



AGENDA

Ordinary Council Meeting

Date: Monday, 27 October 2025

Time: 5.30 pm

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

**Paul Devery
General Manager**

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I INTRODUCTION

I.1 Recording & Publishing

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

I.2 Acknowledgement of Country

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

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

List of apologies for the meeting.

I.4 Disclosures of Interest

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

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

I.5 Presentations

I.6 Public Forum

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

2 CONFIRMATION OF MINUTES

Confirmation of Minutes of Ordinary Council Meeting held on 22 September 2025



MINUTES

**Ordinary Council Meeting
Monday, 22 September 2025**

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**MINUTES OF COWRA COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 22 SEPTEMBER 2025 AT 5.30 PM**

- PRESENT:** Cr Paul Smith (Mayor), Cr Nikki Kiss OAM (Deputy Mayor), Cr Cheryl Downing, Cr Tony Horton, Cr Cheryl Speechley, Cr Erin Watt (virtual attendance)
- IN ATTENDANCE:** Dirk Wymer (Acting General Manager and Director-Infrastructure & Operations), Larissa Hackett (Director-Environmental Services), Alan Dalton (Director-Corporate Services)

I INTRODUCTION

1.1 Recording & publishing

The Mayor advised that the meeting was being recorded.

1.2 Acknowledgement of Country

The Mayor delivered the Acknowledgment of Country.

1.3 Passing of Mr Kevin Wright

The Mayor acknowledged the presence in the Gallery of Ms Kylie Wright-Ford, the daughter of Mr Kevin Wright, former Councillor who served two terms on Council, and informed the meeting of the passing of Mr Wright last week. The Mayor offered sincere condolences to Mr Wright's family and led Council in one minute of silence to pay tribute to and in respect for Mr Wright.

1.4 Apologies and Applications for Leave of Absence by Councillors

Apology

RESOLUTION 191/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

That apologies from Paul Devery (General Manager), Cr Karren Cave, Cr Ruth Fagan and Cr Peter Wright be received and accepted.

CARRIED

1.5 Remote Attendance**RESOLUTION 192/25**

Moved: Cr Cheryl Downing

Seconded: Cr Cheryl Speechley

That Council resolve for Cr Erin Watt to attend the Council Meeting remotely.

CARRIED

1.6 Disclosures of Interest

Cr Nikki Kiss OAM declared a non-pecuniary interest in relation to Items 3.1, 3.11 and 5.6 relating to Business Assistance to Cowra Early Childhood Services as her daughter is an employee of Cowra Early Childhood Services, and will leave the Chambers during consideration of Item 5.6.

Cr Erin Watt declared a non-pecuniary interest in relation to item 3.6 Development Application No. 10.2025.80.1, Lot 1 DP 111413, 19 Berowra Street Cowra, due to a family member involved in the submission and will leave the Chambers during consideration of this item.

Cr Cheryl Speechley declared a non-pecuniary interest in relation to item 3.10 Development Application No. 10.2025.62.1, Lot 7 DP 1173223, Carleton Street Cowra, as she is a member of the Cowra Japanese Garden Board, and will leave the Chambers during consideration of this item.

1.7 Presentations

Nil

1.8 Public Forum

Nil

2 CONFIRMATION OF MINUTES**RESOLUTION 193/25**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

That the minutes of Ordinary Council Meeting held on 25 August 2025 be confirmed.

CARRIED

3 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 8 SEPTEMBER 2025**GENERAL MANAGERS REPORT****3.1 Business Assistance to Cowra Early Childhood Services****RESOLUTION 194/25**

Moved: Cr Cheryl Downing

Seconded: Cr Tony Horton

That discussion of this item be deferred to Item 5.6 in the Agenda for the Council meeting on 22 September 2025.

CARRIED

DIRECTOR-CORPORATE SERVICES REPORT**3.2 Policy Review - Payment of Expenses and the Provision of Facilities to the Mayor and Councillors****RESOLUTION 195/25**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

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.

CARRIED

3.3 Donation - Mulyan Public School - 2025 Schools Spectacular**RESOLUTION 196/25**

Moved: Cr Cheryl Downing

Seconded: Cr Nikki Kiss OAM

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.

CARRIED

3.4 Donation - Woodstock Panthers Football Club - 2025 Community Cup Challenge**RESOLUTION 197/25**

Moved: Cr Tony Horton

Seconded: Cr Nikki Kiss OAM

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.

CARRIED

3.5 Investments and Financial Report**RESOLUTION 198/25**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

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

CARRIED

At 5:46 pm, Cr Erin Watt left the meeting.

DIRECTOR-ENVIRONMENTAL SERVICES REPORT3.6 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.**RESOLUTION 199/25**

Moved: Cr Tony Horton

Seconded: Cr Cheryl Speechley

1. **That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The 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.

- 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

- 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

- 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.
- 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.

CARRIED

In Favour: Crs Paul Smith, Nikki Kiss OAM, Cheryl Downing, Tony Horton and Cheryl Speechley

Against: Nil

CARRIED 5/0

At 5:48 pm, Cr Erin Watt returned to the meeting.

- 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.

RESOLUTION 200/25

Moved: Cr Nikki Kiss OAM

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 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.

CARRIED

In Favour: Crs Paul Smith, Nikki Kiss OAM, Cheryl Downing, Tony Horton, Cheryl Speechley and Erin Watt

Against: Nil

CARRIED 6/0

- 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.

RESOLUTION 201/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Cheryl Speechley

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The 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.

CARRIED

In Favour: Crs Paul Smith, Nikki Kiss OAM, Cheryl Downing, Tony Horton, Cheryl Speechley and Erin Watt

Against: Nil

CARRIED 6/0

- 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

RESOLUTION 202/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

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

CARRIED

In Favour: Crs Paul Smith, Nikki Kiss OAM, Cheryl Downing, Tony Horton, Cheryl Speechley and Erin Watt

Against: Nil

CARRIED 6/0

At 5:53 pm, Cr Cheryl Speechley left the meeting.

- 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

RESOLUTION 203/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

1. That Council notes that the reason for the decision is that the proposal

largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The application was 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 11/11/2024	Received 4 July 2025 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 20/06/2025 Revision 2	Received 4 July 2025 Stamped 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**.

CARRIED

In Favour: Crs Paul Smith, Nikki Kiss OAM, Cheryl Downing, Tony Horton and Erin Watt

Against: Nil

CARRIED 5/0

At 5.54 pm, Cr Cheryl Speechley returned to the meeting.

LATE REPORTS**3.11 Business Assistance to Cowra Early Childhood Services****RESOLUTION 204/25**

Moved: Cr Cheryl Downing

Seconded: Cr Tony Horton

That discussion of this item be deferred to Item 5.6 in the Agenda for the Council meeting on 22 September 2025.

CARRIED

4 GENERAL MANAGER**4.1 Alcohol Free Zone****RESOLUTION 205/25**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Cheryl Downing

- I. 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**

CARRIED

4.2 Change of Date - November Council Meeting**RESOLUTION 206/25**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

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

CARRIED

4.3 Proposed Motions and Voting Delegates - LGNSW Annual Conference**RESOLUTION 207/25**

Moved: Cr Tony Horton

Seconded: Cr Cheryl Downing

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.

CARRIED

4.4 Cowra Community Grants 2025/2026 - Round 1**RESOLUTION 208/25**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Cheryl Downing

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

CARRIED

5 DIRECTOR-CORPORATE SERVICES**5.1 Completion of 2024/25 Financial Statements****RESOLUTION 209/25**

Moved: Cr Paul Smith

Seconded: Cr Nikki Kiss OAM

That Council defer consideration of the referral to audit of the financial statements for the financial year ending 30 June 2025 to the October Council Meeting.

CARRIED

5.2 Release of Closed Decision**RESOLUTION 210/25**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

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).**

CARRIED

5.3 Policy Review - Council Donation Policy**RESOLUTION 211/25**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Cheryl Downing

That Council adopt the draft revised Donation Policy.

CARRIED

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

RESOLUTION 212/25

Moved: Cr Cheryl Speechley

Seconded: Cr Tony Horton

That Council note the tabling of Pecuniary Interests Returns for Councillors, Staff and Audit, Risk and Improvement Committee members as at 30 June 2025 as updated to record that Cr Speechley has a mortgage with St George Bank.

CARRIED

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

RESOLUTION 213/25

Moved: Cr Erin Watt

Seconded: Cr Tony Horton

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.**

CARRIED

At 6:11 pm, Cr Nikki Kiss OAM left the meeting.

5.6 Business Assistance to Cowra Early Childhood Services

Moved: Cr Erin Watt

Seconded: Cr Cheryl Downing

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.

LOST

Cr Erin Watt and Cr Cheryl Downing requested that their votes in favour of the motion, be recorded.

MOTION

Moved: Cr Paul Smith

That Council provide financial assistance to Cowra Early Childhood Services by way of a \$4,000 donation towards the costs of constructing a preschool at 14 Short Street, Cowra.

LAPSED FOR WANT OF A SECONDER

RESOLUTION 214/25

Moved: Cr Erin Watt

Seconded: Cr Cheryl Downing

That council staff investigate and report to the next Council meeting the costs of installing a footpath at the Cowra Early Childhood Services preschool Short Street site, including the costs of tree removal, and the potential source of council funds to meet this cost.

CARRIED

At 6:35 pm, Cr Nikki Kiss OAM returned to the meeting.

6 DIRECTOR-INFRASTRUCTURE & OPERATIONS

6.1 Drinking Water Management System - Annual Report

RESOLUTION 215/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Paul Smith

That Council receive and note the Drinking Water Management System Annual Report 2024/25.

CARRIED

6.2 Cowra Sports Fields Master Plans and 'Play our Way' Program Grant Funded Changerooms

RESOLUTION 216/25

Moved: Cr Tony Horton

Seconded: Cr Cheryl Downing

That Council receive and note the proposed sites of the new amenities for the 'Play our Way Grant Program'.

CARRIED

7 DIRECTOR-ENVIRONMENTAL SERVICES

7.1 Section 355 Committee Draft Minutes - Access Committee Meeting held 18 August 2025

RESOLUTION 217/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

That Council notes the draft minutes of the Access Committee meeting held on 18 August 2025.

CARRIED

7.2 Draft Street Awnings and Balconies Safety Policy

RESOLUTION 218/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

That Council adopt the Draft Street Awnings and Balconies Safety Policy.

CARRIED

7.3 Release of the NSW Food Regulation 2025 - Required Fee Adjustments

RESOLUTION 219/25

Moved: Cr Tony Horton

Seconded: Cr Nikki Kiss OAM

- 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.**

CARRIED

8 LATE REPORTS

Nil

9 CONFIDENTIAL MATTERS**RESOLUTION 220/25**

Moved: Cr Tony Horton

Seconded: Cr Nikki Kiss OAM

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.

CARRIED

3 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 13 OCTOBER 2025

File Number: D25/1967

Author: Alan Dalton, Director - Corporate Services

The Committee refers the following recommendations to Council:

DIRECTOR-CORPORATE SERVICES REPORT

3.1 Investments and Financial Report

RECOMMENDATION

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

3.2 Donation - Yalbillunga Boori Day Care Centre - Development Contribution Fees

RECOMMENDATION

That Council approve a donation of \$3,250 to Yalbillunga Boori Day Care Centre to offset Development Contribution costs associated with the establishment of a new preschool building.

DIRECTOR-ENVIRONMENTAL SERVICES REPORT

3.3 Development Application No. 10.2025.69.1, Lot 243 DP 752948, Legh Street Cowra, additions to centre-based child care facility, lodged by BCT Consulting Services Pty Ltd. The property owner is Cowra Local Aboriginal Land Council.

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 M.3.3.d of Part M of Council's Development Control Plan 2021 is sufficiently justified and the application was publicly notified and no submissions were received; and**
- 2. That Council approves a variation to Section M.3.3.d of Part M of Council's Development Control Plan 2021 for this development to allow an unmarked car parking area; and**
- 3. That Council refuses a request for exemption from the payment of**

Section 7.12 Development Contributions; and

4. That Development Application No. 10.2025.69.1, for the construction of additions to a centre-based child care facility on Lot 243 DP 752948, Legh Street Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

- I. Development is to be in accordance with the 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
Cover Page Drawing DA-001 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Sediment & Erosion Control Plan Drawing DA-101 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Site Plan Drawing DA-102 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Roof Drawing DA-103 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Ground Floor Drawing DA-004 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Shadows 9 AM Drawing DA-105 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Shadows 12 PM Drawing DA-106 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Shadows 3 PM Drawing DA-107 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped

		No. 10.2025.69.1(B)
Elevations Drawing DA-201 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Overall Elevations Drawing DA-202 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Existing 3ds Drawing DA-203 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
New Building 3ds Drawing DA-204 Issue C	NTARCH Architects 23/09/2025	Received 27 September 2025 Stamped No. 10.2025.69.1(B)
Plan of Detail and Feature survey	Arete Survey Solutions 24/10/2024	Received 24 July 2025 Stamped No. 10.2025.69.1
Statement of Environmental Effects Version 2	Vision Property development Hub 16/09/2025	Received 17 September 2025 Stamped No. 10.2025.69.1(A)

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. All traffic movements in and out of the development are to be in a forward direction.
4. The approved hours of operation are as follows:
 - 9am to 3.30pm Monday to Friday
5. An Annual Fire Safety Statement 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.

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 SECTION 68 APPROVAL

6. Prior to the issue of a Section 68 approval for the transportable building, 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.
7. Pursuant to Section 7.12 (formerly Section 94A) of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Section 68 approval. 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	\$325,000.00	1%	\$3,250.00	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

8. The Applicant is to obtain a Construction Certificate for the shade sail structure 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.

9. Prior to the commencement of works associated with the transportable building the Applicant is to obtain all relevant approvals for the installation of a transportable building on the subject land. In this regard the applicant is to apply for an Approval under Section 68 of the Local Government Act 1993 for the transportable building. The application must include all information required by the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021. The application must include a copy of an insurance policy that covers the construction work to satisfy the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.
10. 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.
11. 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'.
12. 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 the approved plans and Part B of Cowra Shire Council Development Control Plan 2021 at all times.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

13. 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.
14. 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.
15. 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.
16. 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.
17. 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.

18. **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.**
19. **The primary entrances and pathways to the building are to comply with the requirements of the Disability (Access to Premises – Buildings) Standards 2010 and Australian Standard 1428.1-2021 Design for Access and mobility.**
20. **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

21. **The Applicant must not commence occupation or use of the transportable building until a Completion Certificate has been issued from the Principal Certifier appointed for the subject development.**
22. **The Applicant must not commence occupation or use of the shade sail structure until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.**
23. **A Fire Safety Certificate shall be furnished to the Principle Certifying Authority for all the Essential Fire Safety Measures specified in the current fire safety schedule for the building, prior to issue of a Completion Certificate. A copy of the Fire Safety Certificate must be submitted to**

Council by the PCA with the Completion 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

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

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

ADVICE

1. If, during work, an Aboriginal object is uncovered then **WORK IS TO CEASE IMMEDIATELY** and the Office of Environment & Heritage is to be contacted urgently on (02) 6883 5300. Under the National Parks and Wildlife Act 1974 it is an offence to harm an Aboriginal object or place without an 'Aboriginal heritage impact permit' (AHIP). Before making an application for an AHIP, the applicant must undertake Aboriginal community consultation in accordance with clause 80C of the NPW Regulation.
2. If excavating, it is recommended you go to Before You Dig Australia at www.byda.com.au and lodge a free enquiry that helps keep people safe and protect underground infrastructure.

4 GENERAL MANAGER

4.1 New Code of Meeting Practice

File Number: D25/1977

Author: Paul Devery, General Manager

RECOMMENDATION

That council place the draft Code of Meeting Practice on public exhibition for at least 42 days.

INTRODUCTION

The Minister for Local Government released the 2025 Model Code of Meeting Practice for Local Councils in NSW on 29 August 2025, with the background of consultation, draft Meeting Code and resources published on the OLG website:

<https://www.olg.nsw.gov.au/councils/governance/model-code-of-meeting-practice/model-code-of-meeting-practice-for-local-councils-in-nsw/>

BACKGROUND

Council must adopt a new Code of Meeting Practice based on the mandatory provisions of the Model Code by 31 December 2025. Council may add supplementary provisions provided they are not inconsistent with the mandatory elements.

The new draft Code incorporates the updated Model Code (Attachment 2) as well as supplementary provisions identified by Council, the majority of which are contained within the current Code.

Details on the major changes now included as mandatory provisions in the Model Code can be found in the circular and FAQ documents included at Attachment 1.

Council is requested to endorse the new draft Code of Meeting Practice included at Attachment 3 and place it on public exhibition for 42 days seeking community feedback. This timing will allow an updated Code to be adopted and in place by 31 December 2025.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. OLG Circular & FAQ - Model Code of Meeting Practice [↓](#)
2. 2025 Model Code of Meeting Practice for Local Councils in NSW [↓](#)
3. Draft Policy - Code of Meeting Practice [↓](#)

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	2025 Model Meeting Code
Circular Details	Circular No 25-20 / 29 August 2025 / A975455
Previous Circular	<u><i>Council Circular 24-23 Consultation on reforms to council meeting practices</i></u>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- Following extensive consultation, the new 2025 Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised.
- The new 2025 Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the Local Government (General) Regulation 2021 (the Regulation) shortly.
- The new 2025 Model Meeting Code is available on the [Model Code of Meeting Practice for Local Councils in NSW](https://www.olg.nsw.gov.au) webpage on the Office of Local Government's (OLG) website at www.olg.nsw.gov.au.
- Among other changes, the mandatory provisions of the 2025 Model Meeting Code will prohibit pre-meeting briefings.
- Councils must also livestream meetings of the council and committees comprising wholly of councillors from 1 January 2026 using an audio-visual recording. Recordings of meetings must be published on the council's website for the balance of the council term or for 12 months, whichever is the later date.
- More detailed information about the changes to council meeting practices made by the 2025 Model Meeting Code is provided in the FAQ attached to this circular and available

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au



on the [Model Code of Meeting Practice for Local Councils in NSW](#) webpage on OLG's website.

What will this mean for council?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.
- Transitional provisions in the Regulation will provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.
- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

Key points

- The 2025 Model Meeting Code has two elements:
 - mandatory provisions (indicated in black font), and
 - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".



Where to go for further information

- The 2025 Model Meeting Code is available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website at www.olg.nsw.gov.au.
- More information about the 2025 Model Meeting Code and guidance on its adoption is provided in the FAQ attached to this circular and available on the Model Code of Meeting Practice for Local Councils in NSW webpage of OLG's website.
- A webinar will be held in October to support councils in adopting the new Model Code of Meeting Practice. Notice will be provided to enable councils to register.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

A blue ink signature of Brett Whitworth.

Brett Whitworth
Deputy Secretary
Office of Local Government

2025 Model Meeting Code - FAQ

Implementation of the 2025 Model Meeting Code

When must the 2025 Model Meeting Code be adopted?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

What happens if the 2025 Model Meeting Code is not adopted by 31 December 2025?

- Transitional provisions in the Local Government (General) Regulation 2021 (the Regulation) provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, then from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

Are councils required to adopt the non-mandatory provisions of the 2025 Model Meeting Code?

- No. The non-mandatory provisions of the 2025 Model Meeting Code cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- Councils are free to omit the non-mandatory provisions or to adapt them to meet their needs.

Can councils include supplementary provisions in their adopted code of meeting practice?

- Yes. There is nothing to prevent councils from including supplementary provisions in their adopted code of meeting practice to meet their needs, provided the supplementary provisions are not inconsistent with the mandatory provisions of the 2025 Model Meeting Code.

2025 Model Meeting Code - FAQ

**Are joint organisations and county councils required to adopt the 2025 Model Meeting Code?**

- Yes. The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.
- The provisions of the 2025 Model Meeting Code that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

What consultation must councils do before adopting a code of meeting practice?

- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.
- This requirement does not apply to joint organisations.

What are the key changes?

A key focus of the changes made to the 2025 Model Meeting Code is to ensure meetings are conducted in a dignified and orderly way befitting to a chamber of democracy and to promote community confidence in councils and their decisions.

The following is a summary of the key changes. It is not an exhaustive list of all the changes that have been made.

Extraordinary meetings

- The mayor may now call an extraordinary meeting without the need to obtain the signature of two councillors.

Dealing with urgent business at meetings

- The process for dealing with urgent business at both ordinary and extraordinary meetings has been simplified.
- Business may be considered at a meeting at which all councillors are present, even though due notice has not been given of the business, if the council resolves

2025 Model Meeting Code - FAQ



to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. The resolution must state the reasons for the urgency.

- If all councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

Prohibition on pre-meeting briefing sessions

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.
- The prohibition on briefing sessions does not prevent a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

Public forums

- The public forum provisions are now mandatory but leave it to councils to determine whether to hold public forums before council and committee meetings.
- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that councils can use if they choose to.
- Public forums must be livestreamed.

Councillors' attendance at meetings by audio-visual link

- The provisions governing attendance by councillors at meetings by audio-visual link have been made mandatory and the option to attend meetings by audio-visual link has been restricted to where councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

Absences from council meetings

- Changes have been made to the provisions governing absences from meetings.
- Where councillors are unable to attend one or more meetings of the council or committees of the council, the new provisions encourage them to:
 - submit an apology for the meetings they are unable to attend,
 - state the reasons for their absence from the meetings, and

2025 Model Meeting Code - FAQ



- request that the council grant them a leave of absence from the relevant meetings.
- Where a councillor makes an apology, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a councillor. To ensure accountability, if the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

Livestreaming meetings

- As of 1 January 2026, councils are required to livestream their meetings using an audio-visual recording.
- Recordings of meetings must be published on the council's website for the balance of the council's term or for 12 months, whichever is the later date.
- OLG will be issuing updated guidance on the livestreaming of meetings.

New rules of etiquette at meetings

- Councils may determine standards of dress for councillors when attending meetings.
- Where physically able to, councillors and staff are encouraged to stand when the mayor enters the chamber and when addressing the meeting.
- The 2025 Model Meeting Code prescribes modes of address.

Mayoral minutes

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting.

Rules of debate

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.

2025 Model Meeting Code - FAQ



- Councils will no longer have the option of reducing the duration of speeches to less than 5 minutes. However, councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

Voting on planning decisions

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a council or a council committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

Representations by the public on the closure of meetings

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to.

Making information considered at closed meetings public

- Consistent with ICAC's recommendation, the general manager must publish business papers for items of business considered during meetings that have been closed to public on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the general manager must consult with the council and any other affected persons and provide reasons for why the information has ceased to be confidential.

Dealing with disorder

- Councils will be required to determine on the adoption of the new code and at the commencement of each council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- The definition of acts of disorder by councillors have changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:

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- contravening the Act, the Regulation, or the council's code of meeting practice,
 - assaulting, or threatening to assault, another councillor or person present at the meeting,
 - moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter,
 - using offensive or disorderly words,
 - making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly,
 - imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
 - saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.
- Where a councillor fails to remedy an act of disorder at the meeting at which it occurs, they can be required to do so at each subsequent meeting until they remedy the act of disorder. On each occasion the councillor fails to comply with a direction by the chairperson to remedy an act of disorder, they can be expelled from the meeting and each subsequent meeting until they comply.
- Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
 - speaking at meetings without being invited to,
 - bringing flags, signs or protest symbols to meetings,
 - disrupting meetings,
 - making unauthorised recordings of meetings.
- The 2025 Model Meeting Code notes that failure by a councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a council, councillor, employee of a council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100.

2025 Model Meeting Code - FAQ



Committees

- Meetings of committees of a council whose membership comprises only of councillors must be conducted in accordance with the council's adopted meeting code. Such committees will no longer have the option of determining that rules under the council's meeting code do not apply to them.

Department of Planning,
Housing and Infrastructure
Office of Local Government



The model code of meeting practice for local councils in NSW

August 2025

olg.nsw.gov.au

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1 Introduction

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

2 Meeting principles

2.1 Council and committee meetings should be:

- Transparent:* Decisions are made in a way that is open and accountable.
- Informed:* Decisions are made based on relevant, quality information.
- Inclusive:* Decisions respect the diverse needs and interests of the local community.
- Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- Effective:* Meetings are well organised, effectively run and skilfully chaired.
- Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 Before the meeting

Timing of ordinary council meetings

- 3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each time in a different quarter of the year.

Note: Under clause 13 of Schedule 11 of the Act, councils that have been designated as a rural and remote council under the Regulation are required to meet at least four (4) times each year, each time in a different quarter of the year.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings, and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council must be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted within such reasonable time before the meeting is to be held as determined by the council.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

- 3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

- 3.15 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.16 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- a. all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - b. if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - c. all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - d. any business of which due notice has been given under clause 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting without notice under clause 9.7.
- 3.18 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- a. identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - b. states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note:** Clause 3.19 reflects section 9(2A)(a) of the Act.
- 3.20 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.
- Note:** Clause 3.21 reflects section 9(2) and (4) of the Act.
- 3.22 Clause 3.21 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.
- Note:** Clause 3.22 reflects section 9(2A)(b) of the Act.
- 3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.
- Note:** Clause 3.23 reflects section 9(3) of the Act.
- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.
- Note:** Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4 Public forums

- 4.1 The council may hold a public forum prior to meetings of the council and committees of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to meetings of other committees of the council.
- 4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.

5 Coming together

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 The council may determine standards of dress for councillors when attending meetings.

- 5.3 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

- 5.4 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.4 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.4 and omit clause 5.3. Councils must not adopt clause 5.4.

- 5.5 Where a councillor is unable to attend one or more meetings of the council or committees of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.

- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

- 5.7 Where a councillor makes an apology under clause 5.5, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

- 5.8 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.8 reflects section 234(1)(d) of the Act.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:

- a. at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- b. within half an hour after the time designated for the holding of the meeting, or
- c. at any time during the meeting.

- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:

- a. by the chairperson, or
- b. in the chairperson's absence, by the majority of the councillors present, or
- c. failing that, by the general manager.

- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

- 5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
- give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be held.
- 5.21 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.23 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.24 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.25 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state the meetings the resolution applies to.
- 5.26 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

- 5.27 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.
- 5.28 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.29 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.30 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.31 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.32 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.
- Note:** Clause 5.32 reflects section 10(1) of the Act.
- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.34 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- a. by a resolution of the meeting, or
 - b. by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.
- Note:** Clause 5.34 reflects section 10(2) of the Act.
- 5.35 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- Note:** If adopted, clauses 15.15 and 15.16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.15 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.16 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Livestreaming of meetings

- 5.36 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.
- 5.37 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- a. the meeting is being recorded and made publicly available on the council's website, and
 - b. persons attending the meeting should refrain from making any defamatory statements.
- 5.38 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.
- 5.39 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.
- 5.40 Clauses 5.36-5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
- Note:** Clauses 5.36–5.40 reflect section 236 of the Regulation.
- 5.41 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Note: Joint organisations are not required to livestream their meetings but may choose to do so by adopting clauses 5.36–5.40. Joint organisations that choose not to livestream their meetings may omit clauses 5.36–5.40.

Attendance of the general manager and other staff at meetings

- 5.42 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.
- Note:** Clause 5.42 reflects section 376(1) of the Act.
- 5.43 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
- Note:** Clause 5.43 reflects section 376(2) of the Act.
- 5.44 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.
- Note:** Clause 5.44 reflects section 376(3) of the Act.
- 5.45 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the general manager in consultation with the mayor.

6 The chairperson

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- a. by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- b. by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- a. arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- b. then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:

- a. any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- b. every councillor present must be silent to enable the chairperson to be heard without interruption.

7 Modes of address

- 7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.
- 7.2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the chairperson is not the mayor or deputy mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.
- 7.5 A councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 Order of business for ordinary council meetings

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- Note:** If adopted, Part 13 allows council to deal with items of business by exception.
- 8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9 Consideration of business at council meetings

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- a. unless a councillor has given notice of the business, as required by clause 3.10, and
 - b. unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- a. is already before, or directly relates to, a matter that is already before the council, or
 - b. is the election of a chairperson to preside at the meeting, or
 - c. is a matter or topic put to the meeting by way of a mayoral minute, or
 - d. is a motion for the adoption of recommendations of a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice has not been given of the business to councillors, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

Mayoral minutes

- 9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.
- 9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.
- 9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

Staff reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.
- 9.14 A councillor may, through the chairperson, ask another councillor about a matter on the agenda.
- 9.15 A councillor may, through the mayor, ask the general manager about a matter on the agenda. The general manager may request another council employee to answer the question.
- 9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must ask questions directly, succinctly, and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 Rules of debate

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the chairperson is to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- a. any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - b. the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Amendments to motions

- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Limitations on the number and duration of speeches

- 10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:
 - a. if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - b. if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

- 10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

Participation by non-voting representatives in joint organisation board meetings

- 10.26 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.26. Councils must not adopt clause 10.26.

11 Voting

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

- 11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.15 may be omitted.

Voting on planning decisions

- 11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- 11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 Committee of the whole

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging councillors and staff to stand when addressing the meeting.

Note: Clauses 10.15–10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages councillors and staff to stand when addressing the meeting where they can.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 Dealing with items by exception

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

14 Closure of council meetings to the public

Grounds on which meetings can be closed to the public

- 14.1** The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- a. personnel matters concerning particular individuals (other than councillors),
 - b. the personal hardship of any resident or ratepayer,
 - c. information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - d. commercial information of a confidential nature that would, if disclosed:
 - i. prejudice the commercial position of the person who supplied it, or
 - ii. confer a commercial advantage on a competitor of the council, or
 - iii. reveal a trade secret,
 - e. information that would, if disclosed, prejudice the maintenance of law,
 - f. matters affecting the security of the council, councillors, council staff or council property,
 - g. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - h. information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - i. alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2** The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- a. except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- b. if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- a. are substantial issues relating to a matter in which the council or committee is involved, and
- b. are clearly identified in the advice,
- c. are fully discussed in that advice, and
- d. are subject to legal professional privilege.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- a. a person may misinterpret or misunderstand the discussion, or
- b. the discussion of the matter may:
 - i. cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - ii. cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed, but only if:
- a. it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - b. the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - i. should not be deferred (because of the urgency of the matter), and
 - ii. should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in a manner determined by the council.

Expulsion of non-councillors from meetings closed to the public

- 14.13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of councillors attending meetings by audio-visual link

- 14.15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- a. the relevant provision of section 10A(2) of the Act,
 - b. the matter that is to be discussed during the closed part of the meeting,
 - c. the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.20 The general manager must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 Keeping order at meetings

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- a. contravenes the Act, the Regulation or this code, or
- b. assaults or threatens to assault another councillor or person present at the meeting, or
- c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- d. uses offensive or disorderly words, or
- e. makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
- f. imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or
- g. says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

15.11 The chairperson may require a councillor:

- a. to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
- b. to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- c. to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f), or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

How disorder at a meeting may be dealt with

15.14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

- 15.16 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.15 or clause 15.16.

- 15.17 Clause [15.15/15.16] ~~[delete whichever is not applicable]~~, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.18 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- Note:** Clause 15.18 reflects section 233(2) of the Regulation.
- 15.19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.20 Members of the public attending a meeting of the council:
- a. must remain silent during the meeting unless invited by the chairperson to speak,
 - b. must not bring flags, signs or protest symbols to the meeting, and
 - c. must not disrupt the meeting.
- 15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20.
- 15.22 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.23 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.
- Note:** Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.24 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.25 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.26 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent

during meetings of the council and committees of the council.

- 15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

16 Conflicts of interest

- 16.1 All councillors and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 Decisions of the council

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 1 day after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.
- Note:** Clause 17.11 reflects section 372(6) of the Act.
- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- a. a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
 - b. the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- a. to correct any error, ambiguity or imprecision in the council's resolution, or
 - b. to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 Time limits on council meetings

- 18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine.
- 18.2 If the business of the meeting is unfinished at the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:
- a. defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - b. adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.3 Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the general manager must:
- a. individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - b. publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 After the meeting

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- a. the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- b. details of each motion moved at a council meeting and of any amendments moved to it,
- c. the names of the mover and seconder of the motion or amendment,
- d. whether the motion or amendment was passed or lost, and
- e. such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 Council committees

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

- a. such number of members as the council decides, or
- b. if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- a. the time, date and place of the meeting, and
- b. the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

20.8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- a. to give notice of business for inclusion in the agenda for the meeting, or
- b. to move or second a motion at the meeting, or
- c. to vote at the meeting.

Chairperson and deputy chairperson of council committees

- 20.9 The chairperson of each committee of the council must be:
- the mayor, or
 - if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - if the council does not elect such a member, a member of the committee elected by the committee.
- 20.10 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.11 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.12 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting. If neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.
- 20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.13.
- 20.15 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.
- Note:** Clause 20.15 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.15 and omit clause 20.14. Councils must not adopt clause 20.15.
- 20.16 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Mayoral minutes

- 20.17 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is livestreamed where practicable.
- 20.21 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.22 The general manager must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

- 20.23 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way they apply to meetings of the council.

Minutes of council committee meetings

- 20.24 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - details of each motion moved at a meeting and of any amendments moved to it,
 - the names of the mover and seconder of the motion or amendment,
 - whether the motion or amendment was passed or lost, and
 - such other matters specifically required under this code.
- 20.25 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.26 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.30 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 Irregularities

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- a. a vacancy in a civic office, or
- b. a failure to give notice of the meeting to any councillor or committee member, or
- c. any defect in the election or appointment of a councillor or committee member, or
- d. a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- e. a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 Definitions

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.10 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.9 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and any other person exercising functions on behalf of the council
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
livestream	a video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June

COUNCIL POLICY



Code of Meeting Practice

Code of Meeting Practice

Commencement Date	23 June 2025
Council Department	General Manager's Office
Contact Officer	General Manager
Revision Required	Every 6 years

Policy Review

This policy shall be reviewed at six (6) yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

Revision History

Version	Council Meeting Date	Resolution No.	Responsible Officer
1	28 July 2003	109/2003	General Manager
2	13 April 2004	44/2004	General Manager
3	22 August 2005	68/2005	Director-Corporate Services
4	24 September 2007	306/2007	Director-Corporate Services
5	28 July 2008	213/2008	Director-Corporate Services
6	26 August 2013 Code current, no changes	176/2013	Director-Corporate Services
7	22 July 2019	165/2019	General Manager
8	25 November 2019	282/2019	General Manager
9	24 August 2020	216/2020	General Manager
10	26 April 2022	87/2022	General Manager
11	23 June 2025	114/25	General Manager
12	27 October 2025		General Manager

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Code of Meeting Practice

1. Introduction

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

2. Meeting Principles**2.1 Council and committee meetings should be:**

- Transparent:* Decisions are made in a way that is open and accountable.
- Informed:* Decisions are made based on relevant, quality information.
- Inclusive:* Decisions respect the diverse needs and interests of the local community.
- Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- Respectful:* Councillors, staff and meeting attendees treat each other with respect.
- Effective:* Meetings are well organised, effectively run and skilfully chaired.
- Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3. Before the MeetingTiming of ordinary council meetings

Code of Meeting Practice

- 3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council must be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

Code of Meeting Practice

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **at least five** business days before the meeting is to be held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

- 3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

- 3.15 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.16 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.7.
- 3.18 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

Code of Meeting Practice

- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.19 reflects section 9(2A)(a) of the Act.

- 3.20 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

- 3.22 Clause 3.22 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.22 reflects section 9(2A)(b) of the Act.

- 3.23 For the purposes of clause 3.22, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.23 reflects section 9(3) of the Act.

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.24 reflects section 9(5) of the Act.

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Agenda and business papers for extraordinary meetings

- 3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice of the business has not been given, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

Note: the prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4. Public Forums

- 4.1 The council may hold a public forum prior to meetings of the council and committees of the council for the purpose of hearing oral submissions from members of the public on

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- items of business to be considered at the meeting. Public forums may also be held prior to meetings of other committees of the council.
- 4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.
- 4.4 Public forums may be held by audio-visual link.
- 4.5 Public forums are to be chaired by the mayor or their nominee.
- 4.6 To speak at a public forum, a person must make an application to the council in the approved form. Applications to speak at the public forum must be received by the General Manager's office no later than noon on the day of the meeting and must identify the item of business on the agenda of the council or committee meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.7 Each speaker will be allowed a maximum of five minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.8 Speakers at public forums must not digress from the item on the agenda of the council meeting they have indicated they wish to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.9 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.10 Speakers are under no obligation to answer a question put under clause 4.9. Answers by the speaker, to each question are to be limited to two minutes.
- 4.11 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.12 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.13 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.12, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.14 Clause 4.13 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.15 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee

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meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

5. Coming Together

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 The council may determine standards of dress for councillors when attending meetings.
- 5.3 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting unless permitted to attend the meeting by audio-visual link under this code.
- 5.4 Where a councillor is unable to attend one or more meetings of the council or committee of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that council grant them a leave of absence from the relevant meetings.
- 5.5 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 Where a councillor makes an apology under clause 5.4, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.
- 5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

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- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.8 reflects section 368(2) of the Act.

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the Mayor under clause 3.3.

Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

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- 5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.19 Clause 5.18 does not apply to meetings at which a mayoral election is held.
- 5.20 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.
- 5.22 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state the meeting the resolution applies to.
- 5.25 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.26 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.
- 5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.28 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is

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permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

- 5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.30 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.31 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.31 reflects section 10(1) of the Act.

- 5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.33 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.33 reflects section 10(2) of the Act.

- 5.34 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Note: if adopted, clauses 15.15 and 15.16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.15 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.16 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Livestreaming of meetings

- 5.35 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.

- 5.36 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and

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(b) persons attending the meeting should refrain from making any defamatory statements.

- 5.37 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.
- 5.38 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.
- 5.39 Clauses 5.37 – 5.38 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.35 – 5.39 reflect section 236 of the Regulation.

- 5.40 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.41 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.41 reflects section 376(1) of the Act.

- 5.42 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.42 reflects section 376(2) of the Act.

- 5.43 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.43 reflects section 376(3) of the Act.

- 5.44 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the general manager in consultation with the mayor.

6. The Chairperson

The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

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Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7. Modes of Address

- 7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.
- 7.2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or "Deputy Mayor".

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- 7.4 Where the chairperson is not the mayor or the deputy mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8. Order of Business for Ordinary Council Meetings

- 8.1 The general order of business for an ordinary meeting of the council shall be:
- 01 Opening meeting
 - 02 Acknowledgement of country
 - 03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
 - 04 Disclosures of interests
 - 05 Confirmation of minutes
 - 06 Mayoral minute(s)
 - 07 Reports of committees
 - 08 Reports of council officers
 - 09 Notices of motions
 - 10 Confidential matters
 - 11 Conclusion of the meeting
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

9. Consideration of Business at Council MeetingsBusiness that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee of the council.

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- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice of the business has not been given to the councillors if the council resolves deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite any other provisions of this code, only the mover of a motion referend to in clause 9.3 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the chairperson also rules that business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.5.

Mayoral minutes

- 9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.
- 9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.
- 9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

Staff reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.

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- 9.14 A councillor may, through the chairperson, ask another councillor about a matter on the agenda.
- 9.15 A councillor may, through the mayor, ask the general manager about a matter on the agenda. The general manager may request another council employee to answer the question.
- 9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.18 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10. Rules of DebateMotions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it they may withdraw at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the chairperson is to note the withdrawal of the notice of motion at the meeting unless council determines to consider the notice of motion at the meeting.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

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- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Amendments to motions

- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Limitations on the number and duration of speeches

- 10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

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- 10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

11. Voting

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

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- 11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.6 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.
- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Voting on planning decisions

- 11.10 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- 11.11 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12 – 11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12 – 11.14 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.

12. Committee of the Whole

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- 12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging councillors and staff to stand when addressing the meeting.

Note: Clauses 10.15 – 10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages councillors and staff to stand when addressing the meeting where they can.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13. Dealing With Items by Exception

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may

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have in relation to items of business considered together under clause 13.1.

14. Closure of Council Meetings to the Public

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is

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involved, and

- (b) are clearly identified in the advice,
- (c) are fully discussed in that advice and,
- (d) are subject to legal professional privilege.

Note: Clause 14.4 reflects section 10B(2) of the Act.

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

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Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in a manner determined by the council.
- 14.13 The general manager (or their delegate) may refuse an application made under clause 14.12. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.14 No more than three speakers are to be permitted to make representations under clause 14.9.
- 14.15 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.16 The general manager (or their delegate) is to determine the order of speakers.
- 14.17 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than three speakers to make representations in such order as determined by the chairperson.
- 14.18 Each speaker will be allowed two minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

- 14.19 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

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- 14.20 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of councillors attending meetings by audio-visual link

- 14.21 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.22 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.22 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.23 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.24 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.23 during a part of the meeting that is livestreamed where practicable.
- 14.25 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.26 The general manager must consult with the council and any other affected persons before publishing information on the council's website under clause 14.25 and provide reasons for why the information has ceased to be confidential.

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15. Keeping Order at MeetingsPoints of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or

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- the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) uses offensive or disorderly words, or
 - (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
 - (f) imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or
 - (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintain order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speakers Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

15.11 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e) or (g) or
- (b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f), or (g)

Note: Clause 15.11 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy an act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

How disorder at a meeting may be dealt with

15.14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee

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meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

- 15.16 Clause 15.15, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.17 reflects section 233(2) of the Regulation.

- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Members of the public attending a meeting of the council:
- (a) Must remain silent during the meeting unless invited by the chairperson to speak,
 - (b) Must not bring flags, signs or protest symbols to the meeting, and
 - (c) Must not disrupt the meeting.
- 15.20 Without limiting clause 15.18, a contravention of 15.19 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.19.
- 15.21 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.22 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying maximum penalty of 20 penalty units.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.23 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.24 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

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Use of mobile phones and the unauthorised recording of meetings

- 15.25 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying maximum penalty of 20 penalty units.

16. Conflicts of Interest

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee or at any time during which the council or committee is voting on the matter.

17. Decisions of the CouncilCouncil decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act.

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- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

- 17.10 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.10 reflects section 372(6) of the Act.

- 17.11 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson at

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- the meeting, and
- (b) the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.

17.12 A motion moved under clause 17.11(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.11(b) and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.

17.13 A resolution adopted under the clause 17.12(b) must state the reason for the urgency.

Recommitting resolutions to correct an error

17.14 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

17.15 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.14(a), the councillor is to propose alternative wording for the resolution.

17.16 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.14(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.17 A motion moved under clause 17.14 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.14 can speak to the motion before it is put.

17.18 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.14.

17.19 A motion moved under clause 17.14 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18. After the Meeting

Minutes of meetings

18.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 18.1 reflects section 375(1) of the Act.

18.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of the councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link.

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- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 18.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 18.3 reflects section 375(2) of the Act.

- 18.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 18.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 18.5 reflects section 375(2) of the Act.

- 18.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 18.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 18.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 18.8 reflects section 11(1) of the Act.

- 18.9 Clause 18.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 18.9 reflects section 11(2) of the Act.

- 18.10 Clause 18.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 18.10 reflects section 11(3) of the Act.

- 18.11 Correspondence or reports to which clauses 18.9 and 18.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

Code of Meeting Practice

- 18.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 18.12 reflects section 335(b) of the Act.

19. Council Committees

Application of this Part

- 19.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 19.2 The council may, by resolution, establish such committees as it considers necessary.
- 19.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 19.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
 - (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 19.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

- 19.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 19.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

- 19.8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

Code of Meeting Practice

- 19.9 The chairperson of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 19.10 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 19.11 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 19.12 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 19.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.
- 19.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 19.13.
- 19.15 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Mayoral Minutes

- 19.16 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

- 19.17 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 19.18 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

Code of Meeting Practice

- 19.19 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 19.18 during a part of the meeting that is webcast.
- 19.20 the general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 19.21 The general manager must consult with the committee and any other affected persons before publishing information of the council's website under clause 19.20 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

- 19.22 The provisions of the Act, the Regulation and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

- 19.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 19.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 19.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 19.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

20. Irregularities

Code of Meeting Practice

- 20.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - (e) a failure to comply with this code.

Note: Clause 20.1 reflects section 374 of the Act.

21. Definitions

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.10 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 19.9 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 19.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
Livestream	A video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not

Code of Meeting Practice

the Act	means the <i>Local Government Act 1993</i> including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June

4.2 Cowra Early Childhood Services

File Number: D25/1984

Author: Paul Devery, General Manager

RECOMMENDATION

That Council note the General Manager's report on the costs of installing a footpath at the Cowra Early Childhood Services preschool Short Street site, including the costs of tree removal, and the potential source of council funds to meet this cost.

INTRODUCTION

The following resolution was passed at the September council meeting:

That council staff investigate and report to the next Council meeting the costs of installing a footpath at the Cowra Early Childhood Services preschool Short Street site, including the costs of tree removal, and the potential source of council funds to meet this cost.

This report seeks to address that decision as well as provide advice on the potential process to be followed.

BACKGROUND

Council at its 28 July 2025 meeting resolved:

1. *That Council give public notification of its intention to 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 pre-school at 14 short street Cowra.*
2. *That funds be transferred from the Business Assistance Reserve to cover this payment.*

Following public consultation, the motion below was put to and lost at the 22 September 2025 council meeting:

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.*

Subsequent to this motion being lost the motion referenced in the introduction was adopted.

Footpath DA Condition

In September 2024 council approved DA 10.2024.68.1 for the construction of a childcare facility at 14 Short Street Cowra. The submitted plans included a footpath along Short Street for the length of the property.

As part of a modification approved by council on 30 July 2025, the amended plans provided for a shortened footpath of approximately 79m.

On each occasion the footpath has been included in the application lodged and approved by council.

Council has been advised by CECS they have received quotes to undertake the work as detailed below:

Footpath:	Estimated cost exc GST	\$29,740
Tree removal:	Estimated cost exc GST	\$ 9,800
Total:		\$39,540

Source of Council Funds

If council wishes to provide assistance, my advice to council is consistent with that provided at previous meetings and in my email to councillors on 12 September 2025. That is, the cleanest and preferred source of funding is from the Business Assistance Reserve. Other options include a one-off addition to the budget bottom line for the amount provided or a reduction of an existing budget allocation of council's choosing.

Process

It is worth noting the process to follow depending upon how council wishes to proceed. In my view council should continue to consider this matter as a business assistance request. It was on that basis that council originally resolved to consider the request and to be consistent and transparent that approach should continue.

If there is a desire to revisit the motion lost at the September council meeting, that is possible. What it would require is a notice of motion signed by at least 3 councillors to be provided and included in the agenda.

If there is a different motion, such as part funding the footpath construction/tree removal, my advice would be to once again put such proposal out on public exhibition as it would differ from the original proposal exhibited. If such a motion were put on exhibition it would, at the conclusion of the exhibition period, still require a notice of motion signed by at least 3 councillors to consider a motion to proceed to provide the funding if less than 3 months has elapsed since the September meeting.

There may be other procedural requirements depending upon the course of action determined.

BUDGETARY IMPLICATIONS

Dependent upon council's decision

ATTACHMENTS

Nil

5 DIRECTOR-CORPORATE SERVICES

5.1 Release of Closed Decisions

File Number: D25/1792

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the release of the resolutions made in Closed Council at the Ordinary Council Meeting held on 22 September 2025:

RESOLUTION 221/25

Wyangala Water Treatment Plant Acquisition of Land and Easements

- I. (a) That Council acquires the following land by compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the Local Government Act 1993 for the purposes of the Wyangala Water Treatment Plant.
 - i. Proposed Lot 51 as shown in Deposited Plan 1297683 (from Crown Lands);
 - ii. Proposed Lot 50 (part adjoining 51) as shown in Deposited Plan 1297683 (from Water Administration Ministerial Corporation (WAMC));
 - iii. Proposed Lot 50 (part adjoining Lot 2 in Deposited Plan 857511) as shown in Deposited Plan 1297683 (from WAMC), and.
 - iv. Lot 2 in Deposited Plan 857511 (from WAMC)
- (b) Minerals are to be excluded from these acquisitions.
- (c) These acquisitions are not for the purpose of re-sale.
- (d) That the necessary applications be made to the Minister for Local Government and the Governor for approval to acquire the land.
- (e) That the Mayor and General Manager be authorised to sign and affix the seal to effect the acquisition of land for the Wyangala Water Treatment Plant.
- (f) That the acquired land be classified as "Operational".
2. (a) That Council acquires the following proposed easements by compulsory process under the Land Acquisition (Just Terms Compensation) Act 1991 by authority contained in the Local Government Act 1993 for the purposes of the Wyangala Water Treatment Plant.
 - i. An easement for Overhead Powerlines over the site shown as (C) 'PROPOSED EASEMENT FOR OVERHEAD POWERLINES 15 WIDE AND VARIABLE' in Deposited Plan 1297683 affecting Lot 1 DP 857511 (Beneficiary – Essential Energy).
 - ii. An easement for Overhead Powerlines over the site shown as (C) 'PROPOSED EASEMENT FOR OVERHEAD POWERLINES 15 WIDE AND VARIABLE' in Deposited Plan 1297683 affecting Lot 2 DP 857511 (Beneficiary – Essential Energy).
 - iii. An easement for Overhead Powerlines over the site shown as (C)

‘PROPOSED EASEMENT FOR OVERHEAD POWERLINES 15 WIDE AND VARIABLE’ in Lot 53 Deposited Plan 1297683 affecting Lot 11 DP 1187055 (Beneficiary – Essential Energy).

- iv. **An easement for Overhead Powerlines over the site shown as (C) ‘PROPOSED EASEMENT FOR OVERHEAD POWERLINES 15 WIDE AND VARIABLE’ in Lot 50 (part adjoining Lot 51) Deposited Plan 1297683 affecting Lot 11 DP 1187055 (Beneficiary – Essential Energy).**
- v. **An easement for Overhead Powerlines over the site shown as (C) ‘PROPOSED EASEMENT FOR OVERHEAD POWERLINES 15 WIDE AND VARIABLE’ in Lot 50 (part adjoining Lot 2 DP 857511) Deposited Plan 1297683 affecting Lot 11 DP 1187055 (Beneficiary – Essential Energy).**
- vi. **An easement for Overhead Powerlines over the site shown as (C) ‘PROPOSED EASEMENT FOR OVERHEAD POWERLINES 15 WIDE AND VARIABLE’ in Lot 51 Deposited Plan 1297683 affecting Lot 2 DP 259087 (Beneficiary – Essential Energy).**
- vii. **An easement for Services over the site shown as (D) ‘PROPOSED EASEMENT FOR SERVICES 3 WIDE’ in Lot 53 Deposited Plan 1297683 affecting Lot 11 DP 1187055 (Beneficiary – Cowra Council).**
- viii. **An easement for Access over the site shown as (E) ‘PROPOSED EASEMENT FOR ACCESS VARIABLE WIDTH’ in Lot 53 Deposited Plan 1297683 affecting Lot 11 DP 1187055 (Beneficiary – Crown Lands).**
- ix. **An easement for Access over the site shown as (E) ‘PROPOSED EASEMENT FOR ACCESS VARIABLE WIDTH’ in Lot 50 (part adjoining Lot 51) Deposited Plan 1297683 affecting Lot 11 DP 1187055 (Beneficiary – Crown Lands).**
- x. **An easement for Access over the site shown as (E) ‘PROPOSED EASEMENT FOR ACCESS VARIABLE WIDTH’ in Lot 51 Deposited Plan 1297683 affecting Lot 11 DP 1187055 (Beneficiary – Crown Lands).**
- xi. **An easement for Access over the site shown as (F) ‘PROPOSED EASEMENT FOR ACCESS VARIABLE WIDTH’ in Lot 53 Deposited Plan 1297683 affecting Lot 11 DP 1187055 (Responsible Entity – Cowra Council).**

- (b) **Minerals are to be excluded from these easement acquisitions.**
- (c) **These easement acquisitions are not for the purpose of re-sale.**
- (d) **That the necessary applications be made to the Minister for Local Government and the Governor for approval to acquire the easements.**
- (e) **That the Mayor and General Manager be authorised to sign and affix the seal to effect the acquisition of easements for the Wyangala Water Treatment Plant.**
- (f) **That the acquired easements be classified as “Operational”.**

3. (a) **That Council agrees to the creation of a positive covenant for repairs and maintenance pursuant to Section 88BA of the Conveyancing Act 1919 (NSW) for the purposes of the Wyangala Water Treatment Plant, on the terms outlined in the Wyangala Water Treatment Plant Interface Agreement, over the following lot:**

- i. Proposed Lot 53 in Deposited Plan 1297683 affecting Lot 11 DP 1187055 (Responsible Entity – Cowra Council).*
- (b) The proposed easement and positive covenant terms for the Overhead Powerlines (C), Services (D), Access (E), Access (F) (Positive Covenant) will be as per Schedule 3, of the executed Wyangala Water Treatment Plant Interface Agreement.*

RESOLUTION 222/25

Request for Tender 6-2025: Cowra Drought Water Security - Electrical Upgrade (Heavy Voltage Level 1)

That Council:

- 1. accept the tender from Enacon Group Pty Ltd (ABN: 66 162 213 443) for RFT 6/2025: Cowra Drought Water Security – Electrical Upgrade (Heavy Voltage Level 1) for the lump sum of \$163,760.00 (including GST); \$148,872.72 (excluding GST); and*
- 2. authorise the General Manager to execute any documentation required to award Contract 6/2025: Cowra Drought Water Security – Electrical Upgrade (Heavy Voltage Level 1).*

RESOLUTION 223/25

Request for Tender: 8/2025 - Telemetry System Upgrade including Smart Water Quality Monitoring Pilot Using M-Node Sensors

That Council:

- 1. accept the tender from 360 Engineering Pty Ltd (ABN: 84 154 860 803) for RFT 8/2025 (Telemetry System Upgrade including Smart Water Quality Monitoring Pilot Using M-Node Sensors) for the lump sum of \$829,166.80 (including GST), \$753,788.00 (excluding GST);*
- 2. authorise the General Manager to execute any documentation required to award Contract 8/2025 (Telemetry System Upgrade including Smart Water Quality Monitoring Pilot Using M-Node Sensors); and*
- 3. allocate an additional \$197,083 (excluding GST) to the project to be ratified at the next quarterly budget review (QBR2).*

INTRODUCTION

The above decisions made at the Council Meeting on 22 September 2025 have now been released by the Chair.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

5.2 Completion of 2024-25 Financial Statements**File Number: D25/I822****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 Government's 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

Nil – provision for the annual audit fee is included in Council's Long Term Financial Plan.

ATTACHMENTS

1. Statement by Councillors and Management for General Purpose and Special Purpose Financial Statements [↓](#)

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 27 October 2025.

Cr Paul Smith
Mayor
27 October 2025

Cr Nikki Kiss OAM
Deputy Mayor
27 October 2025

Paul Devery
General Manager
27 October 2025

Alan Dalton
Responsible Accounting Officer
27 October 2025

Cowra Shire Council

Income Statement

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
Income from continuing operations				
16,810	Rates and annual charges	B2-1	16,907	16,100
13,219	User charges and fees	B2-2	16,766	18,967
1,685	Other revenues	B2-3	2,233	2,734
9,921	Grants and contributions provided for operating purposes	B2-4	9,207	12,347
2,791	Grants and contributions provided for capital purposes	B2-4	4,574	16,376
1,921	Interest and investment income	B2-5	2,046	2,136
234	Other income	B2-6	218	237
178	Net gain from the disposal of assets	B4-1	218	507
46,759	Total income from continuing operations		52,169	69,404
Expenses from continuing operations				
17,992	Employee benefits and on-costs	B3-1	18,447	16,879
15,992	Materials and services	B3-2	16,865	20,200
828	Borrowing costs	B3-3	854	895
1,615	Other expenses	B3-5	1,497	1,507
36,427	Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		37,663	39,481
10,332	Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		14,506	29,923
9,288	Depreciation, amortisation and impairment of non-financial assets	B3-4	10,424	9,201
1,044	Operating result from continuing operations		4,082	20,722
1,044	Net operating result for the year attributable to Council		4,082	20,722
1,747	Net operating result for the year before grants and contributions provided for capital purposes		(492)	4,346

The above Income Statement should be read in conjunction with the accompanying notes.

Cowra Shire Council

Statement of Financial Position

as at 30 June 2025

\$ '000	Notes	2025	2024
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	13,312	9,068
Investments	C1-2	27,421	29,771
Receivables	C1-4	8,564	8,099
Inventories	C1-5	1,033	894
Contract assets and contract cost assets	C1-6	4,977	5,694
Other		45	39
Total current assets		55,352	53,565
Non-current assets			
Inventories	C1-5	149	149
Infrastructure, property, plant and equipment (IPPE)	C1-8	923,046	813,590
Other		174	174
Total non-current assets		923,369	813,913
Total assets		978,721	867,478
LIABILITIES			
Current liabilities			
Payables	C3-1	4,364	4,469
Contract liabilities	C3-2	3,866	2,707
Borrowings	C3-3	891	1,000
Employee benefit provisions	C3-4	5,646	5,223
Total current liabilities		14,767	13,399
Non-current liabilities			
Borrowings	C3-3	11,067	11,922
Employee benefit provisions	C3-4	220	240
Provisions	C3-5	578	546
Total non-current liabilities		11,865	12,708
Total liabilities		26,632	26,107
Net assets		952,089	841,371
EQUITY			
Accumulated surplus	C4-1	261,858	257,776
IPPE revaluation surplus	C4-1	690,231	583,595
Council equity interest		952,089	841,371
Total equity		952,089	841,371

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

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 27 October 2025.

Cr Paul Smith
Mayor
27 October 2025

Cr Nikki Kiss OAM
Deputy Mayor
27 October 2025

Paul Devery
General Manager
27 October 2025

Alan Dalton
Responsible Accounting Officer
27 October 2025

Cowra Shire Council

Income Statement of water supply business activity

for the year ended 30 June 2025

\$ '000	2025	2024
Income from continuing operations		
Access charges	2,112	2,013
User charges	6,098	5,406
Interest and investment income	73	61
Grants and contributions provided for operating purposes	63	88
Net gain from the disposal of assets	31	5
Other income	15	—
Total income from continuing operations	8,392	7,573
Expenses from continuing operations		
Employee benefits and on-costs	1,536	1,470
Borrowing costs	179	206
Materials and services	3,922	3,867
Depreciation, amortisation and impairment	2,776	2,430
Water purchase charges	397	366
Calculated taxation equivalents	7	10
Other expenses	28	25
Total expenses from continuing operations	8,845	8,374
Surplus (deficit) from continuing operations before capital amounts	(453)	(801)
Grants and contributions provided for capital purposes	233	8,329
Surplus (deficit) from continuing operations after capital amounts	(220)	7,528
Surplus (deficit) from all operations before tax	(220)	7,528
Surplus (deficit) after tax	(220)	7,528
Plus accumulated surplus	29,956	22,418
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	7	10
Closing accumulated surplus	29,743	29,956
Return on capital %	(0.3)%	(0.6)%
Subsidy from Council	4,389	4,821
Calculation of dividend payable:		
Surplus (deficit) after tax	(220)	7,528
Less: capital grants and contributions (excluding developer contributions)	(233)	(8,329)
Surplus for dividend calculation purposes	—	—
Potential dividend calculated from surplus	—	—

Cowra Shire Council

Income Statement of sewerage business activity
for the year ended 30 June 2025

\$ '000	2025	2024
Income from continuing operations		
Access charges	3,301	3,151
User charges	1,012	976
Interest and investment income	142	139
Net gain from the disposal of assets	16	10
Other income	14	30
Total income from continuing operations	4,485	4,306
Expenses from continuing operations		
Employee benefits and on-costs	577	605
Borrowing costs	463	478
Materials and services	2,072	1,981
Depreciation, amortisation and impairment	1,129	1,054
Calculated taxation equivalents	3	3
Other expenses	1	1
Total expenses from continuing operations	4,245	4,122
Surplus (deficit) from continuing operations before capital amounts	240	184
Grants and contributions provided for capital purposes	9	48
Surplus (deficit) from continuing operations after capital amounts	249	232
Surplus (deficit) from all operations before tax	249	232
Less: corporate taxation equivalent (25%) [based on result before capital]	(60)	(46)
Surplus (deficit) after tax	189	186
Plus accumulated surplus	30,129	29,894
Plus adjustments for amounts unpaid:		
– Taxation equivalent payments	3	3
– Corporate taxation equivalent	60	46
Closing accumulated surplus	30,381	30,129
Return on capital %	1.5%	1.4%
Subsidy from Council	1,276	1,374
Calculation of dividend payable:		
Surplus (deficit) after tax	189	186
Less: capital grants and contributions (excluding developer contributions)	(9)	(48)
Surplus for dividend calculation purposes	180	138
Potential dividend calculated from surplus	90	69

Cowra Shire Council

Statement of Financial Position of water supply business activity
as at 30 June 2025

\$ '000	2025	2024
ASSETS		
Current assets		
Cash and cash equivalents	2,705	2,736
Investments	5,100	4,500
Receivables	2,725	2,419
Contract assets and contract cost assets	119	100
Total current assets	10,649	9,755
Non-current assets		
Infrastructure, property, plant and equipment	98,919	98,281
Total non-current assets	98,919	98,281
Total assets	109,568	108,036
LIABILITIES		
Current liabilities		
Payables	42	40
Contract liabilities	1,122	1,342
Borrowings	213	199
Employee benefit provisions	409	391
Total current liabilities	1,786	1,972
Non-current liabilities		
Borrowings	2,431	2,644
Employee benefit provisions	17	21
Total non-current liabilities	2,448	2,665
Total liabilities	4,234	4,637
Net assets	105,334	103,399
EQUITY		
Accumulated surplus	29,743	29,956
IPPE revaluation surplus	75,591	73,443
Total equity	105,334	103,399

Cowra Shire Council

Statement of Financial Position of sewerage business activity
as at 30 June 2025

\$ '000	2025	2024
ASSETS		
Current assets		
Cash and cash equivalents	4,619	3,116
Investments	7,121	7,621
Receivables	695	720
Total current assets	12,435	11,457
Non-current assets		
Infrastructure, property, plant and equipment	47,566	47,347
Total non-current assets	47,566	47,347
Total assets	60,001	58,804
LIABILITIES		
Current liabilities		
Payables	39	37
Borrowings	200	185
Employee benefit provisions	83	75
Total current liabilities	322	297
Non-current liabilities		
Borrowings	5,387	5,587
Employee benefit provisions	12	17
Total non-current liabilities	5,399	5,604
Total liabilities	5,721	5,901
Net assets	54,280	52,903
EQUITY		
Accumulated surplus	30,381	30,129
IPPE revaluation surplus	23,899	22,774
Total equity	54,280	52,903

5.3 Appointment of Independent Member - Audit, Risk and Improvement Committee

File Number: D25/1820

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION**That Council:**

- 1. Note Mr Geoff Twomey's resignation as an independent member of the Council's Audit, Risk and Improvement Committee, effective from 8 November 2025, and thank Mr Twomey for his service.**
- 2. Appoint Ms Kylie McRae as an independent member of Council's Audit, Risk and Improvement Committee for a period of four years, effective from 1 February 2026.**

INTRODUCTION

Following Mr Geoff Twomey's advice of his intention to retire from Council's Audit, Risk and Improvement Committee (ARIC), a competitive recruitment process was undertaken which identified Ms Kylie McRae as the most suitable candidate to replace Mr Twomey.

The Local Government (General) Regulation 2021 (the Regulation) requires a resolution of Council to make appointments to its ARIC. It is proposed that Ms McRae be appointed as an independent member effective from 1 February 2026, before the next scheduled ARIC meeting of 19 February 2026, for the maximum four-year term permitted by the Regulation.

BACKGROUND

Council is required to have an ARIC with three independent members, including the Chair. The current members are Mr Alan Pigott (Chair), Mr Shannon Buckley and Mr Geoff Twomey. At the 7 August 2025 ARIC meeting, Mr Geoff Twomey expressed interest in retiring from the committee before expiry of his term in November 2026. Mr Twomey tendered his resignation on 17 October 2025 (attached).

To select a short list for interview, Council drew on a pool of suitably qualified candidates, prepared by Central NSW Joint Organisation using eligibility criteria set by clause 216E of the Regulation (attached). Three candidates were subsequently interviewed by the ARIC Chair, the Director – Corporate Services and the Director – Environmental Services.

Although all candidates presented themselves capably, Ms Kylie McRae was distinguished by her practical approach and insight, informed by a sound understanding of council governance matters. Notably, she is currently a member of nine other council ARICs, of which she chairs two. Referee checks were conducted by Cowra's ARIC Chair, Mr Alan Pigott, and raised no concerns.

Mr Pigott also contacted Ms McRae to confirm her capacity to assume the duties of an additional ARIC role given responsibilities with other councils' committees, and emerged confident that her existing commitments are not excessive.

Ms McRae is based at Junee, within reasonable proximity to Cowra.

BUDGETARY IMPLICATIONS

Costs of supporting the ARIC are included in the 2025-26 budget.

ATTACHMENTS

1. Geoff Twomey Resignation Letter - 17 October 2025 [↓](#)
2. Local Government (General) Regulation 2021 - ARIC Member Eligibility [↓](#)

From: [Geoff Twomey](#)
To: [Alan Dalton](#)
Cc: [Paul Devery](#); [Alan Pigott](#)
Subject: My Resignation from Cowra ARIC
Date: Friday, 17 October 2025 9:57:47 AM

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.

Hi Alan,

I wish to tender my resignation from the ARIC of Cowra Council which I will terminate after the meeting on Thursday 8th November. I will attend that meeting in Cowra as I will be in the area that week.

I trust I have contributed over the years of my term and assisted in advising in the matters that are required in the requirements of the ARIC. I have enjoyed the association with all the councillors, staff and fellow members of the committee.

May I wish the Council and the ARIC a helpful and productive future in the areas covered by the Committee.

Regards
Geoff Twomey

Geoffrey F Twomey, FCA

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Local Government (General) Regulation 2021**216E Eligibility for appointment as independent member—the Act, Sch 6, cl 19B**

A council must not appoint a person as an independent member of the council's Audit, Risk and Improvement Committee unless the council is reasonably satisfied the person—

- a) is able to read and understand financial statements, and
- b) is able to understand the ethical requirements of government, including conflicts of interest, and
- c) is able to form independent judgements, and
- d) is willing to constructively challenge and question management practices and information, and
- e) is professional and ethical in the exercise of the person's duties, and
- f) is able to devote the necessary time and effort to the person's functions as a member of the committee, and
- g) has knowledge in one or more of the following that is relevant to the person's role on the Audit, Risk and Improvement Committee—
 - i. risk management,
 - ii. performance management,
 - iii. human resources management,
 - iv. internal and external auditing,
 - v. financial reporting,
 - vi. accounting,
 - vii. management control frameworks,
 - viii. internal financial controls,
 - ix. governance of organisations,
 - x. business operations, and
- h) is independent of the council.

5.4 IPART Determination – 2026-27 Rate Peg

File Number: D25/1912

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note that the Independent Pricing and Regulatory Tribunal has issued its determination of the local government rate peg for 2026-27, which for Cowra provides for an increase ordinary rates of 3.8 per cent, which includes the following notable components amongst others:

- 0.5 per cent to help recover payments made to the NSW Government under the Emergency Services Levy.
- 0.3 per cent reduction following a temporary increase to assist with the 2024 local government election costs.
- 0.5 per cent to recover payments made to the NSW Government under the Dam Safety Levy.

INTRODUCTION

On 30 September 2025 the Independent Pricing and Regulatory Tribunal (IPART) issued its determination of the local government rate peg for 2026-27 (FY27). The rate peg is the maximum percentage amount by which a council may increase its annual general income (i.e. ordinary rates).

Cowra's rate peg for the period is 3.8 per cent. Importantly, this increase includes a 0.5 per cent as an adjustment for the dam safety levy – the highest amount granted to any council.

BACKGROUND

The rate peg includes a base cost change for all councils (3 per cent for FY27), which is based on the increased price over the past year of a 'basket' of goods and services purchased by councils for their general operations. All things being equal, this is the amount that ordinary rates would have to increase across the local government sector to afford councils' purchasing parity with the preceding year; as such, it is a common base rather than a separate rate for each council.

Other main components used to determine Cowra's 3.8 per cent rate peg include:

Emergency Services Levy

An emergency services levy adjustment is included to help councils recover contributions they are required to make in support of NSW emergency services (Fire and Rescue NSW, State Emergency Service and Rural Fire Service). The amount varies by council, and Cowra received a 0.5 per cent boost (this included 0.4 per cent for levy increases not made in previous rate pegs due to state government subsidisation).

Election Costs

IPART includes an additional rate peg component to avoid the risk of councils reducing their services in order to meet the costs of the four-yearly local government elections. As such, the FY26 rate peg included a temporary offset component for the 2024 elections. Moving forward, IPART has shifted to include 25 percent of an election's costs, in every year of rating, rather than a greater single component every four years – this 'smooths' the impact on ratepayers across years.

With the shift to this new approach, Cowra's rate peg is reduced by 0.3 per cent, reflecting both the removal of the one-off increase for the 2024 election and introduction of a component towards the costs of future elections.

Dam Safety Levy

Councillors will recall that a NSW government dam safety levy was established and charged to affected councils from 1 July 2025. IPART concluded that for those councils using dams for water supply, water charges provide an appropriate avenue to recover levy costs from consumers.

For those councils with dams not used for water supply (such as Cowra) IPART included a component in the rate peg to recover levy costs. The component varies by each council's circumstances; of the eleven councils granted an adjustment, Cowra received the largest amount of 0.5 per cent.

Population Growth

A population growth factor of 0.2 per cent was included for Cowra, based on year-on-year population growth lagged by three years. This is suitably reflective of Cowra's modest history of population increases.

Productivity Adjustment

IPART retains provision to make an adjustment to account for productivity gains in the sector. For FY27, IPART determined there was no basis for such an adjustment.

BUDGETARY IMPLICATIONS

The 3.8 per cent rate peg will be used as a reference point in updating fees and charges within Council's revenue policy, in preparing the 2026-27 budget for councillors' consideration towards the conclusion of this financial year.

ATTACHMENTS

- I. IPART Report: Rate Pegs for NSW Councils for 2026-27 [↓](#)

Rate pegs for NSW councils for 2026-27

30 September 2025

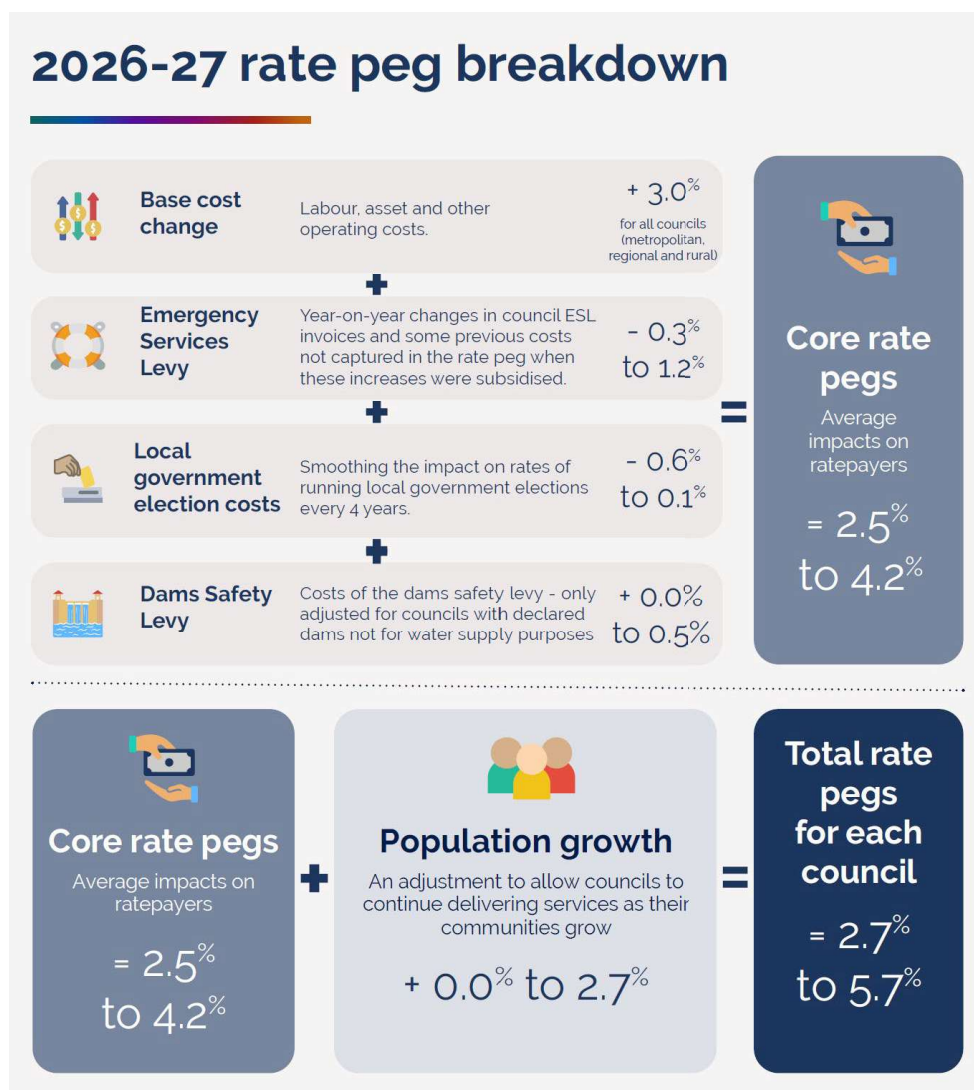
1 We have set the rate peg for 2026-27

IPART has set the rate pegs for the 2026-27 financial year. These are the maximum amounts by which each NSW council can automatically increase its general income from 1 July 2026 to 30 June 2027 (unless the council has an approved special variation to exceed its rate peg). The rate pegs do not apply to individual rates.

We used our rate peg methodology (revised in 2023) and consulted with stakeholders to inform our rate peg decisions. In making these decisions, we balanced the impacts on ratepayers recognising the current cost of living pressures, and the need for councils to provide services and cover increases in existing costs.

The rate pegs for 2026-27 range from 2.5% to 4.2% before adjusting for each council area's population growth (i.e. the core rate pegs). When this adjustment is made, the total rate pegs range from 2.7% to 5.7%. These rate pegs reflect the forecast increases and actual changes in the main cost components shown below.

IPART acknowledges the Traditional Custodians of the lands where we work and live. We pay respect to Elders both past and present. We recognise the unique cultural and spiritual relationship and celebrate the contributions of First Nations peoples.



See **Table 2** from page 11 for the 2026-27 rate pegs for each council.

The **core rate pegs** provide a better indication of the average impacts on ratepayers than the total rate pegs because they exclude the population factor. The population factor is applied to allow councils to increase their total income to cover the costs of providing the same level of services to additional people and businesses. It aims to ensure councils maintain their rates income on a per capita basis as their population grows.

The core rate pegs for 2026-27 are lower than those for last year (2.5% to 4.2% compared with 3.6% to 5.1%).

Box 1 We consulted with stakeholders to inform our rate peg decisions

In 2023, IPART reviewed the rate peg methodology and consulted extensively with stakeholders. As a result of our review, we decided to engage in ongoing consultation with ratepayers, councils and other stakeholders by:

- holding ratepayer workshops for ratepayers and other stakeholders to provide their feedback and views on the rate peg methodology and any proposed adjustments, and for us to share any new developments.
- establishing a council reference group to advise on the implementation of our rate peg methodology, and to identify and address current and emergent issues related to the rate peg.

We held a ratepayer workshop

On 25 August 2025, we held an online ratepayer workshop to hear from ratepayers and community members on issues we should consider when setting the rate pegs for 2026-27. This workshop was open to the public to attend. We published registration details for the workshop on our website and included those details in our newsletter, which was distributed to our subscription lists.

The workshop provided an opportunity for ratepayers and community members to raise issues and have their say through an open forum. It also included an information session on the rate peg methodology, a presentation on our proposed adjustments for the 2026-27 rate peg and an open forum discussion on the proposed adjustments and any other issues related to the rate peg.

Ratepayers raised issues including the high cost of living and the impacts of rate increases, the special variations process and oversight of councils' accountability.

See our [summary](#) of issues raised at the workshop.

We consulted with the Council Reference Group

In July 2024, we established the Council Reference Group (CRG), appointing 14 members. These were based on nominations from the Office of Local Government (OLG) and Local Government NSW (LGNSW). We held 3 CRG meetings during 2025, where the CRG met first to prioritise then discuss the issues it wanted the Tribunal to consider for the 2026-27 rate peg and future years. Issues ranged from components in the rate peg methodology and increased costs to broader local government issues.

See our [website](#) for more information, including the Terms of Reference for the CRG, and a summary of issues discussed in relation to the 2026-27 rate pegs.

2 What is the rate peg?

The rate peg is the maximum percentage amount by which a council may increase its general income (for most councils, this is rates income) for the year. IPART sets the rate peg under delegation from the Minister for Local Government and has done so since 2010. The rate peg has 2 purposes:

1. It allows all councils to automatically increase their general income each year to keep pace with the estimated change in the costs of providing their current services and service levels to their community.
2. It also limits the impact of these automatic increases on ratepayers, by ensuring councils cannot increase their rates income by more than the estimated change in their costs, without consulting with their communities through the special variation process.

Councils can increase their general income by up to the rate peg. They may decide to increase their general income by less than the rate peg (or reduce their income) and consult with their communities on rates and service trade-offs that may be needed. If a council increases its rates income by less than the rate peg, it has up to 10 years to catchup this shortfall.^a A council can only increase its general income by more than the rate peg, if it has an approved special variation (SV) or is catching up on previously foregone increases.

The rate peg (or SV) does not apply to individual rates. As long as the increase in total general income does not exceed the rate peg (or SV), some rates may increase by more than or by less than the rate peg. Councils have discretion when setting rates to distribute the impact of rate changes among ratepayers.

We understand some stakeholders do not agree with councils increasing their income, for various reasons. However, not allowing income to increase in line with changes to their business-as-usual costs could have negative impacts on communities through trade-offs in the services ratepayers rely on.

2.1 The rate peg is like a price index

Our approach is to set the rate peg like a price index, similar to the consumer price index (CPI). The difference is we measure the change in the price of a 'basket' of goods and services that councils typically purchase rather than households. For example, these include employees, roads and other assets.

We estimate the change in this 'basket' from a mix of forecasts, estimates and actual cost changes. We set the rate peg in line with this estimated change.

The rate pegs reflect changes in business-as-usual costs – they do not provide for changes in the quantity or quality of services councils decide on.

We do not assess each councils' performance, spending priorities and decisions and consultation with the community. We also do not and cannot audit council finances. The rate peg is not based on a review of individual council spending.

^a The catch-up provisions are specified in section 511 of the Local Government Act 1993.

2.2 The rate peg does not limit all council income

The rate peg does not limit increases to income from rates and charges for water supply, wastewater, domestic waste management and some other services. Councils must keep income from these rates and charges separate to ensure they are used for the purpose for which they are collected. Rates income, which is capped by the rate pegs, represents on average around one third of NSW councils' combined total income.

3 How did we set the rate peg?

We calculated each council's rate peg using the methodology set out in the formula below:

$$\text{Rate peg} = \text{Base Cost Change (BCC)} - \text{productivity factor} + \text{population factor} + \text{Emergency Services Levy (ESL) factor} + \text{other adjustments}$$

We have set the Base Cost Change (BCC), productivity, population and the Emergency Services Levy (ESL) factors consistent with our methodology, and have also included 'other adjustments' to better respond to changes in council costs for the 2026-27 financial year. These include:

- an adjustment to allow councils to catch-up on some of the historical increases in the ESL not captured in previous rate pegs when increases in the ESL were subsidised
- an adjustment for the new dams safety levy that was introduced on 1 July 2025 by Dams Safety NSW. This only applies to councils with declared dams that are not used for water supply purposes.
- an adjustment to smooth the impact of the costs of running council elections, which happen every 4 years, by recovering 25% of the costs each year.

Our decisions are discussed below. For more details on our methodology, see our [Final Report](#) on our 2023 Review of the rate peg methodology.



See **our 2026-27 rate peg model** and how we calculated the rate pegs for each council.

3.1 We forecast councils' base costs to increase by 3.0% on average

We used our BCC model to estimate cost increases in councils' business-as-usual costs for 2026-27. The BCC model measures the percentage change in 3 main council costs:

- Employee costs – estimated using the Reserve Bank of Australia's forecast for the change in the Wage Price Index. This approach is consistent with the rate peg methodology we developed in consultation with stakeholders in which we decided to measure the change in employee costs using annual wage increases prescribed by the Local Government State (NSW) Award when known, and using changes in the forecast Wage Price Index when the Award increase is not available. We will consider the new Local Government (State) Award from 1 July 2026, which was not available at the time of writing, when we set the rate peg next year.
- Asset costs – measured using the Reserve Bank of Australia's (RBA) forecast change in the CPI plus an adjustment that reflects the average difference between actual CPI (All groups, Sydney) and actual Producer Price Index (PPI) (Road and bridge construction, NSW) over the past 5 years. We derive a forecast because there is currently no forecast for the PPI for road and bridge construction, and we consider the change in the PPI is the best measure for changes in asset costs.
- Other operating costs – measured by the RBA's forecast change in the CPI.

We use separate BCC models for the different council groups (metropolitan, regional and rural) to better reflect the diversity of NSW councils. Each of these separate models weighs the 3 cost components according to the spending pattern of the average council in each group. Although the components vary in weight for each group, we apply the same measures of change to each component. For example, while asset costs might have larger weight for rural councils than metropolitan councils, both asset costs components would be forecast to change by the same amount.

The BCC for 2026-27 is 3.0% for each council group, which is lower than last year (3.6%). The BCCs for each group were the same (after rounding) because the differences between council spending patterns and the differences between changes in each cost component were relatively small. This was also the case for the 2025-26 rate peg. Table 1 shows the change in BCC components and their weights. For the 2026-27 financial year:

- employee costs are forecast to rise by 2.9%
- asset costs are forecast to rise by 3.5%
- other operating costs are forecast to rise by 2.8%.

Table 1 We calculate base cost changes weighted by council group spending

	Employee costs	Asset costs	Other operating costs
Change in costs	2.9% ^a	3.5% ^b	2.8% ^c
Weightings by council group			
Metropolitan	39%	18%	43%
Regional	35%	22%	43%
Rural	32%	24%	44%

a. The increase of 2.9% is estimated from the forecast change in the Wage Price Index (WPI) based on the average of Reserve Bank of Australia's forecasts to December 2026 and June 2027, from the August 2025 Statement on Monetary Policy. There are no changes in the superannuation guarantee (remains at 12%).

b. This is based on the average of RBA forecasts to December 2026 and June 2027 from the August 2025 Statement on Monetary Policy of 2.8% and an 0.8% adjustment based on the average difference between the PPI (Road and bridge construction, NSW) and the CPI (All groups, Sydney) over the most recent 5-year period.

c. We use the average of the RBA's forecast change in the CPI to December and June for the year the rate peg applies.

3.2 We allowed increases of up to 1.2% to reflect Emergency Service Levy costs

Councils make payments – known as the Emergency Service Levy (ESL) – to the State Government to support emergency services (Fire and Rescue NSW, State Emergency Service, Rural Fire Service). Councils currently fund 11.7% of the costs of these services^b. We allow councils to recover changes in the ESL so they can meet their ESL obligations without diverting funds required to maintain service levels and infrastructure for their communities.

For the 2026-27 rate peg we have:

- set ESL factors consistent with our methodology
- made a further ESL adjustment to allow councils to catch-up on some of the historical increases in the ESL not captured in previous rate pegs when they were subsidised. We previously made this adjustment for some councils in the 2025-26 and 2024-25 rate pegs.

Overall, the changes to income reflecting ESL costs range from -0.3% to 1.2%. Only one council had a change to income from ESL costs that was negative, after the catch-up adjustment for its ESL subsidy costs

3.2.1 Most councils had outstanding Emergency Services Levy costs to catch up on

As in the 2025-26 and 2024-25 rate pegs, we allowed a further adjustment to capture some of the past increases in the Emergency Services Levy (ESL) costs that were previously subsidised by the NSW Government and therefore not captured by the rate peg. The NSW Government subsidised increases in council ESL contributions between 2019-20 and 2022-23. In 2023-24 the subsidy was discontinued leading to increases in council ESL costs. We decided to phase in the costs that were subsidised in the rate peg over time, after considering the impact on ratepayers.

^b Revenue NSW collects funds from local councils, insurance companies and foreign insured policy holders to support the work of emergency services in NSW. Revenue NSW, [Emergency Services Levy](#), accessed September 2025

The 2026-27 rate peg will be the third year of the catch-up.

All but one council received ESL subsidy adjustments for 2026-27, up to 0.9%. We decided on the adjustment amounts to ensure most councils will have recovered at least 75% of their subsidised increases. One council received the full amount in 2025-26 and 4 other councils will receive the full outstanding amount in 2026-27.

The only councils that will have recovered less than 75% are those with an expired special variation who have not previously received any catch-up^c, and 2 rural councils where the impact on ratepayers of a 75% catchup, in combination with the ESL factor, would be significant.

3.3 We smoothed the impact of council election costs on rates

NSW councils must fund the costs of running local government elections. Elections are mostly run by the NSW Electoral Commission (NSWEC) but can also be run by private operators. We consider that the rate peg should allow councils to recover these costs to avoid trade-offs with current services.^d

For the 2025-26 rate peg, we included a temporary council-specific adjustment to help councils cover the costs of running the 2024 local government elections.

Local Government elections occur every 4 years. Instead of removing 100% of the temporary election cost adjustment, and then adding it back in 4 years, we have decided to smooth the impact of election costs on rates. To do this, we made an adjustment to allow councils to recover 25% of the election costs each year of the 4 year cycle. This means that the rate pegs now include a smaller allowance each year to cover election costs rather than a larger increase and adjustment every four years.

All but 2 councils will experience a negative adjustment ranging from -0.6% to 0.0%. The other 2 councils did not receive the temporary election cost adjustment for the 2025-26 rate peg, because they did not have elections.^e We have allowed for a positive adjustment factor of up to 0.1%, because we expect these councils will be required to fund their 2028 elections.

This approach was supported by the CRG and there were no objections to this approach raised at the ratepayer workshop.

^c IPART previously decided that the subsidy catch-up would be deferred for councils with a multi-year special variation already approved from 2023-24 or earlier, before our new rate peg methodology came into effect. This is because the special variation amount replaces their rate peg and, as a result, these councils would not receive any catch-up for the ESL subsidy until the SV expires. As a result, 12 councils have not yet received any subsidy catch-up.

^d The election cost adjustment factor only funds the increase in costs since the 2016 or 2017 elections, adjusted for inflation, not the full cost of the election. In 2020 the NSWEC increased the amount it charged to councils. It covers the costs of running elections, not campaign costs.

^e The elections were uncontested and they were not required to run by-elections.

3.4 We included an adjustment to account for the new dams safety levy

Dams Safety NSW introduced a levy on declared dams^f from 1 July 2025. Declared dams are assessed by Dams Safety NSW as representing significant potential danger to life, infrastructure or the environment downstream in the event of failure.

Declared dams can be used for water supply purposes or other reasons such as recreational, irrigation or flood control.

Councils have limited control over the cost of the dams safety levy. We have allowed an adjustment for councils with declared dams that are not used for water supply purposes (as those costs are better recovered through a council's water charges).

This adjustment applies to 31 councils and ranges from 0.0% to 0.5%. However, only 11 of these councils will receive an adjustment factor of 0.1% or more.

This approach was supported by the CRG and there were no objections to this approach raised at the ratepayer workshop.

3.5 We allowed increases of up to 2.7% to account for population growth

We allow councils to increase their income to cover the costs of population growth. We do this by setting a population factor that gives councils additional income needed to maintain income collected per person (before inflation) as populations grow. The population factor reflects year-on-year population growth lagged by 3 years.⁹ Importantly, our methodology does not reduce council income when population falls. This is because in an area of falling population a council still needs to maintain its infrastructure and provide services, so its costs may not decline correspondingly.

For the 2026-27 rate peg we have allowed a population factor adjustment of up to 2.7% for 83 councils. This range is lower than last year when population factors were up to 3.8%.

3.6 We maintained the 0% default for productivity

Since 2011, our rate peg methodology has included an explicit factor to account for productivity gains in the local government sector. In 2018-19, we set the productivity factor to zero as a default to recognise that productivity gains were reflected in ABS data we used in our methodology at the time. In 2023, following our review of the rate peg methodology, we decided to keep the productivity factor and set it at 0% as a default, unless we had evidence to depart from this approach.

^f Dams Safety NSW's website has a [definition](#) of what a dam is as well as a [map of declared dams](#) to show where they are in the state.

⁹ Population growth includes the change in estimated resident population less prison populations and less the change in supplementary valuations. The latest information on the estimated resident population is from 2023.

We have maintained the default of 0% for the productivity factor in the rate peg for the 2026-27 financial year. We consider that further analysis is required to develop measures of productivity. This includes considering the outcomes of the Government response to the NSW Parliamentary Inquiry on the ability of local governments to fund infrastructure and services and the work the Office of Local Government is completing around council performance benchmarking.

While a default is in place, we consider there is merit to further investigate how productivity gains can be incentivised but recognise this may include avenues broader than the rate peg. Before we consider any departure from the default of zero, we will further consult with stakeholders.

4 What can councils do if they want a higher increase?

If councils want or need to increase their general income by more than the rate peg – for example so they can introduce new services, improve service quality or to become more financially sustainable they can apply to IPART for a special variation (SV). This would allow them to increase general income above the rate peg on a temporary or permanent basis for a specified number of years. Councils can also apply to IPART to increase their minimum rates above the statutory limit (MR increase). However, increases to minimum rates do not increase total general income but change the way rates are distributed.

Councils applying for an SV or MR increase must consult with their communities and satisfy the criteria listed in the OLG's SV/MR increase Guidelines. IPART assesses applications for an SV or MR increase in accordance with those [Guidelines](#).

Councils applying for an SV or MR increase for 2026-27 must apply to IPART by early February 2026. IPART's website also includes general information on the requirements and recent applications from councils.

5 What can ratepayers do if they are concerned about the impacts?

Ratepayers who find it difficult to pay their rates should contact their council in the first instance and ask about what support they may provide and their hardship policy. This may include assistance or flexible payment arrangements tailored to ratepayers and their circumstances. Also, ratepayers can visit the [NSW Ombudsman's website](#) for further guidance and resources, which may help ratepayers understand their rights and access additional support.

Information Paper

Rate pegs for NSW councils for 2026-27

Table 2 Final rate pegs for all councils for 2026-27

Council	BCC	ESL factor	ESL subsidy catch-up adjustment	Productivity factor	Dams safety levy adjustment	Election cost adjustment	Core rate peg	Change in population	Supplementary valuations percentage	Population factor	Final rate peg
Albury	3.0%	0.0%	0.1%	0.0%	0.1%	-0.1%	3.0%	1.4%	0.8%	0.6%	3.6%
Armidale Regional	3.0%	0.0%	0.4%	0.0%	0.0%	-0.2%	3.2%	0.2%	0.6%	0.0%	3.2%
Ballina	3.0%	-0.1%	0.1%	0.0%	0.0%	-0.1%	2.9%	1.4%	0.9%	0.5%	3.4%
Batraland	3.0%	0.2%	0.7%	0.0%	0.0%	-0.1%	3.8%	0.8%	0.0%	0.8%	4.6%
Bathurst Regional	3.0%	0.1%	0.3%	0.0%	0.0%	-0.2%	3.1%	0.9%	0.9%	0.0%	3.1%
Bayside	3.0%	0.0%	0.0%	0.0%	0.0%	-0.1%	2.9%	1.6%	0.6%	1.0%	3.9%
Bega Valley	3.0%	0.0%	0.2%	0.0%	0.0%	-0.2%	3.0%	0.9%	0.4%	0.5%	3.5%
Bellingen	3.0%	0.1%	0.9%	0.0%	0.0%	-0.1%	3.8%	0.4%	0.9%	0.0%	3.8%
Berrigan	3.0%	0.1%	0.3%	0.0%	0.0%	-0.6%	2.8%	0.3%	0.3%	0.0%	2.8%
Blacktown	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.0%	3.0%	0.6%	2.4%	5.4%
Bland	3.0%	0.2%	0.6%	0.0%	0.0%	-0.2%	3.6%	-0.2%	0.1%	0.0%	3.6%
Blayney	3.0%	0.0%	0.3%	0.0%	0.0%	-0.1%	3.2%	1.6%	0.1%	1.5%	4.7%
Blue Mountains	3.0%	0.1%	0.3%	0.0%	0.0%	-0.1%	3.2%	0.6%	0.1%	0.5%	3.7%
Bogan	3.0%	0.2%	0.4%	0.0%	0.0%	-0.2%	3.4%	-0.5%	0.6%	0.0%	3.4%
Bourke	3.0%	0.3%	0.8%	0.0%	0.0%	0.0%	4.1%	-0.6%	0.0%	0.0%	4.1%
Brewarrina	3.0%	0.5%	0.8%	0.0%	0.0%	-0.6%	3.6%	-0.2%	0.0%	0.0%	3.6%
Broken Hill	3.0%	0.2%	0.2%	0.0%	0.0%	-0.1%	3.2%	-0.5%	0.0%	0.0%	3.2%
Burwood	3.0%	0.0%	0.1%	0.0%	0.0%	-0.1%	2.9%	2.0%	0.8%	1.2%	4.1%
Byron	3.0%	0.0%	0.1%	0.0%	0.0%	-0.1%	3.0%	1.9%	0.3%	1.6%	4.6%
Cabonne	3.0%	0.1%	0.4%	0.0%	0.0%	-0.2%	3.3%	0.1%	0.0%	0.1%	3.4%
Camden	3.0%	-0.4%	0.1%	0.0%	0.0%	-0.2%	2.5%	4.7%	2.6%	2.1%	4.6%

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Rate pegs for NSW councils for 2026-27

Council	BCC	ESL factor	ESL subsidy catch-up adjustment	Productivity factor	Dams safety levy adjustment	Election cost adjustment	Core rate peg	Change in population	Supplementary valuations percentage	Population factor	Final rate peg
Campbelltown	3.0%	0.0%	0.1%	0.0%	0.0%	-0.1%	3.1%	1.9%	1.4%	0.6%	3.7%
Canada Bay	3.0%	0.1%	0.5%	0.0%	0.0%	-0.2%	3.4%	1.0%	0.2%	0.8%	4.2%
Canterbury-Bankstown	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.0%	1.5%	0.3%	1.1%	4.1%
Carrathool	3.0%	0.2%	0.6%	0.0%	0.0%	-0.1%	3.7%	0.1%	0.8%	0.0%	3.7%
Central Coast	3.0%	0.0%	0.2%	0.0%	0.0%	-0.2%	3.0%	0.8%	0.6%	0.2%	3.2%
Central Darling	3.0%	0.5%	0.8%	0.0%	0.0%	0.0%	4.2%	0.6%	0.0%	0.6%	4.8%
Cessnock	3.0%	0.0%	0.2%	0.0%	0.0%	-0.2%	3.0%	2.7%	1.9%	0.8%	3.8%
Clarence Valley	3.0%	0.0%	0.3%	0.0%	0.0%	-0.2%	3.1%	1.2%	0.0%	1.2%	4.3%
Cobar	3.0%	0.2%	0.5%	0.0%	0.0%	0.1%	3.7%	-1.5%	0.0%	0.0%	3.7%
Coffs Harbour	3.0%	0.0%	0.2%	0.0%	0.1%	-0.2%	3.1%	1.0%	0.4%	0.6%	3.7%
Coolamon	3.0%	0.1%	0.8%	0.0%	0.0%	-0.4%	3.5%	1.4%	0.0%	1.4%	4.9%
Coonamble	3.0%	0.1%	0.3%	0.0%	0.0%	-0.1%	3.2%	0.3%	0.0%	0.3%	3.5%
Cootamundra-Gundagai Regional	3.0%	0.1%	0.4%	0.0%	0.0%	-0.4%	3.2%	0.0%	0.0%	0.0%	3.2%
Cowra	3.0%	0.1%	0.4%	0.0%	0.5%	-0.3%	3.8%	0.2%	0.1%	0.0%	3.8%
Cumberland	3.0%	0.0%	0.0%	0.0%	0.0%	-0.1%	2.8%	2.9%	1.3%	1.6%	4.4%
Dubbo Regional	3.0%	0.1%	0.2%	0.0%	0.0%	-0.3%	3.0%	0.7%	1.0%	0.0%	3.0%
Dungog	3.0%	0.1%	0.5%	0.0%	0.0%	-0.2%	3.3%	1.4%	0.8%	0.7%	4.0%
Edward River	3.0%	0.1%	0.4%	0.0%	0.0%	-0.5%	3.0%	-0.2%	0.2%	0.0%	3.0%
Eurobodalla	3.0%	0.1%	0.3%	0.0%	0.0%	-0.2%	3.1%	0.6%	0.5%	0.0%	3.1%
Fairfield	3.0%	0.0%	0.2%	0.0%	0.1%	-0.2%	3.0%	1.2%	0.2%	1.0%	4.0%
Federation	3.0%	0.0%	0.4%	0.0%	0.0%	-0.3%	3.1%	1.0%	0.1%	1.0%	4.1%
Forbes	3.0%	0.1%	0.4%	0.0%	0.0%	-0.4%	3.1%	0.0%	0.2%	0.0%	3.1%

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Council	BCC	ESL factor	ESL subsidy catch-up adjustment	Productivity factor	Dams safety levy adjustment	Election cost adjustment	Core rate peg	Change in population	Supplementary valuations percentage	Population factor	Final rate peg
Georges River	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.0%	2.3%	0.5%	1.8%	4.8%
Gilgandra	3.0%	0.2%	0.5%	0.0%	0.0%	-0.1%	3.5%	-0.1%	0.0%	0.0%	3.5%
Glen Innes Severn	3.0%	0.1%	0.5%	0.0%	0.0%	-0.2%	3.4%	0.2%	0.0%	0.2%	3.6%
Goulburn Mulwaree	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.1%	1.7%	0.2%	1.5%	4.6%
Greater Hume	3.0%	0.1%	0.5%	0.0%	0.0%	-0.2%	3.3%	1.2%	0.4%	0.8%	4.1%
Griffith	3.0%	0.0%	0.2%	0.0%	0.0%	-0.2%	2.9%	0.8%	0.5%	0.3%	3.2%
Gunnedah	3.0%	0.0%	0.1%	0.0%	0.0%	-0.3%	2.8%	0.9%	0.0%	0.9%	3.7%
Gwydir	3.0%	0.2%	0.4%	0.0%	0.0%	-0.1%	3.4%	-1.0%	0.0%	0.0%	3.4%
Hawkesbury	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.1%	0.8%	1.4%	0.0%	3.1%
Hay	3.0%	0.2%	0.7%	0.0%	0.0%	-0.2%	3.7%	1.1%	0.0%	1.1%	4.8%
Hilltops	3.0%	0.1%	0.5%	0.0%	0.0%	-0.4%	3.2%	0.2%	0.3%	0.0%	3.2%
Hornsby	3.0%	0.1%	0.4%	0.0%	0.0%	-0.1%	3.3%	0.5%	0.2%	0.3%	3.6%
Hunters Hill	3.0%	0.2%	0.2%	0.0%	0.0%	-0.6%	2.7%	0.2%	0.0%	0.2%	2.9%
Inner West	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.0%	1.4%	0.0%	1.4%	4.4%
Inverell	3.0%	0.0%	0.2%	0.0%	0.1%	-0.1%	3.2%	0.1%	0.2%	0.0%	3.2%
Junee	3.0%	0.1%	0.4%	0.0%	0.0%	-0.4%	3.0%	0.9%	0.1%	0.8%	3.8%
Kempsey	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.1%	0.6%	0.7%	0.0%	3.1%
Kiama	3.0%	0.0%	0.1%	0.0%	0.1%	-0.1%	3.1%	0.7%	0.7%	0.1%	3.2%
Ku-ring-gai	3.0%	0.2%	0.3%	0.0%	0.0%	-0.2%	3.3%	1.1%	0.0%	1.1%	4.4%
Kyogle	3.0%	0.0%	0.4%	0.0%	0.0%	-0.2%	3.2%	1.2%	0.0%	1.2%	4.4%
Lachlan	3.0%	0.2%	0.5%	0.0%	0.0%	-0.2%	3.4%	-0.5%	N/A	0.0%	3.4%
Lake Macquarie	3.0%	0.1%	0.2%	0.0%	0.0%	0.0%	3.2%	1.2%	1.5%	0.0%	3.2%
Lane Cove	3.0%	0.1%	0.2%	0.0%	0.0%	-0.1%	3.0%	2.5%	0.7%	1.7%	4.7%

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Council	BCC	ESL factor	ESL subsidy catch-up adjustment	Productivity factor	Dams safety levy adjustment	Election cost adjustment	Core rate peg	Change in population	Supplementary valuations percentage	Population factor	Final rate peg
Leeton	3.0%	0.0%	0.2%	0.0%	0.0%	-0.5%	2.7%	0.1%	0.1%	0.0%	2.7%
Lismore	3.0%	0.1%	0.2%	0.0%	0.0%	-0.2%	3.1%	-0.3%	0.2%	0.0%	3.1%
Lithgow	3.0%	0.1%	0.3%	0.0%	0.1%	-0.2%	3.1%	-0.2%	0.3%	0.0%	3.1%
Liverpool	3.0%	0.0%	0.2%	0.0%	0.1%	-0.2%	3.0%	2.9%	1.9%	1.1%	4.1%
Liverpool Plains	3.0%	0.1%	0.4%	0.0%	0.1%	-0.1%	3.5%	0.1%	0.0%	0.1%	3.6%
Lockhart	3.0%	0.0%	0.8%	0.0%	0.0%	-0.3%	3.5%	2.3%	0.1%	2.2%	5.7%
Maitland	3.0%	0.0%	0.1%	0.0%	0.0%	0.0%	3.1%	2.3%	2.2%	0.1%	3.2%
Mid-Coast	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.1%	0.7%	0.7%	0.0%	3.1%
Mid-Western Regional	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.2%	1.1%	0.7%	0.4%	3.6%
Moree Plains	3.0%	0.1%	0.2%	0.0%	0.0%	-0.1%	3.1%	-0.4%	0.0%	0.0%	3.1%
Mosman	3.0%	0.4%	0.3%	0.0%	0.0%	-0.1%	3.5%	0.6%	0.0%	0.6%	4.1%
Murray River	3.0%	0.1%	0.4%	0.0%	0.0%	-0.3%	3.2%	1.8%	2.8%	0.0%	3.2%
Murrumbidgee	3.0%	0.1%	0.7%	0.0%	0.0%	-0.3%	3.5%	1.4%	0.0%	1.4%	4.9%
Muswellbrook	3.0%	0.0%	0.2%	0.0%	0.0%	-0.2%	3.1%	0.1%	0.3%	0.0%	3.1%
Nambucca	3.0%	0.0%	0.3%	0.0%	0.0%	-0.2%	3.2%	1.0%	0.8%	0.3%	3.5%
Narrabri	3.0%	0.1%	0.3%	0.0%	0.0%	-0.3%	3.1%	0.3%	0.0%	0.3%	3.4%
Narrandera	3.0%	0.1%	0.3%	0.0%	0.0%	-0.1%	3.3%	-0.1%	0.0%	0.0%	3.3%
Narromine	3.0%	0.1%	0.5%	0.0%	0.0%	-0.2%	3.4%	-0.2%	0.6%	0.0%	3.4%
Newcastle	3.0%	0.1%	0.1%	0.0%	0.0%	-0.1%	3.0%	1.5%	0.3%	1.2%	4.2%
North Sydney	3.0%	0.1%	0.2%	0.0%	0.0%	-0.2%	3.0%	1.2%	0.3%	1.0%	4.0%
Northern Beaches	3.0%	0.1%	0.2%	0.0%	0.0%	-0.1%	3.1%	1.1%	0.1%	1.0%	4.1%
Oberon	3.0%	0.2%	0.6%	0.0%	0.0%	-0.6%	3.2%	0.1%	0.0%	0.1%	3.3%
Orange	3.0%	0.0%	0.2%	0.0%	0.0%	-0.2%	3.0%	0.8%	1.3%	0.0%	3.0%

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Council	BCC	ESL factor	ESL subsidy catch-up adjustment	Productivity factor	Dams safety levy adjustment	Election cost adjustment	Core rate peg	Change in population	Supplementary valuations percentage	Population factor	Final rate peg
Parkes	3.0%	0.1%	0.3%	0.0%	0.0%	-0.2%	3.1%	-0.1%	0.2%	0.0%	3.1%
Parramatta	3.0%	0.1%	0.0%	0.0%	0.0%	-0.1%	3.0%	2.1%	0.3%	1.8%	4.8%
Penrith	3.0%	0.0%	0.1%	0.0%	0.0%	-0.2%	3.0%	1.9%	1.2%	0.7%	3.7%
Port Macquarie-Hastings	3.0%	0.0%	0.2%	0.0%	0.0%	-0.2%	2.9%	1.4%	0.9%	0.5%	3.4%
Port Stephens	3.0%	0.0%	0.3%	0.0%	0.0%	-0.2%	3.0%	1.5%	0.4%	1.1%	4.1%
Queanbeyan-Palerang Regional	3.0%	-0.1%	0.3%	0.0%	0.0%	-0.1%	3.1%	2.3%	2.7%	0.0%	3.1%
Randwick	3.0%	0.1%	0.1%	0.0%	0.0%	-0.1%	3.1%	1.9%	0.0%	1.9%	5.0%
Richmond Valley	3.0%	0.0%	0.3%	0.0%	0.0%	-0.1%	3.1%	0.8%	0.2%	0.6%	3.7%
Ryde	3.0%	0.1%	0.2%	0.0%	0.0%	-0.2%	3.1%	2.5%	0.4%	2.0%	5.1%
Shellharbour	3.0%	0.0%	0.1%	0.0%	0.1%	-0.1%	3.1%	2.3%	1.1%	1.2%	4.3%
Shoalhaven	3.0%	-0.1%	0.2%	0.0%	0.0%	-0.1%	3.0%	0.7%	0.6%	0.1%	3.1%
Singleton	3.0%	0.0%	0.3%	0.0%	0.0%	-0.1%	3.2%	1.2%	0.2%	1.0%	4.2%
Snowy Monaro Regional	3.0%	0.1%	0.9%	0.0%	0.0%	-0.1%	3.9%	0.5%	0.2%	0.3%	4.2%
Snowy Valleys	3.0%	0.1%	0.4%	0.0%	0.0%	-0.4%	3.1%	0.2%	0.3%	0.0%	3.1%
Strathfield	3.0%	0.2%	0.3%	0.0%	0.0%	-0.1%	3.3%	1.4%	1.5%	0.0%	3.3%
Sutherland	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.1%	1.5%	0.5%	1.1%	4.2%
Sydney	3.0%	0.0%	0.1%	0.0%	0.0%	-0.1%	2.9%	2.7%	0.0%	2.7%	5.6%
Tamworth Regional	3.0%	0.0%	0.2%	0.0%	0.0%	0.0%	3.2%	1.0%	1.0%	0.0%	3.2%
Temora	3.0%	0.2%	0.7%	0.0%	0.0%	-0.6%	3.4%	-0.1%	0.8%	0.0%	3.4%
Tenterfield	3.0%	0.0%	0.5%	0.0%	0.0%	-0.1%	3.5%	1.6%	0.0%	1.6%	5.1%
The Hills	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.0%	3.7%	2.0%	1.7%	4.7%
Tweed	3.0%	0.0%	0.1%	0.0%	0.0%	-0.1%	2.9%	0.8%	0.6%	0.2%	3.1%

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Council	BCC	ESL factor	ESL subsidy catch-up adjustment	Productivity factor	Dams safety levy adjustment	Election cost adjustment	Core rate peg	Change in population	Supplementary valuations percentage	Population factor	Final rate peg
Upper Hunter	3.0%	0.1%	0.5%	0.0%	0.0%	-0.2%	3.4%	0.5%	0.4%	0.1%	3.5%
Upper Lachlan	3.0%	0.1%	0.6%	0.0%	0.0%	-0.1%	3.5%	2.0%	0.5%	1.4%	4.9%
Uralla	3.0%	0.0%	0.3%	0.0%	0.0%	-0.3%	3.0%	0.8%	0.1%	0.7%	3.7%
Wagga Wagga	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.1%	0.4%	0.3%	0.1%	3.2%
Walcha	3.0%	0.0%	0.5%	0.0%	0.0%	-0.1%	3.4%	0.7%	0.0%	0.7%	4.1%
Walgett	3.0%	0.2%	0.5%	0.0%	0.0%	-0.3%	3.3%	-0.4%	0.0%	0.0%	3.3%
Warren	3.0%	0.1%	0.3%	0.0%	0.0%	-0.2%	3.2%	0.4%	0.0%	0.4%	3.6%
Warrumbungle	3.0%	0.2%	0.6%	0.0%	0.0%	0.1%	3.8%	0.1%	0.0%	0.1%	3.9%
Waverley	3.0%	0.3%	0.1%	0.0%	0.0%	-0.1%	3.2%	2.0%	0.0%	2.0%	5.2%
Weddin	3.0%	0.3%	0.8%	0.0%	0.4%	-0.3%	4.2%	-0.2%	0.0%	0.0%	4.2%
Wentworth	3.0%	0.1%	0.5%	0.0%	0.0%	-0.4%	3.2%	1.5%	3.0%	0.0%	3.2%
Willoughby	3.0%	0.1%	0.1%	0.0%	0.0%	-0.2%	3.0%	2.2%	0.0%	2.2%	5.2%
Wingecarribee	3.0%	0.0%	0.1%	0.0%	0.0%	-0.1%	3.0%	0.8%	0.5%	0.3%	3.3%
Wollondilly	3.0%	0.0%	0.2%	0.0%	0.0%	-0.1%	3.0%	3.8%	2.2%	1.6%	4.6%
Wollongong	3.0%	0.1%	0.1%	0.0%	0.0%	-0.1%	3.1%	1.3%	0.4%	0.8%	3.9%
Woolahra	3.0%	0.6%	0.2%	0.0%	0.0%	-0.2%	3.6%	0.9%	0.0%	0.9%	4.5%
Yass Valley	3.0%	0.1%	0.4%	0.0%	0.0%	-0.2%	3.4%	1.0%	2.6%	0.0%	3.4%

Notes:

The core rate peg is the rate peg before the population factor, and the final rate peg is the rate peg including the population factor.

Our methodology does not reduce council income when population falls. This is because in an area of falling population a council still needs to maintain its infrastructure and provide services, so its costs may not decline correspondingly.

Figures may not add due to rounding. Only the core rate pegs, population factors and final rate pegs are rounded.

5.5 Section 355 Committee Minutes - Cowra Regional Art Gallery Advisory Committee

File Number: D25/1950

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION**That Council note:**

- **Minutes of the Cowra Regional Art Gallery Advisory Committee meetings held between December 2024 and September 2025.**
 - **That reports of future Advisory Committee meetings will be provided to Council quarterly.**
-

INTRODUCTION

The Cowra Regional Art Gallery (CRAG) Advisory Committee meets monthly as a Section 355 Committee of Council. As a consequence of personnel changes, minutes of these meetings have not been reported to Council since 13 November 2024 meeting. As the Advisory Committee meets monthly, it is intended to establish a regular cycle of quarterly summary reporting to Council.

BACKGROUND

Some notable highlights of the past 12 months include:

Gallery Exhibitions

- **Primavera - Young Australian Artists**, a Museum & Galleries NSW touring exhibition from the Museum of Contemporary Art, ran from 14 December to 2 February and received 516 visitors.
- **The Brothers Gruchy** - a Museum & Galleries QLD touring exhibition curated by Bundaberg Regional Gallery, ran from 14 February to 23 March and received 700 visitors.
- **Vibrations in Australian Drawing** - a Macquarie University Art Gallery touring exhibition, ran from 7 June to 13 July and received 715 visitors.
- **'The Good'** was launched - a touring exhibition from Museum & Galleries NSW had an extensive public program. It ran from 19 July to 24 August and received 850 visitors.
- **The Calleen Art Award** call for entries received 397 entries, of which 53 finalist artworks were chosen. The exhibition opened 31 August with approximately 120 guests. The winning artwork was *Nangamay Ngura* by indigenous artist Konstantina, who lives in the Byron Shire.

New Exhibition Programs and Services

- **Launch of the Artist in Light** - a program that promotes the work of a local artist at the front of the gallery, at various times throughout the year. The first artist was Jayarna Cook, whose exhibition ran from 11 April to 4 May.
- **The inaugural Central Belonging Art Award** was launched, which ran from 9 May to 1 June and received 90 entries. 50 artworks were selected for the exhibition. The Central Belonging Art Award of \$1,000 was awarded to Nicola Mason (Napoleon Reef) for *The Floor in The Annexe*. The exhibition received 785 visitors.

- **‘Drawing up Late’** was launched in July - an after-hours program that will occur roughly every six weeks for local artist to drop into the gallery for drawing, connection and artist talks.

New Partnership Initiatives

- **NSW Health Infrastructure** engaged CRAG to be on the curatorium for the Cowra Hospital Creative Commissions to assist with the procurement of artworks for the Cowra Hospital Redevelopment, from artists who have a connection with Cowra Shire.
- Cowra Regional Art Gallery partnered with the Cowra Civic Centre to offer the Arts Quarter and temporary outdoor artworks by Central West artists as part of the **Bell Beats Music & Arts Festival**.

Future Exhibitions

- **The National Gallery offered Olive and her Contemporaries**, a collaboration with The Bowness Foundation. The exhibition is to run for an 8-week block from March to May 2026. The exhibition includes fully framed, ready-to-hang artworks, comprehensive labels and signage, freight, installation assistance, and curator or artist talks and workshops—all at zero cost to CRAG.

Gallery Management

- **O’Sullivan Conservation** undertook an assessment and conservation treatment of the sculptures in the Cowra Sculpture Park and assessment of the Gordon Andrews Fountain.
- **Staged options for redevelopment of the Gallery** commenced via architect Bud Brannigan and a quantity surveyor, with councillors informed of progress.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Minutes - CRAG 11 December 2024 Meeting [↓](#)
2. Minutes - CRAG 12 February 2025 Meeting [↓](#)
3. Minutes - CRAG 12 March 2025 Meeting [↓](#)
4. Minutes - CRAG 8 April 2025 Meeting [↓](#)
5. Minutes - CRAG 21 May 2025 Meeting [↓](#)
6. Minutes - CRAG 18 June 2025 Meeting [↓](#)
7. Minutes - CRAG 16 July 2025 Meeting [↓](#)
8. Draft Minutes - CRAG 24 September 2025 Meeting [↓](#)

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 11 DECEMBER 2024 AT THE COWRA REGIONAL ART GALLERY

Council Delegate: Cheryl Speechley

Committee Present: D. Henley (Chair,) L. Murray, J. Ware and S. D’Elboux

In Attendance: B. Langer (Art Gallery Director) and C. Hard Lawrie (incoming Art Gallery Director)

1. APOLOGIES:

1.2 Apologies were accepted from J. Fagan

2. CONFIRMATION OF PREVIOUS MINUTES:**2.1 Motion**

Moved: L. Murray Seconded: J. Ware

That the minutes of the Gallery Advisory Committee meeting held on Wednesday 13 November 2024 be accepted and approved.
Carried

3. BUSINESS ARISING FROM LAST MEETING:

3.1 Nil

4. CORRESPONDENCE:

4.1 Nil

5. FRIENDS FINANCIAL REPORT:

5.1 The Friends of the Gallery financial account balance being \$5,986.90 was unchanged as at 11/12/24

5.2 Motion

This is Page 1 of 3 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 11 December 2024.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 11 DECEMBER 2024 AT THE COWRA REGIONAL ART GALLERY

Moved: J. Ware Seconded: D. Henley

That the financial report for the Friends of the Gallery financial account as at 13/11/24 be accepted and approved.

Carried

6. GALLERY DIRECTOR'S REPORT 13 NOV TO 11 DEC 2024

6.1 See attachment; **Gallery Director's Report 13 Nov 2024 to 11 Dec 2025**

6.2 Motion

Moved: D. Henley Seconded: S. D'Elboux

That the Gallery Director's Report from 13 November to 11 December 2024 be accepted and confirmed

Carried

7. GENERAL BUSINESS:

7.1 Nil

8. BUSINESS ARISING WITHOUT NOTICE

8.1 Nil

9. NEXT EXHIBITION CHANGEOVER DATES:

9.1 Currently installing *Primavera; Young Australian Artists* which will open Saturday 14 December. The exhibition runs until 2 February

This is Page 2 of 3 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 11 December 2024.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 11 DECEMBER 2024 AT THE COWRA REGIONAL ART GALLERY

10. NEXT COMMITTEE MEETING

10.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Wednesday 12 February 2025 at 5.30pm.

11. MEETING CLOSED

6.00pm D. Henley, Committee Chair

This is Page 3 of 3 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 11 December 2024.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 12 FEBRUARY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

Council Delegate: Councillor Cheryl Speechley

Committee Present: D. Henley (Chair) and L. Murray

In Attendance: C. Hard Lawrie (Art Gallery Director) and A. Dalton (Director Corporate Services)

1. APOLOGIES:

1.2 Apologies were accepted from J. Fagan, J. Ware and S. D'Elboux

2. CONFIRMATION OF PREVIOUS MINUTES:

2.1 Motion

Moved: D. Henley Seconded: Councillor C. Speechley

That the minutes of the Gallery Advisory Committee meeting held on Wednesday 11 December 2024 be accepted and approved.

Carried

3. BUSINESS ARISING FROM LAST MEETING:

3.1 Nil

4. CORRESPONDENCE:

4.1 Committee tabled email from S. D'Elboux to the Gallery Advisory Committee, sent 12 February 2025.

This is Page 1 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 February 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 12 FEBRUARY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

5. CULTURAL PLAN REVIEW UPDATE:

- 5.1 A. Dalton reported on status of the review and update of the Cowra Cultural Plan, undertaken by the Cultural Plan Working Party. Cowra staff members within the group have been asked to provide Alan with a list of Measurable Actions relating to their area of delegation / responsibility.

6. GALLERY REDEVELOPMENT UPDATE:

- 6.1 A. Dalton reported on status of planning to seek grant funding for a gallery redevelopment.

On Monday 10 February 2025, Council decided to rescind its previous decision to prepare and submit a grant proposal of up to \$5m under the NSW Government's Regional Economic Development and Community Investment Program.

The decision was made because consultation with the Government's grant officer revealed that the grant was already heavily contested with more than 350 applications received well before the closing date of 20 February. Against this background, Council was advised that without a full 20% co-contribution of \$800,000 an application would be at significant disadvantage.

Council also considered advice that preparing a submission now would require substantial investment in professional services including quantity surveying and economic analysis, which would have to be repeated if another grant was later sought should the current process was unsuccessful.

It is noted that the current grant program is a trial to gauge the depth of demand for assistance in regional NSW, before a larger program is announced, which would provide another opportunity to secure funding for the project.

In making its decision, Council considered written submissions from four local residents. Time was reserved during the meeting for Councillors to read the submissions if they were unable to access a previous email to communicate

This is Page 2 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 February 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 12 FEBRUARY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

that contact. Two residents attended the meeting and Mr Ken Hutchison spoke in favour of the upgrade and in doing so acknowledged his appreciation for Council's position and councillors' views on the future of the Gallery.

While there has been some public speculation that Council does not support an upgrade to the Gallery, this does not align with councilors' statements made when considering the rescission motion. The universal opinion expressed at the meeting was that upgrading the Gallery is supported but that a submission under this program should not proceed on the basis of prudent management of public money. Councillors also requested staff to continue with internal preparations to enable a quick response to emerging grant opportunities that may have a range of values.

Should members of the Committee wish to view the proceedings, a video recording has been posted to Council's YouTube page.

Present Committee members discussed that they were comfortable with Council's direction to prepare stated development options.

7. FRIENDS FINANCIAL REPORT:

7.1 The Friends of the Gallery financial account balance being \$5,986.90 was unchanged as at 12/2/25

7.2 Motion

Moved: Councillor C. Speechley Seconded: L. Murray

That the financial report for the Friends of the Gallery financial account as at 13/11/24 be accepted and approved.

Carried

This is Page 3 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 February 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 12 FEBRUARY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

8. GALLERY DIRECTOR'S REPORT 13 DEC TO 11 FEB 2025

8.1 See attachment; **Gallery Director's Report 13 Dec 2024 to 11 Feb 2025**

9. GENERAL BUSINESS:

9.1 Nil

10. BUSINESS ARISING WITHOUT NOTICE

10.1 Present Committee members discussed that the Subscription Fees for **Friends of the Cowra Regional Art Gallery** need to be reviewed. It was considered that only individual memberships need to be retained as the gallery is free, so there is no ticketing benefit for family memberships.

11. NEXT EXHIBITION CHANGEOVER DATES:

11.1 Currently installing ***The Brothers Gruchy*** which will open Friday 14 February. The exhibition runs until 23 January.

12. NEXT COMMITTEE MEETING

12.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Wednesday 12 March 2025 at 5.30pm.

13. MEETING CLOSED

7.00pm D. Henley, Committee Chair

This is Page 4 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 February 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 12 MARCH 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

Council Delegate: Councillor C. Speechley

Committee Present: D. Henley (Chair), J. Ware and L. Murray

Council Staff in Attendance: C. Hard Lawrie (Art Gallery Director) and A. Dalton (Director Corporate Services)

1. APOLOGIES:

1.2 Apologies were accepted from J. Fagan and S. D'Elboux

2. CONFIRMATION OF PREVIOUS MINUTES:

2.1 Motion

Moved: L. Murray Seconded: Councillor C. Speechley

That the minutes of the Gallery Advisory Committee meeting held on Wednesday 12 February 2025 be accepted and approved.

Carried

3. BUSINESS ARISING FROM LAST MEETING:

3.1 Nil

4. CORRESPONDENCE:

4.1 Nil

5. COWRA HOSPITAL COMMISSION EOI:

- 5.1 C. Hard Lawrie advised group of the scope of the commissions that includes;
- **Creative Care:** up to 20 artworks to support to places of wait and rest; and

This is Page 1 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 March 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 12 MARCH 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

- **Cultural Safety:** up to five art installations (internal and external) by an Aboriginal artist/s with a recognised relationship to Wiradjuri Country
The EOI will be open for three weeks once announced.
- 5.2 Cowra Regional Art Gallery to be part of the Curatorium that will also include The Corridor project and Arts OutWest to provide advice on the selection and promote the EOI.
- 5.3 Cowra Regional Art Gallery to host a Q&A session led by Health Infrastructure for the local arts community to find out about the program.

6. CRAG OPPORTUNITIES MORNING TEA:

- 6.1 Cowra Regional Art Gallery is holding Morning Tea event for the local arts community to present a preview of the 2025 Gallery program and to find out about and the following opportunities;
- Central Belonging
 - Cowra Hospital Creative Commissions EOI
 - Artist in Light
 - Volunteering at Cowra Regional Art Gallery
- 6.2 Gallery Advisory Committee to promote.
- 6.3 Will be attended by D. Henley, J. Ware and L. Murray.

7. FRIENDS FINANCIAL REPORT:

- 7.1 The Friends of the Gallery financial account balance was \$6,026.90 at 12/3/25.
- 7.2 Motion

Moved: Councillor C. Speechley Seconded: J. Ware

That the financial report for the Friends of the Gallery financial account as at 12/3/25 be accepted and approved.

Carried

This is Page 2 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 March 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 12 MARCH 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

8. CENTRAL BELONGING ART AWARD

- 8.1 The new art prize has been launched for artists of the Central West region announced in the March What's On at CRAG eNEWS.
- 8.2 Terms and Conditions being clarified and uploaded to ***Central Belonging*** webpage.
- 8.3 Gallery Advisory Committee to spread the word and to select the finalists for exhibition that will be held 9 May 1 June.

9. GALLERY DIRECTOR'S REPORT 13 DEC TO 11 FEB 2025

- 9.1 See attachment; **Gallery Director's Report 12 February to 11 March 2025.**
- 9.2 Of particular note was the launch of a new initiative called Artist in Light which will showcase a local artist every few months
- From 2026 will be open during exhibition changeover of major shows, to allow gallery to have something available for the public during install weeks
 - Will initially be a curated program but will move to an EOI process
 - First Artist in Light launching with Operation Art.

9.3 Motion

Moved: D. Henley Seconded: Councillor C. Speechley

That the Gallery Director's Report 12 February to 11 March 2025 be accepted and approved.

Carried

10. GENERAL BUSINESS:

- 10.1 A. Dalton advised the design plans for the staged approach for the redevelopment of the Gallery will be ready by EOFY.

This is Page 3 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 March 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 12 MARCH 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

10.2 A. Dalton advised that the updating of Cultural Plan is still in process.

11. BUSINESS ARISING WITHOUT NOTICE

11.1 It was discussed that the Friends of the Gallery may start again. To be determined in the future.

12. NEXT EXHIBITION CHANGEOVER DATES:

12.1 The next exhibition is ***Operation Art*** and ***Artist in Light; Jayarna Cook*** which will be installed 7-10 April. The opening will be 2pm, Saturday 12 April.

12.2 Plans are underway for the gallery to be painted and the carpet cleaned in the two weeks before this, once the ***The Brothers Gruchy*** is de-installed 24 and 25 March

12.3 Professional installers are required to pack up ***The Brothers Gruchy***, but Gallery Advisory Committee members and volunteers are required to install ***Operation Art*** and ***Artist in Light; Jayarna Cook***.

13. NEXT COMMITTEE MEETING

13.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Tuesday 8 April 2025 at 5.30pm.

14. MEETING CLOSED

6.54pm D. Henley, Committee Chair

This is Page 4 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 March 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 8 APRIL 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

Council Delegate:

Committee Present: D. Henley (Chair), J. Ware, S. D'Elboux and L. Murray

In Attendance: C. Hard Lawrie (Art Gallery Director)

1. APOLOGIES:

1.2 Apologies were accepted from Councillor C. Speechley, J. Fagan and A. Dalton

2. CONFIRMATION OF PREVIOUS MINUTES:

2.1 Motion

Moved: J. Ware Seconded: D. Henley

That the minutes of the Gallery Advisory Committee meeting held on Wednesday 12 March 2025 be accepted and approved.

Carried

3. BUSINESS ARISING FROM LAST MEETING:

3.1 Nil

4. CORRESPONDENCE:

4.1 C. Hard Lawrie tabled a letter from Cowra Council General Manager, Paul Devery addressed to the Gallery Advisory Committee, dated 3 April 2025, advising of Cr C. Speechley and Cr Karren Cave's appointments to the Cowra Regional Art Gallery Advisory Committee as Council representatives on the Committee.

This is Page 1 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 8 April 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 8 APRIL 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

5. FRIENDS FINANCIAL REPORT:

- 5.1 The Friends of the Gallery financial account balance being \$6,026.90

Motion

Moved: S. D'Elboux Seconded: J. Ware

That the financial report for the Friends of the Gallery financial account as at 8 April 2025 be accepted and approved.

Carried

- 5.2 It was discussed that the Art Gallery Trust Account should be presented as well to monthly Gallery Advisory Committee meetings.

6. CENTRAL BELONGING ART AWARD

- 6.1 90 entries received
- 6.2 Works will be selected by Gallery Advisory Committee members; L. Murray, D. Henley and Cr C. Speechley from 5.30pm Wednesday 23 April 2025
- 6.3 Bradley Hammond will judge the artworks before the opening, so that winners can be announced at the opening 6-8pm, Friday 9 May 2025
- 6.4 The committee discussed the possibility to approach local businesses who could provide sponsorship to allow the award to grow in the future.

This is Page 2 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 8 April 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 8 APRIL 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

7. GALLERY DIRECTOR'S REPORT

- 7.1 See attachment; **Gallery Director's Report 12 March to 7 April 2025**
- 7.2 Of particular note was an offer of a fully funded exhibition from the National Gallery in collaboration with The Bowness Foundation. The exhibition, ***Olive and her Contemporaries*** will run at Cowra Regional Art Gallery for an 8-week block over May and June 2026.

7.3 Motion

Moved: D. Henley Seconded: S. D'Elboux

That the Gallery Director's Report 12 March to 7 April 2025 be accepted and approved.

Carried

8. GENERAL BUSINESS

- 8.1 C. Hard Lawrie, CRAG Director discussed her intention to approach schools to find out their needs from a visual arts perspective with the view to provide programming to them that can support increased engagement with the Gallery.
- 8.2 C. Hard Lawrie advised that the selection panel for the ***Calleen Art Award*** had been partially organised. This year's judge is Natalie Wilson, Curator of the Archie 100 Project and Australian Art at the Art Gallery of New South Wales. To assist with selecting the finalist artworks for the exhibition, Eric Holowacz, Manager Arts & Culture, Blue Mountains City Council has accepted to be on the selection panel. C. Hard Lawrie will secure one more member for the panel.
- 8.3 C. Hard Lawrie and L. Murray advised the committee members of a road trip they undertook with A. Dalton to Arts OutWest, Bathurst Regional Art Gallery, Central Tablelands Collections Facility and Orange Regional Gallery. The

This is Page 3 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 8 April 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 8 APRIL 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

purpose the trip was for Council newcomers C. Hard Lawrie and A. Dalton to connect face to face with the regional stakeholders and for A. Dalton to see other Regional Gallery facilities to assist with how to approach the staged plans for the funding opportunities for the re-development of CRAG.

9. BUSINESS ARISING WITHOUT NOTICE

- 9.1 It was discussed to investigate the possibility of storing the Cowra Regional Art Gallery's art collections at the Central Tablelands Collections Facility in Bathurst, until the possible re-development of the gallery to enable best-practice storage and collection management practices—and further cleaning and decluttering of CRAG's storeroom.

- 9.2 Motion

Moved: J. Ware Seconded: D. Henley

That the Gallery Director pursue the possibility of storing the Cowra Regional Art Gallery's art collections at the Central Tablelands Collections Facility in Bathurst.

Carried

10. NEXT EXHIBITION CHANGEOVER DATES:

- 10.1 The next exhibition is ***Central Belonging Art Award***, which will be installed 5 – 8 May. The opening will be 6pm, Friday 9 May.

11. NEXT COMMITTEE MEETING

- 11.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Wednesday 21 April 2025 at 5.30pm.

12. MEETING CLOSED

6.50pm D. Henley, Committee Chair

This is Page 4 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 8 April 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 21 MAY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

Council Delegates: Councillor C. Speechley
Councillor K. Cave

Committee Present: D. Henley (Chair), J. Ware and L. Murray

In Attendance: C. Hard Lawrie (Art Gallery Director)

1. APOLOGIES:

1.2 Apologies were accepted from A. Dalton, J. Fagan and S. D'Elboux.

2. CONFIRMATION OF PREVIOUS MINUTES:

2.1 Motion

Moved: J. Ware Seconded: L. Murray

That the minutes of the Gallery Advisory Committee meeting held on Wednesday 8 April 2025 be accepted and approved.

Carried

3. BUSINESS ARISING FROM LAST MEETING:

3.1 Nil

4. CORRESPONDENCE:

4.1 Nil

This is Page 1 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 21 MAY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

5. FRIENDS FINANCIAL REPORT:

5.1 The Friends of the Gallery financial account balance being \$6,066.90 and the Art Gallery Trust being \$44,236.85

5.2 Motion

Moved: Cllr C. Speechley Seconded: J. Ware

That the financial reports for the Friends of the Gallery and the Art Gallery Trust financial accounts as at 21 May 2025 be accepted and approved.

Carried

5.3 It was discussed that once the Advisory Committee define the Friends of the Gallery and the membership, they may look at merging the two accounts.

6. CENTRAL BELONGING ART AWARD; Review of exhibition and opening:

6.1 Overall, very positive feedback and comments regarding the ***Central Belonging Art Award*** and exhibition.

6.2 Feedback from audience included the idea that the individual labels presented next to each artwork should include which LGA the artist is from.

6.3 A local artist from Bland asked if that LGA could be included in the “eligible to apply” Council areas. The Advisory Committee discussed this and agreed to include in future CBAAAs.

Motion

Moved: L. Murray Seconded: J. Ware

This is Page 2 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 21 MAY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

7. UPDATE ON GALLERY REDEVELOPMENT STAGED OPTION PLANS:

- 7.1 A. Dalton and C. Hard Lawrie are working on drafts of what stages should be prepared by the Architect with consideration to grant funding priorities and scenarios.
- 7.2 Will include more flexible spaces, including for presenting technology displays and extra toilets.
- 7.3 The Architect will redo the existing plans with elevations with three optional mock ups. Final plans will come to the Gallery Advisory Committee and then on to public exhibition.

8. TOURING OPPORTUNITY FROM THE NATIONAL GALLERY OF AUSTRALIA:

- 8.1 C. Hard Lawrie announced that the National Gallery of Australia has offered CRAG an exhibition that will take place next year—14 March to 10 May 2026—***Olive Cotton and her Contemporaries***.
- 8.2 The exhibition is a partnership between the National Gallery of Australia and the Bowness Family Foundation, highlighting the innovations of one of Australia's greatest photographers, Olive Cotton (1913–2003). For the first time, this exhibition will bring together Cotton's photographs and the work of her leading international peers. These include outstanding works from the national collection by key modernist photographers such as Dora Maar, Berenice Abbott, Lucia Moholy, Edward Weston, and Tina Modotti.
- 8.3 The exhibition includes fully framed, ready-to-hang artworks, comprehensive labels and signage, freight, installation assistance, and curator or artist talks and workshops—all at zero cost to CRAG.
- 8.4 Key people from the National Gallery will be attending the opening.

This is Page 3 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 21 MAY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

9. ARTWORK DONATION OFFER FROM MITCHELL FINE ART; Nancy Kunoth Petyarre Awelye (Body Painting):

- 9.1 That Cowra Regional Art Gallery accept the donation of the artwork by Nancy Kunoth Petyarre entitled, ***Awelye (Body Painting)*** from Mitchell Fine Art in Brisbane.

Motion

Moved: Clr C. Speechley Seconded: D. Henley

10. GALLERY DIRECTOR'S REPORT:

- 10.1 See attachment; **Gallery Director's Report 8 April to 20 May 2025**

Motion

Moved: Clr C. Speechley Seconded: D. Henley

11. GENERAL BUSINESS:

- 11.1 C. Hard Lawrie received costings regarding storing collection artworks at the Central Tablelands Collections Facility. Costings look affordable and will be considered for next Financial Year.
- 11.2 CRAG are planning to rethink the retail area to have a wider variety of offerings and more support of local artists.

12. BUSINESS ARISING WITHOUT NOTICE:

- 12.1 Bradley Hammond from Orange Regional Gallery rang C. Hard Lawrie to invite CRAG to participate in an exhibition partnership with Orange Regional Gallery

This is Page 4 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 21 MAY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

and Bathurst Regional Art Gallery. The exhibition will present celebrated works from each collection on display at each other's galleries.

- 12.2 The exhibition is called ***Summer Fling*** and will have a playful approach to public programming such as an art-take on speed dating.

13. NEXT EXHIBITION CHANGEOVER DATES:

- 13.1 **Exhibition changeovers** – Monday 2 June to Friday 6 April 2025

13.2 **Next opening; *Vibrations in Australian Drawing***

- Saturday 7 April from 6pm – 8pm
- Committee assistance appreciated to help;
 - Set up furniture Nguluway Room from 4pm, plating up catering and restoring Nguluway Room at the end of the opening

13.3 **Next install; *Vibrations in Australian Drawing***

- Committee assistance appreciated to help with install of artworks and labels
- 4 – 6 May

14. NEXT COMMITTEE MEETING

- 14.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Wednesday 18 June 2025 at 5.30pm.

15. MEETING CLOSED

7.00pm D. Committee Chair

This is Page 5 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 18 JUNE 2025, 5.50PM AT THE COWRA REGIONAL ART GALLERY

Council Delegates: Councillor C. Speechley

Committee Present: D. Henley (Chair), and L. Murray

In Attendance: Cassandra Hard Lawrie (Art Gallery Director)
Alan Dalton (Director Corporate Services)

1. APOLOGIES:

- 1.2 Apologies were accepted from Councillor K. Cave, J. Ware, J. Fagan and S. D'Elboux.

2. CONFIRMATION OF PREVIOUS MINUTES:

- 2.1 Motion

Moved: D. Henley Seconded: Cllr C. Speechley

That the minutes of the Gallery Advisory Committee meeting held on Wednesday 21 May 2025 be accepted and approved.

Carried

3. BUSINESS ARISING FROM LAST MEETING:

- 3.1 Nil

4. CORRESPONDENCE:

- 4.1 Nil

This is Page 1 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 18 JUNE 2025, 5.50PM AT THE COWRA REGIONAL ART GALLERY

5. FRIENDS FINANCIAL REPORT:

5.1 The Friends of the Gallery financial account balance being \$6,066.90 and the Art Gallery Trust being \$44,878.68

5.2 Motion

Moved: D. Henley Seconded: L. Murray

That the financial reports for the Friends of the Gallery and the Art Gallery Trust financial accounts as at 18 June 2025 be accepted and approved.

Carried

5.3 The committee asked what happened to the interest earned on these accounts.

6. UPDATE ON GALLERY REDEVELOPMENT STAGED OPTION PLANS:

6.1 C. Hard Lawrie has given the architect Bud Brannigan mock ups of the staged options to commission a new set of plans that provide floor plan and costings for various three other smaller scale developments that can be added to in stages—to create modular planning.

6.2 As soon as plans come back from architect, they will be circulated to the committee to provide a response within 48 hours to C. Hard Lawrie.

6.3 A. Dalton will then take them to Council for their review/endorsement.

Motion

Moved: Cllr C. Speechley Seconded: D. Henley

That the Gallery Advisory Committee will review the plans once they have been circulated and provide feedback to C. Hard Lawrie within 48 hours.

Carried

This is Page 2 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 18 JUNE 2025, 5.50PM AT THE COWRA REGIONAL ART GALLERY

7. UPDATE ON COWRA SCULPTURE PARK & DONATION PROPOSALS:

- 7.1 C. Hard Lawrie has engaged O'Sullivan Conservation to assess sculptures in Sculpture Park Collection and provide a report on condition and recommended treatment.
- 7.2 Basic cleaning will be undertaken at the same time.
- 7.3 This report will inform the Curatorial Framework to be developed, as well as contribute to redevelopment of the Art Collection database.
- 7.4 The committee reviewed the offer by Australian Galleries to loan a sculpture by Ron Robertson Swann (*Tony's Tower II*) for five years.
- 7.5 The committee felt that the cost of transportation and condition assessment and treatment would not be worth it for five years
- 7.6 C. Hard Lawrie to ask Australian Galleries if they and Ron Robertson Swann would consider a longer period of twenty years.
- 7.7 The committee reviewed the offer by Australian Galleries to accept a donation of a sculpture by Ayako Saito (*Step x Step II*), with Ayako arranging the transport of the work to Cowra at her expense.
- 7.8 The committee, considering the zero-transportation cost and the connection of the artist to Japan decided to accept the work by Ayako Saito (*Step x Step II*)

Motion

Moved: L. Murray

Seconded: Cllr C. Speechley

That the Gallery Advisory Committee accept the work by Ayako Saito (*Step x Step II*)

Carried

This is Page 3 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 18 JUNE 2025, 5.50PM AT THE COWRA REGIONAL ART GALLERY

8. UPDATE ON 2-YEAR MULTI-YEAR FUNDING APPLICATION TO CREATE NSW:

- 8.1 C. Hard Lawrie advised that the application for two-year funding was submitted to Create NSW Monday 26 May
- 8.2 C. Hard Lawrie advised that it would be very competitive due to all the regional galleries that had not been funded through the four-year round will be going for this round.

9. UPDATE ON STORAGE OF CRAG COLLECTION:

- 9.1 C. Hard Lawrie advised that Council has agreed to storing the CRAG Art Collection at the Central Tablelands Collections Facility for the foreseeable future.
- 9.2 The next exhibition changeover period will be used to start packing up the artworks for transportation; Monday 14 July to Friday 18 July 2025
- 9.3 Volunteer support will be required to help with packing the collection artworks.

10. UPDATE ON COWRA HOSPITAL CREATIVE COMMISSIONS:

- 10.1 NSW Health Infrastructure will be advising artists of the outcomes in the very near future.

11. PLANS FOR CULTURAL COMPETENCY:

- 11.1 C. Hard Lawrie advised of the Gallery's intention to develop better cultural competency, to foster trust and use of the Gallery by Cowra's Wiradjuri and local indigenous community to build a platform for indigenous led activities.
- 11.2 Activities to be developed in the New Financial Year are monthly Yarning Circles for Aunties and Truth Telling workshops.

This is Page 4 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 18 JUNE 2025, 5.50PM AT THE COWRA REGIONAL ART GALLERY

12. GALLERY DIRECTOR'S REPORT:

12.1 See attachment; **Gallery Director's Report 21 May to 18 June 2025**

Motion

Moved: D. Henley Seconded: L. Murray

That the Gallery Director's Report 21 May to 18 June 2025 be accepted and approved.

Carried

13. GENERAL BUSINESS:

13.1 Nil

14. BUSINESS ARISING WITHOUT NOTICE:

14.1 The Gallery Advisory Committee discussed whether the Central Belonging Art Award should be an annual or a bi-annual event, like the Lachlan Valley Art Award was.

14.2 It was generally agreed that if ongoing sponsorship can be found that an annual exhibition would be welcomed by the Central West community.

15. EXHIBITION CHANGEOVERS and NEXT OPENING:

15.1 **Exhibition changeovers** – Monday 14 July to Friday 18 July 2025

15.2 **Next install; *The Good* and *Cowra's War 1939-1945***

- Committee assistance appreciated to help with install of artworks and labels for ***Cowra's War*** and minimal assistance with ***The Good***.
- 15 – 17 May

This is Page 5 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 18 JUNE 2025, 5.50PM AT THE COWRA REGIONAL ART GALLERY

15.3 *Next opening; The Good and Cowra's War 1939-1945*

- To be confirmed by Cowra Breakout Association contact Lawrence Ryan
- Committee assistance appreciated to help;
 - Set up Nguluway Room, plating up catering and restoring Nguluway Room

16. NEXT COMMITTEE MEETING

14.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Wednesday 23 July 2025 at 5.30pm.

15. MEETING CLOSED

7.15pm D. Henley, Committee Chair

This is Page 6 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 16 JULY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

Council Delegates: Councillor C. Speechley
Councillor K. Cave

Committee Present: D. Henley (Chair), S. D’Elboux, J. Ware and L. Murray

In Attendance: C. Hard Lawrie (Art Gallery Director)
A. Dalton (Director Corporate Services)

1. APOLOGIES:

1.2 Apologies were accepted from J. Fagan.

2. CONFIRMATION OF PREVIOUS MINUTES:

2.1 Motion

Moved: Cllr C. Speechley Seconded: D. Henley

That the minutes of the Gallery Advisory Committee meeting held on Wednesday 18 June 2025 be accepted and approved.

Carried

3. BUSINESS ARISING FROM LAST MEETING:

3.1 The Gallery Advisory Committee had enquired at the previous meeting about the Art Gallery Trust and the Friends of the Gallery Trust accounts held in trust and whether they accrued interest. It was clarified by A. Dalton that they don’t.

4. CORRESPONDENCE:

This is Page 1 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 16 JULY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

4.1 Nil

5. FRIENDS FINANCIAL REPORT:

5.1 The Friends of the Gallery financial account balance being \$6,106.90 and the Art Gallery Trust being \$44,918.68

5.2 Motion

Moved: J. Ware Seconded: L. Murray

That the financial reports for the Friends of the Gallery and the Art Gallery Trust financial accounts as at 16 July 2025 be accepted and approved.

Carried

6. UPDATE ON GALLERY REDEVELOPMENT STAGED OPTION PLANS:

6.1 C. Hard Lawrie presented the plans recently developed by the Architect; fully developed plans for Option 1 plus a three-dimensional fly through. Also presented were floor plans for another three options for staged development of the larger project.

6.2 Option 1 has been fully costed and the quantity surveyor to provide summaries of the other options.

6.3 C. Hard Lawrie to present the plans and costings at the next Council Information Meeting 21 July.

6.4 The Gallery Advisory Committee will provide feedback to C. Hard Lawrie within 48 hours.

7. UPDATE ON COWRA SCULPTURE PARK & DONATION PROPOSALS:

This is Page 2 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 16 JULY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

- 7.1 O'Sullivan Conservation assess and treated sculptures in Sculpture Park Collection. The treatment involved deep cleaning and applying biocide. O'Sullivan Conservation then provided a report on condition and recommended treatment.
- 7.2 C. Hard Lawrie advised that a reserve budget has been set up for the repair and maintenance of the sculptures.
- 7.3 C. Hard Lawrie will commence coordinating the creation of a Curatorial Framework for the Sculpture Park later in the year.

8. UPDATE ON STORAGE OF CRAG COLLECTION:

- 8.1 C. Hard Lawrie advised that CRAG's art collection has started to be packed and prepared for the Central Tablelands Collections Facility, with the help of volunteer Catherine Bennett.

9. CALLEEN OPENING:

- 9.1 The committee discussed that there is no charge for attending the opening of the **Calleen Art Award**, and that fund-raising activities such as a raffle replace the entry fee.
- 9.2 A vote was held and five members were in favor and one dissenting vote.
- 9.3 Motion

Moved: J. Ware Seconded: S. D'Elboux

That there is not entry fee for attending the launch of the **Calleen Art Award**.

Carried

10. DONATION OF NORMAN LINDSAY PRINT:

This is Page 3 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 16 JULY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

- 10.1 C. Hard Lawrie advised that a local Woodstock community member had offered to donate a 1974 facsimile copy of Norman Lindsay's etching entitled *Argument*.
- 10.2 As the print had not been cared for and frame was dusty when inspected, the committee discussed that it should only be accepted based on it being mould or mildew free.

10.3 Motion

Moved: L. Murray Seconded: Clr. C. Speechley

That the Gallery accept the 1974 facsimile copy of Norman Lindsay's etching entitled *Argument* subject to a condition report.

Carried

11. GALLERY DIRECTOR'S REPORT:

- 11.1 See attachment; **Gallery Director's Report 19 June to 16 July 2025**

Motion

Moved: D. Henley Seconded: S. D'Elboux

That the Gallery Director's Report 19 June to 16 July 2025 be accepted and approved.

Carried

12. GENERAL BUSINESS:

- 12.1 Nil

13. BUSINESS ARISING WITHOUT NOTICE:

This is Page 4 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 16 JULY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

- 13.1 The Gallery Advisory Committee discussed the need to recruit additional committee members.
- 13.2 It was also discussed what processes should be in place for recruiting new members.
- 13.3 C. Hard Lawrie spoke about other Councils using a selection criteria process and that she would bring sample criteria from when she applied to be on the City of the Arts Committee for Blue Mountains City Council.
- 13.4 A. Dalton will organise Youth Committee members to attend a future meeting.

14. EXHIBITION CHANGEOVERS and NEXT OPENING:

- 14.1 **Exhibition changeovers;**
- Monday 14 July to Friday 18 July 2025 ***The Good and Cowra's War 1939-1945***
 - Monday 25 August to Friday 29 August ***Calleen Art Award***
- 14.2 **Next install; *Calleen Art Award***
- Committee assistance appreciated to help with install of artworks and labels for ***Calleen Art Award***.
 - 25 – 29 August
- 14.3 **Next openings;**
- ***The Good and Cowra's War 1939-1945***, 2pm – 4pm, Saturday 19 July
 - ***Calleen Art Award***, 6pm – 8pm, Saturday 31 August
 - Committee assistance appreciated to help;
 - Set up Nguluway Room, plating up catering and restoring Nguluway Room
 - Be on door to greet guest for the ***Calleen Art Award***
- 14.4 J. Ware and L. Murray advised that they would attend to support on Saturday 19 July for the launch of ***The Good and Cowra's War 1939-1945***.

This is Page 5 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 16 JULY 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

15. NEXT COMMITTEE MEETING

14.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Wednesday 20 August 2025 at 5.30pm.

15. MEETING CLOSED

7.32pm D. Henley, Committee Chair

This is Page 6 of 6 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 24 SEPTEMBER 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

Council Delegates: Councillor C. Speechley

Committee Present: S. D'Elboux, J Ware and L. Murray

In Attendance: C. Hard Lawrie (Art Gallery Director)
A. Dalton (Director Corporate Services)

1. APOLOGIES:

1.2 Apologies were accepted from J. Fagan, D. Henley and Councillor K. Cave

2. CONFIRMATION OF PREVIOUS MINUTES:

2.1 Motion

Moved: S. D'Elboux Seconded: Cllr C. Speechley

That the minutes of the Gallery Advisory Committee meeting held on Wednesday 16 July 2025 be accepted and approved.

Carried

3. BUSINESS ARISING FROM LAST MEETING:

3.1 Nil

4. CORRESPONDENCE:

4.1 Nil

This is Page 1 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 24 SEPTEMBER 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

5. FRIENDS FINANCIAL REPORT:

5.1 The Friends of the Gallery financial account balance being \$6,131.90 and the Art Gallery Trust being \$54,479.28

5.2 Motion

Moved: S. D'Elboux Seconded: Clr C. Speechley

That the financial reports for the Friends of the Gallery and the Art Gallery Trust financial accounts as at 24 September 2025 be accepted and approved.

Carried

5.3 C. Hard Lawrie explained that \$9,500 of the funds increase was due to the buyer of Graham Lupp's artwork paying with a cheque. This required it to be banked into the trust and then the funds will be re-allocated to the appropriate gallery budgets, for partial payment to the artist. This will result in a decrease of this amount in the next financial report.

6. UPDATE ON GALLERY REDEVELOPMENT STAGED OPTION PLANS:

6.1 C. Hard Lawrie presented the plans with staged options and new costings recently developed by the Architect and Quantity Surveyor to Council 21 July.

6.2 She was asked to look into likely costs of running the Gallery if developed and the difference between the current costing for the full redevelopment and the higher costings developed by the Quantity Surveyor in earlier costings.

6.3 C. Hard Lawrie will be asking the Quantity Surveyor to provide the summary costings for all the staged options.

7. UPDATE ON 2-YEAR MULTI-YEAR FUNDING APPLICATION TO CREATE NSW:

This is Page 2 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 24 SEPTEMBER 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

- 7.1 C. Hard Lawrie advised that Cowra Regional Art Gallery was not a successful recipient of this funding round.
- 7.2 She also advised that there were 190 applications submitted and 64 successful recipients. Many regional galleries were not successful and Create NSW is only providing generic feedback, not individualised feedback

8. UPDATE ON STORAGE OF CRAG COLLECTION:

- 8.1 C. Hard Lawrie advised that she visited the Cowra Freight storage with the Technical Officer – Building Assets to look at what can be thrown out and what can be stored at Cowra Depot. Some space at the Depot needs to be found.
- 8.2 She advised that once the Gallery is able to move out of the offsite container (which enables funds to be re-allocated to Central Tablelands Collections Facility), it would be best to take what's already packed to allow space to pack the remaining artworks.

9. CALLEEN OPENING EVENT:

- 9.1 Opening took place 6pm, Saturday 31 August and the event received approximately 120 guests
- 9.2 Cowra Visitor Information Centre, the Breakout Brasserie and Cowra Civic Centre made donations to contribute to the raffle. \$430 was taken for raffle tickets, which replaced the entry fee.

10. BELL BEATS MUSIC & ARTS FESTIVAL:

- 10.1 C. Hard Lawrie advised that Cowra Regional Art Gallery is partnering with the Cowra Civic Centre to develop and facilitate the Arts Quarter as part of the **Bell Beats Music & Arts Festival**.
- 10.2 CRAG released a call out for artists to participate in the upcoming Bell Beats Music & Arts Festival as part of the Arts Quarter. Nine artists were selected to

This is Page 3 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 24 SEPTEMBER 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

produce or loan ephemeral art installations, video art or run artmaking workshops.

- 10.3 Cowra Regional Art Gallery will be open from 1pm to 7pm to coincide with the Festival and will run a series of workshop in the Arts Quarter marquee.
- 10.4 The Head Teacher of TAFE NSW Media Art Design Entertainment offered to run a drawing workshop on behalf of TAFE NSW.
- 10.5 It was discussed that volunteer support was required for the Arts Quarter. J. Ware offered to help on

11. GALLERY DIRECTOR'S REPORT:

- 11.1 See attachment; **Gallery Director's Report 17 July to 24 September 2025**

12. GENERAL BUSINESS:

- 12.1 Nil

13. BUSINESS ARISING WITHOUT NOTICE:

- 13.1 S. D'Elboux advised that she will be resigning from the committee due to personal reasons.

14. EXHIBITION CHANGEOVERS and NEXT OPENING:

- 14.1 **Exhibition changeovers;**
- Monday 6 October to Thursday 9 October 2025 ***Obsession to Create***
and ***Captives to Freedom Fighters: Indonesians in Cowra and Beyond***
- 14.2 **Next install; *Calleen Art Award***
- Committee assistance appreciated to help with install of artworks and labels for ***Obsession to Create*** and ***Captives to Freedom Fighters: Indonesians in Cowra and Beyond***
 - 6 – 9 October 2025

This is Page 4 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD AT 5.30PM, WEDNESDAY 24 SEPTEMBER 2025, 5.30PM AT THE COWRA REGIONAL ART GALLERY

14.3 Next openings;

- ***Obsession to Create***, 6pm – 8pm, Friday 10 October
- ***Captives to Freedom Fighters: Indonesians in Cowra and Beyond***, 6pm – 8pm, Friday 17 October

15. NEXT COMMITTEE MEETING

15.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Wednesday 22 October 2025 at 5.30pm.

16. MEETING CLOSED

7.15pm J. Ware, Relieving Committee Chair

This is Page 5 of 5 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 21 May 2025.

5.6 Section 355 Committee Minutes – Australian Chapter of the World Peace Bell Association

File Number: D25/1985

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the minutes of the 12 August 2025 Australian Chapter of the World Peace Bell Association meeting, and draft minutes of the 9 September 2025 meeting.

INTRODUCTION

The Australian Chapter of the World Peace Bell Association meets up to six times a year as a Section 355 Committee of Council. Attached for the information of Councillors are the draft Minutes from the recent Committee meetings.

BACKGROUND

A summary of key points from the minutes includes:

2025 Cowra Youth Peace Forum Planning Finalised

- Scheduled for Thursday 18 September at Cowra Civic Centre with students attending from local schools across the Shire.
- Guest speaker Ruby Riethmuller, Deputy Commissioner, Mental Health Commission of NSW, confirmed (replacing Zoë Robinson).
- Cowra Youth Council to MC; key logistical and ceremonial roles assigned.

Cowra Youth Peace Award and Rotary Peace Day Dinner

- Six nominations received; judging underway for the biennial Youth Peace Award.
- Awards to be presented at the Rotary World Peace Day Dinner on 18 September 2025, where Hon. Michael McCormack MP will deliver the keynote address.

Upcoming Australia Indonesia Association Peace Bell Ceremony

- Australia Indonesia Association have requested to hold a Peace Bell Ceremony on Saturday 8 November in Cowra.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Minutes for Australian Chapter of the World Peace Bell Association meeting -12 August 2025 [↓](#)
2. Draft Minutes for Australian Chapter of the World Peace Bell Association meeting - 9 September 2025 [↓](#)



MINUTES

Australian Chapter of The World Peace Bell Association Meeting Tuesday, 12 August 2025

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES****12 AUGUST 2025****Order Of Business**

1	Apologies	3
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3	General Business.....	3
3.1	World Peace Day Youth Forum 2025	3
3.2	Cowra Youth Peace Award 2025.....	4
3.3	2025 Cowra Rotary Peace Day Dinner	4
4	Business Without Notice	4
5	Next Meeting Date	5
6	Meeting Close.....	5

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES****12 AUGUST 2025****MINUTES OF COWRA COUNCIL
AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION
MEETING HELD AT THE COMMITTEE ROOM 1
ON TUESDAY, 12 AUGUST 2025 AT 10:30 AM**

PRESENT: Cr Cheryl Downing (Chairperson), Cr Erin Watt, Maggie Wright, Doug Wright, Ian Docker, Jan Munday

IN ATTENDANCE: Emma Millward (Community Development Officer), Sam Mephem (Cowra RSL Sub-branch), Vic Capare (Cowra RSL Sub-branch), Alan Dalton (Director – Corporate Services)

1 APOLOGIES

Mr Ian Brown (Deputy Chair), Linda Barron (Community Development Officer)

2 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of Australian Chapter of The World Peace Bell Association Meeting held on 3 June 2025 be confirmed.

Moved - Cr Erin Watt

Seconded Jan Munday

3 GENERAL BUSINESS**3.1 World Peace Day Youth Forum 2025**

To date, 48 students and teachers have RSVP'd for the Forum. Waiting to hear back from Cowra High School, St Raphael's Catholic School and Red Bend Catholic College.

Cr Downing to make contact with Cowra High School to follow up on their numbers.

Emma to contact St Raphael's and Red Bend to check their numbers.

Cr Watt to organise teacher volunteers for the day.

Emma showed the Committee the delegate bags that have been printed and received, ready for packing.

Emma to touch base with the Civic Centre regarding set-up and catering.

Emma has made contact with UN Youth NSW to confirm their numbers, waiting for a reply.

Information has been circulated to schools regarding 'Lights, Camera, Peace!' A Skit Competition for World Peace Day in Cowra 2025. Online registrations for the competition are now open. Emma to forward information to Committee members.

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES****12 AUGUST 2025****3.2 Cowra Youth Peace Award 2025**

Online nomination forms went live on 7 July 2025 for the Cowra Youth Peace Award 2025.

The Award has been promoted via social media, Council website and Council Noticeboard.

Two nominations have been received to date.

Sam to talk to Cowra RSI Sub-branch Cadet Liaison Officer, Cameron, to see if he would like to nominate someone from cadets for the Award.

The Award will be presented at the Cowra Rotary Peace Day Dinner on the 18th September.

3.3 2025 Cowra Rotary Peace Day Dinner

The Cowra Rotary World Peace Day Dinner will be held on Thursday 18th September 2025, at 6PM for a 6.30PM start.

Rotary have received function and catering quotes from Club Cowra and are waiting on a quote from the Cowra Bowling Club before confirming the venue.

The guest speaker for the dinner is being finalised and will be announced shortly.

Council to assist with event promotion when tickets go on sale.

4 BUSINESS WITHOUT NOTICE**World Peace Bell Ceremony for the Cowra Breakout 81st Anniversary**

In her absence, Linda provided the following report on the World Peace Bell Ceremony held on Tuesday 5th August at 9:15AM for the Cowra Breakout 81st Anniversary:

- The Peace Bell Ceremony was attended by approximately 30 people, including:
 - Cowra Mayor, Cr Paul Smith
 - The Consul-General and Vice Consul-General from the Consulate-General of Japan, Sydney
 - CEO and staff from CLAIR, the Japan Council of Local Authorities for International Relations
 - School Captains from both High Schools
 - Cowra Youth Council members
 - Cowra RSL Sub-branch members.
- Cr Nikki Kiss kindly stepped in at short notice to MC when Cr Watt was struck down sick.
- Thank you to Jan for representing the Peace Bell Association at the Peace Bell Ceremony.
- The ceremony went well and finished on time, allowing people to move onto the wreath-laying service at the War Cemeteries.
- The only exception was an operational error with the PA system.
- Wreaths were laid at the Australian and Japanese War Cemeteries on behalf of the Peace Bell Association by members of the Cowra Youth Council.
- The Breakout Committee appreciated the Peace Bell Committee hosting the ceremony and would like to include it as a regular event for the Breakout Anniversary commemorations.

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES****12 AUGUST 2025**Indonesian Visit – Saturday 8 November

This year the Australia Indonesia Association (AIA) celebrates their 80th Anniversary, which includes their Hero's Day memorial ceremony in Cowra, scheduled for the weekend of 8th/9th November.

As part of their weekend in Cowra, the AIA would like to conduct a Peace Bell Ceremony on Saturday 8 November 2025 at approximately 3PM.

Emma to circulate more information as it becomes available.

5 NEXT MEETING DATE

The next meeting will be held on Tuesday 2 September at 10:30AM in the Meals Room.

6 MEETING CLOSE

The Meeting closed at 11:15AM.

.....
CHAIRPERSON



MINUTES

Australian Chapter of The World Peace Bell Association Meeting Tuesday, 9 September 2025

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES****9 SEPTEMBER 2025****Order Of Business**

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

9 SEPTEMBER 2025

**MINUTES OF COWRA COUNCIL
AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION
MEETING HELD AT THE COMMITTEE ROOM 1
ON TUESDAY, 9 SEPTEMBER 2025 AT 10:30 AM**

PRESENT: Cr Cheryl Downing, Cr Erin Watt, Ian Brown, Maggie Wright, Jan Munday**IN ATTENDANCE:** Linda Barron and Emma Millward (Community Development Officers)**I APOLOGIES**

Ian Docker, Doug Wright

2 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of Australian Chapter of The World Peace Bell Association Meeting held on 12 August 2025 be confirmed.

Moved: Jan Munday

Seconded: Cheryl Downing

3 GENERAL BUSINESS**3.1 World Peace Day Youth Forum 2025**

The 2025 Cowra Youth Peace Forum will be held on Thursday 18th September 2025 at the Cowra Civic Centre.

RSVPs have been received from Cowra High School, St Raphael's Catholic School, Mulyan Public School, Cowra Public School, Gooloogong Public School and Woodstock Public School. The Forum will have approximately 102 attendees including staff and volunteers.

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

Cowra Youth Council will prepare delegate bags for the Forum on Wednesday 17 September and will MC the event.

Erin to conduct the Official Welcome at 9:30AM. Linda to ask Callie or Lily Bridges to do an Acknowledgement of Country.

Emma to ask Aunty Esther to perform the Welcome to Country at the Community World Peace Bell Ceremony at 12:30PM.

Steph Cooke MP is an apology, but has sent a letter to be read in her absence.

The Office of the Hon. Michael McCormack MP has advised the Mr McCormack may be able to attend in the afternoon, depending on times.

The Office of Youth advised this week that Zoë Robinson would not be attending as guest speaker. A replacement speaker, Ruby Riethmuller, has been booked. Ruby is a Deputy Commissioner of the Mental Health Commission of NSW and the Founder and CEO of Womn-Kind. She also serves on the NSW Rural Women's Network Advisory Group.

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES****9 SEPTEMBER 2025**

No entries received as yet for the Skit Competition. Emma to prepare large posters of the 10 "Actions for a Peaceful World", with one poster to be placed on each table. Students will be invited to prepare any type of performance they choose based on their table's action and can perform if they wish.

Emma and Linda have met with Jarrad at the Cowra Civic Centre to discuss logistics. Auditorium set-up will be the same as last year. Club Cowra have been asked to quote on catering.

RECOMMENDATION

That \$5,000 be transferred from the World Peace Bell Trust (Weir Bequest) to the World Peace Day cost centre to cover the speaker's fee and associated travel and accommodation costs of the new Youth Forum guest speaker.

Moved: Ian Brown

Seconded: Erin Watt

3.2 Cowra Youth Peace Award 2025

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

Nominations opened on 6 August 2025 and closed 7 September 2025.

Six nominations were received this year.

Emma to prepare a media release and social media post on nominees.

Linda to advise successful nominees and invite them and a guest to the World Peace Day Dinner. Letter to be sent also to nominators advising them of success of their nominee and sharing the dinner ticket link if they wish to join the evening.

Committee members on the judging panel – Cr Cheryl Downing (Chair), Ian Brown (Deputy Chair) and Maggie Wright (committee member) – to consider nomination forms and select the 2025 winner.

3.3 2025 Cowra Rotary Peace Day Dinner

The Rotary Club of Cowra World Peace Day Dinner will be held on Thursday 18th September 2025 at Club Cowra. The Keynote Address will be presented by Hon Michael McCormack MP, Member for Riverina. The evening includes the presentation of the 2025 Rotary Peace Award and the 2025 Cowra Youth Peace Award.

Cheryl to chase run sheet and ensure time has been allocated for the Cowra Youth Peace Award presentation.

Emma to prepare slides for the Cowra Youth Peace Award presentation.

Emma and Linda to provide Ian Docker with numbers from Council, Youth Council, UN Youth and Peace Award nominees.

3.4 Delegations of Authority to Section 355 Committees

Report on Delegations of Authority to Section 355 Committees was received and noted.

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES****9 SEPTEMBER 2025****3.5 Australia Indonesia Association (AIA) - Peace Bell Ceremony - 8 November 2025**

This year the Australia Indonesia Association (AIA) celebrates their 80th Anniversary, which includes the Indonesian Festival of Unity in Diversity in Cowra, scheduled for the weekend of the 8th and 9th November.

As part of their proposed program in Cowra, the AIA would like to conduct a Peace Bell Ceremony on Saturday 8 November 2025 at approximately 1.30PM.

Cr Cheryl Downing (Chair), Ian Brown (Deputy Chair) to officiate the ceremony.

Emma to liaise with Lawrance Ryan to arrange the Cowra Vocal Ensemble to sing the finale of 'Path to Peace' (part of the World Peace Suite) as part of the Ceremony. The Committee will approach Lusi Austin to recite her poem that formed part of the same Peace Suite.

Other events over the weekend include a Festival celebration on the evening of Saturday 8th November at Club Cowra (food and performances) which is open to the public and a Heroes Day Ceremony at the Indonesian Graves at the Cowra Cemetery on Sunday 9th September, which the World Peace Bell Association is invited to attend, followed by morning tea at the Japanese Garden.

4 NEXT MEETING DATE

The next meeting will be held on Tuesday 14 October at 10:00AM at Kendal Street Café. .

5 MEETING CLOSE

The Meeting closed at 11:35AM.

.....
CHAIRPERSON

5.7 Section 355 Committee Minutes - Australia Day Working Party

File Number: D25/1988

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the minutes of the 27 August 2025 Australia Day Working Party meeting, and draft minutes of the 10 September 2025 meeting.

INTRODUCTION

The Australia Day Working Party meets in the second half of the year to plan and coordinate Australia Day celebrations in Cowra Shire. Attached for councillors' information are minutes of the recent committee meetings.

BACKGROUND

A summary of key points from the minutes includes:

School Competition Launched

- The 2026 School Competition is open to all Cowra Shire primary students (K–6) with the theme “Design your own playground for the community.”
- Entries close on 31 October 2025, and all schools have been invited.
- Preschools will submit non-judged group entries, with participating centres receiving certificates and a book prize, while their artwork is displayed at the Council Foyer and Civic Centre.

Official Service Planning and Community Events Program Underway

- The **Australia Day 2026 Official Service** will be held at the **Cowra Civic Centre**.
- Key elements discussed include: **Welcome to Country**, singing of the national anthem, **citizenship ceremonies** and a proposed audience sing-along finale to be led by the choir.
- Quotes have been received for **video production** and **livestreaming**.
- **Community Breakfast** (Rotary) and **morning tea** (Inner Wheel) are being coordinated.
- Several local organisations will be invited to participate in community events, such as a vehicle display, sporting activities and a potential movie screening.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Minutes for the Australia Day Working Party Meeting - 27 August 2025 [↓](#)
2. Draft Minutes for the Australia Day Working Party Meeting - 10 September 2025 [↓](#)



MINUTES

**Australia Day Working Party Meeting
Wednesday, 27 August 2025**

AUSTRALIA DAY COMMITTEE MEETING MINUTES 27 AUGUST 2025

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AUSTRALIA DAY COMMITTEE MEETING MINUTES**27 AUGUST 2025**

**MINUTES OF COWRA COUNCIL
AUSTRALIA DAY WORKING PARTY MEETING HELD AT THE COMMITTEE
ROOM 1, COWRA SHIRE COUNCIL
ON WEDNESDAY, 27 AUGUST 2025 AT 1:00 PM**

PRESENT: Cr Nikki Kiss OAM, Cr Tony Horton, Cr Paul Smith (second-half of meeting)

IN ATTENDANCE: Mrs Linda Barron (Community Projects Officer), Emma Millward (Community Development Officer)

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

The minutes of Australia Day Working Party Meeting held on 20 February 2025 were not presented.

3 GENERAL BUSINESS

3.1 Australia Day 2026 Official Service

Australia Day celebrations in Cowra Shire will be held on Monday 26 January, 2026.

The Working Party discussed the Official Service to be held at the Cowra Civic Centre, including:

- Ambassador Program – Application period has not yet opened.
- Rotary Club of Cowra Community Breakfast – Emma to send letter to Rotary.
- Civic Centre logistics – Jarred to be invited to next meeting.
- Welcome to Country – Emma to ask Aunty Esther to conduct.
- National anthem singer – Emma to discuss a school choir option with Lisa Flanagan.
- Citizenship ceremonies – Tracey to advise candidates closer to the date.
- Production of video content for service – quote received (Katie Brown Photography)
- Virtual production and streaming service – quote received (Real Time Productions)
Emma to check viewing figures of livestream from previous years
- Inner Wheel morning tea – Emma to send letter.

3.2 Australia Day 2026 - Community Events

To be discussed next meeting.

3.3 Australia Day Awards 2026

The Working Party discussed incorporating the Sportsperson of the Year Awards into the Australia Day Awards program.

The Cowra Sportsperson of the Year award is an annual local event that recognised the outstanding achievements of sportspeople in the Cowra area and celebrates their

AUSTRALIA DAY COMMITTEE MEETING MINUTES**27 AUGUST 2025**

contributions to the community. The award has a long history, but has been in recess for a few years. It features different categories for sportspeople across various disciplines, including a Hall of Fame and a Bob Barr Memorial Award.

A report is to be drafted by the Community Development Officer, putting the recommendation to Council at their September meeting to incorporate the Sports person of the Year Awards into the Australia Day Awards program.

3.4 Australia Day 2026 School Competition**RECOMMENDATION**

The Australia Day 2026 School Competition is open to all Cowra Shire students from Kindergarten to Year Six.

The Working Party agreed this year's theme will be: ***design your own playground for the community.***

An information flyer and invitation to take part will be emailed to all Shire schools.

4 NEXT MEETING DATE

The next meeting will be held on Wednesday, 10 September 2025 at 1:00 PM in the Committee Room 1, Cowra Shire Council.

5 MEETING CLOSE

The Meeting closed at 1:30PM.

.....
CHAIRPERSON



MINUTES

**Australia Day Working Party Meeting
Wednesday, 10 September 2025**

AUSTRALIA DAY COMMITTEE MEETING MINUTES 10 SEPTEMBER 2025

Order Of Business

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AUSTRALIA DAY COMMITTEE MEETING MINUTES

10 SEPTEMBER 2025

**MINUTES OF COWRA COUNCIL
AUSTRALIA DAY WORKING PARTY MEETING HELD AT THE COMMITTEE
ROOM 1, COWRA SHIRE COUNCIL
ON WEDNESDAY, 10 SEPTEMBER 2025 AT 1:00 PM**

PRESENT: Cr Nikki Kiss OAM (Deputy Mayor), Cr Tony Horton,

IN ATTENDANCE: Alan Dalton (Director Corporate Services) Emma Millward
(Community Development Officer)

1 APOLOGIES

Cr Paul Smith (Mayor), Linda Barron (Community Development Officer)

2 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of Australia Day Working Party Meeting held on 27 August 2025 be confirmed.

Moved: Cr Kiss Seconded: Cr Horton

3 GENERAL BUSINESS

3.1 Australia Day 2026 School Competition

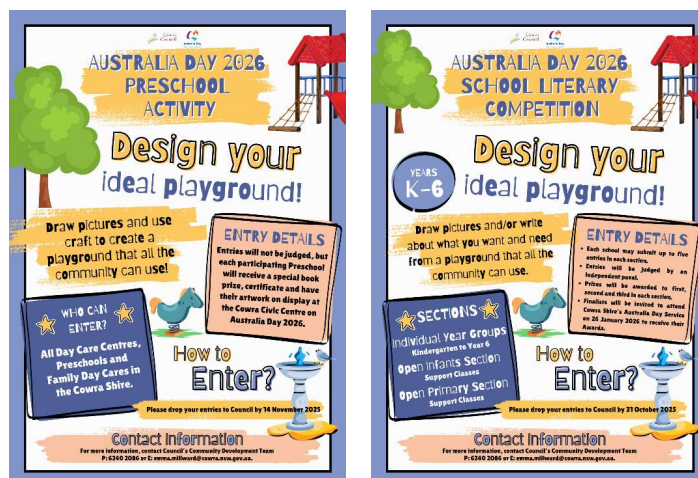
The Australia Day 2026 School Competition is open to all Cowra Shire students from Kindergarten to Year Six. This year's theme is: ***design your own playground for the community.***

Students can draw pictures and/or write about what they want and need from a playground that all the community can use in our Shire.

Emma has consulted teachers from three separate primary schools, and all agreed an entry closing date of Friday 31 October 2025 was suitable.

An invitation was sent to all Cowra Shire Primary Schools on the 4 September inviting them to participate.

The working party agreed that a separate invitation will be sent to Cowra Shire Preschools inviting them to submit one big group entry by drawing and/or creating some craft to depict their ideal playground that all the community can use. While these entries will not be judged, each participating Preschool will receive a special book prize, certificate and have their artwork on display in the Council Foyer and in the Cowra Civic Centre on Australia Day.

AUSTRALIA DAY COMMITTEE MEETING MINUTES**10 SEPTEMBER 2025****3.2 Australia Day 2026 - Community Events**

Emma to contact the following groups, inviting them to participate in our 2026 program:

- Lachlan Valley Social Motor Club - Historic Vehicle Display and BBQ
- Cowra Tennis Club
- Cowra Bowling & Recreation Club
- Cowra Golf Club
- CWA Cowra Evening Branch Luncheon

Emma to investigate an afternoon/evening movie screening at the Cowra Civic Centre.

Emma and Linda to touch base with the Aquatic Centre about their plans for the day.

3.3 Australia Day 2026 Official Service

The working party discussed the following elements of the Official Service

- Ambassador Program – waiting for applications to open
- Rotary Club of Cowra Community Breakfast – Emma to send letter
- Civic Centre logistics – Emma and Linda to meet with Civic Centre Manager
- Welcome to Country – Emma to invite Aunty Esther Cutmore to conduct
- National anthem singer – Emma to discuss option of a school choir with Lisa Flanagan
- Citizenship ceremonies – Tracey will advise closer to the date
- Production of video content for service – quote received, waiting for AD grant results to confirm
- Virtual production and streaming service – quote received, waiting for AD grant results to confirm
- Inner Wheel morning tea – Emma to send letter. Approach Coles or Woolworths for donation of Anzac biscuits.

AUSTRALIA DAY COMMITTEE MEETING MINUTES**10 SEPTEMBER 2025**

Following the success of the 2025 Ambassador's impromptu performance of 'We Are Australian', Cr Kiss also raised the idea of a song to end the ceremony, which could be led by the choir and all the audience is invited to sing-a-long. Words could be projected on the screen or printed on the back of the order of service. Emma and Linda to discuss logistics with Civic Centre Manager.

3.4 Australia Day Awards 2026

The working party discussed the possibility of including of the Cowra Sports person of the Year Award and/or the The Bob Barr Memorial Award for services to sport into the Australia Day Awards program..

More research required about why it ended and input from the Cowra Sport and Recreation Committee about their future plans for the Award is required.

Emma and Linda to report back to the next meeting.

3.5 Delegations of Authority to Section 355 Committees

The report on Delegations of Authority to Section 355 Committees be received and noted.

4 NEXT MEETING DATE

The next meeting will be held on Wednesday, 15 October 2025 at 1:00 PM in the Committee Room 1, Cowra Shire Council.

5 MEETING CLOSE

The Meeting closed at 1:48 PM.

.....
CHAIRPERSON

6 DIRECTOR-INFRASTRUCTURE & OPERATIONS

6.1 Committee Minutes - Transport Forum

File Number: D25/1839

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

1. That the draft minutes of the Transport Forum meeting held on 20 October 2025 be noted.
2. That Council approves the Class I special event, Cowra Christmas Festival to be held by Cowra Tourism on Friday, 5 December 2025, in principle, subject to compliance with the requirements of Transport for NSW (TfNSW) and NSW Police.
3. That
 - No change be made to the current roundabout at the intersection of Liverpool Street and Brisbane Street.
 - The request be noted.
4. That the following route be approved for Tier 1, PBS Level 2B, 30m “A Double” access at High Mass Limit (HML):
 - Reg Hailstone way from Mid Western Highway (SH6) to Goodacre Drive.
 - Goodacre Drive to Hilltop Road.
 - Hilltop Road to a point 745m east of the intersection with Goodacre Drive (52 Hilltop Road).
5. That an advanced warning sign (W5-22) indicating “Trucks Crossing Or Entering (Symbolic)” be installed 180m south of the intersection of Goodacre Drive and Hilltop Road.
6. That a concrete blister treatment as agreed to by FRNSW be implemented in front of Cowra Fire Station subject to approval from Cowra Police & Transport for New South Wales (TfNSW).

INTRODUCTION

The draft minutes and recommendations of the Transport Forum meeting are presented for Council’s consideration.

BACKGROUND

The draft minutes and recommendations from the recent Transport Forum meeting are attached for the information of Councillors and consideration of the above recommendations.

BUDGETARY IMPLICATIONS

N/A

ATTACHMENTS

- I. Draft Minutes of the Transport Forum meeting held on Monday 20 October 2025 [↓](#)

DRAFT



MINUTES

Transport Forum Meeting
Monday, 20 October 2025

TRANSPORT FORUM MEETING MINUTES**20 OCTOBER 2025****Order Of Business**

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4.2	Brisbane Street / Liverpool Street Roundabout Safety.....	4
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5	General Business.....	5
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6	Next Meeting Date	5
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TRANSPORT FORUM MEETING MINUTES**20 OCTOBER 2025**

**MINUTES OF COWRA COUNCIL
TRANSPORT FORUM MEETING HELD AT THE COWRA COUNCIL CHAMBERS,
116 KENDAL STREET, COWRA
ON MONDAY, 20 OCTOBER 2025 AT 9.30AM**

PRESENT: Cr Paul Smith (Chairperson), Ms Anne Jeffery (Local Member's Representative), Mr Jason Nicholson (TfNSW), Sgt Steve Chaplin (NSW Police), Chris Pethick (NSW Police)

IN ATTENDANCE: Ian Thomas (Acting Director – Infrastructure & Operations), Rodney Stammers (Development & Traffic Engineer)

1 APOLOGIES

Cr K Cave, D. Wymer (Director – Infrastructure & Operations)

2 CONFIRMATION OF MINUTES

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That the minutes of Transport Forum Meeting held on 11 August 2025 be confirmed.

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 Transport Forum Meeting Action Sheet**

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That the Action List as presented be received and noted by the Forum.

CARRIED

3.2 Heavy Vehicle Parking - Kendal Street East

The proposed sign locations were reviewed in conjunction with TfNSW and the revised plan was presented to the meeting. Revised signs and location were noted by the Forum.

TRANSPORT FORUM MEETING MINUTES20 OCTOBER 2025

4 REPORTS OF COUNCIL OFFICERS**4.1 Cowra Christmas Festival**

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That Council approves the Class I special event to be held by Cowra Tourism on Friday, 5 December 2025, in principle, subject to compliance with the requirements of Transport for NSW (TfNSW) and NSW Police.

CARRIED

4.2 Brisbane Street / Liverpool Street Roundabout Safety

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That

- 1. No change be made to the current roundabout at the intersection of Liverpool Street and Brisbane Street.**
- 2. The request be noted.**

CARRIED

4.3 A - Double Trial - Tribuk Pastoral

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

- 1. That the following route be approved for Tier I, PBS Level 2B, 30m “A Double” access at High Mass Limit (HML):**
 - a. Reg Hailstone way from Mid Western Highway (SH6) to Goodacre Drive.**
 - b. Goodacre Drive to Hilltop Road.**
 - c. Hilltop Road to a point 745m east of the intersection with Goodacre Drive (52 Hilltop Road).**
- 2. That an advanced warning sign (W5-22) indicating “Trucks Crossing Or Entering (Symbolic)” be installed 180m south of the intersection of Goodacre Drive and Hilltop Road.**

CARRIED

TRANSPORT FORUM MEETING MINUTES**20 OCTOBER 2025****4.4 No Parking Area - Cowra Fire Station**

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That a concrete blister treatment as agreed to by FRNSW be implemented in front of Cowra Fire Station subject to approval from Cowra Police & Transport for New South Wales (TfNSW).

CARRIED

5 GENERAL BUSINESS

Nil

6 NEXT MEETING DATE

The next meeting will be held on Monday, 8 December 2025 at 9.30am at the Breakout Brasserie, Macquarie Street, Cowra.

7 MEETING CLOSE

The Meeting closed at 10.05am.

.....
CHAIRPERSON

6.2 Get Active NSW Funding Program - Funding Applications for Proposed Cowra Pedestrian and Cycling Plan 2024 Priority Locations

File Number: D25/I995

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That Council endorse and support the submission of the following Cowra Pedestrian and Cycling Plan 2024 proposed projects as part of the Get Active NSW Funding Program:

NO	Project Type	Location	Priority
1	Construction	Lachlan Valley Way / Edgell Park shared path installation	1
2	Design	Lynch Street shared path installation (Short Street - Europa Park)	2
3	Construction	Weeroona pedestrian path link (Wahroonga / Comerford Street -Flint Street)	3
4	Design	West Cowra pedestrian path links (Rose Garden-Sid Kallas Oval)	4
5	Design	Woodstock Soldiers Memorial Park path link (Purcell Drive -Noyeau Street)	5

INTRODUCTION

The purpose of this report is to present recommendations for priority footpath locations identified within the Cowra Pedestrian and Cycling Plan 2024 for consideration under the forthcoming Get Active NSW funding program (26/27). It is recommended that Council endorse and support the submission of these proposed projects as part of the application process.

BACKGROUND

In the previous Get Active NSW funding program funding round, Council submitted five applications under the Get Active NSW program, with the proposed project locations outlined below. However, none of these applications were successful. A contributing factor to their lack of success was the absence of formal Council endorsement at the time of submission. As the funding program is anticipated to reopen this year, it is imperative that Council approval be obtained prior to submission to strengthen the likelihood of a successful outcome.

Application ID	Amount requested	Project title
GNA000018	\$99,825	Lynch Street,Cowra, Design Of Walking and Riding
GNA000175	\$811,697	Lachlan Valley Way / Edgell Park Shared Path Installation
GNA000199	\$85,910	Woodstock Soldiers Memorial Park path link To Twon Center
GNA000216	\$254,129	Get NSW Active 2025-26 – Construction-Shared Path along Vaux Street Lachlan St
GNA000206	\$99,825	Design-Shared Path Option in the vicinity of Rose Gardens on Grenfell Road

A meeting with staff was held on 21 October 2025 to determine five candidate projects to be nominated for consideration under the forthcoming Get Active NSW funding program. In accordance with the Cowra Pedestrian and Cycling Plan 2024, the selected candidate locations are outlined in the table below.

NO	Project Type	Location	Priority
1	Construction	Lachlan Valley Way / Edgell Park shared path installation	1
2	Design	Lynch Street shared path installation (Short Street - Europa Park)	2
3	Construction	Weeroona pedestrian path link (Wahroonga / Comerford Street -Flint Street)	3
4	Design	West Cowra pedestrian path links (Rose Garden-Sid Kallas Oval)	4
5	Design	Woodstock Soldiers Memorial Park path link (Purcell Drive -Noyeau Street)	5

The selected projects are derived from Council's adopted Cowra Pedestrian and Cycling Plan 2024. It is recommended that Council endorse and support these applications for submission under the forthcoming Get Active NSW funding program.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

7 DIRECTOR-ENVIRONMENTAL SERVICES

7.1 Development Application No. 10.2025.70.1, Lot 10, Section 9B, DP 1287, 3 Railway Street Cowra. Demolition of an existing dwelling and outbuildings, construction of 3 attached dwellings and 4 lot community title subdivision by M B Kilzi. The property owner is M B Kilzi.

File Number: D25/1976

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

That further consideration of Development Application No. 10.2025.70.1 be deferred pending submission and assessment of amended plans.

The following report is provided to enable the deferral of Development Application 10.2025.70.1, for the construction of 3 attached dwellings at 3 Railway Street, Cowra.

The development application was presented to Council's General Committee meeting on Monday 13 October 2025, with a recommendation that the application be approved, subject to conditions. The General Committee meeting determined not to support the recommendation.

Accordingly, the applicant has sought to have the determination of the development application deferred to enable the lodgement of amended plans addressing the concerns raised by Council. The submission of any amended plans would require further assessment by Council staff and preparation of a revised report prior to referral back to Council for determination.

ATTACHMENTS

1. Report presented to General Committee meeting 13 October 2025 - DA 10.2025.70.1 - 3 Railway Street Cowra [↓](#)
2. DA 10.2025.70.1 - 3 Railway Street Cowra - Development Plans [↓](#)
3. DA 10.2025.70.1 - 3 Railway Street Cowra - Statement of Environmental Effects [↓](#)
4. DA 10.2025.70.1 - 3 Railway Street Cowra - Location map [↓](#)
5. DA 10.2025.70.1 - 3 Railway Street Cowra - Aerial view [↓](#)

GENERAL COMMITTEE MEETING AGENDA

13 OCTOBER 2025

- 4.1 Development Application No. 10.2025.70.1, Lot 10 Section 9B DP 1287, 3 Railway Street Cowra, demolition of an existing dwelling & outbuildings, construction of 3 attached dwellings & 4 lot community title subdivision, lodged by M B Kilzi. The property owner is M B Kilzi.

File Number: D25/1841

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variations to Sections E.2.7 and E.2.8 of Part E and Section M.2.1 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 Sections E.2.7 and E.2.8 of Part E and Section M.2.1 of Part M of Council's Development Control Plan 2021 for this development to allow a minimum average site area per dwelling of 270m², two dwellings without major habitable room windows overlooking the street and a driveway setback to the side boundary of 1.2m; and
3. That Development Application No. 10.2025.70.1 for the demolition of an existing dwelling & outbuildings, construction of 3 attached dwellings & 4 lot community title subdivision on Lot 10 Sec: 9B DP 1287, 3 Railway 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
Cover Page Job FBSD049 A01 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Construction Notes Job FBSD049 A02 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Demolition Plan	FBS Construction Pty	Received

Report 4.1

Page 1

GENERAL COMMITTEE MEETING AGENDA

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Job FBSD049 A03 Rev 4	Ltd 18 September 2025	19 September 2025 Stamped DA 10.2025.70.1(B)
Subdivision Plan Job FBSD049 A04 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Site Plan Job FBSD049 A05 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Ground Floor Plan Job FBSD049 A06 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Elevations & Section Job FBSD049 A07 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Elevations Job FBSD049 A08 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Roof Plan Job FBSD049 A09 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Roof Plan on Site Job FBSD049 A10 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Concept Stormwater Plan Job FBSD049 A11 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)

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Concept Sewer & water Meter Location Job FBSD049 A12 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Landscape Plan Job FBSD049 A13 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Sedimentation Control Plan Job FBSD049 A14 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Material Finishes Job FBSD049 A15 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Shadow Diagrams Job FBSD049 A16 Rev 4	FBS Construction Pty Ltd 18 September 2025	Received 19 September 2025 Stamped DA 10.2025.70.1(B)
Statement of Environmental effects Issue B	Wilco Consulting -	Received 23 August 2025 Stamped DA 10.2025.70.1(A)
Basix Certificate No. 1782333M_02 (or as revised)	Ecomaxhomes Issued: 9 July 2025	Received 17 July 2025 Stamped DA 10.2025.70.1

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.

- 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

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DEMOLITION WORKS

3. All utility service connections, including sewer and water, shall be properly disconnected as part of the demolition works. In this regard the Applicant must consult with relevant service authorities regarding their requirements for the disconnection of services prior to any demolition works commencing at the site.
4. Prior to the commencement of demolition works, 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.
5. A Waste Management Plan shall be submitted for the approval of Principal Certifier, prior to the commencement of demolition works. The Plan shall address, but not be limited to, the following matters:
 - (a) details of demolition works and the presence of any asbestos or other hazardous waste;
 - (b) details of waste to be generated by the work;
 - (c) arrangements for removal of waste material from site;
 - (d) destination of waste materials being removed from the site.

CONDITIONS TO BE COMPLIED WITH DURING DEMOLITION WORKS

6. The demolition works shall comply with the provisions of Australian Standard AS2601:2001 The Demolition of Structures and the *Work Health and Safety Act 2011*.
7. Demolition works are to be carried out so as not to cause damage to adjacent and adjoining properties. All damage arising from the removal of the building is to be made good and any necessary repairs and renovations are carried out within six months. Existing site to be left in a clear, clean condition with all

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existing plumbing and drainage lines terminated to the satisfaction of Council.

8. All works involving the removal and disposal of asbestos cement and other products containing asbestos must only be undertaken by contractors who hold a current WorkCover licence appropriate to the work being undertaken.
9. All removal, transport and disposal of asbestos or other contaminated waste materials shall be controlled in accordance with the Work Health and Safety Act 2011 and the Safe Work Australia Code of Practice – How to Manage and Control Asbestos in the Workplace. Any delivery of asbestos waste to Cowra Shire Council's Materials Recycling Facility (MRF) must be pre-booked by phoning the MRF on (02) 6340 2140.
10. In the event of any damage being caused to the existing kerb, guttering, footpath, water mains, sewer mains or public roadway during demolition works, the applicant shall reimburse the Council for the full costs of repairing and making good. Any temporary cross-over material must not remain in the street gutter.
11. 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.
12. Construction and demolition 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.
13. 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 development site prior to work commencing and shall be maintained for the term of the demolition 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 demolition site.
14. On the completion of all asbestos removal works, a Clearance Certificate is to be obtained in accordance with the *Work Health and Safety Regulations 2011* and provided to Council.

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

15. 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.

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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	\$690,000.00	1%	\$6,900.00	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				

16. 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.
17. 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. This is to include a comparison of existing and design flows, and also show location of control measures for erosion and sedimentation.
18. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of suitably sized metered water services to the development.
19. Prior to issue of the Construction Certificate, the applicant shall provide detailed designs of sewer connection of all new lots/dwellings to Council's Reticulated Sewer Supply System to the satisfaction of Cowra Shire Council.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

20. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifying Authority, 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.
21. 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

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property boundary and demonstrates that the development will be constructed entirely within the boundaries of the property.

22. 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 Certifying Authority'.
23. 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.
24. The Applicant is to obtain all relevant approvals under Section 68 of the Local Government Act 1993 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 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 DURING CONSTRUCTION

25. 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.
26. 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.
27. 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

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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.

28. 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 in accordance with the approved Stormwater Management Plan.
29. 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.
30. 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.
31. 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 CERTIFICATE

32. The Applicant must not commence occupation or use of any dwelling until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
33. Prior to the issue of any Occupation Certificate the applicant must construct the driveways to the property from Railway Street in accordance with consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveways are to be constructed in accordance with Council's engineering standards. The Applicant shall reinstate the kerb where necessary and match the level of the existing footpath with the new driveways to be constructed. All costs associated with the construction of

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the access driveways or repair of any damages caused by the driveway construction shall be borne by the Applicant and at no cost to Council.

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 sewerage and 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.

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

35. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved Landscape Plan and maintained in good order at all times.
36. Prior to the issue of a Whole Occupation Certificate, exterior boundaries to be fenced where necessary to comply with Section E.5.6. Fencing Controls of Cowra Council Development Plan 2021. This includes the rear property boundary (which is currently unfenced) where a 1.8m high Colorbond (or similar brand) rear boundary fence is to be installed.

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

37. The person acting on the consent is to lodge with Cowra Shire Council a Subdivision Certificate Application together with the final subdivision plan and a minimum of four copies for signature. All necessary information to support the certificate release and the necessary fee is required to be included with the Subdivision Certificate Application.
38. Prior to issue of the Subdivision Certificate, a copy of the Management Statement for the Community Scheme is to be submitted for the approval of Council.
39. Prior to the issue of a Subdivision Certificate, the applicant must provide to Council a certificate from Essential Energy, or another energy provider, to the effect that:
- a) suitable power supply is available to all lots in the subdivision, or
 - b) arrangements have been made for suitable power supply to be made to all lots in the subdivision.
-

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40. Prior to the issue of the Subdivision Certificate, the applicant is to provide evidence to Council that arrangements have been made for:
- the installation of fibre-ready facilities (or equivalent) to all lots so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. Demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose, and
 - the provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all lots demonstrated through an agreement with a carrier.
41. The person acting on the consent shall include on the final plan of subdivision any and all necessary easements required over access, water, sewer, stormwater, electricity and telecommunications mains.

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.
- If excavating, it is recommended you go to Before You Dig Australia at www.byda.com.au and lodge a free enquiry that helps keep people safe and protect underground infrastructure.

INTRODUCTION

Development Application No. 10.2025.70.1 proposes the demolition of an existing dwelling & outbuildings, construction of 3 attached dwellings & 4 lot community title subdivision on Lot 10 Section 9B DP 1287, 3 Railway Street Cowra. The application was lodged by M B Kilzi on 17 July 2025. The property owner is M B Kilzi.

The application is being reported to Council because it includes variations requested to some development standards contained in Cowra Council Development Control Plan 2021 as discussed in this report.

A copy of the site and elevation plans of the proposed development are included in Attachment '1' to this report and a copy of the Statement of Environmental Effects is included in Attachment '2'.

Description of Site

Lot 10 Section 9B DP 1287, 3 Railway Street Cowra is a rectangular allotment of approximately 809.42m². The lot is located in the R1 General Residential zone under Cowra Local Environmental

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Plan (LEP) 2012. The site contains an existing brick and fibro clad dwelling and some old sheds and lean-to structures.



3 Railway Street - existing street view.



Rear view of existing dwelling.

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

GENERAL COMMITTEE MEETING AGENDA**13 OCTOBER 2025****Description of Proposal**

The applicant proposes to demolish the existing structures on site, construct 3 attached dwellings and undertake a 4 lot community title subdivision. The dwellings are each 3 bedroom single level design with brick exteriors and Colorbond roofing. Each dwelling has a single attached garage facing Railway Street. The Community Title Subdivision consists of the following lot sizes:

Lot No.	Area
1	2.488m ² (common property garden)
2	267.294m ²
3	267.716m ²
4	271.695m ²

Environmental Impact Assessment

In determining a development application, a consent authority is to take into consideration such of the matters as are of relevance to the development in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979. The following section provides an evaluation of the relevant Section 4.15 Matters for consideration for DA 10.2025.70.1:

Section 4.15(1) Evaluation Matters**S 4.15(1)(a)(i) provisions of any environmental planning instrument(s)****Local Environmental Plan (LEP)**

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

1.2 Aims of Plan

The development is consistent the aims of the LEP.

1.4 Definitions

The proposed development is defined as attached dwellings under the LEP.

1.6 Consent authority

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

1.9A Suspension of covenants, agreements and instruments

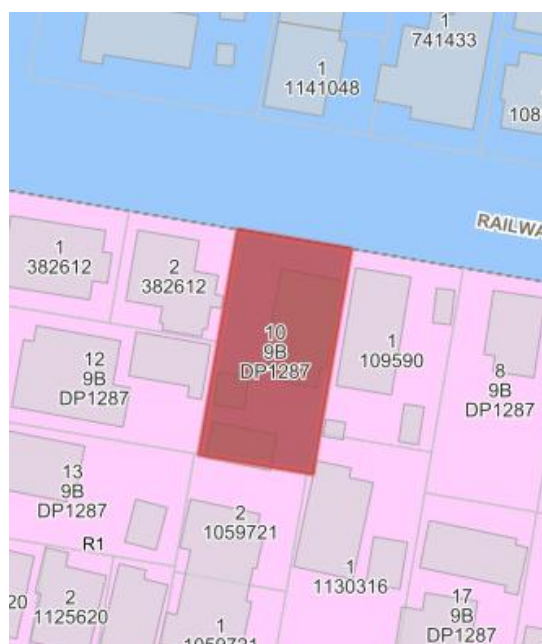
Any agreement, covenant or other similar instrument that restricts the carrying out of that development does not apply to the extent necessary to serve that purpose. There are no covenants imposed by Council or that Council require to be imposed affecting the subject lot.

2.1 Land use zones

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

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2.3 Zone objectives and Land Use Table – R1 General Residential**I Objectives of the Zone**

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

2 Permitted without consent

Environmental protection works; Home occupations

3 Permitted with consent

GENERAL COMMITTEE MEETING AGENDA**13 OCTOBER 2025**

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

4 Prohibited

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

Comment:

The proposed the development is permitted with consent.

2.6 Subdivision – consent requirements

The proposed subdivision is permitted with consent.

2.7 Demolition requires development consent

The proposed demolition requires development consent.

5.10 Heritage conservation

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

5.11 Bushfire

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

5.21 Flood planning

The land is not in the flood planning area.

Part 6 Urban release areas

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

GENERAL COMMITTEE MEETING AGENDA**13 OCTOBER 2025****7.1 Earthworks**

The site is relatively level. It is considered that there will be no adverse impact or environmental risk from the earthworks required.

7.3 Terrestrial biodiversity

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

7.4 Riparian land and watercourses

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

7.5 Wetlands

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

7.6 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the Groundwater Vulnerability Map. The land is not mapped as being affected; accordingly, this clause is not applicable.

7.7 Airspace operations

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

7.8 Essential Services

Water	The proposed development would connect to Council's reticulated water supply in Railway Street.
Electricity	The proposed development will be connected to electricity supply to the requirements of the relevant energy provider.
Sewage	The proposed development will extend and connect to Council's reticulated sewer service in Railway Street.
Stormwater	Concept plans indicate rainwater detention tanks on each dwelling, with overflow directed to Council's stormwater system in Railway Street.
Access	The proposed development will require the construction of individual access crossings to each dwelling from Railway Street.

7.11 Development on land in karst areas

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

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SEPP	COMMENTS
SEPP (Biodiversity and Conservation) 2021	Not applicable
SEPP (Exempt and Complying Development Codes) 2008	Not applicable
SEPP (Housing) 2021	Not applicable
SEPP (Industry and Employment) 2021	Not applicable
SEPP (Planning Systems) 2021	Not applicable
SEPP (Precincts – Central River City) 2021	Not applicable
SEPP (Precincts – Eastern Harbour City) 2021	Not applicable
SEPP (Precincts - Regional) 2021	Not applicable
SEPP (Precincts – Western Parkland City) 2021	Not applicable
SEPP (Primary Production) 2021	Not applicable
SEPP (Resilience and Hazards) 2021	See comment below.
SEPP (Resources and Energy) 2021	Not applicable
SEPP (Sustainable Buildings) 2022	A valid BASIX certificate for the 3 dwellings has been provided.
SEPP (Transport and Infrastructure) 2021	Not applicable

SEPP (RESILIENCE AND HAZARDS) 2021

Under Clause 4.6 a consent authority must not consent to the carrying out of any development on land unless:

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

There are no known prior land-uses on the site that are likely to have resulted in the contamination of the land. The site has been previously subject to long term residential use. Site inspection carried out did not reveal any evidence of contamination of the site. The proposal includes demolition works. It is considered the works are unlikely to result in contamination of the site. The SEE submitted with the application does not mention any previous land use that likely to have resulted in contamination of the site. No further investigation is warranted in this instance.

GENERAL COMMITTEE MEETING AGENDA**13 OCTOBER 2025****S 4.15(1)(a)(ii) provisions of any draft Environmental Planning Instrument(s)**

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

S 4.15(1)(a)(iii) provisions of any Development Control Plan(s)**Cowra Shire Council Development Control Plan 2021****PART A – PLAN INTRODUCTION**

Consent is required for the proposed development.

PART B – LAND MANAGEMENT

Appropriate erosion and sediment controls to be implemented prior to the commencement of works.

PART C – BIODIVERSITY MANAGEMENT

The development site is not identified as Terrestrial Biodiversity in the LEP or identified on the Biodiversity Values Map. The development would not require removal of vegetation. No further assessment required relating to Biodiversity.

PART D – SUBDIVISION DEVELOPMENT**Part D.3 – Infill Residential Development**

Section	Comments
D.3.1 Application of this part	The proposed development includes community title subdivision on land zoned R1 General Residential.
D.3.2 Objectives	The proposed development meets these objectives.
D.3.3 Lot size, layout and dimensions	The proposed development allows for usable dwellings, private open space, carparking and access areas. There is no minimum lot size for community title subdivision. The development is consistent with this section
D.3.4. Street Design	N/A as no new streets proposed. The proposed development includes an internal driveway.
D.3.5. Access provision	Access provisions are considered suitable
D.3.6. Utility provision	The proposed dwellings would be connected to sewer, water, and stormwater in accordance with Councils engineering standards.
D.3.7. Stormwater, drainage and waterways	Stormwater would be drained to Councils stormwater system in the street.

Part D.8 – Strata + Community Title Subdivision

Section	Comments
D.8.1 Strata and Community Title Subdivision	The proposed development includes community title subdivision with separate and distinct connections to Councils water and sewer systems. A suitable draft Management Statement was provided with the

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	application.
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PART E – URBAN & VILLAGE DEVELOPMENT**Part E.2 Medium Density Housing**

Section	Comments
E.2.1 Application of Section	The subject land is zoned R1 General Residential and attached dwellings are proposed. Attached dwellings represent a form of medium density housing under Part E.2.
E.2.2 Objectives	The proposed development meets these objectives.
E.2.3 Site Analysis	There are no significant environmental constraints.
E.2.4. Soil Erosion and Sedimentation Control	Appropriate controls to be put in place.
E.2.5 Landscaping	Complies. Landscaping plan provided as part of the Site plan.
E.2.6. Cut and Fill Controls	Complies. The site is generally level and the development will consist of slab-on-ground with minimal earthworks.
E.2.7. Site Area and Frontage Controls	Variation requested. The application consists of a variation to the minimum average site area per dwelling. The variation is discussed below.
E.2.8. Streetscape Controls	Variation requested. Two of the dwellings do not have a major habitable room window overlooking the street which represents a variation to this section. The variation is discussed below.
E.2.9 Height Controls	Complies. The proposed dwellings would be single storey and would not exceed 9 metres in height.
E.2.10 Solar Access Controls	Complies. Solar access (shading) diagrams have been provided demonstrating that at least 75% of the dwellings within the lot achieve a minimum of 3 hours of solar access to the private open spaces and living areas. Skylights have been added to the central dwelling to assist compliance. The proposed development would not unsatisfactorily overshadow adjacent dwellings.
E.2.11. Front Setback Controls	Complies. The front setback of the proposed development is consistent with the adjoining development.
E.2.12. Side Setbacks	Complies. The dwellings on proposed Lots 2 & 4 exceed 900mm from each side boundary.
E.2.13 Rear Setbacks	Complies. The rear setbacks for all dwellings are well in excess of the minimum 3m.

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E.2.14. Visual & Acoustic Privacy Controls	Complies. Visual and acoustic privacy impacts on adjoining properties are considered minor. The dwellings are single level and no decks or balconies are included. No significant privacy impacts to neighbouring properties have been identified.
E.2.15. Private Open Space Controls	Complies. Each dwelling provides in excess of the open space requirements.
E.2.16. Sustainable Building Design Controls	Complies. BASIX Certificate provided for the proposed dwellings.
E.2.17. Liveable Housing Design	The proposed design is considered acceptable.

Variations:E.2.7 Site Area & Frontage Controls

Section E.2.7a. requires a minimum average site area per dwelling of 300m². The minimum average site area is calculated by dividing the total area of the site by the number of proposed dwelling units which results in the following calculation:

Site area = 810m² divided by 3 dwellings which equals an average site area per dwelling of 270m². This represents a variation of 30m². The applicant provides the following comments:

The design provides for 32.77% landscaping, adequate private open space, vehicle access, parking and maintains amenity and streetscape.

Assessment comment:

It is agreed that the variation does not contribute unsatisfactorily to any adverse impacts in relation to residential amenity for either the future residents of the development or the existing residents in the locality. The variation also does not influence compliance with any other development standards and it is assessed that it can be supported.

E.2.8 Streetscape Controls

Section E.2.8.c. requires that each dwelling should provide a minimum of one major window to a habitable room directly overlooking the street or public open space area. The design should avoid kitchen, bathroom or laundry windows dominating the street elevation.

The dwellings on proposed Lots 2 and 4 (the outer dwellings) do not have major windows overlooking the street which represents a variation to the above section. The applicant provides the following comments:

Streetscape rhythm is achieved via consistent materials, porches, articulation, staggered wall lengths, compatible garage treatments, retained street trees and additional landscaping.

Assessment comment:

The preamble in the DCP to section E.2.8 states that “streetscape design is about ensuring that there is consistency in built and landscape form along streets on private sites”. The proposed development achieves this consistency through the use of appropriate materials and consistent

GENERAL COMMITTEE MEETING AGENDA**13 OCTOBER 2025**

building setbacks. The proposed development does not have kitchen, bathroom or laundry windows dominating the street elevation.

The proposed development also has sufficient front façade articulation and entry treatments to ensure the it addresses the street and has a satisfactory streetscape presentation. It is assessed that non-compliance with section E.2.8.c. does not adversely impact on the intent of this development standard and the variation can be supported.

E3.6 Railway Street Character Area

Section	Comments
E.3.6.1 Application of this part	The proposed development is within the character area.
D.3.2 Objectives	The proposed development is considered to meet these objectives. The existing building is in poor condition and the proposed development will not have an adverse impact on the streetscape.
E.3.6.3 Character Statement	Acknowledged.
E.3.6.4. Retention of Key Characteristics	The dwellings are single storey with an appropriate front setback. Whilst not galvanised steel or zincalume, the proposed lead colour (or similar) Colorbond roof and gutters/downpipes complies with the general colour schedule and is considered acceptable. Other materials and colours are in accordance with the clause.

Part E.5 Ancillary Development

The development application as conditioned complies with the relevant sections.

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

The subject land is located outside of the OLS.

PART O – ENVIRONMENTAL HAZARD MANAGEMENT

The subject land is not mapped as flood prone.

The subject land is not mapped as bushfire prone.

There is no identified contamination on the subject land.

PART N – LANDSCAPING

Suitable landscaping is proposed which complies with part N. A condition has been imposed to install landscaping prior to the issue of a Whole Occupation Certificate.

PART M – PARKING, ACCESS & MOBILITY

Section	Comments
---------	----------

Report 4.1

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GENERAL COMMITTEE MEETING AGENDA

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M.1.5	The proposed development provides one car parking space per dwelling behind the building line in accordance with this section.
M.2.1 Site access design and location	Variation requested. Driveway encroaches within 1.5m of the eastern lot boundary. The variation is considered at the end of this section.
M.2.2 Driveway widths	Complies.
M.2.3 Car parking design	Complies.
M.2.4. Internal road design	Not applicable.
M.2.5. Car parking surfaces	Complies. The proposed car parking surfaces would be sealed.

M.2.1. Site Access design and location

Section M.2.1.a. of Part M of the DCP states that site access should be located no closer than 1.5 metres from the boundary of the site. The edge of the proposed driveway of the eastern dwelling is approximately 1.2m from the side boundary.

The applicant states that the design layout provides perpendicular footpath crossings, clear street sightlines, not within 12m of signage, avoids high-speed roads, limits one entry per frontage, and demonstrates adequate sight distance and manoeuvrability.

Assessment comment:

There are no anticipated adverse impacts associated with the variation, including to the adjoining property. It is assessed that the variation can be supported.

PART P – CPTED PRINCIPLES

The proposed development is not a type is not considered likely to generate a risk of crime. CPTED Assessment is not considered necessary.

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

S 4.15(1)(a)(iia) provisions of any Planning Agreement(s)

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

S 4.15(1)(a)(iv) any matters prescribed by the regulations

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

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

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

Section 4.15(1)(b) requires the Council to consider the likely impacts of the development, including environmental impacts on both the natural and built environments as well as the social and economic impacts in the locality. The following provides an assessment of the likely impacts of the development:

Context and Setting

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

Access, Parking, traffic

The site is accessible via Railway Street and new access crossings will be constructed as conditioned. Parking spaces are within the attached garages. There are no identified traffic issues.

Public Domain

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

Utilities

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

Heritage

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

Other Land Resources

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

Water, Sewerage and Stormwater

The proposed development would connect to Council's water, sewer and stormwater services. Recommended conditions include the provision of a stormwater management plan and sewer connection details.

Soils

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

Air and Microclimate

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

Flora and Fauna

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

Waste

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

Energy

A BASIX Certificate has been provided for the dwellings.

Noise and Vibration

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

Natural Hazards

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

Technological Hazards

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

Safety, Security and Crime Prevention

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

GENERAL COMMITTEE MEETING AGENDA**13 OCTOBER 2025**Social and Economic Impacts on the locality

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

Site Design and Internal Design

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

Construction

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

Cumulative impacts

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

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

The development is consistent with the zone objectives and consideration has been given to the impacts the development will have within the locality. It is considered that the proposed development will not create adverse impacts within its local setting. It is assessed that the development will not impact upon any existing services. The development site is not identified as bushfire or flood prone or otherwise unsatisfactorily constrained by natural features. The site is considered suitable for the development subject to the imposition of appropriate conditions of consent.

S4.15(1)(d) Any Submissions ReceivedPublic Consultation

The subject Development Application was notified to adjoining owners in writing from 22 July 2025 to 12 August 2025, in accordance with Cowra Community Participation Plan 2024. No submissions were received in relation to the proposed development.

Public Authority Consultation:

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

S4.15(1)(e) The Public Interest

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

S7.12 Fixed development consent levies

The proposed development is not within a growth area identified under the Cowra Council s94 Contributions Plan 2016. No evidence of any prior 7.11 Development Contributions being levied

GENERAL COMMITTEE MEETING AGENDA**13 OCTOBER 2025**

has been identified. Therefore, the recommended conditions include S7.12 (formerly S94A) development contributions to be levied in accordance with Cowra Council S94A Contributions Plan 2016.

Conclusion

Development Application No. 10.2025.70.1 proposes the demolition of an existing dwelling & outbuildings, construction of 3 attached dwellings & 4 lot community title subdivision on Lot 10 Section 9B DP 1287, 3 Railway Street Cowra. The application was lodged by M B Kilzi on 17 July 2025. The property owner is M B Kilzi.

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

The proposed development has been assessed to be consistent with the requirements of Cowra Local Environmental Plan 2012, relating to development in the R1 zone and is consistent with the existing land-use activities of the locality. The variations to Sections E.2.7, E.2.8, and M.2.1 of Cowra Development Control Plan 2021 are generally minor and are sufficiently justified.

The development application was notified in accordance with Cowra Community Participation Plan 2024 and no submissions were received.

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

ATTACHMENTS

1. DA 10.2025.70.1 - 3 Railway Street Cowra - Development Plans
2. DA 10.2025.70.1 - 3 Railway Street Cowra - Statement of Environmental Effects
3. DA 10.2025.70.1 - 3 Railway Street Cowra - Location map
4. DA 10.2025.70.1 - 3 Railway Street Cowra - Aerial view

Calculations:
LOT: 10/SEC 9B
DP: 1287
SITE AREA: 809.19m²
ZONE: R1 - General Residential

PROPOSED LOTS:
LOT 1: 268.53m²
LOT 2: 268.96m²
LOT 3: 271.69m²

FLOOR AREAS:
HOUSE 1: 97.53 m²
HOUSE 2: 110.44 m²
HOUSE 2: 97.90 m²

(MEASUREMENTS TAKEN INTERNAL OF WALLS)
(EXCLUDING: VOIDS, PATIOS, ALFRESCO, BALCONIES AND THE LIKE)

Porch House 1: 2.6 m²
Porch House 2: 1.6 m²
Porch House 3: 2.6 m²

Garage House 1: 18.35 m²
Garage House 2: 18.11 m²
Garage House 3: 18.29 m²

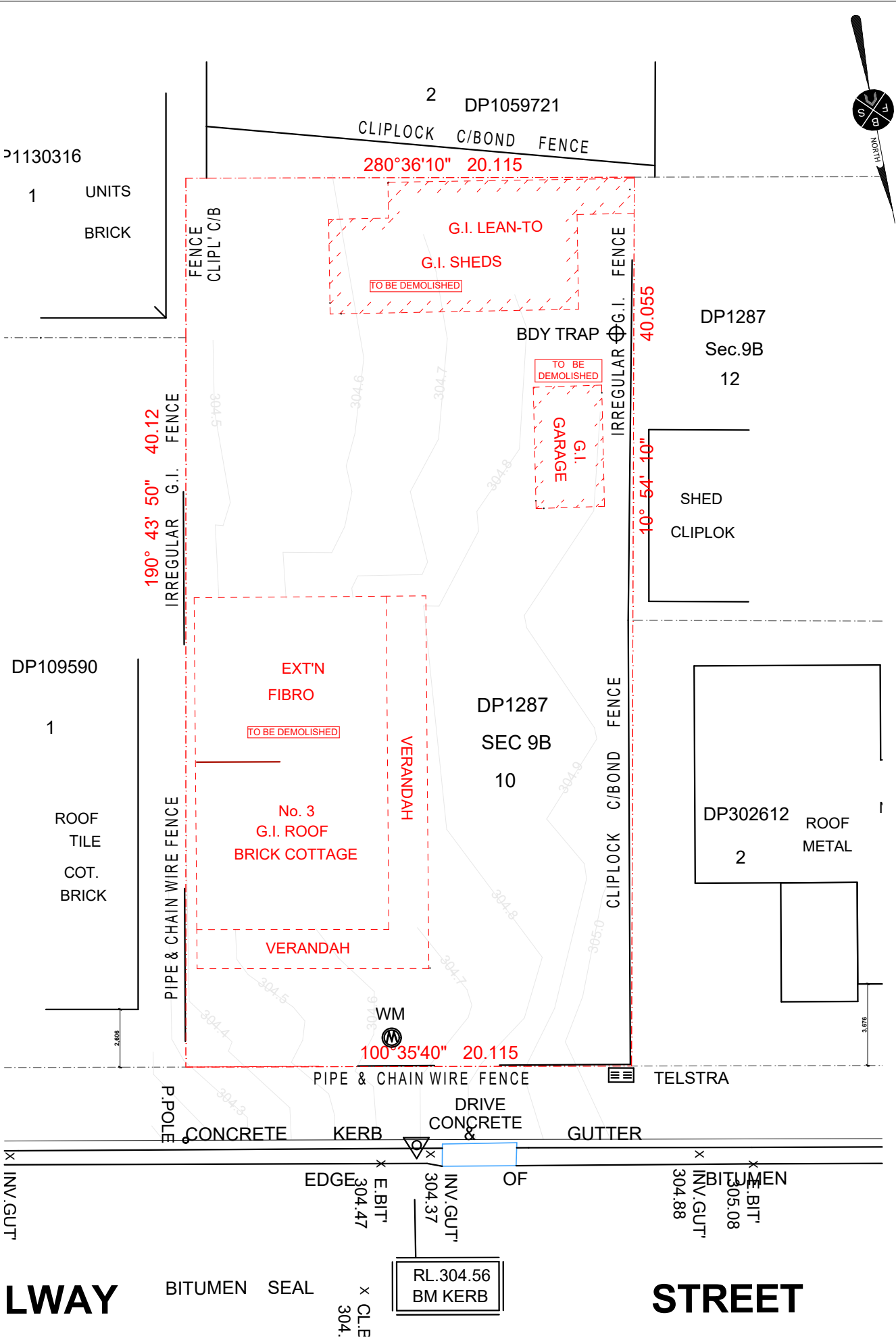
TOTAL AREAS INCLUDING EXTERNAL WALLS:
HOUSE 1: 129.94 m²
HOUSE 2: 143.54 m²
HOUSE 2: 131.94 m²

(MEASUREMENTS TAKEN INTERNAL OF WALLS)
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LANDSCAPE AREA :
Landscape Area provided 265.22m² (32.77%)

PRIVATE OPEN SPACE AREA
PROPOSED POS = 220.4 m²

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Plan No: DA 10.2025.70.1 (B)



Note:
All dimensions are measured to framing excluding wall finishes, i.e. Plaster, Cladding, Render, Tiles and other related finishes unless otherwise noted.

Demolition Plan

GENERAL NOTES			REVISIONS			DRAWING DETAILS			PROJECT DETAILS			ACCREDITATIONS		
Check all dimensions on site prior to commencement of construction. Figured dimensions shall always take place over scaled dimensions. Refer any discrepancies to FBS CONSTRUCTION PTY LTD immediately. All works to be in accordance with the current building code of Australia, Australian standards, statutory regulations and local authorities' requirements. Drawings not to be used for construction unless otherwise noted.			NO.	DATE	NOTES	SCALE	1:200 @ A3		TITLE	Demolition Plan		 ACCREDITED BUILDING DESIGNER		
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			02	22/03/2025	FOR AUTHORITY APPROVAL	DRAWN BY	F. SAMI		ADDRESS	LOT10, DP1287, 3 Railway Street Cowra		 FBS CONSTRUCTION PTY LTD ABN 18 630 290 827 a 10 Greiville Cres, Prestons NSW 2170 p (02) 9826 9964 m 0412 389 348 e admin@fbscon.com.au w www.fbscon.com.au		
			03	01/08/2025	FOR AUTHORITY APPROVAL	CHECKED BY	F. SAMI			2794				
			04	18/09/2025	FOR AUTHORITY APPROVAL	JOB REF	FBSD049		CLIENT	MR M.Kilzi		Drawing No. A03		
						REVISION	04		COUNCIL	Cowra City Council				



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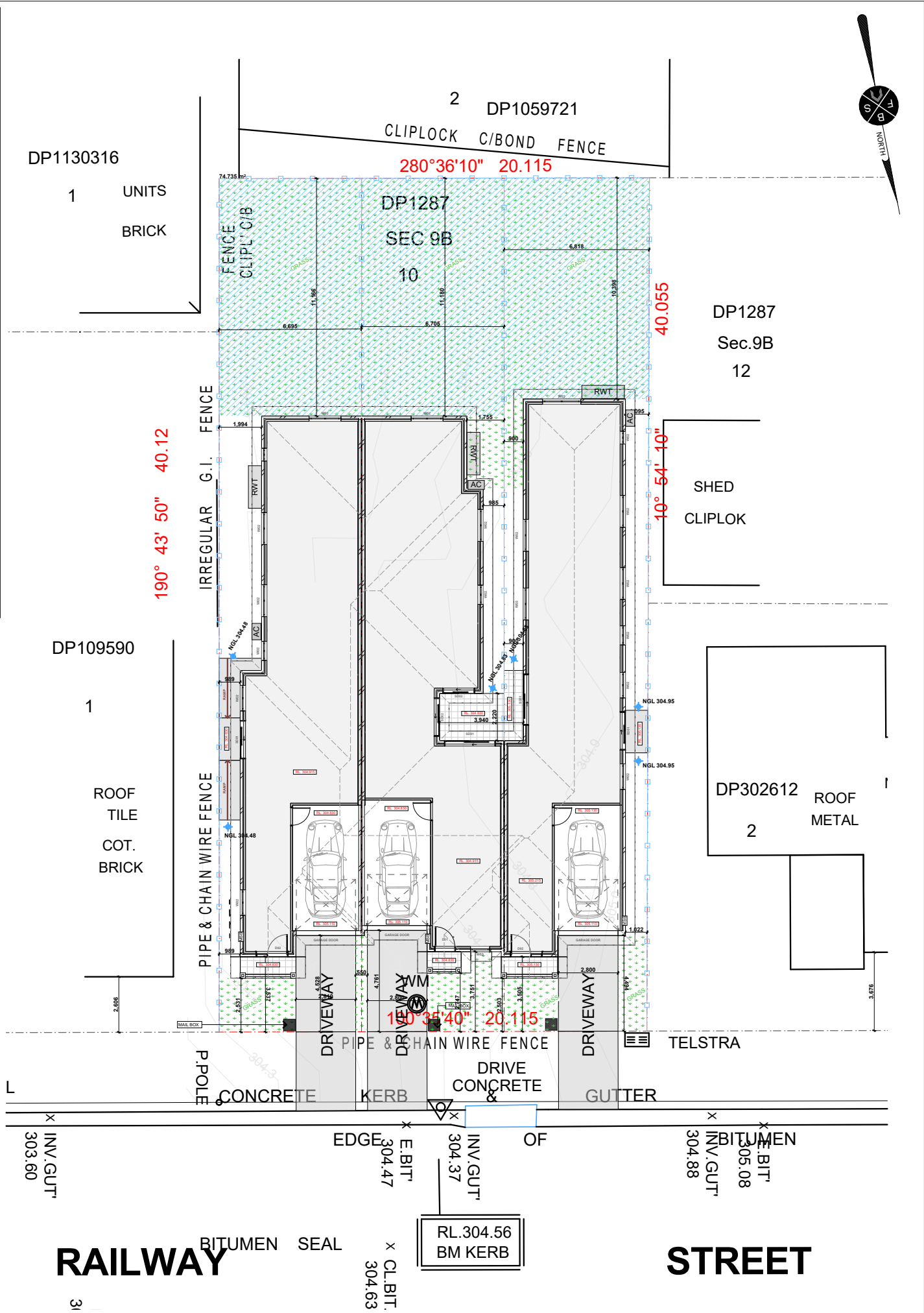
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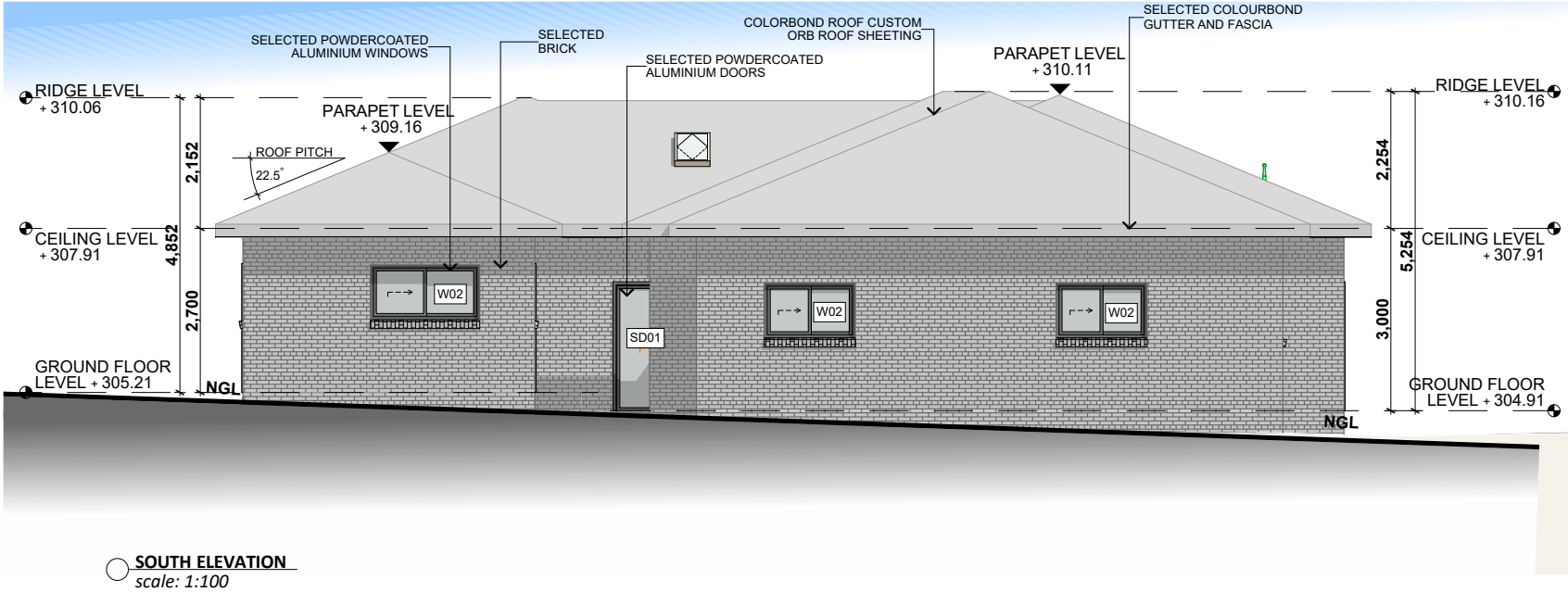
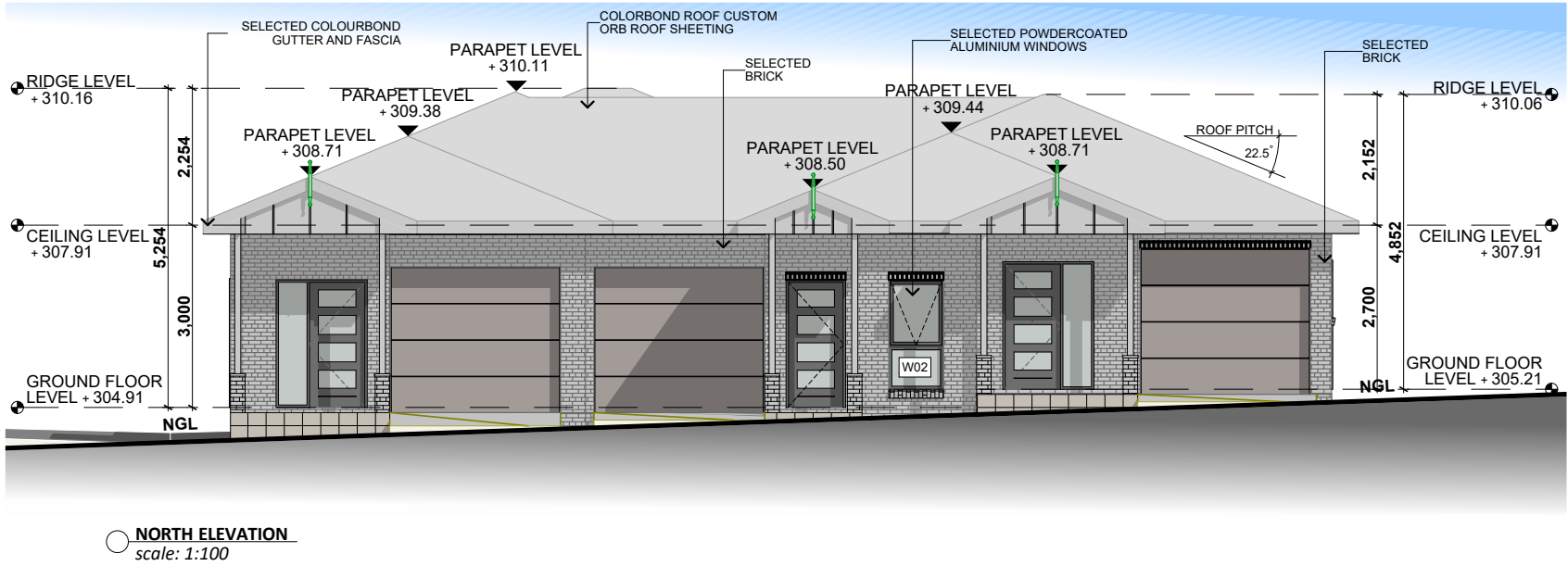
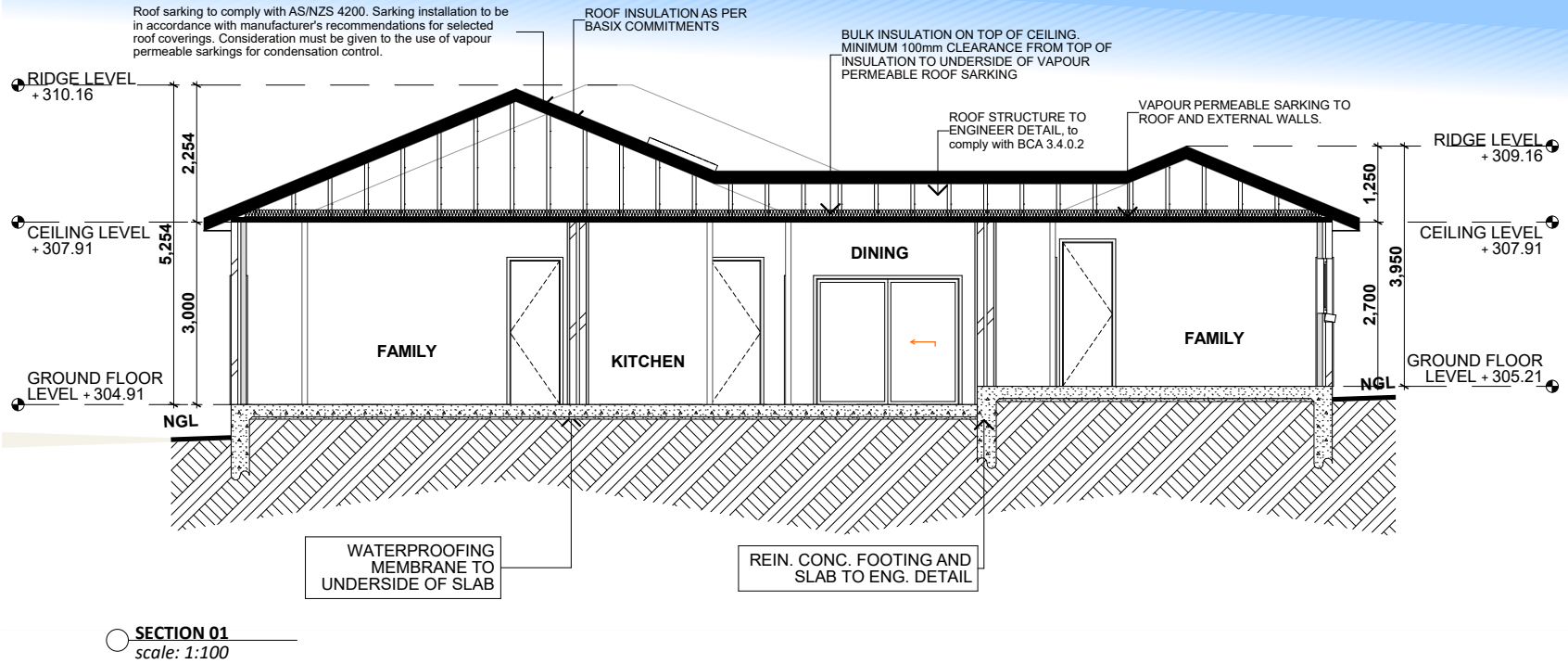


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Site Plan

GENERAL NOTES			REVISIONS			DRAWING DETAILS			PROJECT DETAILS			ACCREDITATIONS																	
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Elevations and Section

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DRAWING DETAILS

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DATE 18-Sep-25
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CHECKED BY F. SAMI
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PROJECT DETAILS

TITLE Elevations and Section
PROJECT Proposed Demolition of Existing, Community Title Subdivision and Construction of Three Terrace Dwellings
ADDRESS LOT10, DP1287, 3 Railway Street Cowra
2794
CLIENT MR M.Kilzi
COUNCIL Cowra City Council

ACCREDITATIONS

bdaa
ACCREDITED
BUILDING DESIGNER



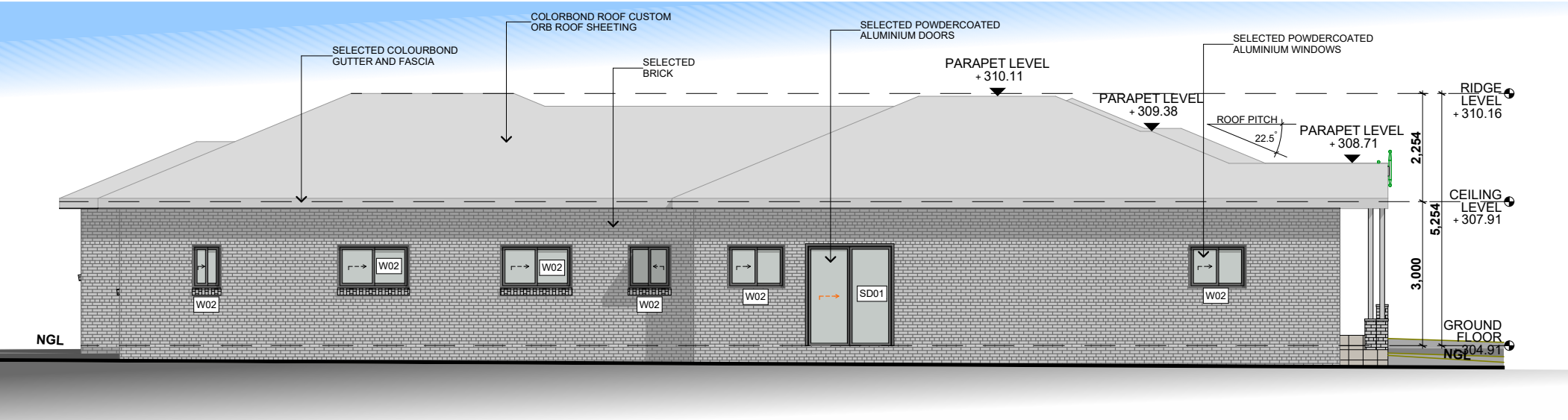
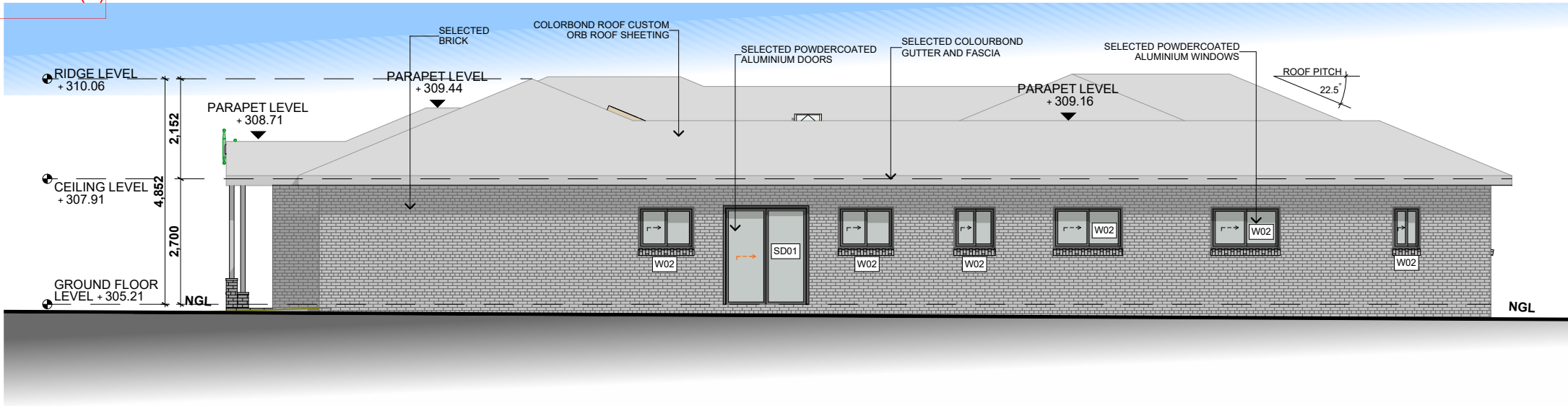
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Elevations

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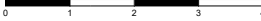
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OTHER NOTES:

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CHECKED BY F. SAMI
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REVISION 04

PROJECT DETAILS

TITLE Elevations
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ADDRESS LOT10, DP1287, 3 Railway Street Cowra
2794
CLIENT MR M. Kilzi
COUNCIL Cowra City Council

ACCREDITATIONS

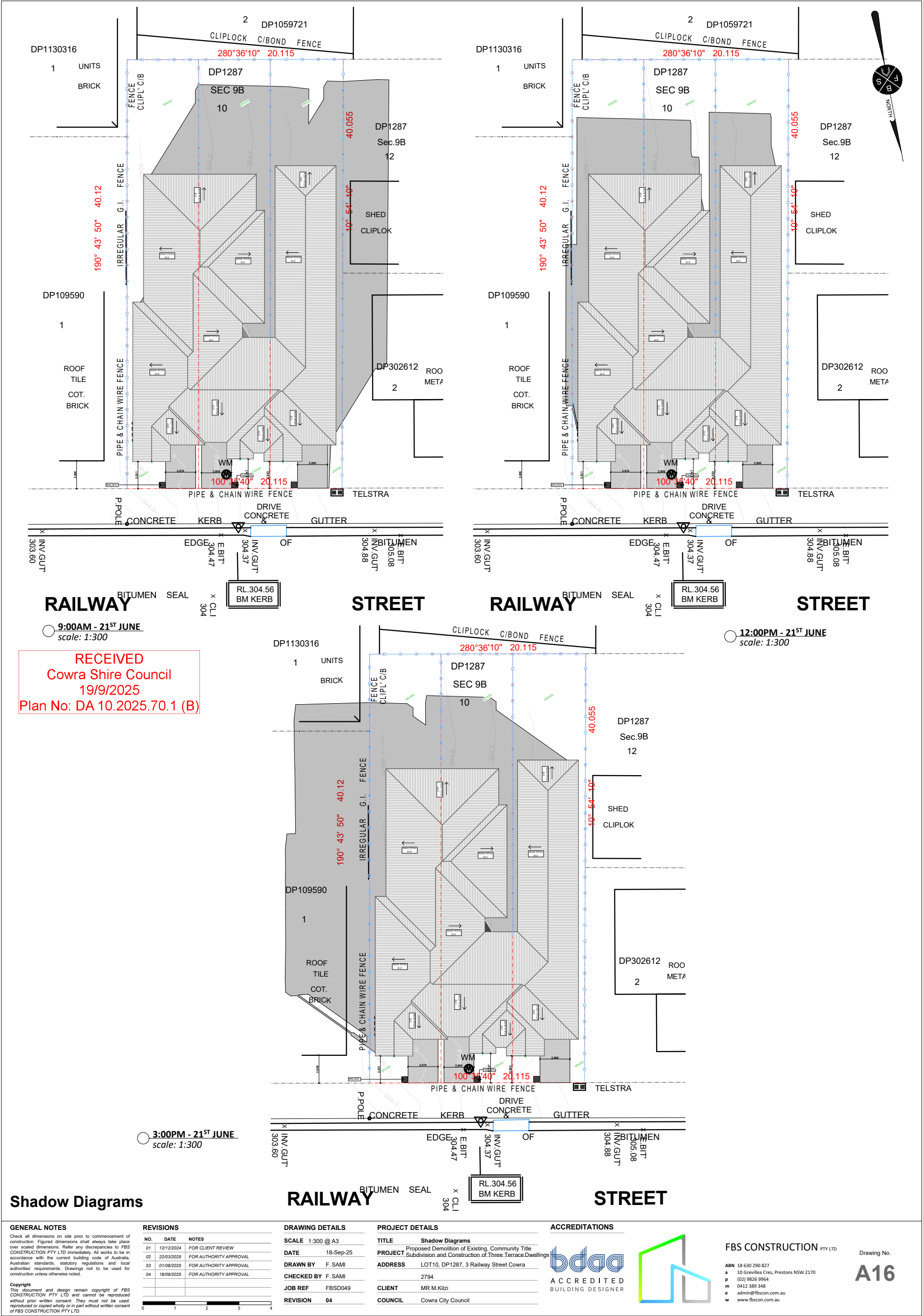


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STATEMENT OF ENVIRONMENTAL EFFECTS

FOR PROPOSED CONSTRUCTION OF THREE SINGLE-STOREY TERRACE DWELLINGS

AT 3 RAILWAY STREET COWRA

WILLCO CONSULTING - ABN: 71 501 935 290 - 18 Parkes Crescent Faulconbridge NSW 2776
Email: info@willco.net.au - Ph: 0433 710 662 – Web: www.willco.net.au

1

Introduction

This Statement of Environmental Effects (SoEE) has been prepared to accompany a Development Application for the demolition of existing outbuildings and a brick cottage and the construction of three single-storey terrace dwellings arranged in a row, each with an attached single garage, at LOT 10 DP 1287, 3 Railway Street, Cowra NSW 2794.

In particular, this SoEE includes:

- a review of the site and the surrounding context;
- a comprehensive description of the proposed development;
- an assessment of the proposal against the provisions of the Cowra Local Environmental Plan 2012, Cowra Development Control Plan 2021, applicable State Environmental Planning Policies (including but not limited to SEPP (Housing) 2021 and SEPP (Transport and Infrastructure) 2021), and other applicable statutory controls;
- a summary and conclusion.

This SoEE has been prepared in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979, which requires an assessment of environmental impacts, the suitability of the site for the proposed development and broader public interest considerations. This statement addresses the following key considerations as outlined in the Act:

- adherence to relevant environmental planning instruments, draft instruments under public consultation, development control plans, and any applicable planning agreements or proposed agreements under section 7.4;
- assessment of the potential impacts of the development, including effects on the natural and built environments, as well as social and economic implications within the locality;
- consideration of the site's appropriateness for the proposed development;
- review of any public submissions received in accordance with the Act or regulations;
- confirmation that the development is consistent with the broader public interest.

This SoEE determines that the proposal aligns with the objectives and provisions of the Cowra Local Environmental Plan 2012 and the Cowra Development Control Plan 2021. We are pleased to submit this SoEE for the proposed demolition, community title subdivision and construction of three terrace dwellings, which, once approved, will provide increased housing diversity within the Railway Street precinct, deliver well-designed medium density dwellings that respond to the local heritage character area, provide landscaped private open space and on-site parking, and contribute positively to the local housing supply and economic activity in Cowra.

The Subject Site and Locality

Local Character

The site is located within the Railway Street heritage character area of Cowra and sits in a predominately residential precinct governed by the R1 General Residential zoning under Cowra Local Environmental Plan 2012. The immediate locality exhibits a mix of single-storey residential forms and older cottages with modest front setbacks to Railway Street, concrete kerb and guttering and regular road frontage treatments. The proposed development responds to this established residential character by delivering single-storey brick terrace dwellings with pitched Colourbond roofs and modest porch elements. Materials and finishes nominated on the plans—selected face brick (PGH Highlands Blackheath or similar), Colourbond Custom Orb roofing in a lead/neutral tone, aluminium powdercoated windows and Portland Stone garage doors—are consistent with the subdued, durable palette found in the surrounding area and will present a cohesive, low-key frontage appropriate to the heritage character area. The development's single-storey scale, maximum ridge height of approximately 5.25 m and roof pitch (22.5°) maintain a domestic scale and roof form that read sympathetically with neighbouring single-storey dwellings and cottage forms along Railway Street.

The proposal also retains the street's established rhythm by providing three dwellings with individual porch entries and garage bays that align with the existing kerb and crossovers. Landscaping proposals, including turf and modest shrub and tree planting (Lilly Pilly, Gardenia, Viburnum and Heliotrope), and brick garden edging will contribute to a softer streetscape interface and help integrate the development into the local character area. Rainwater tanks and considered stormwater arrangements further reflect contemporary, low-impact residential practice while supporting the precinct's amenity and environmental performance.

Neighbourhood Scale & Streetscape

Railway Street is characterised by relatively narrow residential frontages and a consistent street edge defined by low front setbacks and on-street kerb infrastructure. The subdivision layout creates three narrow-deep lots with frontage widths of approximately 6.42 m, 6.43 m and 6.71 m respectively. The proposed front setback to the dwellings is approximately 3.53 m (porches setback to about 2.53 m), which aligns with the modest building-to-street relationship common in the immediate neighbourhood and maintains an active public interface. Garages are integrated into the street frontage but are softened by small porches and entry elements that provide pedestrian amenity and visual variation across the façade.

Vehicle access and driveway placement directly from Railway Street mirrors existing access arrangements in the locality. Noting the Council control recommending driveways be located at least 1.5 m from side boundaries, the design proposes driveways within 1.5 m of the eastern boundary and the internal lot boundary between Lots 1 and 2; this arrangement reflects the narrow lot pattern and is consistent with typical infill, medium-density responses where efficient use of the frontage is required. Visitor parking is not required by the plans and the provision of single garages for each dwelling, together with on-site manoeuvring to the street, responds to local parking expectations for similar residential development.

The overall built form presents a low-scale, continuous terrace that will sit comfortably in the streetscape. The roof form, brickwork, and porch articulation provide modest vertical and horizontal modulation to

break down massing and avoid a monolithic appearance. The landscaping to the front and rear of the site will further moderate the development's visual impact and contribute positively to the streetscape setting.

Site Scale

The site is generally level with natural ground levels between approximately RL 304.3 and RL 305.77 and a front kerb level shown at RL 304.56. The consolidated site area is 809.19 m² and is proposed to be subdivided into three community title lots of roughly 267.29 m², 267.72 m² and 271.70 m², resulting in narrow, deep allotments typical of terrace development. Each dwelling is single storey with internal floor areas reported as House 1: 97.53 m², House 2: 110.44 m² and House 3: 97.90 m², and single garages of around 18.1–18.4 m². The terrace layout provides landscaped private open space to the rear of each lot and a combined landscape area of approximately 265.22 m² (32.77% of the site), which achieves a proportion of soft landscaping and private open space appropriate to medium-density residential development and consistent with the site's constraints.

The layout retains a clear public-private interface to Railway Street while positioning functional private yards to the rear. Roofwater capture via BASIX-sized rainwater tanks and concept stormwater measures including pits and minimum grades to kerb are shown on the drawings; however final hydraulic design, pit sizing and invert levels will require certification by a hydraulic engineer. Existing on-site structures including a brick cottage and G.I. sheds will be demolished to facilitate the development; demolition documentation includes asbestos checks given the age of the existing buildings. Services are indicated at the front of each proposed lot with water meters and sewer provision shown, but exact service locations, potential underground power and overhead lines should be confirmed via Dial Before You Dig prior to construction.

The terrace form, single-storey scale and selection of durable, traditional materials seek to respect the local context while achieving efficient residential intensification on a level, centrally located lot. The design acknowledges planning controls relevant to the site, including the Railway Street character area provisions of the Cowra DCP 2021, and identifies several controls requiring further assessment (for example, requirements for major windows to the street, minimum site frontages and driveway separation from boundaries), ensuring those matters are addressed through the SoEE and any required variation requests.

Planning History

[] No planning history provided; details of any previous approvals, refusals or Section 10.7 certificates are not available in the supplied documentation and should be inserted here if required.

Proposed Works

The proposal involves demolition of the existing brick cottage, G.I. sheds and lean-to structures and the creation of a community title subdivision with the construction of three single-storey terrace dwellings arranged in a row, each with an attached single garage and private rear yard.

The three dwellings are each three-bedroom, two-bathroom residences (main bedroom with ensuite), configured to provide separate living/family and dining/kitchen areas, a study, laundry and storage. Building materials, finishes and construction methods are documented on the architectural drawings and construction notes and reference compliance with the National Construction Code 2022 and relevant Australian Standards.

- Demolition and subdivision: demolition of existing dwelling and outbuildings, preparation of a community title subdivision to create three lots. Lot areas are: Lot 1 – 267.294 m²; Lot 2 – 267.716 m²; Lot 3 – 271.695 m² (total site area 809.19 m²).
- Built form and layout: three single-storey terrace dwellings in a linear arrangement facing the street. Front setback to main dwelling walls is approximately 3.53 m with porches projecting to approximately 2.53 m. Each dwelling includes a front porch, single garage and landscaped rear yard. Individual internal floor areas measured to internal walls are: House 1 – 97.53 m²; House 2 – 110.44 m²; House 3 – 97.90 m². Porch areas are: House 1 – 2.6 m²; House 2 – 1.6 m²; House 3 – 2.6 m². Single garages measure approximately 18.35 m², 18.11 m² and 18.29 m² respectively with garage doors nominally 2.8 m x 2.4 m.
- Architectural design, materials and finishes: external walls are brick with selected face brick (PGH Highlands Blackheath or similar). Roof sheeting is Colourbond Custom Orb at a 22.5° pitch. Garage doors are Colourbond (Portland Stone or similar), gutters and downpipes are specified in a lead colour, and windows and external doors are powder-coated aluminium. Internal and external finishes are shown on the materials schedule.
- Heights and roof form: single-storey construction with a proposed maximum ridge height of 5.25 m (as annotated on the drawings). Roof insulation and vapour-permeable sarking are specified.
- Construction methodology: slab-on-ground construction with waterproofing membrane to the underside of the slab and reinforced concrete footings. Structural, earthworks and foundation details are to be undertaken in accordance with the engineering documentation and relevant NCC provisions.
- Internal layout: each dwelling provides three bedrooms, two bathrooms (including ensuite to main bedroom), separate family/living and dining/kitchen spaces, a study, laundry and storage areas, with living areas arranged to serve private open space to the rear.
- Access and parking: each dwelling has an attached single garage providing on-site parking and direct driveway access to the street. Driveway alignments and vehicle manoeuvring are shown on the site plan.
- Services and stormwater/sewer: proposed water meters and sewer connections are located at the front of each lot as shown on the concept services plan. Rainwater tanks sized in accordance with BASIX commitments are indicated for each dwelling with charged 1000 mm PVC lines to tanks and overflow directed to the kerb. Concept stormwater design shows grated pits (450 x 450 mm) and minimum grades to kerb; the drawings note stormwater and sewer information is conceptual and that detailed hydraulic design will be prepared for final invert levels, pit sizing and connections.
- Landscape and open space: landscaped areas are provided across the subdivision with a combined landscape area of 265.22 m² (32.77% of the site) and proposed private open space of approximately 220.4 m². The landscape plan identifies turf areas, planting species (including Lilly Pilly, Gardenia, Viburnum and Heliotrope), brick garden edging, tree pit details, and letterbox piers.
- Site works, sediment and erosion control: the drawings include demolition, sedimentation and erosion control measures and a sedimentation control plan. Existing small trees/shrubs and outbuildings indicated for removal are shown on the demolition and site plans. Demolition notes identify the need for asbestos inspection for pre-1990 structures and the drawings identify existing services and the potential for underground and overhead utilities (Dial Before You Dig notation on the plans).
- Regulatory and construction notes: the documentation references compliance with the National Construction Code 2022 and a range of Australian Standards for construction, waterproofing, termite management, glazing, sealed paving, drainage and parking. The drawings include general construction notes, structural and NCC requirements, and notes on ventilation, wet area waterproofing and smoke alarms.

Zoning

The site is zoned as **R1 General Residential** under the Cowra Local Environmental Plan 2012. The zoning outlines the permissible uses of the land as follows:

Objectives of zone

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.

Permitted without consent

Nil

Permitted with consent

Attached dwellings; Boarding houses; Respite day care centres; Secondary dwellings; Seniors housing; Shop top housing; Subdivision; Tiny houses; Dual occupancies, subject to Part 2.7 of the State Environmental Planning Policy (Housing) 2021; Dwelling houses; Residential flat buildings; Group homes; Hostels; Multi dwelling housing; Residential accommodation (other than boarding houses, hostels, group homes, lodges, seniors housing or respite day care centres)

Prohibited

Any development not specified in this table

The objectives of the R1 General Residential zone focus on accommodating diverse housing needs and densities while enabling complementary land uses that serve the local community. This aligns with the proposed redevelopment involving the demolition of existing structures and the construction of three single-storey terrace dwellings. These terraces fall under the category of **multi dwelling housing**, which is explicitly listed as permitted with development consent in the R1 zone.

Accordingly, the proposed development is permissible with consent under the Cowra Local Environmental Plan 2012 as it directly conforms to one of the residential land uses envisaged for the R1 General Residential zone. The terraces contribute to housing diversity and density objectives of the zone while providing accommodation that suits the character and needs of the community.

Additional provisions under the LEP, such as Clause 4.1(4)(b), specify that there is no minimum lot size for community title subdivision in this area, which supports the subdivision approach for the proposed development. Furthermore, the development is located within the Railway Street heritage character area, requiring consideration of heritage character controls under the Cowra Development Control Plan 2021, which is consistent with the planning framework for this zone.

Overall, the proposed terrace dwellings represent a compatible and consentable form of development within the R1 General Residential zoning, satisfying both the zone's objectives and the specified land use table under the Cowra Local Environmental Plan 2012.

Environmental Assessment

Cowra Local Environmental Plan 2012 Compliance Table

Clause & Provisions	Comment	Compliance
1.2 Aims of Plan Sets Plan aims: promote arts/culture, sustainable social/economic/environmental outcomes, protect agricultural and sensitive lands, provide varied housing, support employment and CBD, retain heritage, and provide quality open space.	Three single-storey terrace dwellings in R1 provide housing choice and BASIX-compliant measures (rainwater tanks sized per BASIX, roof insulation, vapour-permeable sarking, waterproofing). Landscaping provides 265.22m ² (32.77%) deep soil; max ridge height 5.25m; garages and rear private open space minimise land use conflict; demolition includes asbestos checks; stormwater/sewer servicing designed to avoid downstream impacts.	Compliant
1.3 Land to which Plan applies Plan applies to land shown on the Land Application Map, defining the LEP's geographic extent and operative provisions within that mapped area.	Subject land is identified on the LEP Land Application Map; all relevant Plan provisions apply. No exclusions identified; assessment has used LEP maps and planning instruments to confirm applicability.	Compliant
1.4 Definitions Dictionary defines terms used in the Plan and applies to interpretation of mapped provisions on the Land Application Map.	Plan definitions applied to assessment: site area 809.19 m ² ; Lot 1 267.294 m ² , Lot 2 267.716 m ² , Lot 3 271.695 m ² ; maximum ridge height 5.25 m. Mapped provisions checked; no additional mapped constraints identified.	Compliant
1.6 Consent authority Council is identified as the consent authority under the Plan, responsible for determining development applications in accordance with the Act.	Council is the consent authority for this development; application, impact assessment and conditions are determined by Council under the Act and applicable planning instruments. Statutory referrals, notifications and concurrences under other legislation and SEPPs have been addressed in submitted documentation.	Compliant
1.7 Maps	Assessment used adopted mapping	Compliant

References to named maps are to adopted and amended maps approved by the plan-making authority; maps may be combined, held in electronic or paper form and made publicly available per Ministerial and NSW Planning Portal technical requirements.	layers; no mapped flood, bushfire or specific heritage overlays identified in provided records. Planning layers and overlays reviewed against available datasets; final applicable maps and any adopted amendments are for the consent authority.	
1.9 Application of SEPPs Plan is subject to State environmental planning policies (SEPPs) which, under section 3.28, prevail over the LEP; subclause (2) lists SEPPs or provisions excluded from the Plan where applicable.	Assessment has regard to applicable SEPPs (including Transport & Infrastructure 2021, Housing 2021, Resilience and Hazards 2021, Sustainable Buildings 2022). Applicable higher-order SEPP controls are referenced in impact, built form and services assessments and complied with.	Compliant
1.9A Suspension of covenants, agreements and instruments Agreements, covenants and similar instruments are suspended to the extent necessary to permit development under the LEP or a consent, excluding council-imposed covenants, Crown Land instruments, conservation/Trust agreements, property vegetation plans, biobanking and planning agreements.	Development can proceed under statutory suspension of private covenants; excluded instruments and public authority registered interests remain effective. Title records and registered instruments were reviewed and no council-imposed covenants, biobanking agreements, property vegetation plans or planning agreements were identified.	Compliant
2.1 Land use zones Defines land use zones, associated objectives and permissible/prohibited uses, operating with the Land Zoning Map and Land Use Table to identify applicable controls.	Zoned R1 General Residential; three terrace dwellings are permissible. Single-storey dwellings max ridge 5.25m, private open space and landscaping 265.22 m ² (32.77%), lots: 267.294 m ² , 267.716 m ² , 271.695 m ² . Conforms with R1 objectives and LEP provisions.	Compliant
2.2 Zoning of land to which Plan applies Land zoned per Land Zoning Map, identifying applicable zone, land use table and Plan development controls (e.g. R1 General Residential, mapped zones such as W2 Recreational	Land is within R1 General Residential. Three terrace dwellings constitute a residential use consistent with R1 objectives and permissible uses. Zoning cross-checked with planning extracts; development wholly within the mapped R1 zone and no waterway or conflicting zone applies.	Compliant

Waterways).		
2.6 Subdivision—consent requirements Subdivision requires development consent; subdivision separating principal and secondary dwellings onto different lots is prohibited unless minimum Lot Size Map values are met.	Community title subdivision creates three lots (267.294 m ² , 267.716 m ² , 271.695 m ²). No secondary dwelling exists; clause 4.1(4)(b) removes minimum lot size for community title subdivision, so subdivision is consistent with clause.	Compliant
2.7 Demolition requires development consent Demolition requires development consent unless exempt under an environmental planning instrument; demolition associated with the proposal proceeds under the lodged development application.	Demolition removes brick cottage, G.I. sheds and lean-tos under this DA. Works comply with legislative and Australian Standards, including asbestos testing/removal for pre-1990 structures, sediment/erosion and traffic controls, Dial Before You Dig, licensed contractors and safe work methods.	Compliant
2.8 Temporary use of land Allows temporary land uses up to 52 days per 12 months if they do not compromise future development, adjoining amenity, environmental values or increase natural hazard risk; sales offices in release areas are exempt from the 52-day limit.	Proposal is permanent: demolition, community title subdivision and construction of three terrace dwellings. No temporary uses, events, pop-ups or sales office proposed. Temporary-use criteria not triggered; standard demolition, restoration, construction management and environmental protection conditions apply as relevant.	Non-Applicable
3.3 Environmentally sensitive areas excluded Prohibits exempt or complying development on identified environmentally sensitive areas, including coastal waters/lakes/wetlands, littoral rainforest, aquatic reserves, marine parks, Ramsar and World Heritage sites, land within 100m, areas of high Aboriginal or biodiversity significance, reserved conservation lands, and declared critical habitat.	Development is outside coastal, Ramsar, World Heritage, aquatic reserve and marine park areas and not within 100m of such features. Not identified as high Aboriginal or biodiversity significance, not reserved under NPW Act or CLM Act, nor declared critical habitat; clause	Non-Applicable
4.1 Minimum subdivision lot size Sets minimum lot sizes per Lot Size	Community title subdivision creates three lots of 267.294 m ² , 267.716 m ² and 271.695 m ² ; clause 4.1 exclusions	Compliant

Map, with specified reduced minima where reticulated water/sewage apply; excludes strata and community title subdivisions under specified Acts.	apply so Lot Size Map minima do not apply. Combined landscape area 265.22 m ² (32.77%), practical narrow-deep layouts provided.	
4.1A Minimum subdivision lot size for strata plan schemes in certain rural and residential zones Ensures strata plan subdivision lots in RU1, RU4, R5 and C3 used for residential or tourist accommodation meet Lot Size Map minima; overrides clause 4.1. SEPP Codes Part 6 may allow strata subdivision as complying development.	Proposal is community title subdivision creating three lots in a General Residential zone, not a strata plan scheme; clause 4.1A does not apply. Community title subdivision has no minimum lot size per clause 4.1(4)(b); future strata subdivision in RU1/RU4/R5/C3 must meet Lot Size Map minima.	Non-Applicable
4.1AA Minimum subdivision lot size for community title schemes Sets minimum lot sizes for community title subdivisions under the Community Land Development Act 2021 in RU1, RU4, R5 and C3 zones; excludes strata plan registration and operates despite clause 4.1.	Clause 4.1AA does not apply because land is zoned R1 General Residential. Subdivision designed to comply with applicable LEP and DCP community title and residential subdivision controls.	Non-Applicable
4.1B Minimum subdivision lot size for certain split zones Allows subdivision of split-zoned lots containing residential/employment and primary production/environment zones where clause 4.1 would otherwise prohibit subdivision, subject to minimum lot sizes on the Lot Size Map.	Land is solely within a residential zone; clause 4.1B does not apply. Proposed community title subdivision creates three lots (267.294 m ² ; 267.716 m ² ; 271.695 m ²) and is subject to LEP provision removing minimum lot size for community title subdivision.	Non-Applicable
4.1C Exceptions to minimum subdivision lot sizes for certain residential development Allows combined subdivision and erection of dwellings in R1 where each lot is ≥ 300 m ² to encourage housing diversity without harming amenity.	Application proposes three lots as Community Title: Lot 1 267.294 m ² , Lot 2 267.716 m ² , Lot 3 271.695 m ² . Lots are below 300 m ² but Community Title Subdivision exempts LEP minimum lot sizes, satisfying clause intent.	Compliant
4.1D Boundary changes between lots in certain rural, residential and	Proposal is a community title subdivision and three terraces in a	Non-Applicable

conservation zones Allows boundary changes between adjoining lots in RU1, RU3, RU4, R5, C1, C2 and C3 zones, provided subdivision does not increase lot numbers or dwelling entitlements and excludes strata/community title parcels.	General Residential zone; clause applies only to RU1/RU3/RU4/R5/C1/C2/C3 and is therefore not applicable. No boundary changes governed by this clause are proposed.	
4.2 Rural subdivision Allows creation of lots smaller than Lot Size Map minima in RU1, RU2, RU3, RU4, RU6 for primary production, but prohibits placing existing dwellings on such lots and erecting new dwellings on resulting undersized lots.	Proposal is a community title subdivision and three terraces in a General Residential zone; site is not in RU1/2/3/4/6 and subdivision is not for primary production, so clause 4.2 does not apply.	Non-Applicable
4.6 Exceptions to development standards Allows consent to contravene development standards where strict compliance is unreasonable or unnecessary and sufficient environmental planning grounds justify the variation; certain standards and subdivisions are excluded under the clause.	Community title subdivision and three terraces propose lot sizes 267.294 m ² , 267.716 m ² , 271.695 m ² (from 809.19 m ²) with combined landscape area 265.22 m ² (32.77%). Submission addresses reasonableness, planning grounds and excluded standards. The proposed FSR of 0.48:1 complies with the maximum allowable FSR. The building height of 5.25 m complies with the maximum allowable building height	Compliant
5.3 Development near zone boundaries Allows development within 100 metres of a zone boundary to follow permitted uses of the adjoining zone if consistent with objectives and not located in excluded environmental, recreation or coastal zones, nor for sex services or restricted premises.	Development lies within 100m of a zone boundary but remains an R1-permitted residential terrace use, consistent with R1 objectives, compatible with surrounding uses and infrastructure, not in an excluded zone and not for sex services; clause not relied upon.	Compliant
5.4 Controls relating to miscellaneous permissible uses Sets numerical limits for miscellaneous uses: B&B and farm stay ≤5 guest bedrooms; home business/industry ≤100 m ² ; industrial retail ≤30% GFA or	Proposal comprises three residential terrace dwellings and does not include any listed miscellaneous uses; none of the clause numerical limits or controls are applicable.	Non-Applicable

400 m ² ; kiosks ≤100 m ² ; neighbourhood shops ≤150 m ² ; supermarkets ≤1,000 m ² ; roadside stalls ≤25 m ² ; secondary dwellings ≤60 m ² or 80% of principal; artisan retail ≤30% GFA or 400 m ² .		
5.10 Heritage conservation Objectives conserve environmental, Aboriginal and archaeological heritage, including significance, fabric, settings and views; consent required for demolition, alterations, works in conservation areas, archaeological disturbance and specified exemptions.	Site not mapped as heritage item or conservation area; no identified Aboriginal objects or archaeological sites. Design responds to Railway Street character with single-storey form, face brick and 22.5° roof pitch. Asbestos checks and demolition management undertaken per standards.	Compliant
5.11 Bush fire hazard reduction Permits bush fire hazard reduction work authorised by the Rural Fires Act 1997 without development consent; Act also regulates development on bush fire prone land.	Bush fire hazard reduction permitted under the Rural Fires Act 1997 and not a constraint. No bush fire prone mapping identified in searches or drawings. Construction, landscaping and asset protection measures comply with relevant bush fire safety requirements and Planning for Bush Fire Protection guidance.	Compliant
5.12 Infrastructure development and use of existing buildings of the Crown Clause confirms Plan does not restrict development by public authorities under SEPP (Transport and Infrastructure) 2021 Chapter 2 or Crown use of existing Crown buildings.	Demolition and construction of three terrace dwellings by a private proponent; not carried out by or for a public authority under SEPP Chapter 2 and does not involve Crown buildings, so clause is non-applicable.	Non-Applicable
5.16 Subdivision of, or dwellings on, land in certain rural, residential or conservation zones Clause requires consideration of nearby existing and approved rural, residential and conservation uses (RU1, RU2, RU3, RU4, RU6, R5, C2, C3, C4) and measures to avoid or minimise land use conflict for subdivision or dwellings.	Zoned R1 General Residential so clause is not applicable. No subclause (4) assessment required for the proposed subdivision and three terrace dwellings. Land use compatibility addressed under other applicable planning controls and the DCP.	Non-Applicable
5.21 Flood planning	Site levels RL 304.3–305.77 within	Non-

Objectives minimise flood risk, ensure development compatibility with flood behaviour and climate change, avoid adverse/cumulative flood impacts, and enable safe occupation and evacuation; references Considering Flooding in Land Use Planning Guideline and Flood Risk Management Manual.	existing urban area; no flood planning overlay or flood-prone mapping identified in available spatial data and drawings. Clause not engaged for current works; if identified as within flood planning area, compliance requires demonstration of compatibility, no increased flood affectation, evacuation/life-safety measures and environmental protection per Guideline and Manual. [INSERT site-specific flood impact assessment details if Further Information Required]	Applicable
6.3 Development control plan Requires a Development Control Plan for urban release areas detailing staging, transport hierarchy, landscaping, recreation networks, stormwater/water quality, hazard amelioration, urban design, density measures, neighbourhood centres, public facilities and parking.	Not in a designated urban release area; DCP requirements do not apply. Design includes landscaping, stormwater concept, on-site rainwater tanks sized for BASIX, traffic access and parking consistent with relevant DCP parts. Hazard investigations (flood, bushfire, contamination) identify no constraints.	Non-Applicable
7.1 Earthworks Earthworks requiring consent must not harm environmental functions, neighbouring amenity, cultural heritage or waterways; consent authority considers drainage, soil stability, fill quality, source/destination of material and relic disturbance.	Demolition and subsoil excavation for three single-storey terraces; Finished levels maintain existing kerb drainage (front kerb RL 304.56). Clean fill, sediment controls, asbestos checks, service locates and Aboriginal unexpected finds protocol applied; final hydraulic design confirms no detrimental downstream impacts.	Complaint
7.3 Terrestrial biodiversity Clause protects native fauna, flora and ecological processes on land mapped 'Biodiversity' and requires assessment of impacts, connectivity and mitigation; consent only if significant adverse impacts are avoided or minimised.	Site is not mapped as 'Biodiversity' and contains no native/remnant vegetation, habitat trees or threatened communities. Proposal demolishes existing structures and constructs three terraces with landscaping using local native species; erosion and sediment controls and measures to protect neighbouring vegetation are implemented.	Non-Applicable
7.4 Riparian lands and watercourses Protects water quality, bed/bank	No mapped watercourse or 40m riparian buffer identified; site level with no flood/watercourse constraints.	Non-Applicable

stability, aquatic and riparian habitats and processes for land mapped as Watercourse and any land within 40m of top of bank.	Stormwater to existing town drainage with on-site detention and rainwater tanks (BASIX). Sediment/erosion controls and final hydraulic design ensure protection of downstream waters.	
7.5 Wetlands Clause protects mapped wetlands from development impacts on native flora/fauna, habitat and surface/groundwater quality, requiring design and management to avoid, minimise or mitigate significant adverse effects.	No wetlands, hydric soils, native aquatic habitat or flood constraints are mapped; site is level and connected to urban stormwater. Stormwater concept includes pits, grades, rainwater tanks, erosion controls and on-site detention; wetlands provisions are not triggered.	Non-Applicable
7.6 Groundwater vulnerability Protect groundwater functions and vulnerable resources from depletion and contamination for land identified on the Groundwater Vulnerability Map; consider contamination risk, impacts on groundwater-dependent ecosystems, cumulative extraction and mitigation measures.	Site not mapped as groundwater-vulnerable; no groundwater-dependent ecosystems identified. Development includes demolition and three single-storey terraces with BASIX rainwater tanks, reticulated sewer/water connection, no on-site effluent or bore extraction. Stormwater/hydraulics designed to prevent subsoil discharge; sediment, erosion, asbestos and chemical controls applied to avoid groundwater contamination.	Compliant
7.7 Airspace operations Protects Cowra Airport operations by preventing development that penetrates the Obstacle Limitation Surface or Procedures for Air Navigation Services Operations Surface unless the Commonwealth body advises no objection.	Site lies outside Cowra Airport OLS/ONS extents. Three single-storey terraces have maximum ridge height 5.25 m and do not penetrate airspace surfaces; no roof stacks or tanks penetrate. Aviation safety and obstacle concerns are not raised.	Compliant
7.8 Essential services Consent requires availability or adequate arrangements for essential services: water, electricity, sewer disposal, stormwater management and suitable vehicular access.	Connected to reticulated water (individual meters shown) and electricity (existing underground/overhead noted). Sewer via existing 1500 connection. Stormwater uses BASIX-sized rainwater tanks with overflow to kerb; concept pits and grades shown. Individual driveways	Conditionally Compliant

	comply with AS 2890.1; hydraulic and engineering details confirm final levels and pit sizes.	
7.10 Industrial development on land in Zone RU1 Ensures general or heavy industries on RU1 Primary Production within 5 km of E4 or residential zones avoid land use conflict and minimise adverse impacts on adjoining amenity and nearby townships.	Development comprises three residential terrace dwellings; no general or heavy industry proposed on RU1 land within 5 km of E4/residential zones. Clause 7.10 is not triggered and no further assessment against its industrial criteria is required.	Non-Applicable
7.11 Development on land in karst areas Protects geodiversity, water quality/flow, ecological, scenic and cultural values of Identified Karst Environment mapped on Natural Resources - Sensitivity - Land Map; requires assessment of impacts on karst features, biodiversity, hydrology and mitigation.	Site is not mapped as Identified Karst Environment; no karst features or soluble rock evident. Works confined to demolition, minor excavation, slab-on-ground, stormwater to kerb, BASIX-sized tanks. Modest earthworks, max ridge 5.25m, RL 304.3–305.77; erosion controls and sediment fencing shown. Negligible risk to subterranean karst systems; no karst-dependent species or caves affected and clause objectives are met.	Compliant

Cowra Shire Council Development Control Plan 2021 Compliance Table

Clause & Provisions	Comment	Compliance
B.1 Soil Erosion and Sediment Control Requires sediment and erosion controls during demolition, subdivision and construction to prevent soil loss,	Documentation includes perimeter sediment fences, stabilised construction entry, temporary sediment traps/pits (shown on control plan), progressive stabilisation and revegetation; demolition notes address	Compliant

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protect waterways and public areas, including perimeter controls, sediment fences, stabilised entry/exit, sediment traps/basins, progressive stabilisation and revegetation.	asbestos and safe removal; stormwater concept shows 450x450 pits, 1% grades to kerb and rainwater tank overflows to kerb. Controls maintained to relevant Australian standards and best-practice guidelines.	
B.1.4 Plan requirements Erosion and sediment control required by disturbed area thresholds: up to 250 m ² minor controls; 250–2,500 m ² ESCP at ≥ 1:200; >2,500 m ² SWMP per Landcom 'Blue Book'.	Works disturb 809.19 m ² , requiring an ESCP at 1:200. Graphic plan identifies silt fences, sediment basins/settling, stabilized access, vehicle washdown, stockpile controls, diversion drains, staged revegetation, sequencing and maintenance; prepared consistent with 'Managing Urban Stormwater: Soils and Construction'.	Compliant
B.1.5 Erosion and Sediment Control Plan (ESCP) ESCPs must show locality, north point (magnetic/true), scale, property boundaries, adjoining roads, existing contours, vegetation retained/removed, watercourses/drains, proposed works, earthworks extents, stockpiles, drainage and erosion controls, re-vegetation areas, inspection/maintenance notes.	Prepared ESCP provided with DA: includes locality, north point, scale, boundaries, contours, vegetation retention/removal, no mapped watercourses, existing drainage, concept stormwater, proposed buildings, vehicular access, earthworks extents, stockpile locations, temporary/permanent drainage and erosion controls, re-vegetation and inspection/maintenance procedures consistent with Managing Urban Stormwater Volume 1.	Compliant
C.1 Biodiversity Protect and conserve native vegetation, habitat and biodiversity; minimise habitat loss and fragmentation; avoid impacts to threatened species; require assessment and mitigation (retention, indigenous planting, erosion controls, fauna measures) where vegetation/habitat affected.	Only ornamental garden plants and small non-native trees are to be removed; no mapped remnant native vegetation, significant habitat or threatened species identified. Sediment/erosion controls and landscape plan include native-derived plantings (Lilly Pilly, Viburnum) prioritising indigenous provenance; standard construction management mitigates biodiversity risk and meets clause objectives.	Compliant
C.1.5 Development Applications Sets lodgement and assessment requirements for development	Application includes architectural, demolition, subdivision, site and landscape plans, BASIX, construction/demolition notes, concept	Compliant

applications, including plans, BASIX, demolition/construction management, heritage/character matters, supporting reports and adherence to relevant DCP clauses.	stormwater/services plan, CEMP, sediment/erosion and traffic measures, heritage considerations and a draft community-title Management Statement; documentation meets lodgement requirements.	
D.8.1 General controls for strata and community title subdivisions Strata and community title subdivisions for medium-density development; require separate reticulated water and sewer connections per lot, physical and legal access to a public road, and a draft Strata Scheme/Management Statement with DA.	Each lot has separate reticulated water and sewer connections; service plan shows meter and sewer locations constructed to Council standards. Individual driveways provide legal physical access. A draft Management Statement is prepared. Existing buildings are demolished; new construction complies with the NCC and referenced Australian Standards.	Conditionally Compliant
D.8.1.a Separate services and access Each strata or community title lot must have separate water, sewer and essential service connections and physical and legal access to the public road; community/neighbourhood lots may be excepted.	Individual water meters and sewer connections shown on the service plan for each lot. Essential services available and connected separately. Legal access established by community title plan with driveways to the public road; common-property exceptions documented in the Management Statement.	Compliant
D.8.1.b Draft Strata Scheme or Management Statement Draft Strata Scheme or Management Statement to establish management of common property, services and maintenance responsibilities for the subdivision.	Draft Management Statement outlines allocation of common property, maintenance responsibilities for driveways, stormwater, landscaping and services, and arrangements for waste collection and vehicle access; to be finalised reflecting consent conditions and final lot boundaries.	Further Information Required
D.8.1.c Building Code compliance Council refuses strata or community title subdivision that leaves an existing building contravening the Building Code of Australia.	Existing buildings will be demolished and replaced by new dwellings documented to comply with the National Construction Code 2022 and relevant Australian Standards, ensuring no building remains in breach of the BCA.	Compliant
D.8.2 Objectives Objectives for strata and community	Three terrace dwellings in community title provide similar lot sizes/configurations. Private open	Compliant

title subdivisions covering equitable lot sizes/design, communal open space and landscaping, amenity and privacy protection, functional access/parking, management arrangements and neighbourhood integration.	space retained; communal landscaping 265.22 m ² (32.77%). Single garages for each dwelling; visitor parking not required. Draft Management Statement prepared for common property, landscaping and waste. Design, privacy and materials integrate with Railway Street character.	
E.1 DWELLINGS Controls for single dwellings require streetscape-responsive design, privacy, solar access, natural ventilation, major habitable room windows facing the street, setbacks, private open space and deep soil landscaping; excludes medium density and certain character provisions.	Three single-storey terrace dwellings on community title vary the major street-facing window requirement: central dwelling complies; two flank dwellings have porches/garages limiting major windows. Single-storey form provides solar access, rear private yards and 32.77% landscaped area; passive surveillance achieved via entries, porches and landscaping.	Variation Required
E.1 Dwelling window outlook requirement Each dwelling must have major habitable room windows overlooking the street for passive surveillance and streetscape amenity.	Central dwelling provides a major street-facing habitable room window. Western and eastern dwellings have limited street windows due to on-grade garages and porches on 6.42–6.71m frontages. Entry porches, small windows, front landscaping and low boundary treatments maintain visibility and activation.	Variation Required
E.1 Setbacks and building form Dwellings to maintain appropriate front, side and rear setbacks, respond to streetscape rhythm, provide adequate private open space and retain single-storey forms where local character controls require.	Front setback 3.53m (porches 2.53m); side and rear setbacks provide private yards. Landscaped/deep soil area 32.77%. Single-storey with maximum ridge height 5.25m, consistent with dwelling controls and surrounding context.	Compliant
E.1 Solar access and natural ventilation Dwellings oriented to maximise solar access to living areas and private open space and to provide natural cross-ventilation for internal amenity.	Single-storey layout with north-facing rear private open spaces provides adequate solar exposure typical of single-storey terraces. Operable windows and inter-dwelling separation enable natural cross-ventilation. Solar access to primary living rooms and POS is supported by submitted plans and shadow analysis.	Conditionally Compliant

E.1 Private open space and landscaping Dwellings must provide adequate private open space and sufficient deep soil landscaping and canopy planting to soften development and deliver environmental and amenity benefits.	Each dwelling has rear private open space; combined landscaped area 265.22 m ² (32.77%). Planting includes canopy and screening species (Lilly Pilly, Gardenia, Viburnum, Heliotrope) with tree pit details and deep soil zones along boundaries and rear yards.	Compliant
E.1.1 Application of Part Part E.1 applies to new dwellings and alterations/additions in R1, RU5, E1, E3 and R2 zones; includes alterations/additions and applies to single dwellings but not medium-density development.	Proposal is three single-storey terrace dwellings assessed as individual single dwellings under DA pathway, designed to satisfy DCP dwelling controls; where controls assume detached form, justification is provided in the SEE and procedural/report requirements addressed.	Compliant
E.1.2 Objectives Objectives ensure dwellings respect streetscape, limit bulk/height, provide setbacks, privacy, landscaping, integrated garages, passive solar, private outdoor areas, vehicle access and appropriate sewer or on-site sewage management.	Three single-storey terraces, max ridge 5.25m, front setback 3.53m, porches 2.53m. Combined landscaping 265.22m ² (32.77%). Garages integrated with face brick. North-south orientation, glazing and insulation for passive solar. Vehicle access, water and sewer connections and rainwater tanks for BASIX compliance are provided.	Compliant
E.1.3 Site Analysis Planning Site analysis identifies natural and built constraints and opportunities, including orientation, levels, services, easements, access, views, movement corridors, and vegetation, with example plan in the DCP.	Site analysis documents orientation (N-S, Railway Street south), levels RL304.3-RL305.77, services, easements, access, vegetation proposed for removal, no flood/bushfire/heritage constraints, overshadowing impacts assessed, and informed dwelling siting, setbacks, private open space, tree retention and drainage coordination.	Compliant
E.1.4 Soil Erosion + Sedimentation Control Sediment and erosion controls required for demolition, subdivision and construction to minimise soil loss, limit stormwater discharge, protect waterways and prevent nuisance,	Construction documentation includes a sedimentation control plan showing stabilised entry/exit, silt fencing, sediment traps at discharge points, temporary drainage and 1% grades to kerb. Asbestos handling, maintenance until stabilisation and compliance with Australian Standards are detailed.	Compliant

complying with Australian Standards and Council requirements.		
E.1.5 Cut and Fill Controls Scaled cut and fill plan required for sloping sites; encourage split-level/pier foundations. Cut setbacks 0.9m, fill setbacks 1.5m. Batters max 1:2 (v:h) unless geotechnical certification. Stabilisation, drainage and non-nuisance stormwater required; cuts generally $\leq 1.0\text{m}$.	Scaled cut and fill plan included showing excavation/fill for three terrace dwellings and garages. Natural ground RLs $\sim 304.3\text{--}305.77$; earthworks limited to $\leq 1.0\text{m}$. Fill setback $\geq 1.5\text{m}$, cut setback $\geq 0.9\text{m}$; batters $\leq 1:2$. Retaining, erosion controls, stabilisation and drainage detailed on engineering, sediment and landscape plans.	Compliant
E.1.6 Streetscape Controls Streetscape controls require dwellings to match scale and character of adjoining buildings, address all frontages, provide at least one major habitable-room window overlooking the street or public space, respect topography and include landscaping.	Design uses single-storey pitched brick forms, consistent with Railway Street heritage character; porches, articulated entries, street-facing garages, proposed window placement and landscaping deliver visual interest and passive surveillance. Only central dwelling clearly meets the major habitable-room window requirement; variation sought given low ridge height (5.25m), consistent materials and active frontage.	Variation Required
E.1.7 Height Controls Limits maximum ridge height of residential buildings to 9.0 m above natural ground; requires stepping on slopes to avoid protrusion from the landscape.	Terraces are single-storey, maximum ridge 5.25 m (RL310.16) above surveyed natural ground (approx. RL304.3–305.77), complying with 9.0 m limit; building does not require stepping. Reduced levels shown on plans.	Compliant
E.1.8 Solar Access Controls Living areas of adjoining dwellings and at least 50% of usable private open space must receive a minimum of 3 hours sunlight between 9am–3pm on 21 June; existing sunlight below 3 hours must not be further reduced.	Design features north-facing living areas and single-storey form with 5.25m max ridge height suggesting limited overshadowing. 3-hour compliance for affected living areas and 50% of private open space.	Complaint
E.1.9 Front setback controls Front setbacks locate buildings relative to neighbours and the street, measured	Dwellings set back 3.53 m to main walls and 2.53 m to porches. Setbacks allow front landscaping, pedestrian amenity and active entries; porches are	Compliant

from the front boundary to the outer edge of the building wall and providing space for landscaping.	subordinate and maintain coherent streetscape rhythm.	
E.1.10 Side Setbacks Side setbacks specify minimum distances from side boundaries to building articulations (external living areas excluded). Single-storey minimum 0.9 m (eaves 0.45 m); two-storey minimum 1.5 m (eaves 0.45 m).	Single-storey dwellings on narrow lots. Side setbacks 0.98m (east) and 1.0m (west), complying with 0.9 m;	Compliant
E.1.11 Rear Setbacks Rear setbacks provide private rear space, visual and acoustic separation; measured from rear boundary to outside edge of building articulation. Lots $\leq 700\text{m}^2$ require 5m; lots $> 700\text{m}^2$ require 8m minimum.	Parent site area 809.19m^2 so $> 700\text{m}^2$ standard applies. Terrace dwellings provide landscaped rear yards with rear setbacks of 8.0m to the building edge as shown on submitted plans, achieving required privacy and separation.	Compliant
E.1.12 Visual & Acoustic Privacy Controls Controls require dwelling design to avoid direct overlooking of neighbouring primary living windows and to locate noise sources away from sensitive rooms, using screening, high-level or obscured glazing and siting of service areas.	Terrace dwellings minimise overlooking and acoustic impact: living windows and courtyards orient away from neighbouring primary living windows; side glazing is high-level or obscure and limited in size; no balconies directly overlook neighbours; mechanical plant sited adjacent to garages/screened roof areas; non-sensitive spaces placed to side boundaries, providing compliant visual and acoustic privacy.	Compliant
E.1.13 Landscaped Area Controls Landscaped area includes permeable surfaces (grassed/vegetated) and excludes impermeable areas; new single dwellings require minimum 40% landscaped area of total site area.	Landscaped area 265.22 m^2 (32.77% of 809.19 m^2), short by 7.23% ($\sim 58.29\text{ m}^2$). Landscaping concentrated in private rear courtyards and front treatments; includes turf, planting schedule and rainwater tanks to maximise permeability and stormwater management.	Variation required
E.1.14 Sustainable building design controls	Includes BASIX-sized rainwater tanks with charged overflow, roof insulation and vapour-permeable sarking, durable	Compliant

Requires energy-efficient, water-conserving sustainable design (passive design, solar access, shading, materials selection, waste reduction, rainwater reuse, stormwater management) and compliance with BASIX, NCC and relevant State SEPPs.	materials (face brick, Colorbond), natural cross-ventilation, NCC 2022 thermal/ventilation references, conceptual stormwater pits/grades and construction waste controls; roof accommodates PV and BASIX commitments met.	
E.1.15 Livable Housing Design New dwellings to incorporate Livable Housing Silver level features: step-free paths and entrances, accessible internal doors/corridors, entry-level toilet, hobless shower recess, reinforced walls for grab rails, and stair handrail where rise > 1m.	Dwellings achieve Silver level: continuous step-free path from street/parking to level entry, at least one level entrance, accessible door/corridor widths, entry-level toilets, hobless showers, reinforced sanitary walls for future grab rails; stair handrails provided where rise exceeds 1m.	Compliant
E.2.1 Application of Section Part applies to medium density housing in R1, RU5, B2 and B5 zones and defines types: secondary dwelling, dual occupancy, semi-detached, attached dwelling, multi-dwelling housing and residential flat building; secondary dwellings limited to 60m ² or 80% of principal dwelling.	Proposal comprises three terrace dwellings (multi-dwelling housing) within R1 on a single Torrens Title. No secondary dwellings or dual occupancy proposed, so 60m ² /80% restriction is not applicable; typology and land use comply with the Part and R1 zoning.	Compliant
E.2.2 Objectives Objectives include diverse dwelling types, accessible housing, responsive design to site and streetscape, landscaping, appropriate bulk and scale, privacy, vehicle access/parking, passive solar design and provision of essential services.	Design provides three single-storey terrace dwellings with universal design (single-level access), 32.77% landscaped area, max ridge height 5.25m, single garages for each dwelling, considered solar orientation, private open space, acoustic/privacy measures and concept services plan.	Compliant
E.2.3 Site Analysis Requires site analysis of constraints and opportunities including streetscape, orientation, overshadowing, flood, services, easements, views, movement corridors and vegetation to inform design.	Site analysis prepared identifying lot orientation, existing services, no flood or bushfire constraints, and Railway Street heritage character. Design responds with narrow deep lot layout, private open spaces and retention of mature vegetation; submitted plans include site levels and context.	Compliant

E.2.4 Soil Erosion and Sedimentation Control Requires a Soil Erosion & Sediment Control Plan prepared per Part Q and implementation of controls prior to and during construction.	A sedimentation control plan is included. Construction-stage measures per Part Q and the submitted plan are implemented: sediment fencing, controlled access points and secured stockpiles maintained throughout construction.	Compliant
E.2.5 Landscaping Medium density housing must comply with Part N landscaping provisions and submit a Landscape Plan where required.	Landscape plan submitted showing planting schedules, turf, tree pit details and 32.77% landscaped area; uses canopy and screening species suited to streetscape and private open space and satisfies Part N requirements.	Compliant
E.2.6 Cut and Fill Controls DA on sloping sites requires a cut and fill plan, encourages split-level or pier foundations; minimum setbacks: cut 0.9m, fill 1.5m; batters $\leq 1:2$ without geotechnical report; cut/fill generally $\leq 1.0\text{m}$.	Site is generally level; slab-on-ground construction with minimal earthworks. Scaled cut and fill plan shows works within setbacks and limits; no batters $> 1:2$. Excavation $> 1.0\text{m}$ will include drainage and retention details and geotechnical/engineering design.	Compliant
E.2.7 Site Area and Frontage Controls Minimum average site area 300m^2 per dwelling; minimum site frontage 18m (17m for curvilinear frontages) for dual occupancies, semi-detached, attached and multi-dwelling housing.	Subdivision creates three lots averaging 268.9m^2 (267.294m^2 ; 267.716m^2 ; 271.695m^2) with individual frontages $\sim 6.42\text{--}6.71\text{m}$ (combined $\sim 19.56\text{m}$). Variation sought to average site area; design provides 32.77% landscaping, adequate private open space, vehicle access, parking and maintains amenity and streetscape.	Variation Required
E.2.8 Streetscape Controls Controls require consistency with adjoining scale and character, address multiple frontages, provide at least one major habitable-room window overlooking the street, break long walls, ensure compatible garage/carport treatments visible from public domain, and retain street trees.	Central dwelling provides a major street-facing habitable-room window; flanking dwellings have limited street windows due to terrace layout. Variation sought for E.2.8.c; streetscape rhythm achieved via consistent materials, porches, articulation, staggered wall lengths, compatible garage treatments, retained street trees and additional landscaping.	Variation Required
E.2.8 Streetscape Controls a	Three single-storey terraces use single-storey massing, face brick,	Conditionally Compliant

Developments must match scale and character of adjoining dwellings and surrounding streetscape.	22.5° pitched Colourbond roof and aluminium windows. Maximum ridge height 5.25 m maintains low profile and visual compatibility with Railway Street character area.	
E.2.8 Streetscape Controls b Sites with two or more street frontages must address all frontages in the streetscape design.	Development addresses a single public frontage to Railway Street and does not have multiple street frontages; streetscape control E.2.8(b) is	Non-Applicable
E.2.8 Streetscape Controls c Each dwelling must provide at least one major habitable-room window overlooking the street or public open space; avoid kitchens, bathrooms or laundries dominating the street elevation.	Central dwelling provides a major street-facing habitable room window; outer dwellings orient living areas to internal courtyards and present porches, entries and secondary glazing for passive surveillance. Variation sought due to consistent street character and safety outcomes without changes to building form.	Variation Required
E.2.8 Streetscape Controls d Design must consider existing topography and the characteristics of established buildings along the street, particularly older dwellings.	Design maintains single-storey form, finished floor levels aligned close to existing ground, front setback ~3.53 m to dwellings (2.53 m to porches), preserving street rhythm and the scale of older buildings.	Compliant
E.2.8 Streetscape Controls e Landscaping should enhance development appearance and the surrounding streetscape.	Landscape plan provides 265.22 m ² (32.77% of site) including Lilly Pilly, Gardenia, Viburnum, Heliotrope, turf, tree pits, brick garden edging, street frontage planting and letterbox piers to soften and enhance the streetscape.	Compliant
E.2.8 Streetscape Controls f Side and rear boundary walls should be broken or staggered to avoid unduly massive or long wall appearances.	Elevations show articulated side and rear walls via staggered setbacks, porches, varying roof forms, material changes and plane modulation, effectively breaking long wall expanses and preventing a monolithic appearance.	Compliant
E.2.8 Streetscape Controls g Carports or garages visible from the public domain must be compatible with	Garage and carport integrated with dwelling using face brick, Colourbond doors (Portland Stone) and matching roofing/gutter profiles; scale and	Compliant

the residential building design.	finishes subordinate to overall architecture and do not dominate the streetscape.	
E.2.8 Streetscape Controls h Removal of street trees not permitted without Council approval; existing street trees and other natural features retained wherever practical.	No street tree removal proposed. Landscape plan retains existing public realm vegetation and specifies construction methodologies to protect street trees during works.	Compliant
E.2.9 Height Controls Maximum ridge height 9.0 metres above natural ground level; buildings on slopes should be stepped; Council may require reduced levels for confirmation.	Maximum ridge height on plans is 5.25m above natural ground, well below the 9.0m limit. Single-storey design follows topography without protruding; reduced levels are shown on submitted plans confirming compliance.	Compliant
E.2.10 Solar Access Controls Ensure living areas and at least 50% of adjoining dwellings' usable private open space receive minimum three hours sunlight between 9am–3pm on 21 June; within development at least 75% of dwellings should receive three hours.	Shadow modelling shows some dwellings do not achieve three hours solar access to living areas and private open space on 21 June, so a variation to E.2.10.b is sought. Majority of dwellings achieve reasonable solar access; prepared shadow diagrams quantify shortfalls. Northern glazing, light wells and landscaping improve constrained amenity.	Variation Required
E.2.11 Front setback controls Front setback determined by scenarios: Scenario 1 minimum 6.0m (unless two existing dwellings within 40m facing same street); alternative scenarios compare nearest two dwellings. Setback measured from front boundary to outer edge of wall.	Primary building line setback 3.53m (porches 2.53m), non-compliant with 6.0m Scenario 1. Reduced setback reflects Railway Street terrace typology, provides active frontage with porches, entries and landscaping, and is supported by SEE justification referencing adjoining dwelling setbacks and streetscape consistency.	Variation Required
E.2.12 Side Setbacks Side setbacks measured from side boundary to outer edge of building articulation, excluding external living areas. Single-storey minimum 0.9 m (eaves 0.45 m); two-storey minimum 1.5 m (eaves 0.45 m).	Single-storey terrace dwellings have minimum 0.9 m wall setbacks and eaves ≥ 0.45 m. Garages and external living areas excluded from articulation measurements. Wall-to-boundary and eaves dimensions on plans satisfy the side setback requirements and orientation intent.	Compliant

E.2.13 Rear Setbacks Rear setbacks provide private open space and privacy; measured from rear boundary to outer building articulation. Minimums: single-storey 3.0 m, two-storey 6.0 m.	Three single-storey terrace dwellings provide rear yards exceeding the 3.0 m minimum. No two-storey elements. Landscaped rear yards total 265.22 m ² (32.77% of site). Articulation and eaves are within setback dimensions.	Compliant
E.2.14 Visual & Acoustic Privacy Controls Controls protect visual and acoustic privacy for medium-density housing, requiring screening, layout and separation distances: 12 m between habitable rooms/balconies, 9 m to non-habitable walls, 3 m between non-habitable walls; locate/screen noise sources.	Design provides modest, oriented balconies and window locations to minimise overlooking; screening and narrower windows used where needed. Separation distances meet or are mitigated by screening and orientation. Noise sources are located, screened or acoustically treated away from bedroom windows and comply with relevant standards.	Compliant
E.2.15 Private Open Space Controls Private open space required per dwelling for recreation, gardening and relaxation; recommended minima: 40m ² (min 3m width) for medium density housing, 10m ² (min 2.5m) for flats, 80m ² for secondary dwellings.	Each dwelling provides private open space exceeding 40m ² with minimum 3.0m widths; living areas open to covered porches/patios and rear yards. Rear yards exclude parking/bin areas; total landscaped area 265.22m ² (32.77%). Fencing and landscaping define privacy and amenity.	Compliant
E.2.16 Sustainable Building Design Controls Sustainable design requirements for medium-density housing covering renewable energy, water conservation, material selection and indoor environmental quality; mandatory BASIX certificate and northern orientation, daylight and ventilation principles.	BASIX certificate and commitments are shown on plans. Living areas orient north where practicable; service areas to south/west. Rainwater tanks sized per BASIX, roof insulation and sarking specified, external shading provided, skylights and opposing operable windows enable daylighting and cross-ventilation.	Compliant
E.2.17 Livable Housing Design Guidelines require minimum Silver Livable Housing features (step-free path and entrance, widened doors/corridors, entry-level toilet, hobless shower, reinforced walls for	Single-storey design provides step-free entrance and internal layouts, widened door/corridor clearances, entry toilets, hobless showers waterproofed to AS 3740, reinforced walls adjacent to sanitary fixtures, and no stairs >1m; meets Silver standard. Site is outside	Conditionally Compliant

grab rails, continuous handrail where stairs exceed 1m).	Cowra CBD so Gold not mandated.	
E.3 General Materials and Colour Schedules Preferred materials: face brick walls, corrugated galvanised steel or Zinalume roofs, timber-proportioned windows, galvanised steel for ancillary buildings, and a traditional heritage colour palette.	Materials align with palette: PGH Highlands Blackheath (or similar) face brick for visible facades; Colorbond Custom Orb in Portland Stone or Zinalume roofs; powdercoated aluminium windows; galvanised-metal ancillary finishes. A full colour schedule accompanies the application.	Compliant
E.3.1.3 Character Statement Vaux Street character: single-detached brick dwellings with galvanised iron roofs, predominantly single-storey Edwardian (1900–1915); close spacing, minimal side setbacks, consistent front setbacks, hipped roofs, timber verandahs, brick chimneys, low open fencing.	Proposal: three single-storey terrace dwellings in face brick with pitched metal roofs, modest verandahs, vertically proportioned windows and low front fencing, responding to single-storey form and traditional materials consistent with the character outcomes.	Non-Applicable
E.3.1.4 Retention of Key Characteristics Controls for Vaux Street precinct: streetscape consistency, ancillary buildings at rear, bulk limit single-storey (two-storey only in limited rear cases), setbacks averaged $\pm 0.25\text{m}$, 0.5m small projections, preferred materials and traditional colours.	Single-storey with face brick walls and pitched metal roof matching precinct materials. Front setback 3.53m reflects neighbouring rhythm; porch projection 0.5m at 2.53m from boundary. Front windows vertically proportioned, low front fence and landscape consistent with preferred character.	Non-Applicable
E.3.2.3 Character Statement (Keswick Street) Keswick Street features single-storey dwellings (Victorian–1960s), wide verges, substantial street trees, generous gardens, well-separated houses, face brickwork, hipped roofs (35–45°), vertically proportioned windows, large setbacks (~13m) and low masonry fences.	Development is outside Keswick Street precinct but uses face brick and pitched roofs to reflect heritage character. Roof pitch is 22.5° (lower than Keswick's 35–45°) consistent with Railway Street terrace forms; single-storey dwellings and street tree planting reinforce a vegetated streetscape.	Non-Applicable
E.3.2.4 Retention of Key	Proposal is single-storey with face	Non-Applicable

Characteristics (Keswick Street Controls) Controls require single-storey form (limited rear two-storey if non-dominant), roof matching predominant roofscape, tree planting for screening, no undue overshadowing/privacy impacts, minimum 13m front setback, face brick and corrugated galvanised roofs, timber windows, sympathetic fencing, traditional colours.	brick and metal roofing matching preferred palette. Front setback is 3.53m and does not follow 13m Keswick Street setback, but Keswick controls are non-applicable to the Railway Street character area. Landscaping and tree planting provided for screening.	
E.3.3.3 Character Statement (Liverpool Street) Liverpool Street character: single-storey detached brick dwellings with galvanised iron pitched roofs, timber verandahs, brick chimneys, unobtrusive rear garages, low front fences and consistent setbacks averaging 5.5–6m.	Site lies in Railway Street character area. Proposal presents single-storey brick construction, pitched metal roof, low front fence and rear garage consistent with Liverpool Street character; proposed front setback 3.53m is less than Liverpool Street average but that control is precinct-specific and not applicable here.	Non-Applicable
E.3.3.4 Retention of Key Characteristics (Liverpool Street Controls) Controls require single-storey form, 5.5–6m average front setbacks (minimum 5.5m), rear ancillary buildings, face brick walls, corrugated galvanised or Zincalume roofs, timber windows, low sympathetic fencing and expressed additions.	Adopts face brick facades, pitched metal roofing and low fencing. Front setback does not meet 5.5m Liverpool Street minimum but that setback control does not apply to the Railway Street precinct. Rear garages are subordinate to primary elevations.	Non-Applicable
E.3.6 Railway Street Character Area (application and controls) Railway Street character controls require sympathetic traditional streetscape: single-storey form, face brick, corrugated metal roofs, timber windows, consistent setbacks, low fencing, landscaping and traditional colour schedules.	Proposal lies in Railway Street character area: all dwellings single-storey with face brick and pitched metal roofs; garages attached but recessive; garage doors in Portland Stone; front setback 3.53m matching adjacent rhythm; vertically proportioned windows, modest porches, canopy and screening plantings; colour schedule consistent with DCP heritage palette.	Compliant

E.3.6.1 Application of this section Applies to Railway Street precinct to ensure new development bulk and scale do not unacceptably impact streetscape and locality character.	Located in Railway Street precinct; single-storey form, face brick finishes and corrugated roofs match precinct character. Maximum ridge height 5.25m maintains low scale. Terraces sited and articulated with porches and vertical window proportions to avoid unacceptable bulk to the street.	Compliant
E.3.6.2 Objectives Objectives require retention/conservation of original intact buildings, compatibility with traditional streetscape, reinforced bulk/scale and well-proportioned elevations to street and public domain.	Proposal retains single-storey scale and uses sympathetic materials (face brickwork, traditional roof form, corrugated roofing) with 22.5° roof pitch, verandah/porch elements and vertically proportioned windows to reinforce precinct character despite demolition of existing intact buildings.	Conditionally Compliant
E.3.6.3 Character Statement Character: Federation single-storey brick dwellings with steep hipped roofs, front gables, timber verandahs with bull-nose roofs, vertically proportioned timber windows, minimal side/front setbacks; garages historically absent and forward carports discouraged.	Terraces use face brick and corrugated roofs with pitched gables and porch treatments to reflect character. Attached single garages and driveways introduce visible doors; garages use face-colour doors, modest proportions and setbacks to reduce visual dominance. Variation justified for required on-site parking.	Variation Required
E.3.6.4 Retention of Key Characteristics - Streetscape New buildings to reflect character statement; ancillary buildings located behind the building line or designed to avoid dominance of the public domain.	Primary dwellings present face-brick street elevations with porches behind the building line. Garages/carports are modest, articulated and do not dominate the streetscape. Water tanks and bins located to rear or screened by landscaping; external finishes and landscaping sympathetic to streetscape.	Conditionally Compliant
E.3.6.4 Retention of Key Characteristics - Bulk, Scale and Height Dwellings or alterations limited to one storey; front fences forward of the building line must not exceed the average height of front fences on the southern side of Railway Street.	Development is single-storey with maximum ridge height 5.25m, complying with the one-storey limit. Front fence heights are low and match the calculated average of existing southern Railway Street front fences.	Compliant

E.3.6.4 Retention of Key Characteristics - Setbacks New buildings must adopt the average neighbouring setbacks on either side, not less than 3 metres.	Front setback is 3.53m, exceeding the 3.0m minimum and reflecting neighbouring setbacks. Porch projects to 2.53m forward of the main line but is subordinate in scale, consistent with DCP porch provision; complies with setback control.	Compliant
E.3.6.4 Retention of Key Characteristics - Building Materials Preferred materials: face brick walls, corrugated galvanised steel roofs (Zincalume acceptable), timber-style vertical windows to front elevations, sympathetic fencing and plain galvanised steel ancillary buildings.	Materials specified: PGH Highlands Blackheath face brick, Colorbond Custom Orb roof sheeting, powder-coated aluminium windows with vertical proportions to reflect timber appearance. Garage doors and ancillary elements in Colourbond Portland Stone and zinc-like finishes consistent with DCP alternatives.	Compliant
E.3.6.4 Retention of Key Characteristics - Colour Schedules Traditional heritage-related colour schemes preferred; colours to accompany DA, including primary wall, roof and trim selections.	Garage doors Colourbond Portland Stone, lead-colour gutters/downpipes and face brick indicated. Heritage-related palette: complies with retention of key characteristics.	Compliant
E.3.6.4 Retention of Key Characteristics New development must reflect original building and streetscape character through scale, form, materials and details; Railway Street controls: single-storey bulk, face brick, corrugated roofs, vertical timber windows, setbacks averaging neighbours (min 3m), subordinate ancillary buildings, sympathetic fencing and heritage colours.	Three single-storey terraces in face brick with Colourbond corrugated roofs, vertical-proportioned windows, 3.53m front setback (min 3m) and 2.53m porch projection. Garages/sheds set behind building line; fences and ancillary materials match streetscape. Front fence height and final window material confirmed in documentation.	Conditionally Compliant
E.3.6.4 Streetscape - ancillary buildings Ancillary buildings (garages, sheds, carports) should be consistent with streetscape character, located behind the building line, not immediately visible from the public domain, and not	Garages attached and set behind primary façade; garage doors Colourbond Portland Stone with face brick masonry. Sheds/ancillaries located in rear yards in plain galvanised steel or subdued Colourbond finishes, satisfying ancillary building controls.	Compliant

dominate the streetscape.		
E.3.6.4 Bulk Scale and Height - single storey Dwellings limited to single storey; front fence heights forward of the building line must not exceed the average of front fences on the southern side of Railway Street.	All dwellings are single storey with maximum ridge height 5.25m, satisfying bulk and scale. Front fence height set to the measured average of existing southern-side front fences and reflected in landscaping/fencing documentation.	Compliant
E.3.6.4 Setbacks New buildings must setback the average of neighbouring front setbacks, not less than 3.0m.	Dwelling setback 3.53m from front boundary, exceeding 3.0m minimum and matching average neighbouring setbacks; porch projects to 2.53m but primary building line remains at 3.53m.	Compliant
E.3.6.4 Building Materials Preferred materials: face brick walls (not rendered/painted), corrugated plain galvanised steel or Zincalume roofs, vertically proportioned timber windows to front, sympathetic timber or galvanised steel fencing, ancillary buildings in plain galvanised steel.	Proposal uses face brick (PGH Highlands Blackheath or similar) and Colourbond Custom Orb roof at 22.5° pitch; vertically proportioned windows shown with timber or timber-look framing; side/ancillary fencing and sheds use subdued finishes and do not mimic dwellings. Roof profile/finish aligns with DCP intent.	Conditionally Compliant
E.3.6.4 Colour Schedules A traditional heritage colour scheme is preferred, reflecting building period and suitable for materials; colours submitted with the DA.	Heritage palette nominated in finishes schedule: Colorbond Portland Stone garage doors and lead-colour gutters/downpipes specified. Final colour samples submitted with DA materials schedule and endorsed for consistency with the traditional palette.	Compliant
E.4.2 Context Valley View Estate is a staged residential subdivision adjacent to Cowra Peace Precinct; Part E.4 implements Council Building and Site Design Guidelines as additional controls, prevailing over Parts E.1–E.3 and E.5 where inconsistent.	Three terrace dwellings implement the Estate Guidelines via high-quality materials, articulated facades and landscaping, complementing staged subdivision, road frontage and public realm; design complies with the additional controls in Part E.4.	Compliant
E.4.4 Streetscape Controls - Objectives	Design provides articulation, consistent primary building line, side setbacks and landscaping for separation. Front	Compliant

Objectives promote creative design, visual interest, consistent primary building line setbacks, adequate separation between buildings, attractive facades to public spaces and appropriate presentation to Cowra Peace Precinct.	facades include porches and varied materials to create visual interest and address the public realm and Cowra Peace Precinct.	
E.4.4 Streetscape Controls - Setback Controls Setback controls: primary road 8m, secondary road 4.5m; side 2m (single storey) / 3m (two storey+); rear 8m (single) / 5m (medium); greater side setback where private open space controls apply.	Front setback is 3.53m (porches 2.53m), non-compliant with 8m primary road requirement. Variation justified by façade articulation, 25% soft landscaping forward of building line, retention of sightlines and alignment with existing subdivision and lot widths; variation assessment included.	Variation Required
E.4.4 Streetscape Controls - Facade articulation Facades facing a street or Cowra Peace Precinct must be articulated; maximum unbroken wall length 5m on primary frontage and 10m on secondary frontage. Architectural features include stepped facades, material changes, verandahs and porches.	Elevations include porches, stepped elements and material changes so no primary frontage has an unbroken wall over 5m. Material schedule shows face brick with timber/textured cement sheet as secondary material to satisfy articulation and visual interest.	Compliant
E.4.4 Streetscape Controls - Corner lots and Cowra Peace Precinct frontages Corner lots or lots fronting the precinct must have attractive, articulated facades addressing both street frontages.	The subject lots are mid-block and do not present as corner lots nor have direct frontage to the precinct; this control is not applicable to the proposal.	Non-Applicable
E.4.4 Streetscape Controls - Services and ancillary screening Air conditioning and ancillary equipment must be located behind the front elevation and screened where visible from public spaces or the precinct.	Service items are sited at rear or behind primary elevations; externally mounted equipment visible from the street is screened by fencing or minor enclosures in accordance with the control.	Compliant

E.4.5 Building Design - Objectives Objectives require varied street presentation, high-quality finishes reflecting the estate's premium character, and minimised impacts on the adjoining Peace Precinct's natural setting.	Proposal uses face brick, Colorbond roofing and complementary finishes with landscaped frontages, sympathetic colours and low building heights to achieve variation, premium appearance and reduced impact on the Peace Precinct.	Compliant
E.4.5 Building Design - Materials on front facade Front façade must incorporate at least two different external materials; examples include face/rendered brick, timber, textured cement sheet, weatherboard or stone.	Front façade uses face brick as primary material and textured cement sheet/painted elements as secondary per finishes schedule, meeting the two-material minimum and delivering a high-quality finish.	Compliant
E.4.5 Building Design - Roof design and pitch DCP specifies roof forms and pitches: traditional/gable 22.5°, skillion minimum pitches (e.g. 5°/15°), flat options as noted.	Roofs are Colourbond Custom Orb set at 22.5° pitch, matching the Traditional/Gable control and acceptable roof form and pitch requirements.	Compliant
E.4.5 Building Design - Colour palette A neutral colour palette is preferred; colours must be shown on DA plans.	Material Finishes schedule nominates neutral palette: Colourbond Portland Stone, lead-colour gutters and matching face brick tones; colours are noted on submitted plans, meeting the requirement.	Compliant
E.4.6 Ancillary Development - Objectives Objectives require ancillary development to be properly sited and designed, minimise visual impacts and use landscaping that enhances the streetscape and respects the precinct.	Garages, sheds and driveways are sited behind the building line where practicable; landscaping treatments provided to soften visual impacts, consistent with objectives.	Compliant
E.4.6 Ancillary Development - Landscaping forward of building line At least 25% of the area forward of the main building line must be landscaped; 75% of landscaped areas (or BASIX-	Landscape plan provides 25% forward-of-line landscaping; total landscaped area 32.77%. Planting schedule predominantly indigenous species, with BASIX proportions applied where higher.	Compliant

specified proportion) must be indigenous.		
E.4.6 Ancillary Development - Driveway setbacks Driveways to be set back minimum 1m from side boundaries to allow landscaping and separation between dwellings.	Driveways encroach within 1.5m of eastern and internal Lot 1/2 boundaries, not meeting 1m offset in places. Planting strips, boundary vegetation, edge treatments and complementary paving are provided to maintain visual separation and driveway function.	Variation Required
E.4.6 Ancillary Development - Garages and forward of building line Garages, sheds and carports must not be constructed forward of the building line and must not exceed 4m in height.	Garages positioned behind the main building line; single-storey ridge height 5.25m. Attached garages remain below the 4m ancillary height limit and are set behind the primary elevation.	Compliant
E.5.1 Ancillary Development - Introduction Ancillary development comprises low-impact structures and uses associated with a dwelling (workshops, sheds, pools, fences, etc.); non-exempt items require DA and must comply with this section's controls.	Proposal includes single garages, rainwater tanks, fencing, letterboxes, landscaping and bin storage. Items sited to minimise public visibility, use face brick and Colorbond roofing, and incorporate acoustic and drainage measures; relevant controls addressed in plans.	Compliant
E.5.2 Objectives Objectives require ancillary development to enhance resident amenity, avoid adverse impacts on neighbours, use compatible materials and colours, minimise public visibility and reduce acoustic impacts.	Ancillary elements designed to enhance amenity and avoid neighbour impacts. Face brick, Colourbond roofing and powdercoated aluminium windows match context. Garages and rainwater tanks sited behind building line where practicable; tank overflows to kerb and pumps located to minimise noise. Landscaping and boundary treatments reduce public visibility.	Compliant
E.5.3 Ancillary buildings - attached Setback Controls Attached ancillary buildings (carports, pergolas, patios, verandahs, garages) must meet BCA setback requirements, not be between front boundary and	Garages set equal or behind primary elevation; garage doors face street but primary elevation remains dominant. Garage door widths ~2.8m; garages ≤50% of dwelling frontage. Porches non-enclosed and modest. No ancillary buildings infringe 4.5m secondary	Compliant

front building line except where non-enclosed, no boundary encroachment, acceptable streetscape impact and width limits apply.	frontage setback on corner lots.	
E.5.3 Ancillary buildings - attached Building Appearance Attached ancillary buildings should complement the dwelling in appearance and scale; factory pre-coloured materials are preferred.	Materials and finishes match the dwellings: face brick, Colorbond roofing and powder-coated aluminium joinery. Garages and porches are modest in scale and proportionate to each dwelling, visually integrating with the primary buildings.	Compliant
E.5.3.1 Setback Controls Setback controls for balconies, decks, verandahs, garages and new buildings; no new building between front boundary and existing/approved front building line; specific provisions for carports, garage width and corner lots.	Dwellings set back 3.53m primary, porches 2.53m; porches open and non-enclosed. Single garage doors, garage widths $\leq 50\%$ of frontage and set behind primary elevation. No boundary encroachments; secondary street setback $\geq 4.5\text{m}$ where applicable.	Compliant
E.5.3.1 Setback Controls ancillary structures within front setback Attached ancillary buildings allowed within front setback if non-enclosed, do not encroach boundaries, do not significantly impact streetscape or neighbours; carports limited to 6m or 50% of dwelling frontage and avoid new driveways.	No enclosed ancillary structures or carports in front setback. Porches are open and non-encroaching. Single garages recessed behind primary elevations, use existing driveway alignment, and are less than 50% of each dwelling frontage.	Compliant
E.5.3.1 Setback Controls corner lot secondary street setback Corner lots require a secondary street setback of 4.5m or behind the existing building line, whichever is lesser.	Subdivision creates three lots with primary frontage to Railway Street and no secondary street corner frontages; the 4.5m secondary street setback does not apply.	Non-Applicable
E.5.3.2 Building Appearance New buildings should complement the existing dwelling using factory pre-coloured materials or alternative finishes that positively contribute to the streetscape; ancillary building scale must be consistent with the primary	Terrace dwellings use masonry face brick (PGH Highlands Blackheath or similar), Colourbond Custom Orb roofing at 22.5° pitch, lead-colour gutters/downpipes and powder-coated aluminium windows/doors. Single-storey scale, proportioned garages and porches complement	Compliant

dwelling.	nearby historic cottages and the Railway Street streetscape.	
E.5.4 Ancillary buildings - detached Setback Controls Detached ancillary buildings must meet BCA setbacks, not be between front boundary and building line except limited non-enclosed or low-height cases; carports limited to 6m or 50% width; corner secondary frontage setback 4.5m or behind building line.	Ancillary structures are attached garages; no detached outbuildings subject to these detached setback controls, therefore the clause is	Non-Applicable
E.5.4 Ancillary buildings - detached Building Appearance Detached ancillary buildings should complement the dwelling, use factory pre-coloured materials, and not exceed 4.5m from natural ground to peak.	No detached outbuildings proposed; clause not applicable. Proposed rainwater tanks are low profile and finished to integrate with the dwellings.	Non-Applicable
E.5.4.1 Setback Controls Setback controls for detached ancillary buildings, BCA compliance; generally prohibit new buildings between front boundary and front building line, with limited exceptions for unenclosed ancillary structures max height 2.7m and carport width limits; corner-lot special setbacks.	Garages are attached and located behind established front building line; porches project 2.53–2.62m, open and unenclosed, with eaves/gutter below dwelling gutter line. Ridge 5.25m; garage doors set behind porch; access via existing driveway. Corner-lot controls not applicable; complies.	Compliant
E.5.4.1 Setback Controls - general setback requirement New buildings must not be located between the front boundary and front building line; ancillary detached structures may be permitted within front setback subject to criteria; access preferably from existing driveway.	Three single-storey terrace dwellings have main building line behind front setback; front setback to facades 3.53 m (behind porch). Garage entries and driveways consolidated to street frontage; Building Code of Australia setback requirements met.	Compliant
E.5.4.1 Setback Controls - ancillary structures within front setback Council allows detached ancillary structures within front setback if open,	Porches project ~2.53 m, are open and non-enclosed, do not encroach boundaries, and are <6 m wide and <50% of each frontage. Porch soffit/gutter height is 3.0m for	Variation Required

non-enclosed, do not encroach boundaries, ≤ 2.7 m or existing dwelling gutter level (whichever lesser), ≤ 6 m wide or $\leq 50\%$ frontage, and do not significantly impact streetscape.	comparison with the 2.7 m/existing gutter limit.	
E.5.4.1 Setback Controls - corner lot secondary frontage On corner lots, primary frontage follows standard front setback; secondary frontage must be 4.5 m or behind existing building line, whichever is lesser.	Site is not a corner lot; corner-lot secondary frontage setback control (4.5 m or behind existing building line) is	Non-Applicable
E.5.4.2 Building Appearance Ancillary buildings to complement existing dwelling, using factory pre-coloured materials preferred; consistent scale not exceeding 4.5m to peak from natural ground level.	Materials: face brick and Colourbond roof sheeting; garage doors Colourbond Portland Stone; lead-colour gutters/downpipes. Ancillary elements single-storey with peak heights ≤ 4.5 m, achieving visual consistency and positive streetscape contribution.	Compliant
E.5.5 Private Swimming Pool Controls Pools and spas located behind front building line; lighting not to affect neighbours; kerbed/drained to prevent stormwater ingress; minimum 3m from trunk of retained trees > 5 m; noise control and pump/filter siting required; Swimming Pools Act 1992 and AS 1926 prevail.	No private swimming pool or spa is proposed; private swimming pool controls are	Non-Applicable
E.5.6 Fencing Controls - Front Fences Front/side return fences max 1.2m; solid sections max 0.9m; front boundary fences not Colourbond; fence design to reflect dwelling and streetscape. Fences above 1.2m may match streetscape average, include mix of solid/open with minimum 0.25m apertures and not impede sightlines.	No front fencing forms part of this proposal	Compliant

E.5.6 Fencing Controls - Side and Rear Fences Side and rear fences behind the building line maximum 1.8m above ground; stepped on slopes up to 2.1m at each step. Colorbond prohibited forward of the building line on corner allotments; public-facing fencing to be new and uniform in colour.	Proposed side/rear fence height of 1.8m. Height to comply with 1.8m (or 2.1m stepped) and visible fencing must be new, same colour; Colorbond not permitted forward of building line on corner lots.	Complaint
E.5.6 Fencing Controls Fencing controls address safety, security and streetscape amenity, covering design, materials, heights and visual permeability. Dividing Fences Act 1991 provisions apply to dividing fence apportionment.	Front boundary fencing is low and visually permeable to maintain passive surveillance and streetscape character; side and rear fences use timber or colourbond for privacy and security. Materials and finishes match the approved palette; heights and profiles comply with DCP objectives and pedestrian visibility.	Compliant
E.5.6.1 Front Fences Front and side-return fences: max 1.2m, solid designs max 0.9m; colourbond prohibited; higher fences may match prevailing streetscape height with combined solid/open elements (min 0.25m apertures) and not impede sightlines.	No front fencing forms part of this proposal	Complaint
E.5.7 Waste Management Controls - Single Dwellings Each dwelling must have on-site space for Council garbage and recycling bins; storage should not impact visual amenity, preferably in rear yard, and allow kerbside collection while minimising odour/vermin.	Each dwelling has dedicated bin storage in private rear yards; storage is screened by landscaping and fencing to minimise visual and odour impacts and provides kerbside collection access at driveway crossover points.	Compliant
E.5.7 Waste Management Controls - Medium Density Housing Where individual bin storage in private open space is not possible, communal bin areas must provide 2 x 240L bins per dwelling and consider visual	Three dwellings each have individual on-lot bin storage within private open space. Communal storage (if used) sized for 2 x 240L bins per dwelling, located for access and visual screening in accordance with the DCP.	Compliant

amenity, neighbour impacts, cleaning/draining, accessibility and waste vehicle access.		
E.5.7 Waste Management Controls Design and siting of garbage storage for residential developments ensuring resident and vehicle access, minimised odour, and reduced visual impacts.	Each dwelling has internal storage and adjacent adaptable external bin storage by garage/driveway enabling kerbside collection without obstructing pedestrians or vehicles. Bin areas are landscaped and screened; sealed surfaces, drainage and short waste handling distances minimise odour and stormwater contamination. Collection from frontage kerb maintained.	Compliant
E.5.7.1 Single Dwellings Each dwelling must have on-site bin storage that minimises visual, odour and vermin impacts, preferably in the rear yard, and allow easy kerbside collection.	Dedicated bin stores provided in rear yards/private side courtyards, screened by fencing and landscaping. Paths with gentle gradients connect stores to kerbside collection points on Railway Street, allowing unobstructed manoeuvre and compliance with Council collection requirements.	Compliant
E.5.7.2 Medium Density Housing Each dwelling should have on-site private bin storage or communal/individual storage accommodating 2 x 240L mobile bins per dwelling, with consideration of visual amenity, neighbour impacts, cleaning/drainage and collection access.	Bin storage provided adjacent to rear yards or dedicated areas for two 240L bins per dwelling. Areas screened and landscaped, graded with impervious surfacing and stormwater connection. Driveway geometry and pavement meet Council access so kerbside collection is accessible.	Compliant
E.5.8 Rainwater Tanks Rainwater tanks required for new dwellings to meet BASIX; include gutter flush bypass or first-flush diverter, overflow to stormwater (not to adjoining property or sewer), certified base/support, structural certification if wall-fixed, backflow prevention for reticulated connection and minimised pump noise.	Tanks sized to meet BASIX with overflow directed to kerb/stormwater and installed on manufacturer-certified bases. Structural certification provided where wall-fixed. Backflow prevention fitted for reticulated connections. Pumps located/acoustically treated to minimise noise to neighbouring habitable rooms.	Compliant
E.5.9 Site Facility Controls -	Letterbox piers provided adjacent to	Compliant

Letterboxes Each dwelling to have an Australia Post compliant letterbox: minimum internal dimensions and full-width slot, face height 0.9–1.2m, clear street number, located adjacent to driveway, solid stable construction and sympathetic finishes.	each driveway, constructed to Australia Post minimum dimensions with full-width slot, face height 0.9–1.2m, clearly displayed street numbers and finishes matching landscape and material schedules.	
E.5.9 Site Facility Controls - Clothes Drying Facilities External clothes drying areas minimum 4.5m ² per dwelling, located in rear services areas with adequate sunlight and screened from the public domain.	Landscape plan provides 4.5m ² external clothes drying areas within rear private open spaces for each dwelling, receiving adequate sunlight and screened from the public domain, consistent with DCP requirements.	Compliant
E.5.9.1 Letterboxes Each dwelling must have an Australia Post-compliant letterbox: 230mm x 330mm x 160mm, slot height 0.9–1.2m, not large enough for a hand, clearly displayed street address, accessible and adjacent to driveway.	Each dwelling has a masonry letterbox pier adjacent to the driveway, matching face brick and stable at ground level. Letterboxes meet Australia Post dimensions and slot height 0.9–1.2m, with clearly displayed street numbers and shown on landscape plans.	Compliant
E.5.10 Servicing Controls - Energy and Telecommunications Dwellings must have adequate energy and telecommunications supply meeting BASIX and service provider requirements; services to be installed underground where practicable.	Dwellings connected to energy and telecommunications per BASIX and relevant providers. Services installed underground where practicable and shown on construction documentation; complies with E.5.10 servicing controls.	Compliant
E.5.10 Servicing Controls - Stormwater Hard surfaces drained to Council or approved drainage; gravity-fed systems preferred; pump-out systems not sole method for medium density; post-development peak flows must match pre-development and no stormwater to adjoining land.	Concept stormwater plan shows pits and kerb grades. Detailed engineering design demonstrates pipe sizing, pit locations and hydraulic modelling achieving pre-development peak flows and preventing stormwater discharge to adjoining land.	Conditionally Compliant
E.5.10 Servicing Controls - Water and	Each dwelling has separate water and	Compliant

Sewer Dwellings require separate reticulated water connections; reticulated sewer connection required where mandated with headworks contributions payable; RU5 on-site systems must comply with AS/NZS 1547 and EHP buffer/geotechnical requirements.	sewer connections with meters at the frontage as shown on the services plan. Reticulated sewer is available to lots; headworks contributions are payable. On-site wastewater design would comply with AS/NZS 1547 and EHP guidelines where applicable.	
E.5.10.1 Energy + Telecommunication Services Dwellings must have adequate energy and telecommunications supplies meeting BASIX and service provider requirements; underground services to be used where practicable.	Dwellings connected to reticulated electricity and telecommunications per BASIX and service provider requirements. Drawings show meter locations; underground routing noted where practicable and final connections coordinated with authorities.	Compliant
E.5.10.2 Stormwater All roofed, paved and hardstand areas must drain to Council street/piped or approved systems; gravity-fed stormwater to a legal point of discharge is required. Pump-out systems not permitted as sole method for medium-density housing.	Concept plan shows pits, kerb overflows, minimum pipe grades and BASIX-sized rainwater tanks with overflow to kerb. Detailed hydraulic design demonstrates gravity drainage, pit/pipe sizing and post-development peak flows not exceeding pre-development, with no discharge to adjoining land.	Conditionally Compliant
E.5.10.3 Water and Sewer a Each dwelling must have a separate connection to Council's reticulated water supply; applicable headworks contributions apply and must be paid prior to Construction Certificate.	Separate reticulated water connections and frontage water meter locations shown on services plan for each dwelling. Applicable headworks contributions paid in accordance with Council's Developer Servicing Plan prior to issue of Construction Certificate.	Compliant
E.5.10.3 Water and Sewer b All dwellings in R1, B1, B2 and B5 zones require separate connections to Council's reticulated sewer; applicable headworks contributions apply and must be paid prior to Construction Certificate.	Dwellings in R1 zone have separate sewer connections shown on services plan with a 1500mm sewer meter/connection at each lot frontage. Headworks contributions paid in accordance with Council's Developer Servicing Plan prior to Construction Certificate.	Compliant
E.5.10.3 Water and Sewer c	Development is in R1 zone; RU5 on-	Non-Applicable

Dwellings unable to connect to reticulated sewer in RU5 must comply with AS/NZS 1547:2000 and Environmental Health Protection Guidelines; effluent system locations and methods shown on DA plans.	site effluent provisions do not apply.	
F.1.1 Objectives (Rural Dwellings) Objectives require rural dwellings to minimise land degradation, preserve natural drainage, avoid groundwater pollution and spread of noxious species; locate away from prominent areas; conserve environmental features; sit 40m from watercourses and outside flood-prone areas or within designated envelopes.	Proposal comprises three terrace dwellings in a General Residential zone, not rural dwellings; rural-specific objectives and 40m watercourse setback are not applicable. Visual amenity, environmental impacts and flood risk addressed under applicable residential and heritage controls in this SoEE.	Non-Applicable
F.1.4 Setback Controls - F.1.4.1 Dwellings on Rural Land Recommends separation distances between rural dwellings and agricultural activities (setbacks up to 1000m for intensive livestock; 50–150m for grazing/cropping/horticulture; minimum 20m where adjoining land not listed). Reduced setbacks possible with odour/noise studies and 40m min cropping setback with vegetated buffer per Appendix A.	Development is medium-density residential in a town zone, not adjacent to listed agricultural uses. Residential frontage and internal setbacks comply with applicable standards, so rural separation distances are	Non-Applicable
F.1.4.2 Replacement Dwellings Permits reduced setbacks for replacement rural dwellings where Council is satisfied no additional adverse impacts occur to adjoining primary production activities.	Provision applies only to replacement rural dwellings. Proposal is new multi-dwelling urban development, not a replacement rural dwelling; clause is	Non-Applicable
F.1.4.3 Dwellings on small lot subdivision blocks Defines small rural-lot subdivision mapping, alternative building envelopes and minimum setbacks (20m to	Controls apply to rural small-lot subdivisions in Appendix B. Proposal comprises urban community title residential lots not mapped as rural small-lot subdivision, so clause is	Non-Applicable

mapped small-lot neighbour; other setbacks per table).		
F.1.4.4 Secondary Dwellings Secondary dwellings follow the same setback controls as clause F.1.5.1; setbacks may be reduced when within the same curtilage as the primary dwelling and must not adversely impact primary industry activities.	No secondary dwelling is included in the proposal; clause F.1.4.4 is not applicable to this assessment.	Non-Applicable
F.1.5 Building Appearance Controls Controls require naturally textured, muted-colour materials, avoid highly reflective finishes, and limit bulk and scale to prevent adverse visual impacts from neighbouring properties and entry points.	Dwellings finished in face brick (PGH Highlands Blackheath or similar), Colourbond non-reflective roof, powder-coated aluminium windows; single-storey with 5.25m maximum ridge height. Materials and elevations demonstrate compliance with appearance controls.	Compliant
F.1.6 Access Controls Access must be engineered for safe ingress/egress via Council public local roads where possible; entrances to local roads constructed to Council engineering standards and classified road entrances to RMS requirements.	Access to dwellings is via existing local road network. Driveway alignments and front-verge entrances are shown and constructed to Council engineering standards. Works within the public verge designed and constructed to Council requirements; vehicle access provides safe ingress, egress and sight lines.	Compliant
F.1.7 Onsite Sewage Management Controls Effluent disposal must comply with AS/NZS 1547:2000 and Environmental Health Protection Guidelines; DA plans to show disposal method and buffer distances (e.g. 100m to permanent waters, 250m to domestic wells, 500m to drinking bores).	Development connects to reticulated sewer per concept servicing plans; onsite sewage systems are not proposed. DA documentation identifies sewer connections and meter locations; sewer design and certification are documented for construction.	Compliant
F.1.8 Water Supply Controls Requires minimum 45,000 L rainwater storage and 10,000 L dedicated firefighting storage with signage, 65mm Storz fittings, metal	Site is within reticulated water area; water meters shown on service plan. Rural rainwater and firefighting tank requirements do not apply. Fire safety and bushfire measures comply with NSW, Council and BASIX requirements.	Non-Applicable

valves/pipes, tanker access to underground tanks; alternative sources need RFS support.		
G.1 DWELLINGS Controls for dwellings on site compatibility, type, density, design and amenity, requiring response to local character, solar access, natural ventilation, privacy, street-facing habitable windows, setbacks and private open space.	Three single-storey terrace dwellings in a community title arrangement use face brick and Colourbond pitched roofs. Central dwelling achieves a major street-facing habitable window; outer dwellings lack full street-facing habitable windows (variation required). Natural ventilation, privacy and 32.77% landscaped area comply; stormwater, hydraulic design and solar access to living rooms confirmed.	Variation Required
G.1.3 General Controls New dwellings must provide domestic and firefighting water, on-site sewage where no sewer, sit outside flood, bushfire and environmentally sensitive areas, have legal road access, utility availability, minimal excavation and avoid significant land-use conflicts.	Connected to reticulated water and sewer; BASIX-sized rainwater tanks for domestic and firefighting use. Site not flood, bushfire or heritage constrained; ground RLs ~304.3–305.8, away from mapped watercourses. NCC and bushfire construction standards complied with. Road access, electricity and telecommunications available; slab-on-ground design with minimal cut/fill. Asbestos checks, sediment controls and stormwater/sewer design addressed in documentation.	Compliant
G.1.4. Siting Controls a Rural residential dwellings should be sited away from visually prominent locations (eg exposed ridgelines); selective planting around the building envelope is encouraged to reduce visual impact.	Three single-storey terrace dwellings in an urban, generally level setting not on exposed ridgelines. Landscaping includes substantial front and rear planting to reduce visual prominence and minimise visual impact.	Non-Applicable
G.1.4. Siting Controls b Rural residential dwellings must avoid sites with slope gradients over 20% and locations within footslopes or drainage lines.	Surveyed natural ground ranges RL 304.30–305.77 (negligible slope, well below 20%). No footslopes or drainage lines within proposed building envelopes; stormwater connects to standard kerb connections.	Compliant
G.1.4. Siting Controls c	Buildings located in consolidated areas; overland flow retained to kerb	Compliant

Dwellings sited to minimise land degradation, alteration of natural drainage, groundwater pollution and spread of noxious species.	via concept stormwater plan with pits and minimum grades. Sediment/erosion controls, demolition notes, BASIX-sized rainwater tanks with overflow to kerb reduce runoff and groundwater impact.	
G.1.4. Siting Controls d Existing vegetation and mature trees should be retained, protected and/or replaced where possible.	Small trees and shrubs removed for works; landscape plan provides replacement planting (Lilly Pilly, Gardenia, Viburnum, Heliotrope), tree pit details and tree protection measures for retained vegetation; mature tree protection details to be implemented prior to construction.	Conditionally Compliant
G.1.4. Siting Controls e Dwellings must be located at least 40 metres from any creek, intermittent drainage line or other water body.	No creeks, intermittent drainage lines or water bodies are within or adjacent; building envelopes are clear of mapped watercourses and maintain substantial separation from identified water features.	Compliant
G.1.4. Siting Controls f Dwellings to be sited to conserve or enhance significant environmental features (remnant vegetation, wetlands, watercourses, drainage lines).	No identified significant features. Design conserves existing vegetation and provides targeted landscaping with 265.22 m ² deep soil planting (32.77%) to enhance biodiversity.	Compliant
G.1.4. Siting Controls g Dwellings must be sited within any building envelope shown on the land title.	No building envelopes recorded on title. Dwellings located within defined footprints on the subdivision plan, complying with nominated setbacks and site planning requirements on the submitted drawings.	Compliant
G.1.5.1 R5 Zone West Cowra R5 West Cowra setbacks: primary road setback equal to average of nearest two dwellings within 40m or 15m if none; secondary road 10m; rear 10m; side 5m.	Land is zoned R1 General Residential so R5 West Cowra setback controls do not apply. Setbacks designed to comply with R1 zoning and relevant DCP provisions for multi-dwelling/medium-density development.	Non-Applicable
G.1.5.2 R5 Zone North Cowra R5 Large Lot Residential in North	Controls apply to land zoned R5 and are not relevant to the R1-zoned proposal. Setbacks for this proposal	Non-Applicable

Cowra requires primary road setback equal to average of nearest two dwellings within 40m or 15m if those don't exist; secondary road 10m; rear 10m; side 5m.	are addressed under DCP provisions applicable to R1 and medium density controls.	
G.1.5.3 R5 Zone South Cowra R5 Large Lot Residential setbacks: primary road setback average of nearest two dwellings within 40m or minimum 15m; secondary road setback 10m; rear setback 10m (25m where adjoining agricultural land); side setbacks 5m.	Development is in R1 zone; R5 South Cowra setback controls do not apply. Adjoining-agricultural rear setback (25m) is not relevant to this site.	Non-Applicable
G.1.5.4 R5 Zone East Cowra In R5 East Cowra, new dwellings must setback 20m front, 15m side and rear; 50m from boundaries adjoining RU1 Primary Production; minimum 40m from any creek, river or intermittent waterway.	Requirements do not apply to this R1-zoned site. Proposal does not adjoin RU1 land nor any mapped watercourse, so R5 East Cowra setbacks are not engaged.	Non-Applicable
G.1.5.5 R5 Zone Woodstock R5 Woodstock dwellings: 20m front, 15m side/rear setbacks where not adjoining RU1; 50m setback where adjoining RU1. Minimum 40m setback from creeks, rivers or intermittent waterways.	Controls are R5-Woodstock specific and not applicable to this R1 development; no RU1 interface or 40m riparian setbacks from this clause apply.	Non-Applicable
G.1.5.6 R5 Zone Noonbinna For R5 Noonbinna new dwellings where adjoining land is R5 must setback 20m front and 15m side and rear; where adjoining RU1 a 50m setback applies.	These Noonbinna R5 setback controls do not apply to the R1-zoned proposed development. The site does not border RU1 land that would trigger the larger setback.	Non-Applicable
G.1.5.7 R5 Zone Wattamondara R5 Wattamondara setbacks: 20m front, 15m side/rear when adjoining R5, RU5 or E2; 50m where adjoining RU1; minimum 40m from creeks,	Controls not applicable to R1-zoned subject land; no interface with RU1, E2 or RU5 requiring these setbacks.	Non-Applicable

rivers or intermittent waterways.		
H.1 Cowra CBD Controls Controls for Cowra CBD Railway Street area covering building form, street interface, materials, landscaping, pedestrian access, services, noise minimisation and heritage character with emphasis on active frontages and streetscape rhythm.	Three single-storey terraces provide porches and garage entries, face brick and Colorbond roofing, and 265.22 m ² (32.77%) landscaped area. Not all dwellings have major street-facing habitable windows; stormwater concept, BASIX rainwater tanks and service locations noted, acoustic and final service detailing required to demonstrate compliance.	Conditionally Compliant
I.1 General provisions General provisions establish purpose, application and scope of the DCP chapter, requiring context-responsive design, supporting documentation and compliance with Australian Standards and relevant construction codes.	DA includes architectural and demolition drawings, construction/safety notes, NCC 2022 and referenced Australian Standards, concept stormwater, services and landscape plans, asbestos checks, sediment/erosion controls and traffic management. Services plan shows essential utilities; hydraulic/sewer details by qualified engineer and draft Management Statement for community title included.	Compliant
I.1.3 Land-use Conflict & Pollution Management Controls Mitigation measures for land-use conflicts and pollution near sensitive uses, covering siting/timing, erosion and sediment control, dust suppression, noise management, visual mitigation, odour separation and liquid trade waste controls.	Residential terraces avoid industrial noise, dust, odour and trade waste risks. Erosion and sediment controls and demolition asbestos protocols are implemented. Sealed driveways minimise dust. Materials: non-reflective face brick and Colorbond roof. Landscaping, sealed manoeuvring and standard construction hour restrictions applied; no liquid trade waste discharge.	Compliant
I.1.5.1 Building Design Office components at street frontage should be architecturally differentiated, avoid long blank walls and reflective glass; use articulation (projections/recesses, windows, roof variation, material changes, landscaping) and integrate rooftop plant. Corners address both frontages.	Terrace dwellings present differentiated façades with face brickwork, varied openings, porch projections and varied wall planes providing passive surveillance. Windows, porches and material changes (face brick, aluminium windows, Colorbond roofing) avoid long blank walls; no roof-mounted plant proposed.	Compliant

I.1.5.2 Building Height Building height limited to three storeys; must not unreasonably impact visual amenity or solar access to adjoining properties between 9:00am–3:00pm on 22 June.	Single-storey dwellings with maximum ridge height 5.25m, below three-storey limit. Single-storey scale and pitched roofs are consistent with locality and maintain reasonable solar access to neighbours between 9:00am–3:00pm on 22 June.	Compliant
I.1.5.3 Building Materials Encourages masonry, textured concrete/block, render, brick, glass and metal; external materials and roofs should be neutral and non-highly reflective where visible from public roads or residences.	Materials schedule nominates PGH Highlands Blackheath face brick, Colourbond Custom Orb roof in a neutral, non-highly reflective finish, aluminium powdercoated windows and lead-colour gutters/downpipes, aligning with DCP material and colour preferences.	Compliant
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives a Objective concerns timely, efficient release of industrial land within Glenlogan Industrial Release Area.	Non-applicable: development comprises three terrace dwellings in a residential zone and does not involve industrial land release or provision.	Non-Applicable
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives b Prevent residential or other sensitive land uses within separation distance of Glen Logan Road Industrial Estate to avoid noise land-use conflict.	Residential development is outside the industrial release area and separation distances, with standard construction measures, acoustic notes, and compliance with relevant Australian Standards and the NCC to minimise noise impacts.	Compliant
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives c Protect amenity of adjacent land uses from effects of industrial development.	Objective not applicable; proposal comprises residential terraces, no industrial uses. Waste storage, landscaping and stormwater management measures incorporated to protect residential amenity from on-site impacts.	Non-Applicable
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives d Encourage layouts, design and function that minimise impacts on other zones and sensitive uses such as residential areas.	Three single-storey terrace dwellings with landscaped rear yards, suitable setbacks and separated garages provide an orderly residential layout; materials and landscaping soften interfaces and avoid cross-zone impacts on neighbouring sensitive uses.	Compliant

I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives e Ensure stormwater from industrial land is drained effectively without degrading downstream water quality.	Not applicable to non-industrial land. Concept stormwater plan includes pits, grading and BASIX-sized rainwater tanks; best-practice measures applied and final hydraulic design prepared by a qualified engineer.	Non-Applicable
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives f Stormwater must be managed to avoid adverse downstream impacts.	Concept stormwater plan shows pits, 1% minimum kerb grades and rainwater tanks with overflows to kerb. Erosion and sediment controls shown on plans protect downstream environments; hydraulic design and pit sizing confirm downstream protection compliance.	Compliant
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives g Require adequate waste storage facilities sited to minimise visual prominence from the public domain.	Dedicated waste storage areas adjacent to garages and service yards minimise visibility. Capacity meets council requirements and is incorporated into lot design so bins are stored out of public view except on collection days.	Compliant
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives h Ensure new development connects to physical infrastructure and services with adequate capacity.	Proposed sewer and water meter locations shown on plans; existing services available. Services plan nominates connections and utility provision; Dial Before You Dig investigations completed prior to works.	Compliant
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives i Ensure new development prevents discharge of unacceptable environmental pollution.	Measures prevent pollution: stormwater treated via rainwater tanks and kerb drainage, sediment and erosion controls during construction, compliance with Australian Standards for building and services; no industrial processes introduced.	Compliant
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives j Encourage well-designed industrial areas to meet general and light industrial needs across the Shire.	Objective relates to industrial area design and is not applicable to a residential terrace development. Proposal does not prejudice future delivery of industrial areas in the Shire.	Non-Applicable
I.3 GLENLOGAN INDUSTRIAL	Not applicable. Uses existing municipal	Non-Applicable

RELEASE AREA - Objectives k Provide infrastructure and services cost-effectively to meet industrial operational needs.	services and provides efficient on-site infrastructure for residential use, including shared vehicle access and water tanks.	
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives l Encourages high-quality, sustainable and innovative industrial design that enhances streetscape and surrounding environment.	Clause not applicable to residential terrace; design nonetheless uses quality finishes, façade articulation and landscaping that positively respond to the streetscape.	Non-Applicable
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives m Encourage development that enhances safety and security of industrial and adjacent areas through design and management measures.	Objective not directly applicable to this residential development. Design includes clear sightlines, activated public interfaces and external lighting to improve local safety and security.	Non-Applicable
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives n Provide for safe, efficient movement of traffic to and from industrial allotments.	Clause not applicable; development is residential with vehicle access and garage parking consistent with DCP parking and access requirements, and includes a construction traffic management approach.	Non-Applicable
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives o Ensure adequate vehicle parking, circulation, and loading/unloading areas for new development.	Each dwelling has an attached single garage and manoeuvring space designed to AS2890.1. Visitor parking not required by DCP; driveways provide safe access and egress to Railway Street with final grades and crossover certified by an engineer.	Compliant
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives p Preserve and enhance existing natural environmental character and ecology of Cowra Shire.	Landscaping retains 265.22 m ² (32.77%) landscaped area with locally appropriate species; site works avoid significant vegetation and include measures to preserve local character and minimise ecological impact.	Compliant
I.3 GLENLOGAN INDUSTRIAL RELEASE AREA - Objectives q Provision of landscaping for new	Clause non-applicable to industrial lots; comprehensive landscape plan provided for residential lots including deep soil zones, canopy species and	Non-Applicable

industrial allotments within the Glenloggan Industrial Release Area.	turf areas to satisfy amenity and streetscape objectives.	
M.1.1 Application of section Applies to new floor space, building work, alterations or changes of use that increase on-site parking demand; requires retention of existing off-street parking and additional spaces per this Part; combined uses assessed independently.	Proposal adds three terrace dwellings with garages; existing off-street parking removed by demolition. Provides one on-site car space per dwelling in single garages plus separate driveway access, meeting on-site parking, access and mobility requirements.	Compliant
M.1.2 Objectives Objectives require adequate off-street parking, convenient staff/visitor parking, safe access and internal circulation, disabled parking, landscaping, and compliance with Austroads, RTA and relevant Australian Standards.	One garage space per dwelling with on-site driveways providing direct Railway Street access. Driveway grades/layout generally comply with AS 2890.1. Combined landscaped area 32.77%. No dedicated disabled bays (not required for single dwellings).	Conditionally Compliant
M.1.3 Application of Standards and Guidelines Requires compliance with AS 2890 series, Austroads guides and BCA for parking, access and traffic matters.	Design references AS 2890.1 for driveway grades and garage dimensions; documentation lists relevant AS parts and Austroads guidance. Detailed design adopts nominated standards and engineer certification verifies compliance.	Compliant
M.1.4 Definitions Defines Gross Floor Area (GFA) and Gross Leasable Floor Area (GLFA) for parking rate calculations, excluding parking, loading areas and plant rooms.	Parking calculations use internal floor areas excluding garages and loading areas. Dwelling floor areas: House 1 97.53 m ² , House 2 110.44 m ² , House 3 97.90 m ² ; these figures informed applicable parking rates.	Compliant
M.1.5 Off street parking calculations Requires on-site parking at Part M.1 rates; allows separate calculation for combined uses, consideration of alternative zoned land, and variations for staggered peak demand.	Residential dwellings provided one garage per dwelling behind the building line, satisfying 1 space per dwelling. Visitor parking not required for these dwelling types; no alternative parking proposed.	Compliant
M.1.5.1 Residential Land-use Types	Each dwelling has one enclosed garage	Compliant

Sets residential parking rates: one space per dwelling behind the building line with specified visitor parking exemptions for houses and similar dwelling types.	space behind the building line, meeting the DCP rate of 1 space per dwelling. Visitor parking is not required or provided for these dwelling types; layout retains access to parking areas.	
M.1.6 Parking Credits Method for calculating parking credits where existing on-site parking exceeds current requirements; credits reduce new parking requirements. No credits for on-street parking.	Not applicable: new residential development provides required on-site parking and does not rely on existing-use parking credits to reduce on-site requirements.	Non-Applicable
M.1.7 Car Parking Exemptions Lists circumstances exempting additional off-street parking: exempt development, heritage incentives, small additions <25m ² , change of use with GFA <150m ² , or traditional retail area meeting criteria.	None of the exemptions apply. Development is medium density residential, not relying on heritage incentives, not a ≤25m ² addition, and not a change of use with GFA <150m ² in a traditional retail zone.	Non-Applicable
M.1.8 Variation to parking requirements Variations to parking/access assessed where on-site parking or access locations do not meet Part M.1.8/M.2.1.a standards.	Three driveways with some alignments within 1.5m of side boundaries; parking quantum complies. Variation statement addresses functional access, manoeuvring, driveway gradients, sightlines and on-site circulation; detailed engineering demonstrates compliance with turning and safety requirements.	Variation Required
M.2.1 Site access design and location Vehicle accesses located ≥1.5m from side boundaries, ≥6m from corner boundaries, ≥12m from stop/give-way approaches; perpendicular footpath crossings; single ingress/egress per frontage; adequate sight distance and clear pedestrian visibility; avoid high-speed/high-volume roads.	Driveways encroach within 1.5m of eastern and internal lot boundaries requiring variation. Layout provides perpendicular footpath crossings, clear street sightlines, not within 12m of signage, avoids high-speed roads, limits one entry per frontage, and demonstrates adequate sight distance and manoeuvrability.	Variation Required
M.2.2 Driveway widths	Each dwelling has a single garage and driveway complying with <5-space	Compliant

Minimum driveway widths for medium density housing: <5 parking spaces — 3.0m per separate entry/exit or 5.5m combined; >5 spaces — 3.0m per separate entry/exit or 6.0m combined.	minima: 3.0m for separate entry/exit or 5.5m combined. Plans show these dimensions and vehicle swept-path analysis confirms adequate clearance and functionality.	
M.2.3 Car parking design Car parking layout and dimensions must comply with AS 2890.1. Visitor parking must not be in the front setback, obstruct manoeuvring, and must be paved, marked and screened where highly visible; no more than two movements for manoeuvres.	Layouts and garage dimensions comply with AS 2890.1. No visitor parking required. All spaces and manoeuvring areas are paved, directly accessible from internal driveways, outside the front setback, and vehicle swept paths demonstrate two-movement manoeuvrability.	Compliant
M.2.4 Internal road design Internal roads/driveways provide swept paths for forward-entry/exit including emergency vehicles, designed for low speed (10–30 km/h). Minimum widths for medium-density housing: <5 spaces — 3.0m one-way, 5.5m two-way; >5 spaces — 3.0m one-way, 6.0m two-way.	Internal driveway layout provides manoeuvring for forward-facing entry/exit including larger service and emergency vehicles and promotes 10–30 km/h speeds. One-way sections 3.0m; two-way sections 5.5m (<5 spaces) or 6.0m (>5 spaces). Swept-path diagrams by a qualified designer demonstrate compliance.	Compliant
M.2.5 Car parking surfaces Car parking, access, manoeuvring and loading areas require specified hard surfaces: site access to boundary - concrete; manoeuvring and car parking spaces - concrete or bitumen seal; accessible paths - concrete/bitumen.	Plans specify concrete for site access to the boundary and concrete or bitumen seal for manoeuvring areas, car spaces and accessible paths, complying with clause M.2.5; final pavement details shown on engineering drawings and certification.	Compliant

State Environmental Planning Policies

All SEPPs, deemed SEPPs and s117 directions have been assessed for relevance. The following justify comment as they have been deemed relevant to the proposal

State Environmental Planning Policy (Transport and Infrastructure) 2021

State Environmental Planning Policy (Transport and Infrastructure) 2021

Chapter 2: Infrastructure – Part 2.1 Preliminary, Sections 2.1, 2.2, 2.3, 2.7 and 2.10–2.17

2.1 Aim of Chapter

This section establishes that the chapter aims to facilitate delivery of infrastructure by improving regulatory certainty, providing flexibility in location of infrastructure, allowing efficient development/redevelopment of surplus government land, identifying environmental assessment categories (including exempt development), specifying matters for assessment adjacent to infrastructure, and providing for consultation with public authorities. The chapter also provides opportunities for infrastructure to demonstrate good design outcomes.

The application concerns dwellings and associated services on land that is not State land or a public authority infrastructure facility. The proposal does not seek to rely on any exempt infrastructure provisions. The development does not involve State-owned infrastructure and therefore the aim provisions are noted for assessment context only.

2.2 Land to which Chapter applies

This clause confirms the Chapter applies to the State unless specifically excluded. It also notes that other statutory approvals may still be required under other Acts (for example, Heritage Act, Roads Act, POEO Act). The proposal is on private land zoned R1; the proposal does not trigger different land applicability under this chapter. Any required approvals under other Acts (for example Dial Before You Dig for service relocations) will be addressed through conditions and compliance measures.

2.3 Interpretation — general

This clause defines key terms used in the Chapter and confirms that terms in the Standard Instrument are adopted where not defined. Relevant definitions for this proposal include references to public roads, consent, and associated public transport facilities. The development is a residential development and is assessed under the general definitions; no specialised infrastructure definitions (such as freight facilities or electricity works) are directly applicable.

2.7 Relationship to other environmental planning instruments

This clause sets out the precedence where the Chapter prevails unless inconsistent with specified other SEPPs. Where inconsistencies exist, the other instrument may prevail for specific sections. The proposal is required to be assessed primarily against local planning controls (local environmental plan and DCP) and this Chapter is not relied upon to override those instruments. No inconsistency has been identified.

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2.10 Consultation with councils — development with impacts on council-related infrastructure or services

This clause requires written notice to council where a public authority proposes development without consent that will substantially affect council infrastructure or services (stormwater, sewer, water, traffic, temporary structures). The proposal is a private development seeking consent and not public-authority carried out development without consent; however the provision is relevant insofar as the consent authority may consult the council about potential impacts on council infrastructure. The submitted application includes concept stormwater, sewer and water service information; final hydraulic designs and any required road/kerb works will be prepared to council requirements. Where the proposal requires connection to, or increased use of, council services (eg sewer, water and stormwater), necessary approvals and infrastructure works will be coordinated with the council and relevant authorities prior to works commencing.

2.11–2.15 Consultation with councils and other authorities

These clauses set out processes where public authorities must notify councils or specified authorities for development without consent likely to impact local heritage, flood liable land, coastal management programs, or other specified matters. The development is subject to standard DA assessment and council determination. The site is not identified as flood or bushfire constrained in the supplied documentation; heritage character area is noted but the site is not a listed State heritage item. Where required, any consultation with council regarding heritage character area treatment and consideration of the local heritage significance will be undertaken as part of the DA assessment process.

How the property addresses Chapter 2

The proposal does not rely on any provisions that permit development without consent by a public authority and therefore the specific consultation preconditions applying to public authority works are not engaged. The proposal will comply with obligations under other Acts and will coordinate with council and service authorities where connections or temporary structure works may affect council-managed infrastructure. Concept stormwater and services arrangements have been provided and final designs will be prepared by a hydraulic engineer and submitted for council approval; a Dial Before You Dig search and service relocation or protection measures will be undertaken prior to works. The Railway Street heritage character area is acknowledged and the design response includes materials and setbacks sympathetic to the character; any minor heritage impacts will be addressed in the heritage character assessment and by responding to council feedback through the DA process.

Chapter 2: Infrastructure – Part 2.2 Consultation and Division 17 Roads and Traffic (Sections 2.10, 2.15, 2.17, 2.43–2.48)**2.15 Consultation with authorities other than councils**

This clause requires notice to specified authorities for certain types of development that may be carried out without consent by a public authority. It lists types of development and relevant authorities (for example Transport for NSW for structures in navigable waters). The proposal is a private residential DA and is not public-authority exempt development; however if council or the consent authority identifies potential impacts to external authorities (eg utility providers or TfNSW) those authorities will be consulted in accordance with the standard DA notification and referral processes.

2.17 Exceptions

This clause lists exceptions where sections 2.10–2.15 do not apply (for example where notice would duplicate required approvals, or where works are emergency works, or where development is exempt or complying). The development is a consenting private development and not a public authority carrying out works without consent; therefore these exceptions are not triggered.

2.43–2.48 Electricity transmission or distribution and related matters

These provisions prescribe requirements where development is near electricity infrastructure and set notification requirements for the electricity supply authority if development penetrates ground near particular transmission corridors, or if development is within specified distances to power lines, substations or easements. The submitted documentation identifies existing services and advises Dial Before You Dig investigation. The proposal does not propose works within identified high risk electricity corridors. Prior to construction the applicant will consult the relevant electricity supply authority and comply with the notification/clearance requirements of sections 2.47–2.48 where ground penetration or proximity to electrical infrastructure triggers the statutory notice requirements. Any certificate or written response from the electricity supply authority will be provided to the consent authority if required.

How the property addresses Division 17 and related clauses

The design locates driveways, garages and services clear of known electricity infrastructure to the extent identified on the submitted drawings. A Dial Before You Dig service location will be obtained and a condition of consent is requested to require compliance with any infrastructure protection or setback requirements identified by the relevant electricity supply authority. There is no discernible need at this stage for formal notice under sections 2.47–2.48; if ground penetration occurs within distances specified in those clauses the consent authority will be provided evidence of consultation and any required mitigation.

Chapter 6: Moorebank Freight Intermodal Precinct (relevance note)**6.1 Definitions (selected)**

This Chapter applies to a specific precinct and defines freight-related terms. It is not relevant to the proposed residential development as the site is outside the Moorebank precinct and not a freight intermodal facility.

How the property addresses Chapter 6

Not applicable. The development does not involve freight intermodal facilities or land within the Moorebank precinct.

Planner's conclusion and recommended actions

The Transport and Infrastructure Policy provides context and specific procedural requirements where development is undertaken by public authorities without consent or where development affects critical infrastructure corridors. The proposed private residential development does not rely on public-authority without-consent provisions of the Policy and is appropriately assessed under the local environmental plan

and DCP controls. Nevertheless, several procedural matters under the Policy are relevant to the DA process and are proposed to be actioned as part of conditions of consent: final hydraulic and sewer designs to council standards; a Dial Before You Dig service location search and compliance with electricity provider requirements where required by sections 2.47–2.48; and liaison with council regarding heritage character area considerations. If the consent authority considers that further consultation with a specified authority is required (for example the electricity supply authority or Transport for NSW), the applicant will undertake that consultation and provide evidence to the consent authority.

Information to be provided or confirmed by the applicant prior to determination

- Provide final hydraulic engineer's designs for stormwater, including pit sizing, invert levels and drainage connection details for council assessment.
- Provide a Dial Before You Dig search and evidence of consultation with the electricity supply authority (and any required written responses) if required by the consent authority.
- Provide a draft Management Statement for the proposed Community Title Subdivision or request a variation to the DCP control if the Management Statement cannot be prepared prior to lodgement.
- Confirm any heritage-related consultation with council in respect of the Railway Street character area, and provide any responses to character requirements.

If further specifics are required by the consent authority the applicant will supply the required documentation.

State Environmental Planning Policy (Resilience and Hazards) 2021

State Environmental Planning Policy (Resilience and Hazards) 2021

Chapter 2: Interpretation; Sections 2.1–2.6

2.1 Aim of Chapter

This Chapter requires an integrated approach to land use planning in the coastal zone consistent with the Coastal Management Act 2016, including management objectives for coastal areas and mapping of the four coastal management areas: coastal wetlands and littoral rainforests area, coastal vulnerability area, coastal environment area and coastal use area (section 2.1).

The subject land is not identified in the material provided as being within the coastal zone or any coastal management area. The SEPP definitions and maps therefore do not apply to the proposed development. No coastal management maps or certified coastal management programs have been identified as relevant to the site. Accordingly, the aims of Chapter 2 are noted but do not impose any operational constraints on this application.

2.2 Interpretation

This section defines terms used in the Chapter and clarifies that expressions carry the same meaning as in the Coastal Management Act 2016 and, where not defined, as in the Standard Instrument (Local Environmental Plans). The Chapter also adopts named maps for identification of coastal areas (section 2.2).

The definitions in section 2.2 are not relevant to assessment of the proposed development because the site is not within the coastal zone. No reference to Coastal Environment Area Map, Coastal Vulnerability Area Map or Coastal Wetlands and Littoral Rainforests Area Map is required for the DA.

2.3 Land to which Chapter applies

This section states the Chapter applies to land within the coastal zone (section 2.3).

The subject land is not shown to be within the coastal zone in the information provided. Therefore, the Chapter does not apply.

2.4 Identification of coastal management areas

This section identifies the coastal management areas by reference to the adopted maps and notes how proximity areas are included (section 2.4).

No coastal wetlands, littoral rainforest, coastal vulnerability, coastal environment or coastal use mapping has been identified for the site. Consequently, no further mapping-based assessment or referral under this clause is required.

2.5 Relationship with other environmental planning instruments

In the event of inconsistency the Chapter prevails to the extent of the inconsistency (section 2.5). The Chapter does not apply to certain lease areas under other SEPPs.

As the Chapter does not apply to the land it does not trigger any overriding of other instruments for this site.

2.6 Maps

This clause confirms the status of the named maps adopted by the Chapter and their availability (section 2.6).

No maps from this SEPP have been identified as applying to the site; no further action is required in respect of map review or map amendment.

Part 2.2: Development controls for coastal management areas — Division 2 Coastal vulnerability area (Section 2.9)

2.9 Development on land within the coastal vulnerability area

This clause requires the consent authority to be satisfied that development within a mapped coastal vulnerability area is engineered to withstand current and projected coastal hazards for the design life of the building or works; will not alter coastal processes to the detriment of the natural environment or other

land; will not reduce public amenity, access to adjacent beach, foreshore, rock platform or headland; incorporates appropriate measures to manage risk to life and public safety from coastal hazards; and that measures are in place for appropriate responses to and management of coastal hazards (section 2.9).

The provided documentation and planning searches indicate no coastal vulnerability mapping or coastal hazard overlay applies to the site. The development is not in a coastal location and no coastal hazard risk assessment or coastal engineering design is required. Therefore, the performance requirements of section 2.9 are not relevant to the assessment of the application.

Part 3: Coastal — Sections 3.1, 3.2, 3.3, 3.6–3.9

3.1 Aims and objectives

This Part addresses definitions and assessment requirements for hazardous and offensive industries, advertising of such applications and ensuring adequate information is provided to assess risks (section 3.1).

The proposed development is residential terrace dwellings and does not constitute a hazardous or offensive industry or storage establishment as described in these clauses. Clauses in this Part are therefore not applicable.

3.2, 3.3 Definitions of potentially hazardous/offensive industry and related terms

These clauses define potentially hazardous and offensive industries and storage establishments (sections 3.2–3.3). They require consideration of measures to reduce impact and guidance from Departmental circulars for assessment (sections 3.7).

The proposed residential development does not meet these definitions and no preliminary hazard analysis or hazardous industry assessment is required.

3.6 New definitions

This clause clarifies how references to hazardous or offensive industries in other instruments are to be interpreted (section 3.6).

Not relevant to this residential development.

3.7 Consideration of Departmental guidelines

Consent authorities must consider current circulars or guidelines in determining whether a development is hazardous or offensive (section 3.7).

Not applicable to the proposed dwellings.

3.8 Storage facilities

Prohibitions on storage facilities being offensive or hazardous do not apply unless the storage facility meets the SEPP definitions (section 3.8).

Not applicable.

3.9 Western Division — development consent required

This clause requires consent for hazardous/offensive development in the Western Division and clarifies that consent does not authorise development not otherwise permitted (section 3.9).

Not relevant to this site or proposal.

Part 4 Remediation — Sections 4.1–4.12

4.1 Object of this Chapter

This Part provides a Statewide planning approach to remediation of contaminated land including when consent is required and standards/notification requirements (section 4.1).

4.3 Definitions and 4.4–4.6 Application

Definitions for category 1 and category 2 remediation works are provided (section 4.3). Consent authorities must consider contamination and remediation when determining development applications; land found to be contaminated must be suitable for the proposed use or remediated prior to use (section 4.6). For certain land uses or where the land is within an investigation area, the consent authority must consider a preliminary investigation report carried out in accordance with contaminated land planning guidelines and the applicant must provide that report (section 4.6(2)–(3)).

The site contains an existing dwelling and outbuildings to be demolished and was constructed prior to 1990. The documentation notes asbestos checks for demolition and standard demolition precautions. There is no record in the information supplied of contamination, of the land being within a declared investigation area, or of historic uses listed in the contaminated land planning guidelines Table 1. In accordance with the SEPP requirements, the consent authority must be satisfied that the land is not contaminated, or that the land is suitable (or will be remediated) for residential use prior to occupation. The applicant will provide a preliminary investigation if requested or if future inquiries identify potential contamination.

4.7–4.11 Remediation works and categories

Category 1 remediation works require consent; category 2 works do not (sections 4.7–4.11). Category 1 works include remediation that is designated development, likely to significantly affect critical habitat or is in certain sensitive zones or where council policy would not be complied with (section 4.8). Consent must not be refused for category 1 remediation work unless the consent authority is satisfied there would be a greater risk of harm from the remediation work than from the continued use of the land (section 4.10).

The proposed works do not include remediation as part of the submission. If remediation is subsequently identified as necessary it will be assessed in accordance with this Part. At present there is no requirement for category 1 remediation and no remediation works are proposed.

Planner commentary on compliance and required actions

The SEPP chapters and clauses extracted have been reviewed for applicability. The coastal-related components of the SEPP apply only to land within the coastal zone; the available planning information and provided drawings do not identify the site as being within any coastal management area. Accordingly, the coastal mapping and performance requirements under Chapter 2 and Part 2.2 (including section 2.9) are not relevant and do not impose additional design or engineering obligations for this DA.

The hazardous/offensive development provisions in Part 3 do not apply to the residential development proposed. No potentially hazardous or offensive industry definitions are triggered and no preliminary hazard analysis under section 3.11 is required.

The remediation provisions in Part 4 are relevant as a general planning consideration. There is no evidence in the supplied information that the land is contaminated, in an investigation area, or subject to remediation orders. The applicant has noted demolition of a pre-1990 cottage and the need for asbestos checks; this is consistent with the SEPP's requirement to consider contamination and hazardous substances. In accordance with section 4.6 the consent authority must be satisfied the land is suitable for residential use. To assist the consent authority, the applicant commits to undertaking and providing a preliminary contamination investigation in accordance with the contaminated land planning guidelines if the consent authority requires it or if further historical investigation reveals potential contamination. If contamination is identified, appropriate remediation proposals and any necessary remediation work consent will be submitted for assessment in accordance with Part 4.

If the consent authority requires further information, the applicant will commission a contaminated land preliminary investigation report prepared in accordance with the contaminated land planning guidelines and will provide any subsequent detailed investigation or remediation plan as required.

Where specifics of coastal mapping, contamination history or declared investigation status are uncertain, the consent authority may request the applicant obtain the relevant map extracts or heritage/contamination searches. The applicant requests that the consent authority advise if it requires a preliminary investigation to be provided with the DA; otherwise the applicant relies on the information supplied indicating no known contamination or coastal hazard mapping affecting the site.

Summary conclusion

The SEPP provisions extracted are either not applicable to the site (coastal management and hazardous industry provisions) or are addressed by standard contamination safeguards and commitments (remediation provisions). The applicant will provide contamination investigation reports if required by the consent authority. No further action under this SEPP is currently necessary to determine the application.

State Environmental Planning Policy (Biodiversity and Conservation) 2021

State Environmental Planning Policy (Biodiversity and Conservation) 2021

Part 2: Biodiversity — Chapter 2 Vegetation in non-rural areas

2.1 Aims of Chapter

This clause establishes the objectives of protecting biodiversity values of trees and other vegetation in non-rural areas and preserving amenity through vegetation preservation (clause 2.1).

The proposed development is within a general residential zone and outside national park or State forestry land. The project will remove small trees and shrubs and demolition of ancillary structures. The objectives of this Chapter are recognised in the design approach and mitigation: landscape plans retain a significant proportion of deep soil planting and provide for replacement species (Lilly Pilly, Gardenia, Viburnum) and turf to preserve local amenity and visual vegetation values. The development provides a combined landscaped area of 265.22 m² (32.77% of the site) which supports the Chapter aims by maintaining and enhancing on-site vegetation and amenity.

2.2 Definitions

This clause sets key definitions relevant to clearing, such as clear vegetation, native vegetation, approval, permit and the biodiversity offsets scheme threshold (clause 2.2).

The proposed works do involve removal of vegetation as defined by the SEPP. No mapped biodiversity values or offsets triggers were identified in available property searches and the spatial report indicates the property is excluded from the Land Application for the SEPP. Consequently the biodiversity offsets scheme threshold is not exceeded for the proposed clearing. No biodiversity development assessment report is required and Native Vegetation Panel approval is not required. Any clearing is to be considered under the council permit process if applicable.

2.3 Land to which Chapter applies

This clause identifies the non-rural areas and the zones to which the Chapter applies, and excludes national park estate and certain conservation areas (clause 2.3).

The site is located in an R1 General Residential zone, which is one of the zones captured by the Chapter. However, the property is identified in available planning extracts as excluded from the Land Application of the SEPP. On that basis, the strategic mapping does not capture the site for higher-level biodiversity application. The proposed development therefore proceeds subject to council controls for vegetation rather than requiring additional State approvals under this Chapter.

2.6 Clearing that requires permit or approval

This clause prohibits clearing in non-rural areas without a council permit and requires Native Vegetation Panel approval where clearing of native vegetation exceeds the biodiversity offsets scheme threshold (clause 2.6).

The proposed clearing is limited to small shrubs and trees associated with the existing cottage and outbuildings. Based on the site area and the nature of the vegetation, the clearing does not exceed the biodiversity offsets scheme threshold. No Native Vegetation Panel approval is required. If the council requires a permit for clearing under its Local DCP the applicant will apply for a council permit and comply with conditions. The development drawings incorporate mitigation measures including nominated plant species, tree pit details and erosion and sediment controls to be implemented during construction. If council determines that any specific trees are regulated vegetation under the local plan, appropriate permit applications and replacement planting will be provided.

2.7 Clearing that does not require permit or approval

This clause lists circumstances where clearing does not require a permit or approval, for example removal of vegetation that council is satisfied is a risk to life or property or is dying or dead (clause 2.7).

The proposed removals do not consist of vegetation that is dying or an immediate risk. Therefore the proposed removal of vegetation is subject to the permit/consent pathway in clause 2.6. The application includes a planting and landscaping strategy to offset the visual and biodiversity impacts of vegetation loss and will comply with council requirements for replacement planting.

2.8 Clearing permitted without development consent

This clause provides that clearing not ancillary to other development and that does not require a permit or approval may be undertaken without development consent, with exceptions for heritage items or Aboriginal objects (clause 2.8).

The clearing associated with this proposal is ancillary to the carrying out of development and therefore is not authorised by clause 2.8. All clearing associated with the development is being assessed as part of the development application.

Part 2.3 Council permits for clearing of vegetation in non-rural areas**2.9 Vegetation to which Part applies**

This clause applies the Part to vegetation declared by a development control plan and allows DCPs to define species, size or location of vegetation to which the Part applies (clause 2.9).

Cowra Council's DCP contains provisions relevant to the Railway Street character area. The DCP can declare vegetation controls; where local DCP mapping or schedules identify regulated vegetation, the applicant will comply with permit requirements. The landscaping plan submitted with the application provides species lists, tree pit details and a planting schedule consistent with local amenity and DCP objectives.

2.10 Council may issue permit for clearing of vegetation

A council may issue a permit to clear vegetation to which this Part applies but cannot permit clearing exceeding the biodiversity offsets scheme threshold or allow clearing of vegetation that forms part of a heritage item or Aboriginal object unless minor in nature (clause 2.10).

The site is within a heritage character area but does not contain a listed heritage item. The proposed clearing does not form part of a heritage item or Aboriginal object. Should council determine a permit is required for the declared vegetation, the applicant seeks such permit and will accept reasonable conditions, including replacement planting and site rehabilitation measures. The landscape design retains substantial landscaped area and provides species selection to reinforce the heritage character area plant palette.

2.11 Miscellaneous provisions relating to permits

This clause requires permit applications to be made in the form required by council and allows the council to request further information (clause 2.11).

If council requires further information, including a tree assessment or arborist report, the applicant will supply that information promptly. At present, no regulated or significant native vegetation was identified in the available searches; however if the council or an arborist identifies regulated trees to be removed, an arborist report and replacement planting strategy will be provided.

Part 13 Strategic conservation planning (select provisions)

13.2 Aims of Chapter

This clause sets aims to ensure development is consistent with biodiversity certification and to identify and protect areas with high biodiversity or regional significance (clause 13.2).

The site is not within any identified strategic conservation mapping in the available dataset and is excluded from the Land Application for this SEPP. The proposed development does not trigger strategic conservation planning provisions and will not prejudice identified conservation objectives.

Planner's conclusion regarding SEPP compliance

The proposed development has been assessed against the relevant provisions of the SEPP. The site is within an R1 residential zone captured by the SEPP's non-rural vegetation provisions but is identified in the available planning extracts as excluded from the SEPP Land Application mapping. No terrestrial biodiversity mapping or offsets triggers were identified and the proposed clearing does not exceed the biodiversity offsets scheme threshold. The development does involve removal of small trees and shrubs; these removals are justified as part of demolition and construction and are mitigated by a comprehensive landscaping strategy providing 32.77% landscaped area and replacement planting. Should council identify any regulated or significant vegetation requiring a permit or additional information, the applicant will provide an arborist assessment, apply for a council clearing permit and accept appropriate permit conditions, including replacement planting, erosion control and construction-phase protection measures. If any part of the site is later identified as triggering Native Vegetation Panel approval or biodiversity offsets, the applicant will prepare and lodge the necessary biodiversity development assessment report and offsetting arrangements.

Matters for council to confirm or require

Confirmation from council is requested regarding whether any on-site trees are regulated under local DCP provisions and whether a council clearing permit or arborist report is required. If required, an arborist report and updated landscape plan demonstrating species, sizes and establishment measures will be submitted. If biodiversity mapping or offsets triggers apply contrary to the available extracts, a biodiversity development assessment report and any offsetting obligations will be prepared and submitted as directed by council or the Native Vegetation Panel.

State Environmental Planning Policy (Planning Systems) 2021

State Environmental Planning Policy (Planning Systems) 2021

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Chapter 2: State and regional development - Part 2.2 Definitions and 2.6 Declaration of State significant development**2.2(1) Definitions — environmentally sensitive area of State significance; estimated development cost**

This section defines terms used in the Chapter, including what constitutes an environmentally sensitive area of State significance (for example, coastal waters, coastal wetlands, declared Ramsar wetlands, World Heritage properties, State Heritage Register items, reserved conservation lands and areas of high Aboriginal cultural or biodiversity significance) and confirms that estimated development cost has the same meaning as in the Environmental Planning and Assessment Regulation 2021.

The proposal is a residential community title subdivision and construction of three terrace dwellings and does not involve development within the classes of environmentally sensitive areas listed under clause 2.2(1). The estimated development cost of the works is less than thresholds for State significant development listed in the SEPP (see Schedule 1). Accordingly, the development is not within an environmentally sensitive area of State significance as defined by this clause and the estimated development cost is not of a scale to trigger State significant development.

2.6 Declaration of State significant development

Clause 2.6 declares development to be State significant development where the development is not permissible without consent under Part 4 and is specified in Schedule 1 or 2 (for example where estimated development cost or type of development exceed specified thresholds).

The proposed development is residential terrace dwellings on land zoned for general residential use and requires development consent under Part 4 of the Act. The proposal does not meet any of the Schedule 1 or 2 criteria for State significant development (for example thresholds for estimated development cost, mining, major infrastructure and designated development). Therefore the proposal is not State significant development as defined by clause 2.6.

Chapter 2: Part 2.3 Maps and 2.5 Relationship to other environmental planning instruments**2.3 Maps**

This clause explains that references to named maps in the Chapter are references to Minister-approved maps as amended from time to time, and that maps may be kept in electronic or paper form and made publicly available.

The application does not rely on or require interpretation of any Minister-adopted maps under this Chapter. Local planning controls and the Cowra LEP and DCP provide the applicable mapping for zoning and local constraints. Any mapping or maps relevant to State significance are not applicable to the subject development.

2.5 Relationship to other environmental planning instruments

This clause confirms that, subject to section 74(1) of the Act, where there is an inconsistency between this Chapter and another environmental planning instrument, this Chapter prevails to the extent of the inconsistency.

The proposed development aligns with local environmental planning instruments and there are no inconsistencies with State-level provisions that affect the assessment. Local instrumental provisions in the applicable LEP and DCP remain the primary basis for the DA assessment.

Chapter 4: Planning - 4.3 Planning Secretary may act as concurrence authority

4.3 Planning Secretary may act as concurrence authority

This clause permits the Planning Secretary to act in place of a concurrence authority where that person fails to notify the consent authority of a decision within the time allowed. It sets out procedural matters for such an election and the matters the Planning Secretary must take into account.

There are no concurrence authority referrals identified under the relevant State SEPP provisions for this proposal. If any concurrence is required under another instrument and a decision is not provided in time, the Planning Secretary has the statutory power to act. At present no concurrence request has been identified or is necessary for the residential terraces and community title subdivision.

Chapter 3: Building — applicability to land owned by Aboriginal Land Councils

3.3 Land to which Chapter applies and 3.6 Approval of development delivery plans

This Chapter applies to land owned by Aboriginal Land Councils and establishes requirements for Minister-approved development delivery plans where applicable.

The subject land is not owned by an Aboriginal Land Council. These provisions are therefore not applicable to the current assessment.

Schedules and Part 2.2/2.3 procedural matters

Schedule 1 — State significant development (general)

Schedule 1 lists classes of development that would be declared State significant development where certain thresholds apply, including intensive livestock agriculture, aquaculture, mining, large scale private infrastructure and other high-cost development.

The proposed residential development is not of a type or value listed in Schedule 1 and therefore is not State significant development.

How the property addresses the SEPP

The development does not trigger State-level significance under the definitions and thresholds provided in Chapter 2 and Schedule 1 of this SEPP. The works are confined to a residential terrace development and associated community title subdivision on land zoned for general residential purposes. The site is not within an identified environmentally sensitive area of State significance and the estimated development cost does not meet the monetary thresholds for declaration as State significant development or State

significant infrastructure. No Minister-adopted State maps or State-level development delivery plans apply to the site.

Accordingly, the proposal is to be assessed under the standard DA pathway by the local consent authority with reference to the Cowra Local Environmental Plan 2012 and Cowra Development Control Plan 2021 and any relevant State policies invoked by those instruments. If any concurrence authority is later identified (for example under another SEPP), the Planning Secretary may act where a concurrence decision is not timely; however, at lodgement there are no concurrence matters arising from this SEPP that affect the DA. If the consent authority requires an estimate of development cost to confirm non-applicability to Schedule 1 thresholds, the applicant should provide the estimated development cost in accordance with the Environmental Planning and Assessment Regulation 2021. If any part of the works involves land owned by an Aboriginal Land Council, or any part is unexpectedly within an environmentally sensitive area, the applicant will need to provide further information to confirm compliance.

State Environmental Planning Policy (Precincts - Regional) 2021

State Environmental Planning Policy (Precincts - Regional) 2021

Chapter 1: Preliminary

1.3 Definitions

This section identifies that terms used in the Policy adopt the meanings in the Environmental Planning and Assessment Act 1979 and related interpretation provisions. It clarifies that the Act and the Interpretation Act 1987 contain definitions and that transferred provisions are to be construed consistently with their original meaning.

The definitions and interpretation provisions in this Chapter are not directly determinative of the merit of the development proposal. The proposal has been prepared and assessed in accordance with the ordinary meanings of planning terms and the Act. No specialised definitions in the Policy alter the assessment of the proposal. Where specific terms from the Policy are invoked in other chapters of this assessment, they will be applied in the same manner as defined by the Act and associated legislation.

Chapter 2: State significant precincts

2.1 Aims of Chapter

This clause sets out the aims to facilitate development, redevelopment or protection of important urban, coastal and regional sites of State economic, environmental or social significance and to facilitate service delivery outcomes for public services and major site development for public purposes.

The proposal is for residential terrace dwellings in a General Residential zone and does not seek to establish or alter any State significant precinct, nor does it constitute development of strategic State significance as described by this clause. Therefore, the aims of this Chapter are noted but not directly applicable to determining the merit of the development application.

2.2 Application of Policy — transitional Part 3A projects

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This clause addresses transitional arrangements for projects previously declared under Part 3A. It outlines that Schedule 6A of the Act governs transitional Part 3A projects and confirms continuity of certain certificates and declarations.

The proposed development is not a transitional Part 3A project, and no Part 3A certificates or declarations are relevant. Consequently, the transitional provisions do not apply to this application.

2.3 Definitions and key concepts

This clause provides key definitions relevant to Chapter 2, including references to coastal terminology and confirms that words and expressions have the same meaning as in Schedule 6A to the Act.

The specified definitions in this chapter do not affect the assessment of the residential development which is not located in a coastal or State significant precinct context under this Policy.

Chapter 3: Activation Precincts

3.1 Aims of Chapter

This clause establishes the purpose of identifying Activation Precincts to promote economic development, facilitate strategic land and infrastructure development and protect natural and cultural heritage within those precincts.

The site is not located within an Activation Precinct for the purposes of this Policy and the objectives and mechanisms of Chapter 3 are therefore not relevant to the assessment of this application.

3.2 Definitions

This clause provides definitions relevant to Activation Precincts and confirms that terms align with the standard local environmental planning instrument unless otherwise stated.

As the site is not within an Activation Precinct, these definitions are not engaged.

3.3 Land to which Chapter applies

This clause clarifies that Chapter 3 applies only to land within an Activation Precinct and that in the event of inconsistency this Chapter prevails.

The site is not identified as land within an Activation Precinct. No inconsistency arises and the provisions are not applicable.

3.6 Master plans for Activation Precincts

This clause requires the Minister to prepare a master plan for any Activation Precinct, including strategic vision, proposed land uses, performance criteria and limitations on development.

There is no Ministerial master plan relevant to the site. The requirement to conform to a master plan is not engaged by this development.

Part 4 Miscellaneous — Selected Provisions relevant to Parkes Activation Precinct (if applicable)**10 Additional permitted uses for particular land**

This provision permits specialised retail premises with consent on specific mapped land and operates notwithstanding other land use tables.

This provision does not apply to the subject site as it is not identified on the referenced map.

10A Preservation of trees and vegetation

This clause establishes objectives to preserve trees and native vegetation within environmentally sensitive areas of a specified Activation Precinct and prohibits clearing of native vegetation in those areas without consent. Consent must only be granted where the consent authority is satisfied that there is no reasonable alternative, biodiversity impacts are minimised, salinity will not be increased, reinstatement and compensation measures are provided and erosion risk is not increased.

The site is not mapped as an environmentally sensitive area under this Policy. The development involves removal of small trees and shrubs; however, these works are not within an Activation Precinct environmentally sensitive area as defined by the Policy. Accordingly, the strict clearing controls in clause 10A do not apply. Any clearing or tree removal will comply with local controls and council requirements; an arboricultural assessment or tree management plan will be provided if required by the consent authority.

Part 2.2, Part 3.1 and Part 3.2 general relationship and maps clauses

2.4 Maps, 2.5 Land to which Chapter applies, 2.6 Relationship to other environmental planning instruments and 3.4 Relationship with other environmental planning instruments

These clauses set out that the Chapter and relevant maps apply to the State and precinct lands, and that where there is inconsistency between this Policy and other environmental planning instruments the Policy prevails to the extent of inconsistency. They also clarify the mechanics of maps adopted by the Chapter.

The proposed development is governed principally by the local environmental plan and local planning controls. There is no identified mapping or precinct designation under this Policy that affects the site. No inconsistency arises between this Policy and the local environmental plan that would affect the application.

Assessment Conclusion

The provisions of this Policy that establish frameworks for State significant precincts and Activation Precincts are not engaged by the proposed residential terrace development. Definitions and interpretation clauses are noted and will be applied as necessary. Transitional Part 3A provisions, Activation Precinct master plan requirements and Environmentally Sensitive Area clearing controls do not apply to the site because the land is not identified as falling within a State significant precinct or an Activation Precinct under this Policy. Where the Policy sets out mapping or precedence over other instruments, no relevant map or Appendix has been identified for the land and the development therefore proceeds to assessment under the applicable local environmental plan and relevant SEPPs.

Matters for verification

The applicant should confirm whether any ministerial maps or Appendices under the Policy have been amended to include the site. If the consent authority identifies any adopted Appendix, map or master plan applying to the land, the design will be reviewed and amended to demonstrate compliance with any applicable performance criteria or limitations. If tree removal beyond minor shrubs is proposed and council requires it, an arboricultural assessment addressing biodiversity and reinstatement will be provided.

Note on omitted clauses

Specific clauses relating to transitional Part 3A projects and certain mapped precinct-specific measures have been considered and found not to apply. Any clauses not explicitly referenced are likewise not applicable to the extent they only operate where land is within a State significant precinct or Activation Precinct.

Environmental Planning and Assessment Act 1979

Summary of Considerations under Section 4.15(1)(a)

This section summarises the considerations made under Section 4.15(1)(a) of the Environmental Planning and Assessment Act 1979 regarding the proposed development. Each applicable sub-section has been addressed thoroughly earlier in this document; here, we reaffirm the development's compliance:

- **Environmental Planning Instruments:** The proposal has been assessed against the relevant provisions of the Cowra Local Environmental Plan 2012 and is considered generally consistent with the objectives and zoning intent for R1 General Residential land, recognising the site's allocation and the permissibility of multi-dwelling housing forms with consent in appropriate circumstances.
- **Proposed Instruments:** Relevant proposed instruments that have been publicly exhibited and notified to the consent authority have been considered where applicable. No notified changes have been identified that would compromise the proposal's assessment at this time.
- **Development Control Plans:** The proposal has been assessed against the Cowra Shire Council Development Control Plan 2021, including specific Parts relevant to this development, and has been designed to respond to those controls subject to a number of specific matters and variations addressed in this SoEE.
- **Planning Agreements:** There are no existing or proposed planning agreements affecting the proposed development.
- **Regulations:** Relevant statutory regulations and standards, including the National Construction Code 2022 and applicable Australian Standards referenced in the documentation, have been considered and will inform the final construction documentation and conditions of consent.

Assessment of Development Impacts

Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979 requires consideration of:

(b) the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality

The content of this report demonstrates that the likely impacts of the development are acceptable because the proposal responds to the local built context by adopting a modest single-storey terrace form with articulated façades, appropriate materials and landscaping to reduce visual bulk and maintain a residential character. Potential environmental risks such as flood, bushfire and heritage constraints were investigated and not identified in the available information; where uncertainty remains (for example, service locations and detailed hydraulic calculations) the documentation requires detailed specialist input (Dial Before You Dig, hydraulic engineering and asbestos survey) to confirm final designs. Impacts associated with construction (noise, dust, traffic) have been addressed through standard sedimentation, erosion and construction management measures. Variations to certain DCP controls have been identified and justified in this SoEE where necessary, with proposed mitigation measures to minimise amenity impacts on neighbouring properties, ensure adequate solar access where reasonably practicable, and maintain safe and functional access and servicing arrangements.

Suitability of the site

Section 4.15(1)(c) of the Environmental Planning and Assessment Act 1979 requires consideration of:

(c) the suitability of the site for the development

The content of this report demonstrate the suitability of the site for the proposed usage, particularly in terms of:

- The allotment area of 809.19 m² can be appropriately subdivided into three community title lots with areas of approximately 267.294 m², 267.716 m² and 271.695 m² respectively;
- The single-storey, low-profile terrace dwellings maintain a modest maximum ridge height (approx. 5.25 m) and adopt materials and finishes that reflect the local residential character;
- Provision of private open space, landscaping (combined landscape area of 265.22 m², ~32.77% of the site) and rainwater harvesting measures align with reasonable expectations for residential amenity and site function;
- The site is generally level and provides straightforward access, services and on-site parking (single garages attached to each dwelling), supporting the intended residential use;
- The proposal recognises and responds to the Railway Street heritage character area and the relevant DCP character provisions, while identifying specific DCP provisions that require detailed assessment or variation.

The proposed development is consistent with the existing low-scale residential development pattern within the locality and with the planning controls insofar as they permit residential development, subject to the detailed matters and variations identified in this SoEE. Overall the development is considered an appropriate use of the site.

Public Submissions

Section 4.15(1)(d) of the Environmental Planning and Assessment Act 1979 requires consideration of:

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

As part of the assessment process, Cowra Shire Council will take into consideration matters raised in any submissions received in response to the public exhibition period as per standard process. It is not anticipated that this process will raise significant unresolved objections based on the matters addressed in this SoEE. Should submissions be received, the applicant will respond and seek to address reasonable matters raised through discussion or amendment where necessary.

Public Interest

Section 4.15(1)(e) of the Environmental Planning and Assessment Act 1979 requires consideration of:

(e) the public interest

The proposed development is considered to be in accordance with the public's interest in that:

- It provides an appropriate residential use of the site;
- It is designed to align with the streetscape and local residential character by adopting compatible materials, proportions and landscaping;
- It has been assessed against and responds to the applicable aims and objectives of the Cowra Local Environmental Plan 2012 and the Cowra Shire Council Development Control Plan 2021;
- Where specific variations to DCP controls are required, these have been identified and justified with mitigation measures proposed to protect neighbouring amenity and meet statutory requirements.

Conclusion and Recommendation

We are pleased to submit this Statement of Environmental Effects along with the relevant supporting documentation for the demolition of existing structures, community title subdivision and construction of three single-storey terrace dwellings with attached garages at LOT10, DP1287, 3 Railway Street Cowra NSW 2794.

Specifically, this Statement of Environmental Effects (SoEE) has considered:

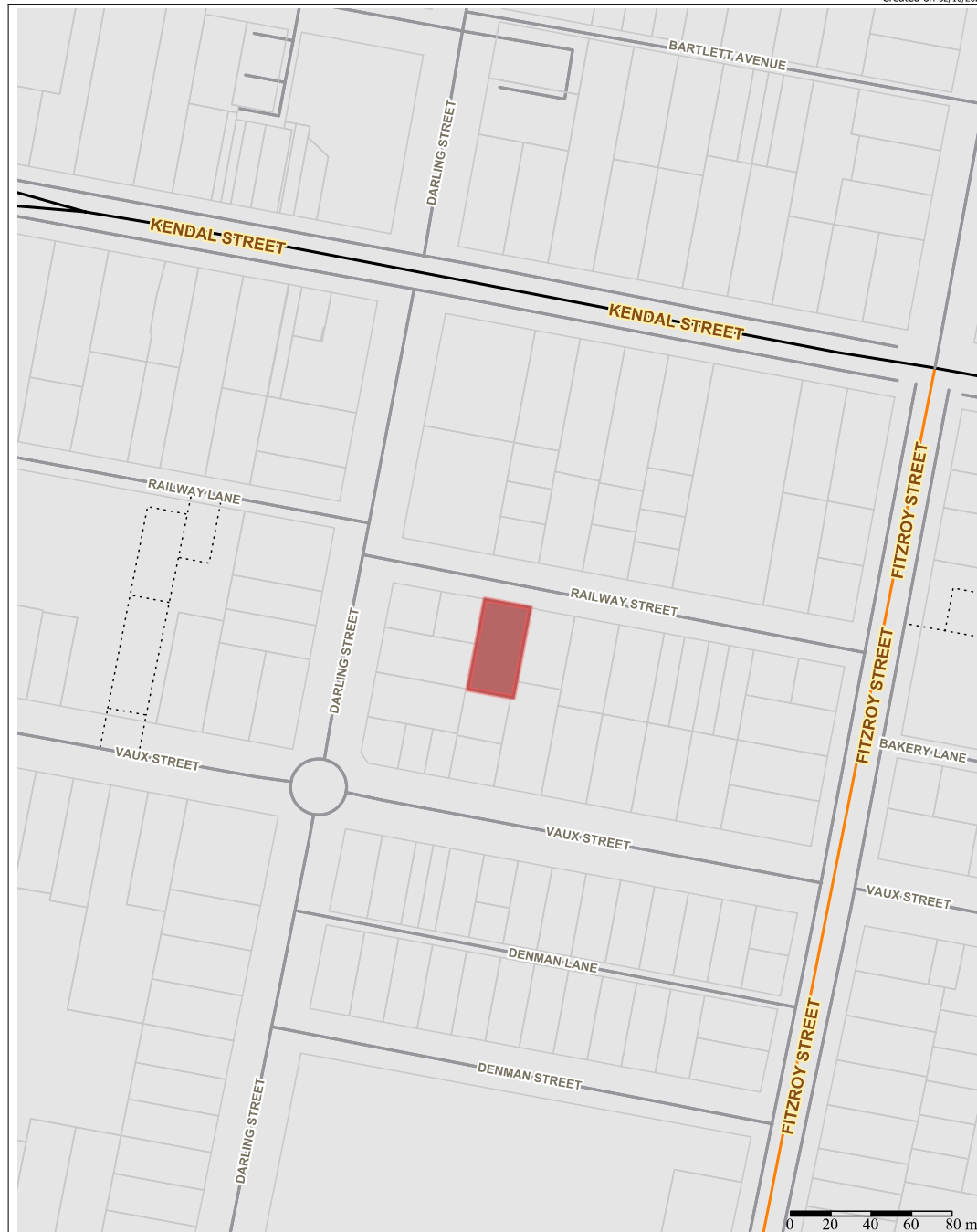
- the specific details and context of the proposed development;
- a review of the site and its surrounding locality;
- an assessment of the proposal against the provisions of the Cowra Local Environmental Plan 2012, the Cowra Shire Council Development Control Plan 2021, relevant State Environmental Planning Policies and other statutory controls; and
- identification of required specialist inputs and the controls/variations that require further justification or documentation (for example, a draft Management Statement for the community title subdivision, hydraulic design, dial before you dig service verification and an asbestos survey for demolition works).

The findings of this SoEE demonstrate that the proposal aligns with the objectives and intent of the Cowra Local Environmental Plan 2012 and the Cowra Shire Council Development Control Plan 2021 in that it provides a low-scale residential development which is sited, modelled and landscaped to respond to the locality. Key aspects that support the project's appropriateness include:

- The development form is single storey with a modest ridge height and articulated façades that reduce bulk and are sympathetic to the Railway Street character area;
- Lot yield and layout provide for private open space, landscaping and on-site garage parking consistent with the site's R1 zoning intent;
- Statutory and technical matters where uncertainty exists (services, stormwater hydraulics, asbestos and required management statements) have been identified and will be resolved through specialist reports and conditions of consent;
- Where variations to specific DCP requirements are proposed, these have been explicitly identified and are supported by the assessment in this SoEE with proposed mitigation to minimise impacts on neighbouring amenity and achieve compliant outcomes where practicable.

We submit this SoEE for assessment on the basis that the proposal is an appropriate and manageable form of residential development for the site subject to the recommended specialist investigations, the submission of the draft community title Management Statement or an agreed variation, and appropriate conditions to address final engineering, service verification and construction management. Based on the assessment contained in this statement, the development is considered suitable for approval, subject to any reasonable conditions of consent.

Created on 02/10/2025



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Drawn By: Cassandra Galky

Projection: # GDA2020 / MGA zone 55

Date: 02/10/2025 11:06 AM

DA 10.2025.70.1 - 3 Railway Street Cowra

Map Scale: 1:2265 at A4



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8 LATE REPORTS

9 NOTICES OF MOTIONS

9.1 Notice of Motion - Business Assistance to Cowra Early Childhood Services

File Number: D25/1994

We, Councillor Ruth Fagan, Councillor Cheryl Downing and Councillor Erin Watt, give notice that at the next Ordinary Meeting of Council to be held on 27 October 2025, we intend to move the following motion:

MOTION

1. That Council, having given public notification and considered submissions received, provide financial assistance to Cowra Early Childhood Services by way of a \$30,000 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.

RATIONALE

We commend this Notice of Motion to Council.

ATTACHMENTS

Nil

Cr Ruth Fagan

Cr Cheryl Downing

Cr Erin Watt

I0 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:

I1 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS**11.1 Assessment of Request For Tender: Cowra Aquatic Centre Asset Renewal Project**

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