



AGENDA

Ordinary Council Meeting

Date: Tuesday, 27 January 2026

Time: 5:45 PM

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

**Paul Devery
General Manager**

Order Of Business

1	Introduction.....	3
1.1	Recording & Publishing.....	3
1.2	Acknowledgement of Country.....	3
1.3	Apologies and Applications for Leave of Absence by Councillors.....	3
1.4	Disclosures of Interest.....	3
1.5	Presentations.....	3
2	Confirmation of Minutes.....	3
Confirmation of Minutes of Ordinary Council Meeting held on 15 December 2025		
3	General Manager	37
3.1	Suspension of Alcohol Free Zone for Festival of International Understanding	37
3.2	Draft Child Safe Policy	39
4	Director-Corporate Services.....	48
4.1	Donation Request - Galari Bloodlines participation at Queanbeyan Kanberri Connections Knockout.....	48
4.2	Donation Request - Mstr Safallah Blazely Attendance at Barca Academy	54
4.3	Investments and Financial Report.....	58
4.4	Loan Refinancing - Initial Analysis.....	67
5	Director-Environmental Services	70
5.1	Section 355 Committee Draft Minutes - Access Committee Meeting held 15 December 2025.....	70
5.2	Development Application No. 10.2025.114.1, Lot 1 DP 516926, 31 Bourke Street Cowra, carport, lodged by M A Smith. The property owner is M A Smith & M J Mulquiney.....	76
5.3	Application - Access Incentive Scheme Grant - Cowra Physiotherapy, 12-18 Young Road Cowra	100
5.4	Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra, change of use of a dwelling to community facility and addition of an activity room, lodged by Cowra Information & Neighbourhood Centre Inc. The property owner is Cowra Information & Neighbourhood Centre Inc.	131
6	Late Reports.....	219
7	Confidential Matters.....	219
8	Confidential Director-Infrastructure & Operations	219
8.1	Request for Tender W3_2024 - Asset Management of Sewer Pipes	219
8.2	Request for Tender 8/2025 - Replacement of Plant 451 - One Landfill Compactor	219

I INTRODUCTION**I.1 Recording & Publishing**

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

I.2 Acknowledgement of Country

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

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

List of apologies for the meeting.

I.4 Disclosures of Interest

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

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

I.5 Presentations**2 CONFIRMATION OF MINUTES**

Confirmation of Minutes of Ordinary Council Meeting held on 15 December 2025



MINUTES

**Ordinary Council Meeting
Monday, 15 December 2025**

Order Of Business

1	Introduction.....	4
1.1	Recording & publishing.....	4
1.2	Acknowledgement of Country.....	4
1.3	Apologies and Applications for Leave of Absence by Councillors.....	4
1.4	Disclosures of Interest.....	4
1.5	Presentations.....	5
1.6	Public Forum	5
2	Confirmation of Minutes.....	5
3	Mayoral Minutes.....	5
3.1	Mayoral Minute - Central NSW Joint Organisation Board Meeting	5
4	General Committee Recommendations - Monday, 8 December 2025	6
4.1	Draft Child Safe Policy	6
4.2	Section 355 Committee Draft Minutes - CBD Committee 17 November 2025	6
4.3	2025 Bell Beats Music and Arts Festival Event Report.....	7
4.4	Donation - Alex McFarland - Australian Junior Squash Championships.....	7
4.5	NSW Environment Protection Authority Joint Procurement Grant: FOGO Investigation.....	7
4.6	Water and Sewerage Strategic Planning: Cowra Water Treatment Plant.....	7
4.7	Container Deposit Scheme Sorting Line Upgrade	8
4.8	Adoption of Revised Access Incentive Scheme Grant Funding Guidelines.....	8
4.9	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.....	8
4.10	Draft Cowra Shire Development Control Plan 2026.....	17
4.11	Development Application No. 10.2025.42.1, Lot 1 DP 163191, 29 Liverpool Street Cowra, demolition of existing buildings and construction of a centre-based child care facility, lodged by Black Ink Architecture Pty Ltd. The property owner is Liverpool NSW Corp Pty Ltd.....	18
5	General Manager	28
5.1	2026 Meeting Dates.....	28
5.2	Memorandum of Understanding - Cowra Business Chamber.....	29
6	Director-Corporate Services.....	29
6.1	Release of Closed Decision	29
6.2	Office of Local Government - Annual Code of Conduct Complaint Statistics 2025.....	30
6.3	Donation - Cowra Public School - School Swimming and Water Safety Program	30

6.4	Section 355 Committee Draft Minutes - Cowra Breakout Association	30
6.5	Section 355 Committee - Member Appointments and Minutes - Sport & Recreation Committee	31
6.6	Investments and Financial Report.....	31
7	Director-Infrastructure & Operations.....	32
7.1	Committee Minutes - Transport Forum.....	32
7.2	Section 355 Committee Minutes - Saleyards Committee.....	32
8	Late Reports.....	32
8.1	Code of Meeting Practice.....	32

**MINUTES OF COWRA COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 15 DECEMBER 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, Cr Peter Wright

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

I INTRODUCTION

1.1 Recording & publishing

The Mayor advised that the meeting was being recorded.

1.2 Acknowledgement of Country

The Mayor delivered the Acknowledgment of Country.

1.3 Apologies and Applications for Leave of Absence by Councillors

RESOLUTION 264/25

Moved: Cr Tony Horton

Seconded: Cr Erin Watt

That the apology from Cr Karren Cave be received and accepted.

CARRIED

1.4 Disclosures of Interest

Cr Fagan declared a Non-Pecuniary interest regarding Item 5.2, Memorandum of Understanding – Cowra Business Chamber, as she is Secretary and Treasurer of the Cowra Business Chamber, and will leave the room for discussion of this item.

Cr Speechley declared a Non-Pecuniary interest regarding Item 4.9, 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, as her employer is the applicant, and will leave the room for discussion of this item.

Cr Watt declared a Non - Pecuniary interest regarding Item 4.9, 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, as a family member was involved in the preparation of a submission, and will leave room for discussion of this item.

Cr Watt declared a Non-Pecuniary interest regarding Item 4.11, Development Application No. 10.2025.42.1, Lot 1 DP 163191, 29 Liverpool Street Cowra, demolition of existing buildings and construction of a centre-based child care facility, lodged by Black Ink Architecture Pty Ltd, as a family member supported the preparation of one of the objections, and will leave the room for discussion of this item.

1.5 Presentations

Nil

1.6 Public Forum

DA

At 5.35pm, Cr Erin Watt left the meeting.

Five members of the public registered with the General Manager's office to speak to Item 4.11. They were:

- Ms Libby Ewing-Jarvie of Cowra Early Childhood Services.
- Ms Donna Myers.
- Mr Mark Perry of Black Ink Architects.
- Mr John Frangi of Hamilton Locke.

At 6.05pm, Cr Erin Watt returned to the meeting.

2 CONFIRMATION OF MINUTES

RESOLUTION 265/25

Moved: Cr Ruth Fagan

Seconded: Cr Tony Horton

That the minutes of Ordinary Council Meeting held on 17 November 2025 be confirmed.

CARRIED

3 MAYORAL MINUTES

3.1 Mayoral Minute - Central NSW Joint Organisation Board Meeting

RESOLUTION 266/25

Moved: Cr Paul Smith

Seconded: Cr Nikki Kiss OAM

That Council note the Mayoral Minute on the Central NSW Joint Organisation board meeting held on 12 November 2025 in Sydney, NSW.

CARRIED

4 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 8 DECEMBER 2025

The Committee refers the following recommendations to Council:

GENERAL MANAGERS REPORT**4.1 Draft Child Safe Policy****RESOLUTION 267/25**

Moved: Cr Erin Watt

Seconded: Cr Nikki Kiss OAM

That Council defer placing the draft Child Safe Policy on public exhibition until advice is received and considered on any related requirement for councillors to obtain a Working With Children Check.

CARRIED

4.2 Section 355 Committee Draft Minutes - CBD Committee 17 November 2025**RESOLUTION 268/25**

Moved: Cr Erin Watt

Seconded: Cr Tony Horton

- I. 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.**

CARRIED

DIRECTOR-CORPORATE SERVICES REPORT**4.3 2025 Bell Beats Music and Arts Festival Event Report****RESOLUTION 269/25**

Moved: Cr Ruth Fagan
Seconded: Cr Tony Horton

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.

CARRIED

4.4 Donation - Alex McFarland - Australian Junior Squash Championships**RESOLUTION 270/25**

Moved: Cr Cheryl Downing
Seconded: Cr Nikki Kiss OAM

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

CARRIED

DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT**4.5 NSW Environment Protection Authority Joint Procurement Grant: FOGO Investigation****RESOLUTION 271/25**

Moved: Cr Erin Watt
Seconded: Cr Nikki Kiss OAM

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.

CARRIED

4.6 Water and Sewerage Strategic Planning: Cowra Water Treatment Plant**RESOLUTION 272/25**

Moved: Cr Erin Watt
Seconded: Cr Tony Horton

That

I. 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.

CARRIED

4.7 Container Deposit Scheme Sorting Line Upgrade

RESOLUTION 273/25

Moved: Cr Cheryl Downing
Seconded: Cr Nikki Kiss OAM

That Council receive and note the information provided on the planned Material Recycling Facility Container Deposit Scheme sorting line upgrade.

CARRIED

DIRECTOR-ENVIRONMENTAL SERVICES REPORT

4.8 Adoption of Revised Access Incentive Scheme Grant Funding Guidelines

RESOLUTION 274/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

That Council adopt the draft Access Incentive Scheme Grant Funding Guidelines.

CARRIED

At 6.40pm, Cr Cheryl Speechley and Cr Erin Watt left the meeting.

4.9 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.

RESOLUTION 275/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

- I. **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 Kellas Drive Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

I. 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.

Note 1: 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 or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.
21. All 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 Kellas 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.

CARRIED

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

Against: Nil

CARRIED 6/0

At 6.42pm, Cr Cheryl Speechley and Cr Erin Watt returned to the meeting.

4.10 Draft Cowra Shire Development Control Plan 2026

RESOLUTION 276/25

Moved: Cr Erin Watt

Seconded: Cr Nikki Kiss OAM

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.

CARRIED

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

Against: Nil

CARRIED 8/0

At 6.47 pm, Cr Erin Watt left the meeting.

4.11 Development Application No. 10.2025.42.1, Lot 1 DP 163191, 29 Liverpool Street Cowra, demolition of existing buildings and construction of a centre-based child care facility, lodged by Black Ink Architecture Pty Ltd. The property owner is Liverpool NSW Corp Pty Ltd.

RESOLUTION 277/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Ruth Fagan

That the meeting acknowledge that an amended traffic impact assessment report was received and circulated to councillors on the day of the meeting.

CARRIED

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

Against: Nil

CARRIED 7/0

MOTION

Moved: Cr Cheryl Downing

Seconded: Cr Cheryl Speechley

That consideration of Development Application No. 10.2025.42.1 be deferred, to enable councillors to fully consider all information concerning the DA, including the recently-circulated traffic report.

LOST

In Favour: Crs Cheryl Downing, Cheryl Speechley and Peter Wright

Against: Crs Paul Smith, Nikki Kiss OAM, Ruth Fagan and Tony Horton

LOST 3/4

RESOLUTION 278/25

Moved: Cr Ruth Fagan
 Seconded: Cr Nikki Kiss OAM

1. **That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The 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, one submission was received within the notification period, and 3 late submissions were received; and**
2. **That Council approves a variation to M.1.5 of Part M of Council's Development Control Plan 2021 for this development to allow 11 on-site car parking spaces; and**
3. **That Development Application No. 10.2025.42.1, for the demolition of existing buildings and construction of a centre-based childcare facility on Lot 1 DP 163191, 29 Liverpool Street Cowra be approved subject to the following conditions:**

GENERAL CONDITIONS

- I. **Development is to be in accordance with approved plans.**

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Survey	SRD Land Consulting Project 30230 Issue C Dated 05-09-2025	Received 31 October 2025 Stamped No. DA 10.2025.42.1 (A)
Site Analysis	Black Ink architecture Drawing SK02J 12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Site Plan	Black Ink architecture Drawing SK03M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Floor Plan	Black Ink architecture Drawing SK04M	Received 3 December 2025

	2/12/2025	Stamped No. DA 10.2025.42.1 (B)
Roof Plan	Black Ink architecture Drawing SK05M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Elevations 1 (North & East)	Black Ink architecture Drawing SK06M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Elevations 2 (West & South)	Black Ink architecture Drawing SK07M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Elevations 3 (West – view of adjoining property)	Black Ink architecture Drawing SK08M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Demolition Plan	Black Ink architecture Drawing SK09 14/7/2025	Received 15 July 2025 Stamped No. DA 10.2025.42.1 (A)
Impression 1	Black Ink architecture Drawing SK10A 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Impression 2	Black Ink architecture Drawing SK11A 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Impression 3	Black Ink architecture Drawing SK12A 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Impression 4	Black Ink architecture Drawing SK13A	Received 3 December 2025

	2/12/2025	Stamped No. DA 10.2025.42.1 (B)
Impression 5	Black Ink architecture Drawing SK14A 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.1 (B)
Traffic and Parking Impact Assessment	Motion Traffic Engineers Pty Ltd N255027A (Version 1a) July 2025	Received 29 July 2025 Stamped No. DA 10.2025.42.1 (B)
General Arrangement Plan Drawing C01	Calare Civil Job 2025.0145 Issue C 17 June 2025	Received 1 July 2025 Stamped No. DA 10.2025.42.1
Preliminary Site Grading Drawing C02	Calare Civil Job 2025.0145 Issue C 17 June 2025	Received 1 July 2025 Stamped No. DA 10.2025.42.1
Catchment Plans and Drains Modelling Notes Drawing SW01	Calare Civil Job 2025.0145 Issue C 17 June 2025	Received 1 July 2025 Stamped No. DA 10.2025.42.1
Carpark Certification of a Proposed Childcare Centre	Motion Traffic Engineers Pty Ltd N255027A (Version 1a) February 2025	Received 1 July 2025 Stamped No. DA 10.2025.42.1
Landscape Plan	Faulkner & Chapman Landscape Design Project 29LiverpoolLP 17 March 2025	Received 31 October 2025 Stamped No. DA 10.2025.42.1 (A)
Noise Impact Assessment	Octave Acoustics 3 November 2025	Received 3 November 2025 Stamped No. DA 10.2025.42.1 (A)
Statement of Environmental Effects	Civic Town Planning Issue 4	Received 25 July 2025

	25 July 2025	Stamped No.
		DA 10.2025.42.1 (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. 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. Car parking facilities, including all internal parking and manoeuvring areas 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 and are to include all necessary line marking, directional arrows and signage to delineate parking spaces, traffic flow and traffic priority. All costs associated with the construction of the parking area shall be borne by the Applicant.
5. All traffic movements in and out of the development are to be in a forward direction.
6. 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.

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

7. All utility service connections, including sewer and water, shall be properly disconnected as part of the demolition works. In this regard the Applicant must consult with relevant service authorities regarding their requirements for the disconnection of services prior to any demolition works commencing at the site.

CONDITIONS TO BE COMPLIED WITH DURING DEMOLITION WORKS

8. 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.
9. 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.
10. Any 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.
11. 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.
12. 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.
13. Any 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.
14. 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.
15. 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.
16. 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

17. 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 for Stage 1. 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 Statistics (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	\$1,545,454.54	1%	\$15,454.55	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

18. 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.

19. Prior to the issue of a Construction Certificate, the applicant is to submit amended plans showing waste storage areas within the development.

20. Prior to the issue of a Construction Certificate, a Stormwater Management Plan shall be submitted to Council for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council. This is to include a comparison of existing and design flows and also show control measures for erosion and sedimentation. This is to include an easement to drain stormwater to Council's stormwater reticulation system which benefits lot 1 DP 163191 and burdens lot 2 DP 1246929.

21. In order to formalise the required inter-allotment drainage over adjoining properties, documentary evidence of the lodgement with NSW Land Registry Services of a Section 88B instrument is to be submitted to Council prior to the issue of the Construction Certificate. Prior to the issue of the Occupation Certificate, a copy of the registered Certificate of Title is to be submitted to Council verifying the creation of the drainage easement.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF

WORKS

22. **Before any site work commences, a dilapidation report must be prepared by a suitably qualified engineer detailing the structural condition of adjoining buildings, structures or works and public land, to the satisfaction of the principal certifier. Where access has not been granted to any adjoining properties to prepare the dilapidation report, the report must be based on a survey of what can be observed externally and demonstrate, in writing, to the satisfaction of the principal certifier that all reasonable steps were taken to obtain access to the adjoining properties. Before any site work commences, adjoining building owner(s) must be provided with a copy of the dilapidation report for their property(ies) and a copy of the report(s) must be provided to council (where council is not the principal certifier) at the same time.**
23. **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.**
24. **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.**
25. **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'.**
26. **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.**
27. **The Council's sewer main alignment and depth shall be accurately located and the greater of the following clearance criteria must be achieved prior to commencement of works:**
 - (i) **A line taken at an angle of 45 degrees downwards from the lower edge of the proposed footing will not intersect Council's sewer main and its trench;**
 - (ii) **A minimum 1100mm between the building's footings and centre line of the sewer main;**
 - (iii) **The building and its footings are located outside any existing sewer easement.**

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

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

28. 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.
29. 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.
30. 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.
31. 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.
32. 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.
33. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia to Council's Stormwater Management System in accordance with the approved stormwater management plan.
34. 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.
35. 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

- 36. The Applicant must not commence occupation or use of the centre-based childcare facility until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
- 37. Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from Liverpool Street in accordance with consent from the road's authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the Section 138 Permit. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.
- 38. 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 water supply and sewerage must be paid in full to Cowra Shire Council before the Subdivision 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.

No reserved parking spaces will be available for designated parking for this development on lot 2 DP 1246929.

CARRIED

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

Against: Crs Cheryl Downing, Cheryl Speechley and Peter Wright

CARRIED 4/3

At 7.28pm, Cr Erin Watt returned to the meeting.

5 GENERAL MANAGER

5.1 2026 Meeting Dates

RESOLUTION 279/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

I. That Council adopt the following Council meeting dates for 2026:

Month	Day	Date	Meetings	Time
JANUARY	Tuesday	27	Ordinary Council	5.45pm
FEBRUARY	Monday	9	General Committee	5.45pm
	Monday	23	Ordinary Council	5.45pm
MARCH	Monday	9	General Committee	5.45pm
	Monday	23	Ordinary Council	5.45pm
APRIL	Monday	13	General Committee	5.45pm
	Monday	27	Ordinary Council	5.45pm
MAY	Monday	11	General Committee	5.45pm
	Monday	25	Ordinary Council	5.45pm
JUNE	Tuesday	9	General Committee	5.45pm
	Monday	22	Ordinary Council	5.45pm
JULY	Monday	13	General Committee	5.45pm
	Monday	27	Ordinary Council	5.45pm
AUGUST	Monday	10	General Committee	5.45pm
	Monday	24	Ordinary Council	5.45pm

SEPTEMBER	Monday	14	General Committee	5.45pm
	Monday	28	Ordinary Council	5.45pm
OCTOBER	Monday	12	General Committee	5.45pm
	Monday	26	Ordinary Council	5.45pm
NOVEMBER	Monday	9	General Committee	5.45pm
	Monday	23	Ordinary Council	5.45pm
DECEMBER	Monday	7	General Committee	5.45pm
	Monday	14	Ordinary Council	5.45pm

2. That Public Forums be scheduled for 5.30pm prior to each General Committee meeting and each Council meeting.

CARRIED

At 7.37pm, Cr Ruth Fagan left the meeting.

5.2 Memorandum of Understanding - Cowra Business Chamber

RESOLUTION 280/25

Moved: Cr Erin Watt

Seconded: Cr Cheryl Downing

That Council endorse and sign the draft Memorandum of Understanding between Cowra Council and Cowra Business Chamber.

CARRIED

At 7.39pm, Cr Ruth Fagan returned to the meeting.

6 DIRECTOR-CORPORATE SERVICES

6.1 Release of Closed Decision

RESOLUTION 281/25

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

That Council note the release of the resolution made in Closed Council at the Ordinary Council Meeting held on 27 October 2025:

RESOLUTION 242/25

Assessment of Request For Tender: Cowra Aquatic Centre Asset Renewal Project

1. **That Council accept the tender from - Endeavour Pools & Spas Pty Ltd (ABN 91 629 498 246) for 'Design and Construction of a new 50m lap pool, program pool splash pad and associated infrastructure' (NSW Public Works Advisory RFT / Contract No. 2006590) in the amount \$10,619,950 (incl GST).**
2. **That Council authorise the General Manager to execute any documentation required to award Contract 2006590 'Design and Construction of a new 50m lap pool, program pool splash pad and associated infrastructure'.**

CARRIED

6.2 Office of Local Government - Annual Code of Conduct Complaint Statistics 2025**RESOLUTION 282/25**

Moved: Cr Ruth Fagan
Seconded: Cr Tony Horton

That Council:

- 1. Note the 2025 report of statistics on Code of Conduct complaints against Councillors and the General Manager; and**
- 2. Approve submission of the report to the Office of Local Government.**

CARRIED

6.3 Donation - Cowra Public School - School Swimming and Water Safety Program**RESOLUTION 283/25**

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

That Council not approve a requested donation of \$2,000 to Cowra Public School towards delivering the School Swimming and Water Safety Program over March 2026 for Year 2 students, as the request is ineligible under Council's Donation Policy.

CARRIED

6.4 Section 355 Committee Draft Minutes - Cowra Breakout Association**RESOLUTION 284/25**

Moved: Cr Nikki Kiss OAM
Seconded: Cr Peter Wright

That Council note the draft Minutes of the Cowra Breakout Association Annual General Meeting held on 19 October 2025, including that the following office bearers were elected:

- President – Mr Gordon Rolls**
- Vice President – Ms Kathy Ryan**
- Secretary/Treasurer – Mr Graham Aphorpe**
- International Liaison Officer – Mr Lawrence Ryan**

CARRIED

6.5 Section 355 Committee - Member Appointments and Minutes - Sport & Recreation Committee

RESOLUTION 285/25

Moved: Cr Tony Horton
Seconded: Cr Cheryl Downing

That Council:

- 1. Thank retiring members of the Cowra Sport and Recreation Committee for their service.**

- 2. Appoint the following representatives of local sporting organisations to the Cowra Sport and Recreation Committee for the period ending 31 December 2026:**
 - **Mr Marc McLeish – Cowra Senior Cricket Club**
 - **Ms Krisha Tysoe – Cowra Little Athletics**
 - **Mr Lee Wilson – Cowra Junior Cricket, Cowra Junior Soccer**
 - **Ms Danielle Spence – Cowra Magpies RLFC**
 - **Mr Drew Willis – Cowra Senior Soccer**
 - **Mr Justin Gunn – Cowra Junior Rugby League Club**
 - **Ms Katie Clements – Cowra Blues AFL Club**
 - **Ms Sharryn Lewis – Cowra Netball Association**
 - **Mr Jason Smith – Cowra Stingrays Swimming Club**
 - **Ms Brooke Smith – Cowra Stingrays Swimming Club, Netball**
 - **Ms Penny Smith – Community representative with experience in Rugby League, Swimming, Hockey**

- 3. Appoint Mr Marc McLeish as the Chairperson and Ms Krisha Tysoe as the Deputy Chairperson of the Committee.**

CARRIED

6.6 Investments and Financial Report

RESOLUTION 286/25

Moved: Cr Nikki Kiss OAM
Seconded: Cr Peter Wright

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

CARRIED

7 DIRECTOR-INFRASTRUCTURE & OPERATIONS**7.1 Committee Minutes - Transport Forum****RESOLUTION 287/25**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Paul Smith

1. **That the draft minutes of the Transport Forum meeting held on 8 December 2025 be noted.**
2. **That Council approves the Class 3 special event Australia Day Ceremony to be held by Cowra Shire Council on 26 January 2026, subject to compliance with the requirements of Transport for NSW (TfNSW) and NSW Police.**
3. **That Council approves the Class 3 special event Cargo to Grenfell Fundraising Walk to be held on 12 - 14 March 2026 subject to compliance with the requirements of Transport for NSW (TfNSW) and NSW Police.**
4. **That Council approves the route of this Class 2 special event known as Festival of International Understanding to be held by Cowra Shire Council on 28 March 2026 subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.**

CARRIED

7.2 Section 355 Committee Minutes - Saleyards Committee**RESOLUTION 288/25**

Moved: Cr Peter Wright

Seconded: Cr Nikki Kiss OAM

That the minutes of the draft Saleyards Committee meeting held on 6 November 2025 be noted.

CARRIED

8 LATE REPORTS**8.1 Code of Meeting Practice****RESOLUTION 289/25**

Moved: Cr Erin Watt

Seconded: Cr Nikki Kiss OAM

That Council adopt the draft Code of Meeting Practice with the removal of the note following clause 5.34.

CARRIED

The Meeting closed at 8.18pm.

The Minutes of this meeting are confirmed at the Ordinary Council Meeting held on 27 January 2026.

.....
CHAIRPERSON

3 GENERAL MANAGER

3.1 Suspension of Alcohol Free Zone for Festival of International Understanding

File Number: D26/4

Author: Paul Devery, General Manager

RECOMMENDATION

That the CBD Alcohol Free Zone be suspended for 24 hours for the annual Festival of International Understanding.

INTRODUCTION

In September 2025 council re-established the CBD Alcohol Free Zone passing the following resolution:

Resolution 205/25

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

- *The Mid-Western Highway from Shelley Street extending east over the Lachlan River bridge along Kendal Street/Mid-Western Highway to Somerset Street;*
- *All streets running off Kendal Street between those designated areas above north to Liverpool Street and south to Vaux Street;*
- *The entire length of Liverpool Street;*
- *The entire length of Vaux Street;*
- *The entire length of Bartlett Street;*
- *The entire length of Bartlett Avenue;*
- *The entire length of Railway Street;*
- *The entire length of Railway Lane;*
- *The entire length of Busby Lane;*
- *The entire length of Doust Lane;*
- *The entire length of Rowston Lane;*
- *Redfern Street from the intersection of Smith Street south into Bridge Street to the intersection of Lachlan Street;*
- *Smith Street from the intersection of Liverpool Street south to the intersection of Redfern Street;*
- *Unnamed street from intersection of Bridge Street south under the bridge overpass to the intersection with Lachlan Street;*
- *Unnamed street from intersection of Bridge Street west over the Low-Level Bridge to the intersection of Lachlan Valley Way;*
 - *The entire length of Len Whiteley Drive; and*
 - *Public places within the proposed Alcohol-Free Zone that are a car park or part of a car park.*

2. *That the Alcohol- Free Zone exclude those areas with separate approval from Council and Liquor and Gaming NSW to conduct footpath dining including the consumption of alcohol.*
3. *That the Alcohol-Free Zone be suspended for 24 hours for the following events:*
 - (a) *Annual Christmas Street Festival*
 - (b) *BellBeats Music Festival*

Part 3 of that resolution allowed for a 24-hour suspension of the zone during the running of the annual Christmas Street Festival and the BellBeats music festival.

BACKGROUND

The proposal for the 2026 Festival of International Understanding is to serve pre-dinner drinks on the civic centre forecourt in conjunction with a Peace Bell ceremony.

Accordingly, it is recommended the annual Festival of International Understanding is added to those events for which a 24-hour suspension is required.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

3.2 Draft Child Safe Policy

File Number: D26/38

Author: Paul Devery, General Manager

RECOMMENDATION**That Council place the draft Child Safe Policy on public exhibition.****INTRODUCTION**

At the December 2025 council meeting the following resolution was passed:

That Council defer placing the draft Child Safe Policy on public exhibition until advice is received and considered on any related requirement for councillors to obtain a Working With Children Check.

Advice was sought and has been received from Local Government NSW on this matter. In addition, I have held an online meeting with the LGNSW Legal Officer to clarify parts of the advice received.

BACKGROUND

In short, the LGNSW advice is that while there is no mandatory requirement for councillors to obtain a Working With Children Check (WWCC), it is wise to err on the side of caution and seek to obtain one.

There are a number of reasons to pursue that course of action including:

- councillors are often present at events where children are also in attendance eg library events, school events and Youth Council events, and it is arguable that these fall within the definition of child-related work;
- there is a risk in not obtaining a WWCC of non-compliance with Part 7 of the Child Protection (Working With Children) Act 2012 and exposing council under s50;
- while councillors are not considered employees of council under the Local Government Act a councillor is considered an employee under the Children's Guardian Act.

It is recommended the following be included in Part 6 of the draft Child Safe Policy:

- ***Councillors participating in regular activities where children are present would be expected to obtain a WWCC***

Importantly this inclusion does not make it mandatory or punitive, that is, it avoids stating councillors must obtain a WWCC. A councillor retains the right not to obtain a WWCC and, if one is sought and not granted, the councillor is afforded privacy and under no obligation to explain why the WWCC was not granted.

The above clause has been included in the draft policy attached and it is recommended the policy be placed on public exhibition.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

- I. Draft - Child Safe Policy [↓](#)

COUNCIL POLICY



Child Safe Policy

Draft

Child Safe Policy

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	2026		Manager – Human Resources

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Child Safe Policy

Table of Contents

Contents

1. PURPOSE	3
2. SCOPE	3
3. DEFINITIONS.....	3
4. POLICY STATEMENT.....	3
5. PRINCIPLES.....	3
6. REQUIREMENTS.....	4
7. RELATED LEGISLATION	5
8. RELATED DOCUMENTS AND COUNCIL POLICY	6

Child Safe Policy**I. 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.

Child Safe Policy

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*.

Child Safe Policy

- **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.
- **Councillors** participating in regular activities where children are present would be expected to obtain a Working With Children Check.

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*

Child Safe Policy

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)

4 DIRECTOR-CORPORATE SERVICES

4.1 Donation Request - Galari Bloodlines participation at Queanbeyan Kanberri Connections Knockout

File Number: D26/34

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council provide a donation of \$1,500 from the Section 356 Donations – General budget to Galari Bloodlines to assist with the costs of its members attending the Queanbeyan Kanberri Connections Knockout on 27 September 2026 in Canberra.

INTRODUCTION

Mr Ricky Whitton has written to Council requesting a financial donation of \$1,500 towards Galari Bloodlines (a local Aboriginal rugby league team) costs of participating in the Queanbeyan Kanberri Connections Knockout to be held on 27 September 2026 in Canberra. The application complies with the eligibility requirements of Council's Donation Policy.

BACKGROUND

The Queanbeyan Kanberri Connections Knockout is an important cultural and community sporting event that unites Aboriginal teams, families and communities from the Queanbeyan Kanberri region and beyond, using rugby league as the platform. The event promotes strong cultural connections, community pride and social cohesion in a safe and inclusive setting.

Galari Bloodlines intends to participate in the knockout however they advise the costs exceed the organisation's fundraising and sponsorship capacity. As a result, some community members may be unable to take part due to financial barriers.

Financial assistance is sought to assist with meeting costs and enable further members of Cowra's Aboriginal community to participate.

The request meets the following eligibility requirements under Council's Donations Policy:

- Community development projects – projects that meet an identified community need, have been developed in consultation with the community and encourage participation in the development of the project.
- 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

BUDGETARY IMPLICATIONS

\$7,664 is the unallocated balance of the 2025-26 Section 356 Donations – General budget.

ATTACHMENTS

- I. Donation Request - Galari Bloodlines - 7 January 2026 [!\[\]\(ff044b00e561c3ee34bb8831d2ea4278_img.jpg\)](#)



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

Section 1 – Applicant Details

Proposed recipient	Galari Bloddlines
Organisation legal status (tick where applicable)	Non-for-profit <input type="checkbox"/> Charity <input type="checkbox"/> Incorporated <input type="checkbox"/> Business <input type="checkbox"/> N/A <input type="checkbox"/>
Contact Details	Name: Ricky Whitton – Co founder Mobile: 0 [REDACTED] Email: [REDACTED] Mailing Address:

Section 2 – Details of Event/Activity

Name	Queanbeyan Kanberri Connections Knockout
Responsible Organisation	As above
Date	27/9/26
Location	Boomanulla Oval Canberra
General description of the event/activity	The Queanbeyan Kanberri Connections Knockout is a culturally significant community sporting event that brings together Aboriginal teams, families and communities from across the Queanbeyan–Kanberri region and surrounding areas. Using rugby league as a platform, the event strengthens cultural connection, community pride and social cohesion in a safe and inclusive environment. Beyond competition, the Knockout promotes positive role modelling, intergenerational connection and leadership by bringing young people together with Elders and community leaders. The event supports health and wellbeing, celebrates Aboriginal identity and creates opportunities for community networking and engagement, delivering social and cultural benefits that extend beyond the event itself.

Section 3 – Financial Details

Type of support requested	Financial <input type="checkbox"/> <input checked="" type="checkbox"/> In-kind support <input type="checkbox"/>		
Value of assistance sought	1500.00	Total cost to the recipient	7500
Current funds available	3500		

Is support provided by other organisations?	Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, what amount?
What would be the effect if Council did not provide a donation?	<p>If Council is unable to provide a donation, participation by Cowra Aboriginal community members in the Queanbeyan Kanberri Connections Knockout may not be feasible due to financial barriers. Costs associated with travel, accommodation, registration and meals create inequitable access for many individuals and families already experiencing financial hardship. Without support, participation would likely be limited or prevented entirely, particularly for young people and those without alternative means.</p> <p>This would result in reduced equity of access to culturally significant regional events and limit opportunities for cultural connection, leadership development and community wellbeing. Council support helps address these barriers, ensuring fair and inclusive participation and aligning with Council's commitments to equity, reconciliation and social inclusion.</p>
Will the event/activity support charities?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what amount? unsure
Has Council previously financially assisted the proposed recipient?	Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, when? 500 2025

Section 4 – Eligibility

An application for a donation must fit one of the following categories.

- 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 organisation's use of Council owned and controlled facilities including halls, sporting grounds and other venues.

Section 5 – Objectives

To ensure your application is in accordance with the purpose of Council's Donation Policy, please provide responses to the following 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.

This application aligns with Council policy and grant guidelines that support **local service, cultural, sporting, charitable and not-for-profit organisations**, as well as comparable organisations from outside the Shire where activities deliver a clear and demonstrable benefit to Cowra Shire residents. The proposed activity supports equitable access to culturally significant opportunities, promotes social inclusion and community wellbeing, and addresses financial barriers experienced by Aboriginal community members. Council's contribution enables participation that would otherwise be limited due to hardship, ensuring that Cowra residents can engage in regional activities that strengthen cultural connection, leadership development and community cohesion.

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

This proposal aligns with **Objective 2** by assisting a not-for-profit Aboriginal community organisation to deliver participation in a high-quality cultural and sporting event that cannot be fully funded through other sources. The costs associated with travel, accommodation, registration and essential participation expenses exceed the organisation's current fundraising and sponsorship capacity. Without Council support, financial barriers would prevent or significantly limit participation by Cowra Aboriginal community members. Council's contribution therefore plays a critical role in enabling access, maintaining program quality, and ensuring equitable participation in a culturally significant community event that delivers clear social, cultural and wellbeing benefits for Cowra Shire residents.

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.

This proposal contributes to Cowra Shire Council's Delivery Program and Operational Plan objectives by supporting inclusive access to community resources, services and participation opportunities. Council's contribution will help remove financial and structural barriers that limit equitable participation by Aboriginal community members, including those experiencing disability or additional support needs. By enabling access to a culturally safe, community-led event, the activity promotes social inclusion, wellbeing and equity, and supports Council's commitment to ensuring all residents can participate meaningfully in community life, regardless of financial capacity, disability or circumstance.

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

This proposal supports the objective to encourage and facilitate broad community participation in cultural, sporting and community service programs and events. Council's contribution will reduce financial and access barriers that can prevent Aboriginal individuals and families from participating in regionally significant cultural and sporting activities. By enabling inclusive participation across age groups and family groups, the activity strengthens community connection, cultural pride and social cohesion. Support from Council ensures that participation is based on opportunity rather than financial capacity, promoting broad, equitable involvement by Cowra Shire residents in culturally meaningful community events.

Section 6 – Sporting, Cultural and Academic Applications

(only complete this section if your application is for an individual person seeking support for sporting representation or cultural or academic pursuits)

Please indicate the category your event/activity:

- Australian event (up to \$550)
- International/overseas event (up to \$800)

Please attach the following:

- A letter of support from the relevant local organisation of which the person is a member.
- Should the event be hosted or sponsored by a state or national body, written confirmation from that body (or, for overseas events, the Australian equivalent) that the person is registered to attend as a participant.

I have read and agree that this application will comply with requirements of Council's Donation Policy, and confirm the details provided in this application are complete and correct. I acknowledge that if my application is successful, I will provide further banking details to facilitate timely payment, as requested by Council.

Signed:

Print Name: Ricky Whitton

Position in organisation (if relevant): Co-founder

Date: 7/01/26

Council's Delivery Program, Operational Plan and Donations Policy can be found on our website: www.cowracouncil.com.au

Additional information

Importance of Cultural Connection for the Cowra Aboriginal Community

For the Aboriginal community in Cowra, cultural connection is far deeper than symbolism. It is not simply represented by a logo on a shirt or participation in a single sporting club—it is expressed through belonging, shared identity, intergenerational relationships, and opportunities to connect meaningfully throughout the year.

Cowra has a proud Aboriginal sporting history through the Erambie All Blacks. However, for many in the wider Aboriginal community, participation has historically been difficult due to longstanding associations linked to Erambie Mission and particular family lines. While this history is important and respected, it has unintentionally limited access for broader community members seeking pathways into cultural, social and leadership participation.

Galari Bloodlines exists to address this gap. Its purpose is not to replace existing cultural or sporting structures, but to **create inclusive, community-wide opportunities** for Aboriginal people across Cowra to connect, participate and lead—regardless of family lineage or historical affiliation.

Through year-round engagement, Galari Bloodlines fosters:

- Stronger cultural connection and pride
- Inclusive participation across families and generations
- Emerging Aboriginal leadership grounded in shared values and vision
- Positive identity and belonging for young people
- Community cohesion beyond single events or seasons

Council support through a donation would directly contribute to building a **stronger, more connected Aboriginal community in Cowra**, aligned with Council's commitments to reconciliation, social inclusion, cultural recognition and community wellbeing.

Investing in Galari Bloodlines is an investment in **people, connection and leadership**—not just in a program, but in the long-term cultural strength of Cowra.

4.2 Donation Request - Mstr Safallah Blazely Attendance at Barca Academy

File Number: D26/35

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council approve a donation of \$800 from the Section 356 Donations - General budget to assist Mstr Safallah Blazely attending the Barca Academy (FC Barcelona) in Spain from 8 to 17 March 2026.

INTRODUCTION

Ms Hope Blazely has contacted Council on behalf of her nine-year-old son, Mstr Safallah Blazely, requesting \$2,000 to assist with the estimated \$15,000 cost of attending attend the Barca Academy Clinic in Barcelona, Spain from 8 to 17 March 2026. The request aligns with Council's Donation Policy, however the recommended donation is \$800 to remain consistent with the policy.

BACKGROUND

The Barca Academy is the official football (soccer) training school of FC Barcelona, one of the premier professional football clubs worldwide. Barca Academy operates over 30 academies in 34 countries, offering various programs including year-round training, international camps, clinics and 'experiences' that include trips to FC Barcelona's facilities in Spain.

Mstr Blazely currently attends the Barca Academy Australia and on the basis of his skills and values was invited to attend the Barca Academy Clinic in Barcelona.

Eligibility requirements of Council's Donations Policy include '*To assist an individual's, group's or team's sporting, cultural or academic participation at a significant and recognised level.*'

While an invitation to attend the Barcelona clinic is clearly a personal development opportunity, it is selective and requires a demonstrably high standard of achievement in the Australian program. As such, this international training opportunity is considered both significant and recognisable at an international level due to the scope and prestige of FC Barcelona.

It is, however, noted that Council's Donation Policy caps donations for each individual attending an overseas event, at \$800. Accordingly, it is this value of donation that is recommended, rather than the \$2,000 requested.

BUDGETARY IMPLICATIONS

\$7,664 is the uncommitted balance of the 2025-26 Budget reserved for Section 356 Donations.

ATTACHMENTS

- I. Donation Application - Hope Blazely - 8 January 2026 [Download](#)

2026/804



RECEIVED
COWRA SHIRE COUNCIL
08 JAN 2026
PLAN No:

RECEIVED
Cowra Shire Council
Private Bag 342
Cowra NSW 2794
Phone: 02 6340 2000
council@cowra.nsw.gov.au
www.cowracouncil.com.au
08 JAN 2026

Application for Financial Assistance/Donation

Applicant Information

Local Sporting Team/Organisation

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

Contact Name/ Sporting Applicant: Hope Blazely
 Mailing address: 3 Pyle St, Cowra NSW 2794
 Phone: (Home) 145111941 (Business) ██████████
 Email: ██████████
 Signature: ██████████ Date: 08/01/2026

Organisation Details

Organisation responsible for the event/activity:

Barca Academy

President/Secretary Contact Details:

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

YES NO

If yes, annual membership/fees

\$

Event Details

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

My 9 year old son

has been selected to go train and play with Barca Academy (Barcelona FC)
in Barcelona representing Australia

21/3/2026 - 17/03/2026

FC Barcelona train facility and home
ground field for games.

Financial Details

Amount of assistance being sought:

\$ 2000

Total Estimated cost of the total event/project

\$ 15000

How are funds to be raised?

Go fund me page + donations + sponsorship

Funds available at present to go towards event

\$ 5000

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?

1/1/2026

Have you applied for funding from other organisations?

YES NO

If YES, how much has been sought

\$ 2000

2026/804

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

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

Request Details – Please complete either A or B below**A. Sporting applications** – Please select relevant sporting category below

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

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

Attachments required for sporting applications:

- 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 provide benefit to the residents of Cowra Shire Council.

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

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

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

Attachments required for Community/Event applications:

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

Please check:

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

2026/804



Dear Safallah,

We are delighted to inform you that you have been selected as one of the exceptional players to attend the prestigious Barça Academy Clinic in Barcelona, Spain, this coming March 2026.

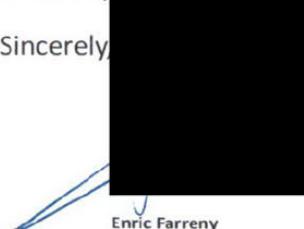
This is a testament to your dedication, hard work, and outstanding behaviour during your time with the Barça Academy Australia. We believe that your skills and conduct align perfectly with the values and philosophy of FC Barcelona.

The Barça Academy Clinic in Barcelona will offer you a unique and invaluable experience to further develop your football abilities. You will have the opportunity to train under the guidance of top-notch coaches, interact with fellow passionate players, and immerse yourself in the rich culture that Barcelona has to offer.

Once again, **CONGRATULATIONS** on this remarkable achievement. We have no doubt that you will represent Barça Academy Australia with pride and distinction. This journey will not only enhance your football skills but also provide you with memories that will last a lifetime.

We look forward to witnessing your growth and success during the Barça Academy Clinic in Barcelona.

Sincerely,



Enric Farreny
Barça Academy Australia
Sports Director

4.3 Investments and Financial Report

File Number: D26/48

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

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

INTRODUCTION

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

BACKGROUND

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

BUDGETARY IMPLICATIONS

Nil.

ATTACHMENTS

- I. Investments & Financial Report - 31 December 2025 [!\[\]\(00b2c6094b9748fed2bcd1ca97a1006c_img.jpg\)](#)

Attachment

2025-26 Investments and Financial Report

December 2025

	Contents
Investments	2
1. Investments Portfolio.....	2
2. Interest Rate.....	3
3. General Fund Balance.....	3
4. Council's Investments – Mix of Investment Ratings	4
5. Interest on Investment Income.....	5
6. Term Deposit Average Monthly Interest Rate Compared to the RBA Cash Rate Target.....	5
7. Maturity Profile of Council's Investments.....	5
Rates	6
8. Comparison of Rate Collection Progress for 2025-26 to prior years.....	6
9. Council Rate Levy - % Comparison.....	6
10. Council Rate Levy – Arrears and Recovery Action	7
11. Indicative Position of General Fund for the Current Year to 31 December 2025.....	7
Loans.....	7
12. Interest Rate.....	7
13. Loan Summary.....	8

INVESTMENTS

1. Investments Portfolio

Council's investments are as listed below in lodgement date order as at 31 December 2025.

Funding Institution	S&P Rating	Date Lodged	Term (Days)	%	Date Due	Principal \$
SUNCORP-METWAY LTD	A+	17/06/2025	245	4.42%	17/02/2026	500,000
BANK OF QUEENSLAND	A-	24/06/2025	210	4.35%	20/01/2026	500,000
SUNCORP-METWAY LTD	A+	24/06/2025	210	4.37%	20/01/2026	500,000
BANK OF QUEENSLAND	A-	1/07/2025	210	4.30%	27/01/2026	500,000
SUNCORP-METWAY LTD	A+	1/07/2025	210	4.30%	27/01/2026	500,000
ING BANK	A-3	22/07/2025	301	4.12%	19/05/2026	500,000
BANK OF QUEENSLAND	A-	29/07/2025	182	4.15%	27/01/2026	500,000
ING BANK	A-3	29/07/2025	301	4.13%	26/05/2026	500,000
BANK OF QUEENSLAND	A-	30/07/2025	188	4.15%	3/02/2026	500,000
ST GEORGE BANK	AA-	5/08/2025	155	3.90%	7/01/2026	500,000
BANK OF QUEENSLAND	A-	12/08/2025	182	4.10%	10/02/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	12/08/2025	155	4.15%	14/01/2026	500,000
BANK OF QUEENSLAND (Wyangala Sewer Handover)	A-	19/08/2025	183	4.05%	18/02/2026	920,914
NATIONAL AUSTRALIA BANK LTD	AA-	19/08/2025	210	4.10%	17/03/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	26/08/2025	182	4.10%	24/02/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	26/08/2025	189	4.10%	3/03/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	28/08/2025	187	4.10%	3/03/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	2/09/2025	189	4.10%	10/03/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	2/09/2025	210	4.10%	31/03/2026	500,000
SUNCORP-METWAY LTD	A+	15/09/2025	211	4.20%	14/04/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	17/09/2025	125	4.05%	20/01/2026	500,000
BANK OF QUEENSLAND	A-	23/09/2025	189	4.15%	31/03/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	23/09/2025	189	4.20%	31/03/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	25/09/2025	152	4.11%	24/02/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	25/09/2025	180	4.11%	24/03/2026	500,000
IMB LTD	BBB+	25/09/2025	131	4.10%	3/02/2026	500,000
IMB LTD	BBB+	25/09/2025	138	4.10%	10/02/2026	500,000
BANK OF QUEENSLAND	A-	30/09/2025	182	4.25%	31/03/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	30/09/2025	301	4.25%	28/07/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	1/10/2025	126	4.12%	4/02/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	7/10/2025	91	4.09%	6/01/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	7/10/2025	154	4.16%	10/03/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	14/10/2025	154	4.13%	17/03/2026	500,000
IMB LTD	BBB+	14/10/2025	91	4.05%	13/01/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	14/10/2025	182	4.20%	14/04/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	16/10/2025	159	4.10%	24/03/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A	16/10/2025	187	4.15%	21/04/2026	500,000
BANK OF QUEENSLAND	A-	21/10/2025	182	4.15%	21/04/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	21/10/2025	126	4.10%	24/02/2026	500,000
BANK OF QUEENSLAND	A-	28/10/2025	161	4.60%	7/04/2026	500,000
BANK OF QUEENSLAND (Wyangala Sewer Handover)	A-	28/10/2025	182	4.40%	28/04/2026	1,000,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	28/10/2025	112	4.21%	17/02/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	4/11/2025	189	4.20%	12/05/2026	500,000
IMB LTD	BBB+	4/11/2025	91	4.00%	3/02/2026	500,000
SUNCORP-METWAY LTD (BARP)	A+	4/11/2025	210	4.33%	2/06/2026	2,000,000
BENDIGO & ADELAIDE BANK LTD	A-	11/11/2025	182	4.25%	12/05/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	11/11/2025	245	4.20%	14/07/2026	500,000
SUNCORP-METWAY LTD	A+	11/11/2025	182	4.10%	12/05/2026	500,000
Bendigo & Adelaide Bank LTD	A-	13/11/2025	187	4.25%	19/05/2026	250,000
BENDIGO & ADELAIDE BANK LTD	A-	17/11/2025	183	4.25%	19/05/2026	1,000,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	18/11/2025	245	4.26%	21/07/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	25/11/2025	189	4.23%	2/06/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	2/12/2025	189	4.30%	9/06/2026	500,000
SUNCORP-METWAY LTD	A+	2/12/2025	189	4.30%	9/06/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	4/12/2025	194	4.30%	16/06/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	9/12/2025	301	4.48%	6/10/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	9/12/2025	301	4.40%	6/10/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	11/12/2025	187	4.30%	16/06/2026	500,000
IMB LTD	BBB+	16/12/2025	162	4.35%	26/05/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	16/12/2025	189	4.30%	23/06/2026	500,000
SUNCORP-METWAY LTD	A+	16/12/2025	189	4.40%	23/06/2026	500,000
IMB LTD	BBB+	23/12/2025	182	4.35%	23/06/2026	600,000
SUNCORP-METWAY LTD	A+	23/12/2025	182	4.45%	23/06/2026	500,000
Total						\$34,270,914

I hereby certify that all the above investments have been placed in accordance with the Act, the Regulations and Council's Investment Policy.

Scott Ellison, Manager – Finance, 31/12/2025

2. Interest Rate

The average interest rate for Council's investments held is 4.21%. At 31 December 2025, average (market rates) interest rates were as follows:

30 Days	60 Days	90 Days	120 Days	150 Days	180 Days	270 Days	1 YR
2.68%	2.91%	4.10%	4.19%	4.26%	4.34%	4.28%	4.45%

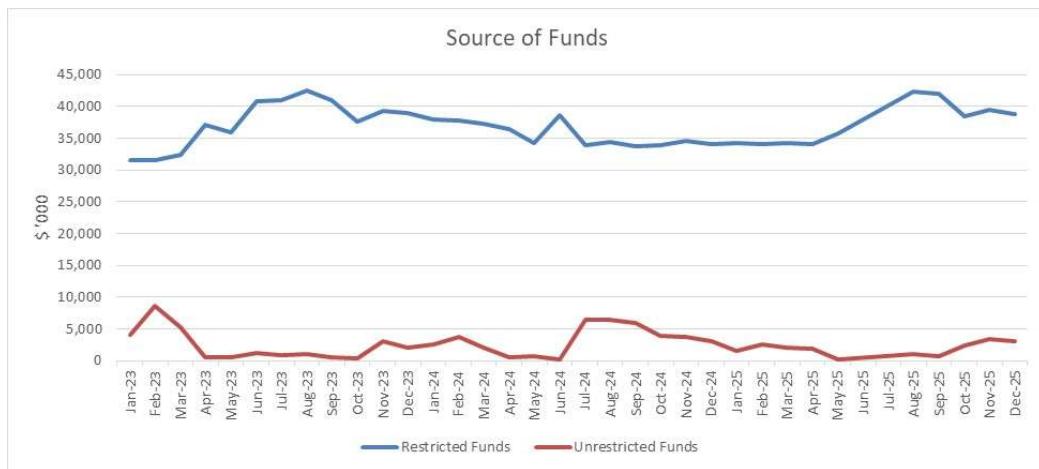
3. General Fund Balance

As at 31 December 2025 balances for Cowra Shire Council for Transaction Accounts and Cash in hand were as follows:

CBA General Account	\$	'000
General Fund bank account	\$	2,326
On-Call account balance	\$	5,250
Cash in hand	\$	4
TOTAL	\$	7,580

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

Source of Funds	\$	'000
Investment Portfolio	\$	34,271
Cash and Cash Equivalents - General Ledger	\$	7,580
TOTAL	\$	41,851
Represented By:	\$	
Restricted Funds	\$	39,450
Unrestricted Funds	\$	3,404
TOTAL	\$	42,854



4. Council's Investments – Mix of Investment Ratings

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

"6. Approved Investments

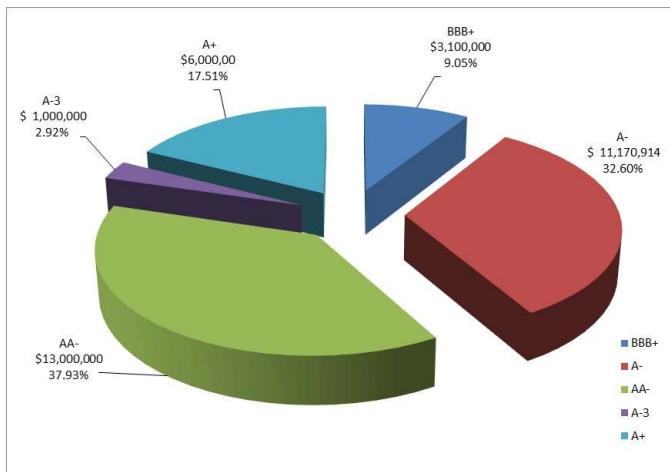
Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

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

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

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

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



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

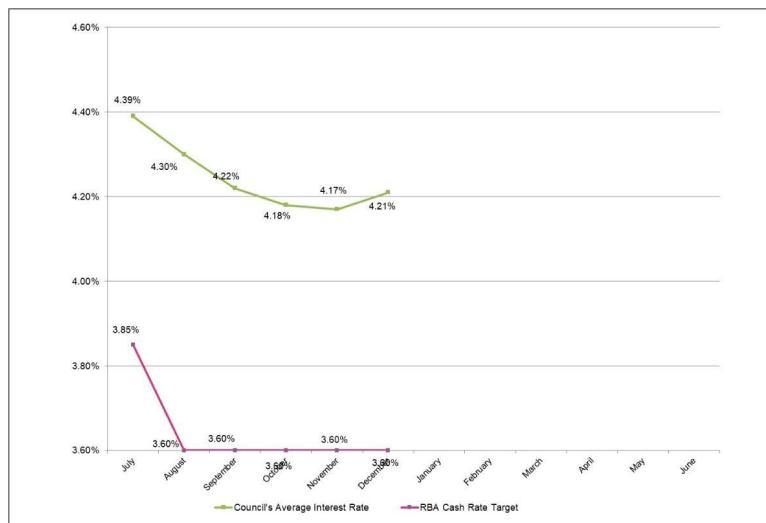
Any securities which are issued by a body or company (or controlled parent entity either immediate or ultimate) with a Standard & Poor's Investors Service, Inc credit rating of "AAA", "AA+", "AA", "AA-", "A+", "A", "BBB+", or "BBB"

5. Interest on Investment Income

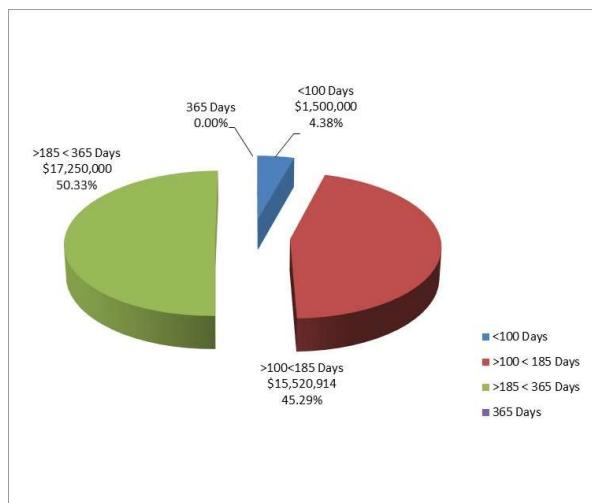
2025-26 estimated interest on investments amount is \$1,433,560 and has been included in the Budget. Performance of investments is monitored monthly.

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

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

**7. Maturity Profile of Council's Investments**

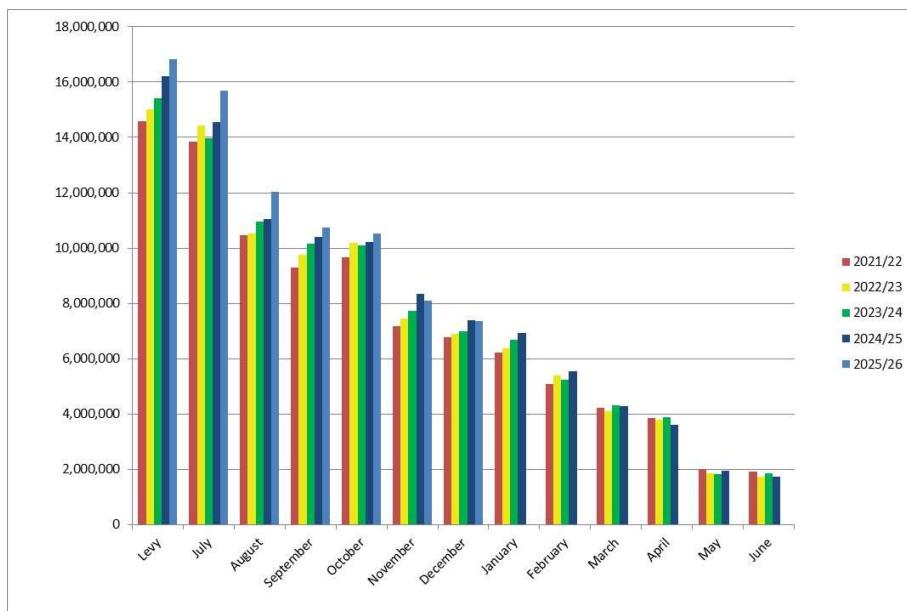
The following pie-chart shows the mix of Council investments for the month by maturity type.



RATES

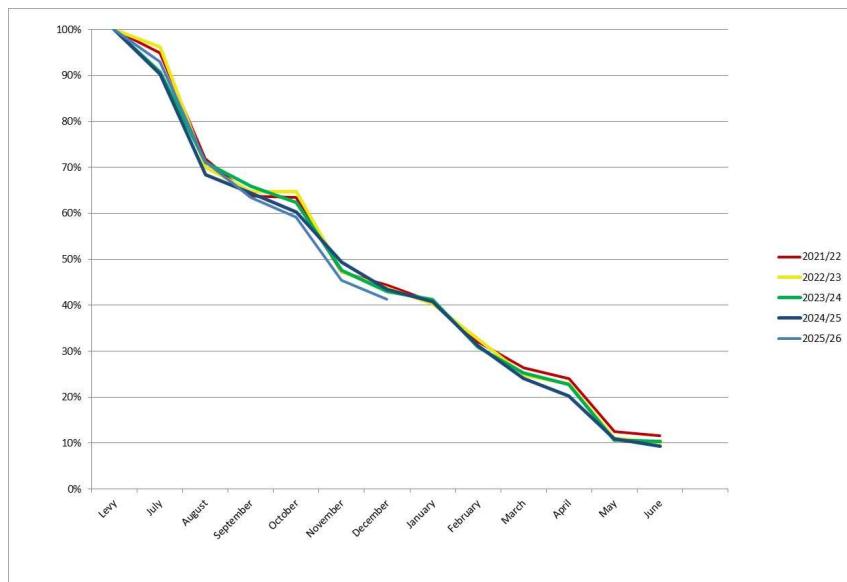
8. Comparison of Rate Collection Progress for 2025-26 to prior years

The following graph shows the total rate levy and arrears collectable as at 31 December 2025.



9. Council Rate Levy - % Comparison

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



10. Council Rate Levy – Arrears and Recovery Action

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

Arrears at 30 June 2025		\$ 1,113,275
Collected July to November 2025	\$ 687,275	
Collected in December 2025	\$ 87,300	\$ -774,575
Balance as at 31 December 2025	\$ 774,575	\$ 338,700

11. Indicative Position of General Fund for the Current Year to 31 December 2025

The following table shows Council's current budget result based on the budget set as per Council's Operational Plan for 2025-26.

Resolution		Budget	Income	Statement	-	2025/2026	Budget Cash at End of Year - 2025/2026				
		Operating Result	Result - Contributions	- Before	Capital	Grants &	Consolidated	General	Water	Sewer	Waste
		'000	'000	'000	'000	'000	'000	'000	'000	'000	'000
	Adopted Budget	(1,030)	(1,280)	(168)	111	307	36,507	17,187	6,518	10,019	2,783
148/25	Cowra Early Childhood Financial Assistance	(36)	(36)				(36)	(36)			
213/25	Payment of Expenses to Mayor & Councillors	(3)	(3)				(3)	(3)			
148/25	Cowra Early Childhood Financial Assistance	36	36				36	36			
227/25	Yabillinga Boori Day Care Financial Assistance	(3)	(3)				(3)	(3)			
223/25	Telemetry System Upgrade	(354)		(354)			(354)		(354)		
	End of 1st Quarter - Prior to Review	(1,390)	(1,286)	(522)	111	307	36,147	17,181	6,164	10,019	2,783
	Adopted 1st Quarter Review	(913)	(1,351)	(417)	76	779	36,576	17,732	5,738	10,312	2,794
245/25	Cowra Business Chamber Financial Assistance	(15)	(15)				(15)	(15)			
254/25	Additional Section 356 Donations	(10)	(10)				(10)	(10)			
	End of 2nd Quarter - Prior to Review	(938)	(1,376)	(417)	76	779	36,551	17,707	5,738	10,312	2,794

LOANS**12. Interest Rate**

The average interest rate for Council's current loans is 5.34%. Weighted Average Interest Rate (based on principal outstanding) is 6.66%.

13. Loan Summary

Summary of Current Loans and Purpose as at 31 December 2025.

Loan №	Lender	Date Obtained	Due Date	Principal \$	Interest Rate%	Principal \$ O/S 31/12/25
<u>GENERAL</u>						
241B	COMMONWEALTH BANK (VAUX ST DRAINAGE WEST)	18/12/2006	18/12/2036	166,000	6.35	97,482
242B	COMMONWEALTH BANK (MULYAN OVAL AMENITIES)	22/08/2007	24/08/2037	95,000	6.80	59,987
249	NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)	22/12/2008	22/12/2033	1,395,390	8.15	762,289
245	NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)	29/06/2009	29/06/2029	234,000	8.33	70,749
250	NATIONAL AUST. BANK (DRAINAGE IMPROVEMENTS)	28/06/2013	28/06/2028	250,000	6.36	59,653
253A	NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 1)	27/06/2016	27/06/2026	400,000	2.63	22,595
253B	NSW TREASURY (AIRPORT SUBDIVISION)	27/06/2016	27/06/2026	1,478,993	2.63	83,538
253C	NSW TREASURY (CEMETERY EXPANSION)	27/06/2016	27/06/2026	250,000	2.63	14,117
254A	NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 2)	11/05/2020	11/05/2040	764,073	2.41	394,779
254B	NSW TREASURY (CBD FOOTPATH REFURBISHMENT/STREET CONSTRUCTION)	11/05/2020	11/05/2040	1,501,955	2.41	1,108,592
254C	NSW TREASURY (LOW LEVEL BRIDGE REPAIRS)	11/05/2020	11/05/2040	183,880	2.41	385,523
						3,059,305
<u>WASTE</u>						
255	NSW TREASURY (MRF AMENITIES/ADMINISTRATION BUILDING)	28/06/2024	28/06/2044	450,000	5.76	431,153
						431,153
<u>WATER</u>						
238	COMMONWEALTH (CBD MAINS REPLACEMENT)	22/02/2006	23/02/2031	1,000,000	6.03	360,341
241A	COMMONWEALTH BANK (WATER MAIN REPLACEMENT)	18/12/2006	18/12/2036	1,256,000	6.35	737,842
242A	COMMONWEALTH BANK (1C1 ZONE)	22/08/2007	24/08/2037	1,286,500	6.80	811,913
251	WESTPAC (EMERGENCY WATER SUPPLY CONSTRUCTION)	28/06/2013	27/06/2033	1,186,124	6.566	629,447
						2,539,543
<u>SEWERAGE</u>						
244	NATIONAL AUST. BANK (SEWER TREATMENT PLANT)	6/05/2010	04/05/2040	7,213,230	8.13	5,489,914
						5,489,914
	GRAND TOTAL					\$11,519,914

4.4 Loan Refinancing - Initial Analysis

File Number: D26/24

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note that:

- an initial analysis on refinancing selected Council borrowings, based on indicative interest rates provided by commercial lenders, suggests that there is likely to be utility in doing so;
- subsequent to staff enquiries about refinancing terms, lender advice is that their internal processes for offering a formal quote require at least two weeks' notice;
- refinancing terms will be sought from lenders to inform recommendations for Council's 23 February 2026 meeting on re-setting selected borrowings; and
- the February advice will be provided as a late paper circulated on the day of the meeting, as lending institutions generally hold an interest rate offer for no more than 24 hours.

INTRODUCTION

This report provides Councillors with an assessment of the financial implications of re-financing fixed-rate Loans 244 (principal remaining \$5,489,914) and 249 (principal remaining \$762,289), incorporating both the indicative break fees and the opportunity cost of using invested funds to cover those break fees (i.e. income that would otherwise be earned on those investments).

Final advice will be provided via a late paper to the February Council meeting, once best interest rates available on the day are known.

BACKGROUND

Councillors have enquired about whether Council could financially benefit from re-financing two existing fixed-rate loans that were originally drawn down at interest rates higher than those now available, that is for:

- Loan 244 for the Sewerage Treatment Plant reconstruction; and
- Loan 299 for Cowra Community Centre refurbishment.

Fixed-rate loan contracts stipulate that a break fee is payable if the loan is repaid before its scheduled maturity date. This fee compensates the lender for the financial loss incurred when a borrower exits a fixed-rate agreement early.

To assess the viability of re-financing, Council sought indicative break-fees from the existing lender (the calculation of break fees is influenced by changes of market conditions), along with indicative interest rate quotes from an alternative commercial bank willing to lend the funds required to discharge the original loans.

Council now sources all new borrowings exclusively through NSW Treasury Corporation (TCorp), as TCorp provides interest rates that are materially lower than those available from commercial banks. TCorp has advised that re-financing existing loans is not permissible under their

borrowing framework. As a result, any re-financing activity would need to be undertaken through a commercial lender, at commercial lending rates.

The preliminary analysis (below) incorporates the indicative break fee, indicative commercial lending rate available and the opportunity cost of foregone investment income, and indicates that Council would achieve a:

- **material financial benefit of \$95,100 by re-financing Loan 244** over the remaining 14 years and 4 months of the loan, which has an outstanding principal of \$ 5,489,914; and
- **non-material benefit of \$9,708 by re-financing Loan 249** over the remaining 7 years and 11 months of the loan, which has an outstanding principal of \$762,289.

Table: Initial Financial Analysis – Refinancing Loans 244 and 249

	Loan 244 (Sewer Treatment Plant)	Loan 249 (Civic Centre Refurbishment)
Existing Interest Rate - Fixed	8.13%	8.15%
Remaining Loan Term	14 years 4 months	7 years 11 months
Principal Outstanding	\$5,489,914	\$762,289
Interest Payable - Existing Loan	\$3,909,593	\$282,820
Indicative Break Fee	\$634,082	54,658
Indicative Interest Rate Quoted	6.27%	5.92%
Loan Interest Expense - Indicative Rates	\$2,797,874	\$200,229
Opportunity Cost - Utilising invested funds to pay break fee (current average investment interest rate 4.21%)	\$382,537	\$18,225
Notional Interest & Break Fee after refinancing	\$3,814,493	\$273,112
Net Financial Benefit - Remaining Term of Loan	\$95,100	\$9,708

On requesting formal loan quotations from several commercial banks, advice was received that preparing such quotes requires at least two weeks' notice. Additionally, it is noted that commercial lenders generally hold quoted interest rates for no more than 24 hours.

Accordingly, quotes are being sourced from lenders, to inform Council's consideration of potentially refinancing Loans 244 and 299 at its meeting of 23 February 2026. The paper will be

submitted as a late paper on the day of the meeting to ensure that the quoted rates remain available for adoption immediately following the meeting.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

5 DIRECTOR-ENVIRONMENTAL SERVICES

5.1 **Section 355 Committee Draft Minutes - Access Committee Meeting held 15 December 2025**

File Number: D25/2384

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

- I. That Council notes the draft minutes of the Access Committee meeting held on 15 December 2025.**

INTRODUCTION

The Minutes and recommendations of Cowra Shire Council's Section 355 Committee – Access Committee are presented for noting and consideration.

A copy of the minutes is included in Attachment I.

ATTACHMENTS

- I. Draft Access Committee meeting minutes - Monday 15 December 2025 [¶](#)



MINUTES

**Access Committee Meeting
Monday, 15 December 2025**

ACCESS COMMITTEE MEETING MINUTES**15 DECEMBER 2025****Order Of Business**

1	Apologies	3
2	Confirmation of Minutes.....	3
3	Reports of Council Officers	3
3.1	Cowra Access Committee - 2026 meeting dates.....	3
3.2	NSW Disability Inclusion Plan 2026-2029	3
4	Action Items.....	4
4.1	Access Committee Action Items - Monday 15 December 2025	4
5	General Business.....	4
5.1	Accessible Places Mapping.....	4
5.2	New EV & Hybrid Rules	4
5.3	Driver Reviver Footpath	5
5.4	MLAK facility - letter of support for grant application.....	5
5.5	Footpath Kendal Street.....	5
5.6	Kendal Street Carpark markings	5
6	Next Meeting Date	5
7	Meeting Close.....	5

ACCESS COMMITTEE MEETING MINUTES**15 DECEMBER 2025**

**MINUTES OF COWRA COUNCIL
ACCESS COMMITTEE MEETING HELD AT COMMITTEE ROOM 1, COUNCIL
ADMINISTRATION BUILDING, 116 KENDAL STREET, COWRA
ON MONDAY, 15 DECEMBER 2025 AT 10.30AM -12.30PM**

PRESENT: Chairperson Nikki Kiss OAM (Deputy Mayor), Ms Jayne Hook, Ms Julie Stephenson, Mr Michael Aston-Brien, Ms Robyn Ambachtsheer, Mr Peter Dawson, Mr Shane Kruger, Ms Catherine Cucchiaro

IN ATTENDANCE: Larissa Hackett (Director-Environmental Services), Cassandra Gailey (Secretariat)

GUESTS: Mayor Paul Smith, Kristy Frazer, Tammy Bush

1 APOLOGIES**COMMITTEE RESOLUTION**

The committee notes apologies from Ms Emma Roberts, Cr Karren Cave, Mr Ian Thomas, Mr Paul McCaffery and Mr Rod Stammers.

2 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

That the minutes of the Access Committee Meeting held on 20 October 2025 be confirmed.

Moved: S Kruger

Seconded: R Ambachtsheer

3 REPORTS OF COUNCIL OFFICERS**3.1 Cowra Access Committee - 2026 meeting dates**

The meeting dates for 2026 were presented and received with no changes.

3.2 NSW Disability Inclusion Plan 2026-2029

The updated NSW Disability Inclusion Plan 2026-2029 was released December 2025 and presented to the committee.

The plan sets out 4 focus areas:

1. Developing positive community attitudes and upholding the rights of people with disability
2. Creating liveable and safer communities
3. Supporting access to meaningful employment and independence
4. Improving access to mainstream services through better systems and processes.

There are 30 actions being delivered across the focus areas including the Accessible

ACCESS COMMITTEE MEETING MINUTES**15 DECEMBER 2025**

Australia Initiative that provides funding for accessible infrastructure such as adult change facilities and play areas.

4 ACTION ITEMS**4.1 Access Committee Action Items - Monday 15 December 2025**

The Action List as presented was received and updated, as follows:

- AI# 51 – MLAK Facility – are extra letters of support required to be submitted as part of any grant application? Such as letters from Enablement and Ability Network.
- AI# 63 – Vaux Street Footpath – works programmed for 2026
- AI# 73 – POW Disabled Carpark – signage installed, action completed
- AI# 82 – Disabled Parking at Salvation Army – programmed for 2026
- AI# 85 – Pelican Crossing – crossing not possible on Kendal Street. Action closed
- AI# 87 – Footpath corner Kendal & Lachlan Streets – pavers are being removed and footpath to be concreted 2026.
- AI# 76 – Accessible Places map – Committee to provide feedback on accessible mapping list distributed at 20/10/25 meeting. Council to redistribute to committee via email.

New Action

- AI# 92 – Driver Reviver Footpath – Driver Reviver have requested if Council would consider installing a footpath from the carpark to the Driver Reviver building as it gets very wet and muddy when it rains.
- AI# 93 – Footpath Kendal Street – request council to address the tactile markings lifting outside the courthouse on the corner of Brisbane and Kendal Streets and Investigate the ramp onto the footpath from the road outside NAB as it is very steep with wheelchairs catching and scraping on the ramp.

5 GENERAL BUSINESS**5.1 Accessible Places Mapping**

Committee to provide feedback on list distributed at previous meeting.

Council has commenced an audit on all public facilities to determine their accessibility and identify any issues. These findings will be noted on the map to advise of issues such as; narrow doorways, steep ramps, small turning circles, etc.

5.2 New EV & Hybrid Rules

The committee noted the new EV and hybrid rules that requires all new-model electric, hybrid and hydrogen fuel cell vehicles are to be fitted with an Acoustic Vehicle Alerting System that emits sound when an electric vehicle is travelling at low speeds.

The committee applauded the upgrade and remarked that this is good news for those that are sight impaired and have experienced difficulties and safety issues navigating around quiet vehicles.

ACCESS COMMITTEE MEETING MINUTES**15 DECEMBER 2025****5.3 Driver Reviver Footpath**

Driver Reviver have requested if Council would consider installing a footpath from the carpark to the Driver Reviver building as it gets very wet and muddy when it rains.

5.4 MLAK facility - letter of support for grant application

Nikki provided a sample of a letter of support for Council to include when applying for grant funding for an Adult change facility and/or any accessible facility and encouraged other committee members to do the same.

5.5 Footpath Kendal Street

A couple of areas of concern have been identified on the corner of Kendal and Brisbane Streets. The tactile markings are lifting and creating trip hazards outside the court house, also the ramp near NAB is very steep and wheelchairs are catching and scraping along the ramp.

5.6 Kendal Street Carpark markings

The committee requested if Council could investigate replacing the existing dot markings with painted line markings to clearly define car parking spaces. The current dot markings are hard to see and very few people actually park within the designated spaces. This has also led to vehicles encroaching onto disabled spaces as other vehicles are not parking correctly.

6 NEXT MEETING DATE

The next meeting will be held on Monday, 16 February 2026 at 10:30 AM - 12:30 PM in the Committee Room 1, Council Administration Building, 116 Kendal Street, Cowra.

7 MEETING CLOSE

The Meeting closed at 11:20 am.

.....
CHAIRPERSON

5.2 **Development Application No. 10.2025.114.1, Lot 1 DP 516926, 31 Bourke Street Cowra, carport, lodged by M A Smith. The property owner is M A Smith & M J Mulquiney.**

File Number: D26/18

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. **That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variations to E.5.3.1 of Part E of Council's Development Control Plan 2021 is sufficiently justified, and the application was publicly notified, and no submissions were received; and**
2. **That Council approves a variation to Section E.5.3.1 of Part E of Council's Development Control Plan 2021 for this development to allow for a carport width of 7.4 metres; and**
3. **That Development Application No. 10.2025.114.1, for the construction of a carport on Lot 1 DP 516926, 31 Bourke Street Cowra be subject to the following conditions:**

GENERAL CONDITIONS

- I. **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 were modified by any conditions of this consent.

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site plan Sheet No. 1	M A Steel 06/11/2025	Received 17th November 2025 Plan No. DA 10.2025.114.1
Site plan Sheet No. 2	M A Steel 06/11/2025	Received 17th November 2025 Plan No. DA 10.2025.114.1
Foundation Plan Sheet 1 of 5	M A Steel 4/11/2025	Received 17th November 2025 Plan No. DA 10.2025.114.1

Elevations Sheet 2 of 5	M A Steel 04/11/2025	Received 17 th November 2025 Plan No. DA 10.2025.114.1
Statement of Environmental Effects	M A Steel & Sheds	Received 17 th November 2025 Plan No. DA 10.2025.114.1

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

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

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

3. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
4. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work.
5. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.
6. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. The erosion and sediment control measures are to comply with Part B of Cowra Shire Council Development Control Plan 2021 at all times.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

7. 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.
8. 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*.
9. 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.
10. 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.
11. All roofed and paved areas are to be properly drained in accordance with the *Plumbing Code of Australia* and discharged to Council's street stormwater management system.
12. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are carried out:
 - (i) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicle loadings is to be utilised;
 - (ii) The opening in the kerb is created by either a saw cut or bored hole only. Breaking out the kerb by impact methods is not permitted;
 - (iii) The kerb adaptor is to be kept flush with the top and outside face of the kerb; and
 - (iv) The fixing of the kerb adapter and filling in of side gaps is to be undertaken by the use of an epoxy resin. Mortar or concrete is not to be used.

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

13. **The Applicant must not commence occupation or use of the carport until a**

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

ADVICE

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

INTRODUCTION

Development Application No. 10.2025.114.1 proposes a carport on Lot 1 DP 516926, 31 Bourke Street Cowra. The application was lodged by M A Smith on 17 November 2025. The property owner is M A Smith & M J Mulquiney.

The application is being reported to Council because the carport width represents a variation to Part E of Council's DCP 2021.

A copy of the site and elevation plans of the proposed carport are included in Attachment '1' to this report and a copy of the Statement of Environmental Effects is included in Attachment '2'.

Description of Site

Lot 1 DP 516926, 31 Bourke Street Cowra is a rectangular allotment of approximately 752.5m². The lot is located in the R1 General Residential zone under Cowra Local Environmental Plan (LEP) 2012. The site contains an existing dwelling. The site also contains an existing slab upon which the proposed carport will be constructed.



Above – dwelling frontage and existing driveway and slab.

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

Description of Proposal

The applicant proposes to construct a pitched roof Colorbond carport. The proposed carport would be a maximum of 3.107 metres in height, 7.4 metres in width & 5.4 metres long. The proposed development will be located in front of the existing building line with a proposed front boundary setback of 6 metres.

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(l) of the Environmental Planning and Assessment Act 1979. The following section provides an evaluation of the relevant Section 4.15 Matters for consideration for DA 10.2025.114.1:

Section 4.15(l) Evaluation Matters

S 4.15(l)(a)(i) provisions of any environmental planning instrument(s)

Local Environmental Plan (LEP)

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

1.2 Aims of Plan

The development is consistent the aims of the LEP.

1.4 Definitions

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

1.6 Consent authority

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

1.9A Suspension of covenants, agreements and instruments

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

2.1 Land use zones

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



2.3 Zone objectives

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

2 Permitted without consent

Environmental protection works, home occupations

3 Permitted with consent

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

4 Prohibited

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

Comment:

The proposed development is permitted with consent.

5.10 Heritage conservation

There is 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 identified on the wetlands map. The land is not mapped as being affected; accordingly, this clause is not applicable.

7.6 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the Groundwater Vulnerability Map. The land is mapped as being affected; however, this development proposes no earthworks

7.7 Airspace operations

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

7.8 Essential Services

Water	N/A for carport
Electricity	N/A for carport
Sewage	N/A for carport
Stormwater	Stormwater will be connected to existing dwelling house system.
Access	Access will remain from Bourke Street.

7.11 Development on land in karst areas

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

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	Not applicable.

SEPP (RESILIENCE AND HAZARDS) 2021

Under Clause 4.6 a consent authority must not consent to the carrying out of any development on land unless:

- (a) it has considered whether the land is contaminated, and
- (b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and
- (c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose

There are no known prior land-uses on the site that are likely to have resulted in the contamination of the land. Site inspection carried out did not reveal any evidence of contamination of the site. The proposal does not involve any demolition or work likely to result in contamination of the site. The SEE submitted with the application does not mention any previous land use that is likely to have resulted in contamination of the site. No further investigation is warranted in this instance.

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

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

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

Cowra Shire Council Development Control Plan 2021

PART A – PLAN INTRODUCTION

Consent is required for the proposed development.

PART B – LAND MANAGEMENT

Appropriate erosion and sediment controls to be undertaken

PART C – BIODIVERSITY MANAGEMENT

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

PART E – URBAN & VILLAGE DEVELOPMENT

Section	Comments
E.5.1 Application of Section	The proposed development represents ancillary development, therefore E.5.1 applies.

E.5.2. Objectives	The proposed development is considered consistent with these objectives.
E.5.3 Attached ancillary buildings – Setback controls	<p>The proposed carport does not encroach on any property boundaries, is not enclosed, no objections received from adjoining/adjacent landowners and no other practical alternatives for placement of the proposed development.</p> <p>The carport is 7.4 meters in width and does not comply with section E.5.3.1</p> <p>A variation is requested, see below.</p>
E.5.4.2 Building appearance	The design and scale of the carport is consistent with the existing dwelling and nearby development. Complies.

Variation:

E.5.4.1 Setback Controls

Section E.5.4.1 of Part E of the Cowra Council DCP 2021 allows for ancillary buildings to be constructed between the front property boundary and the existing dwelling subject to specified criteria. One such criteria (E.5.3.1.v.) states that “The structure is not wider than 6m or 50% of the total width of the existing dwelling frontage, whichever is the lesser”.

In this instance the relevant dimension is 6 metres, and the proposed development would be a total of 7.4 meters in width. This represents a variation of 1.4 metres.

The applicant provides the following response to the variation:

- *The proposed carport width of 7.4 metres is necessary to accommodate two large vehicles—a 300 Series Toyota Land Cruiser and a 2014 Nissan Navara—both of which exceed standard passenger car dimensions.*
- *A 6m-wide carport would result in insufficient clearance between vehicles and structural posts, compromising safe access and increasing the risk of damage during parking.*
- *The carport will be positioned to minimise visual impact and will not encroach on setbacks or neighbouring amenity. This modest variation supports safe use, weather protection, and long-term durability.*

Comment

It is considered that the proposed variation is adequately justified. Vehicles are already parking on the slab in this location, and the proposed carport is unenclosed. It will not have any unsatisfactory adverse impacts on the streetscape or on adjoining and adjacent properties. Additionally, the proposed development is not inconsistent with existing development in the locality or the objectives of the RI zone. Accordingly, it is recommended that the variation be approved.

PART K – LAND USE BUFFERS

Cowra Airport Obstacle Limitation Surface

The subject land is located outside of the OLS.

PART N – LANDSCAPING

Landscaping assessment not considered necessary for ancillary development.

PART O – ENVIRONMENTAL HAZARD MANAGEMENT

The subject land is not mapped as flood prone.

The subject land is not mapped as bushfire prone.

There is no identified contamination on the subject land.

PART P – CPTED PRINCIPLES

CPTED assessment not necessary for ancillary development.

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

S 4.15(1)(a)(iii) 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 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 and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia is not required to be undertaken.

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

Section 4.15(1)(b) requires the Council to consider the likely impacts of the development, including environmental impacts on both the natural and built environments as well as the social

and economic impacts in the locality. The following provides an assessment of the likely impacts of the development:

Context and Setting

The area is characterised by dwelling houses and ancillary structures. The proposal would not change the existing character of the land and is therefore considered consistent with the existing character of the locality.

Access, Parking, traffic

The site is accessible via Bourke Street which is a sealed local road. No other traffic or parking concerns are identified.

Public Domain

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

Utilities

The site is serviced by adequate utilities to cater for the development.

Heritage

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

Other Land Resources

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

Water, Sewerage and Stormwater

The proposed carport will connect to the dwellings existing stormwater system, which will be discharged to Bourke Street.

Soils

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

Air and Microclimate

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

Flora and Fauna

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

Waste

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

Energy

A BASIX Certificate is not required.

Noise and Vibration

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

Natural Hazards

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

Technological Hazards

Council's records and inspection of the site did not reveal any technological hazards affecting the site. Council is not aware of, and the SEE submitted with the application did not refer to any previous land use likely to have resulted in contamination.

Safety, Security and Crime Prevention

This development will not generate any activity likely to promote any safety or security problems to the subject land or surrounding area.

Social and Economic Impacts on the locality

The proposed development will not result in any negative social or economic impacts.

Site Design and Internal Design

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

Construction

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

Cumulative impacts

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

S4.15(1)(c) The Suitability of the Site for the Development

The development is consistent with the zone objectives and consideration has been given to the impacts the development will have within the locality. It is considered that the proposed

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

S 4.15(1)(d) any submissions made in accordance with the Regulation(s)**Public Notification:**

Notified to neighbours: Yes

Start Date: 19th November 2025

End Date: 10th December 2025

Public Submissions:

Public submissions received

(refer to S 4.15(1)(d) 'Any Submissions' for consideration of submissions received by Council):

Submissions received: No

Submissions from Public Authorities:

Is the proposed development 'State Significant Development': No

Is the proposed development 'Designated Development': No

Is the proposed development 'Integrated Development': No

Was the proposed development referred to any Public Authorities: No

Were any submissions made by Public Authorities: No

Referrals were forwarded to the following Public Authorities:

S4.15(1)(e) The Public Interest

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

S7.12 Fixed development consent levies

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

Conclusion

Development Application No. 10.2025.114.1 proposes a carport on Lot 1 DP 516926, 31 Bourke Street Cowra. The application was lodged by M A Smith on 17 November 2025. The property owner is M A Smith & M J Mulquiney.

The application was supported by a Statement of Environmental Effects and development plans prepared by the applicant, which provide sufficient information to allow assessment of the proposal.

The proposed development has been assessed to be consistent with the requirements of Cowra Local Environmental Plan 2012, relating to development in the RI General Residential zone and is consistent with existing land-use activities of the locality. The variation to Part E of Cowra Development Control Plan 2021 is sufficiently justified.

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

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

ATTACHMENTS

1. DA 10.2025.114.1 - 31 Bourke Street Cowra - Development Plans [Download](#)
2. DA 10.2025.114.1 - 31 Bourke Street Cowra - Statement of Environmental Effects [Download](#)
3. DA 10.2025.114.1 - 31 Bourke Street Cowra - Location map [Download](#)
4. DA 10.2025.114.1 - 31 Bourke Street Cowra - Aerial view [Download](#)



Client Name

Client Email

Client Phone

Signature _____

**Copyright Statement**

This plan always remains the copyright of designer & shall not be used other than for the project work intended without written authority. No part may be reproduced by any other exclusive right be exercised without permission. Legal enforcement will be taken on copyright infringement.

Disclaimer

This is not an official document, and may not comply with current laws or industry standards. You should make your own enquiries and seek independent advice from relevant industry professionals before acting or relying on the contents of this document.

ALL DIMENSIONS ARE IN METRES. DO NOT SCALE FROM PLANS.

Generated by Lynne Smith
masteelptyltd@bigpond.com

Sheet Name
Site Plan
Sheet no.
1
Lic no.
225516C

Job no.

Property Details
31 Bourke St, Cowra, NSW 2794, Australia
Lot/DP: 1/-/DP516926

Design
Mathew Smith
Scale
1:200@A3

1st version date:
04/11/2025
Current version date:
06/11/2025
Version #
2

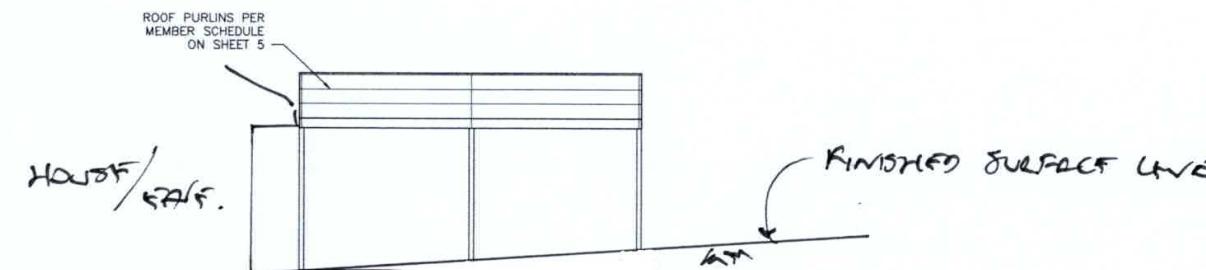


Client Name	Client Email	Client Phone	Signature _____				
Copyright Statement This plan always remains the copyright of designer & shall not be used other than for the project work intended without written authority. No part may be reproduced by any other exclusive right be exercised without permission. Legal enforcement will be taken on copyright infringement.	Generated by Lynne Smith masteelptyltd@bigpond.com	Sheet Name Site Plan	Sheet no. 2	Lic no. 225516C	Job no.		
Disclaimer This is not an official document, and may not comply with current laws or industry standards. You should make your own enquiries and seek independent advice from relevant industry professionals before acting or relying on the contents of this document.	Property Details 31 Bourke St, Cowra, NSW 2794, Australia Lot/DP: 1/-/DP516926				Scale NOT TO SCALE		
ALL DIMENSIONS ARE IN METRES. DO NOT SCALE FROM PLANS.	1 st version date: 04/11/2025		Current version date: 06/11/2025	Version # 2			



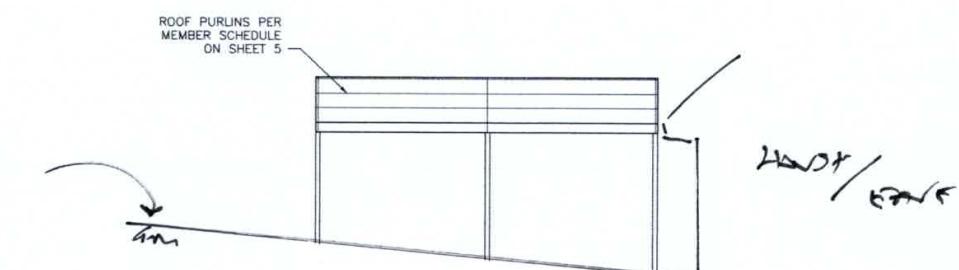
The design and detail shown on these drawings are applicable to this project only and may not be reproduced in whole or any part or be used for any other purpose without the written permission of FBHS (Aust) Pty Limited (FBHS) with whom copyright resides. The local distributor you are dealing with is an authorised independent distributor and enters into agreements with its customers on its own behalf.

RECEIVED
Cowra Shire Council
17/11/2025
Plan No: DA 10.2025.114.1



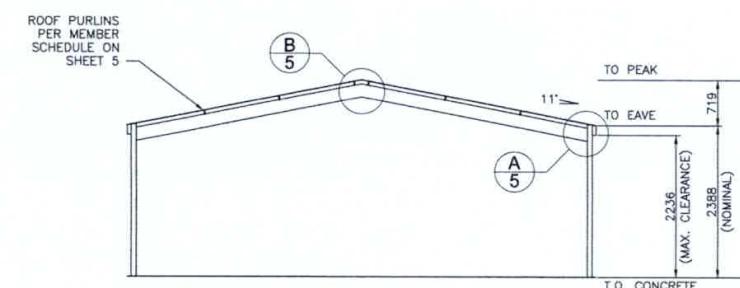
1 SIDEWALL EXTERIOR ELEVATION

2 SCALE: 1:100



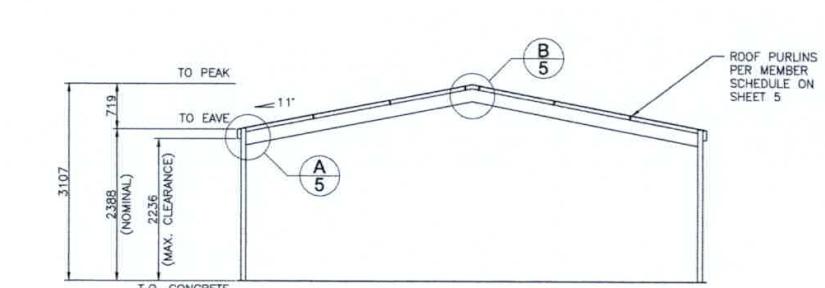
2 SIDEWALL EXTERIOR ELEVATION

2 SCALE: 1:100



3 ENDWALL INTERIOR ELEVATION

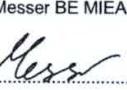
2 SCALE: 1:100



4 ENDWALL INTERIOR ELEVATION

2 SCALE: 1:100

DA LDR 13/11/2025
NPER 13/11/2025
MFBTR 1182580

SHEET OF 5	JOB NO. MAST138140	DATE	CHECKED TM	DRAWN FDS	STEEL BUILDING BY (CONTACT) MA STEEL 02 6382 4387 MATTHEW SMITH 31 BOURKE STREET COWRA	SHED SAFE accredited	0 ^o NORTHERN CONSULTING engineers	Civil & Structural Engineers 50 Punari Street Currajong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 341 008 173 56	Mr Timothy Roy Messer BE MIEAust RPEQ Signature  Date 4/11/2025 Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register
								Regn. No. 2628980 Regn. No. 6690 Regn. No. 116373ES Regn. No. PE0002216 Regn. No. CC5648M	



RECEIVED
Cowra Shire Council
17/11/2025
Plan No: DA 10.2025.114.1

MA Steel & Sheds
3285 Moppity Road, Young NSW 2594
02 6382 4387

Statement of Environmental Effects

LOT1/-/DP516926

Development Application for a Carport and a request for a variation to clause E.5.3.v. of Cowra Council Development Control Plan 2021.

Site Address: 31 Bourke Street, Cowra NSW 2794

Land Owners: Mathew Smith & Megan Mulquiney

Zoning: R1 General Residential

LEP Reference: Cowra Local Environmental Plan 2012 (2013 EPI 22)

1. Proposal Overview

This application seeks approval to erect a carport with a **colorbond carport measuring 7.4m wide x 5.4m long x 2.4m high**, constructed without walls on an existing slab. The structure will be located adjacent to the existing dwelling and used for covered vehicle parking.

2. Site Description

- **Lot Description:** Residential allotment
- **Frontage:** Bourke Street (northern boundary)
- **Setbacks:**
 - Front (north): 6.0m
 - Side (east): 0.91m
 - Rear (south): 28.95m
 - Side (west): 10.45m
- **Topography:** Generally flat
- **Surrounding Land Use:** Low-density residential



MA Steel & Sheds
3285 Moppity Road, Young NSW 2594
02 6382 4387

3. Planning Framework Compliance

a. Permissibility

Under the **R1 General Residential zone**, ancillary structures such as carports are **permitted with consent** as they support residential use.

b. Zone Objectives

The proposal supports the zone objectives by:

- Enhancing residential amenity
- Maintaining the low-density character of the area
- Supporting the functional use of the dwelling

c. Setbacks and Built Form

- The **front setback of 6m** aligns with the established streetscape and DCP controls.
- The **eastern side setback of 0.91m**
- The carport is **open-sided**, reducing bulk, overshadowing, and privacy impacts.
- The structure replaces a pre-existing carport (pulled down for safety reasons) maintaining continuity of built form.

d. Concrete Slab

- The existing concrete slab will be reused as the foundation for the proposed Colorbond carport – **Engineered slab plans will accompany this application**.
- The proposed carport will be anchored to an existing concrete slab, which varies in level from approximately 100mm on the left-hand side to 300mm on the right-hand side. The slab was constructed using high-grade concrete and structural mesh, providing a durable and stable foundation. Carport posts will be welded to 10mm steel base plates and bolted into the slab to ensure secure and compliant installation. This approach aligns with Cowra Council's DCP objectives by minimising site disturbance, reusing existing infrastructure, and maintaining structural integrity without additional excavation or fill

e. Heritage and Environmental Constraints

- The site is **not heritage-listed** nor within a conservation area.



MA Steel & Sheds
3285 Moppity Road, Young NSW 2594
02 6382 4387

- No known environmental constraints apply.

4. Building Code of Australia (BCA) Compliance

- The carport is a **Class 10a structure** and meets BCA requirements.
- As it has **no walls**, it does not require fire separation from the dwelling.
- The structure is non-habitable and poses no safety or structural concerns.

5. Variation to clause E.5.3.v. of Cowra Council Development Control Plan 2021.

- The proposed carport width of 7.4 metres is necessary to accommodate two large vehicles—a 300 Series Toyota LandCruiser and a 2014 Nissan Navara—both of which exceed standard passenger car dimensions. The LandCruiser measures approximately 1980mm in width and the Navara around 1850mm, **excluding mirrors**. A 6m-wide carport would result in insufficient clearance between vehicles and structural posts, compromising safe access and increasing the risk of damage during parking. The additional 1.4m allows for compliant side clearances, door opening space, getting the kids in and out of the car and pedestrian movement, consistent with Cowra Council's DCP objectives for functional and site-responsive design. The carport will be positioned to minimise visual impact and will not encroach on setbacks or neighbouring amenity. This modest variation supports safe use, weather protection, and long-term durability.

NOTE: *The client originally proposed a 6.0-metre-long carport; however, following a review of the front boundary setback requirements, they agreed to reduce the structure's length to 5.4 metres to ensure full compliance with the 6.0-metre front boundary setback. While this revised length meets the minimum spatial constraints, it provides only marginal coverage for the full length of the primary vehicle, offering just adequate protection from weather exposure.*

6. Environmental Impact Assessment

a. Visual Impact

- The carport is modest in scale and constructed of neutral colorbond materials.
- It replaces an existing structure, preserving the visual character of the site.

b. Amenity and Overshadowing



MA Steel & Sheds
3285 Moppity Road, Young NSW 2594
02 6382 4387

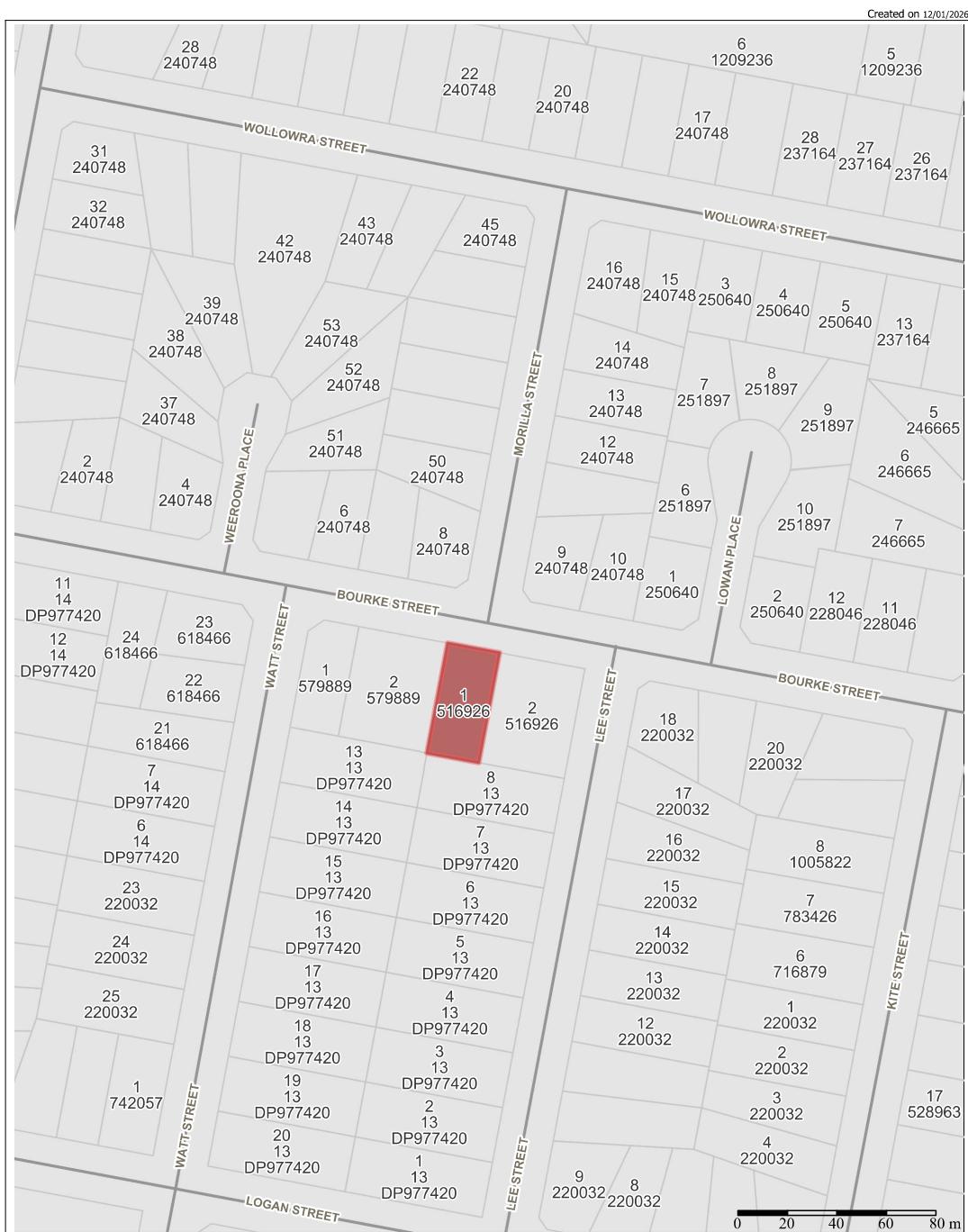
- No overshadowing of neighbouring properties due to low height and open design.
- No impact on privacy, noise, or views.

c. Traffic and Access

- No change to vehicle access
- Improves weather protection for vehicles.

7. Conclusion

The proposed carport is a **low-impact, compliant residential structure** that supports the use of the land and aligns with the Cowra LEP 2012 objectives. It improves amenity, and poses no adverse environmental or planning impacts.



<p>Cowra Council Private Bag 342 116 Kendall Street Cowra NSW 2794 Ph: (03) 6340 2000 Web: www.cowracouncil.com.au</p>	<p>Important Notice! This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. The map is provided for general information purposes only and for no other purposes. No statement is made about the accuracy or suitability of the information for any particular purpose (whether the purpose is related to Council or otherwise). Council does not warrant the accuracy of this data, neither the Cowra Council nor the State Government accept any responsibility for the accuracy, reliability, completeness or suitability for any particular purpose and disclaim all responsibility and all liability (including without limitation, liability in negligence) for any damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. © The State of New South Wales (Spatial Services), © Cowra Council.</p>	<p>Drawn By: Cassandra Gilley Projection: 8 GDA2020 / MGA zone 55 Date: 12/01/2026 3:16 PM</p>	<p>DA 10.2025.114.1 - 31 Bourke Street Cowra</p>
<p>Map Scale: 1:1829 at A4</p>			



 <p>Important Notice! This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This map is provided for general information purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for any particular purpose (whether the purpose is related to Council or not). Under no circumstances is Council liable for any damages (including, but not limited to, special, indirect, consequential or incidental damages) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. <small>© The State of New South Wales (Spatial Services), © Cowra Council.</small></p> <p>Cowra Council Private Bag 342 116 Kendall Street Cowra NSW 2794 Ph: (03) 6340 2000 Web: www.cowracouncil.com.au</p>	<p>Drawn By: Cassandra Gilley</p> <p>Projection: 9 GDA2020 / MGA zone 55</p> <p>Date: 12/01/2026 3:18 PM</p> <p>DA 10.2025.114.1 - 31 Bourke Street Cowra</p> <p>Map Scale: 1:599 at A4</p>
--	--

5.3 Application - Access Incentive Scheme Grant - Cowra Physiotherapy, 12-18 Young Road Cowra

File Number: D26/31

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

That Council provides \$10,000 from the Access Incentive Scheme Fund to Cowra Physiotherapy to assist with the costs of installing an accessible ramp and path to the entrance at Gumbuya, 12-18 Young Road Cowra.

INTRODUCTION

Council has received an application from Mr Mark Gillham, Cowra Physiotherapy seeking financial assistance from Council's Access Incentive Scheme. Cowra Physiotherapy are relocating to Gumbuya located at 12-18 Young Road Cowra and require accessible access to the building. The application requests assistance to create a sealed footpath and accessible ramp to the front entrance.

A copy of the application and quotes provided are included in Attachment 1.

BACKGROUND

Cowra Physiotherapy are relocating to Gumbuya on Young Road, a property owned by the Cowra Aboriginal Land Council. They are required to vacate their current premises around March 2026 and seek premises that provide appropriate accessibility to enable services to be delivered to all clients.

The application has been referred to members of the Access Committee for consideration and concurrence. The committee supports funding the application through the Access Incentive Fund.

In reaching this position, the committee considered that the proposed premises include fully compliant internal facilities and doorways. The installation of an accessible ramp at the entrance is required to ensure equitable access to enable Cowra Physiotherapy to service all clients.

ELIGIBILITY

The request for grant funding meets all the requirements of Council's adopted Access Incentive Scheme Grant Funding Guidelines 2025.

- *The premises and works are carried out in Cowra Shire;*
- *The applicant is a Local business;*
- *The works applied for will improve access to the premises.*

A copy of the Access Incentive Fund policy is included in Attachment 2.

Note: The application states that the project will commence 15 January 2026, however, upon discussions with the applicant works will not commence till late January / early February.

The Applicant has also confirmed with Council that development approval to construct the ramp is not required from Council.

BUDGETARY IMPLICATIONS

The current balance for the Disabled Access Incentive Fund is \$69,541, which will provide for assistance to businesses or organisations around the Cowra local government area. Of this amount \$10,000 has been approved and not acquitted as yet. Therefore, the total funding available is \$59,541. The granting of \$10,000 to the applicant will not significantly impact upon the current funding levels.

CONCLUSION

Council is encouraging the provision of equitable access to and within buildings and this application meets all eligibility requirements. It is recommended that Council approves the grant funding application and allocates \$10,000 to Cowra Physiotherapy to assist with works in constructing an accessible ramp and pathway to the entrance of their new leased premises at Gumbuya, 12-18 Young Road Cowra.

ATTACHMENTS

1. Application - Access Incentive Scheme Grant - Cowra Physiotherapy [↓](#)
2. Policy - Access Incentive Scheme Grant [↓](#)



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

Access Incentive Scheme Grant: Application Form

Guidelines for applicants

Refer to the Cowra Access Incentive Scheme Grant – Funding Guidelines Policy for full application details of the Scheme and terms and conditions.

What is the Access Incentive Scheme Grant?

The scheme assists property owners/lessees by providing funding assistance to upgrade their premises to enable people with disabilities to access and use their premises.

Who can apply?

- Not-for profit community organisations
- Local Incorporated Community groups, clubs & progress associations
- Local businesses
- Local Community Service Providers

What type of projects can be applied for?

The types of projects that may be applied for include;

- Improve access to building, such as - automated doors, access ramps, lifts, hand rails, tactile markers
- Improve access to Disability facilities, such as – doorways, hand rails, tactile indicators, signage, fitouts
- Improving the Visual access to and in buildings - defining doorways with colour contrasting materials, tactile markers, signage, etc
- Improving Auditory access to and in buildings

The project must

- be located in the Cowra Shire and must be completed within 12 months of approval of the application
- Be for premises used by the local community/general public
- Conform to Australian Standard 1428.1 Design for Access and Mobility, and Australian Premises Standard

Ineligible

Funding will not be provided for the following:

- Projects that have already commenced or completed.
- Activities that are considered the core business of Commonwealth, State or Local Government
- Ongoing operational or administrative costs of an organisation. This includes purchase of capital equipment.
- Individual pursuits
- Gifts and prizes
- Private residential properties and/or properties not accessed by the public

How to apply?

You must submit your application using this below form, and;

- Ensure all questions are answered
- May use dot points to convey your message effectively.
- Ensure written approval from the property owner is obtained
- Provide current quotes of all works required to support the budget
- Site plans and photos of the project area

Documents that may be included to support and strengthen your application include:

- Location maps
- Detailed plan
- Letters of support from organisations your project partners with

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

Assessment

All applications will be assessed by the Access Committee and will then be tabled to the next Council meeting for approval. All applicants will be notified in writing of the outcome of their application and an agreement form provided which is to be submitted within 6-weeks of approval.

Contacts

Contact Cassandra Gailey or Larissa Hackett at Cowra Council for any assistance in completing your application on 6340 2048 or by email at: council@cowra.nsw.gov.au

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	Betty Doolan

Applicant Details

Contact Name	Betty Doolan
Name of Organisation applying on behalf	Cowra Local Aboriginal Lands Council
Mailing Address	PO Box 596 Cowra NSW 2794
Contact number during office hours	
Email	cowralalc@gmail.com cowragillhams@bigpond.com cc please

Project Site details

Property/Business Name	Gumbuya (Owned Cowra Local Aboriginal Lands Council to be rented Cowra Physiotherapy)
Property address	12-18 Young Rd, Cowra 2794
Location on site where project will be completed (e.g. front entrance)	Front Entrance

Present use of the premises	Aboriginal Health Centre/ Physiotherapy Clinic
What improvements are to be made?	<i>Install complying ramp to enable access for wheelchairs to front entrance. Concrete Path to allow better access mobility impaired persons carpark to front ramp</i>
How will the project benefit the community?	Improve access to an essential Medical Service for both indigenous and non-indigenous Cowra Residents.
How will the project be managed?	Local Builder to install. Noel Cherry, Liase with Mark Gillham Physiotherapist and advice Occupational Therapist as required.

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
Concrete Ramp 	\$4800	\$4800
Safety Rail on Ramp		

Concrete Path	\$5300	\$520.
Total (A)	\$10,100	\$10,000

Application Checklist**Have you:**

- Checked that you're 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

Property Owners Consent – owner of property where project is to be completed		
Owners Name	Cowra Local Aboriginal Lands Council- CEO Betty Doolan	
Owners Contact address	[REDACTED] Cowra NSW 2794	
Owners contact number	[REDACTED]	
Owners contact email	cowralalc@gmail.com cowragillhams@bigpond.com cc please	
<input checked="" type="checkbox"/> Owners signature below (under seal if applicable) or <input type="checkbox"/> Owners consent attached (under seal and/or letterhead)		
[REDACTED] Signature <u>Betty Doolan</u> Name	[REDACTED] Signature Name	[REDACTED] Signature Name

Project Details	
Project Name	Disabled Access Ramp and Path Gumbuya
Estimated Timeframe	Project will commence: January 15 th 2026 Project will be completed by: 21 st 2026
Funding amount requested	\$ <u>10,000</u>
What is the Aim of the project? Example: <i>Install complying ramp to enable access for wheelchairs to front entrance.</i>	<i>Install complying ramp to enable access for wheelchairs to front entrance.</i> <i>Concrete Path to allow better access mobility impaired persons carpark to front ramp</i>

PHOTOS OF PROPOSED DISABLED ACCESS RAMP AND CONCRETE PATH "Gumbuya"

Site of flat concrete landing to be built at 150mm height to be height of entrance. Then 2 ramps at 90 degree angle at Australian standard incline to meet flat landing. Flat landing allows doors to be opened safely by wheelchair clients from 2 directions (front carpark and side carpark).



Existing path from Front Car Park .
Proposed to be concreted to improve access by mobility impaired persons.



Close up of access from side carpark. Proposed to have ramp to meet flat landing. Ramp to have rail installed from both directions.



Close up site of landing area before gets ramp from 2 directions.



Close up of existing path to be improved by concreting.



Full length of Proposed Concrete Path from front car park to front entrance



estimate

Noel J Cherry Builder
Mobile 0427264099
ABN. 57 713 880 092
LIC No. 221 892C
Noelcherry4@gmail.com

Date: 18/12/25
estimate: 1
Expiration date 18/1/26

To : Mark Gillham
Job Adress: Gumbuya Young rd Cowra

Estimate 1 – Concrete Ramp and Handrail

In this estimate, I have allowed for the following:

- Demolition of part of the existing concrete to maintain correct ramp thickness
- Formwork to create a flat landing area near the front door, with two compliant access ramps running either direction in accordance with disabled access standards
- Installation of reinforcing mesh and plastic membrane
- Supply and pour of 25 MPa concrete, finished with a non-slip surface
- Supply and installation of a steel handrail

Total price: \$4,800.00 (including GST)

Estimate 2 – Concrete Footpath

In this estimate, I have allowed for the following:

- Excavation and ground preparation for a concrete footpath approximately **13 m x 1.6 m**
- Formwork ready for pouring
- Installation of reinforcing mesh and plastic membrane
- Supply and pour of 25 MPa concrete, finished with a non-slip surface

Total price: \$5,300.00 (including GST)

Estimate prepared by: _____ Noel
Cherry_____

To accept this estimate Please sign and date here _____
____/____/____ Then post to 10 Kanangra st Cowra 2794 or email to noelcherry4@gmail.com
A full Department of fair-trading Contract must be signed before work can commence

Thank you for your business

COUNCIL POLICY



Access Incentive Scheme Grant Funding
Guidelines

Access Incentive Scheme Grant Funding Guidelines

Commencement Date	25 September 2023
Council Department	Environmental Services
Contact Officer	Director – Environmental Services
Revision Required	Every 4 years

Policy Review

This policy shall be reviewed at four (4) yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

Revision History

Version	Council Meeting Date	Resolution No.	Responsible Officer
1	28/11/2005	177/05	Director-Environmental Services
2	25/09/2023	189/2023	Director-Environmental Services
3	15/12/2025	274/25	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

Access Incentive Scheme Grant Funding Guidelines

Table of Contents

1. Introduction.....	1
2. Purpose	1
3. Eligibility	2
3.1 Eligible Projects	2
3.2 Non-Eligible Projects.....	3
4. Assessment.....	3
4.1 Assessment Criteria.....	4
5. Level of Funding	4
6. Conditions of Approval.....	4
7. Applications.....	5
8. Acquittals.....	5
9. Appendix.....	5

Appendix 1 - Access Incentive Scheme Grant: Application Form

Appendix 2 - Access Incentive Scheme Grant: Acquittal Form

Table of Contents – Page 1

Access Incentive Scheme Grant Funding Guidelines

I. 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

Access Incentive Scheme Grant Funding Guidelines

3. Eligibility

- Each organisation is limited to one Council Grant or Donation per financial year.
- The maximum level of funding per project will be limited to \$10,000 subject to the availability of Council funds.

3.1 Eligible Projects

Owners, lessees, building agents of buildings and other facilities located within Cowra Shire Council are invited to apply.

Projects are eligible to apply for the Access Incentive Scheme Grant if:

- ◆ The premises and works are carried out within the Cowra Shire;
- ◆ The applicant is either a –
 - Not-for profit community organisation
 - Local Incorporated Community group, club or progress association
 - Local business
 - Local Community Service Provider
- ◆ Only one grant application and approval per applicant per year
- ◆ There will clearly be cases where groups may wish to contribute to the project.
- ◆ The works / projects being applied for improve access to and/or within premises and disability facilities, such as (but not limited to);
 - Automated access doors, widening of doorways
 - Access ramps, lifts
 - Hand rails, fit-outs
 - Tactile indicators, signage
 - Auditory aides
 - Visual Assistance, such as - doorway colour contrasting, braille and tactile signage

Council employees or Councillors may apply for funding on the same basis, as any member of the public.

Access Incentive Scheme Grant Funding Guidelines

3.2 Non-Eligible Projects

Funding will **NOT** be provided:

- ♦ Where financial assistance is available from other funding bodies, where Council has approved grant funding or donations from other pools of funding for the same project/premise, and within one's own company.
- ♦ Where previous funding or approved funding for the same project/plan of works has been provided under the Access Incentive Scheme Grant.
- ♦ Where the applicant has an incomplete project concerning access issues.
- ♦ For projects that were undertaken 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.

Access Incentive Scheme Grant Funding Guidelines

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 Scheme Grant Funding Guidelines

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

Access Incentive Scheme Grant Funding Guidelines



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

Access Incentive Scheme Grant: Application Form

Guidelines for applicants

Refer to the Cowra Access Incentive Scheme Grant – Funding Guidelines Policy for full application details of the Scheme and terms and conditions.

What is the Access Incentive Scheme Grant?

The scheme assists property owners/lessees by providing funding assistance to upgrade their premises to enable people with disabilities to access and use their premises.

Who can apply?

- Not-for profit community organisations
- Local Incorporated Community groups, clubs & progress associations
- Local businesses
- Local Community Service Providers

What type of projects can be applied for?

The types of projects that may be applied for include;

- Improve access to building, such as - automated doors, access ramps, lifts, hand rails, tactile markers
- Improve access to Disability facilities, such as – doorways, hand rails, tactile indicators, signage, fitouts
- Improving the Visual access to and in buildings - defining doorways with colour contrasting materials, providing braille signage, etc
- Improving Auditory access to and in buildings

The project must

- be located in the Cowra Shire and must be completed within 12 months of approval of the application
- Be for premises used by the local community/general public
- Conform to Australian Standard 1428.1 Design for Access and Mobility, and Australian Premises Standard

Access Incentive Scheme Grant Funding Guidelines

Ineligible

Funding will not be provided for the following:

- Projects that have already commenced or completed.
- Activities that are considered the core business of Commonwealth, State or Local Government
- 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

Access Incentive Scheme Grant Funding Guidelines

Certification

By submitting this application, I acknowledge that I have read and understood the information made available by Cowra Shire Council regarding the Access Incentive Scheme Grant and to the best of my knowledge, the information provided in this application is true and correct.

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

Yes

Signature	
Please print name	

Applicant Details	
Contact Name	
Name of Organisation applying on behalf	
Mailing Address	
Contact number during office hours	
Email	

Project Site details	
Property/Business Name	
Property address	
Location on site where project will be completed (e.g. front entrance)	

Access Incentive Scheme Grant Funding Guidelines

Property Owners Consent – owner of property where project is to be completed		
Owners Name		
Owners Contact address		
Owners contact number		
Owners contact email		
<input type="checkbox"/> Owners signature below (under seal if applicable) or <input type="checkbox"/> Owners consent attached (under seal and/or letterhead)		
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? <i>Example: Install complying ramp to enable access for wheelchairs to front entrance.</i>	

Access Incentive Scheme Grant Funding Guidelines

Present use of the premises	
What improvements are to be made?	
How will the project benefit the community?	
How will the project be managed?	
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

Access Incentive Scheme Grant Funding Guidelines

Total (A)		\$

Application Checklist**Have you:**

- Checked that your eligible to apply?
- Ensured all appropriate persons (property owners, committee members, etc) are aware that this application is being submitted?
- Attached detailed quotes or advertising brochures from suppliers?
- Completed all sections of the Application Form?
- Kept a copy of this Application Form for your records?
- Attached owners' consent, if necessary?
- Attached any additional documents if applicable (e.g. Site plan, photos, proposed project plans)?

Submitting Your Application

Email to: council@cowra.nsw.gov.au

Include a subject line of: Application – Access Incentive Scheme Grant – *your organisation*

Alternatively complete a paper copy of the application and deliver to:

Environmental Services
Cowra Shire Council
Private Bag 342
Cowra NSW 2794

Contact the Director-Environmental Services or the Director-Environmental Services Personal Assistant at Cowra Council for any assistance in completing your form on 6340 2048 or by email at: council@cowra.nsw.gov.au

Access Incentive Scheme Grant Funding Guidelines



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

Access Incentive Scheme Grant: Acquittal Form

Please submit your completed form to:
Cowra Shire Council, Environmental Services, 116 Kendal Street, Cowra NSW 2794 or,
email to: council@cowra.nsw.gov.au

Applicant Details	
Contact Name	
Name of Organisation	
Mailing Address	
Contact number during office hours	
Email	

Project Details	
Project Name	
Funding Amount Approved	\$
Property/Business Name of project site	
Property address of project	
Location on site where project was completed (e.g. front door)	

Access Incentive Scheme Grant Funding Guidelines

Project Results
Aim of the Project (i.e. what will be the outcome? What do you hope to achieve? Who/what will benefit?) <i>Example: Enable access for wheelchairs to front entrance.</i>
Project Activities. (Brief Description of what you did, where and when, who was involved, were there any variations to the original application) <i>Example: New ramp installed to front of building to facilitate equitable access to the building. Ramp was installed on 3 July 2022 by Joe Smith Contractors. Additional handrail was required to be installed to afford stable access to premises</i> This may be conveyed using dot points.

Access Incentive Scheme Grant Funding Guidelines

Project Outcomes

(Brief description of what you achieved, what the benefits were/are to the community / public)

Please include photos

Budget and Expenditure

Brief outcome of grant expenditure: attach copies of receipts and invoices, materials, services, etc.

Access Incentive Scheme Grant Funding Guidelines

This page is for record keeping only (with all personal bank details redacted) and will be removed before the form appears in any Council agendas and/or Councils website and/or any social media platform.

Photos

Please attach good quality photos of your project during progress (if any) and of the completed project.

DISCLOSURE: photos may be used on Councils social media, Councils website and in the local newspapers/social media.

Please tick one of the below options.

I consent to all images provided being used on;
(please tick all options below that you give consent to)

Councils website
 Social media where the images may be shared by the public
 Featuring in the local newspaper.

I do not consent to images provided being used on Councils website, on Social media or in the local media publications.

Payment Options

Preferred Payment Method and Details

Cheque Payee: _____

EFT
Account Name: _____
BSB Number: _____
Account Number: _____

Important Notes

- Please note, your form may appear in an Access Committee and/or Council meeting agenda where it will then be available online. It may also appear on Council's Facebook page where the post may potentially be shared by the public. All personal information will be redacted before appearing online.
- Please ensure you have ticked whether you give consent or not for the use of any photos provided to appear in a public article and/or online post where it may be shared.

Contact the Director-Environmental Services or the Director-Environmental Services Personal Assistant at Cowra Council for any assistance in completing your form on 6340 2048 or by email at: council@cowra.nsw.gov.au

5.4 **Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra, change of use of a dwelling to community facility and addition of an activity room, lodged by Cowra Information & Neighbourhood Centre Inc. The property owner is Cowra Information & Neighbourhood Centre Inc.**

File Number: D26/40

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. **That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variations to Sections M.3.2 and M.3.5 of Part M of Council's Development Control Plan 2021 are sufficiently justified. The application was publicly notified, and one submission was received and has been satisfactorily addressed; and**
2. **That Council approves a variation to Sections M.3.2 and M.3.5 of Part M of Council's Development Control Plan 2021 for this development to allow a 4.465m driveway width and a 5.53m internal circulation width; and**
3. **That Development Application No. 10.2025.18.1, for the change of use of a dwelling to community facility and addition of an activity room on Lot 2 DP603501, 7 Vaux Lane Cowra be approved subject to the following conditions:**

GENERAL CONDITIONS

- I. **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 Job 158/24 Drawing A001	Vision Property Development Hub 15/8/2024	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Context Plan Job 158/24 Drawing A002	Vision Property Development Hub 13/2/2025	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Proposed Site Plan Stage 2 Job 158/24 Drawing A003C	Vision Property Development Hub 10/11/2025	Received 15/12/2025 Stamped DA 10.2025.18.1(C)

Demolition Plan Stage 2 Job 158/24 Drawing A004	Vision Property Development Hub 15/11/2024	Received 22/8/2025 Stamped DA 10.2025.18.I(B)
Proposed Site Plan Stage 2 (with turning circles) Job 158/24 Drawing A005C	Vision Property Development Hub 25/2/2025	Received 27/3/2025 Stamped DA 10.2025.18.I
Proposed Landscape Plan Stage 2 Job 158/24 Drawing A006	Vision Property Development Hub 26/2/2025	Received 27/3/2025 Stamped DA 10.2025.18.I
Existing Floor Plan Job 158/24 Drawing A101	Vision Property Development Hub 15/8/2024	Received 22/8/2025 Stamped DA 10.2025.18.I(B)
Stage 1 Demolition Plan Job 158/24 Drawing A102	Vision Property Development Hub 15/11/2024	Received 22/8/2025 Stamped DA 10.2025.18.I(B)
Proposed Stage 1 Floor Plan Job 158/24 Drawing A103	Vision Property Development Hub 15/11/2024	Received 22/8/2025 Stamped DA 10.2025.18.I(B)
Proposed Floor Plan Stage 2 Job 158/24 Drawing A104A	Vision Property Development Hub 27/11/2025	Received 22/8/2025 Stamped DA 10.2025.18.I(B)
Proposed Dimensioned Floor Plan Stage 2 Job 158/24 Drawing A105	Vision Property Development Hub 15/11/2025	Received 22/8/2025 Stamped DA 10.2025.18.I(B)
Proposed Elevations Stage 2 (North and South) Job 158/24 Drawing A201A	Vision Property Development Hub 27/11/2025	Received 22/8/2025 Stamped DA 10.2025.18.I(B)
Proposed Elevations Stage 2 (East and West) Job 158/24 Drawing A202A	Vision Property Development Hub 27/11/2025	Received 22/8/2025 Stamped DA 10.2025.18.I(B)

Statement of Environmental Effects Version 5	Vision Property Development Hub 17/12/2025	Received 18/12/2025 Stamped DA 10.2025.18.I(D)
Traffic Impact Statement Ref 25.181r01v06	Traffix 17 December 2025	Received 18/12/2025 Stamped DA 10.2025.18.I(D)

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

2. **The applicant shall comply with all relevant prescribed conditions of development consent under Part 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**
5. **Provide on-site parking for a minimum of 12 car parking spaces in accordance with the submitted plans. Car parking and trafficable areas shall be designed and maintained in accordance with Cowra Council Development Control Plan 2021.**
6. **Car parking facilities, including all internal parking and manoeuvring areas are to be constructed and sealed in accordance with Australian Standard 2890.1 Off-Street Car Parking and are to include all necessary line marking, directional arrows and signage to delineate parking spaces, traffic flow and traffic priority. All costs associated with the construction of the parking area shall be borne by the Applicant.**
7. **Parking for disabled persons is to be provided and signposted in accordance with the approved plans and the requirements of Australian Standard 2890.6. The access linking such parking areas to their associated developments shall generally not have gradients steeper than 1:14.**

8. The primary entrances and pathways to the buildings 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.
9. Tactile surface indicators shall be provided through the car park and pedestrian areas/walkways to assist vision impaired persons to access the premises.
10. 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.

11. The approved hours of operation are:

- 9:00am to 4:00pm Monday to Friday
- Nil Saturday, Sunday, & Public Holidays

CONDITIONS TO BE COMPLIED WITH DURING DEMOLITION WORKS

12. Any 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.
13. 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.
14. 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.
15. Any storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are

permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.

16. 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.
17. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the 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.
18. 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

19. Prior to the issue of a Construction Certificate, the Applicant is to submit a detailed Landscape Plan for the approval of the Principal Certifier which includes details of the proposed plant species and maintenance schedule. The plan is to be prepared in accordance with Part N of Cowra Council Development Control Plan 2021, and include screening of the carpark area from the street.
20. 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.
21. 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 Statistics (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	\$466,737.46	1%	\$4,667.37	30 June 2026

Contribution²			
Notes			
' 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			

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

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

23. 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.

24. 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.

25. 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'.

26. 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.

27. The Council's sewer main alignment and depth shall be accurately located and the greater of the following clearance criteria must be achieved prior to commencement of works:

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

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

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

28. 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.
29. 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.
30. 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.
31. 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.
32. 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.
33. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged in accordance with the approved stormwater management plan.
34. 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.

35. 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

36. The Applicant must not commence occupation or use of the community facility until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
37. Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from Vaux Lane in accordance with consent from the road's authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the Section 138 Permit. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.
38. Prior to the issue of any Occupation Certificate the Applicant shall ensure that all new vehicular parking areas, including the proposed staff car parking area are clearly defined and/or line-marked in accordance with Cowra Infrastructure & Operations Engineering Standards and Australian Standard 2890.1-2004 - Off Street Parking Facilities. A sign(s) that are conspicuous and legible from the proposed new access road, and from within the development site, shall be permanently displayed indicating the points of ingress and egress, to the proposed development. All costs associated with the identification and line marking of the car parking areas shall be borne by the Applicant and at no cost to Council.
39. A Fire Safety Certificate completed by a competent fire safety practitioner shall be furnished to the Principle Certifier for all the Essential Fire Safety Measures specified in the current fire safety schedule for the building, prior to the issue of any Occupation Certificate. The Fire Safety Certificate must be issued using the standard template form published by the NSW Government. A copy of the Fire Safety Certificate must be predominately displayed in the building and a copy

submitted to Council by the Principle Certifier with the Occupation Certificate. An electronic copy of the Final Fire Safety Certificate (together with a copy of the current Fire Safety Schedule) shall also be forwarded to the Fire Commissioner via the following dedicated email address: afss@fire.nsw.gov.au

ADVICE

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

INTRODUCTION

Development Application No. 10.2025.18.1 proposes a change of use of a dwelling to community facility and addition of an activity room on Lot 2 DP 603501, 7 Vaux Lane Cowra. The application was lodged by Cowra Information & Neighbourhood Centre Inc on 27 March 2025. The property owner is Cowra Information & Neighbourhood Centre Inc.

The application is being reported to Council because of variations to M.3.2 and M.3.5 of Part M of Cowra Council Development Control Plan 2021 which are discussed in the relevant section of this report. In addition, one objection was received.

A copy of the site and elevation plans of the proposed change of use of a dwelling to community facility and addition of an activity room are included in Attachment '1' to this report and a copy of the Statement of Environmental Effects is included in Attachment '2'.

Description of Site

Lot 2 DP 603501, 7 Vaux Lane Cowra is a rectangular allotment of approximately 1,121m². The lot is located in the R1 General Residential zone under Cowra Local Environmental Plan (LEP) 2012. The site contains an existing dwelling with ancillary shed structure (below).



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

Description of Proposal

The applicant proposes a change of use of the existing dwelling to a community facility including the construction of an additional activity room. The proposal would convert the existing living areas in the dwelling to provide 3 offices and 2 meeting rooms, as well as remodel and fitout of the existing bathroom to make it an accessible bathroom. The kitchen and laundry would be retained. The construction of a new activity room building would provide a large activity space as well as a bathroom, kitchen, and storage area.

Environmental Impact Assessment

In determining a development application, a consent authority is to take into consideration such of the matters as are of relevance to the development in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979. The following section provides an evaluation of the relevant Section 4.15 Matters for consideration for DA 10.2025.18.1:

Section 4.15(1) Evaluation Matters

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

Local Environmental Plan (LEP)

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

1.2 Aims of Plan

The development is not inconsistent with the aims of the LEP.

1.4 Definitions

The proposed development is defined as a community facility under the LEP.

community facility means a building or place—

(a) owned or controlled by a public authority or non-profit community organisation, and

(b) used for the physical, social, cultural or intellectual development or welfare of the community,

but does not include an educational establishment, hospital, retail premises, place of public worship or residential accommodation.

1.6 Consent authority

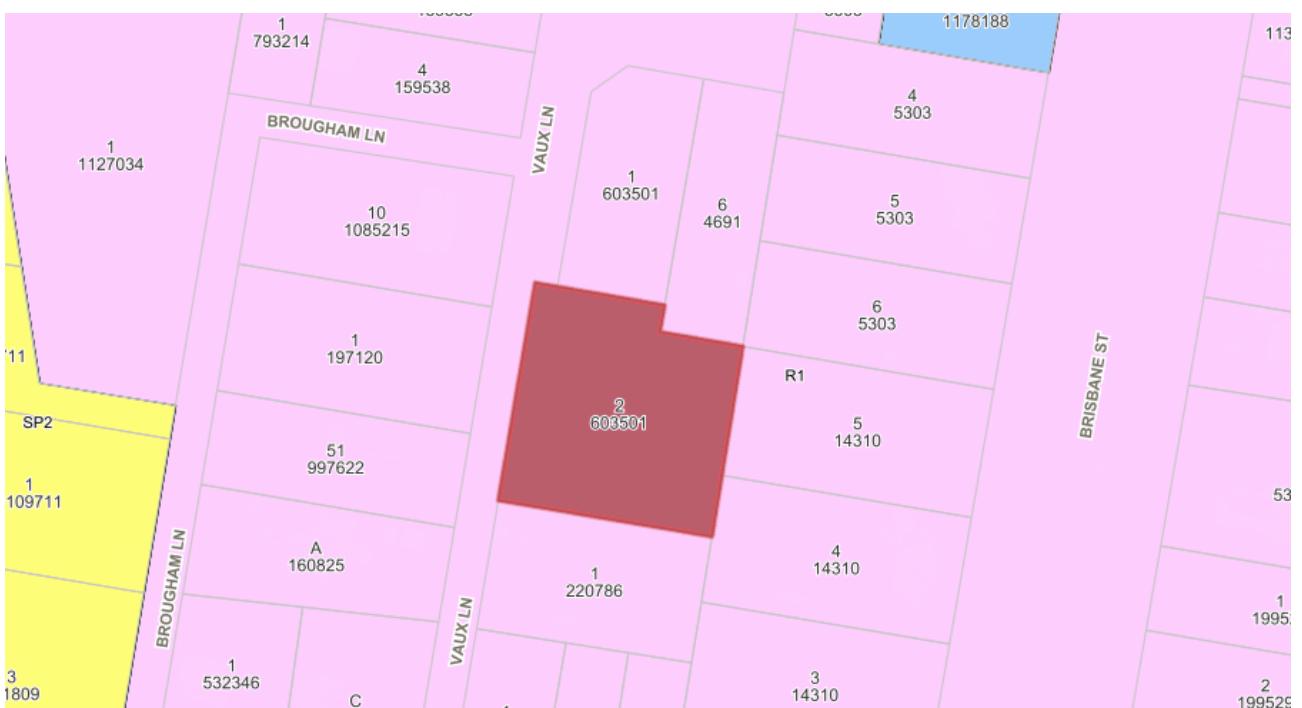
The consent authority for the purposes of this Plan is (subject to the Act) the Council.

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 RI General Residential, and the proposed development is permitted in the zone with consent.



2.3 Zone objectives

Objective	Comment
• To provide for the housing needs of the community.	Not inconsistent
• To provide for a variety of housing types and densities.	Not applicable

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

2 Permitted without consent

Environmental protection works; Home occupations

3 Permitted with consent

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

4 Prohibited

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

Comment:

The proposed Development is permitted with consent.

2.7 Demolition requires development consent

The proposed demolition requires development consent.

5.10 Heritage conservation

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

5.11 Bushfire

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

5.21 Flood planning

The land is not in the flood planning area.

Part 6 Urban release areas

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

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 not mapped as being affected; accordingly, this clause is not applicable.

7.7 Airspace operations

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

7.8 Essential Services

Water	The proposed development would connect to Council's reticulated water from Vaux Lane.
Electricity	The proposed development will be connected to electricity supply to the requirements of the relevant energy provider.
Sewage	The proposed development will extend and connect to Council's reticulated sewer service to the eastern side of the lot.
Stormwater	The proposed development would direct stormwater to Council's stormwater system in Vaux Lane.
Access	The proposed development would utilise the existing access to Vaux Lane.

7.11 Development on land in karst areas

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

State Environmental Planning Policies

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	Not applicable

SEPP (RESILIENCE AND HAZARDS) 2021

Under Clause 4.6 a consent authority must not consent to the carrying out of any development on land unless:

- (a) it has considered whether the land is contaminated, and
- (b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and

(c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose

There are no known prior land-uses on the site that are likely to have resulted in the contamination of the land. Site inspection carried out did not reveal any evidence of contamination of the site. The proposal does not involve any demolition or works likely to result in contamination of the site. The SEE submitted with the application does not mention any previous land use that likely to have resulted in contamination of the site. No further investigation is warranted in this instance.

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

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

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

Cowra Shire Council Development Control Plan 2021

Part A – Plan Introduction

Consent is required for the proposed development.

Part B – Land Management

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

Part C – Biodiversity Management

The development site is not identified as Terrestrial Biodiversity in the LEP or identified on the Biodiversity Values Map. The development would require the removal of exotic vegetation with little biodiversity value. No further assessment required relating to Biodiversity.

PART E – URBAN & VILLAGE DEVELOPMENT

No controls for community facilities in Part E. No controls apply.

PART H – COMMERCIAL DEVELOPMENT

The proposed development is not within an area identified in Part H. No controls apply.

PART K – LAND USE BUFFERS

Cowra Airport Obstacle Limitation Surface

The subject land is located outside of the OLS.

PART M – PARKING, ACCESS & MOBILITY

Section	Comments
M.I.I. Application of Section	The proposed development includes a change of use requiring additional parking over the existing. This part applies.

M.I.2. Objectives	Considered compliant with the stated objectives.																			
M.I.3. Application of Standards and Guidelines	The proposed carparking areas can be built to Australian Standards, the Building Code of Australia, the (still current) RTA Guide to Traffic Generating Development.																			
M.I.4. Definitions	Noted																			
M.I.5. Off Street Parking Calculations	<p>Consistent. The proposed development includes conversion of the existing dwelling to offices and the construction of a new community facility. Rates for each component are calculated below, totalled, and rounded up.</p> <table border="1"> <thead> <tr> <th>Component</th> <th>Parking required</th> <th>Gross Floor Area (m²)</th> <th>Parking required</th> </tr> </thead> <tbody> <tr> <td>Offices</td> <td>1 space per 40sqm</td> <td>124</td> <td>3.1</td> </tr> <tr> <td>Community facility</td> <td>Rate should be drawn with regard to the nature of the development (1 per 40sqm is considered appropriate in this instance)</td> <td>210</td> <td>5.25</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>8.35 (9)</td> </tr> </tbody> </table> <p>It is assessed the proposed development would require 9 spaces. It is considered the proposal to provide 12 on site spaces is suitable for the proposed development.</p> <p>The applicant has also provided a Traffic Impact Statement confirming 12 spaces is sufficient for the development. The Traffic Impact Statement is included in Attachment '6' to this report.</p>				Component	Parking required	Gross Floor Area (m ²)	Parking required	Offices	1 space per 40sqm	124	3.1	Community facility	Rate should be drawn with regard to the nature of the development (1 per 40sqm is considered appropriate in this instance)	210	5.25	Total			8.35 (9)
Component	Parking required	Gross Floor Area (m ²)	Parking required																	
Offices	1 space per 40sqm	124	3.1																	
Community facility	Rate should be drawn with regard to the nature of the development (1 per 40sqm is considered appropriate in this instance)	210	5.25																	
Total			8.35 (9)																	
M.I.6. Parking Credits	N/A No parking credits are available for the proposed development.																			
M.I.7. Car Parking Exceptions	The subject lot is not identified as an exception to this Part.																			
M.I.8. Variation to Parking Requirements	No variation requested to parking requirements.																			
M.3.1 Parking area locations	Complies. The proposed parking area location is accessible from the staff/customer entrance																			
M.3.2. Site access design	<p>Variation requested.</p> <p>The proposed development would have a 4.465 metre driveway width contrary to the 6 metres required for a combined entry and exit.</p> <p>The variation is considered at the end of this section.</p>																			

M.3.3. Parking area design	Complies. The proposed parking area complies with Australian Standard 2890.1 and it is considered the site is too small to effectively allow for a rational circulation pattern and the dead-end parking design is supported.
M.3.4. Disabled Parking	Complies. One disabled access parking space has been provided with a continuous path of travel to the building access point.
M.3.5. Internal road design	Variation requested. The proposed development would have a 5.53 metre circulation width contrary to the 6 metres required. The variation is considered at the end of this section.
M.3.6. Loading / unloading facilities	N/A
M.3.7. Signage	Complies. Parking areas can be signposted and line marked. Conditioned accordingly.
M.3.8. Pedestrian travel	Complies. Pedestrian access between the street, carparking area, and buildings is unimpeded.
M.3.9. Safety & Security	Complies. The proposed carpark would not be used extensively during night-time hours
M.3.10. Landscaping	Complies. The proposed carpark would be adequately landscaped to provide shade and visual amenity from the public domain.
M.3.11. Bicycle Parking	N/A The proposed development is not considered a significant bicycle destination.
M.3.12. Car Park Construction	Complies. The proposed carpark can be separated from non-traffic areas by a kerb and parking spaces would be line marked. Carpark drainage is considered adequate.
M.3.13. Surface Materials	Complies. The proposed carpark would be concrete/bitumen sealed.

Variation:

M.3.2. Site access design

Section M.3.2. of Part M of the Cowra Council DCP 2021 requires a non-residential access where entry and exit are combined to have 6 metre width. The proposed development would have a combined access width of 4.465 metres.

The applicant provides the following response to the variation:

“Part M.3.2.(b) Table 2 requires the entry and exit driveway width to be a minimum of 6 metres. The development utilises the existing vehicle access point and will be retaining the existing walls fronting the Vaux Lane boundary. The vehicle access point is 4.465 metres wide at the Vaux Lane access, widening to between 5.53-7.568 metres within the site. The Traffic Impact Statement confirms this width allows vehicles to safely manoeuvre within the site to enable all vehicles to enter and exit the site in a forward direction, whilst retaining the existing front wall of the

development fronting Vaux Lane. Requiring adherence to the 6-metre driveway width is impractical in this instance, and does not achieve any additional objectives that aren't already achieved by the 4.465-metre-wide driveway access. This variation is also supported by the Traffic Impact Statement, which confirms compliance with the relevant Australian Standards. The variation to this control is considered justified in this instance.”

Comment

The applicant has also provided a Traffic Impact Statement supporting the proposed development, noting that passing areas of sufficient width compliant with the Australian Standards have been included within the development, as well as the AMCORD compliant width of the lane which would accommodate the 2-way traffic generated by the development. The proposed development also proposes the installation of convex mirrors to improve visibility and increase safety of pedestrians and vehicles in the lane and the development. It is considered the proposed variation can be supported in this instance.

Variation:

M.3.5. Internal road design

Section M.3.5 of Part M of the Cowra Council DCP 2021 requires an internal road servicing less than 50 car parking spaces to have a 6-metre circulation width. The proposed development would have a minimum circulation width of 5.53 metres.

The applicant provides the following response to the variation:

“The internal road/driveway has been designed for low speed vehicle movements. The driveway has been designed to incorporate a minimum 5.53 metre circulation width, with the circulation width widening to 7.5 metres in some areas, which is in accordance with AS 2890.1, however it represents a variation to the 6 metre circulation width required in Table 4. Requiring adherence to the 6 metre driveway width is impractical in this instance, and does not achieve any additional objectives that aren't already achieved by the minimum 5.53 metre wide circulation width. The variation to this control is considered justified in this instance as it still allows practical manoeuvring with no negative impact.”

Comment

The applicant has also provided a Traffic Impact Statement supporting the proposed development, noting that the internal aisle and spaces generally comply with the Australian Standards. Conditions of consent have been included to comply with AS 2890.1:2004 ‘Parking facilities – Off-street car parking’ to provide a sealed and line marked carpark, and AS 2890.6:2022 ‘Off-street parking for people with disabilities’ to provide disability access and signage. It is considered the proposed variation can be supported in this instance.

PART N – LANDSCAPING

A basic landscaping plan is included on the site plan which is considered suitable for DA determination and demonstrates that the design has the capacity to comply with Part N. Conditions have been added to provide a detailed landscaping plan that complies with Part N of the DCP prior to CC, and to install landscaping prior to OC.

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

The proposed development is assessed as consistent with the CPTED controls within the DCP. The proposed development includes a lockable gate and clearly defined boundaries through existing walls. The proposed development would include no physical changes to the built form accessible by the public. It is considered the proposed change of use would not adversely impact on crime prevention.

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 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 and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia is not required to be undertaken.

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

Section 4.15(1)(b) requires the Council to consider the likely impacts of the development, including environmental impacts on both the natural and built environments as well as the social and economic impacts in the locality. The following provides an assessment of the likely impacts of the development:

Context and Setting

The area is characterised by a mix of dwelling houses and commercial developments including storage units and the existing CINC office. The proposal would not change the existing character of the land and is therefore considered consistent with the existing character of the locality.

Access, Parking, traffic

The site is accessible via Vaux Lane which is a sealed local lane. The proposed development would be accessed via the existing driveway and crossover. No other traffic or parking concerns are identified.

Public Domain

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

Utilities

The site is serviced by adequate utilities to cater for the development.

Heritage

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

Other Land Resources

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

Water, Sewerage and Stormwater

The proposed development would connect to Council's water, sewer and stormwater services.

Soils

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

Air and Microclimate

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

Flora and Fauna

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

Waste

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

Energy

A BASIX Certificate is not required.

Noise and Vibration

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

Natural Hazards

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

Technological Hazards

Council's records and inspection of the site did not reveal any technological hazards affecting the site. Council is not aware of and the SEE submitted with the application did not refer to any previous land use likely to have resulted in contamination.

Safety, Security and Crime Prevention

This development will not generate any activity likely to promote any safety or security problems to the subject land or surrounding area.

Social and Economic Impacts on the locality

The proposed development will not result in any negative social or economic impacts.

Site Design and Internal Design

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

Construction

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

Cumulative impacts

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

S4.15(1)(c) The Suitability of the Site for the Development

The development is consistent with the zone objectives and consideration has been given to the impacts the development will have within the locality. It is considered that the proposed development will not create adverse impacts within its local setting. It is assessed that the development will not impact upon any existing services. The development site is not identified as bushfire or flood prone or otherwise unsatisfactorily constrained by natural features. The site is considered suitable for the development subject to the imposition of appropriate conditions of consent.

S 4.15(1)(d) any submissions made in accordance with the Regulation(s)

The subject Development Application was notified to adjoining owners in writing from 31 March 2025 to 23 April 2025, in accordance with Cowra Community Participation Plan 2024. One submission was received in relation to the proposed development, which was an objection. The submission is included in Attachment '5' to this report. Below is a summary of the submission's planning and development related concerns followed by assessment comments:

Objection:**1. No reference to Brougham lane or House numbers on Drawing A001****Assessment Comment:**

Noted. House numbers were provided on the site context plan which is not provided in the standard neighbour notification documents. This plan provided enough information to allow for assessment of this Development Application.

2. Driveway width impacting access to property**Assessment Comment:**

The proposed change of use would utilise the existing driveway. In response to the objection, the applicant provided a Traffic Impact Statement which concluded that the width of the access, the provision of an internal passing area, and the width of Vaux Lane are sufficient to accommodate the low level of two-way traffic expected. The Traffic Impact Statement is included in Attachment '6' to this report. It is considered the proposed change of use would not adversely impact on the access of neighbouring dwellings through the continued use of this driveway.

3. Vehicle / pedestrian safety**Assessment Comment:**

In response to the objection, the applicant provided a Traffic Impact Statement confirming the low speed of Vaux Lane, low traffic numbers in the laneway, and the provision of convex mirrors will not adversely impact on safety.

4. Off street parking calculations**Assessment Comment:**

In response to the objection, the applicant provided amended plans with one additional parking space than originally proposed, as well as a Traffic Impact Statement and a Statement of Environmental Effects with updated off street parking calculations. The updated plans with 12 spaces and updated parking calculations prepared by a traffic engineer confirming 12 spaces are adequate for the proposed development are supported.

5. Plan for movement of heavy equipment, workers, and hazardous materials**Applicant response:**

The applicant was asked to provide an indication into the likelihood of Asbestos Containing Material in the building requiring demolition, and provided the following response:

“We can confirm that, through our inspection, the only internal changes were to what appeared to be gyprock walls, however the only way to confirm that something does not contain asbestos is through a test by an occupational hygienist. In any case, the amount of demolition involved is very minimal.”

Assessment Comment:

The proposed demolition is minor, including only the internal reconfiguration of the existing bathroom. It is considered unreasonable to request a “plan for the access and movement of heavy equipment, trucks, workers, etc.” The standard asbestos removal conditions have been applied.

6. Traffic concerns

Assessment Comment:

As a response to the objection, the applicant provided a Traffic Impact Statement which assessed the development based on first principles, concluding that the proposed development would result in minor traffic generation of +2 vehicle movements during the AM and PM peak periods and would not adversely affect the local and surrounding road network.

7. Work hours and noise control

Assessment Comment:

Construction hours and noise emissions will be controlled through standard conditions of consent. When asked about operating hours the applicant confirmed “the proposed operating hours for 7 Vaux Lane will be 9am-4pm”. A condition limiting business operation to the standard business hours of 9am to 4pm has also been added.

8. Dark Sky Guidelines

Assessment Comment:

As noted in the submitted Statement of Environmental Effects, the Dark Sky Planning Guidelines is referred to in Clause 61 of the Environmental Planning and Assessment Regulation 2021 however it only applies to the local government areas of Coonamble, Gilgandra, Warrumbungle Shire, or Dubbo Regional. No additional assessment required.

Summary: It is assessed that the concerns expressed by the objector have been adequately addressed by the design of the development and/or the recommended conditions of consent.

S4.15(1)(e) The Public Interest

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

S7.12 Fixed development consent levies

The proposed development is not within a growth area identified under the Cowra Council s94 Contributions Plan 2016. No evidence of any prior 7.11 Development Contributions being levied has been identified. Therefore, the recommended conditions include S7.12 (formerly S94A)

development contributions to be levied in accordance with Cowra Council S94A Contributions Plan 2016.

Conclusion

Development Application No. 10.2025.18.1 proposes a change of use of a dwelling to community facility and addition of an activity room on Lot 2 DP 603501, 7 Vaux Lane Cowra. The application was lodged by Cowra Information & Neighbourhood Centre Inc on 27 March 2025. The property owner is Cowra Information & Neighbourhood Centre Inc.

The application was supported by a Statement of Environmental Effects and development plans prepared by the applicant, which provide sufficient information to allow assessment of the proposal.

The proposed development has been assessed to be consistent with the requirements of Cowra Local Environmental Plan 2012, relating to development in the RI General Residential zone and is consistent with existing land-use activities of the locality. The variations to Sections M.3.2 and M.3.5 of Part M of the Cowra Development Control Plan 2021 are sufficiently justified.

The development application was notified in accordance with Cowra Community Participation Plan 2024. One submission was received following the consultation process. Submission concerns are addressed in this report.

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

ATTACHMENTS

1. DA 10.2025.18.1 - 7 Vaux Lane, Cowra - Development Plans [↓](#)
2. DA 10.2025.18.1 - 7 Vaux Lane, Cowra - Statement of Environmental Effects [↓](#)
3. DA 10.2025.18.1 - 7 Vaux Lane, Cowra - Location Map [↓](#)
4. DA 10.2025.18.1 - 7 Vaux Lane, Cowra - Aerial View [↓](#)
5. DA 10.2025.18.1 - 7 Vaux Lane, Cowra - Copy of Submission [↓](#)
6. DA 10.2025.18.1 - 7 Vaux Lane, Cowra - Traffic Impact Statement [↓](#)





GENERAL NOTES

Do not scale from drawings. Use figured dimensions only.

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

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

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

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

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

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

ISSUE

For Council Issue

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

PROJECT

Proposed Change of Use

CLIENT

Cowra Information & Neighbourhood Centre

LOCATION

7 Vaux Lane, Cowra
NSW, 2794

DATE SCALE

13/2/2025 1:500

Sheet size: A3

Drawing to be read printed at 100% print scale

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



VISION
PROPERTY DEVELOPMENT HUB

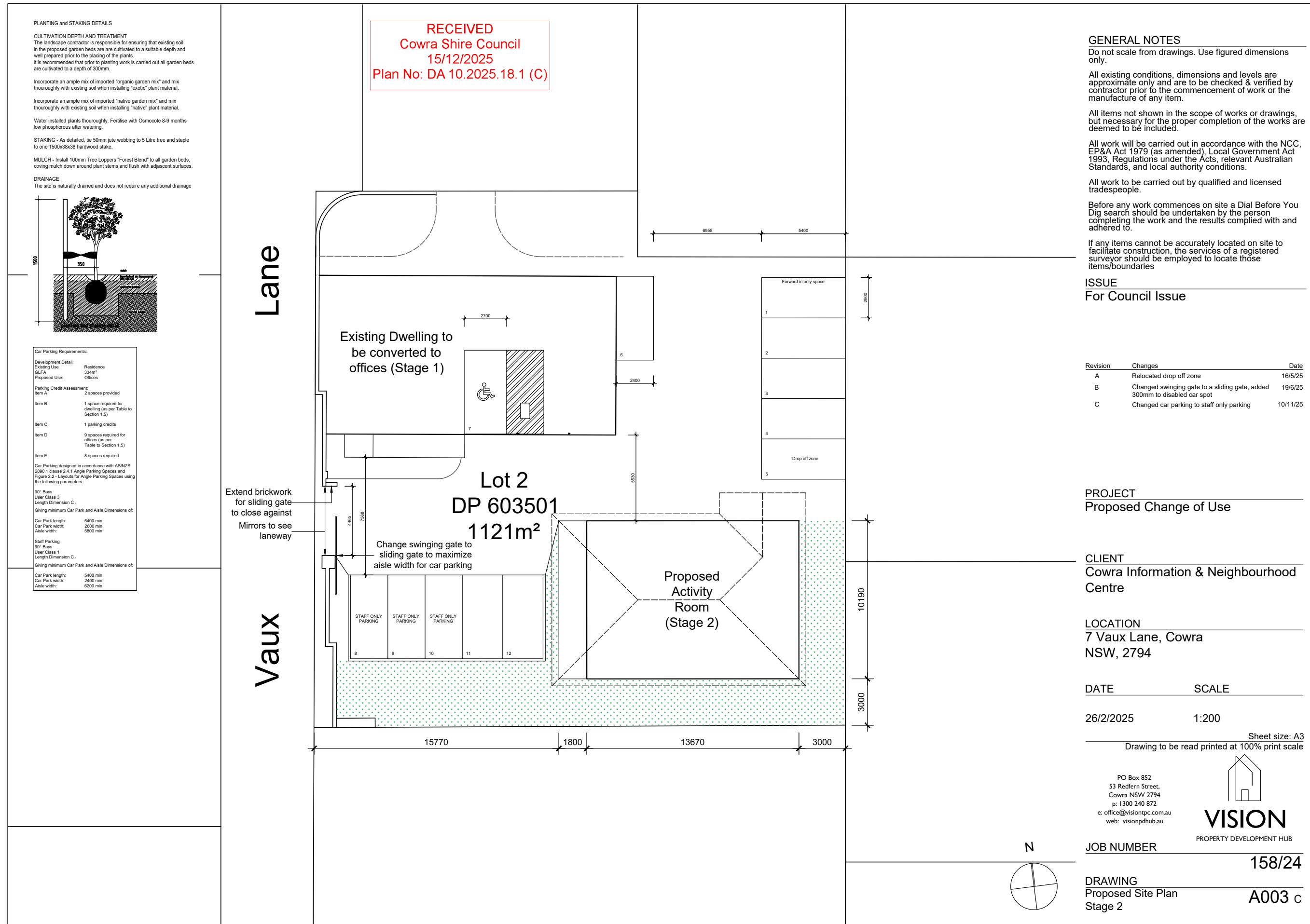
158/24

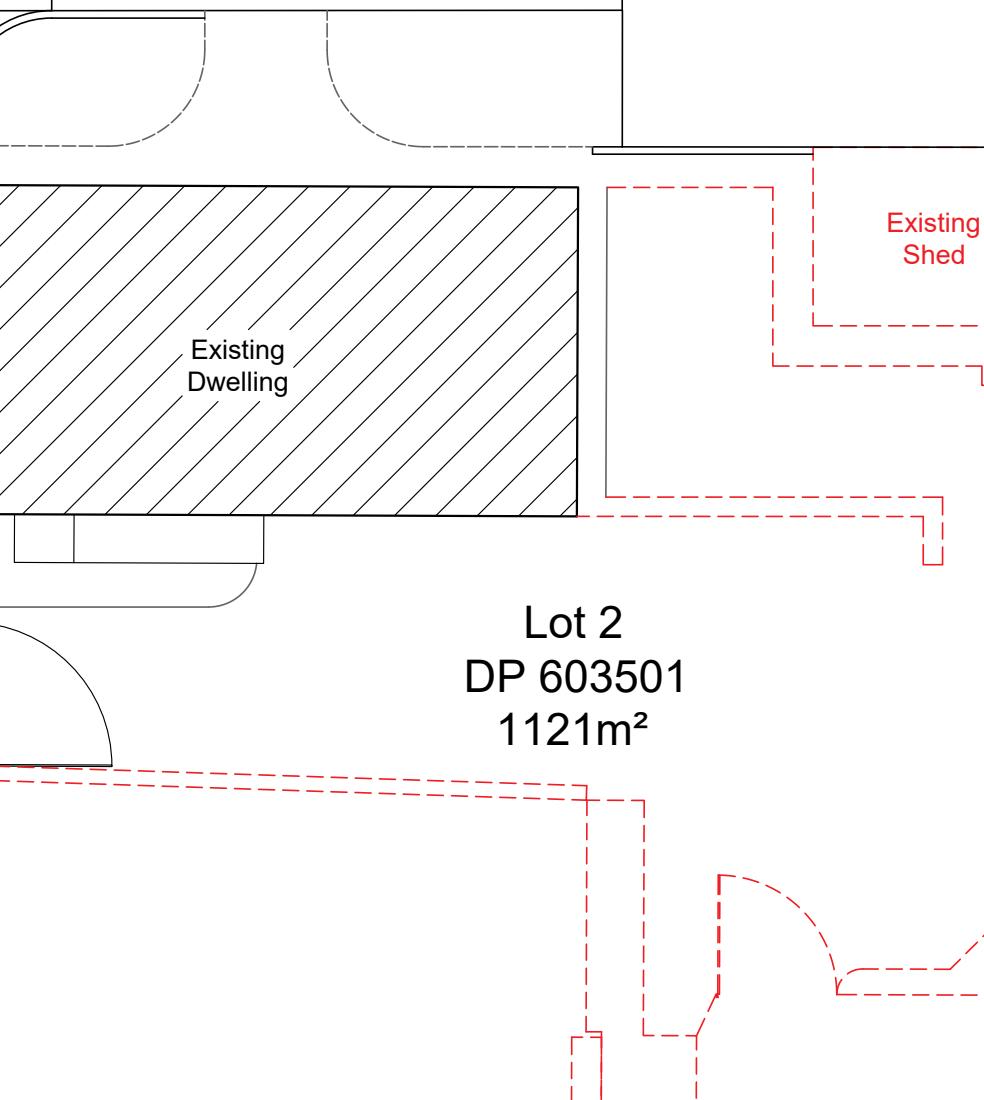
JOB NUMBER

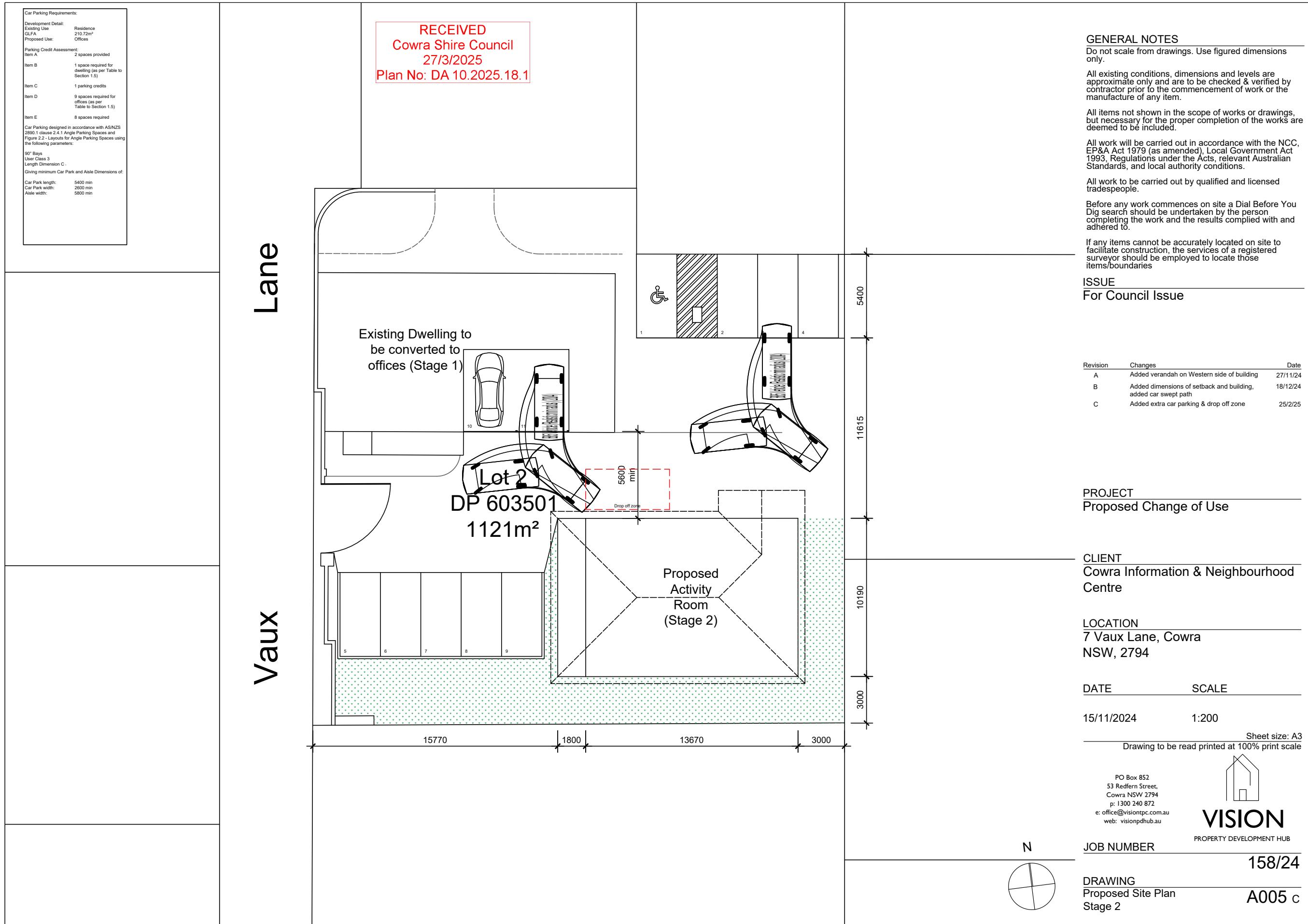
A002

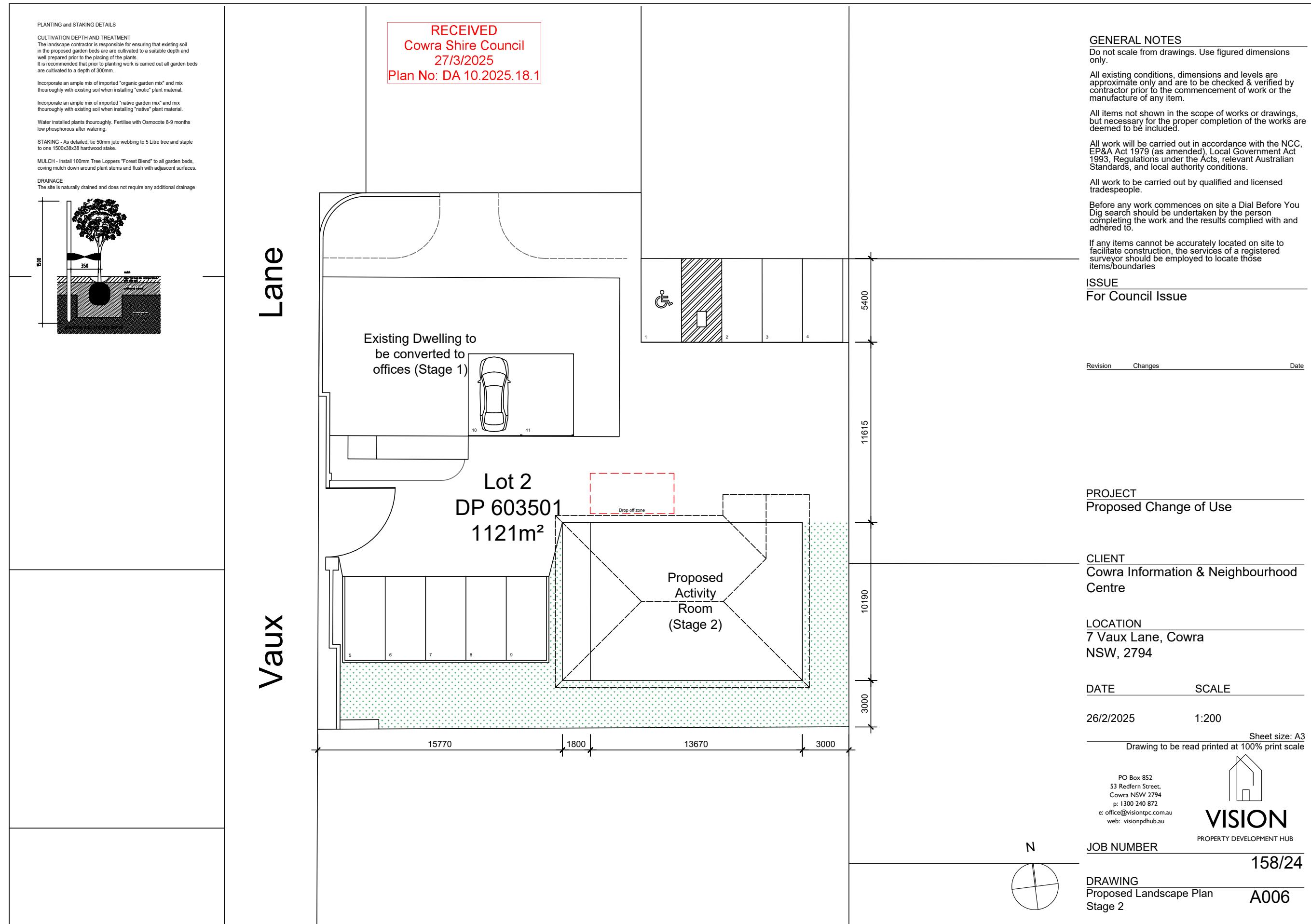
DRAWING

Context Plan



 <p>Lot 2 DP 603501 1121m²</p>		<p>GENERAL NOTES Do not scale from drawings. Use figured dimensions only. All existing conditions, dimensions and levels are approximate only and are to be checked & verified by contractor prior to the commencement of work or the manufacture of any item. All items not shown in the scope of works or drawings, but necessary for the proper completion of the works are deemed to be included. All work will be carried out in accordance with the NCC, EP&A Act 1979 (as amended), Local Government Act 1993, Regulations under the Acts, relevant Australian Standards, and local authority conditions. All work to be carried out by qualified and licensed tradespeople. Before any work commences on site a Dial Before You Dig search should be undertaken by the person completing the work and the results complied with and adhered to. If any items cannot be accurately located on site to facilitate construction, the services of a registered surveyor should be employed to locate those items/boundaries</p> <p>ISSUE For Council Issue</p> <p>Revision Changes Date</p> <p>PROJECT Proposed Change of Use</p> <p>CLIENT Cowra Information & Neighbourhood Centre</p> <p>LOCATION 7 Vaux Lane, Cowra NSW, 2794</p> <p>DATE SCALE 15/11/2024 1:200</p> <p>Sheet size: A3 Drawing to be read printed at 100% print scale</p> <p>PO Box 852 53 Redfern Street, Cowra NSW 2794 p: 1300 240 872 e: office@visionpc.com.au web: visionpdhub.au</p> <p>VISION PROPERTY DEVELOPMENT HUB</p> <p>JOB NUMBER 158/24</p> <p>DRAWING Demolition Plan Stage 2</p> <p>A004</p> <p>N</p>	
<p>RECEIVED Cowra Shire Council 22/8/2025 Plan No: DA 10.2025.18.1 (B)</p>			

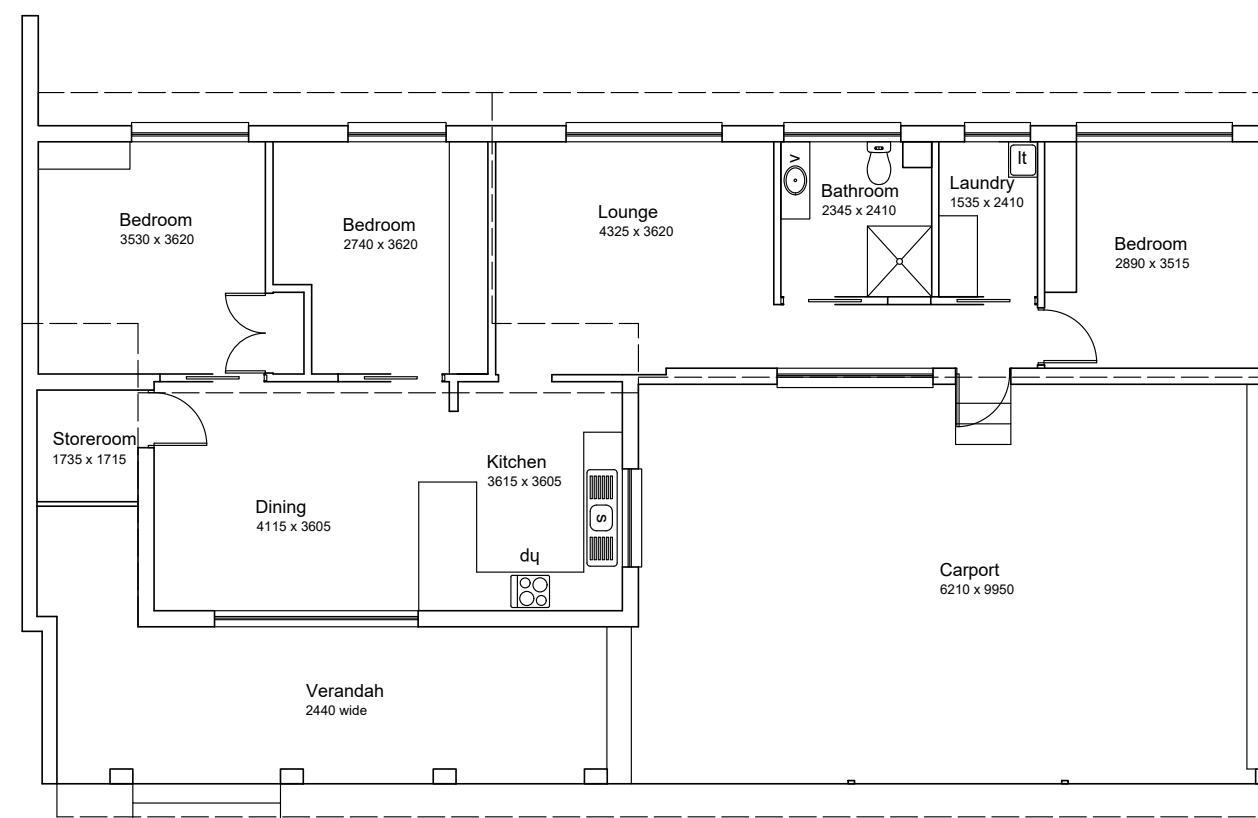




Gross Floor Area: 98.27m²
 Verandah: 23.77m²
 Carport: 61.79m²

Total: 183.83m²

RECEIVED
 Cowra Shire Council
 22/8/2025
 Plan No: DA 10.2025.18.1 (B)



GENERAL NOTES

Do not scale from drawings. Use figured dimensions only.

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

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

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

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

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

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

ISSUE

For Council Issue

Revision Changes Date

PROJECT
 Proposed Change of Use

CLIENT
 Cowra Information & Neighbourhood Centre

LOCATION
 7 Vaux Lane, Cowra
 NSW, 2794

DATE SCALE
 15/8/2024 1:100

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

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



VISION
 PROPERTY DEVELOPMENT HUB

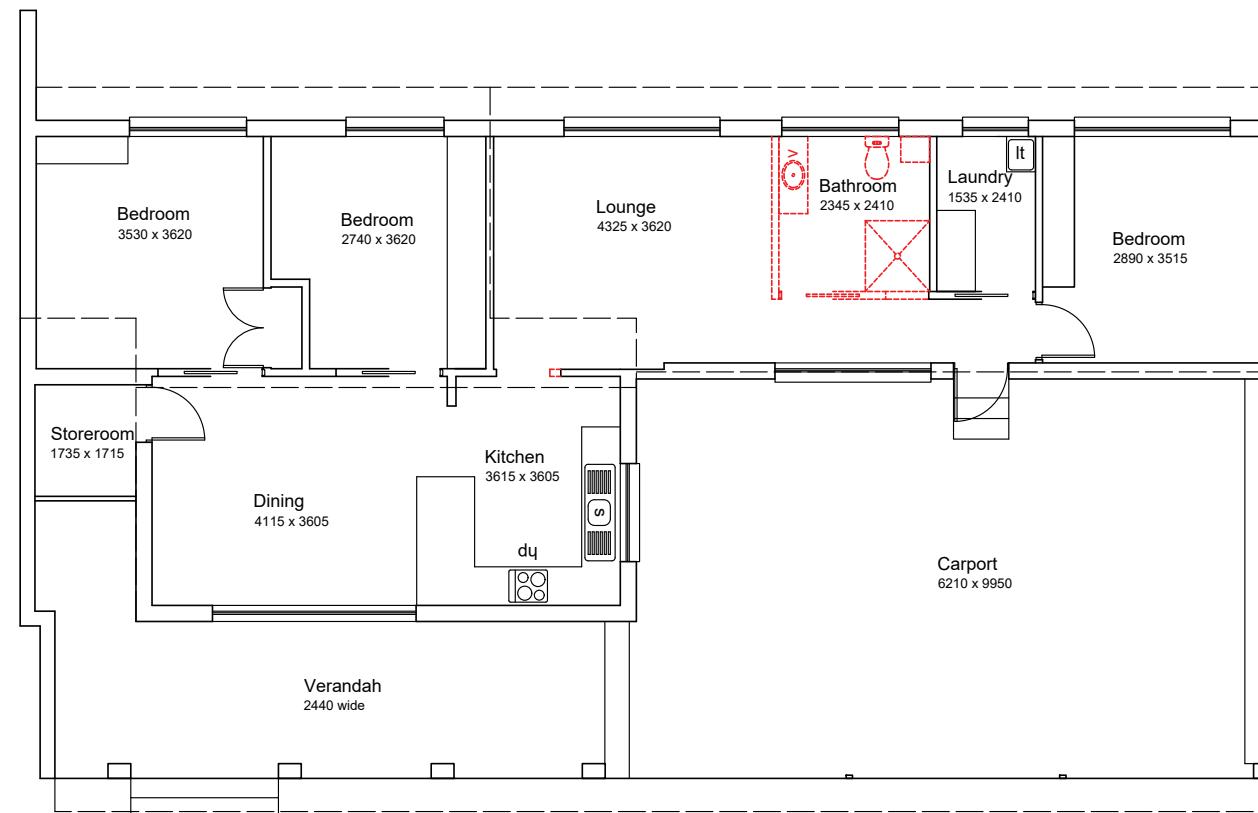
JOB NUMBER
 158/24

DRAWING
 Existing Floor Plan
 A101



RECEIVED
Cowra Shire Council
22/8/2025

Plan No: DA 10.2025.18.1 (B)



GENERAL NOTES

Do not scale from drawings. Use figured dimensions only.

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

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

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

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

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

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

ISSUE

For Council Issue

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

PROJECT

Proposed Change of Use

CLIENT

Cowra Information & Neighbourhood Centre

LOCATION

7 Vaux Lane, Cowra
NSW, 2794

DATE

15/11/2024

SCALE

1:100

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

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



VISION
PROPERTY DEVELOPMENT HUB

N

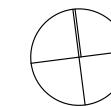
JOB NUMBER

158/24

DRAWING

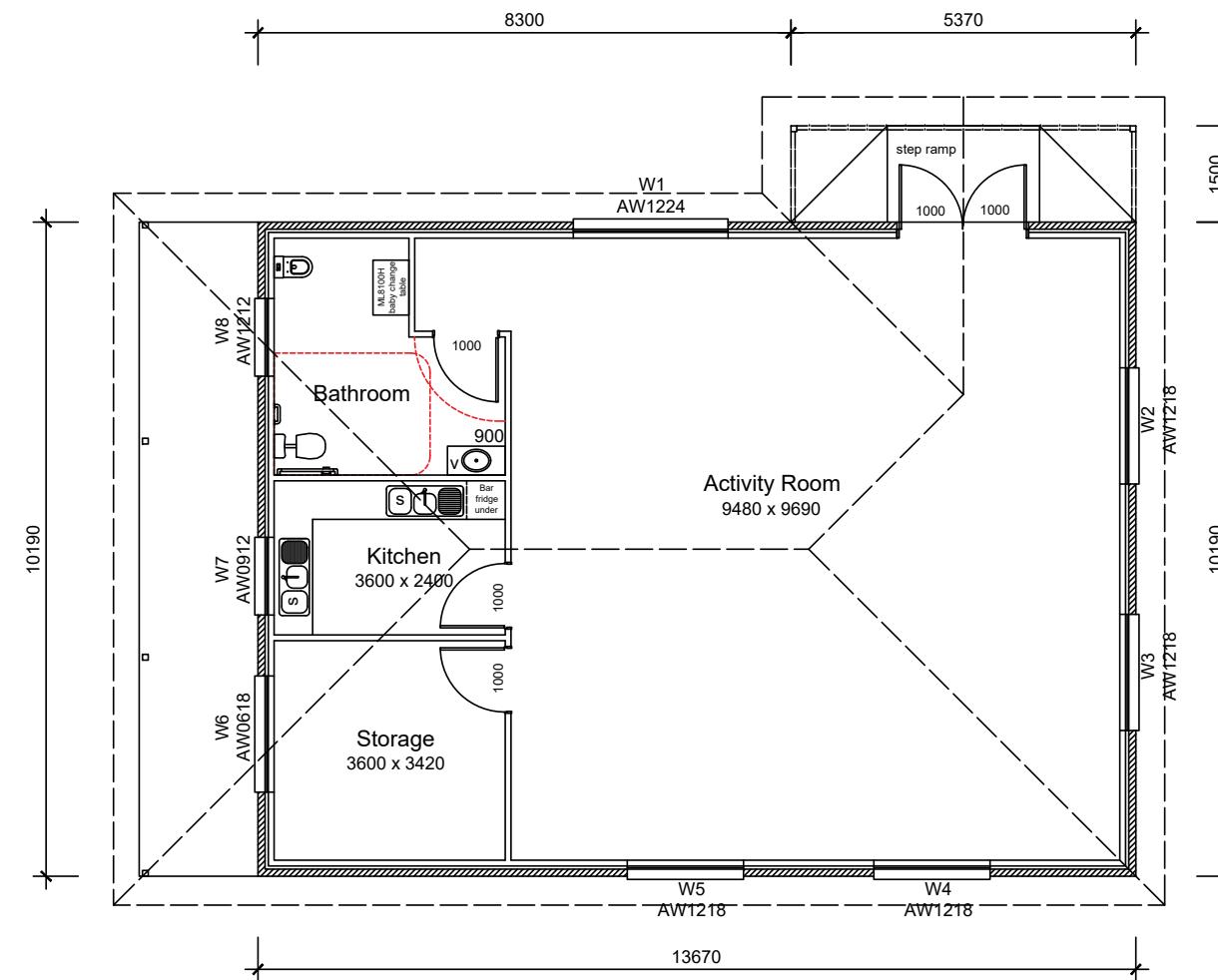
Stage 1 Demolition Plan

A102



Gross Floor Area: 127.6m²
 Verandah: 18.85m²
 Total: 146.45m²

RECEIVED
 Cowra Shire Council
 22/8/2025
 Plan No: DA 10.2025.18.1 (B)



GENERAL NOTES

Do not scale from drawings. Use figured dimensions only.

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

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

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

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

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

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

ISSUE

For Council Issue

Revision A Changes Added verandah on Western side of building Date 27/11/24

PROJECT
 Proposed Change of Use

CLIENT
 Cowra Information & Neighbourhood Centre

LOCATION
 7 Vaux Lane, Cowra
 NSW, 2794

DATE 15/11/2024 SCALE 1:100

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

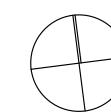
PO Box 852
 53 Redfern Street,
 Cowra NSW 2794
 p: 1300 240 872
 e: office@visionpc.com.au
 web: visionpdhub.eu



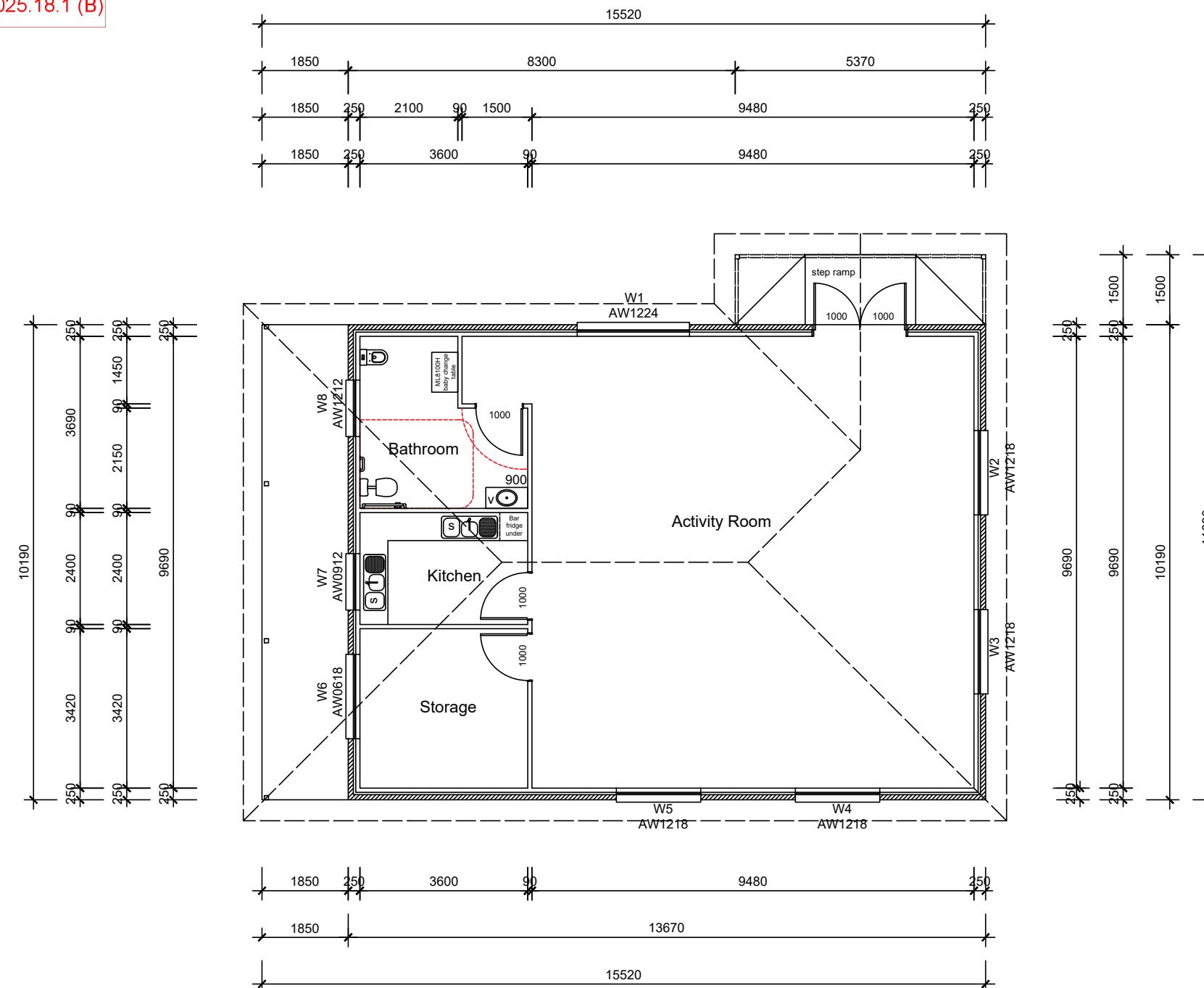
VISION
 PROPERTY DEVELOPMENT HUB

JOB NUMBER 158/24

DRAWING Proposed Floor Plan A104 A
 Stage 2



RECEIVED
Cowra Shire Council
22/8/2025
Plan No: DA 10.2025.18.1 (B)



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

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

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

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

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

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

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

ISSUE
For Council Issue

Revision Changes Date

PROJECT
Proposed Change of Use

CLIENT
Cowra Information & Neighbourhood Centre

LOCATION
7 Vaux Lane, Cowra
NSW, 2794

DATE SCALE
15/11/2024 1:100

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

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



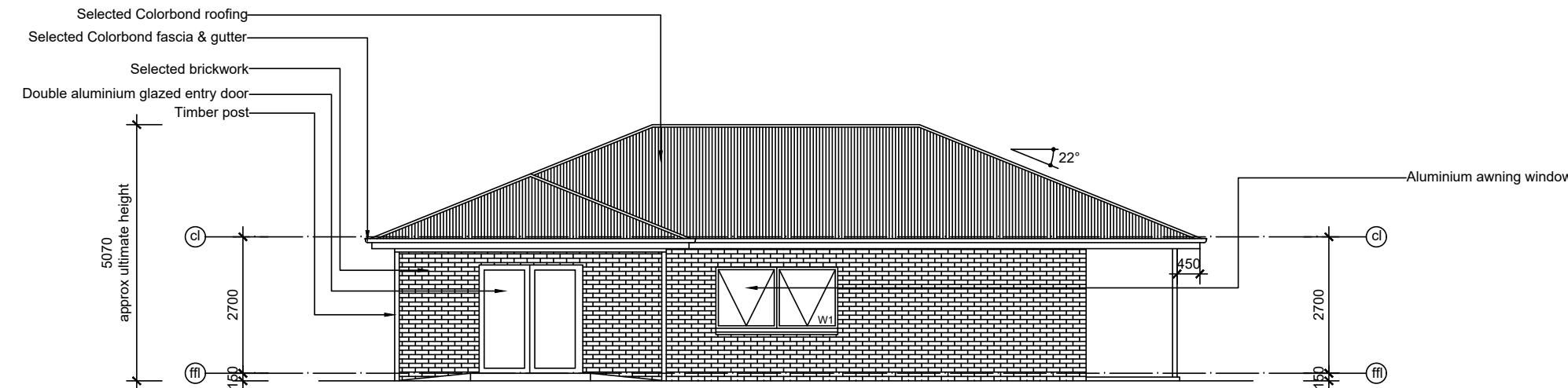
VISION
PROPERTY DEVELOPMENT HUB

JOB NUMBER
158/24

DRAWING
Proposed Dimensioned Floor
Plan Stage 2 A105

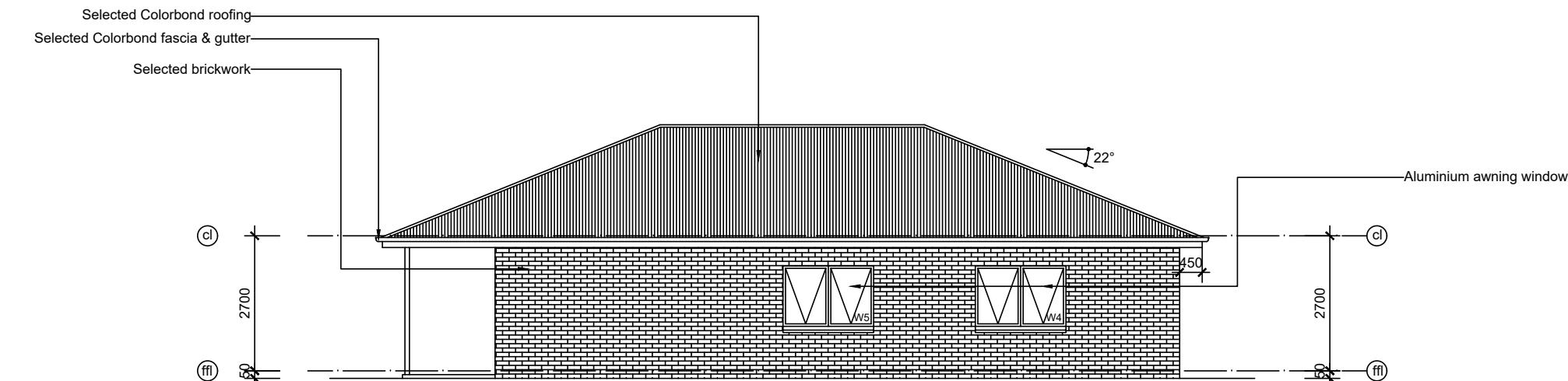


RECEIVED
Cowra Shire Council
22/8/2025
Plan No: DA 10.2025.18.1 (B)



North Elevation

Revision A Changes Added verandah on Western side of building Date 27/11/24



South Elevation

PROJECT Proposed Change of Use

CLIENT Cowra Information & Neighbourhood Centre

LOCATION 7 Vaux Lane, Cowra NSW, 2794

DATE 15/11/2024 SCALE 1:100

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

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



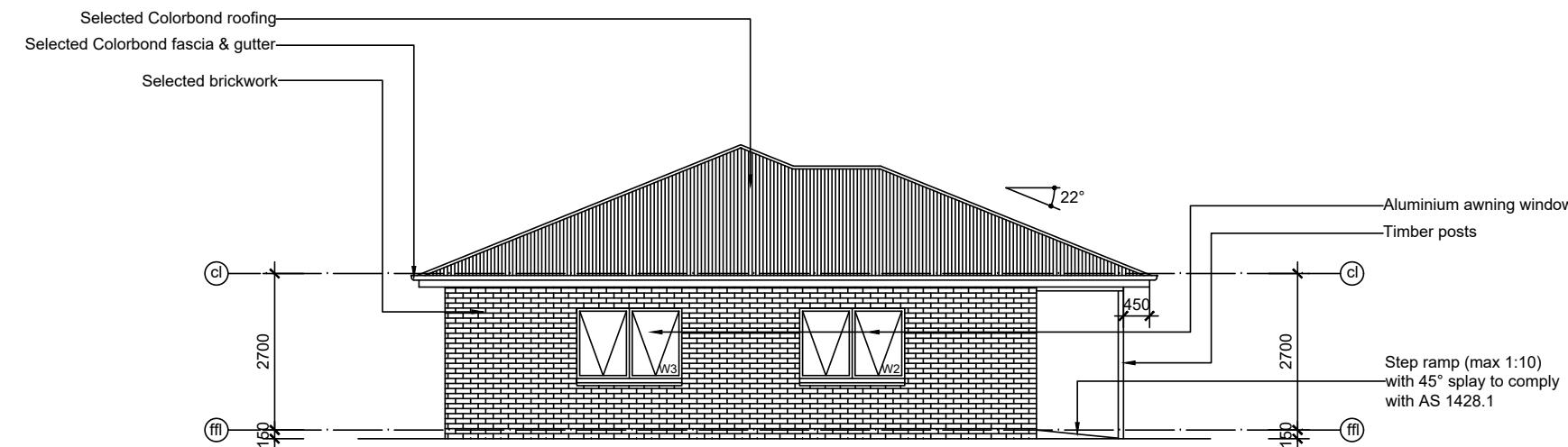
VISION
PROPERTY DEVELOPMENT HUB

JOB NUMBER 158/24

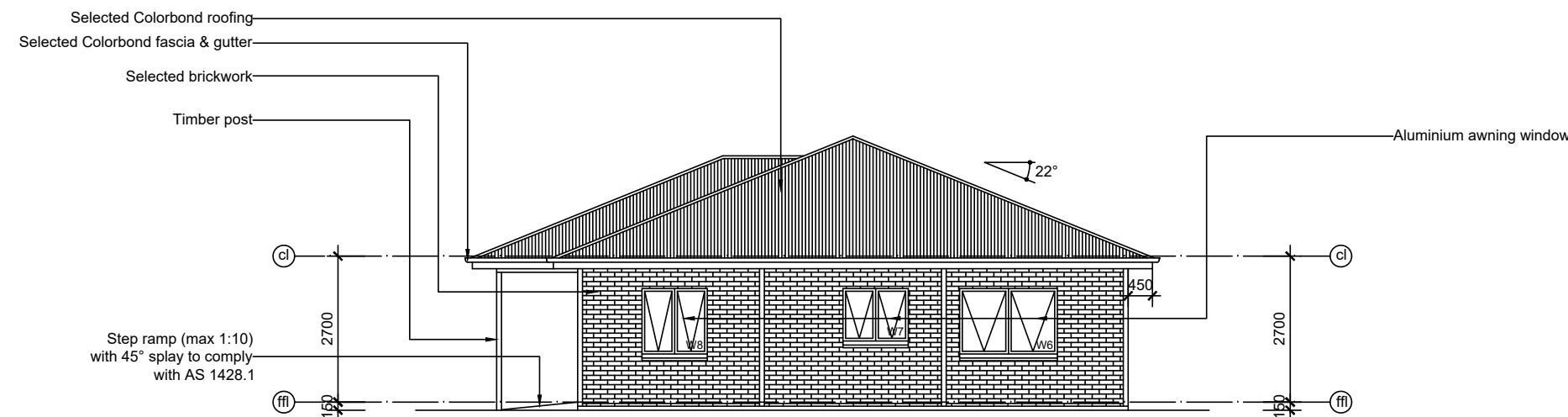
DRAWING Proposed Elevations A201 A
Stage 2

Page 166

RECEIVED
Cowra Shire Council
22/8/2025
Plan No: DA 10.2025.18.1 (B)



East Elevation



West Elevation

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

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

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

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

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

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

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

ISSUE
For Council Issue

Revision A Changes Added verandah on Western side of building Date 27/11/24

PROJECT
Proposed Change of Use

CLIENT
Cowra Information & Neighbourhood Centre

LOCATION
7 Vaux Lane, Cowra NSW, 2794

DATE 15/11/2024 SCALE 1:100
Sheet size: A3
Drawing to be read printed at 100% print scale

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



VISION
PROPERTY DEVELOPMENT HUB

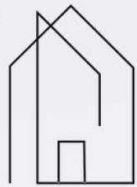
JOB NUMBER 158/24
DRAWING A202 A

Proposed Elevations
Stage 2

RECEIVED
Cowra Shire Council
18/12/2025
Plan No: DA 10.2025.18.1 (D)



VISION PROPERTY DEVELOPMENT HUB



STATEMENT OF ENVIRONMENTAL EFFECTS





VISION
PROPERTY DEVELOPMENT HUB

53 Redfern Street COWRA NSW 2794
56 Sharp Street COOMA NSW 2630
PO Box 852 COWRA NSW 2794
1300 240 827
office@visiontpc.com.au
ABN: 95 614 159 698
<https://visionpdhub.au>

Statement of Environmental Effects

Proposed Development: Use of the site as a community facility
converting the existing dwelling into offices and construction of activity room

Subject Land: Lot 2 DP 603501, 7 Vaux Lane, Cowra

Client: Cowra Information & Neighbourhood Centre (CINC)

Version	Date	Changes
Version 1	26/02/2025	Superseded
Version 2	19/03/2025	Included description of staging
Version 3	22/07/2025	Updated to reflect Traffic Report recommendations
Version 4	04/09/2025	Updated to amend traffic calculations and driveway widths
Version 5	17/12/2025	Confirmed public transport arrangements



VISION

PROPERTY DEVELOPMENT HUB

53 Redfern Street COWRA NSW 2794
56 Sharp Street COOMA NSW 2630
PO Box 852 COWRA NSW 2794
1300 240 827
office@visiontpc.com.au
ABN: 95 614 159 698
<https://visionpdhub.au>

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

Author	Plan	Page	Date	Job
Vision Property Development Hub	Existing Site Plan	A001	15/08/24	158/24
	Context Plan	A002	13/02/25	158/24
	Existing Floor Plan	A101	15/08/24	158/24
	Demolition Plan - Stage 1	A102	15/11/24	158/24
	Proposed Floor Plan - Stage 1	A103 A	19/03/25	158/24
	Proposed Site Plan - Stage 2	A003 B	19/06/25	158/24
	Demolition Plan - Stage 2	A004	15/11/24	158/24
	Proposed Site Plan - Stage 2	A005 C	25/02/25	158/24
	Proposed Landscape Plan - Stage 2	A006	26/02/25	158/24
	Proposed Floor Plan - Stage 2	A104 A	27/11/24	158/24
	Proposed Elevations - Stage 2	A201 A	27/11/24	158/24
	Proposed Elevations - Stage 2	A202 A	24/11/24	158/24
	Proposed Dimensioned Floor Plan - Stage 2	A105	15/11/24	158/24
Traffix Traffic and Transport Planners	Traffic Impact Statement	1-16	17/12/25	25.181r 01v06

Prepared by:



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

Statement of Environmental Effects

Abbreviations

The Act – Environmental Planning and Assessment Act 1979
EPI – Environmental Planning Instrument
SEE - Statement of Environmental Effects
BCA – Building Code of Australia

Table of Contents

1. Executive Summary	4
2. Proposed Development	5
3. Site Description and Surrounding Land Use	6
4. Section 1.7 of the Act - Part 7 of the Biodiversity Conservation Act 2016	6
5. Consideration of Environmental Planning Instruments & Environment	7
5.1 Cowra Local Environmental Plan 2012 (LEP)	7
5.2 State Environmental Planning Policies	8
5.2.1 State Environmental Planning Policy (Resilience and Hazards) 2021	9
5.3 Cowra Shire Council Development Control Plan 2021	10
5.4 Environmental Planning and Assessment Regulation 2021	17
6. Conclusion	28
Appendix A - Requirements of the Approved Form Guide	29

1. Executive Summary

The Cowra Information & Neighbourhood Centre (CINC) have commissioned Vision Property Development Hub (Vision) to prepare this Statement of Environmental Effects (SEE) to consider the planning controls for their proposal to convert an existing dwelling to be utilised as offices and construct an activity room associated with the community facility already operated by CINC from their current address at 15 Vaux Street, Cowra.

CINC have recently purchased Lot 2 DP 603501, 7 Vaux Lane, Cowra (the site) to convert the existing residential dwelling into offices for administration and construct a separate building to be used for activities that are undertaken by the organisation. The use of the site by CINC constitutes a community facility. CINC purchased the site as their current facilities at 15 Vaux Street are not large enough to cater for all of the activities CINC successfully undertakes as part of their services, and they require additional space.

Through this SEE it is confirmed the land is zoned R1 General Residential and community facilities are a permissible form of land use in the zone. The preparation of the development plans confirms the site can cater for the proposed building along with on site car parking appropriate for the development.

The development complies fully with the Cowra Local Environmental Plan 2012 (LEP) and with the majority of the controls contained in the Cowra Shire Council Development Control Plan (DCP). The only variations required to the DCP involve the width of the access driveway and internal circulation area. The development can comply with the relevant Australian Standards, but requires a variation to Parts M.3.2 and M.3.5. of the DCP. Whilst a variation is sought, the development provides adequate access and parking for the development, and there are no negative impacts from the variation that would otherwise be resolved by adhering to the access driveway and internal circulation width. Measures have been proposed in acknowledgement of this variation, including the installation of a stop sign to ensure vehicles exiting the site understand they need to stop and give way to pedestrians and vehicles, as well as a mirror(s) (attached to the front wall inside the property boundary) to allow drivers to view the Vaux Lane in both directions before exiting the site to see if there are pedestrians or vehicles within the laneway when exiting the site. These mitigation measures are considered appropriate to avoid any danger or negative impact from vehicle movements.

It is acknowledged by the landowner that the operation of the community facility may result in the generation of vehicle traffic to the site. In recognition of this possible additional vehicle movements, the landowner has chosen to nominate onsite parking additional to that which is required by Part M of the DCP, but also to nominate a designated a drop off parking bay within the site that is always to be available for people to be dropped off and picked up from the facility. This is an operational practice that will be managed by CINC to limit the amount of onsite parking demand, and to reduce the possibility of any impact of any parking within the laneway. People attending activities on the site will be informed that they are to park onsite, use the drop off bay, and not to park within the laneway.

The development can be approved as proposed as it can be undertaken without any negative impact and will provide appropriate additional facilities needed by the landowner.

2. Proposed Development

The development includes the provision of on site car parking, minor renovations to the existing dwelling to cater for offices as well as upgrade and replacement of the existing bathroom in the dwelling to be a fully accessible bathroom area, construction of a ramp connected to the existing dwelling as well as widening doorways to make the building fully accessible and construction of a separate building to be used for activities in association with the existing CINC facility on Vaux Street.

CINC is a registered not-for-profit organisation. Review of the CINC website confirms it was originally started in 1984 and has continuously operated since that time, evolving in the services it provides to the Cowra community. CINC employs a number of staff as well as aligns in partnerships working in collaboration with other organisations to provide community services. CINC also has volunteers who assist with the provision of services.

The CINC website confirms that the services include various forms of family support, undertaking community engagement at community events for all community members, completing home modifications to help people with disabilities and elderly people use their home for as long as possible, as well as youth support services and other disability support services. Their main categories of service include youth, aged, family, community, and disability.

As part of their services, CINC arrange community morning teas in other locations, undertake arts programs including knitting with friends, coordinate home visiting services, prepare care packages, coordinate play groups, provide craft activities for kids, facilitate social groups and family education as well as complete NDIS planning reviews and help with support and writing.

CINC currently provides these services widely within the Cowra community and have purchased the site to help facilitate the services they provide.

It is difficult to predict how many car parking spaces will be required at any one time on site as all staff and volunteers will not be on site at any one time. CINC proposes a management practice to inform people attending services provided by CINC that parking is available in Vaux and Brougham Streets where it is a short walk to the site. Staff at CINC will coordinate to ensure the demand for onsite parking is not exceeded by persons attending the site through the above operational practice. A Traffic Impact Statement has been prepared and submitted with the application to demonstrate the adequacy of parking provided, and confirms that the traffic generation is considered to be minor and would not adversely affect the local and surrounding road network.

All activities undertaken by CINC using the proposed facility will be contained within the site without affecting neighbouring properties.

The land use is best described as a community facility. The activities room will be utilised to facilitate any of the services offered by CINC.

The development is divided into two stages:

Stage 1- change of use of the existing residential dwelling to be used for offices, as per the development plans. Parking for the offices is available throughout the site and in the 3 bay carport that is already attached to that building, as well as the shed at the rear.

Stage 2- demolition of an existing shed and various small concrete garden edging throughout the site and construction of an activities building as displayed on the development plans.

3. Site Description and Surrounding Land Use

The site is located on the eastern side of Vaux Lane and contains the existing residential dwelling to be converted to offices. The residential dwelling is built to the front wall on Vaux Lane and the site is accessed via a gateway onto Vaux Lane. The site is bordered by a tall brick wall extending the full width of the site frontage with Vaux Lane.

The surrounding land uses are residential land uses with a number of dwellings fronting Vaux Lane and some orientated towards Brougham Lane to the west. Vaux Lane is the principal access for the site at number 7 and also the dwellings located at 10, 11B, 12, and 14 Vaux Lane.

Vaux Lane is a sealed, local laneway managed by Cowra Shire Council.

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

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

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

5. Consideration of Environmental Planning Instruments & Environment

Section 4.15 Evaluation

(1) Matters for consideration—general

(a) the provisions of:

(i) any environmental planning instrument

5.1 Cowra Local Environmental Plan 2012 (LEP)

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

The land is zoned R1 General Residential. Operation of a community facility is permissible in the zone with consent.

community facility means a building or place—

(a) owned or controlled by a public authority or non-profit community organisation, and
(b) used for the physical, social, cultural or intellectual development or welfare of the community, but does not include an educational establishment, hospital, retail premises, place of public worship or residential accommodation.

Objectives of the plan

Zone R1 General Residential

1 Objectives of zone

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.
- To provide attractive, affordable, well located and market-responsive residential land.
- To ensure that any non-residential land uses permitted within the zone are compatible with the amenity of the area.
- To ensure that housing densities are broadly concentrated in locations accessible to public transport, employment, services and facilities.

- *To maximise public transport patronage and encourage walking and cycling.*

Comments:

The operation of a community facility is a permissible land use in the R1 zone. The use of the existing dwelling located in Vaux Lane as offices associated with a community facility can be undertaken consistent with the zone objectives. Likewise, the construction of an activities room incorporating appropriate setbacks from neighbouring property boundaries without negative impact and also consistent with the zone objectives.

5.2 State Environmental Planning Policies

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

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

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

(1) A consent authority must not consent to the carrying out of any development on land unless—

- (a) it has considered whether the land is contaminated, and
- (b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and
- (c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose.

Comments:

The author is not aware of any other prior land-uses on the site that are likely to have resulted in the contamination of the land. The site is presently used for residential purposes and is proposed to be used for a community facility which does not involve any activities that are not dissimilar to residential land-use with regard to contamination. Therefore no remediation is required. No further investigation is required in accordance with the NSW Managing Land Contamination Planning Guidelines.

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

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

(iii) any Development Control Plan (DCP)

5.3 Cowra Shire Council Development Control Plan 2021

Part A Plan Introduction

Section A 1.3 states:

'Where the DCP contains provisions or sets standards with respect to an aspect of a development, and the Development Application does not comply with those provisions or standards, Council will be flexible in applying those provisions or standards and allow reasonable alternative design responses that achieve the objectives of those provisions or standards for dealing with that aspect of the development.'

'Where an aspect of a development does not comply with a provision or standard in this plan, Council may consent to the Development Application but only where a written statement has been provided which seeks to justify the non compliance and evaluate how any proposed alternative solution achieves the objectives of those provisions or standards for dealing with that aspect of the development.'

Comments:

The development seeks a variation to the controls contained in M.3.2 and M.3.5 relating to parking and access. The development utilises an existing dwelling and access road. The variations in this instance to the width of the driveway and internal circulation width are appropriate in the context of the development, and with the planned use of the site. Allowing the variation permits the best use of the site for the land owner without impact resulting in an improved planning outcome.

Part A.2 Land-use matrix suggests that Parts A, C, H, K, M, N, O, and P need to be considered for the use of land for a community facility. Each part has been addressed below.

Part C - Biodiversity Management

The land is not mapped as containing any sensitive native environments or areas of terrestrial biodiversity. The development is not a type that will have any negative environmental impact. The development is consistent with Part C of the DCP without variation.

Part H - Commercial Development

The development is not located in the B2 Local Centre zone within the Cowra CBD area, Redfern Street area or West Cowra area. Part H is not applicable to the development.

Part K - Land-use Buffers

The development is not located within the buffer zones of Cowra Meat Processors, Cowra Sewage Treatment Plan or the Cowra Materials Recycling Facility. Part K is not applicable to the development.

Part M - Parking, Access and Mobility

Part M Parking, Access and Mobility	Applies	Consistent	Variation Proposed
M.1. Car Parking Code			
<i>M.1.1. Application of section</i>	Y	Y	N
<i>M.1.2. Objectives</i>	Y	Y	N
<i>M.1.5. Off street parking calculations</i>	Y	Y	N
<i>M.1.6. Parking credits</i>	Y	Y	N
<i>M.1.7. Car parking exemptions</i>	N	-	-
<i>M.1.8. Variation to parking requirements</i>	N	-	-
M.3. Parking and access design - Non residential uses			
<i>M.3.1. Parking area locations</i>	Y	Y	N
<i>M.3.2. Site access design</i>	Y	N	Y
<i>M.3.3. Parking area design</i>	Y	Y	N
<i>M.3.4. Disabled parking</i>	Y	Y	N
<i>M.3.5. Internal road design</i>	Y	N	Y
<i>M.3.6. Loading / unloading facilities</i>	Y	Y	N
<i>M.3.7. Signage</i>	Y	Y	N
<i>M.3.8. Pedestrian travel</i>	Y	Y	N
<i>M.3.9. CPTED</i>	Y	Y	N
<i>M.3.10. Landscaping</i>	Y	Y	N
<i>M.3.11. Bicycle parking</i>	Y	Y	N
<i>M.3.12. Construction controls</i>	Y	Y	N

Part M Parking, Access and Mobility	Applies	Consistent	Variation Proposed
M.3.13. Car parking surfaces	Y	Y	N

M.1. Car parking code

M.1.1. Application of section

The development involves alterations and additions to an existing building that requires development consent, as well as a change of use from residential dwelling to community facility. Part M.1 and M.3 are applicable to the development.

M.1.2. Objectives

The development includes the provision of adequate off-street parking, consistent with the parking demand to be managed by CINC staff in conjunction with their additional parking facilities on Vaux Street. The development is consistent with the objectives of M.1.2.

M.1.5. Off street parking calculations

Off street parking calculations have been performed utilising the parking requirements for offices (1 space per 40m² of GFA) and a community facility (rate to be drawn with regard to the nature of the development), as detailed in the Traffic Impact Statement. As shown on the development plans submitted with the application, the development provides 12 car parking spaces including 1 accessible parking space and 1 drop off/pick-up space. The Traffic Impact Statement has concluded that the provision of 12 car parking spaces is adequate to support the development.

The proposed use of the space will contain administration offices to support the existing work of CINC in the existing dwelling as Stage 1 and the construction of a new building as Stage 2 which will facilitate any of the services offered by CINC. It is difficult to predict how many car parking spaces will be required at any one time on site as all staff and volunteers will not be on site at any one time. CINC proposes a management practice to inform people attending services provided by CINC that parking is available in Vaux and Brougham Streets where it is a short walk to the site. Staff at CINC will coordinate to ensure the demand for onsite parking is not exceeded by persons attending the site through the operational practices described in Part 2 of this SEE. The swept path analysis included with the Traffic Impact Statement demonstrates that a vehicle can sit stationary behind car spaces 11 and 12 within the site whilst waiting for another vehicle to enter the site at the same time.

M.1.6. Parking credits

The development does not rely on the provision of parking credits to meet the parking requirements of the development, and a detailed Traffic Impact Statement submitted with the application has determined that the provision of 12 car parking spaces, including 1 drop off area, is sufficient to meet the demand of the proposed development.

The land owner has proposed to include a total of 12 car parking spaces onsite, including a proposal to line mark and nominate an onsite drop off area within the site. This will allow for people to be dropped off and picked up to attend activities on the site without having to park onsite.

The implementation of this can be included as an operational practice, managed by CINC to ensure there is no impact from any additional onsite car parking, and to limit the amount of parking demand.

CINC can manage this effectively by contacting people who will be attending the site and making them aware of the need to utilise the drop off bay. The drop off bay has been positioned within the land so as not to interfere with any traffic in Vaux Lane.

The provision of 12 car parking spaces on the site, and the inclusion of a drop off zone, represent enough measures to ensure that parking associated with the community facility will not have a negative impact on parking within the land or parking available for any neighbouring land uses.

The Traffic Impact Statement concludes that the development is supportable from a traffic planning perspective.

M.1.7. Car parking exemptions

The development is not located in an area that is identified as being exempt from the off-street parking requirements.

M.3. Parking and access - non-residential uses

M.3.1. Parking area locations

As shown on the development plans submitted with the application, the location of the car parking on the site has been designed to give staff and visitors practical access to the buildings in both Stage 1 and Stage 2 of the development.

M.3.2. Site access design

Site access to the off-street parking area is not closer than 1.5 metres from the boundary of the site and utilises the existing vehicle access from Vaux Lane. The site access is not located within 12 metres of a stop or give way sign. The site access is at right angles to the centre of Vaux Lane.

Vaux Lane is not a high traffic area, and does not include a footpath for pedestrians. Signage can be incorporated in the parking area directing all vehicles to "STOP" before exiting the site to give pedestrians and approaching vehicles time to view vehicles exiting the site. Mirrors will give motorists exiting the site a view of the lane in both directions providing a timely view of both pedestrians and vehicles in the laneway before exiting the site. These measures mean vehicle movements from the site are appropriate in this low traffic volume lane.

The lane is considered likely to have low traffic volumes as it is not a thoroughfare between Brougham and Vaux Streets which are serviced by the street network and adjacent Brisbane Street and Taragala street. In addition the laneway only provides access for 10 properties including the subject site. Other adjoining and adjacent allotments have direct access from Vaux Street, Brougham Lane or Brougham Street.

All vehicles can enter and exit the site in a forward facing direction. The development utilises existing vehicle access to the site, and there are no other locations within the site where vehicle access may be placed that would improve visibility to and from the site. Vaux Lane is a straight stretch of road, with adequate visibility both to the north and south of the site.

Part M.3.2.(b) Table 2 requires the entry and exit driveway width to be a minimum of 6 metres. The development utilises the existing vehicle access point and will be retaining the existing walls fronting the Vaux Lane boundary. The vehicle access point is 4.465 metres wide at the Vaux Lane access, widening to between 5.53-7.568 metres within the site. The Traffic Impact Statement confirms this width allows vehicles to safely maneuver within the site to enable all vehicles to enter and exit the site in a forward direction, whilst retaining the existing front wall of the development fronting Vaux Lane. Requiring adherence to the 6 metre driveway width is impractical in this instance, and does not achieve any additional objectives that aren't already achieved by the 4.465 metre wide driveway access. This variation is also supported by the Traffic Impact Statement, which confirms compliance with the relevant Australian Standards. The variation to this control is considered justified in this instance.

M.3.3. Parking area design

The development complies with the relevant Australian Standards, including AS 2890.1 that requires a 5.6m wide apron width for garages with a doorway width of 3.0m or greater, as shown on the development plans. Swept pathways have been shown on the development plans and the Traffic Impact Statement to indicate a rational circulation pattern, ensuring all vehicles can enter and exit in a forward direction. The site does not need to accommodate rigid or heavy articulated vehicles.

M.3.4. Disabled parking

The development incorporates 1 disabled parking space as shown on the development plans.

M.3.5. Internal road design

The internal road/driveway has been designed for low speed vehicle movements. The driveway has been designed to incorporate a minimum 5.53 metre circulation width, with the circulation width widening to 7.5 metres in some areas, which is in accordance with AS 2890.1, however it represents a variation to the 6 metre circulation width required in Table 4. Requiring adherence to the 6 metre driveway width is impractical in this instance, and does not achieve any additional objectives that aren't already achieved by the minimum 5.53 metre wide circulation width. The variation to this control is considered justified in this instance as it still allows practical maneuvering with no negative impact.

M.3.6. Loading/unloading facilities

The development, which involves operation of offices supporting a community facility, does not require any public loading/unloading facilities. Any deliveries will be made to CINC's main office on Vaux Street.

M.3.7. Signage

Parking areas will be appropriately signposted.

M.3.8. Pedestrian travel

Pedestrians are able to travel freely and safely throughout the site, which is relatively flat.

M.3.9. CPTED

The development does not involve a large car parking area, and the development has been assessed against the CPTED principles in Part P of the DCP.

M.3.10. Landscaping

Landscaping can be provided in accordance with Part N of the DCP.

M.3.11. Bicycle parking

The development provides adequate space for bicycle parking if required underneath the existing carport of the development, adjacent to car park 7 as shown on the development plans.

M.3.12. Construction controls

Civil engineering design can be provided at the Construction Certificate stage that demonstrates adequate drainage from the car parking area can be achieved.

M.3.13. Car parking surfaces

All car parking areas and driveway will be constructed from concrete/bitumen seal in accordance with Table 6.

Part N - Landscaping

The development site contains areas of grass that will be retained as shown on the development plans. A landscaping plan has been prepared and submitted with the application.

Part P - CPTED*Surveillance*

The development is located on Vaux Lane which features a number of residential dwellings that front the lane. This provides good natural surveillance of the development site, and acts as a deterrent to would-be offenders.

Access control

The development contains an existing lockable gate, which will be retained. This combined with a tall front wall means the site is secure. Anyone attending the site will be known, and all staff and visitors are required to sign in and out of the site.

Territorial Reinforcement

The use of the development site will clearly define the site as being used and cared for. The development will incorporate appropriate security lighting. The use of the building as part of the

Cowra Information and Neighbourhood Centre is not a use that is likely to increase crime in the area.

The development is consistent with the principles of CPTED and Part P of the DCP.

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

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

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

5.4 Environmental Planning and Assessment Regulation 2021

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

Clause 61 Additional matters that consent authority must consider

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

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

(a) the subdivision order, and

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

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

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

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

(i) State significant development, or

(ii) designated development, or

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

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

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

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

(7)–(8) *(Repealed)*

Comments:

The proposal does involve partial demolition of some bathroom components of the existing building, and therefore the requirements of AS 2601 need to be considered in accordance with Clause 61(1).

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

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

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

The development is not located within the Penrith City Centre.

62 Consideration of fire safety

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

(2) The consent authority must—

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

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

(3) Subsection (2)(b) does not apply to the extent to which an exemption from a provision of the Building Code of Australia or a fire safety standard is in force under the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.

Comments:

The proposal does involve the change of a building use for an existing building and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 62 is necessary.

At the completion of the development the building(s) will be structurally adequate and category 1 fire safety measures will be adequate for the building's use.

Category 1 fire safety provision means the following provisions of the Building Code of Australia, namely, EP1.3, EP1.4, EP1.6, EP2.1, EP2.2 and EP3.2 in Volume One of that Code and P2.3.2 in Volume Two of that Code.

63 Considerations for erection of temporary structures

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

- (a) the fire protection and structural capacity of the structure will be appropriate to the proposed use of the structure, and*
- (b) the ground or other surface on which the structure will be erected will be sufficiently firm and level to sustain the structure while in use.*

Comments:

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

64 Consent authority may require upgrade of buildings

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

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

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

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

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

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

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

(3) In this section—

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

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

Comments:

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

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

67 Modification or surrender of development consent or existing use right

Not applicable.

75 Fulfilment of BASIX commitments

It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled—

(a) *BASIX development,*

(b) *BASIX optional development, if the development application was accompanied by a BASIX certificate.*

Comments:

A BASIX and NATHERS Certificate not required

76 Deferred commencement consent

Not applicable.

(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,

Context and Setting

The site is located on the eastern side of Vaux Lane and contains the existing residential dwelling to be converted to offices. The residential dwelling is built to the front wall on Vaux Lane and the site is accessed via a gateway onto Vaux Lane. The site is bordered by a tall brick wall extending the full width of the site frontage with Vaux Lane.

The surrounding land uses are residential land uses with a number of dwellings fronting Vaux Lane and some orientated towards Brougham Lane to the west. Vaux Lane is the principal access for the site at number 7 and also the dwellings located at 10, 11B, 12, and 14 Vaux Lane.

Vaux Lane is a sealed, local laneway managed by Cowra Shire Council.

Access, Transport and Traffic

Vehicle access to the development will be gained by an existing vehicle access from Vaux Lane. The application is accompanied by a Traffic Impact Statement. The Traffic Impact Statement assesses the onsite parking, onsite vehicle maneuvering, operation of the drop off parking bay and considers the street network utilised to provide access to the site. The Traffic Impact Statement confirms that the development is supportable from a traffic planning perspective. The Traffic Impact Statement also confirms the availability of public transport connecting the site to the wider Cowra township. To provide confirmation for Council elect in light of recent conversations had at an ordinary Council meeting, Vision have contacted Cowra Bus Service and owner Pat Charnock has confirmed that the "Hail & Ride" service operates as detailed in the Traffic Impact Statement, and the route map included below and accompanying information contained in the Traffic Impact Statement from Traffix is accurate.

Routes 541/543/544/545



www.cowrabus.com.au
02 6342 1021



Hail & Ride

All bus services operate Hail & Ride. Please stand in a safe place for the bus to stop and signal the driver as the bus approaches. To exit the bus please tell the driver where you would like to alight, and the driver will stop as close as possible to your desired location.

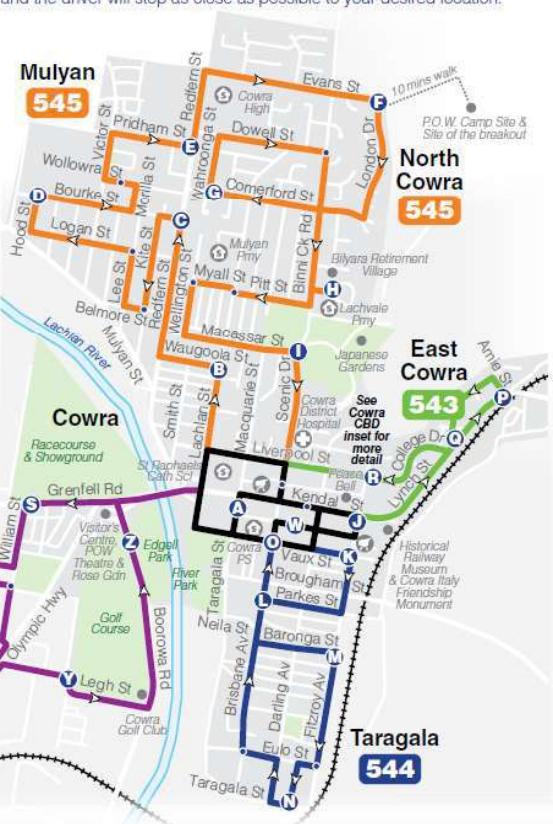


Image 1: Cowra Local Bus Timetable. Source: Cowra Bus Service, accessed 17/12/2025.

Public Domain

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

Utilities

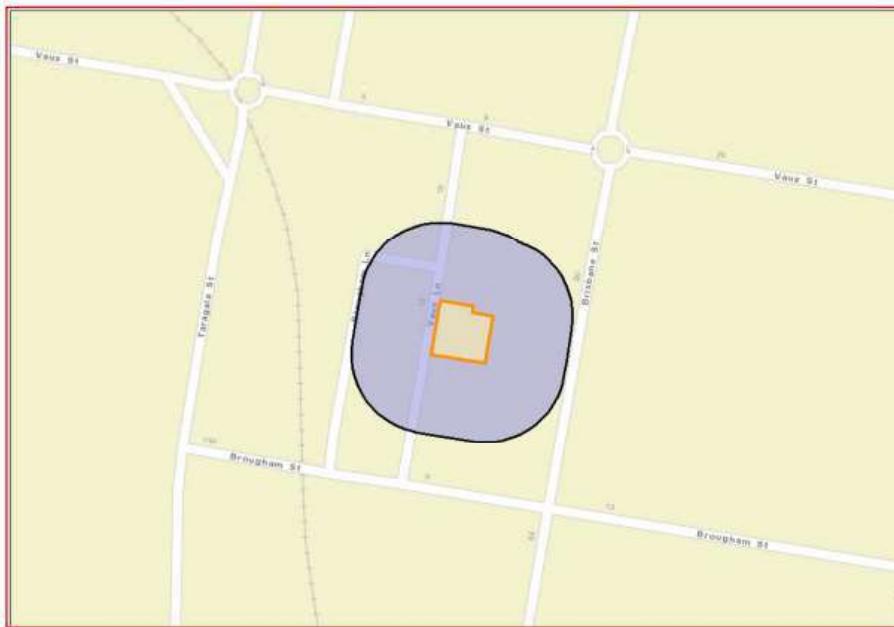
The site is serviced by adequate utilities to cater for the development.

Heritage

There are no items listed in schedule 5 of the LEP as present on the land. An AHIMS search did not reveal any recorded items of Aboriginal Heritage Significance on the land or adjacent road reserve.

AHIMS Web Service search for the following area at Lot : 2, DP:DP603501, Section : - with a Buffer of 50 meters, conducted by Beth Johnstone on 07 August 2024.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

0	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location.*

Water

The site is connected to reticulated water. Stormwater can be drained to the Council Stormwater management System in Vaux Lane.

Soils

The development will not have a negative impact on soils.

Air and Microclimate

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

Flora and Fauna

The proposal does not require the removal of any trees.

Waste

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

Energy

The development is required to comply with the associated energy efficiency requirements. A Part J report can be prepared and submitted with any future construction certificate application.

Noise and Vibration

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

Natural Hazards

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

Technological Hazards

No impacts as previously discussed in this report.

Safety, Security and Crime Prevention

This development will not generate any activity likely to promote any safety or security problems to the subject land or surrounding area.

Social and Economic Impacts on the Locality

The proposed development will not result in any negative social or economic impacts.

Site Design and Internal Design

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

Construction

The proposed development is constructed in accordance with the Building Code of Australia.

Cumulative impacts

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

(c) the suitability of the site for the development

The site has appropriate area, dimensions and topography to facilitate construction of the proposed development.

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

Council will exhibit the development in accordance with the Community Consultation Policy.

(e) the public interest

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

6. Conclusion

The Cowra Information & Neighbourhood Centre (CINC) have commissioned Vision Property Development Hub (Vision) to prepare this Statement of Environmental Effects (SEE) to consider the planning controls for their proposal to convert an existing dwelling to be utilised as offices and construct a proposed activity room associated with the community facility already operated by CINC from their current address at 15 Vaux Street, Cowra.

Through this SEE it is confirmed the land is zoned R1 General Residential and community facilities are a permissible form of land use in the zone. The preparation of the development plans confirms the site can cater for the proposed building along with on site car parking appropriate for the development. The site is already connected to utilities suitable for the proposed use and the development is designed and positioned to not have any negative impact and comply with the Building Code of Australia (BCA).

The development complies fully with the Cowra Local Environmental Plan 2012 (LEP) and with the majority of the controls contained in the Cowra Shire Council Development Control Plan (DCP). The only variations required to the DCP involve the width of the access driveway and internal circulation area. The development complies with the relevant Australian Standards, but requires a variation to Parts M.3.2 and M.3.5. of the DCP. Whilst a variation is sought, the development provides access and parking appropriate for the development, and there are no negative impacts from the variation that would otherwise be resolved by adhering to the access driveway and internal circulation width. Measures have been proposed in acknowledgement of this variation, including the installation of a stop sign to ensure vehicles exiting the site understand they need to stop and give way to pedestrians and vehicles, as well as a mirrors attached to the front wall of the development (inside the property boundary) to allow drivers to view the Vaux Lane in both directions before exiting the site to see if there are pedestrians or vehicles within the laneway when exiting the site. These mitigation measures are considered appropriate to avoid any danger or negative impact from vehicle movements. A Traffic Impact Statement has been prepared and submitted with the application that concludes that the development is supportable from a traffic planning perspective.

It is acknowledged by the landowner that the operation of the community facility may result in the generation of vehicle traffic to the site. In recognition of this possible additional vehicle movements, the landowner has chosen to nominate onsite parking additional to that which is required by Part M of the DCP, but also to nominate a designated drop off parking bay within the site that is always to be available for people to be dropped off and picked up from the facility. This is an operational practice that will be managed by CINC to limit the amount of onsite parking demand, and to reduce the possibility of any impact of any parking within the laneway. People attending activities on the site will be informed that they are to park onsite, use the drop off bay, and not to park within the laneway.

The development should be approved as proposed as it can be undertaken without any negative impact and will provide appropriate additional facilities needed by the landowner.

Appendix A - Requirements of the Approved Form Guide

a. The environmental impacts of the development

The development is being completed on an existing residential site and no negative environmental impact will be incurred.

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

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

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

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

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

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

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

The proposed development is consistent with the character of the residential development adjacent to commercial development including a funeral directors and self storage unit facility, as well as the CINC building and Cowra Public School. The documents submitted are adequate to allow for comprehensive assessment of the proposal.

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

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

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

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

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

The area is characterised by residential, commercial and educational land-uses and the proposed development is consistent with the existing character. The author is not aware of any proposals to change the character of the surrounding area.

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

Photomontages are not necessary in this instance.

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

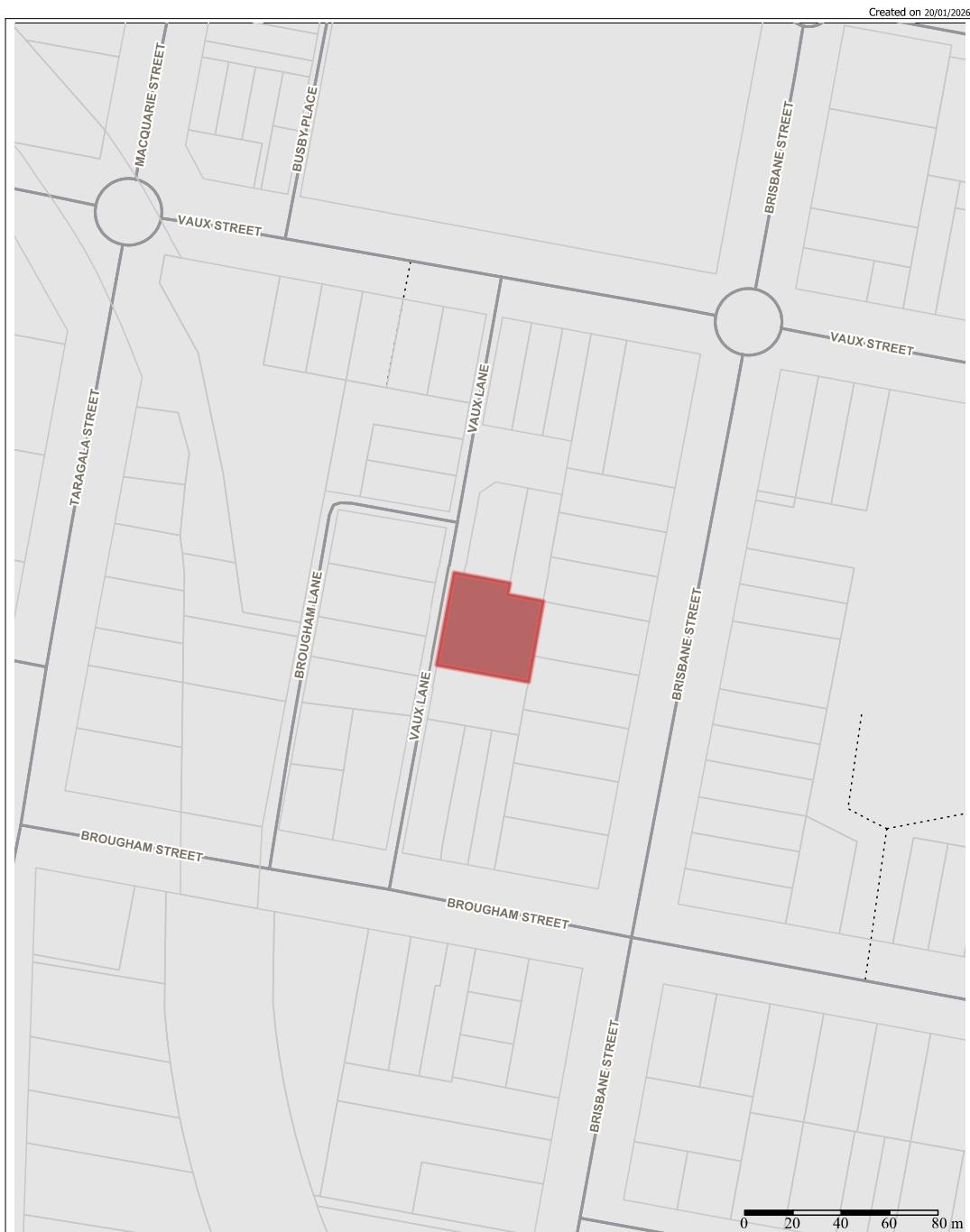
Sample boards are not necessary in this instance.

k. Detailed sections of proposed facades

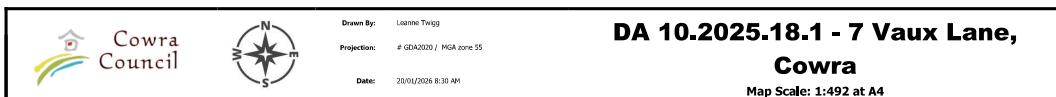
The plans submitted are adequate for comprehensive assessment of the development without submitting section plans for a development application.

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

A model is not necessary in this instance.



 <p>Cowra Council Private Bag 342 116 Kendall Street Cowra NSW 2794 Ph: (02) 6340 2000 Web: www.cowracouncil.com.au</p>	<p>Important Notice! <small>This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. The map is provided for general information purposes only and is not to be used for any other purpose. No statement is made about the accuracy or suitability of the data for any particular purpose. While every care is taken to ensure the accuracy of this data, neither the Cowra Council nor the State Government accept any responsibility for any inaccuracies, inaccuracy, reliability, completeness or suitability for any particular purpose and disclaim all liability (including without limitation, liability in negligence) for any damages (including direct, indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.</small></p> <p>© The State of New South Wales (Spatial Services), © Cowra Council.</p>	<p>Drawn By: Leanne Twigg</p> <p>Projection: GDA2020 / MGA zone 55</p> <p>Date: 20/01/2026 8:32 AM</p> <p>DA 10.2025.18.1 - 7 Vaux Lane, Cowra</p> <p>Map Scale: 1:1879 at A4</p>
---	--	--



Joshua Neuer

From: [REDACTED]
Sent: Tuesday, 15 April 2025 12:59 PM
To: Cowra Council
Cc: [REDACTED]
Subject: Fw: ATTENTION JOSHUA NEUER DEVELOPMENT LOT 2 7 VAUX LANE DP 603501

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

From: [REDACTED]
Sent: Tuesday, April 15, 2025 9:54 AM
To: [REDACTED]
Cc:
Subject: ATTENTION JOSHUA NEUER DEVELOPMENT LOT 2 7 VAUX LANE DP 603501

We are in receipt of the letter "Notice of development Proposal DA 10.2025.18.1 dated 31 March 2025.

we confirm we are the owners of 10 Vaux lane (diagonally across from proposal).

OUR SUBMISSION includes these matters of our objection , requiring discussion & resolution.

- 1/ Drawing A001 No reference to Brougham lane or House numbers. This would have been beneficial in the context of the site location to our dwelling
- 2/ We have concerns regarding the width of the proposed driveway and the impact of access to our property.
- 3/ With no footpaths and the expected increase of vehicle movements these leave safety issues post construction.
- 4/ Your office has made calculations for "off street parking " , however cannot demonstrate or predict how many

spaces may be required at any given time. These spaces have to cater for members of the public, local residents ,staff ,volunteers etc. how will this be handled & supervised.?

5/ The proposal notes that some demolition is required. we seek a plan for the access / movement of heavy equipment
trucks , workers etc. The removal of any hazardous materials will need to be identified to home owners.

6/ We believe development will cause significant & ongoing congestion in an already narrow 2-way street.

7/ We seek assurance that if proposal and construction move forward, curfew hours on ALL activities
be set and rigorously adhered to . This must include NO work on weekends as not to interfere with
the social / domestic enjoyment of the local residents.

8/ NB The DARK SKY guidelines and proximity to Penrith City Council seem irrelevant & ambiguous .
there was plenty of other reading material to digest.

we will be awaiting your reply.

Regards [REDACTED] (property owners 10 Vaux Lane Cowra)

[REDACTED]

[REDACTED]

E: [REDACTED]

RECEIVED
Cowra Shire Council
18/12/2025
Plan No: DA 10.2025.18.1 (D)



Suite 2.08, 50 Holt St
Surry Hills, NSW 2010
t: (02) 8324 8700
acn: 065132961
abn: 66065132961
w: www.traffix.com.au

Reference: 25.181r01v06

17 December 2025

Vision Property Development Hub
53 Redfern Street
Cowra NSW 2794

Attention: Beth Johnstone, Administration Assistant

Re: 7 Vaux Lane, Cowra
Proposed Offices and Community Facility Development
Traffic Impact Statement

Dear Beth,

TRAFFIX has been commissioned to assess the traffic impacts in support of a Development Application (DA) relating to a commercial development located at 7 Vaux Lane, Cowra. The proposed development will involve the construction of a community facility development. The subject site is located within the Cowra Shire Council Local Government Area and has been assessed under that Council's controls.

This statement documents the findings of our investigations and should be read in the context of the Statement of Environmental Effects (SEE), prepared separately. The proposed development is considered to be a minor development and as such, the DA will not require referral to Transport for NSW (TfNSW) under the provisions of State Environmental Planning Policy (Transport and Infrastructure) 2021.

Site and Location

The subject site at 7 Vaux Lane, Cowra and is located in of Cowra CBD. More specifically, it is located on the eastern side of Vaux Lane, and approximately 103 metres south of Vaux Street.

The site is irregular in configuration and has a total site area of 1,122.7m². It has a western frontage of 34.3 metres to Vaux Lane and an eastern boundary of 30.13 metres to a residential property. The northern and southern boundaries of 34.6 metres are shared with neighbouring residential developments.

A Location Plan is presented in Figure 1, with a Site Plan presented in Figure 2.

TRAFFIX

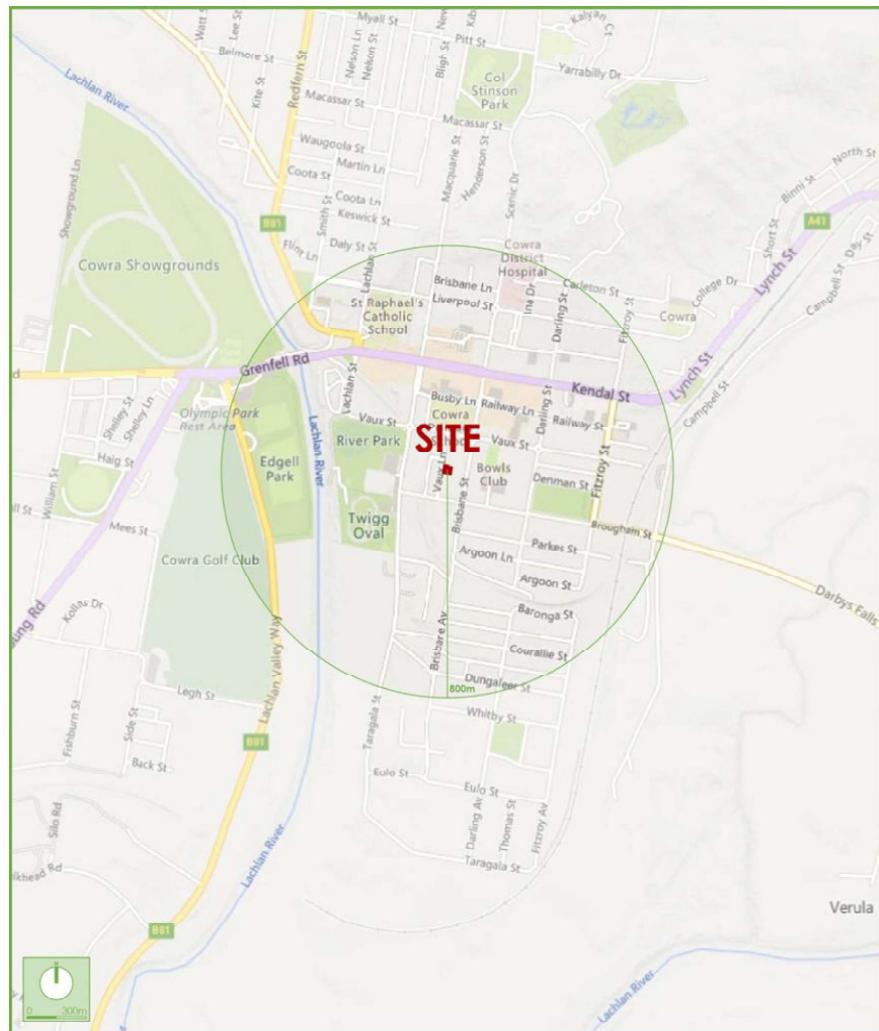


Figure 1: Location Plan

TRAFFIX



Figure 2: Site Plan



Road Hierarchy

The road hierarchy in the vicinity of the site is show in Figure 3 with the following roads of particular interest:

- Vaux Street: a local road that traverses east-west between a dead end east of Fitzroy Street and Taragala Street and Lachlan Street in the west. Within the vicinity of the site, it is subject to 50km/hr speed limit and a 40km/h zoning during school zone operating times, accommodates a single lane of traffic in each direction and generally permits parking along both sides of the street in a 45 degree angle.
- Brougham Street: a local road that traverses east-west between Cambpell Street in the east and Taragala Street in the west. Within the vicinity of the site, the road is subject to 50km/hr speed limit, accommodates one (1) lane of traffic in each direction and generally permits parallel parking along both kerbsides.
- Vaux Lane: a local road that traverses north-south between Vaux Lane in the north and Brougham Street in the south. Within the vicinity of the site, it is subject to 50km/hr speed limit, with one lane of traffic in each direction, and kerbside parking is not permitted on either side.

TRAFFIX

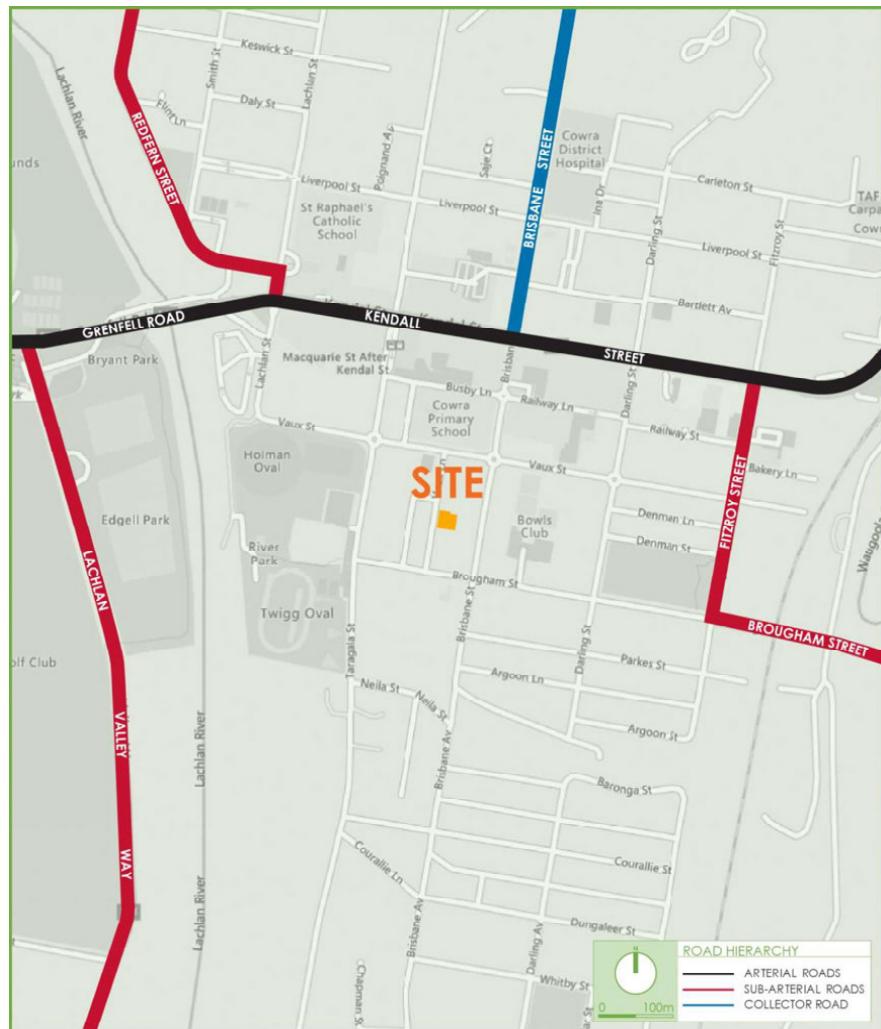


Figure 3: Road Hierarchy



Public Transport

The subject site is within optimal walking distance (400 metres) of several bus services operating in the locality. These bus services are presented in [Figure 4](#) and are summarised as follows:

- 541 – West Cowra to Cowra Town Centre (Loop Service)
- 543 – East Cowra to Cowra Town Centre (Loop Service)
- 544 – Taragala to Cowra Town Centre (Loop Service)
- 545 – Mulyan & North Cowra to Cowra Town Centre (Loop Service)

More information concerning all bus and train service information can be found on the Transport for NSW Info website: <https://www.transportnsw.info>.

In addition, the subject site is within 800 metres of intercity bus and coach services. These services stations are also presented in [Figure 4](#), with the services summarised below:

- 531 – Bathurst to Grenfell
- 532 – Grenfell to Bathurst
- 530 Grenfell to Lithgow
- 531 – Lithgow to Grenfell
- 793 – Cootamundra to Bathurst
- 794 – Bathurst to Cootamundra

TRAFFIX

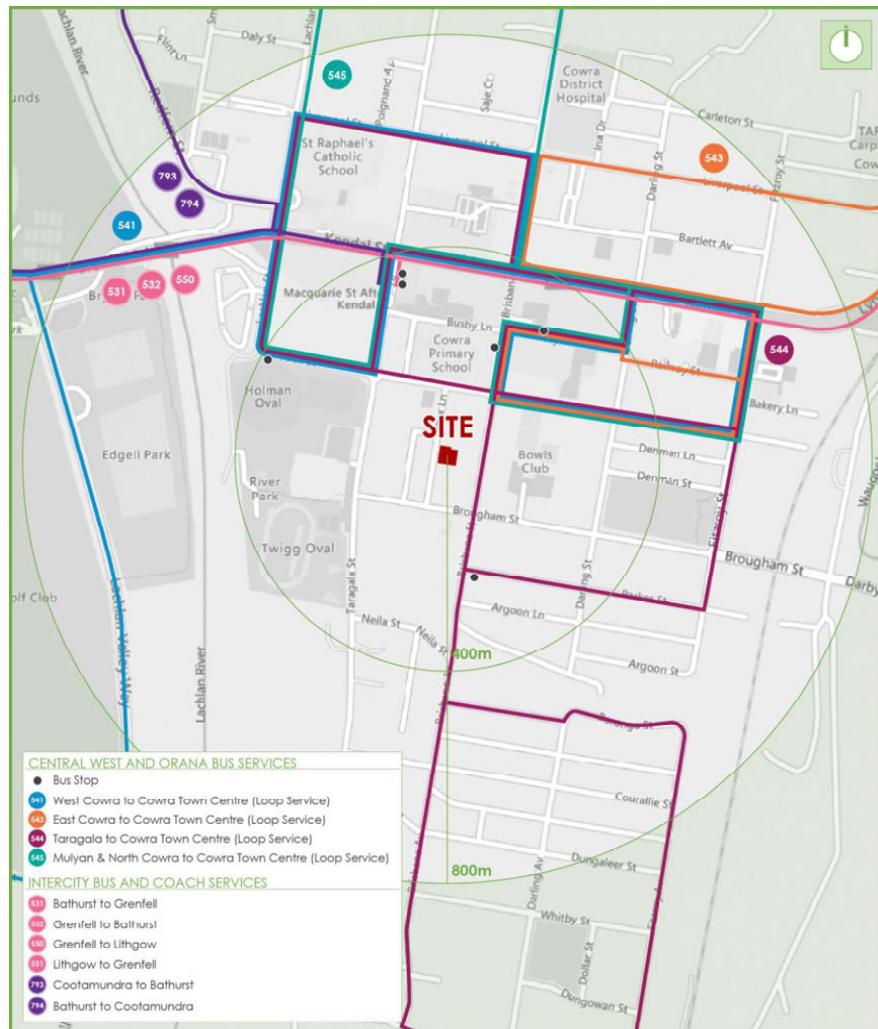


Figure 4: Public Transport



ⓘ Description of Proposed Development

A full description of the proposed development can be found in the SEE, prepared separately. In summary, the development for which approval is now sought comprises the following components:

- Retention of existing dwelling and conversion into an office building containing the following:
 - 3 x office rooms; and
 - 2 x meeting rooms; and
- Construction of a separate activity room for the use of group activities with up to 12 visitors.
- Provision of 12 on site car parking spaces, comprising:
 - Three (3) staff parking spaces; and
 - Seven (7) visitor parking spaces; and
 - One (1) drop-off/pick-up parking space; and
 - One (1) accessible parking space.
- Retention of the existing vehicular access onto Vaux Lane on the western frontage of the site.

Reference should be made to the plans submitted separately to Council that are presented at a reduced scale in Attachment 1.

ⓘ Parking Requirements

Car Parking

The Cowra Shire Council Local Environment Plans (LEP) applies to the subject site which states the parking provision based on the land use type. This parking rate and provision for office premises associated with a community facility is summarised in Table 2 below:

Table 2 – DCP Car Parking Rate and Provisions

Type	GFA (m ²)	DCP Maximum Car Parking Rate	Parking Requirement	Parking Provided
Office Premises (Existing Dwelling)	124	1 space per 40 m ²	3	3
Community Facility (Activity Room)	210	Rate should be drawn with regard to nature of development (refer below)	8 visitor	8
			1 drop-off/pick-up	1
Totals			12	12

It can be seen from Table 2 that the proposed development is required to provide 12 car parking spaces and in response the development provides 12 staff parking spaces.

The activity room will be used by the staff from the offices on site to host events with up to 12 visitors. The development proposes to provide eight (8) visitor parking spaces and a single drop-off/pick-up space. This would allow for up to 67% of the maximum number of visitors to drive to site with the remaining visitors either dropped-off/picked-up using the space provided, or use active/public transport to access the development, which is close the town centre and local bus stops. The provision



of a single space for up to four (4) visitors to use is considered sufficient given over a 30 minute arrival/departure period, which allows for up to 7.5 minutes per vehicle. In addition, the space will be managed by staff to ensure drivers do not park in the space for extended periods to make sure it is available for the next arrival.

Therefore, the proposed parking provision will accommodate the expected parking demand in accordance with Council's DCP requirements.

Accessible Parking

The Cowra Shire Council Development Control Plan 2012 (DCP) section M3.4 specifies a disabled parking rates of 1 space for parking areas comprising up to 20 spaces. For a car park with 12 spaces the development requires one (1) accessible parking space. In response, the proposed development provides one (1) accessible parking space in accordance with Council's requirement.

Bicycle Parking

The Cowra Shire Council DCP Section M.3.11 part a provides the bicycle parking rates and provisions for a development generating less than 20 car parking spaces does not require bicycle parking spaces. In response, the development proposes to provide no bicycle parking spaces in accordance with the requirements of the DCP.

Servicing and Refuse Collection

The existing on-street waste collection arrangements are expected to be sufficient for the proposed development and no changes are proposed as part of this application.

Traffic Generation

Existing Traffic Generation

The subject site is currently low density residential single dwelling development. The TfNSW Guide to Transport Impact Assessment (2024) recommends traffic generation rate for regional areas during weekday peaks as follows:

- 0.83 vehicle trips per dwelling during the AM peak hour; and,
- 0.84 vehicle trips per dwelling during the PM peak hour.

The application of this rate to the single dwelling results in the following traffic generation for the existing development:

• 1 vehicle trip per dwelling during the AM peak period; and,	(0 in, 1 out)
• 1 vehicle trip per dwelling during the PM peak period.	(1 in, 0 out)

Proposed Traffic Generation

In regards to the proposed development, the TfNSW Guide to Transport Impact Assessment (2024) does not specify a particular recommends traffic generation rate for a community facility with offices. Due to the unique nature of the proposed site, an assessment based on first principles, can be used to study trip generation of this site.



It is assumed that the three (3) staff members will drive to the development given the three parking spaces provided for staff. As such, the following traffic generation for staff members is expected during peak periods:

- 3 vehicle trips during the AM peak period (3 in, 0 out); and
- 3 vehicle trips during the PM peak period (0 in, 3 out).

Visitors of the community facility are expected to occur during allocated sessions, it is expected up to 12 people will use the facility, including one (1) to two (2) members of staff from the offices. Up to eight (8) people are expected to drive, and up to four (4) visitors using the designated pick up and drop off parking bay. This is expected to result in the following maximum traffic generation at the site peaks in the hour before and hour after a session:

- 16 vehicle trips during the arrival period before the session; and (12 in, 4 out)
- 16 vehicle trips during the departure period after the session. (4 in, 12 out).

Net Traffic Impact

As the sessions are during business hours the visitor traffic generation will be outside the network peak periods and therefore have limited impact on the surrounding road network. As such, taking into account the existing traffic generation the following increase in traffic generation is expected during the network peak periods:

- +2 vehicle trips per dwelling during the AM peak period; and, (+3 in, -1 out)
- +2 vehicle trips per dwelling during the PM peak period. (-1 in, +3 out)

This anticipated traffic generation is considered to be minor and would not adversely affect the local and surrounding road network.

Access and Internal Design

Vehicular Access

The proposed development incorporates a total of 12 car parking spaces with access from Vaux Lane (minor road). In accordance with AS 2890.1 (2004), the proposed development requires a Category 1 vehicular driveway, being a combined entry and exit driveway of 3.0 to 5.5 metres. In response, the development provides a gate width of 3.0 metres and passing area of 6.1m in width, thereby is sufficient to comply with the minimum requirements of AS 2890.1 (2004). The plans indicate a waiting bay for exiting vehicles to wait and allow vehicles to enter with convex mirrors on the wall to allow for visibility of Vaux Lane traffic behind the wall. A swept path analysis has been undertaken with a B99 design vehicle that demonstrates satisfactory vehicle movements. This swept path analysis is provided in **Attachment 2**.

In addition, the frontage road Vaux Lane has been measured as 5.0m in width, which complies with the minimum width required for moving vehicles to pass under AMCORD. With regards to safety the 5.0m width will reduce the speed of vehicles on the laneway. Furthermore, being a laneway, through traffic is expected to be low with access to 10 dwelling houses and a self storage facility provided along its length. Therefore, the width of Vaux Lane is considered sufficient to accommodate the two-way traffic generation of the proposed development along its length.



Internal Design

The at-grade car park generally complies with the requirements of AS 2890.1 (2004) and AS 2890.6 (2022), with the following characteristics noteworthy:

- All standard staff and visitor car parking spaces have been designed in accordance with AS 2890.1 (2004) User Class 2, being a minimum width of 2.6 metres, length of 5.4 metres, and providing an aisle width of 5.8 metres.
- One (1) allocated pick up and drop off parking bay has been designed in accordance with AS 2890.1 (2004) User Class 3A, being a minimum width of 2.7 metres, length of 5.4 metres, and an aisle width of 6.2m.
- The single accessible parking space has been designed in accordance with AS 2890.6 (2022), being a minimum width of 2.4 metres, length of 5.4 metres, and providing an adjacent shared zone with the same dimensions.
- All spaces adjacent to obstructions greater than 150mm in height are to be provided with an additional width of 300mm.
- All blind aisles have been extended by a minimum of 1.0 metre beyond the last car parking space.
- A swept path analysis of all critical movements, including parking manoeuvres for spaces 1 and 7, have been undertaken to confirm geometry and compliance with the relevant standards. This swept path analysis is included in **Attachment 2**.

In summary, the internal configuration of the car park has been designed in accordance with AS 2890.1 (2004) and AS 2890.6 (2022). It is however envisaged that a condition of consent would be imposed requiring compliance with these standards. As such, any minor amendments considered necessary (if any) can be dealt with prior to the release of a Construction Certificate.

Conclusion

On the basis of the above, the proposed development at 7 Vaux Lane, Cowra in our view is considered supportable.

We trust the above is of assistance and request that you contact the undersigned should you have any queries or require any further information. In the event that any concerns remain, we request an opportunity to discuss these with Council officers prior to any determination being made.

Yours faithfully,

Traffix



Hayden Dimitrovski
Senior Engineer

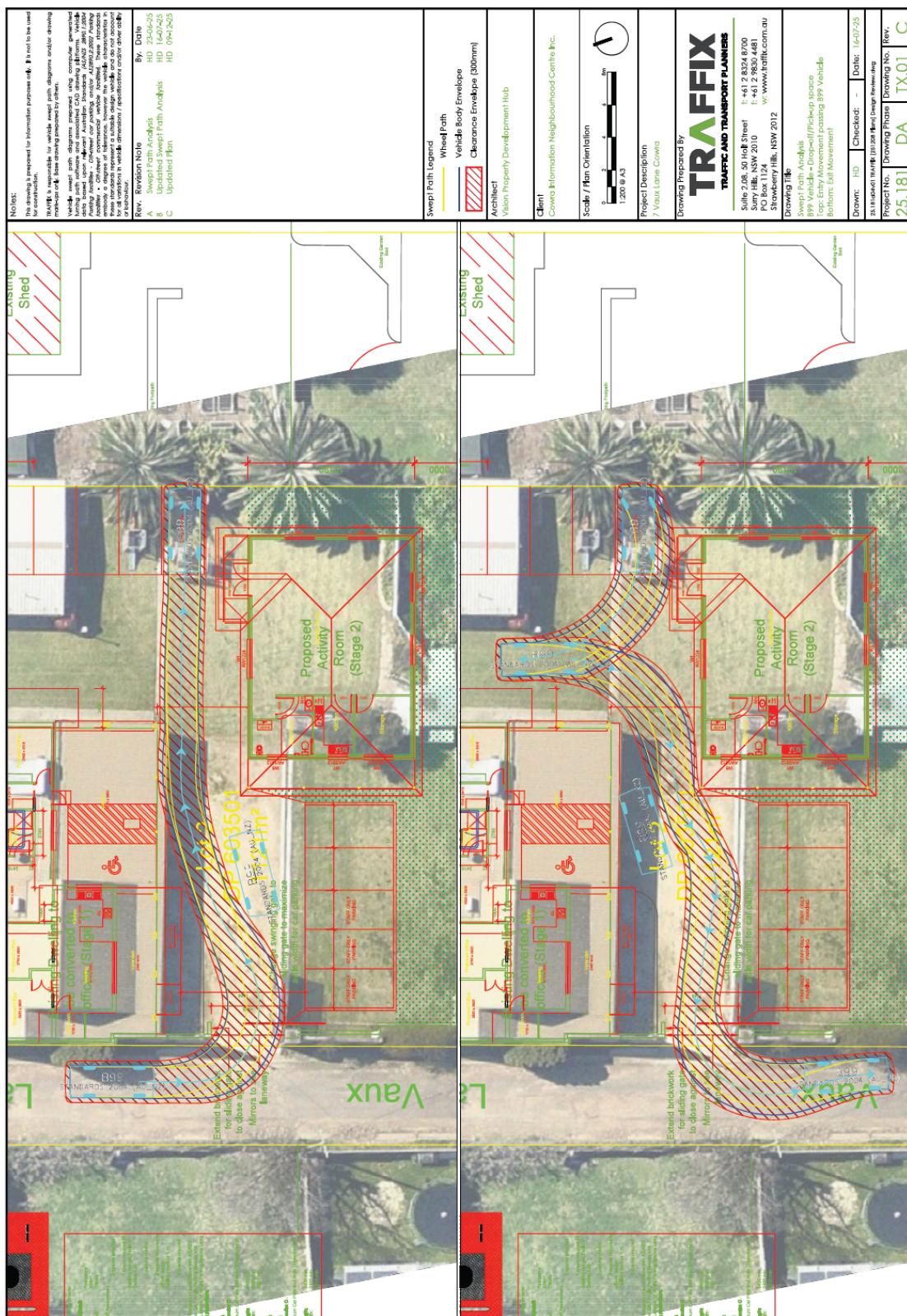
Encl: Attachment 1 - Reduced Plans
Attachment 2 - Swept Path Analysis

ATTACHMENT 1

Reduced Plans

ATTACHMENT 2

Swept Path Analysis





6 LATE REPORTS**7 CONFIDENTIAL MATTERS****RECOMMENDATION**

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

8 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS**8.1 Request for Tender W3_2024 - Asset Management of Sewer Pipes**

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.

8.2 Request for Tender 8/2025 - Replacement of Plant 451 - One Landfill Compactor

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.