AGENDA

General Committee Meeting

Date: Monday, 8 December 2025

Time: 5.30 pm

Location: Cowra Council Chambers
116 Kendal Street, Cowra

Paul Devery

General Manager

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1 INTRODUCTION

1.1 Recording & publishing

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

1.2 Acknowledgement of Country

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

1.3 Apologies and Applications for Leave of Absence by Councillors

List of apologies for the meeting.

1.4 Disclosures of Interest

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

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

1.5 Presentations

1.6 Public Forum

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

2 CONFIRMATION OF MINUTES

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

MINUTES

General Committee Meeting
Monday, 10 November 2025

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

PRESENT: Cr Paul Smith (Mayor), Cr Nikki Kiss OAM (Deputy Mayor), Cr Cheryl Downing, Cr Ruth Fagan, Cr Tony Horton, Cr Cheryl Speechley, Cr Erin Watt

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

1 INTRODUCTION

1.1 Recording & Publishing

The Mayor advised that the meeting was being recorded.

1.2 Acknowledgement of Country

The Mayor delivered the Acknowledgment of Country.

1.3 Apologies and Applications for Leave of Absence by Councillors

Apology

COMMITTEE RESOLUTION

Moved: Cr Cheryl Speechley
Seconded: Cr Cheryl Downing

That apologies from Cr Karren Cave and Cr Peter Wright be received and accepted.

CARRIED

1.4 Disclosures of Interest

Cr Ruth Fagan declared a non-pecuniary interest in relation to item 1.5.1 Presentation – Cowra Business Chamber, item 3.1 Cowra Business Chamber - Request for Financial Assistance and 5.1 Development Application No. 10.2025.93.1, Lot 2 DP 152751, 158 Kendal Street Cowra due to her position as Secretary/Treasurer of the Cowra Business Chamber, and will leave the Chamber during consideration of this item.

Cr Erin Watt declared a non-pecuniary interest in relation to items 5.4 Development Application No. 10.2025.102.1, Lot 11 DP 35472, 5 Bligh Street Cowra and 5.5 Development Application No. 10.2024.75.1, Lot 9 DP 706188, Lot 103 DP 856083, and Lot 22 DP 808617, 32 Waratah Street Cowra due to a family member's involvment in the submission, and will leave the Chamber during consideration of this item.

Cr Nikki Kiss OAM declared a non-pecuniary interest in relation to item 4.1 Section 355 Committee Minutes – Cowra Youth Council, as her son is a member of the Youth Council, and will remain in the Chamber during consideration of this item.

Cr Cheryl Downing declared a non-pecuniary interest in relation to item 5.1 Development Application No. 10.2025.93.1, Lot 2 DP 152751, 158 Kendal Street Cowra due to her son owning a gym and her employment at the gym, and will leave the Chamber duirng consideration of this item.

At 5:33 pm, Cr Ruth Fagan left the meeting.

1.5 Presentations

1.5.1 Presentation – Cowra Business Chamber

Mr Zac Jones, president of the Cowra Business Chamber, spoke in support of the Chamber's request for financial assistance.

At 5:38 pm, Cr Ruth Fagan returned to the meeting.

1.6 Public Forum

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

That the minutes of General Committee Meeting held on 13 October 2025 be confirmed.

CARRIED

At 5:40 pm, Cr Ruth Fagan left the meeting.

3 GENERAL MANAGERS REPORT

3.1 Cowra Business Chamber - Request for Financial Assistance

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

1. That Council provide a $15,000 contribution to the Cowra Business Chamber to assist them in resourcing a part-time secretarial/event co-ordinator role.

2. That the funds be allocated from the Business Assistance budget allocation.

COMMITTEE RESOLUTION

Moved: Cr Erin Watt
Seconded: Cr Cheryl Downing

1. **That subject to an agreed MOU Council provide a $15,000 contribution to the Cowra Business Chamber to assist them in resourcing a part-time secretarial/event co-ordinator role.**

2. **That the funds be allocated from the Business Assistance budget allocation.**

CARRIED

At 5:53 pm, Cr Ruth Fagan returned to the meeting.

4 DIRECTOR-CORPORATE SERVICES REPORT

4.1 Section 355 Committee Minutes - Cowra Youth Council

COMMITTEE RESOLUTION

Moved: Cr Erin Watt
Seconded: Cr Tony Horton

That the draft minutes of the Cowra Youth Council meeting held on 4 August 2025 be noted.

CARRIED

At 5:56 pm, Cr Cheryl Downing left the meeting.

5 DIRECTOR-ENVIRONMENTAL SERVICES REPORT

5.1 Development Application No. 10.2025.93.1, Lot 2 DP 152751, 158 Kendal Street Cowra, indoor recreational facility (gymnasium) and office premises, lodged by PJ Fitness Holdings Pty Ltd. The property owner is PJ Fitness Holdings Pty Ltd.

COMMITTEE RESOLUTION

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 M.1.5 of Part M of Council's Development Control Plan 2021 is sufficiently justified and the application was publicly notified and one submission was received; and**

2. **That Council approves a variation to Section M.1.5 of Part M of Council's Development Control Plan 2021 for this development to allow the provision of 15 car parking spaces; and**

3. **That Development Application No. 10.2025.93.1, for the construction of an indoor recreational facility (gymnasium) and office premises on Lot 2 DP 152751, 158 Kendal Street Cowra be approved subject to the following conditions:**

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Cover Page Drawing No. CC01 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)
Site Plan - Existing Drawing No. CC02 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)
Site Plan - Proposed Drawing No. CC03 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)
Floor Plans - Proposed Drawing No. CC04 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)
Reflected Ceiling Plans - Proposed Drawing No. CC05 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)
Exit Travel Distances Drawing No. CC06 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)
Hose Reel Coverage Drawing No. CC07 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)
Streetscape Elevation Drawing No. CC08 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)
Elevations Drawing No. CC09 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)
Proposed Finishes & Signage Drawing No. CC10 Issue N	Brett Moulds Design & Drafting 28/10/2025	Received 28 October 2025 Stamped DA 10.2025.93.1(C)

Sections Drawing No. CC11 Issue N	**Brett Moulds Design & Drafting 28/10/2025**	**Received 28 October 2025 Stamped DA 10.2025.93.1(C)**
Vehicle Turning Movements Drawing No. CC12 Issue N	**Brett Moulds Design & Drafting 28/10/2025**	**Received 28 October 2025 Stamped DA 10.2025.93.1(C)**
Traffic and Parking Impact Assessment N255039a (Version 1a)	**Motion Traffic Engineers March 2025**	**Received 29 September 2025 Stamped DA 10.2025.93.1(A)**
Carpark and Driveway Certification of a Proposed Gym A255015N (Version 1a)	**Motion Traffic Engineers September 2025**	**Received 29 September 2025 Stamped DA 10.2025.93.1(A)**
Plan of Management	**Brett Moulds Design & Drafting 24 August 2025**	**Received 3 September 2025 Stamped DA 10.2025.93.1**
Statement of Environmental effects Issue C	**Brett Moulds Design & Drafting 23 October 2025**	**Received 24 October 2025 Stamped DA 10.2025.93.1(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. **Liquid trade waste material is not to be discharged into the sewerage system without first obtaining the approval of Cowra Shire Council. An approval is needed if liquid trade waste is being discharged into the sewer. A liquid trade waste notification is required if it is produced, but not discharged into Council's sewer system.**

5. **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.**

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 ISSUE OF THE CONSTRUCTION CERTIFICATE

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

Contribution Type	Proposed Cost of Development[1]	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution[2]	$1,705,000.00	1%	$17,050.00	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

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

   (i) For the construction of a driveway crossing to the development site and reinstatement of the footpath from Fitzroy Street in accordance with Cowra Shire Council's Engineering Standards.

(ii) For the reinstatement of the kerb & gutter and footpath in Kendal Street.

The Applicant shall match the level of the existing footpath with the new driveway to be constructed. All costs associated with the above works and the repair of any damages shall be borne by the Applicant and at no cost to Council.

9. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of a suitably sized metered water service to the development.

10. Prior to the issue of a Construction Certificate, an Erosion and Sediment Control Plan is to be submitted to the Principal Certifier for approval. The Plan is to comply with Part B of Cowra Council Development Control Plan 2021.

11. Prior to the issue of a Construction Certificate, the Applicant must demonstrate that the development complies with the installation of Fire Hose Reels in accordance with AS 2441 – 2005. All costs associated with the installation of hose reels relating to the development shall be borne by the Applicant and at no cost to Council.

12. All impervious surfaces shall be properly drained to the front of the premises and directed to Cowra Shire Council's drainage system on Kendal Street. 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.

13. Prior to the issue of a Construction Certificate, a plan for fencing the boundary with Lot 3 DP 152134 is to be submitted for the approval of the Principal Certifier which details the following:

- **A concrete slab wall or alternative acoustic material with a suitable finish and appropriate drainage incorporated on the upslope side.**

- **The acoustic wall/fence is to be 2.1m high from the rear (eastern) boundary through to approx. 6.5m from the front (western) boundary where it tapers down to a 1.2m high fence which extends the remaining 4.5m in front of the adjoining residence. The 4.5m long front setback section is not required to be constructed of a specialised acoustic material.**

14. All outdoor lighting shall comply with, where relevant, AS/NZ1158.3.1:2020 Pedestrian Area (Category P) Lighting and AS4282:2023 Control of the Obtrusive Effects of Outdoor Lighting. Details demonstrating compliance with these requirements are to be submitted to the satisfaction of the Principal Certifier prior to the issue

of a Construction Certificate.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

15. **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.**

16. **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.**

17. **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'.**

18. **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.**

19. **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

20. 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.

21. 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.

22. 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.

23. 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 in accordance with the approved Stormwater Management Plan.

24. 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.

25. 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.

26. Car parking facilities, including all internal parking and manoeuvring areas are to be constructed and sealed in accordance with Australian

Standard 2890.1-2004 "Off Street Parking" & 2890.6: "Off-Street Parking for People With Disabilities", and are to include a speed limit of no greater than 10km/h, all necessary line marking, directional arrows and signage to delineate parking spaces, traffic flow and traffic priority.

27. 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

28. 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.

29. Prior to the issue of an Occupation Certificate, the Applicant shall remove the existing gutter crossing in Kendal Street and replicate the existing kerb and gutter in front of the development 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 kerb and gutter shall be constructed in accordance with Cowra Infrastructure and Operations Engineering Standards. Full engineering plans and details of the kerb and gutter works are to be provided to Cowra Shire Council's Infrastructure and Operations Department for approval prior to the commencement of the work. All costs associated with the replacement of kerb and gutter shall be borne by the Applicant.

30. Prior to the issue of an Occupation Certificate the applicant must construct the driveway to the property and reinstate the footpath from Fitzroy 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. All costs associated with the construction of 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.

31. 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.

32. **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**

33. **Prior to the issue of an Occupation Certificate, the boundary with Lot 3 DP 152134 is to be fenced in accordance with the approved boundary fencing plan.**

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.**

CARRIED

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

Against: Nil

CARRIED 6/0

At 6:04 pm, Cr Cheryl Downing returned to the meeting.

5.2 Section 355 Committee Draft Minutes - Access Committee Meeting held 20 October 2025

COMMITTEE RESOLUTION

Moved: Cr Nikki Kiss OAM
Seconded: Cr Erin Watt

1. **That Council notes the draft minutes of the Access Committee meeting held on 20 October 2025.**

2. **That Council accepts Mr Shane Kruger and Ms Katherine Cucchiaro as members of the Access Committee.**

CARRIED

5.3 Section 355 Committee Draft Minutes - Environmental Sustainability Committee meeting held 13 October 2025

COMMITTEE RESOLUTION

Moved: Cr Ruth Fagan
Seconded: Cr Nikki Kiss OAM

1. **That Council notes the draft minutes of the Environmental Sustainability Committee meeting held on 13 October 2025.**

CARRIED

At 6:16 pm, Cr Erin Watt left the meeting.

5.4 Development Application No. 10.2025.102.1, Lot 11 DP 35472, 5 Bligh Street Cowra, Demolition of shed, construction of a secondary dwelling and alterations to existing dwelling, lodged by D L Butcher. The property owner is D L Butcher

COMMITTEE RESOLUTION

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 variations to Section E.2.13 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 a variation to Section E.2.13 of Part E and Section M.2.1 of Part M of Council's Development Control Plan for this development to allow a rear setback of 2.416m and a driveway 900mm from a boundary; and**

3. **That Development Application No. 10.2025.102.1, for the demolition of a shed, construction of a secondary dwelling, and alterations to existing dwelling on Lot 11 DP35472, 5 Bligh 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 A02	Vision Property Development Hub 27 July 2025	Received 29 September 2025 Stamped No. 10.2025.102.1
Stage 1 Site Plan Drawing A03	Vision Property Development Hub 10 September 2025	Received 29 September 2025 Stamped No. 10.2025.102.1
Landscaping Plan Drawing A04	Vision Property Development Hub 17 September 2025	Received 29 September 2025 Stamped No. 10.2025.102.1

Schedules (BASIX Compliance) Drawing A05	**Vision Property Development Hub 7 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Secondary Dwelling Site Drawing A06	**Vision Property Development Hub 25 July 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Secondary Dwelling Floor Plan Drawing A07	**Vision Property Development Hub 25 July 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Secondary Dwelling Elevations (North and South) Drawing A08	**Vision Property Development Hub 25 July 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Secondary Dwelling Elevations (East and West) Drawing A09	**Vision Property Development Hub 25 July 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Secondary Dwelling Dimensioned Floor Plan Drawing A10	**Vision Property Development Hub 25 July 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Schedules (BASIX Compliance) Drawing A14	**Vision Property Development Hub 10 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Stage 2 Site Plan Drawing A15	**Vision Property Development Hub 10 September 2025**	**Received 30 October 2025 Stamped No. 10.2025.102.1 (A)**
Stage 2 Demolition Plan Drawing A16	**Vision Property Development Hub 10 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Floor Plan (Existing + Demolition) Drawing A17	**Vision Property Development Hub 10 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Proposed Renovation Drawing A18	**Vision Property Development Hub 10 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**

Elevations (North and South) Drawing A19	**Vision Property Development Hub 10 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Elevations (East and West) Drawing A20	**Vision Property Development Hub 10 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Dimensioned Floor Plan Drawing A21	**Vision Property Development Hub 10 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
Stage 1 Site Turn Path Drawing A23	**Vision Property Development Hub 29 October 2025**	**Received 30 October 2025 Stamped No. 10.2025.102.1 (A)**
Stage 2 Cut and Fill Drawing A24	**Vision Property Development Hub 29 October 2025**	**Received 30 October 2025 Stamped No. 10.2025.102.1 (A)**
Statement of Environmental Effects	**Vision Property Development Hub 28 October 2025**	**Received 30 October 2025 Stamped No. 10.2025.102.1 (A)**
BASIX Certificate No. 1814189S (or as revised)	**Vision Town Planning Consultants PTY LTD Issued 23 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**
BASIX Certificate No. A1814190 (or as revised)	**Vision Town Planning Consultants PTY LTD Issued 23 September 2025**	**Received 29 September 2025 Stamped No. 10.2025.102.1**

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. **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.

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

CONDITIONS TO BE COMPLIED WITH DURING DEMOLITION WORKS

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

6. Demolition works are to be carried out so as not to cause damage to adjacent and adjoining properties. All damage arising from the removal of the building is to be made good and any necessary repairs and renovations are carried out within six months. Existing site to be left in a clear, clean condition with all existing plumbing and drainage lines terminated to the satisfaction of Council.

7. 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.

8. Any 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.

9. 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.

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. **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.**

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 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.**

13. **On the completion of any 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 THE ISSUE OF A CONSTRUCTION CERTIFICATE

14. **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]	$638.639.75	1%	$6,386.40	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**

15. **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.**

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

17. **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 for a sealed driveway crossing to the development site from the unnamed lane east of the development in accordance with Cowra Shire Council's Engineering Standards.**

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

18. **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.**

19. **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.**

20. **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'.**

21. **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

22. **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.

23. **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.**

24. **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.**

25. **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.**

26. **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.**

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

28. **As soon as is practical, and within a maximum of 7 days following the placement of any roofing material, all guttering and downpipes must be installed and connected to Council's drainage system. If no Council drainage system is available, the guttering and downpipes must be discharged away from the building site onto a stable vegetated area in a manner that does not discharge concentrated storm water flow and cause nuisance or erosion to adjoining properties.**

29. **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

30. The Applicant must not commence occupation or use of the secondary dwelling or alterations to existing dwelling until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.

31. Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from the unnamed lane to the east 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.

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

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

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.**

CARRIED

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

Against: Nil

CARRIED 6/0

5.5 Development Application No. 10.2024.75.1, Lot 9 DP 706188, Lot 103 DP 856083, and Lot 22 DP 808617, 32 Waratah Street Cowra, boundary adjustment and subdivision creating 2 Torrens title lots and 7 community title lots, lodged by Vision Town Planning Consultants Pty Ltd. The property owner is RV Enzerink Holdings Pty Ltd.

COMMITTEE RESOLUTION

Moved: Cr Tony Horton
Seconded: Cr Cheryl Speechley

1. **That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variation to O.1.7 of Part O 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 O.1.7 of Part O of Council's Development Control Plan 2021 for this development to allow an industrial subdivision within the Flood Planning Area; and**

3. **That Development Application No. 10.2024.75.1, a boundary adjustment and subdivision creating 2 Torrens title lots and 7 community title lots on Lot 9 DP706188, Lot 103 DP856083, Lot 22 DP808617, 32 Waratah 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 Lot Layout Job 123/24 Drawing SD001	Vision Property Development Hub 1/7/2024	Received 15/5/2025 Stamped DA 10.2024.75.1
Proposed Lot Layout Job 123/24 Drawing SD002B	Vision Property Development Hub 12/5/2025	Received 4/9/2025 Stamped DA 10.2024.75.1 (A)
Utilities Plan Job 123/24 Drawing SD003	Vision Property Development Hub 2/7/2024	Received 15/5/2025 Stamped DA 10.2024.75.1
Aerial Overlay Job 123/24 Drawing SD004	Vision Property Development Hub 3/7/2024	Received 15/5/2025 Stamped DA 10.2024.75.1
Flood Level Survey File No. 24136 Drawing 24136_FLOOD-0	Arete Survey Solutions 4/11/2025	Received 5/11/2025 Stamped DA 10.2024.75.1(A)
Statement of Environmental Effects	Vision Property Development Hub Version 3 13/5/2025	Received 15/5/2025 Stamped DA 10.2024.75.1
Flood Impact Assessment	Calare Civil Pty Ltd 30 September 2025	Received 9/10/2025 Stamped DA 10.2024.75.1

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).**

3. **Liquid trade waste material is not to be discharged into the sewerage system without first obtaining the approval of Cowra Shire Council.**

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

4. **The Applicant is to lodge with Cowra Shire Council a Subdivision Certificate Application together with the original plan. All necessary information to support the certificate release and the necessary fee is required to be included with the Subdivision Certificate Application.**

5. **Prior to issue of a Subdivision Certificate, the applicant must construct a combined access to Community Title Lots 2-7 from William Street. Provision for drainage, sediment and erosion control measures must be adhered to in accordance with sound engineering practice. The driveway is to be constructed in accordance with Council's engineering standards. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.**

6. **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.**

7. **Prior to the issue of the Subdivision Certificate, the applicant is to provide evidence to Council that arrangements have been made for:**

    a) **the installation of fibre-ready facilities (or equivalent) to all lots so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. Demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose, and**

    b) **the provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all lots demonstrated through an agreement with a carrier.**

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

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

9. **Prior to the issue of a Subdivision Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of a suitably sized metered water service to the development.**

10. **The Applicant shall include on the final plan of subdivision all necessary easements required over access, water, sewer, stormwater, electricity and telecommunications mains.**

11. **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.**

12. **Prior to issue of the Subdivision Certificate, the applicant shall connect all new lots in the plan of subdivision to Council's Reticulated Water and Sewer Supply System and to the satisfaction of the relevant service provider, being Cowra Council.**

13. **Prior to issue of the Subdivision Certificate, the applicant must prove that the development complies with firefighting capabilities in accordance with AS 2419.1:2021, Fire Hydrant Installations, and Fire and Rescue NSW (FRNSW) guidelines. All costs associated with the augmentation of water reticulation relating to the development shall be borne by the Applicant and at no cost to Council.**

14. **A Stormwater Management Plan shall be developed for the subdivision, demonstrating that adequate provision will be made for the estimated potential stormwater runoff from the development in accordance with Council's Development Control Plan 2021 and Cowra Infrastructure and Operations Engineering Standards. Any required stormwater drainage facilities necessary to service the subdivision, including inter-allotment drainage, shall be carried out and detailed in the Compliance Certificate for drainage infrastructure.**

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, Ruth Fagan, Tony Horton and Cheryl Speechley

Against: Nil

CARRIED 6/0

At 6:26 pm, Cr Erin Watt returned to the meeting.

6 LATE REPORTS

Nil

7 NOTICES OF MOTIONS

Nil

8 CONFIDENTIAL MATTERS

COMMITTEE RESOLUTION

Moved: Cr Cheryl Speechley
Seconded: Cr Erin Watt

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

9 CONFIDENTIAL GENERAL MANAGER

9.1 Sale of Land - 27-33 Carleton Street & College Street, Cowra

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

CARRIED

3 GENERAL MANAGERS REPORT

3.1 Draft Child Safe Policy

File Number: D25/2200

Author: Paul Devery, General Manager

RECOMMENDATION

That council place the draft Child Safe Policy on public exhibition for a period of at least 28 days.

INTRODUCTION

Council's current Child Protection Policy & Procedures is outdated and, over recent months Council's Human Resources section has been reviewing, updating and simplifying the policy.

Unfortunately a tracked changes version was not prepared.

BACKGROUND

It is important for council to be highly mindful of the welfare of children from a legislative and societal perspective. From an operational perspective there is little contact with children on a day to basis and consequently no employee positions are deemed to be primarily working with children on a regular basis. This differs from the councils who may operate child/youth services, particularly childcare centres.

Notwithstanding that situation there are roles that have contact with young people, from time to time, eg community development officers, art gallery staff, civic centre staff as well as contractors eg aquatic centre that have employees engaging in child-related employment. I would also note the staff and councillors associated with the Youth Council should also be considered in the context of this policy.

In keeping with the existing and proposed policy the General Manager will determine those roles where a Working With Children Check will be required, with guidance from the Human Resources staff. I would suggest the main change emanating from this review will be the requirement for councillors and staff working with the Youth Council to hold a Working With Children Check.

It is recommended the draft policy be placed on public exhibition for a period of at least 28 days.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Draft - Child Safety Policy ⇩
2. Current Policy - Child Protection Policy & Procedures ⇩

COUNCIL POLICY

Child Safe Policy

Draft

Commencement Date

Council Department General Manager's Office

Contact Officer Manager – Human Resources

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	27 August 2001	167/2001	Administration Manager
2	April 2013	N/A	Community Projects Officer
3	2025		Manager – Human Resources

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1. PURPOSE

The purpose of this Policy is to outline Cowra Council's commitment to creating and maintaining a child safe organisation

2. SCOPE

This policy applies to all Council staff, Councillors, volunteers, contractors and sub-contractors.

3. DEFINITIONS

Child: For the purpose of this Policy a child is a person who is under the age of 16 years

DCJ: The NSW Department of Communities and Justice. DCJ is the NSW Government agency responsible for the care and protection of children and young people.

Mandatory Reporters: People who deliver services, wholly or partly, to children as part of their paid or professional work. This defined in the *Children and Young Persons (Care and Protection) Act 1998*.

MRG: Mandatory Reporter Guide. The MRG is a decision-making tool to assist Mandatory Reporters to help determine how the suspected risk of significant harm of a child or young person is reported.

WWCC: Working with Children Check. The WWCC is a requirement for anyone who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five years, or a bar against working with children.

Young Person: For the purpose of this Policy a young person is a person who is over the age of 16 years but under the age of 18 years.

4. POLICY STATEMENT

This policy applies to and informs all council employees, councillors, volunteers, contractor and sub-contractors of their obligations in keeping children safe.

The policy will inform Council policies, procedures, strategies and actions that align with the continual enhancement of child safety in all Council activities.

5. PRINCIPLES

This Policy reflects Councils commitment to:

- The Office of the Children's Guardian's *Principles for Child-Safe Organisations* (2017):
  - Principle 1: The organisation focuses on what is best for children.
  - Principle 2: All children are respected and treated fairly.
  - Principle 3: Children's families and communities are welcome and encouraged to participate in the organisation.
  - Principle 4: Children receive services from skilled and caring adults.

- The *Child Safe Standards* identified by the Royal Commission (2017):
  1. Child safety is embedded in institutional leadership, governance and culture.
  2. Children participate in decisions affecting them and are taken seriously.
  3. Families and communities are informed and involved.
  4. Equity is upheld and diverse needs are taken into account.

5. People working with children are suitable and supported.
6. Processes to respond to complaints of child sexual abuse are child focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how the institution is child safe.

- The United Nations *Convention on the Rights of the Child* (1990).

6. REQUIREMENTS

- **Behavioural Expectations:** Councillors, council employees, volunteers and contractors undertaking business with or on behalf of council that involves working with or contacting children are expected to adhere to the following behaviour while they perform those duties:

  Councillors, council staff, volunteers and contractors will:
  - Treat all children and young people with respect.
  - Listen to children and young people and respond to them appropriately.
  - Wherever possible ensure another adult is present when working near children.
  - Respect the privacy of children young people and their families.
  - Take a child or young person seriously if they disclose harm or abuse.
  - Inform parents and carers if there are situations that need to be safely managed but are outside the boundaries of this policy.
  - Comply with all relevant legislation.
  - Ensure breaches of this policy are reported immediately.

  Councillors, council staff, volunteers and contractors will not:
  - Use language or behaviour towards children or young people that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
  - Be alone with a child or young person unnecessarily and not without seeking consent from a parent or guardian.
  - Work with a child or young person while under the influence of alcohol or prohibited drugs.
  - Encourage communication with a child or young person in a private setting.
  - Arrange personal contact, including online contact, with children or young people they are working with for a purpose unrelated to the council's activities.
  - when there is no professional reason for doing so.

- **Mandatory Reporting risk of significant harm**: Where there are concerns that a child or young person is suspected to be at risk of significant harm, staff are required to report these concerns to the Department of Communities and Justice (DCJ) Child Protection Helpline. The Mandatory Reporter Guide (MRG) is used to help determine when and what should be reported. Staff who are not mandatory reporters, as well as members of the community, can also report the suspected risk of significant harm to the Child Protection Helpline. The Child Protection Helpline receives reports via either telephone on PH: 132 111 or via eReporting. Mandatory reporting is outlined in the *Children and Young Persons (Care and Protection) Act 1998.*

- **Selection and recruitment:** Council will meet legal requirements to ensure that only people with valid Working with Children Checks (WWCC) are engaged in child-related work. The WWCC is an essential part of Council's recruitment process to prevent people who pose a risk to the safety of a child or young person from being employed or engaged in child-related work. Human Resources manage all selection and recruitment related WWCC. This is in line with the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*. A WWCC will also be required for other roles that are determined by the General Manager to be child-related work.

- **Reporting a child safety concern or complaint:** A reportable allegation is made where a child, young person, or adult makes an allegation, based on a reasonable belief that a councillor, employee, contractor, or volunteer of Council has been, or allegedly been, involved in the harm or abuse of a child or young person.

  All reportable allegations of child abuse must be reported to Council's General Manager, or in the case of an allegation against the General Manager, to the Mayor. Allegations can be reported by children or young people, families, Councillors, Council employees, contractors or volunteers. Council must immediately take the appropriate steps to assess and minimise any further risk of harm, as well as report the matter to the relevant oversight agencies and/or Police. Council will support relevant authorities' investigations into allegations of abuse or risk of harm to children and young people.

  Concerns that a child or young person is suspected to be at risk of significant harm that does not involve Council must be reported to the relevant agency.

  Council will meet its reporting obligations and will take action to protect children and young people at risk of significant harm.

- **Child-Safe Organisation:** Council upholds and promotes the safety and wellbeing of children and young people in our community. This involves implementing best practice approaches to child protection. Council adopts the *Royal Commission Final Report Recommendations (2017)* relevant to Local Government including the Child Safe Standards. Council also supports the Office of the Children's Guardian's *Principles of Child-Safe Organisations*. The General Manager and Manager – Human Resources will work collaboratively to ensure that Council meets its objectives as a Child-Safe Organisation.

7. RELATED LEGISLATION

- *Children's Guardian Act 2019*
- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working with Children) Regulation 2013*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Crimes Act 1900*
- *Children and Young Persons (Care and Protection) Regulation 2012*
- *Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015*
- *Disability Inclusion Act 2014*
- *Anti-Discrimination Act 1977*

Standards may include:

- *United Nations Convention of the Rights of the Child*
- *Child Safe Standards*

8. RELATED DOCUMENTS AND COUNCIL POLICY

- Cowra Council Codes of Conduct
- Mandatory Reporter Guide (MRG) 2014
- Office of the Children's Guardian's Principles for Child Safe Organisations (2017)
- Royal Commission into Institutional Responses to Child Sexual Abuse (2017)

COUNCIL POLICY

Child Protection Policy & Procedures

Child Protection Policy and Procedures

Commencement Date	27 August 2001
Council Department	Corporate Services
Contact Officer	Director-Corporate Services
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	167/2001	27 August 2001	Administration Manager
2	NA	April 2013	Community Projects Officer

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1. Scope

This Policy applies to all employees, contractors and volunteers of Cowra Shire Council.

2. Purpose

Council recognizes that it has a commitment and responsibility to ensure that all children and young people that use Council services are provided with a safe and healthy environment.

3. Principles

Council is aware of the need to comply with the legislation requirements as specified in the following: -

- Ombudsman Act 1974
  This Act gives the NSW Ombudsman jurisdiction to oversee and monitor systems for:
  - preventing child abuse by employees of designated agencies, including local councils;
  - handling of and responding to child abuse allegations or child abuse convictions involving employees of designated agencies.
- Children and Young Persons (Care and Protection Act) 1998

  This Act places a duty of mandatory reporting to Community Services NSW (formerly DOCS) on a number of groups of council employees when they have reasonable grounds to suspect that a child or young person is at risk of harm.
- Commission for Children and Young People Act 1998

  The employer has the responsibility to notify the Commission for Children and Young People (CCYP) of an employee's details who is the subject of a completed relevant employment proceeding as outlined in the CCYP Act and the 'Working with Children Check' Guidelines, April 2004.
- The Child Protection (Prohibited Employment) Act 1998

  This Act makes it an offence to employ, or keep in employment, a person who has been convicted of a serious sex offence where that person's employment:
  - primarily involves direct contact with children and young people under the age of 18 years; and
  - is not directly supervised.
- The Public Interest Disclosures Act 1994
  - This Act encourages the disclosure of conduct adverse to the public interest within the public sector, including Council staff, that poses risks to public health and safety
- Child Protection (Offenders Registration) Act 2000

- This Act prohibits any *Registrable* person (as defined in the Act) from child related employment

A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment. Anyone Registrable under the Child Protection (Offenders Registration) Act 2000 is prohibited from child-related employment.

It is an offence for prohibited persons to apply for or attempt to obtain, undertake or remain in child-related employment in any capacity, whether paid, volunteering or self employed.

4. Roles and Responsibilities

- The General Manager shall ensure that there are systems for the prevention, response and reporting of child abuse and that he/she informs the Ombudsman of any such abuse and complies with all obligations as set out in the various Acts. He/she will ensure all staff are aware of their obligations;

- Under Part 3 A Section 25 I of the Ombudsman Act Council is required to report to the Ombudsman any allegations or convictions arising in the course of the work of the Council;

- Directors and Managers will ensure that staff employed in services provided to children and young people within their responsibility are aware of their obligations as set out in the Acts;

- Council staff will provide a safe and healthy environment for children and young people;

- The Ombudsman may scrutinise Councils systems for preventing child abuse and the response to any such allegation, may conduct or monitor an investigation to determine whether an investigation has been handled properly and whether appropriate action has taken place;

- The Human Resources Officer shall act as the Child Protection Officer.

5. Definitions

- An 'Employee' of Cowra Shire Council is defined as a person:

  - who is paid a salary or wage;
  - who is a volunteer (including Work for the Dole Programs);
  - who is working under contract ;
  - who is on work experience;
  - who is paid commission?

- A 'Prohibited Person' is someone who has been convicted of a serious sex offence as defined under the Child Protection (Prohibited Employment) Act 1998 or someone who is designated as a 'Registrable' person under the Child Protection (Offenders Registration) Act 2000.

- 'Child-related employment' means any employment that primarily involves direct contact with children.

- 'Relevant disciplinary proceedings' include completed proceedings involving child abuse, sexual misconduct or acts of violence committed by the employee in the course of employment where these acts:

  - involve children;
  - are directed at children; or
  - take place in the presence of children.

- Councillors are deemed to be employees of Council for the purposes of the application of the following Acts:-

  - Ombudsman Act 1974;
  - Child and Young Persons (Care and Protection) Act 1998;
  - Commission for Children and Young People Act 1998;
  - Child Protection (Prohibited Employment) Act 1998
  - The Public Interest Disclosures Act 1994
  - Child Protection (Offenders Registration) Act 2000

6. Application

6.1 The procedures stated in this policy apply to

- all permanent employees;
- all part-time employees;
- all casual staff;
- all volunteers, contractors and tenderers who are or will be involved with the following operations as listed in the legislation:-

- before, after school and vacation care;
- baby health;
- libraries;
- swimming pools;
- youth work;
- museums;
- art galleries;
- facility maintenance;
- law enforcement;
- fire control

6.2 Cowra Shire Council will not employ, or continue to employ, a 'prohibited person' in a position that primarily involves direct contact with children.

6.3 Cowra Shire Council will notify the Commission for Children and Young People if an applicant for 'child-related' employment is rejected because of issues raised in the checking process.

6.4 Cowra Shire Council will notify the Commission for Children and Young People of any 'relevant disciplinary proceedings' that have been completed against an employee within the last five years.

6.5 Cowra Shire Council will ensure the privacy and confidentiality of any information obtained through the checking process.

6.6 This policy will be reviewed at least once per year to ensure that it remains current and applicable.

6.7 Council's Code of Conduct is implicit throughout this document.

7. Procedures

7.1 New Employees

7.1.1 All applicants for any advertised position listed at 4.1 (above) with Cowra Shire Council must complete a 'NSW Working with Children' Check **(Attachment 1)** using the 'Applicant Declaration and Consent' prior to engagement. If an applicant is considered for employment in a primarily child-related position, several screening processes will be undertaken to ascertain suitability. The screening will include:

- a national criminal record check (for child related and/or relevant sexual offences);
- a check for relevant Apprehended Violence Orders;
- checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct or acts of violence in the workplace which involve children, are directed at children or take place in the presence of children.

Cowra Shire Council will request the screening using an 'Employer Request for Background Check' **(Attachment 2).**

7.1.2 Community Services NSW is the Approved Screening Agency with which Cowra Shire Council is registered.

7.1.3 Advertisements for the above listed and other sensitive positions will state that a criminal record check will be required.

The wording in the advert should be as follows:-

- It is an offence under the NSW Child Protection (Prohibited Employment Act) 1998 for a person convicted of a serious sex offence to apply for this position.

Or

- Relevant Criminal History, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings will be conducted on recommended applicants.

7.1.4 A Community Services NSW 'Working with Children' Check will be requested by the Child Protection Officer on the panel's preferred candidates at the time of interview and the results will be referred back to the panel.

- If a favourable report is received, procedures for notifying successful candidates will be followed;

- If an adverse report is received, the panel will reconvene and decide whether to offer the position to their second preference or to re-advertise the position;

- The Commission for Children and Young People will be notified of the name and details of any individual whose application for child-related employment with that employer has been rejected as a result of information obtained in the employment screening process

- Further actions may be recommended or required by the Approved Screening Agency.

7.1.5 The favourable Community Services NSW Record Check form will be attached to the new employee's personnel file by the Child Protection Officer.

7.1.6 All other signed consent forms will be kept securely by the Child Protection Officer.

7.1.7 Should there be no appeals, any signed consent forms will be shredded.

7.2 Current Employees

7.2.1 It is the responsibility of all employees currently engaged in employment that primarily involves direct contact with children to:

- Declare whether they are a prohibited person (i.e. a person convicted of a serious sex offence) when requested to do so by the General Manager;

- Cease employment in a child related position if they become a prohibited person.

7.2.2 Existing employees must return their 'Working with Children' Check **(Attachment 1)** to the Child Protection Officer within one month of a request to do so.

7.2.3 Cowra Shire Council may conduct employment screening checks on people already working in the category of paid or unpaid child-related employment.

7.2.4 Cowra Shire Council should ensure that existing staff transferring to employment that primarily involves direct contact with children, where that contact is not directly supervised, are checked prior to them taking up their new role.

7.3 Tenders, Contractors and Subcontractors

7.3.1 Tenders are most frequently called for:-

- The supply of equipment e.g. cars, gravel.

  These tenders are deemed to be a 'once-off' service and no 'Working with Children' Check will be needed

- Contracting of services

  - These tenders are deemed to be of medium to long term duration and the employees of the successful firm will be bound by the reporting of child abuse provisions of this policy;

  - If these services involve activities of the type listed at 4.1 above, then all employees of that contracting service will also be required to complete a 'Working With Children' Check **(Attachment 1)**.

7.4 Swimming Pools

Cowra Shire Council calls tenders for the leasing of the kiosk at the swimming pool in Cowra.

7.4.1 Advertisements calling for tenders will advise that under the Child Protection (Prohibited Employment) Act 1998 all employees (paid or voluntary) will be required to complete a 'Working with Children' Check in order to ascertain suitability for employment in a primary child-related position.

7.4.2 The pool lease tender forms will have attached a 'Working with Children' Check.

This form must be signed and returned with the tender. When the tenders are opened, all 'Working with Children' Check forms will be given to the Child Protection Officer immediately.

7.4.3 When the preferred tender is determined via Councils adopted selection process, the Child Protection Officer will lodge 'Employer Request for Background Check' at www.check.kids.nsw.gov.au.

7.4.4 No further consideration will be given to tenders until the NSW Commission for Children and Young People have returned the Record Check forms.

7.4.5 The Child Protection Officer will report the results of the NSW Commission for Children and Young People Record Check to the Manager in charge of that tender.

- Should an unfavourable report be received, that tender will be withdrawn from consideration and the remaining tenders will undergo the usual scrutiny.

7.4.6 Should there be only one tender and an unfavourable report be received, Cowra Shire Council will readvertise that tender.

7.4.7 The contract will be sent as per Council's adopted procedure.

7.4.8 Council will receive the signed contract as required by Council's adopted procedure

7.4.9 All other signed Prohibited Employment Declaration and a criminal record Consent forms will be then shredded by the Child Protection Officer.

7.4.10 The favourable NSW Commission for Children and Young People Record Check form will be attached to the new lessee's file by the Child Protection Officer.

7.5 Employment of Additional Staff at Swimming Pool Kiosks

7.5.1 Under the terms of the Ombudsman's Act, the lessee is by definition an employee of Cowra Shire Council and subject to the obligations and restrictions of policies and procedures relating to:

- Child and Young Persons (Care and Protection) Act 1998;
- Commission for Children and Young People Act 1998;
- Ombudsman Act 1974;
- Child Protection (Prohibited Employment) Act 1998
- The Public Interest Disclosures Act 1994
- Child Protection (Offenders Registration) Act 2000

7.5.2 Should the successful employee decide to employ additional staff at a Council owned swimming pool at any time during the period of the lease, the prospective employee/s will undergo a 'Working with Children' Record Check prior to commencing duties.

7.5.3 Cowra Shire Council will make the lessee aware of this requirement prior to the lessee commencing operations.

7.5.4 The lessee will contact the Child Protection Officer to obtain an 'Applicant Declaration and Consent' **(Attachment 1)** and an 'Employer Request for Background Check **(Attachment 2)** in respect of each proposed employee/volunteer.

7.5.5 The signed form/s will be returned to the Child Protection Officer.

7.5.6 The Child Protection Officer will forward the form/s to NSW Commission for Children and Young People.

7.5.7 The lessee will be informed of the favourable or unfavourable results of the 'Working with Children' Record Check by the Child Protection Officer.

8. Allegations of Child Abuse Policy and Procedures

8.1. Definitions

Child/Young Person	Someone under the age of eighteen
Child at risk	A child at risk of harm is one whose: • basic physical or psychological needs are not being met; • necessary medical care has not been arranged, • or where:- · the child has been, or is at risk of being physically or sexually abused or ill-treated; · the child is living in an environment of domestic violence and/or is at risk of serious physical or psychological harm; · someone has behaved in such a way toward the child that the child has suffered or is at risk of suffering serious psychological harm.
Allegation of Child abuse	An allegation of child abuse against a person or an allegation of misconduct that may involve child abuse.
Child Abuse	According to the *Interagency Guidelines for Child Protection Intervention,* child abuse is the term commonly used to describe different types of maltreatment of a child or young person. It includes assault (including sexual assault), ill treatment and exposing the child or young person to behaviour that causes psychological harm.
Child Abuse Conviction	Any conviction of a person, in this State or elsewhere, of an offence involving child abuse, and includes a finding by a court that a charge for such an offence is proven even though the court does not proceed to a conviction.
Direct Supervision	A person present at all times during, and is observing and capable of directing, if required, the contact by the person under supervision with any child, where such contact is part of the duties to be performed by the person under supervision or can reasonably be expected to occur during the performance of those duties.

9. Reporting Child Abuse

9.1 Allegations Against Employees

9.1.1 Any allegation should be preferably in writing and should be made to the General Manager. This information may come from the staff member themselves, another member of staff, children, parents or caregivers or from another Agency eg Community Services NSW, Police.

9.1.2 An allegation to be reported to the Ombudsman must have the following components:-

- The person who is the subject of the allegation must be a current employee of Council or have been an employee at the time the allegation was made and must be identifiable. This does not necessarily mean identified by name, as a person may be identifiable by other information including their description and works schedules of the Council;
- The allegation must describe behaviour that may constitute child abuse;
- The alleged victim must have been aged under 18 years at the time of the alleged offence or behaviour.

9.1.3 All staff members have a responsibility to report alleged child abuse as their commitment to provide a safe and healthy environment for children.

9.1.4 On advice of the allegation the General Manager will obtain from the person making the allegation a full written statement detailing the incident including time, place and names of witnesses.

9.1.5 The General Manager may report the allegation to Community Services NSW as their obligation under the Children and Young Persons (Care and Protection) Act 1998. Depending on the seriousness of the allegation Community Services may then proceed to investigate.

9.1.6 On the evidence presented the General Manager will determine who should carry out the investigation and may seek assistance from the Ombudsman on this. An allegation may be referred to an outside Agency for investigation depending on the seriousness of the allegation (eg. Community Services, Police).

9.1.7 The General Manager will ensure the confidentiality of the person subject to the allegations, the person making the allegation and the child and family. Confidentiality will be required from all parties for the allegation to be investigated in an impartial, fair, timely and reasonable manner.

9.1.8 As part of the investigative process, the employee will be told the substance of an allegation. The employee has the right to reply to the allegation. A decision will not be reached before the employee has had an opportunity to make a statement in reply to any proposed adverse finding (in this regard it would generally only be necessary to provide the employee with the substance of the proposed adverse comment, not necessarily a full copy of the findings). This is a standard requirement of procedural fairness. However, the decision of when to tell the employee about an allegation will be subject to whether:

- Strategies have been put in place to protect the notifier of the allegation, the witnesses who have provided the information relating to the allegation and the children involved;
- An informed judgement has been made that such disclosure will not, in any way, prejudice or impede the conduct of the investigation of the allegation by the agency or by any other investigative body including Community Services or the police;
- The disclosure of the substance of the allegation will, in any way, affect the quality of the evidence that may be obtained during the course of the investigation.

If Community Services or police are investigating, the General Manager will consult them about when to inform the employee. In some cases Community Services or police will ask to make first contact with the employee about the matter.

9.1.9 If an investigation is required, the General Manager shall conduct a risk assessment in order to decide what action should be taken pending the outcome of that investigation. One of the following options will be taken:-

- Immediately suspend the employee from all employment;
- Immediately suspend the employee from any work where they have contact with children but not from employment generally;
- Not take any action against the employee.

9.1.10 At the conclusion of the investigation the General Manager will decide what course of action should take place including disciplinary action. The person who is subject to an allegation and the person who made the allegation and the parents of the child should be formally notified of the final outcome.

9.1.11 The General Manager must notify the NSW Ombudsman within 30 days of becoming aware of any allegations. At the conclusion of the investigation the Ombudsman must be provided with a full report of the incident, the final decision, the reason and any action that has or will take place.

9.1.12 The General Manager will inform the NSW Commissioner for Children and Young People of any disciplinary action taken against a staff member even if the staff member resigns or is dismissed **(Attachment 3)**, the staff member will be informed of this action **(Attachment 4)**.

9.1.13 If the investigation proves the allegations unfounded the person subject to the allegation will be provided with full support and be offered appropriate counselling.

9.1.14 Detailed records of the investigation and disciplinary proceedings must be kept in accordance with Council's policy for the keeping of Personnel Files. Current and former staff may request to see their records.

9.2 Notification to Community Services

9.2.1 According to the Act it is mandatory for a person to report 'significant risk of harm' who in the course of his or her professional work or other paid employment, delivers wholly or partly to children:

- health care
- welfare
- education
- children's services
- residential services
- law enforcement

9.2.2 Staff members who are concerned about a child should discuss the matter with their Supervisor.

9.2.3 Staff must report when there is 'reasonable' grounds to suspect risk of harm from child abuse and neglect.

9.2.4 A child or young person is at risk of harm if current concerns exist for the safety, welfare and well being of the child or young person because of the presence of one or more of the following:-

- The child or young person's basic physical or psychological needs are not being met or are at risk of not being met;
- The parent or caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care;
- The child or young person has been, or is at risk of being, physically or sexually abused or ill treated;
- The child or young person is living in a household where there has been incident of domestic violence and, as a consequence the child or young person is at risk or serious physical or psychological harm;
- A parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm.

9.2.5 Reports are made to the Community Services Helpline; reports are confidential however the person reporting will provide their name and the agency name. Community Services then has the responsibility to investigate.

9.2.6 It is the responsibility of Community Services to provide feedback to the person reporting. Community Services Helpline aims to provide written feedback within 24 hours of screening and assessment.

If Community Services declines to investigate and the matter involves an allegation of child abuse against a staff member or volunteer, the General Manager still has a responsibility to

determine the facts of the allegation, conduct a risk assessment and make a decision with respect to the person who is the subject of the allegation.

10. Implementation Strategies

To ensure that all staff members are aware of their responsibilities and that the correct procedures are followed Council will undertake the following strategies:-

- Induction training will include a section on the responsibilities under the various Acts;
- Job Description for staff in designated services will include a statement on their responsibilities;
- Recruitment advertising and information packages will contain relevant information on the legislative requirements;
- The Code of Conduct will include a statement on staff responsibility;
- Staff responsible for undertaking educational tours will only do so when accompanied by the group's teacher;
- Provide information for families and the community on the child protection strategies that have been adopted by the agency.

Attachment 1 – Employer Request for Background Check

An easier way? Complete this form online at check.kids.nsw.gov.au

Employer Details:

Employer name:

Employer ID:

Employer ABN:

Contact person:

Phone:

Fax:

Email:

Persons being checked:

Family name:

Given name(s):

Family name:

Given name(s):

Family name:

Given name(s):

I certify that:

☐ I am a representative of the employer engaging the individual(s) listed above and have the authority to submit their name and details for the Working With Children background check;

☐ My organisation has provided information in relation to the background checking process to all individuals whose names are submitted;

☐ All individuals have consented to these checks using the Working With Children Check Consent and Declaration form;

☐ I have verified the identity of all individuals whose names are submitted for background checking as required by the Working With Children Employer Guidelines; and

☐ I am requesting the Working With Children background check only for the preferred applicants for positions being newly filled. I am not requesting a check for existing employees remaining in their jobs.

My name:

My position:

Signature:

Date:

What should I do next?

Please send this form and Page 1 of the Applicant Declaration and Consent form for each person to be checked, or the NSW Working With Children Check Adult Household Member Consent form, whichever is applicable, to your Approved Screening Agency. You may also submit these details using your Approved Screening Agency's on-line processes. You may also wish to retain a copy for your records.

Attachment 2 – Applicant Declaration & Consent

Personal Details:

Family name: First name:
Other given name(s):

Previous names/aliases:

Family name: First name:
Other given name(s):

Residential address:
Address Line 1:
Address Line 2:
Suburb/Town: State: Postcode:

Country: Phone:
Mobile: email:
Date of birth: Gender:

Place of birth:
Suburb/Town: State: Country:

Identifying document:

If you used one of these documents to verify your identity, please fill in these details

Licence Type:
☐ Driver's License ☐ Firearms License

Licence number:

Issuing Agency:
☐ Australian Capital Territory ☐ New South Wales ☐ Northern Territory
☐ Queensland ☐ South Australia ☐ Tasmania
☐ Victoria ☐ Western Australia ☐ Australian Army
☐ Commonwealth of Australia ☐ Defence Force Academy ☐ Australian Navy
☐ Australian RAAF ☐ Issued by a country other than Australia
☐ Other

Passport Type:
☐ Private ☐ Government ☐ UN Refugee

Issuing Country:

Passport number:

Position applied for:

Title:

Type:
It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, **or to sign this declaration**. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the *Child Protection (Offenders Registration) Act 2000*.
A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction. Details of these offences can be found online at Working With Children Employer Guidelines Fact Sheet 1. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Declaration and consent

☐ I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

☐ I have not omitted any names or aliases that I use or used in the past.

☐ I have read and understood the contents of this form and the relevant information in the Working With Children Employer Guidelines. I declare that I am not a prohibited person under the Commission for Children and Young People Act 1998 and I understand that it is an offence for a prohibited person to seek child-related employment.

☐ I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. National criminal record check for charges and/or convictions (including spent convictions) for:
   - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
   - any child-related personal violence offence;
   - any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence; punishable by imprisonment for 12 months or more.
   - I understand that this check includes convictions or charges that:
   - may have not been heard or finalised by a court; or
   - are proven but have not led to a conviction; or
   - have been dismissed, withdrawn or discharged by a court.
2. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a children; and
3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the Commission for Children and Young People Act 1998.

☐ I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

☐ I acknowledge that:

- the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;
- the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Signature:

Date:

What should I do next? Once you have completed your details, you will need to sign the printed form and provide the signed form to your prospective employer/volunteer organisation. You may also wish to retain a copy for your records.

Attachment 3 – The Working with Children Check Request Form

Cowra Council

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

The Working with Children Check Request Form
(For use by employers only)

I certify that:
1) I am the employer/ prospective employer of the individual(s) listed below
2) I have the authority to submit their name and details to the certified Approved Screening Agency, with which my organisation is registered, for child- related employment screening purposes
3) The Employment status of the people listed on this schedule is accurate
4) Information in relation to the scope of the screening process and the proceedings entailed has been provided to all individuals whose names are submitted
5) All individuals have consented to these checks being conducted and have signified their awareness and understanding of the screening process.

Name: _____ Signature: _____ Position: _____ Date: _____

EMPLOYER DETAILS:
Employer ID: _____ Phone: _____

Employer/ Organisation name:_____ Fax: _____

Address: _____ E-mail: _____

Relevant Contact Person: _____Position: _____

DETAILS OF INDIVIDUALS TO BE SCREENED:

First Name	Middle Name	Surname	Previous Names or Aliases	Address	Gender Please indicate (M) or (F)	Date of Birth	Place of Birth City, State, Country	Employment Status Paid Mandatory (PM), Paid Optional (PO) or Unpaid/Volunteer(UV)

Employer's Signature: _____

Page 1 of 2

EMPLOYER NO: _____

Paid Mandatory (PM): **It is MANDATORY** for employers to check any prospective applicant for paid, primary child- related employment as listed in Section 3 of the Child Protection (Prohibited Employment) Act 1998 which involves direct contact with children where that contact is not directly supervised. It is also mandatory for ministers of religion and foster carers to be checked.

Paid Optional (PO): **It is OPTIONAL** for employers to check any employee in paid, child- related employment not listed in Section 3 of the Child Protection (Prohibited Employment) Act 1998 but which involves direct contact with children where the contact is not directly supervised.

Unpaid/ Volunteer (UV): A person working in an unpaid or voluntary capacity in child- related employment which involves direct contact with children where that contact is not directly supervised.

First Name	Middle Name	Surname	Previous Names or Aliases	Address	Gender Please indicate (M) or (F)	Date of Birth	Place of Birth City, State, Country	Employment Status Paid Mandatory (PM), Paid Optional (PO) or Unpaid/Volunteer(UV)

Employer's Signature: _____

NOTE: This form should be forwarded to the relevant contact person at your Approved Screening Agency (DOCS)

NSW Department of Community Services Tel: 02 9716 2222 Fax: 02 9716 2999

Attachment 4 – Rejected Applicants Notification Form

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Rejected Applicants Notification Form

Section 40 of the Commission for Children and Young People Act 1998 requires employers to notify the Commission for Children and Young People of the name and details of any individual whose application for child-related employment with that employer has been rejected as a result of information obtained in the employment screening process, ie: criminal records, Apprehended Violence Orders or relevant disciplinary proceedings.

Information in relation to 'rejected applicants' shall be retained by the Commission for Children and Young People for the purposes of **auditing and monitoring the employment screening process only**. The information will not be released to any person and shall not be utilised in determining a prospective employee's suitability for future employment opportunities.

REJECTED APPLICANT DETAILS:

First Name:_____

Middle Name: _____

Surname:_____

Previous Names / Aliases:_____

Gender: (Please tick) ☐ Male ☐ Female

Date of Birth: _____ Place of Birth (city, state, country):_____

Date employment was denied: _____

Title of position applied for: _____

EMPLOYER DETAILS:

Employer/Organisation Name: _____

Employer/Organisation Number:_____

Address:_____

Phone: _____Fax:_____

Name of relevant contact person:_____

Position of relevant contact person: _____

I certify that the above details are correct and that I am providing this information in accordance with Section 40 of the Commission for Children and Young People Act 1998. I have the delegated authority within the organisation to submit these details to the Commission for Children and Young People.

Name: _____ Signature:_____ Position: _____Date:_____

Note: This form must be forwarded to the Commission for Children and Young People only by employers and is not to be provided to any other person or organisation. Please fax this form to the Commission for Children and Young People on **(02) 9286 7201**
Commission for Children and Young People Tel: 02 9286 7219 Fax: 02 9286 7201
www.checkkids.nsw.gov.au

Attachment 5 – Relevant Employment Proceedings Notification and Summary

An easier way? Complete this form online at check.kids.nsw.gov.au

Employer Details:

Name:

ID:

Address:

Address Line 1:

Address Line 2:

Suburb/Town:

State:

Postcode:

Country:

Contact:

Phone:

Fax:

Contact Person:

Name:

Position:

Email:

Date of completion of relevant employment proceedings:

Is the individual below currently an employee?

Employee Details:
Name:

Family name:

First name:

Other given name(s):

Date of birth:

Gender:

Place of birth:

Suburb/Town:

State:

Country:

Position:

Was the person related to any victim(s)?

Was the person a stranger to any victim(s)?

Victims:
Information on the Victim:

Age at time of incident(s):

Gender:

Did you conduct an investigation?

Did the child require any service directly as a result of the incident(s)?

Information on the Episode:

Date of incident:

Provide date this matter was first reported to employer?

Date this matter was first reported to employer:

Did the child require any service directly as a result of the incident(s)?

What was the nature of the episode(s)?

Place(s) where the episode(s) occurred:

Were any of the places a public place or institution?

Information on the Investigation:

Persons interviewed
Person:

Position Title:

Interview Date:

Person:

Position Title:

Interview Date:

Person:

Position Title:

Interview Date:

Person:

Position Title:

Interview Date:

Person:

Position Title:

Interview Date:

Outcome of the Investigation:

Were the allegations sustained?

☐ Yes - this matter will be recorded as a Category 1 notification

☐ No - complete the next question:
Did you find some evidence that the conduct occured?

☐ Yes - this matter will be recorded as a Category 2 notification; proceed to complete this form

☐ No - do not notify this conduct.

Added information for the Commission to review to Category 1:

Type of Conduct for Notification:

☐ Sexual offence/assault ☐ Sexual misconduct ☐ Physical assault ☐ Neglect of a child ☐ Psychological harm to a child ☐ Child pornography offence or misconduct ☐ Act of violence in presence of a child

Are you required to report your findings to the NSW Ombudsman?

Certification:

I certify that (name) has been the subject of relevant employment proceedings and that I have the authority to submit these details to the NSW Commission for Children and Young People for background checking purposes under the Commission for Children and Young People Act 1998. I have advised the employee of this notification using the Relevant Employment Proceedings Employee Advisory Letter.

My Details:

My name:

My position:

Signature:

Date:

What should I do next?

Once you have completed your details, you will need to sign the printed form and provide the signed form to the NSW Commission for Children and Young People. You may also wish to retain a copy for your records.

NOTE: Send this form to the Commission for Children and Young People. Do not give the completed form to any other person or organisation.

Commission for Children and Young People
FAX - 9286 7201, EMAIL - check@kids.nsw.gov.au

3.2 Section 355 Committee Draft Minutes - CBD Committee 17 November 2025

File Number: D25/2257

Author: Paul Devery, General Manager

RECOMMENDATION

1. **That council note the draft minutes of the CBD Committee meeting held on 19 November 2025.**

2. **That council waive the Footpath Trading application fee and the first 12 months licence fee for applications lodged before 30 June 2026.**

3. **That Council note the resignation of Martina Lindsay as a community representative on the CBD Committee.**

4. **That council write to Martina Lindsay thanking her for the contribution she has made to the CBD Committee.**

INTRODUCTION

The most recent meeting of the CBD Committee was held on Wednesday 19 November 2025. A copy of the draft minutes from the meeting is included at Attachment 1 for information and consideration of the recommendations above.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Draft Minutes - CBD Committee 19 November 2025 ⇩

Cowra Council

MINUTES

CBD Committee Meeting
Wednesday, 19 November 2025

Order Of Business

1 Acknowledgement of Country 3
2 Apologies 3
3 Confirmation of Minutes 3
4 Reports of Council Officers 3
5.1 2025 Bell Beats Festival Report 3
5.2 Footpath Trading 3
5.3 SpendMapp Report 4
5.4 Business Assistance Annual Budget 4
5.7 Resignation of Martina Lindsay 4
5.8 Cowra Business Chamber - Funding Application 4
5 General Business 4
6.2 Cowra Business Chamber 4
6.3 Cowra Tourism Report 4
6.4 Cowra Christmas Festival 5
6.5 Future Meetings 5
6 Next Meeting Date 5
7 Meeting Close 5

MINUTES OF COWRA COUNCIL
CBD COMMITTEE MEETING HELD AT THE MEALS ROOM, KENDAL STREET, COWRA
ON WEDNESDAY, 19 NOVEMBER 2025 AT 6PM

PRESENT: Cr Erin Watt (Co-Chair), Jesse Murphy (Co-Chair), Cr Paul Smith (Mayor) (arrived 6.27pm), Cr Cheryl Downing, Cr Tony Horton, Stassi Austin, Adam Gambrill, Bruce Rowston, Courtney Preo (arrived 6.07pm), Zachary Jones

IN ATTENDANCE: Paul Devery, Ponie De Wet, Larissa Hackett, Alan Dalton, Jarrad Shiells

1 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was presented by Cr Erin Watt (Co-Chair).

2 APOLOGIES

Ashlea Field, Katherine Jeffs

3 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of CBD Committee Meeting held on 13 August 2025 be confirmed.

Moved – Bruce Rowston
Seconded – Jesse Murphy

4 REPORTS OF COUNCIL OFFICERS

4.1 2025 Bell Beats Festival Report

RESOLVED

That the committee note the report on the inaugural Bell Beats Festival.

4.2 Footpath Trading

RESOLVED

1. **That the committee note the report on the progress to reviewing the footpath trading policy; and**
2. **That the committee recommend that council waive the application fee and the first 12 months licence fee for applications lodged before 30 June 2026.**

Moved – Cr Erin Watt
Seconded – Jesse Murphy

4.3 SpendMapp Report

RESOLVED

That the committee note the SpendMapp report.

4.4 Business Assistance Annual Budget & Operational Plan 2025-2026 Objectives - Update

RESOLVED

That the committee note the late report from the General Manager providing an update on Operational Plan objectives.

Moved – Cr Erin Watt

Seconded – Jesse Murphy

4.5 Resignation of Martina Lindsay

RESOLVED

1. **That council note the resignation of Martina Lindsay as a community representative on the CBD Committee.**

2. **That council write to Martina Lindsay thanking her for the contribution she has made to the CBD Committee**

Moved – Jesse Murphy

Seconded – Cr C Downing

4.6 Cowra Business Chamber - Funding Application

RESOLVED

That the CBD Committee note the application submitted by the Cowra Business Chamber under the NSW Government's Regional Night-time Economy program.

5 GENERAL BUSINESS

5.1 Cowra Business Chamber

Zachary Jones provided an update from the Business Chamber.

5.2 Cowra Tourism Report

Courtney Preo provided an update from Cowra Tourism.

5.3 Cowra Christmas Festival

Courtney Preo provided an update in planning for the Christmas Street Festival.

5.4 Future Meetings

RESOLVED

That the committee adopt the proposed 2026 workplan.

6 NEXT MEETING DATE

The next meeting will be held on Wednesday 18 February 2026.

7 MEETING CLOSE

The Meeting closed at 8.55pm.

.....

CHAIRPERSON

4 DIRECTOR-CORPORATE SERVICES REPORT

4.1 2025 Bell Beats Music and Arts Festival Event Report

File Number: D25/2192

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the event report for the 2025 Bell Beats Music and Arts Festival held on 4 October 2025, including that attendance exceeded expectations and that planning is underway to build on the event's success in delivering Bell Beats 2026.

INTRODUCTION

The inaugural Bell Beats Music and Arts Festival was held on 4 October 2025 in Cowra's Cultural Precinct surrounding the Peace Bell, financed by Transport for NSW's Open Streets Program. Bell Beats included live music performances and temporary art displays and art activities, complemented by drink and food vans.

Funding from Transport for NSW's Open Streets Program was confirmed just three months before the event, and while arrangements were made within a compressed timeframe, the event was a success with 1,534 of free ticket registrations recorded.

A comprehensive event performance report is attached.

BACKGROUND

Bell Beats was a festival concept pitched to Transport for NSW under its Open Streets Program, which provided grants to councils for temporarily closing streets to activate community interaction with street spaces. Cowra Council received a grant of $350,000 over three years for Bell Beats.

Event planning was undertaken over three months so that the festival could take place over the October long weekend, providing an activity for the local community while also appealing to the travelers' market.

Attendance exceeded expectations with 1,534 free ticket registrations, and feedback from attendees was largely positive about the experience and format.

Providing a multi-artist lineup of musical acts proved successful, and the decision to hire a headline act (Budjerah) was popular. Art installations and activities complemented the musical performances well and provided attendees with a welcome occupation while musical performers prepared.

Marketing was effective and drew attendance from far afield. Social media marketing was most successful and will be prioritised over print media in future years. A longer lead-time in 2026 is expected to further expand attendance.

After a highly successful first event, there appears to be solid potential to grow attendance and Bell Beat's reputation in the market over the next two years. Our early view is that Bell Beats could have a longer-term life with grant funding replaced by other revenue sources such as sponsorship contributions and possibly modest ticket pricing.

BUDGETARY IMPLICATIONS

The 2025 budget of $149,500 was exceeded by just under $40,000 however a stronger financial result is expected in 2026 by taking advantage of the longer lead-time to improve sponsorship, strategies for labour cost savings and complementary sponsorships such as for setup and pack-down.

ATTACHMENTS

1. Post-Event Evaluation Report - 2025 Bell Beats Festival ⇩

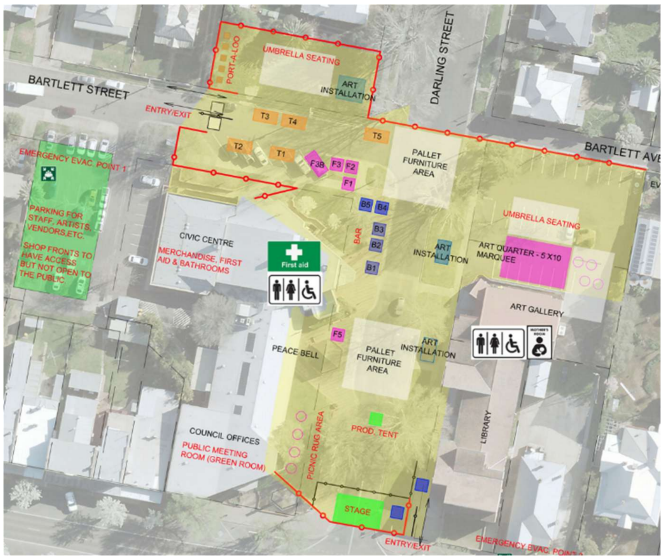
BELL BEATS MUSIC & ARTS FESTIVAL COWRA 2025 EVENT

EVENT OVERVIEW

Bell Beats 2025 – Cowra's Cultural Precinct – Saturday 4th October

Bell Beats is a bold three-year initiative funded by Transport for NSW's Open Streets Program, designed to elevate Cowra's cultural profile while driving regional tourism and investment. As a premium, family-friendly annual event, it showcases local creatives alongside nationally recognised musicians, highlighting the depth of Cowra's cultural fabric and fostering community engagement. A key objective is to achieve long-term sustainability beyond the initial funding period.

The target audience includes Cowra locals, surrounding townships, regional centres and tourists from the ACT, NSW and Sydney. Bell Beats aims to attract visitors with disposable income who value cultural experiences. By introducing an event during the busy tourist season, the goal is to position Cowra as a destination to stop and explore, rather than simply pass through. The event also taps into the nighttime economy, further supporting local hospitality and enhancing Cowra's cultural offering.



POST EVENT WRAP-UP

Bell Beats 2025 delivered a vibrant celebration of music and art despite early challenges. The event began roughly two hours behind schedule due to technical delays, but interactive art installations and the Arts Quarter kept attendees engaged. The day started with a Smoking Ceremony and Welcome to Country by Auntie Esther, setting a respectful tone. Performances commenced with the Mark Corkery Band after the first scheduled performer, Shane Kerr, withdrew due to illness. Originally replaced by Dom Lenarduzzi, his set was cancelled to help regain time. Other highlights included Emily Reynolds accompanied by Dom, enhanced by interactive video art reacting to their music on the big screen. Mark Corkery generously sacrificed his solo set so Emily and Dom could extend theirs.

The program continued with the Stewart Barton Band, followed by Steph Strings captivating the crowd during golden hour. When a power outage interrupted Steph's set, the crowd sang her "Happy Birthday" in true community spirit while the technical team worked to restore power. Budjerah closed the night with a powerful performance. Throughout the day, video art and installations by local and visiting artists enriched the experience, with Shani Nottingham's "FICTUS FLOR" standing out for its environmental message. Regional food and beverage vendors complemented the cultural atmosphere. Despite setbacks, feedback was overwhelmingly positive, praising the venue and overall event delivery. Bell Beats concluded on time, leaving a strong impression for future editions.

PARTICIPANTS

The event was supported by a diverse range of participants, including local community groups, food vendors and beverage providers, all contributing to the vibrant atmosphere and overall success of Bell Beats.

Headline and Support Musicians – Budjerah, Steph Strings, Stewart Barton & Band

Local Musicians – Mark Corkery Band, Emily Reynolds, Dom Lenarduzzi

Ephemeral Art Installations by – Laura Baker, Izak Hutchinson, Sharni Nottingham and Ken Hutchinson

Video Artists – DJ King Brown, Gustralia, Simone Sheridan, Jess Dryburgh, Stephan De Wit

Bar Tents – Bulla Creek Brewery, Windowrie Estate, Antonio's Wines, Bathurst Grange Distillery

Food Trucks and other stalls – Romanian Delights, Koyama Kitchen, A Taste of Greece, All American Food, Iron Bark, Mumma Bears Coffee.

Local Community Groups – Cowra M&D/Cowra Theatre Company

MARKETING AND MEDIA

A comprehensive marketing strategy was implemented despite a condensed timeline, managed within the roles of the Council Media Officer and the Civic Centre Manager, with additional support recruited during the final stage. The approach combined partnerships, signage, digital campaigns and media engagement. A key partnership with *Sign R Us Cowra* supported event signage, including illuminated letters and banners for pre-event promotion and on-site branding. While banner visibility and durability presented challenges—due to outdated size guidelines and material issues—these learnings are informing updates to Council's banner policy. Additional visual enhancements, such as branded fence mesh, successfully transformed the festival area into a vibrant space.

Digital marketing played a central role, with a strong social media campaign launched six weeks prior, complemented by a dedicated event website and logo created by *Made of Fridays*. Merchandise design was also managed by *Made of Fridays*, with production handled by *Love Police ATM*, a leading merchandise supplier. Media coverage included an ABC Central West Radio interview with performer Emily Reynolds on event day, helping amplify reach. These efforts collectively aimed to build awareness, drive attendance and position Bell Beats as a premium cultural experience.

KEY LEARNINGS

- **Banner Quality & Policy:** Outdated banner size guidelines impacted visibility, and material durability issues led to early failures. Council's banner policy is being reviewed and updated to ensure appropriate sizing for traffic visibility. Further discussions around banner quality and material standards will be addressed with Sign R Us Cowra in the new year.
- **Social Media Management:** While the social media campaign was highly effective, it required significant time and content creation effort. For Years 2 and 3, options are being considered to ensure consistent, engaging content and optimal posting strategies. Either by utilising Civic Centre marketing personnel or outsourcing to external providers.
- **Advertising Effectiveness:** Local advertising in the Cowra Guardian proved less effective compared to social media reach. The use of print advertising will be reassessed for future years, with a stronger focus on digital engagement.
- **Effective Strategies:** Social media and radio engagement proved highly effective for reach and awareness, and visual branding (fence mesh, illuminated signage) enhanced the festival atmosphere.

FUTURE MARKETING CONSIDERATIONS

- **Social Media Resourcing:** For Years 2 and 3, assess options for managing social media. Either using Civic Centre marketing staff or outsourcing to an agency, budget dependant, to ensure consistent, high-quality content and effective posting.
- **Update Banner Specifications:** Finalise revised banner size guidelines and work with suppliers to ensure durable materials.
- **Expand Media Partnerships:** Build relationships with regional radio stations, tv stations and explore collaborations with influencers or cultural platforms to broaden reach.
- **Reassess Print Advertising:** Reduce reliance on local newspaper advertising and allocate more resources to digital campaigns, which demonstrated stronger engagement.
- **Start Campaign Earlier:** Begin marketing activities at least 10–12 weeks prior to the event to maximise exposure and allow time for adjustments. Due to year one time constraints this was unachievable.

ATTENDEE BREAKDOWN

The target for 2025 was 800 registered tickets – a realistic goal given the short preparation period of just over three and a half months and the likelihood that many people had pre-existing plans for the October long weekend. Prior to Friday's setup, registrations sat at around 450, but by Friday night they had surged to over 1,100. The visible setup of the stage, fencing and branded mesh clearly sparked interest among passersby and, as is common with Civic Centre events, many Cowra residents booked at the last minute. By the end of the event day, registrations reached 1,534.

Entry scan records indicate at least 1,230 attendees, however figures are likely skewed down as it was observed that some individuals were not scanned upon entry. Additionally, the data may not include

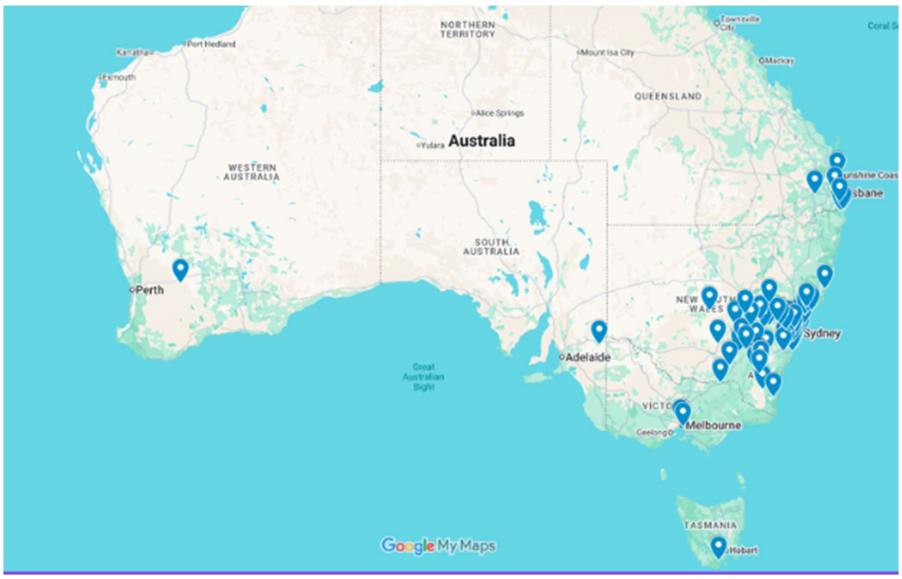
those who registered at the gate on the day. It is likely that actual attendance was closer to the full number of registered participants.

Attendees came from all states and territories except the Northern Territory. Postcodes in the top 10 included Orange, Bathurst, Boorowa, Dural, Forbes and Liverpool. Other notable locations were Wagga Wagga, Mudgee, Newcastle and Canberra. Local representation was strong, with 57% of attendees from Cowra and Wattamondara, and others from nearby areas such as Woodstock, Darbys Falls, Milvale, Monteagle, Thuddungra, Tubbul, Canowindra, Billimari and Moorbel.

Gender breakdown was 53% female, 44% male and 3% other/not disclosed. Age demographics were:

- **25% aged 0–17**
- 12% aged 18–25
- **15% aged 26–35**
- 12% aged 36–45
- **18% aged 46–55**
- 10% aged 56–65
- 8% aged 66+

Considerations for encouraging earlier ticket registration are being explored for future events.



INSIGHTS AND CONSIDERATIONS

- **Late Surge Drivers:** The spike in registrations was largely influenced by visible event setup and last-minute booking habits among locals.
- **Encourage Early Registration:** Introduce incentives such as early-bird perks, exclusive merchandise or prize draws to drive earlier sign-ups.
- **Targeted Regional Marketing:** Strengthen outreach in high-performing postcodes (Orange, Bathurst, Boorowa, Forbes, Liverpool) and expand campaigns in Wagga Wagga, Mudgee, Newcastle and Canberra.

- **Leverage Local Behaviour:** Use countdown campaigns and visible pre-event activations (e.g. stage teasers, signage) earlier to build anticipation.
- **Data Utilisation:** Analyse postcode and demographic data to tailor messaging for family groups and premium cultural visitors.

THE ARTS QUARTER

The Arts Quarter proved to be a major success, not only keeping attendees engaged during early technical delays but also providing families and children with activities that encouraged them to stay longer. Workshops and interactive activities were well received by all age groups, and face painting was particularly popular – this will be considered for next year alongside additional interactive options based on feedback.

Included under the Arts Quarter umbrella were ephemeral art installations scattered throughout the event space and video projections that added a dynamic visual element. These installations received strong feedback, particularly Shani Nottingham's "FICTUS FLOR", which impressed attendees with its environmental message. Video art also played a key role, with Stephan De Wit's interactive piece during Emily Reynolds' set and DJ King Brown's visuals between main stage performances standing out. For future years, the type and composition of these installations will be refined through a more focused approach, including an expression of interest period and adequate preparation time for artists.

The Cowra Regional Art Gallery recorded over 400 visitors on the day, boosting attendance for the Calleen Art Awards and resulting in additional art sales. This strong integration between the festival and the gallery highlights the value of connecting cultural experiences.

However, layout challenges were noted. The marquee and food trucks required level surfaces, which were limited to two areas within the event space. Placing the Arts Quarter next to the Art Gallery made managing the combined areas easier and supported the intent for the marquee to spill out into the arts space. The marquee occupied the only flat area, which was initially considered the preferred location for food trucks and stalls. However, surrounding slopes limited flexibility, leaving the car park underutilised and creating a slight disconnect within the overall festival space. Future planning will explore better use of the Nguluway Room and grassed areas at the front of the gallery while maintaining the "Arts Quarter" theme. Budget considerations and alternative activities are also being reviewed to enhance engagement and visitor experience.

MUSIC AND PRODUCTION

The music lineup featured Budjerah, Steph Strings, Stewart Barton, Dom Lenarduzzi, Mark Corkery and the Mark Corkery Band, Shane Kerr and Emily Reynolds. Despite Shane Kerr withdrawing late due to illness, Mark Corkery generously offered his solo set to Dom and Emily, resulting in cost savings of approximately $500. The flow of performances worked well once underway and the emphasis on featuring local talent in the first year was well received. The overall vibe was positive and performance times aligned effectively after initial delays.

However, the schedule required multiple updates throughout the day due to recurring technical issues. The production team, Sixt5 Productions, faced significant challenges, including tripping generators, staff shortages and inexperienced crew. Attempts by band members and external technicians to assist inadvertently worsened some issues. These factors contributed to extended setup and pack-down times and delayed the event start. Sixt5 Productions has been advised of our disappointment regarding these delays and the overall execution. A concession was provided on the final invoice.

It is noted that with appropriately skilled staff, the event may have only experienced the power issues – which could have been quickly resolved during Friday's setup. Sixt5 was also stretched to its limits during the busiest time of year for festivals and production companies, which likely contributed to staffing and resource challenges. Alternative production companies are being explored for future years. While moving to another provider may sacrifice some premium elements, such as the LED screen used for sponsor advertising and video art displays, all options – including continuing with Sixt5 – will be carefully considered to ensure the best outcome for 2026.

THE BUDGET

The initial budget submitted with the grant application in March was exceeded by just under $40,000. While the shortened lead time contributed to cost pressures, the main drivers were higher marketing and event-day staffing costs, limited sponsorship and additional labour and machinery expenses from other Council areas during setup and pack-down.

To ensure delivery within the timeframe, the decision was made to deprioritise sponsorship acquisition, which impacted revenue. Moving forward, reducing reliance on Council staff to avoid overtime and employing event-specific personnel is being considered. Setup and pack-down tasks may also be leveraged as partnership or sponsorship opportunities, helping to offset costs and build relationships with local businesses for long-term sustainability.

2025 - EXPENSES (ACT vs. BUD)			
	BUDGET	ACTUAL	DIFFERENCE
ADMINISTRATION EXPENSES	3,000.00	1,749.00	(1,251.00)
CATERING	-	1,036.75	1,036.75
WEBSITE & MARKETING	15,000.00	28,012.22	13,012.22
CASUAL STAFFING	12,000.00	16,530.22	4,530.22
ARTIST/PERFORMANCE/TOUR FEES	56,000.00	56,544.84	544.84
MERCHANDISE	8,000.00	16,607.29	8,607.29
SECURITY COSTS	6,000.00	5,920.00	(80.00)
TECHNICAL	35,000.00	33,600.00	(1,400.00)
EQUIPMENT	12,000.00	20,250.39	8,250.39
EVENT LOGISTICS	2,500.00	3,560.82	1,060.82
TOTALS	149,500.00	183,811.53	34,311.53

SUMMARY AND FUTURE OUTLOOK

Bell Beats 2025 successfully delivered a vibrant cultural experience for Cowra, attracting over 1,500 registrations and showcasing a diverse mix of music, art and community engagement. Despite early technical challenges and budget pressures, the event successfully met its core objectives – to showcase local creatives, artists and hospitality within a family-friendly environment in Cowra's Cultural Precinct. Feedback from attendees was overwhelmingly positive, with strong praise for the venue, atmosphere, and integration of music and visual arts.

Looking ahead, planning for Bell Beats 2026 will focus on refining operations and enhancing sustainability. Key priorities include securing sponsorships earlier, outsourcing social media management, improving production reliability and optimising event layout for better use of space. Strengthening partnerships with local businesses for setup and pack-down, expanding interactive arts programming and leveraging data insights for targeted marketing will also be central to future strategies.

With these improvements, Bell Beats is positioned to grow as a signature event for Cowra and the wider region.

4.2 Donation - Alex McFarland - Australian Junior Squash Championships

File Number: D25/2260

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council approve a donation of $550 to Alex McFarland to assist with attending the Australian Junior Squash Championships over September and October 2025.

INTRODUCTION

Mr Tony McFarland has written to Council seeking financial assistance to facilitate his son, Alex McFarland, representing the state as a member of the NSW Junior Squash Team in attending the Australian Junior Championship over September and October 2025.

The application is eligible for support under Council's Donation Policy, with $550 being requested.

BACKGROUND

Squash Australia hosts the annual Australian Junior Championship event, with the 2025 Championships being held in Ballarat from 28 September to 1 October 2025. This is an opportunity for junior players across Australia to challenge the best players from each state for the national team championship title. No other donation requests have been received from the applicant this financial year. Council has, however, approved donations for other applications to participate in this event in 2025.

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

- To assist an individual's or team's sporting, cultural or academic achievement at a significant and recognised level.

It is noted that the applicant originally submitted the application in September 2025, prior to the event. It is not a retrospective application and should be therefore considered eligible under Council's Donation Policy. The delay in processing this application was discussed with the applicant, who retains no concerns.

BUDGETARY IMPLICATIONS

The request for $550 is within the 2025-26 unallocated s.356 budget of $11,324.

ATTACHMENTS

1. Application - Alex McFarland Donation ⇩
2. Covering Letter for Council - Alex McFarland ⇩
3. Squash NSW - Letter of Support ⇩

Cowra Council

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

Application for Financial Assistance/Donation

Applicant Information

Local Sporting Team/Organisation Squash NSW State Representative Team

Contact Name/ Sporting Applicant: Alex McFarland

Mailing address: [redacted]

Phone: (Home) (Business)

Email: [redacted]

Signature: [redacted] Date: 26 / 11 / 2025

Organisation Details

Organisation responsible for the event/activity: Squash NSW

President/Secretary Contact Details: Jay Kross

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

Do membership fees apply ? ☐ YES ☑ NO

If yes, annual membership/fees $

Event Details

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

Australian Junior Championships

Venue where will the event/project take place? Ballarat Squash + Racquetball Fitness Centre, 106 Dowling St Wendouree VIC 3355

Financial Details

Amount of assistance being sought: $550

Total Estimated cost of the total event/project $1500

How are funds to be raised? via Sponsorship

Funds available at present to go towards event —

Will the event/project support charities ☐ YES ☑ NO

If YES, value of support $

Previous / Other Assistance:

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

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

When was it provided?

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

If YES, how much has been sought

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

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

Request Details – Please complete either A or B below

A. Sporting applications – Please select relevant sporting category below

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

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

Attachments required for sporting applications:
- Supporting letter from local organisation body
- Supporting letter from State/Australian Supporting body
- Please attach any other information to support your application to Council

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

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

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

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

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

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

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

2025/32321 Page 2

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

COWRA SERVICES SQUASH CLUB

Dear Cowra Council, Date: 26th November 2025

I am writing on behalf of the Cowra Services Squash Club in support of Alex McFarland's donation request.

Alex is a valued member of the squash club who displays excellent sportsmanship and carries himself with integrity and positivity.

Alex has been helping with our Junior Squad training on Mondays with his coaching skills and qualifications. His enthusiasm and positive approach to squash has been well received by the kids, parents and other coaches. Alex's contribution to the Junior Squad has been very much appreciated and the improvement and enjoyment from the kids involved has been great to see.

Alex has been involved with representative squash for NSW Junior Squad – "Bluetongues" for three consecutive years, along with NSW Schoolboys squash in 2025.

Alex is a keen and consistent competitor in our local competition, being Cowra Opens Champion the past two years in a row.

Our club is richer for having Alex's involvement and wish to see his continued success in the squash field.

Please don't hesitate to contact me with any questions or queries.

Kind Regards,

[redacted]

Josh Bell

President
Cowra Services Squash Club
0455 498 200

cowrasquash@gmail.com
Club Cowra
Facebook: Cowra Service Squash Club

COWRA SERVICES SQUASH CLUB

Thursday 27th November, 2025

To whom it may concern,

Alex McFarland was selected in the NSW Next Gen Squad for the 2024/25 cycle. Being part of this squad required Alex to travel to Sydney to participate in the squad training.

Following an impressive performance at the camps, and coming Runner Up at the NSW Junior Championships in the Under 19 division, Alex was selected in the NSW Junior State Team.

Selection in the team required Alex to attend a team camp in Sydney, before competing in the Australian National Championships in Ballarat during the September school holidays.

I am happy to provide further detail as required.

Regards,

Jay Kross

Squash NSW Performance & Participation Manager

jaykross@nswsquash.com.au

0459546742

NSW Squash Limited
ABN 52 992 519 238
PO Box 212 Sydney Markets NSW 2129

nswsquash.com.au
squash@nswsquash.com.au

5 DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

5.1 NSW Environment Protection Authority Joint Procurement Grant: FOGO Investigation

File Number: D25/2229

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That Council note the successful application for NSW Environment Protection Authority funding under the Joint Procurement Program for the Cowra, Hilltops and Weddin FOGO investigation and options analysis; and include the $210,160 funding in the second quarter budget review.

INTRODUCTION

This report provides Council information on a successful grant funding application to the NSW Environment Protection Authority (EPA) Joint Procurement Funded Support program for a project titled 'Cowra, Hilltops and Weddin FOGO investigation and options analysis'.

BACKGROUND

The NSW Government committed to halving organic waste being disposed of in landfill by 2030 under the Waste and Sustainable Materials Strategy 2041.

To meet this target the NSW EPA have adopted the Food Organics and Garden Organics mandate:
Local councils will be required to provide all NSW households who receive a residual (red lid) waste collection service with a Food Organics and Garden Organics (FOGO) waste service by 1 July 2030.[1]

To support local government in meeting the mandate the EPA administer a grant program titled 'Joint Procurement Funded Support':
The Joint Procurement Funded Support provides tailored advice and assistance to councils and regional waste groups exploring and undertaking the joint procurement of waste management services and/or waste infrastructure. This support will allow councils to access expert advice and feel confident in their procurement decisions. The Joint Procurement Funded Support is part of a suite of programs available to support councils in their joint procurement journey.
Domestic waste collection and management services represent some of the highest value contracts administered by NSW councils. The financial and resourcing burdens of large-scale procurement are just two of the challenges which can be a barrier to successfully procuring waste services. Joint procurement can reduce the financial and resourcing burden on individual councils through economies of scale, facilitating collaboration and the sharing of resources and expertise.[2]

[1] https://www.epa.nsw.gov.au/Your-environment/Recycling-and-reuse/business-government-recycling/Food-organics-and-garden-organics/fogo-mandates-and-rollout
[2] https://www.epa.nsw.gov.au/Working-together/Grants/councils/Joint-Procurement-Funded-Support

Council has been advised of its successful application under the Joint Procurement Funded Support program for a project titled 'Cowra, Hilltops and Weddin FOGO investigation and options analysis'. The project objectives are to:

a. Understand the estimated quantity of FOGO material available in the domestic waste stream across; and likely capture rate for; each council to inform the procurement decision-making decision;
b. Understand the unique and similar issues and opportunities that face the group of Councils for knowledge sharing and partnerships that can feed into each Council's strategic plans, long term financial plans and waste strategies.;
c. Determine where scales of economy within the group can provide the most cost-effective services to each of the member Councils;
d. Investigate available options and develop a business case for the most viable options that align and enable opportunities to streamline the procurement process to manage FOGO for each member Council;
e. Work collectively on this project to build capacity of each member Council which will provide resilience and regional cohesion;
f. Identify and manage risks associated with this project and likely risks for moving forward with a joint procurement process.

The approved project plan includes the following activities:

Activity	Start Date	Completion Date
1. Project initiation; signing the deed of agreement	5/11/2025	5/12/2025
2. Waste Audit completion	1/1/2026	31/03/2026
3. Options Analysis report	1/01/2026	31/05/2026
4. Council workshop/meeting – Councillor engagement	1/06/2026	31/09/2026
5. Business case report	1/06/2026	30/11/2026
6. Procurement approach	1/10/2026	31/01/2027

The project is required under Council's adopted Delivery Program:

E4.2 Investigate requirements and implement Food Organic and Garden Organics (FOGO) system.

and will meet the Operational Plan actions:

E4.2.a Complete annual bin audits: Engage bin auditor to provide information on the make-up of the Cowra waste streams and estimate potential FOGO diversion quantities.

E4.2.b Investigate options for general waste bin sizes and collection frequency. Report models used to manage FOGO at other Councils and investigate opportunities within the MRF and in collaboration with external suppliers to manage and treat FOGO.

BUDGETARY IMPLICATIONS

The project is fully funded under the grant program and the funding amount is $210,160.

ATTACHMENTS

Nil

5.2 Water and Sewerage Strategic Planning: Cowra Water Treatment Plant

File Number: D25/2240

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That

1. **Council receive and note the information provided on the strategic planning and financial modelling in progress for the Cowra water supply.**
2. **Council proceed with a further Water Treatment Plant study with the objectives of:**
   - **(a) Reviewing options for developing new treatment components at the existing site**
   - **(b) Determining the required WTP land area footprint for a new WTP and sludge management land area**
   - **(c) Identification of suitable land / site options for West Cowra and East Cowra alternate WTP sites**
   - **(d) Refined estimates of the options specific to sites.**

INTRODUCTION

In May 2025 Council was provided a report titled 'Water and Sewerage Long Term Strategic Planning' (copy attached).

This report provides an update on the Cowra Water Treatment Plant Replacement Study and the Cowra Water Treatment Plant Sludge disposal study. Based on the information provided in these studies it is proposed to undertake financial modelling of two strategies:

- Planned replacement of the Cowra WTP in a five-year planning and construction period; including addressing sludge management
- Deferred replacement of the Cowra WTP until at least 2050; with an interim program of capital works at the existing Cowra WTP, including implementing a trial of the re-use of sludge supernatant at the existing Cowra WTP.

BACKGROUND

The May report included the following strategic risks associated with the Cowra Water Treatment Plant:

	Issue / Risk	***Scenario Input***	***Investment Timing / Modelling Action***
Cowra WTP	*LTFP doesn't include realistic costs of Cowra WTP replacement;*	*PWA have provided updated estimate $50M not including alternate land purchase, new rising mains, additional reservoirs etc* • *What's a realistic delivery timeframe??*	• *Change base case 32M to 50M* • *Delivery 2031-32; 5 years project development; 2 years delivery*
Cowra WTP	*LTFP doesn't have realistic delivery timeframe for WTP replacement and; if required; additional land purchase, rising mains, sludge treatment, etc*	*Awaiting PWA report* • *The 50M would have to be higher if an alternate site is required*	
Cowra WTP	*LTFP doesn't include capital costs of interim works that may be required while replacement WTP is planned and delivered eg: retrofit UV, upgrade dosing sled, WHS improvements*	*Awaiting PWA report* *Timing and cost of interim works eg* • *Retrofit UV* • *Dosing sleds upgrades* • *Others*	• *Additional costs to be included between 2026 and 2031*
Cowra WTP	*Regulatory risk: the NSW EPA have issued an amended licence including a pollution reduction program to improve sludge management / cease river discharge*	*From the Cowra WTP Sludge Study: implement the trial and adopt the re-use of the reservoir option.* *$1.1M capital cost for the scenario modelling* • *Sludge pumping to tanker truck is already included in operational budget expenditure* • *Need to implement 2026 / 27; any possibility of grant funding assistance??*	• *Additional $1.1M costs to be included for 2026/27* • *Assume 50% grant funded*

As noted in the May report, Council had commissioned two studies on the Cowra WTP to be undertaken by Public Works Advisory as part of their engagement to complete the Integrated Water Cycle Management Strategy:

- Cowra Water Treatment Plant Deferred Upgrade Feasibility Report
- Cowra Water Treatment Plant Sludge Disposal study.

These reports are completed but noted as draft while comments are sought from Council's grant administrators and funding partners; Department of Climate Change, Energy, Environment and Water, and the Safe and Secure program.

Summary of the financial overview for Cowra WTP replacement deferral:

- The estimated cost for all proposed interim upgrades: $5.7 million
- Major cost items include:
    - Lamella clarifier tube replacement: $1.5 million
    - Sludge removal upgrade: $1.1 million
    - Filter rehabilitation (5 & 10): $1 million
    - UV disinfection retrofit: $450,000.

Summary of the capital cost estimate for Cowra WTP replacement:

- The estimated base cost for the WTP infrastructure (excluding pipelines and pump stations) is approximately $43.15 million, with a 30% contingency bringing the total to $56.1 million
- Major contributors include:
    - Inclined plate clarifiers: $8.5M
    - Filtration system: $10.5M
    - Lagoons and electrical works: $4.5M each.

In addition to the replacement Cowra WTP capital costs there will be additional costs associated with raw water / treated water pipelines and pump station costs. Various options were assessed based on intake locations and replacement WTP siting.

For the strategic level cost estimates the following assumptions were made (refer following diagram):

- Raw Water Intake Option 2 (RWI2): located upriver from Cowra adjacent to Dawson Drive area
- Raw Water Intake Option 3 (RWI3): located upriver from Cowra at Morongla Creek
- Raw Water Intake Option 4 (RWI4): located upriver from Cowra at Waugoola Creek
- West Cowra alternate WTP sites: nominally adjacent to Council depot
- East Cowra WTP alternate WTP site: nominally located in the rail corridor.

The Figure 5-1 illustrates the proposed sites for the new WTP and raw water intakes.

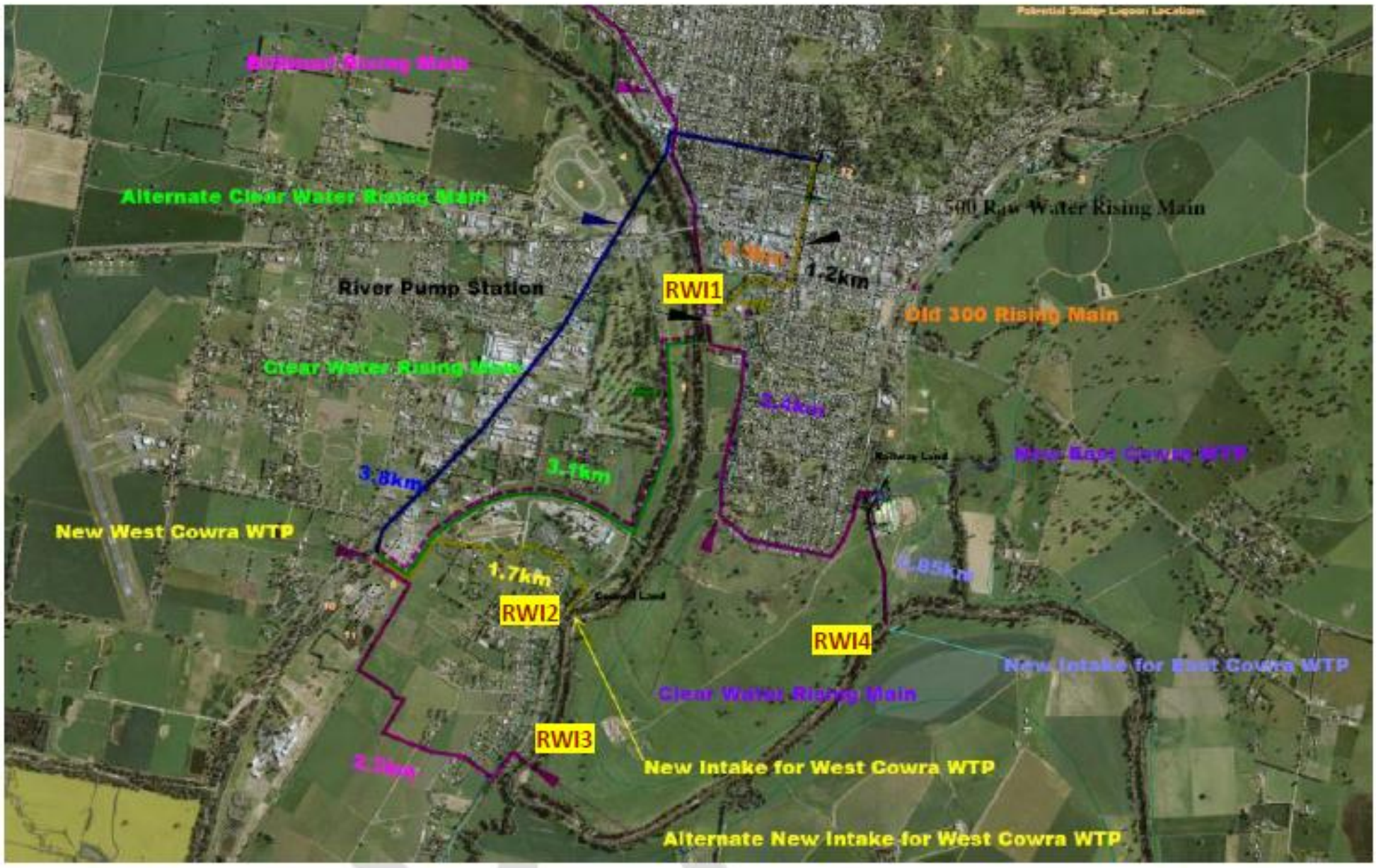


Figure 5-1: Proposed sites and rising mains for the new WTP and raw water PS (source: Council)

RWI1: existing river water intake

RWI2-RWI4: proposed new intakes for WTP

Discussions with Council, NSW PW understands there are the following various treatment site options to consider.

Option 1: New WTP at existing WTP site and intake RWI1

Option 2: New WTP at West Cowra site and intake RWI2

Option 3: New WTP at West Cowra site and intake RWI3

Option 4: New WTP at East Cowra site and intake RWI4

The associated rising mains and pump station estimated costs are summarised below:

- RWI2 to West Cowra WTP: $8.4M
- RWI3 to West Cowra WTP: $10.1M
- RWI4 to East Cowra WTP: $4.2M
- Distribution main from East Cowra WTP to clear water tank: $15M
- Distribution main from West Cowra WTP to clear water tank: $14.3M

These estimates include civil, mechanical, electrical works, and contingencies (15% for design/supervision, 25% for construction).

Power supply estimated costs:

- For the existing WTP site (Option 1), consolidation of multiple existing supply points is required, with a new 11 kV 1500 kVA padmount substation estimated at approximately $570k. No upgrade is required at Intake RWI1.
- At the West Cowra site (Option 2), a new 1500 kVA substation is estimated at $520k, and Intake RWI2 would require a new 500 kVA pole substation at $320k.
- Under Option 3, Intake RWI3 would require upgrading an existing substation to a 1000 kVA padmount at $370k.
- For the East Cowra site (Option 4), the WTP would require a new 1500 • kVA substation at $700k, and Intake RWI4 a 500 kVA pole substation at $170k.

Overall, substation size, site easements and proximity to existing network infrastructure are the primary cost drivers. Further engagement with Essential Energy and ASP3 design services is required to confirm final costs.

This is a very high-level options study to allow further consideration of an alternate site for the Cowra WTP. The estimated costs associated with an alternate site could be as high as $26M taking the total cost from $51M to $82M; excluding any land acquisition.

It is recommended Council proceed with a further study with the objectives of:

- Reviewing options for developing new treatment components at the existing site
- Determining the required WTP land area footprint for a new WTP and sludge management land area
- Identification of suitable land / site options for West Cowra and East Cowra alternate WTP sites
- Refined estimates of the options specific to sites.

BUDGETARY IMPLICATIONS

The intent of the water and sewerage strategic planning process is to determine the long term budgetary impacts of the capital costs required to address risk and plan for growth.

ATTACHMENTS

1. Cowra WTP Deferred Upgrade Feasability Report ⇩
2. Cowra WTP Sludge Disposal Study ⇩
3. DIO Report to May 2025 Information Meeting - Water and Sewerage Long Term Strategic Planning ⇩

NSW Public Works

Cowra WTP

Deferred Upgrade Feasibility Report

Draft

Report Number: WRM-22073

November 2025

Prepared for:

Cowra Council

NSW Public Works

Report Number: WRM-22073

Cowra WTP Deferred Upgrade Feasibility Report_V2_071125

Document control

Version	Author(s)	Reviewer	Approved for issue	
			Name	Date
01 (Draft)	Rasika Gunawardana Mihir Suthar Bandula Heva Desmond Suen	Michael Holmes Eugene Yap	Michael Holmes	26.06.2025
02 (Draft)	Rasika Gunawardana	Eugene Yap	Michael Holmes	07.11.2025

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Cover photo: Cowra WTP

Source: NSW Public Works

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All references to NSW Public Works are taken to be references to the DPIRD for and on behalf of the State of New South Wales.

Executive Summary

Part A

Cowra Council has engaged NSW Public Works (NSWPW) to assess refurbishment and upgrade options for the Cowra Water Treatment Plant (WTP) as part of its Integrated Water Cycle Management (IWCM) Strategy. Rather than proceed with a costly full replacement of the WTP by 2030, Part A of this report evaluates opportunities to extend the life of the existing facility through targeted investments, deferring major capital works. The Cowra WTP currently meets most Australian Drinking Water Guidelines (ADWG) requirements.

Water Demand and Infrastructure Context

- The Cowra WTP services Cowra township, nearby villages (such as Woodstock, Westville), and the Southern Distribution System (such as Noonbinna, Koorawatha, etc)
- Raw water is sourced from the Lachlan River and conveyed through a pumped system into the WTP. The WTP can also be supplied with water from 2 bores.
    - The bore supply serves as a drought supply, with a Specific Purpose Water Access License (SPAL), to be used as an emergency supply in the event of Lachlan River 'cease to flow' scenario. Council has an entitlement of 2,073 ML/year.
    - The bore supply system is to be commissioned in 2025.
- Current Peak Day Demand (PDD) is 15.6 ML/d, expected to rise to 21 ML/d by 2051.
- Plant rated capacity is 300 L/s (approx. 23.7 ML/day over 22 hours), deemed sufficient for projected 2051 demand.

Raw and Treated Water Quality Assessment

- **Raw Water from Lachlan River**: Highly variable in turbidity, total organic carbon (TOC), manganese, and iron. Rainfall and river levels significantly affect raw water quality.
- **Treated Water Quality**: The current treatment plant good quality treated water turbidity is <0.2 NTU, UVT is (>80%), and disinfection free chlorine maintained within the required range over 95% of the time. The treatment plant does not include softening and is unable to remove hardness from raw water. Treated water hardness can occasionally exceed the ADWG upper limit of 200 mg/L and reach 880 mg/L (95th percentile of 280mg/L). Cowra Council does not have Level of Service requirements for hardness removal at the Cowra WTP.
- **Bore Water Analysis (Billimari and Jumbuck Lane)**:
    - Exhibits **very high Total Dissolved Solids (TDS)**—up to 1,430 mg/L—surpassing the 600 mg/L ADWG limit.

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- High levels of **chloride, sodium, calcium, magnesium**, and **alkalinity** are the main TDS contributors.
- **Uranium levels** in Billimari bore exceed the ADWG limit (up to 41 µg/L vs. 20 µg/L), warranting further testing.
- Conventional treatment methods, such as coagulation and filtration, are ineffective at removing uranium and TDS from drinking water. Specialized processes are required to ensure safe and high-quality water. Uranium can be removal treatment options include ion exchange, activated alumina, and lime softening. Reverse osmosis can be used to remove TDS from water.

Key Risks and Upgrade Needs Identified

An inspection by NSW PW team in late 2023 of the Cowra WTP identified several operational, mechanical, and chemical storage issues requiring upgrade or replacement:

- Chemical Storage and Dosing:
  - Existing bulk storage tanks for ACH and caustic are beyond service life and do not comply with AS 3780 for bunding and layout.
  - There are operational issues with permanganate and polymer dosing systems
- Process Units:
  - The existing clarifiers require upgrade.
  - Existing sludge removal robots are ineffective in removing sludge from the clarifiers and it is recommended to replace these with a Vac-Trac systems.
  - The existing lamella tubes installed in the clarifier are prone to fouling causing hydraulic disturbance and poor clarification/broken and require replacement. It is recommended to replace these with lamella plates to minimise fouling.
  - Two rapid gravity filters (filters 5 and 10) are permanently offline, reducing plant capacity and resilience.
  - The existing treatment plant fails to meet Health-Based Targets (HBT) and has a 1 log removal deficit for protozoa. UV disinfection is required to be installed to address this shortfall.
- Structural and Safety Hazards:
  - Degraded walkways, missing kickboards on safety rails.
  - Corroded pipes, valves, and poor ventilation in filter gallery.

Financial Overview

- The estimated cost for all proposed upgrades: **$5.7 million (excluding GST).**

- Major cost items include:
  - Lamella clarifier tube replacement: $1.5 million
  - Sludge removal upgrade: $1.1 million
  - Filter rehabilitation (5 & 10): $1 million
  - UV disinfection retrofit: $450,000

Recommendations

- Proceed with priority upgrades to maintain safety, reliability, and compliance through 2052.
- Limit reliance on bore water due to high TDS and uranium unless blending strategies or advanced treatment (e.g., reverse osmosis) are provided.
- Continue bi-annual bore water testing and initiate PFAS testing for all raw water and commence annual raw water algae screening.
- Investigate options to reduce hardness by dilution or removal only if bore water is to be used in future supply strategy.

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Part B

Part B of the Cowra Water Treatment Plant (WTP) report presents a high-level cost estimate and process overview for a proposed new WTP to support the growing demand and improve the resilience of the Cowra water supply system. Four site options were evaluated in collaboration with Cowra Council and NSW Public Works (PW), each considering different combinations of raw water intakes (RWI1–RWI4) and locations at West and East Cowra.

1. Key Components of the New WTP

The proposed WTP design is based upon the successful process of the existing plant, with enhancements for future capacity and sludge handling. The process includes:

- Pre-treatment chemical dosing to raw water:
  - sodium hydroxide (NaOH) for pH adjustment
  - potassium permanganate ($KMnO_4$) to oxidise soluble manganese
  - coagulant (ACH) for coagulation
  - poly polyelectrolyte dosed as floc as coagulant aid.
- Sedimentation: using inclined plate clarifiers to remove solids.
- Filtration: Using six dual-media rapid gravity filters.
- Disinfection: UV treatment.
- Post UV chemical dosing.
- Chlorine for disinfection.
- Sodium hydroxide for pH correction.
- Sodium fluoride for dental health
- Chlorine contract time (CT) is achieved with contact time in Reservoir 1.
- Residuals Management: sludge and spent backwash water directed to lagoon for sludge drying, (supernatant recycled to the plant inlet).

2. Cost Assumptions

The costing is based upon assumes:

- A plant capacity of 21 ML/day operating over 22 hours/day.
- Sufficient land is available with no need for land acquisition or (major civil works).
- Process design and layout remain consistent with current WTP performance.

3. Capital Cost Estimate

The estimated base cost for the WTP infrastructure (excluding pipelines and pump stations) is approximately $43.15 million, with a 30% contingency bringing the total to $56.1 million (ex GST). Major contributors include:

- Inclined plate clarifiers: $8.5M

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- Filtration system: $10.5M
- Lagoons and electrical works: $4.5M each

4. Raw/treated Pipeline and Pump Station Costs

Various options were assessed based on intake locations and WTP siting. The associated rising mains and pump station costs summarised below.

- RWI2 to West Cowra WTP: $8.4M
- RWI3 to West Cowra WTP: $10.1M
- RWI4 to East Cowra WTP: $4.2M
- Distribution main from East Cowra WTP to clear water tank: $15M
- Distribution main from West Cowra WTP to clear water tank: $14.3M

These estimates include civil, mechanical, electrical works, and contingencies (15% for design/supervision, 25% for construction).

5. Power supply costs

A high-level assessment of power supply requirements was undertaken for the proposed WTP site options and associated raw water intake locations. The cost estimates are indicative only, based on desktop review and concept layouts, and will be refined during detailed design. Costs exclude contingencies, vegetation clearing and land or easement processes.

For the existing WTP site (Option 1), consolidation of multiple existing supply points is required, with a new 11 kV 1500 kVA padmount substation estimated at approximately $570k. No upgrade is required at Intake RWI1.

At the West Cowra site (Option 2), a new 1500 kVA substation is estimated at $520k, and Intake RWI2 would require a new 500 kVA pole substation at $320k.

Under Option 3, Intake RWI3 would require upgrading an existing substation to a 1000 kVA padmount at $370k.

For the East Cowra site (Option 4), the WTP would require a new 1500 kVA substation at $700k, and Intake RWI4 a 500 kVA pole substation at $170k.

Overall, substation size, site easements and proximity to existing network infrastructure are the primary cost drivers. Further engagement with Essential Energy and ASP3 design services is required to confirm final costs.

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NSW Public Works

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Abbreviations and Notations

Abbreviation	Full form
ADWG	Australian Drinking Water Guidelines
ACH	Aluminium Chlorohydrate
AS	Australian Standard
CCP	Critical Control Point
CFD	Computational Fluid Dynamics
CT	Concentration × Time (a disinfection concept)
GRP	Glass Reinforced Plastic
IWCM	Integrated Water Cycle Management
kL/d	Kilolitres per day
LGA	Local Government Area
LRV	Log Removal Value
ML	Megalitre
ML/d	Megalitre per day
NTU	Nephelometric Turbidity Units
NSWPW	NSW Public Works
PDD	Peak Day Demand
PW	Public Works
SCADA	Supervisory Control and Data Acquisition
TOC	Total Organic Carbon
TDS	Total Dissolved Solids
UVT	Ultraviolet Transmittance
VSD	Variable Speed Drive
WSS	Water Supply Scheme
WTP	Water Treatment Plant
WSAA	Water Services Association of Australia

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1. Introduction

Cowra Council (Council) has engaged NSW Public Works (NSWPW) to develop the Integrated Water Cycle Management (IWCM) Strategy. As part of the financial modelling analysis, it was estimated that the cost of replacing the Cowra WTP (in 2030) will have a significant impact on affordability of water for customers connected to the Cowra Water Supply Scheme.

Council has engaged NSWPW to develop options for refurbishing and upgrading the Cowra WTP to enable the plant to be operated safely and to reliably produce treated water that meets current Australian Drinking Water Guidelines (ADWG). Refurbishment and upgrade of the existing treatment plant allows Council to defer capital investment for a new treatment plant at Cowra until the end of the current 30-year planning period (2052).

The recent exercise undertaken by NSW PW has derived that current Peak Day Demand (PDD) is 15.6 ML/d in 2024. Including expected population growth, long-term (2051) PDD is expected to be 21 ML/d.

Council informed NSWPW that the current WTP produces treated water meets that ADWG including taste and odour. Treated water occasionally exceeds ADWG hardness, Council confirmed that there is no Level of Service requirement to remove hardness at the treatment plant.

This report consists of two parts which describes as follows.

- Part A: Deferred capital upgrade
    - Part A-1: Water quality discussion
    - Part A-2: WTP upgrade
- Part B: cost estimate for the future new WTP

1.1 Part A: Deferred capital upgrade

This part of the report first will discuss about the raw water quality based on information supplied by CSC. The analysis considered periods of poor raw water quality linked to flooding / drought events, and an assessment of the duration and frequency of such events. Based on this assessment, NSW PW has developed the raw water envelope, which will be discussed with Council prior to the development of WTP upgrade and replacement options.

NSW PW inspected Cowra WTP and has identified refurbishment and upgrade requirements to extend the life of the existing plant. The report will discuss about the various issues identified during the site visit and recommendations going forward to provide a sustainable water treatment for the next 30 years.

Also, it provides cost estimates for refurbishment and upgrade of the existing Cowra WTP to enable the plant to perform safely, reliably and meet current Australian Drinking Water quality goals until end of the current 30-year planning period (2052). Refurbishing and upgrading the existing treatment plant allows capital investment in a new treatment plant to be deferred.

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1.2 Part B: Cost estimate for the future new WTP

This section of the report provides cost estimates for future planning purposes for a typical water treatment plant to meet the current ADWG quality and predicted long-term demand at Cowra in 2052 (i.e. 21MLD).

The cost estimates assume the identified sites do not have constraining factors such as environmental, archaeological, zoning, and flooding which involves major capital expenses to rectify. The cost estimates will not include cost of land acquisition which has not provided by Council.

2. Existing Cowra WTP

Cowra LGA lies within the Lachlan River catchment.

The Cowra water supply scheme (WSS) was originally constructed in the 1930s and has been augmented in 1959, 1966 and 1984. More recently in 2014, the water treatment plant (WTP) was upgraded to include a SCADA system and plant automation. Cowra WSS provides drinking water to the town of Cowra, Woodstock, Westville and several villages south of Cowra, called the Southern Distribution System. Pump stations supply potable water to various reservoirs and distribution networks in the Southern Distribution System, which includes the villages of Noonbinna, Koorawatha, Wattamondara, Greenethorpe, Brundah, Bendick Murrell and Wirrimah. Cowra WSS also supplies a small amount of non-potable water to parks and gardens and some residential properties.

2.1 Raw water extraction

Raw water is extracted from the Lachlan River. The water is extracted through river screen intakes, that gravitates to the Low Lift Pump Station on the riverbank. Silt deposits occasionally reduce the flow rate through the infiltration gallery, and there is a River Well Intake which is used as an alternative. Water from the Low Lift Pump Station and the River Well Intake is pumped to the River Raw Water Reservoir (also referred to as High Lift Feed Water Tank). From the River Raw Water Reservoir, the High Lift Pump Station transfers water to the Cowra WTP. The schematic arrangement of the raw water intake system is shown in Figure 2-1.

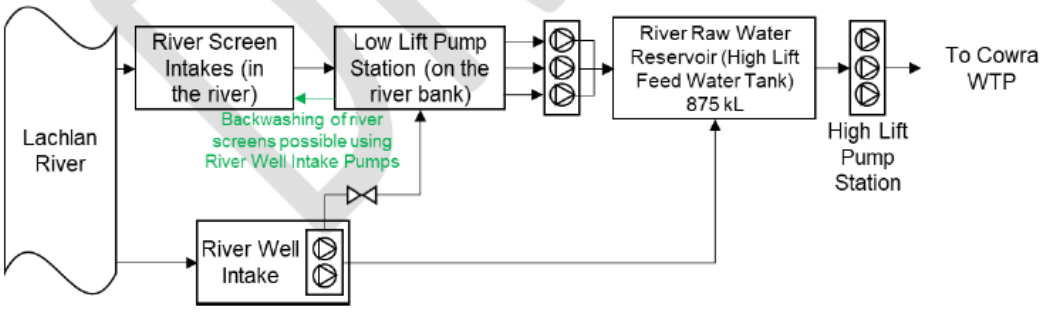

Figure 2-1: Schematic arrangement of the raw water intake system for Cowra WTP

The River Well intake is about 6m deep, both pumps have self-cleaning screens. The submersible pumps in the wet well transfers 130 L/s when operating as one duty and 180 L/s when operating in parallel. Screened river water flows under gravity to the low lift well, enabling continuous backwash using the River Well Intake pumps (low-lift pumps).

The river water transfer system to the WTP consists of a feedwater tank which has an approximate working volume of 875 m^3 and three (3) high lift transfer pumps. The high lift transfer pumps were originally of a similar capacity. Two (2) transfer pumps operate

as duty/ standby at fixed speeds and have a capacity of 215 L/s each. The third high lift transfer pump is VSD controlled and has an operating range of 70 to 150 L/s. The high lift transfer pumps transfer river water to the flash mixing tank on the WTP site. Transfer is controlled by the level in reservoir R1 and the level in the feedwater tank.

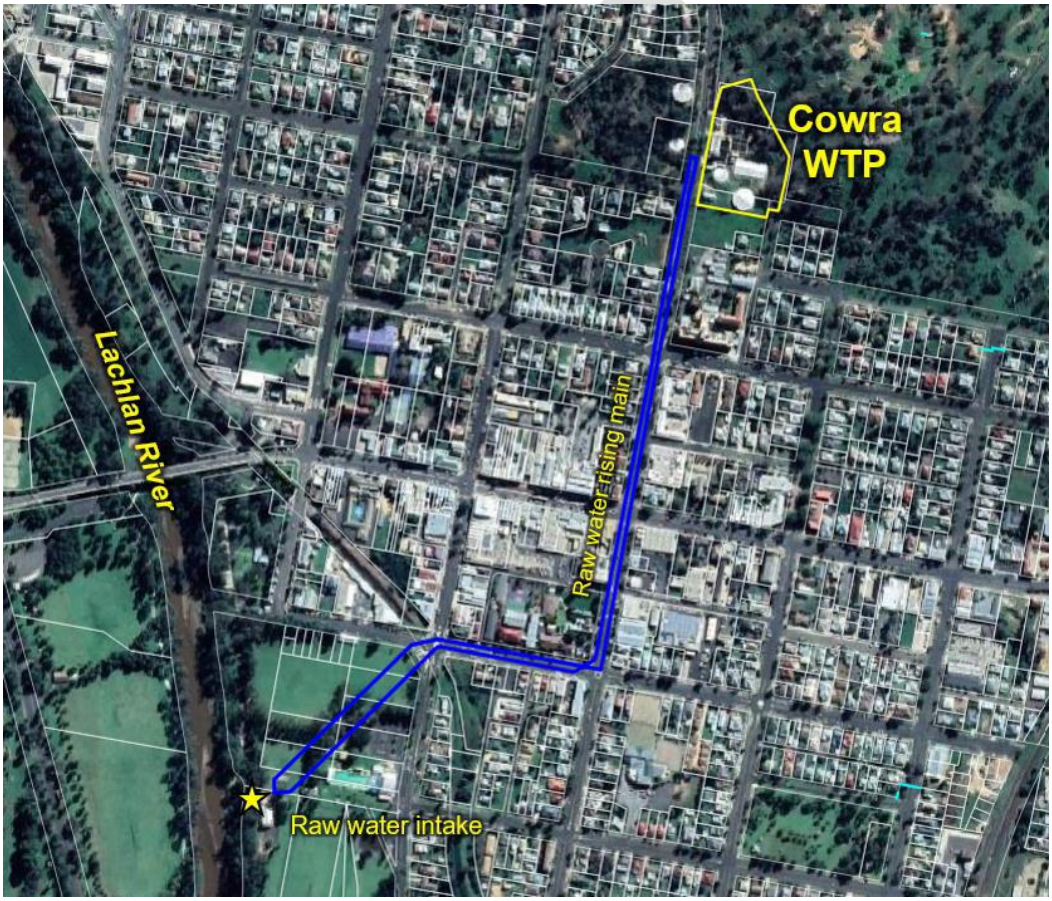

Figure 2-2: Location of raw water intake for Cowra WSS

2.2 Cowra WTP process

The WTP capacity is governed by the raw water turbidity as shown below.

Table 2-1: Cowra WTP plant capacity

Raw water turbidity	Plant capacity (L/s)	Daily production capacity ML/day (operating at 22 hours a day)
< 10 NTU	215	17
10 NTU to 400 NTU	300	24
> 400 NTU	215	17

Water from the Lachlan River is treated at the Cowra WTP with the following processes.

- Potassium permanganate (KMnO4) dosing for metals oxidation.
- Aluminium chlorohydrate (ACH) dosing for coagulation.
- Pre-coagulation sodium hydroxide dosing for pH correction.
- Flocculation.
- Clarification (tube settlers x 2).
- Chlorination (chlorine gas) for oxidisation of manganese and iron.
- Multi-media (coal/sand) filtration (10 filters in total but 2 are currently permanently offline requiring upgrade).
- Post-filtration sodium hydroxide dosing for pH correction and stabilisation.
- Chlorine is does to settled water, filtered water and to reservoir 1 as a trim dose for disinfection.
- Sodium fluoride dosing for fluoridation.

An aerial view of Cowra WTP is provided in Figure 2-3.

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Figure 2-3: Aerial view of Cowra WTP

The process flow diagram of the Cowra WTP is shown in Figure 2-4.

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NSW Public Works

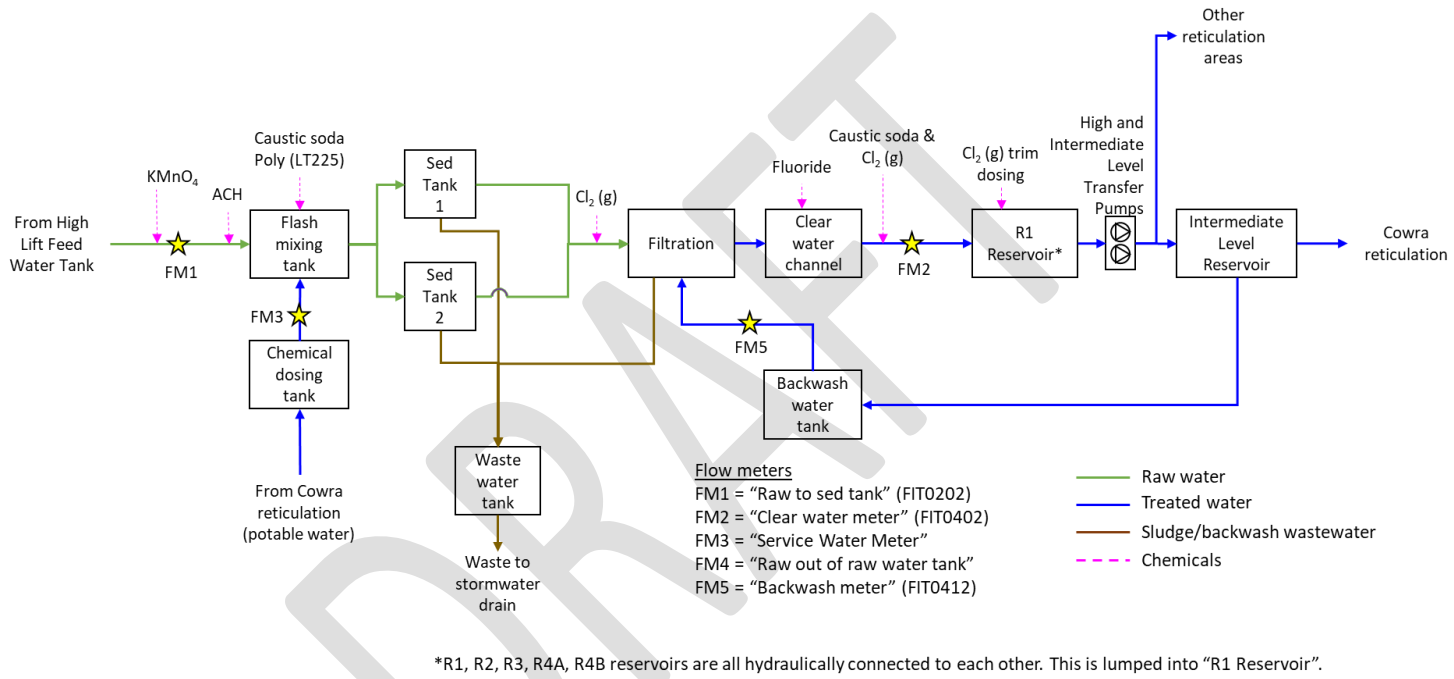

Figure 2-4: Cowra WTP process flow diagram

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3. Part A-1: Raw water quality

3.1 Water quality assessment

Summarised data for raw and treated water quality from the Council's daily operator sheets (June 2021–May 2024) is presented in Tables 3-1 and 3-2. Individual water quality parameters are detailed in Appendix A. The raw water sourced during this time was from the Lachlan River.

Table 3-1: Raw water quality summary | Daily operator sheet 2021-2024

	ADWG	Min	Max	Average	95th Percentile
Plant Inflow (kL/d)		19	10,758	5,054	7,880
Plant Average Inflow Rate (L/s)		0.24	125	59	91
Turbidity (Instrument) NTU	5	0.017	687	21.7	45
pH (Bench)	6.5-8.5	6.44	7.97	7.34	7.7
Manganese (Soluble) mg/L	0.1/0.5	0	26	0.12	0.3
Manganese (Total) mg/L		0.009	1.501	0.15	0.4
UVT %		0	82.9	34	55.8
TOC mg/L*		1.4	68.6	15.7	23.2
Alkalinity mg/L		0.48	226	89.5	186.5
Conductivity (Instrument)		165	993	393	776
Total Suspended Solids mg/L	250	2	757	20.4	54.0
Colour	15	3	122	49.9	80.7
Iron** mg/L	0.3	0	6.6	1.00	1.9

**- two readings of >100mg/L of TOC were omitted*
***-assumed total iron*

Table 3-2: Treated/ settled water quality summary | Daily operator sheet 2021-2024

	ADWG	Min	Max	Average	95th Percentile
Plant Inflow (kL/d)		19	10,758	5,054	7,880
Plant Average Inflow Rate (L/s)		0.24	125	59	91
SW Turbidity (Instrument) NTU	5	0	1.66	0.21	0.51
TW Turbidity (Instrument) NTU*	5	0	0.24	0.04	0.1
SW pH (Bench)	6.5-8.5	6.65	7.99	7.37	7.7
TW pH (Bench)	6.5-8.5	6.32	8.17	7.36	7.6
TW Chlorine (Free) mg/L		0.33	3.76	2.50	3.1
TW Chlorine (Total) mg/L		0.57	4.16	2.92	3.5
Fluoride (Treated) mg/L		0	9.25	0.80	1.1

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	ADWG	Min	Max	Average	95th Percentile
TW Manganese (Soluble) mg/L	0.1/0.5**	0	0.166	0.01	0.0
TW Manganese (Total) mg/L		0	0.13	0.01	0.0
TW UVT %		52.6	120.4	85.65	90.6
TW TOC mg/L		0.896	84.1	2.26	2.9
Alkalinity (Settled) mg/L		0.35	212	79.67	163.6
Colour (Treated)	15	0	212	1.75	3.0
Hardness (Treated) mg/L	60-200	22	880	128.53	279.8
Iron*** (Treated) mg/L	0.3	0	1.4	0.05	0.1

**one reading of treated water turbidity of 15NTU was omitted*
***aesthetic/health guideline values*
****assumed total iron*
SW - settled water
TW - treated water

3.2 Water quality discussion for Lachlan River

3.2.1 Raw water

Raw water quality shows significant variation across parameters, with turbidity, total organic carbon (TOC), manganese, and iron fluctuating widely. Results confirm that the treatment plant performs well and produces treated that consistently meets ADWG limits for turbidity, pH, chlorine levels, and manganese. The treatment plant does not include hardness removal capability and, the hardness of treated water can be occasionally high and exceed ADWG limits when hardness in raw water is high.

Figure 3-1 shows the relationship between the rainfall, river level with raw water turbidity and TOC concentration. As expected, high rainfall corelates with high river level as well as high TOC concentration and turbidity (marked in red shading).

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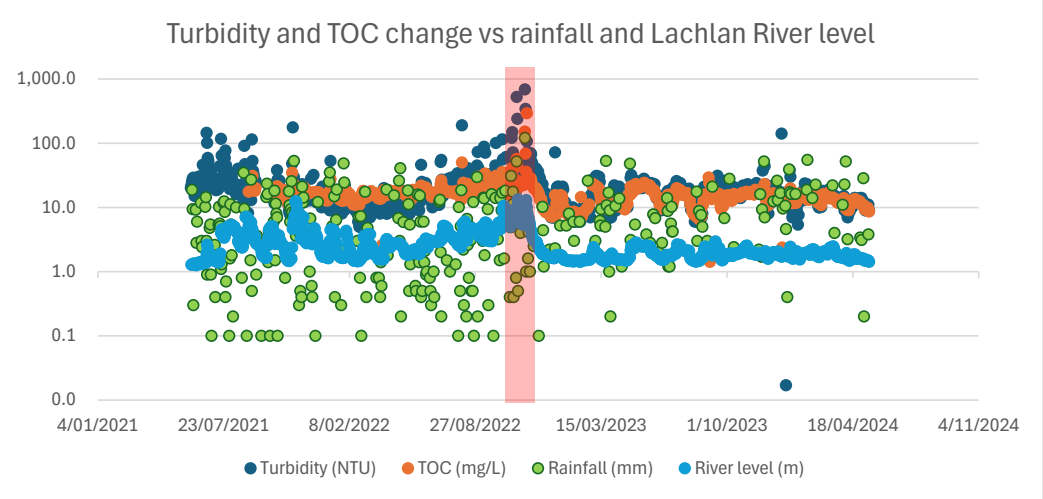

Figure 3-1: Turbidity and TOC change vs rainfall and Lachlan River level

3.2.2 Turbidity removal

Figure 3-2 presents trends in raw water, settled water, and treated water turbidity from June 2021 to April 2024. During this period, raw water turbidity exceeded 100 NTU on five occasions (marked in red shade).

Despite these fluctuations in raw water quality, the existing treatment plant (WTP) has consistently delivered treated water with turbidity below 0.2 NTU, except for a single instance in early 2024. This demonstrates the effective performance of the WTP's coagulation, sedimentation and filtration processes, ensuring effective turbidity removal and maintaining high-quality treated water.

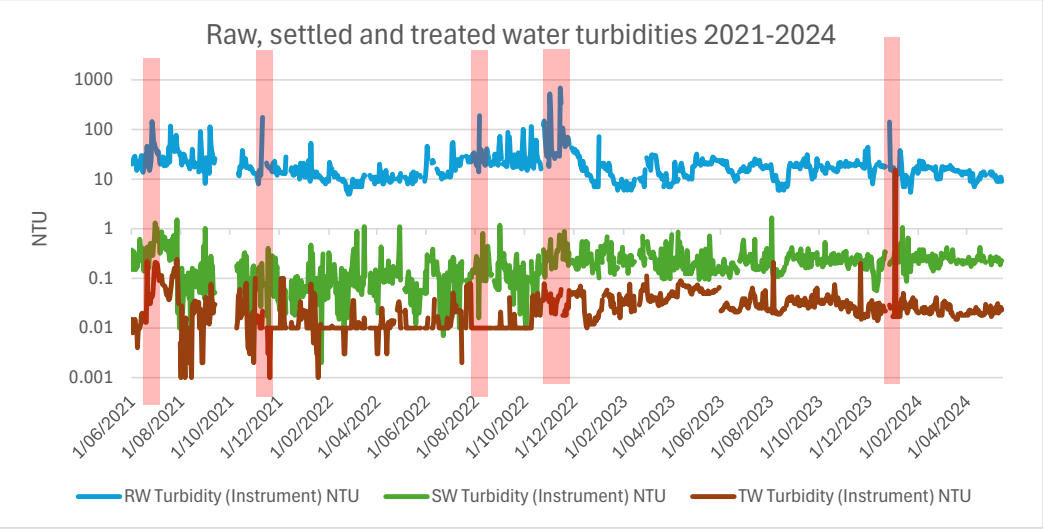

Figure 3-2: Turbidity of different process steps

3.2.3 UVT

UV Transmittance (UVT) is the transmission of ultraviolet (UV) light at 254 nanometres (nm) through a water sample with a 1 cm pathlength. Expressed as a percentage, higher UVT indicates better water quality. UVT and suspended solids are key parameters in designing and operating UV disinfection systems, with turbidity often serving as a surrogate for suspended solids. UVT performance at Cowra is important as UV disinfection is required for the planned upgrades to the treatment plant. Potable water UV disinfection systems are often designed with minimum filtered water UVT of 80%.

Figure 3-3 presents trends in treated water turbidity and UVT at Cowra WTP for 2021 to 2024. The results confirm that filtered water UVT exceeds 80% most of the time and turbidity is consistently less than the target limit of 0.2 NTU. However, there are instances when UVT falls below the 80%. UVT can be increased by optimising coagulation for DOC removal. Coagulation jar tests can be performed to determined optimal coagulation conditions and to explore strategies for consistently achieving the target UVT (≥80%). A staged approach is recommended, beginning with jar testing using various coagulants, dosing rates, and coagulation pH conditions. Once optimal conditions are identified at the jar test scale, full-scale testing should be undertaken to demonstrate effective UVT control.

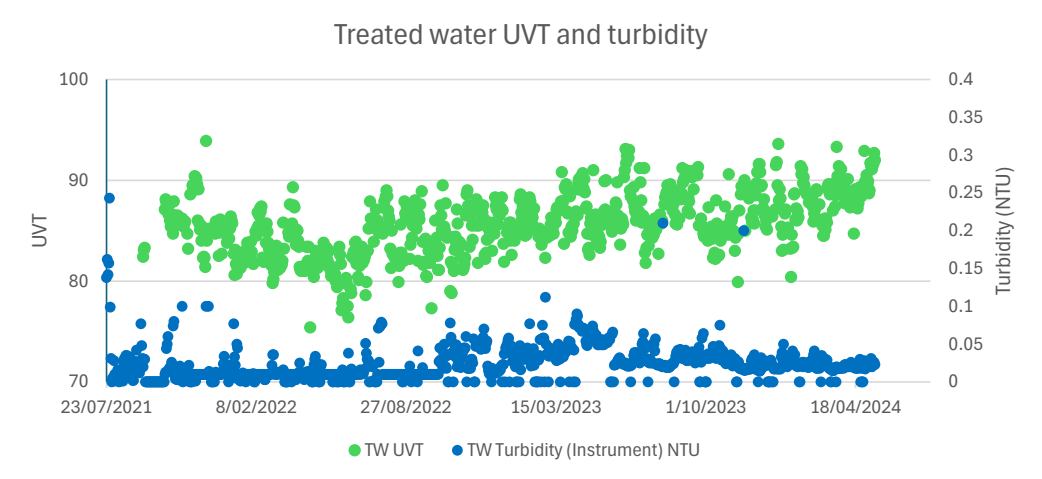

Figure 3-3: Treated water UVT vs turbidity

3.2.4 Treated water chlorine residual

Figure 3-4 presents trends in free chlorine concentration treated water at Cowra WTP between 2021 and 2024. Data was obtained from the daily operator sheets. There were only three occasions when the free chlorine concentration was below the WTP critical limit of 1.5mg/L. The chlorine residual was within the critical control targeted range most of the time. However, trends indicate poor performance in meeting the chlorine residual target limit of 1.8 - 3.0 mg/L. Chlorine is dosed at three locations at Cowra WTP. Firstly, to settled water prior to filtration, secondly to filtered water and thirdly as a trim in Reservoir 1. An investigation should be undertaken to understand trends in chlorine residual in real time using online analysers

located at suitable sampling locations down stream of dosing points. Suitably installed online analysers will identify excursions in chlorine residual and allow process optimisation. Improved chlorine residual control may be achieved by optimising coagulation to meet UVT goals.

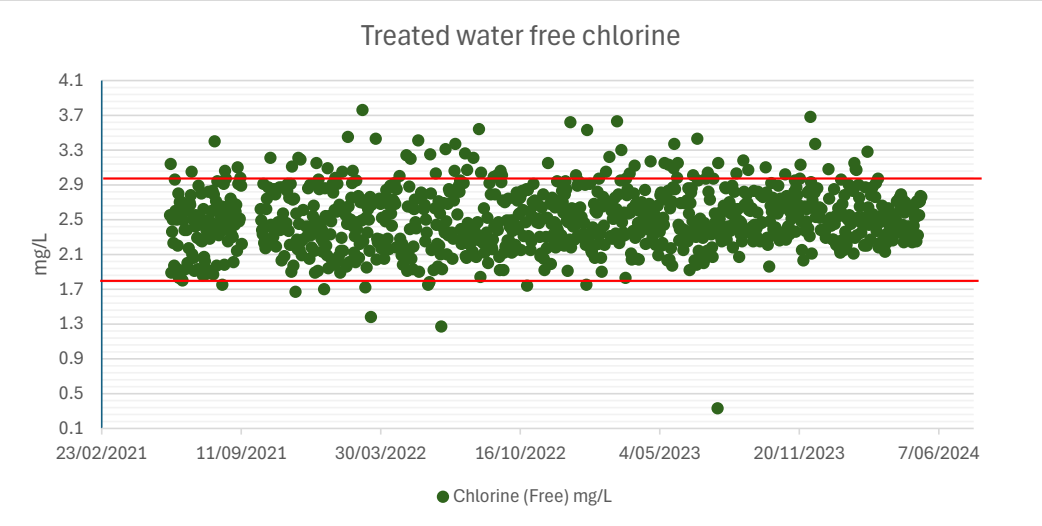

Figure 3-4: Treated free chlorine

Figure 3-5 presents Critical Control Points for Cowra WTP.

CCP	Control parameter	Target	Alert Limit	Critical limit
CCP1 Filtration	Turbidity	<0.2 NTU	≥ 0.3 NTU for >15 minutes	>0.5 NTU for >15 minutes
CCP2 Disinfection	Free chlorine	1.8 – 3.0 mg/L	<1.8 mg/L	<1.5 mg/L or >5.0 mg/L
CCP3 Fluoridation	Fluoride	0.95 – 1.05 mg/L	<0.95 mg/L or >1.05 mg/L	>1.5 mg/L
CCP4 Reservoir integrity	Reservoir condition	No evidence of breach or vermin Free Cl level: 1.0 – 2.0 mg/L	Visual identification of breach or vermin access to reservoir Free Cl level: <1.0 mg/L or >2.0 mg/L	Visual identification of contaminant in reservoir/significant breach of integrity that cannot be resolved in normal timeframe

Figure 3-5: Cowra water supply CCP (source: IWCM)

3.2.5 Water quality in the distribution system

Council has not provided water quality data from NSW Health database. Review of this water quality in the distribution system. This should include disinfection byproducts [THMs (250 µg/L), Chloroacetic acids (chloroacetic acid 150 µg/L, dichloroacetic acid 100 µg/L and trichloroacetic acid 100 µg/L). (ADWG guideline values).]

3.3 Bore water quality

Council has provided 3 water quality test reports conducted for Billimari and Jumbuck Lane bores. These tests were done in 2019 and 2021.

The following Table 3-3 shows few key parameters recorded during the tests.

Table 3-3: Bore water quality results of key parameters

Water quality parameter	Units	ADWG upper limit/ range	Billimari Bore			Jumbuck Lane Bore		
			17/12/2019	13/07/2021	15/07/2021	17/12/2019	13/07/2021	15/07/2021
pH	pH Unit	6.5-8.5	7.87	7.39	7.19	7.63	7.24	7.04
Electrical Conductivity @ 25°C	µS/cm			2,360	2,020		1,790	1,530
Colour (True)	PCU	15	<1	3	5	4	<1	<1
Turbidity	NTU	5	11.4	17.6	7.6	5.2	2.1	1.2
Total Alkalinity as CaCO3	mg/L		302	384	295	260	327	264
Total Organic Carbon (as NPOC)	mg/L		6	5	5	8	5	5
Chloride	mg/L	250	445	538	462	282	356	320
Sulfate	mg/L	250	117	142	119	62.5	73.6	68.2
Fluoride	mg/L	1.5	0.67	0.63	0.62	0.59	0.56	0.53
Total Dissolved Solids*	mg/L	600	1,350	1,430	1,300	978	1,050	976
Total Phosphorus as P	mg/L		0.04	0.04	0.03	0.04	0.07	0.05
Silica as SiO2	mg/L	80	36.6	32.4	33.5	38.8	38.5	37.5
Aluminium (total)	mg/L	0.2	0.03	0.08	<0.02	0.11	0.08	0.04
Calcium (total)	mg/L		99.2	98.2	90.6	77.8	82.3	72.7
Iron (total)	mg/L	0.3	0.83	1.37	0.89	0.25	0.06	0.02
Magnesium (total)	mg/L		62.1	63.2	54.7	46.2	52.4	42.1
Potassium (total)	mg/L		3.1	2.7	2.6	2.8	2.4	2.2
Sodium (total)	mg/L	180	292	356	265	182	238	188
Arsenic (total)	µg/L	10	4	<1	<1	3	<1	<1
Barium (total)	µg/L	2,000	271	266	255	240	245	201
Copper (total)	µg/L	1,000	3	6	1	<1	20	1
Lead (total)	µg/L	10	2.1	0.6	<0.2	<0.2	0.9	<0.2
Manganese (total)	µg/L	100/500**	46.4	48.6	56.9	126	6.5	11.7

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Water quality parameter	Units	ADWG upper limit/ range	Billimari Bore			Jumbuck Lane Bore		
			17/12/2019	13/07/2021	15/07/2021	17/12/2019	13/07/2021	15/07/2021
Nickel (total)	µg/L	20	2	<1	<1	4	2	1
Selenium (total)	µg/L		<1	<1	<1	<1	4	2
Uranium (total)	µg/L	20	41	1.9	6	6.8	8.1	6.9
Total Hardness as CaCO3		60-200	490	507	433	381	418	343

**TDS>1,200mg/L considered as unacceptable*

***Aesthetic/health guideline values*

3.3.1 Bore water quality summary

Billimari Bore:

- **Chloride** (Max: 538 mg/L): **Exceeds ADWG limit (250 mg/L)** on all dates.
- **TDS** (Max: 1,430 mg/L): **More than double the guideline (600 mg/L)** — suggests poor palatability and potential health concerns.
- **Iron** (Max: 1.37 mg/L): **Exceeds limit (0.3 mg/L)** — may cause staining and taste issues.
- **Sodium** (Max: 356 mg/L): **Exceeds ADWG limit (180 mg/L).**
- **Uranium** (41 µg/L in 2019): **Exceeds ADWG limit (20 µg/L)** — potentially **serious health concern.** Since there was no other recorded higher data, more testing of bore water is proposed.
- **Total Hardness** (Max: 507 mg/L): **Far above guideline range (60–200 mg/L)** — indicates very hard water.

Jumbuck Lane Bore:

- **Chloride** (Max: 356 mg/L), **TDS** (Max: 1,050 mg/L), and **Sodium** (Max: 238 mg/L): All **exceed ADWG limits.** Chloride cannot be removed from drinking water by conventional water treatment processes. It can be removed by distillation or reverse osmosis but these are expensive to operate.
- **Manganese** (126 µg/L in 2019): **Exceeds 100 µg/L limit** — may cause staining and health issues. However, only one reading of <0.1mg/L was observed. The existing WTP equipped with potassium permanganate system which can easily remove any manganese along with media filtration.
- **Uranium** (Max: 8.1 µg/L): **Below ADWG**, but still notable.

Trace Metals & Nutrients

- Most metals like **lead, arsenic, copper, nickel**, and **selenium** are within safe limits.

- Total phosphorus, TOC, and silica present but not at concerning levels.
- Fluoride levels are well within the safe limit (1.5 mg/L).

3.3.2 Bore water main concerns

Very high TDS

Total dissolved solids (TDS) consist of inorganic salts and small amounts of organic matter that are dissolved in water. Total dissolved solids comprise: sodium, potassium, calcium, magnesium, chloride, sulfate, bicarbonate, carbonate, silica, organic matter, fluoride, iron, manganese, nitrate, nitrite and phosphates. The palatability of drinking water can be rated according to TDS concentrations and a breakdown is provided below. (NHMRC, Version 3.7 Updated January 2022).

TDS (mg/L)	Palatability
0 – 600	good
600 – 900	fair
900 – 1200	poor
> 1200	unacceptable (unpalatable)

High TDS values may be associated with excessive scaling in pipes, fittings and household appliances. Water with very high or very low TDS may also be corrosive. It is difficult to remove dissolved solids from drinking water. Suitable technologies include reverse osmosis, ion exchange, and distillation, but all of these require considerable energy input and can be expensive to operate. Lime softening may also be effective where high TDS is mainly due to hardness. (NHMRC, Version 3.7 Updated January 2022)

Both bore show very high TDS levels. However, Bilimari bore shows TDS levels above 1,200 NTU. Main contributors to high Total Dissolved Solids (TDS) can be seen from the concentrations of major dissolved ions in both bores. TDS is typically made up of:

Cations: Sodium (Na^+), Calcium (Ca^{2+}), Magnesium (Mg^{2+}), Potassium (K^+)

Anions: Chloride (Cl^-), Sulfate (SO_4^{2-}), Bicarbonate/Carbonate (as Alkalinity), Nitrate, Fluoride

Therefore, the primary contributors to elevated TDS levels in both bores—especially Billimari bore—are:

- Chloride
- Sodium
- Alkalinity (likely as bicarbonate/carbonate)
- Calcium and Magnesium (which also contribute to hardness)
- Sulphate

These ions are present in significant concentrations and collectively drive up the TDS values. Chloride and sodium are particularly high, suggesting saline intrusion or mineral dissolution from the local geology as probable sources apart from other causes.

High TDS levels in the bore means the WTP process may need to consider blending bore water with Lachlan River raw water and not use bores 100% in the WTP.

High total hardness level

Water hardness refers to the concentration of dissolved calcium (Ca^{2+}) and magnesium (Mg^{2+}) ions. Total hardness is the sum of the concentrations of calcium and magnesium ions expressed as a calcium carbonate equivalent. Hardness may also be classified as carbonate (temporary) or noncarbonate (permanent) hardness. Carbonate hardness is the total alkalinity expressed as calcium carbonate, where alkalinity is the sum of the carbonate, bicarbonate and hydroxide content. Noncarbonate hardness is the difference between the total and carbonate hardness.

Hard water requires more soap than soft water to obtain a lather. It can also cause scale to form on hot water pipes and fittings. Hardness is caused primarily by the presence of calcium and magnesium ions, although other cations such as strontium, iron, manganese and barium can also contribute. (NHMRC, Version 3.7 Updated January 2022)

Degrees of hardness can be described as follows:

<60 mg/L $CaCO_3$	soft but possibly corrosive
60–200 mg/L $CaCO_3$	good quality
200–500 mg/L $CaCO_3$	increasing scaling problems
>500 mg/L $CaCO_3$	severe scaling

Total hardness above 200 mg/L may lead to excessive scaling of pipes and fittings, and cause blockage of safety relief valves in hot water systems. Carbonate (temporary) hardness can be readily reduced by treatment, for example using lime softening.

High TDS levels in the bore means the WTP process may need to consider blending bore water with Lachlan River raw water and not use bores 100% in the WTP since a process like lime softening is not available.

High uranium

Uranium may be present in the environment as a result of leaching from soils, rocks and natural deposits. It can be released from mining and mill tailings, from the combustion of coal and other fuels, and from the production or use of phosphate fertilizers.

Based on health considerations, the concentration of uranium in drinking water should not exceed the health-based guideline value of 0.02 mg/L. This health-based guideline value is based on chemical toxicity. The chemical toxicity of uranium is more restrictive than its radiological toxicity.

Conventional treatment processes are not effective in removing uranium from water supplies. Some laboratory or pilot scale studies have found that coagulation using ferric sulfate at

optimal pH dosages can achieve 80–95% removal of uranium, whereas at least 99% removal can be achieved using lime softening, anion exchange resin or reverse osmosis processes. (NHMRC, Version 3.7 Updated January 2022)

Bilimari bore has recorded uranium over 0.02mg/L one time according to the limited tests available. Therefore, more water quality tests are proposed for the bores.

3.4 Raw water envelope

Table 3-4: Raw water envelope for options development for Lachlan River water source

	ADWG	Min	Max	Average	95th Percentile
Plant Average Inflow Rate (L/s)		0.24	125	59	91
Turbidity NTU	5	0.017	687	21.7	45
pH	6.5-8.5	6.44	7.97	7.34	7.7
Manganese (Soluble) mg/L	0.1	0	26	0.12	0.3
Manganese (Total) mg/L		0.009	1.501	0.15	0.4
UVT %		0	82.9	34	55.8
TOC mg/L		1.4	68.6	15.7	23.2
Alkalinity mg/L		0.48	226	89.5	186.5
Conductivity		165	993	393	776
Total Suspended Solids mg/L	250	2	757	20.4	54.0
Colour	15	3	122	49.9	80.7
Iron (dissolved) mg/L	0.3	0	6.6	1.00	1.9

3.5 Further water quality testing

3.5.1 Additional water quality testing is recommended. Bores

It is suggested that Council sample bore water from Billimari and Jumbuck bores at least bi-annually and analyse samples at a NATA accredited laboratory. It is also recommended that the daily test programme undertaken at the WTP includes weekly testing of bore water.

3.5.2 PFAS and pesticides

Testing for raw water for PFAS and pesticides should be undertaken at least once a year for all the raw water sources.

3.5.3 Harmful algal blooms

Event based sampling should be undertaken if the river is subject to an algal bloom. Testing should include:

- Algal cell counts.
- Identification and quantification of cyanobacteria, including toxic species.

- Measurement of biovolume.

If harmful algal bloom occurs, testing should include intracellular and extracellular concentration of toxin and taste and odour compounds (MIB and geosmin).

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4. Part A-2: WTP upgrade options

The following sections describe the issues and upgrade options which was identified during the NSW PW process engineer site visit carried out in 20.02.2024. The table also discuss about the risk rating for each issue identified and risks mitigated.

The following Table 4-1 summarises the proposed upgrade work. The risk ratings provide are preliminary. NSW PW suggest that risk assessment undertaken with DCCEEW, council and NSW Health.

Council's actions on each issue identified is also noted in the table below.

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Table 4-1: Upgrade requirements at the Cowra WTP

No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
1	Raw water pump switchboard air circuit breaker (1,250A) reset switch makes loud noise when reset. 	Review the condition of the circuit breaker. Replace circuit breaker, switch board or switch room as required.	If there are issues with the circuit breaker to the raw water pumps, it will have adverse impacts to the lifetime of the pumps. Risk rating: Medium	The circuit breaker has been replaced and an audit of the switchboard completed. This item is closed out.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
2	Bulk chemical (ACH and caustic) vehicle delivery zone is not bunded.	Review delivery arrangement and upgrade to include bund if required. Refer to AS 3780.	There is a considerable risk to the environment if any chemical spillage occurs without any bunding. Consideration should also be given to ensure these two chemicals are not mixed (eg: piping/ draining sumps). There are number of other considerations to look at when providing a bund. This will reduce the risk of any contamination and safe operation during unloading. Risk rating: High	The zone is bunded now: • Speed hump with a stop board • Overflow inlet pit including pump into bunded area activated by float valve • Details of sump pump (Lowara Domo 20T) – submersible drainage pump designed for dirty water. • Residual risk rating provided by Council is Medium based on pump flow rate.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
3	Sodium hydroxide is delivered as a 48% solution and automatically diluted to 25% solution during the unloading process to prevent freezing and clogging of pipelines. There is one automatic sodium hydroxide dilution system comprising automatically operated valves (two (2) non-return valves, two (2) solenoid valves and a diaphragm valve) and two (2) magflow meters. 	The existing system functionality is mainly based on the two magflow meter readings and the two electronic actuated valves. Failure of these instruments will cause disruptions to the operation therefore proposed to keep a spare magflow meter and a valve for such a situation.	There is a risk to the sustainability of the operation if the dilution system goes offline. Therefore, a standby system is proposed. Risk rating: Low	Accepted by Council

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
4	Layout and design of ACH and caustic bulk chemical storage bund is poor. ACH and caustic dosing pumps, valves and safety shower are located in the concrete bund. 	Review design as per AS3780 and layout and modify to provide layout that complies with chemical storage requirements. Dosing pumps and valves should be located to allow operation and maintenance without the need to enter the bund.	Poor design of storage arrangement can cause safety and contamination risks. Comply the new design to AS 3780 and other relevant standards. Risk rating: High	Accepted by Council. Dosing pumps and valves to be relocated out of the bunded area.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
5	One new self-bunded ACH polyethylene tank has been provided and positioned in the common ACH-caustic bund. One ACH GRP bulk storage tank remains in the concrete bund. The GRP tank is beyond its service life and needs to be replaced. *GRP tank needs to be replaced.*	Replace original ACH tank with new self-bunded tank or a new tank with a concrete bund. *(for costing, self-bunded tank has been considered)*	Reaching end of life of the GRP tank is a high risk where it can rupture or crack at any time. Replacing will make sure that the safe and sustainable operation of the dosing system/ WTP. Risk rating: High	Accepted by Council.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
6	One new self-bunded caustic polyethylene tank has been provided and positioned in the common ACH-caustic bund. One caustic GRP bulk storage tank remains in the concrete bund. The GRP tank is beyond its service life and needs to be replaced	Replace original caustic tank with new self-bunded tank or a new concrete tank with a concrete bund. *(for costing, self-bunded tank has been considered)*	Reaching end of life of the GRP tank is a high risk where it can rupture or crack at any time. Replacing will make sure that the safe and sustainable operation of the dosing system/ WTP. Risk rating: High	This tank is replaced by Council.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
7	Potassium permanganate dosing includes a dry chemical vacuum filling and batching system. The batching and dosing system is located in the chemical dosing room. Operators report that the permanganate dosing system is undersized and its operational performance is poor. 	Replace/upgrade existing permanganate batching and dosing skid. Council has not provided the current dose rate.	Risk from undersized dosing system is the inability to dose required amount of chemical when the WTP is running on full capacity. Risk rating: Medium	The operators were OK with this dosing unit but reported to operate with stability it limits plant flow rate to 180L/s maximum; 15.5ML per day at 24hrs.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
8	Polymer dosing includes a dry chemical vacuum filling and batching system. The batching and dosing system is located in the chemical dosing room. Operators report poor operational performance. The system was installed in 2013 hence not reached its end of life. 	Replace/upgrade existing polymer batching and dosing skid.	Polyelectrolyte is added to chemically dosed water for coagulation aid and filter aid. Poor performance can lead to inconsistent coagulation performance which may lead to poor final water quality. Risk rating: Low	The operators were OK with this dosing unit and have recently refurbished it. Updated image:

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
9	Chemical dosing lines are beyond service life and needs to be replaced. 	Replace chemical dosing lines and injection valves. New lines should include leak detection and double pipe containment.	Potential cracking or rupturing can happen in pipelines when they come to their end of life posing a high risk of contamination, safety issues and disruptions for the WTP operation. Risk rating: High	Accepted by Council.
10	Pretreatment chemicals (caustic, permanganate, ACH and polymer) are dosed according to flow meter FIT02020. If the flow meter fails, the plant is shut down.	Review/investigate and install backup options for FIT02020.	Disruptions to the WTP operation if the flow meter fails. Risk rating: Low	Accepted by Council.

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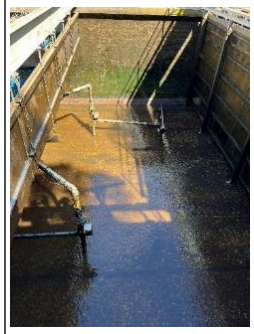
No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
11	Robot sludge removal (4 off) in two (2) clarifiers. The Robot sludge system performs unsatisfactorily as it does not remove sludge from the entire clarifier floor. 	Replace Robot sludge removal with Vac-Trac type sludge removal system. Potential suppliers include Aquatec Maxcon and Xylem/Leopold.	Major disruptions to the WTP operation if the sludge removal system fails. Risk rating: High	Accepted by Council.

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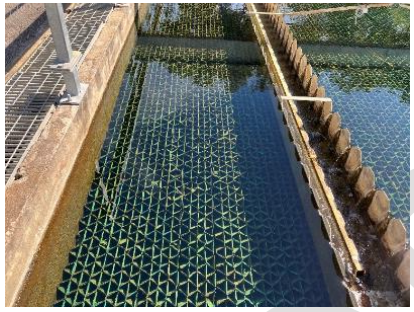
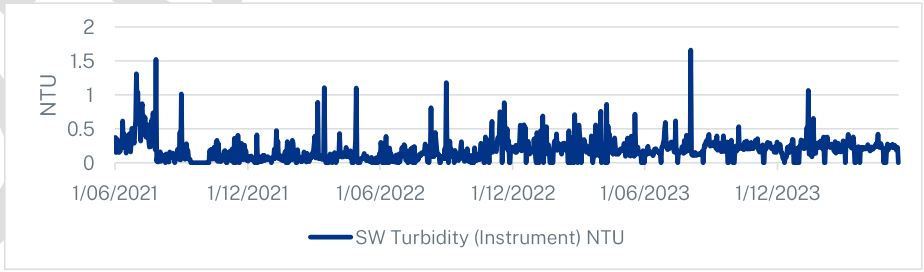
No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
12	Lamella clarifier tubes require excessive cleaning requirements (fortnightly). Some tubes are broken. The settling tube area is estimated as 147 m^2. The tube surface loading is estimated as 4.9 m/hr. 	Inspect condition of tubes and replace if required. Consider lamella plates. Note, tubes were installed in 2010, this upgrade may be deferred until required.	The tubes on the clarifier supports effective sedimentation of the solids. Damages or blocked tubes can cause inefficient settling of solids and may cause the solids to carry over to the treated water channel towards to filters creating poor performance in the filters also. Risk rating: Low	The clear water in the launder is at < 0.3 NTU; very effective clarification. NSW PW to produce a graph and confirm. NSWPW: It appears settle water turbidity has gone over 0.5NTU 4% of the time from 2021 to 2024 and reached 1.5NTU few times (refer to the below graph).
				

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NSW Public Works

No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
13	Flooring walkways around sedimentation tanks shows signs of deformation and is not secured properly. 	Original assessment: Replace/upgrade walkway flooring. Refer to AS 1657. Revised assessment after a virtual walkthrough done by NSW PW and Cowra WTP operator David on 16 May 2025: The structures appear to be in good condition therefore not required any repair/upgrade. However, a qualified mechanical engineer's assessment is proposed.	N/A	Accept a qualified mechanical engineer's assessment.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
14	Backwash tank issues The tank is located above filters and structural condition is poor and leaks (built in 1939). Backwash tank supply downpipe, condition is unknown. 	Assess structural condition and risk of current backwash tank arrangement. If backwash tank presents a structural risk, consider repurposing storage # R1 to serve a backwash tank and decommission above filter tank. Install backwash pump and pipework.	Poor condition of the tank may cause risk of collapse. Risk rating: High	Data is limited from previous assessment. Diver has been arranged for next assessment in November 2025.

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15	Filters 5 and 10 are not upgraded and are permanently offline at present. This limits production capacity of the WTP and operational resilience. Mothballed filters are currently blanked off and permanently isolated.	Upgrade filters 5 and 10 and return to operational service. 1. Remove nozzles, prepare filter walls for new underdrains. 2. Modify inlet flume as required. 3. Install new filter blocks with IMS cap. 4. Install new media to match modified filters (confirm media quality and design in other filters). 5. Install new filter inlet, outlet valves, water backwash inlet and backwash outlet valves. 6. Modify air scour pipe to connect to underdrains, install control valve. 7. Install instrumentation (turbidity meter, headloss) and configure to SCADA. 8. Commission and test performance.	Due to non-availability of the 2 filters, the WTP cannot attain the design capacity in high demand times. Risk rating: Medium	No response received from Council.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
16	Filter preventative asset maintenance	Allowance for filter investigation / maintenance annually, as per WSAA Good Practice Guide	Maintaining good filter health is critical for a sustainable and quality conformed water supply. Risk rating: Medium	No response received from Council.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
17	Filter valves and pipes in filter gallery show external surface rust/corrosion. 	1. Assess surface corrosion. 2. If corrosion is surface only, remove corrosion, prepare and coat with corrosion protection (paint).	Failure to any filters valve or a pipe will cause disruptions to the filtration process which will impact the production of treated water. Risk rating: Low	No response received from Council.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
18	Filter inlet pipe support beams show surface corrosion. 	1. Assess surface corrosion. 2. If surface corrosion is surface only, remove corrosion, prepare and coat with corrosion protection (paint). 3. Assess if addition structural supports are required and fit as required.	Failure of support beams may cause the risk of pipe collapsing resulting injuries to the workers as well as disruptions to the WTP process. Risk rating: Medium	No response received from Council.
19	Atmosphere in filter gallery is corrosive from chlorinated filter water vapor. Air is stale.	Install suitable forced ventilation with indicator light/alarm. Further to this upgrade, chlorine dosing optimisation is recommended. Investigate if the settled water dosing can be reduced, better controlled or not used.	Risk of corroding metal parts inside the filter block building. Risk rating: Medium	Council has indicated a fan has been installed about 15 year's ago and working well. NSWPW: The location of the fan is unknown and it appears it is not effectively removing the vapor.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
20	Filtered water channels/pipe in filter gallery is not sealed from air leading to: Releases of chlorine vapor leads to corrosion. Filtered water is not protected and is vulnerable to re-contamination. 	Seal filtered water pipes and channels to avoid vapor release and contamination. Further to this upgrade, chlorine dosing optimisation is recommended. Investigate if the settled water dosing can be reduced, better controlled or not used.	Risk of corroding metal parts inside the filter block building. Risk of contamination of treated water. Risk rating: Medium	No response received from Council.

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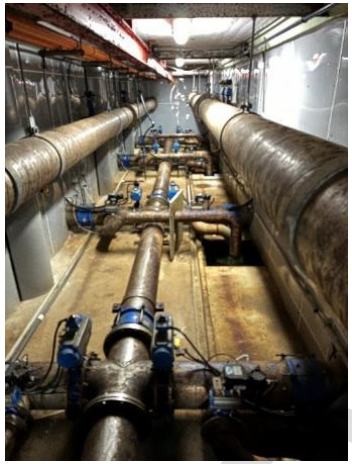
No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
21	Access/egress to filtered water gallery is restrictive. 	Install access system (platform or crane) along length of gallery to enable functionality to: 1. Allow stretcher to be used to extract injured person. 2. Enable equipment and materials to be transported through gallery for maintenance.	Unobstructed access is essential in an emergency. Risk rating: Low	No response received from Council.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
22	Arrangement of existing treated water storage does not provide a defined chlorine CT for disinfection.	Modify treated water pipework and treated water tanks to provide defined CT > 15 mg.min/L. Council has engaged WMS Engineering to conducted CFD modelling for Reservoir 1 and concluded that sufficient c.t. is maintained and adequate mixing is available. Therefore, no further action required on this issue. However, it is proposed to undertake tracer testing to confirm/validate CFD model result.	There is no risk based on the WMS modelling.	No response received from Council.

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No	Issue	Refurbishment/ Upgrade	Risks mitigated and benefits	Council's response (received as of 281025)
23	The existing treatment plant does not provide sufficient pathogen treatment barriers to meet Health Based Targets requirements. Assume catchment is category 4. Pathogen Log removal value (LRV) requirement for Protozoa, Virus and Bacteria are 5.0, 6.0 and 6.0 respectively. The current plant design and performance provides 4.0, 6.0 and 6.0 for protozoa, virus and bacteria respectively (assuming CT = 6.0 mg.min/L). There is a 1.0 log deficit for protozoa	Retrofit UV disinfection to meet protozoa log removal deficit. Concept design, technical specification required for delivery mode (Design and Construct).	There is a health risk for the users if the pathogens are not removed. Risk rating: High	No response received from Council.
24	Post treatment chemicals (chlorine, fluoride and caustic) are dosed using flow meter FIT0202. If the flowmeter FIT0202 fails, the plant is shut down.	Review/investigate and install backup options for FIT04020.	Disruptions to the WTP operation if the flow meter fails. Risk rating: Low	No response received from Council.
25	Asset management	Carry out a full review of asset inventory for the WTP and plan future upgrades/replacement as required.		No response received from Council.

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4.1.1 Design flow rate

IWCM issues paper has projected a peak demand required as 21ML at 22 hours. The rated design capacity of the existing WTP is 300 L/s, which is around 23.7 ML at 22 hours. Therefore, no capacity upgrade required regarding the process units (eg: filters) and pumping systems. This is based on the assumption that the actual maximum production demand been confirmed at all raw water quality conditions and the treated water quality achieved during those times. A trial may be required to demonstrate performance at maximum flow if this needs to be confirmed.

4.2 Cost estimate for the upgrade

The following Table 4-2 summarised the cost estimates for each upgrade discussed in Section 4.1.

Table 4-2: Upgrade requirements at the Cowra WTP

No	Refurbishment/ Upgrade	Cost estimate (ex GST)	Comments
2	Review ACH and caustic delivery arrangement and upgrade	$48,000	Council has done this upgrade however further analysis required as the risk rating is Medium.
3	Provide separate magflow meter as a spare.	$30,000	
4	Layout and design changes in the ACH and caustic bulk storage.	$11,000 (civil) $15,000 (layout change of dosing board) $7,000 (safety shower and eyewash)	
5	Replace original ACH tank with new self-bunded tank.	$61,000	
6	Replace original caustic tank with new self-bunded tank.	$76,500	
7	Replace existing potassium permanganate batching and dosing skid.	$150,000	

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No	Refurbishment/ Upgrade	Cost estimate (ex GST)	Comments
8	Replace existing polymer batching and dosing skid.	$140,000	Council has recently done refurbishment including a vacuum to extract dust.
9	Replace chemical dosing lines and injection valves.	$100,000	
10	Provide a spare flow meter to FIT2020 (DN300).		Provided in item #3
11	Replace Robot sludge removal with Vac-Trac type sludge removal systems.	$1,100,000	
12	Replace of lamella clarifier tubes with plates.	$1,500,000	
13	Replace/upgrade walkway flooring on sedimentation tank.	Not required.	
14	Repurposing storage # R1 to serve a backwash tank and decommission above filter tank. Install backwash pump and pipework.	$600,000	
15	Upgrade filters 5 and 10 and return to operational service.	$1,000,000	
16	Allowance for filter investigation / maintenance annually, as per WSAA Good Practice Guide	$15,000	
17	Replace filter gallery valves and pipes which are corroded	$300,000	
18	Replacement of filter pipe support beams.	$5,000	
19	Install suitable forced ventilation with indicator light/alarm.	$20,000	

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No	Refurbishment/ Upgrade	Cost estimate (ex GST)	Comments
20	Seal filtered water pipes and channels to avoid vapor release and contamination.	TBD	
21	Install access system (platform or crane) along length of filter gallery.	$16,000	
23	Retrofit UV disinfection to meet protozoa log removal deficit. Assume duty, duty, standby.	$450,000	
24	Provide a new flowmeter as a backup option for FIT04020 (DN500)	$45,000	
	Total (ex GST)	5,689,500	Including contingency of 20%

4.2.1 Assumptions and qualifications considered for the cost estimates

Item no	Assumptions
1	Only replacement of the circuit breaker and assume there is no other work.

2	• Concrete pavement thickness: 150mm
	• Sump tank:
	  ○ 1.2m x 1.2m and 1.0m deep,
	  ○ wall and base thickness: 200mm
	• Assume concrete rate $3000 and add another $5000 for the sump work
	Web: https://www.buda.com.au/products/galtradpit?variant=42912347521242

4	Assume, it needs 3m^3 of concrete for walkway and platform preparation. Assume to use two scaffolding sets. Web: https://www.bunnings.com.au/smart-scaff-225kg-folding-aluminium-scaffold-base_p0860263 Assume cost of unit with mobilization by a local contractor: $1000

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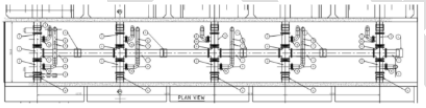
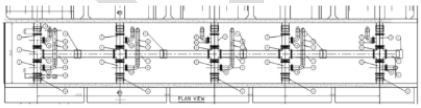
Item no	Assumptions
5	Pricing does not include for any civil, mechanical/electrical installation, SCADA interface, or commissioning.
6	Pricing does not include for any civil, mechanical/electrical installation, SCADA interface, or commissioning.
7	Pricing does not include for any civil, mechanical/electrical installation, SCADA interface, or commissioning.
8	Pricing does not include for any civil, mechanical/electrical installation, SCADA interface, or commissioning.
12	Assume replacing lamella tubes with plates.
14	Assume repurposing storage # R1 to serve a backwash tank. New backwash pump station to be placed inside the storage shed next to R1 reservoir.
15	It is assumed that major civil work inside of the filters may need to undertake including underdrains before filling with media. An estimate received for filter media which is in the order of $80k including contingency.
17	Assumed replacing all filter gallery pipes and valves. 
18	Assumed replacing of support beams.
21	Assumed a platform as a gantry crane will be more costly. Assume that it needs just above the ground pipeline to walk over:  Web: https://www.winners1.com.au/shop/1m-x-1m-Steel-Floor-Grate-p392858728

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5. Part B: Cost estimate for the future new WTP

5.1 Introduction

The Figure 5-1 illustrates the proposed sites for the new WTP and raw water intakes.

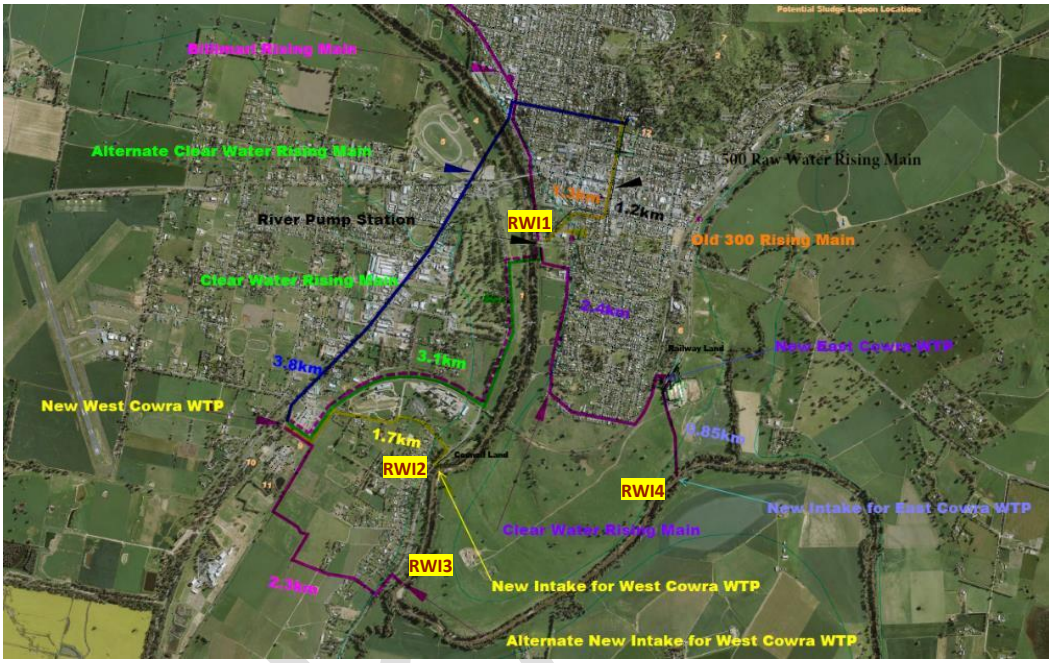

Figure 5-1: Proposed sites and rising mains for the new WTP and raw water PS (source: Council)

RWI1: existing river water intake

RWI2-RWI4: proposed new intakes for WTP

Discussions with Council, NSW PW understands there are the following various treatment site options to consider.

Option 1: New WTP at existing WTP site and intake RWI1

Option 2: New WTP at West Cowra site and intake RWI2

Option 3: New WTP at West Cowra site and intake RWI3

Option 4: New WTP at East Cowra site and intake RWI4

5.2 Treatment arrangement

Based on the available water quality information, it is evident that the existing WTP process performs well, and Council does not have any concerns over the WTP process. There are opportunities to optimise the existing treatment process and improve water quality.

Opportunities include:

- Optimise chlorine dosing to settled water and to consistently meet treated water CCP targets, and
- Optimise coagulation to consistently achieve filtered water UVT >80%.

Therefore, it is assumed that the new WTP will use a similar process but with sludge lagoons proposed for plant waste management.

The following process considered as the new WTP process. Figure 5-2 shows the PFD.

Raw Water Sources

- Lachlan River Water is pumped via the High-Lift Pump Station (PS).
- Bore Water from Billimari and Jumbuck is introduced into the system.
- These sources combine at the Raw Water Tank/Contact Tank.

Pre-Treatment Chemical Dosing

The following chemicals are dosed to raw water prior to the raw water tank:

- Potassium Permanganate ($KMnO_4$): Oxidizes metals (e.g., iron, manganese).
- Caustic Soda (NaOH): Adjusts pH to optimal range for coagulation.

Coagulation & Flocculation

The following chemicals are dosed to raw water after the raw water tank:

- Coagulant (ACH): Coagulation
- Polyelectrolyte is dosed as a coagulant aid.
- Coagulation & Flocculation Tank, where flocs form.

Sedimentation – Inclined Plate Clarifier

- Flocs settle out of the water via gravity.
- Settled solids (sludge) is discharged to sludge lagoon for sludge drying.
- Settled water is dosed with polyelectrolyte as a filter aid and gravitates to the rapid gravity filters for turbidity removal.

Filtration – Rapid Gravity Filters

- Clarified water is filtered through multi-media filters (e.g., sand and anthracite).
- This stage reduces turbidity to meet filtered water CCP turbidity.
- Backwash water from filters is recycled to the lagoon.
- Filters include filter to waste to control ripening spikes, filter to waste is discharged to the filter to waste tank and recycled at control flow to the raw water tank.

UV Disinfection

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- Filtered water flow through UV reactors for disinfection of chlorine resistant pathogens (protozoa, Cryptosporidium and Giardia).

Post-Treatment Chemical Dosing to UV disinfected water prior to the chlorine contact tank

- Fluoride is dosed for dental health.
- Caustic Soda (again) for pH correction and stabilization.
- Chlorine is added for primary disinfection to meet chlorine residual CCP targets at

Chlorine disinfection contact

- Water is held in a Chlorine Contact Tank to ensure sufficient disinfection time (CT) and to meet chlorine residual CCP targets.
- The treated water exiting the chlorine contact tank is chlorinated to meet chlorine residual targets in the distributions system and is pumped by the Clear Water Pump Station to Reservoir R1 and then into the town's distribution network.

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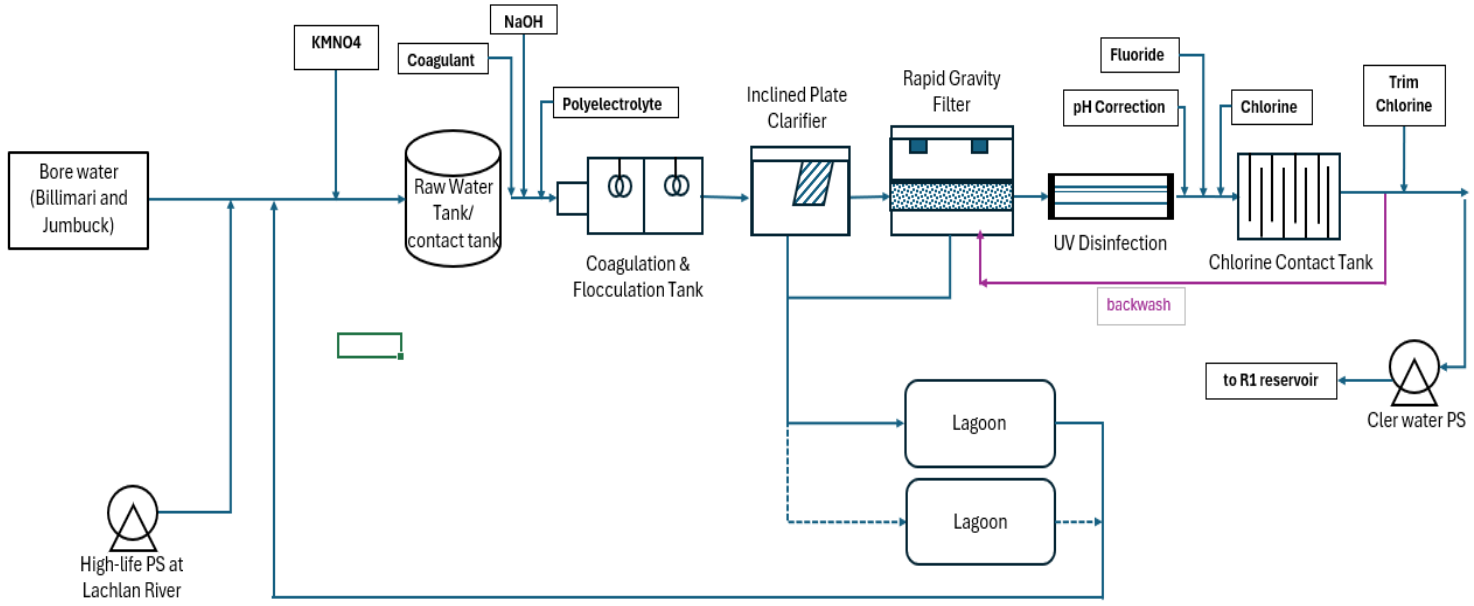

Figure 5-2: High-level process flow diagram for the proposed Cowra new WTP process

5.3 Assumptions considered for WTP costing

The following assumptions were made to determine the new WTP costs for each option.

- The WTP capacity is 21ML/day at 22 hours operation.
- Sufficient land area is available at the selected sites.
- Costing does not account for any land matters and major civil work.
- The treatment process is similar to the existing WTP.
- New pump station construction costs include only typical work associated with constructing a pump station. No costs associated with raising the ground to avoid any potential inundation during floods is included.
- WTP process equipment costing is based on costs obtained for other similar projects from external contractors.

5.4 Cost estimates

5.4.1 WTP cost

Table 5-1 provides the high-level estimated total project cost to procure a water treatment plant using lamella clarifier and media filtration for the Cowra water supply.

This estimate needs to be revised when a detailed concept design is undertaken and information such as detailed site survey, geotechnical investigation and jar test results are available.

This estimate is based on PW's recent experience in similar projects and costs provided by construction companies.

Table 5-1: High-level cost estimate for 21MLD treatment plant

21 MLD Water Treatment Plant		Cost estimate (ex GST)
1	Contractor's design and documentation including O&M manuals	$1,500,000
2	General WTP site works incl. site establishment, disestablishment, clearing, landscaping, etc.	$800,000
3	Raw water tank (concrete)	$650,000
4	Potassium permanganate dosing system	$600,000
5	NaOH dosing systems	$650,000
6	Polyelectrolyte dosing	$600,000
7	Coagulant dosing system (alum or PACL)	$600,000
8	Coagulation/flocculation tanks	$900,000
9	Inclined plate clarifiers (duty/ standby)	$8,500,000
10	6 x dual media, rapid gravity filtration system	$10,500,000

21 MLD Water Treatment Plant		Cost estimate (ex GST)
11	Chlorine dosing system	$450,000
12	Fluoride dosing system (Saturator)	$350,000
13	UV disinfection duty, duty standby	$450,000
14	Chlorine contact tank (concrete)	$1,300,000
15	Treated water pumps	$550,000
16	Lagoons (duty/standby) for waste management	$4,500,000
17	All electrical work including power supply	$4,500,000
18	Road works	$1,000,000
19	Office/ lab/ kitchen, etc building	$850,000
20	Chemical storage building	$650,000
21	Lab equipment/safety equipment	$250,000
22	Testing, demonstration, commissioning, operator training, and consumables during demonstration	$1,200,000
23	12 months Performance Guarantee by contractor	$600,000
24	Miscellaneous	$1,200,000
	Subtotal without contingency	$43,150,000
	Contingency 30%	$12,945,000
	Total cost of WTP including 30% Contingency	$56,095,000

5.4.2 Pump station and pipeline cost estimates

Table 5-2 provides cost estimates for various pump stations and pipelines as per different options discussed in Section 5.1.

Table 5-2: High-level cost estimates for various pump stations and pipelines

Item	New RM from RWI1 to W. Cowra WTP	New PS at RWI2 to W. Cowra WTP	New PS at RWI3 to W. Cowra WTP	New PS at RWI4 to E. Cowra WTP	W. Cowra WTP to Ext Clear water tank	E. Cowra WTP to Ext Clear water tank
Rising main (RM) length*	3,100 m	1,700 m	2,300 m	850 m	3,800 m	3,700 m
RM Dia/Material (DN375 also can be used)	DN450	DN450	DN450	DN450	DN450	DN450
RM Length						

Item	New RM from RWI1 to W. Cowra WTP	New PS at RWI2 to W. Cowra WTP	New PS at RWI3 to W. Cowra WTP	New PS at RWI4 to E. Cowra WTP	W. Cowra WTP to Ext Clear water tank	E. Cowra WTP to Ext Clear water tank
RL of Location at PS (Min Water level)	NA	282	282	282	310	310
Discharge RL at WTP	NA	315	315	315	352	352
Static Head		33	33	33	42	42
Flow rate	280 L/s	280 L/s	280 L/s	280 L/s	280 L/s	280 L/s
Friction Head (5 m/km, V=1.6m/s)	NA	8.5	11.5	4.25	19	18.5
Total Head (m)	NA	41.5	44.5	37.25	61	60.5
Wet Well size/ PS size	NA	5 m	5 m	5 m	Existing building	Existing building
Depth of Wet Well	NA	6 m	6 m	6 m	Existing	Existing
Civil cost for PS ($)		800,000	800,000	800,000	NA	NA
Pumps Duty (D/D/S)		140 L/s @41.5 m	140 L/s @44.5 m	140 L/s @37.5 m	140 L/s @61 m	140 L/s @60.5 m
Motor Rating		105 kw	140 kw	90 kw	140 kw	140 kw
Cost for RM (Supply $400/m, total $2000/m)	$6.2 M	$3.4 M	$4.6 M	$1.7 M	$7.6 M	$7.4 M
Cost for station pipework & Valves, FM		$300,000	$300,000	$300,000	$300,000	$300,000
Electrical cost (switchboard)		$600,000	$700,000	$500,000	$700,000	$700,000
Pump cost (3 pumps)		$600,000	$750,000	$500,000	$600,000	$600,000
Misc (thrust boring under river)					$1M	$1M
Sub-total	**$6.2M**	**$6M**	**$7.2M**	**$3M**	**$10.2M**	**$10.7M**
Design & supervision15%	$930,000	$900,000	$1.08M	$450,000	$1.53M	$1.61M
Contingency 25%	$1.6M	$1.5M	$1.8M	$750,000	$2.6M	$2.7M
Total project cost	**$8.7M**	**$8.4M**	**$10.1M**	**$4.2M**	**$14.3M**	**$15.0M**

**these lengths were provided by Council*

RWI1, RWI2, etc means Raw water intake 1,2, ... as marked in Figure 5-1.

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5.5 Discussion of power supply availability and cost estimate for the new sites

The following preliminary cost estimates are high level and based on the below concept diagrams and desktop study only without specific design information package from Essential Energy and are subject to changes in detailed design stage. Any costs associated with vegetation clearing and allotment consolidation are excluded. Contingency has not been included.

5.5.1 Option 1: New WTP at existing WTP site and intake RWI1

New WTP at existing WTP site

There are currently multiple allotments and four NMI (National Metering Identifier) nos. for the existing WTP site. Assumed the Council will consolidate relevant allotments into to one allotment for the new WTP in the future, consolidate the existing multiple power supply points into one, establish a new 11kV 1500kVA padmount substation for the whole site and remove the existing 11kV 500kVA substation no. 70-303T163. Easement in favour of Essential Energy will be required.

ASP3 Design and ASP1 Construction Cost – roughly $570k ex GST.

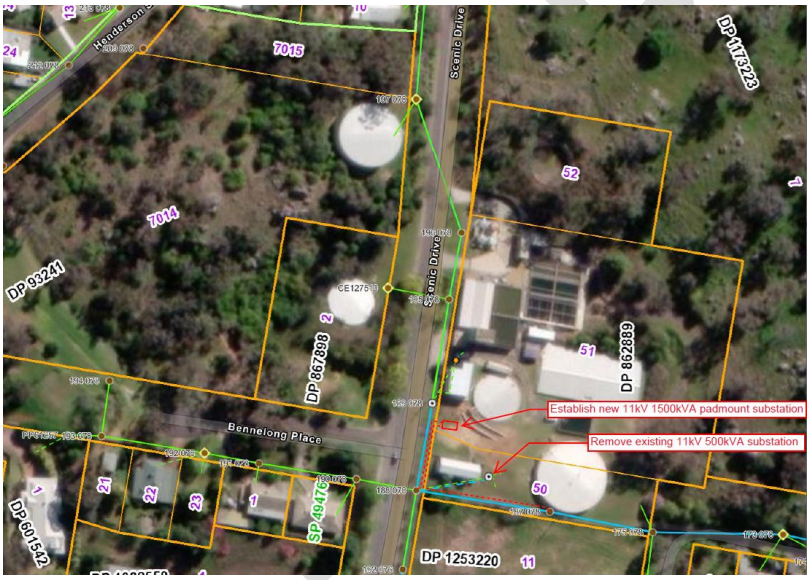

Figure 5-3: Indicative substation location for new WTP at existing WTP site

Intake RWI1

Assumed no power supply upgrade will be required for this site.

5.5.2 Option 2: New WTP at West Cowra site and intake RWI2

New WTP at West Cowra site

Assumed to establish a new 11kV 1500kVA padmount substation within Lot 1 DP 1242678. Easement in favour of Essential Energy will be required. Lot 7302 DP 1153708 is Crown land and the process of easement creation on Crown Land can be time consuming and costly. Propose to avoid establishing new substation on Crown Land.

ASP3 Design and ASP1 Construction Cost - roughly $520k ex GST.

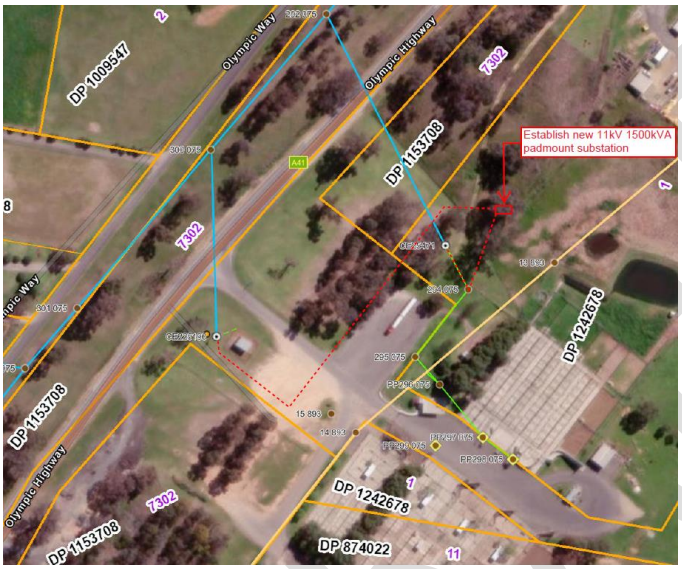

Figure 5-4: Indicative substation location for new WTP at West Cowra site

Intake RWI2

Assumed to establish a new 11kV 500kVA pole substation within the road reserve next to Lot 107 DP 250826.

ASP3 Design and ASP1 Construction Cost - roughly $320k ex GST.

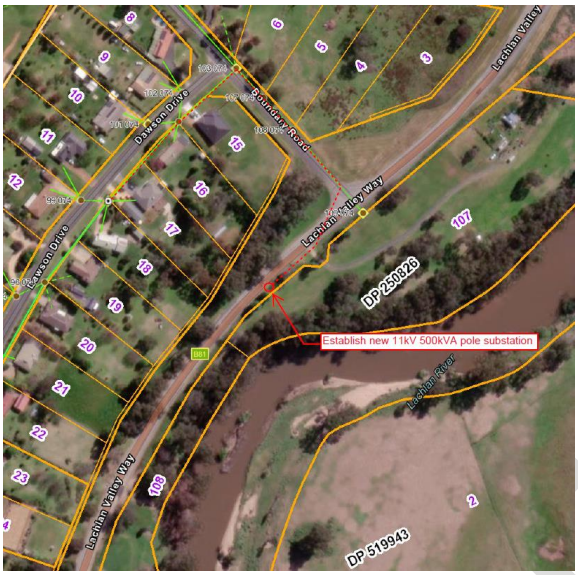

Figure 5-5: Indicative substation location for Intake RWI2

5.5.3 Option 3: New WTP at West Cowra site and intake RWI3

Intake RWI3

Assumed to upgrade the existing 11kV 315kVA pole substation no. 70-303T117 to a new 11kV 1000kVA padmount substation within Lot 111 DP 250826. Easement in favour of Essential Energy will be required.

ASP3 Design and ASP1 Construction Cost - roughly $370k ex GST.

Figure 5-6: Indicative substation location for Intake RWI3

5.5.4 Option 4: New WTP at East Cowra site and intake RWI4

New WTP at East Cowra

Assumed to establish a new 11kV 1500kVA padmount substation within Lot 1 DP 961451. Easement in favour of Essential Energy will be required.

ASP3 Design and ASP1 Construction Cost - roughly $700k ex GST.

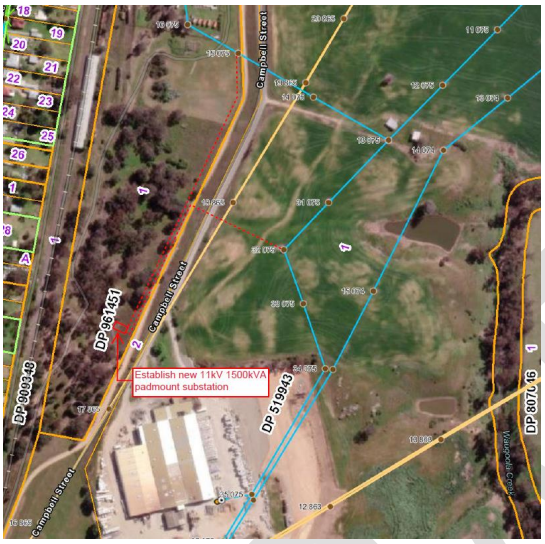

Figure 5-7: Indicative substation location for new WTP at East Cowra site

Intake RWI4

Assumed to establish a new 11kV 500kVA pole substation within Lot 1 DP 519943.

ASP3 Design and ASP1 Construction Cost - roughly $170k ex GST.

Figure 5-8: Indicative substation location for Intake RWI4

6. References

NHMRC. (Version 3.7 Updated January 2022). *Australian Drinking Water Guidelines 6 (2011).* NHMRC.

Cowra IWCM Issues Paper FInal Draft_ May 2023

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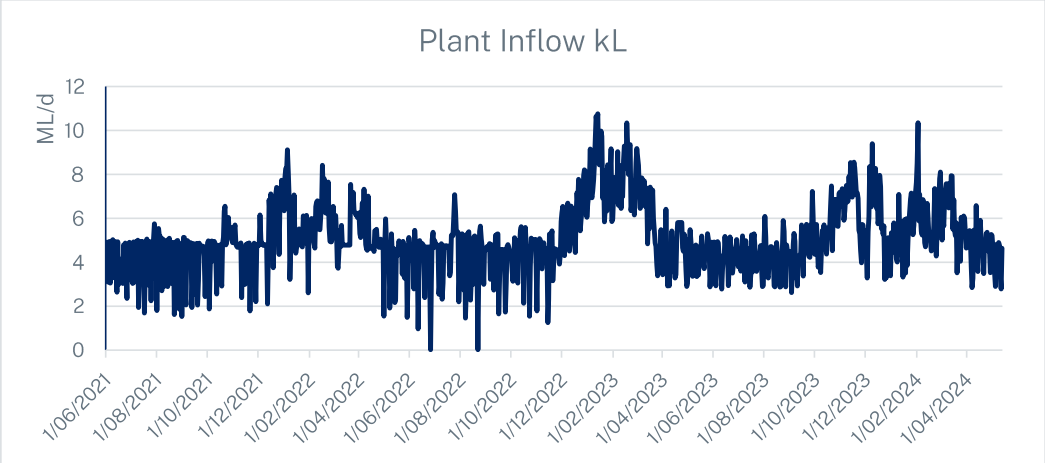
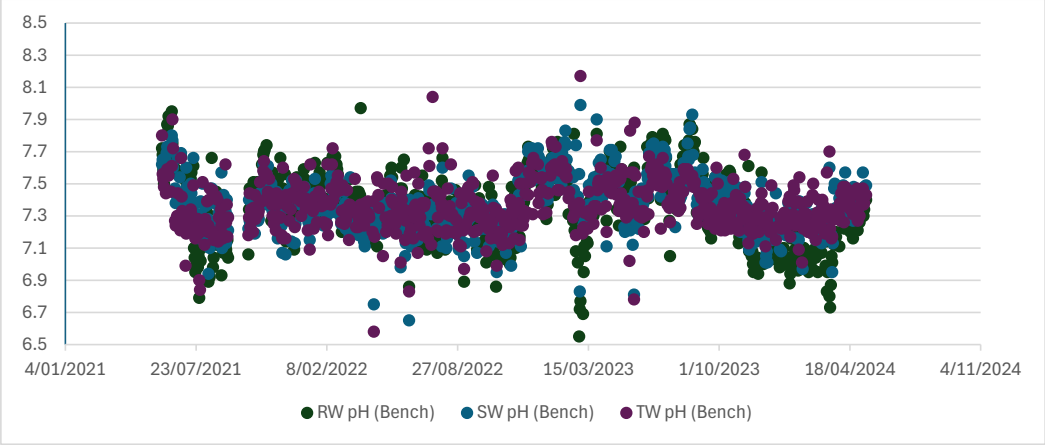
Appendix A Water quality graphs





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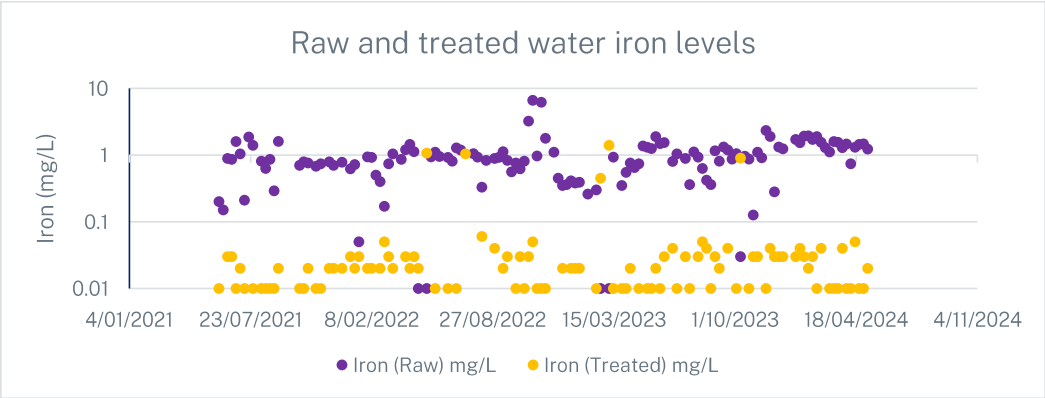

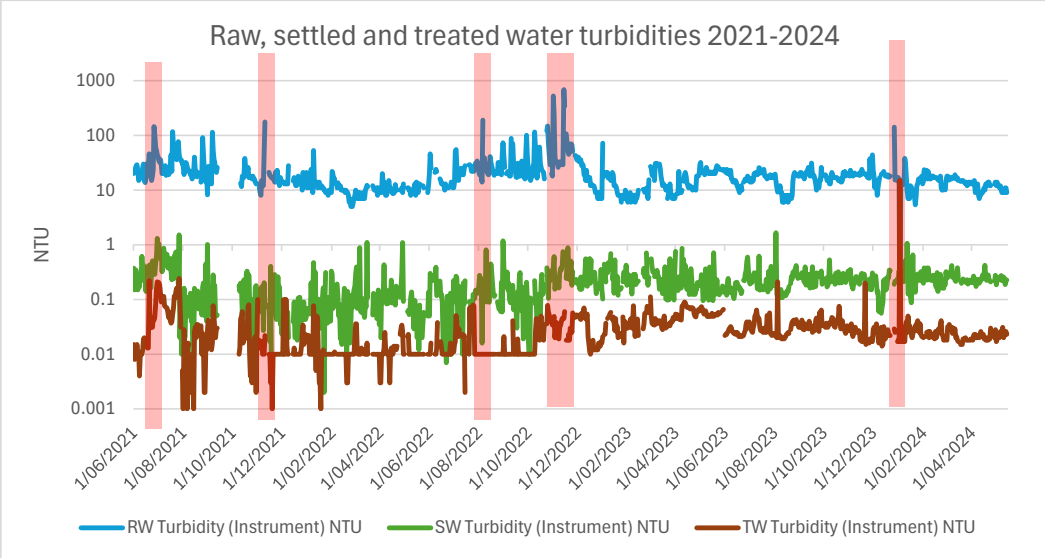

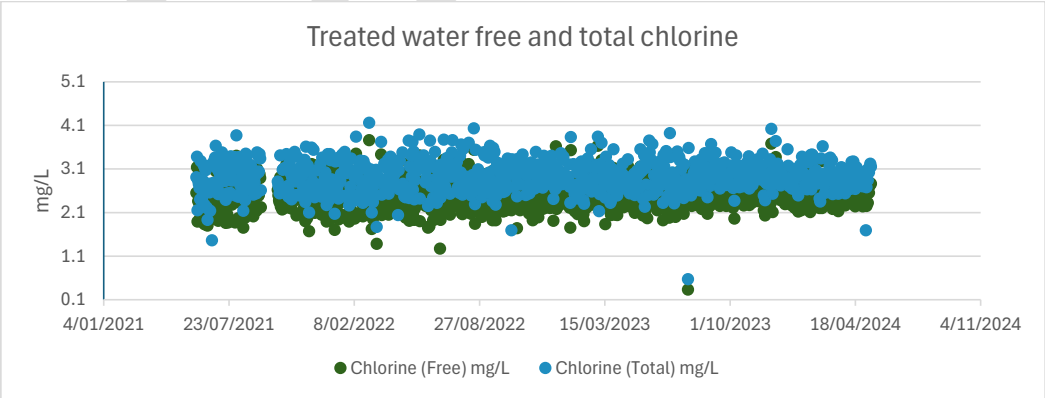

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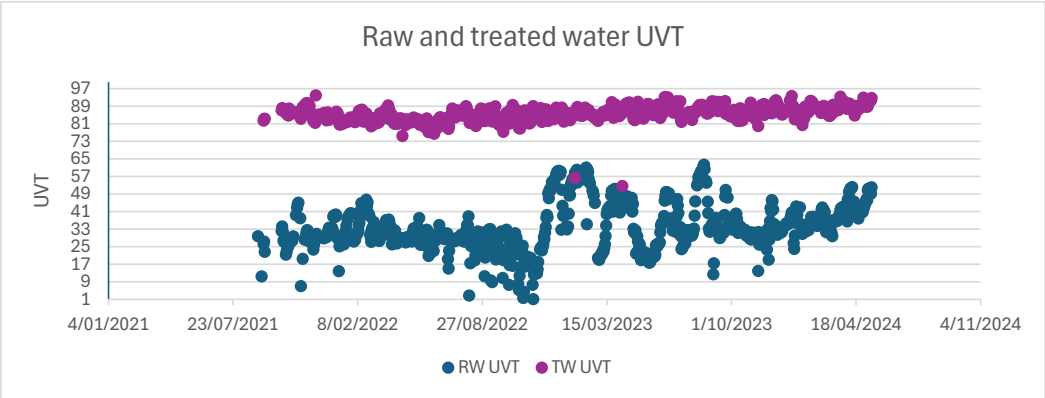

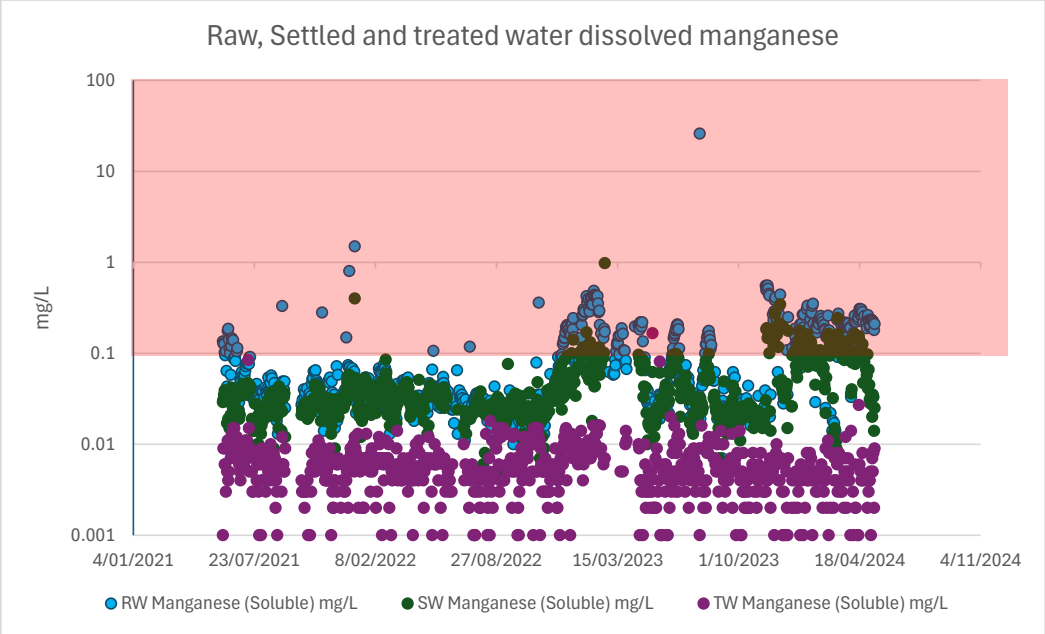

NSW Public Works

Appendix B Cowra WTP – Reservoir 1 chlorine contact time assessment report by WMS Engineering

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NSW Public Works
Department of Primary Industries and Regional Development

Cowra Water Treatment Plant

Sludge Management Study

Final Report

Prepared for:

Cowra Council

NSW Public Works
Department of Primary Industries and Regional Development

Report Number: WRM-22064

Cowra WTP sludge Options Draft report v6 20241203.docx

Template Rev 6 Feb 2023

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			Name	Date
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1 (Draft Report)	Jay Ariyawanse Eugene Yap	Jay Ariyawanse	Jay Ariyawanse	22/07/2024
2 (Draft Report incorporating Council comments)	Jay Ariyawanse Eugene Yap	Dirk Wymer Jay Ariyawanse	Jay Ariyawanse	03/10/2024
3 (Minor change)	Eugene Yap	Jay Ariyawanse	Jay Ariyawanse	14/11/2024
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5 (Final report)	Jay Ariyawanse Eugene Yap	Jay Ariyawanse	Jay Ariyawanse	5/3/2024

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Cover photo: Wastewater holding tank at Cowra WTP.

Source: Cowra Council

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NSW Public Works
Department of Primary Industries and Regional Development

1. Background

Cowra Council has engaged NSW Public Works (NSWPW) to prepare Council's Integrated Water Cycle Management (IWCM) Strategy. As part of the process, water and sewer infrastructure issues have been identified.

The Cowra Water Treatment plant (WTP) was initially built in the 1930s and is the sole source of water for the Cowra township in Central West NSW. Since original commissioning, the plant has been upgraded in 1959, 1966, 1984 and 2014. The WTP has eight (08) filters and two sedimentation tanks.

The treatment process at the WTP consists of chemical coagulation, sedimentation, media filtration. Poly aluminium chloride is used for coagulation, chlorine gas for disinfection, and there is fluoride dosing. Sodium hydroxide is also used for pH correction. Process waste of the treatment process: filter backwash water and sedimentation tank sludge, is collected in a Wastewater Holding Tank (WWHT). Supernatant of this tank is discharged to the stormwater system and the sludge settled in the tank is tankered away for landfills.

The WWHT which collects the filter backwash water and sedimentation tank sludge has a capacity 0f 0.5ML. It was identified that the supernatant discharged from this tank to stormwater has previously exceeded the aluminium concentration (2 mg/L) allowed in Council's license, EPL 1572. From 2017 to 2021, there has been a total of seven exceedances of aluminium concentration. NSW EPA has requested a study to be completed as a draft condition of the license.

Currently, Council is reducing the number of non-compliances by engaging a private contractor to pump out the sludge in the WWHT using tankers and dispose of the sludge at landfill. According to Council, the sludge removal exercise is conducted more frequently (quarterly), and no exceedances of aluminium concentration limits has been recorded since June 2021.

From Council's consultation with NSW EPA in April 2024, to remove cumulative load into the environment, EPA prefers ceasing the discharge of wastewater from Cowra WTP. A secondary solution that EPA may consider, based on Council's strategic planning for the WTP upgrade or replacement, is medium term discharge of high-quality supernatant, followed by long term nil discharge.

This study considers alternative options to manage plant waste. The initial list of options formed part of the Brief, and these were developed further. Following Council's discussion with NSW EPA, the options were further refined.

2. Sludge management options

2.1 All options considered

Initial options to manage the wastewater at Cowra WTP include:

- Constructing sludge lagoons
  - Based on the annual production and peak monthly production from Cowra WTP, preliminary estimates for land size for sludge lagoons is approximately 133m x 110m (1.46 hectares).
- Constructing drying beds
  - For drying beds with direct discharge of sludge from the WTP, without the aid of thickener clarifiers, preliminary estimate suggests 5,900 m2 of land is required
  - Drying beds with pre-thickener clarifiers. Preliminary estimate suggests 4,500 m2 of land is required
- Installing mechanical dewatering devices
- Utilise geotextile dewatering systems
- Discharge wastewater to sewer system (existing pipeline, or new dedicated pipeline), requires trade waste discharge approval
- Settled supernatant to be recycled. This option requires the supernatant to be within an acceptable quality for recycling to the inlet of WTP, and approval from NSW Health

Potential locations for constructing sludge lagoons or drying beds have been provided by Council, shown in Appendix B.

Options above are combined to form feasible combinations to manage wastewater produced from the WTP. The full list of options is shown in Appendix A.

2.1.1 Shortlisted Options in November 2023

A workshop was conducted on 8 November 2023 in the presence of Council staff, DPE Water (now DCCEEW Water) water treatment technical advisors & trade waste specialists, and NSW Public Works; the purpose of the workshop was for shortlisting options.

The following options were shortlisted in the workshop:

- 1A: Sludge lagoons – Requires additional large land away from the WTP as there is insufficient space available at or near the current WTP site.
  - Pumping of WTP wastewater will be required from the WTP to lagoons, and Council has provided potential sites for consideration.
- 1B: Implement thickener-clarifier and mechanical dewatering system, recycle thickener supernatant to WTP. Dried sludge from the centrifuge is used in land fill.

- 1C: Thickener-Sludge drying beds – Requires additional land for drying beds as there is insufficient space available at or near current WTP site. Pumping of WTP wastewater to the drying beds will be required. The supernatant from the thickener is recycled at the WTP and thickener sludge if dried at the drying beds.
- 2A: Send the filter backwash wastewater to existing WWHT and the sedimentation tank sludge to a new sludge lagoon / drying bed. Supernatant in WWHT recycled to WTP inlet. Modifications to WWHT may be required. New sludge lagoons or drying beds are required on a different site.
- 3C2: Discharge wastewater via a new pipeline to a new sludge lagoon constructed at Cowra STP
- 4A: Continue sending filter backwash wastewater & sedimentation tank sludge to existing WWHT. Recycle supernatant to inlet of WTP. Sludge from WWHT to be tankered out from WWHT regularly, as per current arrangements

Geotextile bag option was not shortlisted, considering the capacity of the Cowra WTP and the raw water quality. From the analysis, the geobag option will occupy a large footprint at the WTP site, and the frequency of processing the dewatered sludge may be high and therefore operationally intensive. Refer to Appendix C for a brief note on the feasibility of geotextile bags for waste management at Cowra WTP.

From the discussion with DCCEEW Water Trade Waste specialists, options involving discharging wastewater to Council's sewer systems are unlikely to gain approval for trade waste discharge, as this places unnecessary hydraulic loading on Council's sewer network and sewage treatment plant.

As shown in Appendix A, other options that have been rejected include options with excessive amount of new components / elements, which increases capital investment requirements as well as additional operational and maintenance.

2.1.2 New Option (Option 6a) using the Disused tank

During the workshop, Council staff indicated there was a large disused concrete tank (Figure 3-5) located north of Cowra WTP, with a capacity of 1.36 ML. It was later confirmed by Council that the tank can be utilised, however some minor refurbishment work is required inside of the tank.

This tank is now considered to be a viable, low-cost settling tank option for Council, by converting into a:

1. a second, larger waste holding tank (WWHT2) by pumping mixed sludge in the existing WWHT into the disused tank, then discharge the supernatant from the disused tank to the environment or returned to the inlet of WTP, or
2. pump only the supernatant from the existing WWHT (WWHT1), to provide additional settling time. Supernatant from WWHT2 is discharged to environment or returned to inlet of WTP.

Council and NSWPW first agree that it would be beneficial to trial both options prior to recommending the adoption of this option. Implementing the trial would be subject to regulatory approval (NSW EPA) and capital cost.

Both options may be implemented in a short timeframe, to provide improved wastewater quality to meet EPA concentration limits, or to be returned to the inlet works of the WTP. Trial Option 1 will need changing the current sludge tankering position from WWHT to disused tank. This trial will also require selecting pumps and pipework suitable to pump mixed sludge with heavy solid content into the disused tank. However, in Trial option 2, temporary flexible hoses and smaller pumps can be used for the transfer of supernatant from WWHT1 to WWHT2. NSWPW recommends Council adopts trial option 2.

The additional settling provided to the supernatant of WWHT1 by WWHT2 is expected to improve the supernatant quality to comply with EPA license concentration limits. If necessary, mild chemical dosing can also be considered for the supernatant pumped to WWHT2 to further enhance the settling process.

This option is described further in Section 3.2, with flow diagrams.

2.2 Site constraint analysis of Options

Refer to Appendix B for the initial sites considered for the study, and Appendix table B-1 for the constraints analysis.

Most site options require Council to purchase land at a high capital cost. Council will consider land purchase after completing the Cowra WTP scoping study. Therefore, for this study, Council is only considering the Cowra STP site as a suitable location for a sludge lagoon.

Demolition of the old trickling filters and sludge drying beds will be required to make available space for the new sludge lagoons. 1.7ha of land can be made available, shown in Figure 3-3.

2.3 Further refined options in April 2024 (Following Council's consultation with NSW EPA)

Council met with NSW EPA staff in April 2024 to discuss the above shortlisted options that have been considered.

NSW EPA's preference is to cease discharge from the plant, to reduce cumulative load to the environment. A secondary solution that EPA may consider is medium term discharge of high-quality supernatant, followed by long term nil discharge in the future.

Based on the workshop and consultation, Council is now proceeding with consideration of the following options:

- **Option 3C2:** Construct pipeline from the WTP to the STP, and construct sludge lagoons at the STP. Sludge lagoons can provide for long detention times for enhanced settling.

- **New Option (Option 6a):** Further settlement in the disused reservoir north of Cowra WTP, as described in Section 2.1.1. Discharge of supernatant to the environment may be acceptable for short-medium term, depending on the supernatant quality. In this option, Council will need to demonstrate a plan to cease discharge in the long term.

  In this option, NSWPW has considered recycling the supernatant to the head of the WTP (with Section 60 approval).

  Council also considering the sending the supernatant to the raw water tank on the WTP site which supplies river water for town's non-potable services.
- **New Option 6b:** Further treatment of supernatant of WWHT1 prior to discharge, for example, through a containerised package plant such as reverse osmosis (RO).

3. Shortlisted Options

3.1 3C2: Discharge Cowra WTP waste to new sludge lagoons constructed at Cowra STP

3.1.1 Description of option

A preliminary flow diagram of this option is shown in Figure 3-1.

A dedicated trunk main with an approximate length of 3.2km to be constructed to Cowra STP, to transfer the filter backwash water and sedimentation tank sludge to new sludge lagoons at Cowra STP.

The daily volume of sludge to be transferred is approximately 400 kL. This option considers a mixer to be installed in the WWHT to ensure a homogenous sludge mixture. Two submersible transfer pumps (duty and standby), each having a capacity of 10 L/s, are to be installed in the sump in the WWHT. The ground levels are approximately at RL353 at the WWHT, and RL300 at the Cowra STP site, therefore, the sludge should be able to gravitate, following similar gravity main route for the sewer system.

Two sludge lagoons, each with approximately 120m x 40m surface area is required; the two lagoons are expected to occupy a total area of about 14,600m^2. The supernatant from the lagoons can be used locally at the STP, or sent back to the STP inlet for further treatment.

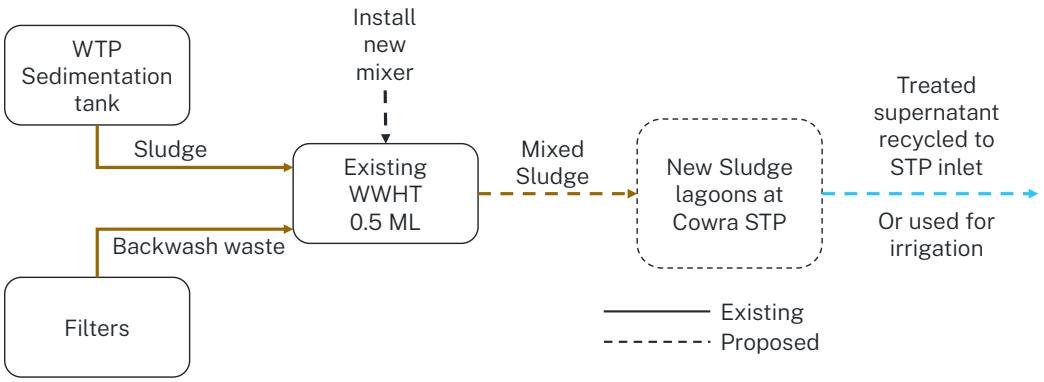

Figure 3-1: Option 3C2: New sludge lagoons at Cowra STP

Recycling the supernatant from the new lagoons back to the inlet works of the STP can contribute to higher hydraulic loading at the Cowra STP, unless the STP is operating below its designed capacity, which can be a disadvantage for the sewage treatment system.

The proposed pipeline route is shown in Figure 3-2. The pipeline follows a similar route as the sewer mains as no pumping would be required.

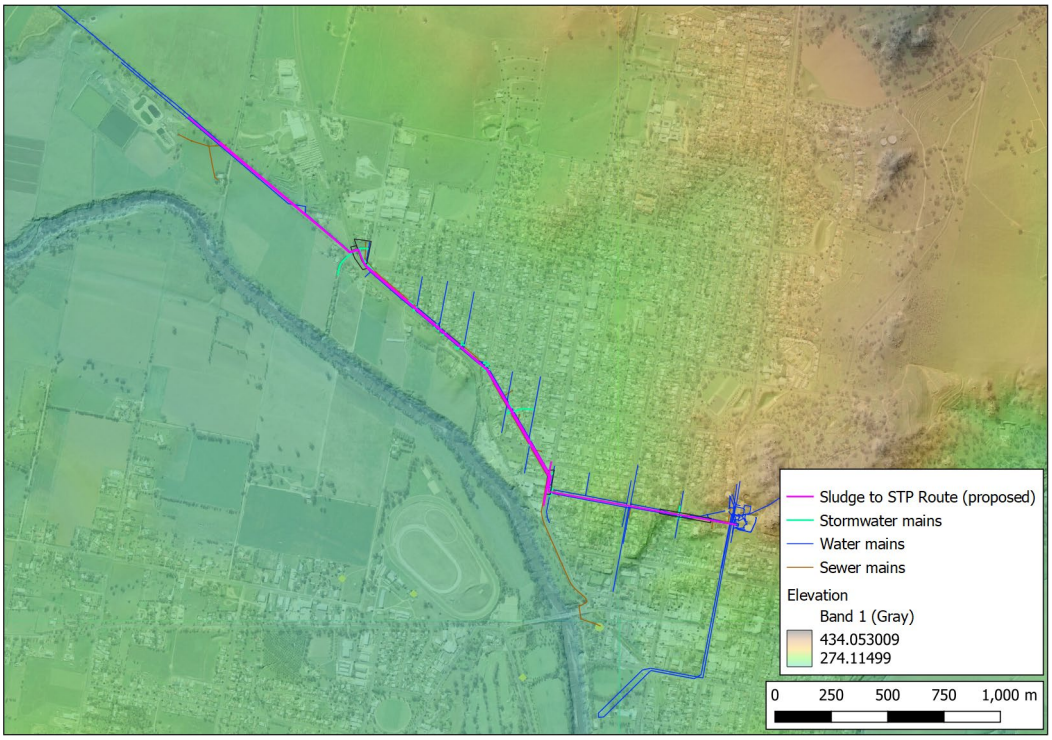

Figure 3-2: Proposed sludge pipeline from Cowra WTP to Cowra STP

The proposed route is around 3.2 km, however Council notes the following constraints:

- 43 active asset crossings at varying depths
- Crosses public amenity area (unformed road area end Bennelong Place and Bill Muir Park)
- High pressure gas main crossing
- Works within TFNSW roadway/reserve
- Crossing through non-operational rail corridor
- Crossing through private property (adjoining rail corridor) – lot heavily burdened by Council assets currently. There is possibly a need to acquire creation or increase of current easements

Council's preferred site is the old trickling filter STP site, the aerial image is shown in Figure 3-3. Alternative sites would require purchasing land which is expected to be high cost.

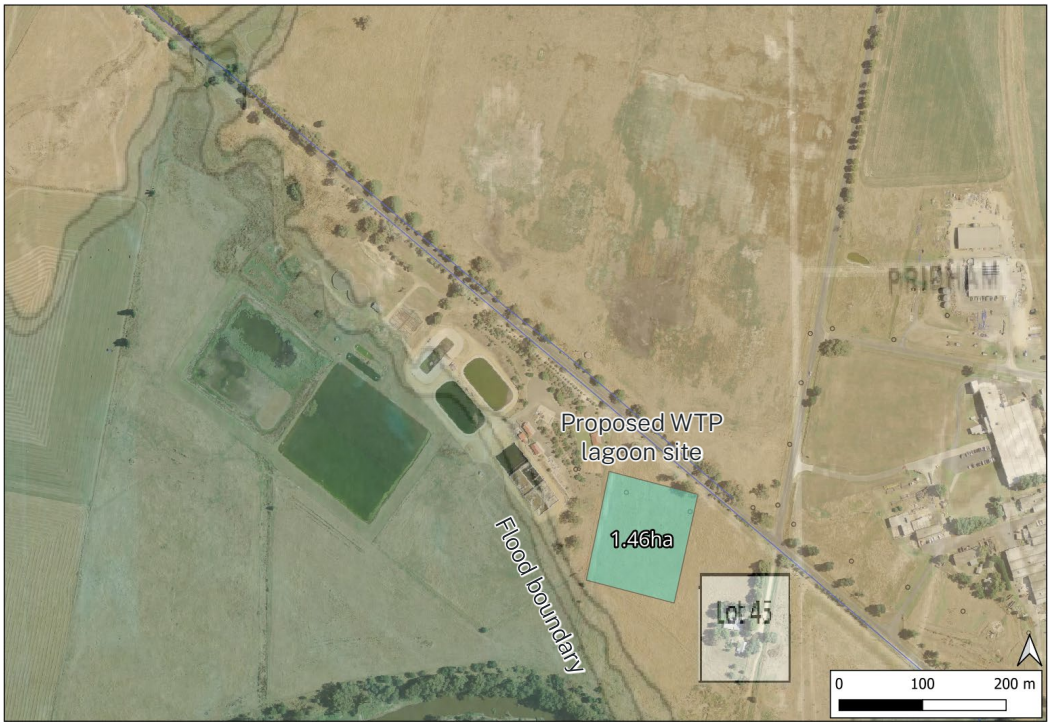

Figure 3-3: Potential site for new sludge lagoons

Based on an old flood map provided by Council, which has been georeferenced in Figure 3-3, the old trickling filter STP site is on the boundary of the flood zone.

3.1.2 Cost estimate

The estimated cost for this option is presented in Table 3-1. Note there is low confidence level in construction cost estimates, since survey, geotechnical and environmental assessment of the pipeline route is not yet undertaken.

Table 3-1: Cost estimate for Option 3C2:

Item	Description	Estimated cost, $
Preconstruction activities		
1.1	Planning and scope development	25,000
1.2	Survey of pipe route (3.2km) and sludge lagoons area (incl topographic survey, utility service location, and aerial LiDAR)	110,000
1.3	Geotech investigation for pipe and lagoon	100,000
1.4	Review of environmental factors	60,000
1.5	Concept Report	50,000
1.6	Detailed specifications & tender documents	100,000
1.7	Tendering, tender evaluation and advice during contractors detailed design	55,000
1.8	Contract administration & site project management	180,000
Construction activities		
2.1	Mixer in WWHT	40,000
2.2	Small pumping unit (submersible pumps (duty and standby), including support frames in the WWHT to pump the sludge into gravity main to STP (assuming that the sludge can gravitate from WTP to STP)	40,000
2.3	Pipework from WTP to STP, 3200m, DN150 uPVC (allowing for traffic management through urban area, service conflict management, restoration)	950,000
2.4	2 sludge lagoons at STP	900,000
2.5	Power supply to sludge lagoons	25,000
2.6	Lagoon supernatant pump station	60,000
2.7	Pipework system to transfer the lagoon supernatant to its destination	20,000
	Total cost	2,715,000
	Total cost (+30% contingency)	**3,530,000**

3.2 New Option (Option 6a): Trial using disused tank

3.2.1 Description of option and trial

NSWPW recommends that Council conduct an initial trial using an existing on-site disused tank, as described in Section 2.1.

Figure 3-4 shows a conceptual schematic of the arrangement for the trial.

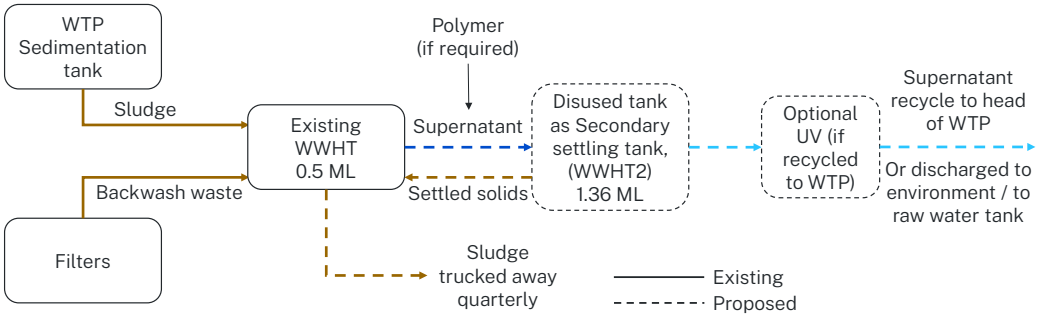

Figure 3-4: Schematic of utilising disused tank as secondary clarifier

The UV is considered optional, as it depends on the water quality of the WWHT2 supernatant.

The proposed trial is to obtain information to assess the practicality and performance of using the disused tank on the WTP site to act as a second settling tank for the waste currently discharged from the WWHT1. This trial, if successful, can be a low-cost option for Council to implement.

As the WWHT2 can provide a considerable additional retention time, it is expected there will be an improvement to the quality of supernatant. The trial should be conducted in two stages; at first, trial the quality of WWHT2 supernatant without any chemical. If the supernatant quality does not show significant improvement, then consider addition of a small amount of coagulant or polymer (a jar test is recommended to confirm the suitable chemical and optimum dosage).

Previous advice from Council indicated that the flow into the WWHT1 is approximately 410 kL/d. A 10L/s submersible pump would deliver this volume in approximately 12 hours. A submersible pump will also be required to pump the supernatant of WWHT2 into the head of the WTP or EPA discharge point.

The pipes used in the trial can be temporary flexible pipes, and temporarily assembled pumping units.

Council and NSWPW will review the results throughout the trial and make changes to the above procedure if a different approach is needed in utilising the disused tank.

Depending on the supernatant water quality, Council has the following options:

a. Discharge the supernatant to the environment, through the existing stormwater channel. This is acceptable by NSW EPA only for the medium-term solution. Council will need to demonstrate a plan to cease discharge of wastewater in the long term.

b. Recycle the supernatant back to the WTP head. This option ceases discharge of wastewater to the river. To meet NSW Health requirement, there may be a requirement for a small UV unit. A preliminary cost estimate for a UV system has been provided in Table 3-3. Further a section 60 approval will be required.

c. Recycle the supernatant to the raw water storage tank, to be reused by the customers connected by the non-potable supply system. In winter, if sludge supernatant exceeds demand for non-potable water, Council may have to discharge the excess clarified supernatant to the river.

For the third option (Option C above), the Council is considering recycling the WWHT2 supernatant to the raw water storage tank at the Cowra WTP for use by non-potable water customers. However, based on the non-potable water usage data of 2019-2021, very little raw water was used in the winter periods by the customers. In the winter months, for days, there have been zero flow recorded from the current raw water pump. To avoid raw water tank overflows in the winter months, Council may have to discharge the excess supernatant to the environment, with approval by NSW EPA.

Figure 3-5 shows an aerial view of Cowra WTP with proposed disused tank to be used as the second waste holding tank.

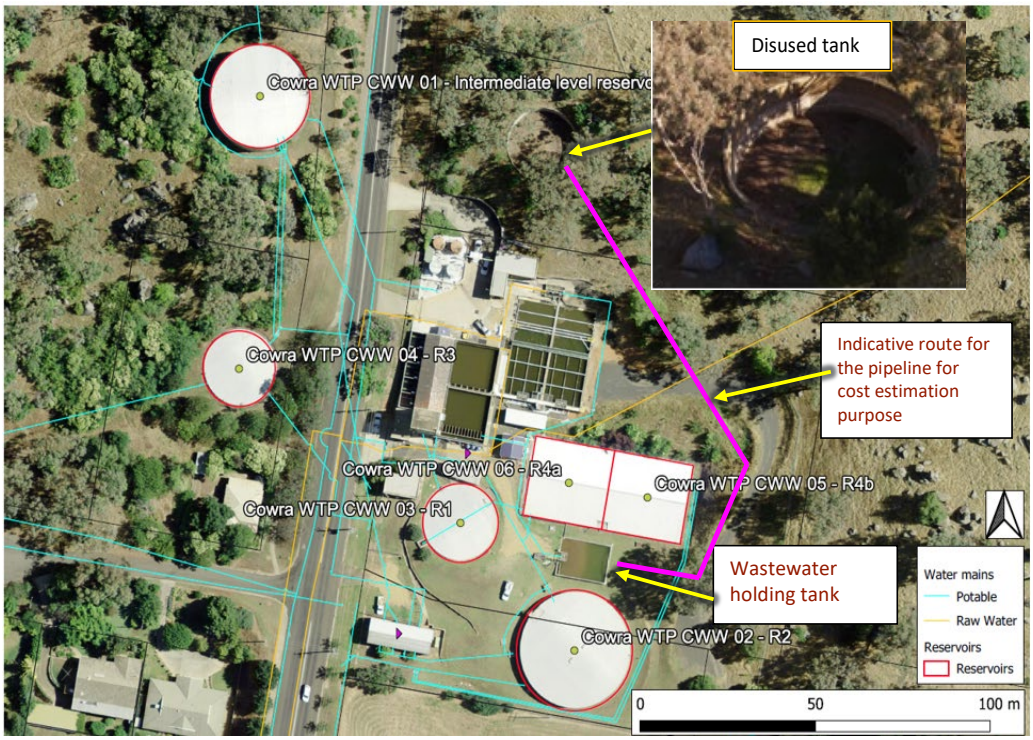

Figure 3-5: Option 6a – Aerial view of Cowra WTP, proposed use of disused tank

If the trial is successful, implementation of this option will include:

- refurbishment to the disused tank including a sump for removal of any settlements, with a simple weir system for supernatant separation
- install three pipelines and valves between the two tanks in a common channel
- simple automatic flow control system for supernatant in both ways (unless a full manual operation is feasible and acceptable)
- magflow meter x 2 on the two supernatant lines between the WTP and WWHT2
- single-phase power supply, and signal wiring, from the WTP to WWHT2. The wiring is to be in a conduit, installed in the same channel where pipes are installed.

The supernatant rate from WWHT1 to WWHT2 is assumed to be very close to the rate of sludge transferred to the STP in Option 3C, ie 10 L/s. Supernatant rate back from WWHT2 may have to be controlled depending on the use of it, ie discharge to the creek or returned to WTP head.

3.2.2 Cost estimate

The following ground levels are used in this estimate:

- WWHT1 = RL346
- WWHT2 = RL361.

The estimated cost for this option is presented in Table 3-3.

Table 3-2: Cost estimate for Option 6a Trial (works are considered temporary/rental)

Item	Description	Estimated cost, $
1	Cleaning cost of disused tank	10,000
2	A pump to transfer the supernatant from WWHT1 to WWHT2 – rental fee	4,000
3	Chemical dosing line from existing dosing system or a temporary dosing tank and a pump	8,000
4	One above ground flexible pipeline between WWHT1 and WWHT2, DN150, 160m long, and valves (assuming that the quality of WWHT2 supernatant is acceptable to discharge to stormwater system)	8,000
5	Submersible pump at WWHT2 to remove supernatant	4,000
6	Power supply to WWHT2/hire cost for a portable generator	5,000
7	Technical advice	25,000
	Total	64,000
	Total with 30% contingency	83,200

Table 3-3: Cost estimate for Option 6a (full implementation)

Item	Description	Estimated cost, $
Preconstruction activities		
1.1	Planning and scope development	15,000
1.2	Survey of pipe route and underground services	15,000
1.3	Concept Report	35,000
1.4	Detailed specs & tender documents	50,000
1.5	Tendering, tender evaluation and advice during contractor's detailed design	40,000
1.6	Contract administration & site project management	35,000
Construction activities		
2.1	Refurbishment to disused tank (allowance)	100,000
2.2	Pumping station in a shelter with 2 pumps to pump the supernatant from WWHT1 to WWHT2	50,000
2.3	Chemical dosing unit (polymer) and a shelter	100,000
2.4	Three buried uPVC pipelines between WWHT1 and WWHT2, each DN150, 160m long, and valves	70,000
2.5	Three-phase Power supply including two conduits for Power cables, control signals etc	20,000
2.6	Modifications at the WTP if the supernatant is returned to WTP head	50,000
2.7	Magflow meter x 2	30,000
2.8	Inline turbidimeter on the supernatant return line to WTP	20,000
2.9	Modifications to WTP control philosophy and PLC/SCADA upgrade for supernatant return	80,000
2.10	Service water supply and 40 mm high-pressure flushing point at WWHT2	10,000
	Total	**720,000**
	Total with 30% contingency	**936,000**
Optional Item		
3.1	UV Unit with 30% contingency including power supply (Optional – depends on trial result)	160,000
	Total	**1,096,000**

The condition of the disused tank is unknown, this can be investigated by Council once the tank has been cleaned. An allowance of $100,000 is made for any required refurbishment of the disused tank.

3.3 New Option 6b: Further treatment of supernatant of WWHT1 prior to discharge, for example, through a containerised package plant such as reverse osmosis (RO).

Regarding Council's proposal of containerised package RO system, NSWPW would like to provide the following assessment.

Council advised that the current daily total filter backwash volume is approximately 400kL/d. As RO is capable of removing more than 90% of aluminium in the water, there is no need to treat the full volume of the supernatant in the WWHT. Instead, a portion of the supernatant can be treated in the RO plant, and then RO treated water can be blended with the remaining supernatant. The RO could be sized, so that aluminium level in the final mixture would meet EPA limits, or to be recycled to the WTP.

For example, the RO unit can be sized to treat approximately half of the daily supernatant volume, say 200kL/d. However, this RO plant would produce brine waste. In a 200 kL/d plant, the volume of wastewater could be around 30kL/d. This waste will still need to be managed separately, and the available options would be:

- DCCEEW allows the discharge of this brine to the STP
  - This will contribute as additional loading through Cowra's sewerage network and treatment capacity
- Storage of the brine, engage an external contractor to remove it periodically
  - This would be in addition to regular sludge tankering

Furthermore, RO plants come with high capital, operational, and maintenance costs.

Based on the above discussion, NSWPW does not recommend the RO option. Instead, a thickener-clarifier with drying beds or a centrifuge unit would be more feasible. This option was initially considered but not selected by the Council.

4. References

Various emails from CC

On-line meeting

Banerjee & Associates, Cowra WTP Completion Report on 2014 Stage 2 Upgrade, December 2015

Appendix A Options Screening

Appendix table A-1: Cowra WTP wastewater management options screening

Option	Description	Advantages	Disadvantages	Status
1A Sludge lagoons or Drying beds	Combined filter backwash & clarifier sludge discharged into new sludge lagoons/drying beds. Lot: 11 DP: 1253220 is unsuitable for sludge lagoons nor drying beds. The supernatant returned to WTP inlet without further treatment. Sludge thickened/dried in the lagoon and then disposed annually in landfill.	The supernatant returned to WTP inlet. No EPA licence is required. No DPE Trade Waste Discharge Approval is required.	Space is limited at the Cowra WTP site, owned by Council. Will need to purchase another site at location remote to the WTP. Investigate size of sites proposed. Existing wastewater holding tank no longer needed. Will need two new lagoons with 12 month fill & dry cycle operation, or 44 drying beds. Will need a new supernatant well and new (return) pumps. Pipework to external site and return pipework to WTP. Will require pumping of sludge to selected site.	Short list.

Option	Description	Advantages	Disadvantages	Status
1B Existing wastewater holding tank, Thickener and Mech dewatering	Combined filter backwash & clarifier sludge treated in a thickener. The supernatant returned to WTP inlet without further treatment. Mechanical dewatering system for sludge thickening with regular trucking to landfill.	The supernatant returned to WTP inlet. No need for lagoons/drying beds. Existing wastewater holding tank is still needed. No EPA licence is required. No DPE Trade Waste Discharge Approval is required.	Will need: • a new thickener. • a new supernatant well and new pumps. • a new mechanical sludge dewatering system. • a new Polymer dosing system.	Short list.
1C Existing wastewater holding tank, Thickener and Drying beds	Combined filter backwash & clarifier sludge treated in a thickener. The supernatant returned to WTP inlet without further treatment. Use drying beds for sludge thickening & drying and dried sludge disposed annually in landfill.	The supernatant returned to WTP inlet. Smaller drying beds. Uses existing wastewater holding tank. No EPA licence is required. No DPE Trade Waste Discharge Approval is required.	Space is limited at the Cowra WTP site, owned by Council. Will need to purchase LOT: 11 DP: 1253220 or another site at location remote to the WTP. Construction cost at Lot 11 would be high due to rocky site foundation. Will need: • a new thickener. • A new Polymer dosing system. • eight new drying beds with 12 month fill & dry cycle operation.	Short list.

Option	Description	Advantages	Disadvantages	Status
1D Existing wastewater holding tank, Thickener and Sewer	Combined filter backwash & clarifier sludge treated in a thickener. The supernatant returned to WTP inlet without further treatment. Sludge from thickener discharged to sewer near the WTP.	The supernatant returned to WTP inlet. No need for lagoons/drying beds. Uses existing holding tank. No EPA licence is required.	Trade Waste Discharge application may be refused, as it places unnecessary hydraulic loading on Council's sewer network and sewage treatment plant.	Reject.
2A Existing wastewater holding tank, Sludge lagoons or drying beds	Filter backwash water discharged into the wastewater holding tank. Supernatant from holding tank returned to WTP inlet without further treatment; (or to raw water tank?) Clarifier sludge discharged to sludge lagoons/drying beds. Wastewater holding tank sludge pumped to sludge lagoons/drying beds. Dried sludge disposed annually in landfill. Supernatant from sludge lagoons/drying beds returned to WTP inlet.	Uses existing holding tank. The supernatant returned to WTP inlet. No EPA licence is required. No DPE Trade Waste Discharge Approval is required.	Will need to consult NSWHealth. May have to modify WWHT1 to achieve acceptable supernatant quality, to be returned to WTP. Space is limited at the Cowra WTP site. Will need to purchase LOT: 11 DP: 1253220 or another site at location remote to the WTP. Construction cost at Lot 11 could be high due to rocky site foundation. Will need two new lagoons with 12 month fill & dry cycle operation, or 8 drying beds. Will need a new common (from wastewater holding tank and sludge lagoons/drying beds) supernatant well and new pumps.	Short list.

Option	Description	Advantages	Disadvantages	Status
2B Existing wastewater holding tank, Sludge lagoons, mechanical dewatering and drying beds	Filter backwash water discharged into the wastewater holding tank. Supernatant from holding tank returned to WTP inlet without further treatment. Clarifier sludge discharged to sludge lagoons. Wastewater holding tank sludge pumped to sludge lagoons. Mechanical dewatering system for thickening of lagoon sludge. Drying beds for thickened sludge from mechanical dewatering. Dried sludge disposed annually in landfill. Supernatant from sludge lagoons and drying beds returned to WTP inlet.	Uses existing wastewater holding tank. The supernatant returned to WTP inlet. No EPA licence is required. No DPE Trade Waste Discharge Approval is required.	Space is limited at the Cowra WTP site, owned by Council. Will need to purchase LOT: 11 DP: 1253220 or another site at location remote to the WTP. Construction cost at Lot 11 would be high due to rocky site foundation. Will need two new lagoons with 12 month fill & dry cycle operation. Will need to determine how to remove/transfer wet sludge from lagoon to mechanical dewatering system. Will need a mechanical dewatering system. Will need eight new drying beds with 2 month fill & dry cycle operation. Will need a new common (from wastewater holding tank, sludge lagoons and drying beds) supernatant well and new pumps. Too many elements and land requirements considered excessive.	Reject.

Option	Description	Advantages	Disadvantages	Status
2C Wastewater holding tank only for filter BW, sludge from clarifier and wastewater HT to sewer	Filter backwash water discharged into the wastewater holding tank. Supernatant from holding tank returned to WTP inlet without further treatment. Clarifier sludge discharged to sewer. Wastewater holding tank sludge discharged to sewer.	No on-site sludge thickening at the WTP site. The supernatant returned to WTP inlet.	Trade Waste Discharge application may be refused as it places unnecessary hydraulic loading on Council's sewer network and sewage treatment plant. Wastewater holding tank unlikely to act as a thickener. Will need a new supernatant well and new pumps?	Reject.
3A Filter BW and Clarifier sludge treated at wastewater holding tank and sludge to sewer	Filter backwash water & clarifier sludge discharged into the wastewater holding tank. The supernatant from the holding tank returned to WTP inlet without further treatment. Wastewater holding tank sludge discharged to sewer.	The supernatant returned to WTP inlet.	Arrangement previously not endorsed by NSW Health. Will need a new supernatant well and new pumps.	Reject.

Option	Description	Advantages	Disadvantages	Status
3B All plant waste to sewer pit next to WTP via wastewater holding tank	Filter backwash water & clarifier sludge discharged into wastewater holding tank. Wastewater holding tank fitted with mixer. All the wastewater is then discharged to existing sewer near the WTP. (A variation to Option 3A)	Uses existing wastewater holding tank.	Trade Waste Discharge application may be refused as it places unnecessary hydraulic loading on Council's sewer network and sewage treatment plant. Will need a new mixer.	Reject.
3C1 All plant waste to Sewer to STP via a new pipeline	Filter backwash water & clarifier sludge discharged into wastewater holding tank. Wastewater holding tank fitted with mixer. All the wastewater is then discharged to the existing sludge lagoons at the STP via a new pipeline. (A variation to Option 3B).	Uses existing wastewater holding tank.	Trade Waste Discharge application may be refused as it places unnecessary hydraulic loading on Council's sewage treatment plant. Will need the of new delivery mains to the STP. Will need a new mixer.	Reject.
3C2 All plant waste to Sewer to STP via a new pipeline	Filter backwash water & clarifier sludge discharged into wastewater holding tank. Wastewater holding tank fitted with mixer. All the wastewater is then discharged to new sludge lagoons constructed at the STP via a new pipeline. (A variation to Option 3B).	Uses existing wastewater holding tank. No on-site sludge thickening at the WTP site. No EPA licence is required. No DPE Trade Waste Discharge Approval is required.	Will need a new mixer. Will need 3 km pipeline to STP. Will need two new lagoons at STP.	Short list.

Option	Description	Advantages	Disadvantages	Status
4A	Filter backwash water & clarifier sludge discharged into the wastewater holding tank. Supernatant from the holding tank recycled to raw water tank or inlet of WTP. Sludge from wastewater holding tank to be tankered to landfill.	Uses existing wastewater holding tank. No on-site sludge thickening at the WTP site. No EPA licence is required. No DPE Trade Waste Discharge Approval is required. Supernatant returned to the raw water tank results in less corresponding raw water required in that system.	Will need a new supernatant well and new pumps. Regular private contractor pump-out cost.	Short list.
5A	Geotextile bag dewatering system.	Possible use of the wastewater holding tank. They could be located on the adjacent site.	May require excessive number of bags due to capacity of the WTP, increasing operational complexity. The bags require their own filling/decanting cycle that may not be compatible to the WTP operation. Will need a new supernatant well and new pumps. Management of the bags full of sludge is labour intensive and frequent.	On WTP site or site adjacent to WTP, need to talk to geotextile suppliers to estimate the land area

Appendix B Potential sites for sludge lagoons / drying beds

- Some of the areas were ruled out due to size constraints, some due to being in flood plains. Some sites are also sloped, and Council indicated some areas can be rocky which can increase construction difficulty.
- Site 2 and 7 may be possible however area was an old landfill – may require EPA input for this option
- 2024 April Update: Council is no longer considering new sites for sludge lagoons and drying beds, and has instructed NSWPW to consider three options.

Appendix table B-1: Sludge lagoon site constraints

Site ID	Site Issues	Supporting Detail attached
1	Crown land, flood affected	Crown area (11.51ha) vested to Council for Public Recreation. Inconsistent with infrastructure/operational area.
2, 7	Previously decommissioned Cowra landfill site unsuitable for lagoon earthworks (compaction)	Crown area (7.13ha) vested to Council for Public Recreation. Inconsistent with infrastructure/operational area. AIHMS area
3	Crown land, flood affected	Crown area (1.98ha) Flood prone
4	Crown land, flood affected	Crown Land Reserve – vested to a trust manager (not Council). Purpose inconsistent with infrastructure/operational area. Riparian area crown land outside of trust area but still Crown Land. Flood prone
5	Crown land, Showground Racecourse. Lagoon would be incompatible with reserve purpose.	Crown Land Reserve – vested to a trust manager (not Council). Purpose inconsistent with infrastructure/operational area. Flood prone area.
6	Railway land	Council system showing as owned by John Holland Pty Ltd – likely rail land now under care/control of UGL RegionalLinx. Significant restrictions on interaction with rail land,

Site ID	Site Issues	Supporting Detail attached
		significantly unlikely Council would be granted permission to construct. (9.73ha)
8	Crown land adjacent to heritage precinct and Yarrabilly land release area	Heritage area (134)
9	Council owned land between Works Depot and Saleyards Area constrained by sludge lagoon from Saleyards (check with Pippa)	Lot size (ID 9 and 11) = 18.45ha – note this is inclusive of saleyards space with sludge lagoon and truck wash.
10	Heavily treed Crown land	
11	Saleyards site constrained by existing sludge lagoon	Lot size (ID 9 and 11) = 18.45ha – note this is inclusive of saleyards space with sludge lagoon and truck wash.
12	Cowra STP site: flood constrained We need to find the history of the DA lodged on the site by Polpure which raised arguments from neighbours regarding flood levels This will provide us more info on how much of the site is not constrained by flood Possibly adjacent to Nort Logan Road, north side of Lot 45	Awaiting feedback from planning. Pipeline between WTP and STP would require new main to be constructed through rail corridor. Lengthy process with UGL

NSW Public Works
Department of Primary Industries and Regional Development

Appendix C Brief note on feasibility of geotextile bags for waste management at Cowra WTP

The photos below show the arrangement of a geobag system used in an existing 6.5 ML/d membrane WTP in NSW as a sample.

Appendix table C-1: Raw water quality of the above membrane plant

Parameter	Minimum	Maximum
Turbidity (NTU)	0.5	5.4
True colour (HU)	1	13
pH	6.3	7.9
Conductivity (micro Siemens)	60	300
Alkalinity (mg/L $CaCO_3$)	0	30
Total Hardness (mg/L $CaCO_3$)	0	25
Aluminium (mg/L)	0	0.14
Iron (mg/L)	0.02	0.29
Manganese (mg/L)	0.01	0.5

Appendix table C-2: Raw water quality of Cowra WTP

Parameter	Units	Design envelope				Historical raw water quality (2015 –2021)			
		Mean	Median	Min	90th %ile	Mean	Median	Min	90th %ile
pH	pH	7.68	7.62	7.29	7.91	7.6	7.5	6.3	8.0
Alkalinity	mg/L	94	85	1.41	137	71.0	68.0	6.5	102.1
Colour	(HU)	53	53	11	69	26.8	21.0	0.2	48.5
Turbidity	NTU	30.5	22.3	6.8	55.5	15.8	9.7	0.1	65.0
Iron	mg/L	1.18	1.04	0.07	1.7	0.6	0.5	0.03	1.9
Manganese	mg/L	0.25	0.21	0.05	0.37	0.1	0.06	0.0	0.3
Fluoride	mg/L	0.16	0.16	0.04	0.2	*Raw water fluoride not recorded*			

A quick review of the raw water quality from both plants indicates that the water quality at Cowra is significantly poorer than that of the membrane plant. This suggests that the expected sludge volume per ML of treated water at the Cowra WTP will be considerably higher. This insight will help inform the sizing of the geobag system for the Cowra WTP.

A few key points regarding the use of geobags for waste management at the Cowra WTP are as follows:

- A concrete structure is needed to support the geobags, as shown in the photos.
- As discussed above, the footprint of the concrete structure for the geobag system could be three to four times larger compared to the sample WTP mentioned above.
- Geobags are generally intended for single use only, which adds a significant operational cost.

- The removal of dewatered sludge can be somewhat labor-intensive and time-consuming compared to conventional sludge lagoons

In general, for WTPs with higher capacities and poorer raw water quality, geobags are not considered a practical solution.

INFORMATION MEETING AGENDA **20 MAY 2025**

2.2 Water and Sewerage Long Term Strategic Planning

File Number: D25/814

Author: Dirk Wymer, Director-Infrastructure & Operations

INTRODUCTION

This report provides an update on the progress of the water and sewerage strategic planning for the information of Councillors.

BACKGROUND

Prior to the introduction of the NSW Government 'Town Water Risk Reduction Program' (TWRRP) the 'NSW Best Practice Management of Water Supply and Sewerage Framework' mandated that Local Water Utilities complete an Integrated Water Cycle Management Strategy (IWCM).

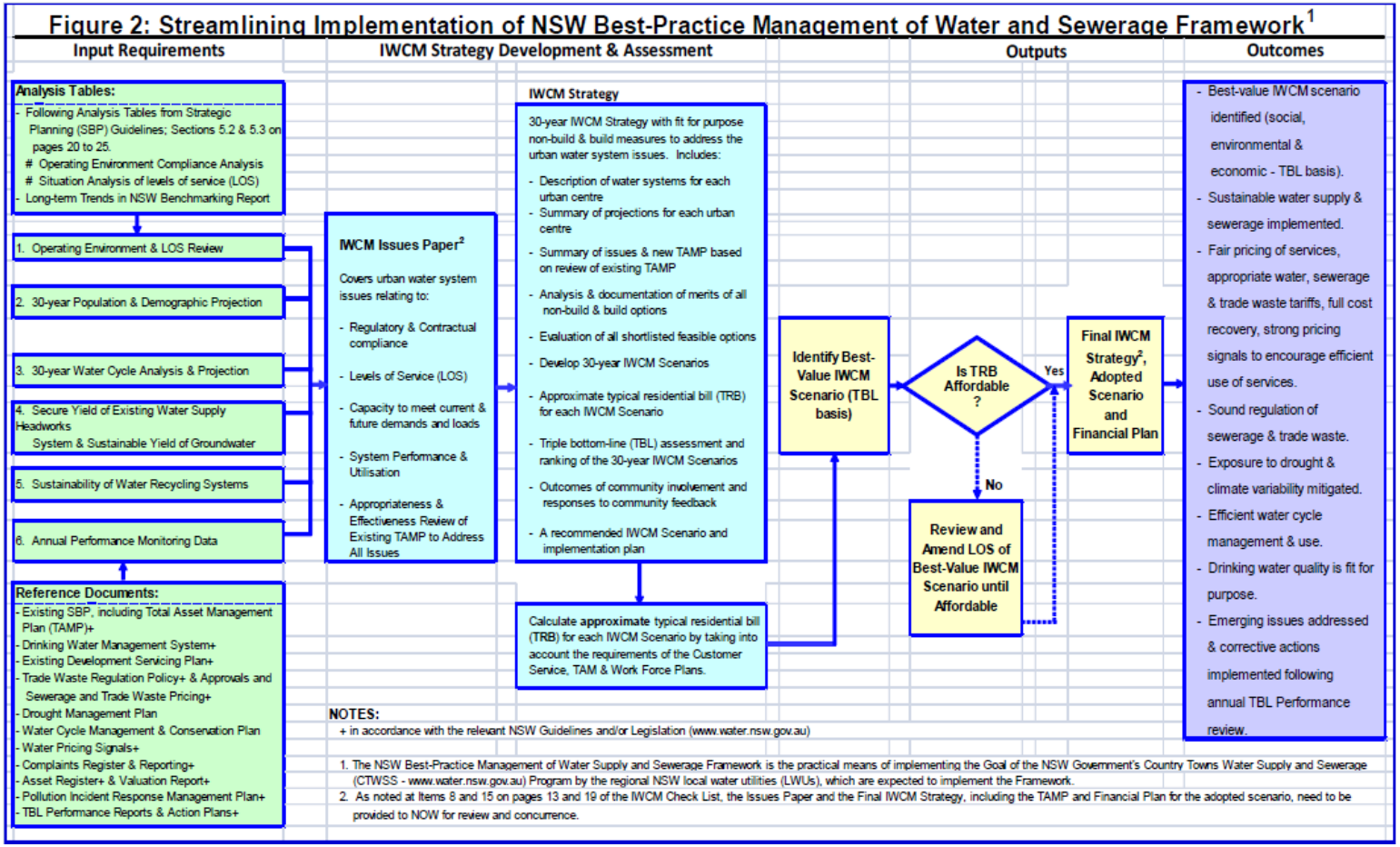
Figure 2: Streamlining Implementation of NSW Best-Practice Management of Water and Sewerage Framework[1]
Input Requirements
IWCM Strategy Development & Assessment
Outputs
Outcomes
Analysis Tables:
- Following Analysis Tables from Strategic Planning (SBP) Guidelines; Sections 5.2 & 5.3 on pages 20 to 25.
Operating Environment Compliance Analysis
Situation Analysis of levels of service (LOS)
- Long-term Trends in NSW Benchmarking Report
1. Operating Environment & LOS Review
2. 30-year Population & Demographic Projection
3. 30-year Water Cycle Analysis & Projection
4. Secure Yield of Existing Water Supply Headworks System & Sustainable Yield of Groundwater
5. Sustainability of Water Recycling Systems
6. Annual Performance Monitoring Data
Reference Documents:
- Existing SBP, including Total Asset Management Plan (TAMP)+
- Drinking Water Management System+
- Existing Development Servicing Plan+
- Trade Waste Regulation Policy+ & Approvals and Sewerage and Trade Waste Pricing+
- Drought Management Plan
- Water Cycle Management & Conservation Plan
- Water Pricing Signals+
- Complaints Register & Reporting+
- Asset Register+ & Valuation Report+
- Pollution Incident Response Management Plan+
- TBL Performance Reports & Action Plans+
IWCM Issues Paper[2]
Covers urban water system issues relating to:
- Regulatory & Contractual compliance
- Levels of Service (LOS)
- Capacity to meet current & future demands and loads
- System Performance & Utilisation
- Appropriateness & Effectiveness Review of Existing TAMP to Address All Issues
IWCM Strategy
30-year IWCM Strategy with fit for purpose non-build & build measures to address the urban water system issues. Includes:
- Description of water systems for each urban centre
- Summary of projections for each urban centre
- Summary of issues & new TAMP based on review of existing TAMP
- Analysis & documentation of merits of all non-build & build options
- Evaluation of all shortlisted feasible options
- Develop 30-year IWCM Scenarios
- Approximate typical residential bill (TRB) for each IWCM Scenario
- Triple bottom-line (TBL) assessment and ranking of the 30-year IWCM Scenarios
- Outcomes of community involvement and responses to community feedback
- A recommended IWCM Scenario and implementation plan
Calculate approximate typical residential bill (TRB) for each IWCM Scenario by taking into account the requirements of the Customer Service, TAM & Work Force Plans.
Identify Best-Value IWCM Scenario (TBL basis)
Is TRB Affordable ?
Yes
No
Review and Amend LOS of Best-Value IWCM Scenario until Affordable
Final IWCM Strategy[2], Adopted Scenario and Financial Plan
- Best-value IWCM scenario identified (social, environmental & economic - TBL basis).
- Sustainable water supply & sewerage implemented.
- Fair pricing of services, appropriate water, sewerage & trade waste tariffs, full cost recovery, strong pricing signals to encourage efficient use of services.
- Sound regulation of sewerage & trade waste.
- Exposure to drought & climate variability mitigated.
- Efficient water cycle management & use.
- Drinking water quality is fit for purpose.
- Emerging issues addressed & corrective actions implemented following annual TBL Performance review.
NOTES:
+ in accordance with the relevant NSW Guidelines and/or Legislation (www.water.nsw.gov.au)
1. The NSW Best-Practice Management of Water Supply and Sewerage Framework is the practical means of implementing the Goal of the NSW Government's Country Towns Water Supply and Sewerage (CTWSS - www.water.nsw.gov.au) Program by the regional NSW local water utilities (LWUs), which are expected to implement the Framework.
2. As noted at Items 8 and 15 on pages 13 and 19 of the IWCM Check List, the Issues Paper and the Final IWCM Strategy, including the TAMP and Financial Plan for the adopted scenario, need to be provided to NOW for review and concurrence.

Council has been carrying out the strategic planning for the water and sewerage businesses in accordance with this framework; and has completed

- the IWCM Issues paper
- a risk assessment of the issue identified
    - a draft options report; currently being updated
    - a series of technical reports:
    - Hydraulic modelling of water system
    - Hydraulic model of sewerage reticulation system
    - Cowra Water Treatment Plant Sludge Study
    - West Cowra Sewerage Options Study Report
    - West Cowra Sewerage Pump Stations and Gravity Catchment Design
    - Dawson Drive Pressure Sewer System Study
- Technical reports in progress:
    - Cowra Water Treatment Plant Options Study
- Base case 'FINMOD financial model that is calibrated to Council's Long term Financial Plan

The stage of the strategic planning that is currently in progress is the financial modelling of scenarios as follows:

INFORMATION MEETING AGENDA 20 MAY 2025

1. IWCM baseline model:

Council and PWA have agreed the LTFP and FINMOD have been calibrated successfully.

2. IWCM Scenario 1 'Risk Management' - model assumptions:

The existing LTFP model for water supply has the following key risks that need addressing:

	Issue / Risk	**Scenario Input**	**Investment Timing / Modelling Action**
Cowra WTP	LTFP doesn't include realistic costs of Cowra WTP replacement;	PWA have provided updated estimate $50M not including alternate land purchase, new rising mains, additional reservoirs etc • What's a realistic delivery timeframe??	• Change base case 32M to 50M • Delivery 2031-32; 5 years project development; 2 years delivery
Cowra WTP	LTFP doesn't have realistic delivery timeframe for WTP replacement and; if required; additional land purchase, rising mains, sludge treatment, etc	Awaiting PWA report • The 50M would have to be higher if an alternate site is required	
Cowra WTP	LTFP doesn't include capital costs of interim works that may be required while replacement WTP is planned and delivered eg: retrofit UV, upgrade dosing sled, WHS improvements	Awaiting PWA report Timing and cost of interim works eg • Retrofit UV • Dosing sleds upgrades • Others	• Additional costs to be included between 2026 and 2031
Cowra WTP	Regulatory risk: the NSW EPA have issued an amended licence including a pollution reduction program to improve sludge management / cease river discharge	From the Cowra WTP Sludge Study: implement the trial and adopt the re-use of the reservoir option. $1.1M capital cost for the scenario modelling • Sludge pumping to tanker truck is already included in operational budget expenditure	• Additional $1.1M costs to be included for 2026/27 • Assume 50% grant funded

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	Issue / Risk	Scenario Input	Investment Timing / Modelling Action
		• Need to implement 2026 / 27; any possibility of grant funding assistance??	
Cowra water supply area	Public health risk due to OSSMS upstream of raw water intake (refer sect 8.10.1 and fig 8-38) 'high' risk	Do we include some capital costs against water fund?	
Billimari non potable	LTFP doesn't include capital cost of connection to Westville potable. Refer water supply hydraulic modelling and options paper	Capital cost as per CSC unit rates estimate plus contingencies Include capital cost in scenario modelling; • include 50% Safe and Secure grant funding assistance; • assume 2 years design and project development say 2026 / 2028 • assume commencement of work 2028/29	• Additional $4.2M costs to be included for 2028/29 • Assume 50% grant funded • No additional recurrent income
Long term water security	LTFP doesn't include any allowance for expansion of groundwater investigations / construction to expand 6ML day emergency supply	Include investigations in scenario modelling; say 3 x new test bores $250K	• Additional $250K to be included for 2026/7 • Assume 50% grant funded
Resourcing	Additional issue / risk: lack of professional resources and WTP Operator resources to deliver the strategic plans	Include in scenario modelling	• Additional Senior Engineer $200K to be included for 2026/27 • Additional Operator 2026/27 $90K

The existing LTFP model for sewerage has the following key risks that need addressing:

	Issue / Risk	Scenario Input	Investment Timing / Modelling Action
Cowra sewerage reticulation	Remove sewer overflows 1 in 5 years Upgrades: • New 225mm 724m long 233D to 225B • New 225mm 212m long 235 to 232A-1 • New 225mm 435m long 232 to 37 • Refer Fig 7.1 Sewer modelling study	Assess the age of the assets • Upgrade costs to be additional to LTFP sewer renewals budget • Or planned renewals already budgeted	*Require estimates for these upgrades.*
Cowra sewerage reticulation	Public health risk due to OSSMS on small lots sizes; Ranken Street catchment 'high' risk	Waratah SPS catchment gravity reticulation $3M New Waratah St SPS $1.43M Waratah St SPS rising main to Williams Street $xxM ET Loading refer table 2.1 West Cowra Sewerage SPS and Gravity Design table 2.1 Hydraulic Loading	• Additional project costs (approx. $5M??); allow 2 years project development and 1 years construction in 2027/28 • Additional income from sewer access and charges for 70 ET (existing) for 2028/29 • 70 x $1087 indexed at 3% p.a.
Cowra sewerage reticulation	Public health risk due to OSSMS upstream of raw water intake (refer sect 8.10.1 and fig 8-38) 'high' risk	Dawson Drive LPSS scheme: revised capital costs estimate $4M New Rothbury SPS: $1.4m New rising main to Waratah St SPS $xxxM ET Loading refer table 2.1 West Cowra Sewerage SPS and Gravity Design table 2.1 Hydraulic Loading	• Additional project costs (approx. $7.3M); allow 4 years project development and 1 years construction in 2030/31 • Additional income from sewer access and charges for 89 ET (existing) for 2031/32 • 89 x $1087 indexed at 3% p.a

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	Issue / Risk	Scenario Input	Investment Timing / Modelling Action
Cowra SPSs	Showground SPS upgrade	Showground SPS upgrade $2.125M • When does the rising main to SPS need to be upgraded	Does Showground SPS upgrade belong in 'Scenario 1 Risk' or Growth scenario? Most likely 'risk
Cowra SPSs	LTFP doesn't include connection of existing Airport SPS; currently being pumped out	New Airport SPS $1.282M New rising main to Lyall Street $xxM Upgrade of mains in table 7-11 Sewer Hydraulic model; A20 to A10 $xxM?? • What's the timing of the delivery of the new Airport SPS; how much does it cost p.a. to pump out?? • There's not much development in the existing airport subdivision and no PSS in upstream catchment as yet • What's the timing of the A20 to A10 upgrade; is it due to growth in proposed West Cowra PSS area	Does Airport SPS upgrade belong in 'Scenario 1 Risk' or Growth scenario? Most likely 'growth'
Wyangala STP	Continued poor performance / high operating costs due to receiving pumped septic from Reflections	Additional income from introducing trade waste fees for septic ?	

3. Scenario 2 'Cowra Growth' - model assumptions:

Water Fund

	Issue / Risk	Scenario Input	Investment Timing / Modelling Action
Growth	LTFP includes Yarrabilly, Elouera Road to Camp Road at unrealistic capital cost Is this a financially sustainable idea; ie can we sell enough water / developer contributions to cover the cost and make money?	Capital cost as per CSC unit rates estimate plus contingencies Income: DSP contributions Any grants?? Growth rate / yield per year as per IWCM Issues paper Chapter 7 growth forecasts For East Cowra R5 zoned area Table 7.7 max yield 292 Remaining lot yield 70 Existing lots 212 Check consistency with housing strategy	• Additional $6.6M capital cost • Say 5 years to commence • Additional income from Yarrabilly…when?? • Additional income from East Cowra R5 212 existing ETs • Additional income projected from growth as per Eugene's projections • Additional recurrent income from DSP charges

Sewer Fund

	Issue / Risk	Scenario Input	Investment Timing / Modelling Action
Growth	West Cowra capital works, developer contributions etc		

INFORMATION MEETING AGENDA 20 MAY 2025

	Issue / Risk	Scenario Input	Investment Timing / Modelling Action
Cowra SPSs	West Cowra capital works, developer contributions etc Airport SPS sizing	New Airport SPS $1.282M New rising main to Lyall Street $xxM Upgrade of mains in table 7-11 Sewer Hydraulic model; A20 to A10 $xxM?? Income: Future DSP contributions for airport catchment will come from CSC Any grants? Growth rate / yield per year as per IWCM Issues paper Chapter 7 growth forecasts ET Loading refer table 2.1 West Cowra Sewerage SPS and Gravity Design table 2.1 Hydraulic Loading	When does the SPS upgrade need to occur?? Does Airport SPS upgrade belong in 'Scenario 1 Risk' or Growth scenario? Most likely 'growth'
Cowra SPSs	Showground SPS	Income: DSP contributions Any grants? Growth rate / yield per year as per IWCM Issues paper Chapter 7 growth forecasts ET Loading refer table 2.1 West Cowra Sewerage SPS and Gravity Design table 2.1 Hydraulic Loading	Does Showground SPS upgrade belong in 'Scenario 1 Risk' or Growth scenario? Most likely 'risk Is the rising main upgrade from SPS to STP fully attributable to development growth; or is some attributable to Waratah St and Dawson Drive When does the rising main upgrade need to occur?? Assumed when catchment fully developed…

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	Issue / Risk	Scenario Input	Investment Timing / Modelling Action
Cowra sewerage	West Cowra PSS 'Catchment J' area	Capital cost $6.7M (refer West Cowra Sewer Options Study report) Existing 44 ET Growth +64 ET	
Cowra sewerage	West Cowra PSS 'Catchment I' area	Capital cost $4.9M (refer West Cowra Sewer Options Study report) Existing 35 ET Growth +28 ET	

The financial scenario modelling has commenced and will continue to the target completion date of June 30 2025.

It should be noted that in 2025; through the TWRRP the NSW Government have reviewed the IWCM process. *'The NSW Government has developed the NSW IWCM Framework honouring its commitment to using IWCM to improve outcomes for communities in NSW (as stated in the NSW Water Strategy, regional and metropolitan water strategies and the Regulatory and Assurance Framework for local water utilities).*

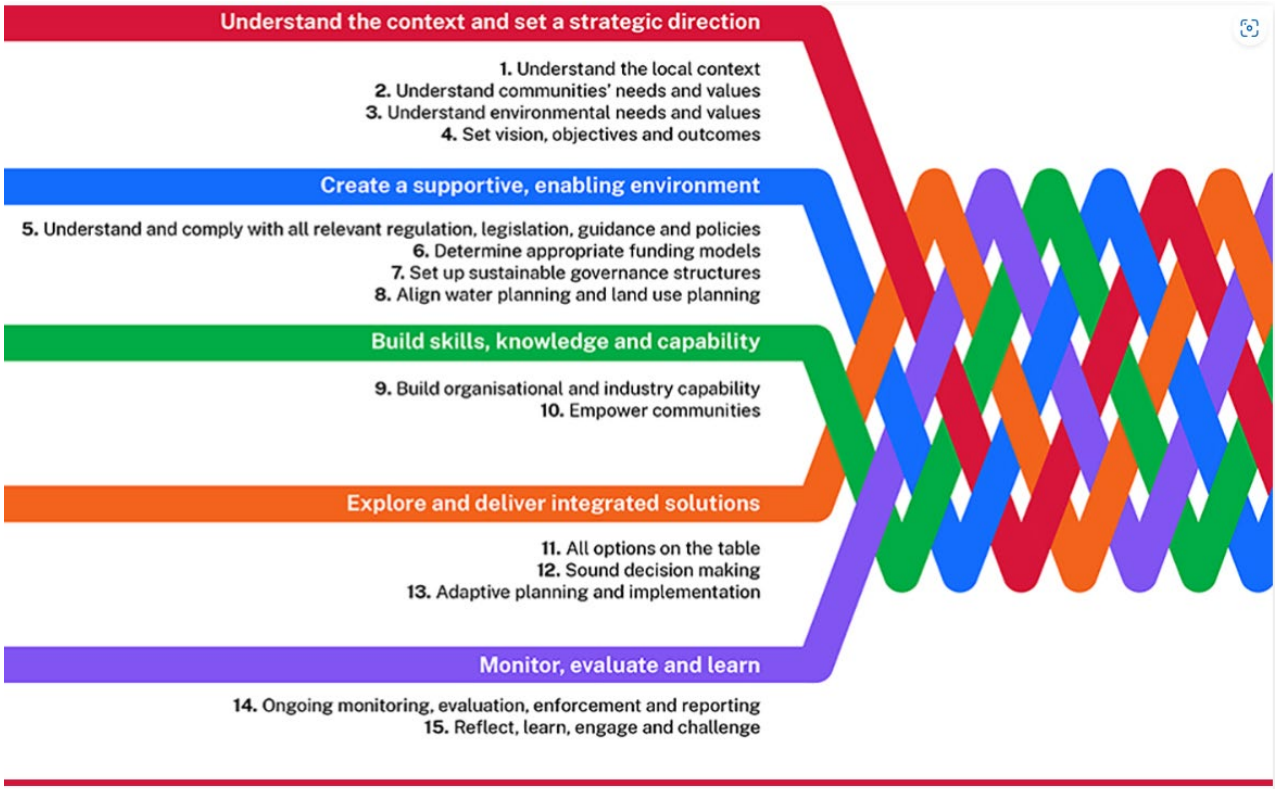
IWCM is all about coordinated management of water, land, infrastructure and related resources. The goal of IWCM is to balance the needs of people, the economy, and the environment, ensuring everyone has access to water while protecting water sources and ecosystems. IWCM considers the urban water cycle early in the urban planning process and involves different groups collaborating to create liveable and resilient cities and towns.'

The reviewed Water Cycle Management framework; has the following 'recommended' steps.

- Items that have been completed in accordance with the previous 'best Practice Guidelines' are shaded green
- In progress are shaded orange
- Newly added NSW Government requirements are unshaded.

In this framework the terms 'IWCM Project' and 'the project' should be interpreted as 'Water and Sewerage Strategic Planning'.

The unshaded areas indicate potential areas of improvement o water and sewerage strategic planning into the future; specifically ensuring the IWCM strategic planning is integrated into long term financial planning and community strategic planning processes.



The 5 stages and 15 steps of the NSW IWCM Framework.

Step	Evaluation criteria
1. Understand the local context What are the unique risks and challenges in the local geographic and operating context?	The geographic area of interest to the project is identified, the project boundary is mapped, and the hydrological and other natural resource impacts in and out of that boundary are assessed.
	The full range of IWCM-related issues evident in the project area and in its broader context are thoroughly defined and considered.
	The unique challenges and risks relevant to the local context are considered and well-understood.
	The pressures and drivers of these IWCM-related issues are considered and well-understood.
	Relevant data is collected that establishes an evidence-based understanding across all these issues and risks i.e. place-based knowledge is well-established and evidence-based.
	The problems and critical risks that the IWCM project needs to address are well-summarised.
2. Understand communities' needs and values What are the communities' needs and values for the place/ area of interest?	The communities relevant to the IWCM project area are identified.
	A comprehensive and inclusive range of community representatives are engaged with.
	The needs and values of the community are identified via an effective engagement process and are well understood.
	A community engagement plan is developed.
	Communities report that engagement is authentic and has influence.

Step	Evaluation criteria
	The project has partnered with Aboriginal peoples (Regional Aboriginal Water Committees, NSW Aboriginal peaks and community controlled organisations, other Aboriginal water-interest groups, and/or Aboriginal communities) to build understanding of the communities' needs, and values and uses of water.
	Local issues, including historical and social context of the area, i.e. Aboriginal histories and culture, are taken into account.
	A community engagement plan that includes enagagement early and at multiple stages of the project, including its evaluation.
3. Understand environmental needs and values What are the needs of the environment and what environment are you seeking to protect?	The natural resources that exist in the IWCM project are identified and considered.
	The existing services these natural resources and ecosystems provide are identified and well-understood.
	Environmental understanding is built, including through partnership with Aboriginal peoples (Regional Aboriginal Water Committees, NSW Aboriginal peaks and community controlled organisations, other Aboriginal water-interest groups, and/or Aboriginal communities). The project uses culturally safe mechanisms to allow knowledge sharing to take place, so that the exchange respects Aboriginal peoples' Indigenous Cultural and Intellectual Property (ICIP), while adhering to data sovereignty principles.
	The value of the services provided by nature is understood.
	Dependencies between natural resources and nature-related risks are identified.

Step	Evaluation criteria
	The impacts the IWCM project may have on the environment, i.e. how might water use and land use changes impact local ecosystems, are analysed appropriately.
	The potential impacts of the IWCM project are understood and deemed acceptable to the community and to the ongoing health of the environment.
4. Set vision, objectives and outcomes What is the place-based vision and the objectives and outcomes the IWCM project will seek to achieve? Will targets be developed to support the vision?	The problems and risks that the IWCM project is seeking to address are clearly defined and framed appropriately.
	A process to co-design the vision, objectives and outcomes with project stakeholders and communities, including with Traditional Owners, is established.
	The full range of urban water cycle outcomes that can be achieved by the IWCM project are identified and well-understood.
	Multiple stakeholders, communities, government and industry are consulted in order to set the vision, objectives and outcomes.
	The vision, objectives and outcomes are based on a strong and deep understanding of community and environmental needs and values.
	The outcomes that key stakeholders regard as critical to delivery are identified.
	The levels of service/ targets that the IWCM project will need to meet for all critical outcomes are determined.
	Indicators and measures for each of the targets/ levels of service are developed and agreed upon with the project's stakeholders.

Step	Evaluation criteria
	A clear and community endorsed commitment to the vision, objectives and outcomes, is established across stakeholders, leaders and organisations.
5. Understand and comply with all relevant regulation, legislation, guidance and policies Is the regulatory, legislative and policy environment well-established, understood and able to be complied with? If not, what are the gaps and/ or barriers and what might need to be done to address them?	All existing regulation, legislation, guidance and policies that relate to the IWCM project are identified.
	The alignment of the IWCM project with this regulation, legislation and policy is determined, and gaps are identified.
	The regulators are engaged with to get advice on how to deliver the IWCM project in the existing regulatory environment, and noting any identified gaps and barriers.
	The IWCM project is effectively linked to relevant NSW Government and council policies.
	The proponents of the project have, where appropriate, advocated to extend the enabling environment to address the identified gaps and barriers.
6. Determine appropriate funding models Are there ongoing funding mechanisms available to support the IWCM project? If not, what are the funding gaps and how might they be addressed?	The impactors and beneficiaries of the IWCM project have been identified, along with the entities that can support the project.
	The costs of the project are identified and allocated to impactors as a first priority, then to beneficiaries if this is not possible.
	The relevant social equity and affordability issues have been identified.
	Mechanisms to recover project lifecycle costs have been identified and developed.

Step	Evaluation criteria
	An agreed cost and risk sharing arrangement has been determined at the start of the planning process that enables funding of multiple project impacts and benefits.
7. Set up sustainable governance structures Are the right people involved at the right times, and is the governance model enduring? If not, what are the governance gaps and how might they be addressed?	Due consideration has been given to how to draw in expertise, support and guidance across all aspects of the water cycle (for example, from water resource managers, water and sewer managers, stormwater managers, Traditional Owners and flood managers).
	The key contributors and a method/forum for collaboration with Traditional Owners, key stakeholders, and government agencies are identified.
	Effective governance arrangements, including a steering committee and working groups with an independent chair and/ or that incorporate independent advisory and review processes, are established.
	The roles, responsibilities, accountabilities and collaborative expectations of those in the governance structure are clearly articulated.
	Buy-in for the project from those at senior levels in the organisations involved in the project has been established.
	A lead agency responsible for the coordination of ongoing IWCM project investment and planning, and to champion ongoing collaboration, has been appointed.
	Sufficient staff and resources to support project governance has been confirmed with key agencies.
	The monitoring, evaluation, reporting and improvement plan includes review of the effectiveness of project governance.

Step	Evaluation criteria
8. Align water planning and land use planning How can land use planning and water management be better aligned to ensure effective strategic planning?	The IWCM project is referenced in land planning strategies, wherever possible.
	Targets are embedded in applicable development controls, e.g. waterway health targets, water conservation measures, wherever possible.
	Site specific IWCM plans that align with the overarching IWCM project are prepared, and requirements are embedded in Development Control Plans.
	Strategic land use plans (such as structure plans, lay-out plans and masterplans) reflect the location of IWCM infrastructure and reserve the acquisition land needed for IWCM infrastructure.
	Ways to maximise the inclusion of water in the urban environment e.g. in irrigation, water features, passive amenity, are identified, and preferably by working together with local governments and other planning authorities.
	A process that allows for interaction between water and land use planners is established.
	The IWCM project informs strategic land use plans (for example, structure plans) during their preparation.
9. Build organisational and industry capability How are organisations and industry building skills and internal capacity?	An assessment of the existing levels of knowledge and capability in the organisations and industries relevant to the IWCM project has been undertaken.
	Any skills and capacity gaps to implement IWCM projects, including lack of knowledge of new technologies and systems have been identified.
	The organisations' and industries' capacity to deliver, operate and maintain the IWCM project to the standards required to achieve its objectives and outcomes has been considered.

Step	Evaluation criteria
	A capacity building program that includes activities to address gaps has been developed and delivered.
	The capacity building program builds skills in the monitoring, compliance and enforcement of lot-level residential, commercial and industrial projects.
	First Nations employment and business opportunities during implementation have been identified and progressed.
	Guidance materials to assists those responsible for delivering IWCM solutions have been developed.
	New technical solutions have been developed and tested to ensure they are fit for purpose to the IWCM project's scale and to the local conditions
10. Empower communities How is the community empowered to participate and contribute throughout the process?	The best way of engaging with customers to increase water literacy and empower stakeholders to have a role in the IWCM project has been determined.
	An initial assessment of existing IWCM knowledge and capability held in the communities relevant to the IWCM project has been undertaken.
	Actions to build community and cultural awareness and capability to contribute to the IWCM project, targeted to the needs identified in the above assessment, have been properly resourced and funded.
	Customers and the community, including Aboriginal people, have been involved in operating and maintaining water systems and infrastructure, where appropriate.
	The project supports Aboriginal representation, including through identified Aboriginal gender-balanced roles in the project team and/or supporting roles for Aboriginal community controlled organisations in

Step	Evaluation criteria
	decision-making relevant to the project.
	Meaningful and authentic knowledge sharing with the community has taken place throughout all key stages of the IWCM project.
	The IWCM project's success at delivering an inclusive, bottom-up process that empowered and built the capacity of project communities has been evaluated; and lessons learnt will be incorporated into the next IWCM project.
11. All options on the table Are all potential options across the water cycle identified and considered, including diverse water sources and fit for purpose uses?	A water mass balance that estimates water inflows and outflows in and out of the project boundary has been conducted.
	The base case (what would occur under conventional servicing options) has been identified.
	All potential options to deliver the IWCM project, including by considering emerging technologies, have been identified.
	Options have been tailored to the local conditions (local plants, soils and climates).
	A water mass balance that assesses the water impacts of each option compared with the case without the project, has been conducted.
	An options analysis that assesses all feasible options and their risks has been prepared.
	Local climate conditions and impacts are assessed in the options analysis.
12. Sound decision making	A decision-making framework that ensures accountability and is suited to the unique circumstances of the project has been developed.
	Decision-making applies environmental law and ethical principles.

Step	Evaluation criteria
Are the right decisions being made, supported by a transparent and effective decision-making Framework?	There are mechanisms in place to resolve decision gridlock.
	Decisions can be justified from a range of perspectives, supported by cost-benefit analysis, wherever feasible.
	A process for future adjustments as more information becomes available, is identified.
	Best-practice decision support tools that suit the unique circumstances of the IWCM project i.e. are proportionate to its scale and complexity, are applied.
	Environmental economics approaches to guide decision-making are applied, where suitable and feasible for the IWCM project.
	Decisions and analysis reports are published for public transparency and accountability.
	There is regular reflection on decisions, that identifies any problems, and redirects the project as necessary at key project stages.
13. Adaptive planning and implementation Is the planning process and implementation plan adaptive and responsive to changing circumstances?	An adaptive project plan that addresses risks and uncertainty has been developed.
	A detailed implementation plan that sets expectations for all key aspects of the project, and defines the scope of adaptiveness, has been developed.
	Interdependencies with other projects and processes, and critical paths have been identified, and adaptive planning options have been developed, as appropriate.
	Adaptive planning is integrated into the project that identifies and can respond to project risks and uncertainties.

Step	Evaluation criteria
	There is an established post implementation review process to evaluate whether the IWCM project is operating as intended and is meeting its intended objectives and outcomes.
14. Ongoing monitoring, evaluation, enforcement and reporting How well is the IWCM project achieving its vision, objectives and outcomes over time? If planned outcomes are not being achieved, who is accountable and what is being done to correct this situation?	A monitoring, evaluation, reporting and improvement approach, that includes measuring against key performance indicators, has been developed.
	The monitoring and evaluation program includes mechanisms to review the ongoing performance and compliance of the IWCM project.
	Processes to ensure compliance, reporting and tracking of asset performance and technology performance are in place.
	Industry, property owners and asset contractors are informed of their legal responsibilities for maintaining and operating IWCM infrastructure to an appropriate standard.
	Opportunities to include mandatory reporting requirements and, where appropriate, establish an owner reporting approach to maintenance of WSUD systems have been investigated.
	Compliance aligns with established standards under environmental and planning legislation, including water quality and pollution, planning, stormwater retention and urban heat island standards.
	Regular and transparent reporting to relevant authorities (i.e. councils and state agencies) on the achievement of targets, outcomes and milestones, is undertaken.
15. Reflect, learn, engage and challenge	Regular active reflection activities are undertaken during project planning, delivery and evaluation.

Step	Evaluation criteria
How are lessons being learnt from the IWCM project and how is expertise being built over time?	A continuous learning culture has been established and nurtured.
	Multiple organisations and industries have been engaged with to build multi-disciplinary networks of expertise.
	The insights and opportunities that emerge from these discussions i.e. that challenge BAU and find new ways to extend and achieve IWCM outcomes, are documented.
	New ideas and insights are shared within the organisation and across networks.
	IWCM is promoted and incentivised in organisational strategies and policies.
	There is evident effort to incorporate resource recovery, resource efficiency and circular economy principles into the planning and delivery of IWCM projects.

INFORMATION MEETING AGENDA

BUDGETARY IMPLICATIONS

The financial modelling currently underway will assess the financial impacts.

ATTACHMENTS

Nil

5.3 Container Deposit Scheme Sorting Line Upgrade

File Number: D25/2275

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That Council receive and note the information provided on the planned Material Recycling Facility Container Deposit Scheme sorting line upgrade.

INTRODUCTION

This report provides a summary of design improvements underway at Council's Material Recycling Facility to improve the performance of the Container Deposit Scheme sorting line; in accordance with the adopted Operational Plan Action:

Link	Action	Performance Measure
E1.1.c	Maintain and upgrade CDS and recycling processing area to allow for expanded intake.	Maintain and upgrade sorting process plant to improve efficiency.

BACKGROUND

In April 2018 Council considered a report recommending a proposal to construct the Container Deposit Scheme (CDS) material sorting line:

It is recommended that should Cowra Council proceed with this proposed opportunity, it would be an advantage to the operation to purchase the following plant and equipment:

- *Eddy Current Separator - $55,000 + GST*
- *Glass breaking disc screen - $78,000 + GST*
- *New Small press - $80,000 + GST*

The Eddy Current Separator is a machine that runs a current across the machine which separates any conductive materials such as aluminum and steel.
The Glass Disc Screen breaks the glass and then runs this material across a screen, with the broken glass falling through to be collected separately. This not only sorts the glass, but also has WHS advantages to the operation removing the need for staff to handle broken glass.
Small Press, this press would press the PET and plastic materials and replace an existing failing unit at the MRF.

Sections of the CDS sorting line were constructed using repurposed materials and second-hand conveyors sourced from local businesses. These components are now approaching the end of their service life and will soon require refurbishment or replacement to maintain system reliability and efficiency. The Materials Recycling facility team have re-designed the CDS sorting lines with the following key components and benefits:
A trommel will be installed to remove most of the glass before it reaches the glass breaker. This modification will:

- Increase the longevity of the glass breaker by reducing wear and tear through removal of small glass cullet
- Improve glass separation efficiency

- Reduce manual sorting time and improve material flow to sorting line

1. Glass breaker replacement (already delivered onsite)

The existing glass breaker will be replaced with a new, slightly larger unit designed for improved throughput and durability. Combined with the trommel, this upgrade will deliver:

- Lower maintenance costs and downtime
- Higher processing capacity, improved operational reliability

2. Baling press upgrade

Construction of a hopper above the baling press will address the current bottleneck caused by manual bale tying. This improvement will:

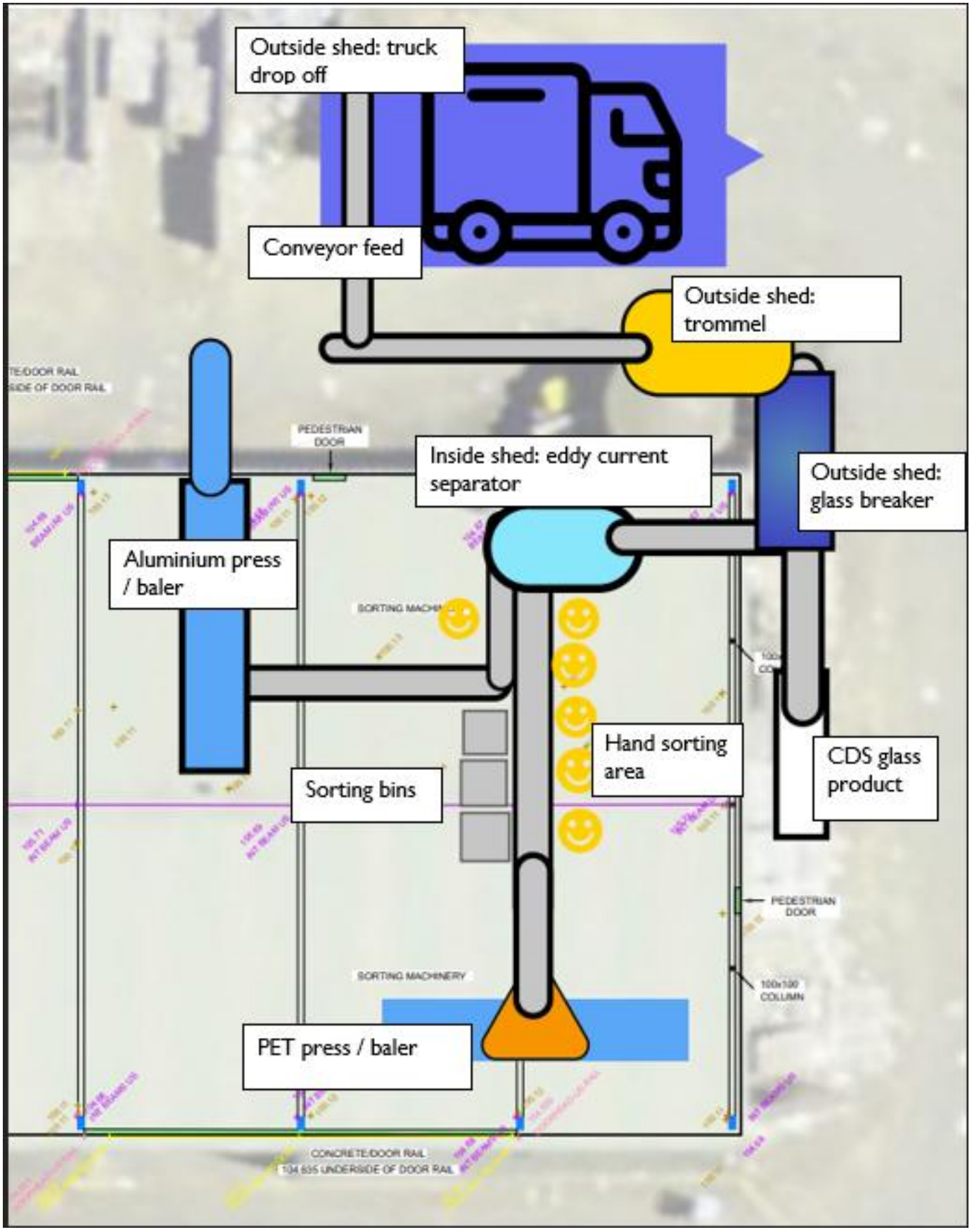
- Eliminate the bottle neck on the manual tie delay that causes line backups and line stoppages
- Prevent overflows of products and material blockages
- Increase system throughput and operator efficiency

4. System redesign (CDS sorting line layout)

A comprehensive redesign of the CDS sorting line is proposed to further optimize workflow and boost productivity. Expected benefits include:

- Streamlined sorting processes
- Reduced manual handling and bottlenecks
- Improved consistency and system efficiency

The amended sorting system is shown diagrammatically as follows:


Outside shed: truck drop off
Conveyor feed
Outside shed: trommel
Inside shed: eddy current separator
Outside shed: glass breaker
Aluminium press / baler
Hand sorting area
CDS glass product
Sorting bins
PET press / baler
PEDESTRIAN DOOR
SORTING MACHINERY
CONCRETE/DOOR RAIL

An opportunity arose to purchase a second hand trommel and conveyors and the procurement option analysis was as follows:

EQUIPMENT OPTION	DESCRIPTION	ESTIMATED COST	NOTES
Second-hand trommel (with conveyors)	Fully operational local unit, includes all required conveyors and components	$45,000	Cost-effective solution, readily available for immediate installation
New trommel	Factory-new unit supplied with full manufacturer warranty	$132,000	Higher capital cost but lower long-term maintenance risk
New conveyors	Factory-new units supplied with warranty	$21,000 each × 3 = $63,000	Estimated lead time for trommel and conveyors: 6–8 weeks

The second-hand option represents a prudent and cost-effective investment, providing all required functionality at a significantly reduced upfront cost with minimal lead time.

The CDS processing contract with Cleanaway expires on 30 November 2026.

The NSW Environmental Protection Authority have announced '*The Return and Earn scheme will expand in mid-2027 to include wine and spirit bottles, cordial and concentrate containers, and larger sized drink containers. The expansion will see up to an additional 362 million containers eligible for the scheme each year, including 196 million glass bottles.*'[3]

The redesigned CDS sorting line will:

- meet the requirements of the extended CDS scheme sorting; if Council is successful in contract extension with Cleanaway. A risk to a future contract establishment is that Cleanaway bulk delivers containers sourced in the central west to an alternate sorting location. At this stage Cleanaway operational staff are advising it is intended to continue the current arrangement.
- have components that can be utilised elsewhere on site in the future for recycling sorting should the CDS sorting contract not be renewed or successfully renegotiated.

BUDGETARY IMPLICATIONS

The second quarter budget review will include additional capital budget expenditure of $45,000 for the purchase of the second hand components against the CDS operations. Additional internal labour costs for the planned preparation and installation of the redesigned CDS sorting line will be included in the third quarter budget review.

The total additional capital budget estimate at this stage is of the order of $75,000; which will add $7500 annual depreciation expense over ten years to the CDS processing operational budget.

ATTACHMENTS

Nil

[3] https://www.epa.nsw.gov.au/Your-environment/Recycling-and-reuse/Return-and-earn/expansion-return-and-earn-container-deposit-scheme#:~:text=The%20Return%20and%20Earn%20scheme,including%20196%20million%20glass%20bottles.

6 DIRECTOR-ENVIRONMENTAL SERVICES REPORT

6.1 Adoption of Revised Access Incentive Scheme Grant Funding Guidelines

File Number: D25/2191

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

That Council adopt the draft Access Incentive Scheme Grant Funding Guidelines.

INTRODUCTION

At the council meeting held on 25 August 2025, council resolved to place the revised Draft Access Incentive Scheme Grant Funding Guidelines on public exhibition.

BACKGROUND

The draft guidelines were widely publicised from 3/9/2025 to 1/10/2025. Copies were available online, at council's customer service centre, and provided to the Access Committee where they were shared with relevant disability and aged services and groups.

At the close of the public exhibition no submissions had been received.

A copy of the updated draft Access Incentive Scheme Grant Funding Guidelines is included in Attachment 1.

ATTACHMENTS

1. Access Incentive Scheme Grant Funding Guidelines - 2025 ⇩

COUNCIL POLICY

Access Incentive Scheme Grant Funding Guidelines

Commencement Date	25 September 2023
Council Department	Environmental Services
Contact Officer	Director – Environmental Services
Revision Required	Every 4 years

Policy Review

This policy shall be reviewed at four (4) yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

Revision History

Version	Council Meeting Date	Resolution No.	Responsible Officer
1	28/11/2005	177/05	Director-Environmental Services
2	25/09/2023	189/2023	Director-Environmental Services
3			Director-Environmental Services

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

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Appendix 1 - Access Incentive Scheme Grant: Application Form
Appendix 2 - Access Incentive Scheme Grant: Acquittal Form

1. Introduction

The Disability Discrimination Act (DDA) makes it against the law to discriminate against people with disability in relation to access and use of public premises. This applies to places such as shops, cafes, restaurants, pubs, banks, offices, clubs, community halls, sporting venues, etc. Public premises can also include a place (whether enclosed or built on or not) and a part of premises, for example, customer bathrooms.

It is against the law for public places to be inaccessible to people with disabilities and the DDA requires owners/lessees to make adjustments to their premises so that they are accessible to people with disabilities. This applies to existing places, as well as places under construction.

In some circumstances however, it may be unreasonable to provide complete accessibility if the cost or difficulties of providing access will place an 'unjustifiable hardship' on a person or organisation.

Cowra Shire Council offers the Access Incentive Scheme Grant to local business, not for profit community organisations and community service providers for the provision of financial assistance to improve access to and within local buildings, premises and businesses.

It has been apparent since inception of the scheme, that due to the costs of upgrading an existing premise to be compliant with the DDA many local businesses / property owners have not utilised the scheme as the out-of-pocket portion is quite significant and the preparation to install ramps, doors etc is quite lengthy. Therefore, the scheme will be open all year round for applications to be submitted at any time.

This document has been prepared to set the guidelines for the allocation of Access Incentive Scheme Funding.

2. Purpose

The aim of the scheme is:

- Provide financial assistance to improve access to and within public buildings for the community and general public.
- Encourage businesses, community groups/organisations and property owners to provide dignified and equitable access to and within their premises for people with disability.
- Improve opportunities for people with disability to participate in and contribute to the economic, cultural, social and political life of our community.
- Encourage the development of partnerships between local business, community organisations/services, local government and the general public.
- To meet Cowra's Strategic and Operational Plan - Council will '*deliver and ensure all high movement areas, public buildings and appropriate Council resources and services are accessible for all the community*'. One action to achieve this goal is the 'Access Incentive Fund', Strategic Action R3.2.a

3. Eligibility

- Each organisation is limited to one Council Grant or Donation per financial year.
- The maximum level of funding per project will be limited to $10,000 subject to the availability of Council funds.

3.1 Eligible Projects

Owners, lessees, building agents of buildings and other facilities located within Cowra Shire Council are invited to apply.

Projects are eligible to apply for the Access Incentive Scheme Grant if:

- The premises and works are carried out within the Cowra Shire;
- The applicant is either a –
  - Not-for profit community organisation
  - Local Incorporated Community group, club or progress association
  - Local business
  - Local Community Service Provider
- Only one grant application and approval per applicant per year
- There will clearly be cases where groups may wish to contribute to the project.
- The works / projects being applied for improve access to and/or within premises and disability facilities, such as (but not limited to);
  - Automated access doors, widening of doorways
  - Access ramps, lifts
  - Hand rails, fit-outs
  - Tactile indicators, signage
  - Auditory aides
  - Visual Assistance, such as - doorway colour contrasting, braille and tactile signage

Council employees or Councillors may apply for funding on the same basis, as any member of the public.

3.2 Non-Eligible Projects

Funding will **NOT** be provided:

- Where financial assistance is available from other funding bodies, where Council has approved grant funding or donations from other pools of funding for the same project/premise, and within one's own company.
- Where previous funding or approved funding for the same project/plan of works has been provided under the Access Incentive Scheme Grant.
- Where the applicant has an incomplete project concerning access issues.
- For projects that were undertaken or have commenced works prior to approval of a grant.
- For works that do not comply with the Australian Building Standards and the Disability (Access to Premises-Buildings) Standards 2010, Australian Standard 1428.1 2021 - Design for Access and Mobility.
- For work on government owned buildings still used for a government purpose.
- For works to be undertaken at any education establishment that is Government Funded.
- For private residential premises
- For any non-public premises

4. Assessment

All applications must be lodged using an Access Incentive Scheme Grant Application Form with all relevant areas completed and supporting documents attached. Applications may be submitted at any time, noting that only one approval per premises is granted per year.

The application is assessed against the criteria by the Section 355 Cowra Access Committee and if it is deemed to meet the guidelines and sufficient funds are available a report is compiled to the monthly Council meeting for consideration.

Council officers may contact the applicant after receiving an application seeking additional information or clarification.

All projects should align with the strategies and objectives set out in Council's Community Strategic Plan.

Applicants are encouraged to discuss their proposal with Council officers prior to lodging an application to ensure that all necessary information is provided and eligibility criteria is met.

All applications are to be reviewed by Council's Environmental Services to determine compliance with the premises Standards, AS1428.1 and the Building Code of Australia prior to the application being considered by Council.

If a project is approved and requires a Development Application and Construction Certificate, works are not to commence until all necessary Approvals have been obtained.

Funds will be acquitted upon completion of the project and an Access Incentive Scheme Grant Acquittal is lodged with Council.

All projects are to be completed within 12 months of grant approval.

4.1 Assessment Criteria

The project/applicant must:

- Be for premises that are used by the local community and/or visitors to Cowra Shire
- Conform to Australian Standard 1428.1 Design for Access and Mobility, and Australian Premises Standard;
- Be located in the local government area of Cowra Shire;
- Obtain all development approvals from Council if required; and

Preference will be given to projects/applicants that:

- Clearly complement broader access objectives e.g. improve access to Main Street of towns and villages within the Cowra Shire;
- Improve access to buildings which house essential services or are used by people with limited mobility.

5. Level of Funding

Funds may be available for a project to a maximum amount of $10,000. This is subject to the terms of the signed agreement.

Council reserves the right to allocate additional funds to any one particular project or not to fund a project.

6. Conditions of Approval

If the application submitted is successful, grant conditions will apply.

An application for access funding can be submitted prior to a Development Application being approved, on the condition that funding will only be provided following all conditions of the agreement are met and an acquittal is submitted on completion of the project.

Access Incentive funds will be paid on completion of the project (unless otherwise approved by Council) and with the submission of an Access Incentive Scheme Acquittal form.

7. Applications

Please ensure that you have completed all components of the Application Form; that all support material and documents requested in the checklist have been provided and the Declaration has been signed. Please also indicate whether the works will require development consent or whether they represent exempt or complying development.

Applications should be submitted on the Cowra Shire Council Access Incentive Scheme Grant form and must address the above aims and criteria.

Applications should be sent to:

Director – Environmental Services
Cowra Council
Private Bag 342
COWRA NSW 2794

Or emailed to: council@cowra.nsw.gov.au

Any enquiries should be directed to Environmental Services by Telephone on 6340 2040 or email to council@cowra.nsw.gov.au

All applications received by Council are submitted to the next available Access Committee meeting for assessment and a recommendation is tabled to the following Council meeting for consideration.

8. Acquittals

Funding payment will be provided on completion of the project and submission of an Access Incentive Scheme Acquittal form and following satisfactory inspection by Cowra Shire Council's Director – Environmental Services.

9. Appendix

1. Application Form
2. Acquittal Form

Cowra Council

Cowra Shire Council
Private Bag 342
Cowra NSW 2794
Phone: 02 6340 2000

council@cowra.nsw.gov.au
www.cowracouncil.com.au

Access Incentive Scheme Grant: Application Form

Guidelines for applicants

Refer to the Cowra Access Incentive Scheme Grant – Funding Guidelines Policy for full application details of the Scheme and terms and conditions.

What is the Access Incentive Scheme Grant?

The scheme assists property owners/lessees by providing funding assistance to upgrade their premises to enable people with disabilities to access and use their premises.

Who can apply?

- Not-for profit community organisations
- Local Incorporated Community groups, clubs & progress associations
- Local businesses
- Local Community Service Providers

What type of projects can be applied for?

The types of projects that may be applied for include;

- Improve access to building, such as - automated doors, access ramps, lifts, hand rails, tactile markers
- Improve access to Disability facilities, such as – doorways, hand rails, tactile indicators, signage, fitouts
- Improving the Visual access to and in buildings - defining doorways with colour contrasting materials, providing braille signage, etc
- Improving Auditory access to and in buildings

The project must

- be located in the Cowra Shire and must be completed within 12 months of approval of the application
- Be for premises used by the local community/general public
- Conform to Australian Standard 1428.1 Design for Access and Mobility, and Australian Premises Standard

Ineligible

Funding will not be provided for the following:

- Projects that have already commenced or completed.
- Activities that are considered the core business of Commonwealth, State or Local Government
- Projects to be undertaken in any education establishment (eg. Schools, TAFE) that are Government Funded.
- Ongoing operational or administrative costs of an organisation. This includes purchase of capital equipment.
- Individual pursuits
- Gifts and prizes
- Private residential properties and/or properties not accessed by the public

How to apply?

You must submit your application using this below form, and;

- Ensure all questions are answered
- May use dot points to convey your message effectively.
- Ensure written approval from the property owner is obtained
- Provide current quotes of all works required to support the budget
- Site plans and photos of the project area

Documents that may be included to support and strengthen your application include:

- Location maps
- Detailed plan
- Letters of support from organisations your project partners with

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

Assessment

All applications will be assessed by the Access Committee and will then be tabled to the next Council meeting for approval. All applicants will be notified in writing of the outcome of their application and an agreement form provided which is to be submitted within 6-weeks of approval.

Contacts

Contact the Director-Environmental Services or the Director-Environmental Services Personal Assistant at Cowra Council for any assistance in completing your form on 6340 2048 or by email at: council@cowra.nsw.gov.au

Certification

By submitting this application, I acknowledge that I have read and understood the information made available by Cowra Shire Council regarding the Access Incentive Scheme Grant and to the best of my knowledge, the information provided in this application is true and correct.

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

☐ Yes

Signature	
Please print name	

Applicant Details	
Contact Name	
Name of Organisation applying on behalf	
Mailing Address	
Contact number during office hours	
Email	

Project Site details	
Property/Business Name	
Property address	
Location on site where project will be completed (e.g. front entrance)	

Property Owners Consent – owner of property where project is to be completed	
Owners Name	
Owners Contact address	
Owners contact number	
Owners contact email	
☐ Owners signature below (under seal if applicable) or ☐ Owners consent attached (under seal and/or letterhead)	
_____ Signature	_____ Signature
_____ Name	_____ Name

_____ Signature	_____ Signature	_____ Signature
_____ Name	_____ Name	_____ Name

Project Details	
Project Name	
Estimated Timeframe	Project will commence: Project will be completed by:
Funding amount requested	$
What is the Aim of the project? *Example: Install complying ramp to enable access for wheelchairs to front entrance.*	

Present use of the premises	
What improvements are to be made?	
How will the project benefit the community?	
How will the project be managed?	
Is Development Consent Required or does the proposal represent Exempt or Complying Development?	

Budget

(A) What are the individual budget items/works for your project that are being requested to be funded by the Access Incentive Scheme Grant?

(additional fields and spaces may be inserted as required)

Item Description	Estimated cost	Amount requested to be funded

Total (A)		**$**

Application Checklist

Have you:

- ☐ Checked that your eligible to apply?
- ☐ Ensured all appropriate persons (property owners, committee members, etc) are aware that this application is being submitted?
- ☐ Attached detailed quotes or advertising brochures from suppliers?
- ☐ Completed all sections of the Application Form?
- ☐ Kept a copy of this Application Form for your records?
- ☐ Attached owners' consent, if necessary?
- ☐ Attached any additional documents if applicable (e.g. Site plan, photos, proposed project plans)?

Submitting Your Application

Email to: council@cowra.nsw.gov.au

Include a subject line of: Application – Access Incentive Scheme Grant – *your organisation*

Alternatively complete a paper copy of the application and deliver to:

Environmental Services
Cowra Shire Council
Private Bag 342
Cowra NSW 2794

Contact the Director-Environmental Services or the Director-Environmental Services Personal Assistant at Cowra Council for any assistance in completing your form on 6340 2048 or by email at: council@cowra.nsw.gov.au

Cowra Council

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

Access Incentive Scheme Grant: Acquittal Form

Please submit your completed form to:
Cowra Shire Council, Environmental Services, 116 Kendal Street, Cowra NSW 2794 or, email to: council@cowra.nsw.gov.au

Applicant Details	
Contact Name	
Name of Organisation	
Mailing Address	
Contact number during office hours	
Email	

Project Details	
Project Name	
Funding Amount Approved	$
Property/Business Name of project site	
Property address of project	
Location on site where project was completed (e.g. front door)	

Project Results
Aim of the Project (i.e. what will be the outcome? What do you hope to achieve? Who/what will benefit?) *Example: Enable access for wheelchairs to front entrance.*
Project Activities. (Brief Description of what you did, where and when, who was involved, were there any variations to the original application) *Example*: *New ramp installed to front of building to facilitate equitable access to the building. Ramp was installed on 3 July 2022 by Joe Smith Contractors. Additional handrail was required to be installed to afford stable access to premises* This may be conveyed using dot points.

Project Outcomes (Brief description of what you achieved, what the benefits were/are to the community / public) Please include photos

Budget and Expenditure
Brief outcome of grant expenditure: attach copies of receipts and invoices, materials, services, etc.

This page is for record keeping only (with all personal bank details redacted) and will be removed before the form appears in any Council agendas and/or Councils website and/or any social media platform.

Photos

Please attach good quality photos of your project during progress (if any) and of the completed project.

DISCLOSURE: photos may be used on Councils social media, Councils website and in the local newspapers/social media.

Please tick one of the below options.

☐ I consent to all images provided being used on;
(please tick all options below that you give consent to)

- ☐ Councils website
- ☐ Social media where the images may be shared by the public
- ☐ Featuring in the local newspaper.

☐ I do not consent to images provided being used on Councils website, on Social media or in the local media publications.

Payment Options

Preferred Payment Method and Details

☐ Cheque Payee: _____

☐ EFT

Account Name: _____

BSB Number: _____

Account Number: _____

Important Notes

- Please note, your form may appear in an Access Committee and/or Council meeting agenda where it will then be available online. It may also appear on Council's Facebook page where the post may potentially be shared by the public. All personal information will be redacted before appearing online.

- Please ensure you have ticked whether you give consent or not for the use of any photos provided to appear in a public article and/or online post where it may be shared.

Contact the Director-Environmental Services or the Director-Environmental Services Personal Assistant at Cowra Council for any assistance in completing your form on 6340 2048 or by email at: council@cowra.nsw.gov.au

6.2 Development Application No. 10.2022.61.3, Lots 2, 3 & 6 DP 1096603, 19 Kollas Drive Cowra, s4.55(1A) modification to light industry (modify floor plans & elevations) mod 2, lodged by JR Morgan Investments Pty Ltd. The property owner is JR Morgan Investments Pty Ltd.

File Number: D25/2239

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

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

2. **That Development Application No. 10.2022.61.3, for the s4.55(1A) modification to light industry (modify floor plans & elevations) mod 2 on Lot 6 DP1096603, Lot 2 DP1096603, Lot 3 DP1096603, 19 Kollas Drive Cowra be approved subject to the following conditions:**

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Survey Plan Drawing No. 22043_DL	Arete Survey Solutions 20/5/2022	Received 8 June 2022 Stamped No. 61/2022
Site Plan Job 207/21 Sheet 1 Version 2	Vision Town Planning 4/5/2022	Received 21 May 2024 Stamped No. 10.2024.61.2 (B)
Right of Way Plan Job 207/21 Sheet 1A Version 1	Vision Town Planning 31/5/2022	Received 8 June 2022 Stamped No. 61/2022
Site and Floor Plan – Shed 1 Job 207/21 Sheet 2 Amendment B	Vision Town Planning 11/4/2024	Received 31 July 2025 Stamped No. 10.2022.61.3

Elevations – Shed 1 Job 207/21 Sheet 3 Amendment A	Vision Town Planning 27/6/2025	Received 31 July 2025 Stamped No. 10.2022.61.3
Site and Floor Plan – Shed 2 Job 207/21 Sheet 4 Amendment C	Vision Town Planning 27/6/2025	Received 31 July 2025 Stamped No. 10.2022.61.3
Elevations – Shed 2 Job 207/21 Sheet 5 Amendment B	Vision Town Planning 24/1/2024	Received 31 July 2025 Stamped No. 10.2022.61.3
Site and Floor Plan – Shed 3 Job 207/21 Sheet 6 Version 3	Vision Town Planning 6/2/2023	Received 21 May 2024 Stamped No. 10.2024.61.2 (B)
Elevations – Shed 3 Job 207/21 Sheet 7 Version 3	Vision Town Planning 6/2/2023	Received 21 May 2024 Stamped No. 10.2024.61.2 (B)
Office Layout Shed 1 Job 207/21 Sheet 17	Vision Town Planning 27/6/2025	Received 31 July 2025 Stamped No. 10.2022.61.3
Statement of Environmental Effects Issue A	Currajong 27 May 2022	Received 8 June 2022 Stamped No. 61/2022
Clearance Report	Central West Power Construction 20/9/2022 REF 22184	Received 20/9/2022 Stamped DA 61/2022
Clearance Report – Site Plan	Central West Power Construction 20/9/2022 REF 22184	Received 20/9/2022 Stamped DA 61/2022
Proposed Office Floor Plans – Shed 1 Job 207/21 Sheet 17 Version 2	Vision Town Planning 17/4/2024	Received 21 May 2024 Stamped No. 10.2024.61.2 (B)

Mod DA Report Revision C (Mod 1)	**Currajong 23 May 2024**	**Received 23 May 2024 Stamped No. 10.2024.61.2 (C)**
Mod DA Report Revision B (Mod 2)	**Currajong 20 November 2025**	**Received 20 November 2025 Stamped No. 10.2025.61.3 (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. **The uses to be commenced in the premises are to be consistent with light industry as defined in Cowra Local Environmental Plan 2012. Alternative separately defined uses will require additional development consent.**

4. **Liquid trade waste material is not to be discharged into the sewerage system without first obtaining the approval of Cowra Shire Council.**

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

6. **The emission of noise from the premises must be in accordance with the Noise Policy for Industry (2017) published by NSW EPA.**

7. **Provide on-site parking for a minimum of 32 car parking spaces in accordance with the submitted plans. Car parking and trafficable areas shall be designed and maintained in accordance with Cowra Shire Council Development Control Plan 2021.**

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

9. **No advertising sign and/or structure other than that which is permitted under this development approval or permissible without consent (exempt development) is to be erected as part of the approved development until a formal application has been submitted to Council and a development consent has been issued.**

10. **The approved hours of operation are as follows:**

    - **7:00am to 6:00pm Monday to Friday**
    - **7:00am to 3:00pm Saturday**
    - **Nil Sunday & Public Holidays**

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

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

Note1: All costs associated with the construction of the access driveway shall be borne by the Applicant.

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

12. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of a suitably sized metered water service to the development.

13. Prior to the issue of a Construction Certificate, a Stormwater Management Plan shall be submitted to Council's Manager – Technical Services for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

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

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

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

(a) Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.

(b) External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.

(c) Water Supply: Hot and cold water supply pipework when the pipework is installed and prior to concealment. Pipes should be under pressure test.

(d) Stormwater: When the stormwater and roof water drainage system has been completed.

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

18. Prior to the commencement of works, a Stormwater Management Plan shall be submitted to Council for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council. Plans should also state control measure for erosion and sedimentation.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

19. In the event of any damage being caused to the existing kerb, guttering, footpath, water mains, sewer mains or public roadway during demolition or construction works, the applicant shall reimburse the Council for the full costs of repairing and making good. Any temporary cross-over material must not remain in the street gutter.

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

21. All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operations commencing on the affected land.

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

23. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are

permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.

24. All loading, unloading and storage of goods and building materials, or the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.

25. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia to discharge to Council's Stormwater Management System in accordance with the approved stormwater management plan.

26. As soon as is practical, and within a maximum of 7 days following the placement of any roofing material, all guttering and downpipes must be installed and connected to Council's drainage system. If no Council drainage system is available, the guttering and downpipes must be discharged away from the building site onto a stable vegetated area in a manner that does not cause nuisance or erosion to adjoining properties.

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

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

28. Prior to the issue of an Occupation Certificate, the car parking facilities including all internal manoeuvring areas and the link between the disabled car parking area and the building area are to be constructed and sealed in accordance with Australian Standard 2890.1 Off-Street Car Parking and Australian Standard 2890.2 Commercial Vehicle Facilities. The Applicant shall line-mark including directional arrows and signage to delineate parking spaces, traffic flow and traffic priority and provide concrete edging around all car parking areas in accordance with the Cowra Council Development Control Plan 2021 and Cowra Infrastructure and Operations Engineering Standards. All costs associated with the sealing and construction of concrete edging shall be borne by the Applicant and at no cost to Council.

29. All loading, unloading and storage of goods associated with the use of the premises shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.

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

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

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

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

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

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

32. Prior to the issue of an Occupation Certificate, the applicant must construct and seal/concrete/pave driveway accesses to the development site from Kollas Drive and Mees Street in accordance with consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. All costs associated with the construction of the access driveways shall be borne by the Applicant.

33. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans.

34. Deleted

OPERATIONAL CONDITIONS

35. Proposed landscaping, signage and fencing is not to impede sight lines of traffic and/or pedestrians within the development or when entering and leaving the development. Safe intersection sight distances are to be maintained for the development.

36. All loading, unloading and storage of goods associated with the use of the premises shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.

ESSENTIAL ENERGY CONDITIONS

37. Essential Energy's records indicate existing overhead powerlines and underground cables are located across the Mees Street frontage of the properties:

a) The information provided from the ASP for Lots 2 and 3 indicates the 2.1 metres horizontal clearance is achieved.

b) The Applicant must consider how they will build and maintain the proposed sheds, especially on Lot 3. They must meet the requirements that SafeWork NSW have in place for working near powerlines. The structure may meet the clearance requirements; however, it may not be able to be built or

maintained safely.

c) Minimum safety clearance requirements are to be maintained at all times for the proposed driveways access and/or exit (concrete crossovers) off Mees Street, as such driveways access will pass under Essential Energy's existing overhead powerlines located at the front of the property. The driveways must comply with clearances for trafficable land, ground clearances must be maintained. Refer Essential Energy's policy CEOM7106.25 Minimum Clearance Requirements for NSW and the latest industry guideline currently known as ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure.

d) Any proposed driveways access and/or exit (concrete crossovers) must remain at least 1.0 metre away from any electricity infrastructure (power pole, streetlight) at all times, to prevent accidental damage.

e) Any proposed driveways or access used by vehicles into the property must have a minimum clearance of 500 millimetres from its closest point to the service pillar(s) located at the front of the property.

f) Any excavation works in this area or works on the proposed driveways must comply with ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure. Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of Part 5E (Protection of Underground Electricity Power Lines) of the Electricity Supply Act 1995 (NSW) to locate the existing cables.

g) The proposed driveways must not impact on existing cables, cable joints, pits, pillars and the like – refer Essential Energy's policy CEOM7098 Distribution Underground Design and Construction Manual. Note that approval is not possible where the driveway is proposed to be located with an impact on existing cables, cable joints, pits, pillars and the like - refer ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure.

h) The cables are to maintain a minimum clearance of 1.0 metre to any activity.

i) Any landscaping, tree planting fencing in this area must comply with ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure.

j) The service pillar(s) are to remain clear of vegetation, retaining walls, garden beds, fence etc (500mm clearance for fence).

38. The Applicant will need to engage the services of an Accredited Service Provider to ensure adequate provision of power is available to the proposed shed(s) in accordance with NSW Service and Installation Rules. A Level 2 Electrician will be able to advise on these requirements and carry out the required work to ensure compliance.

ADVICE

Essential Energy also makes the following general comments:

1. **If the proposed development changes, there may be potential safety risks and it is recommended that Essential Energy is consulted for further comment.**

2. **Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the above property should be complied with.**

3. **In addition, Essential Energy's records indicate there is overhead and underground electricity infrastructure located within close proximity of the properties. Any activities within these locations must be undertaken in accordance with *ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure*. Approval may be required from Essential Energy should activities within the properties encroach on the electricity infrastructure.**

4. **Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of *Part 5E (Protection of Underground Electricity Power Lines)* of the *Electricity Supply Act 1995* (NSW).**

5. **Given there is electricity infrastructure in the area, it is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW (www.safework.nsw.gov.au) has publications that provide guidance when working close to electricity infrastructure. These include the *Code of Practice – Work near Overhead Power Lines/Underground Assets*.**

COUNCIL 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.**

INTRODUCTION

Development Application No. 10.2022.61.3 proposes a s4.55(1A) modification to light industry (modify floor plans & elevations) mod 2 on Lots 2, 3 & 6 DP 1096603, 19 Kollas Drive Cowra. The application was lodged by JR Morgan Investments Pty Ltd on 31 July 2025. The property owner is JR Morgan Investments Pty Ltd.

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

A copy of the site and elevation plans of the proposed s4.55(1a) modification to light industry (modify floor plans & elevations) mod 2 are included in Attachment '1' to this report and a copy of the Statement of Environmental Effects is included in Attachment '2'.

Description of Site

Lots 2, 3 & 6 DP 1096603, 19 Kollas Drive & 6-12 Mees Street Cowra has a combined area of 5250m². The lot is located in the E4 General Industrial under Cowra Local Environmental Plan (LEP) 2012. The site contains existing shed structures.

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

Description of Proposal

As per the Modification Development Application Report, the applicant proposes to undertake the following works:

- In relation to Lot 6 DP 1096603, being Proposed Shed 1:
    - The construction of an additional window on the northern elevation of the building.
    - The construction of an additional two windows in the eastern elevation of the internal first-storey office space – overlooking the workshop.
    - Modifications to the size (and position) of Windows 5, 6, 7 and 8 on the western elevation.
    - Two additional doors have been constructed from the lower-level office space into the workspace area. One of those doors is to the reception area (below the staircase) and the other opposite the lunch room.
- In relation to Lot 3 DP 1096603, being Proposed Shed 2:
    - Removal of a door from the northern elevation of the building.
    - Installation of a new partition wall to create two separate tenancies. A PA door will provide inter-tenancy access and facilitate the common use of the existing unisex disabled access facility.
    - Removal of the plan reference to the future unisex access toilet in the south-western corner of the building. The development will rely on the existing unisex access toilet constructed in the opposite corner.

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 10.2022.61.3:

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 with the aims of the LEP.

1.4 Definitions

The proposed development is defined as light industry 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 E4 General Industrial, and the proposed development is permitted in the zone with consent.

2.3 Zone objectives

Objective	Comment
• To provide a range of industrial, warehouse, logistics and related land uses.	Consistent
• To ensure the efficient and viable use of land for industrial uses.	Consistent
• To minimise any adverse effect of industry on other land uses.	Consistent
• To encourage employment opportunities.	Consistent
• To enable limited non-industrial land uses that provide facilities and services to meet the needs of businesses and workers.	Not applicable
• To ensure the nature and scale of new industrial development in West Cowra is compatible with existing residential land uses in the surrounding area.	Not inconsistent

2 Permitted without consent

Environmental protection works, Roads

3 Permitted with consent

Animal boarding or training establishments; Boat building and repair facilities; Car parks; Community facilities; Correctional centres; Crematoria; Depots; Environmental facilities; Extractive industries; Freight transport facilities; Funeral homes; Garden centres; General industries; Goods repair and reuse premises; Hardware and building supplies; Heavy industrial storage establishments; Helipads; Heliports; Highway service centres; Industrial retail outlets; Industrial training facilities; Industries; Kiosks; Landscaping material supplies; ***Light industries;*** Local distribution premises; Mortuaries; Neighbourhood shops; Oyster aquaculture; Passenger transport facilities; Places of public worship; Plant nurseries; Recreation areas; Recreation facilities (indoor); Research stations; Restricted premises; Rural industries; Rural supplies; Service stations; Sex services premises; Signage; Storage premises; Take away food and drink premises; Tank-based aquaculture; Timber yards; Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Vehicle sales or hire premises; Veterinary hospitals; Warehouse or distribution centres; Water recreation structures; Water supply systems; Wholesale supplies

4 Prohibited

Any development not specified in item 2 or 3

Comment:

The proposed Development is permitted with consent.

5.10 Heritage conservation

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

5.11 Bushfire

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

5.21 Flood planning

The land is not in the flood planning area.

Part 6 Urban release areas

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

7.1 Earthworks

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

7.3 Terrestrial biodiversity

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

7.4 Riparian land and watercourses

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

7.5 Wetlands

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

7.6 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the Groundwater Vulnerability Map. The land is mapped as being affected.

No change to the original assessment. The industrial sheds will be connected to reticulated water and there will be no reliance on groundwater resources for water supply. Similarly, the sheds will be connected to the reticulated sewerage scheme and there will be no on-site storage or disposal of domestic waste. The likelihood that the proposed development will intercept groundwater in the locality is assessed to be low.

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	No change to the approved.
Electricity	No change to the approved.
Sewage	No change to the approved.
Stormwater	No change to the approved.
Access	No change to the approved.

7.11 Development on land in karst areas

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

State Environmental Planning Policies

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	Not applicable.
SEPP (Transport and Infrastructure) 2021	See comment below.

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

The proposed modification does not alter the original assessment.

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

mention any previous land use likely to have resulted in contamination of the site. No further investigation is warranted.

SEPP (TRANSPORT AND INFRASTRUCTURE) 2021

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

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

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

PART C – BIODIVERSITY MANAGEMENT

The proposed modification does not alter the original satisfactory assessment.

Part I – Industrial Development

I.1.3	The proposed modification does not alter the original satisfactory assessment.
I.1.4.1 Front Setbacks	The proposed modification does not alter the original satisfactory assessment.
I.1.4.2 Side Setbacks	The proposed modification does not alter the original satisfactory assessment.
I.1.5.1 Building Design	The proposed modification does not alter the original satisfactory assessment.
I.1.5.2 Building Height	The proposed modification does not alter the original satisfactory assessment.
I.1.5.3 Building Materials	The proposed modification does not alter the original satisfactory assessment.
I.1.6 Waste Management Controls	The proposed modification does not alter the original satisfactory assessment.
I.1.7 Fencing Controls	The proposed modification does not alter the original satisfactory assessment.
I.1.8 Servicing	The proposed modification does not alter the original satisfactory

Controls	assessment.
I.1.9 Commercial Activity Controls	N/A for the proposed development.
I.1.10 Parking, Access and Mobility	Parking is considered under Part M of the DCP below.
I.1.11 Signage	Signage is considered under Part L of the DCP below.
I.1.12 Landscaping	The proposed modification does not alter the original satisfactory assessment.
I.1.13 Soil Erosion and Sediment Control	Land Management is considered under Part B of the DCP above.

PART K – LAND USE BUFFERS

Cowra Airport Obstacle Limitation Surface

The subject land is located outside of the OLS.

Part L – Advertising and Signage

The proposed modification does not alter the original satisfactory assessment. The signage on Shed 1 remains consistent with the original DA and the signage on Shed 2 was removed as part of Mod 1.

Part M - Parking, Access and Mobility

The proposed modification does not alter the original satisfactory assessment. No changes to the parking or access.

PART N – LANDSCAPING

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

PART O – ENVIRONMENTAL HAZARD MANAGEMENT

The subject land is not mapped as flood prone.

The subject land is not mapped as bushfire prone.

There is no identified contamination on the subject land.

PART P – CPTED PRINCIPLES

No change from the assessment per Mod 1:

The proposed development would include an office component within shed 1.

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

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

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

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

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

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

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

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

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

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

S 4.15(1)(a)(iv) any matters prescribed by the regulations

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

- Clause 61 – The proposal does not involve demolition of a building and therefore the requirements of AS 2601-2001 are not required to be considered in accordance with Clause 61(1).

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

- Clause 63 – The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.

- Clause 64 – The proposal does not involve the rebuilding, alteration, enlargement or extension of an existing building or place of public entertainment and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia is not required to be undertaken.

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

Section 4.15(1)(b) requires the Council to consider the likely impacts of the development, including environmental impacts on both the natural and built environments as well as the social and economic impacts in the locality. The following provides an assessment of the likely impacts of the development:

Context and Setting

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

Access, Parking, traffic

Refer to DCP assessment.

Public Domain

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

Utilities

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

Heritage

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

Other Land Resources

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

Water, Sewerage and Stormwater

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

Soils

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

Air and Microclimate

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

Flora and Fauna

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

Waste

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

Energy

A BASIX Certificate is not required.

Noise and Vibration

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

It is assessed that a light industrial use is unlikely to impact on the amenity of the area given that the site is located within a light industrial subdivision. The development will be required to comply with the definition of light industry which includes the following:

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

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

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

Natural Hazards

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

Technological Hazards

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

Safety, Security and Crime Prevention

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

Social and Economic Impacts on the locality

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

Site Design and Internal Design

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

Construction

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

Cumulative impacts

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

S 4.15(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.

S 4.15(1)(d) any submissions made in accordance with the Regulation(s)

Public Consultation

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

Public Authority Consultation:

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

S4.15(1)(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

N/A as no change in cost of works.

Conclusion

Development Application No. 10.2022.61.3 proposes a s4.55(1a) modification to light industry (modify floor plans & elevations) mod 2 on Lots 2, 3 & 6 DP 1096603, 19 Kollas Drive Cowra. The application was lodged by JR Morgan Investments Pty Ltd on 31 July 2025. The property owner is JR Morgan Investments Pty Ltd.

The application was supported by a Mod DA report and development plans prepared by the applicant, which provide sufficient information to allow assessment of the proposal.

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

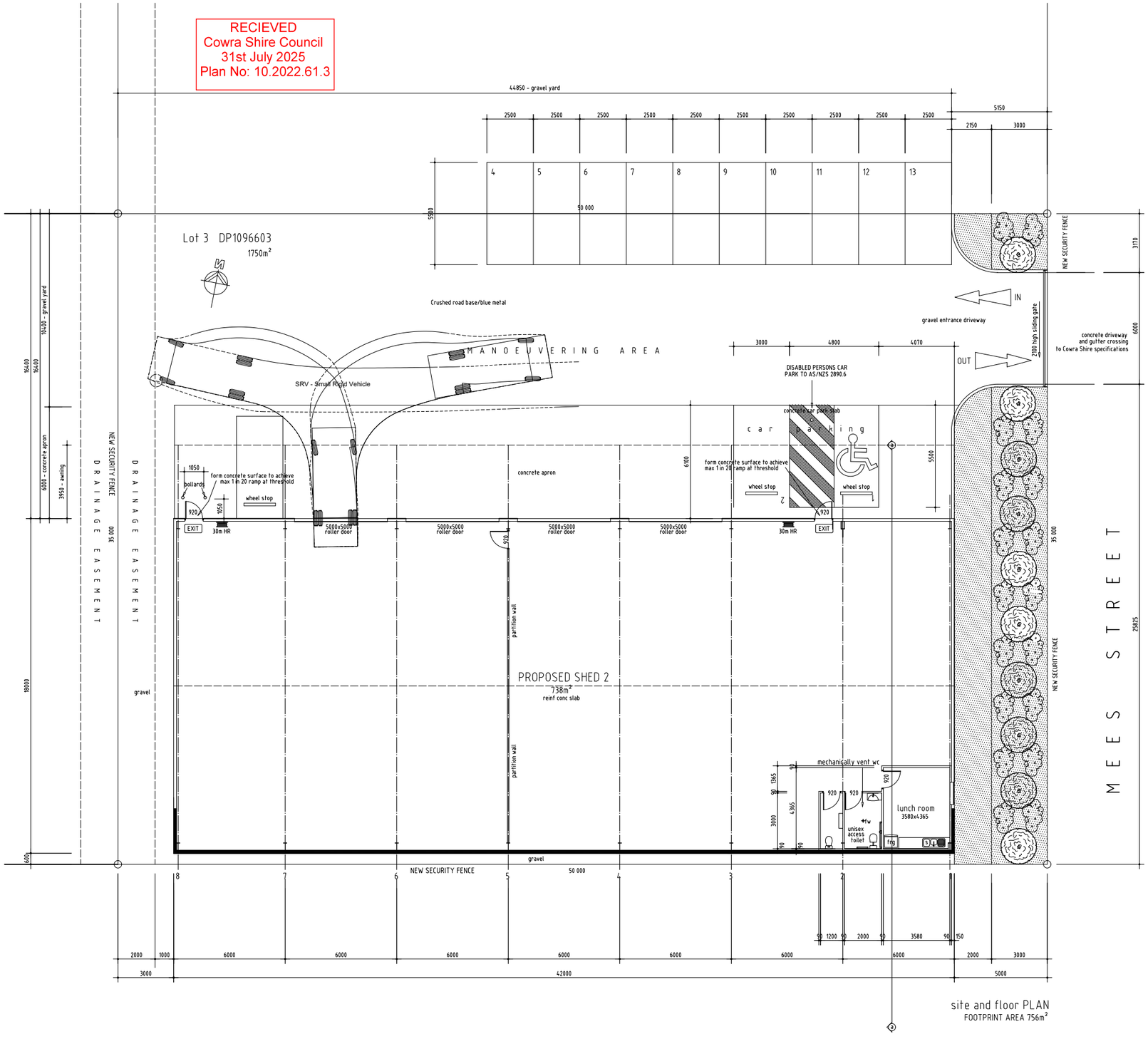
The development application was not required to be notified in accordance with Cowra Community Participation Plan 2020.

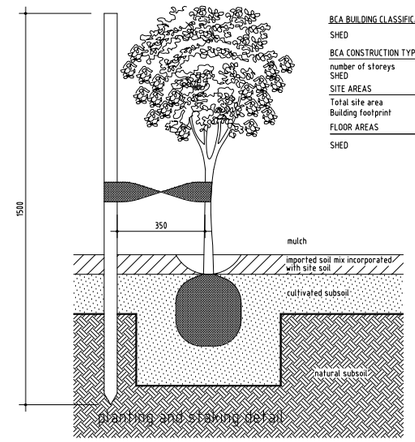
Having considered the documentation supplied by the applicant, the findings of site inspection(s) and the comments made from consultation, it is assessed that the impacts of the proposal and the likely environmental interactions between the proposed development and the environment are such that Council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

ATTACHMENTS

1. DA 10.2022.61.3 - Development Plans ⇩
2. DA 10.2022.61.3 - Mod DA Report ⇩
3. DA 10.2022.61.3 - Location map ⇩
4. DA 10.2022.61.3 - Aerial view ⇩

RECIEVED
Cowra Shire Council
31st July 2025
Plan No: 10.2022.61.3





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

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

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

GARDEN NOTES:
All gardens filled 200 deep with premium garden mix - to be mixed with existing garden bed soil
MULCH
15mm tan bark to cover all gardens areas
EDGING
150x35 treated pine edging supported on hw pegs to be used as a division between garden and turf

IRRIGATION NOTES:
Garden Beds
13mm Dripeze for gardens - Hunter 4 station Junior Pro Controllion/Hunter Solenoids
Turf Areas
100mm pop-up Hunter Pro spray sprinklers

Legend

ACACIA SPECTABILIS	Mudgee Wattle	2.5m high
GREVILLEA GORDON	Robyn Gordon Grevillea	2m high
CORREA DECUMBENS	Prostrate Correa	0.2m high
bark or similar surface	Landscape strip	

PLANTING and STAKING DETAILS

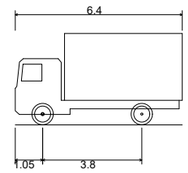
CULTIVATION DEPTH AND TREATMENT
The landscape contractor is responsible for ensuring that existing soil in the proposed garden beds are are cultivated to a suitable depth and well prepared prior to the placing of the plants.
It is recommended that prior to planting work is carried out all garden beds are cultivated to a depth of 300mm.

Incorporate an ample mix of imported "organic garden mix" and mix thouroughly with existing soil when installing "exotic" plant material.

Incorporate an ample mix of imported "native garden mix" and mix thouroughly with existing soil when installing "native" plant material.

Water installed plants thouroughly. Fertilise with Osmocote 8-9 months low phosphorous after watering.

vehicle/turning information



SRV - Small Rigid Vehicle

Overall Length	6.400m
Overall Width	2.330m
Overall Body Height	3.500m
Min Body Ground Clearance	0.398m
Track Width	2.330m
Lock to Lock Time	4.00 sec
Curb to Curb Turning Radius	7.100m

BCA BUILDING CLASSIFICATIONS Part A6

SHED	Class 8

BCA CONSTRUCTION TYPE - Table C1.1

number of storeys	1
SHED	Type C

SITE AREAS

Total site area	1750 m²
Building footprint	756 m²

FLOOR AREAS

SHED	738 m²

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

Fix foam seals and weatherstrips to all external doors.

AMENDMENTS

Amdt	Date	Description
A	24/1/24	Lunch room extended added in toilet
B	11/4/24	Move car parking and entrance driveway
C	27/6/25	Add partition wall remove double door and replace with PA door

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

10-12 Mees Street
Cowra

DATE	SCALE
4/5/22	1:100

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Job Number: 207/21

PLANS / CC / MORGAN / VERSION 2 / 4 MAY 2022

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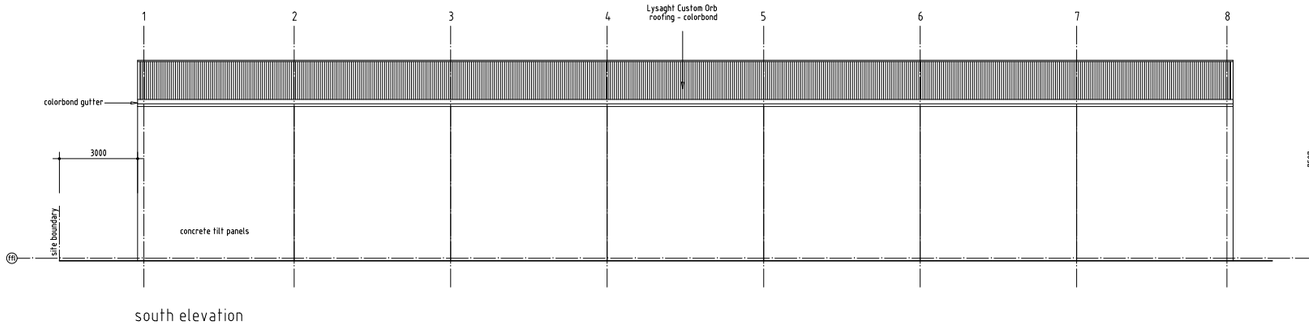
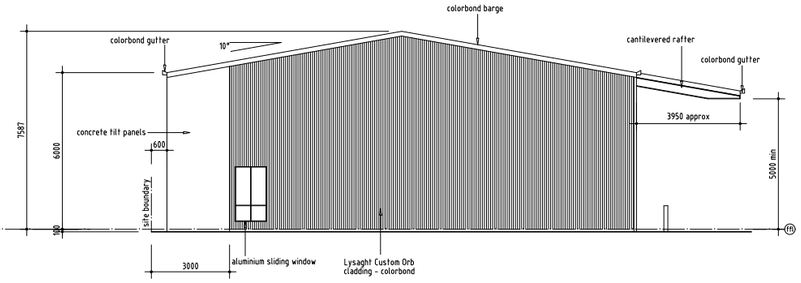
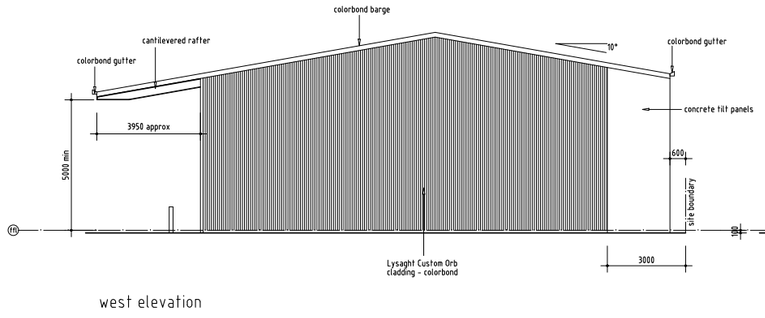
Cowra Shire Council
31st July 2025
Plan No: 10.2022.61.3



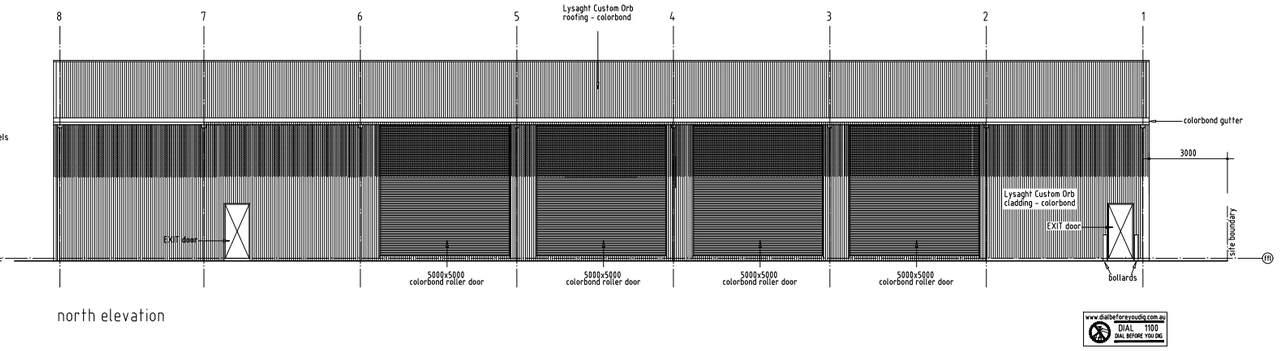
south elevation



east elevation



west elevation



north elevation

ELEVATIONS SHED 2

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Fix foam seals and weatherstrips to all external doors.

AMENDMENTS

Amdt	Date	Description
A	6/2/23	SIGNAGE AWNING REMOVED
B	24/1/24	Awning continued to end of shed

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

10 - 12 Mees Street
Cowra

DATE	SCALE
5/2/23	1:100

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PLANS / DA - CC / MORGAN / VERSION 3 / 6 FEBRUARY 2023

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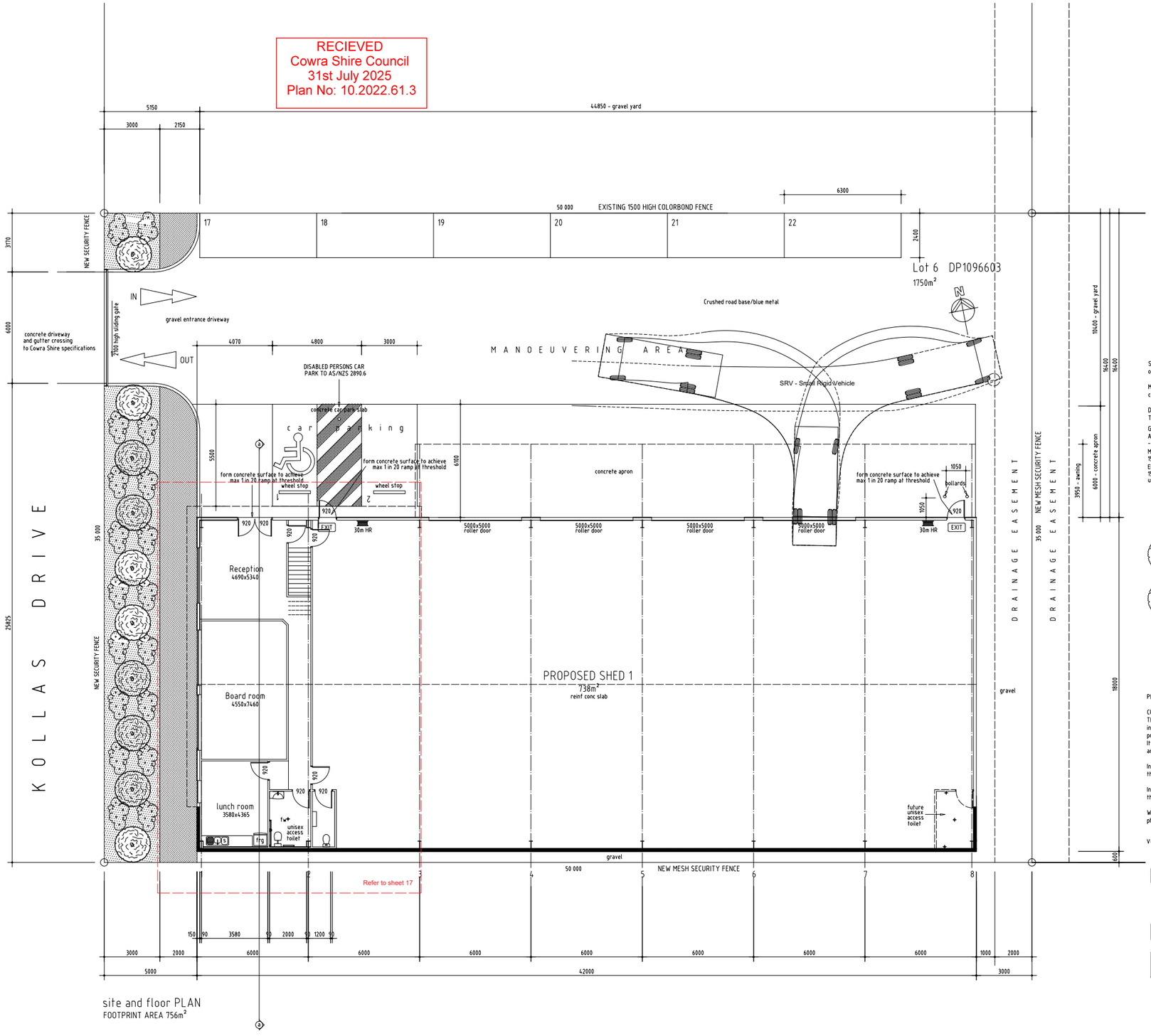
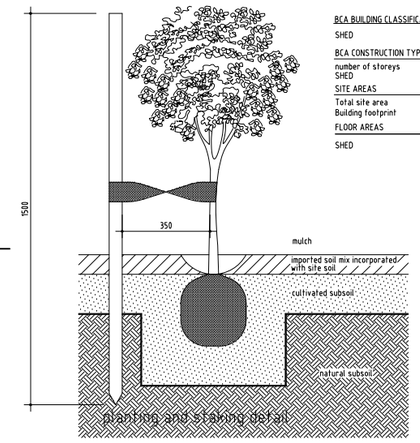
31st July 2025
Plan No: 10.2022.61.3



site and floor PLAN
FOOTPRINT AREA 756m²



BCA BUILDING CLASSIFICATIONS Part A6	
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CORREA DECUMBENS	Prostrate Correa	0.2m high
bark or similar surface	Landscape strip	

PLANTING and STAKING DETAILS

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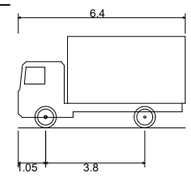
vehicle/turning information



SRV - Small Rigid Vehicle	
Overall Length	6.400m
Overall Width	2.330m
Overall Body Height	3.500m
Min Body Ground Clearance	0.398m
Track Width	2.330m
Lock to Lock Time	4.00 sec
Curb to Curb Turning Radius	7.100m

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Fix foam seals and weatherstrips to all external doors.

AMENDMENTS

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

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

19 Kollas Drive
Cowra

DATE	SCALE
4/5/22	1:100

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Town Planning Consultants
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admin@visiontpc.com.au

Job Number: 207/21

PLANS / CC / MORGAN / VERSION 2 / 4 MAY 2022

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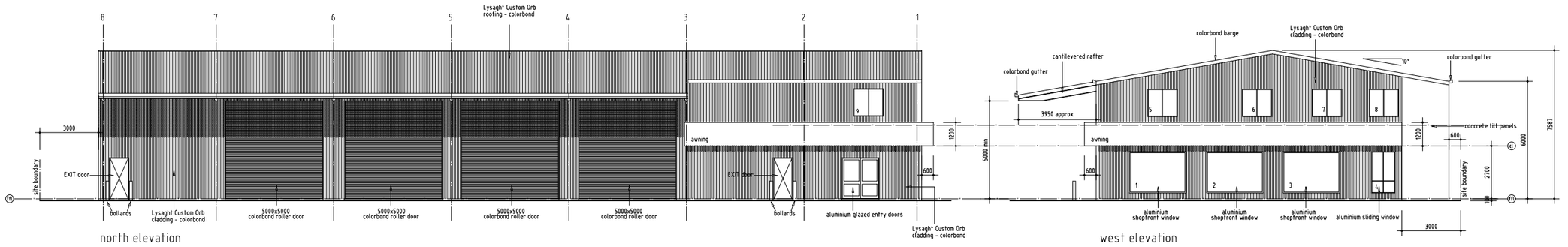
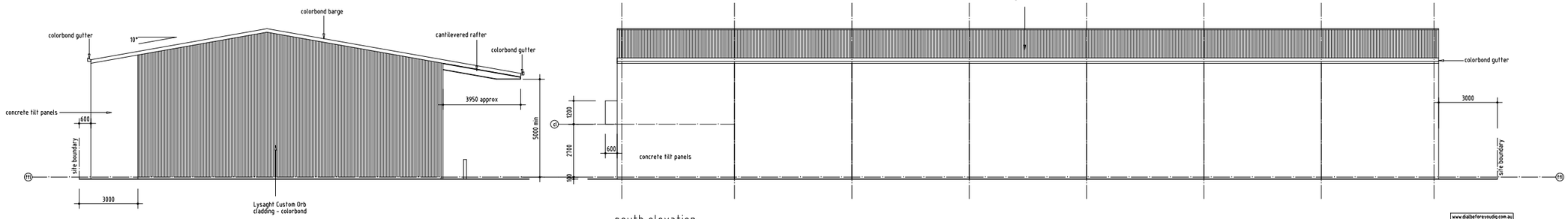
31st July 2025
Plan No: 10.2022.61.3



north elevation

west elevation



east elevation

south elevation

ELEVATIONS SHED 1 - STAGE 2

STAGE 2 WINDOWS

window schedule

Number	Type	Opening Size h x l (nom)	Orientation
1	ALUMINIUM FIXED WINDOW	2100 x 3000	W
2	ALUMINIUM FIXED WINDOW	2100 x 3000	W
3	ALUMINIUM FIXED WINDOW	2100 x 3000	W
4	ALUMINIUM SLIDING WINDOW	2100 x 1200	W
5	ALUMINIUM SLIDING WINDOW	1400 x 3000	W
6	ALUMINIUM SLIDING WINDOW	1400 x 1500	W
7	ALUMINIUM SLIDING WINDOW	1400 x 1500	W
8	ALUMINIUM SLIDING WINDOW	1400 x 1500	W
9	ALUMINIUM SLIDING WINDOW	1400 x 1500	N

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

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

SEE PART J REPORT FOR GLAZING COMMITMENTS

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Fix foam seals and weatherstrips to all external doors.

AMENDMENTS

Amdt	Date	Description
A	27/6/25	Changed window sizes added W9

PROJECT

Proposed shed

CLIENT

J Morgan

LOCATION

19 Kollas Drive
Cowra

DATE	SCALE
4/5/22	1:100

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PLANS / DA - CC / MORGAN / VERSION 2 / 4 MAY 2022

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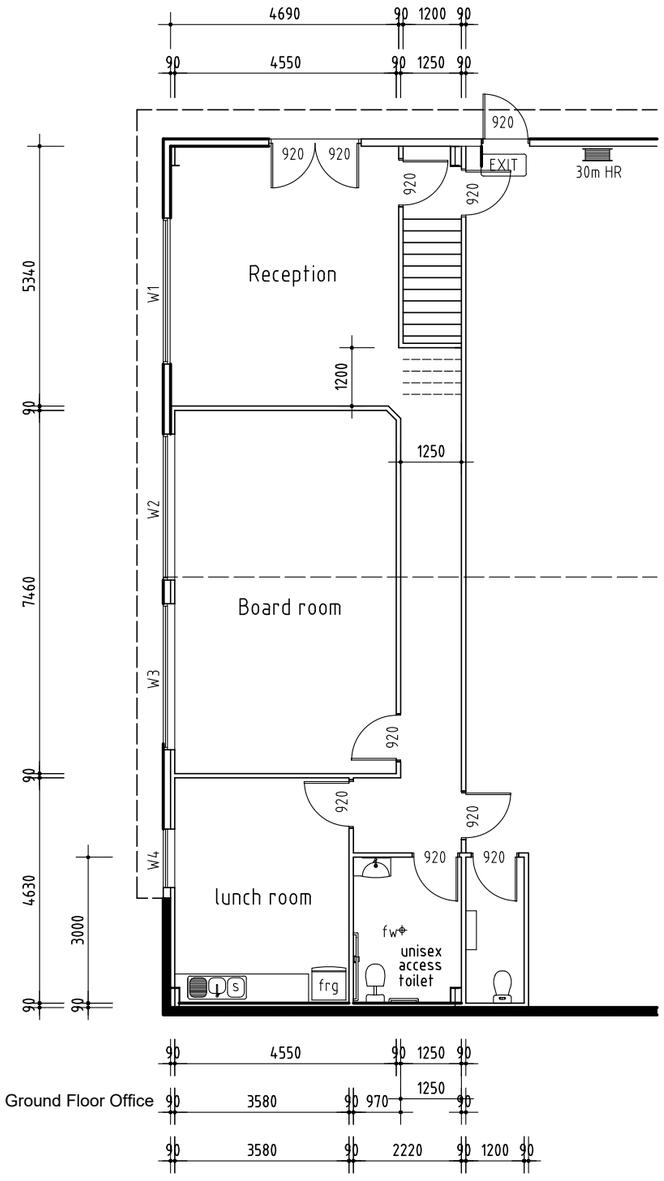
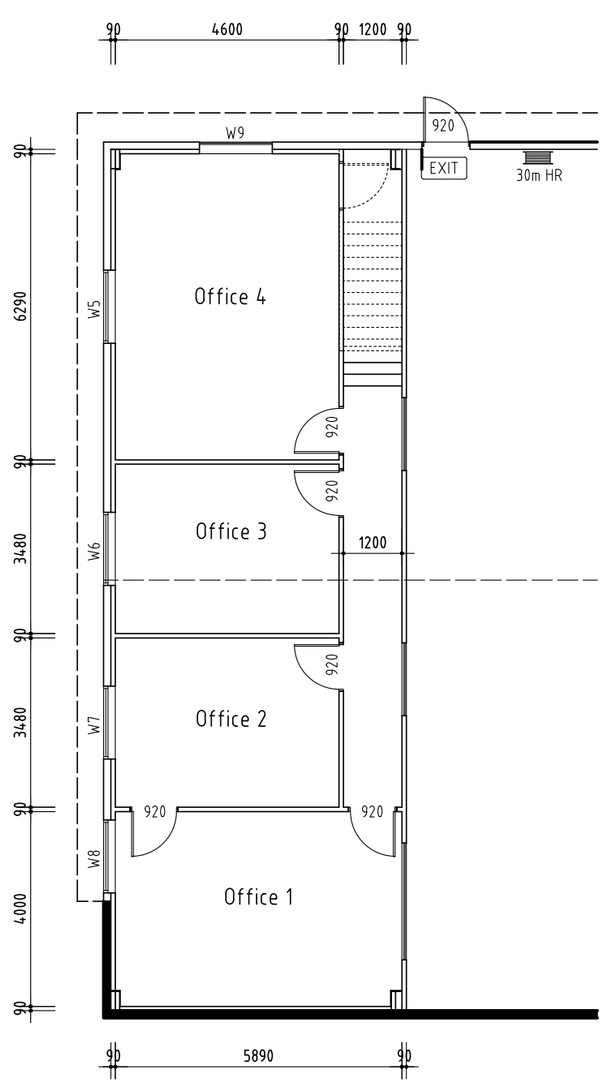
31st July 2025
Plan No: 10.2022.61.3

Office Layout Shed 1



Proposed Ground Floor Office
Stage 2



Proposed Mezzanine Floor Office
Stage 2

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

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AMENDMENTS
27/6/25 Added in extra windows and doors

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Town Planning Consultants

VISION Town Planning Consultants
PO Box 852, Cowra NSW 2794
1300 240 827
admin@visiontpc.com.au

PROJECT	Proposed shed	SCALE	1:100
CLIENT	J Morgan	DATE	17/4/24
LOCATION	10-12 Mees Street, Cowra	JOB No	207/21

CURRAJONG
PLANNING, PROPERTY + PROJECT MANAGEMENT

RECEIVED
Cowra Shire Council
20 November 2025
Plan No: DA 10.2022.61.3 (A)

DOCUMENT TITLE

Mod-DA Report

CLIENT

J R Morgan Investments Pty Ltd

PROJECT

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

REVISION

A

DOCUMENT CONTROL

PROJECT REPORT DETAILS	
Document Title	Mod-DA Report 3 x Light Industrial Sheds, Lots 2, 3 and 6 DP 1096603, 19 Kollas Drive and 6-12 Mees Street, Cowra.
Principal Author	Dean Steward
	dsteward@currajong.com.au
	0429 217 243
Client	J R Morgan Investments Pty Ltd
Project Reference	APC220505

DOCUMENT STATUS	
Revision	B
Status	For Council Approval
Date	20/11/2025
Authorised for Issue	[redacted]

DISTRIBUTION RECORD		
Recipient	**Distribution Method**	**Date**
Cowra Council	NSW Planning Portal – Rev A	28/07/2025
Cowra Council	NSW Planning Portal – Rev B	20/11/2025

CURRAJONG
PLANNING, PROPERTY + PROJECT MANAGEMENT

DISCLAIMER

This Statement of Environmental Effects has been prepared by Currajong Pty Ltd with all reasonable skill, care and diligence, and taking account of the timescale and resources allocated to it by agreement with the Client. Information reported herein is based on the information provided by the client and has been accepted in good faith as being accurate and valid. This report is for the exclusive use of the client named above. No warranties or guarantees are expressed or should be inferred by any third parties. This report may not be relied upon by other parties without written consent from Currajong Pty Ltd. Currajong Pty Ltd disclaims any responsibility to the Client and others in respect of any matters outside the agreed scope of the work.

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CURRAJONG

01. INTRODUCTION

1.1. Project Overview

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

The current proposal represents the second modification to DA CC 61/2002. The scope of work including in the current modification is described as follows:

- In relation to Lot 6 DP 1096603, being Proposed Shed 1:
  - The construction of an additional window on the northern elevation of the building.
  - The construction of an additional two windows in the eastern elevation of the internal first-storey office space – overlooking the workshop.
  - Modifications to the size (and position) of Windows 5, 6. 7 and 8 on the western elevation.
  - Two additional doors have been constructed from the lower-level office space into the workspace area. One of those doors is to the reception area (below the staircase) and the other opposite the lunch room.
- In relation to Lot 3 DP 1096603, being Proposed Shed 2:
  - Removal of a door from the northern elevation of the building.
  - Installation of a new partition wall to create two separate tenancies. A PA door will provide inter-tenancy access and facilitate the common use of the existing unisex disabled access facility.
  - Removal of the plan reference to the future unisex access toilet in the south-western corner of the building. The development will rely on the existing unisex access toilet constructed in the opposite corner.

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

1.2. Approvals Required

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

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

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

1.3. Application Details

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

Table 1 - Application Details

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

1.4. Approval History

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

Table 2 - Approval History

Detail	Description
DA 61/2022	Granted by Cowra Council on 28 November 2022
CC 61/2022	Granted by Cowra Council on 14 April 2023
S138 16/2023	Granted by Cowra Council on 21 February 2023
DA 61/2022 – Mod 1	Granted by Cowra Council on 8 May 2024
CC 61/2022 – Mod 1	Granted by Cowra Council on 10 October 2024

1.5. Reasons for Proposed Modification

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

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

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

02. DESCRIPTION OF THE SITE

2.1. Site Description

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

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

Each of the subject lots have an area of 1750m2, giving a combined site area of 5250m2.

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

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

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

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

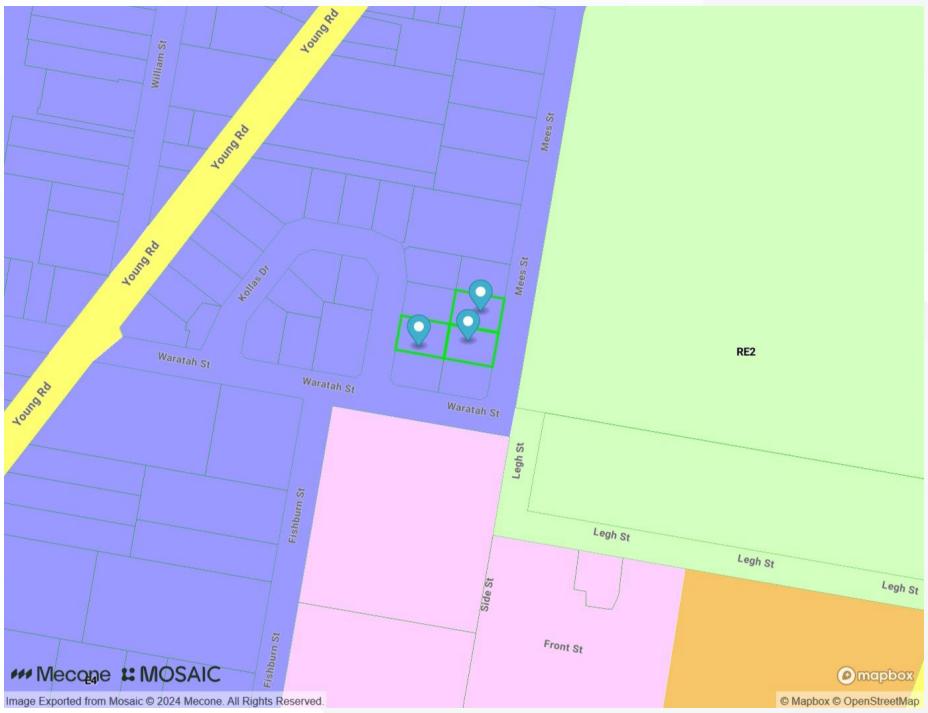
2.2. Surrounding Land-use

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

2.3. Land Zoning

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

Figure 2 - Zoning Map



LEGEND - LAND USE ZONES

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

03. DETAILS OF APPROVED DEVELOPMENT

3.1. DA & CC 61/2022

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

The original approval related to:

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

DA / CC 61/2022 was modified in October 2024. A summary of the changes made to the site and building design are included as follows:

- In relation to Lot 6 DP 1096603, being Proposed Shed 1:
  - The construction of an additional toilet facility within the approved shed building.
  - The construction of second storey floorspace within the shed building.
  - The construction of four new windows to the western elevation of the building.
  - The relocation of the site access (to Kollas Drive) to a position that is closer to the northern boundary.
  - Redesign of the proposed on-site car parking area.
- In relation to Lot 3 DP 1096603, being Proposed Shed 2:
  - A redesign of the internal floor space to include only a single tenancy.
  - A redesign of the internal floor space to include a lunchroom, unisex access toilet and an additional toilet.
  - The construction of one new window to the eastern elevation of the building.
  - Reconfiguration of the exit doors and roller doors on the northern elevation of the proposed shed building.
  - Removal of the wrap-around signage awning from the eastern and northern elevations of the building.
  - Extension of the cantilevered awning to run the full length of the northern elevation of the building.
  - Redesign of the proposed on-site car parking area.
- In relation to Lot 2 DP 1096603, being Proposed Shed 3:
  - A redesign of the internal floor space to include only a single tenancy.

- A redesign of the internal floor space to include two lunchrooms, an office, reception space, unisex access toilet and an additional toilet.
- The construction of four new windows to the eastern elevation of the building.
- Reconfiguration of the exit doors and roller doors on the southern elevation of the proposed shed building.
- Removal of the wrap-around signage awning from the eastern and southern elevations of the building.
- Extension of the cantilevered awning to run the full length of the southern elevation of the building.
- Redesign of the proposed on-site car parking area.
- Construction of a 150mm concrete tilt panel 600mm high retaining wall along the northern boundary of Lot 2 DP 1096603.

04. DETAILS OF PROPOSED MODIFICATION

4.1. Scope of Proposed Modification

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

- In relation to Lot 6 DP 1096603, being Proposed Shed 1:
  - The construction of an additional window on the northern elevation of the building.
  - The construction of an additional two windows in the eastern elevation of the internal first-storey office space – overlooking the workshop.
  - Modifications to the size (and position) of Windows 5, 6. 7 and 8 on the western elevation.
  - Two additional doors have been constructed from the lower-level office space into the workspace area. One of those doors is to the reception area (below the staircase) and the other opposite the lunch room.
- In relation to Lot 3 DP 1096603, being Proposed Shed 2:
  - Removal of a door from the northern elevation of the building.
  - Installation of a new partition wall to create two separate tenancies. A PA door will provide inter-tenancy access and facilitate the common use of the existing unisex disabled access facility.
  - Removal of the plan reference to the future unisex access toilet in the south-western corner of the building. The development will rely on the existing unisex access toilet constructed in the opposite corner.

4.2. Modification Instrument Particulars

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

05. JUSTIFICATION OF PROPOSED MODIFICATION

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

a. It is satisfied that the proposed modification is of minimal environmental impact.

b. It is satisfied that the development to which the consent as modified relates is substantially the same development as the development for which the consent was originally granted and before that consent as originally granted was modified (if at all).

c. It has notified the application in accordance with the regulations, if the regulations so require, or a development control plan, if the consent authority is a council that has made a development control plan that requires the notification or advertising of applications for modification of a development consent, and

d. It has considered any submissions made concerning the proposed modification within any period prescribed by the regulations or provided by the development control plan, as the case may be.

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

- The development still relates to the construction of 3 x Light Industrial sheds.
- There are no changes proposed to the approved use of the site. A Development Application is currently with Cowra Council for assessment relating to a proposed change of use for Shed 3.
- Whilst minor changes are proposed to the internal floor plans / elevations to Sheds 1 and 2, there is no change to the scale of development.
- There are no changes to existing (and approved) site access, which is to be retained to Kollas Drive and Mees Street in safe positions and will allow for adequate vehicle movement and circulation within the site.
- No additional earthworks, vegetation removal or the like will result from the proposal.
- Only minor changes are expected to result in terms of impacts on streetscape. The addition of a new window to the northern elevation of Shed 1 will have negligible impact on the streetscape. The changes to the windows on the western elevation of Shed 2 have negligible impact on the streetscape.
- No other changes to any other aspects of the approved development / operations.
- The proposed changes do not create any unacceptable additional environmental impacts.

06. PLANNING AND LEGISLATIVE CONTEXT

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

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

Table 3 - Planning and Legislative Context Review

Name	Assessment
Commonwealth Legislation	
Environment Protection and Biodiversity Conservation Act 1999	The modification does not result in any changes to the likely impact of the proposal on relevant Matters of National Environmental Significance.
New South Wales Legislation	
Environmental Planning and Assessment (EP&A) Act 1979	J R Morgan Investments Pty is applying for a modification application in accordance with Section 4.55(1A) of the Act. Relevant matters for consideration are addressed in this Mod-DA Report.
Local Government (LG) Act 1993	Approvals for water, sewerage and stormwater drainage work have already been obtained from Cowra Council. The modification will not require an amended S68 approval as there are no changes to aspects of the building which have plumbing and drainage fixtures.
National Parks and Wildlife (NPW) Act 1974	The modification does not result in new or additional heritage issues / impacts or the need for an approval under the NPW Act 1974.
Biodiversity Conservation (BC) Act 2016	The modification does not result in new or additional biodiversity impacts.
Water Management (WM) Act 2000	The modification does not result in new or additional water resource issues / impacts or the need for an approval under the WM Act 2000
Heritage Act 1977	The modification does not result in new or additional heritage issues / impacts or the need for an approval under the Heritage Act 1977.
Protection of the Environment Operations (PoEO) Act 1997	The modification does not result in the need for an approval under the PoEO Act 1997.
Roads Act 1993	Approvals have already been obtained under S138 of the Roads Act 1993 to complete construction work related to new access crossings. The modification does not require additional approvals.
Contaminated Land Management Act 1997	Contamination is not a key issue for the site. Further investigations are not warranted.
Rural Fires Act 1997	The land is not Bushfire Prone. Further investigations are not warranted.
State Environmental Planning Policies	
SEPP (Exempt and Complying Development Codes) 2008	The proposed modifications cannot be completed as exempt development.

Name	Assessment
SEPP (Planning Systems) 2021	Further consideration of this SEPP is not required.
SEPP (Biodiversity and Conservation) 2021	The modification does not result in new or additional biodiversity impacts.
SEPP (Sustainable Buildings) 2022	The proposed shed buildings are not BASIX affected buildings.
SEPP (Housing) 2021	The SEPP does not have applicability to the proposal.
SEPP (Industry and Employment) 2021	The SEPP does not have applicability to the proposal.
SEPP (Primary Production) 2021	The SEPP does not have applicability to the proposal.
SEPP (Precincts - Central River City) 2021	The SEPP does not have applicability to the proposal.
SEPP (Precincts - Eastern Harbour City) 2021	The SEPP does not have applicability to the proposal.
SEPP (Precincts - Western Parkland City) 2021	The SEPP does not have applicability to the proposal.
SEPP (Precincts - Regional) 2021	The SEPP does not have applicability to the proposal.
SEPP (Resilience and Hazards) 2021	Contamination is not a key issue for the site. Further investigations are not warranted.
SEPP (Resources and Energy) 2021	The SEPP does not have applicability to the proposal.
SEPP (Transport and Infrastructure) 2021	The modification does not result in a new reason for the proposal to be referred under Clauses 2.48 or 2.122 of the SEPP.
Cowra Local Environmental Plan 2012	
Clause 2.3 – Zone Objectives	The proposed modification does not alter the permissibility of the development in the E4 General Industrial zone.
Clause 7.1 - Earthworks	No additional earthworks will result from the proposal. The proposal, as modified, remains consistent with the requirements of Clause 7.1.
Clause 7.8 – Essential Services	The proposed arrangements for water, sewer, electricity, and stormwater drainage remain generally unchanged.
Cowra Council DCP 2021	
Part A - Introduction	The proposed modification does not result in the need for a DCP variation.
Part B – Land Management	The construction of the project will be finalised in accordance with the requirements of Part B of the DCP.
Part C – Biodiversity	The modification does not result in new or additional biodiversity impacts.
Part I – Industrial Development	The modification does not alter the consistency of the proposed site and building design with the requirements of Part I of the DCP.
Part L – Advertising Signage	The modification does not relate to a signage matter
Part M – Parking, Access and Mobility	There are no changes to approved on-site car parking arrangements.
Part N - Landscaping	There are no changes to approved landscaping.
Part P - CPTED	The modification does not result in adverse safety or security impacts. The placement of new windows in the northern elevations to Shed 1 will improve passive surveillance of the street.

07. ASSESSMENT OF ENVIRONMENTAL ISSUES

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

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

Table 4 - Environmental Issues Review

Name	Assessment
Visual Impacts and Amenity	The proposed modifications do not result in any new or additional visual or amenity impacts. The placement of a new window in the northern elevation to Sheds 1 will improve the streetscape appeal of the buildings and improve passive surveillance of the street. The changes to the site and building design will not generate new amenity impacts on adjoining properties.
Building Code Compliance	The proposed changes to the internal floor plan layout of Shed 1 and 2 will comply with the Building Code of Australia.
Access and traffic	There are no changes proposed to the approved arrangements for access and parking to the development.
Soils and Water Quality	The proposed modifications do not result in any new or additional soil or water quality impacts.
Air Quality	The proposed modifications do not result in any new or additional air quality impacts.
Noise and Vibration	The proposed modifications do not result in any new or additional noise and vibration impacts. There is no change to the approved use of the land, which remains for industrial purposes.
Heritage	The proposed modifications do not result in any new or additional impacts in terms of Aboriginal Cultural or built heritage.
Public Safety Hazards	The proposed modifications do not result in any new or additional impacts in terms of public safety.
Social and economic	On the basis that the nature and scale of the proposal remains unaltered, it is not anticipated that that any new or additional social and economic impacts will result from the proposed modification.

08. EVALUATION AND JUSTIFICATION FOR THE PROPOSAL

8.1. Objectives of the EP&A Act 1979

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

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

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

8.2. Ecological Sustainable Development

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

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

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

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

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

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

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

8.3. Other Relevant Considerations

1.3.1. Safety, Security and Crime Prevention

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

1.3.2. Cumulative Impacts

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

1.3.3. Suitability of the Site for the Development

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

1.3.4. Public interest

As part of the Council's original assessment of DA 61/2022, the proposal was notified in accordance with the requirements of the Cowra Community Participation Plan. No submissions were received by Council. The impacts of the proposal, as modified, are likely to remain concentrated on nearby land-use and are within acceptable limits as evidenced by this Mod-DA report. The proposed modifications do not create any new variations to the Cowra DCP 2021. The proposal, as modified, is assessed to pose no significant detrimental impacts on the public interest.

09. CONCLUSION

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

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

- In relation to Lot 6 DP 1096603, being Proposed Shed 1:
  - The construction of an additional window on the northern elevation of the building.
  - The construction of an additional two windows in the eastern elevation of the internal first-storey office space – overlooking the workshop.
  - Modifications to the size (and position) of Windows 5, 6. 7 and 8 on the western elevation.
  - Two additional doors have been constructed from the lower-level office space into the workspace area. One of those doors is to the reception area (below the staircase) and the other opposite the lunch room.
- In relation to Lot 3 DP 1096603, being Proposed Shed 2:
  - Removal of a door from the northern elevation of the building.
  - Installation of a new partition wall to create two separate tenancies. A PA door will provide inter-tenancy access and facilitate the common use of the existing unisex disabled access facility.
  - Removal of the plan reference to the future unisex access toilet in the south-western corner of the building. The development will rely on the existing unisex access toilet constructed in the opposite corner.

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

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

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DA 10.2022.61.3 - 19
Kollas Drive Cowra

Map Scale: 1:1461 at A4

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DA 10.2022.61.3 - 19
Kollas Drive Cowra

Map Scale: 1:1168 at A4

6.3 Draft Cowra Shire Development Control Plan 2026

File Number: D25/2273

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. **That Council endorses the Draft Cowra Shire Council Development Control Plan 2026 for the purposes of public exhibition.**

2. **That the Draft Cowra Shire Council Development Control Plan 2026 be placed on public exhibition for a period of 35 days, commencing in mid/late January 2026, in accordance with Clause 13 of the Environmental Planning & Assessment Regulation 2021.**

3. **That as part of the public exhibition, Council also places on display a copy of Cowra Local Environmental Plan 2012 in accordance with Clause 13(b) of the Environmental Planning & Assessment Regulation 2021.**

Introduction and background to the 2025 review project

The Cowra Shire Council Development Control Plan 2021 (Cowra Shire Council DCP 2021) provides the current development standards and controls for development undertaken in the Cowra Shire, with regard to specific development types and locations. It comprises numerous sections which address different categories of development and planning issues.

The controls included in the DCP should be considered as part of the design phase for new development and will be taken into consideration by Council as part of the assessment of new Development Applications.

All controls are designed to improve planning outcomes for the Cowra community. Together, the LEP and this Plan form the land-use planning framework for the Cowra LGA.

The Cowra Shire Council DCP 2021 was last amended approximately 12 months ago to include a new section in Part E - Urban and Village Development focusing on the addition of new planning controls for Valley View Estate.

The intention of this larger review project is not to add to the existing 2021 DCP but repeal the entire 2021 DCP with an overall new 2026 document, in accordance with 16(2)(a) of the EPA Reg 2021. This is because a routine legislative review found updates were needed to the majority of the document.

A review of the existing DCP is also timely for the following reasons:

- The 2021 Plan is now at the general Cowra Council 5-year policy review milestone.
- The Plan needs to be updated to refer to current provisions of the Environmental Planning and Assessment Act, 1979.
- Council has recently adopted the Cowra Housing Strategy 2025, which commits Council to a review process, and provides updated data relating to population and housing growth.

- Employment zone reforms in 2023 have resulted in the need to investigate new planning controls and address unforeseen issues that have developed due to zone changes.
- The recently adopted LEP amendment relating to Planning Proposal 2023-884 – Lynch Street, Cowra and its rezoning to E3 Productivity Support has resulted in the need for the creation of new planning controls for this site
- Review and refining of Medium Density controls, informed by the research associated with the Cowra Housing Strategy 2025
- Review and refining of R5 Large Lot planning controls, due to findings of the Cowra Housing Strategy 2025.

The review of controls allows the Planning team to also:

- Correct minor text and diagram errors from the 2021 DCP.
- Align with Cowra Council adopted Corporate Style Guide and focus on locally produced supporting graphics to entirely reflect the document's relevance to the local community.
- Remove the word 'Comprehensive' from the page headers and footers. This word was a carry-over from the 2014 document, which was the first comprehensive DCP in the shire. Simplifying the title from Comprehensive DCP to Development Control Plan makes the 2025 document easily identifiable to people searching online.
- Simplify where possible any Australian Standards references so they remain current.

An additional benefit to the timing of the review is that the Planning team have used the process to train, develop and build project management, GIS data mapping and graphic design skills completely in-house.

The overall design and formatting of the document has been retained. For the past five years, the Planning team has consistently received feedback from developers, agencies, consultants and planners regarding the format and style of the 2021 Development Control Plan as being clear, consistent and easy to understand.

Researching other local government DCPs as part of this review has echoed that for the most part, the Cowra DCP functions exceptionally well and only requires updating and adjustments. This review has reinforced the need to maintain the quality formatting presented in the 2021 document and concentrate on content updates.

The Role of a DCP

The NSW planning system is structured around three main types of planning documents including State Environmental Planning Policies (SEPPs), Local Environmental Plans (LEPs) and Development Control Plans (DCPs).

State Environmental Planning Policies (SEPPs) and Local Environmental Plans (LEPs) are statutory documents which contain controls that are legally binding. SEPP's and LEP's set planning aims and objectives for particular land-use zoning criteria, and prescribe the main development standards.

A DCP is a non-statutory document, the purpose of which is to provide guidance on development matters, similar to a 'best practice' approach. It aims to:

- Give less weight and significance to DCP provisions than to provisions contained in State Environmental Planning Policies and Local Environment Plans.

- Be flexible in applying DCP provisions and allow alternative solutions, particularly with regard to site specific constraints.

- Consider DCP provisions only in connection with the assessment of that Development Application. In other words, Council cannot have regard to how the provisions have been applied to previous developments or might be applied in the future (i.e. precedent), and

- Where an aspect of a development complies with a standard in the DCP, not impose more onerous standards with respect to that aspect of the development.

Plan Making Requirements

The plan making requirements for a Development Control Plan are set out in Part 3 of the Environmental Planning & Assessment Act, 1979 (the Act) and Part 2 of the Environmental Planning & Assessment Regulation, 2021 (the Regulation). A summary of the main plan making requirements, including a statement of how the draft DCP is consistent with that requirement, is included in the table below:

Plan Making Requirement	Statement of Consistency
Only one DCP can apply in respect of the same land.	Once the draft DCP has been publicly exhibited and adopted by Council, it will repeal the existing DCP and be the only DCP applying to land in the Cowra Shire.
DCP must be in the form of a written statement and may include maps, plans, diagrams, illustrations and other materials.	The draft DCP is structured around 16 separate chapters, with each chapter containing written controls that address a particular form of development (i.e. residential), or a development related issue (i.e. environmental hazards). Maps and diagrams have been utilised where appropriate, to support the written controls and aid interpretation.
DCP must describe the land to which it applies and must identify any LEP applying to the land.	The draft DCP applies to all land in the Cowra Shire and the relevant LEP is Cowra Local Environmental Plan 2012. This information has been prescribed in Part A of the draft DCP.
DCP must provide guidance on development matters including giving effect to the aims of the LEP, facilitating permissible development under the LEP and achieving the	The draft DCP provides guidance on a range of developments that are permissible under the LEP. The information has been structured around 16 different chapters, all of which have been drafted to ensure that the aims of the LEP and objectives of its zones can be met.

Plan Making Requirement	Statement of Consistency
objectives of land zones under the LEP.	
DCP must not be inconsistent or incompatible with provisions contained in the LEP.	The draft DCP has been written to ensure that the controls support those contained in LEP. There are no controls which are inconsistent or incompatible with relevant LEP provisions.
Council must publicly exhibit the draft DCP for a minimum of 28 days and give notice of the public exhibition on its website.	Subject to Council's endorsement, the draft DCP is intended to be placed on public exhibition for a period of 35 days, exclusive of public holidays. This is above the minimum requirement of 28 days, giving the community additional time to comment and provide feedback.
DCP may be adopted by Council following consideration of any submissions received as a result of public exhibition.	A report will be prepared for Council following public exhibition of the draft DCP including a review of all submissions received and recommendations for plan alterations (if any) prior to formal adoption. This will include the notice of its intentions to repeal the plan and the reasons for the repeal.

Changes in the 2025 review, by part

A summary of changes and justification for modifications have been provided; however, to assist in understanding the entirety of the review across all 16 parts, please refer to the table below:

Draft 2026 Development Control Plan - notable content changes list	
Part A – Plan Introduction	• A.2 - Land-use matrix removed to streamline and simplify. • Minor spelling errors, legislation updates, formatting, new photography • Glossary of planning terms added
Part B – Land Management	• Clarification B.1.4 regarding plan requirements for 0-2,500 m^2 • Minor spelling errors, legislation updates, formatting, new photography

Part C – Biodiversity Management	• Minor spelling errors, updates to legislation and government agency documents e.g. Central West and Orana Regional Plans 2041
Part D - Subdivision Development	• Street design, all sections - clarifying road hierarchy to maximum capacity of dwellings, from lot design. D2.6 shown as example in comparison document. Also applies D.3.4, D.5.4. • D.6.3 – Lot size for agricultural purposes linked to zone objectives. • D.7.5 – Street Design - road widths for industrial street design to correct an error in the 2021 document. Proposed road widths are consistent with the Kollas Drive Industrial Estate – nominated as the ideal road design for a new industrial estate. Verge and footpath label clarified. • D.8.1 – Strata and Community Title Subdivision - adjustment to delegation decision, clarify provision of Strata Scheme or Management Statement, and clarify the purpose of the neighbourhood or community lot. • D.9.1 - Bookmarking West Cowra Growth area changes for the near future. • Minor spelling errors, legislation updates, formatting, new photography
Part E – Urban and Village Development	• E.1.1 - Explicit inclusion of Section M.1.5.1 of Part M as applying to Part E.1 • E.1.11 – Rear setbacks expanded to suit different lot sizes. Consistent with proposed laneway controls. • E.2.1 - Medium density - Clarifying explicitly the inclusion of residential off-street parking calculations for medium density housing in Part M. • Review of applicability of Liveable Housing Design Standard. Removal of E.1.15 as they cannot be enforced • E.2.7 – Adjusting diagram to accurately show minimum street frontage • Throughout entire part - adjusting previous wording that referred only to new dwellings so that alterations and additions are included by default in any control

	• E.2.11.4 – Laneway setbacks and service controls - creation of new Laneway and secondary housing planning controls. Illustrative diagram included. • E.5.4 – clarification of attached and detached ancillary buildings, adjusted height controls from 4.5 metres to 4.8 metres to reflect bulk of requested shed heights in past ten years. Generally, it reflects taller caravans, etc. • E.5.6 - Fencing Controls – adjustment to allow for council delegation decision • E.5.7 Waste management – clarifying expectation if no council service is available. Amending control to prepare for Food Organics and Garden Organics (FOGO) kerbside collection service in 2030 – from 2 to 3 bins. • E.5.10 – servicing controls – clarifying stormwater engineering plans, clarifying time of headworks contribution for water and sewer connections
Part F – Rural Development	• F.1.3 – siting controls – adjusted to staff delegation wording (changing must to should) • F.1.8 – OSSM controls – adjusted to staff delegation wording (changing must to should) • F.1.8/9 – water supply controls – Minimum tank requirements adjusted to reflect differing dwelling sizes and to be consistent with proposed adjustments in R5 Large Lot. • Correction of minor spelling errors, legislation updates, formatting, new photography
Part G – Large Lot Development	• G.1.8 – Water Supply Controls. New on-site water storage controls for R5 East Cowra, to reflect different housing sizes and as per recommendations by the Cowra Housing Strategy 2025 regarding water servicing restrictions. Consistent with RU1 proposed changes. • G.3.4.2 – Ancillary buildings detached – adjusted height controls from 4.5 metres to 4.8 metres to reflect bulk of requested shed heights in past ten years. Generally, reflects taller caravans, etc. • Minor spelling errors, Table of Content errors, legislation updates, formatting, new photography

Part H – Commercial Development	• H.1.10, H2.9, H.3.9 – open Storage areas to waste management. Checked for Food Organics and Garden Organics (FOGO) bin implementation. • H.1.12, H.2.11 & H.3.11 – Signage – reference to Footpath Trading Permit. H.1.12 used as example in comparison document. • H.2.5 – Creation of new control guiding any new residential applications for the commercial areas of Redfern Street. This is as a result of the 2023 Employment Zone reform • General update across entire part to new zoning references due to the introduction of Employment Zones in 2023, updating to E3 Productivity Support and E1 Local Centre. • H.4 - Creation of entirely new section of objectives and controls for new Lynch Street commercial parcel (PP 2023 884). This has included maps and diagrams. • Correction of minor spelling errors, Table of Content errors, legislation updates, formatting, new photography
Part I – Industrial Development	• I.1.4 & I.1.4.2 Corrected setbacks errors on landscaping control diagrams • I.3.6 – creation of a new diagram reflecting Key Intersections • General update across entire part to new zoning references due to the introduction of Employment Zones in 2023, replaced to E3 Productivity Support. • Minor spelling errors, Table of Content errors, legislation updates, formatting, new photography
Part J – Cowra Regional Airport	• J.3.3 – Creation of new control guiding any new residential applications for the commercial areas of Cowra Airport. This is a result of the 2023 Employment zone reforms. • J.3.4 – Stormwater controls – simplifying control for applicant understanding • Correcting Map No 5 which was incorrect in the 2021 DCP • General update across entire part to new zoning references due to the introduction of Employment Zones in 2023, replacing to E3 Productivity Support. • Inclusion of Procedures for Air Navigation Services – Operations

	(PANS-OPS)
Part K – Land-use Buffers	• K.5 – Material Recycling Facility Buffer Zone. Adjustment of diagram to reflect buffer around entire lot boundaries. • Minor spelling errors, legislation updates, formatting, new photography
Part L – Advertising and Signage	• L.1.5 – general signage controls - addition of specific reference to Council's Footpath Trading Policy. • L.1.5 – general signage controls – addition of new control that advertising and signage should be reflective of the approved use on site. • Minor spelling errors, Table of Content errors, legislation updates, formatting, new photography
Part M – Parking, access and Mobility	• M.1.5. – off street parking calculations, residential land use types - refining residential parking off street calculations to encourage affordable housing/single households (in line with the Cowra Housing Strategy 2025) and to provide more parking for larger dwellings. • M.1.5.1 - residential land use types – inclusion of note to better guide what is a habitable room, which has impact on parking rates. • M.1.5 – non-residential land use types – control updated to specify guidance required by a traffic Assessment Report from a suitably qualified person • Entire part updated to more inclusive language i.e. not noun led, for example, to people with disabilities rather than disabled person. • M.1.5 – off street parking calculations - clarification of calculations and the effects of rounding up. • M.3.13 – car parking surfaces - adjustment to allow for council delegation decision • Correction of minor spelling errors, legislation updates, formatting, new photography
Part N – Landscaping	• Correction of minor spelling errors, legislation updates, formatting, new photography

Part O – Environmental Hazard Management	• Significant legislation and guideline referral updates throughout entire part • Maps 1, 2, 3 & 4 Flood Hazard Category Maps – updated diagrams/maps to show current Flood Hazard categories • Correction of minor spelling errors, Table of Content errors, formatting, new photography
Part P – CPTED Principles	• Minor spelling errors, legislation updates, formatting, new photography

As part of the review process, council are provided with a document comparing the changes and in line with the Notable Content Changes List referred to above.

Public Exhibition

Exhibition Timeframe

Subject to Council's endorsement, the draft DCP is intended to be placed on public exhibition in accordance with Clause 13 of the EPA Regulation 2021 and the Cowra Community Participation Plan (CCPP) 2024.

The Regulation requires public exhibition of the draft DCP for a minimum of 28 days, however a longer exhibition timeframe is at Council's discretion, to ensure that the community has adequate opportunity to review and comment on the draft DCP.

It is proposed to extend the minimum exhibition period by an additional week, taking it to a period of 35 days. Ideally, this will commence in mid/late January 2026.

Exhibition Documents

In addition to the draft DCP, the Regulation requires that Council must also place a copy of Cowra Local Environmental Plan 2012 on display as part of the public exhibition material. Public submissions will only be invited in relation to the draft DCP, not the LEP.

Exhibition Strategy

The following strategy will be used for public exhibition of the draft DCP, as per the 2024 CCPP:

- Exhibition documents to be made available for download on Council's website.
- Exhibition documents to be made available for viewing at the Council's Customer Service Centre, 116 Kendal Street, Cowra.
- Exhibition documents to be made available for viewing or loan from the Cowra Library, Darling Street, Cowra.

- Exhibition documents to be made available for viewing at the Woodstock Post Office and Gooloogong Handy Mart.

- A series of information sessions to be conducted by Council's planning staff throughout the exhibition period. These will be promoted and advertised in advance.

- Council's planning staff will be available for enquiries and information at a shop front in Kendal Street.

- A brochure will be mailed shire-wide to residents, promoting the review and explaining how interested people can access it or learn more.

Conclusion

The Draft Cowra Shire Council Development Control Plan 2026 represents the next chapter of an extensive review of the planning controls applying to the Cowra Shire.

Subject to Council's endorsement, the draft DCP is proposed to be placed on public exhibition for a period of 35 days, beginning in mid/late January, 2026.

An exhibition strategy has been developed to ensure the draft DCP documentation is widely available to the public throughout the exhibition period for feedback. This includes a number of information sessions to be conducted on various dates throughout the exhibition period. These will be promoted to encourage attendance.

Following the public exhibition of the draft DCP, a further report will be prepared for Council including a review of all submissions received and recommendations for plan alterations (if any) prior to formal adoption.

ATTACHMENTS

1. Draft Development Control Plan 2026 - Extract of pages amended or new ⇩
2. Development Control Plan 2021 - Extract of pages amended ⇩

Plan Introduction

PART A

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

COWRA COUNCIL
DEVELOPMENT
Control Plan
2026

A.1.2. Parts of this Plan

The Cowra Shire Council Development Control Plan 2025 (DCP) is comprised of 16 Parts. A list of these Parts is contained to the right of page.

Depending on the nature of a particular proposed development, one or more Parts of the DCP may contain relevant controls that need to be considered.

Applicants are encouraged to review all parts of the DCP for relevance to their application and contact Council direct for any further advice.

Part	Name of Part
A	Introduction to plan
B	Land Management
C	Biodiversity Management
D	Subdivision Code
E	Residential Development
F	Rural Development
G	Rural Residential Development
H	Commercial Development
I	Industrial Development
J	Cowra Regional Airport
K	Land-use Buffers
L	Advertising and Signage
M	Parking, Access and Mobility
N	Landscaping
O	Environmental Hazard Management
P	CPTED

Glossary

Acronym	Definition
AEP	Annual Exceedence Probability
AHD	Australian Height Datum
APZ	Asset Protection Zone.
ARI	Average Recurrence Interval
AS	Australian Standards
AS/NZS	Australian Standards / New Zealand Standards
BAM	Biodiversity Assessment Method
BC Act	Biodiversity Conservation Act 2016
BCA	Buiding Code of Australia
BDAR	Biodiversity Development Assessment Report
BFSA	Bushfire Safety Authority
BOS	Biodiversity Offset Scheme
CBD	Central Business District
CC	Construction Certificate
CPTED	Crime Prevention Through Environmental Design
DA	Development Application
DCP	Development Control Plan. The acronym DCP is given to mean the Cowra Development Control Plan 2026.
DDA	Commonwealth Disability Discrimination Act 1992
DIA	Disability Inclusion Act 2014
DIAP	Cowra Disability Action Plan
DP	Deposited Plan
DSP	Developer Servicing Plan
DPIE	Department of Planning, Infrastructure and the Environment
EPA	Environmental Protection Authority
EPA Act	Environmental Planning and Assessment Act 1979
ESCP	Erosion and Sediment Control Plan
FPA	Flood Planning Area
FPRM	Flood Plain Risk Management Plan
FPL	Flood Planning Level
GFA	Gross Floor Area
LEP	Local Environmental Plan. In the context of the Cowra DCP, the acronym LEP is given to mean the Cowra Local Environmental Plan 2012.
LGA	Local Government Area
LLS Act	Local Land Services Act 2013
LSZ	Minimum Lot Size Map Series
MLS	Minimum Lot Size
NatHERS	National Housing Energy Ratin Scheme
NDB	Non-Direction Beacon
NSW	New South Wales
OLS	Obstacle Limitation Surface
PBP	Planning for Bushfire Protection
RFS	NSW Rural Fire Service
POS	Private Open Space

Acronym	Definition
PSA	Public Safety Area
PSZ	Public Safety Zone
REF	Review of Environmental Factors
RL	Reduced Level
SC	Subdivision Certificate
SEE	Statement of Environmental Effects
SEPP	State Environmental Planning Policy
SFPP	Special Fire Protection Purpose
STP	Sewage Treatment Plant
SWMP	Soil and Water Management Plan (SWMP)
URA	Urban Release Area
VPA	Voluntary Planning Agreement
WSUD	Water Sensitive Urban Design

Land Management

PART B

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

COWRA COUNCIL
DEVELOPMENT
Control Plan
2026

B.1.4. Plan requirements

The minimum standard of erosion prevention and sediment control planning required for a development is categorised by the total area of soil surface that will be disturbed. This includes areas of cut and fill, vegetation removal, driveways and access ways.

The following table provides guidance to developers on the type of plan required to be submitted to Council depending on the nature of the development.

The use of qualified engineers and environmental professionals to prepare the ESCP is recommended by Council for large projects and difficult sites. This can assist to reduce the time necessary to assess applications.

Disturbed area (m2)	Minimum requirements	Details
0 - 250m2	No Plan required	N/A
250 – 2,500m2	Erosion and Sediment Control Plan (ESCP)	Graphic plan to scale of at least 1:200 that identifies erosion prevention and sediment control measures required for the site.
> 2,500m2	Soil and Water Management Plan (SWMP)	Prepared in accordance with the publication, The 'Blue Book' (Managing Urban Stormwater Soils and Construction) – by Landcom, Fourth Edition (2004).

Subdivision Development

PART D

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

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DEVELOPMENT
Control Plan
2026

D.2.6. Street Design

The following controls apply to greenfield residential subdivision:

a. The street network should be designed in accordance with table shown below and constructed in accordance with Cowra Shire Council Engineering Standards.

b. The street design should consider the whole street, including footpaths, from property line to property line and the interface with the adjacent use.

c. The street design should improve road safety for all users, including drivers, pedestrians, and cyclists.

d. The street design should accommodate all necessary utility services and drainage systems.

e. The horizontal and vertical alignments and cross fall of the street design should reflect the physical land characteristics and satisfy safety and speed criteria.

Road type	Road reserve	Footpath & verge	Traffic Lanes	Parking Lane	Max. No. dwellings/lots served
Arterial / Sub Arterial	30m	2 x 4.5m	4 x 3.7m	2 x 3.1m	>200
Collector	22m	2 x 4.5m	2 x 3.5m	2 x 3.0m	<200
Access Street	20m	2 x 4.5m	2 x 3.0m	2 x 2.5m	<50
Access Place	18m	2 x 4.5m	1 x 4.0m	2 x 2.5m	>15
Access Place	15m	2 x 4.5m	1 x 3.5m	1 x 2.5m	< 15

Max. No. is the maximum capacity of dwellings of the total lot area as proposed, based on one dwelling per 300 sq m, where a new road is proposed within a subdivision. Total lot area includes all proposed residential lots and does not include land reserved for road purposes or land set aside for for public or drainage reserves. Any proposed difference to the Maximum Capacity calculation must be outlined in a Traffic and Parking Impact Assessment Report submitted together with the Development Application.

The street design information in the above table has been illustrated in the diagrams on Pages 14 and 15.

D.7.5. Street Design

The following controls apply to industrial subdivision involving the opening of new public roads:

a. The street network should be designed in accordance with table shown to the right and constructed in accordance with Cowra Shire Council Engineering Standards.

b. The street design should facilitate the safe movement of road users.

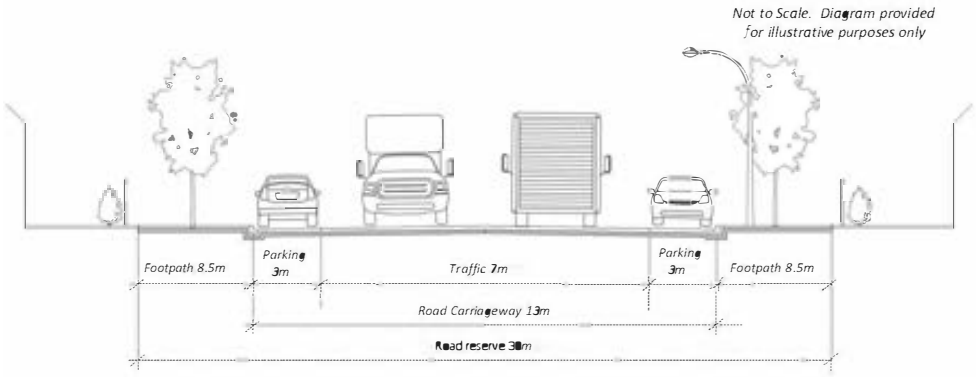
c. The street design should accommodate all necessary utility services and drainage systems.

d. The horizontal and vertical alignments and cross fall of the street design should reflect the physical land characteristics and satisfy safety and speed criteria.

e. The street design should incorporate traffic calming devices where necessary to achieve a satisfactory road and traffic environment.

f. Industrial subdivisions should be designed with a simply layout that provides a clear hierarchy of roads. Roads which may attract unrelated fast moving traffic from nearby congested routes should be avoided.

Road type	Road reserve	Footpath & verge	Traffic Lanes	Parking Lane	Median
All new industrial roads	30m	2 x 8.5m	2 x 3.5m	2 x 3m	N/A



Street Design - Industrial

D.6.3. Lot Size

Cowra Local Environmental Plan 2012 (LEP) sets minimum lot size controls for the subdivision of land in the RU1 Primary Production and RU4 Primary Production Small Lots zones. Applicants are advised to consult the Minimum Lot Size Map Series (LSZ) in the LEP to determine the minimum lot size that will apply to a specific subdivision proposal.

Additional minimum lot size controls are also contained in Part 4 of the Local Environmental Plan – Principal Development Standards.

For ease of reference, the minimum lot size (MLS) controls in Cowra Local Environmental Plan 2012 for land in the RU1 Primary Production and RU4 Primary Production Small Lots zones have been summarised in the table shown to the right.

Location	Pre-requisite	Minimum Lot Size
RU1 Primary Production and Ru4 Primary Production Small Lots	Agricultural purposes only, subject to compliance with zone objectives	Any area
	Agricultural & (Future) Ancillary Dwelling	100ha
	Agricultural & Existing Dwelling	100ha

D.8.1. Strata and community title subdivision

Subdivisions carried out by strata or community title differ from conventional subdivisions in respect to the creation of neighbourhood or community property that is jointly owned by the owners of other lots. The neighbourhood or community property may include access ways, services, shared recreational facilities, or other facilities. For this reason, proposals for strata and community title subdivision should be discussed with Council's planning staff early in the design process.

Strata and community title subdivisions are generally more appropriate for development types and scenarios found in urban areas. Examples of development types commonly subdivided under strata or community title include townhouses and other medium density housing, industrial units and shops with outside areas such as gardens, driveway and car parking spaces usually being part of the common property lots.

The following controls apply to strata and community title subdivisions:

a. Each strata or community title subdivision should:

   i. Be provided with a separate and distinct connection to Council's reticulated water and sewerage supply system and other essential services. Community or neighbourhood lots may be excepted in appropriate circumstances.

   ii. Be provided with physical and legal access to the public road system.

b. A copy of the Strata Scheme or Management Statement will be required prior to the issue of the Subdivision Certificate

c. Council will not consent to a strata or community title subdivision of land which will result in an existing building contravening the provisions of the Building Code of Australia.

d. Lot 1 (the common property area) of a community title subdivision should be for a necessary and functional purpose to service the subdivision.

D.9.1. West Cowra Growth Area

The Cowra Housing Strategy 2025 is a long-term strategy that provides the opportunity to lay down foundations for change to inform growth in the housing sector.

It features Planning Priorities and associated Actions to shape changes to planning policy, inform future planning proposals and guide housing development in line with the vision for the future.

As part of Planning Priority 6 - Supply and Infrastructure, Action 6.10 outlines the need to prepare a DCP amendment to guide lot design, density and infrastructure provisioning in accordance with the West Cowra R5 Zone Concept Development Masterplan, referred to in the Cowra Housing Strategy 2025.

Once Council has completed the design, costing, resourcing and augmentation of a sewerage supply system to service the existing and planned wider West Cowra area, Council will insert planning controls associated with Action 6.10 of the Cowra Housing Strategy 2025 into this bookmarked chapter of the Cowra Development Control Plan 2025.

Urban + Village Development

PART E

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

COWRA COUNCIL
DEVELOPMENT
Control Plan
2026

E.1.1. Application of Part

Part E.1 applies to new dwellings, or alterations or additions to existing dwellings in any of the following zones under Cowra Local Environmental Plan 2012:

- R1 General Residential.
- RU5 Village.
- E1 Local Centre.
- E3 Productivity Support.
- R2 Low Density Development

For the purposes of this part, a reference to a 'dwelling' is also a reference to 'alterations and additions' to an existing dwelling.

The controls contained in Section M.1.5.1 of Part M.1 will also apply to development controlled by Part E.1.

E.1.2. Objectives

The objectives for dwellings are:

a. To ensure that new dwellings are designed to be compatible with the positive characteristics of the existing streetscape.

b. To ensure that bulk, scale & height does not have an unacceptable impact on the streetscape and the character of the locality.

c. To ensure that dwellings have setbacks that achieve consistent building alignments along the streetscape as well as adequate separation from adjoining buildings.

d. To ensure that new dwellings are designed to maximise visual and acoustic privacy and general amenity for occupants and neighbours.

e. To encourage landscaping that complements the design of new development and clearly defines the boundaries between public and private land.

f. To ensure that garages and other ancillary buildings, structures and areas are integrated into the design of dwellings, and do not dominate the streetscape.

g. To encourage passive solar design in all new dwellings and maximise sunlight and daylight access.

h. To ensure that all dwellings are provided with an area for private outdoor recreation and relaxation.

i. To ensure that dwellings are provided with appropriate vehicle access.

j. To ensure that dwellings are connected to reticulated water and sewerage services where these are available.

k. To ensure that on-site sewage management systems are installed, operated and maintained in an appropriate and sustainable manner, where reticulated sewerage is not available.

E.1.11. Rear Setbacks

Rear setbacks are important for achieving open space to the rear of the lot for private recreation and relaxation. Rear setbacks allow separation distances between neighbouring dwellings to ensure visual and acoustic privacy. Rear setbacks are measured from the rear boundary to the outside edge of any articulation to the buildings elevation.

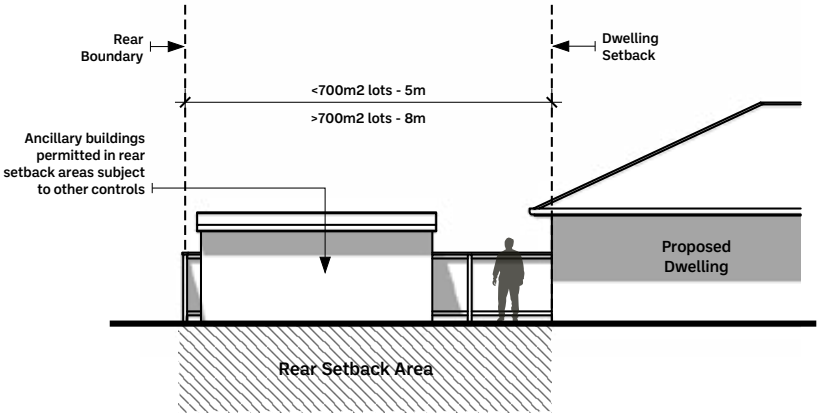
The following controls apply:

a. All dwellings on a lot having an area 450m2 or less should be setback a minimum 3 metres from the rear boundary.

b. All dwellings on a lot having an area of 700m2 or less should be setback a minimum 5 metres from the rear boundary.

c. All dwellings on a lot having an area of more than 700m2 should be setback a minimum 8 metres from the rear boundary.

d. Minimum rear setbacks for corner lots and irregular shaped lots may be assessed on merit.



E.2.1. Application of Section

Part E.2 applies to medium density housing developments in the following zones under Cowra Local Environmental Plan 2012:

a. R1 General Residential.

b. RU5 Village.

c. E1 Local Centre.

d. E3 Productivity Support (Note – Some forms of medium density housing are prohibited in the E3 zone under Cowra LEP 2012).

For the purposes of this Part, there are number of different housing types which fall within the definition of medium density housing including:

a. Secondary dwelling.

b. Dual occupancy.

c. Semi-detached dwelling.

d. Attached dwelling.

e. Multi-dwelling housing.

f. Residential flat building.

These housing types are defined and illustrated in the following pages.

Note: The controls contained in Part E.2 and Section M.1.5.1 of Part M.1 will also apply to development that would be defined as medium density housing if it were not for any subdivision proposed as part of the development.

E.2.7. Site Area and Frontage Controls

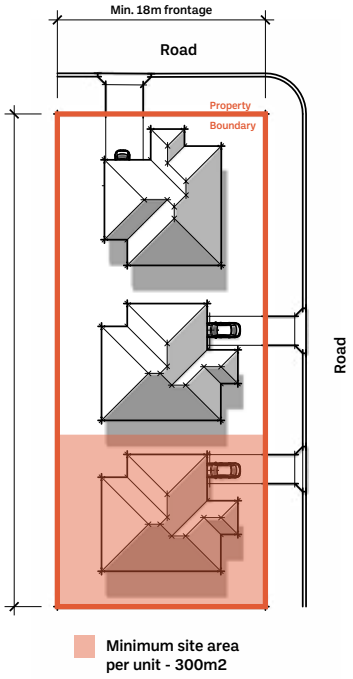
Site area refers to the total area of an allotment. Frontage refers to the total length of that part of the allotment that is adjacent to the main street/road. Site area and frontage controls ensure that medium density residential development can achieve a coherent and practical site layout.

a. A minimum average site area of 300m2 per dwelling unit is required for secondary dwellings, dual occupancies, semi-detached dwellings, attached dwellings and multi-dwelling housing. The minimum site area is calculated by dividing the total area of the development site by the number of proposed dwelling units.

b. A minimum site frontage of 18 metres is required for dual occupancies, semi-detached dwellings, attached dwellings and multi-dwelling housing, except for development on allotments with a curvilinear street frontage which can have a minimum site frontage of 17 metres at the front building line.

Note: The site area controls are minimum only. Depending on the characteristics of the site and the design of the development, a larger site area per dwelling unit may be required in order to comply with all of the controls in Section E.2.

The following diagram illustrates the site area and frontage controls.



E.2.11.4. Laneway setbacks and service controls

To ensure medium density housing developments adjoining laneways have acceptable standards of access and services and do not impact on privacy and overshadowing of adjoining properties.

The following controls apply:

a. The site layout and building design facilitates safe and practical pedestrian access from any laneway dwelling to the primary street servicing the parent property.

b. The pedestrian path to the primary street should have a minimum width of 1.5m. Where a subdivision is proposed, the pedestrian path is to be protected by suitable easement (benefiting the lot with the laneway dwelling) unless incorporated within the property boundaries of the laneway lot.

c. The laneway dwelling must achieve a minimum setback of 3m from the boundary to the site that is shared with the laneway.

d. The site layout and building design facilitates safe and practical on-site parking for residents and visitors (at rates that meet with Part M of the DCP). Parking within the laneway environment (carriageway or reserve) is not permitted.

e. Where fencing is proposed along the boundary of the site that is shared with the laneway, the design incorporates suitable splays (at minimum 45 degrees) and height treatments to accommodate vehicle turning and safe sight distance at access locations.

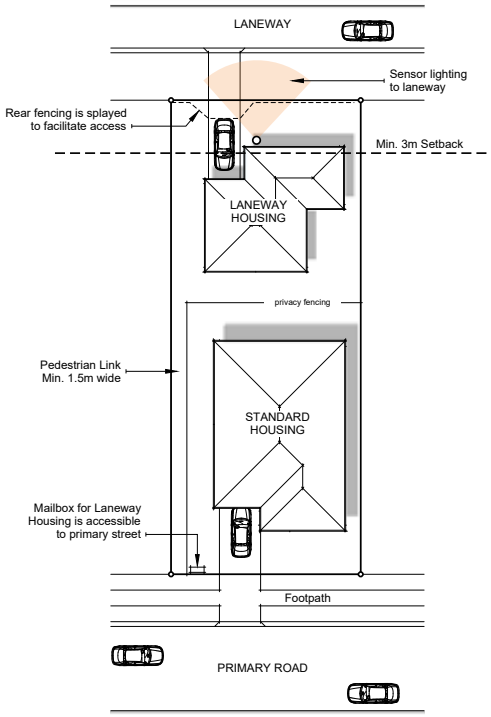
f. The chosen orientation of the primary elevation of any laneway dwelling is flexible, provided the site layout and building design addresses the following planning principles:

   i. Adequate provision is made for private open space to all dwellings on the land.

   ii. The dwelling design provides for adequate passive surveilance of the laneway environment

   iii. Sensor lighting, with a manual override switch, should be installed at all garages and door entries that interface with the laneway.

g. The site layout demonstrates that adequate provision will be made for mail and garbage bin collection from the primary street servicing the development. The location of mailboxes and bin standing areas should be detailed on the site plan. If subdivision is proposed, the laneway dwelling mailbox must be located within the easement benefitting the lot with the laneway dwelling.



E.5.4. Ancillary buildings - detached

Examples of the most common types of ancillary buildings that are generally detached to the main dwelling include carports, pergolas / patios, garages, outbuildings, studios.

E.5.4.1. Setback Controls

a. The setback of a new building must not be less than what is required in accordance with the Building Code of Australia.

b. New buildings should not be erected between the front property boundary and the front building line.

c. Notwithstanding control (b), Council may consider the erection of an ancillary building (detached) that is within the front setback area, provided:

   i. The structure does not encroach any property boundary.

   ii. The structure is not enclosed.

   iii. The structure does not have a height that exceeds 2.7m or the gutter level of the existing dwelling, whichever is the lesser.

   iv. It can be demonstrated that the design will not significantly impact on the streetscape.

   v. There are no objections received from immediately adjoining or adjacent landowners.

   vi. Where the building is a carport, it can be demonstrated that there are no other practical alternatives for the placement of the building behind the building line, and a new driveway is not required for access.

   vii. The structure is not wider than 6m or 50% of the total width of the existing dwelling frontage, whichever is the lesser.

d. New buildings should be accessed from the same driveway servicing the property, where one already exists.

e. Where the building is proposed to be constructed on a corner lot, the following additional controls apply:

   i. The setback to the boundary adjoining the primary street frontage should be the same setback that will result from compliance with controls (b) or (c).

   ii. The setback to the boundary adjoining the secondary street frontage is always at least 4.5m, or behind the existing building line, whichever is the lesser.

E.5.4.2. Building Appearance

a. New buildings should be designed to be consistent with or compliment the appearance of the existing dwelling. Factory pre-coloured / or new building materials should be used unless it can demonstrated that other finishes / materials would create a more positive contribution to the streetscape or surrounding environment.

b. The scale of new ancillary buildings should be consistent with the dwelling and should not be more than 4.8 metres high, measured from natural ground level to the peak of the structure.

E.5.6. Fencing Controls

The design of fences has an impact on the real and perceived safety and security of residents as well as on the amenity of the public domain and streetscape character. The visual impact, scale and design of fences all need to be carefully considered. The provisions of the Dividing Fences Act, 1991, must be considered when erecting a fence. This Act is not administered by Council. The provisions of this Act regulate the construction and repair of dividing fences between properties including procedures for the apportionment of costs between owners.

The following controls apply to new fences:

E.5.6.1. Front Fences

a. Front and side return fences should:

   i. Not be higher than 1.2 metres.

   ii. Not be higher than 0.9 metres if it is a solid design.

   iii. Not be constructed of colourbond, if it is a front fence.

   iv. Reflect the design and character of the dwelling and other buildings along the street.

b. Front fences higher than 1.2 metres will be considered but only where:

   i. The fence will not be higher than the average front fence height prevailing along the streetscape; and

   ii. The fence will be constructed with a combination of solid and open elements having a minimum aperture of 0.25m. Solid fences higher than 1.2 metres are not permitted.

   iii. The fence will reflect the design and character of the dwelling and other buildings along the street.

   iv. The fence will not impede sight distances for traffic on public roads.

E.5.6.2. Side and Rear Fences

a. Side and rear fences (behind the building line) should be a maximum height of 1.8 metres above ground level. If the fence is on a sloping site and stepped to accommodate the fall in land, it should not be higher than 2.1 metres above existing ground level at each step.

b. Powder coated metal (Colorbond) fences are not preferred on street frontages of corner allotments, forward of the building line.

c. All fencing should be constructed of new materials of the same colour, especially those fences that are visible from a public road.

E.5.7. Waste Management Controls

It is important to consider the design and siting of garbage storage areas, particularly for medium density housing to ensure that these areas are both accessible to residents and waste collection vehicles and do not result in adverse odour or visual impacts both within and external to the development.

E.5.7.1. Single Dwellings

a. Each dwelling should provide suitable bin storage area to accommodate 3 x 240 litre mobile garbage bins per dwelling.

b. The location of the on-site bin storage areas should be located so as not to impact negatively on the visual amenity of the area and should preferably be located in the rear yard of the premises. The area should also be designed to minimise impacts on neighbours, particularly from odour and vermin.

c. Each dwelling and its environs are to be designed to allow the easy collection of garbage and recycling bins from a suitable kerbside point.

E.5.7.2. Medium Density Housing

a. Where possible, each dwelling should be provided with sufficient on-site space to store Council's garbage and recycling bins within the confines of their own private open space. Where this is not possible, suitable bin storage area is to be provided to accommodate 3 x 240 litre mobile garbage bins per dwelling. Special consideration must be given to:

   i. The area's visual amenity.

   ii. Potential impacts on neighbours, both within and external to the development site.

   iii. The provision of adequate services for cleaning and draining the area.

   iv. The accessibility of the bin storage area to each dwelling and the point where waste collection will occur. If the waste collection vehicle cannot access the bins, they will not be collected.

   v. It may be necessary to provide evidence that a private contractor can be engaged to service the development, if bins cannot be collected by a public waste collection vehicle from a suitable kerbside point.

E.5.10. Servicing Controls

All new residential dwellings are expected to be serviced to a minimum level. The provision of essential services allows residential development to function properly within an urban environment and helps to ensure that neighbouring property owners are not adversely impact by new residential buildings and associated activities.

E.5.10.1. Energy + Telecommunication Services

a. All dwellings must be provided with an adequate energy supply that meets with the requirements of BASIX, and / or the relevant service provider.

b. All dwellings must be provided with an adequate telecommunications supply that meets with the requirements of the relevant service provider.

c. Underground energy and telecommunications services should be provided where ever possible.

E.5.10.2. Stormwater

a. All roofed, paved and other hardstand surface areas must be drained to the Council's street drainage system, piped drainage system, or other approved drainage system to the satisfaction of Council.

b. All stormwater drainage lines should be gravity fed to a legal point of discharge. Pump-out stormwater drainage systems are not permitted as the sole method for stormwater disposal in medium density housing developments.

c. Concept stormwater plans at a minimum shall accompany applications for medium density housing developments, unless requested to demonstrate further detail. The stormwater drainage design should ensure that post-development peak flows match pre-development peak flows.

d. All stormwater from the development site must be properly managed and not permitted to flow onto adjoining land.

Rural Development

PART F

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

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F.1.3. Siting Controls

One of the most important decisions that will need to be made when constructing a new rural dwelling is where it will be located (or sited) on the property. This decision should be made having regard to the constraints and opportunities of the land, the immediate locality and the wider environment. If dwellings are sited appropriately, there is less risk of creating land-use conflict or impacting on the environment or rural amenity.

The following controls apply to rural dwellings:

a. Rural dwellings should be sited so as to protect and promote opportunities for agricultural activities to be carried out on the land, and on adjoining land.

b. Rural dwellings should be sited in a manner that minimises land degradation, alteration of natural drainage patterns, pollution of groundwater, and the spread of noxious plants and animals.

c. Rural dwellings should be sited, where possible, away from visually prominent areas. Where this is not possible, the dwelling should be designed to blend into the rural landscape.

d. Rural dwellings should be sited so as to conserve or enhance any significant environmental features of the land, such as natural forms, remnant vegetation, wetlands, natural watercourses and drainage lines.

e. Rural dwellings should be sited a minimum distance of 40 metres from any creek, river, intermittent drainage line or any other water body, and or outside of areas that are prone to flooding.

f. Rural dwellings should be sited within a designated building envelope, where these are shown on the Deposited Plan (survey diagram) that relates to the Land Title.

g. The dwelling should be located outside of any areas that are prone to flooding from rivers, creeks, intermittent drainage lines and other water bodies.

F.1.9. Water Supply Controls

Water plays a key role for rural properties. It is required for many purposes, including irrigation fire fighting and for stock and domestic purposes. Securing a sustainable water supply can be a difficult task, particularly during pro-longed periods of dry weather. The following controls are designed to ensure that rural dwellings are provided with adequate facilities for the storage of rainwater for domestic and fire fighting purposes.

The following controls apply to rural dwellings:

a. New rural dwellings that cannot be connected to a reticulated water supply should be supplied with a minimum 90,000 (up to 3 bedroom dwelling) or 120,000 litre (4 -plus bedrooms dwelling) tanked water storage, or an amount required in accordance with the BASIX, whichever is the greater

b. In addition to control (a), a minimum 10,000 litre tanked water storage, or an amount required in accordance with the NSW Rural Fire Service document 'Planning for Bushfire Protection', whichever is the greater, should be dedicated for fire fighting purposes.

c. The following provisions apply to all water storage supplies for fire fighting purposes:

    i. Any on-site stored water supply should be easily identifiable from the street frontage with appropriate signage directing fire fighters towards the side of the asset where the supply is located.

    ii. A suitable connection for fire fighting purposes should be made available. A 65mm Storz outlet with a gate or Ball valve is to be provided.

    iii. Gate or Ball valve and pipes should be adequate for water flow and should be metal rather than plastic.

    iv. Underground tanks should have an access hole of 200mm to allow tankers to refill direct from the tank. A hardened ground surface for truck access should be supplied within 4 metres of the access hole.

    v. Above ground tanks should be manufactured of concrete or metal and raised tanks should have their stands protected.

    vi. Plastic tanks are permitted, but only where appropriate protection measures for the tank are to be put in place.

    vii. Tanks on the hazard side of a building should have all above ground water pipes external to the building made of metal including and up to any taps. Pumps should be shielded.

    viii. Bores and creeks should not be used as a substitute for a dedicated static water supply.

Note: Where a water source contrary to the provisions above is proposed to be used, the application must be accompanied by a letter from the NSW Rural Fire Service that supports the alternative water source for fire fighting purposes.

Large Lot Development

PART G

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

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G.1.8. Water Supply Controls

Securing a reliable water supply is important for rural residential properties. A reticulated water supply is available to most rural residential zoned areas in the Cowra Shire, and Council has plans in place to progressively augment a supply to those areas where a reticulated supply is currently not available. The following controls are designed to ensure that rural dwellings are provided with reliable water supply.

The following controls apply to new dwellings:

a. Notwithstanding control (b), all new dwellings proposed to be constructed on land zoned R5 Large Lot Residential must be connected to a reticulated water supply.

   Note 1: Applicants will be responsible for meeting all costs associated with any necessary mains extensions and / or new water connections.

   Note 2: Headworks Contributions may apply in accordance with the Cowra Shire Council Developer Servicing Plan (DSP).

   Note 3: In relation to the R5 Zone at Woodstock, Headworks Contributions may apply in accordance with the Cowra Shire Council Developer Servicing Plan (DSP) and also Central Tablelands Water Developer Servicing Plan (DSP).

b. Reticulated water supply is being progressively augmented to land in the R5 Large Lot Residential zone east of the Cowra Township. In this zone, the following controls apply:

   i. All new rural residential dwellings must be connected to the reticulated water supply scheme where a supply is immediately available to be connected (i.e. no extension of the main necessary).

   ii. All other land within the R5 Large Lot Residential zone may be connected to the reticulated water supply scheme subject to the extension of any mains.

   iii. Applicants are to meet all costs associated with individual connections, mains extensions and any applicable Headworks Contributions in accordance with the Cowra Shire Council Developer Servicing Plan (DSP) for Water.

   iv. All construction works associated with new water connections / mains extensions will be required to be carried out in accordance with Cowra Shire Council engineering standards.

   v. New dwellings that cannot be connected to a reticulated water supply must be supplied with a minimum 90,000 litre (up to 3 bedroom dwelling) or 120,000 litre (4 -plus bedrooms dwelling) tanked water storage, or an amount required in accordance with the BASIX, whichever is the greater.

G.3.4. Ancillary buildings - detached

Examples of the most common types of ancillary buildings that are generally detached to the main dwelling include carports, pergolas / patios, garages, outbuildings, studios and sheds.

G.3.4.1. Setback Controls

a. The setback of a new building must not be less than what is required in accordance with the Building Code of Australia.

b. New buildings are not erected between the front property boundary and the front building line of the existing (or approved) dwelling.

c. Notwithstanding control (b), Council may consider the erection of an ancillary building (detached) that is within the front setback area, provided:

   i. The structure does not encroach any property boundary.

   ii. The structure does not have a height that exceeds 2.7m or the gutter level of the existing dwelling, whichever is the lesser.

   iii. It can be demonstrated that the design will not significantly impact on the streetscape.

   iv. There are no objections received from immediately adjoining or adjacent landowners.

   v. Where the building is a carport, it can be demonstrated that there are no other practical alternatives for the placement of the building behind the building line, and a new driveway is not required for access.

   vi. The structure is not wider than 6m or 50% of the total width of the existing dwelling frontage, whichever is the lesser.

d. New buildings should be accessed from the same driveway servicing the property, where one already exists.

e. Where the building is proposed to be constructed on a corner lot, the following additional controls apply:

   i. The setback to the boundary adjoining the primary street frontage is the same setback that will result from compliance with controls (b) or (c).

   ii. The setback to the boundary adjoining the secondary street frontage is always 4.5m, or behind the existing building line, whichever is the lesser.

G.3.4.2 Building Appearance

a. New buildings should be designed to be consistent with or compliment the appearance of the existing dwelling. Factory pre-coloured / or new building materials should be used unless it can demonstrated that other finishes / materials would create a more positive contribution to the streetscape or surrounding environment.

b. The scale of new ancillary buildings should be consistent with the dwelling and should not be more than 4.8 metres high, measured from natural ground level to the peak of the structure.

H.1.11. Servicing Controls

All new commercial development is expected to be serviced to a minimum level. The provision of essential services allows commercial development to function properly.

a. New commercial developments must be connected to Council's reticulated water and sewerage supply system.

b. The design and layout of commercial developments must provide space and facilities to enable efficient and cost-effective provision of reticulated services.

c. Any upgrades to public infrastructure including water, sewer, electricity, natural gas, roads and stormwater, necessary to service the proposed development must be carried out by the applicant and at no cost to service providers.

d. Commercial activities that generate and discharge liquid trade waste to the reticulated sewerage system must obtain the relevant Liquid Trade Waste approval from Council. The business activity must comply at all times with the requirements of the Liquid Trade Waste Regulation Guidelines and any conditions of the Liquid Trade Waste Approval.

H.1.12. Signage

Developments proposing signage must comply with the controls contained in Part L of this Development Control Plan – Advertising and Signage. Any signage for the footpath must have a Footpath Trading Permit.

H.1.13.Landscaping

New commercial developments must comply with the controls contained in Part N of this Development Control Plan – Landscaping.

H.1.14. Soil Erosion and Sediment Control

New commercial developments involving construction work must comply with the controls contained in Part Q of this Development Control Plan – Soil Erosion & Sediment Control.

H.1.15. Parking, Access and Mobility

New development must comply where required with the controls contained within Part M of this Development Control Plan – Parking, Access & Mobility.

H.2.5. Building Design Controls

High quality building design is important to create attractive and functional commercial environments for all users. The application of the following controls will lead to the growth and development of a new standard of commercial buildings in the E3 Productivity Support Zone.

General

a. The continuity of retail, business premises and shop fronts is to be maintained.

b. New development should promote an enhanced pedestrian environment through attractive facades and frontage treatments that open up onto the street.

c. Passive surveillance of all public places is to be promoted by ensuring appropriate orientation of buildings.

d. New commercial buildings should be designed so that all external infrastructure / services (including air conditioning units, plant rooms, ducting etc) can be screened from view from a public place or road (as much as is practically possible).

e. Any proposed accommodation/residential use must be ancillary to commercial-related facilities, as per the objectives of Cowra Local Environmental Plan 2012-E3 Productivity Support Zone.

Articulation

f. Building elevations / facades (especially for larger buildings) should reduce bulk and scale and provide visual interest through the use of variations in:

   i. Facade treatments

   ii. Roof lines.

   iii. Openings, recesses and windows.

   iv. Building materials and colours.

g. Large expansive blank walls are not permitted unless abutting a building wall (with no openings) on adjoining allotment.

Street frontages

h. Development at the ground level adjacent to streets must avoid large blank walls, have clearly defined entrances, incorporate windows for visibility in and out of any business, and promote pedestrian activity.

i. Commercial or retail development on corner sites with limited setbacks must incorporate splays, curves, building entries and other architectural elements to reinforce the corner as a landmark feature of the street.

Colours and Materials

j. Corporate colours and logos should, where possible, be incorporated into the overall colour scheme and not be the dominant feature.

k. External materials (particularly metal clad roofs and walls) must have low reflectivity if they are visible from a public road, public place or neighbouring residential property and there is a reasonable probability of glare affecting driver safety, residential amenity, or the building being too visually intrusive.

l. Colour schemes selected for buildings shall be sympathetic to surrounding buildings and should be designed to blend with the streetscape in order to strengthen urban design and streetscape appearance.

COWRA COUNCIL 2026 DEVELOPMENT Control Plan

Lynch Street commercial area

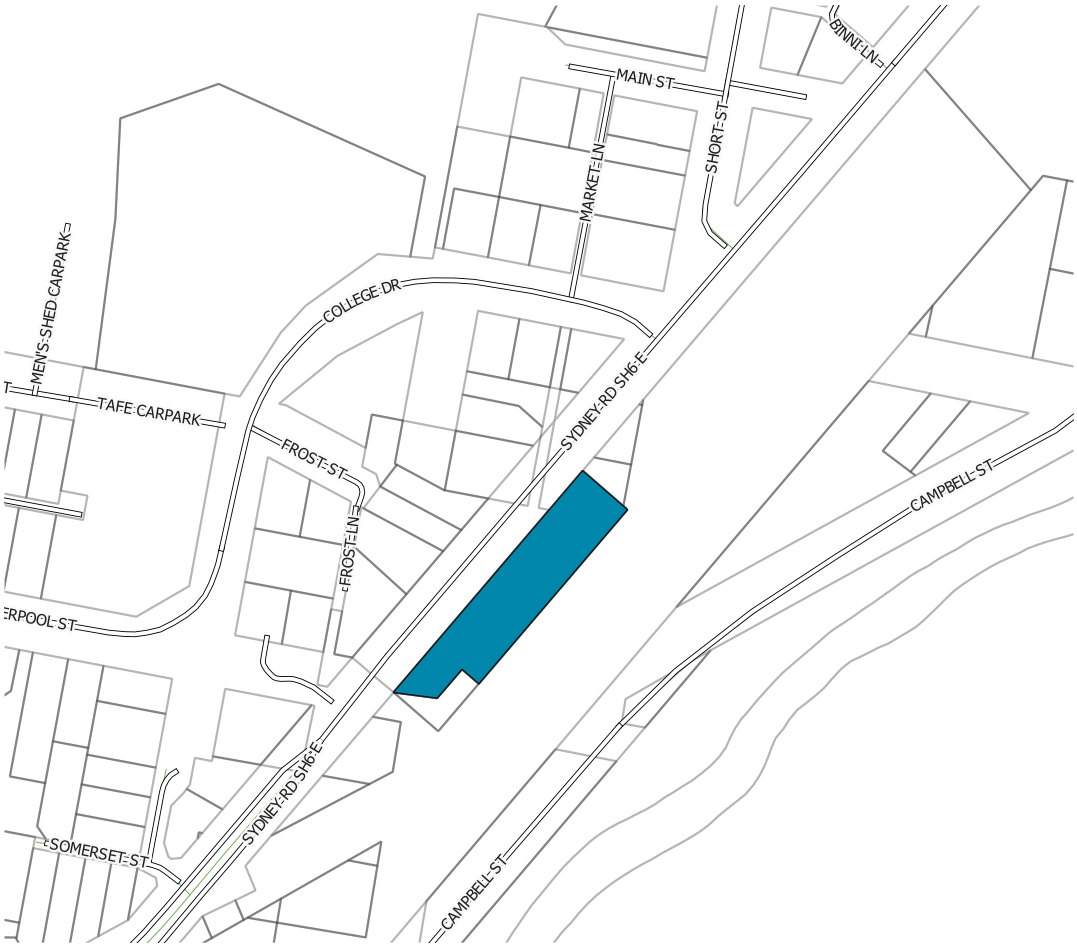
PART H.4

This Part provides the standards and controls for new development in the Lynch Street commercial area, being land to which the E3 Productivity Support zone applies.

H.4.1.	Application of Section	29
H.4.2.	Objectives	30
H.4.3.	Specific Controls	31
H.4.4.	Building Height & Location Controls	32

H.4.1. Application of this part

Part H.4 applies to any commercial development that is permissible within the E3 Productivity Support Zone of Cowra Local Environmental Plan 2012 in Lynch Street, Cowra. This area is shown in the map below:



H.4.2. Objectives

The objectives for commercial development in the Lynch Street Cowra E3 Productivity Support area are:

a. To promote functional commercial and business development that makes a positive contribution to the streetscape and visual amenity of the surrounding area.

b. To promote a high standard of design, materials and construction.

c. To ensure appropriate conservation and ongoing management of a State Heritage Precinct and Cowra LEP 2012 Heritage Item.

d. To minimise the visual impact of larger buildings fronting public spaces or the nearby State heritage listed Cowra Railway Station and Yard Group.

e. To ensure new development does not obscure important public vantage points to the water tank and signal box that are part of the State heritage listed Cowra Railway Station and Yard Group.

f. To ensure that building height is consistent with the scale appropriate to the location of the land.

g. To avoid unsightly or visually intrusive development

h. To reinforce strong definition of streets and public spaces.

i. To encourage the creation of commercial environments that meet the principles of Crime Prevention Through Environmental Design.

H.4.3. Specific Controls

The controls contained in Part H.2 of this DCP also apply to land within the Lynch Street E3 Productivity Support Zone.

The following controls are additional to the requirements of Part H.2 and prevail in the event of an inconsistency.

Site Planning

a. New buildings and structures must be located wholly within Area Northeast of setback (refer Diagram 1).

b. Low-scale, ancillary and / or passive site uses (such as open-air onsite car parking, loading, vehicle and / or pedestrian circulation, driveways, landscaping and fencing) are permitted within Area B (refer Diagram 1).

c. The location of new buildings and structures must retain existing sight lines from Vantage Point # 1 (on Lynch Street) to the water tank and signal box forming part of the State heritage listing for the Cowra Railway Station and Yard Group.

Building Design

d. The design of new buildings and structures must not visually dominate the water tank (forming part of the State Heritage listing for the Cowra Railway Station and Yard Group) when view from Vantage Point # 1 of Diagram 1.

e. Subject to control (a), new buildings and structures must be designed with a maximum of two storeys and comply with the design principles shown in Diagram 2.

f. Fencing must be designed to allow unimpeded views from VP1 and VP2 shown in Diagram 1.

Diagram 1

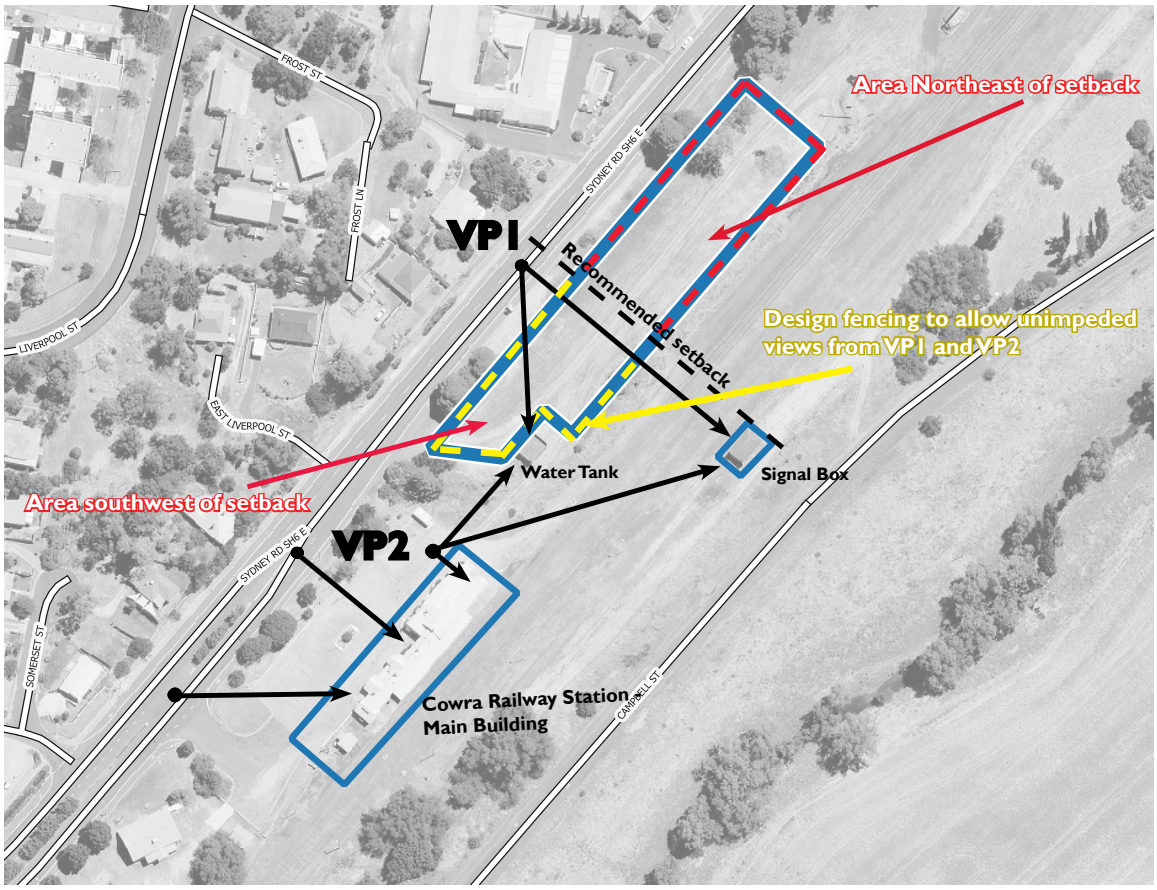
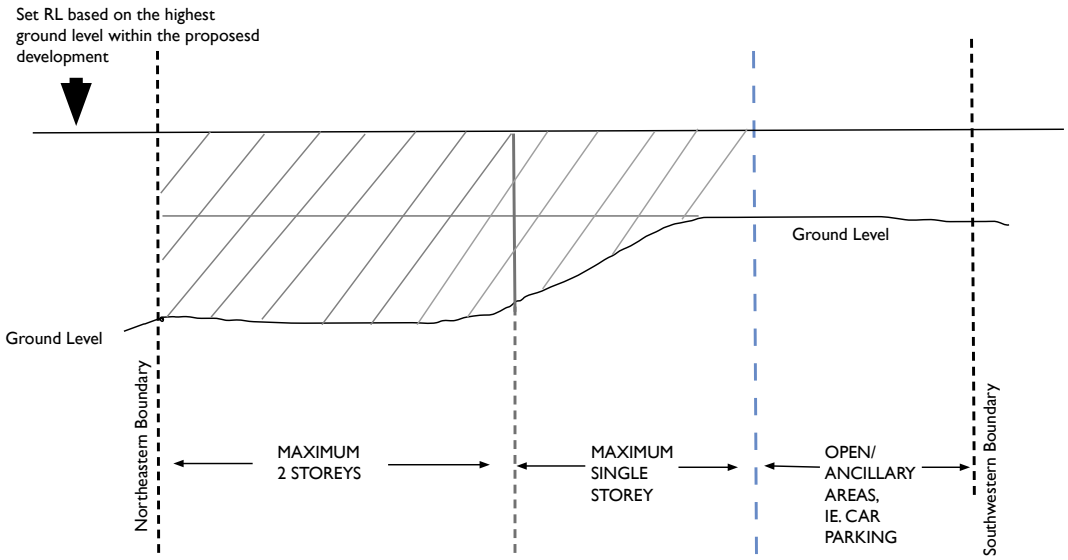

Area Northeast of setback
VP1
Recommended setback
Design fencing to allow unimpeded views from VP1 and VP2
Water Tank
Signal Box
Area southwest of setback
VP2
Cowra Railway Station Main Building
FROST ST
FROST LN
SYDNEY RD SH6 E
LIVERPOOL ST
EAST LIVERPOOL ST
SOMERSET ST
CAMPBELL ST

Diagram 2


Set RL based on the highest ground level within the proposesd development
Ground Level
Ground Level
Northeastern Boundary
MAXIMUM 2 STOREYS
MAXIMUM SINGLE STOREY
OPEN/ ANCILLARY AREAS, IE. CAR PARKING
Southwestern Boundary

Industrial Development

PART I

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

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DEVELOPMENT
Control Plan
2026

I.1.4. Setback Controls

I.1.4.1. Front Setbacks

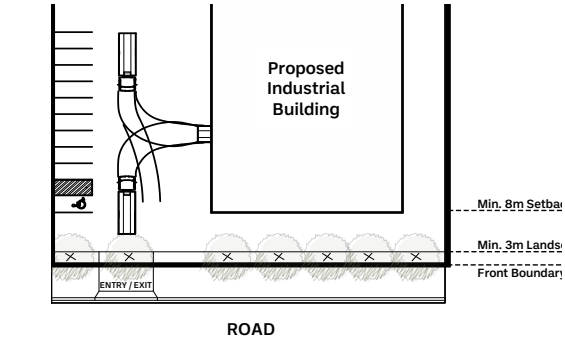
Front setbacks are important as they establish the building's location in relationship to the lot boundaries, the streetscape and neighbouring buildings. Front setbacks allow space for landscaping and car parking.

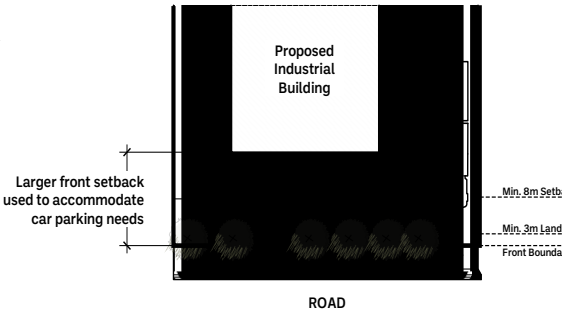
Front setbacks are measured from the front boundary of the allotment to the outer edge of the wall of the building.

a. Front setback areas must be a minimum of 8m, incorporating a minimum 3 metre landscaping strip Front setback areas larger than the minimum are encouraged where this area is used for on-site car parking, or large vehicle manoeuverability.

b. New developments on sites that have a corner frontage are to provide an 8 metre front setback to the primary road and a minimum 4 metre setback to the secondary road.

The following diagrams conceptually illustrates the front setback requirements for industrial developments, incorporating a landscape strip.





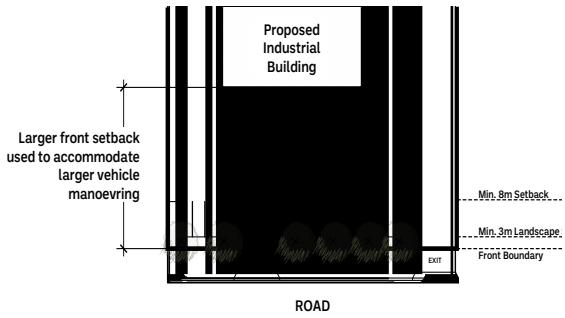


DIAGRAM NO. 7 - KEY INTERSECTIONS

LEGEND

- Collector Road Network
- Local Access Road Network
- Glenlogan URA
- Approved B-Double Route
- Proposed New Industrial Roads
- Approved B-Double Route (West-bound Only)
- Prohibited Connections

Cowra Regional Airport

PART J

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

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DEVELOPMENT
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2026

J.3.3. Building Design Controls

Creative building design and appropriate facade treatments can positively influence the character of the area and create a more attractive environment for all users of the Cowra Airport.

a. Ancillary development (e.g. office components) should be located at the public street frontage of the building.

b. The use of reflective glass or large blocks of one material should be minimised.

c. Solid surfaces should be introduced with a mix of materials, incorporating horizontal and vertical modulation including windows in appropriate proportions and configurations.

d. Highly reflective materials such as zincalume or similar materials are not permitted.

e. Large openings should be placed at the rear of buildings, and avoided where possible at the front of buildings.

f. Any proposed residential or commercial accommodation use must support aviation-related services and facilities, as per the objectives of Cowra Local Environmental Plan 2012 - E3 zone, and should be located within the aviation-related building in order to preserve the aviation-related character of the precinct.

J.3.4. Stormwater Controls

Significant upgrades will be undertaken to the existing stormwater management system at the Cowra Airport to enable new growth and development to occur. This work will be undertaken at subdivision stage, however it is important for individual developments to contribute to stormwater management by controlling the rate of runoff from and directing flow to appropriate areas.

a. All Development Applications are to be accompanied by a Stormwater Management Plan.

b. Post-development peak flows should be equal to or less than pre-development peak flows leaving the individual allotment.

c. Stormwater should be captured on each allotment via rainwater storage tanks, sized according to calculations in the Stormwater Management Plan. taking into account roof surface area. Any overflow should be directed to the stormwater system along public roads.

d. Rainwater storage tanks should be located behind the front building line. Where this is not possible, they should be appropriately screened.

J.3.9. Obstacle Limitation Surface and Procedures for Air Navigation Services - Operations (PANS-OPS) Controls

Obstacle Limitation Surface (OLS) refers to a series of surfaces that set the height limits of objects around an aerodrome. Objects that project through the OLS become obstacles. The objective of the OLS is to define the airspace around aerodromes that must be maintained free of obstacles that could prevent intended aerodrome operations from being conducted safely.

An extract of the OLS map relating to the Cowra Airport is included in Part K - Land Use Buffers. A full copy of the OLS Map including the inner and outer surfaces can be obtained from Cowra Council's offices.

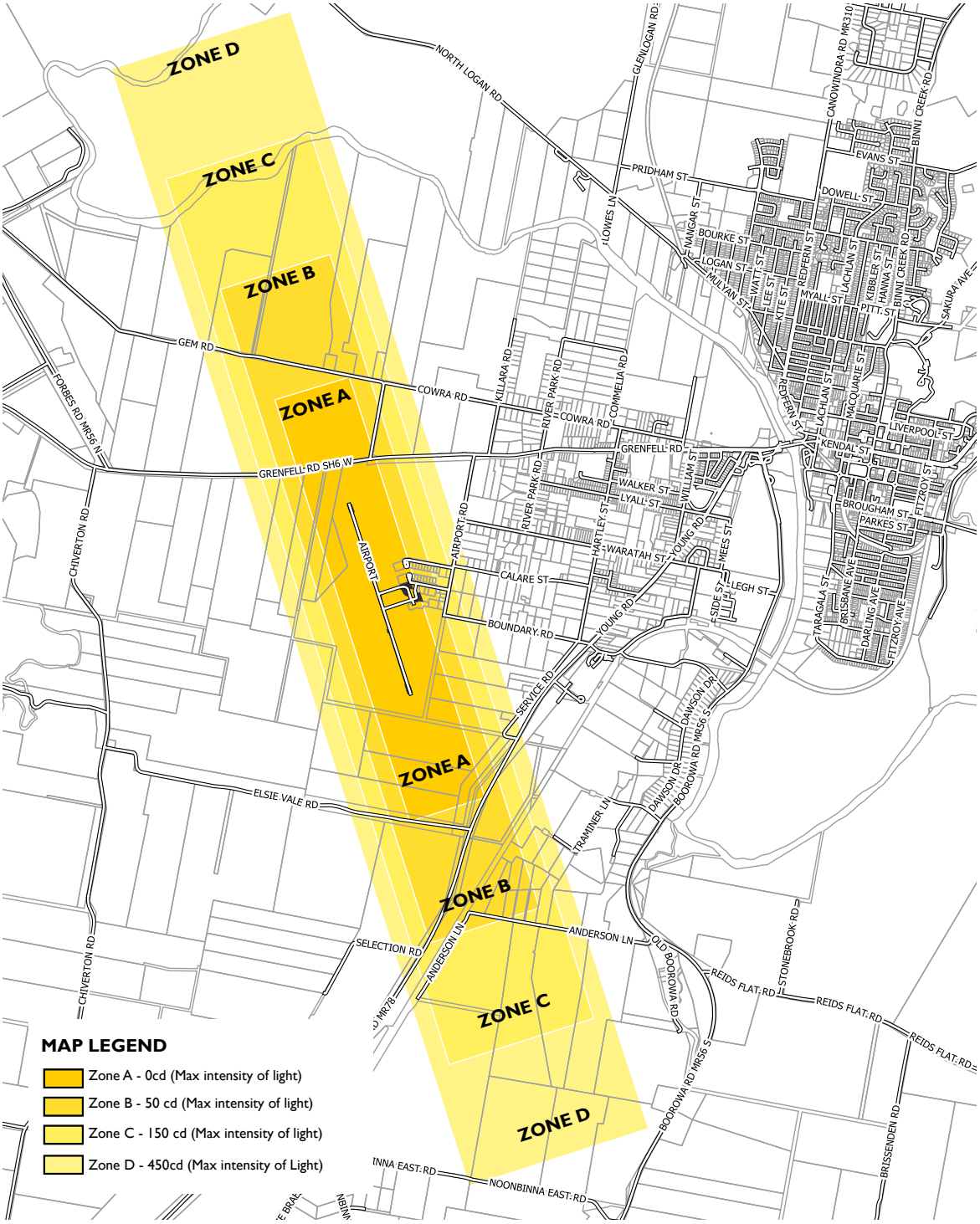
PANS-OPS (Procedures for Air Navigation Services – Operations) is a set of internationally-recognised rules, published by the ICAO (International Civil Aviation Organisation), that define "protection surfaces" in the airspace around an airport. This is to ensure that aircraft flying under instrument flight rules (i.e. in low-visibility or poor weather) have a minimum obstacle clearance. The objective of PANS-OPS is to safeguard aircraft during approach, departure, and missed-approach phases, by establishing three-dimensional surfaces that must remain free of obstructions for safe instrument operations.

a. New development at the Cowra Airport must not be of a height that will project through the OLS or the PANS-OPS surface associated with Cowra Airport.

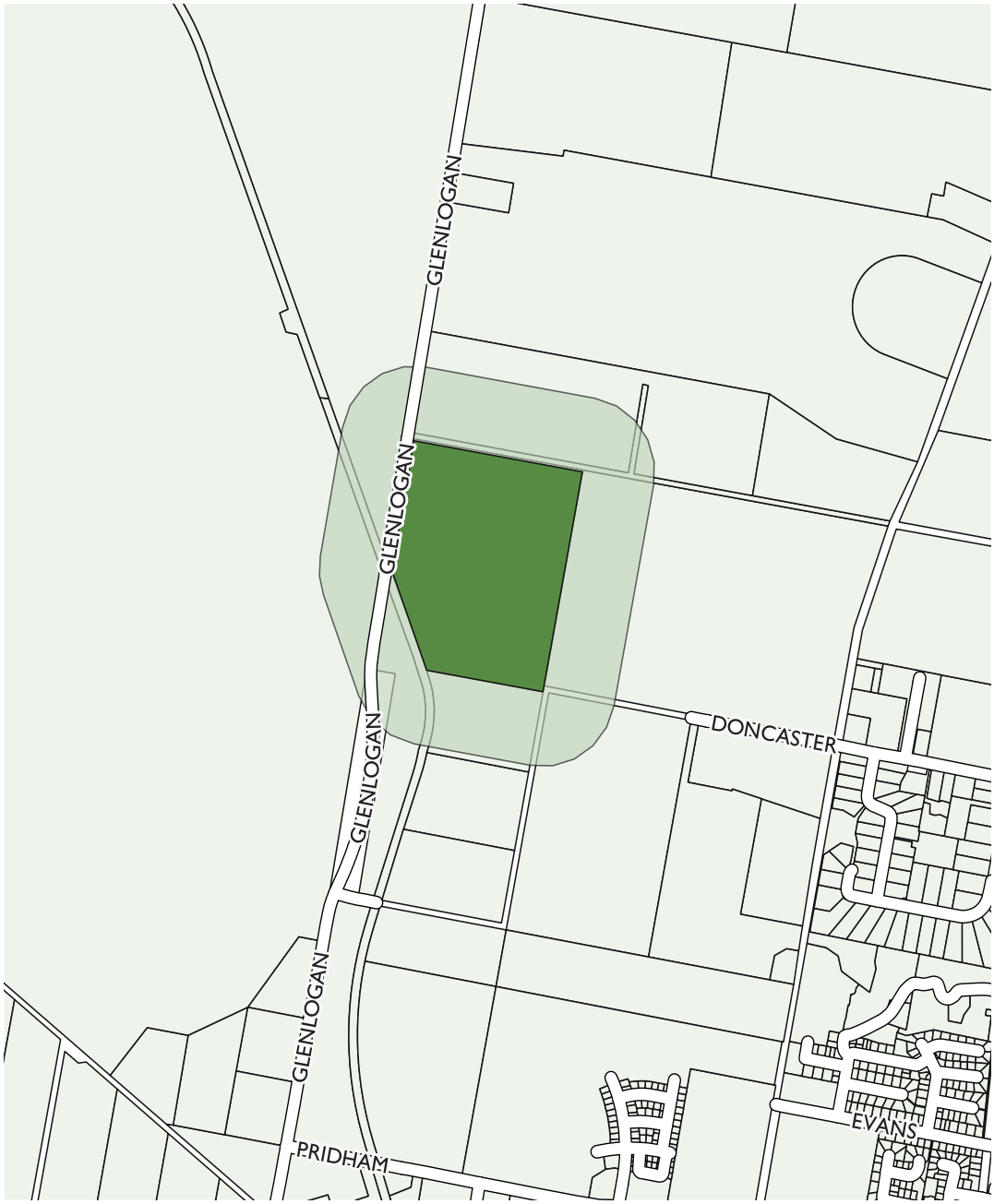
b. Council may require certification from a Registered Surveyor indicating the maximum height of a development in relation to the height shown on the OLS plan or to PANS-OPS.

c. Where compliance with control (a) cannot be achieved, the proposal must be referred to Civil Aviation Safety Authority Australia (CASAA) for an assessment of the effect of that obstacle to aircraft operations. Council must take into consideration any comment from received from CASAA before determining the application.

Map No. 5 - Light Control Map for Cowra Airport



Map No. 3 - Cowra Materials Recycling Facility Buffer Area



L.1.4. Guiding Principles

The following guiding principles apply to advertising and signage structures in Cowra:

a. Advertising and signage should:

   i. Be compatible with the character of the surrounding area.

   ii. Be compatible with the theme for outdoor advertising, where this exists.

   iii. Not detract from the amenity or visual quality of any heritage areas, open space areas or residential areas.

   iv. Not compromise important views, or dominate the skyline.

   v. Have a scale, proportion and form that is appropriate for streetscape, setting or landscape within which it is proposed to be placed.

   vi. Have a scale, proportion and form that is appropriate for the site or building on which it is proposed to be placed.

   vii. Reduce clutter by rationalising and simplifying existing advertising.

   viii. Screen unsightliness.

   ix. Not contain illumination that will result in unacceptable glare for pedestrians, motor vehicles or aircraft.

   x. Not contain illumination that will detract from the amenity of any nearby residence or other form of accommodation.

L.1.5. General Signage Controls

The following controls apply to advertising and signage proposals in the Cowra Shire:

a. Where multiple tenancies are located within a building, a co-ordinated signage strategy should be prepared and submitted with a DA.

b. Flag signage should be avoided in the Central Business District.

c. Advertising and signage should not project lights or images onto a pedestrian footpath or public space.

d. Any moveable signage proposed for the footpath area by a business must comply with Council's Footpath Trading Policy.

e. Temporary signage is permitted to be erected (without consent) in all zones under Cowra Local Environmental Plan 2012, provided:

   i. It is a real estate sign, or relates to a local event of a religious, educational, cultural, political, social, sporting or recreational nature.

   ii. It is not displayed for more than 28 days before or after the event.

   iii. There is only one sign per frontage of the property or site.

   iv. It does not include advertising of a commercial nature (except for the name of a sponsor etc).

f. The content of advertising and signage should be reflective of the approved use on the premises and not relate to activities or uses on a different site.

Parking Access + Mobility

PART M

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

COWRA COUNCIL
DEVELOPMENT
Control Plan
2026

M.1.4. Definitions

Gross floor area (GFA) means the overall area of a building as measured from the outer face of external walls, but excludes:

a. columns, fin walls, sun control devices and any elements, projections or works outside the general lines of the outer face of the external wall.

b. lift towers, cooling towers, machinery and plant rooms and ancillary storage space and vertical air-conditioning ducts.

c. car parking needed to meet any requirements of Council and any internal access to such spaces.

d. space for the loading and unloading of goods.

Gross leasable floor area (GLFA) means the overall area of a building as measured from the internal face of the walls, but excludes:

a. stair cases and fire escapes.

b. staff and/or public amenities, toilets.

c. lift towers, machinery and plant rooms, ancillary storage space and vertical air conditioning ducts.

d. space for the loading/unloading of goods.

e. any other area, which in Council's opinion, does not contribute to parking.

M.1.5. Off street parking calculations

Car parking will generally be required to be provided on the site of the development. Council may be prepared to consider the provision of other appropriately zoned land for parking purposes, provided the alternate location is convenient to the subject development, safe to both pedestrians and motorists using and travelling on part of the facility and will satisfy the requirement.

Off-street car parking should be provided for both customers and staff of the subject development and not exclusively for private purposes. Free and uninterrupted access to car parking areas should be maintained at all times during the hours of operation of the development.

Council will require developers to provide on site car parking at the rate set out in the following sections.

Note 1: In the case of a number of different land uses comprising the development, the parking requirements for each separate use shall be calculated and then added together to provide the total parking requirement.

Variation to this requirement will only be considered by Council where the applicant can demonstrate that the peak demand for each land use component of the development is staggered or that development as whole generates less parking than separable parts.

Note 2: Car parking requirement calculations shall be rounded up to the nearest whole number.

M.1.5.1. Residential Land-use Types

LEP Definition	Parking Requirements
Attached dwellings	1 space per 1-2 bedroom* dwelling, 2 spaces per 3 or more bedroom* dwelling, behind the building line + 1 space per 3 units (visitor parking)
Boarding houses	1 space per 4 beds + 1 space per 2 staff
Dual Occupancies	1 space per 1-2 bedroom* dwelling, 2 spaces per 3 or more bedroom* dwelling, behind the building line.Visitor car parking not required.
Dwellings	1 space per 1-2 bedroom* dwelling, 2 spaces per 3 or more bedroom* dwelling, behind the building line.Visitor car parking not required.
Exhibition Home	1 space per 1-2 bedroom* dwelling, 2 spaces per 3 or more bedroom* dwelling, behind the building line + 2 spaces per dwelling (visitor parking).
Group homes	1 space per 4 beds + 1 space per 2 staff
Multi-dwelling housing	1 space per 1-2 bedroom* dwelling, 2 spaces per 3 or more bedroom* dwelling, behind the building line + 1 space per 3 units (visitor parking)
Residential care facilities,	Self-contained units: 2 spaces per 3 units + 1 space per 5 units (visitor parking). Other: 1 space per 10 beds (visitor parking) + 1 space per 2 staff + 1 ambulance space.
Residential Flat Buildings	1 space per 1-2 bedroom* dwelling, 2 spaces per 3 or more bedroom* dwelling + 1 space per 3 units (visitor parking)
Secondary Dwellings	1 space per 1-2 bedroom* dwelling, 2 spaces per 3 or more bedroom* dwelling, behind the building line.Visitor car parking not required.
Semi-detached dwelling	1 space per 1-2 bedroom* dwelling, 2 spaces per 3 or more bedroom* dwelling, behind the building line.Visitor car parking not required.
Seniors Housing	Self-contained units: 2 spaces per 3 units + 1 space per 5 units (visitor parking). Other: 1 space per 10 beds (visitor parking) + 1 space per 2 staff + 1 ambulance space.
Shoptop housing	1 space per 1-2 bedroom* dwelling, 2 spaces per 3 or more bedroom* dwelling, behind the building line Visitor car parking not required.

Note: Rooms with a window and a closable door which are easily converted into a bedroom without the need for structural modification are to be included in this calculation e.g. studies, sewing rooms and other rooms of a similar size and location to a typical bedroom.

M.1.5.2. Tourist and Visitor Accommodation Types

LEP Definition	Parking Requirements
Backpackers accommodation	1 space per 5 beds + 1 space per 2 staff
Bed & breakfast accommodation	1 space for dwelling + 1 space per room available for accommodation purposes.
Camping Ground	1 space per van / mobile home / campsite + 1 space per 2 employees + 1 visitor space per 10 sites.
Caravan Parks	1 space for manager + bus parking + 1 space per site + 1 space per 5 sites (visitor parking).
Eco-tourist facility	Rate determined by Traffic Assessment Report from suitably qualified person.
Farm stay accommodation	1 space for dwelling + 1 space per farm stay dwelling.
Hostels	1 space per 5 beds + 1 space per 2 staff
Motels	1 space per unit + 1 space per 2 staff. If Restaurant included, then add 1 space per 6.5 m2 of GLFA of Restaurant. If Function Room included, then 1 space per 3 seats.

M.1.5.3. Commercial Land-use Types

LEP Definition	Parking Requirements
Amusement centres	Whichever is the greater of: 1 space per 10m2 or1 space per 10 seats.
Artisan Food and Drink Industry	1 space per 3 seats (internal and external)
Business Premises	1 space per 45m2 of GFA.
Cellar Door	Rate determined by Traffic Assessment Report from suitably qualified person.
Entertainment facilities	Whichever is the greater of: 1 space per 10m2 or 1 space per 10 seats.
Function centres	1 space per 5m2 of bar, lounge, beer garden, auditorium, games room, restaurant + 1 space per 3 staff (maximum staff level at peak time) + one space per bedroom or unit.
Garden Centre	10 car parking spaces or 0.5 spaces per 100m2 of site area (whichever is the greater)
Hardware and building supplies	1 space per 50m2 of GFA.
Hotels	1 space per 5m2 of bar, lounge, beer garden, auditorium, games room, restaurant + 1 space per 3 staff (maximum staff level at peak time) + one space per bedroom or unit.
Neighbourhood Shop	1 space per 30m2 of GFA.
Office premises	1 space per 40m2 of GFA.
Plant nursery	10 car parking spaces or 0.5 spaces per 100m2 of site area (whichever is the greater)
Registered Clubs	1 space per 5m2 of bar, lounge, beer garden, auditorium, games room, restaurant + 1 space per 3 staff (maximum staff level at peak time) + one space per bedroom or unit.
Restaurants & Cafes	1 space per 6.5m2 of GLFA.
Service Stations	Adequate space adjoining each fuel bowser + queuing area for 3 to 5 cars + 5 spaces for any convenience store. If Restaurant included, then add 1 space per 6.5m2 of GLFA.
Shops (includes supermarkets)	1 space per 35m2 of GLFA.
Specialised Retail Premises	1 space per 55m2 of GFA.
Takeaway food and drink premises	Developments with no on-site seating – 10 spaces per 100m2 GFA. Developments with on-site seating and drive-through facilities – 1 space per 3 seats (internal and external), plus queuing area for 5 to 12 cars.
Vehicle Sales or Hire Premises	1 space per 100m2 site area + 2 spaces per work bay (for vehicle servicing facilities).

M.1.5.4. Industrial Land-use Types

LEP Definition	Parking Requirements
Depot	Rate determined by Traffic Assessment Report from suitably qualified person.
Freight transport facilities	Rate determined by Traffic Assessment Report from suitably qualified person.
General Industries	Rate determined by Traffic Assessment Report from suitably qualified person.
Hazardous storage establishment	Rate determined by Traffic Assessment Report from suitably qualified person.
Heavy Industries	Rate determined by Traffic Assessment Report from suitably qualified person.
Heavy industrial storage establishment	Rate determined by Traffic Assessment Report from suitably qualified person.
High technology industry	Rate determined by Traffic Assessment Report from suitably qualified person.
Industrial Retail Outlet	Rate determined by Traffic Assessment Report from suitably qualified person.
Industrial training facility	Rate determined by Traffic Assessment Report from suitably qualified person.
Landscaping material supplies	Rate determined by Traffic Assessment Report from suitably qualified person..
Light Industries	Rate determined by Traffic Assessment Report from suitably qualified person.
Liquid Fuel Depot	Rate determined by Traffic Assessment Report from suitably qualified person.
Local distribution premises	Rate determined by Traffic Assessment Report from suitably qualified person.
Passenger transport facilities	Surveys should be undertaken of similar developments.
Rural supplies	Rate determined by Traffic Assessment Report from suitably qualified person.
Storage premises	1 space per 10 storage units.
Transport depots	Rate determined by Traffic Assessment Report from suitably qualified person..
Truck depots	Rate determined by Traffic Assessment Report from suitably qualified person.
Vehicle body repair workshops	1 space per 55m2 of GFA + 2 spaces per work bay (for vehicles servicing facilities).
Vehicle repair stations	1 space per 55m2 of GFA.
Warehouse or distribution centre	1 space per 300m2 of GFA.

M.1.5.5. Community Land-use Types

LEP Definition	Parking Requirements
Child Care Centres	1 space per 4 children + 1 space per 2 employees.
Community Facility	Rate determined by Traffic Assessment Report from suitably qualified person.
Educational Establishment	Infants and Primary Schools: 1 space per staff member + adequate student set down/pick up areas, bus turning areas + parking for auditoriums and sports grounds.
	Secondary Schools: 1 space per staff member + 1 space per 10 students 17 years of age or older + adequate student set down/pick up areas, bus turning areas + parking for auditoriums and sports grounds.
	Tertiary Schools and Colleges: 1 space per staff member + 1 space per 5 students + 1 space per five live-in students + adequate parking and turning areas for auditoriums and sports grounds.
Funeral Home	Whichever is the greater of: 1 space per 10m2 or 1 space per 10 seats.
Health Consulting Rooms	1 space per 65m2 of GFA or a minimum of 1 space per consulting room + 1 space per staff member, whichever is the greater.
Hospitals	1 space per 10 beds (visitors) + 1 space per resident or staff doctor + 1 space per staff member on duty at any one time + ambulance parking.
Market	2.5 spaces per stall for customers
Medical Centres	3 spaces per surgery room + one space per staff member.
Places of Public Worship	Whichever is the greater of: 1 space per 10m2 or 1 space per 10 seats.
Respite day care centre	Rate determined by Traffic Assessment Report from suitably qualified person.
Veterinary hospital	Rate determined by Traffic Assessment Report from suitably qualified person.

M.3.13. Surface materials

a. All new car parking areas and their associated site accesses, vehicle manoeuvring areas and loading / unloading areas should be constructed with a surface finish in accordance with Table 6 below.

Table 6 - Car Parking Surfaces

Commercial Development	Acceptable surface finish
Site Access (to property boundary)	concrete
Vehicle Manoeuvring Areas	concrete / bitumen seal. Crushed blue metal (or similar) is a suitable alternative where the manoeuvring areas service < 6 car parking spaces.
Car Parking Spaces	concrete / bitumen seal
Loading / unloading areas	concrete / bitumen seal
Accessible path of travel	concrete / bitumen seal
Industrial Development	**Acceptable surface finish**
Site Access (to property boundary)	concrete
Vehicle Manoeuvring Areas	concrete / bitumen seal / crushed blue metal (or similar)
Car Parking Spaces	concrete / bitumen seal
Loading / unloading areas	concrete / bitumen seal / crushed blue metal (or similar)
Accessible path of travel	concrete / bitumen seal

Environmental Hazard Management

PART O

COWRA COUNCIL
116 KENDAL STREET
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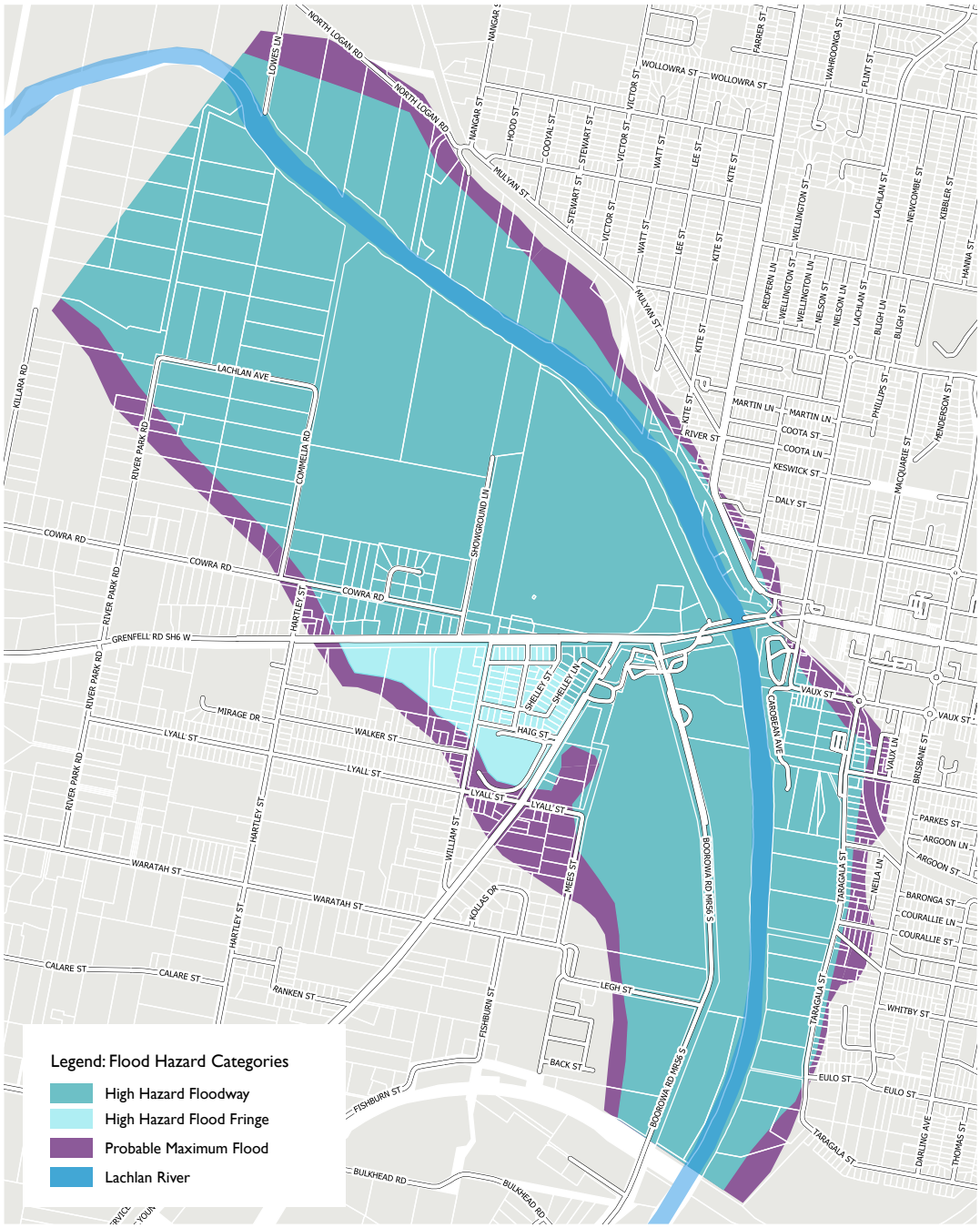
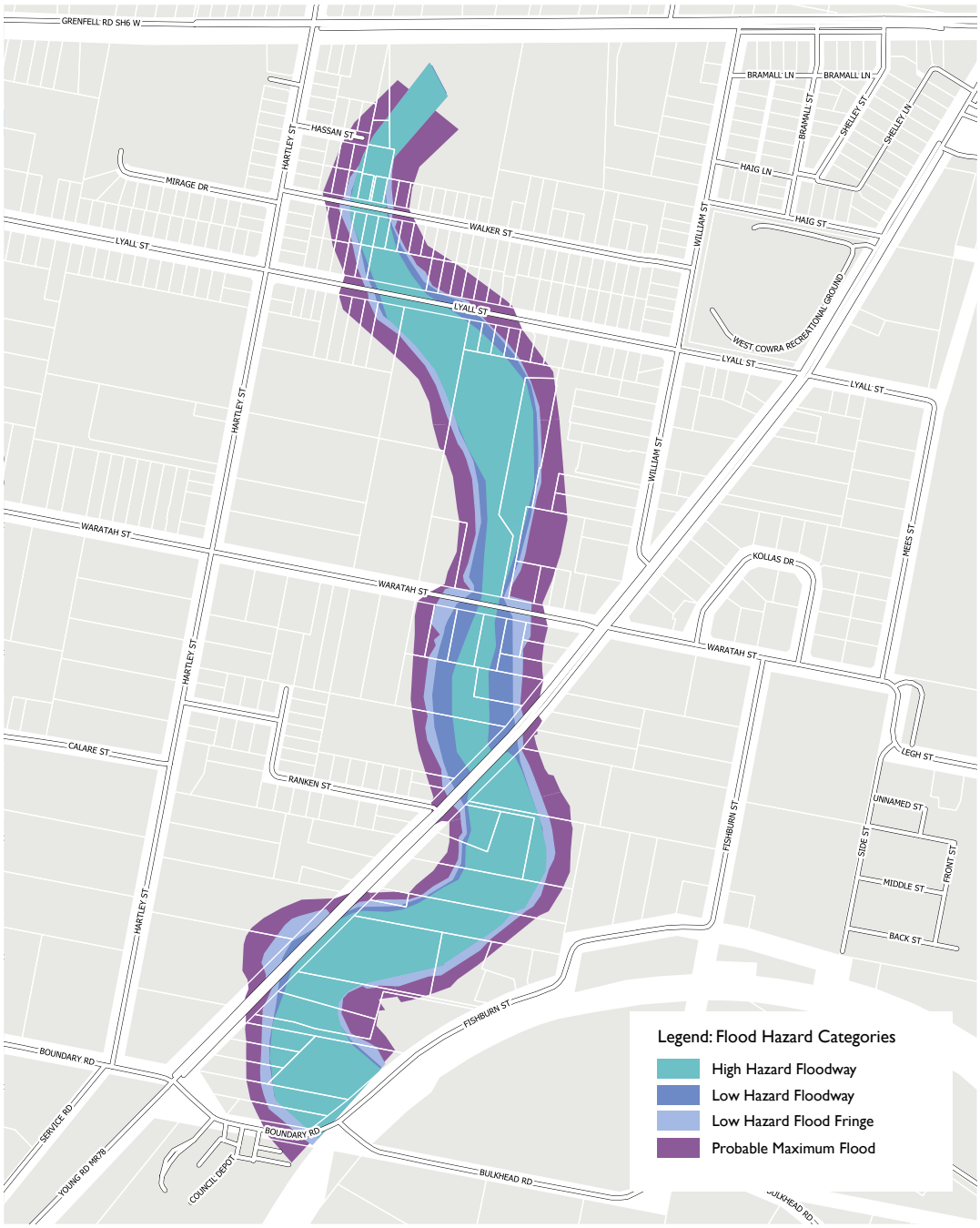
COWRA COUNCIL
DEVELOPMENT
Control Plan
2026

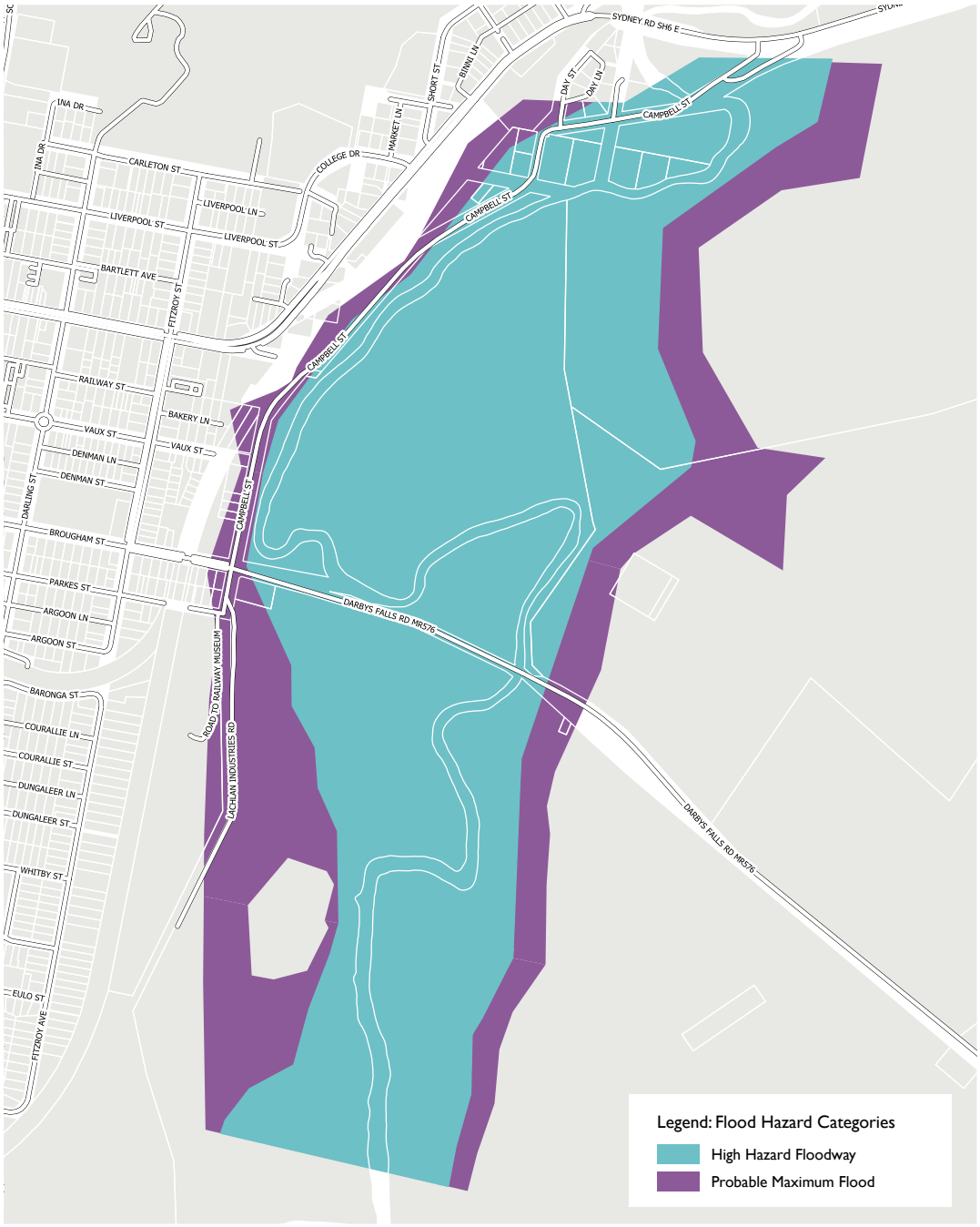
Map 1 - Flood Hazard Category Map (Lachlan River)



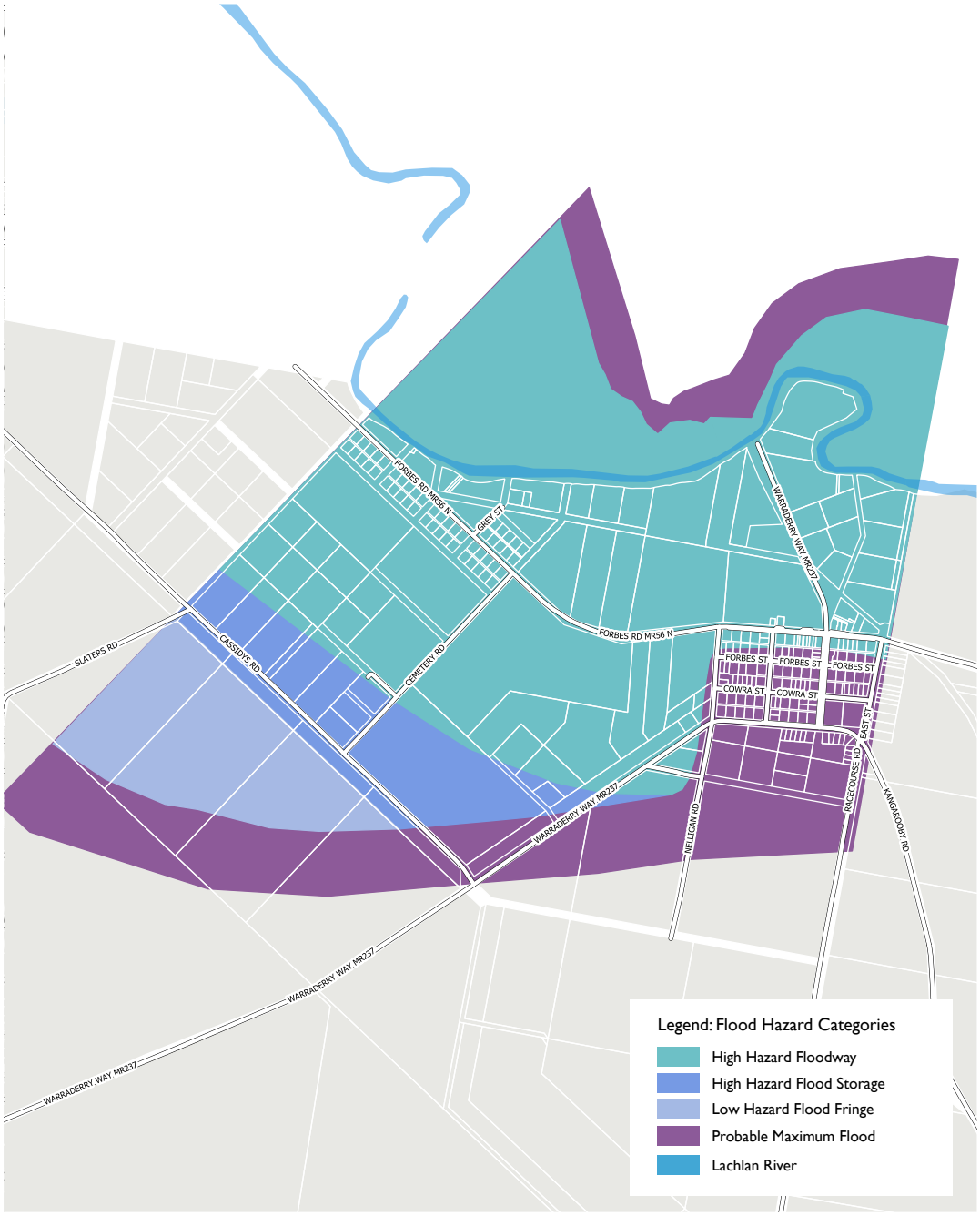
Map 2 - Flood Hazard Category Map (West Cowra Drain)



Map 3 - Flood Hazard Category Map (Waugoola Creek)



Map 4- Flood Hazard Category Map (Gooloogong)



plan introduction

PART A

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

COWRA COUNCIL
COMPREHENSIVE DCP
2021

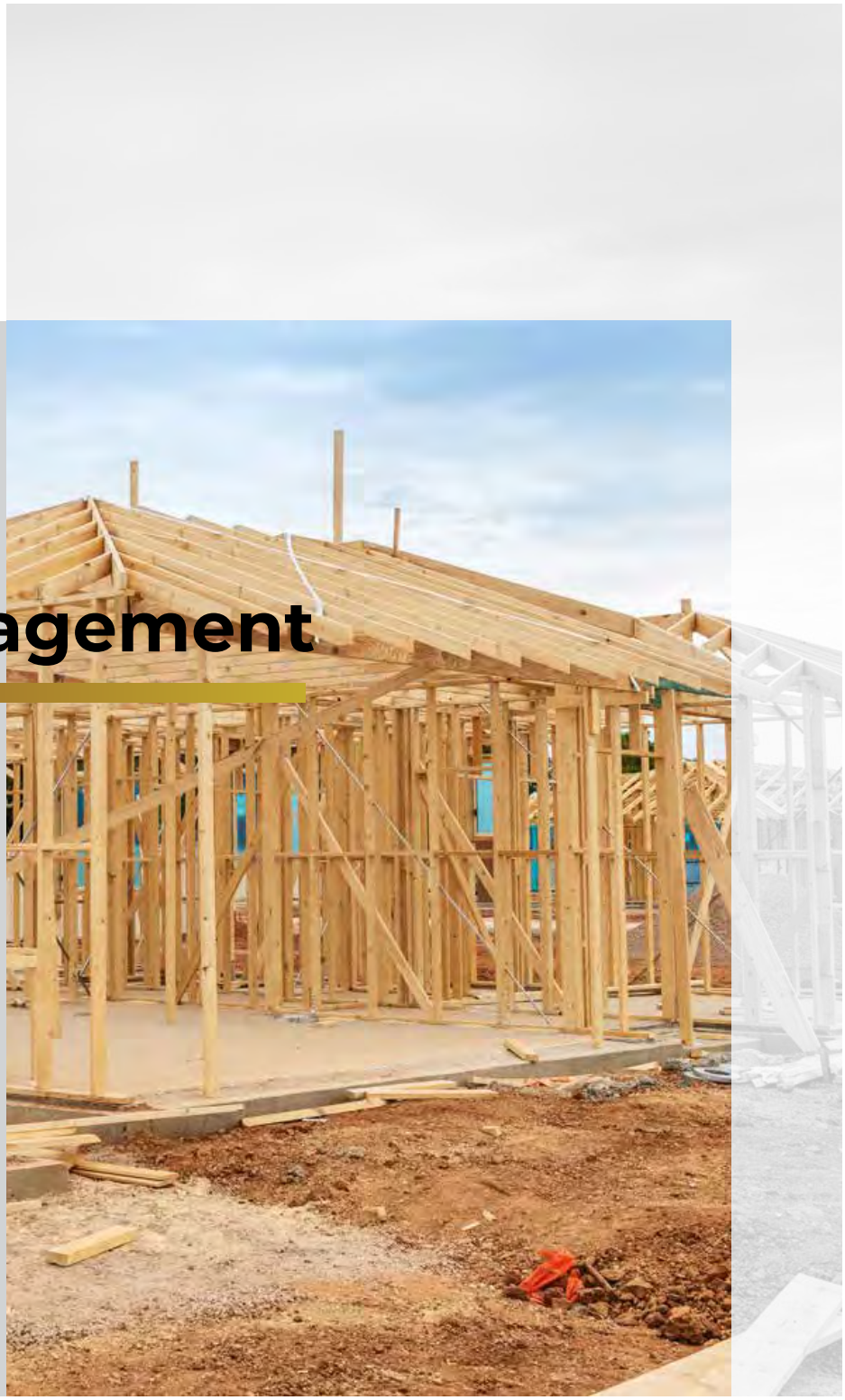
A.1.1. Parts of this Plan

The Cowra Shire Council Development Control Plan 2021 (DCP) is comprised of 17 Parts. A list of these Parts is contained to the right of page.

Depending on the nature of a particular proposed development, one or more Parts of the DCP may contain relevant controls that need to be considered.

A matrix has been included in Section A.3.1 of this Part to provide applicants with a guide as to which parts of the DCP may contain controls that need to be considered for a particular type of development.

Part	Name of Part
A	Introduction to plan
B	Land Management
C	Biodiversity Management
D	Subdivision Code
E	Residential Development
F	Rural Development
G	Rural Residential Development
H	Commercial Development
I	Industrial Development
J	Cowra Regional Airport
K	Land-use Buffers
L	Advertising and Signage
M	Parking, Access and Mobility
N	Landscaping
O	Environmental Hazard Management
P	CPTED



land management

PART B

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

COWRA COUNCIL
COMPREHENSIVE DCP 2021

B.1.4. Plan requirements

The minimum standard of erosion prevention and sediment control planning required for a development is categorised by the total area of soil surface that will be disturbed. This includes areas of cut and fill, vegetation removal, driveways and access ways.

The following table provides guidance to developers on the type of plan required to be submitted to Council depending on the nature of the development.

The use of qualified engineers and environmental professionals to prepare the the ESCP is recommended by Council for large projects and difficult sites. This can assist to reduce the time necessary to assess applications.

Disturbed area (m2)	Minimum requirements	Details
250 – 2500m2	Erosion and Sediment Control Plan (ESCP)	Graphic plan to scale of at least 1:200 that identifies erosion prevention and sediment control measures required for the site.
> 2,500m2	Soil and Water Management Plan (SWMP)	Prepared in accordance with the publication, The 'Blue Book' (Managing Urban Stormwater Soils and Construction) – by Landcom, Fourth Edition (2004).

subdivision development

PART D

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

2021
COWRA COUNCIL
COMPREHENSIVE DCP

D.2.6. Street Design

The following controls apply to greenfield residential subdivision:

a. The street network should be designed in accordance with table shown below and constructed in accordance with Cowra Shire Council Engineering Standards.

b. The street design should consider the whole street, including footpaths, from property line to property line and the interface with the adjacent use.

c. The street design should improve road safety for all users, including drivers, pedestrians, and cyclists.

d. The street design should accommodate all necessary utility services and drainage systems.

e. The horizontal and vertical alignments and cross fall of the street design should reflect the physical land characteristics and satisfy safety and speed criteria.

Road type	Road reserve	Footpath	Traffic Lanes	Parking Lane	Median
Arterial / Sub Arterial	30m	2 x 4.5m	4 x 3.7m	2 x 3.1m	N/A
Collector	22m	2 x 4.5m	2 x 3.5m	2 x 3.0m	N/A
Access Street	20m	2 x 4.5m	2 x 3.0m	2 x 2.5m	N/A
Access Place (>15 lots)	18m	2 x 4.5m	1 x 4.0m	2 x 2.5m	N/A
Access Place (<15lots)	15m	2 x 4.5m	1 x 3.5m	1 x 2.5	N/A

The street design information in the above table has been illustrated in the diagrams on Pages 14 and 15.

D.7.5. Street Design

The following controls apply to industrial subdivision involving the opening of new public roads:

a. The street newtork should be designed in accordance with table shown to the right and constructed in accordance with Cowra Shire Council Engineering Standards.

b. The street design should facilitate the safe movement of road users.

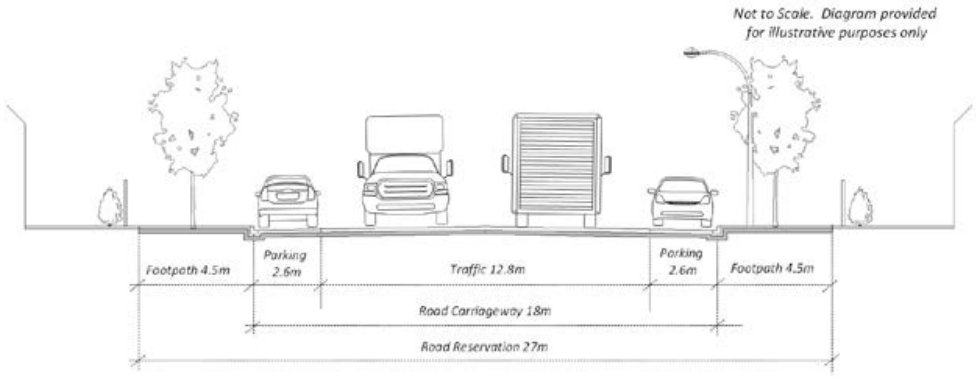
c. The street design should accommodate all necessary utility services and drainage systems.

d. The horizontal and vertical alignments and cross fall of the street design should reflect the physical land characteristics and satisfy safety and speed criteria.

e. The street design should incorporate traffic calming devices where necessary to achieve a satisfactory road and traffic environment.

f. Industrial subdivisions should be designed with a simply layout that provides a clear hierarchy of roads. Roads which may attract unrelated fast moving traffic from nearby congested routes should be avoided.

Road type	Road reserve	Footpath	Traffic Lanes	Parking Lane	Median
All new industrial roads	27m	2 x 4.5m	2 x 6.4m	2 x 2.6m	N/A



Street Design - Industrial

D.6.3. Lot Size

Cowra Local Environmental Plan 2012 (LEP) sets minimum lot size controls for the subdivision of land in the RU1 Primary Production and RU4 Primary Production Small Lots zones. Applicants are advised to consult the Minimum Lot Size Map Series (LSZ) in the LEP to determine the minimum lot size that will apply to a specific subdivision proposal.

Additional minimum lot size controls are also contained in Part 4 of the Local Environmental Plan – Principal Development Standards.

For ease of reference, the minimum lot size (MLS) controls in Cowra Local Environmental Plan 2012 for land in the RU1 Primary Production and RU4 Primary Production Small Lots zones have been summarised in the table shown to the right.

Location	Pre-requisite	Minimum Lot Size
RU1 Primary Production and Ru4 Primary Production Small Lots	Agricultural purposes only	Any area
	Agricultural & (Future) Ancillary Dwelling	100ha
	Agricultural & Existing Dwelling	100ha

D.8.1. Strata and community title subdivision

Subdivisions carried out by strata or community title differ from conventional subdivisions in respect to the creation of neighbourhood or community property that is jointly owned by the owners of other lots. The neighbourhood or community property may include access ways, services, shared recreational facilities, or other facilities. For this reason, proposals for strata and community title subdivision should be discussed with Council's planning staff early in the design process.

Strata and community title subdivisions are generally more appropriate for development types and scenarios found in urban areas. Examples of development types commonly subdivided under strata or community title include townhouses and other medium density housing, industrial units and shops with outside areas such as gardens, driveway and car parking spaces usually being part of the common property lots.

The following controls apply to strata and community title subdivisions:

a. Each strata or community title subdivision should:

   i. Be provided with a separate and distinct connection to Council's reticulated water and sewerage supply system and other essential services. Community or neighbourhood lots may be excepted in appropriate circumstances.

   ii. Be provided with physical and legal access to the public road system.

b. A draft of the Strata Scheme or Management Statement should be provided with the development application for subdivision.

c. Council will not consent to a strata or community title subdivision of land which will result in an existing building contravening the provisions of the Building Code of Australia.

Urban + Village Development

PART E

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

COWRA COUNCIL
COMPREHENSIVE DCP 2021

E.1.1. Application of Part

Part E.1 applies to new dwellings, or alterations or additions to existing dwellings in any of the following zones under Cowra Local Environmental Plan 2012:

- R1 General Residential.
- RU5 Village.
- E1 Local Centre.
- E3 Productivity Support.
- R2 Low Density Development

For the purposes of this part, a reference to a 'dwelling' is also a reference to 'alterations and additions' to an existing dwelling.

E.1.2. Objectives

The objectives for dwellings are:

a. To ensure that new dwellings are designed to be compatible with the positive characteristics of the existing streetscape.

b. To ensure that bulk, scale & height does not have an unacceptable impact on the streetscape and the character of the locality.

c. To ensure that dwellings have setbacks that achieve consistent building alignments along the streetscape as well as adequate separation from adjoining buildings.

d. To ensure that new dwellings are designed to maximise visual and acoustic privacy and general amenity for occupants and neighbours.

e. To encourage landscaping that complements the design of new development and clearly defines the boundaries between public and private land.

f. To ensure that garages and other ancillary buildings, structures and areas are integrated into the design of dwellings, and do not dominate the streetscape.

g. To encourage passive solar design in all new dwellings and maximise sunlight and daylight access.

h. To ensure that all dwellings are provided with an area for private outdoor recreation and relaxation.

i. To ensure that dwellings are provided with appropriate vehicle access.

j. To ensure that dwellings are connected to reticulated water and sewerage services where these are available.

k. To ensure that on-site sewage management systems are installed, operated and maintained in an appropriate and sustainable manner, where reticulated sewerage is not available.

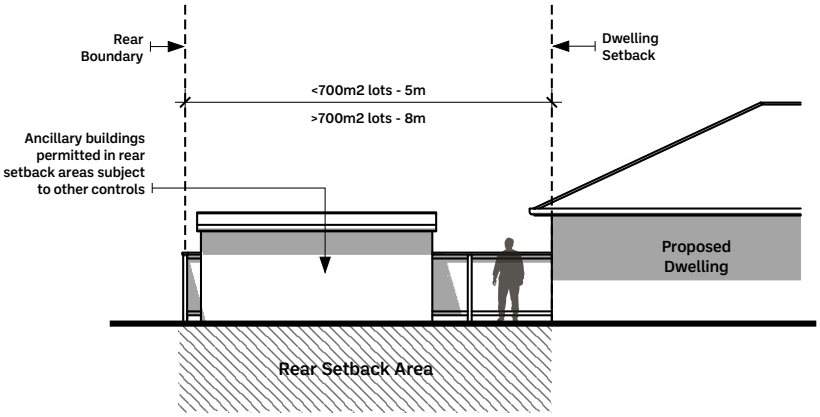
E.1.11. Rear Setbacks

Rear setbacks are important for achieving open space to the rear of the lot for private recreation and relaxation. Rear setbacks allow separation distances between neighbouring dwellings to ensure visual and acoustic privacy. Rear setbacks are measured from the rear boundary to the outside edge of any articulation to the buildings elevation.

The following controls apply to new dwellings:

a. All dwellings on a lot having an area of 700m2 or less should be setback a minimum 5 metres from the rear boundary.

b. All dwellings on a lot having an area of more than 700m2 should be setback a minimum 8 metres from the rear boundary.



E.2.1. Application of Section

Part E.2 applies to medium density housing developments in the following zones under Cowra Local Environmental Plan 2012:

a. R1 General Residential.

b. RU5 Village.

c. B2 Local Centre.

d. B5 Business Development (Note – Some forms of medium density housing are prohibited in the B5 zone under Cowra LEP 2012).

For the purposes of this Part, there are number of different housing types which fall within the definition of medium density housing including:

a. Secondary dwelling.

b. Dual occupancy.

c. Semi-detached dwelling.

d. Attached dwelling.

e. Multi-dwelling housing.

f. Residential flat building.

These housing types are defined and illustrated in the following pages.

E.2.7. Site Area and Frontage Controls

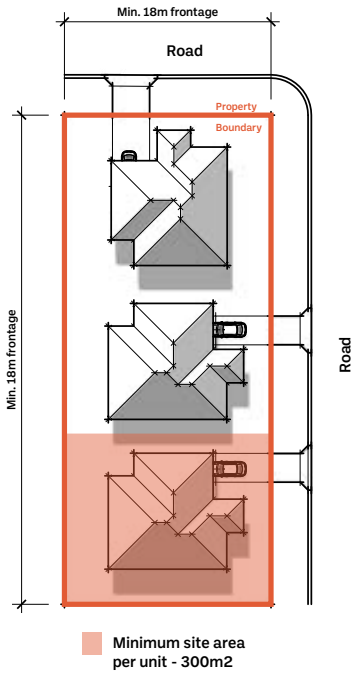
Site area refers to the total area of an allotment. Frontage refers to the total length of that part of the allotment that is adjacent to the main street/road. Site area and frontage controls ensure that medium density residential development can achieve a coherent and practical site layout.

a. A minimum average site area of 300m2 per dwelling unit is required for secondary dwellings, dual occupancies, semi-detached dwellings, attached dwellings and multi-dwelling housing. The minimum site area is calculated by dividing the total area of the development site by the number of proposed dwelling units.

b. A minimum site frontage of 18 metres is required for dual occupancies, semi-detached dwellings, attached dwellings and multi-dwelling housing, except for development on allotments with a curvilinear street frontage which can have a minimum site frontage of 17 metres at the front building line.

Note: The site area controls are minimum only. Depending on the characteristics of the site and the design of the development, a larger site area per dwelling unit may be required in order to comply with all of the controls in Section E.2.

The following diagram illustrates the site area and frontage controls.



E.5.4. Ancillary buildings - attached

Examples of the most common types of ancillary buildings that are generally detached to the main dwelling include carports, pergolas / patios, garages, outbuildings, studios.

E.5.4.1. Setback Controls

a. The setback of a new building must not be less than what is required in accordance with the Building Code of Australia.

b. New buildings are not erected between the front property boundary and the front building line.

c. Notwithstanding control (b), Council may consider the erection of an ancillary building (detached) that is within the front setback area, provided:

   i. The structure does not encroach any property boundary.

   ii. The structure is not enclosed.

   iii. The structure does not have a height that exceeds 2.7m or the gutter level of the existing dwelling, whichever is the lesser.

   iv. It can be demonstrated that the design will not significantly impact on the streetscape.

   v. There are no objections received from immediately adjoining or adjacent landowners.

   vi. Where the building is a carport, it can be demonstrated that there are no other practical alternatives for the placement of the building behind the building line, and a new driveway is not required for access.

   vii. The structure is not wider than 6m or 50% of the total width of the existing dwelling frontage, whichever is the lesser.

d. New buildings should be accessed from the same driveway servicing the property, where one already exists.

e. Where the building is proposed to be constructed on a corner lot, the following additional controls apply:

   i. The setback to the boundary adjoining the primary street frontage is the same setback that will result from compliance with controls (b) or (c).

   ii. The setback to the boundary adjoining the secondary street frontage is always 4.5m, or behind the existing building line, whichever is the lesser.

E.5.4.2. Building Appearance

a. New buildings should be designed to be consistent with or compliment the appearance of the existing dwelling. Factory pre-coloured / or new building materials should be used unless it can demonstrated that other finishes / materials would create a more positive contribution to the streetscape or surrounding environment.

b. The scale of new ancillary buildings should be consistent with the dwelling and should not be more than 4.5 metres high, measured from natural ground level to the peak of the structure.

E.5.6. Fencing Controls

The design of fences has an impact on the real and perceived safety and security of residents as well as on the amenity of the public domain and streetscape character. The visual impact, scale and design of fences all need to be carefully considered. The provisions of the Dividing Fences Act, 1991, must be considered when erecting a fence. This Act is not administered by Council. The provisions of this Act regulate the construction and repair of dividing fences between properties including procedures for the apportionment of costs between owners.

The following controls apply to new fences:

E.5.6.1. Front Fences

a. Front and side return fences should:

   i. Not be higher than 1.2 metres.

   ii. Not be higher than 0.9 metres if it is a solid design.

   iii. Not be constructed of colourbond, if it is a front fence.

   iv. Reflect the design and character of the dwelling and other buildings along the street.

b. Front fences higher than 1.2 metres will be considered but only where:

   i. The fence will not be higher than the average front fence height prevailing along the streetscape; and

   ii. The fence will be constructed with a combination of solid and open elements having a minimum aperture of 0.25m. Solid fences higher than 1.2 metres are not permitted.

   iii. The fence will reflect the design and character of the dwelling and other buildings along the street.

   iv. The fence will not impede sight distances for traffic on public roads.

E.5.6.2. Side and Rear Fences

a. Side and rear fences (behind the building line) are to be a maximum height of 1.8 metres above ground level. If the fence is on a sloping site and stepped to accommodate the fall in land, it must not be higher than 2.1 metres above existing ground level at each step.

b. Powder coated metal (Colorbond) fences are not permitted on street frontages of corner allotments, forward of the building line.

c. All fencing is to be constructed of new materials of the same colour, especially those fences that are visible from a public road.

E.5.7. Waste Management Controls

It is important to consider the design and siting of garbage storage areas, particularly for medium density housing to ensure that these areas are both accessible to residents and waste collection vehicles and do not result in adverse odour or visual impacts both within and external to the development.

E.5.7.1. Single Dwellings

a. Each dwelling must be provided with sufficient on-site space to store Council's garbage and recycling bins.

b. The location of the on-site bin storage areas should be located so as not to impact negatively on the visual amenity of the area and should preferably be located in the rear yard of the premises. The area should also be designed to minimise impacts on neighbours, particularly from odour and vermin.

c. Each dwelling and its environs are to be designed to allow the easy collection of garbage and recycling bins from a suitable kerbside point.

E.5.7.2. Medium Density Housing

a. Where possible, each dwelling should be provided with sufficient on-site space to store Council's garbage and recycling bins within the confines of their own private open space. Where this is not possible, a suitable bin storage area is to be provided to accommodate 2 x 240 litre mobile garbage bins per dwelling. Special consideration must be given to:

   i. The areas visual amenity.

   ii. Potential impacts on neighbours, both within and external to the development site.

   iii. The provision of adequate services for cleaning and draining the area.

   iv. The accessibility of the bin storage area to each dwelling and the point where waste collection will occur. If the waste collection vehicle cannot access the bins, they will not be collected.

   v. The need for a waste collection vehicle to access private roads, and design road geometry and strength accordingly.

E.5.10. Servicing Controls

All new residential dwellings are expected to be serviced to a minimum level. The provision of essential services allows residential development to function properly within an urban environment and helps to ensure that neighbouring property owners are not adversely impact by new residential buildings and associated activities.

E.5.10.1. Energy + Telecommunication Services

a. All dwellings must be provided with an adequate energy supply that meets with the requirements of BASIX, and / or the relevant service provider.

b. All dwellings must be provided with an adequate telecommunications supply that meets with the requirements of the relevant service provider.

c. Underground energy and telecommunications services should be provided where ever possible.

E.5.10.2. Stormwater

a. All roofed, paved and other hardstand surface areas must be drained to the Council's street drainage system, piped drainage system, or other approved drainage system to the satisfaction of Council.

b. All stormwater drainage lines should be gravity fed to a legal point of discharge. Pump-out stormwater drainage systems are not permitted as the sole method for stormwater disposal in medium density housing developments.

c. Applications for medium density housing developments shall be accompanied by detailed engineering design plans of the proposed stormwater drainage system, including locations of grade inlet pits, size of pipes and modelling results for certain stormwater events. The stormwater drainage design must ensure that post-development peak flows match pre-development peak flows.

d. All stormwater from the development site must be properly managed and not permitted to flow onto adjoining land.

rural development

PART F

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

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COMPREHENSIVE DCP 2021

F.1.3. Siting Controls

One of the most important decisions that will need to be made when constructing a new rural dwelling is where it will be located (or sited) on the property. This decision should be made having regard to the constraints and opportunities of the land, the immediate locality and the wider environment. If dwellings are sited appropriately, there is less risk of creating land-use conflict or impacting on the environment or rural amenity.

The following controls apply to rural dwellings:

a. Rural dwellings should be sited so as to protect and promote opportunities for agricultural activities to be carried out on the land, and on adjoining land.

b. Rural dwellings should be sited in a manner that minimises land degradation, alteration of natural drainage patterns, pollution of groundwater, and the spread of noxious plants and animals.

c. Rural dwellings should be sited, where possible, away from visually prominent areas. Where this is not possible, the dwelling should be designed to blend into the rural landscape.

d. Rural dwellings should be sited so as to conserve or enhance any significant environmental features of the land, such as natural forms, remnant vegetation, wetlands, natural watercourses and drainage lines.

e. Rural dwellings must be sited a minimum distance of 40 metres from any creek, river, intermittent drainage line or any other water body, and or outside of areas that are prone to flooding.

f. Rural dwellings must be sited within a designated building envelope, where these are shown on the Deposited Plan (survey diagram) that relates to the Land Title.

g. The dwelling should be located outside of any areas that are prone to flooding from rivers, creeks, intermittient drainage lines and other water bodies.

F.1.8. Water Supply Controls

Water plays a key role for rural properties. It is required for many purposes, including irrigation fire fighting and for stock and domestic purposes. Securing a sustainable water supply can be a difficult task, particularly during pro-longed periods of dry weather. The following controls are designed to ensure that rural dwellings are provided with adequate facilities for the storage of rainwater for domestic and fire fighting purposes.

The following controls apply to rural dwellings:

a. New rural dwellings that cannot be connected to a reticulated water supply should be supplied with a minimum 45,000 litre tank water storage, or an amount required in accordance with the BASIX Certificate submitted with the Development Application, whichever is the greater.

b. In addition to control (a), a minimum 10,000 litre tanked water storage, or an amount required in accordance with the NSW Rural Fire Service document 'Planning for Bushfire Protection', whichever is the greater, should be dedicated for fire fighting purposes.

c. The following provisions apply to all water storage supplies for fire fighting purposes:

    i. Any on-site stored water supply should be easily identifiable from the street frontage with appropriate signage directing fire fighters towards the side of the asset where the supply is located.

    ii. A suitable connection for fire fighting purposes should be made available. A 65mm Storz outlet with a gate or Ball valve is to be provided.

    iii. Gate or Ball valve and pipes should be adequate for water flow and should be metal rather than plastic.

    iv. Underground tanks should have an access hole of 200mm to allow tankers to refill direct from the tank. A hardened ground surface for truck access should be supplied within 4 metres of the access hole.

    v. Above ground tanks should be manufactured of concrete or metal and raised tanks should have their stands protected.

    vi. Plastic tanks are permitted, but only where appropriate protection measures for the tank are to be put in place.

    vii. Tanks on the hazard side of a building should have all above ground water pipes external to the building made of metal including and up to any taps. Pumps should be shielded.

    viii. Bores and creeks should not be used as a substitute for a dedicated static water supply.

Note: Where a water source contrary to the provisions above is proposed to be used, the application must be accompanied by a letter from the NSW Rural Fire Service that supports the alternative water source for fire fighting purposes.

large lot development

PART G

COWRA COUNCIL
116 KENDAL STREET
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G.1.8. Water Supply Controls

Securing a reliable water supply is important for rural residential properties. A reticulated water supply is available to most rural residential zoned areas in the Cowra Shire, and Council has plans in place to progressively augment a supply to those areas where a reticulated supply is currently not available. The following controls are designed to ensure that rural rural dwellings are provided with reliable water supply.

The following controls apply to new dwellings:

a. Notwithstanding control (b), all new dwellings proposed to be constructed on land zoned R5 Large Lot Residential must be connected to a reticulated water supply.

   Note 1: Applicants will be responsible for meeting all costs associated with any necessary mains extensions and / or new water connections.

   Note 2: Headworks Contributions may apply in accordance with the Cowra Shire Council Developer Servicing Plan (DSP).

   Note 3: In relation to the R5 Zone at Woodstock, Headworks Contributions may apply in accordance with the Cowra Shire Council Developer Servicing Plan (DSP) and also Central Tablelands Water Developer Servicing Plan (DSP).

b. Reticulated water supply is being progressively augmented to land in the R5 Large Lot Residential zone east of the Cowra Township. In this zone, the following controls apply:

   i. All new rural residential dwellings must be connected to the reticulated water supply scheme where a supply is immediately available to be connected (i.e. no extension of the main necessary).

   ii. All other land within the R5 Large Lot Residential zone may be connected to the reticulated water supply scheme subject to the extension of any mains.

   iii. Applicants are to meet all costs associated with individual connections, mains extensions and any applicable Headworks Contributions in accordance with the Cowra Shire Council Developer Servicing Plan (DSP) for Water.

   iv. All construction works associated with new water connections / mains extensions will be required to be carried out in accordance with Cowra Shire Council engineering standards.

   v. New dwellings that that cannot be connected to a reticulated water supply must be supplied with a minimum 45,000 litre tanked water storage, or an amount required in accordance with the BASIX, whichever is the greater.

G.3.4. Ancillary buildings - detached

Examples of the most common types of ancillary buildings that are generally detached to the main dwelling include carports, pergolas / patios, garages, outbuildings, studios.

E.4.4.1. Setback Controls

a. The setback of a new building must not be less than what is required in accordance with the Building Code of Australia.

b. New buildings are not erected between the front property boundary and the front building line of the existing (or approved) dwelling.

c. Notwithstanding control (b), Council may consider the erection of an ancillary building (detached) that is within the front setback area, provided:

   i. The structure does not encroach any property boundary.

   ii. No significant impact on the streetscape should be demonstrated.

   iii. The structure does not have a height that exceeds 2.7m or the gutter level of the existing dwelling, whichever is the lesser.

   iv. It can be demonstrated that the design will not significantly impact on the streetscape.

   v. There are no objections received from immediately adjoining or adjacent landowners.

   vi. Where the building is a carport, it can be demonstrated that there are no other practical alternatives for the placement of the building behind the building line, and a new driveway is not required for access.

   vii. The structure is not wider than 6m or 50% of the total width of the existing dwelling frontage, whicheve is the lesser.

d. New buildings should be accessed from the same driveway servicing the property, where one already exists.

e. Where the building is proposed to be constructed on a corner lot, the following additional controls apply:

   i. The setback to the boundary adjoining the primary street frontage is the same setback that will result from compliance with controls (b) or (c).

   ii. The setback to the boundary adjoining the secondary street frontage is always 4.5m, or behind the existing building line, whichever is the lesser.

E.4.4.2. Building Appearance

a. New buildings should be designed to be consistent with or compliment the appearance of the existing dwelling. Factory pre-coloured / or new building materials should be used unless it can demonstrated that other finishes / materials would create a more positive contribution to the streetscape or surrounding environment.

b. The scale of new ancillary buildings should be consistent with the dwelling and should not be more than 4.5 metres high, measured from natural ground level to the peak of the structure.

H.1.11. Servicing Controls

All new commercial development is expected to be serviced to a minimumn level. The provision of essential services allows commercial development to function properly.

a. New commercial developments must be connected to Council's reticulated water and sewerage supply system.

b. The design and layout of commercial developments must provide space and facilities to enable efficient and cost-effective provision of reticulated services.

c. Any upgrades to public infrastructure including water, sewer, electricity, natural gas, roads and stormwater, necessary to service the proposed development must be carried out by the applicant and at no cost to service providers.

d. Commercial activities that generate and discharge liquid trade waste to the reticulated sewerage system must obtain the relevant Liquid Trade Waste approval from Council. The business activity must comply at all times with the requirements of the Liquid Trade Waste Regulation Guidelines and any conditions of the Liquid Trade Waste Approval.

H.1.12. Signage

Developments proposing signage must comply with the controls contained in Part L of this Development Control Plan – Advertising and Signage.

H.1.13. Landscaping

New commercial developments must comply with the controls contained in Part N of this Development Control Plan – Landscaping.

H.1.14. Soil Erosion and Sediment Control

New commercial developments involving construction work must comply with the controls contained in Part Q of this Development Control Plan – Soil Erosion & Sediment Control.

H.1.15. Parking, Access and Mobility

New development must comply where required with the controls contained within Part M of this Development Control Plan – Parking, Access & Mobility.

H.2.5. Building Design Controls

High quality building design is important to create attractive and functional commercial environments for all users. The application of the following controls will lead to the growth and development of a new standard of commercial buildings in the B5 Business Development Zone.

General

a. The continuity of retail, business premises and shop fronts is to be maintained.

b. New development should promote an enhanced pedestrian environment through attractive facades and frontage treatments that open up onto the street.

c. Passive surveillance of all public places is to be promoted by ensuring appropriate orientation of buildings.

d. New commercial buildings should be designed so that all external infrastructure / services (including air conditioning units, plant rooms, ducting etc) can be screened from view from a public place or road (as much as is practically possible).

Articulation

e. Building elevations / facades (especially for larger buildings) should reduce bulk and scale and provide visual interest through the use of variations in:

   i. Facade treatments

   ii. Roof lines.

   iii. Openings, recesses and windows.

   iv. Building materials and colours.

f. Large expansive blank walls are not permitted unless abutting a building wall (with no openings) on adjoining allotment.

Street frontages

g. Development at the ground level adjacent to streets must avoid large blank walls, have clearly defined entrances, incorporate windows for visibility in and out of any business, and promote pedestrian activity.

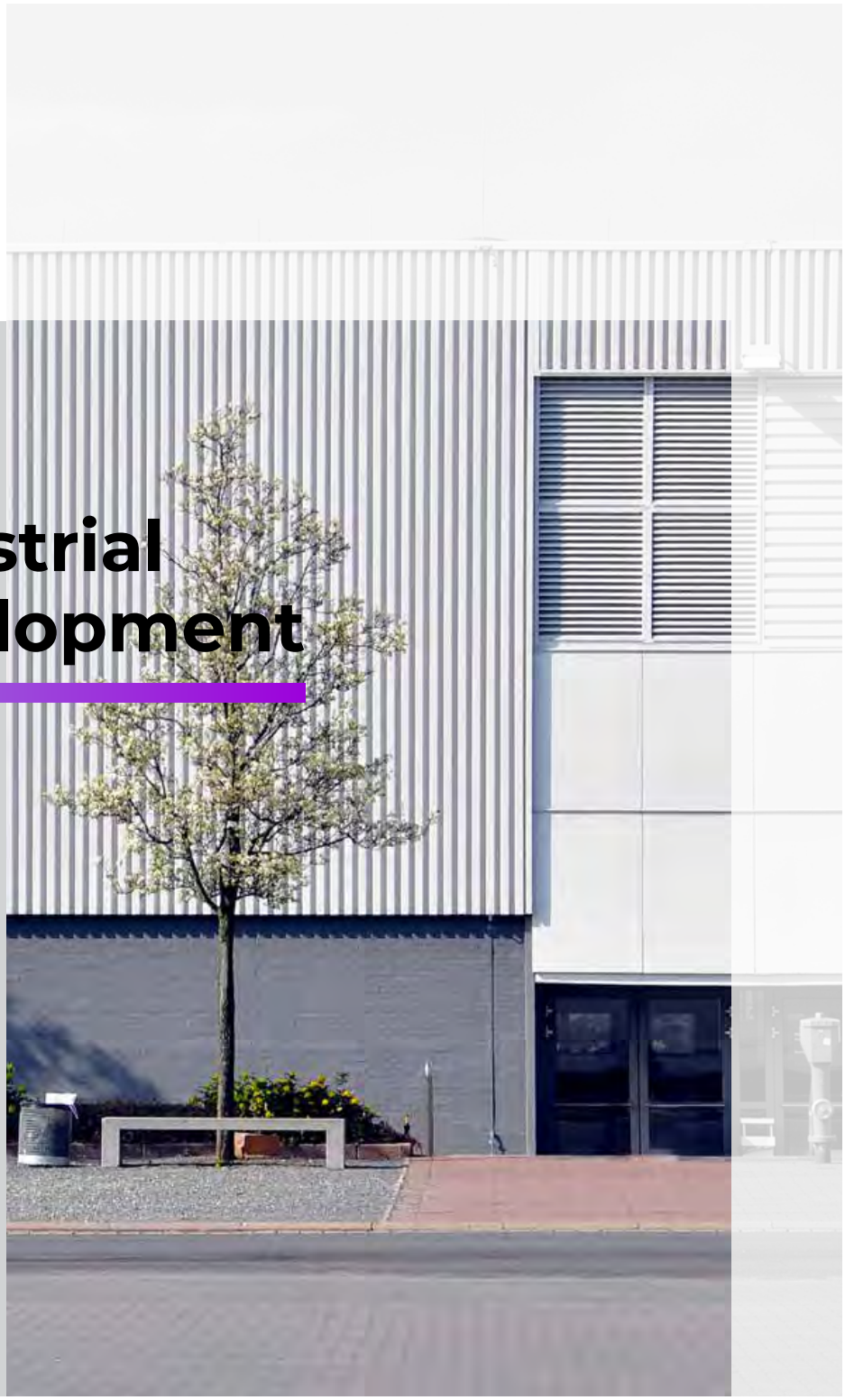
h. Commercial or retail development on corner sites with limited setbacks must incorporate splays, curves, building entries and other architectural elements to reinforce the corner as a landmark feature of the street.

Colours and Materials

i. Corporate colours and logos should, where possible, be incorporated into the overall colour scheme and not be the dominant feature.

j. External materials (particularly metal clad roofs and walls) must have low reflectivity if they are visible from a public road, public place or neighbouring residential property and there is a reasonable probability of glare affecting driver safety, residential amenity, or the building being too visually intrusive.

k. Colour schemes selected for buildings shall be sympathetic to surrounding buildings and should be designed to blend with the streetscape in order to strengthen urban design and streetscape appearance.



industrial development

PART I

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

2021
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I.1.4. Setback Controls

I.1.4.1. Front Setbacks

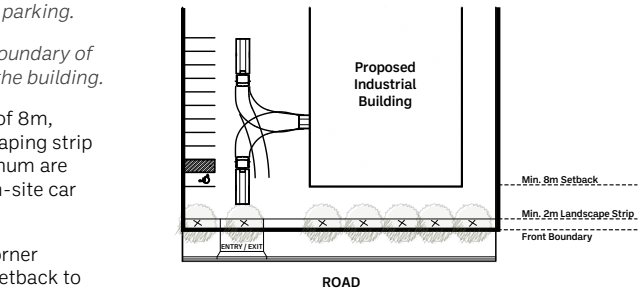
Front setbacks are important as they establish the building's location in relationship to the lot boundaries, the streetscape and neighbouring buildings. Front setbacks allow space for landscaping and car parking.

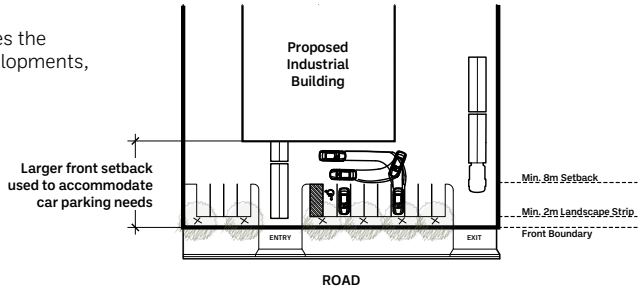
Front setbacks are measured from the front boundary of the allotment to the outer edge of the wall of the building.

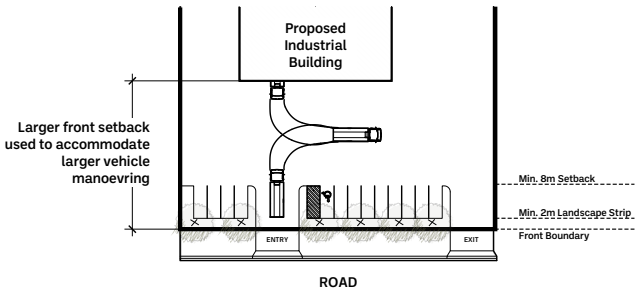
a. Front setback areas must be a minimum of 8m, incorporating a minimum 3 metre landscaping strip Front setback areas larger than the minimum are encouraged where this area is used for on-site car parking, or large vehicle manoeuvrability.

b. New developments on sites that have a corner frontage are to provide an 8 metre front setback to the primary road and a minimum 4 metre setback to the secondary road.

The following diagrams conceptually illustrates the front setback requirements for industrial developments, incorporating a landscape strip.







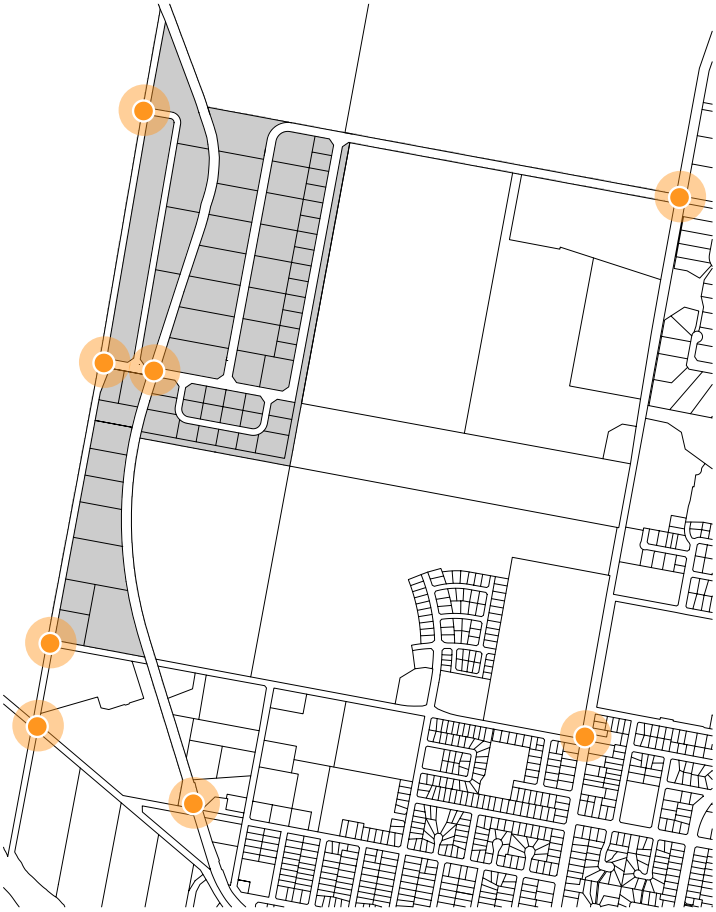


DIAGRAM NO. 8
KEY INTERSECTION - ROAD TRANSPORT

Key intersection - existing road network

cowra regional airport

PART J

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COWRA NSW 2794

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J.3.3. Building Design Controls

Creative building design and appropriate facade treatments can positively influence the character of the area and create a more attractive environment for all users of the Cowra Airport.

a. Ancillary development (e.g. office components) should be located at the public street frontage of the building.

b. The use of reflective glass or large blocks of one material should be minimised.

c. Solid surfaces should be introduced with a mix of materials, incorporating horizontal and vertical modulation including windows in appropriate proportions and configurations.

d. Highly reflective materials such as zincalume or similar materials are not permitted.

e. Large openings should be placed at the rear of buildings, and avoided where possible at the front of buildings.

J.3.4. Stormwater Controls

Significant upgrades will be undertaken to the existing stormwater management system at the Cowra Airport to enable new growth and development to occur. This work will be undertaken at subdivision stage, however it is important for individual developments to contribute to stormwater management by controlling the rate of runoff from and directing flow to appropriate areas.

a. All Development Applications are to be accompanied by a Stormwater Management Plan.

b. Post-development peak flows should be equal to or less than pre-development peak flows leaving the individual allotment.

c. Stormwater should be captured on each allotment via rainwater storage tanks, sized according to calculations in the Stormwater Management Plan to cater for a 1 in 1 year storm event, with any overflow directed to the stormwater system along public roads.

d. Rainwater storage stanks should be located behind the front building line. Where this is not possible, they should be appropriately screened.

J.3.9. Obstacle Limitation Surface Controls

Obstacle Limitation Surface (OLS) refers to a series of surfaces that set the height limits of objects around an aerodrome. Objects that project through the OLS become obstalces. The objective of the OLS is to define the airspace around aerodromes that must be maintained free of obstacles that could prevent intended aerodrome operations from being conducted safely.

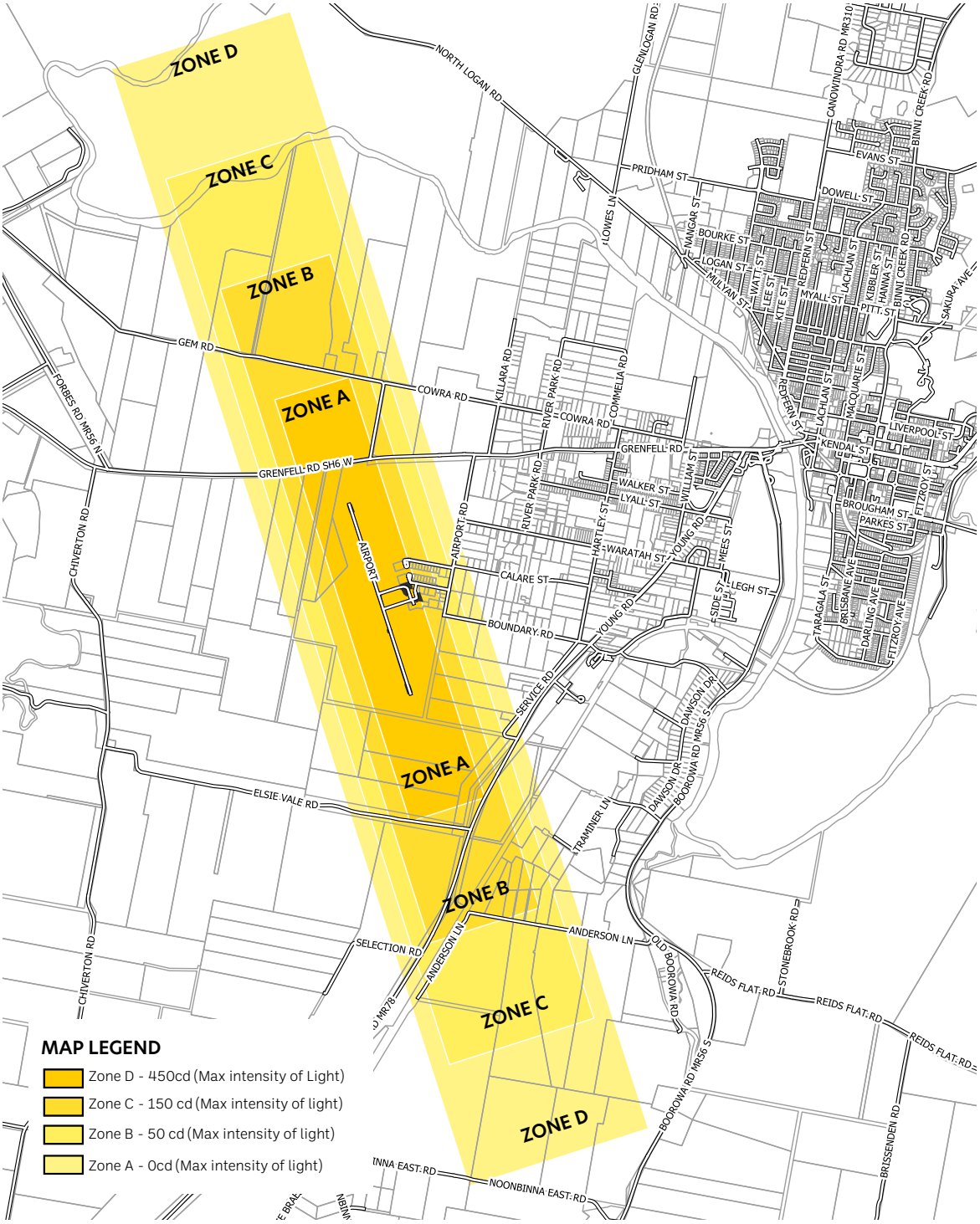
An extract of the OLS map relating to the Cowra Airport is included to the right of page. A full copy of the OLS Map including the inner and outer surfaces can be obtained from Cowra Council's offices.

a. New development at the Cowra Airport must not be of a height that will project through the OLS.

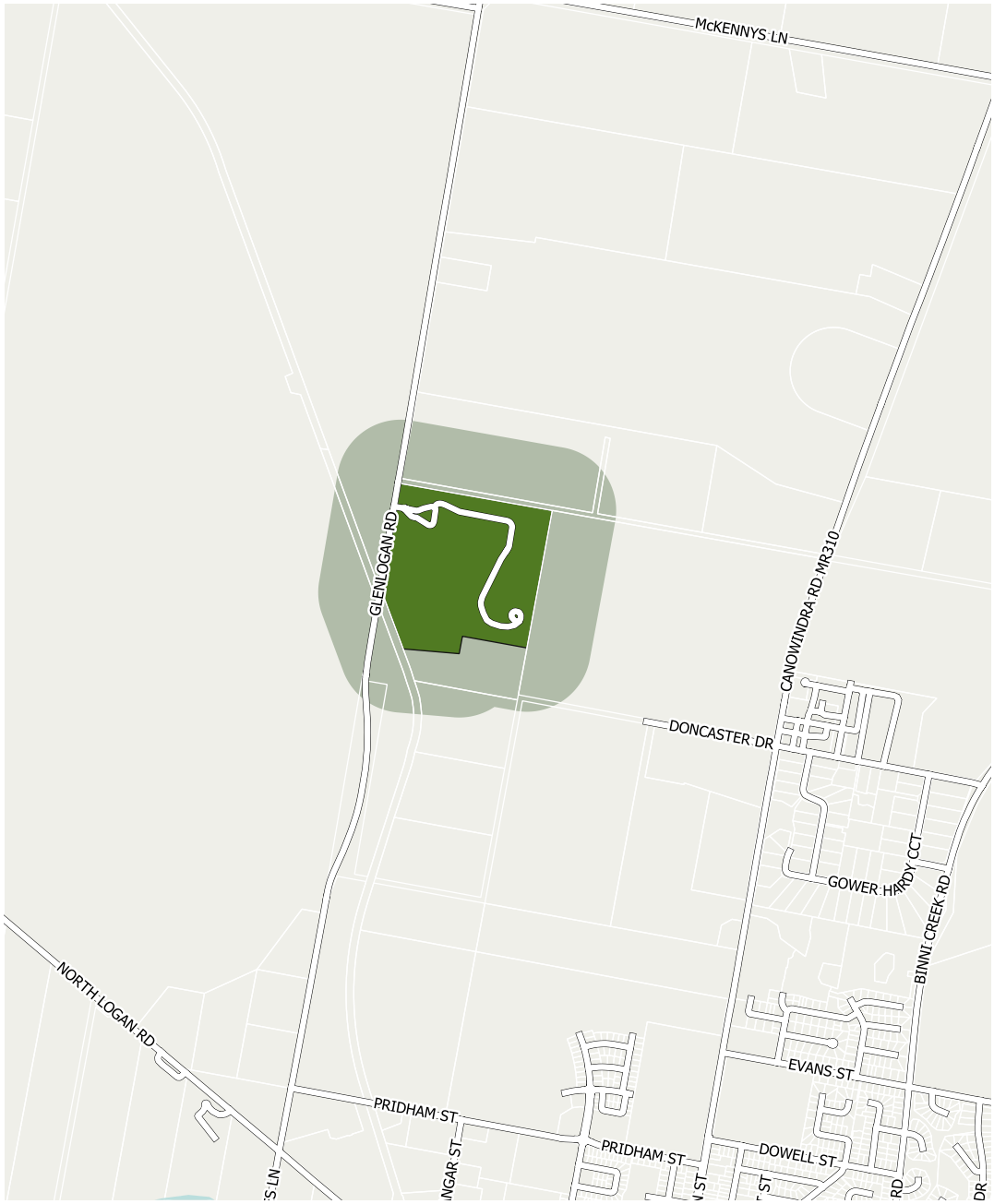
b. Council may require certification from a Registered Surveyor indicating the maximum height of a development in relation to the height shown on the OLS plan.

c. Where compliance with control (a) cannot be achieved, the proposal must be referred to Civil Aviation Safety Authority Australia (CASAA) for an assessment of the effect of that obstable to aircraft operations. Council must take into consideration any comment from received from CASAA before determining the application.

Map No. 5 - Light Control Map for Cowra Airport



Map No. 3 - Cowra Materials Recycling Facility Buffer Area



L.1.4. Guiding Principles

The following guiding principles apply to advertising and signage structures in Cowra:

a. Advertising and signage should:

   i. Be compatible with the character of the surrounding area.

   ii. Be compatible with the theme for outdoor advertising, where this exists.

   iii. Not detract from the amenity or visual quality of any hertiage areas, open space areas or residential areas.

   iv. Not compromise important views, or dominate the skyline.

   v. Have a scale, proportion and form that is appropriate for streetscape, setting or landscape within which it is proposed to be placed.

   vi. Have a scale, proportion and form that is appropriate for the site or building on which it is proposed to be placed.

   vii. Reduce clutter by rationalising and simplifying existing advertising.

   viii. Screen unsightliness.

   ix. Not contain illumination that will result in unacceptable glare for pedestrians, motor vehicles or aircraft.

   x. Not contain illumination that will detract from the amenity of any nearby residence or other form of accommodation.

L.1.5. General Signage Controls

The following controls apply to advertising and signage proposals in the Cowra Shire:

a. Where multiple tenancies are located within a building, a co-ordinated signage strategy should be prepared and submitted with a DA.

b. Flag signage should be avoided in the Central Business District.

c. Advertising and signage should not project lights or images onto a pedestrian footpath or public space.

d. Temporary signage is permitted to be erected (without consent) in all zones under Cowra Local Environmental Plan 2012, provided:

   i. It is a real estate sign, or relates to a local event of a religous, educational, cultural, political, social, sporting or recreational nature.

   ii. It is not displayed for more than 28 days before or after the event.

   iii. There is only one sign per frontage of the property or site.

   iv. It does not include advertising of a commercial nature (except for the nsmae of a sponser etc).

parking access + mobility

PART M

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

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COMPREHENSIVE DCP 2021

M.1.4. Definitions

Gross floor area (GFA) means the overall area of a building as measured from the outer face of external walls, but excludes:

a. columns, fin walls, sun control devices and any elements, projections or works outside the general lines of the outer face of the external wall.

b. lift towers, cooling towers, machinery and plant rooms and ancillary storage space and vertical air-conditioning ducts.

c. car parking needed to meet any requirements of Council and any internal access to such spaces.

d. space for the loading and unloading of goods.

Gross leasable floor area (GLFA) means the overall area of a building as measured from the internal face of the walls, but excludes:

a. stair cases and fire escapes.

b. staff and/or public amenities, toilets.

c. lift towers, machinery and plant rooms, ancillary storage space and vertical air conditioning ducts.

d. space for the loading/unloading of goods.

e. any other area, which in Council's opinion, does not contribute to parking.

M.1.5. Off street parking calculations

Car parking will generally be required to be provided on the site of the development. Council may be prepared to consider the provision of other appropriately zoned land for parking purposes, provided the alternate location is convenient to the subject development, safe to both pedestrians and motorists using and travelling on part of the facility and will satisfy the requirement.

Off-street car parking should be provided for both customers and staff of the subject development and not exclusively for private purposes. Free and uninterrupted access to car parking areas should be maintained at all times during the hours of operation of the development.

Council will require developers to provide on site car parking at the rate set out in the following sections.

Note: In the case of a number of different land uses comprising the development, the parking requirements for each separate use shall be calculated and then added together to provide the total parking requirement.

Variation to this requirement will only be considered by Council where the applicant can demonstrate that the peak demand for each land use component of the development is staggered or that development as whole generates less parking than separable parts.

M.1.5.1. Residential Land-use Types

LEP Definition	Parking Requirements
Attached dwellings	1 space per dwelling + 1 space per 3 units (visitor parking)
Boarding houses	1 space per 4 beds + 1 space per 2 staff
Dual Occupancies	1 space per dwelling behind the building line. Visitor car parking not required.
Dwellings House	1 space per dwelling behind the building line. Visitor car parking not required.
Exhibition Home	1 space per dwelling behind the building line + 2 spaces per dwelling (visitor parking).
Group homes	1 space per 4 beds + 1 space per 2 staff
Multi-dwelling housing	1 space per dwelling + 1 space per 3 units (visitor parking)
Residential care facilities,	Self-contained units: 2 spaces per 3 units + 1 space per 5 units (visitor parking). Other: 1 space per 10 beds (visitor parking) + 1 space per 2 staff + 1 ambulance space.
Residential Flat Buildings	1 space per dwelling + 1 space per 3 units (visitor parking)
Secondary Dwellings	1 space per dwelling behind the building line. Visitor car parking not required.
Semi-detached dwelling	1 space per dwelling behind the building line. Visitor car parking not required.
Seniors Housing	Self-contained units: 2 spaces per 3 units + 1 space per 5 units (visitor parking). Other: 1 space per 10 beds (visitor parking) + 1 space per 2 staff + 1 ambulance space.
Shoptop housing	1 space per dwelling.

M.1.5.2. Tourist and Visitor Accommodation Types

LEP Definition	Parking Requirements
Backpackers accommodation	1 space per 5 beds + 1 space per 2 staff
Bed & breakfast accommodation	1 space for dwelling + 1 space per room available for accommodation purposes.
Camping Ground	1 space per van / mobile home / campsite + 1 space per 2 employees + 1 visitor space per 10 sites.
Caravan Parks	1 space for manager + bus parking + 1 space per site + 1 space per 5 sites (visitor parking).
Eco-tourist facility	To be determined on merit, having regard to nature of development.
Farm stay accommodation	1 space for dwelling + 1 space per farm stay dwelling.
Hostels	1 space per 5 beds + 1 space per 2 staff
Motels	1 space per unit + 1 space per 2 staff. If Restaurant included, then add 1 space per 6.5 m2 of GLFA of Restaurant. If Function Room included, then 1 space per 3 seats.

M.1.5.3. Commercial Land-use Types

LEP Definition	Parking Requirements
Amusement centres	Whichever is the greater of: 1 space per 10m2 or1 space per 10 seats.
Artisian Food and Drink Industry	1 space per 3 seats (internal and external)
Business Premises	1 space per 45m2 of GFA.
Cellar Door	To be determined on merit, having regard to nature of development.
Entertainment facilities	Whichever is the greater of: 1 space per 10m2 or 1 space per 10 seats.
Function centres	1 space per 5m2 of bar, lounge, beer garden, auditorium, games room, restaurant + 1 space per 3 staff (maximum staff level at peak time) + one space per bedroom or unit.
Garden Centre	10 car parking spaces or 0.5 spaces per 100m2 of site area (whichever is the greater)
Hardware and building supplies	1 space per 50m2 of GFA.
Hotels	1 space per 5m2 of bar, lounge, beer garden, auditorium, games room, restaurant + 1 space per 3 staff (maximum staff level at peak time) + one space per bedroom or unit.
Neighbourhood Shop	1 space per 30m2 of GFA.
Office premises	1 space per 40m2 of GFA.
Plant nursery	10 car parking spaces or 0.5 spaces per 100m2 of site area (whichever is the greater)
Registered Clubs	1 space per 5m2 of bar, lounge, beer garden, auditorium, games room, restaurant + 1 space per 3 staff (maximum staff level at peak time) + one space per bedroom or unit.
Restaurants & Cafes	1 space per 6.5m2 of GLFA.
Service Stations	Adequate space adjoining each fuel bowser + queuing area for 3 to 5 cars + 5 spaces for any convience store. If Restaurant included, then add 1 space per 6.5m2 of GLFA.
Shops (includes supermarkets)	1 space per 35m2 of GLFA.
Specialised Retail Premises	1 space per 55m2 of GFA.
Takeaway food and drink premises	Developments with no on-site seating – 10 spaces per 100m2 GFA. Developments with on-site seating and drive-through facilities – 1 space per 3 seats (internal and external), plus queuing area for 5 to 12 cars.
Vehicle Sales or Hire Premises	1 space per 100m2 site area + 2 spaces per work bay (for vehicle servicing facilities).

M.1.5.4. Industrial Land-use Types

LEP Definition	Parking Requirements
Depot	Rate should be drawn with regard to nature of development.
Freight transport facilities	Rate should be drawn with regard to nature of development.
General Industries	Rate should be drawn with regard to nature of development.
Hazardous storage establishment	Rate should be drawn with regard to nature of development.
Heavy Industries	Rate should be drawn with regard to nature of development.
Heavy industrial storage establishment	Rate should be drawn with regard to nature of development.
High technology industry	Rate should be drawn with regard to nature of development.
Industrial Retail Outlet	Rate should be drawn with regard to nature of development.
Industrial training facility	Rate should be drawn with regard to nature of development.
Landscaping material supplies	Rate should be drawn with regard to nature of development.
Light Industries	Rate should be drawn with regard to nature of development.
Liquid Fuel Depot	Rate should be drawn with regard to nature of development.
Local distribution premises	Rate should be drawn with regard to nature of development.
Passenger transport facilities	Surveys should be undertaken of similar developments.
Rural supplies	Rate should be drawn with regard to nature of development.
Storage premises	1 space per 10 storage units (visitor parking)
Transport depots	Rate should be drawn with regard to nature of development.
Truck depots	Rate should be drawn with regard to nature of development.
Vehicle body repair workshops	1 space per 55m2 of GFA + 2 spaces per work bay (for vehicles servicing facilities).
Vehicle repair stations	1 space per 55m2 of GFA.
Warehouse or distribution centre	1 space per 300m2 of GFA.

M.1.5.5. Community Land-use Types

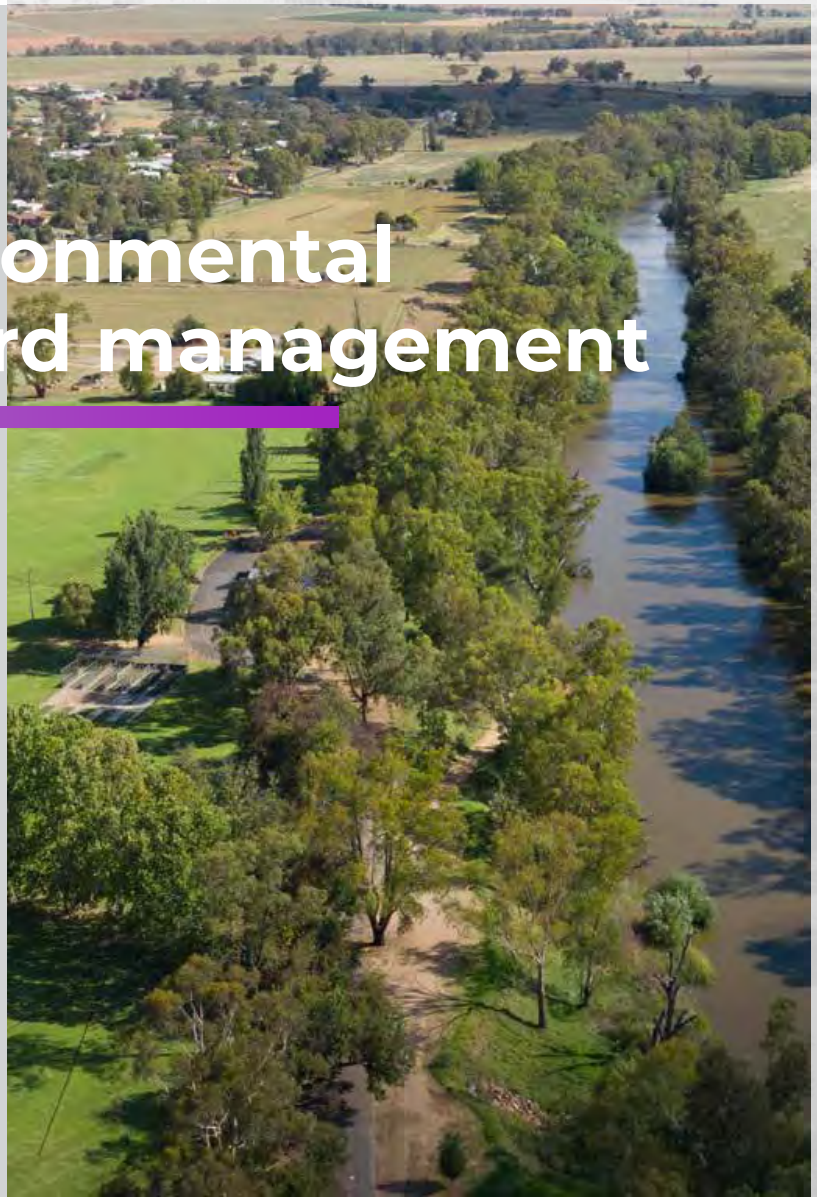
LEP Definition	Parking Requirements
Child Care Centres	1 space per 4 children + 1 space per 2 employees.
Community Facility	Rate should be drawn with regard to nature of development.
Educational Establishment	Infants and Primary Schools: 1 space per staff member + adequate student set down/pick up areas, bus turning areas + parking for auditoriums and sports grounds.
	Secondary Schools: 1 space per staff member + 1 space per 10 students 17 years of age or older + adequate student set down/pick up areas, bus turning areas + parking for auditoriums and sports grounds.
	Tertiary Schools and Colleges: 1 space per staff member + 1 space per 5 students + 1 space per five live-in students + adequate parking and turning areas for auditoriums and sports grounds.
Funeral Home	Whichever is the greater of: 1 space per 10m2 or 1 space per 10 seats.
Health Consulting Rooms	1 space per 65m2 of GFA or a minimum of 1 space per consulting room + 1 space per staff member, whichever is the greater.
Hospitals	1 space per 10 beds (visitors) + 1 space per resident or staff doctor + 1 space per staff member on duty at any one time + ambulance parking.
Market	2.5 spaces per stall for customers
Medical Centres	3 spaces per surgery room + one space per staff member.
Places of Public Worship	Whichever is the greater of: 1 space per 10m2 or 1 space per 10 seats.
Respite day care centre	Rate should be drawn with regard to nature of development.
Vetirinary hospital	Rate should be drawn with regard to nature of development.

M.3.13. Surface materials

a. All new car parking areas and their associated site accesses, vehicle manoeuvring areas and loading / unloading areas must be constructed with a surface finish in accordance with Table 6 below.

Table 6 - Car Parking Surfaces

Commercial Development	Acceptable suface finish
Site Access (to property boundary)	concrete
Vehicle Manoevring Areas	concrete / bitumen seal. Crushed blue metal (or similar) is a suitable alternative where the manoevring areas service < 6 car parking spaces.
Car Parking Spaces	concrete / bitumen seal
Loading / unloading areas	concrete / bitumen seal
Accessible path of travel	concrete / bitumen seal
Industrial Development	**Acceptable suface finish**
Site Access (to property boundary)	concrete
Vehicle Manoevring Areas	concrete / bitumen seal / crushed blue metal (or similar)
Car Parking Spaces	concrete / bitumen seal
Loading / unloading areas	concrete / bitumen seal / crushed blue metal (or similar)
Accessible path of travel	concrete / bitumen seal



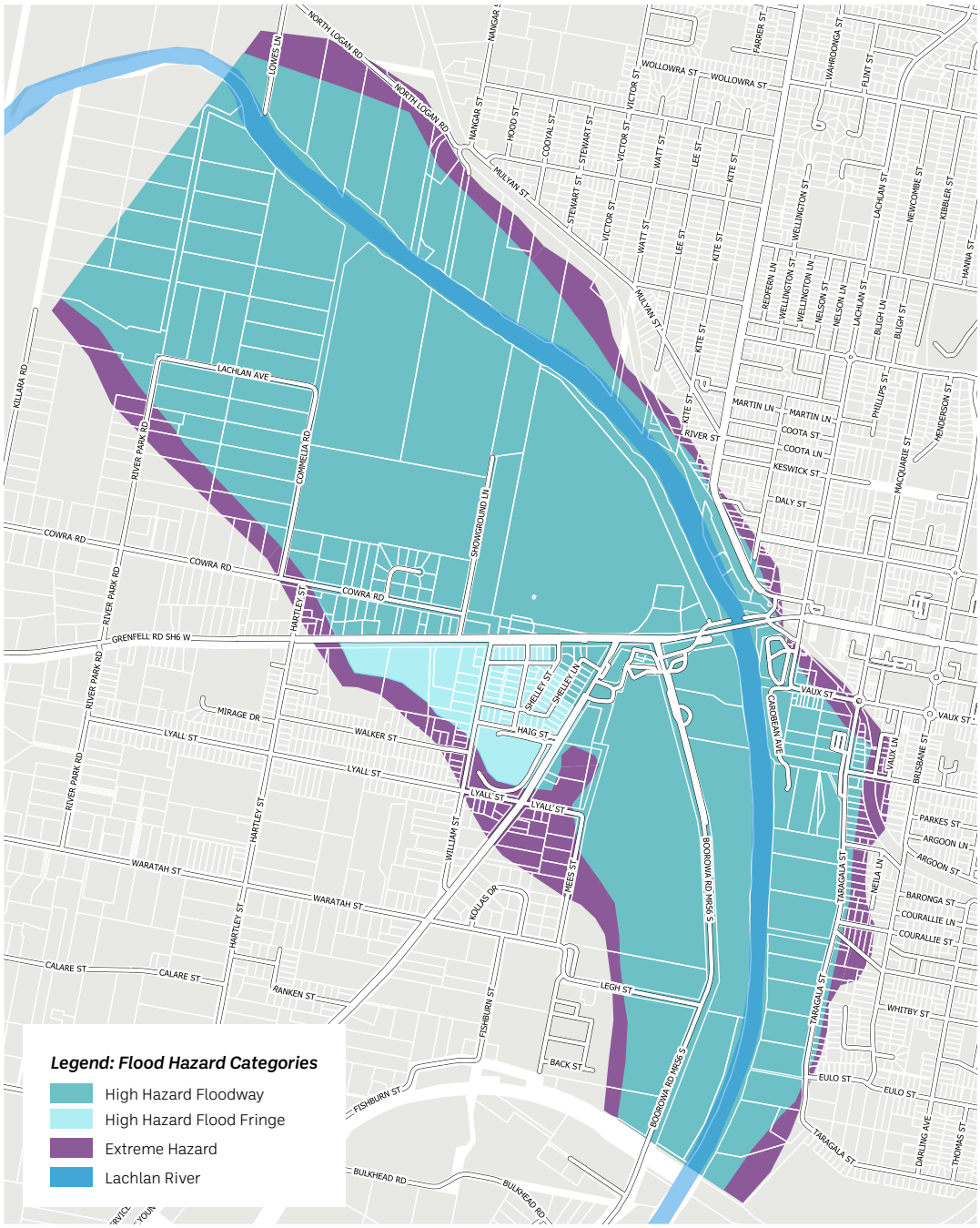
environmental hazard management

PART O

COWRA COUNCIL
116 KENDAL STREET
COWRA NSW 2794

COWRA COUNCIL
COMPREHENSIVE DCP 2021

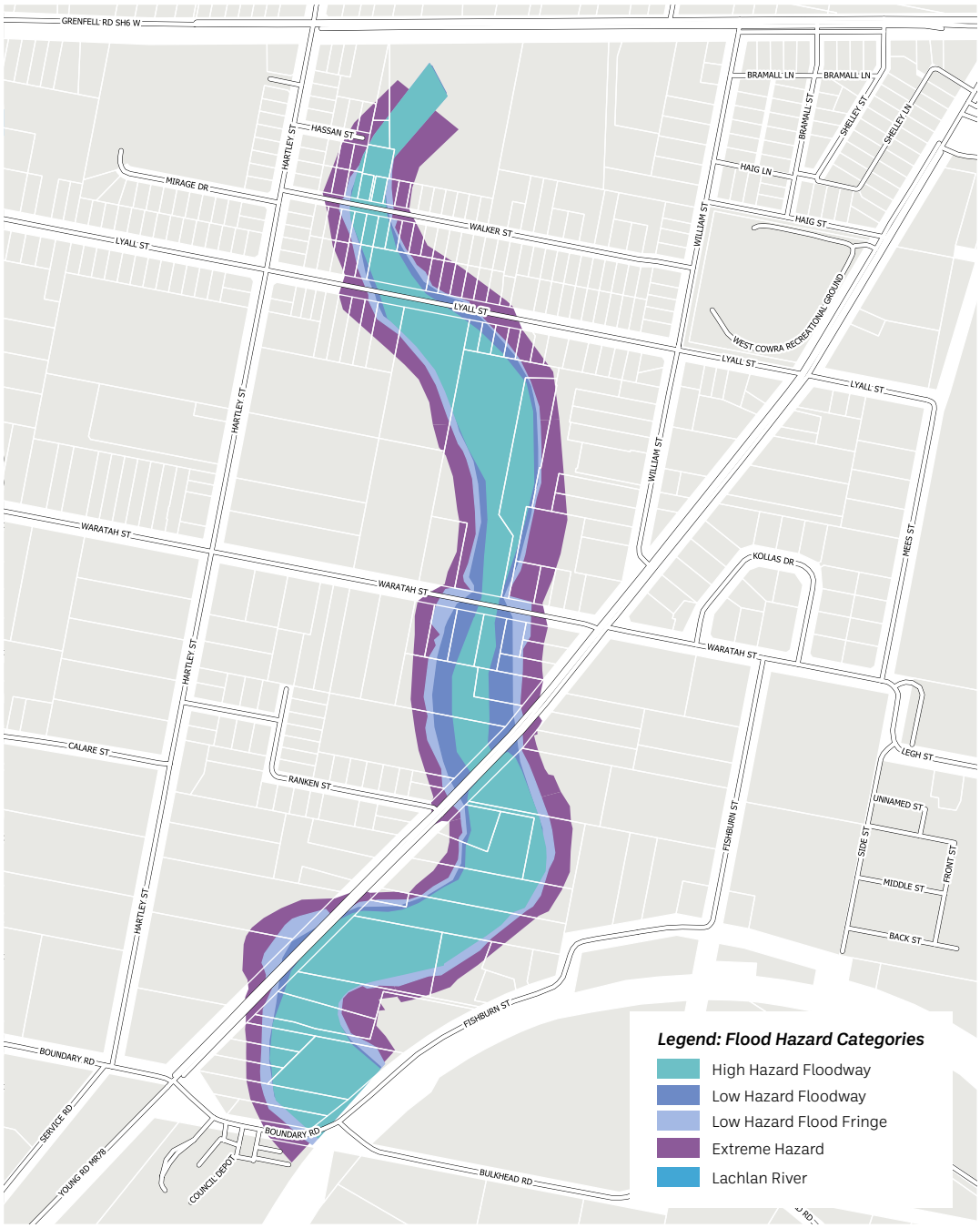
Map 1 - Flood Hazard Category Map (Lachlan River)



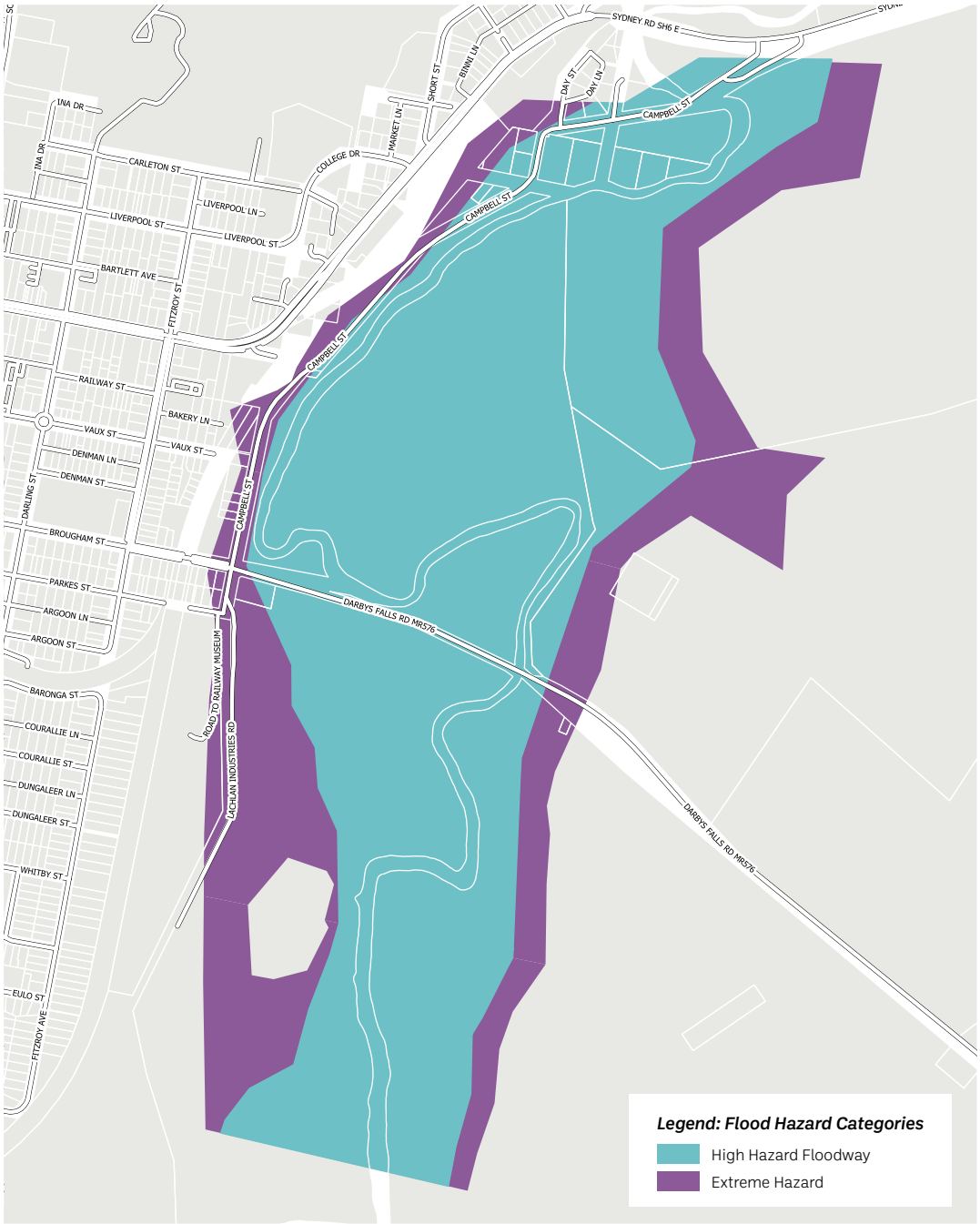
APPENDIX A - FLOOD HAZARD CATEGORY MAP

COWRA DCP 2021

Map 2 - Flood Hazard Category Map (West Cowra Drain)



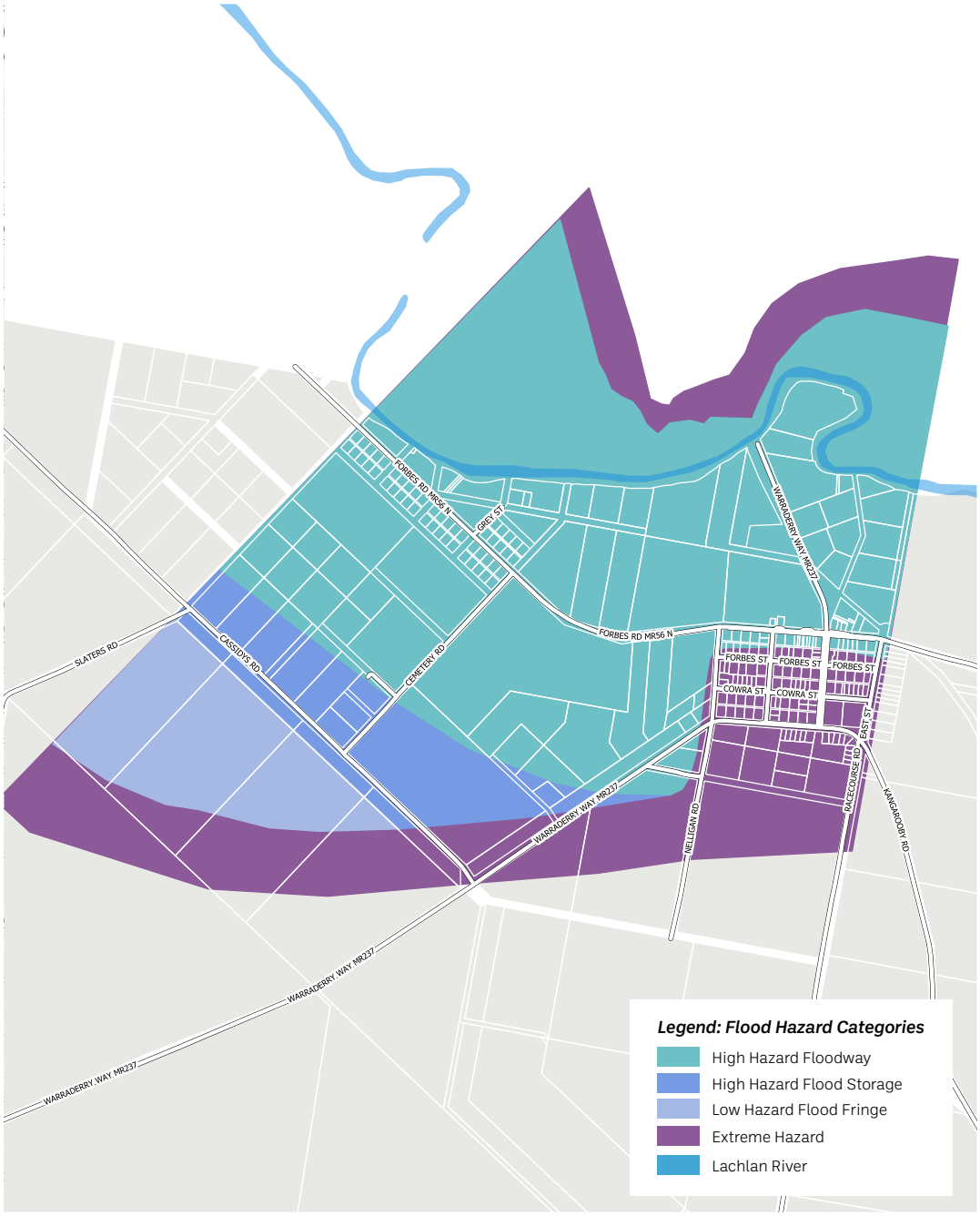
Map 3 - Flood Hazard Category Map (Waugoola Creek)



APPENDIX A - FLOOD HAZARD CATEGORY MAP

COWRA DCP 2021

Map 3 - Flood Hazard Category Map (Gooloogong)



7 LATE REPORTS

8 NOTICES OF MOTIONS

Nil

9 CONFIDENTIAL MATTERS

Nil