AGENDA

Ordinary Council Meeting

Date: **Monday, 22 September 2025**

Time: **5.30 pm**

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

Dirk Wymer

Acting - General Manager

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1 INTRODUCTION

1.1 Recording & Publishing

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

1.2 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.

1.3 Apologies and Applications for Leave of Absence by Councillors

List of apologies for the meeting.

1.4 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?

1.5 Presentations

1.6 Public Forum

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

2 CONFIRMATION OF MINUTES

Confirmation of Minutes of Ordinary Council Meeting held on 25 August 2025

MINUTES

Ordinary Council Meeting
Monday, 25 August 2025

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MINUTES OF COWRA COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 25 AUGUST 2025 AT 5.30 PM

PRESENT: Cr Paul Smith (Mayor), Cr Nikki Kiss OAM (Deputy Mayor), Cr Karren Cave, Cr Cheryl Downing, Cr Ruth Fagan, Cr Tony Horton, Cr Cheryl Speechley, Cr Peter Wright

IN ATTENDANCE: Paul Devery (General Manager), Larissa Hackett (Director-Environmental Services), Dirk Wymer (Director-Infrastructure & Operations), Alan Dalton (Director-Corporate Services)

1 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

RESOLUTION 160/25

Moved: Cr Tony Horton
Seconded: Cr Karren Cave

That the apology received from Cr Erin Watt be accepted and leave of absence granted.

CARRIED

1.4 Disclosures of Interest

Cr Cheryl Speechley declared a pecuniary interest in relation to item 6.1 Donation - Cowra Japanese Garden and Cultural Centre - Sakura Matsuri due to being on the Board of the Japanese Garden as a representative of Cowra Tourism Corporation, and will leave the room.

1.5 Presentations

Nil

1.6 Public Forum

Nil

2 CONFIRMATION OF MINUTES

RESOLUTION 161/25

Moved: Cr Tony Horton
Seconded: Cr Peter Wright

That the minutes of Ordinary Council Meeting held on 28 July 2025 be confirmed with amendments to record that:

- **Item 4.9 was moved by Cr Fagan and seconded by Cr Horton.**
- **Cr Watt, in making her disclosure of interest regarding Item 4.10 advised that she would leave the room for the item, which she did.**

CARRIED

3 MAYORAL MINUTES

3.1 Mayoral Minute - Cowra Agricultural Research Station: Possible Staff Reductions

RESOLUTION 162/25

Moved: Cr Paul Smith
Seconded: Cr Tony Horton

That Council:

1. **Express strong opposition to any proposed reduction in staffing or capabilities at the Cowra Agricultural Research Station.**

2. **Note that the Mayor has written to the NSW Premier and the NSW Minister for Agriculture calling on the Government to rule out any staff reductions at the Cowra Agricultural Research Station and to affirm long-term support for the site's research, trials and extension programs.**

3. **Note that an urgent briefing has been sought from the Department of Primary Industries on the status of any proposed changes and the implications for the Cowra facility.**

CARRIED

3.2 Mayoral Minute - Central NSW Joint Organisation Board Meeting

RESOLUTION 163/25

Moved: Cr Paul Smith
Seconded: Cr Nikki Kiss OAM

That Council note the Mayoral Minute on the Central NSW Joint Organisation board meeting held on 31 July 2025 in Parkes, NSW.

CARRIED

4 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 11 AUGUST 2025

GENERAL MANAGERS REPORT

4.1 Organisation Structure

RESOLUTION 164/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

That Council endorse the current three (3) Directorate Organisational Structure for Cowra Council.

CARRIED

DIRECTOR-CORPORATE SERVICES REPORT

4.2 Donation - Cowra High School - 2025 Schools Spectacular

RESOLUTION 165/25

Moved: Cr Ruth Fagan
Seconded: Cr Cheryl Downing

That Council approve a donation of $2,000 to Cowra High School to assist Cowra High School Dance attending the Schools Spectacular in November 2025.

CARRIED

4.3 Donation - Noel Collett Legacy - Koori Knockout 2025

RESOLUTION 166/25

Moved: Cr Tony Horton
Seconded: Cr Cheryl Downing

That Council approve a donation of $1,500 to Noel Collett Legacy to assist fielding a memorial team in the September 2025 Regional Koori Knockout.

CARRIED

4.4 Investments and Financial Report

RESOLUTION 167/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Cheryl Downing

That Council note the Investments and Financial Report for July 2025.

CARRIED

DIRECTOR-ENVIRONMENTAL SERVICES REPORT

4.5 Development Application No. 10.2025.59.1, Lot 20 Section 9 DP 977420, 59A Kite Street Cowra, multi dwelling housing (four attached dwellings), lodged by M Pullen. The property owner is Jackie Chiles Pty Ltd.

RESOLUTION 168/25

Moved: Cr Tony Horton
Seconded: Cr Nikki Kiss OAM

1. **That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variations to Section E.2.7 of Part E and Section M.2.3 of Part M of Council's Development Control Plan 2021 are sufficiently justified and the application was publicly notified and no submissions were received; and**

2. **That Council approves variations to Section E.2.7 of Part E and Section M.2.3 of Part M of Council's Development Control Plan 2021 for this development to allow an average site area per dwelling of 252.8sqm and car parking spaces forward of the building line; and**

3. **That Development Application No. 10.2025.59.1, for the construction of multi dwelling housing on Lot 20 Section 9 DP977420, 59A Kite Street Cowra be approved subject to the following conditions:**

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Window Schedule A000A	Vision Property Development Hub 21 January 2025 Revision A	Received 11 July 2025 Stamped No. 10.2025.59.1 (A)
Proposed Site Plan A001C	Vision Property Development Hub 4 September 2024 Revision C	Received 11 July 2025 Stamped No. 10.2025.59.1 (A)
Proposed Floor Plan A101C	Vision Property Development Hub 4 September 2024 Revision C	Received 11 July 2025 Stamped No. 10.2025.59.1 (A)
Proposed Elevations A201B	Vision Property Development Hub 21 January 2025 Revision B	Received 11 July 2025 Stamped No. 10.2025.59.1 (A)

Statement of Environmental Effects	**Currajong 13 June 2025 Revision B**	**Received 11 July 2025 Stamped No. 10.2025.59.1 (A)**
BASIX Certificate No. 1799383M (or as revised)	**Vision Town Planning Consultants PTY LTD Issued: 11 June 2025**	**Received 13 June 2025 Stamped No. 10.2025.59.1**
Site Survey	**Karl Lupis 20 February 2025 Ref 24-206**	**Received 13 June 2025 Stamped No. 10.2025.59.1**

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

2. **The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).**

3. **A retaining wall that does not comply with State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 will require the prior consent of Council. The erection of retaining walls may require the approval and certification of a suitably qualified structural engineer. All works are to be carried out within the boundaries of the property and without affecting the structural integrity of boundary fencing or neighbouring structures.**

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.

5. **All traffic movements in and out of the development are to be in a forward direction**

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

6. **Prior to the issue of a Construction Certificate, the Applicant is to submit a detailed Landscape Plan for the approval of the Principal Certifier which**

includes details of the proposed plant species and maintenance schedule. The plan is to be prepared in accordance with Part N of Cowra Council Development Control Plan 2021, and include screening of the carpark area from the street.

7. **Prior to the issue of a Construction Certificate, a Stormwater Management Plan shall be submitted to Council for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council.**

8. **Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of a 25mm metered water service to the development.**

9. **Pursuant to Section 7.12 (formerly Section 94A) of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Cowra Section 94A Contributions Plan 2016 adopted on 26 April 2016. The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.**

Contribution Type	Proposed Cost of Development[1]	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution[2]	$602.441.00	1%	$6,024.41	30 June 2026

Notes

[1] **As shown on the Development Application/Construction Certificate Application/Complying Development Certificate Application**

[2] **Council's Section 94A Contributions Plan 2016 may be viewed during office hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website www.cowracouncil.com.au**

10. **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. The proposed driveway must be a minimum of 6 metres wide in accordance with Section M.2.2.b.ii of Part M of the DCP.**

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.**

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

15. **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.**

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 to Council's stormwater management system on Kite Street.

21. 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.

22. 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 multi dwelling development 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, the Applicant shall construct an access crossing to the development site from Logan Street in accordance with consent from the road's authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the Section 138 Permit. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.

25. The Applicant is required to obtain a Certificate of Compliance pursuant to Section 64 of the Local Government Act 1993 certifying that all works, fees and charges required in connection with the provision of water supply 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 Occupation Certificate.

Separate reticulated sewer mains and metered water services must be physically provided to the development in accordance with Cowra Infrastructure and Operations Engineering Standards. Council will not issue the Occupation Certificate until the Compliance Certificate has been issued, verifying that all works have been satisfactorily completed. All monetary contributions in relation to the augmentation of reticulated sewerage must be paid in full to Cowra Shire Council before the Occupation Certificate will be issued. Necessary inspections must be arranged at least 48 hours in advance. Contact Cowra Infrastructure and Operations on (02) 6340 2070.

26. **Prior to the issue of any Occupation Certificate the Applicant shall ensure that all new vehicular parking areas, including the proposed staff car parking area are clearly defined and/or line-marked in accordance with Cowra Infrastructure & Operations Engineering Standards and Australian Standard 2890.1-2004 - Off Street Parking Facilities. A sign(s) that are conspicuous and legible from the proposed new access road, and from within the development site, shall be permanently displayed indicating the points of ingress and egress, to the proposed development. All costs associated with the identification and line marking of the car parking areas shall be borne by the Applicant and at no cost to Council.**

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, Nikki Kiss OAM, Karren Cave, Cheryl Downing, Ruth Fagan, Tony Horton, Cheryl Speechley and Peter Wright

Against: Nil

CARRIED 8/0

4.6 Development Application No. 10.2024.11.1, Lots 9 & 10 DP 1096603, 11-13 Kollas Drive Cowra, 64 self-storage units, lodged by B J Wilkinson. The property owner is B J & N A Wilkinson

RESOLUTION 169/25

Moved: Cr Ruth Fagan
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 variations to Sections I.1.4.1 and M.1.5.1 of Parts I and M of Council's Development Control Plan 2021 are sufficiently justified and the application was publicly notified and no submissions were received; and**

2. **That Council approves variations to Sections I.1.4.1 and M.1.5.1 of Parts I**

and M of Council's Development Control Plan 2021 for this development to allow a minimum 4.65m front boundary setback and 6 car parking spaces; and

3. That Development Application No. 10.2024.11.1, for the construction of 64 self-storage units on Lots 9 & 10 DP 1096603, 11-13 Kollas Drive Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Lot Plan Drawing A001	Vision Property Development Hub 13 November 2024	Received 4 June 2025 Stamped No. 10.2024.11.1
Site Plan Drawing A002 C	Vision Property Development Hub 1 April 2025	Received 21 July 2025 Stamped No. 10.2024.11.1
Stage 1 Elevations Drawing A201	Vision Property Development Hub 16 January 2025	Received 4 June 2025 Stamped No. 10.2024.11.1
Stage 2 Elevations Drawing A202	Vision Property Development Hub 16 January 2025	Received 4 June 2025 Stamped No. 10.2024.11.1
Statement of Environmental Effects Version 5	Vision Property Development Hub 16 July 2025	Received 21 July 2025 Stamped No. 10.2024.11.1

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

3. 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).

4. All traffic movements in and out of the development are to be in a forward direction.

5. The emission of sound from the premises shall be controlled at all times in accordance with the Noise Policy for Industry (2017) published by NSW EPA.

6. No advertising sign and/or structure other than that which is permissible without consent is to be erected as part of the approved development until a formal application has been submitted to Council and a development consent has been issued.

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

7. Prior to the issue of a Construction Certificate for each stage of the development, the Applicant must demonstrate that the development complies with firefighting capabilities in accordance with AS 2419.1:2021, Fire Hydrant Installations, and Fire and Rescue NSW (FRNSW) guidelines. All costs associated with the augmentation of water reticulation relating to the development shall be borne by the Applicant and at no cost to Council.

8. Prior to the issue of a Construction Certificate for each stage, Council's sewer main alignment and depth shall be accurately located and the greater of the following clearance criteria must be achieved and demonstrated:

(i) A line taken at an angle of 45 degrees downwards from the lower edge of the proposed footing will not intersect Council's sewer main and its trench;
(ii) A minimum 1100mm between the building's footings and centre line of the sewer main;
(iii) The building and its footings are located outside any existing sewer easement.

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

9. Prior to the issue of the Construction Certificate for each stage, the Council's stormwater main alignment and depth shall be accurately located and the greater of the following clearance criteria must be achieved and demonstrated:

(i) A line taken at an angle of 45 degrees downwards from the lower edge of the proposed footing will not intersect Council's stormwater main and its trench;

(ii) A minimum 1100mm between the building's footings and centre line of the stormwater main;

(iii) The building and its footings are located outside any existing stormwater easement.

If the above criteria cannot be achieved, the submission to, and approval

by Council of designs prepared by a suitably qualified engineer for special footings adjacent to Council's stormwater main is required prior to the issue of a Construction Certificate. Construction is to be supervised by an engineer and certified as being constructed in accordance with the approved design prior to issue of the final certificate or occupation of the dwelling, whichever is the earliest.

10. **Prior to the issue of the Construction Certificate for the each stage, the Applicant must obtain consent from Council pursuant to Section 138 of the Roads Act 1993 for the construction of the driveway crossings to the development site from Kollas Drive in accordance with Cowra Shire Council's Engineering Standards.**

11. **Prior to the issue of a Construction Certificate for each stage, a Stormwater Management Plan shall be submitted to Council for approval which shows:**

    - **all trafficable surfaces to be of an impervious nature.**
    - **a "vee" shaped drain, to the satisfaction of Council's Infrastructure & Operations Department, over Council's stormwater main located adjacent to the drainage easement parallel to the northern boundary.**
    - **adequate provision has been made for the estimated potential stormwater runoff from the development to the satisfaction of Council. This is to include a comparison of existing and design flows, and also show control measures for erosion and sedimentation.**

12. **Prior to the issue of a Construction Certificate for each stage, the Applicant is to submit design details of the proposed retaining wall for the approval of Council's Manager – Assets & Technical services. The design must be prepared by a suitably qualified engineer for retaining walls adjacent to Council's sewer & stormwater mains. Construction is to be supervised by an engineer.**

13. **Prior to the issue of a Construction Certificate for each stage, the Applicant is to submit a Landscape Plan for the approval of the Principal Certifier which includes details of the proposed plant species and maintenance schedule. The plan is to be prepared in accordance with Part N of Cowra Council Development Control Plan 2021.**

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

14. **The Applicant is to obtain a Construction Certificate for each stage of the development 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.

15. **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.**

16. **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'.**

17. **Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. The erosion and sediment control measures are to comply with Part B of Cowra Shire Council Development Control Plan 2021 at all times.**

18. **Any alterations to the ground surface adjacent to the sewerage access chamber in the vicinity/or within the property will require application and payment to Council for alterations to the access chamber level to match the new ground surface level. Access chambers within driveways will require provision of a trafficable lid at the applicant's cost.**

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

19. **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.**

20. **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.**

21. **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.**

22. **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.**

23. **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.

24. **All stormwater management works shall be undertaken in accordance with the approved Stormwater Management Plan. Any required stormwater drainage facilities necessary to service the development shall be carried out prior to the issue of any Occupation Certificate.**

25. **The sizes of all necessary stormwater pits and pipes, and the depth of cover provided over such infrastructure shall be in accordance with the Cowra Council Development Control Plan 2021 and Cowra Infrastructure and Operations Engineering Standards. All costs associated with the management of stormwater relating to the development shall be borne by the Applicant and at no cost to Council.**

26. **As soon as is practical, and within a maximum of 7 days following the placement of any roofing material, all guttering and downpipes must be installed and connected to Council's drainage system.**

27. **The Applicant is to obtain all relevant approvals to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Cowra Shire Council prior to commencing works to and comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:**

    (a) Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.
    (b) External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.
    (c) Water Supply: Hot and cold water supply pipework, when the pipework is installed and prior to concealment. Pipes should be under pressure test.
    (d) Stormwater: When the stormwater and roof water drainage system has been completed.

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

28. **The Applicant must not commence occupation or use self-storage units until a Whole or Partial Occupation Certificate for each stage of the development has been issued from the Principal Certifier appointed for the subject development.**

29. **Prior to the issue of a Whole Occupation Certificate, all landscape works**

for the relevant stage shall be completed in accordance with the approved plans.

30. **Prior to the issue of an Occupation Certificate for each stage, the Applicant shall seal or concrete internal driveways, hardstand areas and the car parking spaces for the relevant stage in accordance with Cowra Infrastructure and Operations Engineering Standards.**

31. **Prior to the issue of an Occupation Certificate for the relevant stage, the retaining wall is to be engineer certified as being constructed in accordance with the approved design.**

32. **Parking for disabled persons is to be provided and signposted in accordance with the approved plans and the requirements of Australian Standard 2890.1. The access linking such parking areas to their associated developments shall generally not have gradients steeper than 1:14.**

33. **Prior to the issue of an Occupation Certificate for each stage, the Applicant shall construct access crossings to the development site from Kollas Drive 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.**

34. **The Applicant is required to obtain a Certificate of Compliance pursuant to Section 64 of the Local Government Act 1993 certifying that all works, fees and charges required in connection with the provision of water supply to the development have been undertaken and complied with in full. The certificate shall include all relevant works verified by appropriate inspections, fees and charges that are currently being applied at the time of the issue of the Occupation Certificate for the relevant stage of development.**

    Separate reticulated water reticulation mains including a 25mm metered water service must be physically provided to each lot of the development in accordance with Cowra Infrastructure and Operations Engineering Standards. Council will not issue the Occupation Certificate until a Compliance Certificate has been issued, verifying that all works have been satisfactorily completed. Necessary inspections must be arranged at least 48 hours in advance. Contact Cowra Infrastructure and Operations on (02) 6340 2070.

35. **A Fire Safety Certificate completed by a competent fire safety practitioner shall be furnished to the Principle Certifier for all the Essential Fire Safety Measures specified in the current fire safety schedule for the building, prior to the issue of any Occupation Certificate. The Fire Safety Certificate must be issued using the standard template form published by the NSW Government. A copy of the Fire Safety Certificate must be predominately displayed in the building and a copy submitted to Council by the Principle Certifier with the Occupation Certificate. An electronic copy of the Final Fire Safety Certificate (together with a copy of the current Fire Safety Schedule) shall also be forwarded to the Fire**

Commissioner via the following dedicated email address: afss@fire.nsw.gov.au

36. An Annual Fire Safety Statement completed by a competent fire safety practitioner for all the Essential Fire Safety Measures applicable to the building must be given to Council and a copy forwarded to the Fire Commissioner via the dedicated email address afss@fire.nsw.gov.au:

(i) within 12 months after the date on which an annual fire safety statement was previously given, or

(ii) if a fire safety certificate has been issued within the previous 12 months, within 12 months after the fire safety certificate was issued, whichever is the later.

An Annual Fire Safety Statement must be issued using the standard template form published by the NSW Government. A copy of the Annual Fire Safety Statement (together with a copy of the current fire safety schedule) must also be prominently displayed in the building.

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, Nikki Kiss OAM, Karren Cave, Cheryl Downing, Ruth Fagan, Tony Horton, Cheryl Speechley and Peter Wright

Against: Nil

CARRIED 8/0

4.7 Modification to Council's Access Incentive Scheme Grant Funding Guidelines

RESOLUTION 170/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Cheryl Downing

That the Draft Access Incentive Scheme Grant Policy be placed on public exhibition for a period of at least 28 days.

CARRIED

5 GENERAL MANAGER

5.1 Delegations of Authority to Mayor, General Manager, S355 Committees and Working Parties

RESOLUTION 171/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

1. That Council revoke all previous delegations to section 355 committee and adopt the delegations as detailed below:

- **In accordance with the power under section 377 of the Local Government Act 1993 Cowra Council of 116 Kendal Street, Cowra in the State of New South Wales ("the Council") does hereby delegate to the following Committees established in accordance with section 355 of the Local government Act 1993 the following functions and powers subject to any limitation, condition or restriction expressly provided:**

  - **Cowra Access Committee**
    To act as an advisory body to Council in relation to matters that affect the accessibility of the Shire for all residents and visitors. This will be accomplished through:
    - **Fostering and advocating for the community to support people with disability so that they can be included in social and economic life to the extent of their ability; to be able to contribute as a valued member of their community; and to achieve good life outcomes;**
    - **Providing advice to Council in relation to the actions contained within the Disability Inclusion Action Plan;**
    - **Assisting in providing a community where people can feel welcome and included with dignified and equal access to places, events, information and opportunities;**
    - **Seeking to ensure that all public facilities are available to all users regardless of their disability;**
    - **Providing advice to Council in relation to the accessibility of road and footpath infrastructure where required; including signage, safety, parking and usability for all users;**
    - **Supporting and promoting schemes and programs to encourage people to enjoy all Council facilities and activities;**
    - **Providing advice and support to Council in**

relation to grant funding for infrastructure projects for improved access and facilities throughout the Shire;
- **Making recommendations to Council on applications received under the Access Incentive Scheme.**

- **Art Gallery Advisory Committee**
  To assist and support the planning and implementation of the Gallery program and activities. This will be accomplished through:
  - **Forming sub-committees or working groups to address Gallery strategic development and fundraising activities.**
  - **In consultation with the Gallery Director, committee members may provide assistance and/or invite volunteers as approved by the Gallery Director, and after a period of training in the following:**
  - **Assisting with exhibition front of house duties on a Sunday from 10am to 2pm, on a rotating roster. Duties include opening and closing the Gallery, meet and greet visitors, assist with the sale of items in the gallery retail area.**
  - **Assisting as a volunteer with the packing and installation of exhibitions at the Gallery.**

- **Australian Chapter of the World Peace Bell Association**
  To make the people in Australia aware of the significance of attaining World Peace in conformity with objects of the World Peace Bell Association in Tokyo, and to maintain and manage the Peace Bell sited in Cowra. A major role of the Australian Chapter of the World Peace Bell Association Inc is to organise the Peace Day Celebrations.

- **Cowra Breakout Association**
  To ensure the Cowra Breakout is not forgotten and that current and future generations will always remember the tragic event that sets Cowra apart from any other Australian community. This is achieved by:
  - **Organising the annual 5 August Commemoration of the Cowra POW Breakout.**
  - **Encouraging anyone with a direct link to the Breakout or with an ongoing interest in the events of 5 August, 1944 to become involved in the annual commemorations.**
  - **Promoting ongoing interest in the Breakout**

story and the history of the Cowra POW Camp ground amongst locals and visitors alike.

- **Undertaking projects that encourage interest in the Breakout story and improve interpretation of the Cowra POW Camp precinct.**
- **Liaise with and offer suggestions to other groups attempting to improve facilities and interpretation of the POW Campsite such as working with Cowra Shire Council to promote the Peace Precinct Masterplan.**

- **Cowra Sport and Recreation Committee**
  To advise Council in relation to the identification and prioritisation of the recreational and cultural sporting facilities and programs within the Shire. This will be accomplished through:
  - **Advising Council on the content of the Cowra Sport and Recreation Plan to support a strategic approach to sporting and recreational development in the Shire.**
  - **Identifying and prioritise sporting and recreational needs within the Cowra Community and make recommendations for action to Council.**
  - **Facilitating communication on sporting and recreational matters between community organisations and sporting and recreation clubs and groups.**
  - **Making recommendations to Council in relation to the fees and charges applicable to sport and recreation facilities as part of the Operational Plan development each year.**

- **Environmental Sustainability Committee**
  To advise Council in relation to policy and project agenda/direction for Council on environmental sustainability issues. This will be accomplished through:
  - **Addressing the following themes and how they affect Council and the Cowra Shire:**
    Energy
    Water
    Conservation and Land Management
    Waste Management
    Climate Impact
    Community (educational or promotional).
  - **Providing comment on the environmental sustainability aspects of major Council project**

and initiatives.
- **Identifying environmental sustainability projects and practices appropriate for Council and the Shire.**
- **Progressing identified environmental sustainability projects within resource constraints.**
- **Providing leadership and building partnerships based upon environmental sustainability issues.**
- **Promote Council's and the community's preparedness for adaptability and resilience to climate change and natural disaster impacts.**
- **Make recommendations to Council on applications received under Council's environmental grants program.**

- **Cowra Saleyards Committee**
  To advise Council on matters relating to the ongoing operation and development of the Cowra Saleyards facility. This will be accomplished through:
  - **Acting as an advisory body to Council for policies and procedures, promotion and associated livestock fee recommendations for the saleyards.**
  - **Identifying and prioritising future upgrades of the Saleyards and making the appropriate recommendations to Council.**

- **Cowra Youth Council**
  To act as a forum for young people to raised issues of importance with Council and the wider community. This will be accomplished through:
  - **Providing Cowra Shire Council with comments and suggestions regarding local government policies and programs for youth.**
  - **Advising and working with the Community Development Officers to organise local youth week celebrations and other activities to meet the needs of Cowra's young people.**
  - **Working with other youth agencies to improve coordination and consultation between youth services.**
  - **Representing the youth of Cowra at local, State and National youth forums where appropriate.**

- **Cowra Public Art Advisory Panel**
  That the Cowra Public Art Advisory Panel be delegated purpose and authority as described in the

Cowra Public Art Policy Document.

- **Cowra Civic Centre Reference Group**
  That Council delegate the following functions to the Reference Group:
  - **Advocating and promote the activities of Cowra Civic Centre.**
  - **Fostering a culture of arts engagement and event attendance within the broader community.**
  - **Providing strategic advice and guidance to the Civic Centre Manager on future plans and strategic directions.**
  - **Facilitating conversation with the arts community about the Civic Centre bringing feedback to meetings.**
  - **Providing strategic recommendations to Council, when required, to help inform elected Councillors on decisions relating to and/or impacting Cowra Civic Centre and general policies around arts and culture in the region.**
  - **Attendance at as many events at Cowra Civic Centre as possible.**

- **CBD Committee**
  That Council delegate the following functions to the committee:
  - **Reviewing relevant economic datasets to inform advice in relation to the CBD.**
  - **Advising Council on the delivery and implementation of the Cowra CBD Place Vision and Activation Plan.**
  - **Consulting with the business and wider community to inform advice to Council.**
  - **Working with partners including: other levels of government; Business Cowra; Central West Business Chamber; Biz HQ; Cowra Tourism Corporation or similar organisations to inform advice to Council.**
  - **Presenting findings and recommendations to Council as required.**
  - **That, for the purposes of the committee's operation, the CBD refers to**
    Kendal St from the eastern end of the main traffic bridge to Somerset St intersection and one block either side ie Liverpool and Vaux Streets
    Redfern Street from Lachlan Street intersection to intersection with Bourke

Street. This area corresponds with the E3 – Productivity Support land-use zoning.

2. That Council revoke all previous delegations to Working Parties and adopt the delegations as detailed below:

- **In accordance with the power under section 377 of the Local Government Act 1993 Cowra Council of 116 Kendal Street, Cowra in the State of New South Wales ("the Council") does hereby delegate to the Working Parties of the Council the following functions and powers subject to any limitation, condition or restriction expressly provided:**

  - **Festival of International Understanding Working Party**
    To provide advice and support in the planning and delivery of Council's annual Festival of International Understanding. This may be achieved by:
    - **Selecting proposed guest nations**
    - **Reviewing and providing advice on the program of events**
    - **Selecting Festival Youth Ambassadors**
    - **Hosting dignitaries.**

  - **Australia Day Working Party**
    To provide advice and support in the staging of the annual Australia program. This may be achieved by:
    - **Reviewing and providing advice on the program of events**
    - **Co-ordinating the awards program**
    - **Selecting award recipients**
    - **Hosting the Australia Day Ambassador**
    - **Hosting the annual Australia Day awards ceremony.**

  - **Reconciliation Working Party**
    To undertake investigations and produce findings to council on proposed actions to further the cause of reconciliation within our community. This may be achieved by:
    - **Registering with Reconciliation Australia to develop a Reconciliation Action plan under their framework.**
    - **Liaising with the Cowra Local Aboriginal Land Council and other stakeholders.**

  - **Cultural Plan Working Party**
    To develop an updated Cultural plan and present it to council. This may be achieved by:
    - **Reviewing existing plans**

- **Liaising with key stakeholders.**

- **General Manager Performance Review Working Party**
  To conduct the half-yearly and annual performance appraisals of the General Manager.

- **Cowra Community Grants Working Party**
  To administer the bi-annual Community Grants program. This may be achieved by:
  - **Regularly reviewing the guidelines and recommending any proposed changes to council.**
  - **Reviewing applications and seeking clarification on issues as required.**
  - **Recommending to council those applications considered eligible for the granting of funds.**

3. That Council revoke all previous delegations to the Mayor and adopt the delegations as detailed below:

In accordance with the power under section 377 of the Local Government Act 1993 Cowra Council of 116 Kendal Street, Cowra in the State of New South Wales ("the Council") does hereby delegate to the Mayor of the Council, or to the Councillor acting in the Office of Mayor, the following functions and powers subject to any limitation, condition or restriction expressly provided:

- **Executive**
  - **to supervise the General Manager, on behalf of the Council, in terms of the Local Government Act 1993 and Council's policies and delegations and to advise the General Manager in the execution of Council's decisions and policies**
  - **to fulfil the functions of the chief elected member of the Council and to perform all duties imposed upon the Mayor under the Local Government Act or other Acts or Regulations**
  - **to give effect to the resolutions of Council in conjunction with the General Manager**

- **Media Relations**
  Respond to media publicity on Council matters and issue media releases and make statements to the media on behalf of Council in accordance with Council's adopted policy.

- **Council Meetings**
  To call extraordinary meetings of the Council as deemed necessary.

- **Legal**
  When considered necessary or urgent, to request the General Manager to obtain legal advice or legal representation in any matter in which the Council is or may become involved.

- **Expenditure**
  Authorise any work, which in the opinion of the Mayor, is urgent at a cost not exceeding $10,000 and report to the next meeting of Council the circumstances necessitating such expenditure.

- **General Manager's Leave**
  To approve of leave for the General Manager and attendance at conferences, seminars etc.

4. That Council revoke all previous delegations to the General Manager and adopt the delegations as detailed below:

In accordance with the power under section 377 of the Local Government Act 1993 Cowra Council of 116 Kendal Street, Cowra in the State of New South Wales ("the Council") does hereby:

- **Delegate to the General Manager of the Council all of its functions except:**
  - **those functions which must not be delegated pursuant to section 377(1) of the Local Government Act 1993;**
  - **any function designated in any other Act of Parliament as a function which must not be delegated;**
  - **the function of the determination of a development application made under the Environmental Planning and Assessment Act 1979 ("EP&A Act"):**
    - **where the development is not consistent with Cowra Local Environmental Plan 2012 or other relevant environmental planning instrument;**
    - **(ii) where the development is designated development as defined under Part 2 of Schedule 3 of the Environmental Planning and Assessment Regulation 2021;**
    - **where the development is inconsistent with a Development Control Plan;**
    - **where the application involves development that directly impacts on the heritage values of a heritage item listed in Schedule 5 of Cowra Local Environmental Plan 2012;**
    - **where the application involves the use of land**

or a building for a brothel;
- **where the application involves the use of the land or a building for a place of public worship;**
- **where the application involves the subdivision of land into more than 10 new allotments;**
- **where the application involves the erection of medium density housing or alterations thereto, exceeding a total of 3 dwelling-units;**
- **where an objection has been received that is considered valid on planning grounds and has not been resolved by amendments to the application or by the imposition of conditions;**
- **where the application is lodged by, on behalf of, or for Cowra Shire Council; except for development on land for public open space purposes; and**
- **where the development application shows an estimated value exceeding $4 million.**

- **The function to approve a modification application in accordance with section 4.55 of the Environmental Planning and Assessment Act 1979:**
  - **where the development is inconsistent with Cowra Local Environmental Plan 2012 or other relevant environmental planning instrument;**
  - **where the development is inconsistent with a Development Control Plan, Code or Policy adopted by Council Shire Council;**
  - **where the development is designated development as defined under Part 2 of Schedule 3 of the Environmental Planning and Assessment Regulation 2021;**
  - **where the application involves development that directly impacts on the heritage values of a heritage item listed in Schedule 5 of Cowra Local Environmental Plan 2012;**
  - **where the development involves the subdivision of land into more than 10 new allotments;**
  - **where the development involves the erection of medium density housing or alterations thereto, exceeding a total of 3 dwelling-units;**
  - **where the development involves the use of land or a building for a brothel;**
  - **where the development involves the use of the land or a building for a place of public worship;**
  - **where an objection has been received that is considered valid on planning grounds and has**

not been resolved by amendments to the application or by the imposition of conditions.
- **where the original application or modification application was lodged by, on behalf of, or for Cowra Shire Council;**
- **where the original application was determined by Council and an objection has been received which is of a complex nature and cannot be dealt with by the imposition of conditions or amendment of plans;**
- **where the development application shows an estimated value exceeding $4 million.**

- **Sub-delegate to the General Manager of the Council all functions delegated to the Council except as provided in the relevant instrument of delegation to the Council.**
-

CARRIED

5.2 Acting General Manager

RESOLUTION 172/25

Moved: Cr Cheryl Downing
Seconded: Cr Cheryl Speechley

That the Director – Infrastructure & Operations, Mr Dirk Wymer, be appointed Acting General Manager for the period 15-26 September 2025 inclusive due to the General Manager's absence on leave.

CARRIED

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

RESOLUTION 173/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

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

CARRIED

5.4 Draft Media & Social Media Policy

RESOLUTION 174/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

That Council adopt the draft Media & Social Media Policy.

CARRIED

5.5 CBD Committee

RESOLUTION 175/25

Moved: Cr Cheryl Downing
Seconded: Cr Tony Horton

1. **That Council note the draft minutes of the CBD Committee meeting held on 13 August 2025.**
2. **That Council write and thank David Barrand for his contribution to the CBD Committee as the Cowra Tourism Corporation representative.**
3. **That Council appoint Courtney Preo to the CBD Committee as the Cowra Tourism Corporation representative.**
4. **That Council notes the resignation of Cr Ruth Fagan from the CBD Committee.**
5. **That the councillor numbers on the CBD Committee be reduced from five to four.**

CARRIED

At 6:08 pm, Cr Cheryl Speechley left the meeting.

6 DIRECTOR-CORPORATE SERVICES

6.1 Donation - Cowra Japanese Garden and Cultural Centre - Sakura Matsuri

RESOLUTION 176/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

That Council:

- **note that in finalising the Long Term Financial Plan, Council approved $2,000 for the 2025 Sakura Matsuri Festival; and**
- **approve the donation of a further $500 towards the Festival, drawn from the section 356 general donations budget.**

CARRIED

At 6:10 pm, Cr Cheryl Speechley returned to the meeting.

6.2 Draft Minutes - Audit, Risk and Improvement Committee - 7 August 2025

RESOLUTION 177/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Paul Smith

That Council note the draft minutes of the 7 August 2025 Audit, Risk and Improvement Committee meeting.

CARRIED

6.3 Release of Closed Decisions

RESOLUTION 178/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Peter Wright

That Council note the release of the resolutions made in Closed Council at the Ordinary Council Meeting held on 28 July 2025:

Request for Tender 2-2025: Gravel Production (2025-2027)
RESOLUTION 157/25
That Council:

1. ***accept the schedule of rates tenders, in preferential order, from:***
   a) Calvani Crushing Pty Ltd (ABN: 89 136 711 576); and
   b) Cooper Civil and Crushing Pty Ltd (ABN: 30 142 617 847)
   for RFT 2/2025 (Gravel Production 2025-2027) in accordance with the budgetary allocation for 2025/26; and
2. ***authorise the General Manager to execute any documentation required to award Contracts 2/2025 (Gravel Production 2025-2027).***

Request for Tender 3-2025: Gravel Road Grading Wet Plant Hire (2025-26)
RESOLUTION 158/25
That Council:

1. ***accept the schedule of rates tender from:***
   a) Cooper Civil and Crushing Pty Ltd (ABN: 30 142 617 847);
   b) Gledhills Earthmoving Pty Ltd (ABN: 89 633 715 821);
   c) Grassit Pty Ltd T/as RECS Group Australia (ABN: 78 614 737 914);
   d) McNaught Earthworks Pty Ltd (ABN: 83 651 295 288);
   e) Roadworx Surfacing Pty Ltd (ABN: 41 080 549 145); and
   f) Rollers Australia Pty Ltd (ABN: 50 087 309 09).
   for RFT 3/2025 (Gravel Road Grading Wet Plant Hire 2025-26) in accordance with budgetary allocation for 2025/26; and
2. ***authorise the General Manager to execute any documentation required to award Contract 3/2025 (Gravel Road Grading Wet Plant Hire 2025-26).***

Request for Tender: Cowra Aquatic Centre Renewal
RESOLUTION 159/25

1. ***That Council proceed to Request for Tender for the Cowra Aquatic Centre***

Renewal Project

2. ***That Council receive and note the intention to potentially allocate contingency funding to the project transferred from the 'Cowra Services Projects' reserve funds or additional loan funding; subject to the tenders received.***

CARRIED

6.4 Donation - Conner Moriarty - Squash Australian Junior Championships 2025

RESOLUTION 179/25

Moved: Cr Cheryl Downing
Seconded: Cr Tony Horton

That Council approve a donation of $500 to Conner Moriarty to assist with attending the Australian Junior Championships over September and October 2025.

CARRIED

7 DIRECTOR-INFRASTRUCTURE & OPERATIONS

7.1 Committee Minutes - Traffic Committee

RESOLUTION 180/25

Moved: Cr Paul Smith
Seconded: Cr Cheryl Downing

1. **That the minutes of the Traffic Committee meeting held on 11 August 2025 be noted.**
2. **That Council approves the Class 3 special event, to be held by Lachlan Endurance Riders Club Inc as the "Woodstock Spring Ride" on 13 & 14 September 2025, subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.**
3. **That Council approves the Class 2 special event known as "Bell Beats Music and Arts Festival", to be held by Cowra Council on Saturday 4 October 2025, subject to compliance with the requirements of Transport for NSW (TfNSW) and NSW Police.**
4. **That Council approves, in principle, the Class 2 special event to be held by Morongla Show Society Inc. on 6 October 2025 subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.**
5. **That Council approves, in principle, the Class 2 special event to be held by Cowra Show Society on 17 October 2025 to 18 October 2025, in principle, subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.**
6. **That Council amend the 'Committee Membership and Delegates Register', section (d) Appointment of Delegates by replacing section 16**

'Traffic Committee' with section 16 'Transport Forum'.

7. **That the delegates to the Transport Forum remain Cr P Smith and Cr K Cave.**

8. **That Council adopt Schedule 4 of the 'Authorisation and Delegation, Prescribed Traffic Control Devices and Regulation of Traffic; Roads Act 1993, Road Transport Act 2013' as the scope of the Transport Forum.**

CARRIED

7.2 Section 355 Committee Minutes - Saleyards Committee

RESOLUTION 181/25

Moved: Cr Peter Wright
Seconded: Cr Nikki Kiss OAM

1. **That the minutes of the draft Saleyards Committee meeting held on 7 August 2025 be noted.**

2. **That Council prepare a business case for the installation of a third truck wash bay at the Cowra Saleyards and present the business case to the February 2026 Saleyards Committee meeting.**

CARRIED

7.3 West Cowra Stormwater Progress Report

RESOLUTION 182/25

Moved: Cr Tony Horton
Seconded: Cr Nikki Kiss OAM

That Council continue the investigation of the West Cowra Channel Stormwater as follows:

1. **investigate other options for managing West Cowra channel flooding upstream of Grenfell Road:**
    a. **field survey and confirmation of floor levels of properties estimated to experience overfloor flooding**
    b. **alternate options for properties with overfloor flooding; including flood boards to protect the property.**
2. **Complete further modelling:**
    - **Update to ARR19 Hydrology and Climate Change as per most up to date guidelines**
    - **Undertaken additional hydraulic assessment of potential options or adjustments to options including:**
        - **To maximise the benefit of 'Proposed Stage 1' works; amend 'Proposed Stage 1' works to include West Cowra Channel west of the Olive Grove channel being collected into the Olive Grove pipeline and overland swale.**
        - **Adjustment of arrangement and design of low flow pipe and**

inlet pits to reduce surcharging.

- **Further adjustment to mitigate the back flow of the low flow pipe due to pit structures and downstream ponding.**
- **Reroute low flow pipe options around culverts to reduce potential additional construction costs involved in construction in close vicinity of the Walker Street and Lyall Street culverts.**
- **Further adjustments to the low flow pipe with the Op1C larger basin to increase benefit for 5yr.**
- **Further adjustments to the low flow pipe to reduce sewer main clashes.**

- **Design of inlet pit and wall structure to capture flow where the swale invert approaches ground level, where it ends on Grenfell Road.**
- **Further modelling should be undertaken for final design to confirm hydraulic conditions.**
- **Further survey of utilities and topography should be undertaken by Council for civil design of proposed concept options with an updated DBYD Enquiry.**

CARRIED

8 DIRECTOR-ENVIRONMENTAL SERVICES

8.1 Section 355 Committee Draft Minutes - Natural Resource Management Advisory Committee meeting held Monday 19 May 2025

RESOLUTION 183/25

Moved: Cr Ruth Fagan
Seconded: Cr Peter Wright

1. **That Council note the draft minutes of the Natural Resource Management Advisory Committee meeting held on 19 May 2025.**

CARRIED

8.2 Draft Disability Inclusion Action Plan 2025

RESOLUTION 184/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

That Council adopt the Draft Disability Inclusion Action Plan 2025.

CARRIED

8.3 Section 355 Committee Draft Minutes - Access Committee Meeting held 16 June 2025

RESOLUTION 185/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Cheryl Speechley

1. **That Council notes the draft minutes of the Access Committee meeting held on 5 May 2025.**

2. **That Council acknowledges Ms Katy Oliver's resignation from the Access Committee and that the Mayor sends a letter of appreciation.**

CARRIED

9 LATE REPORTS

9.1 Quarterly Budget Review Statement - Period Ending June 2025

RESOLUTION 186/25

Moved: Cr Ruth Fagan
Seconded: Cr Peter Wright

That the Fourth Quarter Budget Review for 2024-25 showing a surplus of $3,604,000 be adopted.

CARRIED

10 NOTICES OF MOTIONS

10.1 Notice of Rescission - CBD Committee

RESOLUTION 187/25

Moved: Cr Paul Smith
Seconded: Cr Cheryl Speechley

That:

1. **The part of resolution 124/25 titled *CBD Committee* that was passed at the meeting of 23 June 2025 be rescinded as outlined below:**

    5. That Council appoint David Barrand to the CBD Committee as a representative of Cowra Tourism Corporation.

CARRIED

11 CONFIDENTIAL MATTERS

RESOLUTION 188/25

Moved: Cr Ruth Fagan
Seconded: Cr Peter Wright

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:

12 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS

12.1 West Cowra Stormwater Easements

This matter is considered to be confidential under Section 10A(2)(c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

12.2 Request for Tender: 5/2025 - Sealing and Resealing Contract (Local and State Roads 2025/26)

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 COMMITTEE RECOMMENDATIONS - MONDAY, 8 SEPTEMBER 2025

File Number: D25/1808

Author: Alan Dalton, Director - Corporate Services

The Committee refers the following recommendations to Council:

GENERAL MANAGERS REPORT

3.1 Business Assistance to Cowra Early Childhood Services

RECOMMENDATION

1. **That the item be deferred to the Council meeting scheduled for 22 September 2025**

2. **That further information be provided regarding funding source options; refund of s.7.12 of the Environmental Planning and Assessment Act 1999 contributions, donation, business assistance; as well as any requirements to readvertise.**

DIRECTOR-CORPORATE SERVICES REPORT

3.2 Policy Review - Payment of Expenses and the Provision of Facilities to the Mayor and Councillors

RECOMMENDATION

That Council defer consideration of the draft revised Policy - Payment of Expenses and the Provision of Facilities to the Mayor and Councillors, to the Council meeting scheduled for 22 September 2025, to enable advice to be provided on:

- **the adequacy of the budget for 'Councillor Carer Expenses';**
- **the degree of need to introduce a specific budget allocation for 'Interstate, Overseas and Long Distance Intrastate Travel Expenses'; and**
- **any need to further exhibit the policy should any recommendations for alternative provisions be made.**

3.3 Donation - Mulyan Public School - 2025 Schools Spectacular

RECOMMENDATION

That Council approve a donation of $2,000 to Mulyan Public School to assist the Schools Spectacular Team attending the Schools Spectacular in November 2025.

3.4 Donation - Woodstock Panthers Football Club - 2025 Community Cup Challenge

RECOMMENDATION

That Council approve the provision and collection of garbage bins to the value of $423 to assist with the 2025 Community Cup Challenge in September 2025.

3.5 Investments and Financial Report

RECOMMENDATION

That Council note the Investments and Financial Report for August 2025.

DIRECTOR-ENVIRONMENTAL SERVICES REPORT

3.6 Development Application No. 10.2025.80.1, Lot 1 DP 111413, 19 Berowra Street Cowra, shed and fencing, lodged by J T Butler. The property owner is S M & J T Butler.

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 variation to Section E.5.4.1.e of Part E of Council's Development Control Plan 2021 is sufficiently justified and the application was publicly notified and no submissions were received; and**

2. **That Council approves a variation to Section E.5.4.1.e of Part E of Council's Development Control Plan 2021 for this development to allow a nil street boundary setback; and**

3. **That Development Application No. 10.2025.80.1, for the construction of a shed and fencing on Lot 1 DP 111413, 19 Berowra Street Cowra be approved subject to the following conditions:**

GENERAL CONDITIONS

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

   The development is to be implemented in accordance with the plans and supporting documents stamped and approved and set out in the following

table except where modified by any conditions of this consent.

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan Drawing A01 Job Number 83/25	Vision Property Development Hub 13/06/25	Received 1 August 2025 Stamped No. DA 10.2025.80.1
Building Layout Plan Ref # BENO2504169-2	Wide Span Sheds 29/04/25	Received 1 August 2025 Stamped No. DA 10.2025.80.1
Statement of Environmental Effects Version 1	Vision Property Development Hub 13/06/25	Received 1 August 2025 Stamped No. DA 10.2025.80.1

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

2. **The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).**

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

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

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

4. **The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.**

5. **It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work.**

6. **The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.**

7. **Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. The erosion and sediment control measures are to comply with Part B of Cowra Shire Council Development Control Plan 2021 at all times.**

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

8. **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.**
9. **Prior to the construction of the footings a 'peg-out' survey plan is to be submitted to the Principal Certifier which establishes the position of the property boundary and demonstrates that the development will be constructed entirely within the boundaries of the property.**

10. **All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the *Local Government Act 1993*.**

11. **Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.**

12. **All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.**

13. **All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged to Council's street stormwater management system.**

14. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are carried out:

(i) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicle loadings is to be utilised;

(ii) The opening in the kerb is created by either a saw cut or bored hole only. Breaking out the kerb by impact methods is not permitted;

(iii) The kerb adaptor is to be kept flush with the top and outside face of the kerb; and

(iv) The fixing of the kerb adapter and filling in of side gaps is to be undertaken by the use of an epoxy resin. Mortar or concrete is not to be used.

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

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

16. Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from Comerford Street in accordance with consent from the road's authority pursuant to Section 138 of the *Roads Act 1993* for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the Section 138 Permit. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.

ADVICE

If, during work, an Aboriginal object is uncovered then WORK IS TO CEASE IMMEDIATELY and the Office of Environment & Heritage is to be contacted urgently on (02) 6883 5300. Under the National Parks and Wildlife Act 1974 it is an offence to harm an Aboriginal object or place without an 'Aboriginal heritage impact permit' (AHIP). Before making an application for an AHIP, the applicant must undertake Aboriginal community consultation in accordance with clause 80C of the NPW Regulation.

3.7 Development Application No. 10.2025.75.1, Lot 5 DP 1239980, 62 Killara Road Cowra, shed, lodged by A P Crich. The property owner is M J & A P Crich.

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 variation to Section G.4.4.2.b of Part G 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 approve a variation to Section G.4.4.2.b of Part G of Council's Development Control Plan 2021 for this development to allow a maximum building height of 6.058 metres; and

3. That Development Application No. 10.2025.75.1, for the construction of a shed on Lot: 5 DP 1239980, 62 Killara 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./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Floor Plan & Elevations (South/North)	Ultra-Steel	Received 21 July 2025 Stamped DA 10.2025.75.1
Elevations (East & West)	Ultra - Steel	Received 21 July 2025 Stamped DA 10.2025.75.1
Amended Site Plan	Adam Crich	Received 21 July 2025 Stamped DA 10.2025.75.1(A)
Statement of Environmental Effects (Pro forma)	Adam Crich	Received 21 July 2025 Stamped DA 10.2025.75.1

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

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental

Planning and Assessment Regulation 2021 (see attached Advisory Note).

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

3. **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.**

4. **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.**

5. **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'.**

6. **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

7. **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.**

8. **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.**

9. **All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate**

approval under Section 68 of the Local Government Act 1993.

10. **Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.**

11. **All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.**

12. **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.**

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

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

ADVICE

If, during work, an Aboriginal object is uncovered then WORK IS TO CEASE IMMEDIATELY and the Office of Environment & Heritage is to be contacted urgently on (02) 6883 5300. Under the National Parks and Wildlife Act 1974 it is an offence to harm an Aboriginal object or place without an 'Aboriginal heritage impact permit' (AHIP). Before making an application for an AHIP, the applicant must undertake Aboriginal community consultation in accordance with clause 80C of the NPW Regulation.

3.8 Development Application No. 10.2025.68.1, Lot 14 DP 1099490, 359 Elouera Road Cowra, garage and retaining wall, lodged by A L Millen. The property owner is A L Millen.

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 variation to Section G.4.4.2.b of Part G 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 G.4.4.2.b of Part G of Council's Development Control Plan 2021 for this development to allow a maximum building height of 5.75m; and

3. That Development Application No. 10.2025.68.1, for the construction of a garage and retaining wall on Lot 14 DP 1099490, 359 Elouera 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./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan Sheet 01	M A Steel 20/06/2025	Received 7 July 2025 Stamped DA 10.2025.68.1
Floor plan Shed/ Retaining wall Sheet 1 of 7	Fair Dinkum Builds 3/7/2025	Received 7 July 2025 Stamped DA 10.2025.68.1
Elevations Shed/ Retaining wall Sheet 2 of 7	Fair Dinkum Builds 3/7/2025	Received 7 July 2025 Stamped DA 10.2025.68.1
Exterior Elevations Shed/ retaining wall Sheet 7 of 7	Fair Dinkum Builds 1/7/2025	Received 18 July 2025 Stamped DA 10.2025.68.1
Bolt plan layout Job no. FDYO140957	Fair Dinkum Builds 3/7/2025	Received 7 July 2025 Stamped DA 10.2025.68.1
Retaining wall site plan Sheet 03	M A Steel 19/06/2025	Received 7 July 2025 Stamped DA 10.2025.68.1
Statement of Environmental Effects	M A Steel 21/07/2025	Received 22 July 2025 Stamped DA 10.2025.68.1(B)
Shade Map Diagram	M A Steel 21/07/2025	Received 22 July 2025 Stamped DA 10.2025.68.1
Roof Levels	M A Steel 21/07/2025	Received 22 July 2025

		Stamped DA 10.2025.68.1

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

2. **The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).**

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

3. **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.**

4. **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.**

5. **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'.**

6. **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

7. **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.**

8. **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.

9. **All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.**

10. **Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.**

11. **All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.**

12. **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.**

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

13. **The Applicant must not commence occupation or use of the garage and retaining wall until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.**

ADVICE

If, during work, an Aboriginal object is uncovered then WORK IS TO CEASE IMMEDIATELY and the Office of Environment & Heritage is to be contacted urgently on (02) 6883 5300. Under the National Parks and Wildlife Act 1974 it is an offence to harm an Aboriginal object or place without an 'Aboriginal heritage impact permit' (AHIP). Before making an application for an AHIP, the applicant must undertake Aboriginal community consultation in accordance with clause 80C of the NPW Regulation.

3.9 Planning Proposal PP 2023-884, Lot 2 DP 1028751, Lynch Street, Cowra, seeking to amend Cowra LEP 2012 by rezoning Lot 2 DP 1028751 from SP2 Infrastructure to E3 Productivity Support, lodged by John Sarlas

RECOMMENDATION

1. **That Council notes the making of the Planning Proposal 2023-884, which took place on 11 August 2025.**

2. **That Council notes Cowra Local Environmental Plan 2012 (Map Amendment No. 2) which rezones Lot 2 DP 1028751 from SP2 Infrastructure to E3 Productivity Support**

3.10 Development Application No. 10.2025.62.1, Lot 7 DP 1173223, Carleton Street Cowra, alterations and additions to outdoor recreation facility (Cowra Japanese Garden and Cultural Centre) lodged by Hector Abrahams Architects Pty Ltd. The property owner is the Department of Planning, Housing and Infrastructure - Crown Lands

RECOMMENDATION

1. **That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The application was publicly notified and no submissions were received; and**

2. **That Development Application No. 10.2025.62.1, for alterations and additions to outdoor recreation facility (Cowra Japanese Garden and Cultural Centre) on Lot 7 DP 1173223, Carleton Street Cowra be approved subject to the following conditions:**

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Existing Site Plan Drawing 001	Hector Abrahams Architects Job 0935 29/11/2024	Received 4 July 2025 Stamped DA 10.2025.62.1
Existing GR Floor Plan of Entry Compound Drawing 002	Hector Abrahams Architects Job 0935	Received 4 July 2025

	11/11/2024	Stamped DA 10.2025.62.1
Existing Ground Floor Plan of Centre Drawing 003	Hector Abrahams Architects Job 0935 29/11/2024	Received 4 July 2025 Stamped DA 10.2025.62.1
Existing North Elevation Drawing 004	Hector Abrahams Architects Job 0935 29/11/2024	Received 4 July 2025 Stamped DA 10.2025.62.1
Existing South Elevation Drawing 005	Hector Abrahams Architects Job 0935 29/11/2024	Received 4 July 2025 Stamped DA 10.2025.62.1
Proposed Site Plan Drawing 100	Hector Abrahams Architects Job 0935 18/06/2025 Revision 4	Received 4 July 2025 Stamped DA 10.2025.62.1
Proposed GR Floor Plan of Entry Compound Drawing 101	Hector Abrahams Architects Job 0935 18/06/2025 Revision 2	Received 4 July 2025 Stamped DA 10.2025.62.1
Proposed Demolition Plan of Centre Drawing 102	Hector Abrahams Architects Job 0935 29/11/2024 Revision 1	Received 4 July 2025 Stamped DA 10.2025.62.1
Proposed Ground Floor Plan of Centre Drawing 103	Hector Abrahams Architects Job 0935 18/06/2025 Revision 3	Received 4 July 2025 Stamped DA 10.2025.62.1
Proposed North Elevation Drawing 104	Hector Abrahams Architects Job 0935	Received 4 July 2025 Stamped

	20/06/2025 Revision 2	DA 10.2025.62.1
Proposed South Elevation Drawing 105	Hector Abrahams Architects Job 0935 20/06/2025 Revision 2	Received 4 July 2025 Stamped DA 10.2025.62.1
Statement of Environmental Effects	Hector Abrahams Architects 17 July 2025 Version 1.1	Received 17 July 2025 Stamped DA 10.2025.62.1 (A)
Impact Statement Terrestrial Biodiversity	Hector Abrahams Architects 15 November 2024	Received 4 July 2025 Stamped DA 10.2025.62.1
Statement of Heritage Impact	Hector Abrahams Architects 15 November 2024 Version 1.2	Received 4 July 2025 Stamped DA 10.2025.62.1
Plan of Detail and Feature Survey Sheet 1	Arete Survey Solutions File No 24091 7/08/2024	Received 4 July 2025 Stamped DA 10.2025.62.1
Plan of Detail and Feature Survey Sheet 3	Arete Survey Solutions File No 24091 5/08/2024	Received 4 July 2025 Stamped DA 10.2025.62.1

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

2. **The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).**

3. **Disabled access and facilities are to comply with the requirements of the Disability (Access to Premises – Buildings) Standards 2010 and Australian Standard 1428.1-2009 Design for access and mobility.**

4. **No building, engineering or excavation work is to be carried out in relation to**

this development until the necessary Construction Certificates have been obtained.

5. **An Aboriginal Field Officer from the Cowra Local Aboriginal Land Council shall be present during all earthworks undertaken as part of the development.**

6. **An Annual Fire Safety Statement completed by a competent fire safety practitioner for all the Essential Fire Safety Measures applicable to the building must be given to Council and a copy forwarded to the Fire Commissioner via the dedicated email address afss@fire.nsw.gov.au:**

   (i) within 12 months after the date on which an annual fire safety statement was previously given, or

   (ii) if a fire safety certificate has been issued within the previous 12 months, within 12 months after the fire safety certificate was issued, whichever is the later.

   An Annual Fire Safety Statement must be issued using the standard template form published by the NSW Government. A copy of the Annual Fire Safety Statement (together with a copy of the current fire safety schedule) must also be prominently displayed in the building.

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

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. **The applicant is to contact Cowra Local Aboriginal Land Council to arrange for the appointment of an Aboriginal Field Officer to be present during all earthworks. The identity of the appointed person is to be made known to the Principal Certifier prior to the issue of a Construction Certificate.**

9. **Prior to the issue of a Construction Certificate, a Stormwater Management Plan shall be submitted to Council for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council.**

10. **Pursuant to Section 7.12 (formerly Section 94A) of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Cowra Section 94A Contributions Plan 2016 adopted on 26 April 2016. The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.**

Contribution Type	Proposed Cost of Development[1]	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until

Section 94A Contribution[2]	**$238,000.00**	**1%**	**$2,380.00**	**30 June 2026**

Notes

[1] As shown on the Development Application/Construction Certificate Application/Complying Development Certificate Application

[2] Council's Section 94A Contributions Plan 2016 may be viewed during office hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website www.cowracouncil.com.au

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 Cowra Shire Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.

12. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building 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. All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operations commencing on the affected land.

16. 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.**

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 on Yarrabilly drive or existing stormwater management system before being discharged to Council's stormwater management system.**

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 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 premises until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.**

23. **A Fire Safety Certificate completed by a competent fire safety practitioner shall be furnished to the Principle Certifier for all the Essential Fire Safety Measures specified in the current fire safety schedule for the building, prior to**

the issue of any Occupation Certificate. The Fire Safety Certificate must be issued using the standard template form published by the NSW Government. A copy of the Fire Safety Certificate must be predominately displayed in the building and a copy submitted to Council by the Principle Certifier with the Occupation Certificate. An electronic copy of the Final Fire Safety Certificate (together with a copy of the current Fire Safety Schedule) shall also be forwarded to the Fire Commissioner via the following dedicated email address: afss@fire.nsw.gov.au

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.

LATE REPORTS

3.11 Business Assistance to Cowra Early Childhood Services

RECOMMENDATION

Considered in conjunction with Item 3.1 in the Agenda

4 GENERAL MANAGER

4.1 Alcohol Free Zone

File Number: D25/1517

Author: Paul Devery, General Manager

RECOMMENDATION

1. **That Council, having given public notification and consulting the required stakeholders, proceed to establish in accordance with Part 4 of Chapter 16 of the Local Government Act 1993, an Alcohol-Free Zone for 4 years 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.**

3. **That the Alcohol-Free Zone be suspended for 24 hours for the following events:**
    - **(a) Annual Christmas Street Festival**
    - **(b) BellBeats Music Festival**

INTRODUCTION

Council at its 28 July 2025 meeting resolved to give public notification of the intent to re-establish the Alcohol-Free Zone (AFZ) in the CBD (Attachment 1).

The proposal was widely advertised to the community and letters sent to the NSW Police and all licensed premises in or adjoining the proposed zone. At the close of the exhibition period on Monday 8 September 2025, no submissions had been received.

BACKGROUND

The current AFZ declaration for the CBD has expired. In accordance with the *Local Government Act 1993* Council gave notice of its intention to re-establish the AFZ in Cowra. The consultation process with the public, police and licensed premises has concluded with no submissions received.

It is therefore recommended council resolve to re-establish the AFZ noting the 24-hour suspension of the zone for known events.

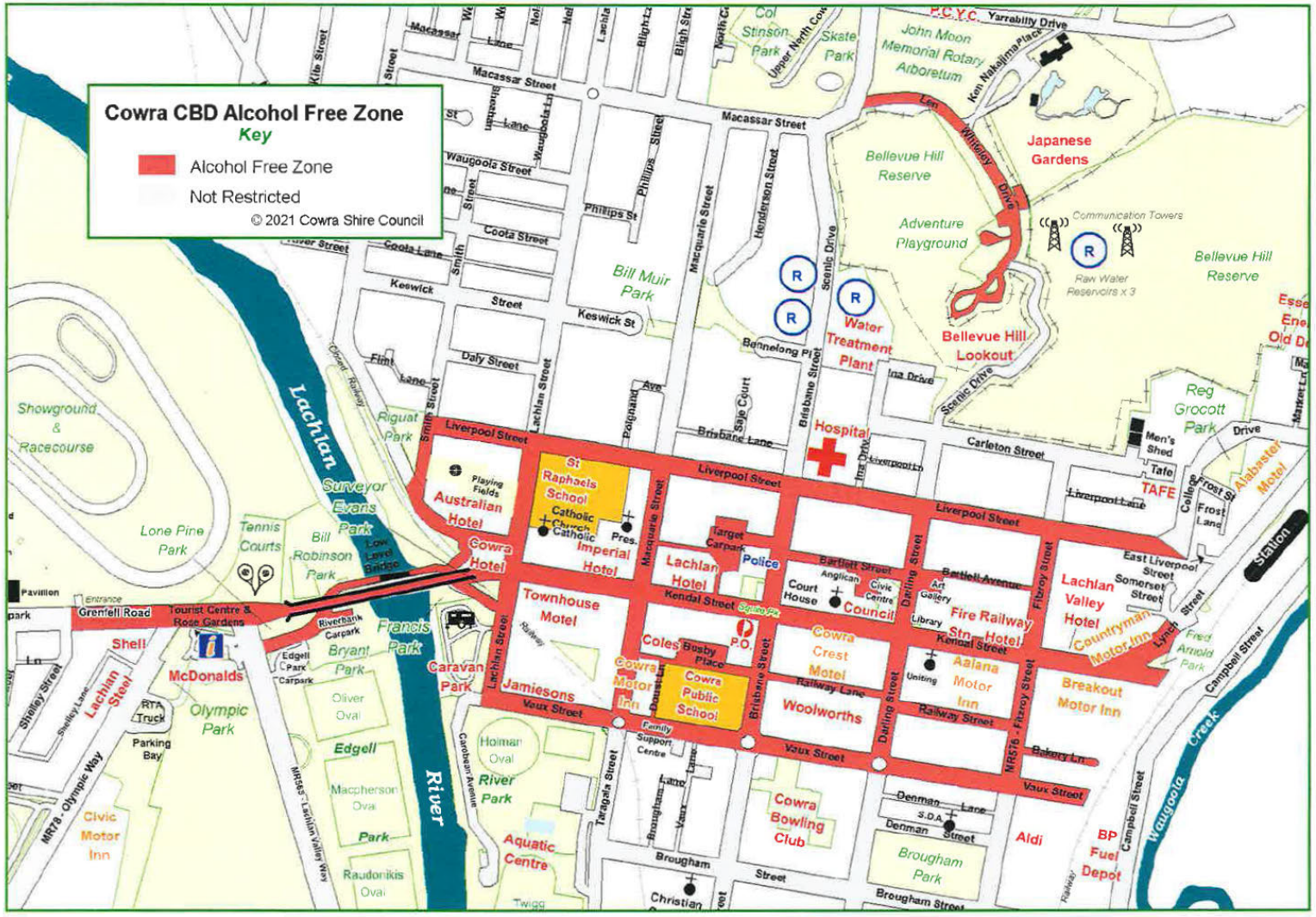
A council resolution is also required to suspend an AFZ and accordingly a recommendation is included to provide that suspension for the annual Christmas Street Festival and the BellBeats Festival.

BUDGETARY IMPLICATIONS

Funding for the signage upgrades will be sourced from 'Cowra Streets Maintenance' budget line item. No change to existing budget allocations is proposed.

ATTACHMENTS

1. Alcohol-Free Zone ⇩


Cowra CBD Alcohol Free Zone
Key
Alcohol Free Zone
Not Restricted
© 2021 Cowra Shire Council
Lachlan River
Macassar Street
Waugoola Street
Coota Street
Keewick Street
Daly Street
Liverpool Street
Carleton Street
Brisbane Lane
Kendal Street
Vaux Street
Railway Lane
Railway Street
Grenfell Road
Bill Muir Park
Bellevue Hill Reserve
Japanese Gardens
Adventure Playground
Communication Towers
Raw Water Reservoirs x 3
Bellevue Hill Lookout
Water Treatment Plant
Hospital
Reg Grocott Park
TAFE
Showground & Racecourse
Lone Pine Park
Tennis Courts
Bill Robinson Park
Surveyor Evans Park
Riguat Park
Francis Park
Caravan Park
Bryant Park
Oliver Oval
Edgell Macpherson Oval
Olympic Park
Civic Motor Inn
Raudonikis Oval
Holman Oval
River Park
Aquatic Centre
Cowra Bowling Club
Brougham Park
Aldi
BP Fuel Depot
Waugoola Creek
Australian Hotel
Cowra Hotel
Imperial Hotel
St Raphaels School
Catholic Church
Lachlan Hotel
Police
Court House
Council
Townhouse Motel
Coles
Bosby Place
Cowra Public School
Cowra Motor Inn
Cowra Crest Motel
Woolworths
Jamiesons
Lachlan Valley Hotel
Countryman Motor Inn
Aalana Motor Inn
Breakout Motor Inn
Fire Railway Stn
Shell
McDonalds
Lachlan Steel
Alabaster Motel
Station

4.2 Change of Date - November Council Meeting

File Number: D25/1575

Author: Paul Devery, General Manager

RECOMMENDATION

That Council change the scheduled November 2025 Council meeting from Monday 24 November 2025 to Monday 17 November 2025.

INTRODUCTION

In December 2024 Council adopted the following meeting schedule:

Month	Day	Date	Meetings	Time
JANUARY	Tuesday	28	Ordinary Council	5.30pm
FEBRUARY	Monday	10	General Committee	5.30pm
	Monday	24	Ordinary Council	5.30pm
MARCH	Monday	10	General Committee	5.30pm
	Monday	24	Ordinary Council	5.30pm
APRIL	Monday	14	General Committee	5.30pm
	Monday	28	Ordinary Council	5.30pm
MAY	Monday	12	General Committee	5.30pm
	Monday	26	Ordinary Council	5.30pm
JUNE	Tuesday	10	General Committee	5.30pm
	Monday	23	Ordinary Council	5.30pm
JULY	Monday	7	General Committee	5.30pm
	Monday	21	Ordinary Council	5.30pm
AUGUST	Monday	11	General Committee	5.30pm
	Monday	25	Ordinary Council	5.30pm
SEPTEMBER	Monday	8	General Committee	5.30pm
	Monday	22	Ordinary Council	5.30pm
OCTOBER	Monday	14	Ordinary Council	5.30pm
	Monday	27	Ordinary Council	5.30pm
NOVEMBER	Monday	10	General Committee	5.30pm
	Monday	24	Ordinary Council	5.30pm
DECEMBER	Monday	8	General Committee	5.30pm
	Monday	15	Ordinary Council	5.30pm

The LGNSW Annual Conference will be held from 23-25 November 2025 clashing with the scheduled 24 November 2025 Council meeting.

BACKGROUND

Given the conference will be attended by the Mayor, Cr Watt, Cr Speechley, Cr Kiss, Cr Horton and the General Manager, it is recommended the meeting be brought forward one week and held on 17 November 2025, replacing the Information meeting that would have been held on that date.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

4.3 Proposed Motions and Voting Delegates - LGNSW Annual Conference

File Number: D25/1595

Author: Paul Devery, General Manager

RECOMMENDATION

1. **That Council submit the following proposed motions for the 2025 LGNSW Annual Conference:**

    a. **That the NSW Local Government Association (LGNSW) urge the NSW Government to revise existing regulations to:**
        i. **Shorten the allowable response and compliance periods for owners of abandoned or unsafe buildings who receive notices from local councils, ensuring a more timely resolution of safety and maintenance issues.**
        ii. **Implement and enforce stricter penalties, including fines, for owners who fail to respond to and act upon council notices within the specified timeframes, thereby enhancing compliance and community safety.**

    b. **That Local Government NSW:**
        i. **Expresses serious concern regarding the significant increases in bulk water prices proposed by WaterNSW and WAMC, and the subsequent one-year determination by IPART that allows for price increases of up to 8.2% for rural valleys;**
        ii. **Notes the disproportionate financial impact these increases will have on Local Water Utilities (LWUs), particularly in regional areas such as Cowra, where projected water purchase costs are expected to rise from $235,143 in 2024/25 to over $1.1 million by 2029/30;**
        iii. **Calls on the NSW Government to cap bulk water prices at a sustainable level that reflects the financial capacity of LWUs and their communities.**
        iv. **Urges the NSW Government to reform the pricing framework and develop a long-term pricing model that supports equitable access to water, financial sustainability of LWUs, and alignment with community expectations and environmental goals.**

2. **That Council endorse Cr Paul Smith and Cr Nikki Kiss as the voting delegates for the 2025 LGNSW annual conference.**

INTRODUCTION

The 2025 LGNSW Annual Conference will be held from 23-25 November 2025 in Penrith, NSW.

BACKGROUND

The conference is the pre-eminent policy making event for the local government sector. Delegates will vote on motions which help determine the policies and priorities for LGNSW and the sector. It is a key event for local government where councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

Council is allocated two voting delegates for the Conference, and the deadline to register with LGNSW is 5pm AEDT on Friday 7 November 2025.

Cr Paul Smith, Cr Nikki Kiss OAM, Cr Erin Watt, Cr Cheryl Speechley and Cr Tony Horton have registered for the conference. It would seem logical to endorse the Mayor and Deputy Mayor as the voting delegates allocated for Cowra Council, noting there is always discussion amongst attendees prior to casting of votes. The recommendation above is framed accordingly.

Councils are also asked to submit Motions for consideration at the Conference by 30 September 2025. The attached motions (Attachments 2 and 3) are proposed for endorsement by Council for formal submissions to the 2025 LGNSW Annual Conference to be held in November 2025.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. 2025 LGNSW Conference - Guide to Submissions ⇩
2. Proposed Motion - Abandoned buildings ⇩
3. Proposed Motion - Bulk Water Pricing for Water Utilities ⇩

LOCAL GOVERNMENT NSW

LGNSW 2025 Annual Conference Motion Submission Guide

ONE VOICE FOR COUNCILS

LGNSW.ORG.AU

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MOTION SUBMISSION GUIDE

1. Introduction

Each year, Local Government NSW (LGNSW) members submit a range of motions to the LGNSW Annual Conference. These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions establishing LGNSW's policy positions and guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

2. Deadlines

- Motion submission will open on **Tuesday 1 July 2025**
- Members are encouraged to submit motions online as early as possible before **Tuesday 30 September 2025**, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Under the LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 26 October 2025** (28 days prior to Conference).

3. Criteria for motion submission 2025

Members are encouraged to be mindful that each Annual Conference can only reasonably consider and debate around 100 motions in the available time. With the number of LGNSW members including councils and related entities (such as ROCs and JOs), LGNSW requests that members only submit motions that relate to their highest priorities.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria.

Criteria for motions
To be included in the Business Paper, motions must:

1. **Be consistent with the objects of the LGNSW Rules (Rule 4)**
2. **Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW**
3. **Seek to establish or change a policy position of LGNSW and/or improve governance of the association** (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. **Be strategic**
5. **Be concise, clearly worded and unambiguous**
6. **Not be focussed on just a small specific part of NSW**
7. **Not encourage violation of prevailing laws**
8. **Not seek to advantage one or several members at the expense of other members.**

Motions of a similar objective:

9. **May be consolidated by LGNSW as a single item.**

Motions reflecting existing LGNSW policy:

10. **Remain part of LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference.**

Before submitting motions for this year's Annual Conference, members are encouraged to the LGNSW Policy Platform to ensure the proposed motion wording does not reflect existing policy positions.

4. How to write a motion

Motions adopted at Conferences establish LGNSW policy positions and inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

Examples of clearly-worded Annual Conference motions:

Local government representation on National Cabinet
That Local Government NSW lobbies the Australian Government for permanent local government representation on the National Cabinet.

Natural disaster funding, day labour
That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Remuneration for assessment of State Significant Development
That Local Government NSW calls on the Department of Planning to remunerate councils for the time staff provide to review State Significant Development applications.

Short term rental accommodation
That Local Government NSW calls on the NSW Government to complete its review of the options in regard to short-term rental accommodation and provide a range of

'model' options for councils to consider ensuring flexible and improved opportunities to improve the management and regulation of this land use in their local areas.

Skills shortages
That Local Government NSW:

1. calls on the NSW and Federal Governments to provide incentives to address critical sector skills shortages effecting private and public investment, primarily in the fields of planning, engineering and building certification with these incentives to be in the form of scholarships, co-funding cadetships and reduced university course costs.
2. encourages all NSW to provide cadetship programs to build sector capacity in areas of critical sector skill shortages.

For more examples see Business Papers from past Conferences on the LGNSW website.

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

6. How to submit a motion

LGNSW members are invited to submit motions through an online portal from **Tuesday 1 July 2025**.

Attachment A provides detailed instructions on how to submit motions via the online portal.

7. How LGNSW manages incoming motions

The LGNSW Board delegates the function of managing incoming motions for the Conference to a motions committee. The Chief Executive will refer motions to the committee and the committee will assess whether each motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held Fundamental Principles (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

8. Late motions

Late items are only to be included in the Business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

In considering whether a late item relates to a highly urgent matter, the Board Motions Committee is to have regard to:

(a) whether the late item has arisen after the deadline for motions has passed, and

(b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found in the business papers from previous conferences on the LGNSW website.

During debate on motions at Conference, the standing orders generally permit voting delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's Policy Platform consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.

- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles
Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

Changing Position Statements
Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

11. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be reported to members.

12. Further information

For further information on the motion submission process, please contact LGNSW at policy@lgnsw.org.au.

13. Frequently Asked Questions

How do I know if my proposed motion is consistent with existing LGNSW policy positions?

The subject matter expert within your council may be best placed to identify this (for example, if the motion relates to a planning matter, this question could be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's Policy Platform to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

What is the deadline for submitting motions?

Members are encouraged to submit motions as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in

line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 26 October 2025** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

I'm unsure which motion category or sub-category I should select in the online portal

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

Who should be the council contact for motions?

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your council and LGNSW. Some councils have identified the General Manager and others have identified a Governance Manager – it is a decision for each council.

How can I amend my council's motion that I've already submitted?

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact LGNSW at policy@lgnsw.org.au. You may need to provide evidence of support for the change (see section 5).

ATTACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

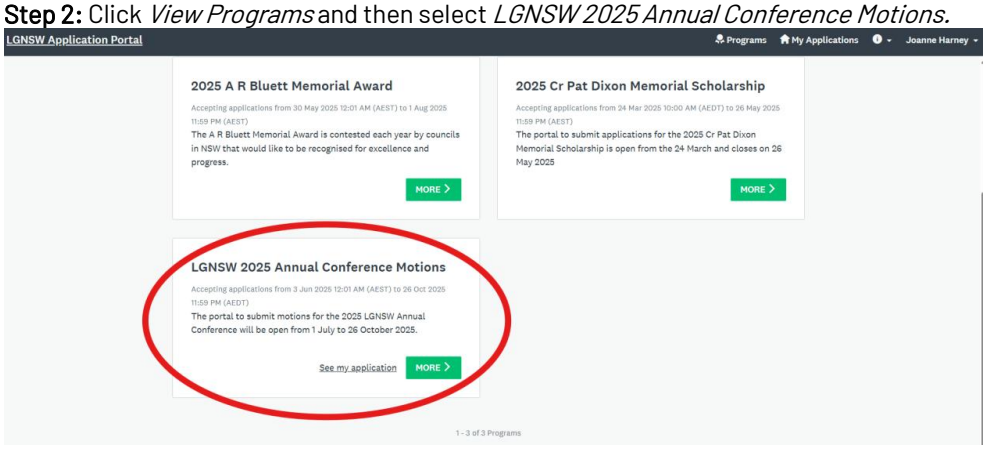
- Member councils are invited to submit motions for the LGNSW Annual Conference via Survey Monkey Apply **from Tuesday 1 July 2025**.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 26 October 2025** (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact LGNSW at policy@lgnsw.org.au

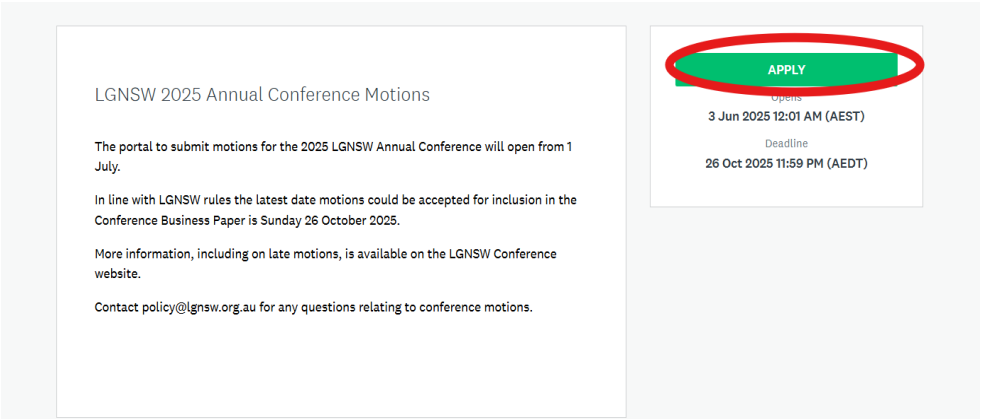
Step 1: Log into LGNSW's online portal using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

Note: you will need to register if you are logging in for the first time.

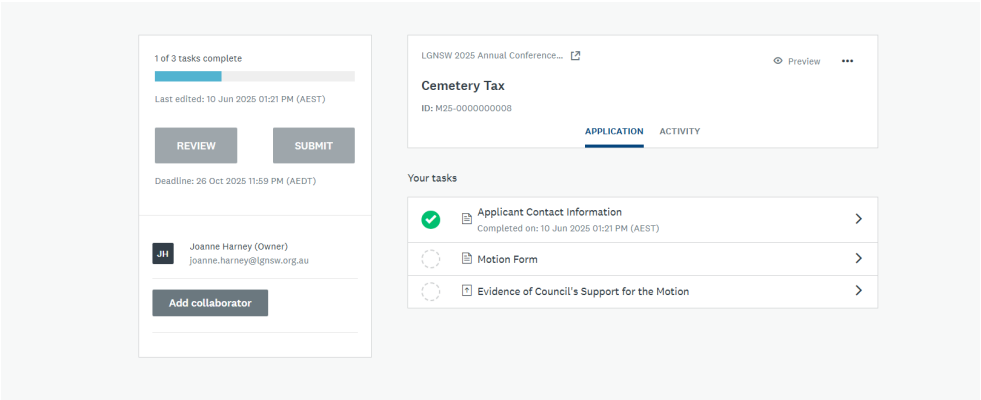
Step 2: Click *View Programs* and then select *LGNSW 2025 Annual Conference Motions.*



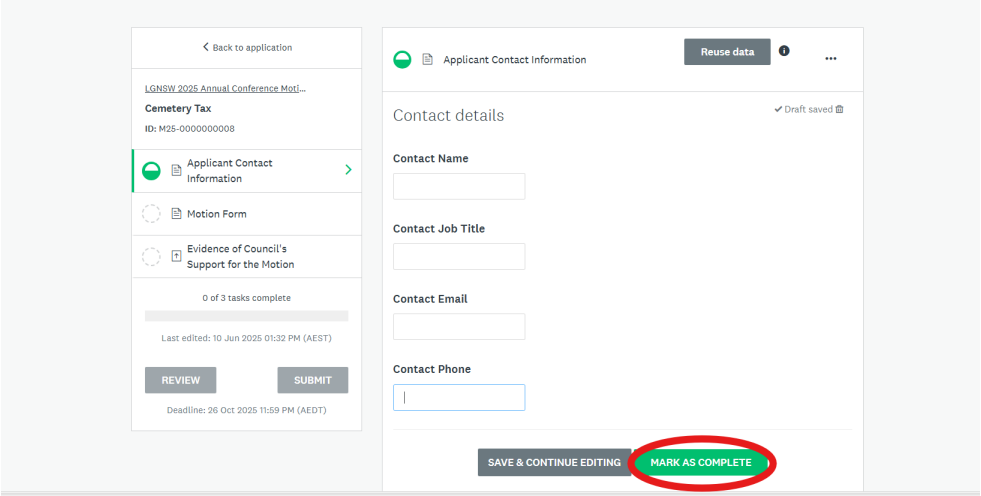
Step 3: Click APPLY.



Step 4: Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete:



Step 5: Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click MARK AS COMPLETE once finished.

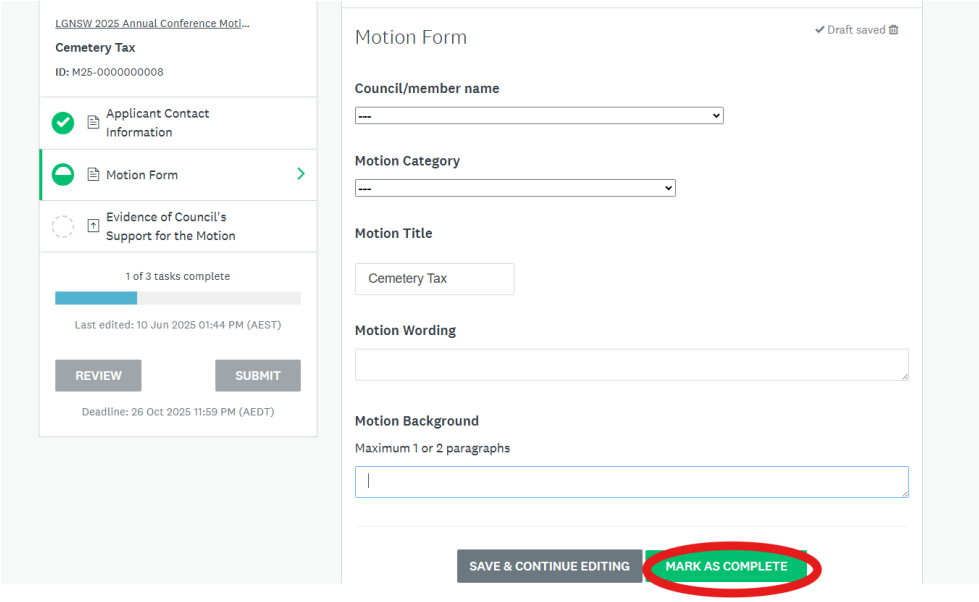


Step 6: Click 'Motion Form' to add the motion details.

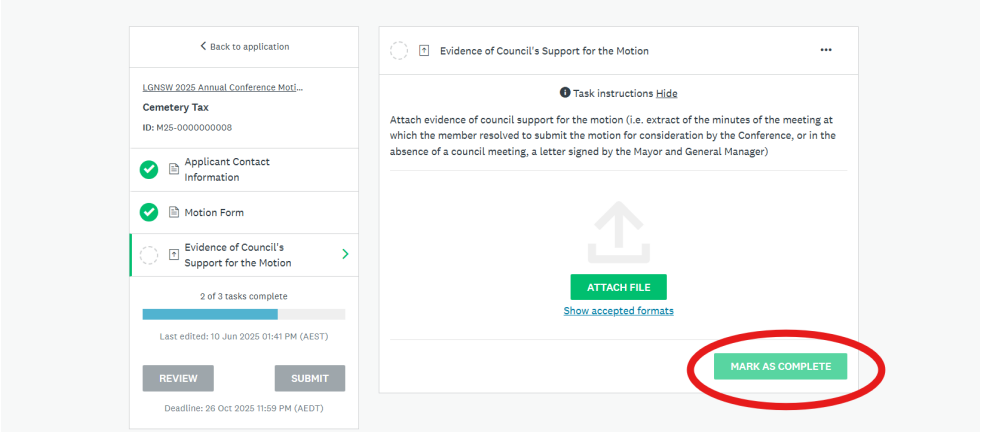
Motion category and sub-category assists with categorising motions and grouping related motions in the Conference Business Paper.

Motion wording should include a sentence or two which includes the call to action.

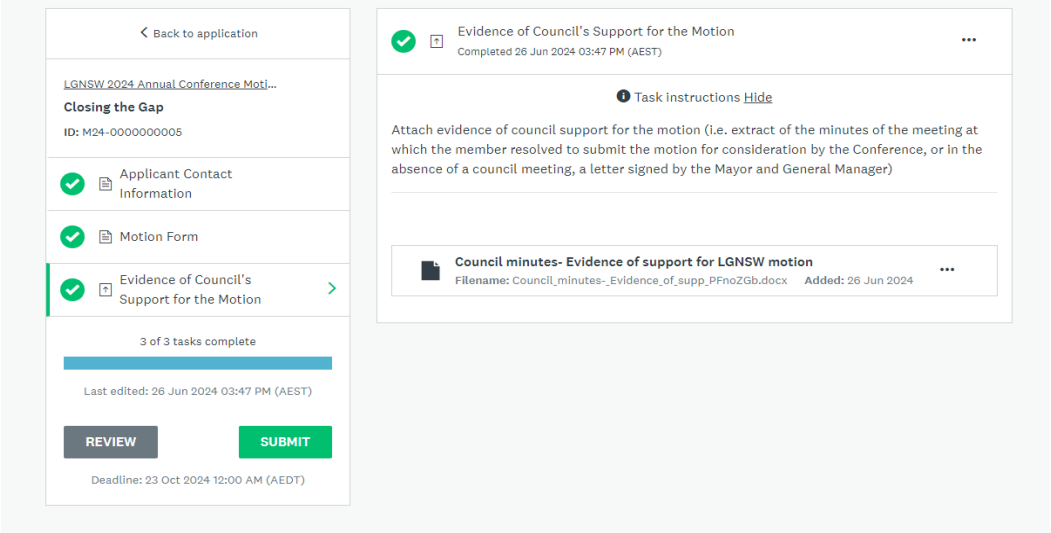
Background note should provide a paragraph or two to explain the context and importance of the issue to the local government sector.
Click MARK AS COMPLETE once finished.



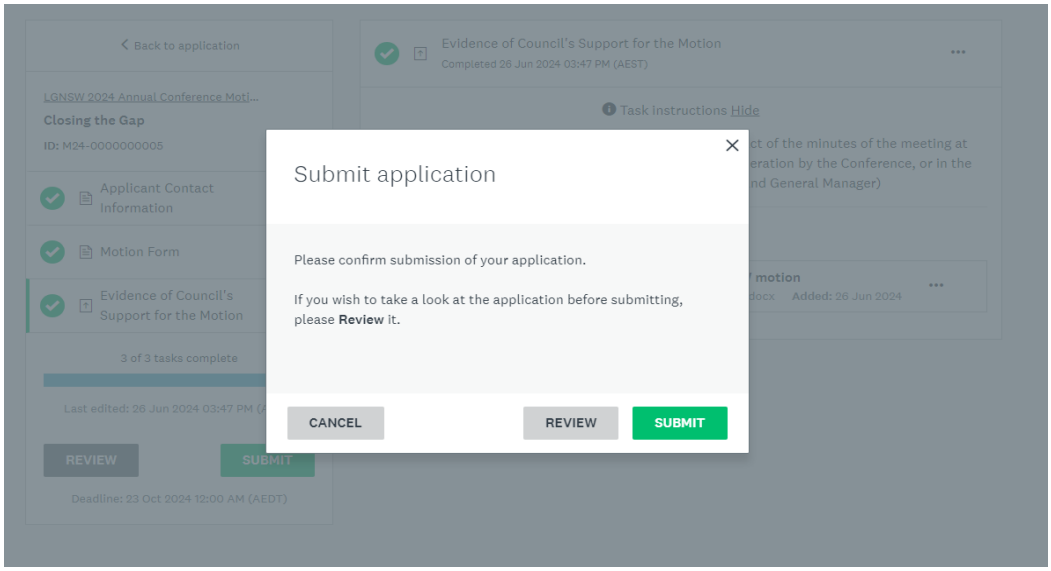
Step 7: Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This will usually be an extract of council meeting minutes. Click MARK AS COMPLETE once finished.



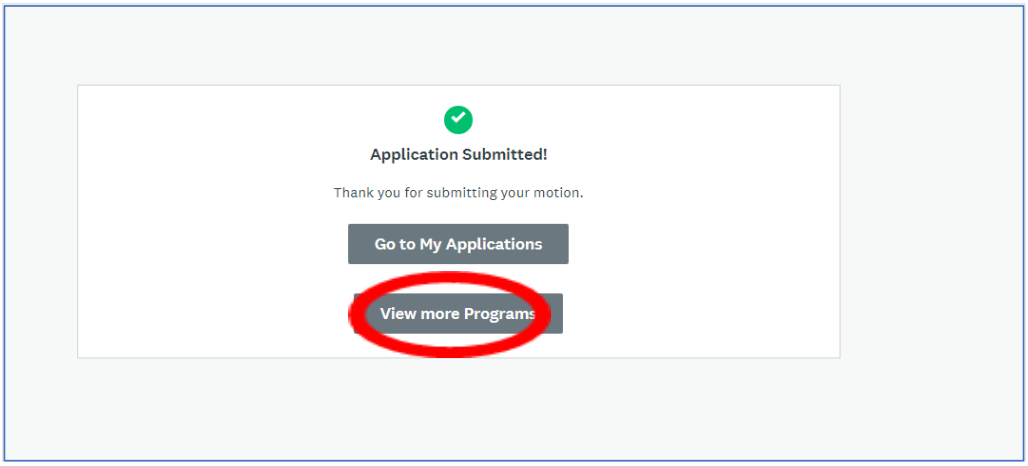
Step 8: Once you have completed all tasks (a green tick is displayed next to each task), click SUBMIT.



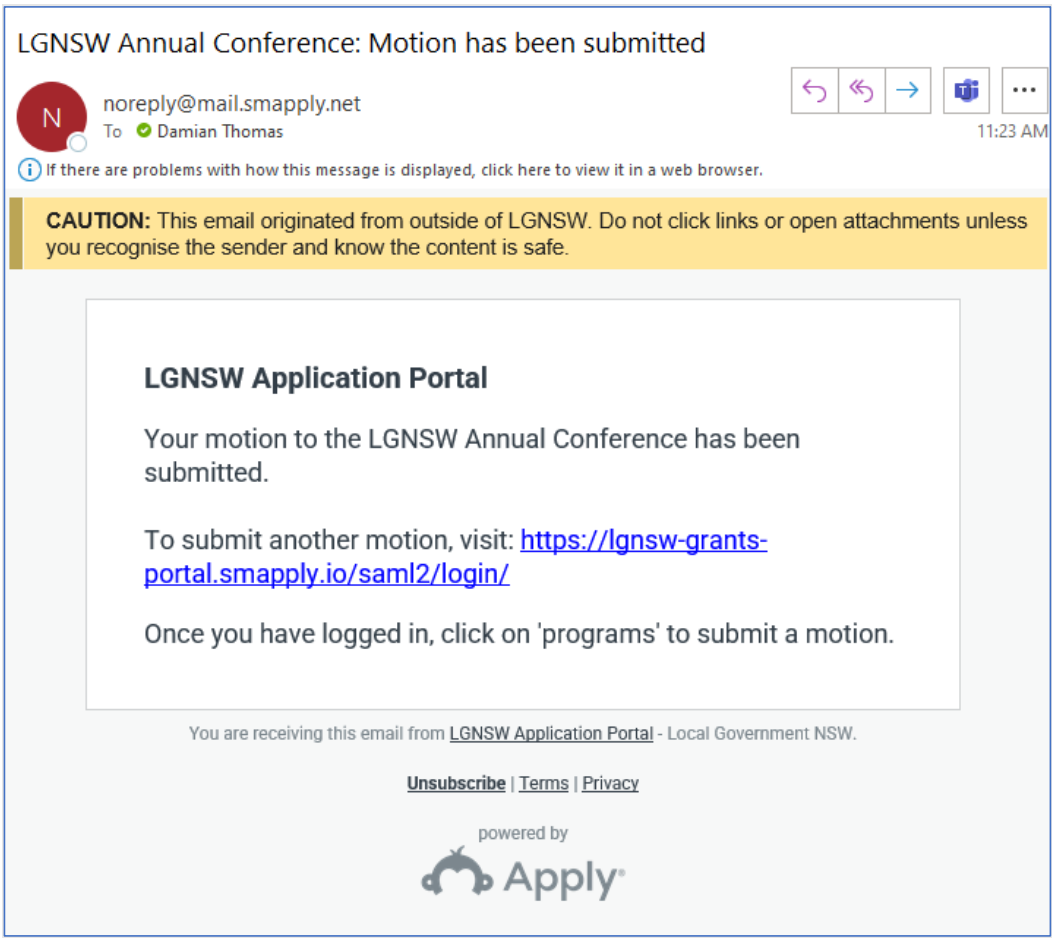
Step 9: You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click SUBMIT.



Step 10: If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.



Step 11: An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.



Motion for LGNSW Conference 2025

Title: Abandoned Buildings

Motion:

That the NSW Local Government Association (LGNSW) urge the NSW Planning Authority to revise existing regulations to:

1. Shorten the allowable response and compliance periods for owners of abandoned or unsafe buildings who receive notices from local councils, ensuring a more timely resolution of safety and maintenance issues.
2. Implement and enforce stricter penalties, including fines, for owners who fail to respond to and act upon council notices within the specified timeframes, thereby enhancing compliance and community safety.

Supporting Rationale:

Many abandoned buildings pose safety hazards, diminish community well-being, and attract illegal activities. Accelerating response times and imposing financial penalties will motivate owners to act promptly, reduce the regulatory burden on councils, and improve public safety outcomes. It may also free up some land and housing for development.

In New South Wales, the timing regarding notices or orders from local government to owners of abandoned or unsafe buildings can take months. While the initial contact to the owner can be fast they have up to three months to respond and then Council can only issue penalty notices and wait.

There needs to be more incentive and opportunities for action in the legislation.

Motion for 2025 LGNSW Annual Conference

Title: Sustainable Bulk Water Pricing for Local Water Utilities

Motion:

That Local Government NSW:

1. Expresses serious concern regarding the significant increases in bulk water prices proposed by WaterNSW and WAMC, and the subsequent one-year determination by IPART that allows for price increases of up to 8.2% for rural valleys;

2. Notes the disproportionate financial impact these increases will have on Local Water Utilities (LWUs), particularly in regional areas such as Cowra, where projected water purchase costs are expected to rise from $235,143 in 2024/25 to over $1.1 million by 2029/30;

3. Calls on the NSW Government to cap bulk water prices at a sustainable level that reflects the financial capacity of LWUs and their communities.

4. Urges the NSW Government to reform the pricing framework and develop a long-term pricing model that supports equitable access to water, financial sustainability of LWUs, and alignment with community expectations and environmental goals.

Supporting Rationale:

The proposed bulk water pricing increases by WaterNSW and WAMC will have a severe impact on regional councils and their ability to deliver affordable water services. Inclusion of the projected increases in Cowra Council's Long-Term Financial Plan would reflect a more than fivefold increase in water purchase costs over the next five years, placing unsustainable pressure on council budgets and water consumers.

IPART's own findings indicate that WaterNSW's proposed 53% revenue increase was not fully justified, and further review is needed.

A sustainable cap on bulk water prices is essential to protect communities, ensure financial viability of LWUs, and maintain alignment with water conservation and equity principles.

4.4 Cowra Community Grants 2025/2026 - Round 1

File Number: D25/1804

Author: Dirk Wymer, Acting General Manager

RECOMMENDATION

That Council allocate funding under Round 1 of the 2025/2026 Cowra Community Grants Program to the following groups:

Category: Arts and Culture	Project	Funding Recommendation
Cowra and District Historical Society & Museum Inc	Purchase two rolls of Melinex plastic to assist with the preservation of historic movie posters held in the Historical Society collection.	$825.00
		$825.00
Category: Building and Facility Development		
Cowra Amateur Musical and Dramatic Society Inc.	Assist purchase aluminium pipe and drape support system /function backdrop.	$1,199.00
Cowra Junior Rugby League Club	Assist purchase 2-door commercial glass for fridge and shelving.	$2,000.00
Gooloogong Horse Trail Riding Club Inc.	Assist install water to club site on the Gooloogong Public Recreation and Racecourse Reserve.	$2,000.00
Wattamondara Recreation Ground Trust	Assist improve safety and security at the Wattamondara Recreation Ground Hall by installing additional lighting and having the locks rekeyed to restrict access to hall hirers.	$1,922.00
		$7,121.00
Category: Sport and Recreation		
Cowra & District Trail Horse Riders Club Inc.	Assist purchase roadside safety signs and provide First Aid training for 5 members.	$1,000.00
Cowra Junior Cricket	Assist purchase new Quickshade marquee and DIY cricket scoreboard kit.	$904.00

Central West Equestrian Club Inc.	Assist purchase a set of dressage arena letters.	$1,000.00
Cowra Amateur Swimming Club	Assist set of backstroke ledges to enable swimmers to practice backstroke race starts.	$981.02
Cowra Services Squash Club	Assist fund junior and adult player development and training through formalised coaching and accreditation.	$1,000.00
		$4,885.02
Category: New Community Events		
No Successful Applications		
		$0.00
Category: Small Capital Equipment		
Cowra Tennis Club	Assist purchase an eight camera security section.	$1,000.00
Cowra Community Chest Inc.	Assist purchase two new promotional banners.	$825.00
Rotary Club of Cowra	Assist purchase new iPad and compatible sign.	$998.00
Morongla Show Society Inc.	Assist purchase 4 x 2 metre long, free-standing aluminium seats.	$1,000.00
Cowra Little Athletics	Assist purchase a second iPad to run the club's race timing program.	$557.00
Cowra Uniting Church Food Hall	Assist purchase 3 x collapsible utility trolleys for Food Hall use.	$876.00
Cowra Uniting Church Food Hall	Assist purchase new cash register for use at the Food Hall	$1,000.00
		$6,256.00
Total Funds Allocated	**17 applications**	**$19,087.02**

INTRODUCTION

The Cowra Community Grants program entails two funding rounds per year each spread over five categories. Continued funding of $50,000 was formally adopted in the 2024/2025 budget at the June 2025 Council meeting.

BACKGROUND

The Cowra Community Grants Working Party comprises the following membership:

- Cr Peter Wright
- Cr Nikki Kiss OAM
- General Manager Paul Devery
- Grants and Executive Projects Officer Lawrance Ryan
- Community Development Officer Emma Millward

Round 1 2025/2026

Round 1 2025/2026 applications closed on 29 August 2025 following a month of publicity in the Guardian, on Council's website, on social media and directly to numerous groups and individuals. Copies of the published Guidelines and Application form are included at Attachment 1 and 2 respectively.

At the close of applications there had been 19 applications received asking for a combined total of $20,767.02 from a variety of community groups.

A hard copy of all applications received can be viewed by contacting Grants and Executive Projects Officer Lawrance Ryan.

Evaluation

In undertaking the evaluation of applications Working Party members adhered to the following guidelines:

- All applications received were considered.

- Each Working Party member was given time to read and evaluate each application by giving a rating against 4 published assessment criteria.

- The normal considerations relating to conflicts of interest, pecuniary and non-pecuniary applied. That is, if a member had an interest in relation to any of the applicants, they did not evaluate that application. The interest was declared on the evaluation form and the average scores of other members was substituted for that particular application. The following declarations of non-pecuniary interests were made:

  Lawrance Ryan Cowra Amateur Musical and Dramatic Society

Assessment templates were distributed to members of the Working Party and returned to Council for compilation.

In reviewing the raw scores, the Working Party adopted an initial position of approving applications that exceeded a threshold of 120 evaluation points, which represented a minimum score of 6/10 in each assessment category. This equated to a total of $19,767.02 in funding for 18 projects.

The Working Party was of the view that the raw scores alone were not sufficient to allocate funding and considered certain value judgements could reasonably be made about the merits of a number of applications. As a result of subsequent discussions, the Working Party has recommended allocating $19,087.02 to 17 projects as detailed in the table below.

Category: Arts and Culture	**Project**	**Funding Recommendation**
Cowra and District Historical Society & Museum Inc	Purchase two rolls of Melinex plastic to assist with the preservation of historic movie posters held in the Historical Society collection.	$825.00
		$825.00
Category: Building and Facility Development		
Cowra Amateur Musical and Dramatic Society Inc.	Assist purchase aluminium pipe and drape support system/function backdrop.	$1,199.00
Cowra Junior Rugby League Club	Assist purchase 2-door commercial glass for fridge and shelving.	$2,000.00
Gooloogong Horse Trail Riding Club Inc.	Assist install water to club site on the Gooloogong Public Recreation and Racecourse Reserve.	$2,000.00
Wattamondara Recreation Ground Trust	Assist improve safety and security at the Wattamondara Recreation Ground Hall by installing additional lighting and having the locks rekeyed to restrict access to hall hirers.	$1,922.00
		$7,121.00
Category: Sport and Recreation		

Cowra & District Trail Horse Riders Club Inc.	Assist purchase roadside safety signs and provide First Aid training for 5 members.	$1,000.00
Cowra Junior Cricket	Assist purchase new Quickshade marquee and DIY cricket scoreboard kit.	$904.00
Central West Equestrian Club Inc.	Assist purchase a set of dressage arena letters.	$1,000.00
Cowra Amateur Swimming Club	Assist set of backstroke ledges to enable swimmers to practice backstroke race starts.	$981.02
Cowra Services Squash Club	Assist fund junior and adult player development and training through formalised coaching and accreditation.	$1,000.00
		$4,885.02
Category: New Community Events		
No Successful Applications		
		$0.00
Category: Small Capital Equipment		
Cowra Tennis Club	Assist purchase an eight camera security section.	$1,000.00
Cowra Community Chest Inc.	Assist purchase two new promotional banners.	$825.00
Rotary Club of Cowra	Assist purchase new iPad and compatible sign.	$998.00
Morongla Show Society Inc.	Assist purchase 4 x 2 metre long, free-standing aluminium seats.	$1,000.00
Cowra Little Athletics	Assist purchase a second iPad to run the club's race timing program.	$557.00

Cowra Uniting Church Food Hall	Assist purchase 3 x collapsible utility trolleys for Food Hall use.	$876.00
Cowra Uniting Church Food Hall	Assist purchase new cash register for use at the Food Hall	$1,000.00
		$6,256.00
Total Funds Allocated	**17 applications**	**$19,087.02**

Following final approval of funding allocations at this meeting, recipients will be notified and funds will be distributed to the various organisations.

The Cowra Community Grants program continues to be very well received. It has been positively supported by a variety of local community groups. It is pleasing to have such a positive response and allows Council to provide funding that will make small yet significant contributions to a wide range or organisations within the community.

BUDGETARY IMPLICATIONS

$19,087.02 from $50,000.00 allocation

ATTACHMENTS

1. Guidelines - Cowra Community Grants 2025/2026 ⇩
2. Application - Cowra Community Grants 2025/2026 ⇩

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

Phone: 02 6340 2000
Fax: 02 6340 2011
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Community Grants Program: Guidelines 2025/26 - Round 1

Purpose

The Community Grants program provides funding towards community projects, community events, small capital equipment purchases, and community buildings and facilities to support primarily volunteer run community not-for-profit organisations in their activities where there is a benefit for the wider community.

The Cowra 2036 Community Strategic Plan articulates the Council and community vision to create

> **"a leading, innovative and creative community, proud of our place in history, offering opportunity with the best of country living."**

The community has identified seven key directions to follow in pursuing this vision, they are:

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

The Community Grants Program provides a range of funding opportunities to organisations to positively contribute towards achieving the shared vision for the shire.

General Eligibility Criteria

Organisations and groups

- Organisations must be an incorporated not-for-profit entity.
- Organisation must be primarily volunteer run.
- Organisations must be based within Cowra Shire and must be able to demonstrate how the project will directly benefit residents within the Shire.
- Have acquitted all previous Cowra Shire Council grants.
- Have no outstanding debts to Council.

Ineligible organisations and groups

- Government agencies.
- Registered Clubs within the meaning of the NSW Registered Clubs Act 1976.
- Schools (including associated parents and citizens/parents and friends organisations).
- Churches and religious groups; unless the proposed project can be considered to be in addition to the core business of the church or group, and the project benefits the wider community.
- Political groups.

Individuals and sole traders

- Individuals or sole traders are not eligible to apply.

Ineligible project expenses

- Recurrent costs including salaries/wages, insurance, administrative and operating costs.
- Payment of debt.
- Retrospective funding for projects, events, or equipment purchases.
- Projects and events receiving a donation from Council.
- Projects or events where the organising body is proposing to donate any proceeds to another cause.
- Generally, funding will not be provided to increase existing un-acquitted funds from Council for the same project.

General Guidelines

- Applications must demonstrate linkages to Council's Community Strategic Plan objectives.
- The project or event for which funding is sought, must be based within Cowra Shire and/or be able to demonstrate significant benefit to Cowra Shire residents.
- The Community Grants Program aims to provide limited financial assistance and is not intended to be relied upon as the sole source of income.
- Council encourages co-contribution from the applicants.
- Council reserves the right to part fund a grant application.
- Projects should be one-off and not reliant on on-going Cowra Council funding.
- Applicants are eligible to receive up to a total value of $3,000 in grant funds per financial year.
- Projects must be targeted for completion within one (1) year of receipt of funding.
- Where organisations submit multiple Cowra Community Grant applications in any one funding round they must prioritise their applications in order of importance.
- In the instance that the funded project or event does not occur, the grant recipient will be required to repay the full amount of the funding awarded.
- Council reserves the right to not approve any application.
- Council requires external quotes from providers (from local suppliers where possible).

Categories and Funding

Category	Description	Maximum Amount	Examples
Sport and Recreation	Activities that provide access to physical and social pursuits to support the health and well-being of the community	$1000	Skills clinic Sporting equipment
Arts and Culture	Events that foster the Shire's cultural identity, or that provide an accessible, diverse range of community art and cultural opportunities	$1000	Art workshop
Small Capital Equipment	Purchases of small capital equipment items to support community organisation activities	$1000	Photocopier printer
Building and Facility Development	Improvements to Council or community owned buildings and facilities	$2000	Replace gutter on village hall
New Community Events	Support new events held within Cowra Shire, with broad appeal to both local and the wider community that celebrate significant occasions, encourage cultural diversity or brings communities together. For new events to be held between 1 April 2025 and 31 December 2025.	Based on expected attendance – Up to 200 $500 201 and above $1000	Significant anniversaries, launches and openings.

Important Dates

Round	Opening Date	Closing Date	Notification
Round 1 2025/26	1 August	29 August	Following the Council meeting: Monday 22 September

Assessment Process

Stage	Tasks
Pre-eligibility check	All applications are checked to determine applicant and project eligibility and to ensure that they are complete. Ineligible and incomplete applications will not progress to the assessment stage
Assessment	1. Alignment with program priorities • The project aligns with the priorities of the Community Grants Program and the Cowra Community Strategic Plan. 2. Demonstrated community need • The need for the project is clearly demonstrated and relevant consultation, evidence and support is provided. 3. Level of community benefit • The project is accessible for either the entire community; or if not, the targeted audience is either disadvantaged or has limited opportunities to participate in community life. 4. Value for money • The project has a detailed budget and is supported by quotes from local suppliers, where appropriate. • The applicant demonstrates additional investment either in cash or in kind.
Council Endorsement	Recommendations are presented to Council for final approval

Conditions of Grant

Successful applicants are required to undertake an acquittal process and provide Council with:

- Information on how the grant was spent
- Evaluation of the event or project and its outcomes
- Membership/participation rates
- Copies of any promotional material and media coverage generated
- Details of the acknowledgement of Council's support within the community

How to Apply

Applications are to be submitted using the application form available on the Cowra Council website www.cowracouncil.com.au

Please save the application form to your computer and email it to: council@cowra.nsw.gov.au with a subject line of Community Grant Application. Alternatively, complete a paper copy of the application and deliver it to Council at 116 Kendal Street Cowra.

Applicants can contact Cowra Council's Grants and Executive Projects Officer for any assistance in completing their application on 6340 2035 or by email at: council@cowra.nsw.gov.au

Cowra Shire Council
Private Bag 342
Cowra NSW 2794
Phone: 02 6340 2000
Fax: 02 6340 2011
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Community Grants Program: Application Form
Round 1 – 2025/2026
Closing Date: Friday 29 August 2025

Organisation Name			
Contact Name			
Grant Category			
Amount Applying For			
Short Description (office use only)			
Office Use Only			
Received Date		**Registration Number**	

Instructions

You must submit your application using this form by 4pm on the closing date: Friday, 29 August 2025.

- Only use the space provided.
- Excess information will not be considered.
- Use dot points to convey your message effectively.

Additional information may be requested by the assessment panel to support your application.

Please ensure that all questions are answered.

Contact Cowra Council's Grants and Executive Projects Officer for any assistance in completing your application on 6340 2035 or by email at: council@cowra.nsw.gov.au

Late applications will not be accepted.

Certification

By submitting this application, I acknowledge that I have read and understood the information made available by Cowra Shire Council regarding the Community Grants Program, including the eligibility criteria and, to the best of my knowledge, the information provided in this application is true and correct.

I also acknowledge that this application is submitted with both the full awareness and authority of the organisation under which it is submitted (if applicable).

☐ Yes

Signature	
Please print name	

Grant Category

Please tick one box only

☐ **Sport and Recreation** maximum of $1000

☐ **Arts and Culture** maximum of $1000

☐ **Small Capital Equipment** maximum of $1000

☐ **Building and Facility Development** maximum of $2000

☐ **New Events (Attendance - up to 200)** maximum of $500

☐ **New Events (Attendance – 201 & above)** maximum of $1000

Organisation Details	
Organisation's Name	
Organisation's Mailing Address	
Is your organisation registered for GST?	☐ Yes
Does your organisation have an Australian Business Number (ABN)?	☐ Yes Please include ABN:

Is your organisation primarily volunteer run?	☐ Yes
Organisation's Bank Details	BSB: Account Number: Account Name:
Applicant Details – for this application	
Name of person completing this application	
Position with organisation (if applicable)	
Telephone number during office hours	
Mobile phone number	
Email address	
Application Details	
Name and or description of the event, project, activity, or equipment for which funding is being requested.	
Timeframe (if applicable)	Event is expected to be held on: Project or activity will commence: Project or activity will be completed by: Please note that events supported under the 'New Events' category must be held between 1 October 2024 and 30 June 2025.
Actual location of event or where project or activity will occur	

Is the event, project, activity, offered for the whole of Cowra Shire?	☐ Yes ☐ No If you answered 'No', who will be involved?
Amount requested from Cowra Council — **Cannot exceed maximum amount allowed for related category.** **Must be substantiated by a detailed quote or advertising brochure from supplier.**	$
Why are you holding the event, undertaking the project or activity or purchasing the equipment? • Explain benefits to your organisation and the wider Cowra Shire community. • Use dot points where possible.	
How will your application address the strategies of the Cowra Council Community Strategic Plan? • Refer to Cowra Council Community Strategic Plan – Cowra 2036	Select all boxes relevant to the application **Health and Wellbeing** ☐ Provide facilities, infrastructure and programs for health and well-being needs, including disability, mental health and family support services. ☐ Collaborate with education and health providers to attract and retain health professionals to the Shire. ☐ Support and encourage volunteering within the community.

	☐ Partner with and seek advice from the local Indigenous community and Indigenous health care services to improve health outcomes. ☐ Provide for future aged care needs and support services. Promote an active retirement. **Innovation and Education** ☐ Make Cowra Shire a learning community. ☐ Support initiatives to increase education and training outcomes for local Indigenous people. ☐ Support local training and education providers to build local skills capacity, infrastructure and knowledge. ☐ Support innovation and research. **Liveability** ☐ Build understanding and communication of Cowra Shire's rich history, vibrant future and leadership in international understanding and cultural diversity. ☐ Continue to develop our leisure and cultural facilities and infrastructure and protect and enhance our natural environment. ☐ Recognise and grow the talent in our community. ☐ Develop and provide programs to meet the needs of Cowra Shire's young people. ☐ Develop a community where people are welcomed from all walks of life and feel safe and secure. **Community Leaderships and Engagement** ☐ Develop and model leadership skills across the community. ☐ Engage with our community in a variety of ways to increase awareness of key issues and ensure better project and service delivery outcomes. ☐ Strengthen partnerships with government and other agencies.

	Business and Industry ☐ Plan for and support business and industry growth, research and innovation. ☐ Tell the world about the opportunities and benefits of living, working and playing in Cowra Shire. ☐ Add value and support to our existing businesses and industries. ☐ Support the development of an energetic CBD. ☐ Identify and develop profitable and sustainable tourism products for Cowra. **Transport and Infrastructure** ☐ Develop an integrated transport system that addresses local and regional needs in relation to cycleways, footpaths, road and rail. ☐ Ensure that community assets and public infrastructure including **roads, bridges and** public buildings are well maintained. **Environmental Sustainability and Stewardship** ☐ Aim to position Cowra as a centre of environmental excellence. ☐ Take advantage of and support opportunities to grow new sustainable industries. ☐ Show leadership by taking action and promoting practices to encourage Cowra Shire to be an environmentally responsible community. ☐ Build partnerships with people who work with and care for the land to secure a healthier environment. ☐ Build and promote Council's and the community's preparedness for, adaptability to and resilience to climate change and natural disaster impacts.

	Reconciliation and Inclusion ☐ Foster reconciliation and connection with the local Indigenous population. Respect, promote and protect Wiradjuri culture. ☐ Show leadership and promote actions that ensure all members of the community have an equal opportunity to participate fully within the community. ☐ Continue to deliver and ensure all high movement areas, public buildings and appropriate Council resources and services are accessible for all the community.

Budget	
What are the individual budget items for your event, project, activity, or equipment purchase for which you are seeking Cowra Council Community Grants Program funding?	
Items	
Total (A)	**$**

What is your organisation or group providing in cash or in-kind to support your event, project, activity, or equipment purchase?	
Items	
Total (B)	**$**

Total Project Budget (A + B) **$**

Application Checklist

Have you:

- ☐ Checked that your organisation is eligible to apply?
- ☐ Nominated the correct type of grant category that best matches your application?
- ☐ Ensured all appropriate persons are aware that this application is being submitted?
- ☐ Attached detailed quotes or advertising brochures from suppliers?
- ☐ Completed all sections of the Application Form?
- ☐ Kept a copy of this Application Form for your records?
- ☐ Checked the application form will be received by Council on or before the closing date?
- ☐ Signed the certification on page 2?

Submitting Your Application

Please save this form to your computer and email it to: council@cowra.nsw.gov.au with a subject line of Community Grant Application. Alternatively complete a paper copy of the application and deliver it to Council at 116 Kendal Street Cowra.

Please contact Council's Grants and Executive Projects Officer on 6340 2035 if you require assistance in completing your application.

5 DIRECTOR-CORPORATE SERVICES

5.1 Completion of 2024/25 Financial Statements

File Number: D25/1536

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

1. **That Council authorise the referral to audit of the financial statements for the financial year ending 30 June 2025 in order for Council's Auditors to conduct the audit.**

2. **That Council upon completion of the audit, authorise the Mayor, Deputy Mayor, General Manager and Director – Corporate Services to sign the Statement by Council and Management for the General Purpose and Special Purpose Financial Statements.**

INTRODUCTION

Request for Council to sign documentation under Section 413(2) of the *Local Government Act 1993* for the referral of the 2024/25 Financial Statements to the Audit office of NSW for audit.

BACKGROUND

Council's 2024/25 principal financial reports are presented in draft form and are recommended to be provided to Council's auditors.

Section 413 of the *Local Government Act 1993* requires Council to refer to audit its Annual Financial Statements ensuring lodgement prior to the Office of Local Governments deadline on 31 October 2025.

The draft income statements and balance sheets for both the General Purpose Financial Statements and Special Purpose Financial Statements are attached. As part of the audit process, these financial reports may be subject to change.

In order for the audited financial statements to be submitted to the Office of Local Government by the deadline, the Mayor, Deputy Mayor, General Manager and Director – Corporate Services are required to sign the Statement by Council and Management for the General Purpose and Special Purpose Financial Statements.

BUDGETARY IMPLICATIONS

Included in Annual Audit Fee

ATTACHMENTS

1. Statement by Councillors and Management for General Purpose and Special Purpose Financial Statements ⇩

Cowra Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached special purpose financial statements have been prepared in accordance with:

- NSW Government Policy Statement, *Application of National Competition Policy to Local Government*
- Division of Local Government Guidelines, *Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality*
- The Local Government Code of Accounting Practice and Financial Reporting
- Sections 3 and 4 of the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEEW) *Regulatory and assurance framework for local water utilities, July 2022*

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year,
- accord with Council's accounting and other records; and
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 22 September 2025.

Cr Paul Smith
Mayor
22 September 2025

Cr Nikki Kass OAM
Deputy Mayor
22 September 2025

Dirk Wymer
Acting General Manager
22 September 2025

Alan Dalton
Responsible Accounting Officer
22 September 2025

Cowra Shire Council

General Purpose Financial Statements
for the year ended 30 June 2025

Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993*

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 22 September 2025.

Cr Paul Smith
Mayor
22 September 2025

Cr Nikki Kass OAM
Deputy Mayor
22 September 2025

Dirk Wymer
Acting General Manager
22 September 2025

Alan Dalton
Responsible Accounting Officer
22 September 2025

5.2 Release of Closed Decision

File Number: D25/1631

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the release of the resolution made in Closed Council at the Ordinary Council Meeting held on 25 August 2025:

Request for Tender: 5/2025 - Sealing and Resealing Contract (Local and State Roads 2025/26)

RESOLUTION 190/2025

That Council:

1. **accept the schedule of rates tender from Fulton Hogan Pty Ltd (54 000 538 689) for RFT 5/2025 (Sealing and Resealing Contract – Local and State Roads 2025/26) in accordance with budgetary allocation for 2025/26; and**

2. **authorise the General Manager to execute any documentation required to award Contract 5/2025 (Sealing and Resealing Contract – Local and State Roads 2025/26).**

INTRODUCTION

The above decision was made at the Council Meeting on 25 August 2025 and has now been released by the Chair.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

5.3 Policy Review - Council Donation Policy

File Number: D25/1696

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council adopt the draft revised Donation Policy.

INTRODUCTION

At its 28 July 2025 meeting, Council resolved to place the draft revised Donation Policy on public exhibition. With no submissions received, it is proposed that the exhibited draft policy be adopted.

BACKGROUND

The draft revised policy was publicly exhibited, as per normal practises. At the close of the exhibition period no submissions had been received. It is now appropriate for Council to adopt the policy.

BUDGETARY IMPLICATIONS

Nil. A budget allocation for annual donations under section 355 of the *Local Government Act 1993*, is determined separately during the annual long-term financial planning process.

ATTACHMENTS

1. Draft Policy - Donation Policy ⇩

COUNCIL POLICY

Donation Policy

Draft

Donation Policy

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 (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	22 September 2025	TBA	Director - Corporate Services

2025/21134

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

Phone: 02 6340 2000
Email: council@cowra.nsw.gov.au
Internet: www.cowracouncil.com.au

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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).

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:

- 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, or are intended to be 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?

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 or deliver a presentation to Council 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.
- Recipients shall advise Council should they later receive further grants or donations from public agencies towards the same endeavour.
- 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.

Appendix 1 – Application for Financial Assistance/Donation

Application for Financial Assistance/Donation

Applicant Information

Local Sporting Team/Organisation .....

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 .....

.....

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 .....

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 that may be conducted outside the shire, but provide a meaningful benefit to the shire's residents
- ☐ To assist an individual's, group's or team's sporting, cultural or academic participation 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:
- Supporting letter from local organisation body
- Supporting letter from State/Australian Supporting body
- 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 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. [Please indicate why you are running the event]

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.

Attachments required for Community/Event applications:
- copy of the project's proposed budget, detailing anticipated costs, with quotations if applicable;

- If you are a registered public charity, a copy of the registration certificate
- 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

5.4 Pecuniary Interests Returns for the Financial Year ended 30 June 2025

File Number: D25/1697

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the tabling of Pecuniary Interests Returns for Councillors, Staff and Audit, Risk and Improvement Committee members as at 30 June 2025.

INTRODUCTION

Pecuniary Interests Returns for Councillors and Designated Persons are tabled for noting.

BACKGROUND

In accordance with the *Local Government (General) Regulation 2021*, Council Code of Conduct – Councillors and Council Code of Conduct – Council Staff, Pecuniary Interest Returns for the relevant Designated Persons detailed below are tabled at this meeting.

The following Councillors and Designated Persons have completed their Returns:

Councillors		
Cr Paul Smith	Cr Nikki Kiss	Cr Erin Watt
Cr Cheryl Downing	Cr Tony Horton	Cr Cheryl Speechley
Cr Peter Wright	Cr Ruth Fagan	Cr Karren Cave
Audit, Risk and Improvement Committee Members		
Mr Geoff Twomey	Mr Shannon Buckley	Mr Alan Pigott
Mr Ron Gillard		
Council Staff		
Mr Paul Devery	Mr Glenn Oakley	Mr Joshua Neuer
Mr Alan Dalton	Mr Ponie De Wet	Mr Kane Duke
Mr Dirk Wymer	Ms Larissa Hackett	Mr Rod Hayes
Mr Graham Apthorpe	Ms Janine Finlayson	Mr Jonathan Chinomona

In accordance with Clause 1(2)(a) of Schedule 1 of the GIPA Regulation, returns of councillors and designated persons must be released as part of local councils' open access information and made publicly available on the council's website free of charge unless there is an overriding public interest against disclosure or to do so would impose unreasonable additional costs on the council.

Copies of the disclosures received are attached, with the relevant personal information redacted.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. 2025 Pecuniary Interest Returns - Collated ⇩

Cowra Council

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

Disclosures by Councillors Return

Disclosures by councillors return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.9 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.11 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By CHERYL ANN DOWNING
(full name of councillor)

As at 18/8/2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(*delete period not applicable*)

[redacted]
(Councillor's signature)

18/8/2025
(date)

I I/8/20

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of Interest
[redacted] COWRA NSW 2794	Owner

B. SOURCES OF INCOME

1
- Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from an occupation at any time since 30 June

Description of Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Administration	RAD GYM 48 Young Rd COWRA NSW 2794	

2
- Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
N/A	

3
- Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

N/A

1 1/8/20

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
N/A	

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.
N/A		

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
N/A			

11/8/20

F. DEVELOPER

Were you a property developer or a close associate of a property developer on the return date?

(Y/N)

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
N/A	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Name	Address
Central West Credit Union	Logan Court. Kendal Street COWRA NSW 2794

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A.

J. DISCRETIONARY DISCLOSURES

N/A

11/8/20

2025/26435

Cowra Council

13 AUG 2025

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

Disclosures by Councillors Return

Disclosures by councillors return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.9 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.11 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.9 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By Cheryl Speechley
(full name of councillor)

As at 11th August 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Councillor's signature)

11th August 2025
(date)

11/8/20

2025/26435

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of Interest
[redacted] Cowra	Owner

B. SOURCES OF INCOME

1
- Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from an occupation at any time since 30 June

Description of Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Branch Manager	Morgan Insurance, 75 Redfern St Cowra	N/A

2
- Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
Not Applicable	

3
- Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Not Applicable

1/1/8/20

2025/26435

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
Not Applicable	

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.
Not Applicable		

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Cowra Information and Neighbourhood Centre		Director and Secretary	
Cowra Tourism Corporation		Director and Treasurer	
Cowra Japanese Garden Corporation		Director	
Country Universities Centre		Director	

11/8/20

2025/26435

F. DEVELOPER

Were you a property developer or a close associate of a property developer on the return date?

(Y/N) No

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Not Applicable	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Name	Address
Not Applicable	

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Not Applicable

J. DISCRETIONARY DISCLOSURES

Not Applicable

11/8/20

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

Disclosures by Councillors Return

Disclosures by councillors return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
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5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By Erin Adelaide Hope Watt
(full name of councillor)

As at _____
(date return completed)

*in respect of the period from 1 July 2024 to 30 June 2025
(return period)

[redacted]
(Councillor's signature)

18/08/2025
(date)

I I/8/20

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of Interest
[redacted] COWRA, NSW 2794	OWNED BY HUSBAND

B. SOURCES OF INCOME

1 • Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of income I received from an occupation at any time since 30 June

Description of Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
COO	FRED FAHEY AERIAL SERVICES 130 AIRPORT ROAD,COWRA	FLYITON PTY LTD

2 • Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
RF & EW FAMILY TRUST	BALLYMACWARD PTY LTD
C/- Steel Walsh & Murphy,	C/- Steel Walsh & Murphy,
103 Kendal St, Cowra NSW 2794	103 Kendal St, Cowra NSW 2794

3 • Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

11/8/20

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
COWRA TOURISM CORPORATION	NON-FINANCIAL	CHAIR OF BOARD	
EVATT FOUNDATION	NON-FINANCIAL	ASSISTANT SECRETARY	
BALLYMACWARD PTY LTD	FINANCIAL	COMPANY SECRETARY	

11/8/20

F. DEVELOPER

Were you a property developer or a close associate of a property developer on the return date?

(Y/N)

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
UNITED WORKERS UNION	MEMBER

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Name	Address

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. DISCRETIONARY DISCLOSURES

BROTHER IN LAW OWNS COMPANY 'VISION TOWN PLANNING' WHICH SUBMITS DEVELOPMENT APPLICATIONS TO COUNCIL.

HUSBAND OWNS COMPANY 'FLYITON PTY LTD T/A FRED FAHEY AERIAL SERVICES' WHICH LEASES PROPERTY AT COWRA AIRPORT.

FATHER IN-LAW OWNS PROPERTY AT COWRA AIRPORT, LOT 2/573420 1 INA DRIVE COWRA NSW 2794, AND 34 LIVERPOOL S COWRA NSW 2794

BROTHER IN-LAW OWNS 53 REDFERN STREET COWRA NSW 2794

11/8/20

Cowra Council

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

Disclosures by Councillors Return

Disclosures by councillors return

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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By Karren Sue Cave
(full name of councillor)

As at 16 September 2025
(date return completed)

*in respect of the period from 1 July 2024 to 30 June 2025
(return period)

[redacted]
(Councillor's signature)

16-9-25
(date)

11/8/20

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of Interest
[redacted] Woodstock	Mortgagee

B. SOURCES OF INCOME

1
- Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from an occupation at any time since 30 June

Description of Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Australian Govt - Centrelink		
Councillor	Cowra Shire Council.	

2
- Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3
- Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Australian Government - Centrelink.
Cowra Council.

1/1/8/20

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Cowra Community Enterprise	Director		Registered Charity

1/8/20

F. DEVELOPER

Were you a property developer or a close associate of a property developer on the return date?

(Y/N)

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Name	Address

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. DISCRETIONARY DISCLOSURES

11/8/20

Cowra Council

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

Disclosures by Councillors Return

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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By Nicole Maree Kiss OAM
(full name of councillor)

As at 10th August 2025
(date return completed)

*in respect of the period from 1 July 2024 to 30 June 2025
(return period)

[redacted]
(Councillor's signature)

10/8/25
(date)

11/8/20

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of Interest
[redacted] Cowra	I own it.
[redacted] Holmwood	Husband owns it.

B. SOURCES OF INCOME

1 • Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of income I received from an occupation at any time since 30 June

Description of Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Court Appointed Questioner	Dept Communities + Justice - (remuneration)	Nicole Kiss OAM

2 • Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
Nil	

3 • Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Interest from investments, DVA family payment.

11/8/20

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
As previously declared	

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.
Nil		

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Cowra Information & Neighbourhood Centre		Chairperson	
Chance's Clothes Project NFP		Founder.	
Cerebral Palsy Alliance Research Committee			
Cowra Disability Alliance Committee			
Police Aboriginal Consultative Committee			
Domestic Violence Committee			
Neighbourhood Watch Cowra		Vice President	
Australian Taxation Office		Volunteer	
Lions Club Cowra		Member	

1/18/20

F. DEVELOPER

Were you a property developer or a close associate of a property developer on the return date?

(Y)(N)

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Nil	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Name	Address
Nil	

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

J. DISCRETIONARY DISCLOSURES

"Book Buggy" - personal interest yet to be auspiced.
Numerous Facebook community groups
Justice of the Peace + Court Appointed Questioner.

11/8/20

Cowra Council

Cowra Shire Council
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council@cowra.nsw.gov.au
www.cowracouncil.com.au

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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By PAUL ROBERT SMITH
(full name of councillor)

As at 11-8-2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Councillor's signature)

11-8-25
(date)

1/8/20

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of Interest
[redacted] COWRA	OWNED WITH MY WIFE

B. SOURCES OF INCOME

1 • Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of income I received from an occupation at any time since 30 June

Description of Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
CR AND MAYORAL ALLOWANCE	COWRA SHIRE COUNCIL	

2 • Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
COLLINS SHOE & TOGS SUPER FUND	PAUL S SMITH FUTURE PTY LTD [redacted] COWRA

3 • Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

1/8/20

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
AS PER COUNCILS GIFT REGISTER	VARIOUS

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

11/8/20

F. DEVELOPER

Were you a property developer or a close associate of a property developer on the return date?

(Y/N)

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
N.A.	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Name	Address
N.A.	

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

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N. A.

J. DISCRETIONARY DISCLOSURES

11/8/20

Cowra Council

Cowra Shire Council
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You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.11 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By Peter Bruce Wright
(full name of councillor)

As at 18-8-2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Councillor's signature)

18-8-2025
(date)

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of Interest
[redacted] Cowra	Partner
[redacted] Cowra	Partner
[redacted] Cowra	Partner

B. SOURCES OF INCOME

1
- Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from an occupation at any time since 30 June

Description of Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Farmer & Grazier	Self Employed Partnership	PB & MA Wright

2
- Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from a trust since 30 June

	Name and address of settlor	Name and address of trustee
Nil		

3
- Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
Nil	

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.
Nil		

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

F. DEVELOPER

Were you a property developer or a close associate of a property developer on the return date?

No

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Cowra Regional Advisory Service	
Cowra Show Society	Chairman
	Member

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Name	Address
NAB Bank of Australia	Cowra, NSW
Commonwealth Bank Australia	Cowra, NSW
Westpac Bank	Cowra, NSW
Allan Gray & Co P/L	Cowra, NSW

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

J. DISCRETIONARY DISCLOSURES

Nil

Cowra Shire Council
Private Bag 342
Cowra NSW 2794
Phone: 02 6340 2000
Fax: 02 6340 2011
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Disclosures by Councillors Return

Disclosures by councillors return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor.
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4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By Ruth Fagan
(full name of councillor)

As at 10/08/2025
(date return completed)

*in respect of the period from **1/07/2024** to **30/06/2025**
(return period)

[redacted] 23/07/2024

9/9/19

(Councillor's signature) (date)

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of Interest
[redacted] Cowra	House and Farm
14 Myall Street, Cowra	Investment house
55 Redfern Street, Cowra	Investment property
2 Brisbane Ave Cowra	Investment Property
32 Lachlan Street	Investment Property

B. SOURCES OF INCOME

1 • Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of income I received from an occupation at any time since 30 June

Description of Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Farm Business		Fagan farms

2 • Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 • Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
• Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Board Chair	Sitting fees	Regional Development Australia Central West

9/9/19

Sitting fee for NSW Local Government Boundaries Commission

Local Government Councillor fees

Rental Income – Investment property

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

9/9/19

F. DEVELOPER

Were you a property developer or a close associate of a property developer on the return date?

(No)

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Cowra Business Chamber	Secretary Treasurer

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Name	Address
National Australia Bank	Orange
First Mac Bank	Sydney

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. DISCRETIONARY DISCLOSURES

9/9/19

Cowra Council

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

Disclosures by Councillors Return

Disclosures by councillors return

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DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By Anthony John Horton
(full name of councillor)

As at 08 August 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Councillor's signature)

08 August 2025
(date)

11/8/20

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of Interest
[redacted]owra, 2794	Owner

B. SOURCES OF INCOME

1
- Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from an occupation at any time since 30 June

Description of Occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Commonwealth Public Servant	25 Cowlishaw Street Greenway, ACT	N/A

2
- Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
N/A	

3
- Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June
- Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Term Deposit, Commonwealth Bank

11/8/20

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
Nil	

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.
Nil		

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

11/8/20

F. DEVELOPER

Were you a property developer or a close associate of a property developer on the return date?

(¥/N)

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Nil	

H. DEBTS

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Name	Address
Nil	

I. DISPOSITIONS OF PROPERTY

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A

J. DISCRETIONARY DISCLOSURES

Nil

11/8/20

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

Disclosures by ARIC Member Return

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
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Disclosure of Pecuniary Interest and other matters by Alan Terry Pigott
(full name of designated person)

As at 18 August 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]

(Designated person's signature)

18 august 2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted] Hastings Point, NSW	Owner
[redacted], New Farm, Qld	Co-owner
[redacted], Nundah, Qld	Co-owner
[redacted], North Sydney NSW	Co-owner

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Meeting ARIC fees	Byron, Blacktown, Hawkesbury River, Strathfield councils	
Personal investment income		
Property and investment income distributions	Maplaw Pty Ltd, AW Conder & AT Pigott Partnership, Elzeza Pty Ltd	
Consulting fees	Mint Payments Ltd	
Consulting fees	TorchMedia Pty Ltd	

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
Not applicable	*[name and address]*

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
Not applicable	*[name and address]*

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Not applicable	*[dates]*	*[names]*

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Elzeza Pty Ltd	Co-owner	Director	Investment company
Maplaw Pty Ltd	Co-owner	Director	Corporate Trustee

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

NO

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Not applicable	*[details]*

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
Not applicable

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
Not applicable

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
Not applicable

J. Discretionary disclosures

Not applicable

Cowra Council

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

Disclosures by ARIC Member Return

'Disclosures by councillors and designated persons' return

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Disclosure of Pecuniary Interest and other matters by GEOFFREY FRANCIS IVORY
(full name of designated person)

As at 13th August 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Designated person's signature)

13/8/2025
(date signed)

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
[name] NIL

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
[details] NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
[details] NIL

J. Discretionary disclosures

[details] N/A

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
[name] NIL

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
[details] NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
[details] NIL

J. Discretionary disclosures

[details] N/A

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted] Bowraville NSW	My Home dwelling.

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
[description]	*[name and address]*	*[name]*
Accountant	Self employed	

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
[name and address]	*[name and address]*
N/A Nil	

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]
Clients of my accounting practice

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

Disclosures by ARIC Member Return

'Disclosures by councillors and designated persons' return

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2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a designated person (whichever is the later date) to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

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You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.20 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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Disclosure of Pecuniary Interest and other matters by **RONALD GRAHAM GILLARD**
(full name of designated person)

As at _____
(date return completed)

*in respect of the period from **1 July 2024** to **12 February 2025**
(return period)

[redacted]
(Designated person's signature)

6/9/25
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted], COWRA NSW 2794	SHARED OWNERSHIP
[redacted] KOORAWATHA NSW 2807	SHARED OWNERSHIP

B. Sources of Income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
CONSULTANT	SOLE TRADER T/A 'WHYTATAH CONSULTING' [redacted] COWRA NSW 2794	NIL

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
NIL	NIL

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
NIL

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
NIL	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
GLOBAL VOYAGER HOLDINGS PTY LTD [redacted] **COWRA NSW 2794**	**SHAREHOLDER**	**DIRECTOR**	**HOLDING COMPANY**

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

NO

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
NIL	

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
NIL

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
NIL

J. Discretionary disclosures

NIL

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

Disclosures by ARIC Member Return

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
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7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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Disclosure of Pecuniary Interest and other matters by Shannon Buckley
(full name of designated person)

As at 13th July 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Designated person's signature)

13/08/2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted] **Niddrie Victoria 3042**	**Principal place of residence**

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
[description	*[name and address]*	*[name]*
Risk and Compliance Manager	**The Salvation Army Blackburn Victoria**	

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
[name and address]	*[name and address]*
NIL	

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]
NIL

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
[details]	*[name and address]*
NIL	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
[name and address]	*[dates]*	*[names]*
NIL		

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
[name and address]	*[details]*	*[details]*	*[details]*
NIL			

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[Yes/No]

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
[name]	*[details]*
NIL	

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
[name]
NIL

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
[details]
NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
[details]
NIL

J. Discretionary disclosures

[details]
NIL

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

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Disclosure of Pecuniary Interest and other matters by PONIE DE WET
(full name of designated person)

As at 4 August 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]

(Designated person's signature)

4 August 2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted], Cowra	**Family Residence**

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
NA	*NA*	*NA*

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
NA	*NA*

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
NA

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
NA	*NA*

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NA	*NA*	*NA*

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NA	*NA*	*NA*	*NA*

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[Yes/No]

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
NA	*NA*

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
NA

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NA

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
NA

J. Discretionary disclosures

NA

Cowra Council

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

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7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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Disclosure of Pecuniary Interest and other matters by Alan Dalton
(full name of designated person)

As at 19 August
(date return completed)

*in respect of the period from 1 July 2024 to 30 June 2025
(return period)

[redacted]
(Designated person's signature)

19 Aug 25
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted] Cordeaux Heights NSW	Personal home.

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Director, Corporate Services	*Cowra Council, 116 Kendal St, Cowra*	*N/A*

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
N/A	*N/A*

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
N/A

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
Refer Council's gifts register.	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
N/A		

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
N/A			

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

No

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
N/A	

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
Commonwealth Bank of Australia

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
N/A

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
N/A

J. Discretionary disclosures

N/A

Cowra Council

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of Pecuniary Interest and other matters by DIRK WYMER
(full name of designated person)

As at 14/8/25.
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Designated person's signature)

14/8/25
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted] HOLT	OWNER
[redacted] BROOKLEE	OWNER
[redacted] SUFFOLK PARK	OWNER
[redacted] YOUNG	OWNER

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
[description]	*[name and address]*	*[name]*
CIVIL ENGINEER	COWRA COUNCIL	N/A.

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
[name and address]	*[name and address]*
N/A.	

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]
RENTAL INCOME 6 BUNTA PLACE SUFFOLK PARK

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
[details] N/A	*[name and address]*

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
[name and address] N/A	*[dates]*	*[names]*

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
[name and address] N/A	*[details]*	*[details]*	*[details]*

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[Yes/No] NO

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
[name] NIL	*[details]*

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
[name] COMMONWEALTH BANK MULLUMBIMBY : MORTGAGE BUNYA PLACE S.P.
COMMONWEALTH BANK COWRA : MORTGAGE EAVES ST MALT

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
[details]
NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
[details]
NIL

J. Discretionary disclosures

[details]
NIL

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
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3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a designated person (whichever is the later date) to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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Disclosure of Pecuniary Interest and other matters by Glenn Patrick Oakley
(full name of designated person)

As at _____
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted] 5/08/2025

(Designated person's signature) (date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted] **Cowra 2794**	**Owner/Mortgage**

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Town Planner	*Cowra Council*	*[name]*
	116 Kendal St Cowra	

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
NIL	*[name and address]*

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
NIL

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
NIL	*[name and address]*

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL	*[dates]*	*[names]*

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL	*[details]*	*[details]*	*[details]*

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

NO

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
NIL	*[details]*

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
NIL

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
NIL

J. Discretionary disclosures

NIL

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

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Disclosure of Pecuniary Interest and other matters by Graham John Apthorpe
(full name of designated person)

As at 8 September 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]

(Designated person's signature)

8 September 2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted] **Cowra NSW**	**Joint Owner with Ann Marcia Apthorpe**

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Acting Director Corporate Services	**Cowra Shire Council** **116 Kendal Street Cowra NSW**	[name]

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
Not Applicable	***[name and address]***

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
Superannuation

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
Not Applicable	*[name and address]*

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
[name and address] **Not Applicable**	*[dates]*	*[names]*

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
[name and address] **Not Applicable**	*[details]*	*[details]*	*[details]*

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[Yes/No]

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
[name] **Not Applicable**	*[details]*

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
[name] **Not Applicable**

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
[details] **Not Applicable**

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
[details] **Not Applicable**

J. Discretionary disclosures

NIL

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

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Disclosure of Pecuniary Interest and other matters by Janine Gai Finlayson
(full name of designated person)

As at 5 August 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Designated person's signature)

5 August 2015
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted], ***Darbys Falls, 2793***	***Residence/home***

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
[description]	*[name and address]*	*[name]*
Land-use planner	***Cowra Council, 116 Kendal Street, Cowra***	

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
[name and address]	*[name and address]*
N/A	

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]
N/A

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
[details]	*[name and address]*
N/A	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
[name and address]	*[dates]*	*[names]*
N/A		

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
[name and address]	*[details]*	*[details]*	*[details]*
N/A			

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[Yes/No] ***No***

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
[name]	*[details]*
N/A	

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
[name] ***N/A***

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
[details] [redacted]***, Darbys Falls, 2793 – residence/home***

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
[details] [redacted]***, Darbys Falls, 2793 – residence/home***

J. Discretionary disclosures

[details] ***N/A***

Cowra Shire Council
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Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

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Disclosure of Pecuniary Interest and other matters by Jonathan Chinomona
(full name of designated person)

As at 03 September 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]

(Designated person's signature)

3 September 2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted], **Gooloogong**	**Owner**

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Manager Cowra Works	Cowra Shire Council	*[name]*

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
None	*[name and address]*

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
None

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
[details]	*[name and address]*
None	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
[name and address]	*[dates]*	*[names]*
None		

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
[name and address]	*[details]*	*[details]*	*[details]*
None			

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

*[~~Yes~~/**No**]*

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
[name]	*[details]*
None	

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
[name]
None

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
[details]
None

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
[details]

J. Discretionary disclosures

[details]
None

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Cowra NSW 2794
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www.cowracouncil.com.au

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Disclosure of Pecuniary Interest and other matters by Joshua Neuer
(full name of designated person)

As at 5 August 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Designated person's signature)

5 August 2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
39 Bandera Avenue, Glenfield Park NSW 2650	Pecuniary – Investment
[redacted], Cowra NSW 2794	Pecuniary – Home Address

B. Sources of Income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Development Planner	Cowra Shire Council 116 Kendal Street, Cowra NSW 2794	

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
NIL	

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
Rental Income from 39 Bandera Avenue, Glenfield Park NSW 2650

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
NIL	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[Yes/No]

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
NIL	

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
NIL

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
NIL

J. Discretionary disclosures

NIL

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a designated person (whichever is the later date) to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.18 of the Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.20 of the Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of Pecuniary Interest and other matters by Kane Duke
(full name of designated person)

As at 20/8/2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]

(Designated person's signature)

20/8/2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted], Glen Innes NSW 2370	Owner
[redacted], Glen Innes NSW 2370	Owner
[redacted], Woodstock NSW 2793	Owner
[redacted] Tarniet, VIC 3029	Owner
[redacted], Shannon Vale NSW 2370	Owner

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Manager -Building and Regulatory Services	Cowra Shire Council – 116 Kendal Street, Cowra	

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
N/A	

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
Rental Income

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
N/A	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
N/A		

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

Yes – New dwelling placed on 11 Erskinville Road Tarniet, VIC 3029

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
DEPA	*Member*

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
Bank West – PO Box E237, Perth WA 6841
Westpac – 275 Kent Street, Sydney NSW 2000

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
Nil

J. Discretionary disclosures

Nil

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

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4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
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6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of Pecuniary Interest and other matters by Larissa Jane Hackett
(full name of designated person)

As at 14th August 2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Designated person's signature)

14/08/2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted], Young, NSW 2594	**Owner**
[redacted], Young, NSW 2594	**Owner**

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Director – Environmental Services Cowra Council	*Cowra Shire Council, 116 Kendal Street, Cowra, NSW 2794*	*Nil*

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
NIL	*NIL*

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
NIL

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
NIL	*NIL*

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL	*NIL*	*NIL*

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL	*NIL*	*NIL*	*NIL*

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

NO

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
NIL	*NIL*

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
NIL

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
NIL

J. Discretionary disclosures

NIL

Cowra Council

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by schedule 1 of the *Model Code of Conduct for Local Councils in NSW*.
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4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
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7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of Pecuniary Interest and other matters by Paul Thomas Devery
(full name of designated person)

As at 15/8/2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Designated person's signature)

15.8.2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted] COWRA	Joint Owner
[redacted] WOLLONGONG	Owner

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
General Manager	Cowra Council	

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
Nil	*[name and address]*

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
Nil

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
Refer to Council's Gifts & Benefits Register	

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[No]

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
Nil	

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
St George Bank

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
Nil

J. Discretionary disclosures

Nil

Cowra Council

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

Disclosures by Council Staff Return

'Disclosures by councillors and designated persons' return

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of Pecuniary Interest and other matters by Rod Hayes
(full name of designated person)

As at 15/08/2025
(date return completed)

*in respect of the period from **1 July 2024** to **30 June 2025**
(return period)

[redacted]
(Designated person's signature)

15/8/2025
(date signed)

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[redacted] Cowra	**Residence**
48A & 48B Lachlan St, Cowra	**Rental properties**
[redacted] Cowra	**Family home**

B. Sources of income

1. Sources of income I:
   - reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from an occupation at any time since 30 June:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Acting Manager – Cowra Council	**Cowra Shire Council**	
	116 Kendall St	
	Cowra	

2. Sources of income I:
   - reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received from a trust since 30 June:

Name and address of settlor	Name and address of trustee
[name and address]	*[name and address]*

3. Sources of other income I:
   - reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
   - received at any time since 30 June:

Sources of other income
Rental income from 48A & 48B Lachlan St, Cowra

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
N/A	**[name and address]**

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
[name and address]	*[dates]*	*[names]*

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Director, S&R Hayes Super Pty Ltd ATF S & R Hayes Property Trust, trustee for self managed super fund (SMSF)	*[details]*	*[details]*	*[details]*

F. Property development

Were you a property developer or a close associate of a property developer on the return date?

[No]

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
[name]	*[details]*

H. Debts

Name and address of each person to whom I was liable to pay any debts at the return date/at any time since 30 June
[name]
N/A

I. Disposition of property

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
[details]

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
[details]

J. Discretionary disclosures

[details]

5.5 Policy Review - Payment of Expenses and the Provision of Facilities to the Mayor and Councillors

File Number: D25/1795

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

It is recommended that Council:

1. **Adopt the draft Policy - Payment of Expenses and the Provision of Facilities to the Mayor and Councillors, including:**
    a. **a provision to exclude acceptance of claims under the policy, for which financial assistance is claimed from another arm of government (i.e. 'double-dipping'); and**
    b. **to not adopt a separate expenses line in the Long Term Financial Plan for interstate, overseas and long distance intrastate travel expenses.**

2. **Agree to increase the annual budget for Councillor Carers Expenses from $694 to $4,000 for 2025-26 (and to remove from the policy the hourly rate cap for carers), and note that this increase will be subsequently reflected in the forthcoming first Quarterly Budget Review Statement process for 2025-26.**

3. **Note that budget allocations and expense limits will be reviewed and updated annually in alignment with the long term financial planning process.**

4. **Determine that the proposed Policy, as amended by the preceding recommendations, is not substantially different to that publicly exhibited, and that further public exhibition is unnecessary.**

INTRODUCTION

Section 252 of the *Local Government Act 1993* (the Act) requires a councillor expenses policy to be adopted within 12 months of a new Council term commencing.

At the 28 July 2025 Council Meeting, a resolution was passed to place the draft revised Policy - Payment of Expenses and the Provision of Facilities to the Mayor and Councillors, on public exhibition for 28 days, as required by the Act. With no submissions received on the draft policy, it is recommended that it be adopted by Council, with minor amendments to increase the Councillor Carers Expenses Budget and consolidate provisions for travel expenses so as to reflect arrangements in Council's Long Term Financial Plan.

Section 253(1) of the Act requires a 28 day public notice period before adopting or amending the policy, and s.253(3) further advises that a subsequent public notice period is not required 'if council is of the opinion that the proposed amendment is not substantial.' Against this background, it is suggested to Council that policy amendments proposed in this paper do not represent a materially significant change from the exhibited policy, and that the amended policy may be adopted.

BACKGROUND

The draft revised policy was publicly exhibited for the required 28 days. At the close of the exhibition period no submissions had been received.

Council's General Committee meeting of 8 September 2025, subsequently agreed to defer consideration deferred to the September Council Meeting to allow for advice to be provided to Councillors on:

- the adequacy of the budget for 'Councillor Carer Expenses';
- the need for a specific budget allocation for 'Interstate, Overseas and Long Distance Intrastate Travel Expenses'; and
- any need to further exhibit the policy should recommendations for alternative provisions be made.

Amendments to the attached proposed policy have been made to reflect the following advice. Should Council decide a different approach, necessary changes can be introduced to the policy as needed to give effect to that decision.

Councillor Carer Expenses

A desktop comparison with other Rural Large councils (as classified by the Local Government Remuneration Tribunal) of the existing 2025-26 Councillor Carer Expenses budget allocation of $694 suggests that the provision is low.

Notwithstanding the absence of claims against this budget line over the past ten years, a continuation of this trend should not be assumed. Accordingly, it is considered prudent to increase the annual budget to $4,000 with a cap on individual councillor claims of $2,000.

It is also noted that Council's proposed hourly rate cap of $15 for carers' remuneration is not typical of comparator councils. It would be more expedient and practical if the hourly cap ($10 under the existing policy) was not retained, so as to allow carer rates to vary according to differences in carers' levels of professional expertise and the diversity of care types offered. As such, a straightforward reimbursement of actual costs would be more appropriate.

Interstate, Overseas and Long Distance Intrastate Travel Expenses

While Council's budget does not currently include a specific expenses line for long-distance travel, it is noted that the incidence of such travel is relatively small, and that the draft policy includes appropriate controls to ensure that any travel is appropriately authorised, including but not limited to, clauses:

> *6.5 In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.*
>
> *6.6 Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the general manager prior to travel.*
>
> *6.7 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.*
>
> *6.8 The case should include:*
>
> - *objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties*
> - *who is to take part in the travel*
> - *duration and itinerary of travel*

- *a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.*

Accordingly, existing budget provisions are considered appropriate and it is not recommended to add a further expenses line to Council's Long Term Financial Plan.

Double-Dipping

The draft policy does not specifically exclude making claims for which financial assistance from other arms of government has been sought or secured. Accordingly, an amendment has been added to explicitly protect against the practice of 'double-dipping' of the public purse, by including the new clause:

> *11.2 No claim is permissible if funding is provided by another branch of government that would deliver the required service or resource.*

This new clause will, for example, prohibit expenses for carer claims when services are financed under the National Disability Insurance Scheme.

Variations from Model Policy

As previously reported to Council, the draft policy is based on a substantially revised model policy issued by the Office of Local Government. The draft policy as proposed to Council predominantly mirrors the model policy with the following main variations:

Previously advised to Council

- Removal of most expense caps for individual councillors, due to the typically low level of councillor benefits paid, preferencing flexible management of our modest budget for such expenses and due to the new six-monthly reporting requirement on payments to councillors.

- Retaining provision for spousal and partner expenses in certain circumstances, in order to reflect that their occasional attendance at Council events accords with councillors' roles. The previous inclusion of partner expenses to attend the annual Local Government NSW and Australian Local Government Association conferences is, however, removed.

As proposed to Council in this advice

- Not establishing a new specific budget line for overseas and long distance travel.

- Adopting a more specific prohibition on 'double-dipping' across other sources of government financial assistance.

Requirement for Further Exhibition

Sections 253(1) and (2) of the Act require that a policy for the payment of expenses or provision of facilities may only be adopted following a 28 day public notice period and Council's consideration of any submissions received.

Section 253(3) further stipulates that an additional public notice period is not required if, in Council's opinion, changes made subsequent to the initial exhibition are not substantial.

While no submissions on the draft policy were received, some relatively minor amendments are proposed in this paper. These amendments, however, are not significant and do not erode the expenditure controls of the proposed policy or the model policy on which it is based. In fact, annual revision of allowances as part of the budget process would arguably establish a more

frequent 'sense check' than the mandatory policy review within the first 12 months of each council term.

Accordingly, it is suggested to Council that a further exhibition period is not required in this instance.

BUDGETARY IMPLICATIONS

An $3,306 per annum provision for Councillor Carer Expenses, to increase this budget from $694 to $4,000.

ATTACHMENTS

1. Draft Policy - Payment of Expenses and the Provision of Facilities to the Mayor and councillors ⇩

COUNCIL POLICY

Payment of Expenses and the Provision of Facilities to the Mayor and Councillors

2025/23789

Payment of Expenses and the Provision of Facilities to the Mayor and Councillors

Council Meeting Date	27 January 2015
Council Department	Corporate Services
Contact Officer	Director-Corporate Services
Revision Required	Annually

Policy Review

This policy shall be reviewed yearly 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	12 July 2004	90/2004	Director-Corporate Services
2	29 March 2005 (Item 4)	20/2005	Director-Corporate Services
3	25 March 2008	62/2008	Director-Corporate Services
4	28 June 2010	169/2010	Director-Corporate Services
5	27 September 2010	283/2010	Director-Corporate Services
6	28 October 2013	232/2013	Director-Corporate Services
7	27 January 2015	13/2015	Director-Corporate Services
8	22 September 2025		Director-Corporate Services

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Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and Local Government (General) Regulation 2021 (the Regulation), and complies with the Office of Local Government's (OLG's) Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy includes the maximum amounts Council will pay for specific expenses and facilities, and identifies other in-kind support that may be provided. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expenses and Facilities Table

Expense or facility	2025-26 Budget
General travel expenses	$15,032
Training & Conferences	$31,580
Councillor Carer Expenses	$4,000
Councillor Communication Expenses	$4,931
Councillor Partners / Spouses Expenses	$784
Mayoral Expenses	$4,005
Information and communications technology (ICT) expenses	ICT hardware provided by Council
General Facilities for all Councillors [Clause 9]	Councillor common room and administrative support.
Additional Facilities for the Mayor [Clause 10]	Vehicle with fuel card, office and staff.

Any additional costs incurred by a councillor in excess of any amounts or limits set by this policy, are considered personal expenses that are the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website.

These reports will include expenditure summarised by individual councillor and as a total for all councillors.

Part A – Introduction

1. Introduction

1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Cowra Shire Council.

1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.

1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.

1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.

1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a Council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy Objectives

2.1. The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties.
- enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties.
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors.
- ensure facilities and expenses provided to councillors meet community expectations.
- support a diversity of representation.
- fulfil the council's statutory responsibilities.

3. Principles

3.1. Council commits to the following principles:

- **Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
- **Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a councillor

- **Equity:** there must be equitable access to expenses and facilities for all councillors
- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

4. Private or Political Benefit

4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

4.2. Private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.

4.3. Such incidental private use does not require a compensatory payment back to Council.

4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, councillors must reimburse the council.

4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:

- production of election material
- use of Council resources and equipment for campaigning
- use of official Council letterhead, publications, websites or services for political benefit
- fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General Expenses

5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.

5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific Expenses

General travel arrangements and expenses

6.1. All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

6.2. Each councillor, and the mayor, may be reimbursed for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:

- for public transport fares
- for the use of a private vehicle or hire car
- for parking costs for Council and other meetings
- for tolls
- by Cabcharge card or equivalent
- for documented ride-share programs, such as Uber, where tax invoices can be issued.

6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.

6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

6.5. In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.

6.6. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the general manager prior to travel.

6.7. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

6.8. The case should include:

- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties
- who is to take part in the travel
- duration and itinerary of travel
- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

6.9. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.

6.10. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.

6.11. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

6.12. Bookings for approved air travel are to be made through the general manager's office.

6.13. For air travel that is reimbursed as Council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

6.14. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

6.15. In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later that 9.00 pm or starts earlier than 7.00 am and the councillor lives more than 50 kilometres from the meeting location.

6.16. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside $150 km of the Cowra Shire Boundary.

6.17. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employee (Public Service conditions of Employment Reviewed Award 2009, as adjusted annually.

6.18. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.17.

6.19. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for Council related meetings

6.20. Appropriate refreshments will be available for Council meetings, Council committee meetings, councillor briefings, approved meetings and engagements, and official Council functions as approved by the general manager.

6.21. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

6.22. Council will set aside an amount in its annual Long Term Financial Plan to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies, and to facilitate councillor attendance at conferences and seminars The General Manager will ensure that access to expenses for professional development is distributed equally.

6.23. In the first year of a new Council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by OLG. The cost of the induction program will be in addition to the ongoing professional development funding.

6.24. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

6.25. Approval for professional development activities is subject to a prior written request to the general manager outlining the:

- details of the proposed professional development
- relevance to Council priorities and business
- relevance to the exercise of the councillor's civic duties.

6.26. In assessing a councillor request for a professional development activity, the general manager must consider the factors set out in Clause 6.25, as well as the cost of the professional development in relation to the councillor's remaining budget.

Conferences and seminars

6.27. Council is committed to ensuring its councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

6.28. Council will set aside an amount in its annual budget to facilitate councillor attendance at conferences and seminars to be administered consistent with clause 6.22.

6.29. Approval to attend a conference or seminar is subject to a written request to the general manager. In assessing a councillor request, the general manager must consider factors including the:

- relevance of the topics and presenters to current Council priorities and business and the exercise of the councillor's civic duties
- cost of the conference or seminar in relation to the total remaining budget.

6.30. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the general manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.16-6.18.

Information and communications technology (ICT) expenses

6.31. Council will provide councillors with a:

- laptop computer and reimburse up to $20 per month on presentation of a tax invoice $20 per month to offset internet data costs; or
- tablet device with a mobile data SIM card.

6.32. Councillors may seek reimbursement for applications on their mobile electronic communication device that are necessary to undertake their duties as a councillor.

Special requirement and carer expenses

6.33. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.

6.34. Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.

6.35. In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.

6.36. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will each be entitled to reimbursement of carer's expenses up to a maximum of $2,000 per annum for attendance at official business,

plus reasonable travel from the principal place of residence. Council will reimburse at an agreed reasonable cost.

6.37. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.

6.38. In the event of caring for an adult person, councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Spouse and Partner Expenses

6.39. Council shall meet the following costs of an accompanying person for attending:

(a) The costs of registration and any official conference dinners of the mayor's or councillor's accompanying person in attending the annual conferences of LGNSW, but excluding any travel expenses, additional accommodation expenses and any optional personal tours which shall be the personal responsibility of the individual councillor.

(b) Official council functions within area.

(c) Costs incurred by the mayor or a councillor on behalf of, or by, an accompanying person in attending official council functions of a formal and ceremonial nature within the Cowra Shire local government area, such as Australia Day awards ceremonies, citizenship ceremonies, civic receptions, mayoral receptions and the annual Christmas function held for council and senior staff.

(d) Community organised functions within area.

(e) Community organised functions to which the mayor or councillors and their partners have been invited to attend as representatives of Council. The latter would include but not be limited to events such as balls, annual dinners of service organisations, sportsman of the year awards and better business awards.

Note: The payment of expenses for spouses, partners or accompanying persons for attending appropriate functions as permitted above should be confined specifically to the ticket, meal and/or the direct cost of attending the function. Peripheral expenses incurred by spouses, partners or accompanying persons such as grooming, special clothing and transport are not considered reimbursable expenses.

6.40. The council shall not meet the costs of an accompanying person for attending any event, function, seminar or conference outside the Council area, including interstate and overseas. In these situations, all costs, including any additional accommodation costs, must be met by the councillor or the spouse/partner/accompanying person unless by special resolution of the Council.

7. Insurances

7.1. In accordance with Section 382 of the Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this policy.

7.2. 7.2Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

7.3. 7.3Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.

7.4 Appropriate travel insurances will be provided for any councillors travelling on approved interstate and overseas travel on council business.

8. Legal Assistance

8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a councillor defending an action arising from the performance in good faith of a function under the Act provided that the outcome of the legal proceedings is favourable to the councillor
- a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor
- a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.

8.2. In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.

8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses

arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.

8.4. Council will not meet the legal costs:

- of legal proceedings initiated by a councillor under any circumstances
- of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a councillor performing their role as a councillor.

8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9. General Facilities for all Councillors

Facilities

9.1. Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:

- a councillor common room appropriately furnished to include telephone, photocopier, printer, desk, computer terminals, pigeon holes
- access to shared car parking spaces while attending council offices on official business
- personal protective equipment for use during site visits
- a name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or mayor or deputy mayor.

9.2. Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the mayor's office or other specified staff member.

9.3. The provision of facilities will be of a standard deemed by the general manager as appropriate for the purpose.

Stationery

9.4. Council will provide the following stationery to councillors each year:

- letterhead, to be used only for correspondence associated with civic duties
- business cards
- postage for associated mailing of official correspondence.

Administrative support

9.5. Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by council's administrative staff as arranged by the general manager or their delegate.

9.6. As per Section 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional Facilities for the Mayor

10.1. Council will provide to the mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the mayor's office.

10.2. The mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to council on a monthly basis.

10.3. The mayoral allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.

10.4. A parking space at council's offices will be available for the mayor's council-issued vehicle for use on official business, professional development and attendance at the mayor's office.

10.5. Council will provide the mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.

10.6. In performing his or her civic duties, the mayor may be assisted by a small number of staff providing administrative and secretarial support, as determined by the general manager.

10.7. The number of exclusive staff provided to support the mayor will not exceed one full time equivalent.

10.8. As per Section 4, staff assisting the mayor are expected to work on official business only, and not on matters of personal or political interest, including campaigning.

Part D – Processes

11. Approval, Payment and Reimbursement Arrangements

11.1. Expenses should only be incurred by councillors in accordance with the provisions of this policy.

11.2. No claim is permissible if funding is provided by another branch of government that would deliver the required service or resource.

11.3. Approval for incurring expenses, or for the reimbursement of such expenses exceeding $100, should be obtained before the expense is incurred.

11.4. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:

- local travel relating to the conduct of official business
- carer costs
- ICT expenditure.

11.5. Final approval for payments made under this policy will be granted by the general manager or their delegate.

Direct payment

11.6. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the director – corporate services for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

11.7. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the director – corporate services.

Notification

11.8. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.

11.9. If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to council

11.10. If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy, council will invoice the councillor for the expense:

- the councillor will reimburse council for that expense within 14 days of the invoice date
- if the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

Timeframe for reimbursement

11.11. Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

12.1. If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager.

12.2. If the councillor and the general manager cannot resolve the dispute, the councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

13. Return or Retention of Facilities

13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or mayor ceasing to hold office or at the cessation of their civic duties.

13.2. Should a councillor desire to keep any equipment allocated by council, then this policy enables the councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment.

13.3. The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

14.1. This policy will be published on council's website.

15. Reporting

15.1. Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulation.

15.2. Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a Council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

16. Auditing

16.1. The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every two years.

17. Breaches

17.1. Suspected breaches of this policy are to be reported to the general manager.

17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

PART E – Appendices

18. Appendix I: Related Legislation, Guidance and Policies

Relevant legislation and guidance:

- *Local Government Act 1993*, Sections 252 and 253
- Local Government (General) Regulation 2021, Sections 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct

19. Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support councillors undertaking official business
Act	Means the *Local Government Act 1993 (NSW)*
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the mayor
General Manager	Means the general manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: meetings of Council and committees of the whole meetings of committees facilitated by Council civic receptions hosted or sponsored by council meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor
Regulation	Means the Local Government (General) Regulation 2021 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

5.6 Business Assistance to Cowra Early Childhood Services

File Number: D25/1801

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That

1. **Council, having given public notification and considered submissions received, provide financial assistance to Cowra Early Childhood Services by way of a $36,000 partial refund of development application fees for the construction of a preschool at 14 Short Street, Cowra; and**
2. **Funds be transferred from the Business Assistance Reserve to cover this payment.**

INTRODUCTION

Cowra Early Childhood Services (CECS) has requested a $36,000 partial refund of development application fees for a pre-school at 14 Short Street. Council at its 28 July 2025 meeting resolved to manage this request as a business assistance measure and give 28 days' public notice of its intention to provide the funds sought, as a donation.

The public exhibition period concluded on 1 September 2025, and thirteen submissions were received, twelve of which supported the proposal (copies of the submissions are attached).

Council's General Committee meeting of 8 September 2025 resolved to defer further discussion to the 22 September 2025 Council meeting, so as to enable further advice to be provided on making a partial refund directly from s.94A of the Environmental Planning and Assessment Act 1999.

BACKGROUND

The bulk of the fees were paid under s.7.12 of the Environmental Planning and Assessment Act 1999, and informal legal advice is that they are not refundable.

About $36,000 of the total fees paid by CECS were payable under the contributions plan required by s.7.12 (Fixed Development Consent Levies). While CECS originally requested a refund, informal legal advice is that it is not possible to refund money paid under s.7.12.
Formal legal advice would be relatively costly (around $3,500 to $5,000) and be unlikely to differ from the initial opinion; accordingly it is not proposed to commission written legal advice and to consider alternative funding sources instead.

A financial donation under s.356 of the Local Government Act 1993 is an alternative mechanism to provide the support requested.

CECS' application fulfils the criteria set by Council's Donation Policy, however insufficient funds are available in the expenses line established for this purpose, and an alternative internal source of funding is needed.

The Business Assistance Reserve has sufficient funds available, and is not committed to any specific purpose.

Previous discussion by Council canvassed the alternative of drawing on the $50,000 available in the Business Assistance Reserve. No specific purpose for this funding has been highlighted by Council over the ten year Long Term Financial Plan, and it is subject to no external restrictions. As such, Council may decide to commit this funding as it considers appropriate, with the only financial consequence being a corresponding decrease in the internally restricted cash balance.
Accordingly, it is recommended that Council draw on the Business Assistance Reserve to finance a donation to CECS, should it decide to do so.

Public submissions received in all but one cases support providing the propose financial support to CECS.

Thirteen submissions were received under the public exhibition process, and all but one supported provision of the funding. All submissions received are attached for Councillors' consideration.

As advised to Council's General Committee on 8 September 2025, given Council's original decision and the outcome of the public exhibition process it would seem appropriate to provide the financial assistance proposed.

BUDGETARY IMPLICATIONS

$36,000 from the Business Assistance Reserve.

ATTACHMENTS

1. Collated Submissions ⇩

From: Dimity Southwell
Sent: Thursday, 7 August 2025 12:00 PM
To: Cowra Council
Subject: Support for CECS Partial Refund

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.

I am writing to express my support of the partial grant in application fees to Cowra Early Childhood Services preschool facility.

As a working mother of 5 children, 2 of preschool age, this service is desperately required in our community.

To be able to effectively support my community in my NDIS plan management role, quality and accessible childcare is essential.

Thank you

Kind regards,

Dimity Southwell
Balance Plan Manager

Cowra Office A: 18 Redfern Street, PO Box 727 Cowra NSW 2794
Office Hours Mon-Fri – 8:30am-5:00pm

From: Emily Reynolds
Sent: Thursday, 7 August 2025 9:18 PM
To: Cowra Council
Subject: Support for Cowra Early Childhood Services

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 Cowra Council,

I am writing as an employee at Cowra Early Childhood Services in response to the public notice regarding the proposed $36,000 partial refund of development application fees for the construction of our new preschool at 14 Short Street, Cowra.

Having seen firsthand the positive impact our service has on local families, I want to express my strong support for this initiative. This financial assistance will make a genuine difference in helping us deliver improved facilities and better opportunities for early learning in our community.

Regards,
Emily Reynolds

From: Penny Smith
Sent: Wednesday, 13 August 2025 11:13 AM
To: Cowra Council
Subject: Submission in Support – Financial Assistance to Cowra Early Childhood Services

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Dear Councillors,

I am writing to express my full support for Council's proposal to provide financial assistance to Cowra Early Childhood Services (CECS) by way of a $36,000 partial refund of development application fees for the construction of a preschool at 14 Short Street, Cowra.

Cowra Early Childhood Services is a community-based, not-for-profit organisation that has long been recognised as a leader in early childhood education and care within our region. Their reputation for delivering high-quality, inclusive, and community-connected programs is unmatched locally. As an organisation driven not by profit but by the needs of families, CECS reinvests resources directly back into its services, ensuring children and families benefit first and foremost.

The proposed preschool expansion represents an important step in meeting the growing demand for early childhood places in our community. With their proven record of excellence, deep local knowledge, and strong community ties, CECS is uniquely positioned to deliver this expansion in a way that upholds the highest educational and care standards while fostering the values and connections that make Cowra such a strong community.

Supporting this initiative through a partial refund of DA fees is a practical and forward-thinking investment in the future of our town. It ensures resources can be channelled towards delivering quality facilities and programs rather than being tied up in administrative costs. This decision will directly benefit local families, children, and the broader community for many years to come.

I commend Council for recognising the value of CECS and for taking this proactive step to support their continued growth and success.

Yours sincerely,
Penny Smith
Cowra Early Childhood Services - Mobile
20 Comerford St.
COWRA NSW 2794





From: Charles Grace
Sent: Friday, 15 August 2025 12:16 PM
To: Cowra Council
Subject: Submission in Support of Financial Assistance for Cowra Early Childhood Services

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To Whom It May Concern,

I am writing to express my strong support for Cowra Council's proposal to provide financial assistance to Cowra Early Childhood Services (CECS) through a partial refund of development application fees for the construction of a new preschool at 14 Short Street, Cowra.

As a local educator and community member, I have seen firsthand the positive impact CECS has on children and families in our region. My daughter Winnie attends the CECS Truck School, and the care and support she has received there have been nothing short of transformative. Winnie experienced a difficult transition into early learning, having missed an entire year of preschool while in her mother's care. When she came into my care, she needed a nurturing environment with skilled educators who could support her emotional and developmental needs. The staff at CECS welcomed her with warmth, patience, and professionalism. Thanks to their dedication, Winnie is now flourishing — socially, emotionally, and academically.

The proposed preschool development will allow CECS to expand its reach and continue delivering high-quality, inclusive early childhood education. The $36,000 refund represents a meaningful investment in the wellbeing of children like Winnie and reflects Council's commitment to supporting families and future generations. I commend Council for considering this initiative and urge you to proceed with the proposed assistance.

Thank you for the opportunity to contribute to this public submission.

Kind regards

Charles Grace

High School Support teacher / Youth worker / Primary teacher
Cowra High School

*** This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please notify the sender and delete the message. ***

From:
Sent: Wednesday, 27 August 2025 3:33 PM
To: Cowra Council
Subject: Council's decision to refund the development application fees

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.

General manager
Cowra Shire Council
Sir, 27/08/2025
I would like to address the council's decision to refund the development application fees for Cowra Early Childhood Services (CEC).
I totally agree with the three councillors who voted against this motion and admit I have used some of their arguments against the motion in my submission
Firstly, I acknowledge the remarkable longevity of CEC, which has been operating for over 40 years and has provided invaluable support to numerous families within our community. Their financial stability and organizational effectiveness are commendable. However, the primary discussion should not solely revolve around the approval of funding amounts, whether it be $5,000, $10,000, or $30,000. It is crucial to recognize that such funding does not dictate the outcome of the centre's construction; CEC is not in a situation where this financial support is critical to their establishment.
There are two significant issues at hand.
The first pertains to the provision of support to a specific organization.
Should the council choose to deviate from established protocols for one entity, it raises important questions regarding the criteria to be applied in future scenarios. Who else may approach the council requesting similar forms of support?
I wish to emphasize that I am not questioning the merits of CEC as an organization; rather, my concern lies within the decision making process of the council itself. If the council continues to grant exceptions, it risks setting a precedent that may lead to numerous additional requests for funding.
It is imperative to establish transparent criteria for these decisions:
What justifies a positive response, and what warrants a refusal?
Without comprehensive consideration of these criteria, the council places itself in a tenuous position, allowing opportunities for criticism. While it is entirely appropriate for the council to support local businesses and organizations, it is vital to avoid the perception of arbitrarily selecting "winners."
CEC may indeed be a valuable organization, but there are countless other groups that also contribute positively to the community.
The council must not adopt an indiscriminate approach by simply acquiescing to every request without a structured framework.
This situation invites crucial questions: When does the council opt to approve requests, and when does it choose to decline? What process governs these decisions?
Furthermore, the council has a multitude of projects it aims to pursue, including those identified by the CBD committee that require financial support. The ongoing efforts to revitalize the Business Chamber are equally significant.
My primary concern lies not in the specific amounts involved—whether they are $5, $10, or $500—but in the lack of clarity surrounding the framework used to arrive at this decision.
Was the decision consistent? I believe it lacks consistency and raises necessary concerns regarding transparency. It is important to note that the council may have $36,000 in funds that were

accumulated through the diligent efforts of council staff who collaborated with the proponents. These funds had likely been earmarked for specific purposes. If the council chooses to reallocate these funds, it must derive them from another source, directly relating to the community's established priorities. In essence, “The size of the pie is the size of the pie.”

If the council intends to alter the distribution of resources, it is crucial to clarify the recipients of these funds and identify what existing allocations will be reduced.

Financial resources do not materialize without designation; all funds are allocated for specific purposes. Should the council reassign these funds, it is essential to account for their origins.

Unless I am mistaken, the council does not possess an excess of surplus funds available for distribution. Any allocation must have a clear source.

Therefore, it is imperative that the council engages in a substantive discussion regarding whether it intends to offer structured support for charitable organizations and nonprofits. If such support is to be provided, it is important to define its scope and underlying rationale.

I fully support Cowra Early Childhood Services and recognize their contributions to the community, but this discussion extends beyond their situation. The council must engage in a thorough and open dialogue about the criteria and processes for decision-making.

If the council chooses to amend its procedures at this juncture, it is crucial to provide a robust justification for such changes.

This necessitates a broader conversation about the approach the council will take towards future requests for assistance.

Thank you for the opportunity to voice my opinion on this matter

Thank you.

Paul Galea

Ability Network
PO Box 332
COWRA NSW 2794
ABN 57 168 715 294

12 August 2025

To Whom it May Concern

Ability Network supports the partial refund of council development fees to Cowra Early Childhood Services Cooperative Ltd (CECS).

On behalf of the management and Board of Ability Network, we are writing to express our strong support for the proposal to allocate $36,000 to CECS, by way of partial refund of the Development Application Fees related to the the future build of their new preschool.

Ability Network and CECS are unique in the Cowra community. Both organisations have been in operation for decades as non-profit enterprises and continue to provide services to the Cowra community, in ways that only community based not-for-profits can. When it came time for Ability Network to vacate its Berowra Street property that we had occupied for about 20 years, CECS was our first option considered to take up a lease. We knew that CECS had been struggling for space given the growing demand on child care and early education services, and were only happy to pass (at below market rental) our community asset to CECS to use for the future. We were equally excited to hear of the plans for the new preschool but know all too well the financial pressures of building a new facility as a charity organisation.

We firmly believe it is the council's responsibility to utilise its excess funds to support charity and community non-profit organisations that benefit the broader community and we fully endorse the proposed refund of development application fees relating to the new development to CECS in this instance.

Yours sincerely.

Shane Kruger
Chief Executive Officer
Ability Network

LUSI AUSTIN CREATIVE

August 2025

To whom it may concern,

As a local resident of Cowra, I wanted to register my support for the CECS Assistance in the partial refund of development application fees for the Cowra Early Childhood Service.

It is great to see Cowra Council supporting long-standing community not-for-profits and showing their support for Cowra's families and children for generations to come.

As a mother, rate-payer and contributing member of Cowra's community, I register my whole-hearted support of this submission and refund.

Thank you for your kind consideration.

Yours sincerely,

Lusi Austin
www.lusiaustin.com
Cowra Citizen of the Year (2025)

COWRA 2794
15 August 2025

Cowra Council
166 Kendal St
Cowra 2794.

Dear councillors,

I write in support of Cowra Council's intention to provide financial assistance to Cowra Early Childhood Services (CECS) by way of a $36,000 partial refund of development application fees for the construction of a preschool at 14 Short Street, Cowra.

As a resident of Cowra, I have become aware of the challenges facing families with young children in finding places in centres. I am also aware of the challenges facing early childhood centres in recruiting and retaining qualified educators. The thoughtfully-planned, state-of-the-art preschool offers an option for families to select a preschool pathway, alongside existing childcare options, and also has the potential to attract well-qualified and experienced educators to the town.

As an academic working in the field of regional, rural and remote education, I have been shocked and dismayed by statistics depicting the educational disadvantage of children residing in regional town such as Cowra. Early childhood education is recognised as having the greatest benefits for these children, and I applaud the CECS team for their commitment to principles that will ensure Cowra's children have access to high quality early childhood education, seeing them begin their formal schooling with the skills required for engagement in learning.

Recently, I have had an opportunity to view infrastructure plans for the preschool and to discuss the developmental processes and plans, as well as the underlying educational goals with CECS staff. The achievements to date are remarkable, and support from the greater local community is warranted in light of the potential benefits for the town's economic, educational and community development.

At this point in the preschool's development, Cowra Council is in a unique position to contribute to the project through the partial refund of development application fees, and I support this decision wholeheartedly.

Sincerely,

Dr Wendy Brooks

CEO, Young Regional Conservatorium
President, NSW Association of Regional Conservatoriums (ANSWRC)
Executive, Society of Provision of Education on Rural Australia (SPERA)

Peter Launders Tuesday 26th August 2025

Cowra NSW 2794

To: Cowra Shire Council

Re: Refund of DA fees to Cowra Early Childhood Services (CECS)

Dear Councillors,

I would like to express my strong support for the proposal to partially refund to Cowra Early Childhood Services (CECS) the Development Application fees, related to the new community preschool in Short Street.

I am writing this letter of support in my personal capacity, as a previous customer of many of CECS's services for my three children; as a resident of Cowra and ratepayer for approximately 16 years; and as a local business owner. But I also need to declare that I have been the voluntary Treasurer for CECS for 8 years and the President for the past 2 years, so have more than a passing interest in the financial aspects of the community preschool project.

The community preschool project has required an enormous amount of work from CECS and the support of an array of partners, including Cowra Shire Council. It is an exciting time for CECS as expansion of our services has been a goal for many years.

As you may be aware, due to delays in grant approval, the cost of the project has increased significantly and CECS has had to invest a far greater sum than first anticipated. Fortunately, CECS was in a financial position to be able to afford this (just) but our financial resources are limited.

The State Government grant funding does not cover the internal fitout and furnishings, among other things, so CECS still needs to find funds to complete these aspects of the project. As a not-for-profit community organisation, funding for significant projects is not easy to come by so any avenues that are available to preserve our spending capacity are definitely welcome.

I genuinely believe that Council using its funds to support not-for-profits and charitable organisations in their delivery of vital services to the local community is an appropriate use of Council's financial resources (which I appreciate are not unlimited).

Again, I would like to thank everyone who has been involved with the community preschool project from the Council side – we would like to think we are developing the preschool in partnership with Cowra Shire Council and your support thus far is greatly appreciated and acknowledged.

Kind regards



Peter Launders

Dear Councillors,

I am writing in support of Council's proposal to provide financial assistance to Cowra Early Childhood Services in the form of a $36,000 partial refund of development application fees for the construction of a preschool at 14 Short Street, Cowra.

As both a parent and a teacher trained in early childhood and primary education, I know how important the early years are in shaping a child's future. Quality preschool education builds strong foundations for learning, confidence, and social skills, setting children up for success when they start school.

For families like mine, access to local, high quality early learning is not just an educational need it's a community priority. This preschool will give children a safe and nurturing place to learn as they begin their educational journey.

The proposed financial assistance will directly contribute to reducing the cost burden on a vital community service. This investment will deliver long-term social and economic benefits for our community, as the preschool will support local families, and enhance the educational outcomes for our youngest learners.

For these reasons, I fully support the resolution and commend Council for recognising the importance of investing in high quality early childhood education.

Kind regards,

Kristen Matic

Natalie Rush

COWRA NSW 2794

E.

M.

13 August 2025

Dear Cowra Council,

I am writing to provide my full support for the request by Cowra Early Childhood Services (CECS) for a partial refund of the $36,000 development application fees associated with the new preschool facility at 14 Short Street.

I have seen first-hand the profound impact CECS has had on families and children in Cowra and the surrounding region. For more than 40 years, this organisation has led the way in setting the standard for what high-quality early childhood education and care looks like in our community. CECS has not only provided a safe and nurturing environment for children to learn and grow, but has also worked tirelessly to ensure that every child, regardless of background or circumstance, has the opportunity to reach their full potential.

The establishment of this new preschool is more than just a building project; it is an investment in the future of Cowra. It will increase access to early childhood education, meet the growing needs of local families, and strengthen the foundations for lifelong learning. These benefits will extend beyond the classroom, creating positive social, educational, and economic outcomes for the entire community.

As a not-for-profit organisation, every dollar saved by CECS can be directly reinvested into services, resources, and opportunities that benefit our children. By granting this partial refund, Cowra Council would be recognising the enormous value CECS has brought to our community for decades and ensuring they can continue this important work for generations to come.

Thank you for your time and consideration of this request. I strongly endorse CECS's application and the positive impact this preschool will have on the families, educators, and future of our region.

Natalie Rush

Early Childhood Educator/ Community Member

From: Liz Reynolds
Sent: Thursday, 7 August 2025 8:40 PM
To: Cowra Council <council@cowra.nsw.gov.au>
Subject: Support for Cowra Early Child Services application for refund of $36 000 DA fees

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Attention Cowra Council,

I am writing in support of Cowra Early Childhood Services application for refund of $36 000 DA fees for their new centre. Cowra Early Childhood Services provides a valuable and much needed service to our local community, and the new centre will help families currently on wait lists to access quality childcare. This is a vital service which allows parents to participate in work, hence benefits the entire Cowra Community.

Liz Reynolds

Yahoo Mail: Search, organise, conquer

2025/25956

Lee Redgrave

From: Fran Stead <corporate@cinc.org.au>
Sent: Thursday, 7 August 2025 12:48 PM
To: Cowra Council
Subject: Regarding Business assistance public notification - CECS

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 Cowra Council,

I am writing to seek clarification regarding the recent public notification concerning application of financial assistance to Cowra Early Childhood Services (CECS), specifically the partial refund of $36,000 for a development application fee related to the construction of a new preschool on Short Street, Cowra.

I would appreciate further information on whether this decision sets a precedent for other not-for-profit organisations. Specifically, can other not-for-profits expect similar support via refunds from Council, funded through the Business Assistance Reserve? Many of us operate under similar financial pressures and contribute meaningfully to the Cowra community.

I also wish to clarify a point raised during the Council meeting on 28 July. It was mentioned that there are five or six not-for-profit organisations operating in the area, yet the Australian Charities and Not-for-profits Commission (ACNC) lists 38 registered charities in the 2794 postcode. While these organisations vary in size and scope, many may wish to build or expand in future. This may warrant further consideration in decisions involving sector-wide support.

I want to emphasise that I fully support the refund sort from CECS and commend the exceptional work they do in our community. My grandchildren attend both their mobile preschool and family daycare programs, and I am genuinely excited about the development of a new facility.

While new builds and infrastructure investment are welcome, I believe it is equally important for council to consider the broader challenges facing the sector—particularly the acute staffing shortages currently affecting several local early childhood services. Some centres in our community are unable to operate at their licensed capacity due to the lack of qualified staff, despite strong community demand and long waitlists at each centre. This is not a reflection of poor management or personal preferences , but rather a systemic workforce issue.

With this in mind, I respectfully encourage Council to explore opportunities to invest in workforce attraction and retention strategies that support all early childhood services in Cowra. Such an approach would promote sector-wide sustainability and deliver greater long-term benefits to the entire community. Without a coordinated, community-level response, new buildings risk simply shifting the existing workforce between centres rather than creating the additional capacity urgently needed to allow more families to return to work or come to town.

In fact, this was seen recently in Cowra with a new childcare service being built to meet demonstrated demands for care in Cowra. They then staffed this centre by employing majority of staff from an existing centre operating in Cowra, this resulted in closing down two rooms overnight, so the new build created no

additional spots instead it created a monumental level of stress for families that were left scrambling to find suitable childcare.

Thank you for your attention to this matter. I look forward to your response.

regards

Fran Stead
Chief Executive Officer

Cowra Information & Neighbourhood Centre
Cowra Information & Neighbourhood Centre Inc.
15 Vaux Street COWRA NSW 2794
Phone: 02 6340 1100
Fax: 02 6341 1656
Email: corporate@cinc.org.au Web : www.cinc.org.au
Find us on Facebook



We acknowledge the Traditional Owners of the land, and the Wiradjuri people and seek to learn from their wisdom.
We acknowledge the land on which we are gathering and pay our respects to our Elders, past, present and future.

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6 DIRECTOR-INFRASTRUCTURE & OPERATIONS

6.1 Drinking Water Management System - Annual Report

File Number: D25/1758

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That Council receive and note the Drinking Water Management System Annual Report 2024/25.

INTRODUCTION

The *Public Health Act 2010 (NSW)* and *Public Health Regulation 2022 (NSW)* requires Council, in its capacity as a local water utility (LWU), to implement and maintain a Drinking Water Management System (DWMS). The DWMS must address the key elements of the Australian Government National Health and Medical Research Council's *Australian Drinking Water Guidelines* (ADWG).

Local water utilities are required to undertake an annual review of their DWMS and submit an annual report to NSW Health – Public Health Unit for their records.

BACKGROUND

The DWMS Annual Report, enclosed as Attachment 1, provides a summary of system changes, water quality, customer complaints, process improvements and overall water treatment plant performance for the reporting period 1 July 2024 to 30 June 2025.

The DWMS Annual Report makes reference to all of Council's Water Supply Schemes but is required only for the potable supply schemes (Cowra and Darbys Falls) in accordance with the ADWG.

The Infrastructure and Operations Quarterly Report provide to Councillors includes the quarterly progress on water quality compliance; and this information is consolidated into the annual report

DWMS ANNUAL REPORT 2024/25 SUMMARY

Overall performance of Council's Cowra and Darbys Falls Water Supply Schemes was positive throughout the reporting period.

Key outcomes observed are:

- No Critical Control Point (CCP) Exceedances were identified at the Cowra Water Treatment Plant (CWTP);
- Two (2) CCP Exceedance were identified in the Darbys Falls Water Treatment Plant (DFWTP) noting however that membrane integrity remained complete during these events;
- Water quality monitoring within the reticulation networks resulted in minor non-conformances only with one (1) being identified in the Cowra Water Supply Scheme and three (3) in the Darbys Falls Water Supply Scheme;
- Three (3) water complaints were received pertaining to dirty water; and

- Council participated in PFAS sampling across our supply areas as recommended by NSW Health – Public Health Unit. No non-conforming results were achieved in the three (3) rounds of sampling completed.

The Drinking Water Management System Annual Report (2024/25) is included as Attachment 1 to this Report.

A copy has been provided to the NSW Health – Public Health Unit and is available on Council's Website (Water and Sewage | Cowra Council).

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. DWMS - Annual Report (2024/25) ⇩

Drinking Water Management System
Annual Report
2024/25

WATER SUPPLY SCHEMES

Cowra
Darbys Falls
Billimari (Non-Potable)
Wyangala (Non-Potable)
Central Tablelands Water

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Document Control

Date Prepared	September 2025
Reporting Period	01 July 2024 to 30 June 2025
Prepared By	Project Manager (Cowra Works)
Approved By	Director of Infrastructure and Operations

1. Executive Summary

The *Public Health Act 2010 (NSW)* includes the requirement for water suppliers to produce a Quality Assurance Program, which is based on the Framework for Management of Drinking Water Quality in the *Australian Drinking Water Guidelines 6 (NHMRC 2011 as amended).* For the purposes of implementation, this quality assurance program is termed a Risk-Based Drinking Water Management System (DWMS).

This Annual Report is a review of Council's DWMS and system performance. It summarises the system changes, water quality exceedances, customer complaints, process improvements and plant performance for the period of 01 July 2024 – 30 June 2025.

The primary findings of this report are summarised within s. 1.1-1.2 as follows.

1.1. System Changes

The following system changes have been implemented during the reporting period.

All Sites

- Redevelopment of Council's DWMS (excluding Wyangala WTP) completed. Adopted by MANEX on 6 May 2025.
- Development and implementation of Standard Operating Procedures (SOP) across all water treatment facilities (excluding Wyangala WTP).

Cowra

- Filter Code Adjustment – Trial Filter 6 (Sequence Refinement);
- RTU upgrade for the High Lift Pump Station, Bellevue Hill, High Level Reservoirs and Soil Con Reservoir (raw pumps);
- Removal of actuator gear from low lift tank and relocation of controls to control room above flood zone (business continuity improvement);
- VSD installation on raw water transfer pump;
- Refurbishment of high-level transfer pump and installation of VSD; and
- Recommencement of fluoridation of water supply (dosing inactive between 19 January 2023 and 16 October 2024).

Darbys Falls

- Chlorine dosing refinement to continuously dose independent of plant operation/shut down;
- Replacement of NTU analyser; and
- ACH dosing point adjusted to improve sedimentation.

Central Tablelands Supply System

Water supplied via the Central Tablelands Supply System is sourced, treated, and distributed through infrastructure owned, operated, and maintained by Central Tablelands Water (CTW). Council's DWMS considers this system only from the handover point to the end of the distribution system.

- During the reporting period it is assumed that CTW changed its water source from the Lachlan River to the Gooloogong Bores and vice-versa. Council is not provided notification when this occurs.

Wyangala

- Commissioning of the new Wyangala Water Treatment Plant commenced in 2023/24;
- Notice of Completion for new Wyangala Water Treatment Plant issued 8 April 2024; and
- Final Proof of Performance test delayed until 2025/26.

The Wyangala Water Supply System was declared non-potable on 25 September 2017. The Wyangala water supply system will not be considered in the DWMS annual reports until it is declared a potable supply.

1.2. Process Performance and Critical Control Point (CCP) Exceedances

The following critical control point (CCP) exceedances were recorded during the reporting period. Further details of the individual exceedances are provided in s. 4 of this Report.

System	2024/25
Cowra System	
CCP1: Filtration	0
CCP2: Disinfection	0
CCP3: Fluoridation	0
CCP4: Reservoir Integrity	0
Darbys Falls	
CCP1: Membrane Filtration	2
CCP2: Disinfection	0

1.3. Water Quality Monitoring and Verification

Cowra Council completes regular monitoring against the *Australian Drinking Water Guidelines* (ADWG) within the reticulation systems.

The following ADWG non-conformances were recorded during the reporting period. Further details of the individual exceedances are provided in s. 5 of this Report.

System	2024/25
Cowra System	
Microbiological	1
Physical and Chemical	0 *Note: One (1) exceedance pertaining to fluoride ratio were recorded in the NSW Drinking Water Database. These are not applicable as Cowra was not a fluoridated supply for a portion of the reporting period.*
Darbys Falls System	
Microbiological	3
Physical and Chemical	0 *Note: One (1) exceedance pertaining to fluoride ratio were recorded in the NSW Drinking Water Database. These are not applicable as Darbys Falls is not a fluoridated supply.*
Central Tablelands Water System	
Microbiological	4
Physical and Chemical	0 *Note: One (1) exceedance pertaining to fluoride ratio were recorded in the NSW Drinking Water Database. These are not applicable as Central Tablelands Water is not a fluoridated supply.*

1.4. Continual Improvement:

Council completed redevelopment of its DWMS (excluding Wyangala WTP) in May 2025 following a comprehensive consultation and revision period. Section 13.2 of the DWMS includes the Drinking Water Quality Management Improvement Plan which incorporates a number of takes identified through risk and CCP workshops held in 2020 and 2023.

2. System Details

2.1. Scheme Summary

Council is responsible for the provision of water through a number of individual water supply system. Table 1-5 provide an overview of these supply systems and their incorporation into this Report.

Table 1 - Cowra Water Supply System

Water Supply System Name	Cowra Water Supply
Water Source	Lachlan River (Surface Water)
Treatment Plant	Cowra Water Treatment Plant (CWTP)
Treatment Capacity (ML/Day)	17ML/d based on 24hr/d operation (Clarifier Capacity: 220L/s for 20hr/day and 100L/s for 4hr/day)
Bulk Water Supplier (If Supplied By Another Utility)	The Cowra Water Supply system has capacity to receive water from Central Tablelands Water (via Woodstock Reservoir) and vice-versa in times of emergency. The system has not yet been activated.
Towns/Villages Supplied	Cowra, Noonbinna, Wattamondara, Woodstock, Westville, Koorawatha, Greenethorpe, Brundah, Wirrimah and Bendick Murrell.
Utilities Supplied (If Bulk Water Is Supplied)	The Cowra Water Supply system has capacity to provide water to Central Tablelands Water (via Woodstock Reservoir) and vice-versa in times of emergency. The system has not yet been activated.

Table 2 – Darbys Falls Water Supply System

Water Supply System Name	Wyangala Water Supply (Non-Potable)
Water Source	Lachlan River (Surface Water)
Treatment Plant	Darbys Falls Water Treatment Plant (DFWTP)
System Capacity (ML/Day) Peak Day Demand	250kL/d
Bulk Water Supplier (If Supplied By Another Utility)	NIL
Towns Supplied	Darbys Falls
Utilities Supplied (If Bulk Water Is Supplied)	NIL

Table 3 - Wyangala Water Supply System

Water Supply System Name	Wyangala Water Supply (Non-Potable)
Water Source	Lachlan River (Surface Water)
Treatment Plant	Wyangala Water Treatment Plant (WWTP)
System Capacity (ML/Day) Peak Day Demand	0.45ML/d
Bulk Water Supplier (If Supplied By Another Utility)	NIL
Towns Supplied	Wyangala
Utilities Supplied (If Bulk Water Is Supplied)	NIL
The Wyangala Water Supply System was declared non-potable on 26 September 2017.	

Table 4 - Billimari Water Supply System

Water Supply System Name	Billimari Water Supply (Non-Potable)
Water Source	Billimari Bore Field Upper Lachlan Alluvial Groundwater (Groundwater)
Treatment Plant	NIL
System Capacity (ML/Day)	1.02ML/d
Bulk Water Supplier (If Supplied By Another Utility)	NIL
Towns Supplied	Billimari (Village and surrounding rural area)
Utilities Supplied (If Bulk Water Is Supplied)	NIL

Table 5 - Central Tablelands Water Supply System

Water Supply System Name	Central Tablelands Water Supply
Water Source	Primary: Lake Rowlands (Surface Water) Secondary: Gooloogong Bores (Groundwater)
Treatment Plant	Carcoar Water Treatment Plant This plant is not operational when drawing from the Gooloogong Bores.
Treatment Capacity (ML/Day)	NA
Bulk Water Supplier (If Supplied By Another Utility)	Central Tablelands Water
Towns Supplied	Gooloogong and Pearce's Scheme *Note: Central Tablelands Water also has capacity to provide Council with an emergency supply at Woodstock (incl. Westville) refer to Cowra Water Supply above.*
Utilities Supplied (If Bulk Water Is Supplied)	NIL
Water supplied to Council via Central Tablelands Water (CTW) is sourced, treated and provided to Council via infrastructure owned and operated by CTW. Council, for the purposes of its operations and under its DWMS, assumes responsibility from the handover point (take off) prior to supply to consumers.	

For the purposes of this Report, details pertaining to the Wyangala and Billimari Supply Systems have been omitted beyond this point due to being non-potable supply systems.

3. Water Supply System Changes

3.1. Raw Water Changes

Adjustments to the raw water system (intake) which have had an effect on hazards and/or risks associated with Council's Water Supply Systems are summarised in Table 6.

Table 6 - Raw Water System Changes

Change Type	Cowra System
Raw Water Source or System Infrastructure	• RTU Upgrades; • Reconfiguration and improvements to low lift and raw water transfer pumps and associated infrastructure.
Catchment Condition	No changes
Management of Storages/ Waterways	The Lachlan River is managed by WaterNSW in accordance with the below Water Sharing Plan.
Water Sharing Plan	*Water Sharing Plan for the Lachlan Regulated River Water Source 2016* (as amended)
Change Type	**Darbys Falls System**
Raw Water Source or System Infrastructure	No changes
Catchment Condition	No changes
Management of Storages/ Waterways	The Lachlan River is managed by WaterNSW in accordance with the below Water Sharing Plan.
Water Sharing Plan	*Water Sharing Plan for the Lachlan Regulated River Water Source 2016* (as amended)

3.2. Treatment Process and Distribution System Changes

Adjustments to the water treatment process and/or distribution (water reticulation network) which have had an effect on to hazards and/or risks associated with Council's Water Supply Systems are summarised in Table 7.

Table 7 - Treated Water System Changes

Change Type	Cowra System
Treatment Process	• Filter Code Adjustment (Sequence Refinement) – Trial Filter 6; and • Recommencement of fluoridation of water supply.
Distribution System	Water mains constructed/replaced during reporting period: • FY 2024/25: 32.95km • RTU Upgrades.
Change Type	**Darbys Falls System**
Treatment Process	• Replacement of NTU analyser; • ACH dosing for improved sedimentation; and • Continuous trim dosing (chlorine).
Distribution System	Water mains constructed/replaced during reporting period: • FY 2024/25: 0km

4. Operational and Critical Control Points

4.1. Development of Operational and Critical Control Points

Council's Operational Control Points (OCPs) and Critical Control Points (CCPs) have been in effect since November 2020. These OCPs and CCPs were developed as part of the broader revision of Council's Drinking Water Management System (DWMS) being undertaken by Bligh Tanner.

A summary of Council's OCP and CCPs are provided under s. 4.2, with the full versions enclosed as Appendix A – Critical and Operational Control Points to this report.

4.2. Current Critical Control Point Limits

The OCP and CCP limits for the Cowra and Darbys Falls Water System Scheme is shown in Table 8 and 9 as follows.

There is currently no standalone OCP or CCP defined for the Billimari and Wyangala Water Systems due to the non-potable status of these systems.

Council applies CCP4: Reservoir Integrity to all reservoirs within the outer portions of potable systems (including CTW) as an internal operation quality control point.

Table 8 - Cowra CCP Overview

PLANT	Cowra Water Treatment (CWTP)			
OCP/CCP	**Parameter (units)**	**Operational Target**	**Adjustment Limit**	**Critical Limit**
OCP 1: Plant Inlet	Turbidity (NTU)	20-200	Variation of >30	>1000
	Alkalinity (mg/L CaCO3)	>70	<60	<40 or >150
	pH	>7.6 or <8.0	<7.6 or >8.0	<7.5 or >8.1
OCP 2: Oxidation	Manganese (mg/L)	<0.05	>0.05	>0.1
OCP 3: Clarification	Turbidity (NTU)	<1	>1	>5
CCP 1: Filtration	Turbidity (NTU)	<0.2	>0.3 for >15 mins	>0.5 for >15 mins
CCP 2: Disinfection	Free Chlorine Residual (mg/L)	1.8 – 3.0	<1.8	<1.5 or >5.0
CCP 3: Fluoridation	Fluoride (mg/L)	0.95-1.05	<0.95 or >1.05	<1.5 and/or >4.0
CCP 4: Reservoir Integrity	Free Chlorine Residual (mg/L)	1-2	<1 or >2	
	*pH	7.5 – 8.2		
	*Turbidity	<1		
	Reservoir Integrity	No evidence of breach or vermin.	Visual identification of breach or vermin access to reservoir.	Visual identification of contaminant in reservoir/significant breach of integrity that cannot be resolved in normal timeframes.

**Desirable range, not CCP limits.*

Council applies CCP4 (Reservoir Integrity) to all potable water reservoirs within Council's potable water supply systems.

Table 9 - Darbys Falls CCP Overview

PLANT	Darbys Falls Water Treatment Plant (DFWTP)			
OCP/CCP	**Parameter (units)**	**Operational Target**	**Adjustment Limit**	**Critical Limit**
OCP 1: Plant Inlet	Turbidity (NTU)	<30	-	>120
CCP 1: Membrane Filtration	Turbidity (NTU)	<0.1	>0.1	>0.15
	Membrane Integrity Test	No loss of membrane integrity (eg. PDTs pass).	-	Loss of membrane integrity (eg. PDT failure).
CCP 2: Disinfection	Free Chlorine Residual (mg/L)	2.0	<1.8 or >3.0	<1.4 or >5.0 for >20 mins

A copy of the complete CCPs are provided as Appendix A.

4.3. Critical Control Point Exceedances

As part of the DWMS, Council utilises WaterOutlook as a data management and reporting tool to improve to upon its operational and regulatory compliance performance.

WaterOutlook assists Council in producing graphical overviews of the OCP and CCP performance comparing online and operational results.

4.4. Cowra WTP CCPs Compliance

Appendices C-G of this Report provide graphical overviews of online CCP performance. When the CCP critical limits are exceeded, or when contamination is detected in the distribution system (e.g. positive *E. coli* result), Council is required to record key details of the event including immediate response and corrective action to prevent reoccurrence.

A summary of the Cowra WTP CCP exceedances for the reporting period is provided as Table 10.

A summary of the CCP critical limit exceedances were identified during the Reporting Period at the Cowra WTP is provided in Table 10.

Table 10 - Cowra CCP Exceedances Summary

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP3:- Fluoridation**	01/07/2024			16/10/2025		Council's fluoride dosing was inactive from the 19 January 2023. Fluoridation did not recommence during this period, as such CCP3 was not applicable from 19 January 2023 - 16 October 2025. Council received the Instrument of Approval to recommence dosing on 15 October 2024. Dosing recommenced on 16 October 2024 to ensure calibration of plant including testing and monitoring. The target range (0.95mg/L) was achieved on 19 October 2025.				
CCP2 – Disinfection**	06/09/2024 07/09/2024	10:08		08:43	22.5hr	1.8-3.0mg/L	<1.5mg/L or >5.0mg/L	0.558mg/L	1.5mg/L	The R1 chlorine analyser was taken offline (calibration) at 10:08 (06/09/2024), returning online at 08:43 (07/09/2024). During this period there was no online chlorine readings taken. Once returned online at 08:43, it took a total of 6.75hours for chlorine levels within R1 to return to the operational target limit of >1.5mg/L. A total of 1083kL of water was produced during the above-mentioned period. Council has completed chlorine concentration contact time (C.t) for R1. When reviewing this incident against C.t validation calculations it was confirmed that sufficient C.t was achieved, thus this was not a reportable breach. **Incident Report and Investigation which verified this event was not a breach is provided as Appendix B.**	
CCP1 – Filtration (Filter 2)**	01/10/2024		31/10/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for ≥ 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 13/10/2024: 3 minutes - 18/10/2024: 2 minutes	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
										- 23/10/2024: 2 minutes - 26/10/2024: 1 minute - 31/10/2024: 6 minutes	
CCP1 – Filtration (Filter 6)**	01/10/2024		31/10/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 16/10/2024: 1 minute - 19/10/2024: 3 minutes - 29/10/2024: 1 minute	
CCP1 – Filtration (Filter 7) **	01/10/2024		31/10/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following date for the duration shown: - 18/10/2024: 1 minute	
CCP1 – Filtration (Filter 8) **	01/10/2024		31/10/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following date for the duration shown: - 21/10/2024: 1 minute	
CCP1 – Filtration (Filter 1) **	01/11/2024		30/11/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes.	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
										The readings shown for this filter occurred on the following date for the duration shown: - 17/11/2024: 1 minute	
CCP1 – Filtration (Filter 2) **	01/11/2024		30/11/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 03/11/2024: 2 minutes - 05/11/2024: 1 minute - 18/11/2024: 3 minutes - 20/11/2024: 5 minutes - 24/11/2024: 7 minutes & 9 minutes - 25/11/2024: 5 minutes - 27/11/2024: 4 minutes - 29/11/2024: 4 minutes	
CCP1 – Filtration (Filter 6) **	01/11/2024		30/11/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 07/11/2024: 5 minutes - 12/11/2024: 2 minutes - 19/11/2024: 4 minutes - 21/11/2024: 2 minutes - 23/11/2024: 4 minutes - 25/11/2024: 1 minute - 27/11/2024: 4 minutes - 29/11/2024: 3 minutes	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP1 – Filtration (Filter 7) **	01/11/2024		30/11/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 07/11/2024: 1 minute - 20/11/2024: 2 minutes - 24/11/2024: 4 minutes - 26/11/2024: 2 minutes	
CCP1 – Filtration (Filter 8) **	01/11/2024		30/11/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following date for the duration shown: - 02/11/2024: 1 minute - 07/11/2024: 6 minutes - 16/11/2024: 11 minutes - 18/11/2024: 5 minutes - 21/11/2024: 6 minutes - 25/11/2024: <1 minute	
CCP1 – Filtration (Filter 9) **	01/11/2024		30/11/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following date for the duration shown: - 04/11/2024: 1 minute - 08/11/2024: 7 minutes - 21/11/2024: 2 minutes - 24/11/2024: 3 minutes - 28/11/2024: 1 minute	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP2 – Disinfection **	01/11/2024		30/11/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings below CCP were recorded from 9.16AM – 10.34AM (26/11/2024). During this period, Operators were completing maintenance to the pump which feeds the analyser rack from R1. To ensure analysers did not run dry, potable water was temporarily connected producing out of range readings. Production not occurring whilst pump maintenance underway.	
CCP1 – Filtration (Filter 1) **	01/12/2024		31/12/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 09/12/2024: 11 minutes - 23/12/2024: 2 minutes	
CCP1 – Filtration (Filter 2) **	01/12/2024		31/12/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 03/12/2024: 10 minutes & 10 minutes - 06/12/2024: <1 minute - 09/12/2024: 11 minutes, 11 minutes, 2 minutes & 6 minutes - 11/12/2024: 10 minutes - 12/12/2024: 5 minutes - 15/12/2024: 3 minutes - 23/12/2024: 3 minutes, 3 minutes, 2 minutes & 1 minute	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
										- 29/12/2024: 2 minutes	
CCP1 – Filtration (Filter 3) **	01/12/2024		31/12/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 08/12/2024: 10 minutes - 30/12/2024: <1 minute - 31/12/2024: 1 minute	
CCP1 – Filtration (Filter 4) **	01/12/2024		31/12/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 09/12/2024: 5 minutes & 10 minutes	
CCP1 – Filtration (Filter 6) **	01/12/2024		31/12/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 05/12/2024: 5 minutes - 07/12/2024: 2 minutes - 08/12/2024: 10 minutes - 09/12/2024: 10 minutes - 15/12/2024: 5 minutes - 27/12/2024: 2 minutes - 29/12/2024: 2 minutes	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP1 – Filtration (Filter 7) **	01/12/2024		31/12/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 08/12/2024: 7 minutes & 10 minutes - 09/12/2024: 10 minutes	
CCP1 – Filtration (Filter 8) **	01/12/2024		31/12/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 06/12/2024: 1 minute - 08/12/2024: 10 minutes, 10 minutes & 10 minutes - 10/12/2024: 10 minutes - 23/12/204: 2 minutes	
CCP1 – Filtration (Filter 9) **	01/12/2024		31/12/2024			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 08/12/2024: <1 minute & 9 minutes - 11/12/2024: 3 minutes - 23/12/2024: 2 minutes, 3 minutes, 4 minutes, 2 minutes & 1 minute	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP2 – Disinfection**	06/12/2024		06/12/2024			1.8-3.0mg/L	<1.5mg/L or >5.0mg/L		1.49mg/L	A single reading of 1.49mg/L was recorded on 06/12/2024 for <1 minute. During this period the plant experienced an unplanned power outage.	
CCP1 – Filtration (Filter 2) **	01/01/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 01/01/2025: 1 minute - 04/01/2025: 2 minutes - 06/01/2025: 1 minute - 09/01/2025: 5 minutes - 11/01/2025: 4 minutes - 14/01/2025: 7 minutes - 16/01/2025: 6 minutes	
CCP1 – Filtration (Filter 3) **	01/01/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 04/01/2025: <1 minute - 09/01/2025: <1 minute & 2 minutes - 16/01/2025: 11 minutes & 10 minutes	
CCP1 – Filtration (Filter 4) **	01/01/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown:	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
										- 10/01/2025: <1 minute - 16/01/2025: 11 minute	
CCP1 – Filtration (Filter 6) **	01/01/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 02/01/2025: 3 minutes - 05/01/2025: 2 minutes - 07/01/2025: 3 minutes - 09/01/2025: 4 minutes - 11/01/2025: 5 minutes - 14/01/2025: 3 minutes - 16/01/2025: 6 minutes	
CCP1 – Filtration (Filter 7) **	01/01/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 16/01/2025: 4 minutes - 21/01/2025: 3 minutes - 22/01/2025: 1 minute	
CCP1 – Filtration (Filter 8) **	01/01/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 02/01/2025: 1 minute - 04/01/2025: 1 minute - 23/01/2025: 4 minutes	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP1 – Filtration (Filter 9) **	01/01/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 09/01/2025: 1 minute	
CCP1 – Filtration (Filter 1) **	01/02/2025		28/02/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 13/02/2025: 5 minutes - 18/02/2025: 4 minutes	
CCP1 – Filtration (Filter 2) **	01/02/2025		28/02/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 01/02/2025: 1 minute & 3 minutes - 04/02/2025: 2 minutes - 06/02/2025: 2 minutes - 10/02/2025: 2 minutes - 12/02/2025: 4 minutes - 15/02/2025: 3 minutes - 17/02/2025: 5 minutes - 20/02/2025: 4 minutes - 22/02/2025: 4 minutes	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP1 – Filtration (Filter 4) **	01/02/2025		28/02/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 13/02/2025: 10 minutes & 10 minutes	
CCP1 – Filtration (Filter 7) **	01/02/2025		28/02/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 16/02/2025: 5 minutes - 20/02/2025: 2 minutes	
CCP1 – Filtration (Filter 8) **	01/02/2025		28/02/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 20/02/2025: 3 minutes	
CCP1 – Filtration (Filter 9) **	01/02/2025		28/02/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 15/02/2025: 4 minutes - 17/02/2025: 5 minutes	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP1 – Filtration (Filter 2) **	01/03/2025		31/03/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 14/03/2025: 2 minutes - 26/03/2025: 1 minute - 30/03/2025: 2 minutes	
CCP1 – Filtration (Filter 6) **	01/03/2025		31/03/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 02/03/2025: 4 minutes - 06/03/2025: <1 minute - 12/03/2025: 3 minutes - 30/03/2024: 3 minutes	
CCP1 – Filtration (Filter 9) **	01/03/2025		31/03/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 15/02/2025: 4 minutes - 17/02/2025: 5 minutes	
CCP1 – Filtration (Filter 2) **	01/04/2025		01/04/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes.	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
										The readings shown for this filter occurred on the following date for the durations shown: - 07/04/2025: 2 minutes - 29/04/2025: 3 minutes	
CCP1 – Filtration (Filter 6) **	01/04/2025		01/04/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following date for the durations shown: - 16/04/2025: 3 minutes - 23/04/2025: 5 minutes	
CCP1 – Filtration (Filter 7) **	01/04/2025		01/04/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The reading shown for this filter occurred on the following date for the duration shown: - 09/04/2025: 2 minutes	
CCP1 – Filtration (Filter 1) **	01/05/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 22/05/2025: 11 minutes - 28/05/2025: 7 minutes	
CCP1 – Filtration (Filter 2) **	01/05/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes.	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
										The readings shown for this filter occurred on the following dates for the durations shown: - 03/05/2025: <1 minute - 14/05/2025: 4 minutes - 26/05/2025: 5 minutes - 29/05/2025: 4 minutes	
CCP1 – Filtration (Filter 4) **	01/05/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 28/05/2025: 11 minutes & <1 minute	
CCP1 – Filtration (Filter 6) **	01/05/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 02/05/2025: 2 minutes - 06/05/2025: 6 minutes - 14/05/2025: 3 minutes - 18/05/2025: 5 minutes - 21/05/2025: 7 minutes - 22/05/2025: 11 minutes - 26/05/2025: 10 minutes - 31/05/2025: 4 minutes	
CCP1 – Filtration (Filter 7) **	01/05/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes.	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
										The readings shown for this filter occurred on the following dates for the durations shown: - 17/05/2025: 3 minutes - 20/05/2025: 6 minutes - 24/05/2025: 4 minutes - 26/05/2025: 7 minutes	
CCP1 – Filtration (Filter 8) **	01/05/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 08/05/2025: 4 minutes - 20/05/2025: 5 minutes - 21/05/2025: 11 minutes - 24/05/2025: 10 minutes & 10 minutes	
CCP1 – Filtration (Filter 9) **	01/05/2025		31/05/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following date for the durations shown: - 29/05/2025: 8 minutes	
CCP1 – Filtration (Filter 2) **	01/06/2025		30/06/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 22/06/2025: 3 minutes - 30/06/2025: <1 minute	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP1 – Filtration (Filter 6) **	01/06/2025		30/06/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 03/06/2025: 3 minutes	
CCP1 – Filtration (Filter 7) **	01/06/2025		30/06/2025			<0.2NTU	>0.5NTU *(for >15min)*			No breaches recorded in this period. Readings shown on graph above 0.5 NTU are not breaches of CCP. A CCP is not a breach unless the event has occurred for > 15 minutes. The readings shown for this filter occurred on the following dates for the durations shown: - 19/06/2025: <1 minute	

The data demonstrates that Council's ongoing system improvements are showing a consistent reduction NTU within treated water. Those events or incidents which are denoted by ** are not CCP breaches. This information has been provided as Appendix C-G show readings within CCP critical limits.

The graphical representation of the Reporting Period demonstrates effective and compliant performance of Council's Cowra WTP for the reporting period.

4.5. Darbys Falls WTP CCPs Compliance

Appendices F-G of this Report provide graphical overviews of online CCP performance. When the CCP critical limits are exceeded, or when contamination is detected in the distribution system (e.g. positive E. coli result), Council is required to record key details of the event including immediate response and corrective action to prevent reoccurrence.

As with the Cowra system, when the CCP critical limits are exceeded, or when contamination is detected in the distribution system (e.g. positive *E. coli* result), Council is required to record key details of the event including immediate response and corrective action to prevent reoccurrence.

A summary of the Darbys Falls WTP CCP exceedances for the reporting period is provided as Table 11.

Table 11: Darbys Falls WTP CCP Exceedances

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
CCP2 – Disinfection**	05/09/2024	08:37 10:33	05/09/2024	08:39 11:12	2 min 39 min	2.0mg/L	<1.4mg/L* or >5.0mg/L *(>20 minutes)* *reduced to 0.8mg/L	0.59	13.98	No breaches recorded during this period.	Specialist contractor onsite completed servicing of the chlorine system and installing new pipework. Transfer pump (from WTP to Reservoir) isolated during this period to ensure CCP compliance.
CCP2 – Disinfection**	10/09/2024	11:20	10/09/2024	13:08	1 hr 48 min	2.0mg/L	<1.4mg/L* or >5.0mg/L *(>20 minutes)* *reduced to 0.8mg/L			Circuit breaker on chlorine pump tripping with chlorine analyser providing erratic readings. Plant manually managed for short period, with manual chlorine dosing to ensure sufficient reservoir levels for village supply. Chlorine analyser determined to be faulty and critical replacement ordered and installed 11/09/2024.	Plant and transfer pumps (to village reservoir) isolated during this period to ensure CCP compliance.
CCP1 – Filtration	26/10/2024	07:30	26/10/2024	08:19	49 min		>0.15 NTU	0.159	0.227	A CCP1 breach occurs when turbidity is ≥0.15NTU and there is a loss of membrane integrity.	Whilst elevated NTU was recorded, Pressure Decay Testing (PDT) and Filter Fouling Index (FFI) before and after the event indicated that membrane integrity was not breached.
CCP2 – Disinfection**	01/10/2024		31/10/2024			2.0mg/L	<1.4mg/L* or >5.0mg/L *(>20 minutes)* *reduced to 0.8mg/L			No breaches recorded in this period.	A lower critical limit of <0.8mg/L is applied where continual chlorine analysis (online analyser) occurs in accordance with the adopted CCP. Events also need to occur for >20 minutes. The readings shown for this CCP below the adjusted lower limit of 0.8mg/L occurred on the following dates for the durations shown:

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
										26/10/2024: 17 minutes	
CCP1 – Filtration**	01/12/2024		31/12/2024							No breaches recorded in this period. A single reading of 0.154NTU was recorded on 08/12/2024 for <1minute.	
CCP1 – Filtration**	01/02/2025		28/02/2025							Readings shown greater than >0.15NTU identified on 17/02/2025 occurred for 16 & 14 minutes. These elevated readings occurred due to flushing of treated chlorine and turbidity instrumentation, as such are not considered a breach.	
CCP1 – Filtration	01/05/2025		31/05/2025							Readings shown greater than >0.15NTU identified on 31/05/2025 for the following durations: - 5 minutes - 31 minutes - 4 minutes - 29 minutes - 30 minutes These elevated readings have been attributed to a SCADA data polling fault caused by an unplanned power outage on 30/05/2025. This fault caused a false reading to be recorded within the SCADA system (> than the reading shown on the physical analyser unit). Membrane integrity on the filter unit (measured via pressure decay testing and filter fouling index) demonstrates that filtration was effective during this period. Notification was provided to NSW Public Health whom are satisfied with Council's response.	
CCP1 – Filtration	01/06/2025		30/06/2025							Readings shown greater than ≥0.15NTU identified on 03/06/2025 for the following durations: - 14 minutes These elevated readings have been attributed to a SCADA data polling fault caused by an unplanned power outage on 30/05/2025. This fault caused a false reading to be recorded within the SCADA	

CCP/Parameter	Date	Start	Date	End	Duration	Operational Target	Critical Limit	Measured Value (Min)	Measured Value (Max)	Details	Action Taken
										system (> than the reading shown on the physical analyser unit). Membrane integrity on the filter unit (measured via pressure decay testing and filter fouling index) demonstrates that filtration was effective during this period. Notification was provided to NSW Public Health whom are satisfied with Council's response.	

The data demonstrates that Council's ongoing system improvements are showing a consistent reduction NTU within treated water. Those events or incidents which are denoted by ** are not CCP breaches. This information has been provided as Appendix F-G show readings within CCP critical limits.

5. Verification of Water Quality

5.1. Water Quality Monitoring

Water quality within the reticulation or distribution system is independently verified on a regular basis. As required by the NSW Public Health Unit (PHU), Council undertakes microbiological and chemical testing on the following frequency.

Microbiological:

Cowra	Monthly
Darbys Falls	Monthly
Central Tablelands	Monthly

Chemical:

Cowra	Monthly
Darbys Falls	Monthly
Central Tablelands	Monthly

The sampling information provided under s. 5 of this Report has been extracted from the NSW Drinking Water Database.

PFAS

Additionally, Council completed PFAS (per and polyfluoroalyl substances) sampling across its water supply schemes during the reporting period. The ADWG formally adjusted PFAS limits on 25 June 2025. A summary of Council's PFAS results against the former and current ADWG limits is provided in Table 12-13.

Table 12: PFAS

Date Collected	Characteristic	ADWG Value (Former)	ADWG Value (June 2025)	Units	Cowra	Darbys Falls	Wyangala	CTW
9 July 2024	PFOA	0.56	0.2	µg/L	<0.01*	<0.01*	<0.01*	<0.01*
	PFOS	0.07	0.008	µg/L	<0.01*	<0.01*	<0.01*	<0.01*
	PFHxS	0.07	0.03	µg/L	<0.01*	<0.01*	<0.01*	<0.01*
	PFBS		1	µg/L	<0.01*	<0.01*	<0.01*	<0.01*
20 November 2024**	PFOA	0.56	0.2	µg/L	<0.001	<0.001	<0.001	0.0005
	PFOS	0.07	0.008	µg/L	<0.001	<0.001	<0.001	<0.0001
	PFHxS	0.07	0.03	µg/L	<0.001	<0.001	<0.001	<0.0001
	PFBS		1	µg/L	<0.001	<0.001	<0.001	<0.0005

Note:
** 0.01ug/L was the detectable limit on sampling collected 9 July 2024.*
***CTW sampling was collected by CTW on 16 October 2024 and analysed by Sydney Water Lab.*

Table 13: PFAS

Supply System Name & Code		Site Description	Other	Raw or Treated Water	PFHxS (µg/L)	PFOS (µg/L)	PFOA (µg/L)	PFBS (µg/L)	Total PFAS (µg/L)
New ADWG Limit (June 2025)					0.03	0.008	0.2	1	
Cowra CO01	N36	High Level Reservoir (Retic)	Reticulation network post high level reservoir	Treated	<0.001	<0.001	<0.001	<0.001	<0.001
Cowra CO01	R01	Lachlan River (Intake)	Lachlan River adjoining raw water intake	Raw	<0.001	<0.001	<0.001	<0.001	<0.001
Cowra CO01	R02	Billimari Bore (Water Security)	Billimari Bore Pump Station (Alternative Supply)	Raw	<0.001	<0.001	<0.001	<0.001	<0.001
Wyangala CO02	N38	Golf Club (Retic)	Reticulation network – designated sample point (Golf Club)	Treated	<0.001	<0.001	<0.001	<0.001	<0.001
Wyangala CO02	R03	Wyangala Dam	Lachlan River adjoining raw water intake	Raw	<0.001	<0.001	<0.001	<0.001	<0.001
Darby's Falls CO03	N37	Plant Outlet	Post DFWTP – Prior to Reservoir	Treated	<0.001	<0.001	<0.001	<0.001	<0.001
Darby's Falls CO03	R04	Lachlan River	Lachlan River adjoining raw water intake	Raw	<0.001	<0.001	<0.001	<0.001	<0.001
Billimari – Existing CO04	R05	Tank 1B	Bore extraction receival tank	Raw	<0.001	<0.001	<0.001	<0.001	<0.001
Central Tablelands CO05	N39	Post-Reservoir	Gooloogong - Reticulation service line	Treated (additional by CSC as required – CL2)	<0.001	<0.001	<0.001	<0.001	<0.001

5.2. Cowra Water Quality Test Results

5.2.1. Microbiological Data Summary

The table below presents a statistical summary from the NSW Health Drinking Water Database for microbiological water quality sampling in the Cowra system throughout the reporting period.

A total of 162 samples (analysis group) were taken within the Cowra system for the reporting period, as a result only samples which returned results outside of the ADWG are shown.

Table 14: NSW Health Database Results – Microbiology (Cowra)

Date Collected	Characteristic	Guideline Value	Units	Value	Sample Site Code	Sample Site Location	Lab Name
17/02/2025	Free Chlorine	0.2 – 5	mg/L	0.13	154	Wirrimah Pump Station, Wirrimah	ICPMR-DAL Laboratory

In summary the microbiological sampling across the Cowra water distribution network was generally positive during the reporting period noting:

- One (1) sample of free chlorine below the 0.2-5mg/L range.

5.2.2. Physical and Chemical Verification Data Summary

The table below presents a statistical summary from the NSW Health Database for physical and chemical water quality sampling in the Cowra system throughout the reporting period.

A total of 10 samples (analysis group) were taken within the Cowra system for the reporting period, as a result only samples which returned results outside of the ADWG are shown.

Table 15: NSW Health Database Results – Physical and Chemical Analysis (Cowra)

Date Collected	Characteristic	Guideline Value	Units	Value	Sample Site Code	Sample Site Location	Lab Name
13/08/2024	Fluoride Ratio	0.8 – 1.2		1.46	139	9 Darling Street, Cowra	ICPMR-DAL Laboratory

In summary the physical and chemical sampling across the Cowra water distribution network was generally positive during the reporting period with the following exceptions:

- Fluoride ratio was not achieved once. These results are obsolete as Cowra was not a fluoridated water supply during this portion of the the reporting period.

5.2.3. Response to Exceedances

Council's seeks to both identify the cause and remediate all ADWG as appropriate to ensure public health. The typical response to ADWG exceedances and/or water quality complaints is:

- Resample/test point;
- Investigate and/or complete reactive flushing following complaint;
- Escalation and/or liaison with NSW Health PHU or DPE Officer (as appropriate).

5.3. Darbys Falls Quality Test Results

5.3.1. Microbiological Data Summary

The table below presents a statistical summary from the NSW Health Database for microbiological water quality sampling in the Darbys Fall system throughout the reporting period.

A total of 13 samples (analysis group) were taken within the Darbys Falls system for the reporting period, as a result only samples which returned results outside of the ADWG are shown.

Table 16: NSW Health Database Results – Microbiology (Central Tablelands)

Date Collected	Characteristic	Guideline Value	Units	Value	Sample Site Code	Sample Site Location	Lab Name
03/12/2024	Total Coliforms	0	mpn/100mL	2	120	Main Road, Darbys Fall	ICPMR-DAL Laboratory
03/12/2024	Free Chlorine	0.2 – 5	mg/L	0.01	120	Main Road, Darbys Fall	ICPMR-DAL Laboratory
01/04/2025	Free Chlorine	0.2 – 5	mg/L	0.05	120	Main Road, Darbys Fall	ICPMR-DAL Laboratory

In summary the microbiological sampling across the Darbys Falls distribution network was generally positive during the reporting period noting:

- There was no detection of *E. coli*;
- There were two (2) samples of free chlorine below the 0.2-5mg/L range; and
- One (1) sample tested positive for Total Coliforms, with a maximum count of 2mpn/100mL.

5.3.2. Physical and Chemical Verification Data Summary

The table below presents a statistical summary from the NSW Health Database for microbiological water quality sampling in the Darbys Falls system throughout the reporting period.

A total of 2 samples (analysis group) were taken within the Darbys Falls system for the reporting period, there were no samples which returned results outside of the ADWG are shown.

Table 17: NSW Health Data Base Results - Physical and Chemical Analysis (Central Tablelands)

Date Collected	Characteristic	Guideline Value	Units	Value	Sample Site Code	Sample Site Location	Lab Name
21/01/2025	Fluoride Ratio	0.8 – 1.2		1.5	120	Main Road, Darbys Fall	ICPMR-DAL Laboratory

In summary the physical and chemical sampling across the Darbys Falls water distribution network was generally positive during the reporting period with the following exceptions:

- Fluoride ratio was out of range once (1). These results are obsolete as Darbys Falls is not a fluoridated water supply scheme.

5.3.3. Response to Exceedances

Council's seeks to both identify the cause and remediate all ADWG as appropriate to ensure public health.

The typical response to ADWG exceedances and/or water quality complaints is:

- Resample/test point;
- Investigate and/or complete reactive flushing following complaint;
- Escalation and/or liaison with NSW Health PHU or DPE Officer (as appropriate).

5.4. Central Tablelands Water Quality Test Results

5.4.1. Microbiological Data Summary

The table below presents a statistical summary from the NSW Health Database for microbiological water quality sampling in the CTW system throughout the reporting period.

A total of 12 samples (analysis group) were taken within the Central Tablelands Water system for the reporting period, as a result only samples which returned results outside of the ADWG are shown.

Table 18: NSW Health Database Results – Microbiology (Central Tablelands)

Date Collected	Characteristic	Guideline Value	Units	Value	Sample Site Code	Sample Site Location	Lab Name
12/11/2024	Free Chlorine	0.2 – 5	mg/L	0.15	173	Main Street, Gooloogong	ICPMR-DAL Laboratory
14/01/2025	Free Chlorine	0.2 – 5	mg/L	0.17	173	Main Street, Gooloogong	ICPMR-DAL Laboratory
03/03/2025	Free Chlorine	0.2 – 5	mg/L	0.11	173	Main Street, Gooloogong	ICPMR-DAL Laboratory
17/06/2025	Free Chlorine	0.2 – 5	mg/L	0.1	173	Main Street, Gooloogong	ICPMR-DAL Laboratory

In summary the microbiological sampling across the CTW water distribution network was generally positive during the reporting period noting:

- Four (4) samples of free chlorine below the 0.2-5mg/L range.

5.4.2. Physical and Chemical Verification Data Summary

The table below presents a statistical summary from the NSW Health Database for microbiological water quality sampling in the Central Tablelands Water system throughout the reporting period.

A total of 1 samples (analysis group) were taken within the CTW system for the reporting period, there were no samples which returned results outside of the ADWG as shown.

Table 19: NSW Health Data Base Results - Physical and Chemical Analysis (Central Tablelands)

Date Collected	Characteristic	Guideline Value	Units	Value	Sample Site Code	Sample Site Location	Lab Name
17/02/2025	Fluoride Ratio	0.8 – 1.2		0.15	173	Main Street, Gooloogong	ICPMR-DAL Laboratory

In summary the physical and chemical sampling across the CTW water distribution network was generally positive during the reporting period with the following exceptions:

- Fluoride ratio was out of range once (1). These results are obsolete as CTW is not a fluoridated water supply scheme.

5.4.3. Response to Exceedances

Council's seeks to both identify the cause and remediate all ADWG as appropriate to ensure public health.

The typical response to ADWG exceedances and/or water quality complaints is:

- Resample/test point;
- Liaise with CTW, where appropriate, to assist in determining cause (ie. main break prior to Council's take-off).
- Investigate and/or complete reactive flushing following complaint;
- Escalation and/or liaison with NSW Health PHU or DPE Officer (as appropriate).

5.5. Water Quality Complaints

Complaints are received by reception and recorded in Council's records management system as a customer request and assigned to the relevant person for notification and action.

Drinking water supply complaints during the reporting period are summarised in the table below.

Table 20: Water Quality Complaints Summary

System	Summary of Complaints		
	Dirty Water	Taste	Odour
01 July 2024 – 30 June 2025			
Cowra	3	0	0
Darbys Falls	0	0	0
CTW	0	0	0

6. Continual Improvement

The revised DWMS was adopted on Council's behalf via MANEX on 6 May 2025. The revised DWMS is supported with a new Improvement Plan and Risk Register.

The relevant Management Team completed its annual review of the Improvement Plan and Risk Register on 4 September 2025. No adjustment to likelihood or consequence of risks were identified in the Risk Register for this reporting period.

Improvement Plan updates and completed items have been provided in Tables 21-22.

6.1. Improvement Plan

Items from the Improvement Plan which were completed in the 2024/25 reporting period are provided in Table 21.

Table 21: Improvement Plan (Completed Items)

Scheme	No.	Action	Timeframe	EOFY 2024/25 Update	Status
Risk Level: Very High					
All schemes	3	Conduct sanitary survey - already in planning as part of IWCM work		A sanitary survey was completed as part of Council's IWCM for the catchment and effectiveness of Council's plant and distribution system performance (including OCP and CCPs).	Complete
Billimari	8	Consider including warnings in every rates notice, Ensure all taps are labelled "Not suitable for drinking", Advise/remind real estate agents that water is non-drinking, Include non-drinking details on council website.		Signage erected on entrances to village. Community reminders distributed and scheme promoted as 'non-potable'.	Complete
Risk Level: Medium					
Cowra	25	Review CT recommendations from Hunter H2O report, implement solutions to ensure >15mg.min/L CT	Underway – ongoing	Contact time (CT) has been validated via a computational fluid dynamics (CFD) model in December 2024. Key finding being that 'the minimum contact time for chlorination is being reached and confirms that minimal "dead-zones" in the reservoir are occurring'.	Complete

Improvement Plan item updates for the 2024/25 reporting period are provided in Table 22. Wyangala WTP has been omitted from the Improvement Plan until commissioning has been completed.

Table 22: Improvement Plan (Updated Items)

Scheme	No.	Action	Timeframe	EOFY 2024/25 Update	Status
Risk Level: Very High					
All schemes	1	Model distribution systems (chlorine and temperature); using operational chlorine & temperature data and reservoir temperature profiles (sample at different depths). Investigate reservoir mixing if required, and review risk assessment based on outcomes		M-Node upgrades scheduled for 2025/26 at select sites (out-lying sites) of Cowra distribution system to improve continuous monitoring. 2024/25 across all potable schemes positive.	Ongoing
All schemes	2	Progression of rechlorination projects		Completion of rechlorination projects at Cowra High Level, Koorawatha, Wattamondara, Woodstock and Gooloogong Reservoirs. M-Node installed at Gooloogong, additional sites to be installed in 2025/26.	Ongoing
All schemes	7	Audit presence and condition of reservoir vermin proofing, particularly in corrugation gaps		CCP4 (Reservoir Integrity) in effect at all of Council's potable supply reservoirs. Improvements made to record keeping pertaining to completed inspections and maintenance via WaterOutlook.	Ongoing
Cowra	9	Cover the filtered water well		Improvement has been recognised in the Cowra Water Treatment Plant Options Study.	Underway
All schemes	7	Audit presence and condition of reservoir vermin proofing, particularly in corrugation gaps		CCP4 (Reservoir Integrity) in effect at all of Council's potable supply reservoirs. Improvements made to record keeping pertaining to completed inspections and maintenance via WaterOutlook.	Ongoing
Risk Level: Medium					
All	46	Ensure that new mains commissioning procedure includes requirements from Aus. standards and WSAA requirements	Ongoing	Australian Standards and WSAA Codes adopted as Council's required minimum standard for the design, construction and commissioning of new water mains. Have developed tender specifications to align to the above.	Ongoing
Darby's Falls	48	Darby's Falls: Investigate reservoir mixing and rechlorination to keep residuals up (in progress)	Ongoing	Positive chlorine results demonstrated for 2024/25 through both Council's CCP and reticulation water quality monitoring. During periods of low consumption, Council can complete supplementary dosing at Darbys Falls Reservoir (chlorine tabs) on a needs basis.	Ongoing
Other					
All	52	Train staff in the implementation of the DWMS, with a focus on Critical Control Points and Incident Reporting	Ongoing – Annual	Annual toolbox to be held yearly with the Water Team as refresher for DWMS and to review DWMS Annual Report outcomes.	Ongoing

Appendix A – Critical and Operational Control Points

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Cowra Water Treatment Plant
Operational Control Point 1: Plant Inlet

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Turbidity (NTU) Alkalinity (mg/L as $CaCO_3$) pH	Continuous monitoring of raw water via analysers in the raw water instrument rack (turbidity and pH); daily grab sample of raw water (turbidity, alkalinity, pH)	Cowra WTP inlet	Pathogens, turbidity, pH, alkalinity	Monitoring data – SCADA & WTP Lab Testing Log / Response actions - WTP Lab Testing Log

Alert Limits
>1000NTU
<40 or >150mg/L as $CaCO_3$
pH <7.5 or >8.1

- Continue actions as per Adjustment Limit
- Notify Manager-Water/Wastewater
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary

Adjustment
Variation of
>30NTU
<60mg/L as $CaCO_3$
pH <7.6 or >8.0

- Notify Supervisor-Water Treatment
- Carry out jar test
- Adjust dose if necessary
- Inspect dosing system
- Drop test dosing pump(s)
- Record details of exceedance and any actions taken in WTP lab testing log

Target
20-200NTU
>70mg/L as $CaCO_3$
pH >7.6 and <8.0

- WTP water sampling and testing
- Plant walkaround and visual inspection
- Equipment checks
- Dosing rate checks
- Instrument calibration

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Cowra Water Treatment Plant
Operational Control Point 2: Oxidation

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Manganese	Continually measured using ABB AZETEC online Manganese analyser; daily grab sample from raw, settled and treated instrument racks - tested on DR3900	Potassium permanganate dosing	Manganese	Monitoring data – SCADA & WTP Lab Testing Log / Response actions - WTP Lab Testing Log

Alert Limit
>0.1mg/L

- Continue actions as per adjustment limit
- Notify Manager-Water/Wastewater
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary

Adjustment Limits
>0.05mg/L

- Notify Supervisor-Water Treatment
- Inspect dosing system - Drop test dosing pump(s)
- Adjust $KMnO_4$ dosing if necessary
- Increase manganese monitoring frequency
- Record details of exceedance and any actions taken in WTP lab testing

Target
<0.05mg/L

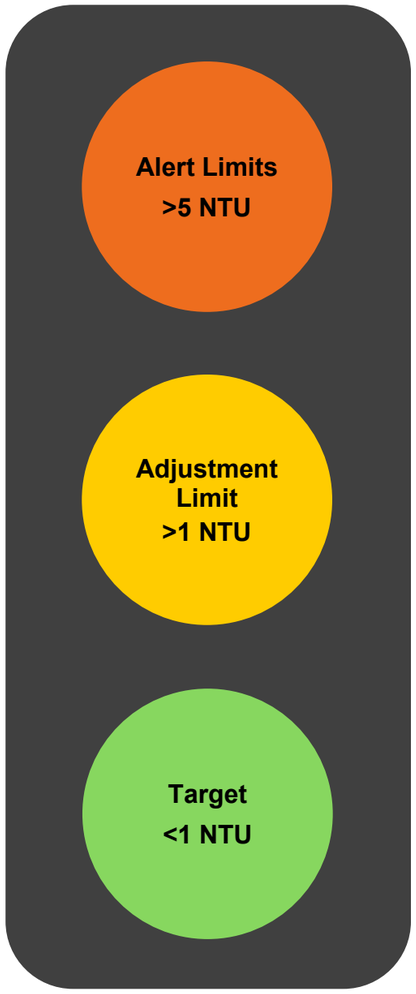
- $KMnO_4$ dosing
- WTP water sampling and testing
- Plant walkaround and visual inspection
- Instrument calibration
- Dosing rate checks
- Equipment checks

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Cowra Water Treatment Plant

Operational Control Point 3: Clarification

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Turbidity	Continually measured with E & H Turbimax CUE22; verified with HACH 2100Q	Clarification	Pathogens, turbidity (excess carryover onto filters)	Monitoring data – SCADA & WTP Lab Testing Log / Response actions - WTP Lab Testing Log



- Continue actions as per Adjustment Limit
- Notify Supervisor Water Treatment and Manager-Water/Wastewater
- Closely monitor filtered water turbidity
- Consider shutting down WTP
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary

- Reduce WTP flow rate (if possible/required)
- Check raw water results; adjust coagulant dose if necessary
- Inspect coagulant dosing system
- Drop test dosing pump(s)
- Increase settled water turbidity monitoring frequency
- Conduct jar test if necessary
- Desludge clarifier if necessary
- Record details of exceedance and any actions taken in WTP lab testing log

- WTP water sampling and testing
- Plant walkaround and visual inspection
- Equipment checks
- Dosing rate checks
- Instrument calibration
- Monitor for temperature-driven turbidity increase; be proactive in managing plant flow rates

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Cowra Water Treatment Plant
Critical Control Point 1: Filtration

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Turbidity	Each filter continually measured with E & H Turbimax CUE22; verified with HACH 2100Q	Filtration process	Pathogens, turbidity	Monitoring data – SCADA & WTP Lab Testing Log / Response actions - WTP Lab Testing Log

Critical Limit
> 0.5 NTU
for >15 mins

- Continue actions as per Adjustment Limit
- Notify Manager-Water/Wastewater
- Take filter(s) offline immediately
- Notify local PHU (Bathurst Office: 02 6330 5880) – *also provide advice on raw & settled water quality to assist with public health decisions*
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary

Alert Limit
≥ 0.3 NTU
for >15 mins

- Investigate filters - cause for rising turbidity
- Automatic backwash of filter
- Check settled water turbidity
- Consider swapping filters over more regularly
- Notify Supervisor-Water Treatment
- (*WTP SCADA alarm is raised at 0.25NTU*)

Target
< 0.2 NTU

- WTP water sampling and testing
- Plant walkaround and visual inspection
- Equipment checks
- Dosing rate checks
- Instrument calibration
- Backwash filters at least every 40 hours run time

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Cowra Water Treatment Plant
Critical Control Point 2: Disinfection

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Free Chlorine (Cl_2)	Free chlorine - continually measured (Res 1) with E & H CCS142D; verifed with Palintest ChloroSense	Chlorine gas dosing	Chlorine sensitive pathogens, free chlorine	Monitoring data – SCADA & WTP Lab Testing Log / Response actions - WTP Lab Testing Log

Critical Limit
<1.5mg/L or
>5.0mg/L

- Increase trim dosing if possible (shared dosing with settled water pre-oxidation; can't do both at same time)
- Manual re-chlorination if required (calcium hypochlorite tablets or liquid sodium hypochlorite)
- Continue actions as per Adjustment Limit
- Notify Manager-Water/Wastewater
- Full plant investigation
- Sample and test reservoir and reticulation free chlorine residual/ pH
- Consider shutting down WTP
- Consider draining affected reservoirs
- Notify local PHU (Bathurst Office: 02 6330 5880)
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary

Alert Limit
<1.8mg/L

- Notify Supervisor-Water Treatment
- Inspect dosing system
- Adjust dosing if necessary
- Increase monitoring frequency
- Optimise coagulation, flocculation, clarification and filtration if necessary
- Record details of exceedance and any actions taken in WTP lab testing log

Target
1.8 - 3.0mg/L

- WTP water sampling and testing
- Plant walkaround and visual inspection
- Equipment checks
- Dosing rate checks
- Instrument calibration

Critical Limit validation: this section to be completed following C.t review

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Cowra Water Treatment Plant
Critical Control Point 3: Fluoridation

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Fluoride	Continuously measured using Azetec 600; verified with HACH HQ440d	Fluoride dosing system	Added for dental health (fluoride can be the hazard if overdosed)	Monitoring data – SCADA & WTP Lab Testing Log / Response actions - WTP Lab Testing Log

Critical Limit
>1.5mg/L
and/or
>4.0mg/L

- Stop fluoride dosing
- Notify Manager-Water/Wastewater
- Notify local PHU (Bathurst Office: 02 6330 5880)
- Acute health risk: If fluoride in reservoirs and/or reticulation is >4mg/L, urgently consult PHU and DPIE Water for advice on the need for high volume flushing
- Initiate Fluoride Emergency Response Plan
- Full fluoride plant investigation
- Continue actions as per Adjustment Limit
- Sample and test reservoir and reticulation fluoride
- Complete and submit Form 5 to NSW Health
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary

Alert Limit
<0.95mg/L
or
>1.05mg/L

- Notify Supervisor-Water Treatment
- Inspect fluoride dosing system
- Inspect online fluoride meter and verify result with manual test
- Drop test dosing pump(s)/ feeder
- Test raw water fluoride content
- Adjust fluoride dose
- Record details of exceedance and any actions taken in WTP lab testing log
- If <0.9mg/L for 72 hours, failure to dose for >24 hours, or fluoride plant offline for repair/maintenance – complete and submit Form 5 to NSW Health

Target
0.95 - 1.05 mg/L

- WTP water sampling and testing
- Plant walkaround and visual inspection
- Complete and submit Form 2 to NSW Health
- Complete and submit Form 4 to NSW Health
- Instrument calibration
- Dosing rate checks
- Equipment checks

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Cowra Shire Council
Critical Control Point 4: Reservoir Integrity

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Reservoir condition	External reservoir inspection by Operators; internal and external inspections by Contractors	Reservoir integrity and security – Cowra and Darby's Falls	Pathogens	Monitoring data – WT Field Log Response actions - WTP Lab Testing Log

Critical Limit

Visual identification of contaminant in reservoir / significant breach of integrity that cannot be resolved in normal timeframes

- Continue actions as per Adjustment Limit
- Arrange for urgent repairs
- Notify Manager-Water/Wastewater
- Consider draining reservoir
- Notify local PHU (Bathurst Office: 02 6330 5880)
  - Note: though not a critical limit, call PHU if chlorine exceeds 5mg/L
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary
- Record details of any actions taken in WT field log notes

Alert Limit

Visual identification of breach or vermin access to reservoir; or

Free chlorine:
<1mg/L OR >2mg/L

- Notify Supervisor-Water Treatment
- Organise reservoir repairs
- Verify chlorine residual and consider adjusting trim dose (if applicable)
- Conduct thorough reservoir inspection - engage diving contractor
- Consider manual hypo dosing to reservoir
- Increase free chlorine monitoring frequency
- Increase microbiological monitoring frequency
- Increase reservoir inspection frequency
- Record details of exceedance and any actions taken in WT field log notes

Target

No evidence of breach or vermin

Free chlorine:
1mg/L-2mg/L

- Reservoir sampling and testing
- Visual reservoir inspection
- Regular reservoir maintenance
- Reservoir security procedures
- Trim dosing equipment checks
- Trim dosing rate checks
- Instrument calibration

Note: Desirable water quality for water in reservoirs is:

- *Free chlorine >1mg/L and <2mg/L*
- *pH 7.5 – 8.2*
- *Turbidity <1NTU*

Water quality results outside of these ranges should be investigated further.

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Darby's Falls Water Treatment Plant
Operational Control Point 1: Plant Inlet

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Turbidity (NTU)	E+H CUA451 turbidimeter, telemetred with alarms and auto-shutdown	Darby's Falls WTP inlet (plant production)	Pathogens, turbidity	Monitoring data – SCADA & WTP Lab Testing Log / Response actions - WTP Lab Testing Log

Alert Limit
>120 NTU

- Auto shutdown and operator alarm at 120 NTU
- Notify water/wastewater manager
- WTP investigation
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary

Target
<30 NTU

- WTP water sampling and testing
- Automatic membrane backwashes
- Plant walkaround and visual inspection
- Equipment checks
- Dosing rate checks
- Instrument calibration

Darby's Falls Water Treatment Plant
Critical Control Point 1: Membrane Filtration

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Turbidity, membrane Integrity	ABB 4600 turbidimeter, telemetred, alarmed, auto-shutdown; membrane integrity tests	Membrane filtration	Pathogens, turbidity	Monitoring data – SCADA & WTP Lab Testing Log / Response actions - WTP Lab Testing Log

Critical Limit
≥0.15 NTU
Loss of membrane integrity (e.g. PDT failure)

- Auto-shutdown of WTP
- Notify WTP supervisor and Water/Wastewater manager
- Notify local PHU (Bathurst Office: 02 6330 5880)
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary
- Pin or isolate (up to 2) membranes as required
- Organise replacement of membranes through Siemens if required

Alert Limit
>0.1 NTU

- Cross check analyser
- Conduct pressure decay test
- Check individual membranes as required (sonic test); can isolate up to 2 membrane units
- Notify WTP supervisor
- Organise replacement of membranes through Siemens if required
- Adjust ACH dose if necessary
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary

Target
≤0.1 NTU
No loss of membrane integrity (e.g. PDTs pass)

- WTP water sampling and testing
- Plant walkaround and visual inspection
- Conduct pressure decay test each day that plant is attended
- Equipment checks
- Dosing rate checks
- Instrument calibration

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Darby's Falls Water Treatment Plant
Critical Control Point 2: Disinfection

What is measured	Where or how is it measured	What is the control point	What are the hazards	Record Keeping
Free Chlorine (Cl_2)	Chlorine continually measured using ATI Q45H, telemetred, alarmed	Chlorine gas dosing	Chlorine sensitive pathogens	Monitoring data – SCADA & WTP Lab Testing Log / Response actions - WTP Lab Testing Log

Critical Limit
<1.4mg/L or
>5.0mg/L
(>20 mins)

- Auto-shutdown WTP
- Notify water/wastewater manager
- Notify local PHU (Bathurst Office: 02 6330 5880)
- Contact local DPIE Officer (0417 496 670) for assistance/advice if necessary

Alert Limit
<1.8mg/L or
>3.0mg/L

- Inspect dosing system
- Adjust dosing if necessary
- Notify WTP supervisor
- Increase free chlorine residual and pH monitoring frequency
- Record details of exceedance and any actions taken in WTP Field Testing Log

Target
2.0mg/L

- WTP water sampling and testing
- Plant walkaround and visual inspection
- Equipment checks
- Dosing rate checks
- Instrument calibration

Critical Limit validation: with the filtered water tank at low level of 25%, at the clear water pump flow rate of 3.5L/sec and first customer 145m downstream on a 100mm pipe, a contact time of 11.2 minutes is achieved at the first customer offtake. A low critical limit of 1.4mg/L was therefore selected, which provides a CT of 15.6mg.min/L. This is currently monitored at the filtered water tank, not the first customer offtake; however the customer is only located 5 minutes downstream when water is being pumped, and at all other times the customer is supplied from the Reservoir (*second contact tank & continual chlorine analysis will allow low critical limit to drop back to 0.8mg/L or lower*).

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Appendix B – CCP2 Disinfection (6-7 September 2024) Incident Report

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Cowra Council

CSC CCP BREACH INCIDENT REPORT

Location:	Cowra Water Treatment Plant	**Time/Date:**	6-7 September 2024
Report Prepared By:	Grace Williams (Project Manager)	**Date and time investigation started:**	7 September 2024
Duty Operator at time of incident:	David Whitcher (Acting Plant Supervisor)		

CCP Breach – Overview

The RI Chlorine analyser went offline (calibration hold mode) at 10:08 (06/09/2024) and returned online at 08:43 (07/09/2024), being a total of 22.5 hours with no chlorine level reads taken.

Once taken out of calibration hold mode, it took a total of 6.75hours for chlorine level within R1 to return >1.5mg/L, during this period a maximum of 1083KL of water was produced.

Council has undertaken chlorine concentration contact time (C.t) for R1. When reviewed against this incident it has been determined that sufficient C.t was applied, thus not a reportable CCP breach.

Chlorine concentration contact time calculations for R1:
1360000/65 = 20923 seconds = 349 minutes

At chlorine concentration of 0.6mg/l * 349 = 209 min.mg /L
209 x baffle factor 0.14 = 29 min.mg /L
R1 level did not drop below 71%
Lowest chlorine concentration contact time = 071*29 = 20.8 min.mg/L
20.8 > 15min.mg/l limit therefore no ADWG / NSW Health breach.

Date	Start	End	Event Duration (hh:mm:ss)	Min (chlorine mg/L)	Max (chlorine mg/L)	Volume Produced* (KL)
06/09/2024 – 07/09/2024	10:08	08:43	22:34:49	*Data unavailable*		
07/09/2024	08:43	10:34	01:51:45	1.13	1.50	433.3
07/09/2024	10:38	10:41	00:02:55	1.50	1.50	11.31
07/09/2024	10:46	10:50	00:03:15	1.50	1.50	12.6
07/09/2024	10:55	10:56	00:00:33	1.49	1.50	2.132
07/09/2024	10:57	11:23	00:26:20	1.49	1.50	102.1
07/09/2024	11:24	11:26	00:02:16	1.50	1.50	8.785
07/09/2024	11:27	12:58	01:30:23	1.49	1.50	350.3

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CSC CCP BREACH INCIDENT REPORT

07/09/2024	12:59	13:00	00:00:49	1.50	1.50	3.165
07/09/2024	13:00	13:04	00:03:19	1.50	1.50	12.86
07/09/2024	13:05	13:14	00:09:15	1.49	1.50	35.85
07/09/2024	13:17	13:21	00:03:45	1.50	1.50	14.54
07/09/2024	14:04	14:18	00:14:12	1.49	1.50	55.04
07/09/2024	14:26	14:28	00:01:35	1.49	1.50	6.137
07/09/2024	15:18	15:26	00:08:53	1.50	1.50	34.43
			15:41:07			**1083**

Note: rounding has been applied to 2 decimal places – SCADA produces to 4.

**max flow rate for period of 64.6L/s from clear water channel applied.*

Describe the impact of the incident:

Chlorine Analyser put into calibration hold mode, causing the instrument to hold at last reading (SCADA) resulting in insufficient chlorine dosing (CCP2 Disinfection) on 06-07 2024.

See SCADA summary attached as Appendix 1.

Reconstruct the sequence of events that led to the incident:

Summary report provided by Acting Plant Supervisor at 9.36AM (07/09):

- Chlorine on SCADA was reading 2.635 since 10.10am yesterday.(Reading wasn't polling on SCADA till 8.30am today) Therefore No low alarm was received till 8.30am today-Causing a low Chlorine result.
- Came to CWTP to do weekend checks and found the instrument in the lab was at 0.65mg/L
- Did a bench chlorine test and result was 0.59mg/L
- Shut the CWTP down and set up chlorine dosing to R1 to increase above our CCP Specification (1.5mg/L)
- Rang Peter Ford To inform him-Left Message, Rang Grace-Left Message and rang John Chinomona-Left Message
- Currently waiting for chlorine to increase in R1 before starting up and investigating issue.
- Possible reason is the instrument was in manual mode instead of auto. Not Sure Why.
- We Recently had Trility on site to service all chlorine instruments but it was working well when he left the site.

Cowra Council

CSC CCP BREACH INCIDENT REPORT

Identify the root cause: (Working backwards in the system, starting from the incident, identify all the possible causes relating to the environment, training, procedures, communication, hazards, work behaviour, and equipment. From all the possible causes determine the major cause. Analyse the major cause. Keep asking "Why did this happen" until the root cause is determined).
Acting Plant Supervisor and Electrician reviewed chlorine analyser and SCADA history on 09/09/2024. It was found that the chlorine analyser was in calibration hold mode which caused the instrument to hold at last reading (8;43AM 06/09/2024 – see Appendix 1).
Acting Plant Supervisor had taken chlorine analyser out of calibration hold mode at 8.43am on 07/09/2024 when completing weekend plant checks.

What were the immediate actions taken in response to the incident:
Summary report provided by Acting Plant Supervisor at 9.36AM (07/09):

- Chlorine on SCADA was reading 2.635 since 10.10am yesterday.(Reading wasn't polling on SCADA till 8.30am today) Therefore No low alarm was received till 8.30am today-Causing a low Chlorine result.
- Came to CWTP to do weekend checks and found the instrument in the lab was at 0.65mg/L
- Did a bench chlorine test and result was 0.59mg/L
- Shut the CWTP down and set up chlorine dosing to R1 to increase above our CCP Specification (1.5mg/L)
- Rang Peter Ford To inform him-Left Message, Rang Grace-Left Message and rang John Chinomona-Left Message
- Currently waiting for chlorine to increase in R1 before starting up and investigating issue.
- Possible reason is the instrument was in manual mode instead of auto. Not Sure Why.
- We Recently had Trility on site to service all chlorine instruments but it was working well when he left the site.

Has NSW Health been notified?	Yes	**No**
Time/Date:		N/A
Justification:	Council applied ct calculations for this incident based on the maximum flow rate of 64.6L/s and lowest level of R1 during the incident period (71%). These calculations provided a ct of 20.8min.mg/L which is greater than the min level of 15min.mg/L provided by the Australian Drinking Water Guideline.	

Supporting evidence:

- Appendix 1: SCADA Summary which includes:
  - R1 Reservoir Level (LIT0403)
  - R1 Chlorine Analyser (AIT0409)
  - Clear Water Channel Flow Rate (FIT0402)

Cowra Council

CSC CCP BREACH INCIDENT REPORT

- Appendix 2: Acting Plant Supervisor Email Notification and Updates (07/09/2024 & 09/09/2024)
- Appendix 3: C.t Calculation

Provide details of corrective action to be taken:

Corrective Action	**Responsibility**
Adjustment of Chlorine Analyser Alarm (Trigger alarm when no movement on instrument read within time range).	Jonathan Chinomona Manager – Cowra Works

Prepared by:	Grace Williams Project Manager – Cowra Works
Signature:	
Date:	20 September 2025
Distribution:	

Managers' Comments:		
Incident investigation closed out?	**Yes**	No
Signature:	*Approved electronically (via email).*	
Date:	20/09/2024	

Attach supporting evidence if applicable.

SCADA Summary

Source		Start	End	Duration	Duration (sec)	Production Qty (max flow rate) (L)	Production Qty (max flow rate) (KL)	Min	Max
06/09/2024 22:08:19	07/09/2024 08:43:08	22:08:19	08:43:08	10:34:49					
07/09/2024 08:43:09	07/09/2024 10:34:57	08:43:09	10:34:57	01:51:48	6708	433337	433.3368646	1.129	1.500
07/09/2024 10:38:50	07/09/2024 10:41:45	10:38:50	10:41:45	00:02:55	175	11306	11.30596901	1.499	1.500
07/09/2024 10:46:52	07/09/2024 10:50:07	10:46:52	10:50:07	00:03:15	195	12597	12.59700002	1.496	1.498
07/09/2024 10:55:52	07/09/2024 10:56:25	10:55:52	10:56:25	00:00:33	33	2132	2.132122985	1.494	1.496
07/09/2024 10:57:25	07/09/2024 11:23:45	10:57:25	11:23:45	00:26:20	1580	102068	102.0681938	1.494	1.499
07/09/2024 11:24:42	07/09/2024 11:26:58	11:24:42	11:26:58	00:02:16	136	8785	8.785018605	1.495	1.499
07/09/2024 11:27:46	07/09/2024 12:58:09	11:27:46	12:58:09	01:30:23	5423	350326	350.3258	1.493	1.500
07/09/2024 12:59:28	07/09/2024 13:00:17	12:59:28	13:00:17	00:00:49	49	3165	3.165335398	1.498	1.499
07/09/2024 13:00:51	07/09/2024 13:04:10	13:00:51	13:04:10	00:03:19	199	12856	12.85591677	1.498	1.500
07/09/2024 13:05:21	07/09/2024 13:14:36	13:05:21	13:14:36	00:09:15	555	35852	35.85248321	1.491	1.496
07/09/2024 13:17:55	07/09/2024 13:21:40	13:17:55	13:21:40	00:03:45	225	14535	14.53519382	1.498	1.500
07/09/2024 14:04:07	07/09/2024 14:18:19	14:04:07	14:18:19	00:14:12	852	55040	55.0397168	1.494	1.500
07/09/2024 14:26:38	07/09/2024 14:28:13	14:26:38	14:28:13	00:01:35	95	6137	6.137387598	1.492	1.500
07/09/2024 15:18:04	07/09/2024 15:26:57	15:18:04	15:26:57	00:08:53	533	34432	34.43180001	1.497	1.498
				15:14:07		**1082568.803**	**1082.568803**		

Plant Run	Min (L/s)	Max (L/s)
06/09/2024 10:13:15	41.60	64.60
07/09/2024 08:43:10	53.00	64.60
07/09/2024 15:18:18		

Cowra WTP Chlorine Concentration Checksheet

Instructions:
The red items are the variable that need to be adjusted to confirm the Ct

Baffle factor / chlorine concentration for Reservoir 1

Clear water reservoir volume	1360000	L
WTP flow rate (FIT0402)	64.6	L/s
Time through reservoir	351	minutes
Chlorine concentration (AIT0409)	0.6	mg/L
Unbaffled chlorine contact time	210.5263	min.mg/L
Baffle factor	0.14	
Chlorine contact time based on 100% reservoir level	29.47368	min.mg/L
Reservoir level (LIT0403)	71	%
Chlorine contact time	20.92632	min.mg/L

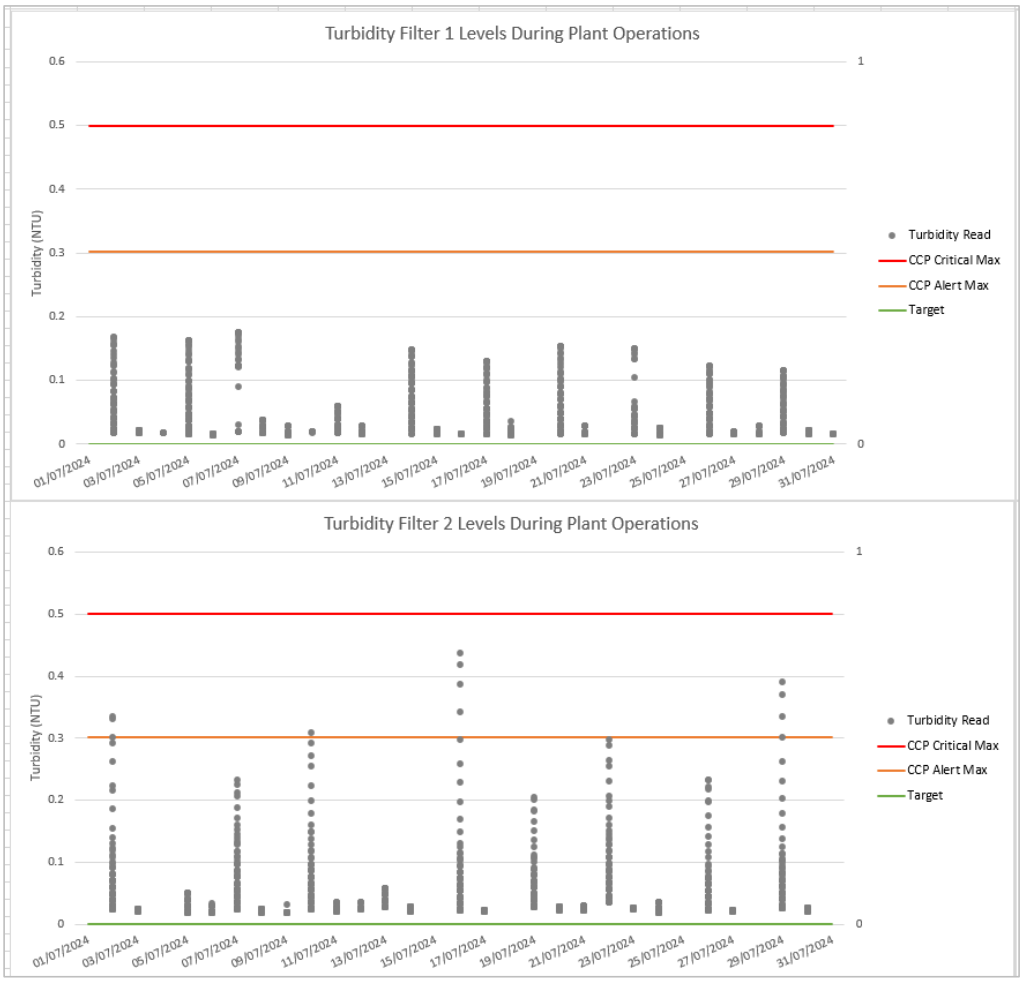
Chlorine contact time critical limit	**15**	**min.mg/L**

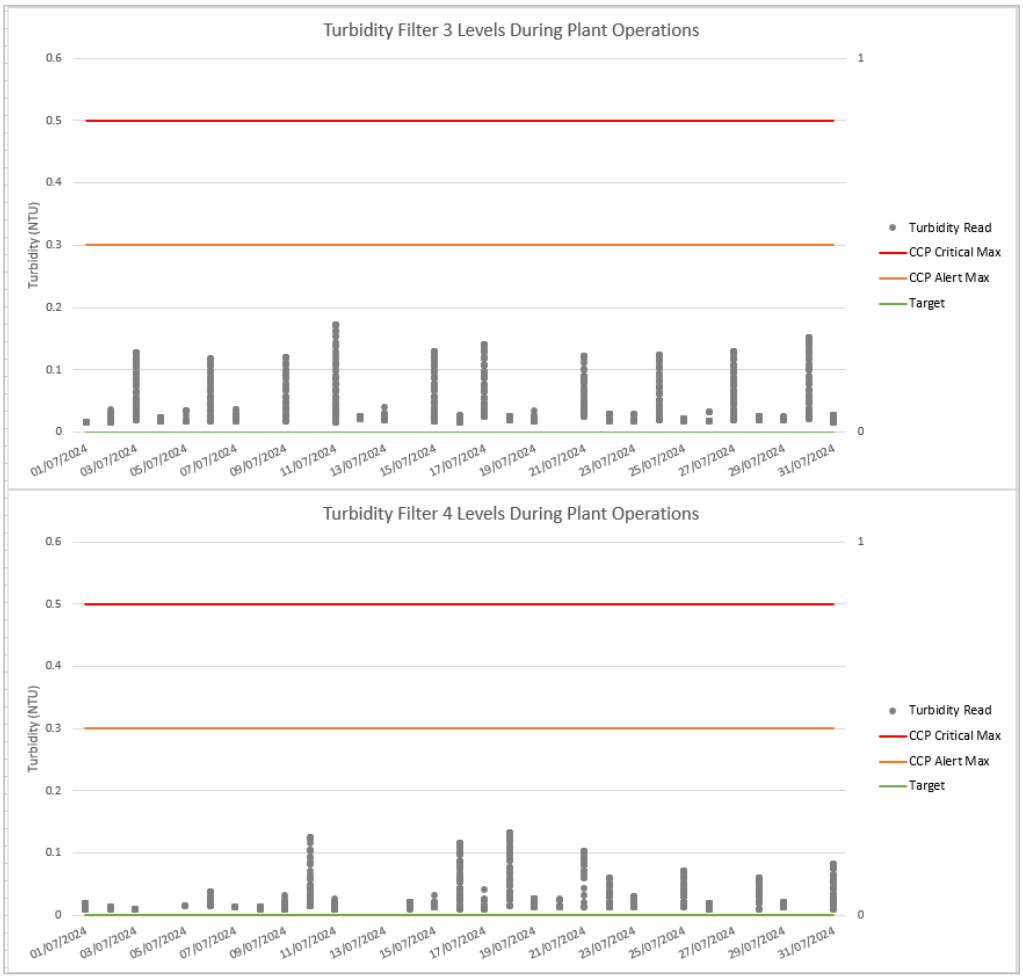
Appendix C – CCP1 (Cowra Water Treatment Plant)

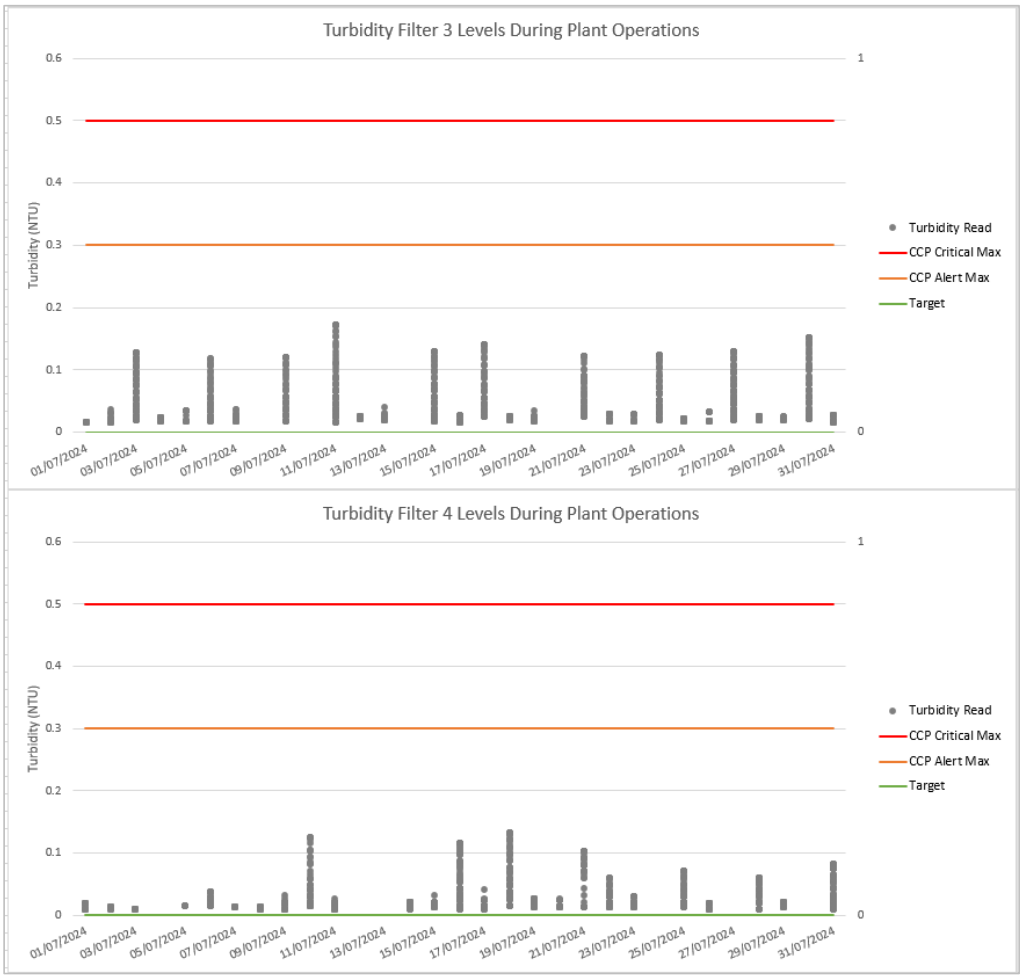
CCP1 (Turbidity) is monitored on each individual filter. Please note readings >0.5NTU do not consistent a breach unless event occurred for 15 minutes.

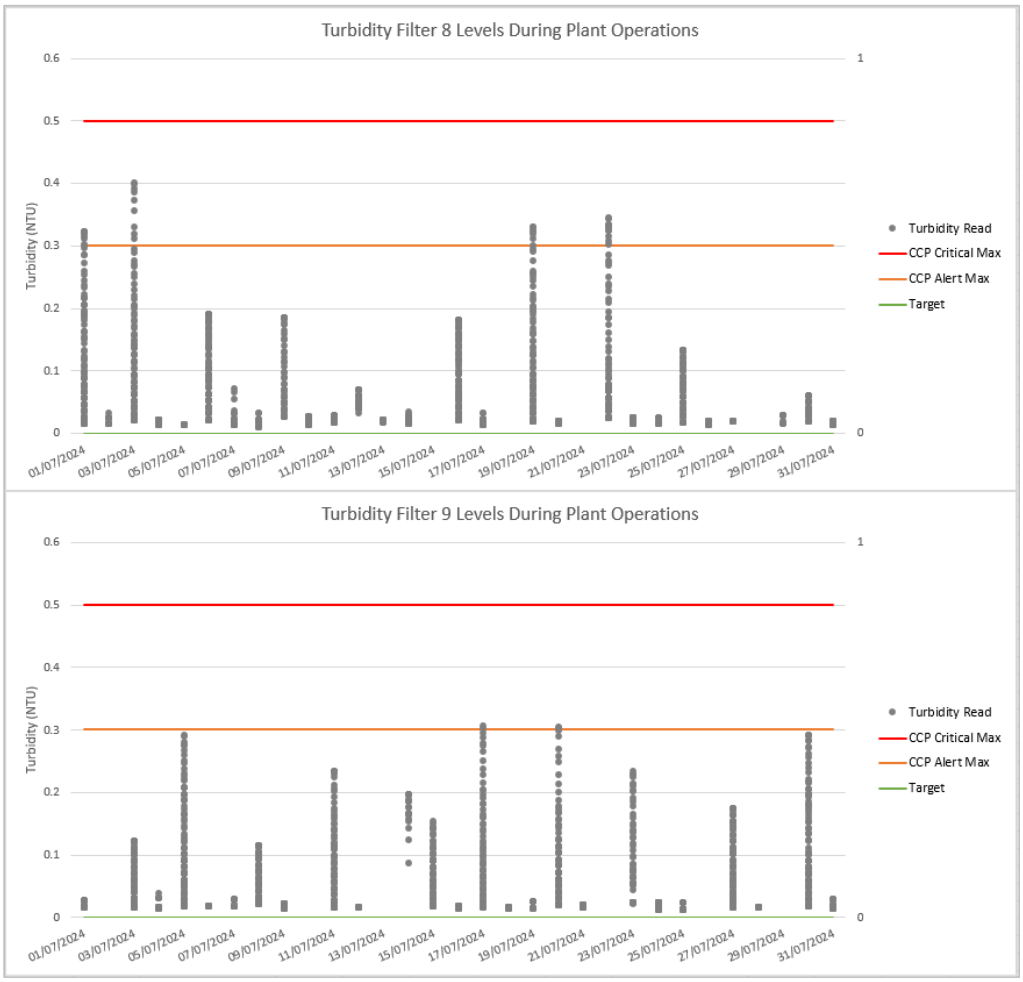
Refer to Table 10 of this Report for further detail.

July 2024

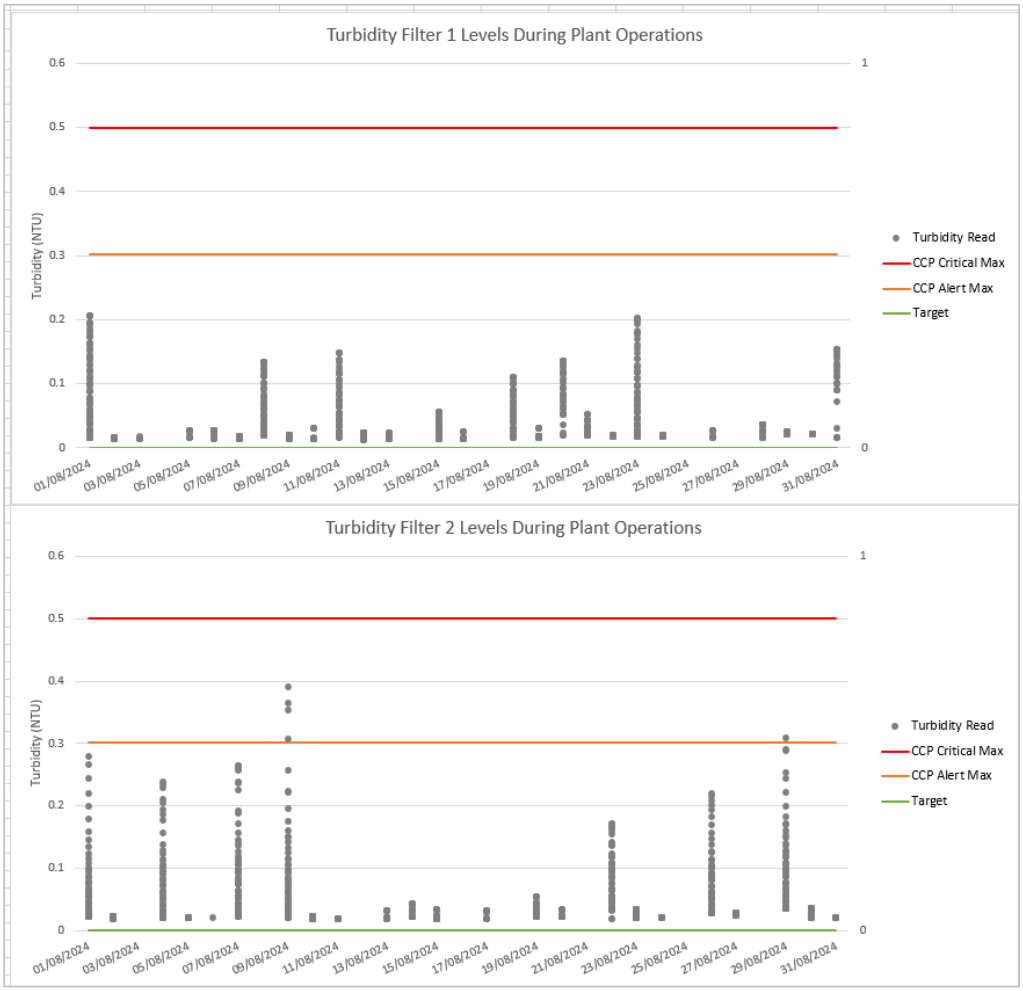


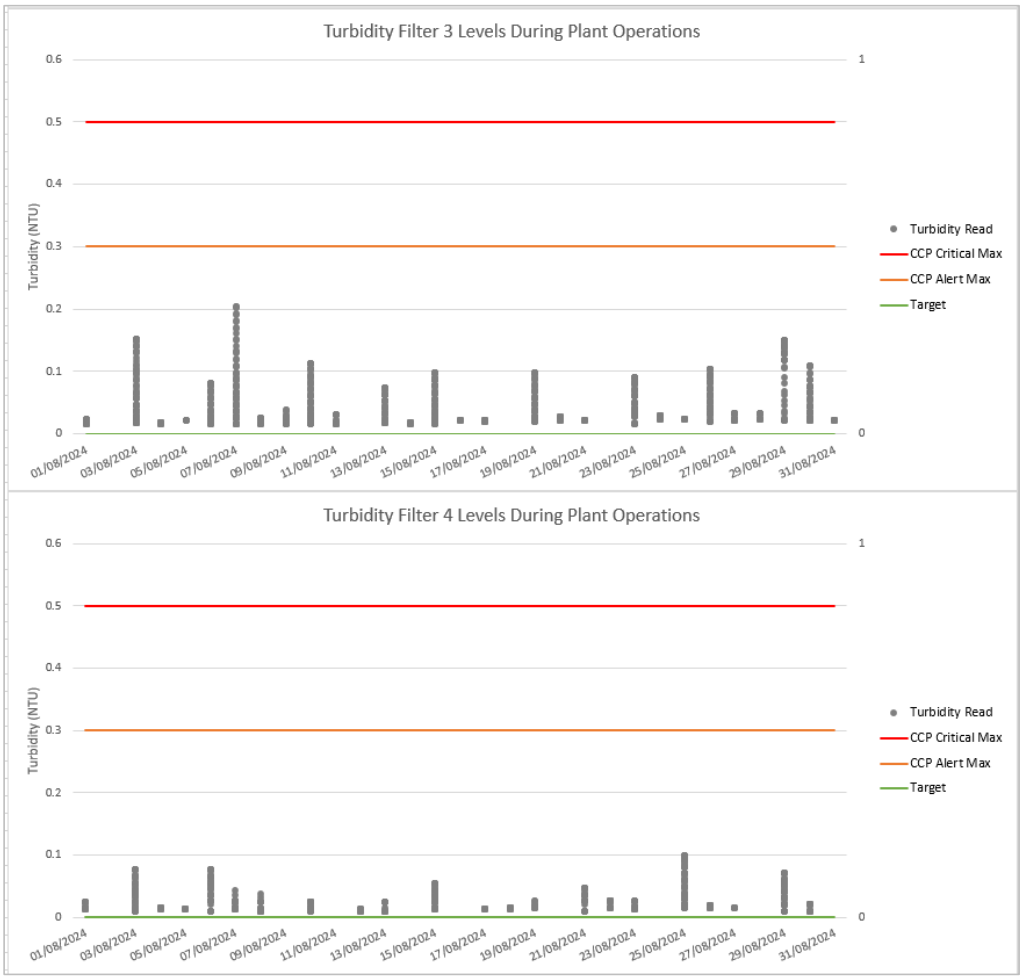

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/07/2024
03/07/2024
05/07/2024
07/07/2024
09/07/2024
11/07/2024
13/07/2024
15/07/2024
17/07/2024
19/07/2024
21/07/2024
23/07/2024
25/07/2024
27/07/2024
29/07/2024
31/07/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/07/2024
03/07/2024
05/07/2024
07/07/2024
09/07/2024
11/07/2024
13/07/2024
15/07/2024
17/07/2024
19/07/2024
21/07/2024
23/07/2024
25/07/2024
27/07/2024
29/07/2024
31/07/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

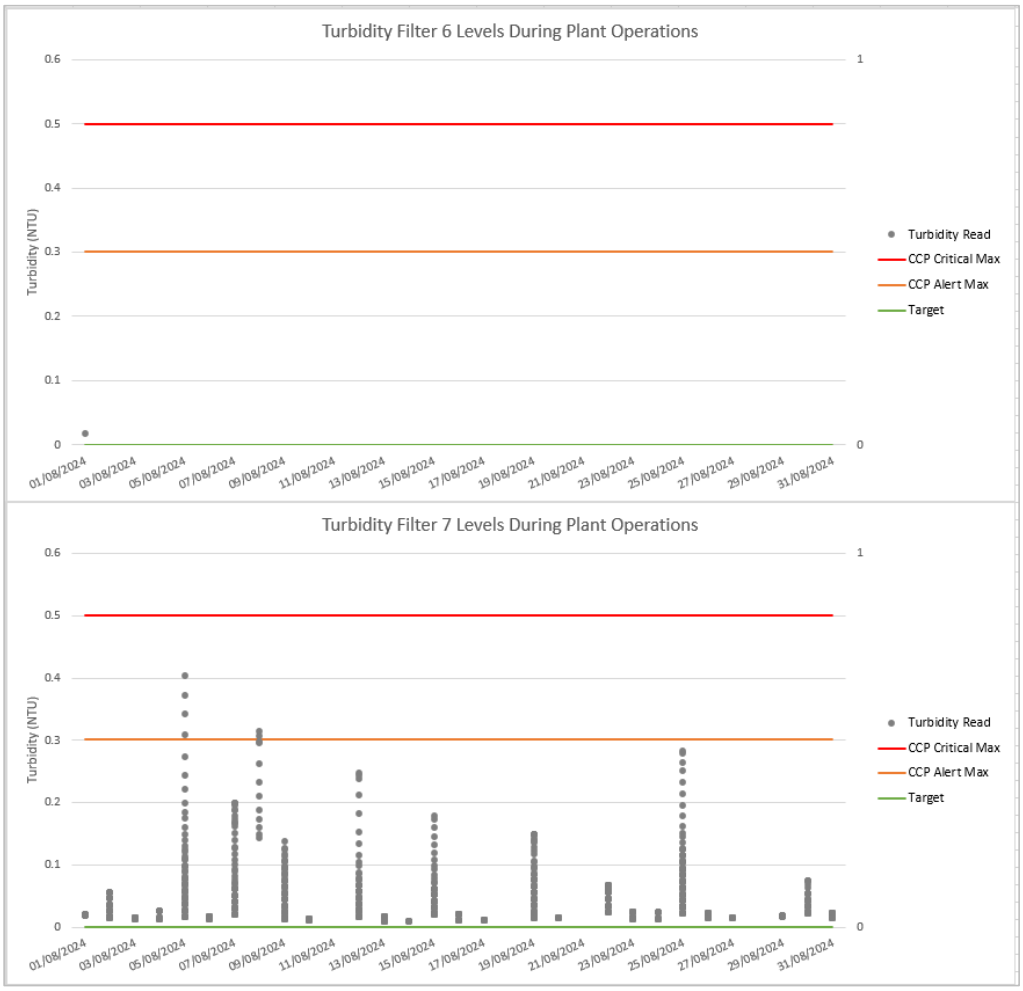

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/07/2024
03/07/2024
05/07/2024
07/07/2024
09/07/2024
11/07/2024
13/07/2024
15/07/2024
17/07/2024
19/07/2024
21/07/2024
23/07/2024
25/07/2024
27/07/2024
29/07/2024
31/07/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/07/2024
03/07/2024
05/07/2024
07/07/2024
09/07/2024
11/07/2024
13/07/2024
15/07/2024
17/07/2024
19/07/2024
21/07/2024
23/07/2024
25/07/2024
27/07/2024
29/07/2024
31/07/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

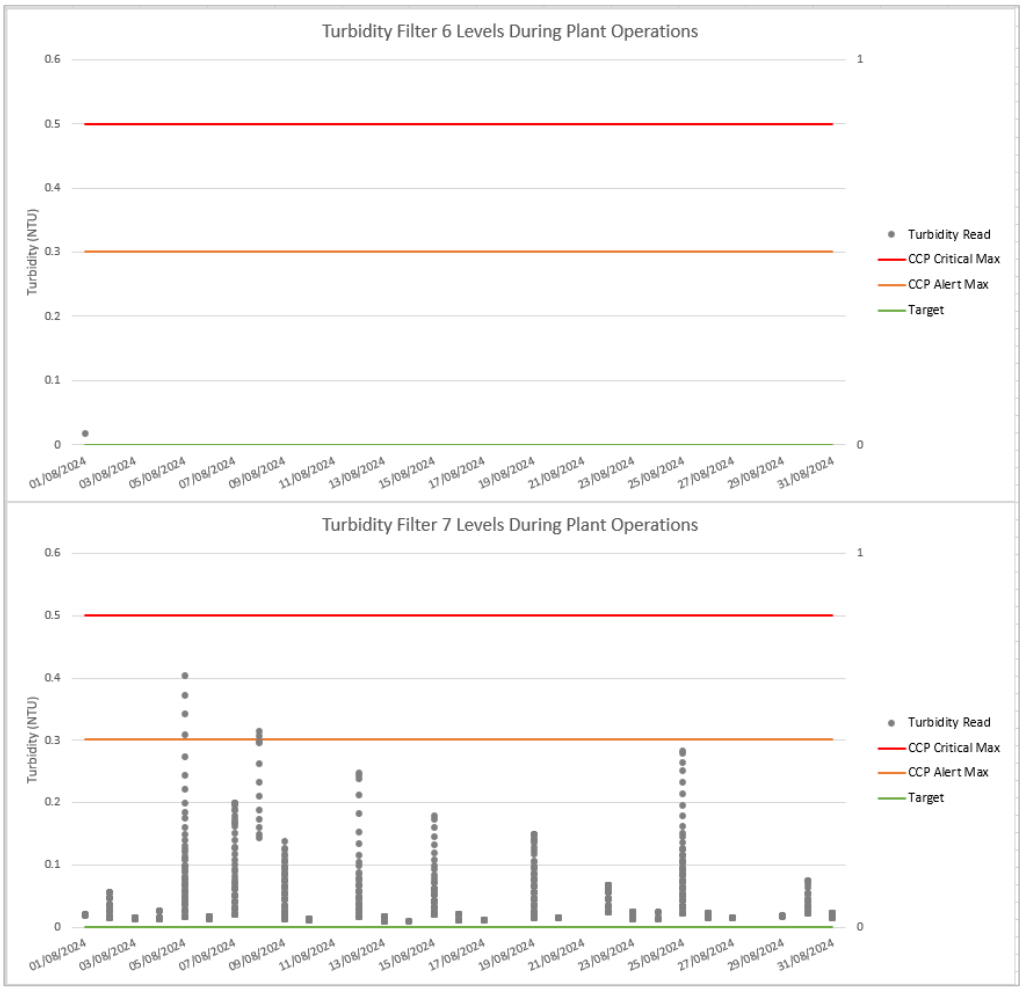

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/07/2024
03/07/2024
05/07/2024
07/07/2024
09/07/2024
11/07/2024
13/07/2024
15/07/2024
17/07/2024
19/07/2024
21/07/2024
23/07/2024
25/07/2024
27/07/2024
29/07/2024
31/07/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/07/2024
03/07/2024
05/07/2024
07/07/2024
09/07/2024
11/07/2024
13/07/2024
15/07/2024
17/07/2024
19/07/2024
21/07/2024
23/07/2024
25/07/2024
27/07/2024
29/07/2024
31/07/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

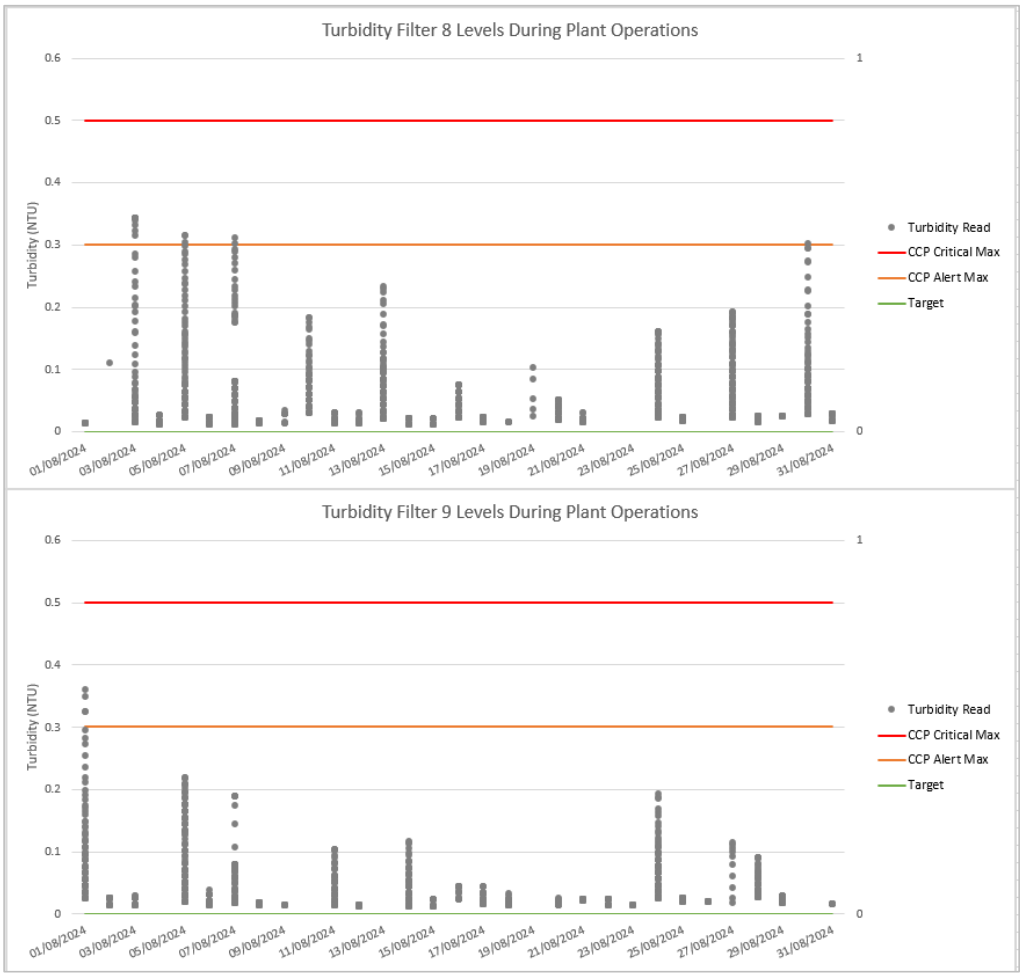
August 2024


Turbidity Filter 1 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
19/08/2024
21/08/2024
23/08/2024
25/08/2024
27/08/2024
29/08/2024
31/08/2024
Turbidity Filter 2 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
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23/08/2024
25/08/2024
27/08/2024
29/08/2024
31/08/2024

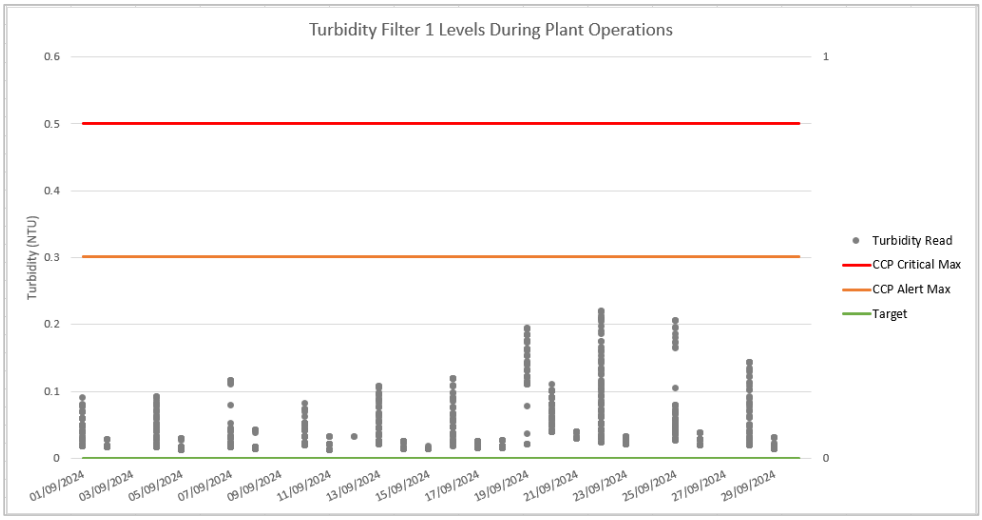

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
19/08/2024
21/08/2024
23/08/2024
25/08/2024
27/08/2024
29/08/2024
31/08/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
19/08/2024
21/08/2024
23/08/2024
25/08/2024
27/08/2024
29/08/2024
31/08/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

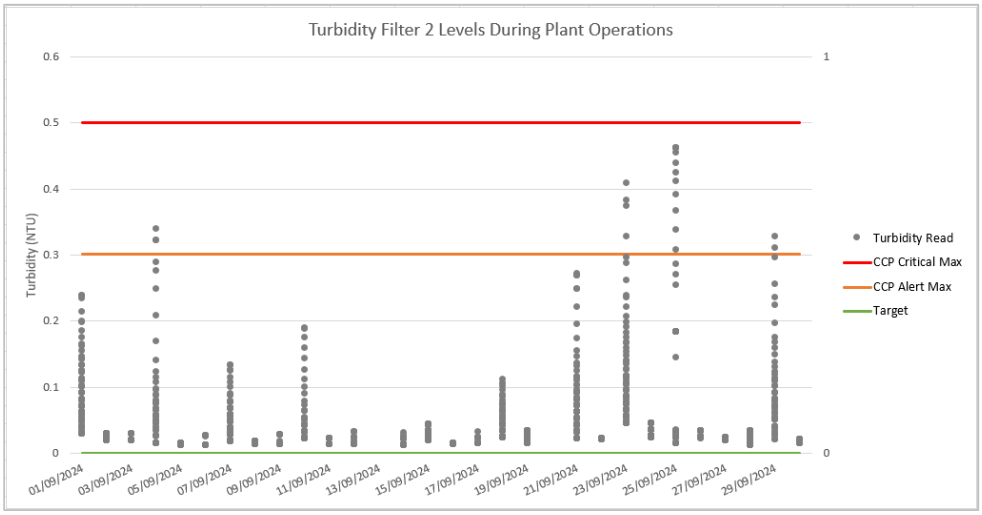

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
19/08/2024
21/08/2024
23/08/2024
25/08/2024
27/08/2024
29/08/2024
31/08/2024
Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
19/08/2024
21/08/2024
23/08/2024
25/08/2024
27/08/2024
29/08/2024
31/08/2024

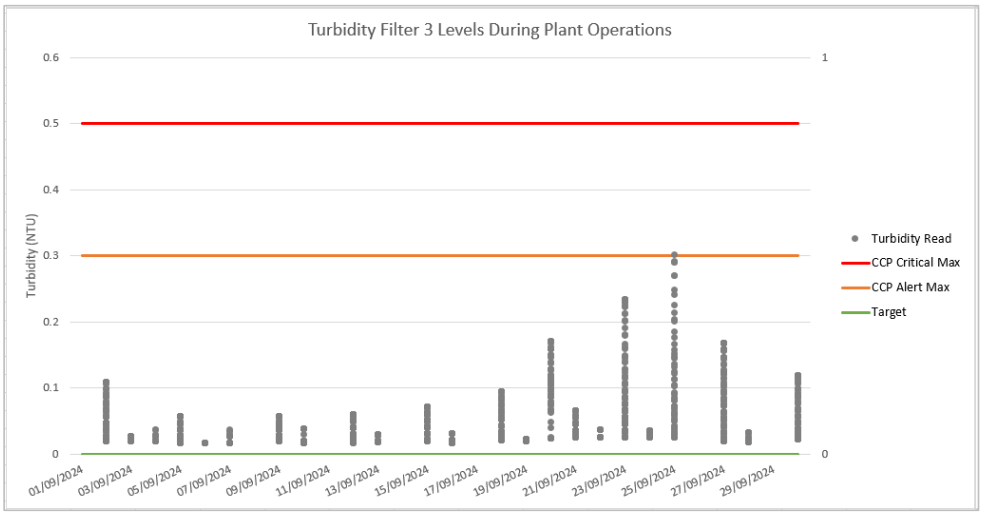

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
19/08/2024
21/08/2024
23/08/2024
25/08/2024
27/08/2024
29/08/2024
31/08/2024
Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
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25/08/2024
27/08/2024
29/08/2024
31/08/2024

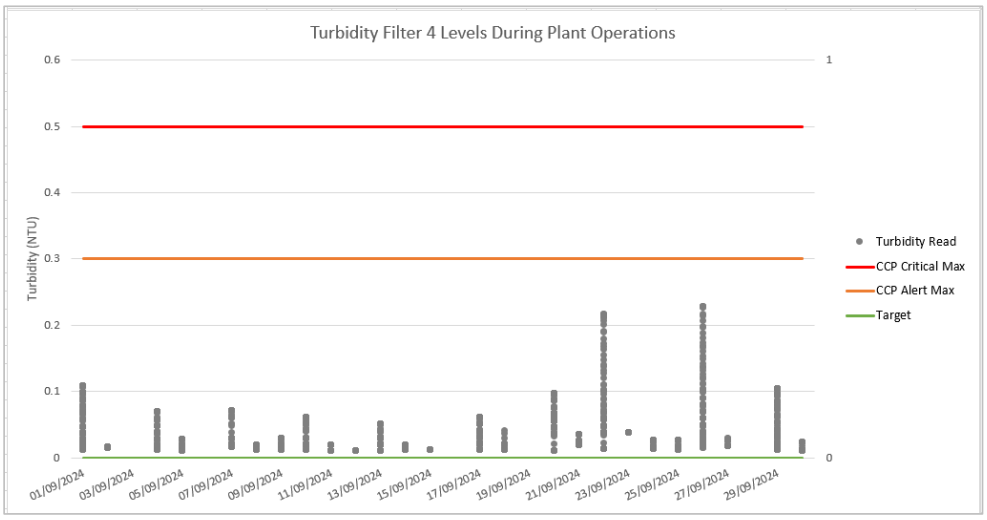

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
19/08/2024
21/08/2024
23/08/2024
25/08/2024
27/08/2024
29/08/2024
31/08/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target
Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/08/2024
03/08/2024
05/08/2024
07/08/2024
09/08/2024
11/08/2024
13/08/2024
15/08/2024
17/08/2024
19/08/2024
21/08/2024
23/08/2024
25/08/2024
27/08/2024
29/08/2024
31/08/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

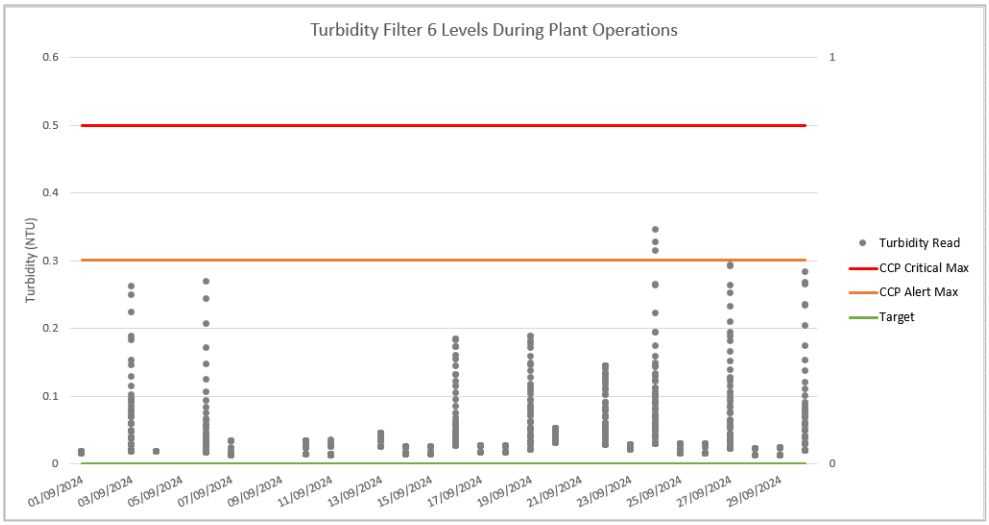
September 2024

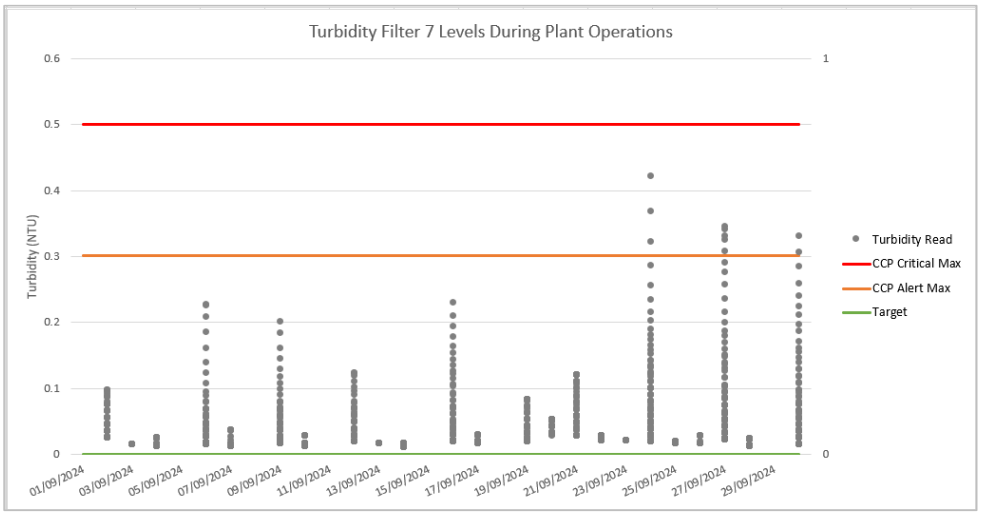


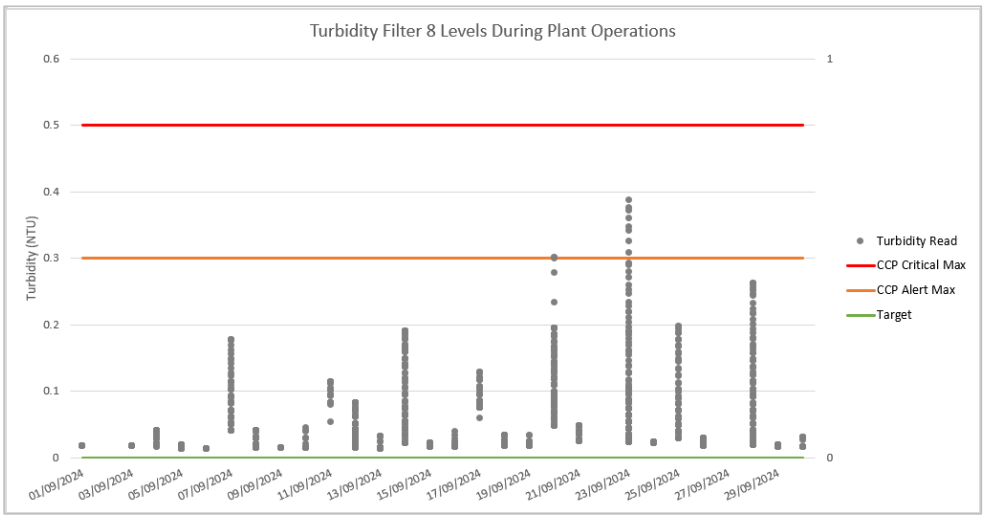


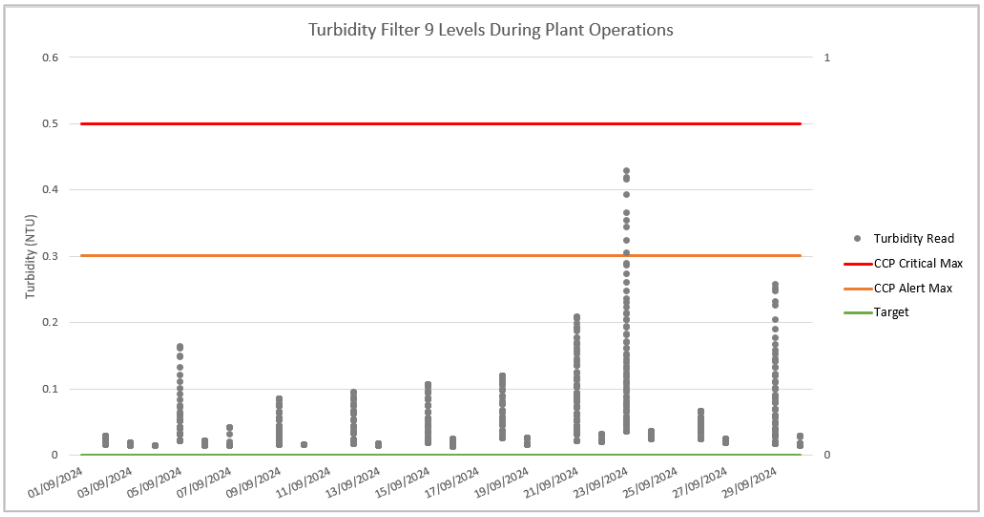

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/09/2024
03/09/2024
05/09/2024
07/09/2024
09/09/2024
11/09/2024
13/09/2024
15/09/2024
17/09/2024
19/09/2024
21/09/2024
23/09/2024
25/09/2024
27/09/2024
29/09/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/09/2024
03/09/2024
05/09/2024
07/09/2024
09/09/2024
11/09/2024
13/09/2024
15/09/2024
17/09/2024
19/09/2024
21/09/2024
23/09/2024
25/09/2024
27/09/2024
29/09/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

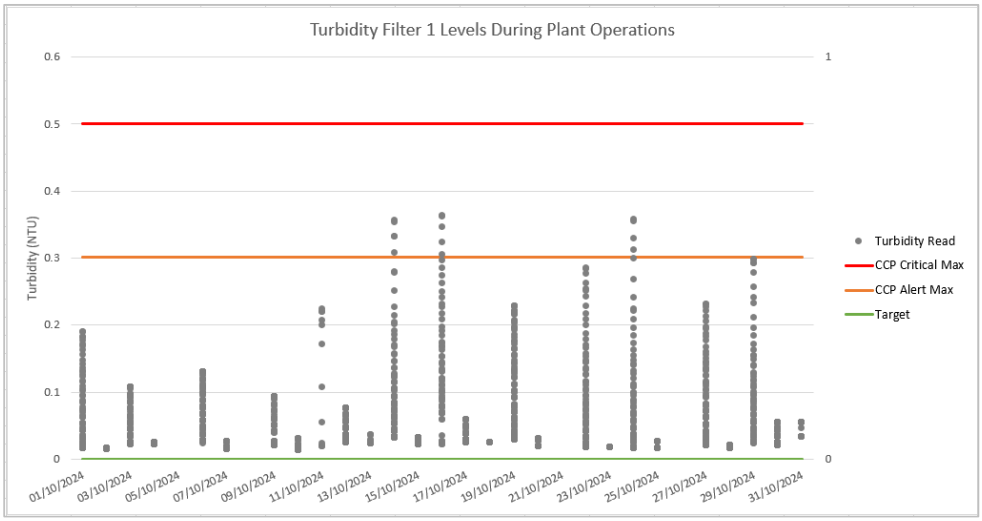

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/09/2024
03/09/2024
05/09/2024
07/09/2024
09/09/2024
11/09/2024
13/09/2024
15/09/2024
17/09/2024
19/09/2024
21/09/2024
23/09/2024
25/09/2024
27/09/2024
29/09/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

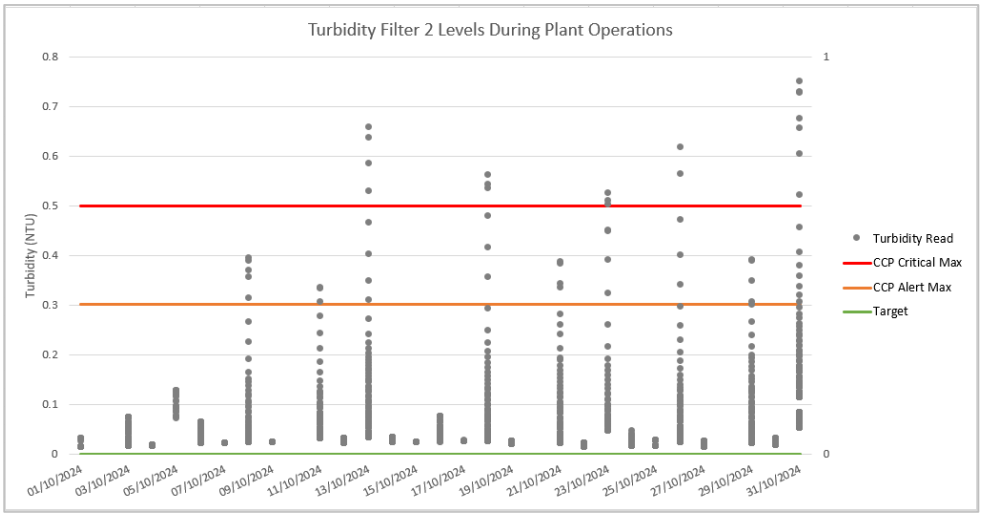

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/09/2024
03/09/2024
05/09/2024
07/09/2024
09/09/2024
11/09/2024
13/09/2024
15/09/2024
17/09/2024
19/09/2024
21/09/2024
23/09/2024
25/09/2024
27/09/2024
29/09/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

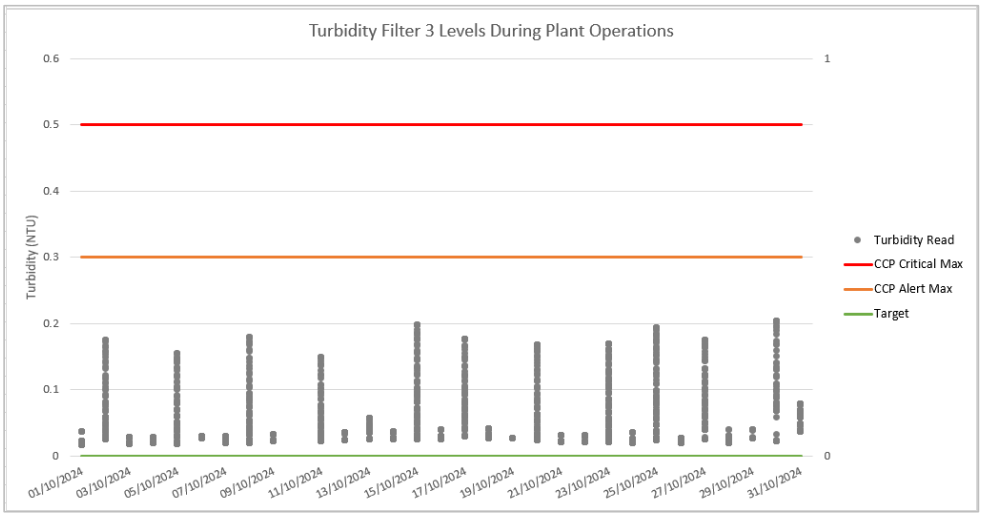

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/09/2024
03/09/2024
05/09/2024
07/09/2024
09/09/2024
11/09/2024
13/09/2024
15/09/2024
17/09/2024
19/09/2024
21/09/2024
23/09/2024
25/09/2024
27/09/2024
29/09/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

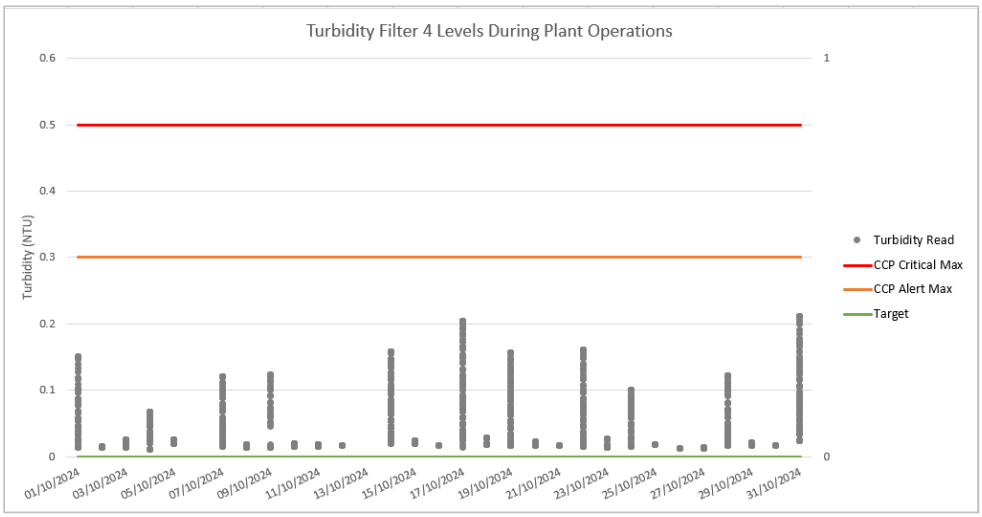

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/09/2024
03/09/2024
05/09/2024
07/09/2024
09/09/2024
11/09/2024
13/09/2024
15/09/2024
17/09/2024
19/09/2024
21/09/2024
23/09/2024
25/09/2024
27/09/2024
29/09/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

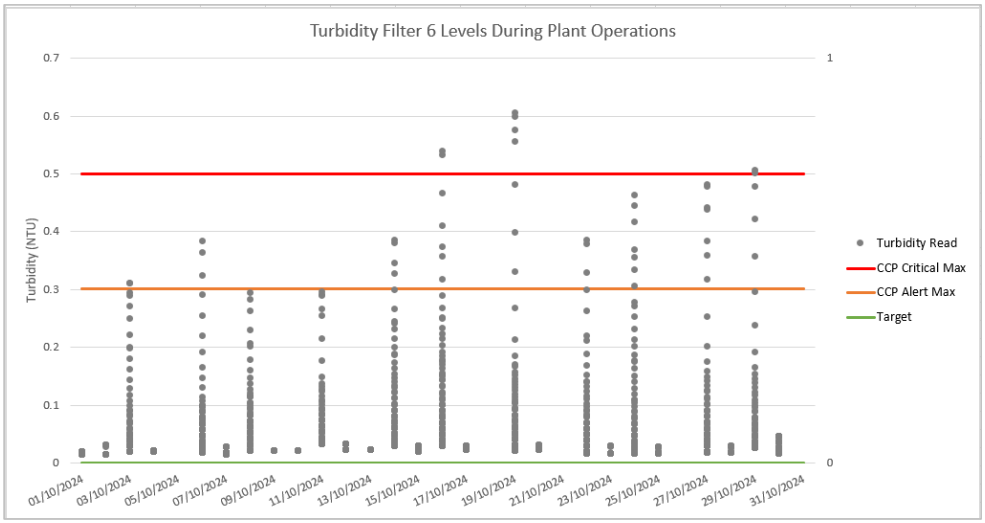
October 2024

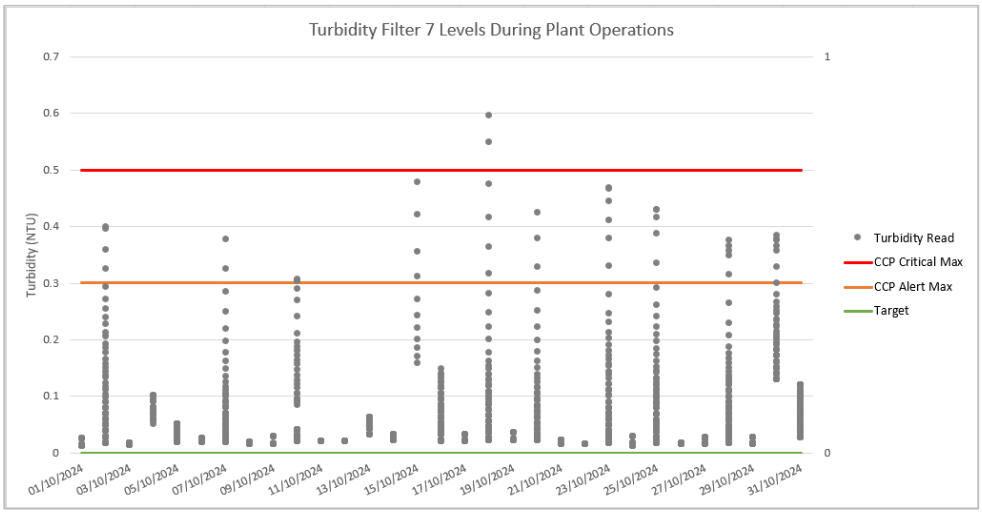


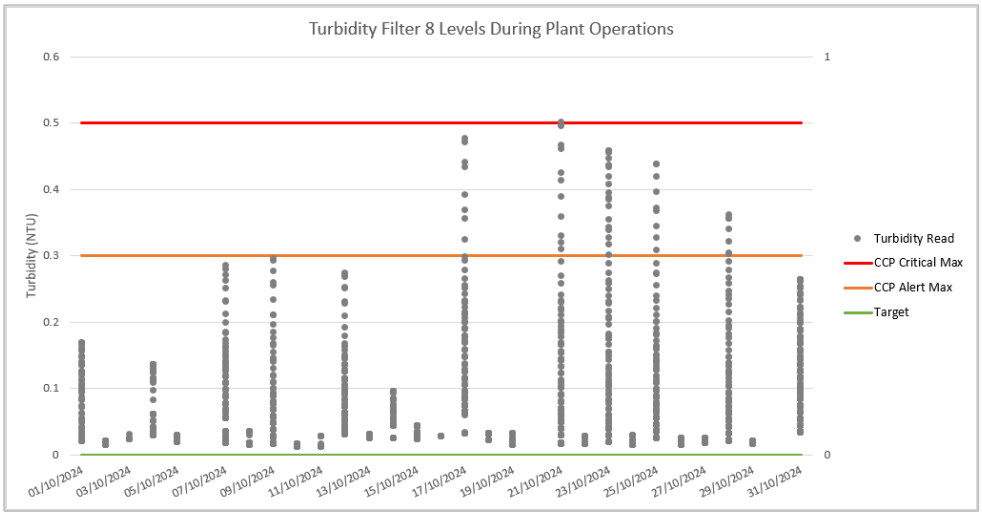


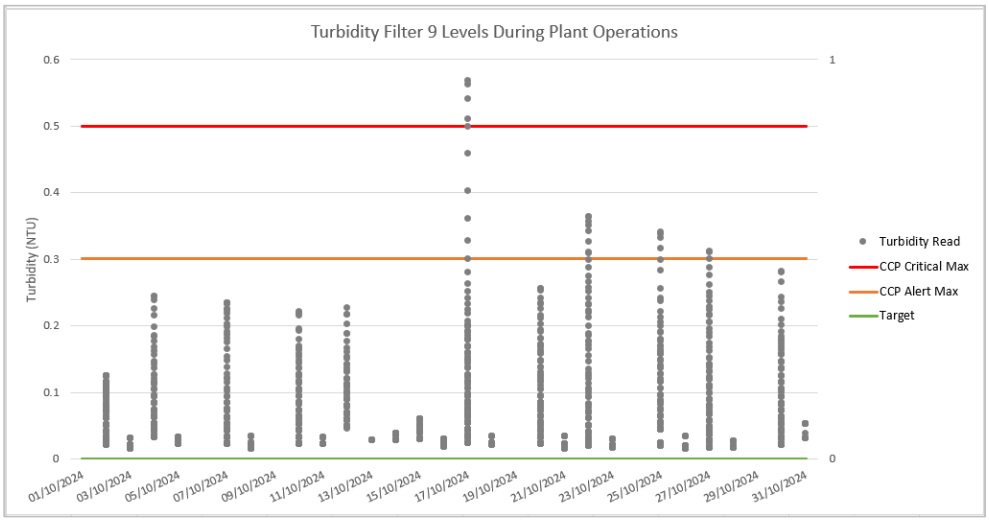

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/10/2024
03/10/2024
05/10/2024
07/10/2024
09/10/2024
11/10/2024
13/10/2024
15/10/2024
17/10/2024
19/10/2024
21/10/2024
23/10/2024
25/10/2024
27/10/2024
29/10/2024
31/10/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/10/2024
03/10/2024
05/10/2024
07/10/2024
09/10/2024
11/10/2024
13/10/2024
15/10/2024
17/10/2024
19/10/2024
21/10/2024
23/10/2024
25/10/2024
27/10/2024
29/10/2024
31/10/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

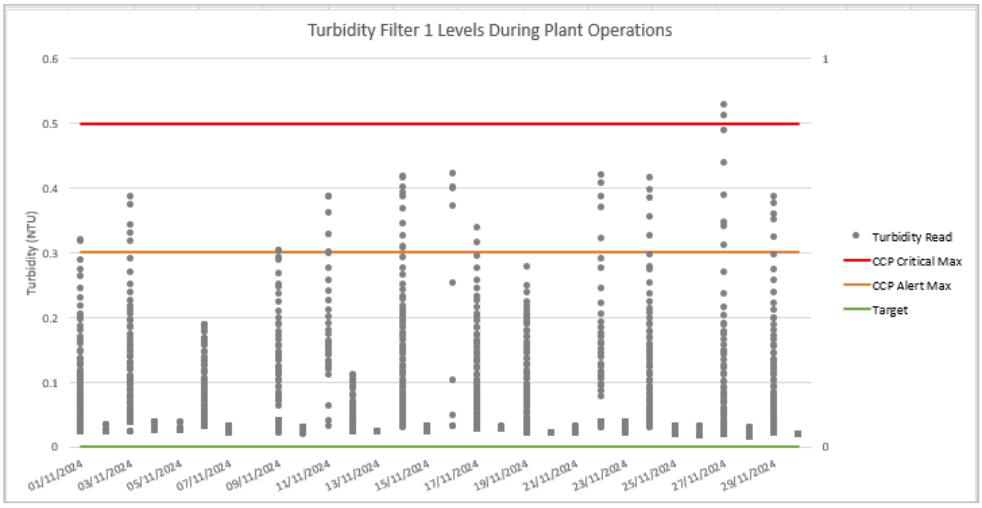

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/10/2024
03/10/2024
05/10/2024
07/10/2024
09/10/2024
11/10/2024
13/10/2024
15/10/2024
17/10/2024
19/10/2024
21/10/2024
23/10/2024
25/10/2024
27/10/2024
29/10/2024
31/10/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

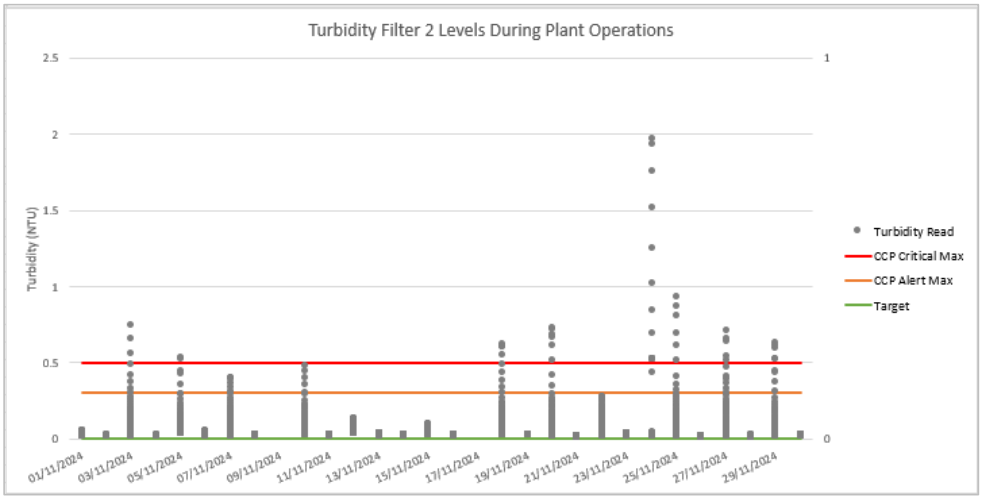

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/10/2024
03/10/2024
05/10/2024
07/10/2024
09/10/2024
11/10/2024
13/10/2024
15/10/2024
17/10/2024
19/10/2024
21/10/2024
23/10/2024
25/10/2024
27/10/2024
29/10/2024
31/10/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

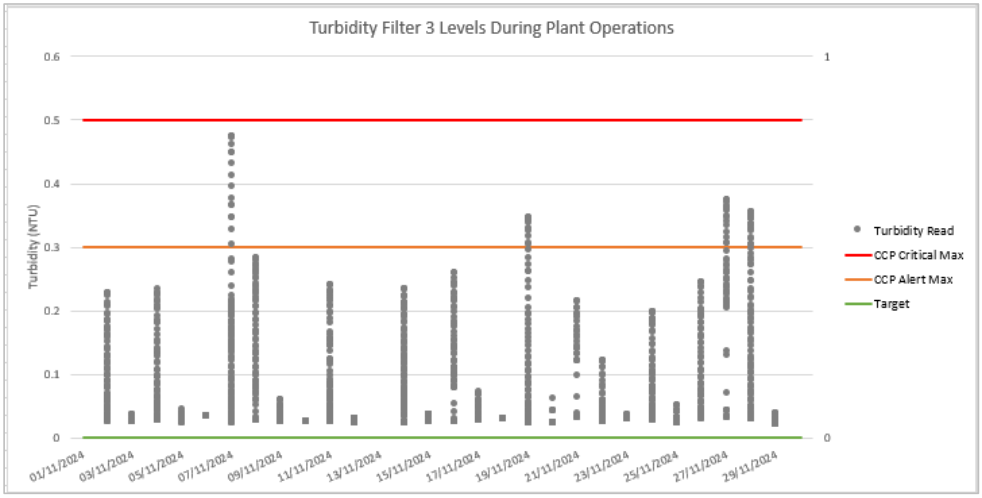

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/10/2024
03/10/2024
05/10/2024
07/10/2024
09/10/2024
11/10/2024
13/10/2024
15/10/2024
17/10/2024
19/10/2024
21/10/2024
23/10/2024
25/10/2024
27/10/2024
29/10/2024
31/10/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

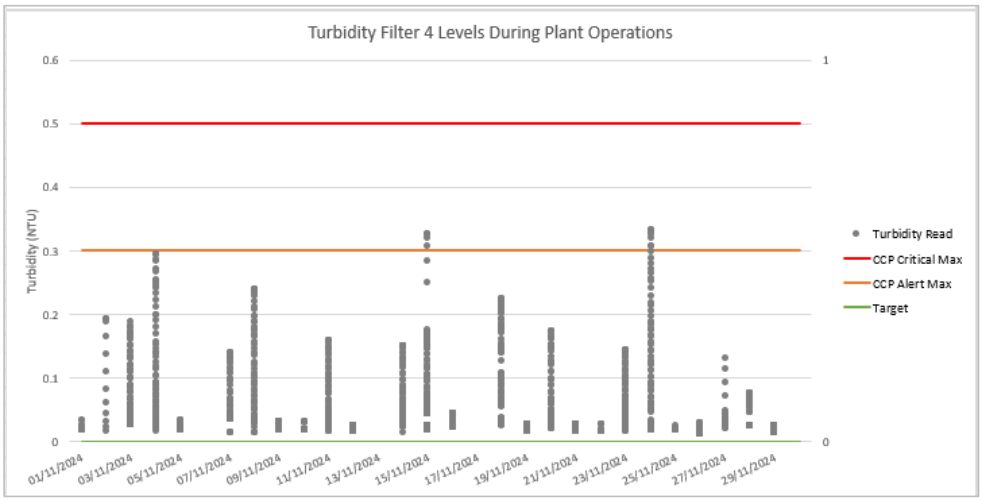

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/10/2024
03/10/2024
05/10/2024
07/10/2024
09/10/2024
11/10/2024
13/10/2024
15/10/2024
17/10/2024
19/10/2024
21/10/2024
23/10/2024
25/10/2024
27/10/2024
29/10/2024
31/10/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

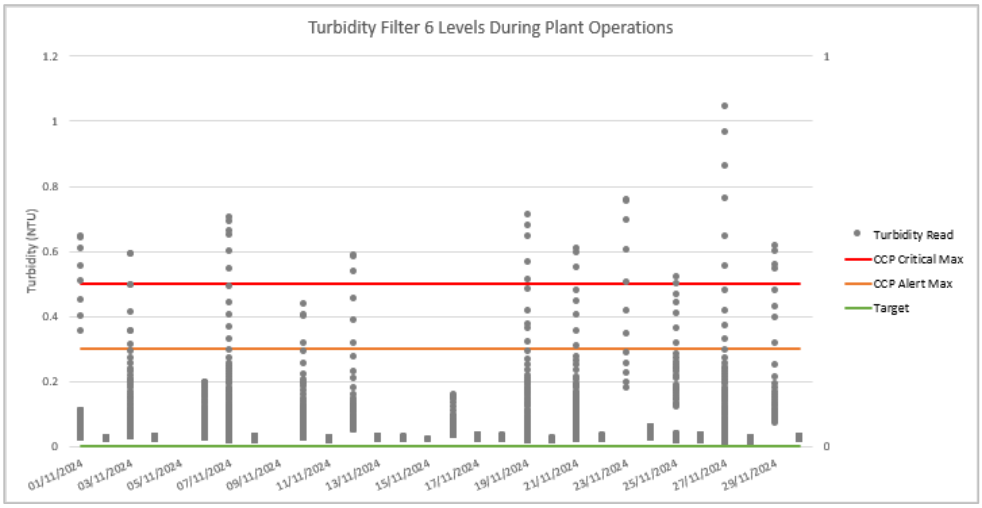
November 2024

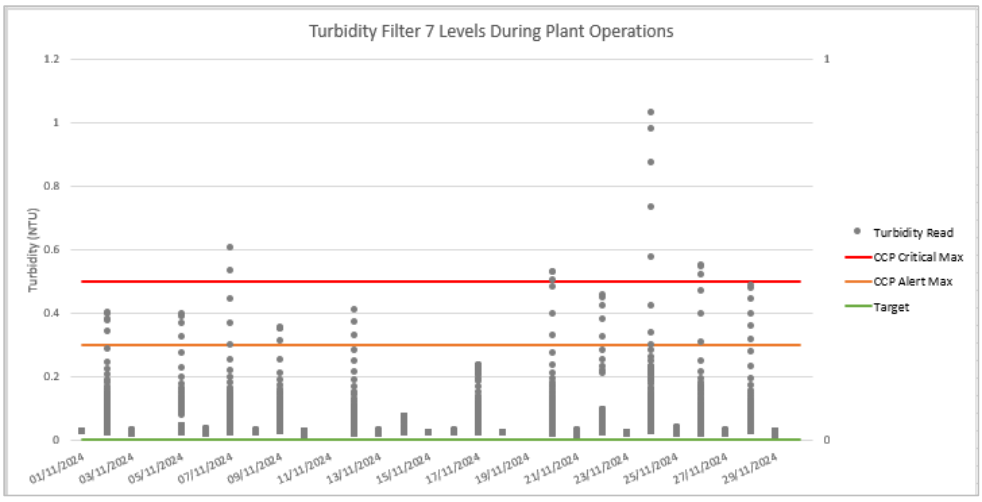


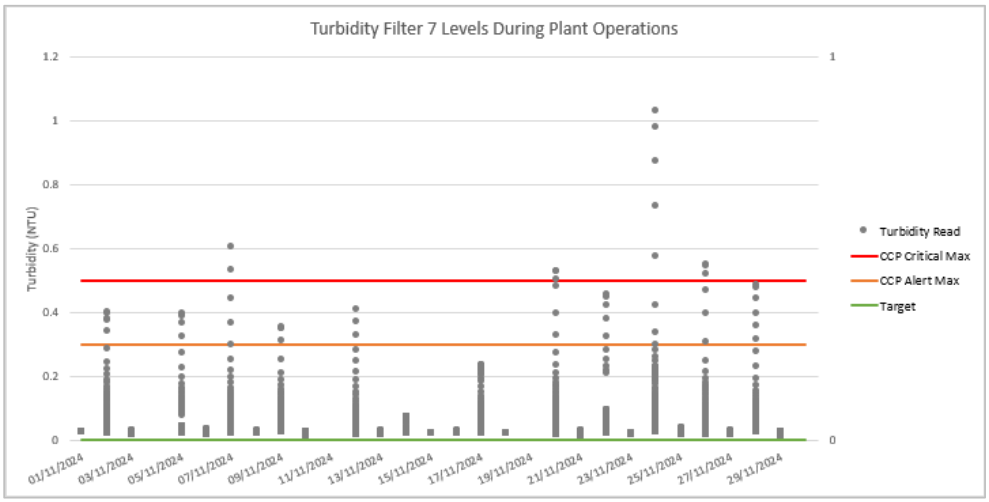


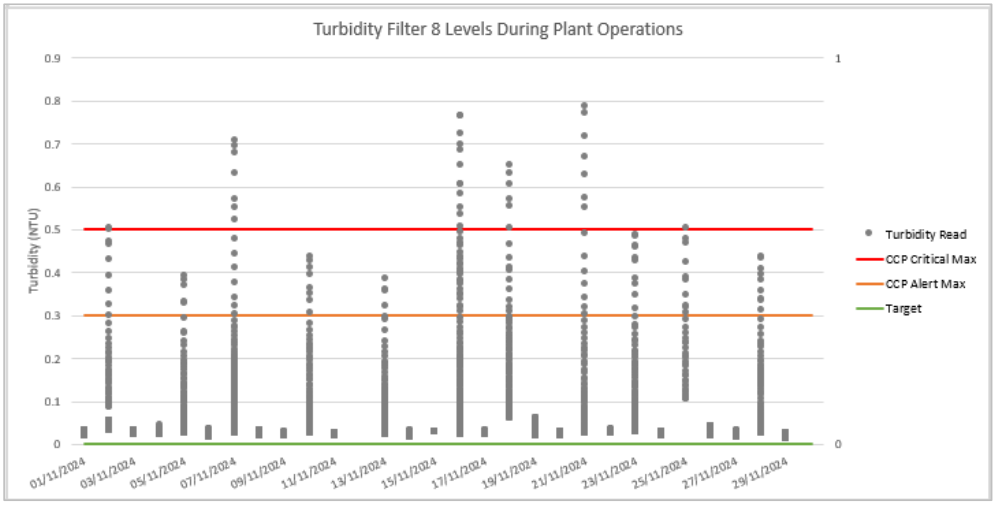


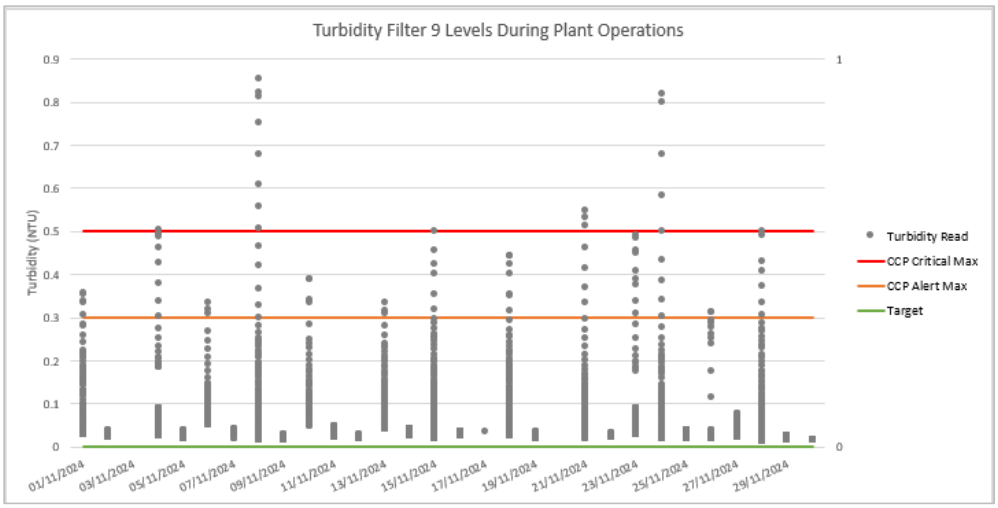

Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

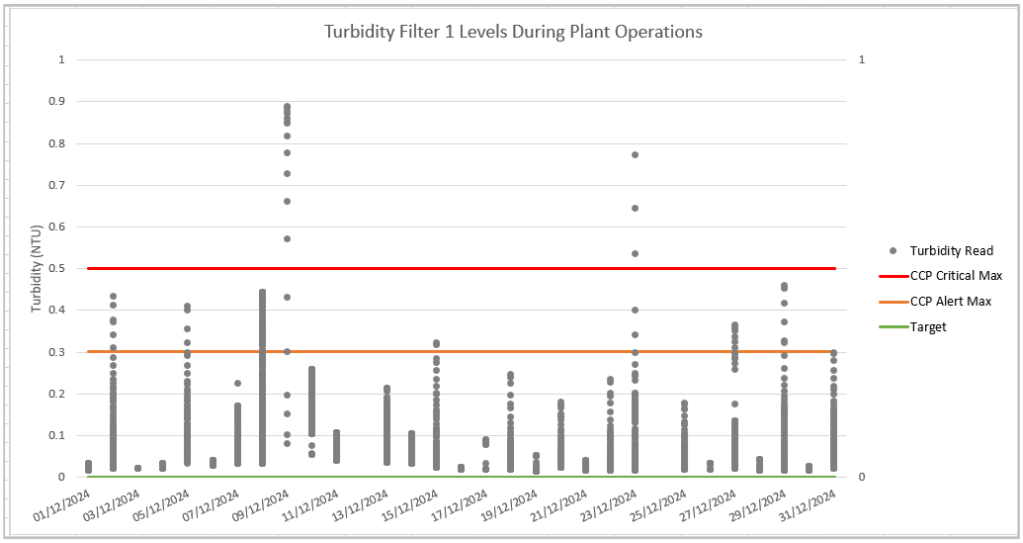

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

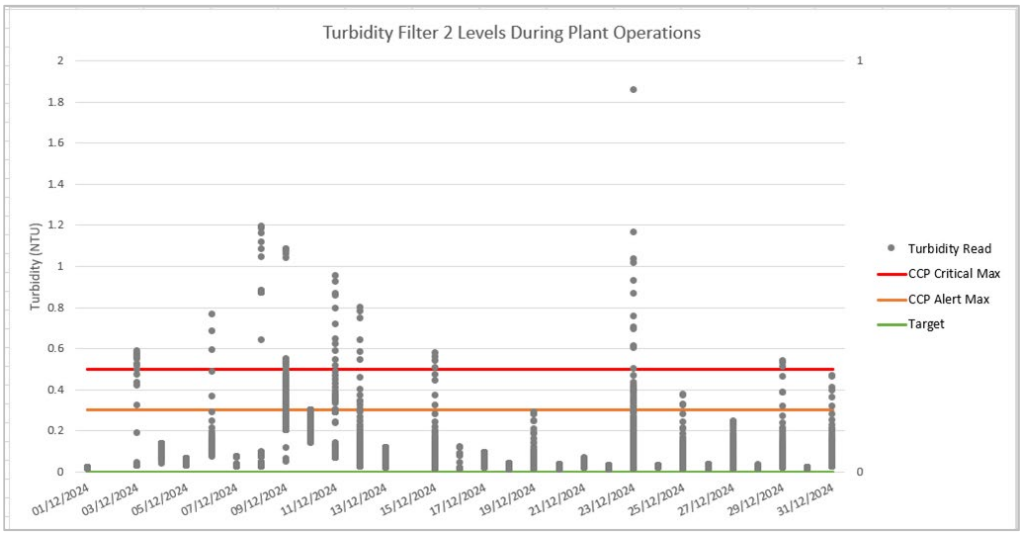

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

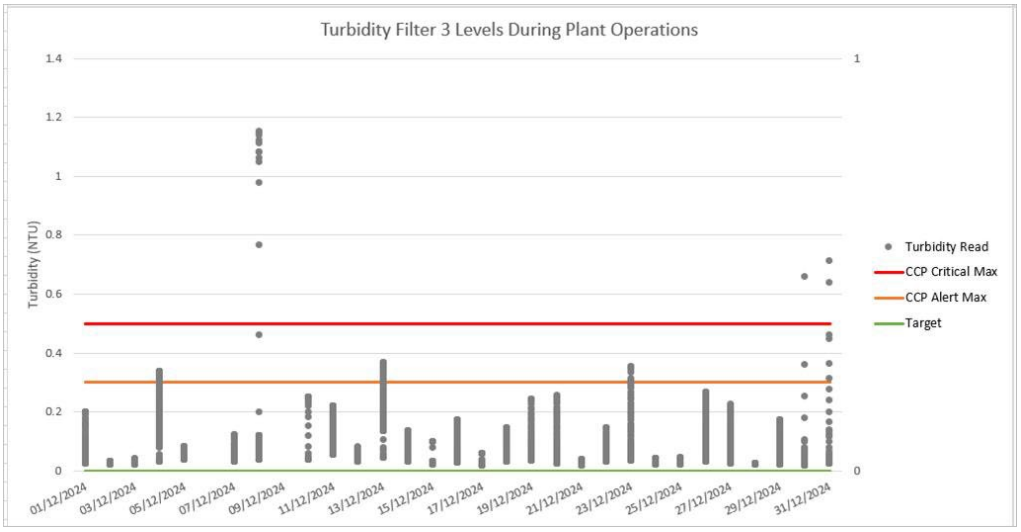

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

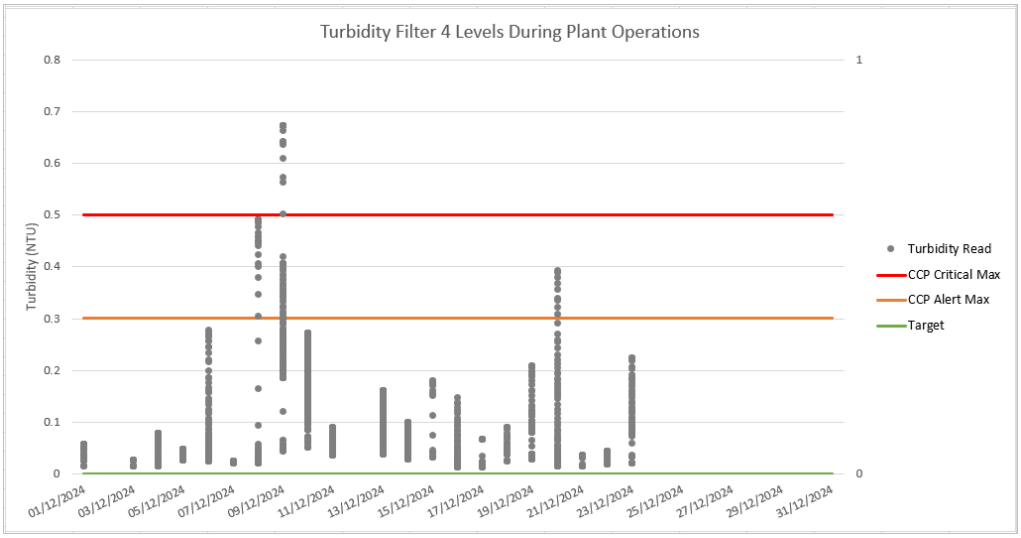

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

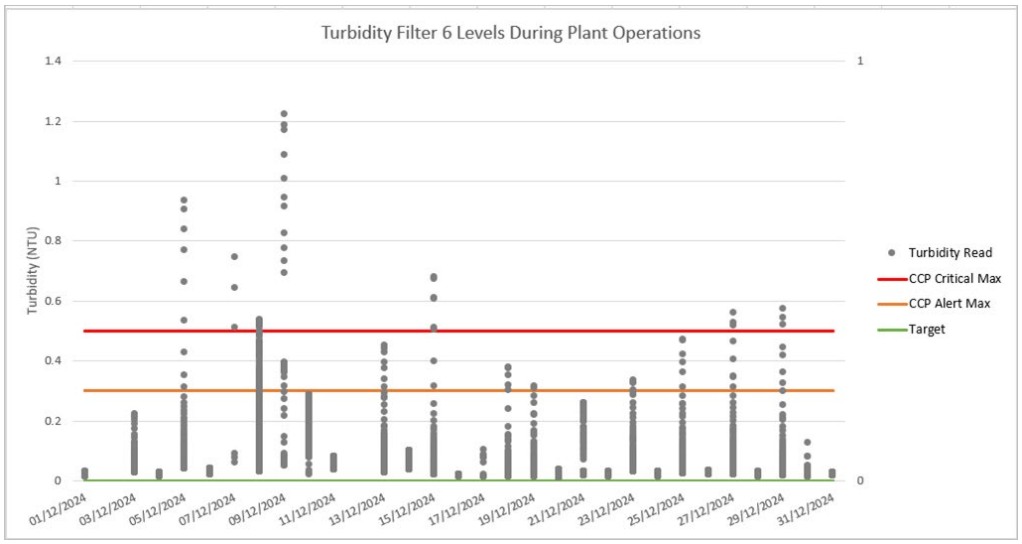
December 2024

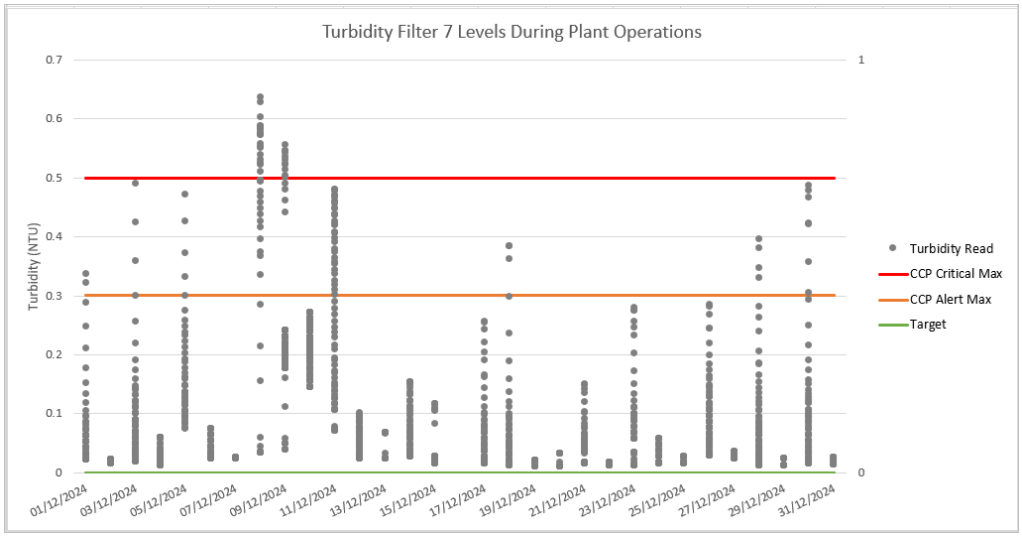


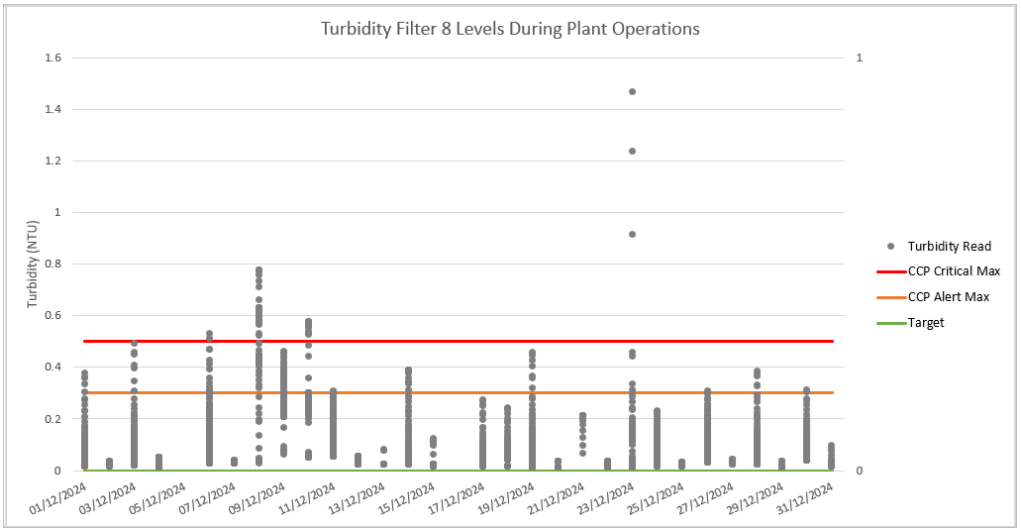


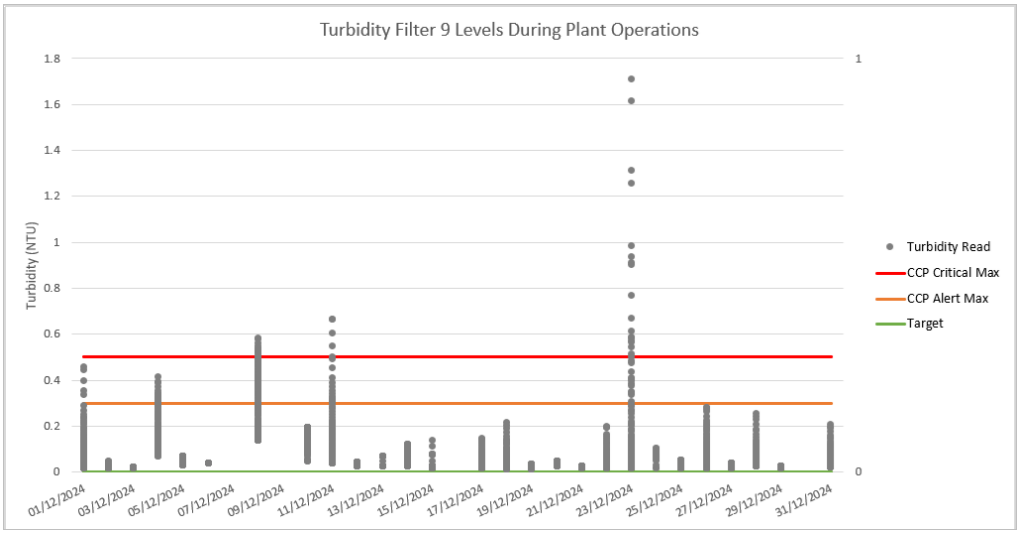

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
1.4
1.2
1
0.8
0.6
0.4
0.2
0
1
0
01/12/2024
03/12/2024
05/12/2024
07/12/2024
09/12/2024
11/12/2024
13/12/2024
15/12/2024
17/12/2024
19/12/2024
21/12/2024
23/12/2024
25/12/2024
27/12/2024
29/12/2024
31/12/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/12/2024
03/12/2024
05/12/2024
07/12/2024
09/12/2024
11/12/2024
13/12/2024
15/12/2024
17/12/2024
19/12/2024
21/12/2024
23/12/2024
25/12/2024
27/12/2024
29/12/2024
31/12/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

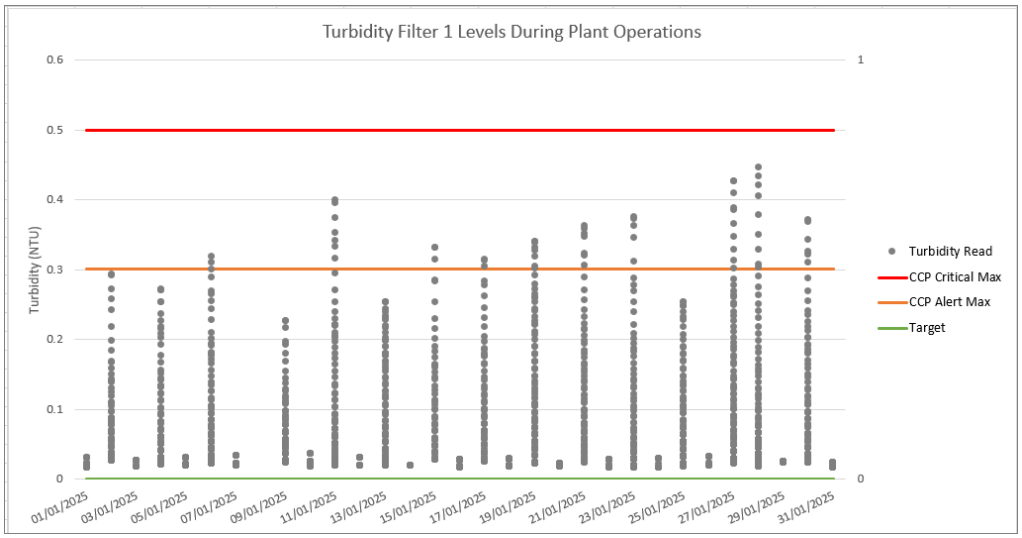

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
1.4
1.2
1
0.8
0.6
0.4
0.2
0
1
0
01/12/2024
03/12/2024
05/12/2024
07/12/2024
09/12/2024
11/12/2024
13/12/2024
15/12/2024
17/12/2024
19/12/2024
21/12/2024
23/12/2024
25/12/2024
27/12/2024
29/12/2024
31/12/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

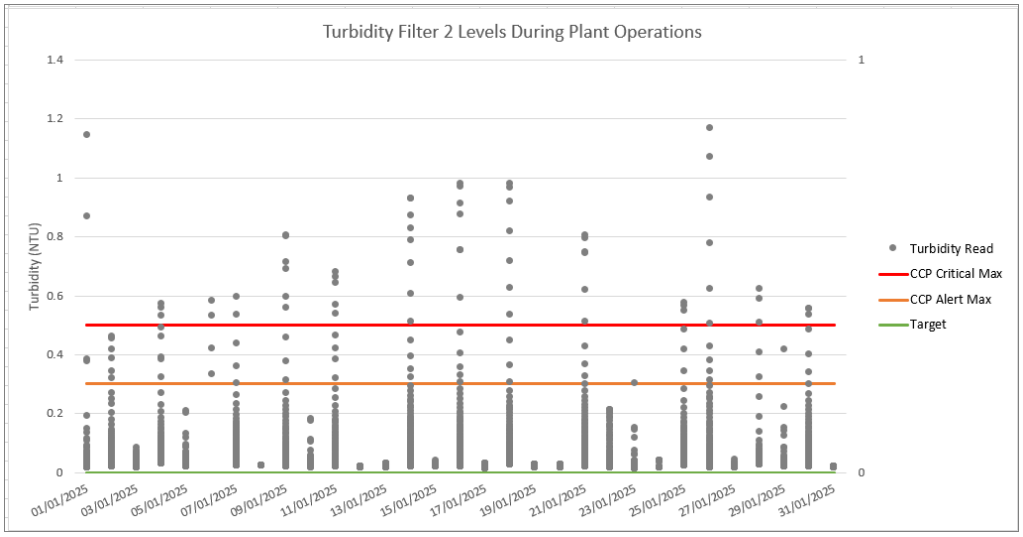

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/12/2024
03/12/2024
05/12/2024
07/12/2024
09/12/2024
11/12/2024
13/12/2024
15/12/2024
17/12/2024
19/12/2024
21/12/2024
23/12/2024
25/12/2024
27/12/2024
29/12/2024
31/12/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

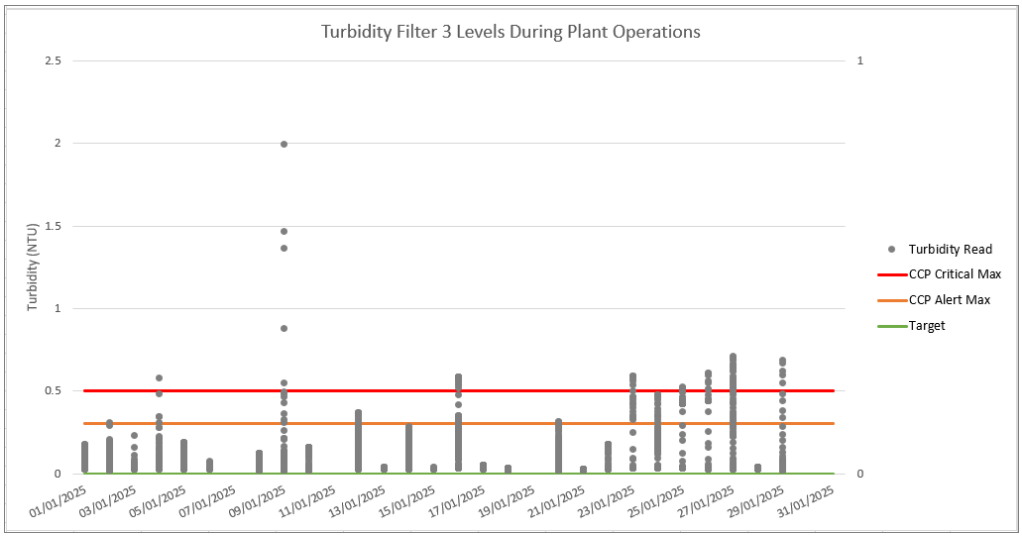

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
1.6
1.4
1.2
1
0.8
0.6
0.4
0.2
0
1
0
01/12/2024
03/12/2024
05/12/2024
07/12/2024
09/12/2024
11/12/2024
13/12/2024
15/12/2024
17/12/2024
19/12/2024
21/12/2024
23/12/2024
25/12/2024
27/12/2024
29/12/2024
31/12/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

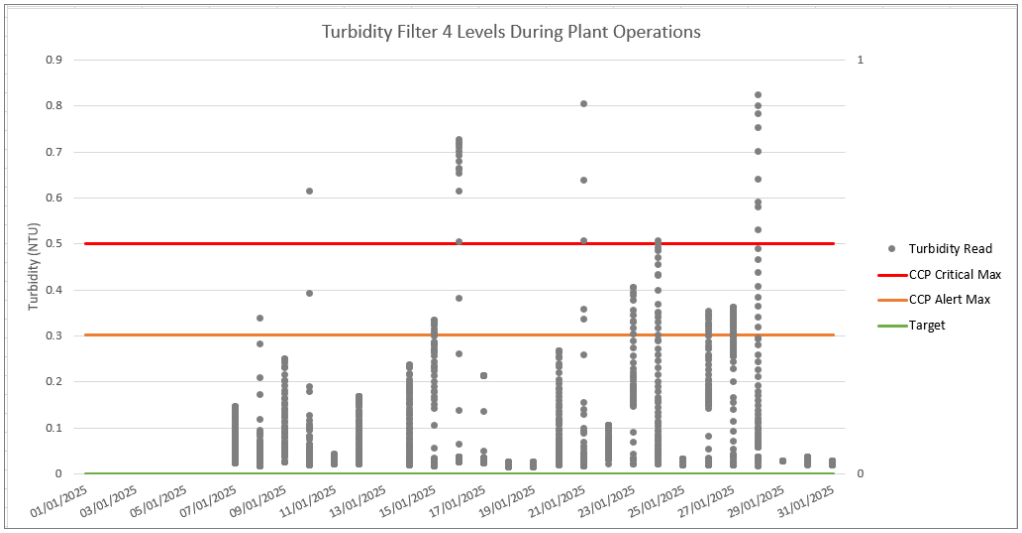

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
1.8
1.6
1.4
1.2
1
0.8
0.6
0.4
0.2
0
1
0
01/12/2024
03/12/2024
05/12/2024
07/12/2024
09/12/2024
11/12/2024
13/12/2024
15/12/2024
17/12/2024
19/12/2024
21/12/2024
23/12/2024
25/12/2024
27/12/2024
29/12/2024
31/12/2024
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

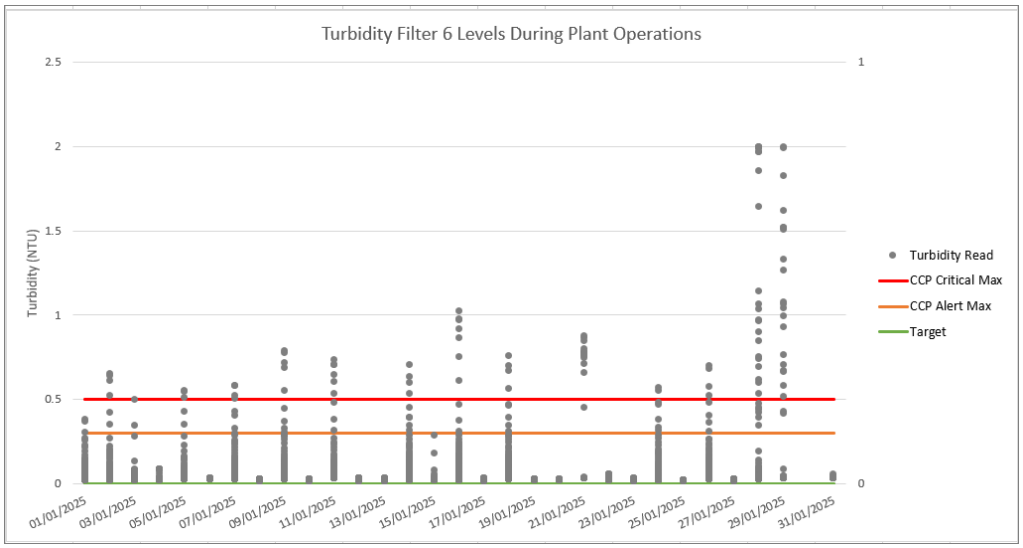
January 2025

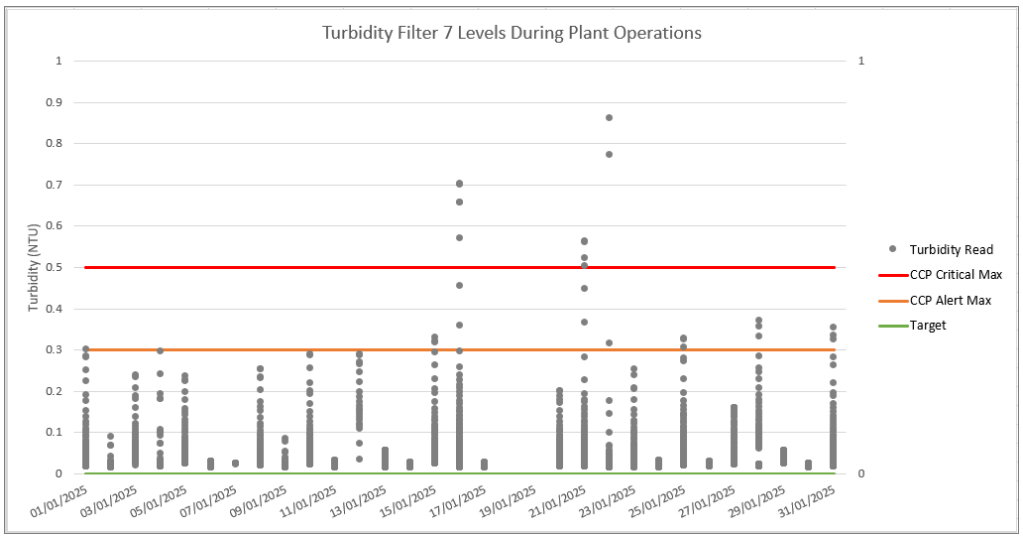


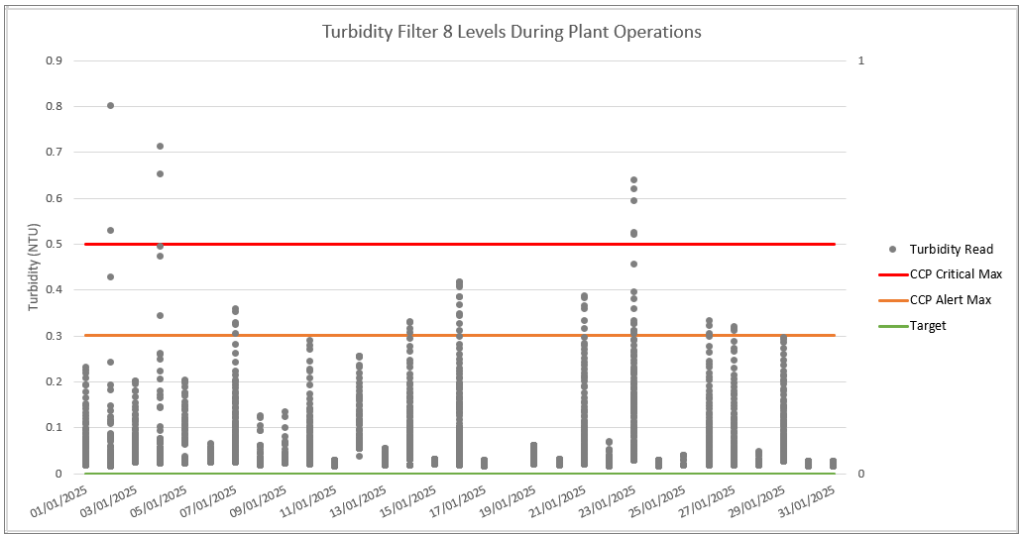


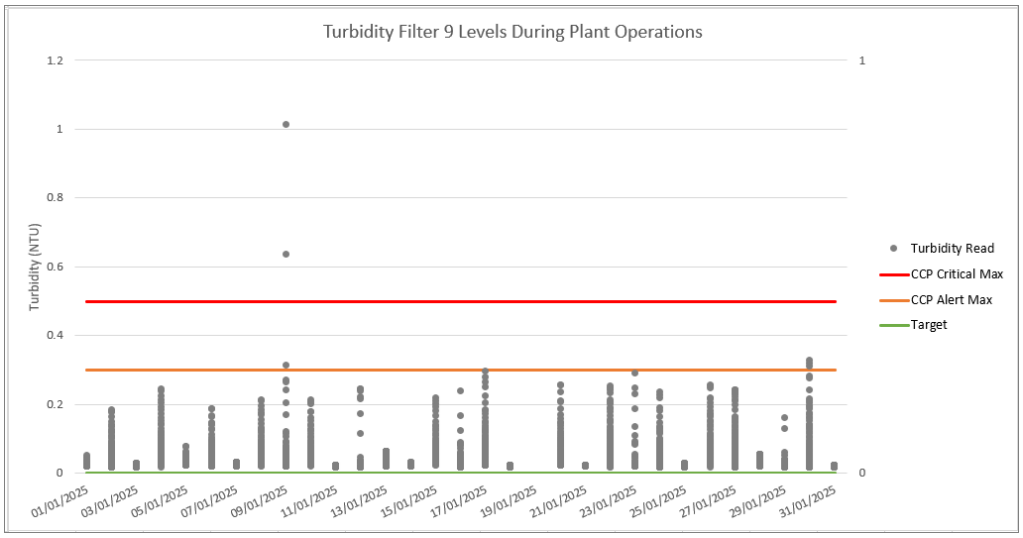

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
2.5
2
1.5
1
0.5
0
1
0
01/01/2025
03/01/2025
05/01/2025
07/01/2025
09/01/2025
11/01/2025
13/01/2025
15/01/2025
17/01/2025
19/01/2025
21/01/2025
23/01/2025
25/01/2025
27/01/2025
29/01/2025
31/01/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/01/2025
03/01/2025
05/01/2025
07/01/2025
09/01/2025
11/01/2025
13/01/2025
15/01/2025
17/01/2025
19/01/2025
21/01/2025
23/01/2025
25/01/2025
27/01/2025
29/01/2025
31/01/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

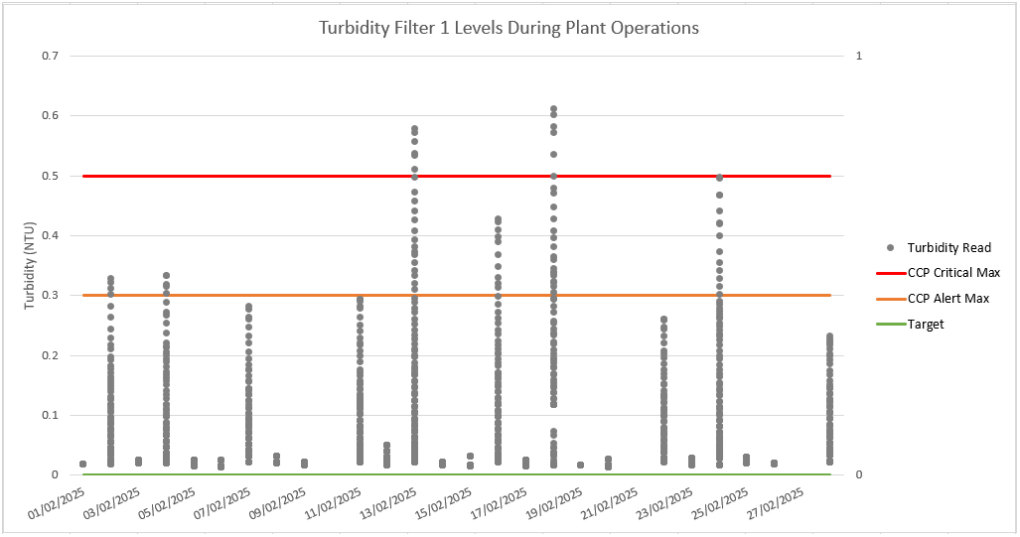

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
2.5
2
1.5
1
0.5
0
1
0
01/01/2025
03/01/2025
05/01/2025
07/01/2025
09/01/2025
11/01/2025
13/01/2025
15/01/2025
17/01/2025
19/01/2025
21/01/2025
23/01/2025
25/01/2025
27/01/2025
29/01/2025
31/01/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

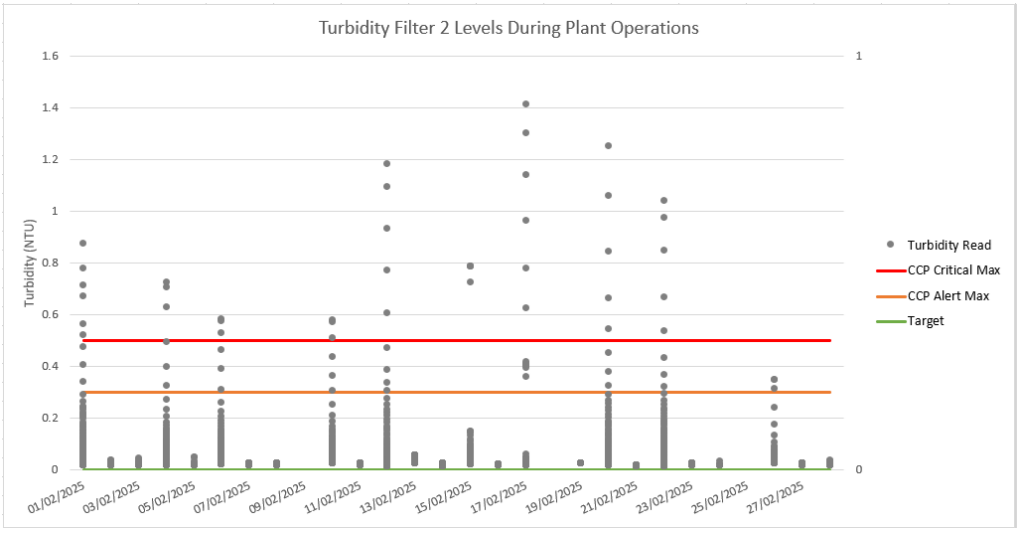

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
1
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/01/2025
03/01/2025
05/01/2025
07/01/2025
09/01/2025
11/01/2025
13/01/2025
15/01/2025
17/01/2025
19/01/2025
21/01/2025
23/01/2025
25/01/2025
27/01/2025
29/01/2025
31/01/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

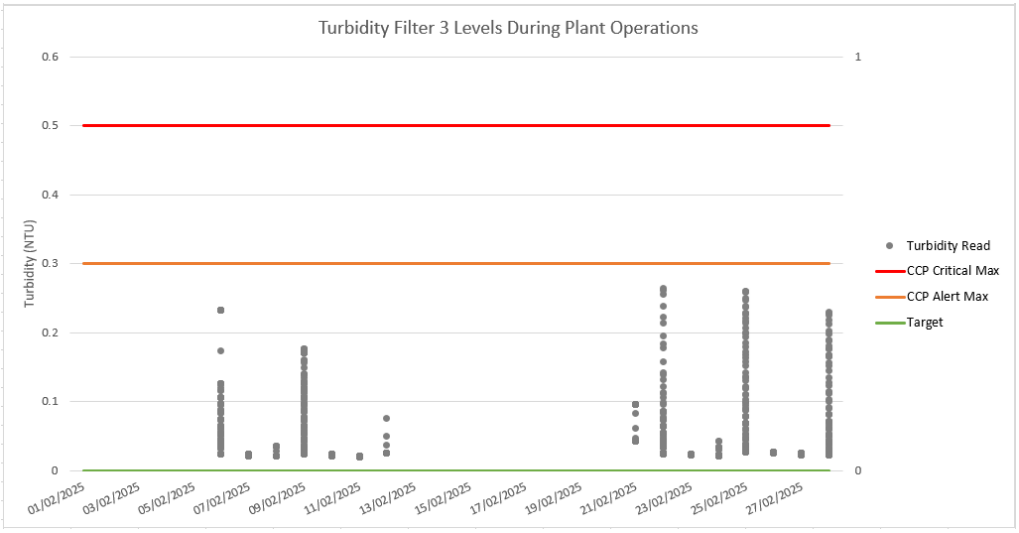

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/01/2025
03/01/2025
05/01/2025
07/01/2025
09/01/2025
11/01/2025
13/01/2025
15/01/2025
17/01/2025
19/01/2025
21/01/2025
23/01/2025
25/01/2025
27/01/2025
29/01/2025
31/01/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

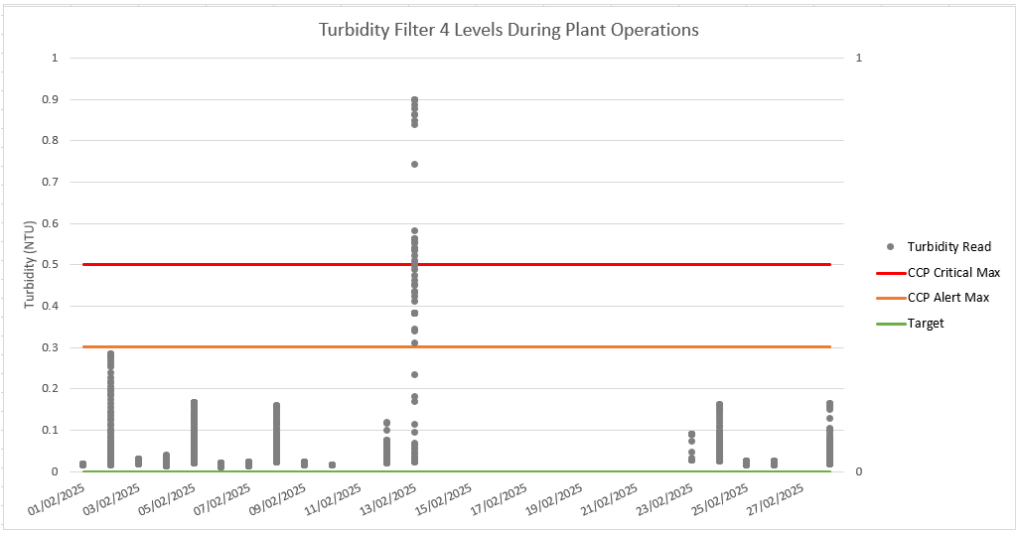

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
1.2
1
0.8
0.6
0.4
0.2
0
1
0
01/01/2025
03/01/2025
05/01/2025
07/01/2025
09/01/2025
11/01/2025
13/01/2025
15/01/2025
17/01/2025
19/01/2025
21/01/2025
23/01/2025
25/01/2025
27/01/2025
29/01/2025
31/01/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

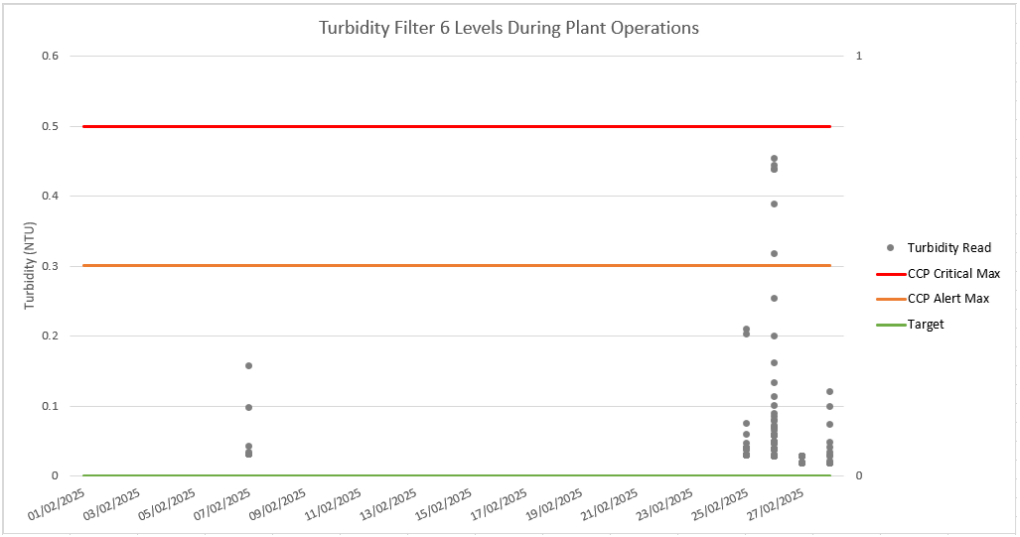
February 2025

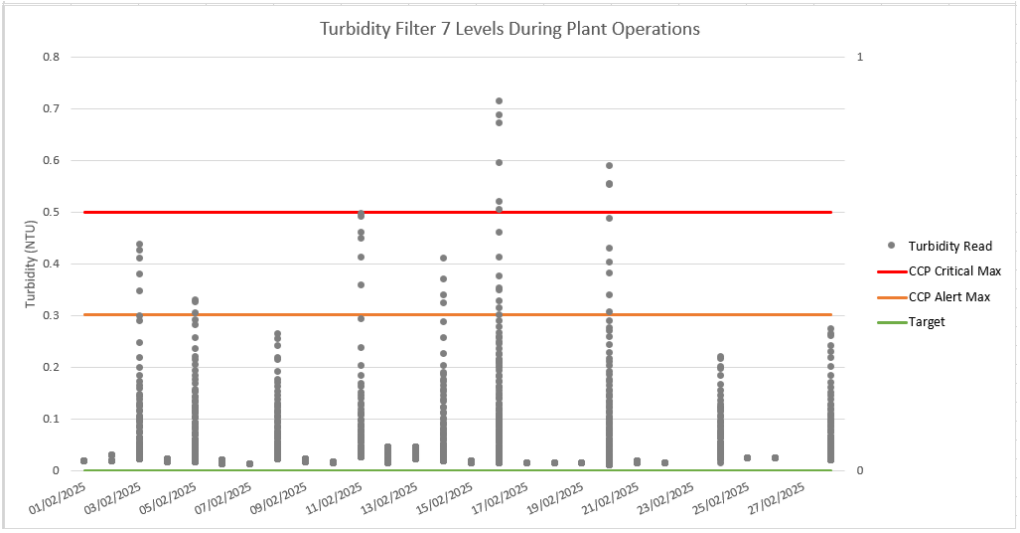


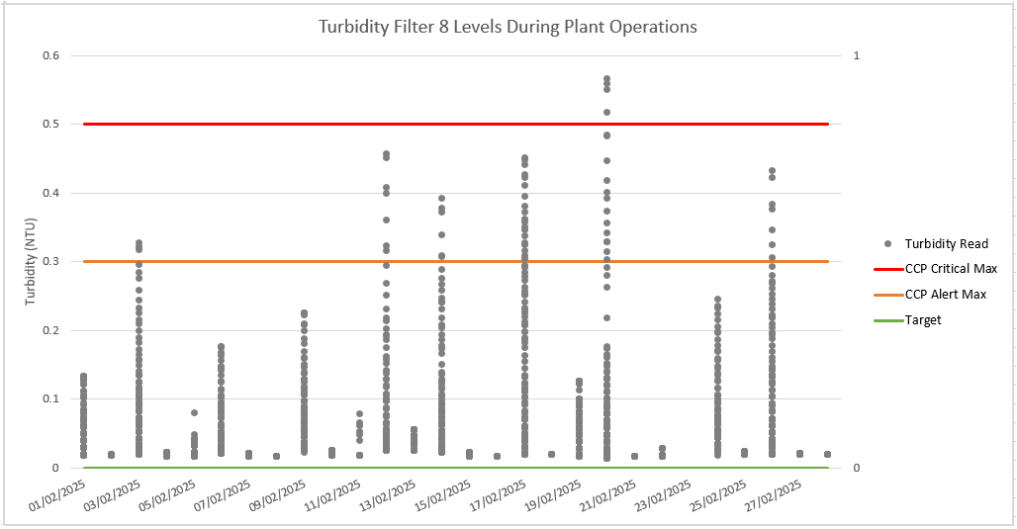


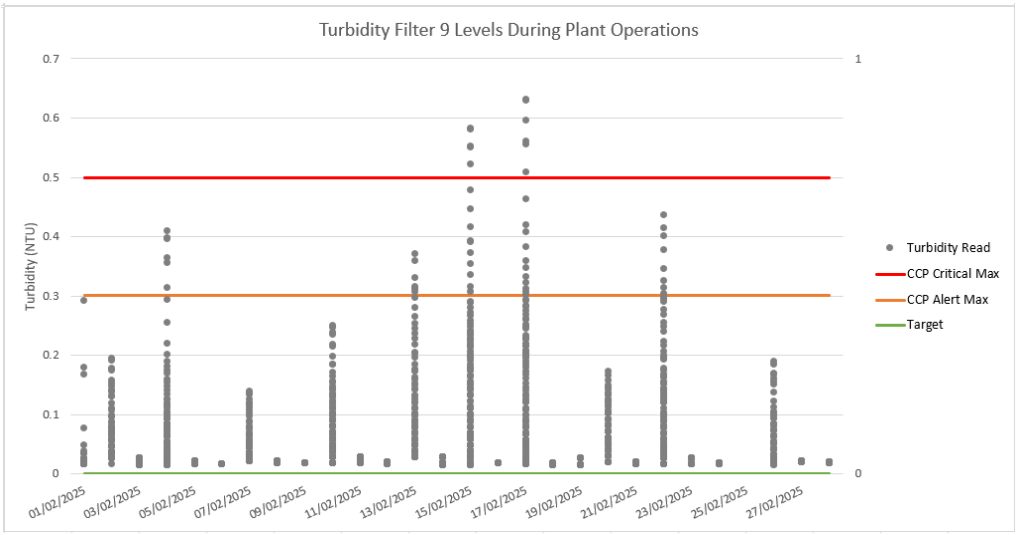

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/02/2025
03/02/2025
05/02/2025
07/02/2025
09/02/2025
11/02/2025
13/02/2025
15/02/2025
17/02/2025
19/02/2025
21/02/2025
23/02/2025
25/02/2025
27/02/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
1
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/02/2025
03/02/2025
05/02/2025
07/02/2025
09/02/2025
11/02/2025
13/02/2025
15/02/2025
17/02/2025
19/02/2025
21/02/2025
23/02/2025
25/02/2025
27/02/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

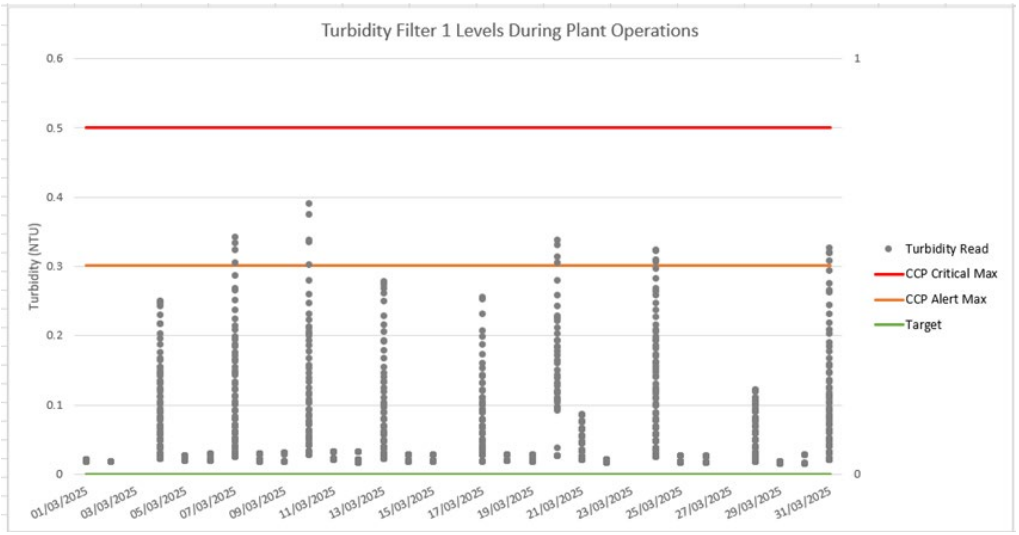

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/02/2025
03/02/2025
05/02/2025
07/02/2025
09/02/2025
11/02/2025
13/02/2025
15/02/2025
17/02/2025
19/02/2025
21/02/2025
23/02/2025
25/02/2025
27/02/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

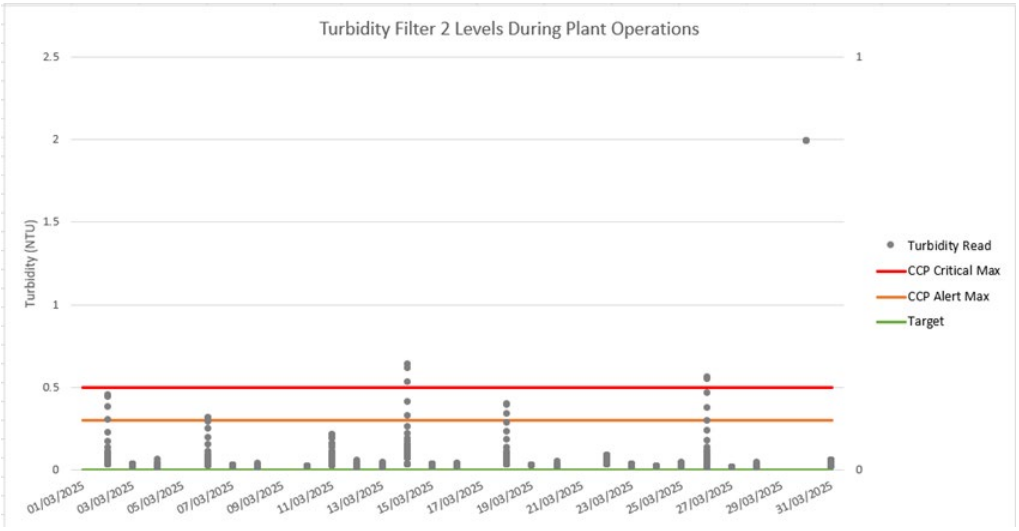

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/02/2025
03/02/2025
05/02/2025
07/02/2025
09/02/2025
11/02/2025
13/02/2025
15/02/2025
17/02/2025
19/02/2025
21/02/2025
23/02/2025
25/02/2025
27/02/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

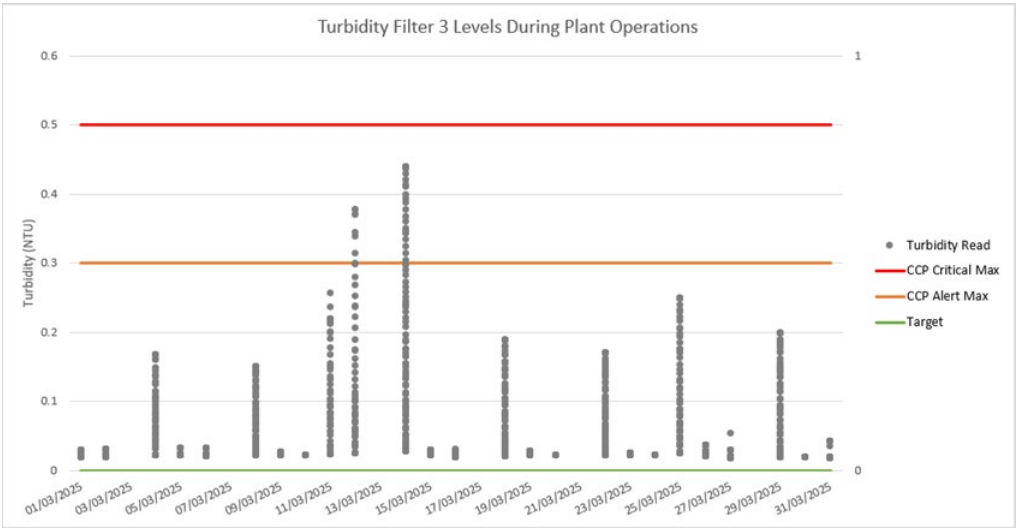

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/02/2025
03/02/2025
05/02/2025
07/02/2025
09/02/2025
11/02/2025
13/02/2025
15/02/2025
17/02/2025
19/02/2025
21/02/2025
23/02/2025
25/02/2025
27/02/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

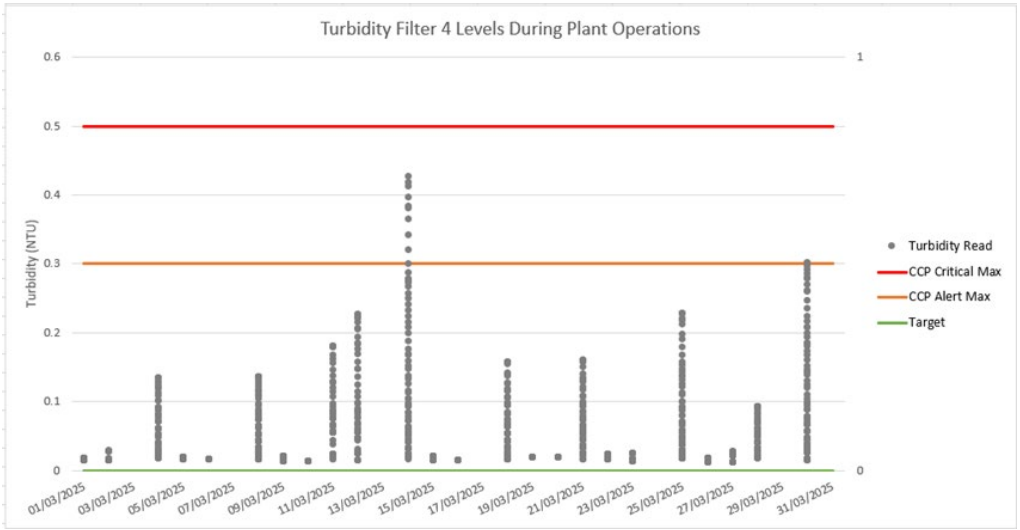

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/02/2025
03/02/2025
05/02/2025
07/02/2025
09/02/2025
11/02/2025
13/02/2025
15/02/2025
17/02/2025
19/02/2025
21/02/2025
23/02/2025
25/02/2025
27/02/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

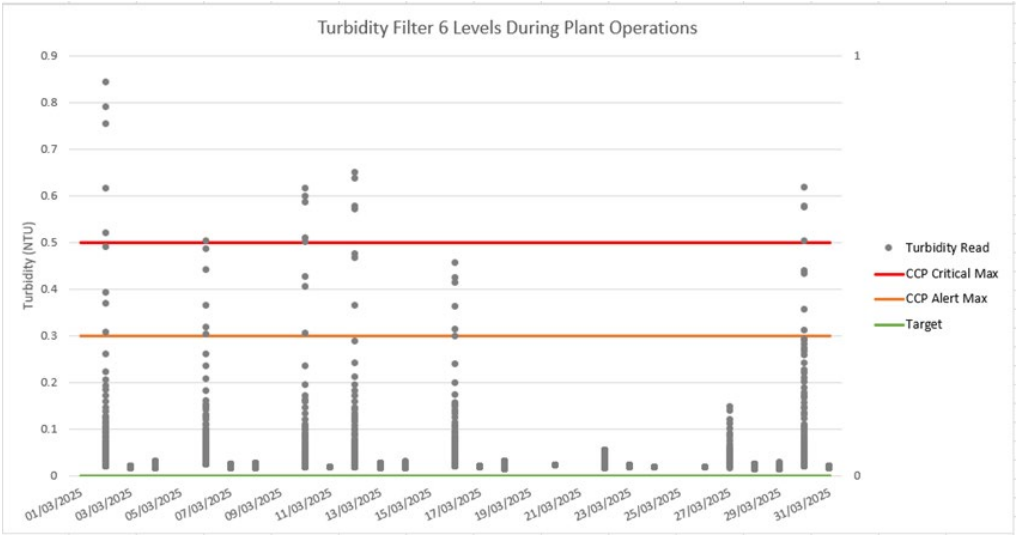
March 2025

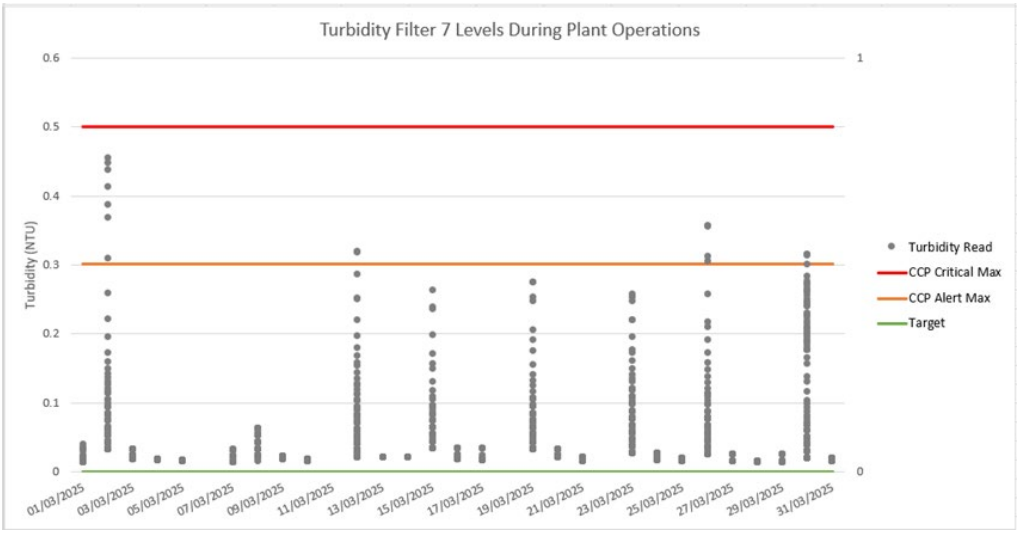

Turbidity Filter 1 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/03/2025
03/03/2025
05/03/2025
07/03/2025
09/03/2025
11/03/2025
13/03/2025
15/03/2025
17/03/2025
19/03/2025
21/03/2025
23/03/2025
25/03/2025
27/03/2025
29/03/2025
31/03/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

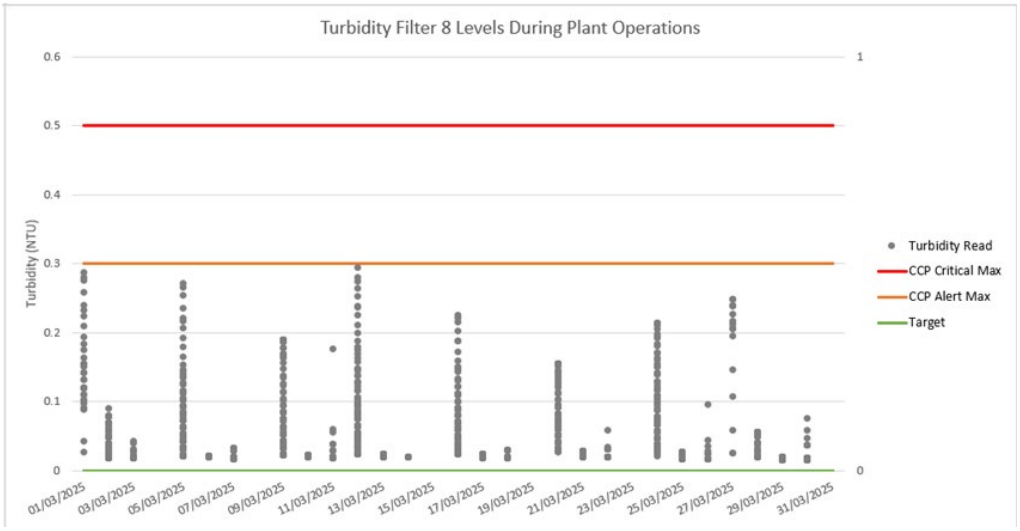

Turbidity Filter 2 Levels During Plant Operations
Turbidity (NTU)
2.5
2
1.5
1
0.5
0
1
0
01/03/2025
03/03/2025
05/03/2025
07/03/2025
09/03/2025
11/03/2025
13/03/2025
15/03/2025
17/03/2025
19/03/2025
21/03/2025
23/03/2025
25/03/2025
27/03/2025
29/03/2025
31/03/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

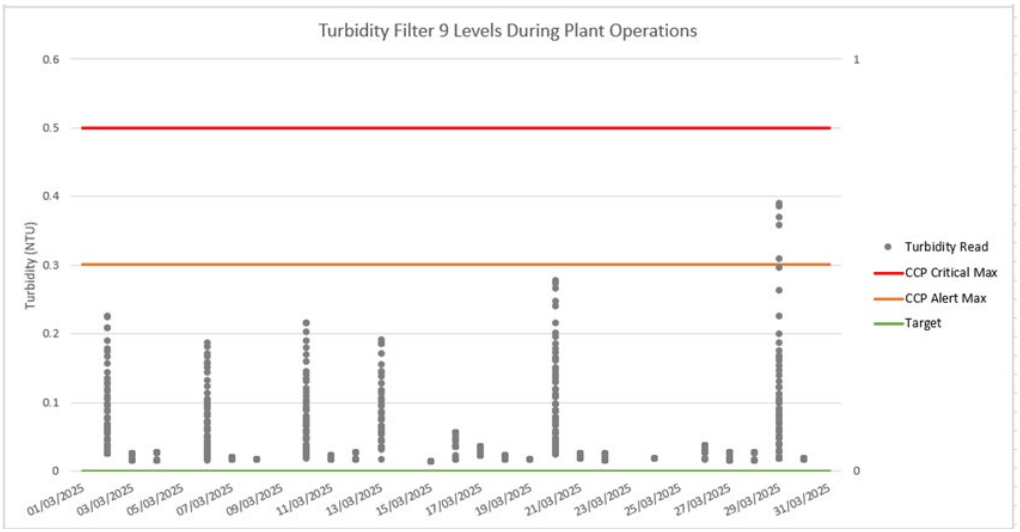

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/03/2025
03/03/2025
05/03/2025
07/03/2025
09/03/2025
11/03/2025
13/03/2025
15/03/2025
17/03/2025
19/03/2025
21/03/2025
23/03/2025
25/03/2025
27/03/2025
29/03/2025
31/03/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/03/2025
03/03/2025
05/03/2025
07/03/2025
09/03/2025
11/03/2025
13/03/2025
15/03/2025
17/03/2025
19/03/2025
21/03/2025
23/03/2025
25/03/2025
27/03/2025
29/03/2025
31/03/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

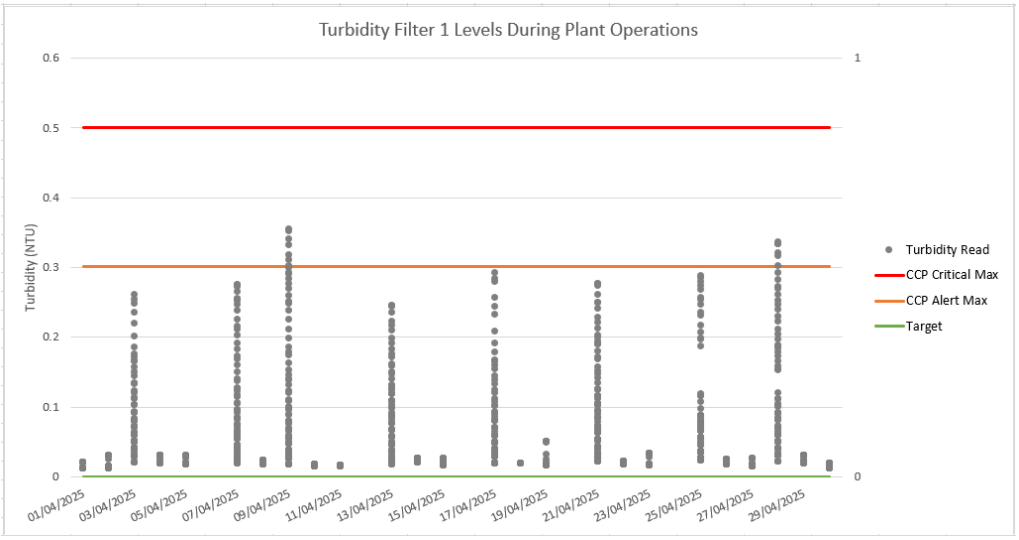

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/03/2025
03/03/2025
05/03/2025
07/03/2025
09/03/2025
11/03/2025
13/03/2025
15/03/2025
17/03/2025
19/03/2025
21/03/2025
23/03/2025
25/03/2025
27/03/2025
29/03/2025
31/03/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

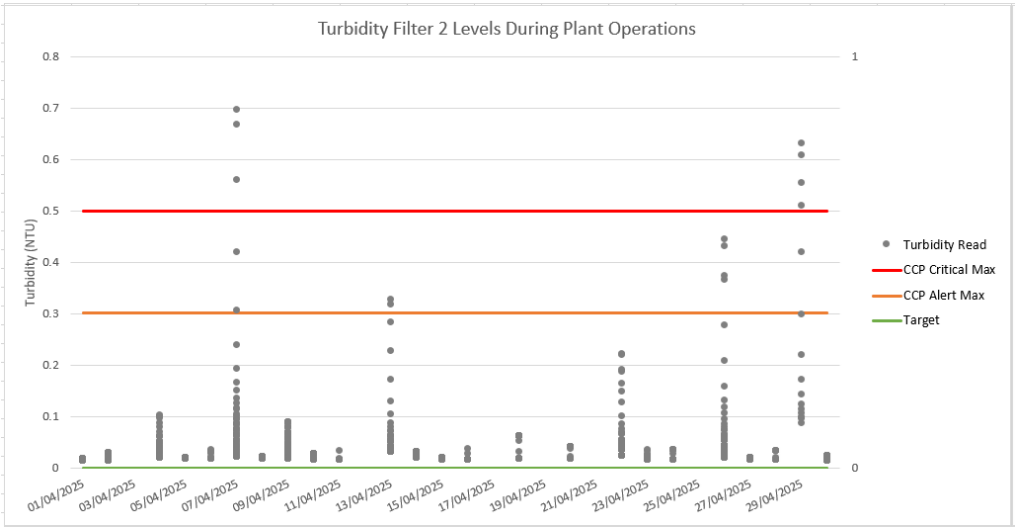

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/03/2025
03/03/2025
05/03/2025
07/03/2025
09/03/2025
11/03/2025
13/03/2025
15/03/2025
17/03/2025
19/03/2025
21/03/2025
23/03/2025
25/03/2025
27/03/2025
29/03/2025
31/03/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

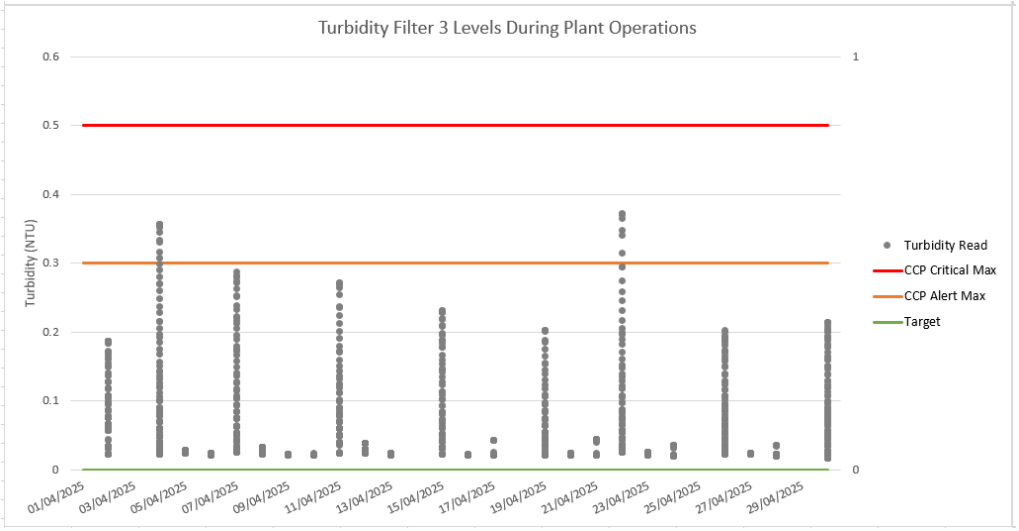

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/03/2025
03/03/2025
05/03/2025
07/03/2025
09/03/2025
11/03/2025
13/03/2025
15/03/2025
17/03/2025
19/03/2025
21/03/2025
23/03/2025
25/03/2025
27/03/2025
29/03/2025
31/03/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

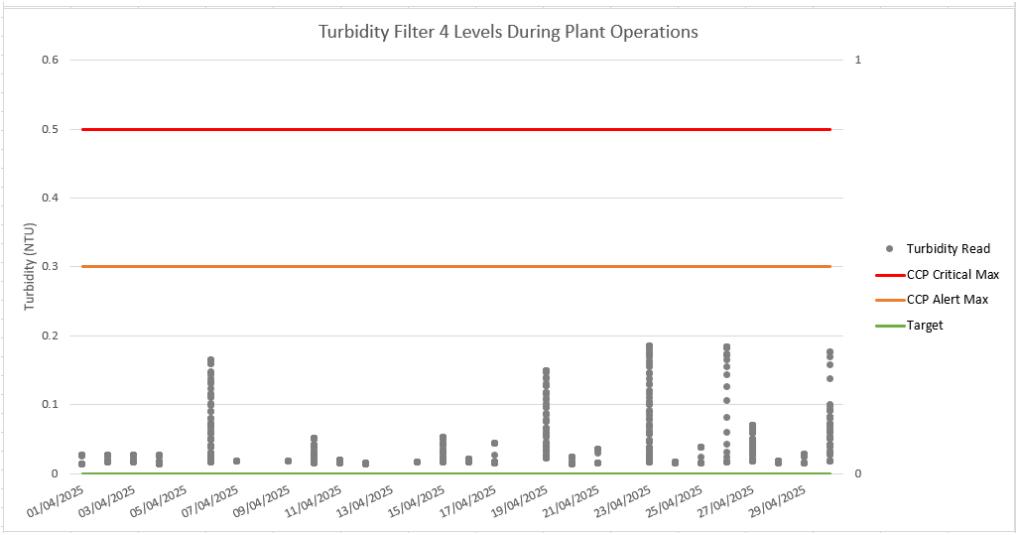

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/03/2025
03/03/2025
05/03/2025
07/03/2025
09/03/2025
11/03/2025
13/03/2025
15/03/2025
17/03/2025
19/03/2025
21/03/2025
23/03/2025
25/03/2025
27/03/2025
29/03/2025
31/03/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

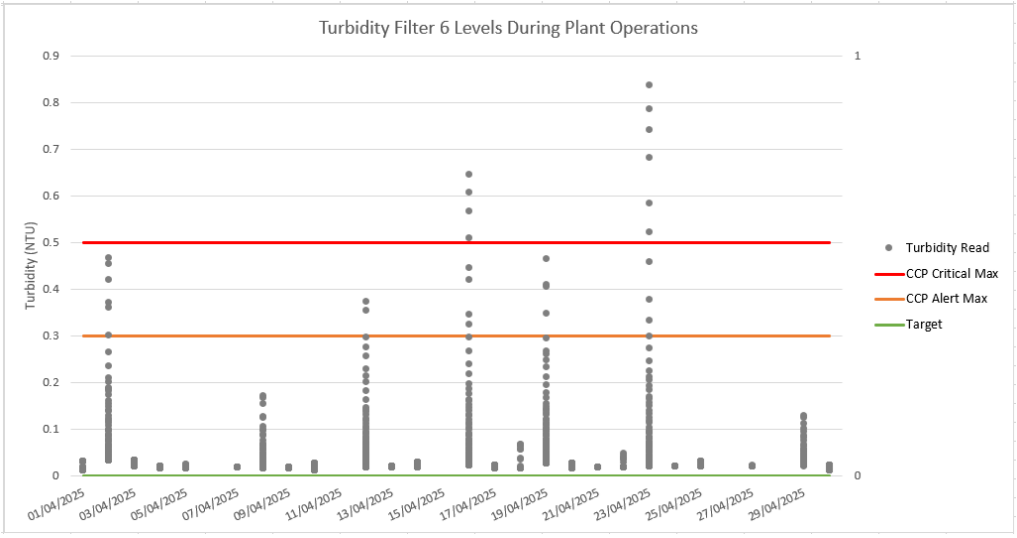
April 2025

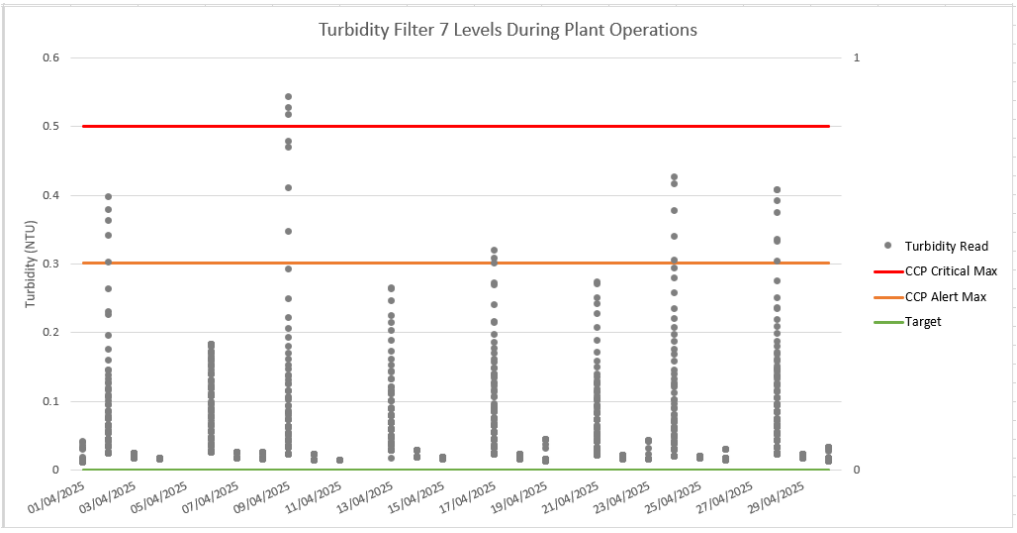

Turbidity Filter 1 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/04/2025
03/04/2025
05/04/2025
07/04/2025
09/04/2025
11/04/2025
13/04/2025
15/04/2025
17/04/2025
19/04/2025
21/04/2025
23/04/2025
25/04/2025
27/04/2025
29/04/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

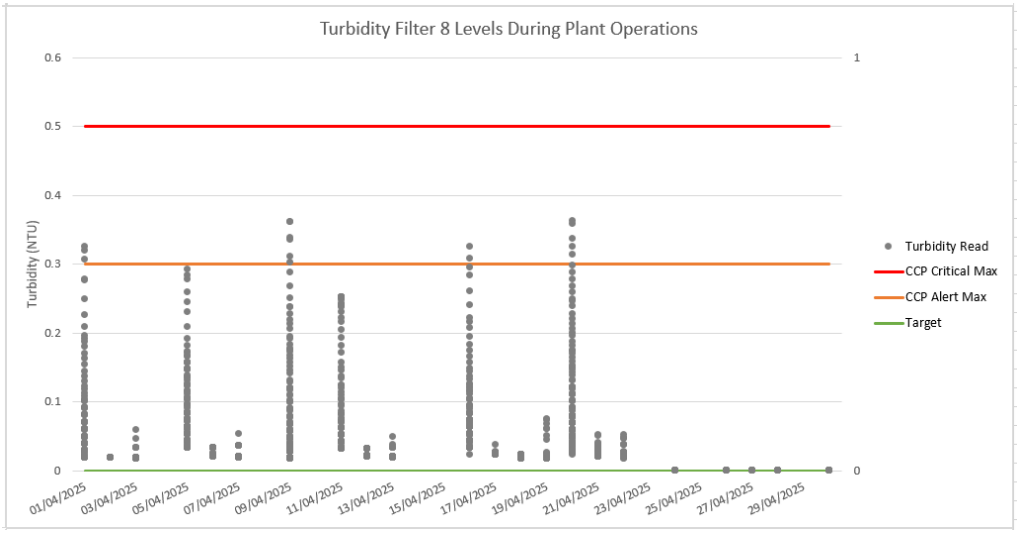

Turbidity Filter 2 Levels During Plant Operations
Turbidity (NTU)
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/04/2025
03/04/2025
05/04/2025
07/04/2025
09/04/2025
11/04/2025
13/04/2025
15/04/2025
17/04/2025
19/04/2025
21/04/2025
23/04/2025
25/04/2025
27/04/2025
29/04/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

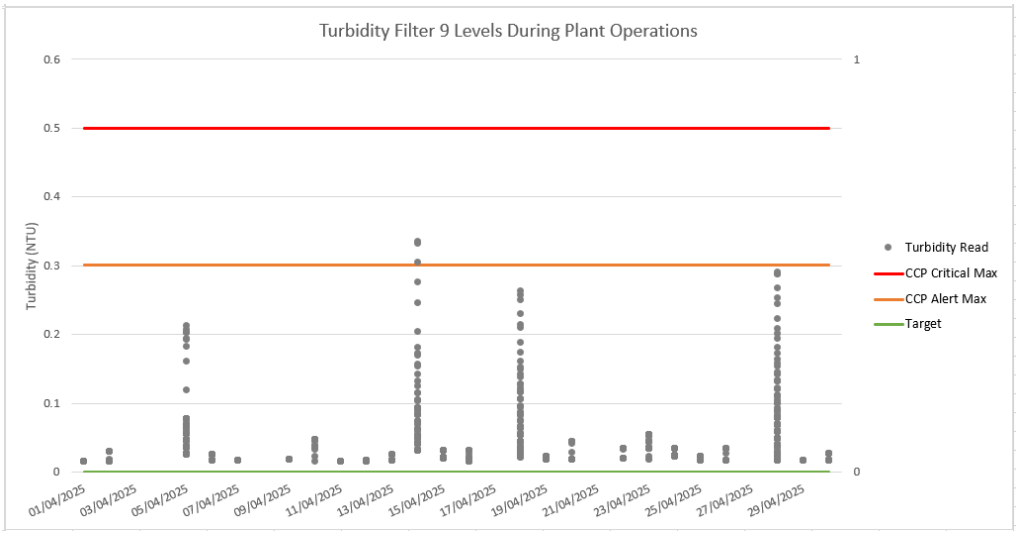

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/04/2025
03/04/2025
05/04/2025
07/04/2025
09/04/2025
11/04/2025
13/04/2025
15/04/2025
17/04/2025
19/04/2025
21/04/2025
23/04/2025
25/04/2025
27/04/2025
29/04/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/04/2025
03/04/2025
05/04/2025
07/04/2025
09/04/2025
11/04/2025
13/04/2025
15/04/2025
17/04/2025
19/04/2025
21/04/2025
23/04/2025
25/04/2025
27/04/2025
29/04/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

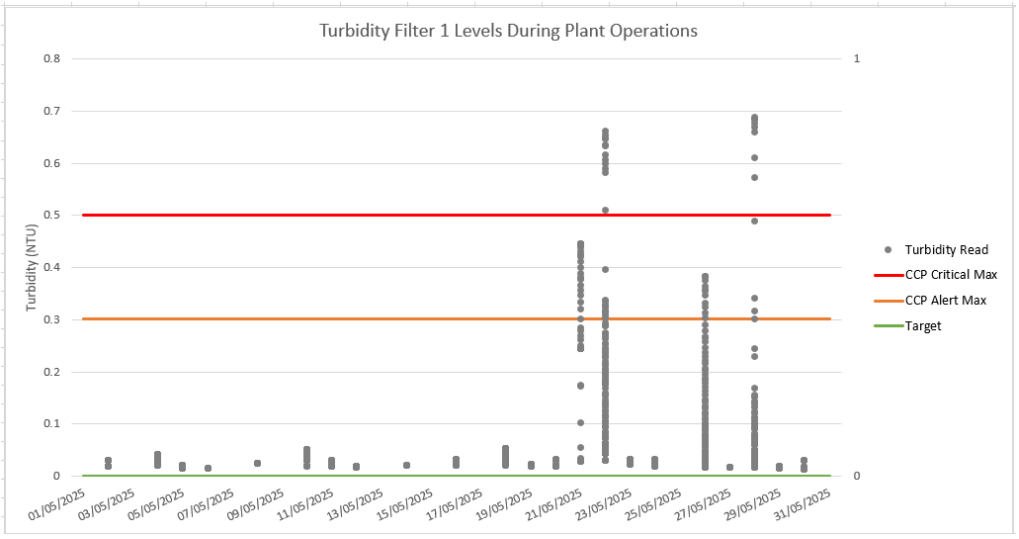

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
0.9
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/04/2025
03/04/2025
05/04/2025
07/04/2025
09/04/2025
11/04/2025
13/04/2025
15/04/2025
17/04/2025
19/04/2025
21/04/2025
23/04/2025
25/04/2025
27/04/2025
29/04/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

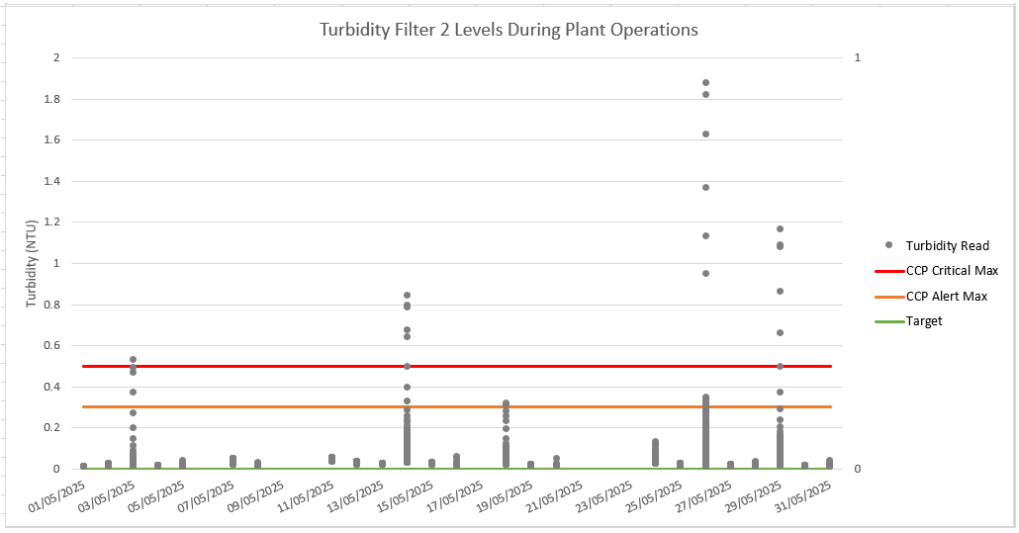

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/04/2025
03/04/2025
05/04/2025
07/04/2025
09/04/2025
11/04/2025
13/04/2025
15/04/2025
17/04/2025
19/04/2025
21/04/2025
23/04/2025
25/04/2025
27/04/2025
29/04/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

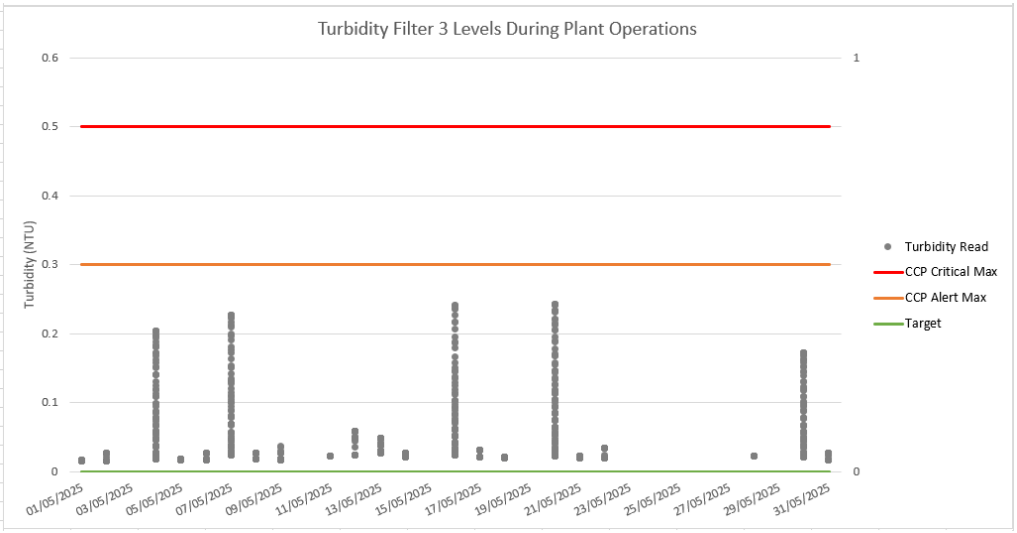

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/04/2025
03/04/2025
05/04/2025
07/04/2025
09/04/2025
11/04/2025
13/04/2025
15/04/2025
17/04/2025
19/04/2025
21/04/2025
23/04/2025
25/04/2025
27/04/2025
29/04/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

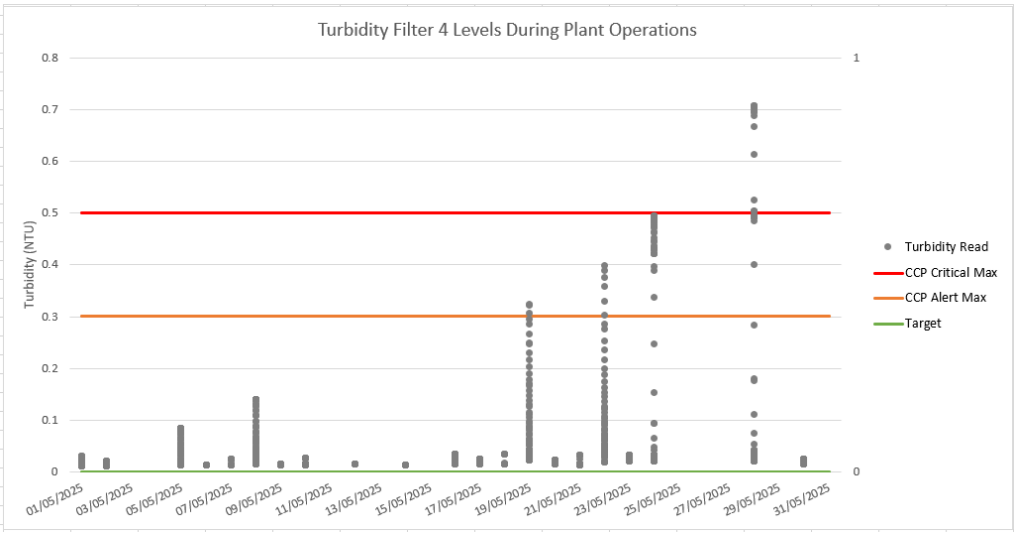

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/04/2025
03/04/2025
05/04/2025
07/04/2025
09/04/2025
11/04/2025
13/04/2025
15/04/2025
17/04/2025
19/04/2025
21/04/2025
23/04/2025
25/04/2025
27/04/2025
29/04/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

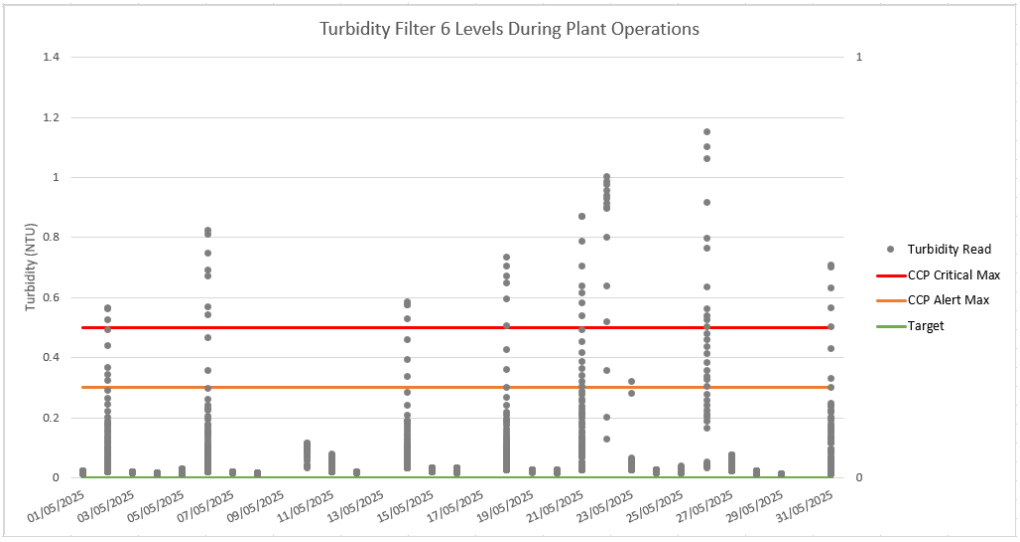
May 2025

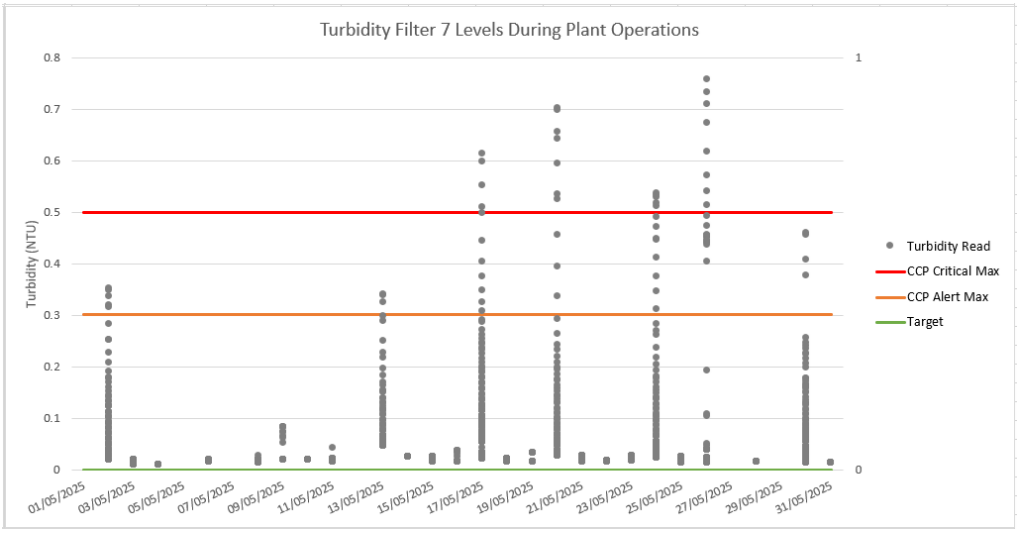

Turbidity Filter 1 Levels During Plant Operations
Turbidity (NTU)
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/05/2025
03/05/2025
05/05/2025
07/05/2025
09/05/2025
11/05/2025
13/05/2025
15/05/2025
17/05/2025
19/05/2025
21/05/2025
23/05/2025
25/05/2025
27/05/2025
29/05/2025
31/05/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

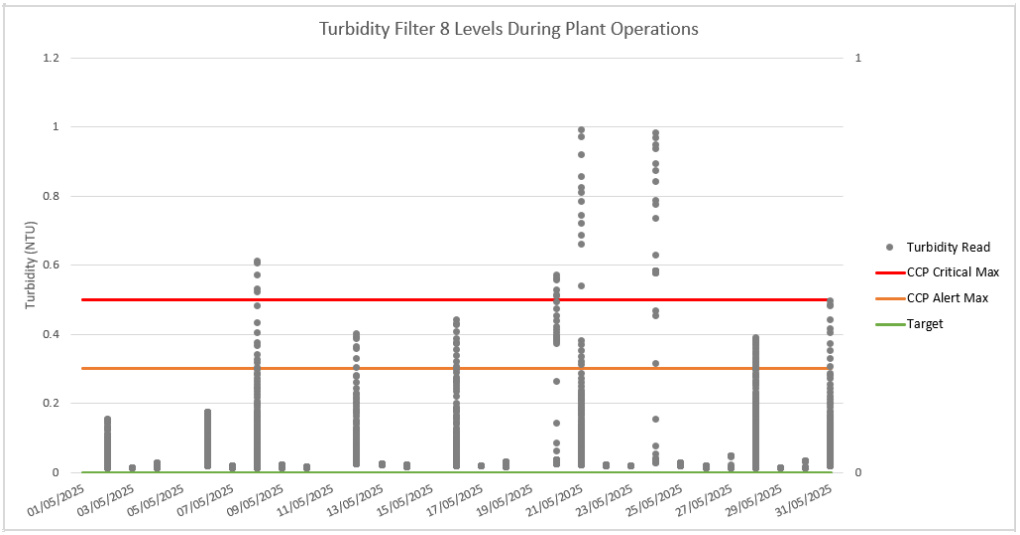

Turbidity Filter 2 Levels During Plant Operations
Turbidity (NTU)
2
1.8
1.6
1.4
1.2
1
0.8
0.6
0.4
0.2
0
1
0
01/05/2025
03/05/2025
05/05/2025
07/05/2025
09/05/2025
11/05/2025
13/05/2025
15/05/2025
17/05/2025
19/05/2025
21/05/2025
23/05/2025
25/05/2025
27/05/2025
29/05/2025
31/05/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

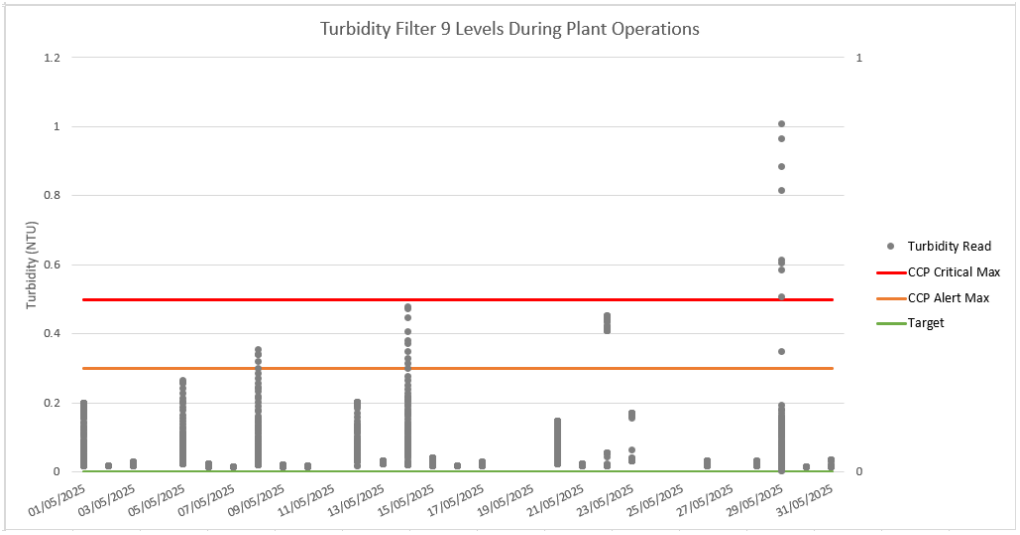

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/05/2025
03/05/2025
05/05/2025
07/05/2025
09/05/2025
11/05/2025
13/05/2025
15/05/2025
17/05/2025
19/05/2025
21/05/2025
23/05/2025
25/05/2025
27/05/2025
29/05/2025
31/05/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/05/2025
03/05/2025
05/05/2025
07/05/2025
09/05/2025
11/05/2025
13/05/2025
15/05/2025
17/05/2025
19/05/2025
21/05/2025
23/05/2025
25/05/2025
27/05/2025
29/05/2025
31/05/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

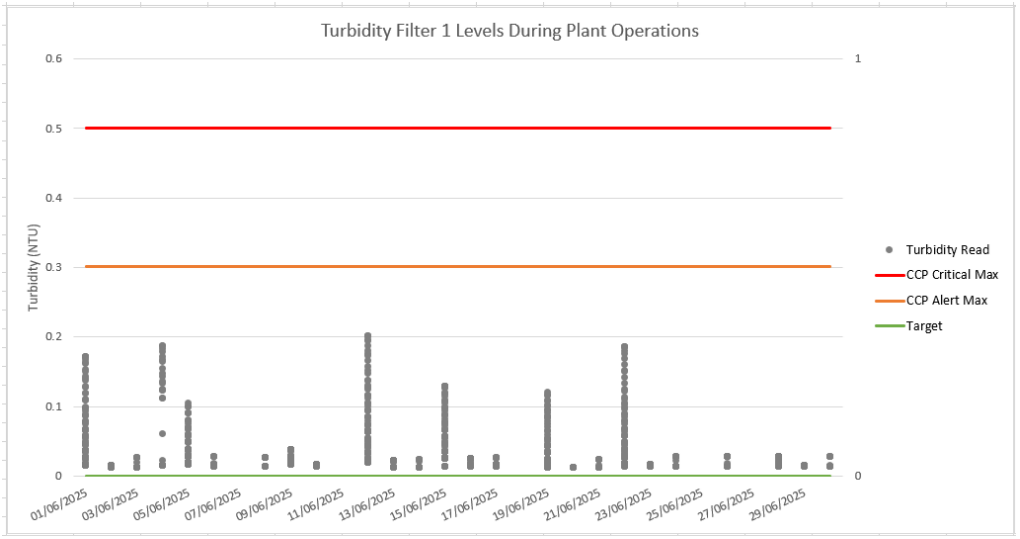

Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
1.4
1.2
1
0.8
0.6
0.4
0.2
0
1
0
01/05/2025
03/05/2025
05/05/2025
07/05/2025
09/05/2025
11/05/2025
13/05/2025
15/05/2025
17/05/2025
19/05/2025
21/05/2025
23/05/2025
25/05/2025
27/05/2025
29/05/2025
31/05/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

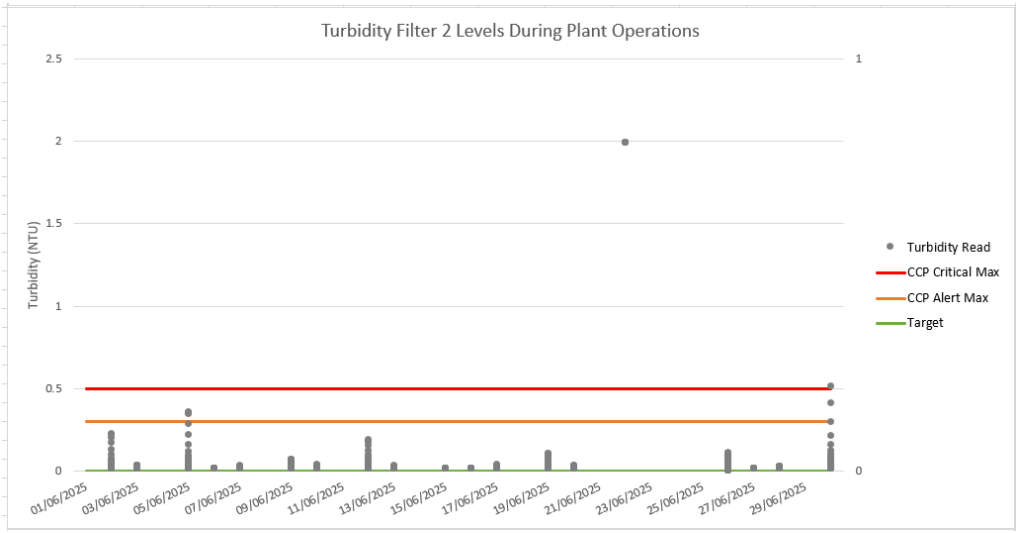

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.8
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/05/2025
03/05/2025
05/05/2025
07/05/2025
09/05/2025
11/05/2025
13/05/2025
15/05/2025
17/05/2025
19/05/2025
21/05/2025
23/05/2025
25/05/2025
27/05/2025
29/05/2025
31/05/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

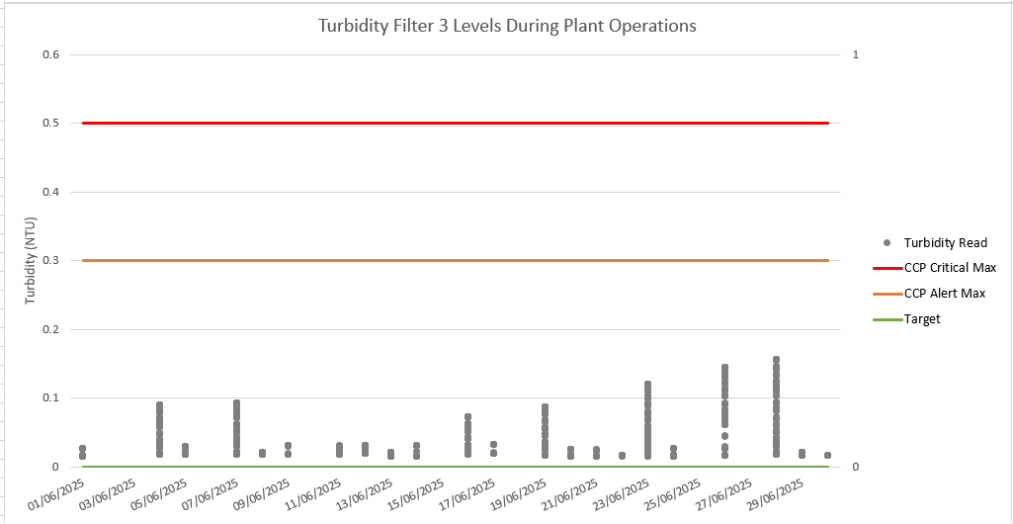

Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
1.2
1
0.8
0.6
0.4
0.2
0
01/05/2025
03/05/2025
05/05/2025
07/05/2025
09/05/2025
11/05/2025
13/05/2025
15/05/2025
17/05/2025
19/05/2025
21/05/2025
23/05/2025
25/05/2025
27/05/2025
29/05/2025
31/05/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

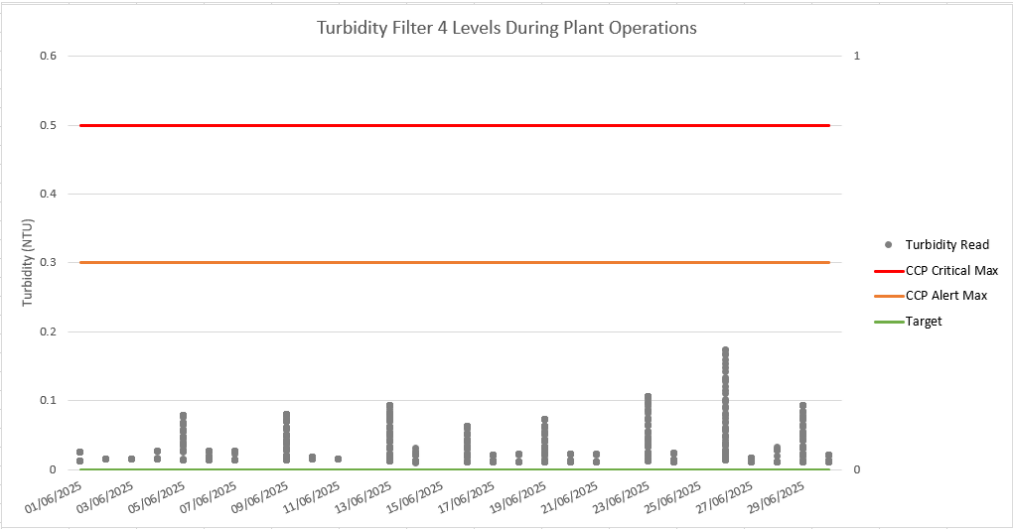

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
1.2
1
0.8
0.6
0.4
0.2
0
01/05/2025
03/05/2025
05/05/2025
07/05/2025
09/05/2025
11/05/2025
13/05/2025
15/05/2025
17/05/2025
19/05/2025
21/05/2025
23/05/2025
25/05/2025
27/05/2025
29/05/2025
31/05/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

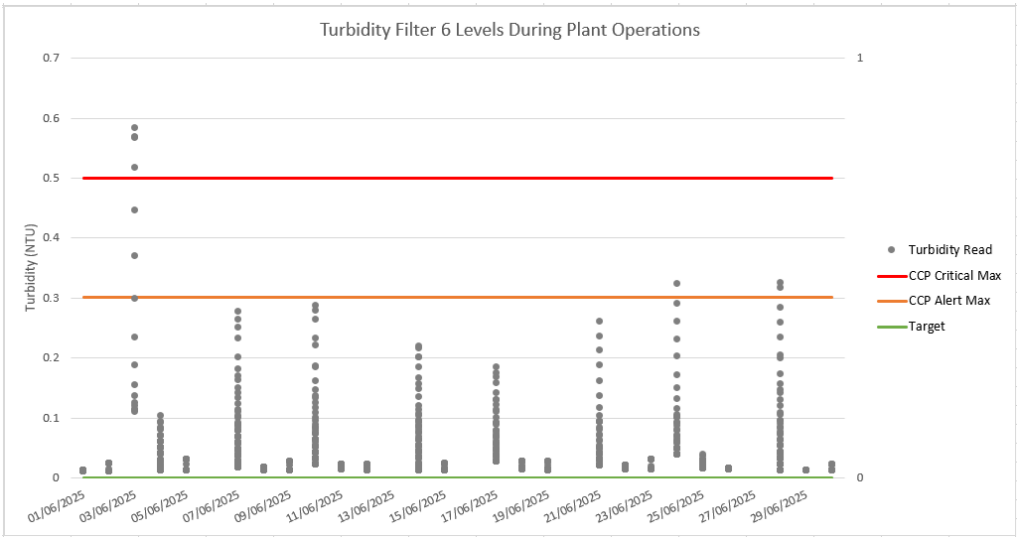
June 2025

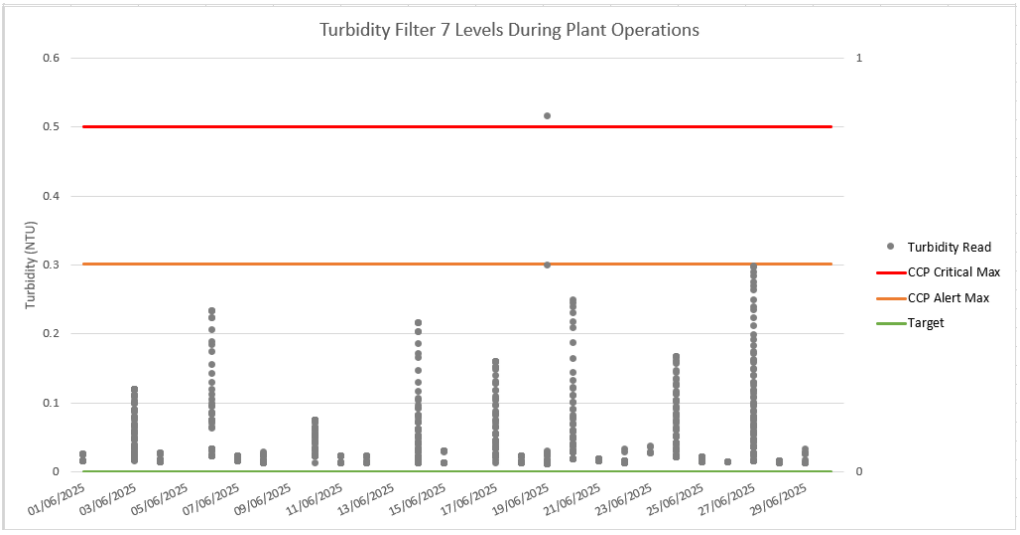

Turbidity Filter 1 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/06/2025
03/06/2025
05/06/2025
07/06/2025
09/06/2025
11/06/2025
13/06/2025
15/06/2025
17/06/2025
19/06/2025
21/06/2025
23/06/2025
25/06/2025
27/06/2025
29/06/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

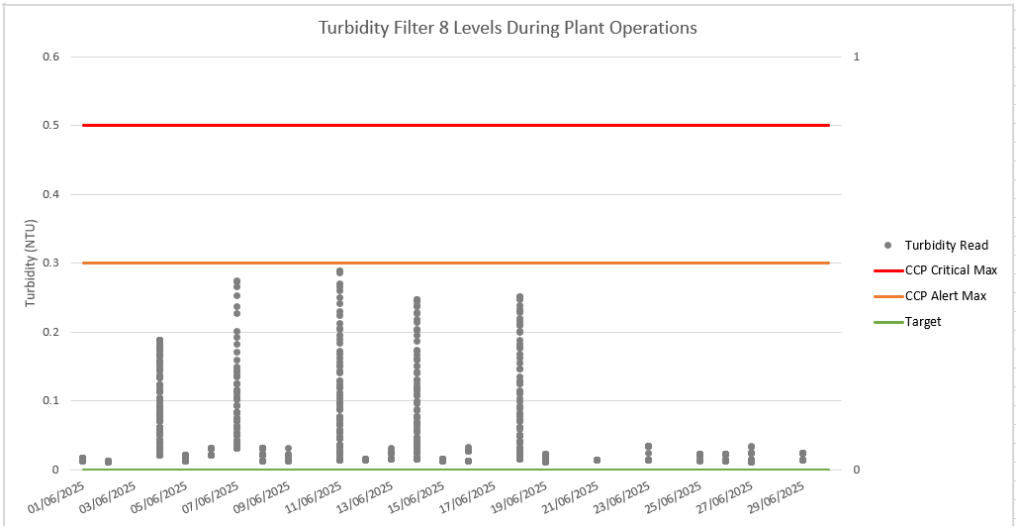

Turbidity Filter 2 Levels During Plant Operations
Turbidity (NTU)
2.5
2
1.5
1
0.5
0
1
0
01/06/2025
03/06/2025
05/06/2025
07/06/2025
09/06/2025
11/06/2025
13/06/2025
15/06/2025
17/06/2025
19/06/2025
21/06/2025
23/06/2025
25/06/2025
27/06/2025
29/06/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

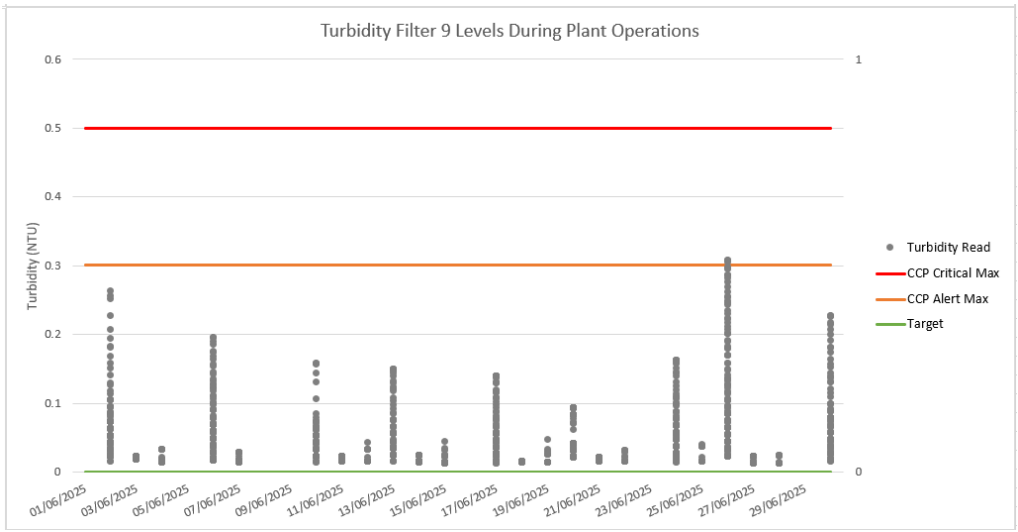

Turbidity Filter 3 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/06/2025
03/06/2025
05/06/2025
07/06/2025
09/06/2025
11/06/2025
13/06/2025
15/06/2025
17/06/2025
19/06/2025
21/06/2025
23/06/2025
25/06/2025
27/06/2025
29/06/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 4 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/06/2025
03/06/2025
05/06/2025
07/06/2025
09/06/2025
11/06/2025
13/06/2025
15/06/2025
17/06/2025
19/06/2025
21/06/2025
23/06/2025
25/06/2025
27/06/2025
29/06/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 6 Levels During Plant Operations
Turbidity (NTU)
0.7
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/06/2025
03/06/2025
05/06/2025
07/06/2025
09/06/2025
11/06/2025
13/06/2025
15/06/2025
17/06/2025
19/06/2025
21/06/2025
23/06/2025
25/06/2025
27/06/2025
29/06/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

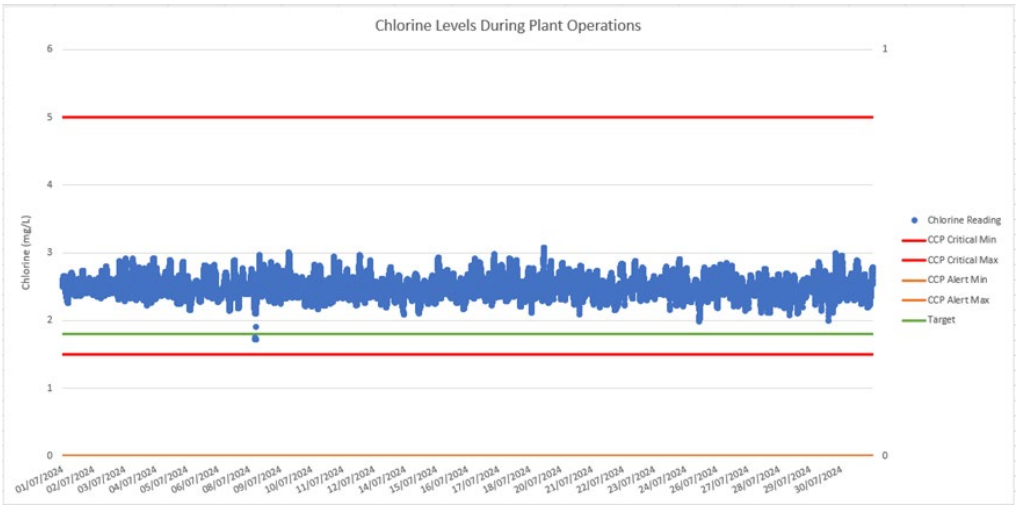

Turbidity Filter 7 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/06/2025
03/06/2025
05/06/2025
07/06/2025
09/06/2025
11/06/2025
13/06/2025
15/06/2025
17/06/2025
19/06/2025
21/06/2025
23/06/2025
25/06/2025
27/06/2025
29/06/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target


Turbidity Filter 8 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/06/2025
03/06/2025
05/06/2025
07/06/2025
09/06/2025
11/06/2025
13/06/2025
15/06/2025
17/06/2025
19/06/2025
21/06/2025
23/06/2025
25/06/2025
27/06/2025
29/06/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

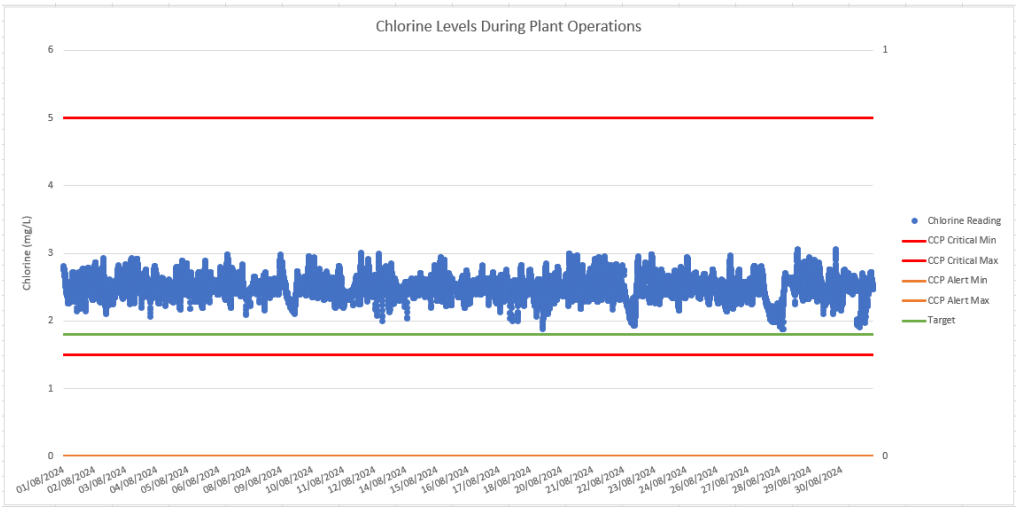

Turbidity Filter 9 Levels During Plant Operations
Turbidity (NTU)
0.6
0.5
0.4
0.3
0.2
0.1
0
1
0
01/06/2025
03/06/2025
05/06/2025
07/06/2025
09/06/2025
11/06/2025
13/06/2025
15/06/2025
17/06/2025
19/06/2025
21/06/2025
23/06/2025
25/06/2025
27/06/2025
29/06/2025
Turbidity Read
CCP Critical Max
CCP Alert Max
Target

Appendix D – CCP2 (Cowra Water Treatment Plant)

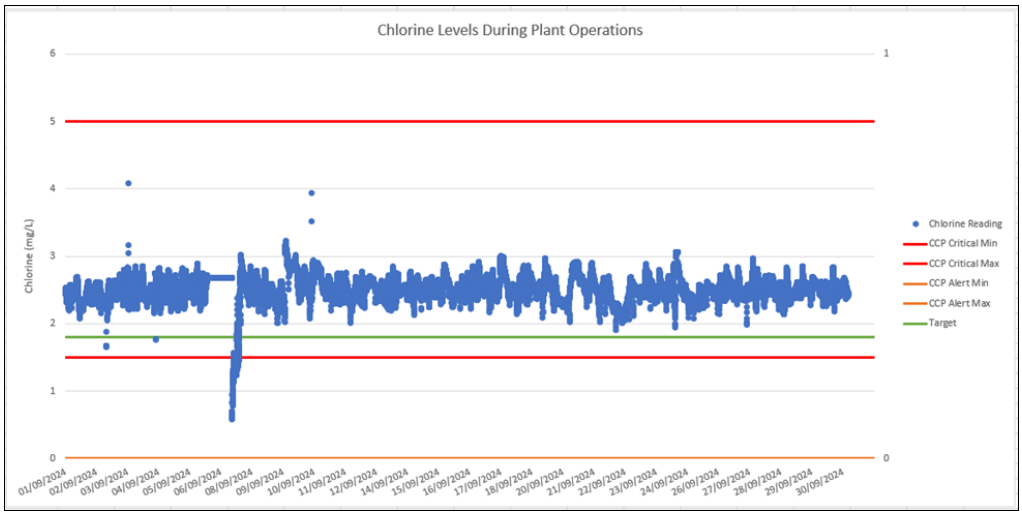
July 2024



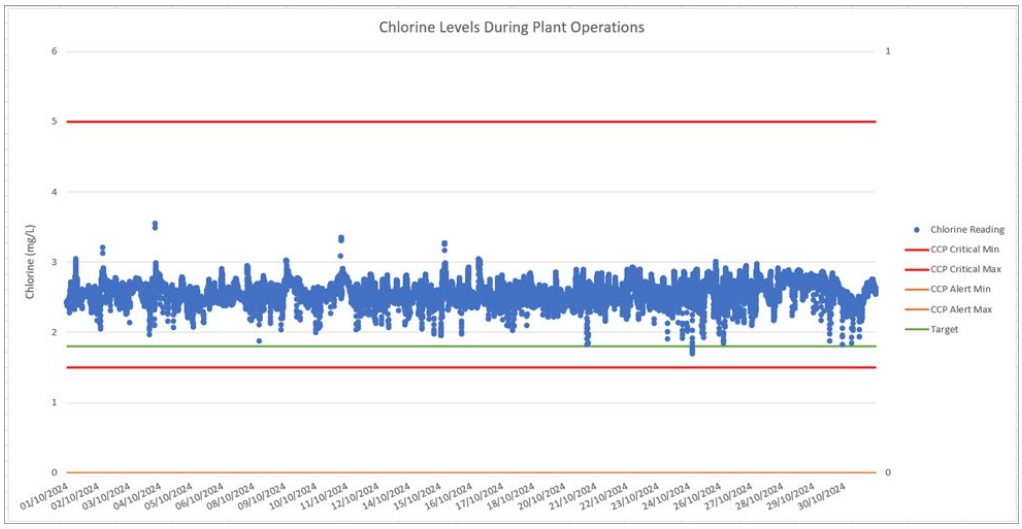
August 2024



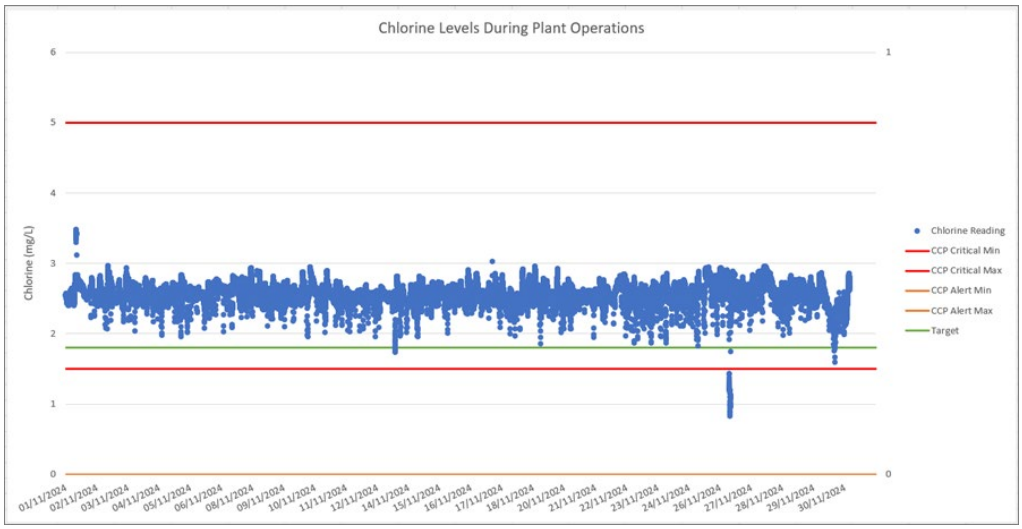
September 2024



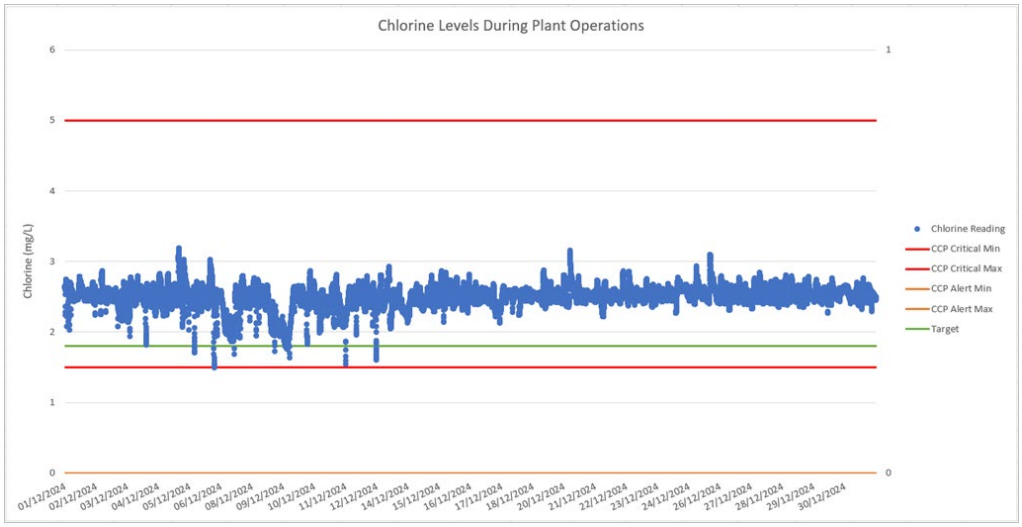
October 2024



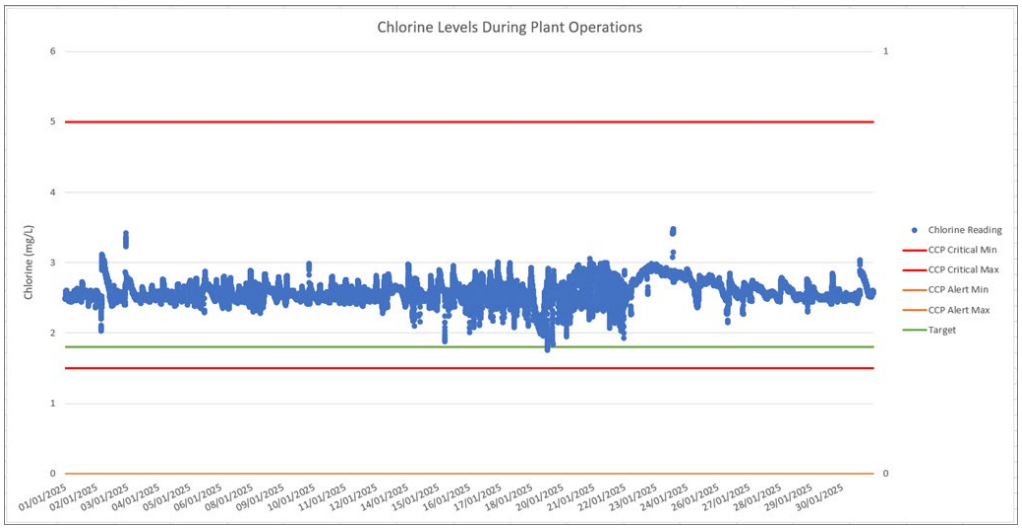
November 2024



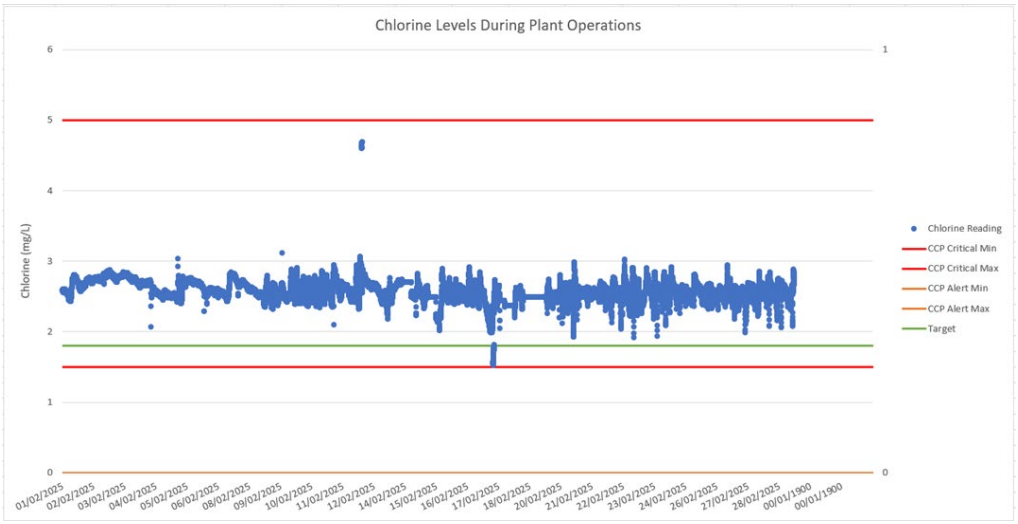
December 2024



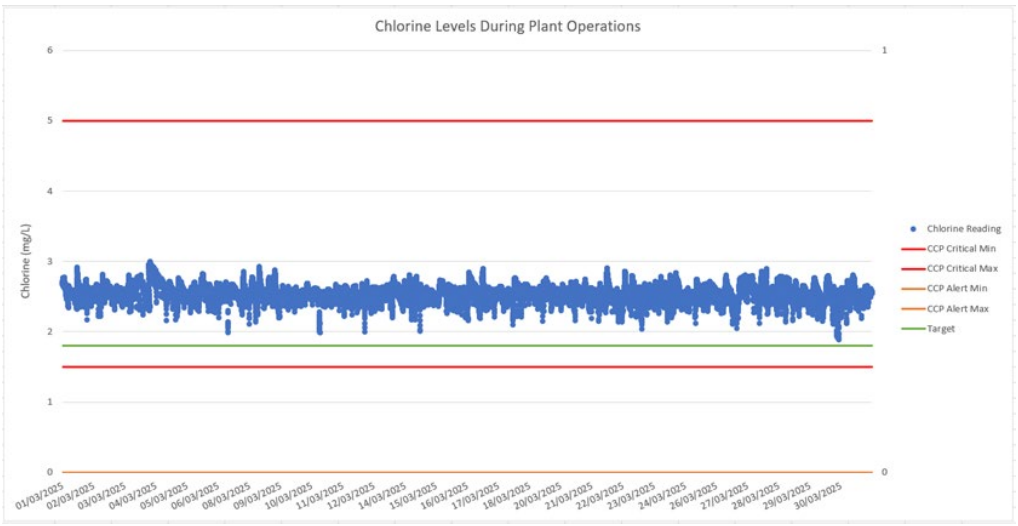
January 2025



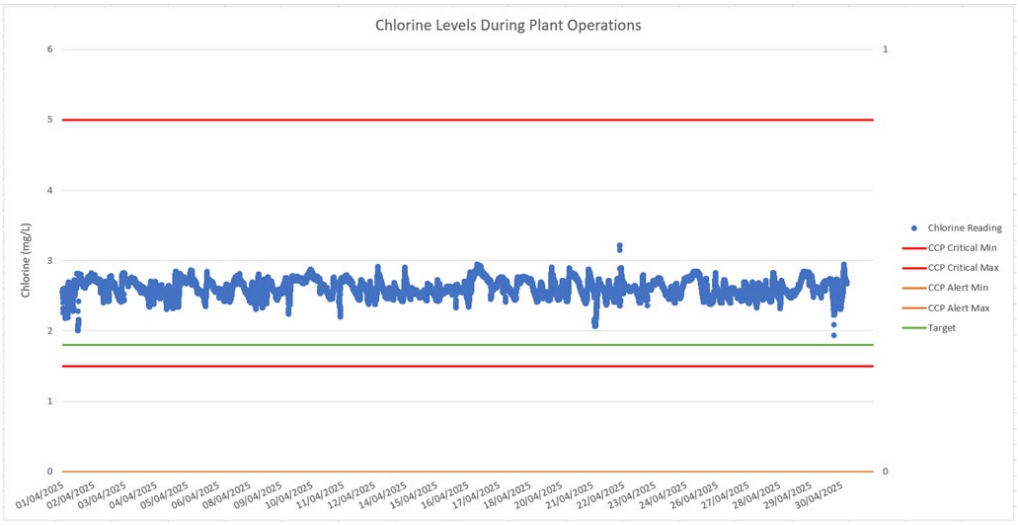
February 2025



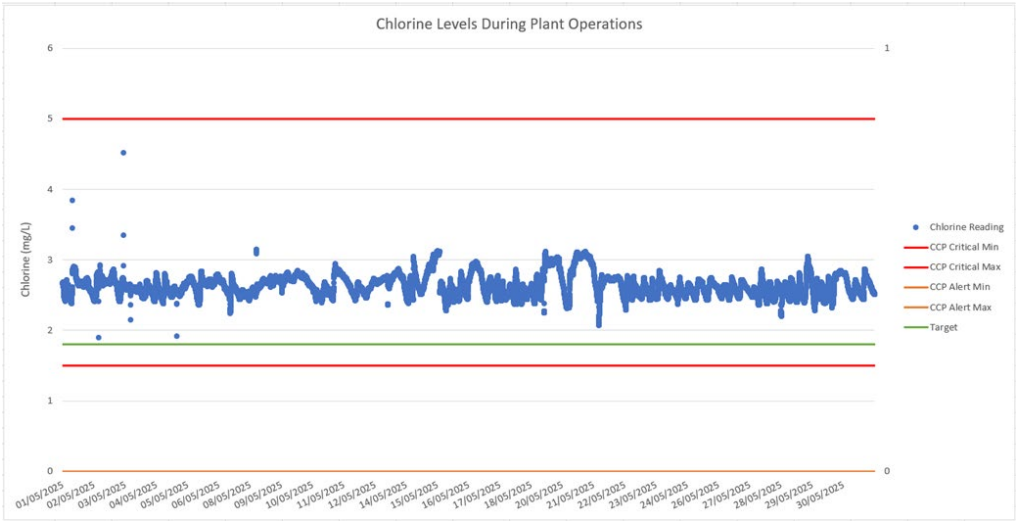
March 2025



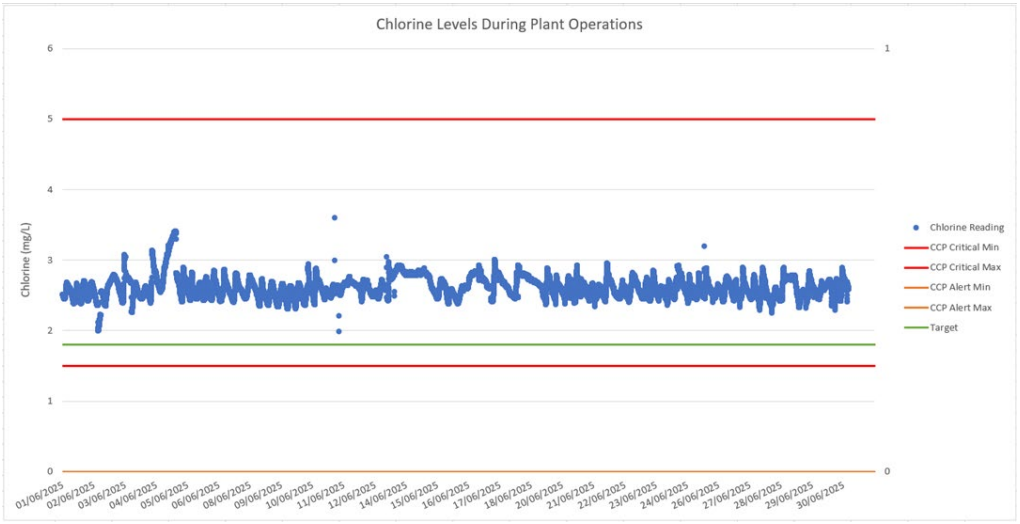
April 2025



May 2025



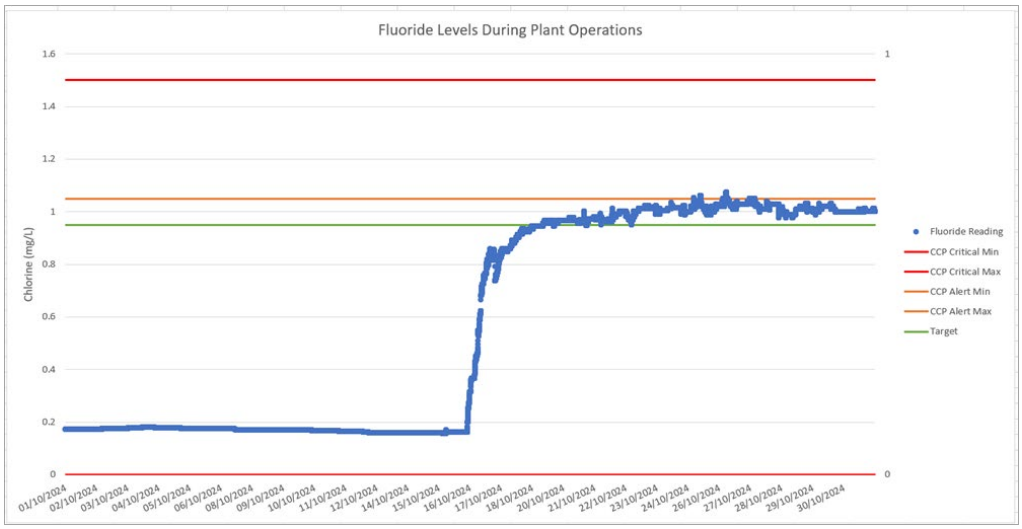
June 2025



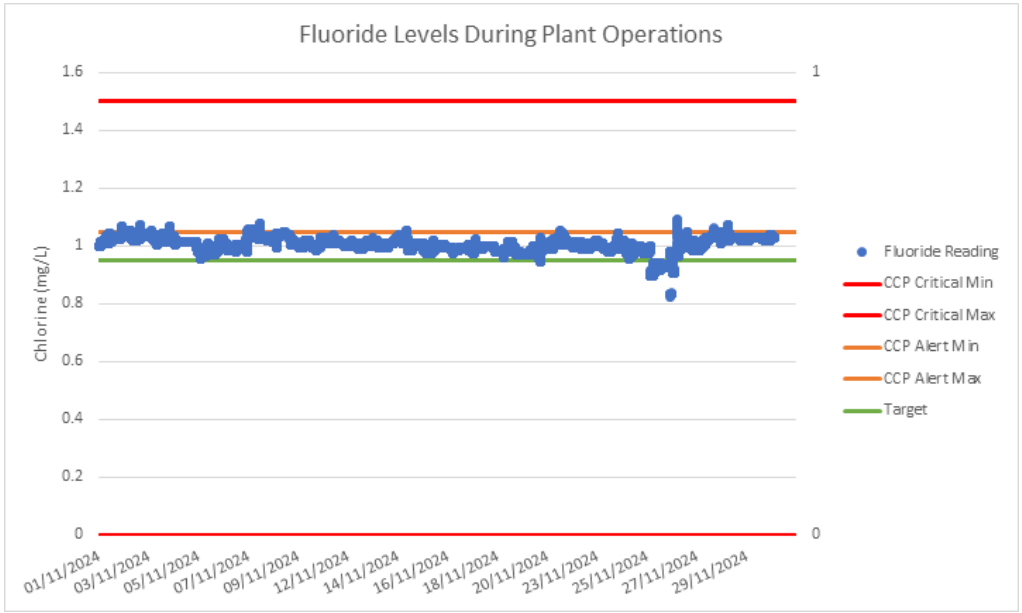
Appendix E – CCP3 (Cowra Water Treatment Plant)

Council's fluoride dosing was inactive between 19 January 2023 and 16 October 2024. Council received the Instrument of Approval to recommence dosing on 15 October 2024. Dosing recommenced on 16 October 2024 to ensure calibration of plant including testing and monitoring. The target range (0.95mg/L) was achieved on 19 October 2025.

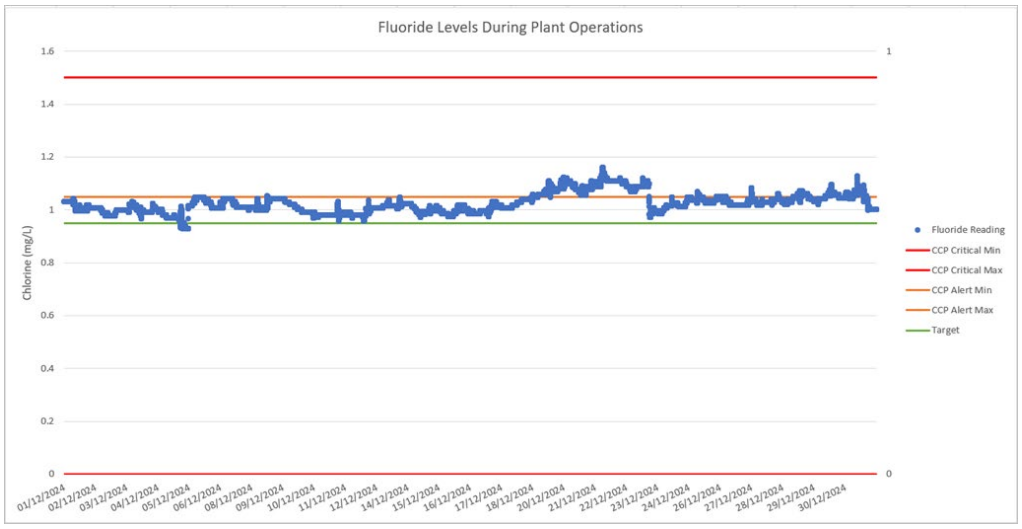
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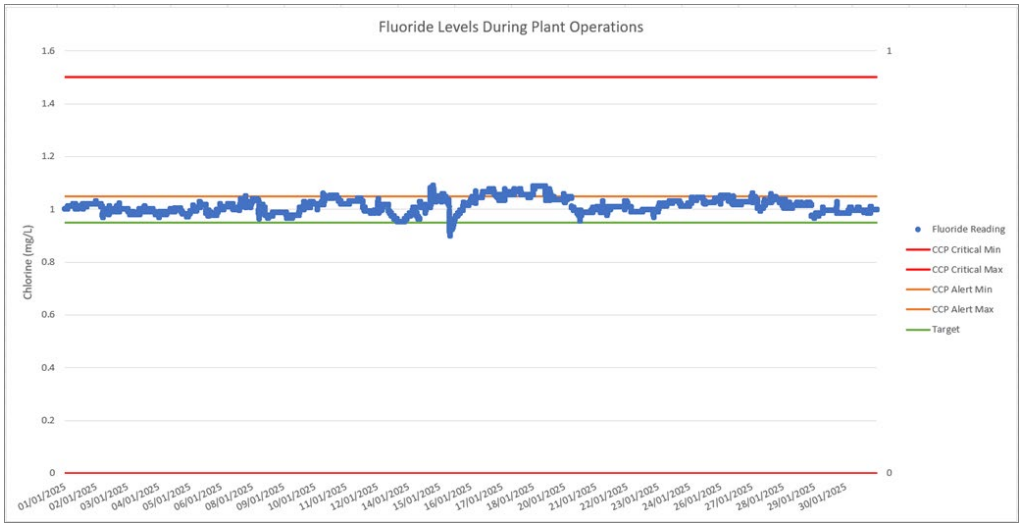
November 2024



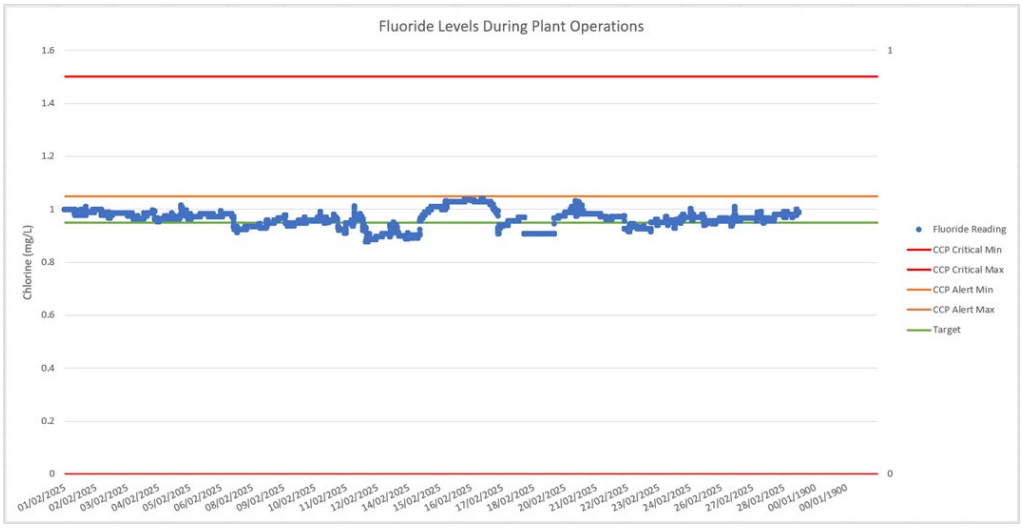
December 2024



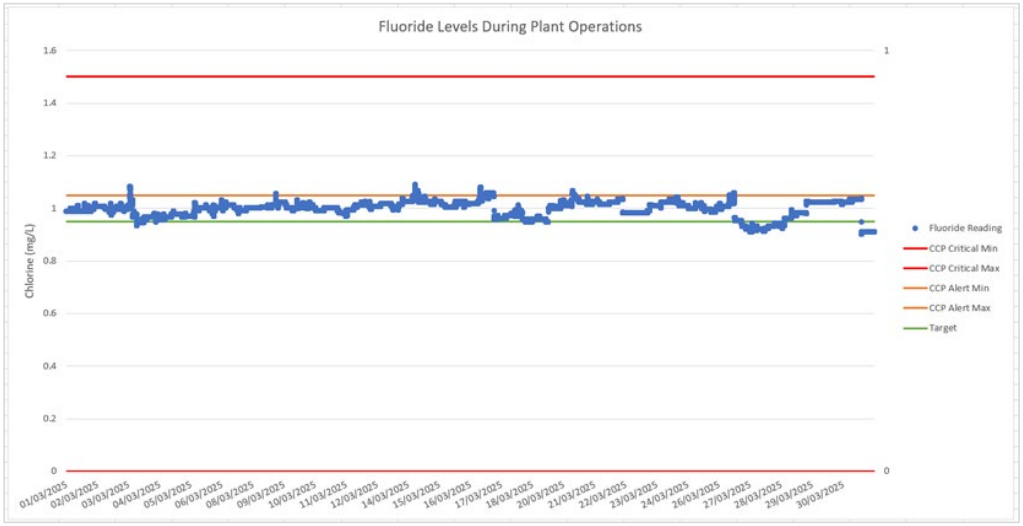
January 2025



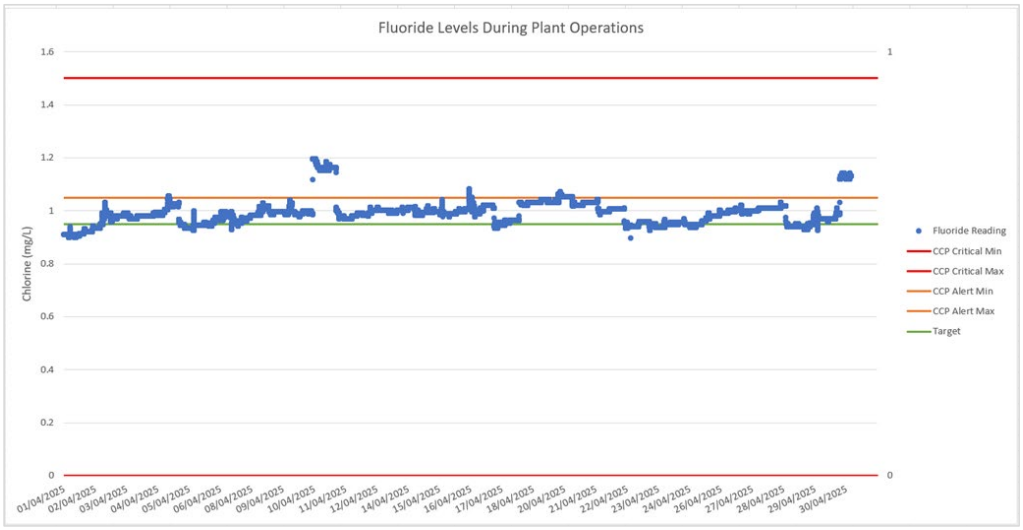
February 2025



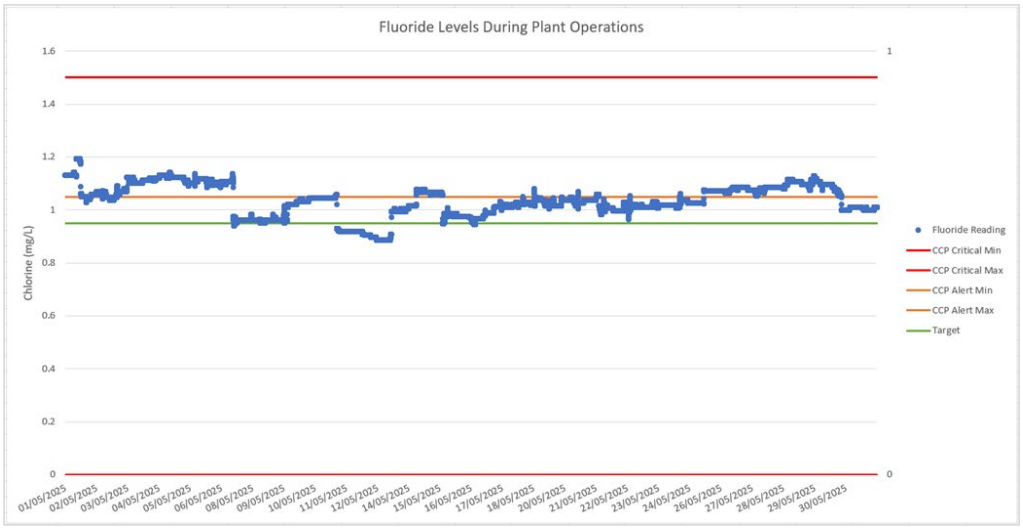
March 2025



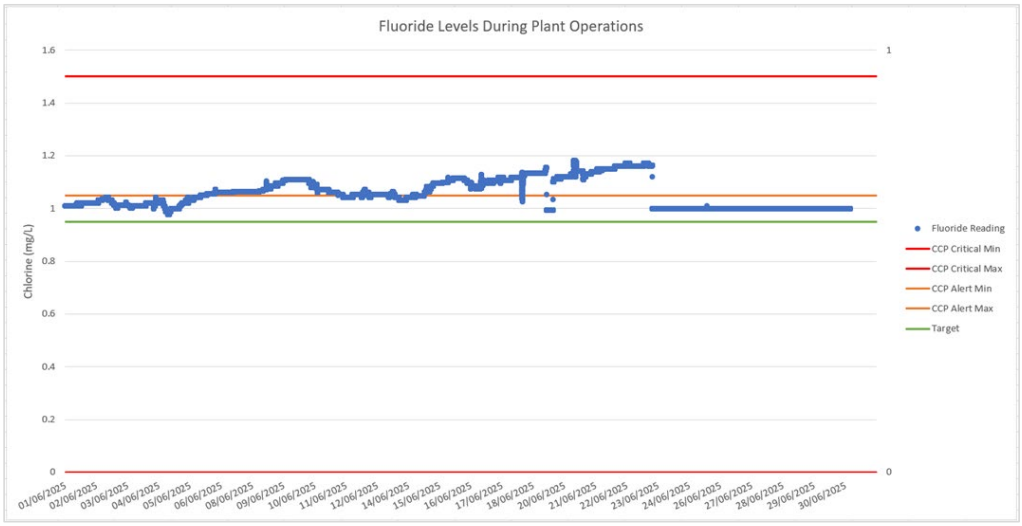
April 2025



May 2025

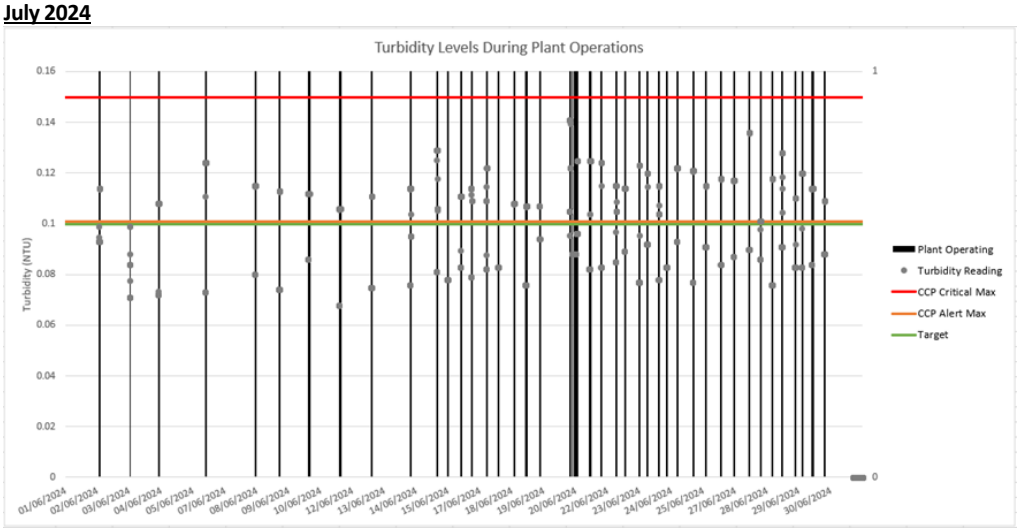


June 2025

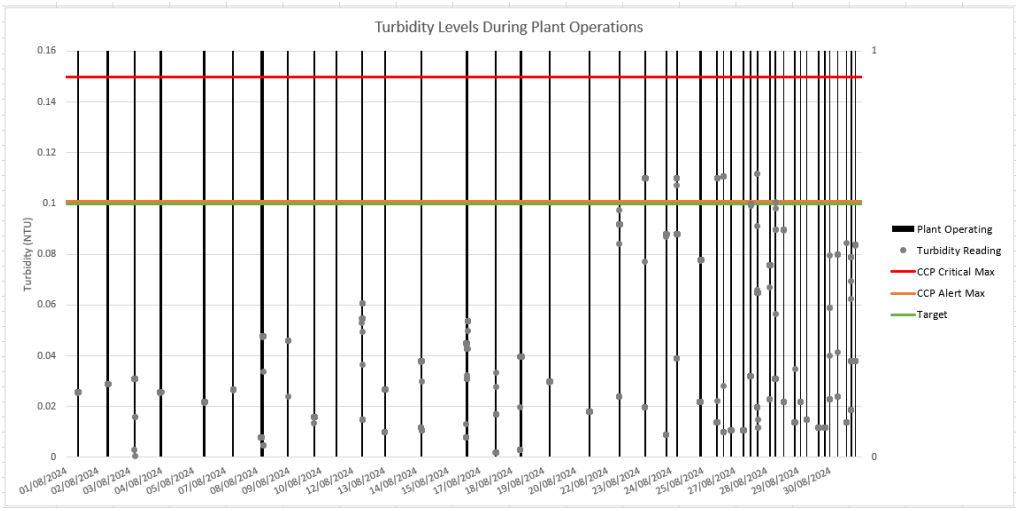

Fluoride Levels During Plant Operations
Chlorine (mg/L)
1.6
1.4
1.2
1
0.8
0.6
0.4
0.2
0
1
0
Fluoride Reading
CCP Critical Min
CCP Critical Max
CCP Alert Min
CCP Alert Max
Target
01/06/2025
02/06/2025
03/06/2025
04/06/2025
05/06/2025
06/06/2025
08/06/2025
09/06/2025
10/06/2025
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28/06/2025
29/06/2025
30/06/2025

Appendix F – CCP1 (Darbys Falls Water Treatment Plant)

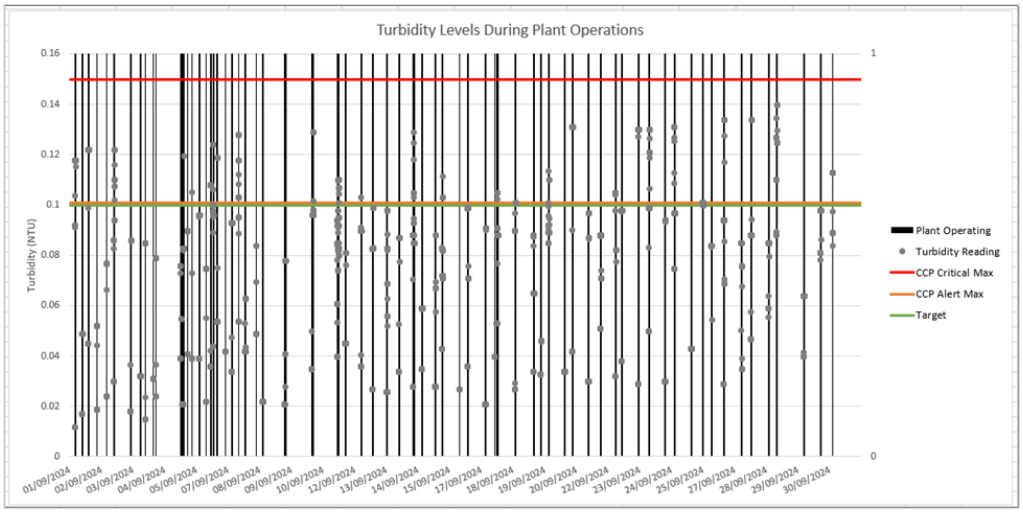
July 2024



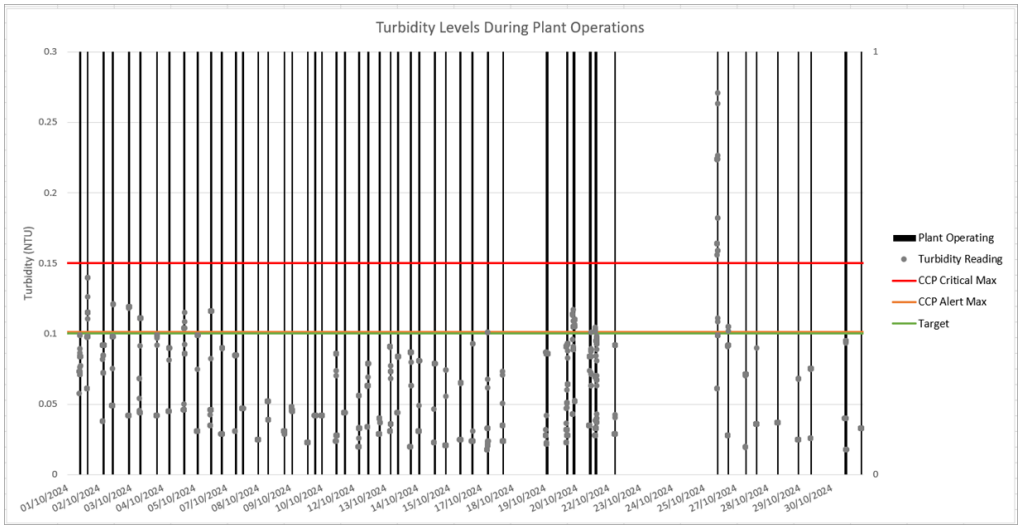
August 2024



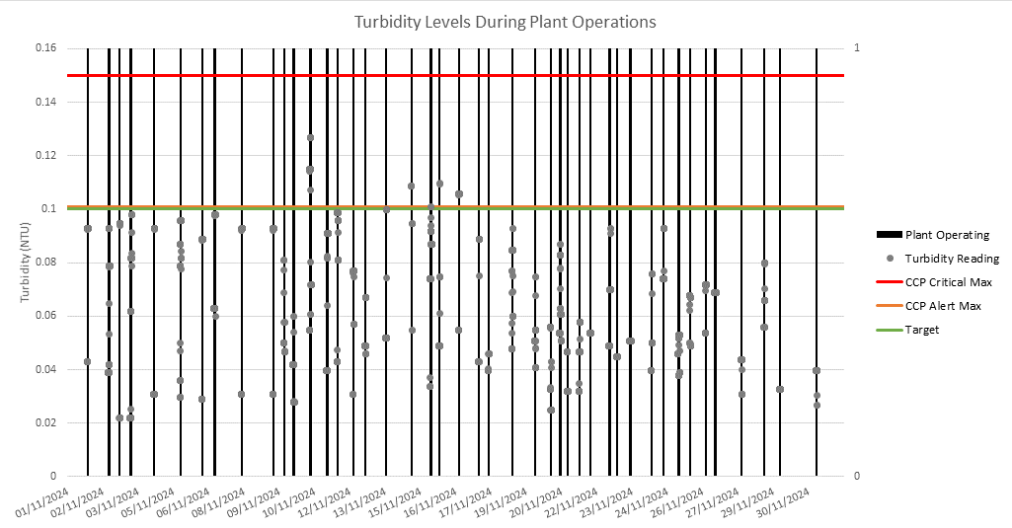
September 2024



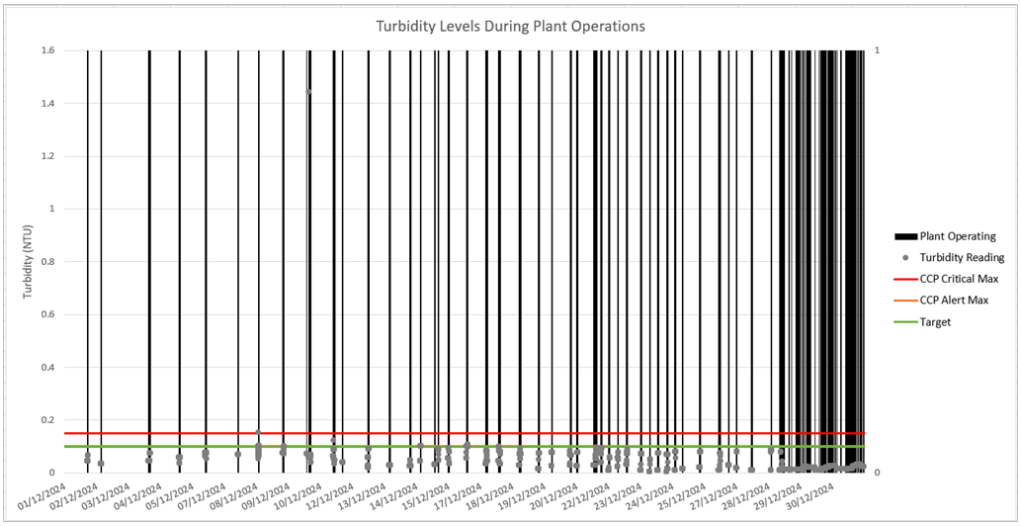
October 2024



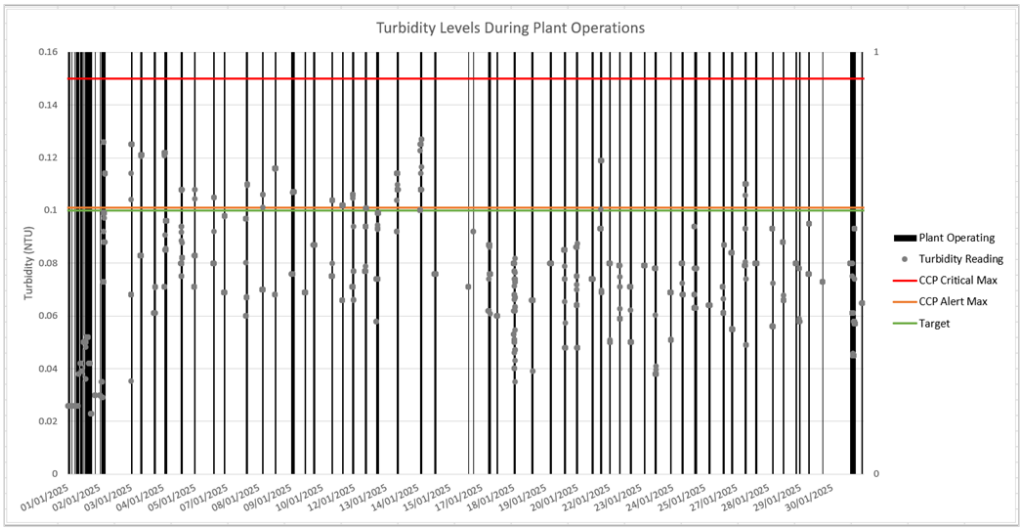
November 2024



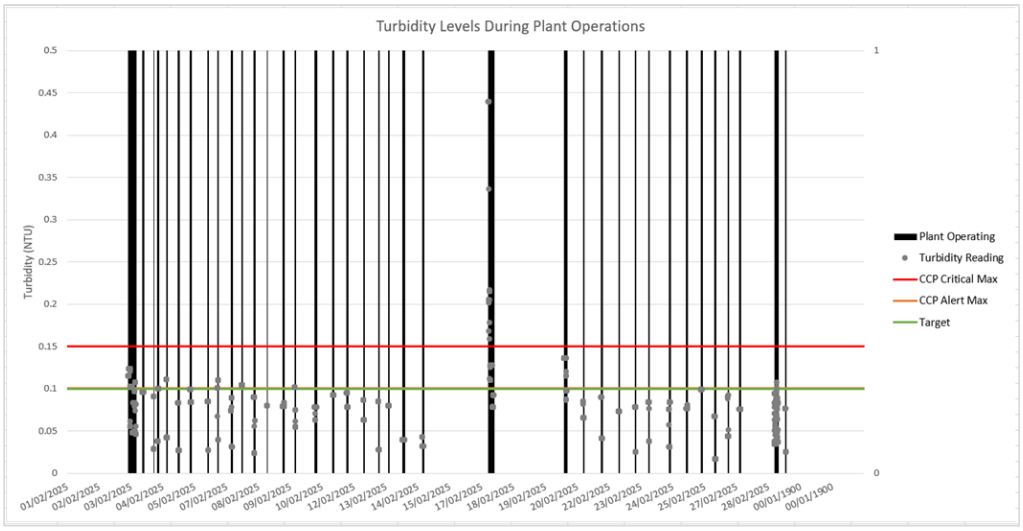
December 2024



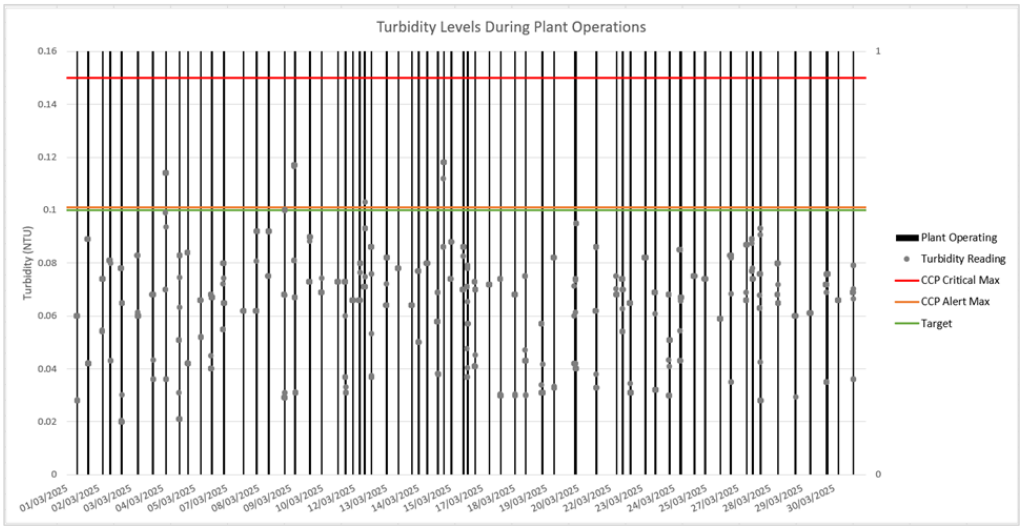
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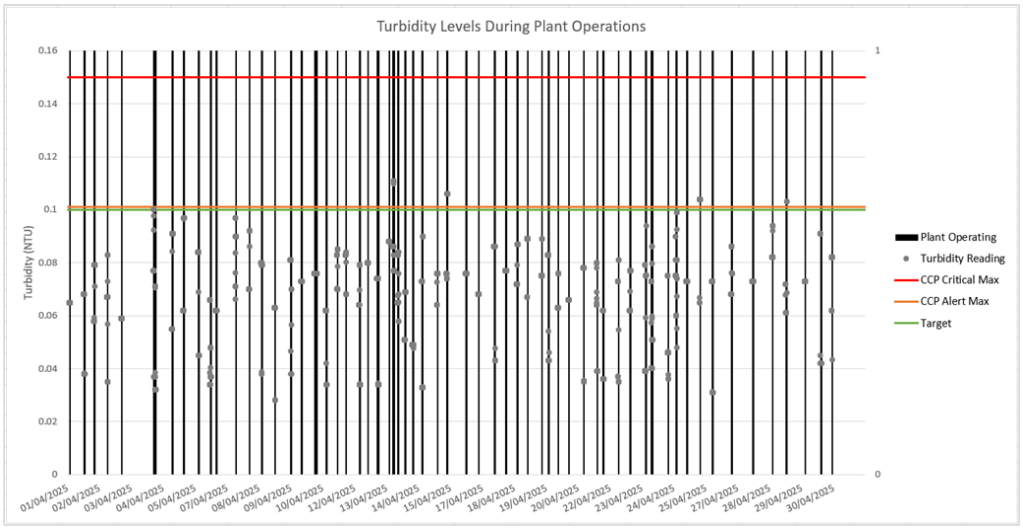
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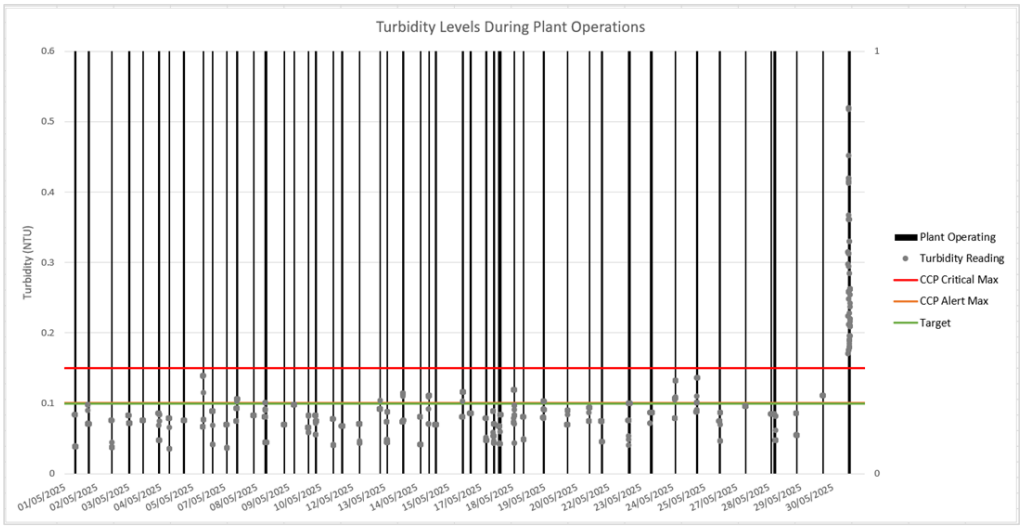
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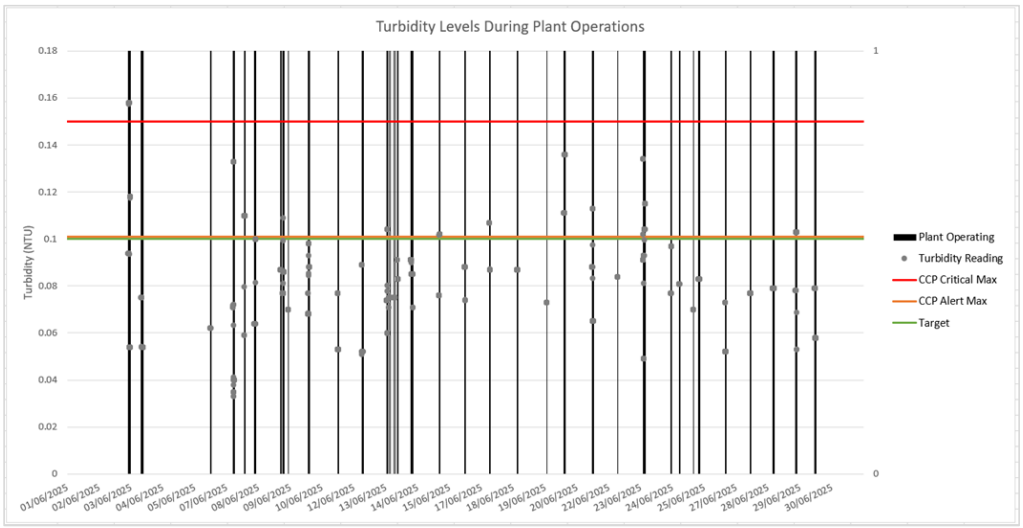
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May 2025

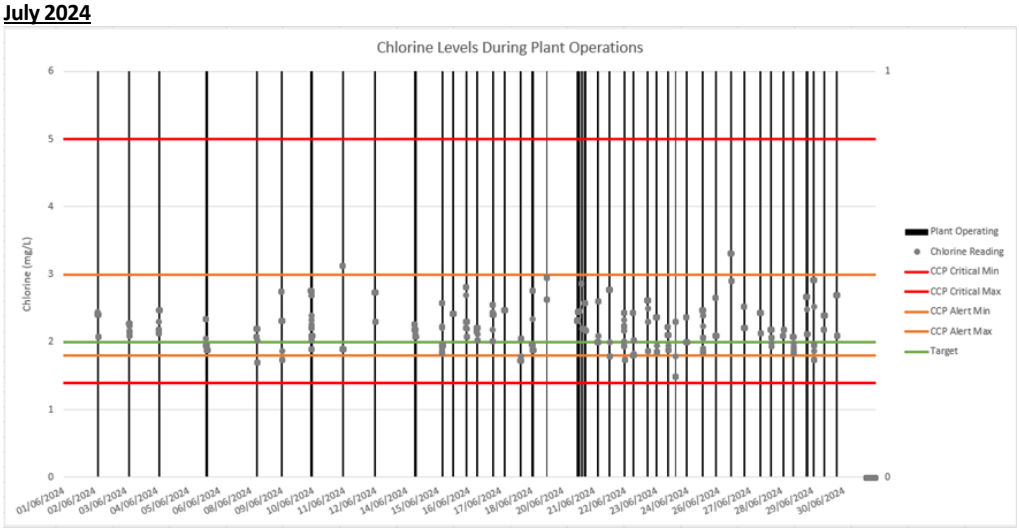


June 2025

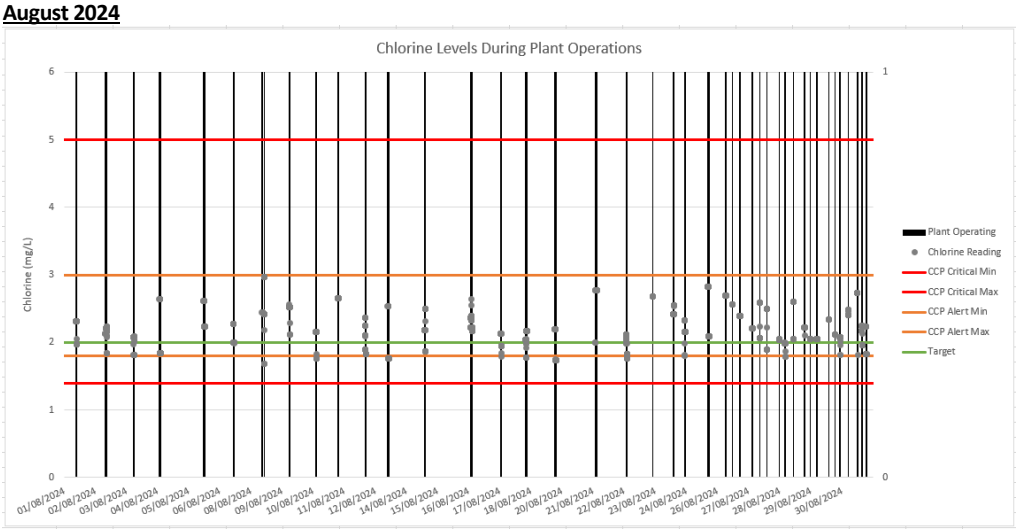


Appendix G – CCP2 (Darbys Falls Water Treatment Plant)

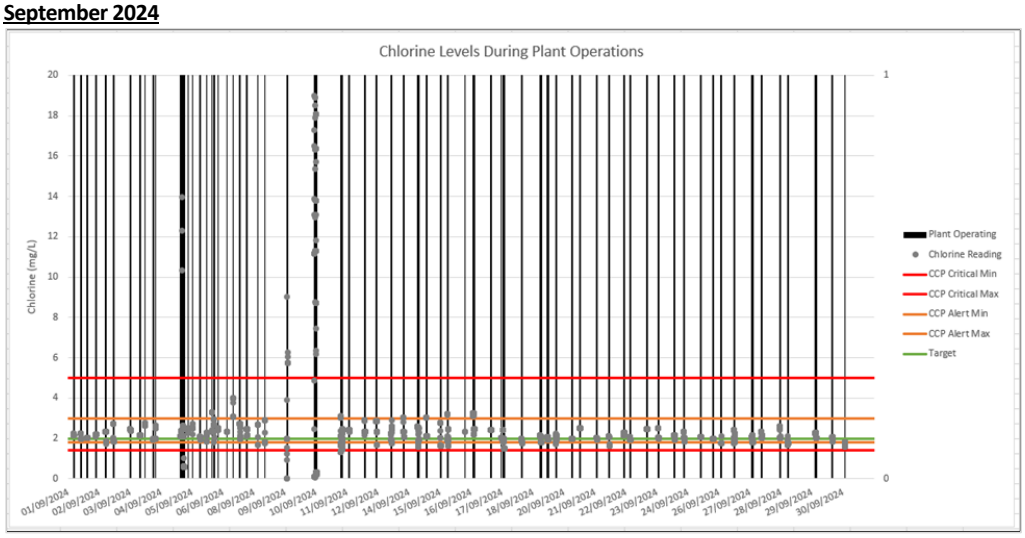
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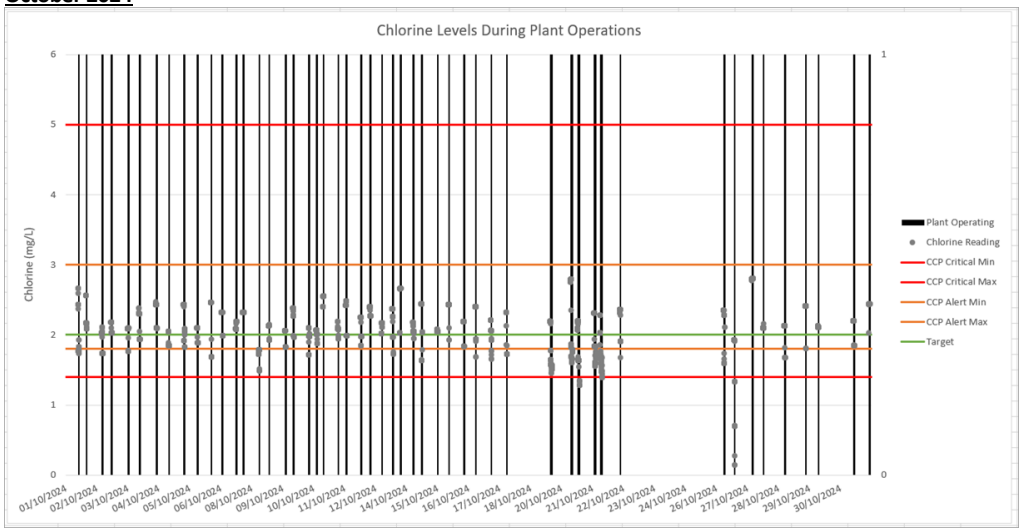
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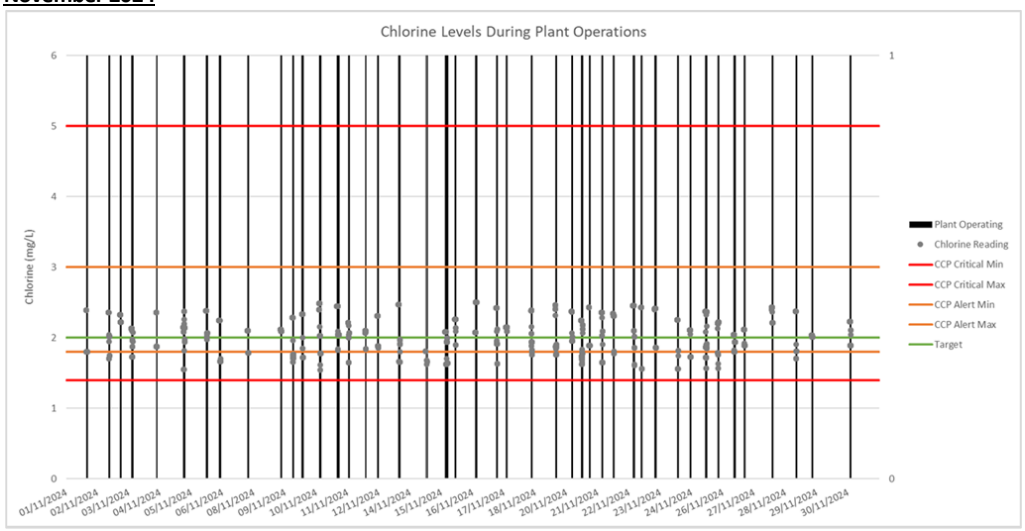
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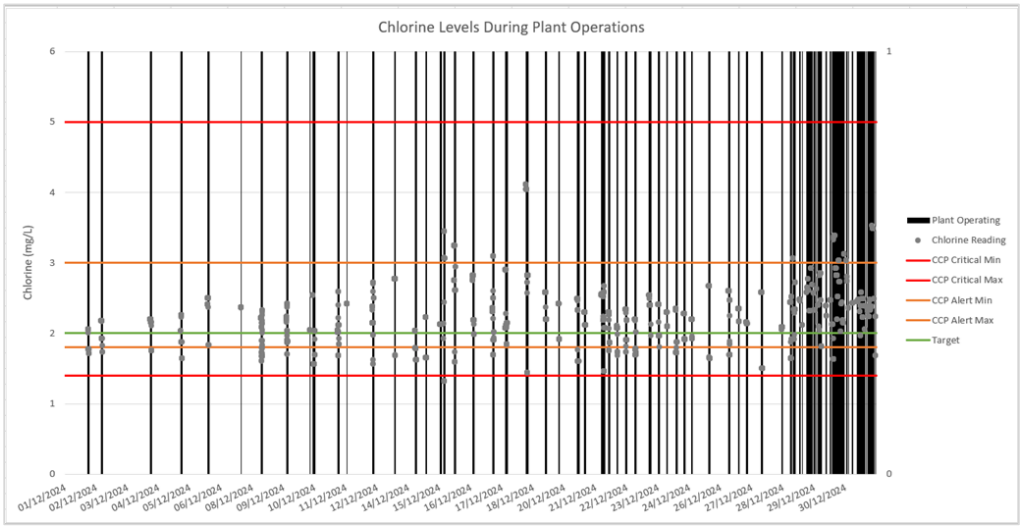
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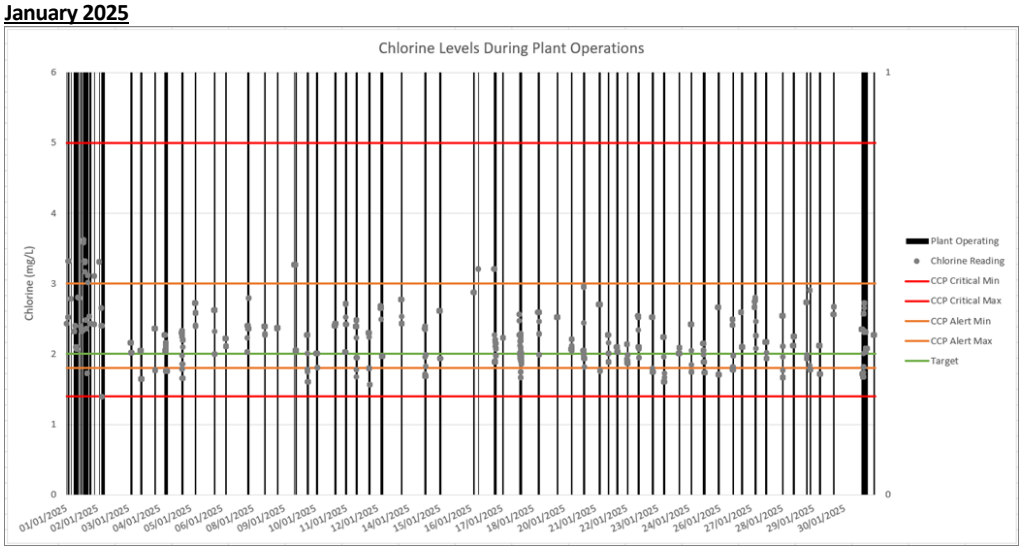
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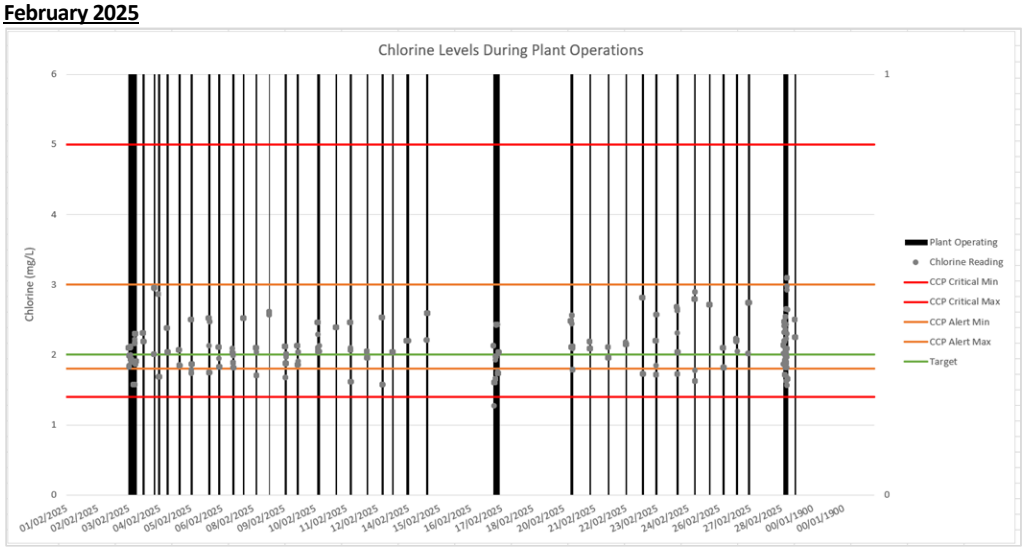
December 2024



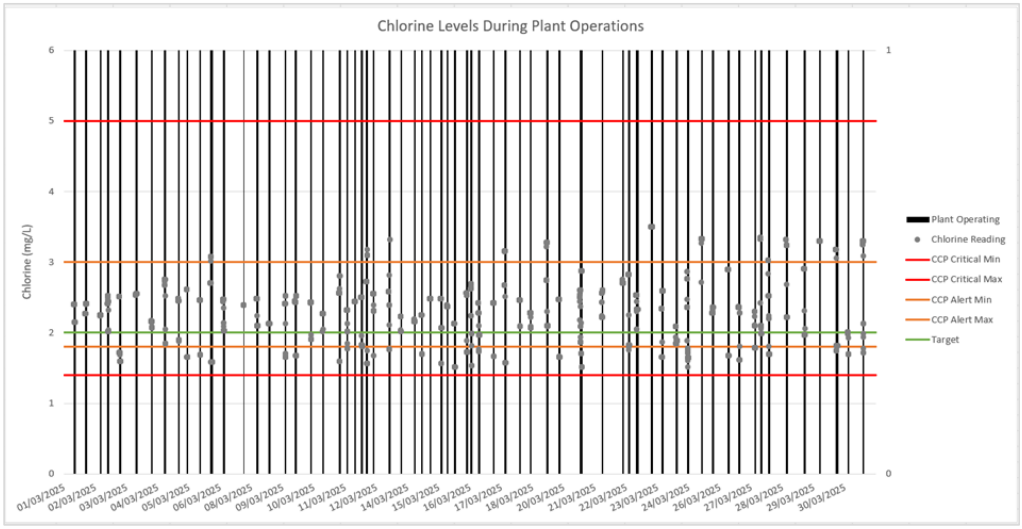
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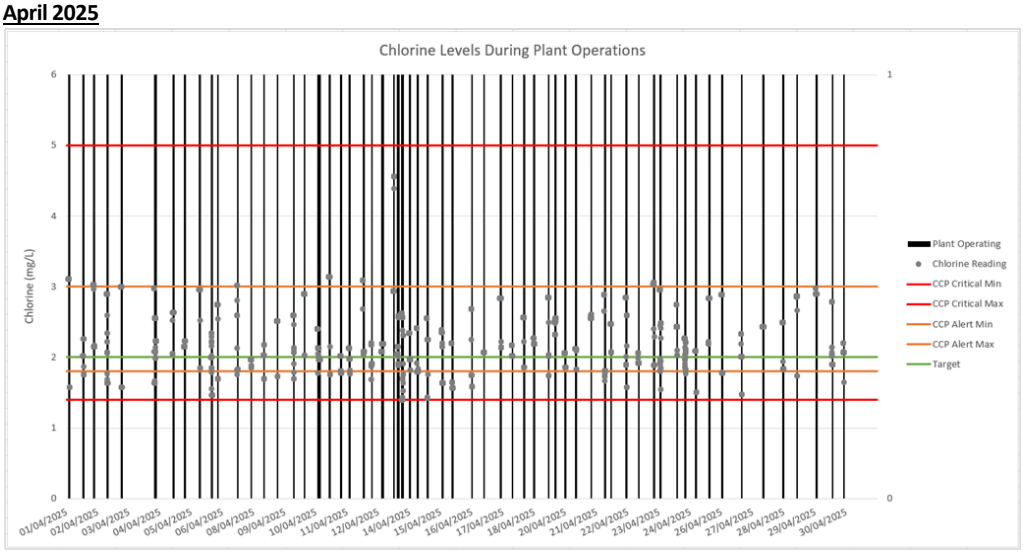
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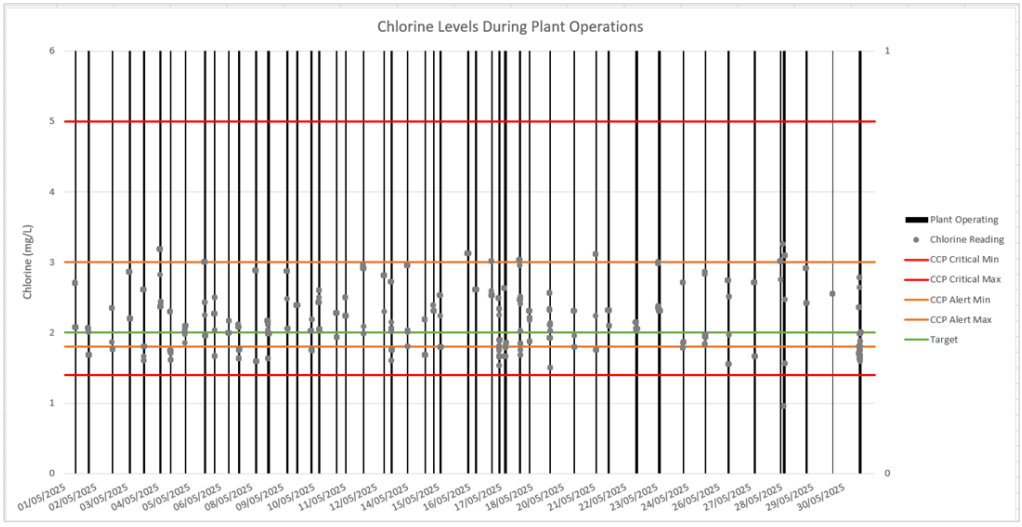
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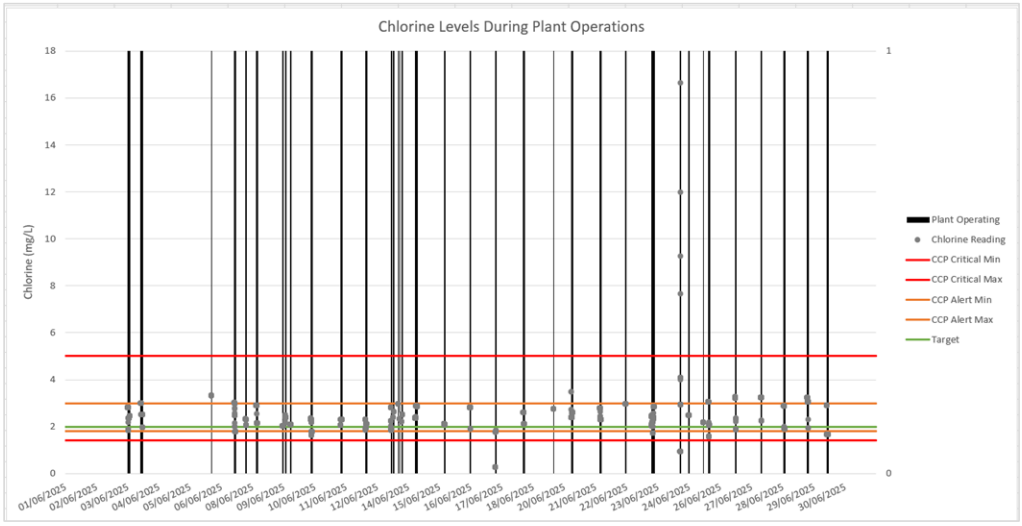
April 2025



May 2025



June 2025



6.2 Cowra Sports Fields Master Plans and 'Play our Way' Program Grant Funded Changerooms

File Number: D25/1807

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That Council receive and note the proposed sites of the new amenities for the 'Play our Way Grant Program'.

INTRODUCTION

In December 2024 Council was advised of the success of the 'Play our Way Program' grant application; *Cowra Shire Council will receive $1,497,147 to upgrade female change facilities at West Cowra Recreation Ground and Mulyan Park*.

The timing of the grant program application meant that the application was submitted in advance of the sports field precinct master plans identified in the adopted Sport and Recreation Plan: *Develop Precinct Master Plans for major sporting precincts with specific consideration to providing facilities that encourage female, youth and senior's participation and increase connectivity.*

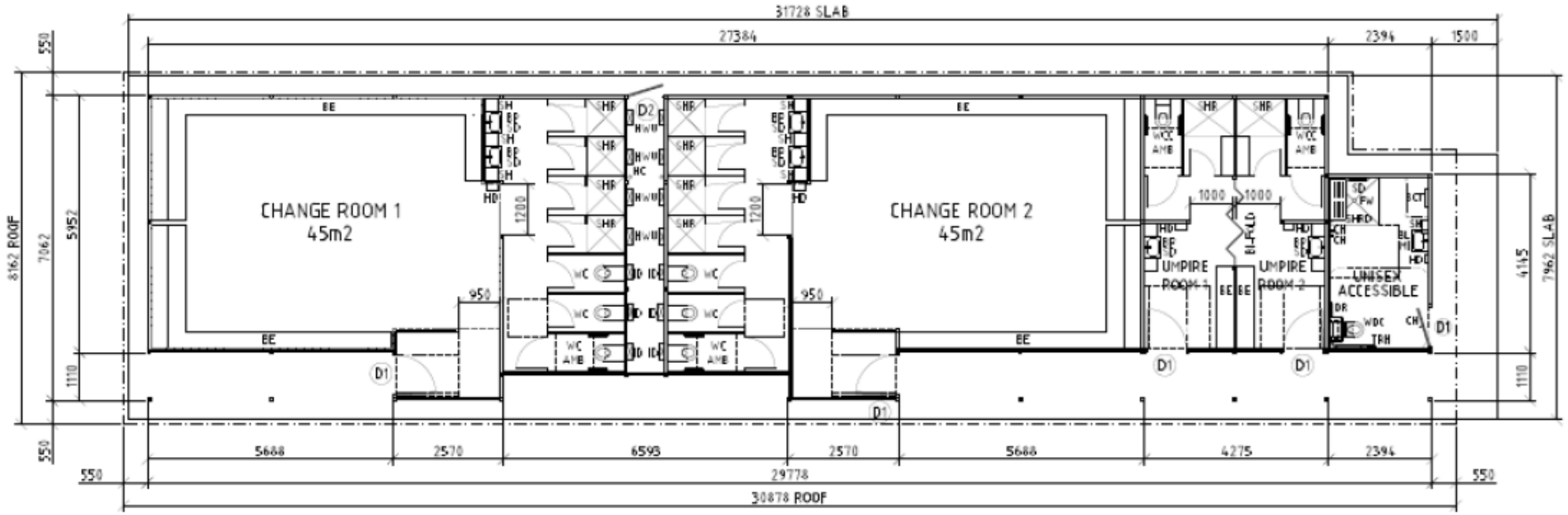
BACKGROUND

The concept drawings provided in the grant application were for a prefabricated changeroom design located on each site as follows:

FEMALE CHANGE FACILITY LAYOUT

CONCEPT DRAWING ONLY - NOT FOR CONSTUCTION

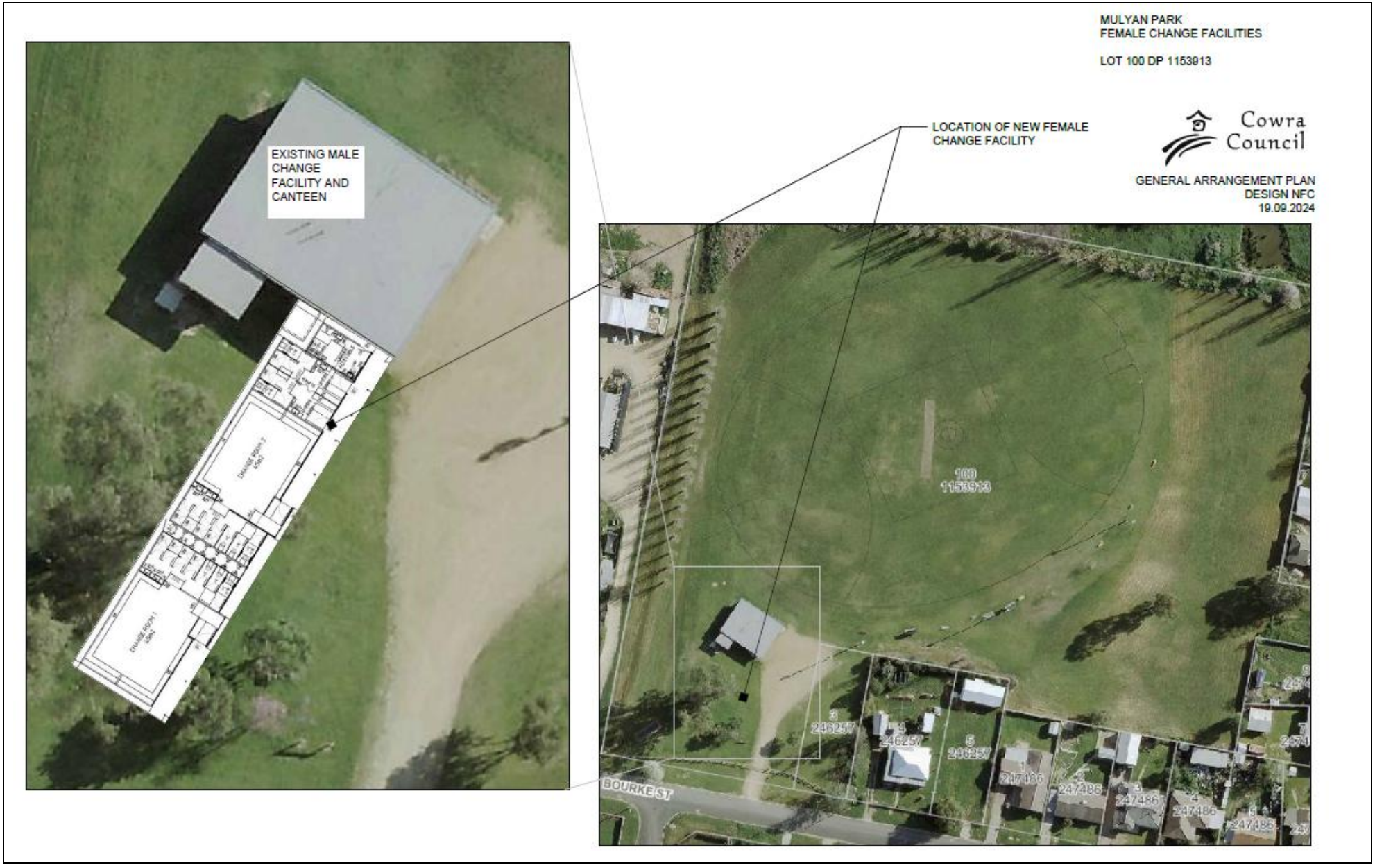
ALL DIMENSIONS IN MILLIMETRES - DO NOT SCALE

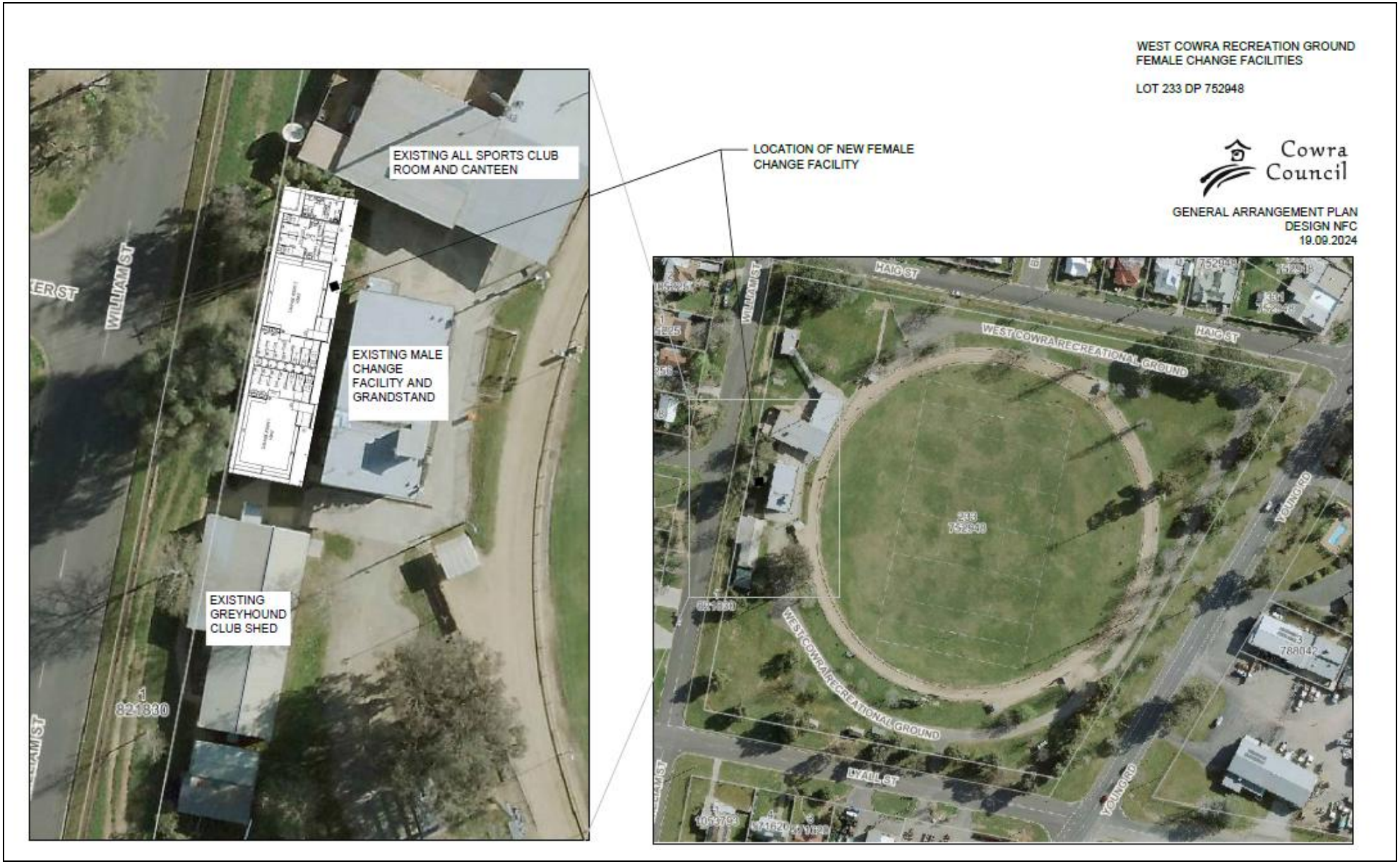


Landmark open space structures & solutions

FURPHY

ENGINEERED FOR AUSTRALIAN COMMUNITIES


MULYAN PARK
FEMALE CHANGE FACILITIES
LOT 100 DP 1153913
Cowra Council
GENERAL ARRANGEMENT PLAN
DESIGN NFC
19.09.2024
LOCATION OF NEW FEMALE CHANGE FACILITY
EXISTING MALE CHANGE FACILITY AND CANTEEN
BOURKE ST


WEST COWRA RECREATION GROUND
FEMALE CHANGE FACILITIES
LOT 233 DP 752948
Cowra Council
GENERAL ARRANGEMENT PLAN
DESIGN NFC
19.09.2024
LOCATION OF NEW FEMALE CHANGE FACILITY
EXISTING ALL SPORTS CLUB ROOM AND CANTEEN
EXISTING MALE CHANGE FACILITY AND GRANDSTAND
EXISTING GREYHOUND CLUB SHED
WILLIAM ST
HAIG ST
WEST COWRA RECREATIONAL GROUND
YOUNG RD
LYALL ST
1 821830
233 752948

In its 2024/25 Operational Plan, Council allocated funding toward the sports fields master plans and the project has now progressed to the stage of the 'Draft Part 3 Concept Design - Cowra Sports Fields Master Plans' being presented to the Sport and Recreation Committee.

The key considerations in the concept designs for each site have been presented to the committee as follows:

West Cowra Recreation Ground:

Option B for West Cowra Recreation Ground is preferred over Option A for the following reasons:

1. Reduced Construction Costs: Option B proposes a one-storey building form, which is less expensive to construct compared to the two-storey building form in Option A. Option A would require the renovation of the existing grandstand building structure. Renovation of an old building would likely have cost overruns to bring up to modern standards. The existing building form is less than appealing in terms of retaining for appearance.
   Option B does not require the installation of a lift. Option A specifies a lift which is very costly not only to construct but to maintain.
2. Streamlined Construction Program: The simpler design of Option B allows for a faster and more efficient construction process. Option B allows for an excellent staging process to deliver the new female facilities under the Play Our Way grant and marry with the longer term delivery of all new facilities at West Cowra Recreation Ground (WCRG).
3. Proximity to Sports Fields: The new building in Option B will be located as close as possible to the western boundary to allow for as larger area as possible for sports fields. The removal of the greyhound infrastructure at a later date will allow more space to layout sports fields in the area. This work will improve accessibility and functionality for users. Option B allows for repositioning of the new facilities and allow a larger sports field area. Option A does not.
4. Centralised Facilities: Option B Change rooms, grandstand, community room, and kiosk are all located in close proximity on a single level enhancing convenience for players and spectators.
5. Simple Roof Form: The roof design in Option B is easier to maintain, reducing long-term maintenance costs.

These advantages make Option B a more cost-effective, efficient, and user-friendly choice for the West Cowra Recreation Ground.

Mulyan Park / Geoff Day Oval

Option A for Mulyan Park / Geoff Day Oval is preferred over Option B for the following reasons:

1. Proximity to the AFL Oval: In Option A, the viewing area of the sports field from the undercover area is not impeded by any building as it is in Option B.
2. The general layout of Option A creates a building footprint that discourages areas for people to linger through CPTED design considerations. Option B layout creates more areas for people to loiter unseen.
3. Retention of Informal Driveway: Option A retains the maximum width of an informal unsealed driveway to the field, which is convenient for vehicle access and informal parking during sports events.
4. High Visibility: The building in Option A is highly visible from Bourke Street and the oval, creating a strong street presence and improving safety through natural surveillance.

5. Simple Roof Form: Both options feature a simple roof form, but Option A's design ensures easy maintenance while maintaining functionality. Option B has a 'box gutter' design which generally cause ongoing maintenance issues and greater potential for water leaks in the future.
6. Lockable Public Amenities: Option A places lockable public amenities close to the oval, ensuring convenience for spectators and players.
7. Accessible Path of Travel: Option A provides a players' run along an accessible path of travel, ensuring compliance with accessibility standards and ease of movement.
8. Avoidance of Sewer Asset: The building in Option A is located away from the sewer asset, minimizing potential conflicts with underground infrastructure.

In contrast, Option B introduces potential conflicts between players and the public on the accessible path of travel, and its compact building footprint results in change rooms being located further from the oval. These factors make Option A a more practical and user-friendly choice for Mulyan Park / Geoff Day Oval.

The feedback on the presentation was positive and the various sporting associations were requested to provide written feedback by Wednesday 10 September 2025.

The concept designs for both West Cowra Recreation Ground and Mulyan Park / Geoff Day Oval were presented and discussed at length at the meeting held 27th August 2025 with the Cowra Sports and Recreation Committee.

The committee were unanimous in their view that Option B at West Cowra Recreation Ground and Option A at Mulyan Park / Geoff Day Oval were the best concept designs for the sites. This included the staged delivery of the female facilities under the Play Our Way grant. It was discussed and explained how the staging of the construction would look onsite until further funding became available to finalise the construction of the new facilities in line with the final concept designs.

There were minor changes noted for inclusion in the building layouts, such as having male and female referee rooms located immediately beside each other and straightening the alignment of the WCRG grandstand and storage structure with the changerooms etc.

After the meeting the committee representatives were all forwarded Part 3 Concept Design – Cowra Sports Fields Master Plan for further review by their wider club members and to allow further scrutiny of the concept designs.

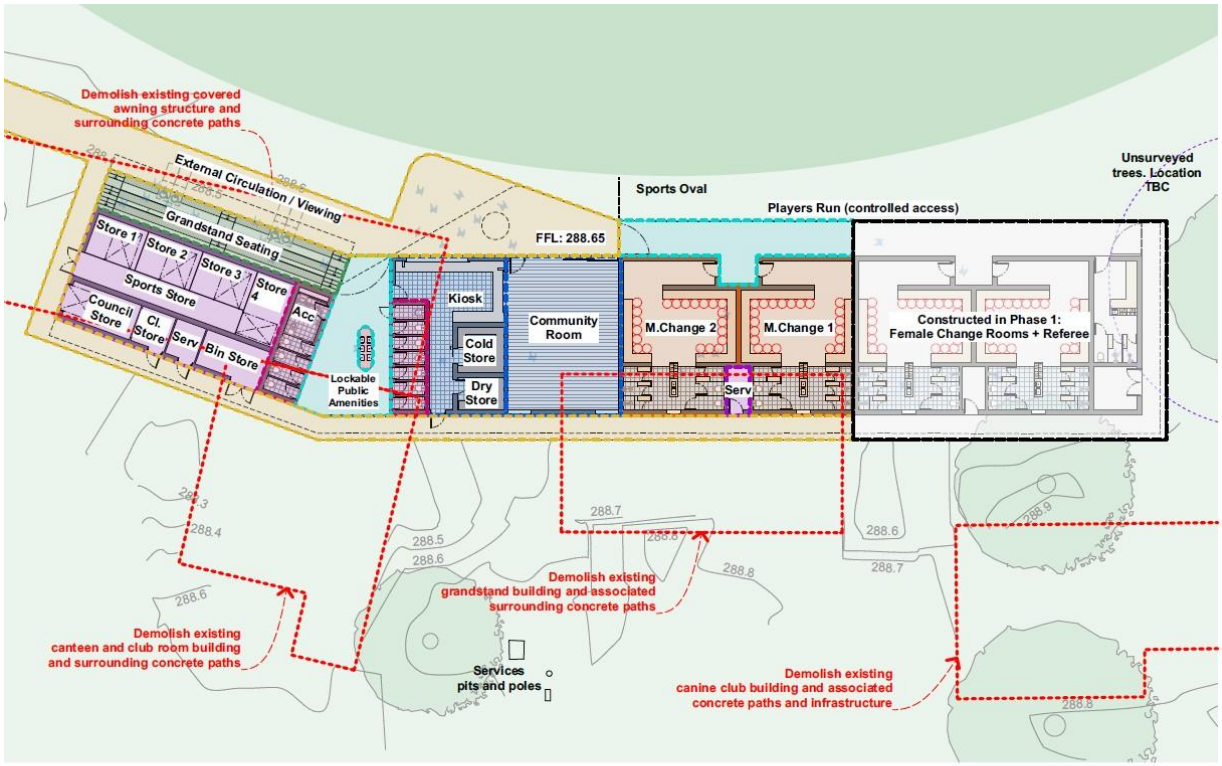
Separate meetings were held with the AFL, Cowra Senior Soccer and Cowra Rugby League committee members to ensure all were able to view and make comment on the concept designs (they could not attend the regular Sports & Recreation Committee meeting). It is pleasing to note all the committees are in agreeance on the preferred concept design option for each site.

The clubs were then given until Wednesday 19 September 2025 to forward their comments via email. Comments will be collated with meeting notes and be forwarded to the architects to refine and develop the preferred concept design for each sports field.

The concept designs have revised the sites for the changerooms from the original grant submission as shown following.

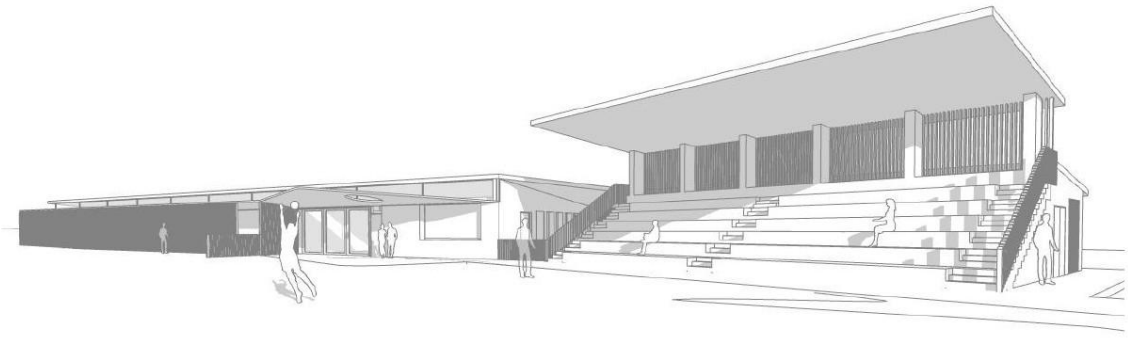
Please note the red outlines in the site designs are the existing building footprints located at WCRG and Mulyan Park / Geoff Day Oval.

Stage 1 at each site will be the construction of the female change rooms.



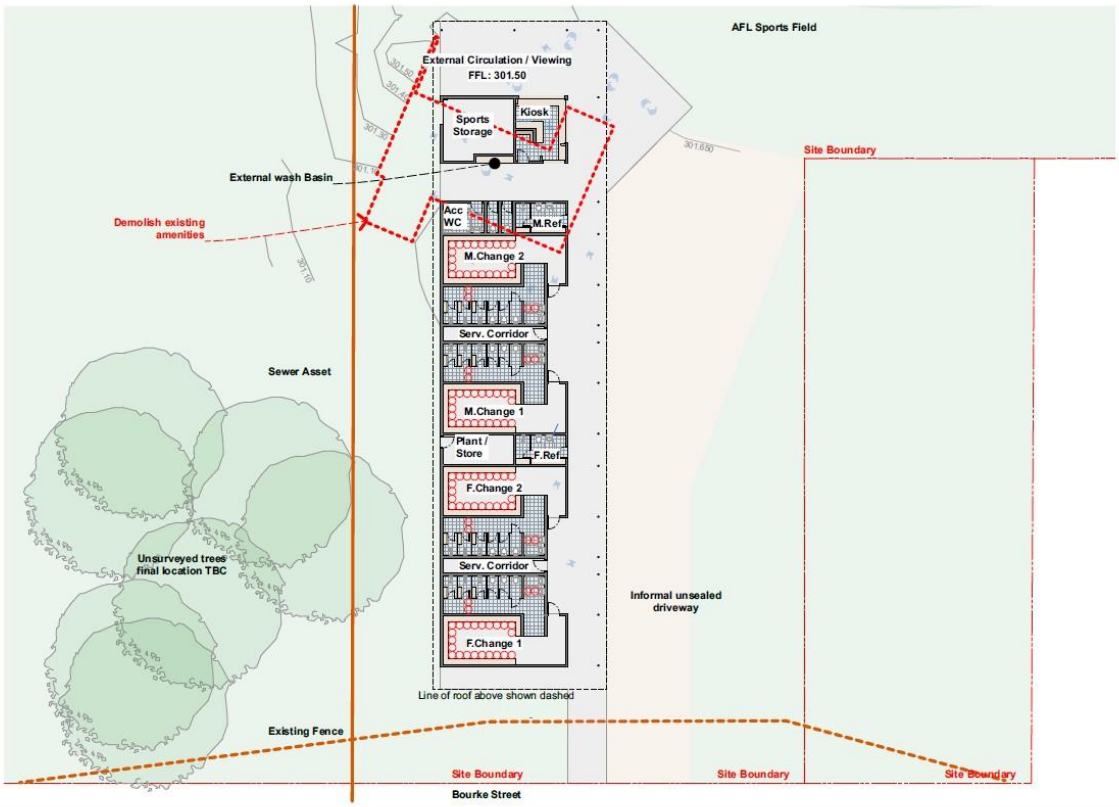
WCRG - Concept Option B - Project Stage 2

Cowra Council | sam crawford architects



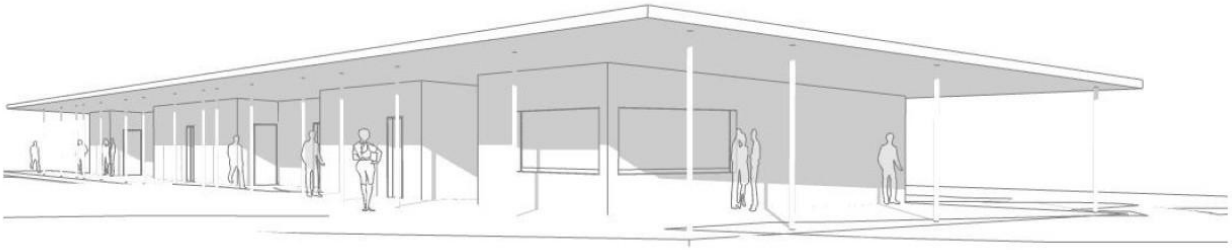
WCRG - Concept Option B - View from Field

Cowra Council | sam crawford architects



Mulyan Oval - Concept Option A - Layout

Cowra Council | sam crawford architects



Mulyan Oval - Concept Option A - View from field

Cowra Council | sam crawford architects

BUDGETARY IMPLICATIONS

The female amenities are funded from the Play Our Way grant program.

ATTACHMENTS

Nil

7 DIRECTOR-ENVIRONMENTAL SERVICES

7.1 Section 355 Committee Draft Minutes - Access Committee Meeting held 18 August 2025

File Number: D25/1698

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. **That Council notes the draft minutes of the Access Committee meeting held on 18 August 2025.**

INTRODUCTION

The Minutes and recommendations of Cowra Shire Council's Section 355 Committee – Access Committee are presented for noting and consideration.

A copy of the minutes is included in Attachment 1.

ATTACHMENTS

1. Draft Minutes - Access Committee meeting - 18 August 2025 ⇩

MINUTES

Access Committee Meeting
Monday, 18 August 2025

Order Of Business

1 Apologies **3**
2 Confirmation of Minutes **3**
3 Business Arising from Previous Minutes **3**
3.1 Garry Starr Cabin 3
4 Action Items **3**
4.1 Access Committee Action Items - Monday 18 August 2025 3
5 General Business **4**
5.1 Footpath - intersection of Kendal and Lachlan Streets 4
5.2 Trees - Japanese Gardens carpark 4
6 Next Meeting Date **4**
7 Meeting Close **4**

MINUTES OF COWRA COUNCIL
ACCESS COMMITTEE MEETING HELD AT THE COMMITTEE ROOM 1, COUNCIL ADMINISTRATION BUILDING, 116 KENDAL STREET, COWRA ON MONDAY, 18 AUGUST 2025 AT 10.30AM - 12.30PM

PRESENT: Chairperson Nikki Kiss OAM (Deputy Mayor), Ms Emma Roberts, Ms Julie Stephenson, Mr Michael Aston-Brien, Ms Robyn Ambachtsheer,

IN ATTENDANCE: Larissa Hackett (Director-Environmental Services), Rodney Stammers (Development & Traffic Engineer), Cassandra Gailey (Secretariat)

GUEST: Kate Cucchiaro

1 APOLOGIES

The committee notes apologies from Ms Jayne Hook, Mr Paul McCaffery, Cr Karren Cave, Mr Peter Dawson and Mr Ian Thomas

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

That the minutes of Access Committee Meeting held on 16 June 2025 be confirmed.

Moved J Stephenson **Seconded** M Aston-Brien

3 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Garry Starr Cabin

The committee noted that an opening is being arranged and Garry Starr's wife to be contacted to arrange a date. Invitations will be forwarded to committee members.

4 ACTION ITEMS

4.1 Access Committee Action Items - Monday 18 August 2025

The Action List as presented was received and updated, as follows;

- AI# 27 – Coles carpark ramp – Council seeking funding when available to complete works
- AI# 40 – Brougham Park footpaths and picnic benches – currently being reviewed as part of Parks & Playgrounds review. Added to Operational Plan

- AI# 51 – MLAK Adult facility – added to the Operational Plan
- AI# 63 – Vaux Street footpath – included in the PACP
- AI# 69 – DIAP – presented to August Council meeting for adoption
- AI# 70 – Equitable Parking – discussion on creating an A4 poster on shared zones
- AI# 74 – Garrison Walk signage – signage has been completed and installed
- AI# 78 – Garry Starr Plaque – Garry Starr's wife to be contacted to arrange an opening date.
- AI# 80 – Disabled Parking (Uniting Church) – all markings, ramps and signage completed
- AI# 85 – Pelican Crossings – added to the Operational Plan – further information on crossings to be provided as noted that Pelican Crossings are generally only for crossings that occur mid-way between crossroads.

New Actions

- AI# 87 – Footpath at corner of Kendal & Lachlans Streets – pavers uneven near carpark and require maintenance.
- AI# 88 – Trees at Japanese Gardens carpark along fence require trimming to enable buses to fit under them.

5 GENERAL BUSINESS

5.1 Footpath - intersection of Kendal and Lachlan Streets

Pavers are uneven on footpath at the intersection of Kendal and Lachlan Streets outside the St Raphael's carpark.

5.2 Trees - Japanese Gardens carpark

Trees hanging low over disabled parking and bus parking spaces along fence – need to be trimmed higher.

6 NEXT MEETING DATE

The next meeting will be held on Monday, 20 October 2025 at 10.30am - 12.30pm in the Committee Room 1, Council Administration Building, 116 Kendal Street, Cowra.

7 MEETING CLOSE

The Meeting closed at 11am.

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CHAIRPERSON

7.2 Draft Street Awnings and Balconies Safety Policy

File Number: D25/1750

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

That Council adopt the Draft Street Awnings and Balconies Safety Policy.

Introduction

In 2016, Council adopted the Street Awnings and Balconies policy in response to a circular issued by the then Department of Planning and Infrastructure recommending steps be undertaken by both councils and building owners to identify potential safety concerns related to awnings over public land, including footpaths, to ensure that potential for awning and balcony collapse is minimised.

A review of the adopted Street Awnings and Balconies Safety Policy has been undertaken to ensure currency against existing adopted legislation. Minor modifications have been undertaken to the existing policy. The revised policy Cowra Council Street Awnings and Balconies Safety Policy is attached.

The draft policy was placed on public exhibition and no submissions were received. Accordingly, it is recommended that the draft Street Awnings and Balconies Safety Policy be adopted by Council.

Background

A coronial inquest was undertaken in 2007 following the collapse of an awning at Balgowlah. Recommended actions were subsequently incorporated into a circular advising councils to implement a program to raise awareness of the need to monitor and maintain awnings and balconies to ensure the safety of the structures.

The Department stipulated that the main components of a council program to monitor awning safety should include the following actions:

- Writing to owners of buildings with awnings over public lands.
- Notifying owners of the dangers of awnings collapsing, especially during storms.
- Putting owners on notice of their responsibility for the safety of their buildings and advising that they should obtain their own legal advice about questions of legal liability for any failure or collapse of their awning over public lands.
- Strongly advising owners of awnings more than 10 years old, to have those awnings inspected by a practising professional engineer for structural adequacy (provide owners with a copy of Practice Note 18 issued in July 2008 by the Association of Consulting Structural Engineers of New South Wales entitled “Inspection and Assessment of Existing Tied Awnings”).

- Requesting the results of the inspection and any resulting action taken to be communicated to Council.

Council's Street Awnings and Balconies Safety Policy was developed to include the abovementioned actions. Further, in 2016 Council resolved to undertake an inspection program of all existing street awnings and balconies throughout the shire. This one-off inspection program was separate to the Street Awnings and Balconies Safety Policy.

The inspection program resulted in a total of 87 street awnings and balconies being inspected, with a preliminary structural report being provided to Council and to the owners of the structures. Of the 87 inspections completed, 48 structures were found to be structurally adequate, three required urgent works and 36 were found to require minor works in the short to medium term. Of the three structures requiring urgent attention, two were removed due to being structurally unsafe and one was upgraded and certified by a structural engineer. The owners of the 36 structures which required minor works were contacted and requested to undertake these works.

As part of the awning and balconies program implementation, all property owners are required to have regular inspections undertaken by suitably qualified and practising structural engineers to confirm the ongoing structural adequacy of the awnings and balconies. A copy of the certificate is required to be forwarded to Council following each inspection.

Budgetary Implications

Nil

CONCLUSION

A review of the Street Awnings and Balconies Safety Policy has been undertaken with minor modifications to the existing policy implemented. The draft policy has been placed on public exhibition with no submissions received.

Council is asked to adopt the Street Awnings and Balconies Safety Policy.

ATTACHMENTS

1. Draft Street Awnings & Balconies Safety Policy 2025 ⇩

COUNCIL POLICY

Street Awnings and Balconies Safety Policy

Commencement Date	22 February 2021
Council Department	Environmental Services
Relevant Legislative Provisions:	Environmental Planning and Assessment Act 1979 Local Government Act 1993 Roads Act 1993
Contact Officer	Director-Environmental Services
Revision Required	Every 4 years

Policy Review

This policy shall be reviewed at four (4) yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

Revision History

Version	Council Meeting Date	Resolution No.	Responsible Officer
1	23 May 2016	129/2016	Director-Environmental Services
2	22 February 2021	50/2021	Director-Environmental Services
3			Director-Environmental Services

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1. Introduction

Currently there are approximately 85 buildings within the Cowra Shire which have attached awnings or balconies which project over public land and footways (footpaths). A large proportion of these buildings are located in the central business district of Cowra.

Awnings and balconies provide a number of benefits including protecting pedestrians from heat and rain, shading buildings and providing opportunities for advertising. Awnings and balconies also add to the architectural features of a building. However, these structures can pose a significant danger if they are not regularly inspected and maintained.

Most awnings in the Shire are tied to building facades using steel tension rods. Historically some of these awnings were supported by posts mounted on the footpath with an attachment to the facade of the building. In the 1950's legislation required the supporting posts of awnings to be removed due to the danger of collapse if a motor vehicle mounted the footpath and knocked out a support. The posts were replaced by the steel tension rods connected to the building facade. This legislation has since been repealed.

Steel tension rods supporting awnings can fail over time due to numerous reasons including corrosion, wind loads, weather conditions, lack of maintenance and increased loading on the awning by such things as air conditioner units and debris. Failure of a steel tension rod can lead to an awning collapse resulting in property damage, personal injury or death.

The Roads Act 1993 clarifies in section 142(1) that a person who has a right to the control, use or benefit of a structure in, on or over a public road (which includes a footway), must maintain the structure in a satisfactory state of repair. This obligation does not apply to a person whose right to the control, use or benefit of a structure or work consists merely as a rite of passage that the person has as a member of the public or a right of access that the person has as the owner of adjoining land.

2. Purpose

The NSW Government has legislation that Council implement a program to raise awareness of the need to monitor the safety of awnings as they age, both in their own organisations and with the owners of buildings with awnings over public land.

This policy has been developed to increase the awareness of building owners who have awnings or balconies which project over public land or footways about the need to have these structures regularly inspected and maintained to ensure they are safe, and stipulate the requirements to undertake inspections or work on these structures.

3. Objectives

The objectives of this policy are to:

1. Identify all buildings within the Cowra Shire with awnings or balconies which project over public land or footways and maintain a register of these buildings;

2. Notify owners of these structures about the dangers of collapse and their responsibility to ensure that these structures are structurally adequate at all times especially during and after adverse weather conditions;

3. Encourage owners of such awnings and balconies to have the structures inspected at least every four years by an appropriate professional engineer and refer them to Practice Note 18 'Inspection and Assessment of Existing Tied Awnings', issued in July 2008 by the Association of Consulting Structural Engineers of NSW, which provides a process which can be used for the assessment and determination of awning safety;

4. Advise owners to seek their own independent legal advice about their potential liabilities in the event of failure or collapse of their awning or balcony;

5. Require owners to notify Council of the results in writing of any inspections conducted on their awning or balcony and ensure that Council approval is obtained prior to undertaking any works on these structures.

4. Scope

This policy applies to all land within the Cowra Shire on which there is a building with an awning or balcony which projects over public land or a footway.

5. Provisions

5.1 Identification

Council will identify the location and ownership of all existing awnings or balconies which project over public land or footways within the Cowra Shire and generate a base date register of these structures.

All new awnings or balconies which are constructed over public land or footways will require development consent and will be placed on the register once completed.

5.2 Notification

Council will write to the owner(s) of buildings listed on the street awnings and balconies register every four (4) years to advise the following:

1. Building owners are responsible for keeping awnings and balconies in good order at all times including during adverse weather conditions;

2. Building owners should seek legal advice about the liability for failure or collapse of their awning or balcony;

3. Building owners must hold appropriate public liability insurance to a minimum value of $20 million at all times with regards to their awning or balcony;

4. Awnings and balconies should be inspected every 4 years by a professional engineer for structural adequacy. Practice Note 18 'Inspection and Assessment of Existing Tied Awnings', issued in July 2008 by the Association of Consulting Structural Engineers of NSW, provides a process which can be used for the determination of awning safety;

5. Cowra Council must be notified of the results of any inspections undertaken on awnings or balconies;

6. Cowra Council's Street Awnings and Balconies Policy must be complied with.

5.3 Inspection

The Roads Act 1993 clarifies in section 142(1) that a person who has a right to the control, use or benefit of a structure in, on or over a public road (which includes a footway), must maintain the structure in a satisfactory state of repair. A building owner is responsible for all costs associated with the inspection, maintenance, repair or demolition of an awning or balcony projecting over public land or a footway.

Awnings and balconies should be regularly inspected by a professional engineer for structural adequacy. Awnings and balconies should be assessed against the requirements of Australian Standard 1170 Parts 1 and 2, as current at the time of the inspection. A previous version of these standards may be used with the agreement of the professional engineer and Council.

Cowra Council also recommends the use of Practice Note 18 'Inspection and Assessment of Existing Tied Awnings', issued in July 2008 by the Association of Consulting Structural Engineers of NSW as the process to be used for the determination of awning safety.

The results of any inspection completed by a professional engineer should be in writing and should be provided to Council within 7 days of being issued. The inspection assessment should provide detailed instructions for any rectification work that may be necessary, recommendations for an ongoing maintenance or inspections and stipulate the methods used to assess the structural adequacy of the awning or balcony.

5.4 Public Liability

The owner of any awning or balcony which projects over public land or footways must hold appropriate public liability insurance to a minimum value of $20 million at all times. Confirmation of this insurance must be provided to Cowra Council annually.

5.5 Approvals

Prior to undertaking any inspection or works on or over a public road (which includes the road reserve and footway) a section 138 Permit must be obtained from Cowra Council under the Roads Act 1993.

Where upgrading, repair or demolition works are required to be undertaken on an awning or balcony, development consent may be required. Owners must ensure that development consent is obtained where necessary, prior to the commencement of any works.

Any proposed upgrading, repair or demolition works must take into consideration the character, streetscape and heritage values of the subject awning or balcony.

The demolition of an awning or balcony will only be considered where the structure has been assessed by a professional engineer and Council and found to be so dilapidated that it is beyond repair and poses a danger to the public. In this event the building owner will be required to replace the awning unless otherwise stipulated by Council. Development consent will be required for any new structure and it must be designed to take into consideration the character, streetscape and heritage values of the building and surrounding area.

5.6 Enforcement

Environmental Planning and Assessment Act 1979

Where Council identifies that an awning or balcony which projects over public land or a footway, is or is likely to pose a danger to the public or persons or property in the area, Council may take action via the issuing of a Development Control Order under the Environmental Planning and Assessment Act 1979. An order issued under this Act may require the structure to be repaired, structurally altered or demolished. Council may also require suitable barriers and/or fencing to the installed to protect property or persons in a public place.

Council will comply with the requirements of the Environmental Planning and Assessment Act 1979, prior to issuing any such Development Control Order. Failure to comply with a Development Control Order may result is Council taking further action under the Environmental Planning and Assessment Act 1979.

Local Government Act 1993

Where Council identifies that an awning or balcony which projects over public land or a footway is not in a safe or healthy condition, Council may take action via the issuing of an order under the Local Government Act 1993. An order issued under this Act may require the owner of the structure to undertake works in order to ensure the structure is placed or kept in a safe and healthy condition.

Council will comply with the requirements of the Local Government Act 1993, prior to issuing any such order. Failure to comply with an order may result is Council taking further action under the Local Government Act 1993.

6. Review

This Policy will be reviewed every 4 years.

7.3 Release of the NSW Food Regulation 2025 - Required Fee Adjustments

File Number: D25/1765

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. **That Council notes the increases in Food premises and Food Safety fees released in-line with the NSW Food Regulation 2025.**

2. **That Council places the new fees on Public Exhibition for at least 28 days prior to adoption by Council.**

INTRODUCTION

The NSW Food Regulation 2025 came into effect on 1 September 2025. The new Regulation remakes the 2015 Regulation with amendments to ensure food laws remain current and effective in managing food safety. As part of the release of the new Regulation fee adjustments have been made in line with the Consumer Price Index (CPI), including those for improvement notices, inspections and annual administration fees.

As Council's Fees and Charges for the 2025-2026 financial year have been adopted, the following information is provided with the intent to publicly advertise the legislated fee modifications, prior to adoption by Council.

BACKGROUND

The NSW Food Regulation 2025 underpins the NSW Food Authority's and Cowra Council's food regulatory work. The new regulation provides for the following modifications:

- outlines fees, charges and penalties for offences against the Food Act 2003 (NSW);
- implements the NSW Food Safety Supervisor (FSS) program;
- sets out requirements for the display of nutritional information; and
- modifies provisions of the Food Standards Code.

The rationale behind the legislated revisions is based upon the state government not undertaking a review of fees, in some cases since 2004 and the provision of improved state government cost recovery services.

The fees as legislated pose a considerable increase to the Council adopted fees and charges. The legislation no longer permits councils to reduce the charge, however, if a council wants to charge less than $370 per hour, they may under sections 608 and 610 of the Local Government Act 1993. S.186 now also clarifies local councils are the relevant enforcement agency for the purposes of this charge.

Amendments:

- Increase improvement notice fee from $330 to $565 (s.180). Under section 66AA of the Food Act 2003, a council may waive part or all of the fee, or extend the time for payment, dependent upon receipt of a submission received from the person or organisation upon who the notice has been served.

- Increase the non-licensed food businesses inspection charge from $284 to $370 an hour (s.186), with a minimum charge of half an hour, excluding travel time. This provision no longer permits councils to reduce the charge.

- S.186 now also clarifies local councils are the relevant enforcement agency for the purposes of imposing this charge.

- Increase the annual administration charge payable by non-licensed food businesses to:

  - $570 for less than 5 full-time equivalent (FTE) food handlers

  - $1,170 for businesses with 5-50 FTE food handlers

  - $5,115 for businesses with more than 50 FTE food handlers (s. 187).

The charge must not exceed the prescribed fee and may only be charged if the council intends to carry out at least one inspection during the 12-month period to which the charge relates. If an inspection is not carried out in 12 months, the business must be refunded the charge.

Councils may extend the time for payment or waive this charge. It does not apply to a food business operating solely to raise funds for a community or charitable cause.

The table below compares Councils adopted fees and charges and the required modifications:

Food Services	Unit of Measure	Code	Councils existing fee 2024/2025	Revised Fee – as per NSW Food Regulation 2025
Food Premises Annual Administration Fee (only where inspection of premises carried out)	Per annum	3	$88.00	• $570 for less than 5 full-time equivalent (FTE) food handlers • $1,170 for businesses with 5-50 FTE food handlers • $5,115 for businesses with more than 50 FTE food handlers.
Inspection Fee (minimum charge half hour)	Per hour	3	$284.00	$370.00
Re-inspection	Per-reinspection	3	$147.00	No change
Improvement Notice Fee	Per notice	2	$330.00	$565.00
Mobile food premises annual registration and inspection fee	Per hour	3	$193.00	No change

Cowra Councils existing Fees & Charges Codes, in relation to the above table

Charge set by Statute	2
Charge set by statute and Council charges less than maximum	3

CONCLUSION

Given the extent of the legislated increase to fees imposed upon food premises, it is proposed that Council advertise the required increase together with a media release explaining the rationale behind the increase. Following public consultation, a further report will be presented to Council for adoption of the new fee structure.

ATTACHMENTS

Nil

8 LATE REPORTS

9 CONFIDENTIAL MATTERS

RECOMMENDATION

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

10 CONFIDENTIAL GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 8 SEPTEMBER 2025

10.1 Wyangala Water Treatment Plant Acquisition of Land and Easements

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

11 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS

11.1 Request for Tender 6-2025: Cowra Drought Water Security - Electrical Upgrade (Heavy Voltage Level 1)

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.

11.2 Request for Tender: 8/2025 - Telemetry System Upgrade including Smart Water Quality Monitoring Pilot Using M-Node Sensors

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.