject land is located outside of the OLS.

**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 N – LANDSCAPING**

Landscaping assessment is not considered necessary for ancillary development.

## **PART P – CPTED PRINCIPLES**

CPTED assessment is not considered necessary for ancillary development.

The development, as conditioned, will comply with the remaining relevant DCP controls.

### **S 4.15(1)(a)(iiia) provisions of any Planning Agreement(s)**

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.

### **S 4.15(1)(a)(iv) any matters prescribed by the 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 does not involve demolition of a building and therefore the requirements of AS 2601-2001 are not required to be considered in accordance with Clause 61(1).
- Clause 62 – The proposal does not involve the change of a building use for an existing building, or the use of an existing building as a place of public entertainment and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 62 is unnecessary.
- Clause 63 – The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.
- Clause 64 – The proposal does not involve the rebuilding, alteration, enlargement or extension of an existing building or place of public entertainment and 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.

### **S 4.15(1)(b) the likely impact on the natural and built environment(s) and the likely social and/or economic impact on the locality**

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 characterised by residential development. The proposal would not change the existing character of the land, and is therefore considered consistent with the existing character of the locality.

#### Access, Parking, traffic

The site is accessible via Neila Lane which is a sealed local laneway. The proposed dwelling would be accessed via the existing driveway and crossover to Neila Lane. No other traffic or parking concerns are 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

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

#### Other Land Resources

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

#### Water, Sewerage and Stormwater

The application will not impact on water or sewer services. Stormwater from the carport will be discharged to the existing stormwater system on Taragala Street. There is no evidence of an easement, and the proposed development would continue and intensify the use of the existing stormwater arrangement. The applicant was advised of this and provided the following response:

*“I have just got off the phone to Wayne, the owner of both lots. He has confirmed he would like you to go ahead with the consolidation of the stormwater on both lots.”*

A condition to formalise the existing arrangement has been included, or an alternative solution to consolidate both lots is considered acceptable.

#### Soils

No adverse impacts on soil is anticipated. A recommended condition will apply to require compliance with Council's DCP 2021.

#### 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.

#### Flora and Fauna

The development would not require the removal of vegetation. It is assessed there will be no significant impact on native flora & fauna.

Waste

Any construction waste and ongoing domestic 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 carports.

Noise and Vibration

Some noise will occur during the construction period, but is not expected to adversely impact on any surrounding land uses. Council's standard condition regarding construction hours is recommended. The constructed development will not result in any ongoing noise or vibration.

Natural Hazards

The land is not identified as bushfire or flood prone land.

Technological Hazards

Council's records and inspection of the site did not reveal any technological hazards affecting the site. Council is not aware of and the SEE submitted with the application did not 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 negative social or economic impacts.

Site Design and Internal Design

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

Construction

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

Cumulative impacts

The proposal is not expected to generate any ongoing negative cumulative impacts. A minimal increase in traffic activity to the site will occur during the construction phase. This will be limited by a condition of consent and will not continue once construction is completed.

**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 notified to adjoining owners in writing from 13 May 2025 to 3 June 2025, in accordance with Cowra Community Participation Plan 2024. 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)(e) The Public 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. 10.2025.40.1 proposes a carport on Lot 1 DP589602, 6 Neila Lane Cowra. The application was lodged by W D Symons on 9 May 2025. The property owner is W D & M M Symons.

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.

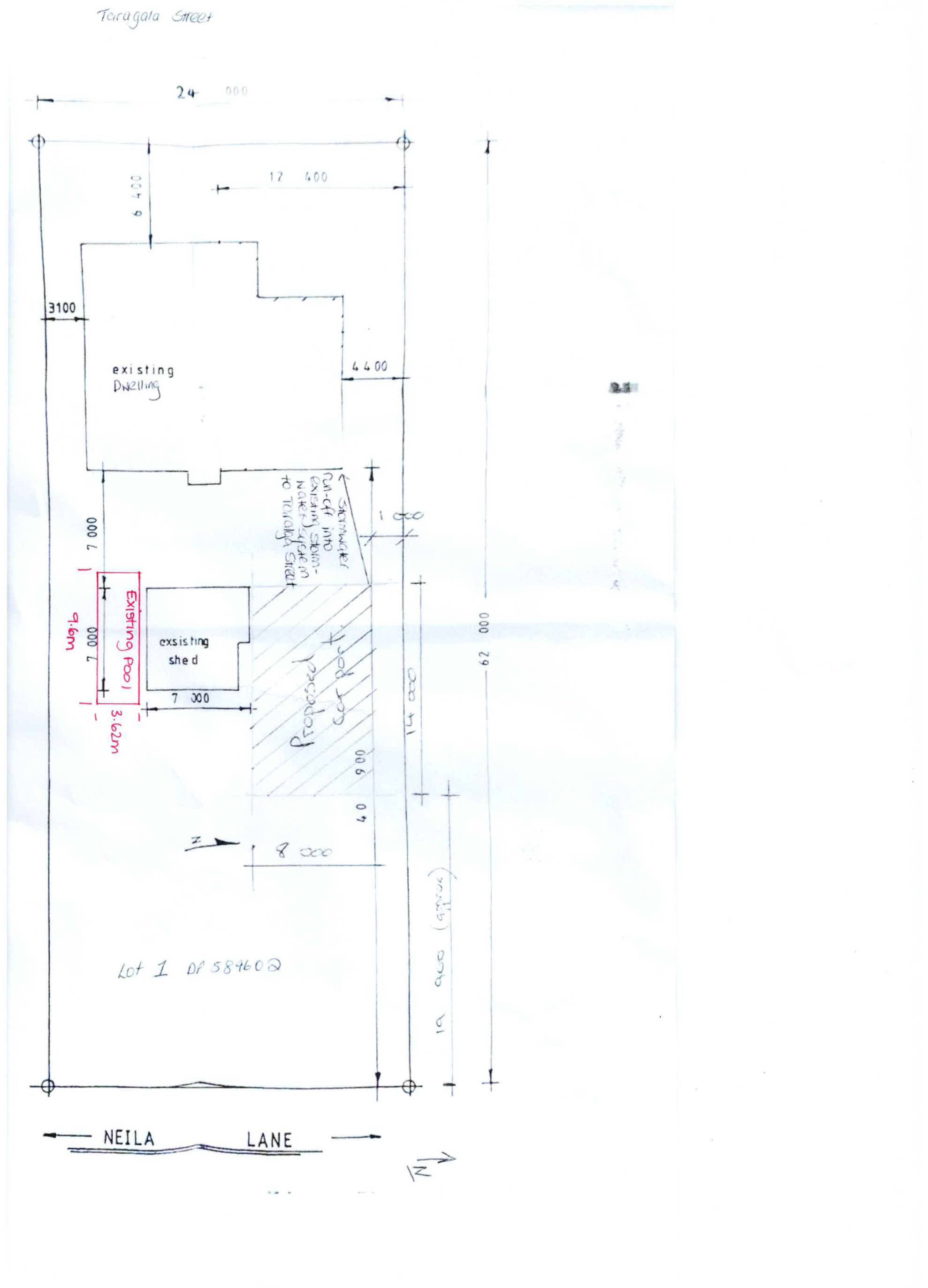
The proposed development has been assessed to be consistent with the requirements of Cowra Local Environmental Plan 2012, relating to development in the R1 General Residential zone and is consistent with existing land-use activities of the locality. The variations to E.5.4.1.b and E.5.4.2.b. of Part E of the Cowra Development Control Plan 2021 are sufficiently justified. The development application was notified in accordance with Cowra Community Participation Plan 2024. No submissions were received following the consultation process.

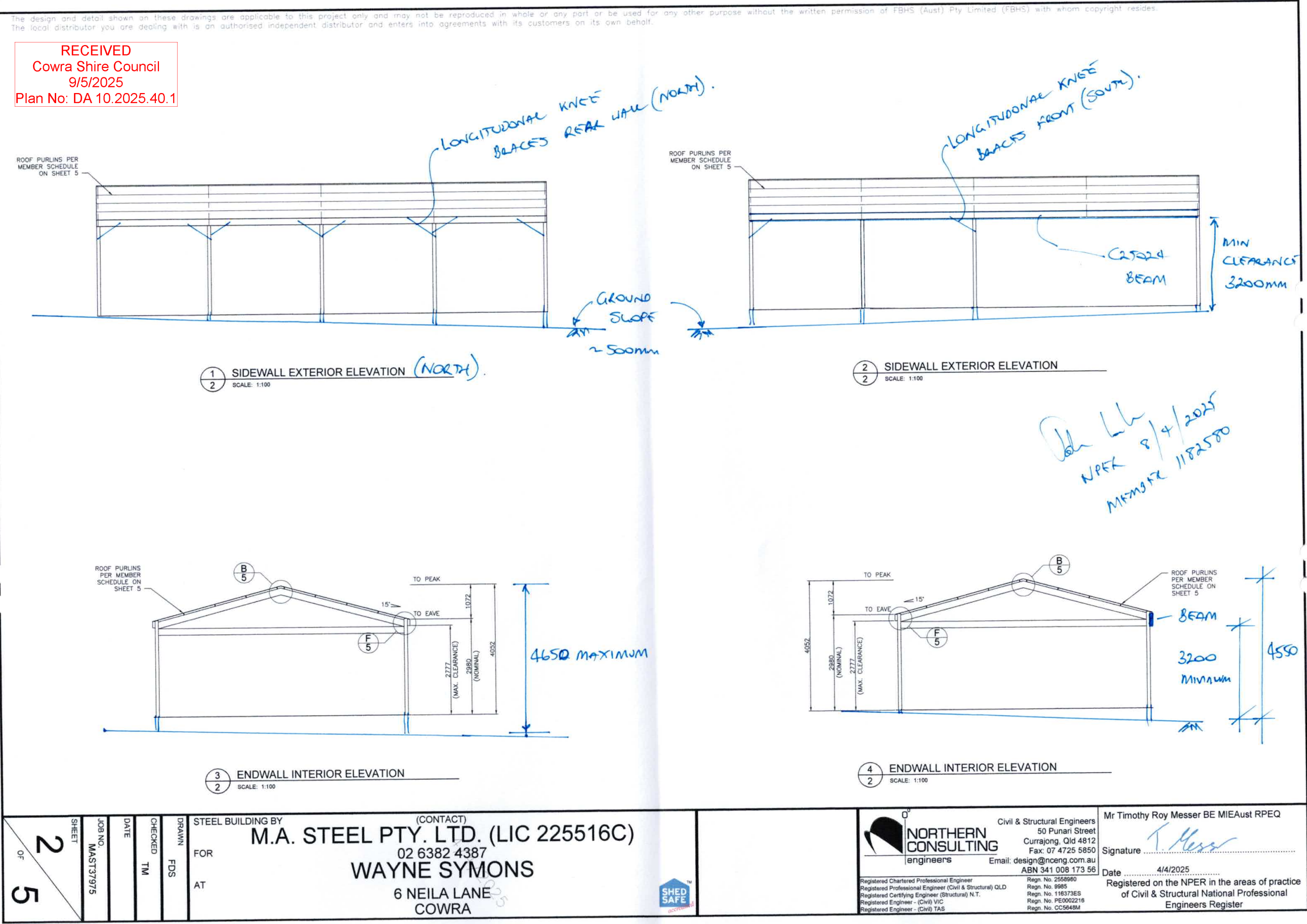


Having considered the documentation supplied by the applicant, the findings of site inspection(s) and the comments made from consultation, it is assessed that the impacts of the proposal and the likely environmental interactions between the proposed development and the environment are such that Council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

**ATTACHMENTS**

1. DA 10.2025.40.1 - Development Plans [↓](#)
2. DA 10.2025.40.1 - Statement of Environmental Effects [↓](#)
3. DA 10.2025.40.1 - Location map [↓](#)
4. DA 10.2025.40.1 - Aerial view [↓](#)









RECEIVED  
Cowra Shire Council  
9/5/2025  
Plan No: DA 10.2025.40.1

Cowra Shire Council  
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Cowra NSW 2794

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## Statement of Environmental Effects (SEE)

Pro-Forma for Minor Development

This pro-forma is suitable for minor development proposals that require a Development Application and Statement of Environmental Effects (SEE). A more comprehensive SEE will be required by Council for larger or more complex development proposals. Please contact Cowra Council for information about development proposals in the Cowra Shire Local Government Area. Include your complete SEE with your Development Application lodgement documents.

### Applicant Details

|               |              |
|---------------|--------------|
| Applicant(s)  | Wayne Symond |
| Address       | [REDACTED]   |
| Telephone No. | [REDACTED]   |
| Email         | [REDACTED]   |

### Property / Site Details

|                            |                 |
|----------------------------|-----------------|
| Lot No.                    | 1               |
| Section No.                | -               |
| Deposited Plan No.         | 589602          |
| Street / Rural Address No. | 107 Taragala St |
| Street / Road Name         |                 |
| Suburb                     | Cowra 2794      |

### Description of the Proposal

|  |   |
|--|---|
| <b>Proposal</b><br>Please tick the box that best describes the proposed development. | <input type="checkbox"/> Residential Dwelling                                     |
|  | <input checked="" type="checkbox"/> Ancillary Residential Development (i.e. Shed) |
|  | <input type="checkbox"/> Rural Dwelling   |
|  | <input type="checkbox"/> Ancillary Rural Development (i.e. Farm Building)         |
|  | <input type="checkbox"/> Commercial / Retail Development                          |
|  | <input type="checkbox"/> Advertisement / Advertising Structure                    |
|  | <input type="checkbox"/> Change of Use Application                                |
|  | <input type="checkbox"/> Demolition   |
|  | <input type="checkbox"/> Subdivision / Boundary Adjustment                        |
|  | <input type="checkbox"/> Other  |
| Additional Detail  |   |
| 8 x 14 x 3 open carport.   |   |

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**Description of the Site**

|   |  |  |  |                                   |  |                                     |  |
|---|--|--|--|-----------------------------------|--|-------------------------------------|--|
| <b>Approximate Site Area</b><br><b>Current Land-Use</b><br><p>Eg – the site is currently used for agricultural related purposes. The predominant agricultural use is grazing, however, the land is also suited to cultivation</p> | <table border="1"> <tr> <td><input checked="" type="checkbox"/> Residential</td> <td><input type="checkbox"/> Industrial</td> </tr> <tr> <td><input type="checkbox"/> Farmland</td> <td><input type="checkbox"/> Recreation/Parkland</td> </tr> <tr> <td><input type="checkbox"/> Commercial</td> <td><input type="checkbox"/> Other (described below)</td> </tr> </table> <p>Additional Detail</p> <p>Site is residential as are surrounding properties - R1.</p> | <input checked="" type="checkbox"/> Residential                                  | <input type="checkbox"/> Industrial  | <input type="checkbox"/> Farmland | <input type="checkbox"/> Recreation/Parkland | <input type="checkbox"/> Commercial | <input type="checkbox"/> Other (described below) |
| <input checked="" type="checkbox"/> Residential   | <input type="checkbox"/> Industrial  |  |  |                                   |  |                                     |  |
| <input type="checkbox"/> Farmland   | <input type="checkbox"/> Recreation/Parkland   |  |  |                                   |  |                                     |  |
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Other (described below)   |  |  |                                   |  |                                     |  |
| <b>Previous Land-Use</b><br><p>Eg – the land has historically been used for residential purposes only. There are no other uses known to have occurred on the land.</p>  | <table border="1"> <tr> <td><input checked="" type="checkbox"/> Residential</td> <td><input type="checkbox"/> Industrial</td> </tr> <tr> <td><input type="checkbox"/> Farmland</td> <td><input type="checkbox"/> Recreation/Parkland</td> </tr> <tr> <td><input type="checkbox"/> Commercial</td> <td><input type="checkbox"/> Other (described below)</td> </tr> </table> <p>Additional Detail</p> <p>Current + previous use R1 residential.</p>                  | <input checked="" type="checkbox"/> Residential                                  | <input type="checkbox"/> Industrial  | <input type="checkbox"/> Farmland | <input type="checkbox"/> Recreation/Parkland | <input type="checkbox"/> Commercial | <input type="checkbox"/> Other (described below) |
| <input checked="" type="checkbox"/> Residential   | <input type="checkbox"/> Industrial  |  |  |                                   |  |                                     |  |
| <input type="checkbox"/> Farmland   | <input type="checkbox"/> Recreation/Parkland   |  |  |                                   |  |                                     |  |
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Other (described below)   |  |  |                                   |  |                                     |  |
| <b>Adjoining Sites</b><br><p>Eg – the adjoining site to the south is currently used for commercial purposes. The adjoining sites to the east and west are currently used for residential purposes.</p>                            | <table border="1"> <tr> <td><input checked="" type="checkbox"/> Residential</td> <td><input type="checkbox"/> Industrial</td> </tr> <tr> <td><input type="checkbox"/> Farmland</td> <td><input type="checkbox"/> Recreation/Parkland</td> </tr> <tr> <td><input type="checkbox"/> Commercial</td> <td><input type="checkbox"/> Other (described below)</td> </tr> </table> <p>Additional Detail</p> <p>adjoining properties R1 residential.</p>                    | <input checked="" type="checkbox"/> Residential                                  | <input type="checkbox"/> Industrial  | <input type="checkbox"/> Farmland | <input type="checkbox"/> Recreation/Parkland | <input type="checkbox"/> Commercial | <input type="checkbox"/> Other (described below) |
| <input checked="" type="checkbox"/> Residential   | <input type="checkbox"/> Industrial  |  |  |                                   |  |                                     |  |
| <input type="checkbox"/> Farmland   | <input type="checkbox"/> Recreation/Parkland   |  |  |                                   |  |                                     |  |
| <input type="checkbox"/> Commercial   | <input type="checkbox"/> Other (described below)   |  |  |                                   |  |                                     |  |
| <b>Existing Structures</b><br><p>Eg – The land is currently vacant, except for an existing shed structure located in the south west portion of the block.</p>   | <table border="1"> <tr> <td><input checked="" type="checkbox"/> There are no existing structures on the land</td> </tr> <tr> <td><input checked="" type="checkbox"/> There are existing structures on the land. These are described below</td> </tr> </table> <p>Additional Detail</p> <p>Existing dwelling facing Taragab street.<br/> plus existing shed 7m x 7m - Total roof area of existing buildings 279sq mtrs as per site plan</p>                         | <input checked="" type="checkbox"/> There are no existing structures on the land | <input checked="" type="checkbox"/> There are existing structures on the land. These are described below |                                   |  |                                     |  |
| <input checked="" type="checkbox"/> There are no existing structures on the land  |  |  |  |                                   |  |                                     |  |
| <input checked="" type="checkbox"/> There are existing structures on the land. These are described below  |  |  |  |                                   |  |                                     |  |

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**Operational Details**

This section of the pro-forma needs to be completed only where the proposal involves development that is of a commercial or industrial nature. This section of the pro-forma does not need to be completed for proposals involving new residential development, rural development, subdivision or demolition.

|  |       |  |                 |  |
|--|-------|--|-----------------|--|
| Hours of Operations  | Mon   |  | Fri             |  |
|  | Tues  |  | Sat             |  |
|  | Wed   |  | Sun             |  |
|  | Thurs |  | Public Holidays |  |
| Number of Staff  |       |  |                 |  |
| Expected Number of Customers   |       |  |                 |  |
| Method of Timing of Deliveries   |       |  |                 |  |
| Production Processes   |       |  |                 |  |
| Type of Waste Products & Disposal  |       |  |                 |  |
| Details of any Hazardous Materials<br>(Any materials that may pose a risk to health & safety if not managed correctly) |       |  |                 |  |
| Car Parking Arrangements   |       |  |                 |  |
| Loading/Unloading Operations   |       |  |                 |  |
| Machinery Used   |       |  |                 |  |
| Additional Detail (where necessary)  |       |  |                 |  |

**Assessment of Environmental Impacts**

|  |  |                              |
|--|--|------------------------------|
| *Are there items of European heritage on the property?   | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| *Are there items of Aboriginal Cultural Heritage within 100 metres of the development site?                                      | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will the development impact on Critical Habitat or Threatened Species?   | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| *Does the site contain any contaminated materials (asbestos or other contaminants)?  | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| *Are any trees proposed/required to be removed?  | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will the amenity of adjoining land owners be affected (views, solar access, noise, odour etc)?                                   | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Is the development out of character with existing development in the locality?   | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| *Does the development involve a new access crossing or increase in traffic?  | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| *Does the development involve earthworks (cut or fill) of more than 600mm in depth or height?                                    | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Is the site connected to Council's reticulated water service?  | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Is the site connected to Council's reticulated sewer service?  | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| *Is there any on-site sewage management system on the site?  | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will the development increase crime, safety or security risks?   | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| *To be shown on plans  |  |                              |
| If you answered Yes to any of the above, describe the steps proposed to be taken to prevent or lessen any environmental impacts: |  |                              |
|  |  |                              |

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**Stormwater disposal**

If your development will generate stormwater runoff i.e. additional roof or other impermeable surface, please identify where and how you will direct it (including overflow from any rainwater tanks):

*Water run-off will be into a drain running into existing stormwater on the western side drain*

Note: The discharge location should also be shown on your Site Plan. Council's stormwater management system should be utilised where available.

**Site Constraints**

| Is the development constrained by: |  |                              |
|------------------------------------|--|------------------------------|
| Flooding                           | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Landslip or subsidence             | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Bushfire attack                    | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Land contamination                 | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Easements                          | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |

Note – if the proposed development is identified as being affected by one or more of the site constraints listed above, the applicant must provide Council with evidence as to how the site constraint will be addressed.

**Assessment of Compliance with Local Planning Policies & Guidelines**

This section of the pro-forma can be used as a checklist to ensure that the proposed development complies with all relevant local planning policies and guidelines. Check with Council if you need clarification on any matter.

**Cowra Local Environmental Plan 2012**

|  |  |   |
|--|--|---|
| Select the appropriate zoning of the land under Cowra Local Environmental Plan 2012: | <input type="checkbox"/> RUI Primary Production<br><input type="checkbox"/> RU4 Primary Production<br><input type="checkbox"/> RU5 Village<br><input checked="" type="checkbox"/> R1 General Residential<br><input type="checkbox"/> R2 Low Density Residential<br><input type="checkbox"/> R5 Large Lot Residential<br><input type="checkbox"/> B1 Neighbourhood Centre<br><input type="checkbox"/> B2 Local Centre | <input type="checkbox"/> B5 Business Development<br><input type="checkbox"/> IN1 General Industrial<br><input type="checkbox"/> IN2 Light Industrial<br><input type="checkbox"/> RE1 Public Recreation<br><input type="checkbox"/> RE2 Private Recreation<br><input type="checkbox"/> E2 Environmental Conservation<br><input type="checkbox"/> E3 Environmental Management |
| Is the development permissible in the zone   | <input type="checkbox"/> No  | <input checked="" type="checkbox"/> Yes   |
| Does the development meet the zone objectives  | <input type="checkbox"/> No  | <input checked="" type="checkbox"/> Yes   |

**Cowra Shire Council Development Control Plan 2021**

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|                                      | Applies                      |  | Consistent                   |                             | Variation Proposed           |                             |
|--------------------------------------|------------------------------|--|------------------------------|-----------------------------|------------------------------|-----------------------------|
| Part B – Land Management             | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part C – Biodiversity Management     | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part D – Subdivision Development     | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part E – Urban & Village Development | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part F – Rural Development           | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part G – Large Lot Development       | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part H – Commercial Development      | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part I – Industrial Development      | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part J – Cowra Regional Airport      | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part K – Land-use Buffers            | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part L – Advertising and Signage     | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part M – Parking, Access & Mobility  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part N – Landscaping                 | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part O – Hazard Management           | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part P – Crime Prevention            | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Where the proposed development involves a variation to a control or guideline contained in one or more Parts of the Cowra Shire Council Development Control Plan 2021 – the Development Application must be supported by a statement justifying the variation to the control or guideline. This Statement can be attached to the Statement of Environmental Effects or included below:

The proposed carport is situated adjacent to the existing 7m x 7m shed on the northern side, 1mtr from northern boundary, 20 mtrs from eastern boundary, 15mtrs from storn boundary. The proposed carport will have a colorbond roof in keeping with surrounding + neighbouring buildings. There will be no overshadowing to adjacent blocks - carport is fully open (walls). Carport will be on footings only to allow for fall in land.

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**MA STEEL**

ACN 109 626 280  
3285 Moppity Road  
PO Box 163 YOUNG NSW 2594  
Ph (02) 6382 4387 F (02) 6382 4373

**STATEMENT OF ENVIRONMENTAL EFFECTS****Development Application Additional Information to address**

| DESCRIPTION      |                          |
|------------------|--------------------------|
| PROPERTY ADDRESS | 6 Neila Lane, Cowra 2794 |
| LOT/DP           | 1/-/DP589602             |
| APPLICANT/OWNER  | Wayne & Maree Symons     |
| LGA              | Cowra Shire Council      |
|                  |                          |

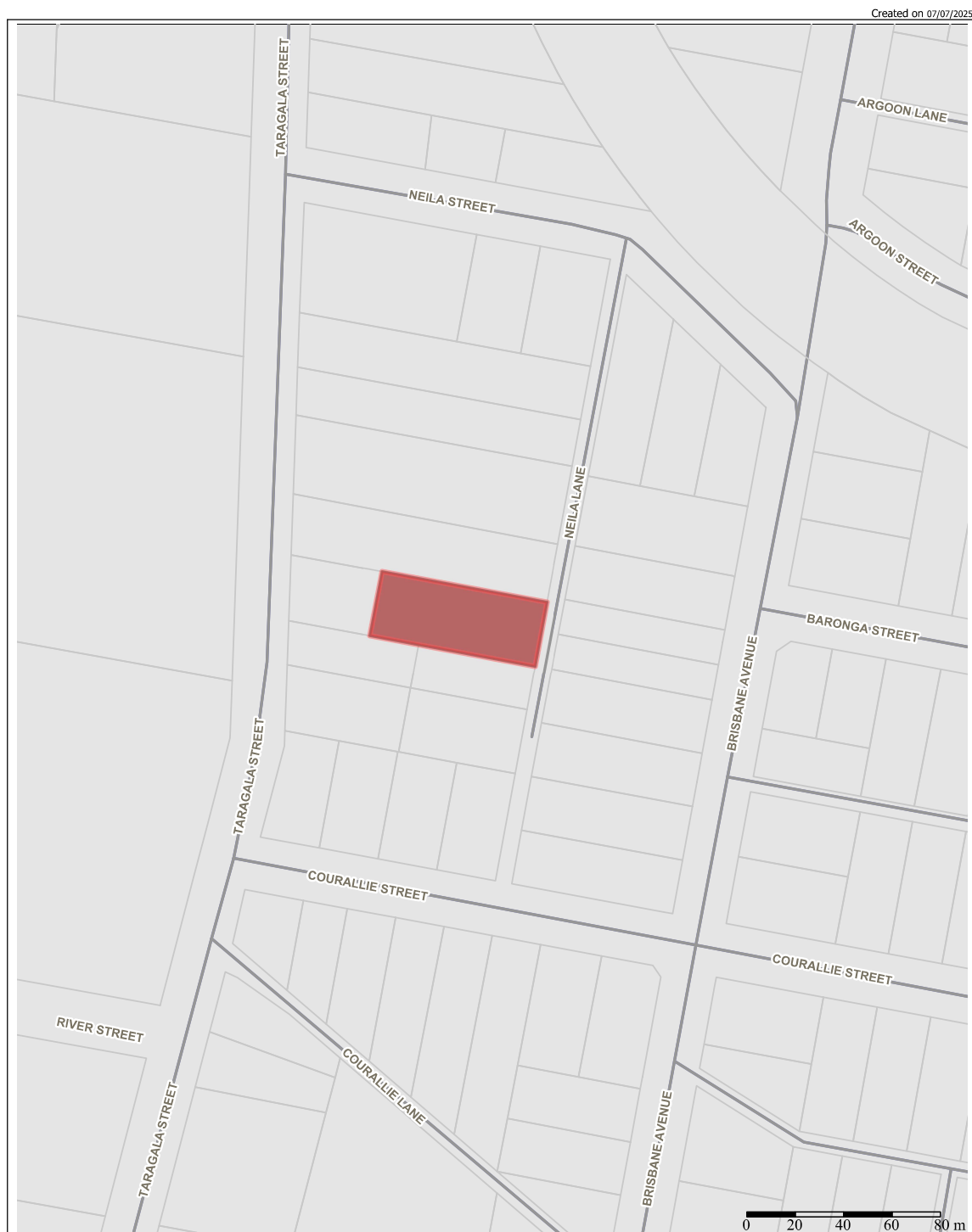
Supporting Documentation to allow building in front of building line.

1. There are several properties with ancilliary buildings in front of the building line in Neila Street as demonstrated by the attached site plan of the street.
2. Originally this property was one block 107 Taragala Street and then was divided into two blocks – therefore originally there was an ancilliary building at the back of 107 Taragala Street until the block was divided.
3. It is now the intention of the owner to add on to the ancillary building in the form of an adjacent carport which will house a caravan – hence the need for increased height.
4. As per the plans there is a fall on the land both ways, we are happy to cut posts 150mm down to accommodate 4500mm maximum height as per regulations.

Regards and thanks,

Lynn Smith

MA Steel Young Branch

**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 SR 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 consequences arising from its use.



Drawn By: Cassandra Galley

Projection: # GDA2020 / MGA zone 55

**DA 40/2025 - 6 Neila  
Lane Cowra**



Created on 07/07/2025



**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 SR 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 consequences arising from its use.



Drawn By: Cassandra Galley

Projection: # GDA2020 / MGA zone 55

**DA 40/2025 - 6 Neila Lane Cowra**

- 5.2 Development Application No. 10.2025.52.1, Lot 9 DP 789769, 106 Andersons Lane Cowra, dwelling and shed, lodged by Boncrag Pty Limited. The property owner is Boncrag Pty Limited.**

File Number: D25/1176

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 variations to Section F.1.4.1.b. of Part F of Council's Development Control Plan 2021 are sufficiently justified. The application was publicly notified and no submissions were received.
2. That Council approves variations to Section F.1.4.1.b. of Part F of Council's Development Control Plan 2021 for this development to allow 24m and 25m side boundary setbacks and 10m wide vegetation buffers.
3. That Development Application No. 10.2025.52.1, for the construction of a dwelling and shed on Lot 9 DP 789769, 106 Andersons Lane Cowra be approved subject to the following conditions:

## GENERAL CONDITIONS

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

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

| Plan No./<br>Supporting Document | Prepared by/Reference<br>Details   | Cowra Shire Council<br>Reference                          |
|----------------------------------|--|---|
| Schedules<br>Drawing A00         | Vision Property<br>Development Hub<br>Job Number 62/25<br>Dated 05/07/25 | Received<br>3 June 2025<br>Stamped<br>No. DA 10.2025.52.1 |
| Site Plan<br>Drawing A01         | Vision Property<br>Development Hub<br>Job Number 62/25<br>Dated 06/05/25 | Received<br>3 June 2025<br>Stamped<br>No. DA 10.2025.52.1 |
| Ground Floor Plan<br>Drawing A02 | Vision Property<br>Development Hub<br>Job Number 62/25<br>Dated 06/05/25 | Received<br>3 June 2025<br>Stamped<br>No. DA 10.2025.52.1 |
| Elevations<br>(North & South)    | Vision Property<br>Development Hub                                       | Received<br>3 June 2025                                   |

|   |  |  |
|---|--|--|
| <b>Drawing A03</b>  | <b>Job Number 62/25<br/>Dated 06/05/25</b>   | <b>Stamped<br/>No. DA 10.2025.52.1</b>                                 |
| <b>Elevations<br/>(East &amp; West)<br/>Drawing A04</b>     | <b>Vision Property<br/>Development Hub<br/>Job Number 62/25<br/>Dated 06/05/25</b> | <b>Received<br/>3 June 2025<br/>Stamped<br/>No. DA 10.2025.52.1</b>    |
| <b>Shed Floor Plan<br/>Drawing A05</b>                      | <b>Vision Property<br/>Development Hub<br/>Job Number 62/25<br/>Dated 05/15/25</b> | <b>Received<br/>3 June 2025<br/>Stamped<br/>No. DA 10.2025.52.1</b>    |
| <b>Shed Elevations<br/>Drawing A06</b>                      | <b>Vision Property<br/>Development Hub<br/>Job Number 62/25<br/>Dated 05/15/25</b> | <b>Received<br/>3 June 2025<br/>Stamped<br/>No. DA 10.2025.52.1</b>    |
| <b>BASIX Certificate No.<br/>1795646S<br/>Or as revised</b> | <b>Vision Town Planning<br/>Consultants PTY LTD<br/>Issued: 15 May 2025</b>        | <b>Received<br/>3 June 2025<br/>Stamped<br/>No. DA 10.2025.52.1</b>    |
| <b>Statement of<br/>Environmental Effects<br/>Version 2</b> | <b>Vision Property<br/>Development Hub<br/>Dated 03/07/25</b>                      | <b>Received<br/>4 July 2025<br/>Stamped<br/>No. DA 10.2025.52.1(A)</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.

- 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).
- 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 meet the requirements for exempt development under 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.

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

4. Prior to the issue of a Construction Certificate, a preliminary contamination report is to be prepared by a suitably qualified professional and submitted to Council for approval.
5. Prior to the issue of a Construction Certificate, any works required in the approved preliminary contamination report (or subsequent detailed contamination report if one is recommended in the preliminary report or required by the Principal Certifier) are to be undertaken to the satisfaction of the Principal Certifier.
6. 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.
7. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of a suitably sized metered water service to the development.
8. Prior to the issue of a Construction Certificate, the applicant is to prepare an unidentified finds procedure for site development works due to the potential for asbestos containing pipe material under the surface. The procedure is to be submitted for the approval of the Principal Certifier.
9. Prior to the issue of a Construction Certificate, the Applicant must submit to Cowra Shire Council an application to Install and Operate an On-Site Sewage Management System. The application must be accompanied by a report prepared by a suitably qualified professional including a geotechnical report to confirm that an On-Site Sewage Management System in compliance with ASI547:2012 can operate in the proposed area.
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 <sup>1</sup> | Levy Percentage | Total Contribution | Contribution Rate Remains Current Until |
|---|---|-----------------|--------------------|---|
| Section 94A Contribution <sup>2</sup>   | \$768,669.84                              | 1%              | \$7,686.70         | 30 June 2026                            |
| <b>Notes</b><br><sup>1</sup> As shown on the Development Application / Construction Certificate Application / Complying Development Certificate Application<br><sup>2</sup> 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 <a href="http://www.cowracouncil.com.au">www.cowracouncil.com.au</a> |   |                 |                    |   |

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

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. 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.
13. 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'.
14. 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.
15. The Applicant is to obtain all relevant approvals to Install and Operate an On-Site Sewage Management System from Cowra Shire Council prior to commencing works to install the system and comply with any conditions of that approval. The works must be inspected by Council at the times specified below:
  - a) Tank Installation: When the tank is installed and prior to backfilling.
  - b) Absorption Trench: When void arching and stone void fill is in place prior to covering.

All work must be carried out by a licensed plumber or drainer and to the requirements of NSW Environment and Health Protection Guidelines, Plumbing Code of Australia and Australian Standard/ New Zealand Standard 1547:2000 On-Site Domestic Wastewater Management. The licensed plumber or drainer must notify Cowra Council at least 48 hours before each required inspection needs to be carried out.

**CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

16. 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.

17. 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*.
18. 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.
19. 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.
20. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged three metres clear of any building/structure in a manner that does not cause soil erosion or nuisance to adjoining properties.
21. 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**

22. The Applicant must not commence occupation or use of the dwelling until a Whole or Partial Occupation Certificate has been issued from the Principal

Certifier appointed for the subject development.

23. Prior to the issue of any Occupation Certificate, provide a minimum of 45,000 litres of tanked water supply for domestic consumption for the dwelling or a larger volume of water supply in accordance with BASIX certificate commitments. In addition to the water supply required for domestic consumption and BASIX, an additional 10,000 litres of water supply shall be reserved for fire-fighting purposes for dwelling in accordance with the NSW Rural Fire Service requirements. Where the total volume for dwelling is provided in a single tank, the draw off point for the domestic supply is to be located at or above the 10,000 litre level. The tank shall be fitted with a 65mm Storz fitting and ball or gate valve. Water tanks shall be generally located in close proximity to the dwelling-house and allow access for fire fighting vehicles.

Water tanks are not to be constructed of plastic if they are to be exposed to medium to high level bushfire risk. Further information relating to the location and design of water tanks and emergency fire-fighting requirements for water tanks and connections can be downloaded from the NSW Rural Fire Service website, [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au).

24. Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from Andersons 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.
25. Prior to the issue of a Whole Occupation Certificate, the Applicant shall install the vegetation buffers in accordance with the approved plans and clauses b & c of Appendix A of Part F of Cowra Council Development Control Plan 20121.

## 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.

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## INTRODUCTION

Development Application No. 10.2025.52.1 proposes a dwelling and shed on Lot 9 DP 789769, 106 Andersons Lane Cowra. The application was lodged by Boncrag Pty Limited on 3 June 2025. The property owner is Boncrag Pty Limited.

The application is being reported to Council because it contains variations to Section F.1.4.1 of Part F of Cowra Council Development Control Plan 2021 to reduce the side boundary setbacks from 40m to 3m and to reduce the vegetation buffer widths from 20m to 1.5m.

A copy of the site and elevation plans of the proposed dwelling and shed 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 9 DP 789769, 106 Andersons Lane Cowra is a roughly rectangular allotment of approximately 2.292m<sup>2</sup>. The lot is located in the RU4 Primary Production Small Lots zone under Cowra Local Environmental Plan (LEP) 2012. The site contains grapevines (viticulture). The site does not contain any buildings or native vegetation.

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 remove the existing vines and construct a single storey 5 bedroom dwelling with a detached shed. The dwelling will have a face brick exterior and Colorbond roof. An access crossing will be constructed from Andersons Lane. The development also includes rainwater tanks to meet BASIX requirements and an on-site waste management system.

### **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 10.2025.52.1:

#### **Section 4.15(1) Evaluation Matters**

##### **S 4.15(1)(a)(i) provisions of any environmental planning instrument(s)**

##### **Local Environmental Plan (LEP)**

The applicable LEP is the Cowra LEP 2012 (CLEP) and the relevant provisions of the LEP are discussed as follows.

##### **1.2 Aims of Plan**

The development is not inconsistent the aims of the LEP.

##### **1.4 Definitions**

The proposed development is defined as dwelling house under the LEP.

##### **1.6 Consent authority**

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

##### **1.9A Suspension of covenants, agreements and instruments**

Any agreement, covenant or other similar instrument that restricts the carrying out of that development does not apply to the extent necessary to serve that purpose. There are no

covenants imposed by Council or that Council require to be imposed affecting the subject lot.

## 2.1 Land use zones

The site is zoned RU4 Primary Production Small Lots, and the proposed development is permitted in the zone with consent.



## 2.3 Zone objectives

| Objective   | Comment           |
|---|-------------------|
| • To enable sustainable primary industry and other compatible land uses.  | Not inconsistent. |
| • To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are more intensive in nature. | Not inconsistent. |
| • To minimise conflict between land uses within this zone and land uses within adjoining zones.   | Consistent.       |

## 2 Permitted without consent

Environmental protection works; Extensive agriculture; Home occupations; Intensive plant agriculture.

### 3 Permitted with consent

Agritourism; Air transport facilities; Airstrips; Animal boarding or training establishments; Aquaculture; Bed and breakfast accommodation; Building identification signs; Business identification signs; Camping grounds; Cellar door premises; Depots; Dual occupancies (attached); **Dwelling houses**; Environmental facilities; Farm buildings; Farm stay accommodation; Forestry; Freight transport facilities; Function centres; Helipads; Home businesses; Home industries; Industrial training facilities; Information and education facilities; Landscaping material supplies; Plant nurseries; Recreation areas; Roads; Roadside stalls; Rural industries; Transport depots; Veterinary hospitals; Water recreation structures; Water supply systems.

### 4 Prohibited

Livestock processing industries; Sawmill or log processing works; Stock and sale yards; Any other development not specified in item 2 or 3.

#### Comment

The proposed development is permitted with consent.

#### 4.2B Erection of dwelling houses on land in certain rural zones

Lot 9 DP 789769 was created for the purpose of a dwelling house under DA 107/1988. Accordingly, a dwelling house may be erected under clause 4.2B(3)(b).

#### 5.10 Heritage conservation

There are no heritage items identified on either the State Heritage Register or in the LEP located on the site, and the site is not located in a Heritage Conservation Area.

#### 5.11 Bushfire

Bush fire hazard reduction work authorised by the Rural Fires Act 1997 may be carried out without development consent.

#### 5.16 Subdivision of, or dwellings on, land in certain rural, residential or conservation zones

The objective of this clause is to minimise potential land use conflict between existing and proposed development on land in the rural, residential or conservation zones concerned (particularly between residential land uses and other rural land uses).

The following matters are to be taken into account:

- (a) the existing uses and approved uses of land in the vicinity of the development,
- (b) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,
- (c) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),

- (d) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c).

Comment

The locality around these RU4 Primary Production Small Lots zoned lots contains land zoned RUI Primary Production, R5 Large Lot Residential and E4 General Industrial Productivity Support and therefore subject to a wide variety of existing uses. RU4 zoned lots in the area have historically been utilised for viticulture and much of the land is still under cultivation. However, this land use has become less economically viable in recent years and property owners have begun to utilise their dwelling entitlements where available. Vegetation buffers will be applied to ensure some protection for the remaining viticultural and other agricultural uses.

5.21 Flood planning

The land is not in the flood planning area.

Part 6 Urban release areas

The site is not identified as being within an urban release area.

7.1 Earthworks

Minimal earthworks are required. It is considered that there will be no adverse impact or environmental risk from the earthworks required.

7.3 Terrestrial biodiversity

This clause applies to land that is identified as biodiversity land on the Terrestrial Biodiversity Map; the site is not mapped as being affected. In addition, no tree removal is proposed, and no adverse impacts on the ecological value and significance of flora and fauna is considered likely.

7.4 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the Watercourses Map, or is within 40 metres of a mapped watercourse. The land is not mapped as being affected; accordingly, this clause is not applicable.

7.5 Wetlands

This clause applies to land identifies on the wetlands map. The land is not mapped as being affected; accordingly, this clause is not applicable.

7.6 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the Groundwater Vulnerability Map, and the site is mapped as being affected. The proposed development of a dwelling and associated on-site sewage management system is not considered likely to impact on either the supply or quality of groundwater and is satisfactory with regard to the considerations of Clause 7.6.

**7.7 Airspace operations**

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cowra Airport. Works carried out on the site will not project into the Airport airspace.

**7.8 Essential services**

|             |   |
|-------------|---|
| Water       | A rainwater tank will be installed in accordance with BASIX requirements.   |
| Electricity | The proposed development will be connected to electricity supply to the requirements of the relevant energy provider.   |
| Sewage      | The proposed development will connect to a new proposed on-site sewage management system. There is sufficient site area to accommodate such a system.   |
| Stormwater  | There is sufficient room on site to accommodate stormwater disposal from hard surfaces. A condition will be imposed to direct stormwater 3m from the proposed building without impacting on adjoining properties. |
| Access      | It is proposed that access will be off Andersons Lane. The access will require construction to Council standards as conditioned.  |

**7.11 Development on land in karst areas**

This clause applies to land that is identified as karst environment on the Natural Resources Sensitivity Map. The land is not mapped as being affected; accordingly, this clause is not applicable.

**State Environmental Planning Policies**

| <b>SEPP</b>  | <b>COMMENTS</b> |
|--|-----------------|
| SEPP (Biodiversity and Conservation) 2021          | Not applicable  |
| SEPP (Exempt and Complying Development Codes) 2008 |                 |
| 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 comment below  |
| SEPP (Resources and Energy) 2021              | Not applicable   |
| SEPP (Sustainable Buildings) 2022             | A BASIX certificate has been submitted that demonstrates compliance. |
| SEPP (Transport and Infrastructure) 2021      | Not applicable   |

### **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.

According to the contaminated land management guidelines the use of the land for intensive agriculture such as viticulture represents a potentially contaminating land use. The Statement of Environmental Effects submitted by the applicant notes that nearby lots have approved dwellings following a preliminary contamination investigation conducted by an environmental consultancy which concluded that those sites are suitable for residential use. Although likely that this is the case for this lot, it is noted Asbestos pipe was sometimes used in vineyards, and a condition of consent is applied to ensure that an appropriate management plan is prepared in the event that asbestos is identified during site works. Additionally, conditions requiring an approved contamination report to be provided to Council and any remediation works required to be undertaken prior to the issue of a Construction Certificate have been included. No further investigation is deemed necessary in this instance.

### **S 4.15(1)(a)(ii) provisions of any draft Environmental Planning Instrument(s)**

There are no draft Environmental Planning Instrument(s) that are relevant to the site.

### **S 4.15(1)(a)(iii) provisions of any Development Control Plan(s)**

### **Cowra Shire Council Development Control Plan 2021**

## **PART A – PLAN INTRODUCTION**

Consent is required for the proposed development.



**PART B – LAND MANAGEMENT**

Appropriate erosion and sediment controls to be implemented prior to the commencement of works. The soil disturbance area is relatively minor.

**PART C – BIODIVERSITY MANAGEMENT**

The development area is clear of native vegetation – no further assessment required relating to Biodiversity.

**PART F – RURAL DEVELOPMENT**

|  |   |
|--|---|
| F.I.1. Application of this part          | Noted.  |
| F.I.2. Objectives                        | Considered compliant with the stated objectives.  |
| F.I.3. Siting Controls                   | Considered compliant with the relevant controls.  |
| F.I.4. Setback Controls                  | Non-compliant to western boundary. Refer to assessment below.   |
| F.I.5. Building Appearance Controls      | Considered compliant with the relevant controls.  |
| F.I.6. Access Controls                   | Construction of a crossover will be required in accordance with Cowra engineering standards.                          |
| F.I.7. Onsite Sewage Management Controls | Given the area of land available an OSSMS will be able to service the proposed dwelling. Conditions of consent apply. |
| F.I.8. Water Supply Controls             | The new dwelling will rely on on-site rainwater collection.   |

## Section F.I.4 Setback controls

Section F.I.4.I.a. provides recommended boundary setbacks for new dwellings in rural areas. For example, a setback of 50m applies in relation to adjoining land that is used for grazing. A setback of 150m applies to adjoining land that is used, or is capable of being used, for intensive agriculture such as cropping, horticulture and viticulture.

Despite the above controls, Section F.I.4.I.b. allows a reduction in the setback distance to not less than 40m where a vegetation buffer is provided in accordance with Appendix A. Appendix A specifies that the vegetation buffer is to be 20m wide.

## Requested variation:

This application requests variations to Section F.I.4.I.b. given that a setback of 3m is proposed to the western boundary which represents variations of 37m. In addition, the proposed vegetation buffer within the setback is 1.5m wide which represents a variation of 18.5m.

The applicant requests the variations on the following basis:

- The setback requirements of Council in combination with the land use buffers and existing easements means 100% compliance is not possible.
- The use of the land for rural dwelling and small lot primary production purposes is consistent with existing land use in the vicinity. Similar examples exist on Lot 1 DP 710448, Lot 7 DP 789769, Lot 6 DP 710448, Lot 1 DP 1140579, Lot 413 DP 262068, Lot 412 DP 262068 and Lot 9 DP 789770, some of which have rural dwellings that are constructed in locations that would not comply with current setback requirements. It is further noted that

there is an approved dwelling on Lot 13 DP 992136 to the west which included a 10m landscape buffer to the eastern boundary.

- The placement of a dwelling on the land is not expected to place an unreasonable burden or impediment to the continued use of adjoining land for viticultural purposes. The vineyard has operated for many years in a location that is exposed to rural residential land use. The viticultural operation has adjusted many of its farming practices to suit including the elimination of aerial spraying techniques.

Assessment Comment:

Lot 9 DP 789769 was created with entitlement for a dwelling. The applicant has incorporated side boundary setbacks and vegetation buffers to the extent possible given the narrow lot constraints. It is unlikely that non-compliance with setback and buffer width requirements will create any significant adverse impacts on adjoining agricultural activities. It is assessed that the application should not be refused on the basis that the proposal cannot comply with the stated development controls.

## **PART K – LAND USE BUFFERS**

### **Cowra Airport Obstacle Limitation Surface**

The subject land is located outside of the OLS.

## **PART M – PARKING, ACCESS & MOBILITY**

A new access crossing will be constructed from Andersons Lane and recommended conditions of consent apply. It is considered there is sufficient area on site for off-street parking. The proposed development complies with Part M.

## **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 single dwellings.

The development, as conditioned, will comply with the remaining relevant DCP controls.

### **S 4.15(1)(a)(iiia) provisions of any Planning Agreement(s)**

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.

**S 4.15(1)(a)(iv) any matters prescribed by the 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 does not involve demolition of a building and therefore the requirements of AS 2601-2001 are not required to be considered in accordance with Clause 61(1).
- Clause 62 – The proposal does not involve the change of a building use for an existing building, or the use of an existing building as a place of public entertainment and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 62 is unnecessary.
- Clause 63 – The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.
- Clause 64 – The proposal does not involve the rebuilding, alteration, enlargement or extension of an existing building or place of public entertainment and 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.

**S 4.15(1)(b) the likely impact on the natural and built environment(s) and the likely social and/or economic impact on the locality**

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 immediate area is characterised by small lot primary production and scattered dwellings. This proposal is consistent with the existing character of the locality.

Access, Parking, traffic

The site is accessible via Andersons Lane which is an unsealed local road. A new access crossing is required to be constructed. No other traffic or parking concerns are 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

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

### Other Land Resources

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

### Water, Sewerage and Stormwater

The dwelling will incorporate a rainwater tank in accordance with Council and BASIX requirements. The site can accommodate an on-site sewage management system and disposal of stormwater.

### Soils

No adverse impacts on soil is anticipated. A recommended condition will apply to require compliance with Council's DCP 2021.

### 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.

### Flora and Fauna

The development would not require the removal of vegetation. It is assessed there will be no significant impact on native flora & fauna.

### Waste

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

### Energy

A BASIX Certificate was submitted with the application. The submitted plans include a BASIX compliance schedule in accordance with the Certificate.

### Noise and Vibration

Some noise will occur during the construction period, but is not expected to adversely impact on any surrounding land uses. Council's standard condition regarding construction hours is recommended. The constructed development will not result in any ongoing noise or vibration.

### Natural Hazards

The land is not identified as bushfire or flood prone land.

### Technological Hazards

Council's records and inspection of the site did not reveal any technological hazards affecting the site. Council is not aware of and the SEE submitted with the application did not 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 negative social or economic impacts.

### Site Design and Internal Design

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

### Construction

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

### Cumulative impacts

The proposal is not expected to generate any ongoing negative cumulative impacts. A minimal increase in traffic activity to the site will occur during the construction phase. This will be limited by a condition of consent and will not continue once construction is completed.

## **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 notified to adjoining owners in writing from 5 June to 27 June 2025, in accordance with Cowra Community Participation Plan 2024. 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)(e) The Public 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**

No evidence of any prior Section 7.11 Development Contributions being levied has been identified. Therefore, the recommended conditions include S7.12 (formerly S94A) development contributions to be levied in accordance with Cowra Council S94A Contributions Plan 2016.

**Conclusion**

Development Application No. 10.2025.52.1 proposes a dwelling and shed on LOT: 9 DP: 789769, 106 Andersons Lane Cowra. The application was lodged by Boncrag Pty Limited on 3 June 2025. The property owner is Boncrag Pty Limited.

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 2021, relating to development in the RU4 Primary Production Small Lots zone and is consistent with existing land-use activities of the locality. The variations to Section F.1.4.1 of Part F of Cowra Council Development Control Plan 2021 are sufficiently justified.

The development application was notified in accordance with Cowra Community Participation Plan 2024. No submissions were received following the consultation process.

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

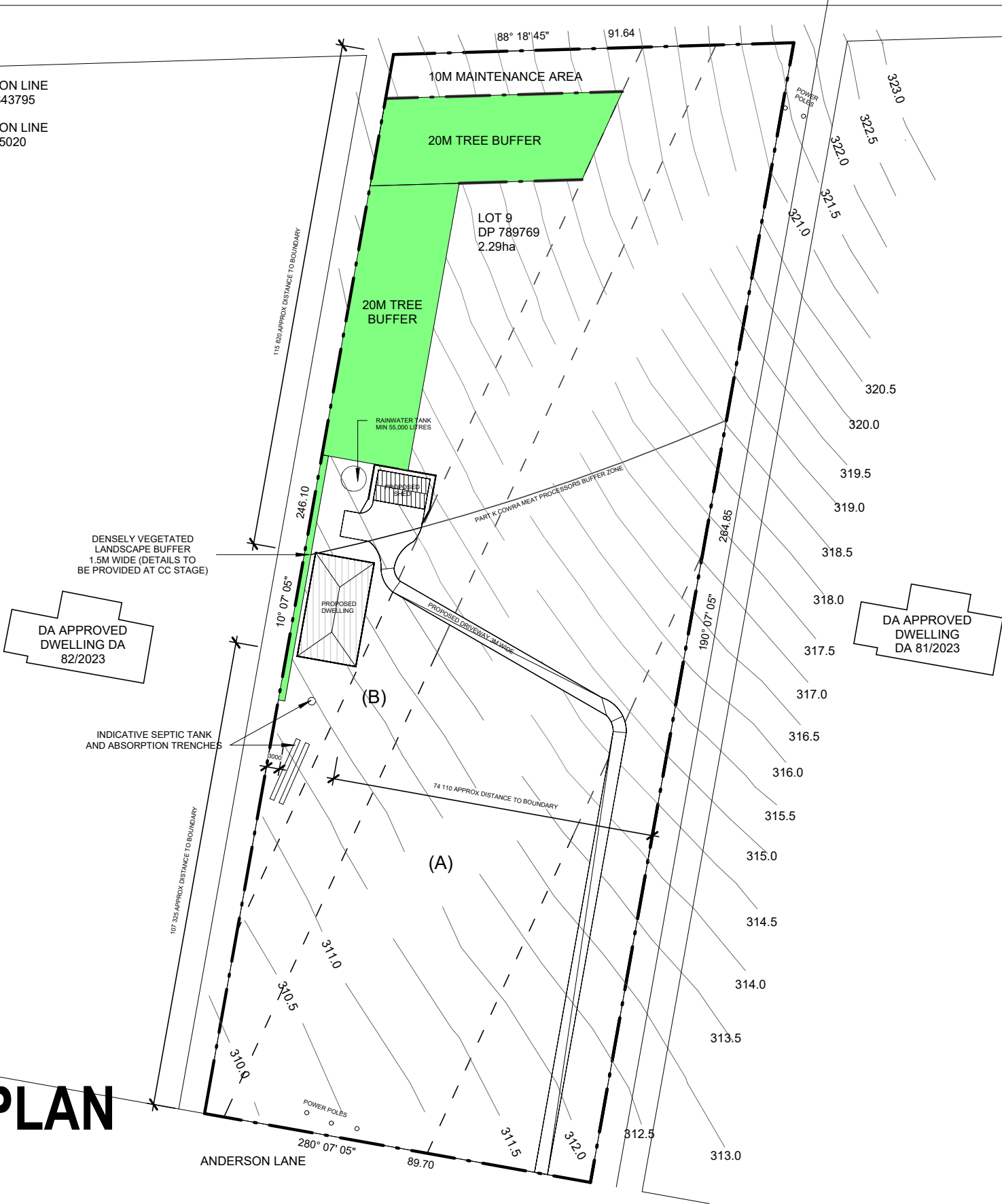
**ATTACHMENTS**


1. DA 10.2025.52.1 - Development Plans [↓](#)
2. DA 10.2025.52.1 - Statement of Environmental Effects [↓](#)
3. DA 10.2025.52.1 - Location map [↓](#)
4. DA 10.2025.52.1 - Aerial view [↓](#)

- (A) EASEMENT FOR TRANSMISSION LINE  
45.72M WIDE CREATED BY N843795
- (B) EASEMENT FOR TRANSMISSION LINE  
15M WIDE CREATED BY DP255020

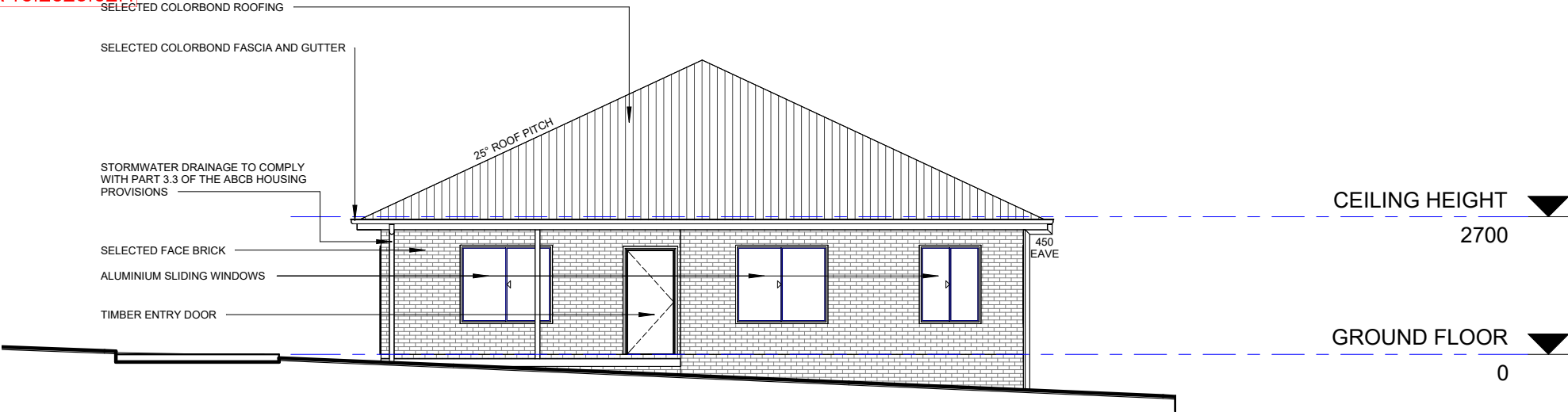
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1 SITE PLAN  
1 : 1000

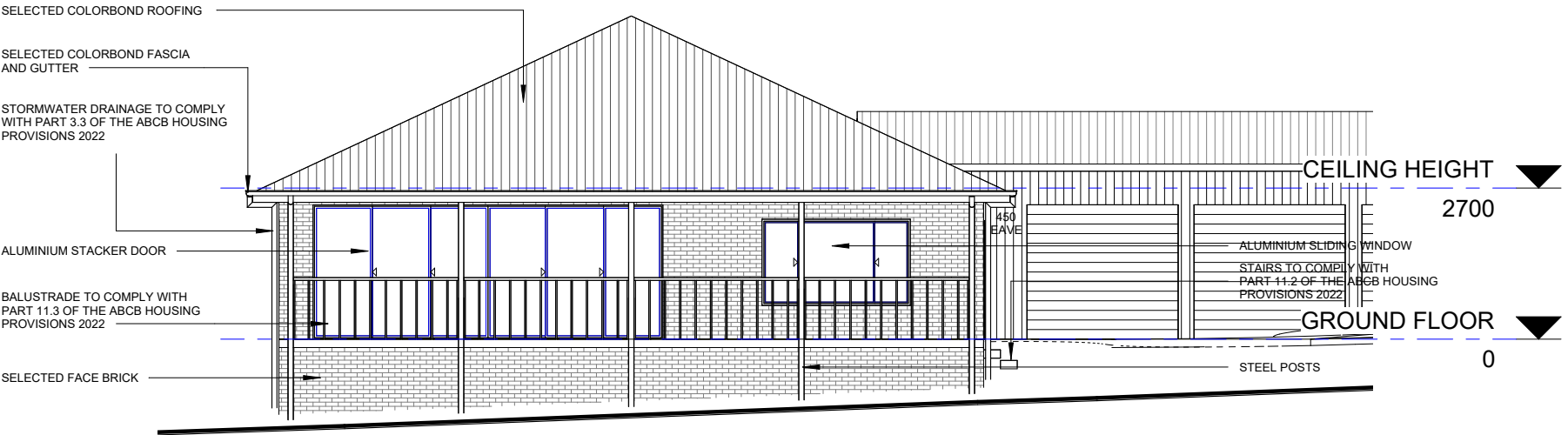


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| All work will be carried out in accordance with the NCC, EP&A Act 1979 (as amended), Local Government Act 1993, Regulations under the Acts, relevant Australian Standards, and local authority conditions.                             |          |   |
| 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 DWELLING  |          |   |
| CLIENT   |          |   |
| GEOFFREY RIDHALGH  |          |   |
| LOCATION   |          |   |
| 106 ANDERSON LANE<br>COWRA, NSW, 2794  |          |   |
| Date   | SCALE    |   |
| 6/5/2025   | 1 : 1000 |   |
| Sheet Size: A3   |          |   |
| Drawing to be read at 100% print scale   |          |   |
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| JOB NUMBER   |          |   |
|  |          | 62/25   |
| DRAWING  |          |   |
| SITE PLAN  |          | A01   |

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1 NORTH  
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2 SOUTH  
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ISSUE

FOR COUNCIL ISSUE

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

PROJECT

PROPOSED DWELLING

CLIENT

GEOFFREY RIDHALGH

LOCATION


106 ANDERSON LANE  
COWRA, NSW, 2794

| Date     | SCALE   |
|----------|---------|
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ELEVATIONS

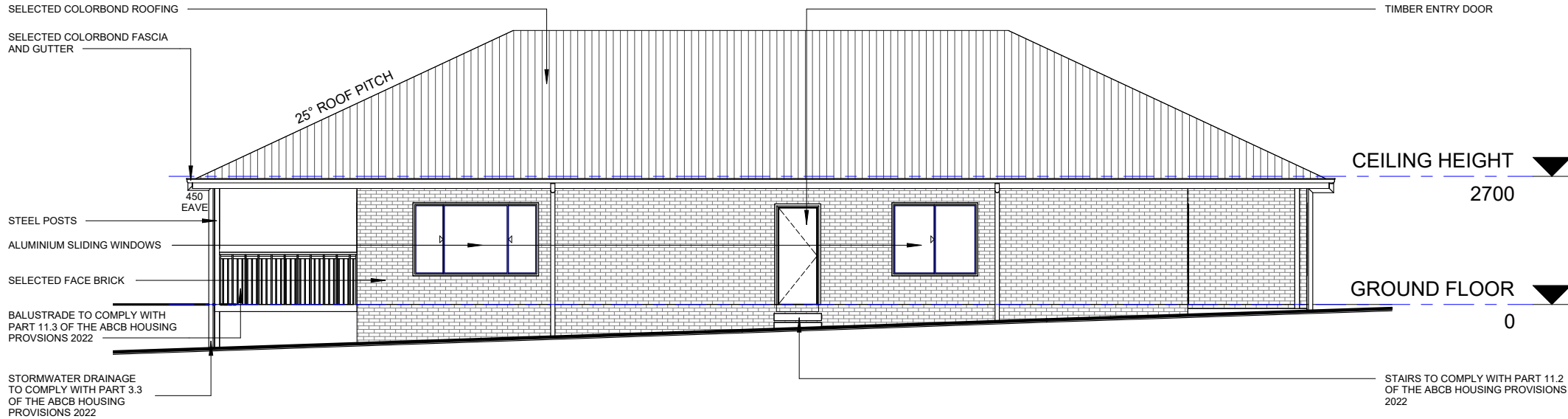
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1 EAST  
1 : 100



2 WEST  
1 : 100

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ISSUE

FOR COUNCIL ISSUE

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

PROPOSED DWELLING

CLIENT

GEOFFREY RIDHALGH

LOCATION

106 ANDERSON LANE  
COWRA, NSW, 2794

| Date     | SCALE   |
|----------|---------|
| 6/5/2025 | 1 : 100 |

Sheet Size: A3

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# VISION PROPERTY DEVELOPMENT HUB



## STATEMENT OF ENVIRONMENTAL EFFECTS



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<https://visionpdhub.au>

## Statement of Environmental Effects

Proposed Development: New residential dwelling

Subject Land: Lot 9 DP 789769 - 106 Anderson Lane, Cowra

Client: Geoffrey Ridhalgh

| Version   | Date       | Changes                          |
|-----------|------------|----------------------------------|
| Version 1 | 13/05/2025 | Issued for Submission            |
| Version 2 | 03/07/2025 | Updated water supply arrangement |

**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 | Schedules       | A00  | 07/05/25 | 62/25 |
| Vision Property Development Hub | Site Plan       | A01  | 06/05/25 | 62/25 |
| Vision Property Development Hub | Ground Floor    | A02  | 06/05/25 | 62/25 |
| Vision Property Development Hub | Elevations      | A03  | 06/05/25 | 62/25 |
| Vision Property Development Hub | Elevations      | A04  | 06/05/25 | 62/25 |
| Vision Property Development Hub | Shed Floor Plan | A05  | 15/05/25 | 62/25 |
| Vision Property Development Hub | Shed Elevations | A06  | 15/05/25 | 62/25 |

Prepared by:



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

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## Statement of Environmental Effects

### Abbreviations

The Act – Environmental Planning and Assessment Act 1979  
 BCA – Building Code of Australia  
 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 (Vision) to prepare this Statement of Environmental Effects (SEE) to consider the planning controls and environmental context of the proposal to construct a residential dwelling on Lot 9 DP789769, 106 Anderson Lane, Cowra (the land).

Through preparation of this SEE, it is confirmed that the development is consistent with all applicable planning controls contained in the Environmental Planning and Assessment Act 1979, all NSW State Environmental Planning Policies, the Environmental Planning and Assessment Regulation 2021 and the *Cowra Local Environmental Plan 2012* without variation.

The proposal complies with the majority of the controls contained in the *Cowra Shire Council Development Control Plan 2021* with the exception of the side and rear setback controls and tree buffer width for a portion of the proposed tree buffer.

The proposed setback control variations are justified given the site is afforded with a dwelling entitlement permitting the construction of a dwelling and a landscape buffer is proposed to be planted between the proposed dwelling and the property boundaries outside of electrical easements affecting the land to mitigate any potential land-use conflict with the adjoining site containing vineyard.

The variation is sought due to the site being constrained by an electrical easement and the buffer area surrounding the Cowra Meat Processors affecting the northern part of the land. It is not permitted to construct a dwelling within the electrical easements or buffer area.

The restrictions affecting the land do not allow the dwelling to be constructed in any other location other than the proposed location and the mitigation measure proposed of a densely planted vegetated landscape strip is appropriate.

The allotment retains a dwelling entitlement and the proposed site within the land is the only location that can be utilised for construction that is not within the easements, buffer zones, or positioned very close to Anderson Lane which is an unsealed public roadway.

In addition, single dwellings have been approved to be constructed on both allotments either side of the land, also unable to achieve the recommended setback of 150 metres to neighbouring sites containing grape vines. The potential construction of these dwellings changes the future character of the adjoining land-uses to residential and requires removal of the vineyards from at least part of the site to enable construction.

Vision is not aware of any intention of Council to remove the dwelling entitlement of any of these allotments by altering the *Cowra Local Environmental Plan 2012*, giving rise to the likelihood that the character of the area will change further towards that which is typical of large lot residential area through the construction of the dwellings already approved.

Not permitting construction of the proposed dwelling would not avoid an identified negative impact and would effectively remove the landowners dwelling entitlement and prohibit their intended use of the land. 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 construct a new single storey residential dwelling and associated shed and vehicle driveway on their land.

## 3. Site Description and Surrounding Land Use

The land is located approximately 4.85 kilometers to the south of the township of Cowra. The land currently contains a vineyard comprising vines only with no other sheds or infrastructure on site.

The land adjoining the eastern boundary is used for viticulture and contains no other buildings. A dwelling approval has been issued for this site (Lot 12 DP 789769 - DA 81/2023).

The land adjoining the western boundary has been partially cleared of the existing viticulture operation and contains no buildings. A dwelling approval has been issued for this site (Lot 13 DP 792136 - DA82/2023).

The surrounding land use is viticulture to the north and livestock grazing and cropping to the south on the southern side of Anderson Lane. The area contains scattered residential dwellings and outbuildings.

The land is accessed via Anderson Lane and is identifiable using surveyor's boundary pegs already in place.

## 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.

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## 5. Consideration of Environmental Planning Instruments & Environment

### Section 4.15 Evaluation

#### (1) Matters for consideration—general

##### (a) the provisions of:

##### (i) any environmental planning instrument

### 5.1 Cowra Local Environmental Plan 2012 (LEP)

|   |
|---|
| Section 2.3(2) <i>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.</i> |
|---|

The land is zoned RU4 Primary Production Small Lots. Construction of a new residential dwelling, associated shed and vehicle access is permitted with consent on the land.

#### Objectives of the plan

#### Zone RU4 Primary Production Small Lots

##### 1 Objectives of zone

- To enable sustainable primary industry and other compatible land uses.
- To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are more intensive in nature.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.

#### Comments:

The development proposes housing on an allotment that retains a dwelling entitlement at a time when there is a well documented shortage in housing supply throughout NSW.

The position of the proposed dwelling incorporating tree buffers minimises potential for land use conflict with the surrounding vineyard. The size of the allotment allows for its future and preferred use for residential land use in a large lot residential style allotment, consistent with the approvals for dwellings either side of the land on very similar allotments in area and layout. The development is not inconsistent with the land use zone objectives given the small size of the allotment retaining an entitlement.



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**Clause 4.2B Erection of dwelling houses on land in certain rural and conservation zones**

(1) *The objectives of this clause are as follows—*

- (a) to minimise unplanned rural residential development,*
- (b) to enable the replacement of lawfully erected dwelling houses in certain rural and conservation zones.*

(2) *This clause applies to land in the following zones—*

- (a) Zone RU1 Primary Production,*
- (b) Zone RU4 Primary Production Small Lots,*
- (c) Zone C3 Environmental Management.*

(3) *Development consent must not be granted for the erection of a dwelling house on land to which this clause applies unless the land—*

- (a) is a lot that is at least the minimum lot size shown on the Lot Size Map in relation to that land, or*
- (b) is a lot created under an environmental planning instrument before this Plan commenced and on which the erection of a dwelling house was permissible immediately before that commencement, or*
- (c) is a lot resulting from a subdivision for which development consent (or equivalent) was granted before this Plan commenced and on which the erection of a dwelling house would have been permissible if the plan of subdivision had been registered before that commencement, or*
- (d) is an existing holding, or*
- (e) is a lot that is a dwelling opportunity, but only if no other dwelling has been erected on that lot, or*
- (f) would have been a lot or a holding referred to in paragraph (a), (b), (c), (d) or (e) had it not been affected by—*
  - (i) a minor realignment of its boundaries that did not create an additional lot, or*
  - (ii) a subdivision creating or widening a public road or public reserve or for another public purpose,*
  - (iii) a consolidation with an adjoining public road or public reserve or for another public purpose.*

**Note—**

*A dwelling cannot be erected on a lot created under clause 9 of State Environmental Planning Policy (Rural Lands) 2008 or clause 4.2.*

(4) *Development consent must not be granted under subclause (3) unless—*

- (a) no dwelling house has been erected on the land, and*
- (b) if a development application has been made for development for the purpose of a*

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*dwelling house on the land—the application has been refused or it was withdrawn before it was determined, and*

*(c) if development consent has been granted in relation to such an application—the consent has been surrendered or it has lapsed.*

*(5) Development consent may be granted for the erection of a dwelling house on land to which this clause applies if there is a lawfully erected dwelling house on the land and the dwelling house to be erected is intended only to replace the existing dwelling house.*

*(6) Land ceases to be a dwelling opportunity for the purposes of subclause (3) (e) if an application for development consent referred to in that subclause is not made in relation to that land before 5 years after the date of commencement of this Plan.*

*(7) In this clause—*

**dwelling opportunity** means land that is identified as “Dwelling opportunity” on the Dwelling Opportunity Map.

**existing holding** means land that—

*(a) was a holding on 23 November 1990, and*

*(b) is a holding at the time an application for development consent referred to in subclause (3) is lodged,*

*whether or not there has been a change in the ownership of the holding since 23 November 1990.*

**holding** means all adjoining land, even if separated by a road or railway, held by the same person or persons.

**Note—**

*The owner in whose ownership all the land is at the time the application is lodged need not be the same person as the owner in whose ownership all the land was on the stated date.*

**Comments:**

Correspondence with Council’s planning staff confirms that the land is afforded a dwelling entitlement under subclause (3)(d) as an existing holding. No dwelling house has been erected on the land, and no existing approved development consent for a dwelling house has been granted. The development is consistent with clause 4.2B.

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**Clause 5.16 Subdivision of, or dwellings on, land in certain rural, residential or conservation zones**

(1) *The objective of this clause is to minimise potential land use conflict between existing and proposed development on land in the rural, residential or conservation zones concerned (particularly between residential land uses and other rural land uses).*

(2) *This clause applies to land in the following zones—*

- (a) Zone RU1 Primary Production,*
- (b) Zone RU2 Rural Landscape,*
- (c) Zone RU3 Forestry,*
- (d) Zone RU4 Primary Production Small Lots,*
- (e) Zone RU6 Transition,*
- (f) Zone R5 Large Lot Residential,*
- (g) Zone C2 Environmental Conservation,*
- (h) Zone C3 Environmental Management,*
- (i) Zone C4 Environmental Living.*

(3) *A consent authority must take into account the matters specified in subclause (4) in determining whether to grant development consent to development on land to which this clause applies for either of the following purposes—*

- (a) subdivision of land proposed to be used for the purposes of a dwelling,*
- (b) erection of a dwelling.*

(4) *The following matters are to be taken into account—*

- (a) the existing uses and approved uses of land in the vicinity of the development,*
- (b) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,*
- (c) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),*
- (d) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c).*

**Comments:**

The development is located on land zoned RU4 Primary Production Small Lots and involves the erection of a dwelling. The existing use of the subject and surrounding land is for viticulture, and the approved use of the surrounding allotments is for residential dwellings. As a result of this, the proposed new residential dwelling on the site is unlikely to have a significant impact on either the existing land-use given the tree buffers proposed and the neighbouring allotments also having a small area and similar configuration reducing the likelihood of commercial operation of those single allotments as a vineyard on a

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commercial basis. The proposed dwelling will be consistent with the approved residential land-uses of the vicinity consisting of the dwelling approvals on either side of the land on adjoining allotments. The development has been positioned outside the existing electrical easements and Cowra Meat Processors facility buffer. The proposed development incorporates a densely vegetated landscape buffer along the western boundary outside the electrical easement to mitigate any potential negative environmental impact or potential conflict with the adjoining land use to the west or north. The dwelling is setback as far as possible from the eastern and southern property boundaries in the only location that allows the dwelling to be positioned outside the electrical easement and buffer. The development is consistent with clause 5.16.

The proposed development is consistent with the LEP without variation.

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## 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           | See below.     |

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## 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 site is presently used for viticulture and is proposed to be used for a residential purpose.

Development consents were recently issued for the adjoining allotments (reference DA 81/2023 and DA 82/2023) which, Vision is informed by the landowner, all formed part of one vineyard. Vision understands from the land owner that preliminary site contamination reporting was completed for the development applications for these adjoining allotments and the development consents issued for construction of two separate dwellings.

Given the site's history and previously completed reporting, there is no reason to consider that the subject allotment will have a different outcome as they formed part of a single vineyard. The subject site contains only vines and no sheds or infrastructure associated with the operation of the larger vineyard that would increase any likelihood of contamination occurring. It is reasonable to assume that the same agricultural management practices were undertaken for the vines on the subject land as was undertaken on the adjoining lots.

It is therefore reasonable to conclude that there isn't any need for additional site specific contamination testing as part of this application. The development is consistent with the remaining provisions of the Resilience and Hazards SEPP.

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### 5.2.1 State Environmental Planning Policy (Transport and Infrastructure) 2021

#### Chapter 2, Part 2.3, Division 5, Subdivision 2

#### Section 2.48 Determination of development applications—other development

(1) This section applies to a development application (or an application for modification of a consent) for development comprising or involving any of the following—

- (a) the penetration of ground within 2m of an underground electricity power line or an electricity distribution pole or within 10m of any part of an electricity tower,
- (b) development carried out—
  - (i) within or immediately adjacent to an easement for electricity purposes (whether or not the electricity infrastructure exists), or
  - (ii) immediately adjacent to an electricity substation, or
  - (iii) within 5m of an exposed overhead electricity power line,
- (c) installation of a swimming pool any part of which is—
  - (i) within 30m of a structure supporting an overhead electricity transmission line, measured horizontally from the top of the pool to the bottom of the structure at ground level, or
  - (ii) within 5m of an overhead electricity power line, measured vertically upwards from the top of the pool,
- (d) development involving or requiring the placement of power lines underground, unless an agreement with respect to the placement underground of power lines is in force between the electricity supply authority and the council for the land concerned.

(2) Before determining a development application (or an application for modification of a consent) for development to which this section applies, the consent authority must—

- (a) give written notice to the electricity supply authority for the area in which the development is to be carried out, inviting comments about potential safety risks, and
- (b) take into consideration any response to the notice that is received within 21 days after the notice is given.

(3) Subsection (2) does not apply to development specified in subsection (1)(b) if the development involves only one or more of the following—

- (a) internal alterations to a building,
- (b) a change of use of an existing building,
- (c) a change to the hours of operation specified in the development consent,
- (d) a subdivision that does not involve construction work.

#### Comments:

As shown on the development plans submitted with the application, the site contains electrical infrastructure in the form of power poles and high voltage power lines. The

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proposed development is immediately adjacent to, but not within, an easement for electricity purposes, and has been designed and sited to ensure that it does not encroach on any of the existing electrical easements in place. In accordance with subclause (1)(b)(i), the development will require referral to the electricity supply authority.

Prior consultation with the electrical authority confirmed no objection to the proposal provided certain conditions were adhered to including any vehicle driveways travel across not along the easement and the dwelling be placed outside the easement.

The development complies with the remaining provisions of the Infrastructure SEPP.



**(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**

#### **Part A Plan Introduction**

Section A 1.3 states:

*'Where the DCP contains provisions or sets standards with respect to an aspect of a development, and the Development Application does not comply with those provisions or standards, Council will be flexible in applying those provisions or standards and allow reasonable alternative design responses that achieve the objectives of those provisions or standards for dealing with that aspect of the development.'*

*'Where an aspect of a development does not comply with a provision or standard in this plan, Council may consent to the Development Application but only where a written statement has been provided which seeks to justify the non compliance and evaluate how any proposed alternative solution achieves the objectives of those provisions or standards for dealing with that aspect of the development.'*

| <b>Part F Rural Development</b>                 | <b>Applies</b> | <b>Consistent</b> | <b>Variation Proposed</b> |
|---|----------------|-------------------|---------------------------|
| <i>F.1.1. Application of this part</i>          | Y              | Y                 | N                         |
| <i>F.1.2. Objectives</i>                        | Y              | Y                 | N                         |
| <i>F.1.3. Siting Controls</i>                   | Y              | Y                 | N                         |
| <i>F.1.4. Setback Controls</i>                  | Y              | N                 | Y                         |
| <i>F.1.5. Building Appearance Controls</i>      | Y              | Y                 | N                         |
| <i>F.1.6. Access Controls</i>                   | Y              | Y                 | N                         |
| <i>F.1.7. Onsite Sewage Management Controls</i> | Y              | Y                 | N                         |
| <i>F.1.8. Water Supply Controls</i>             | Y              | Y                 | N                         |

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*F.1.1. Application of this part*

The development proposes the construction of a new residential dwelling located on land zoned RU4 Primary Production Small Lot. Part F.1 is applicable to the development.

*F.1.2. Objectives*

The development provides additional housing at a time of a housing shortage within the community. The size of the allotment allows the remaining land to continue to be used for primary production. A new vehicle crossing and driveway will provide safe, practical and lawful access from Anderson Lane, and the land is not located near any water courses that would result in flooding on the land. The land can accommodate an appropriate onsite sewage management system to properly manage domestic effluent. The development is consistent with the objectives of the DCP.

*F.1.3. Siting Controls*

The site contains a number of constraints in the form of existing easements and a buffer zone as shown on the development plans. As a result, the dwelling has been sited on the only practical land available on the site. The location of the dwelling and associated densely vegetated landscape buffer ensures that the residents of the dwelling can take advantage of the extensive views to the south of the site, whilst minimising the potential for land use conflict and impacts on adjoining residents.

*F.1.4. Setback Controls**F.1.4.1. Dwellings on Rural Land*

The proposed dwelling is setback 3 metres from the western boundary. This represents a variation to Council's control that requires dwellings be setback 150 metres from viticulture activity on the adjoining lots. The applicants are seeking a variation to this control due to the existing electrical easements and buffer zone for the Cowra Meat Processing facility affecting the back portion of the land. The easements and buffer zone constraining the area available for residential use of the land to the point that the site selected is the only location available not immediately adjacent to Anderson Lane.

The neighbouring allotment to the west has removed approximately 50 percent of the vines to date, up to a point that is approximately in line with the front proposed dwelling.

In order to mitigate any potential land use conflict, a densely vegetated 1.5 metre wide landscape strip is proposed between the proposed dwelling and the western property boundary. The landscape buffer expands to be a 20 metre wide tree buffer along the western and north property boundaries in alignment with the dwelling as displayed on the development plans.

The variation to the setback controls and tree buffer width controls contained in the DCP is considered justified, given the constraints of the easements and buffer on the land, and the mitigation measure of the densely vegetated landscape strip will effectively reduce potential of any land use conflict. Council can include a condition with a development consent requiring details of the landscape buffer be submitted to council prior to issue of a CC detailing the plant species, description of density, finished height, and time taken grown to height to ensure appropriate landscape species are selected and planted. Accordingly it

is considered this alternative solution achieves the objective of the setback control, while allowing the dwelling entitlement afforded to the land to be exercised.

#### *F.1.5. Building Appearance Controls*

The proposed building materials, including selected brick and Colorbond steel roofing, are appropriate in the rural context. The bulk and scale of the proposed development is consistent with the surrounding landscape.

#### *F.1.6. Access Controls*

The development proposes a new vehicle access and internal driveway as demonstrated on the development plans submitted with the application. This will provide the development with lawful and practical access from Anderson Lane. The proposed vehicle crossover can be constructed in accordance with Council's engineering requirements.

#### *F.1.7. Onsite Sewage Management Controls*

The development proposes a new on-site sewage management system of an appropriate size for the development. The location displayed on the development plan is indicative but there is ample space for an aerated effluent management system to be installed north of the dwelling location within the land if needed.

#### *F.1.8. Water Supply Controls*

Water supply will be provided by a 55,000 litre rainwater harvesting tank located adjacent to the proposed shed as shown on the development plans. This tank will be installed to provide 45,000 litres for domestic use as well as 10,000 litre static supply for fire fighting purposes which will be installed to meet the requirements of *Planning for Bushfire Protection 2019*.

With the exception of the side setback, the development is consistent with the remaining provisions of Part F of the DCP.

| <b>Part K Land-use buffers</b>   | <b>Applies</b> | <b>Consistent</b> | <b>Variation Proposed</b> |
|----------------------------------|----------------|-------------------|---------------------------|
| <i>K.2 Cowra Meat Processors</i> | Y              | Y                 | N                         |

#### *K.2 Cowra Meat Processors*

A portion of the land is located within the Cowra Meat Processors facility buffer zone. The development has been designed and sited to be outside this buffer zone as shown on the development plans submitted with the application. In accordance with the DCP, the proposed shed is located within the buffer zone, which is a permitted land use.

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

The development is consistent with the remaining provisions of the DCP.

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*(iiia) 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 Determination of development applications**

##### **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*

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*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 not involve demolition of a building and therefore the requirements of AS 2601 do not need to be considered in accordance with Clause 61(1).

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 (terraces), therefore Clause 61(4) is not applicable (subject to subclause (5)).

The development is not located within the Penrith City Centre.

**Clause 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.

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**Clause 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.

**Clause 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.

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**Clause 67** *Modification or surrender of development consent or existing use right—the Act, s 4.17(5)*

Not applicable.

**Clause 75** *Fulfilment of BASIX commitments*

*It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled—*

*(a) BASIX development,*

*(b) BASIX optional development, if the development application was accompanied by a BASIX certificate.*

**Comments:**

A BASIX Certificate is submitted to accompany this document and plans.

**Clause 76** *Deferred commencement consent*

Not applicable.

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*(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 land is located approximately 4.85 kilometers to the south of the township of Cowra. The land currently contains viticulture, a portion of which will be cleared to allow the construction of the new dwelling, shed and vehicle access. The land currently contains no other buildings.

The land adjoining the eastern boundary is used for viticulture and contains no other buildings. A dwelling approval has been issued for this site (Lot 12 DP 789769 - DA 81/2023).

The land adjoining the western boundary has been partially cleared of the existing viticulture operation and contains no buildings. A dwelling approval has been issued for this site (Lot 13 DP 792136 - DA82/2023).

The surrounding land use is generally primary production with scattered residential dwellings and outbuildings.

The proposed development is consistent with the character of existing land uses and the likely character of future land use defined by the residential dwellings.

#### **Access, Transport and Traffic**

Vehicle access to the development will be gained by a new vehicle crossing from Anderson Lane as shown on the development plans.

#### **Public Domain**

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

#### **Utilities**

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

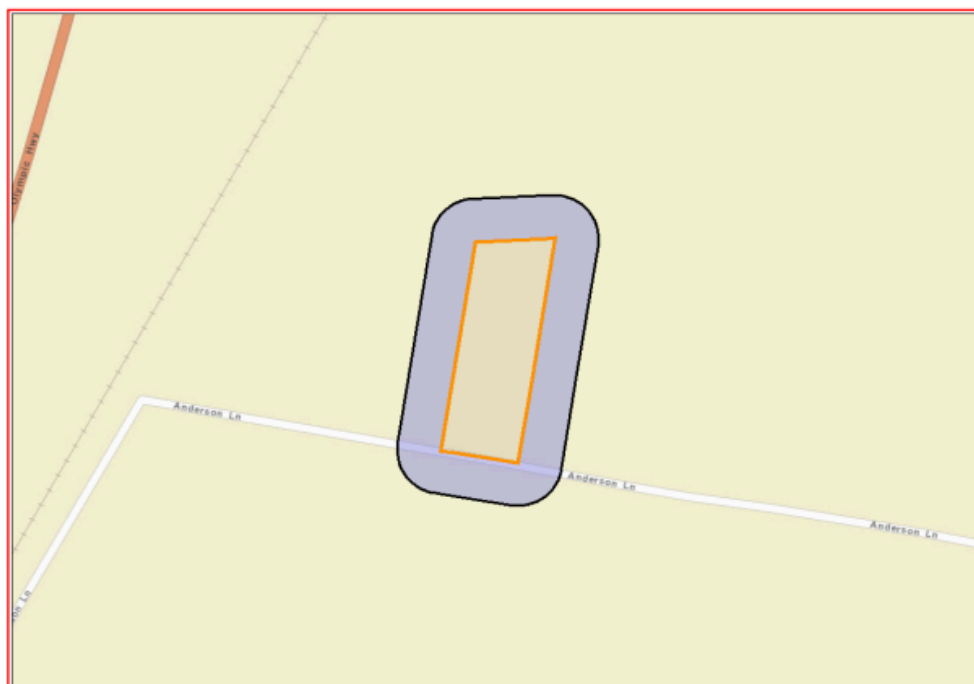
#### **Heritage**

There are no items listed in Schedule 5 of the LEP as present on the land. An AHIMS search did not reveal any recorded items of Aboriginal Heritage Significance on the land or adjacent road reserve.



AHIMS Web Service search for the following area at Lot : 9, DP:DP789769, Section : - with a Buffer of 50 meters, conducted by Beth Johnstone on 03 April 2025.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

|   |   |
|---|---|
| 0 | Aboriginal sites are recorded in or near the above location.          |
| 0 | Aboriginal places have been declared in or near the above location. * |

### Water

Water supply will be from rainwater harvesting tanks located adjacent to the shed. Stormwater can be drained to these rainwater harvesting tanks, with excess stormwater managed within the site without impacting neighbouring lots.

### Soils

The development will not have a negative impact on soils.

### 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.

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**Flora and Fauna**

The proposal does not require the removal of any trees.

**Waste**

The site can accommodate an appropriate on-site sewage management system. Any construction waste and ongoing domestic waste will be removed from the site and appropriately recycled or catered for at a licensed waste management facility.

**Energy**

A BASIX Certificate has been submitted with the application. The development is required to comply with the associated energy efficiency requirements.

**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.

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**(c) the suitability of the site for the development**

The site has appropriate area, dimensions and topography to facilitate construction of the proposed development.

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

Council will exhibit the development in accordance with 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

Through preparation of this SEE, it is confirmed that the development is consistent with all applicable planning controls contained in the *Cowra Local Environmental Plan 2012* without variation, and the majority of the controls contained in the *Cowra Shire Council Development Control Plan 2021* with the exception of the side and rear setback and tree buffer width for a portion of the development, where the variation is justified due to the constraints on the land and the mitigation measure of a densely vegetated landscape strip. The development is appropriate in scale and design to be constructed without negative impact.

Approving the development will enable the landowner to utilise the dwelling entitlement afforded to their land

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

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## Appendix A - Requirements of the Approved Form Guide

### **a. The environmental impacts of the development**

The development is being completed on a rural 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 rural area in the surrounding context. The documents submitted are appropriate 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 appropriate 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 rural area.

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**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 rural land use and the proposed development is consistent with the existing character and the likely future character which is a large lot residential character already defined by the two residential dwelling approvals issued for allotments either side of the land..

**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.

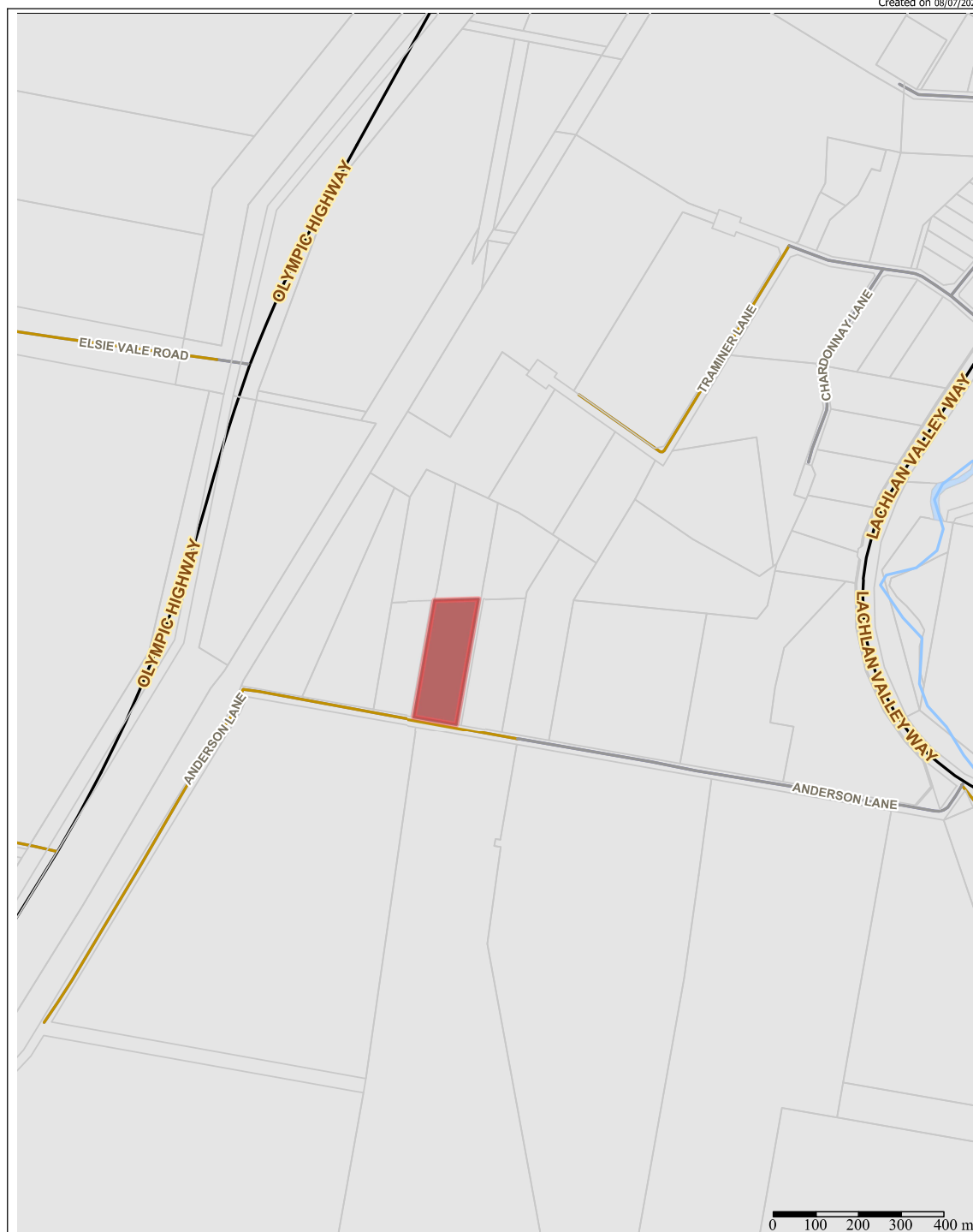
**k. Detailed sections of proposed facades**

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.

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 Andersons Lane Cowra**

**6 LATE REPORTS**

Nil

**7 NOTICES OF MOTIONS**

Nil

**8 CONFIDENTIAL MATTERS**

Nil