



# AGENDA

## General Committee Meeting

**Date: Monday, 9 February 2026**

**Time: 5.45 pm**

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

**Paul Devery  
General Manager**

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## **I INTRODUCTION**

### **I.1 Recording & publishing**

In accordance with the Local Government Act (1993), Cowra Council is recording this meeting and will upload the recording to Council's website. By speaking at this meeting, you agree to being recorded and having that recording published in the public domain. Please ensure that when you speak at 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 General Committee Meeting held on 8 December 2025



# MINUTES

**General Committee Meeting  
Monday, 8 December 2025**

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**MINUTES OF COWRA COUNCIL  
GENERAL COMMITTEE MEETING  
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA  
ON MONDAY, 8 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), Alan Dalton (Director-Corporate Services), Larissa Hackett (Director-Environmental Services), Dirk Wymer (Director-Infrastructure & Operations)

## **I INTRODUCTION**

### **1.1 Recording & Publishing**

The Mayor advised that the meeting was being recorded.

### **1.2 Acknowledgement of Country**

The Mayor delivered the Acknowledgment of Country.

### **1.3 Apologies and Applications for Leave of Absence by Councillors**

#### **Apology**

## **COMMITTEE RESOLUTION**

Moved: Cr Erin Watt

Seconded: Cr Cheryl Speechley

**That apologies from Cr Karren Cave be received and accepted.**

**CARRIED**

### **1.4 Disclosures of Interest**

Cr Cheryl Speechley declared a non-pecuniary interest in relation to item 6.2 Development Application No. 10.2022.61.3, Lots 2, 3 & 6 DP 1096603, 19 Kollas Drive Cowra as her employer is the applicant, and will leave the room.

Cr Erin Watt declared a non-pecuniary interest in relation to item 6.2 Development Application No. 10.2022.61.3, Lots 2, 3 & 6 DP 1096603, 19 Kollas Drive Cowra due to a family member's involvement in the preparation of a submission, and item 7.4 Development Application No. 10.2025.42.1, Lot 1 DP 163191, 29 Liverpool Street Cowra as a family member supported the preparation of one of the objections, and will leave the room for both items.

**1.5 Presentations**

Nil

**1.6 Public Forum**

Nil

**2 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION**

Moved: Cr Cheryl Downing

Seconded: Cr Ruth Fagan

**That the minutes of General Committee Meeting held on 10 November 2025 be confirmed.**

CARRIED

**3 GENERAL MANAGERS REPORT****3.1 Draft Child Safe Policy****COMMITTEE RESOLUTION**

Moved: Cr Erin Watt

Seconded: Cr Tony Horton

**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

**3.2 Section 355 Committee Draft Minutes - CBD Committee 17 November 2025****COMMITTEE RESOLUTION**

Moved: Cr Erin Watt

Seconded: Cr Cheryl Downing

- 1. That council note the draft minutes of the CBD Committee meeting held on 19 November 2025.**
- 2. That council waive the Footpath Trading application fee and the first 12 months licence fee for applications lodged before 30 June 2026.**
- 3. That Council note the resignation of Martina Lindsay as a community representative on the CBD Committee.**
- 4. That council write to Martina Lindsay thanking her for the contribution she has made to the CBD Committee.**

CARRIED

**4 DIRECTOR-CORPORATE SERVICES REPORT****4.1 2025 Bell Beats Music and Arts Festival Event Report****COMMITTEE RESOLUTION**

Moved: Cr Nikki Kiss OAM

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

**4.2 Donation - Alex McFarland - Australian Junior Squash Championships****COMMITTEE RESOLUTION**

Moved: Cr Cheryl Downing

Seconded: Cr Tony Horton

**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

**5 DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT****5.1 NSW Environment Protection Authority Joint Procurement Grant: FOGO Investigation****COMMITTEE RESOLUTION**

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

**5.2 Water and Sewerage Strategic Planning: Cowra Water Treatment Plant****COMMITTEE RESOLUTION**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Erin Watt

**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

### 5.3 Container Deposit Scheme Sorting Line Upgrade

#### **COMMITTEE RESOLUTION**

Moved: Cr Nikki Kiss OAM  
Seconded: Cr Cheryl Speechley

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

CARRIED

## **6 DIRECTOR-ENVIRONMENTAL SERVICES REPORT**

### 6.1 Adoption of Revised Access Incentive Scheme Grant Funding Guidelines

#### **COMMITTEE RESOLUTION**

Moved: Cr Nikki Kiss OAM  
Seconded: Cr Tony Horton

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

CARRIED

At 6:48 pm, Cr Cheryl Speechley and Cr Erin Watt left the meeting.

### 6.2 Development Application No. 10.2022.61.3, Lots 2, 3 & 6 DP 1096603, 19 Kollas Drive Cowra, s4.55(1A) modification to light industry (modify floor plans & elevations) mod 2, lodged by JR Morgan Investments Pty Ltd. The property owner is JR Morgan Investments Pty Ltd.

#### **COMMITTEE RESOLUTION**

Moved: Cr Tony Horton  
Seconded: Cr Nikki Kiss OAM

- 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 Kollas 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
<b>Survey Plan Drawing No. 22043_DL</b>	<b>Arete Survey Solutions 20/5/2022</b>	Received 8 June 2022 Stamped No. 61/2022
<b>Site Plan Job 207/21 Sheet 1 Version 2</b>	<b>Vision Town Planning 4/5/2022</b>	Received 21 May 2024 Stamped No. 10.2024.61.2 (B)
<b>Right of Way Plan Job 207/21 Sheet 1A Version 1</b>	<b>Vision Town Planning 31/5/2022</b>	Received 8 June 2022 Stamped No. 61/2022
<b>Site and Floor Plan – Shed 1 Job 207/21 Sheet 2 Amendment B</b>	<b>Vision Town Planning 11/4/2024</b>	Received 31 July 2025 Stamped No. 10.2022.61.3
<b>Elevations – Shed 1 Job 207/21 Sheet 3 Amendment A</b>	<b>Vision Town Planning 27/6/2025</b>	Received 31 July 2025 Stamped No. 10.2022.61.3
<b>Site and Floor Plan – Shed 2 Job 207/21 Sheet 4 Amendment C</b>	<b>Vision Town Planning 27/6/2025</b>	Received 31 July 2025 Stamped No. 10.2022.61.3
<b>Elevations – Shed 2 Job 207/21 Sheet 5 Amendment B</b>	<b>Vision Town Planning 24/1/2024</b>	Received 31 July 2025 Stamped No. 10.2022.61.3
<b>Site and Floor Plan – Shed 3 Job 207/21 Sheet 6 Version 3</b>	<b>Vision Town Planning 6/2/2023</b>	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](mailto: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](mailto: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 CEO M7106.25 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](http://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](http://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 6:52 pm, Cr Erin Watt and Cr Cheryl Speechley returned to the meeting.

### 6.3 Draft Cowra Shire Development Control Plan 2026

#### **COMMITTEE RESOLUTION**

Moved: Cr Erin Watt

Seconded: Cr Nikki Kiss OAM

- I. 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 6:59 pm, Cr Erin Watt left the meeting.

### **7 LATE REPORTS**

#### 7.4 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.

#### **COMMITTEE RESOLUTION**

Moved: Cr Ruth Fagan

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. 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.I, 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.I (A)
Site Analysis	Black Ink architecture Drawing SK02J 12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (B)
Site Plan	Black Ink architecture Drawing SK03M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (B)
Floor Plan	Black Ink architecture Drawing SK04M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (B)
Roof Plan	Black Ink architecture Drawing SK05M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (B)
Elevations 1 (North & East)	Black Ink architecture Drawing SK06M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (B)
Elevations 2 (West & South)	Black Ink architecture Drawing SK07M 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (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.I (B)
Demolition Plan	Black Ink architecture Drawing SK09 14/7/2025	Received 15 July 2025 Stamped No. DA 10.2025.42.I (A)

Impression 1	Black Ink architecture Drawing SK10A 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (B)
Impression 2	Black Ink architecture Drawing SK11A 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (B)
Impression 3	Black Ink architecture Drawing SK12A 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (B)
Impression 4	Black Ink architecture Drawing SK13A 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (B)
Impression 5	Black Ink architecture Drawing SK14A 2/12/2025	Received 3 December 2025 Stamped No. DA 10.2025.42.I (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.I (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.I
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.I
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.I
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.I
Landscape Plan	Faulkner & Chapman Landscape Design Project 29LiverpoolLP 17 March 2025	Received 31 October 2025 Stamped No. DA 10.2025.42.I (A)
Noise Impact Assessment	Octave Acoustics 3 November 2025	Received 3 November 2025 Stamped No. DA 10.2025.42.I (A)
Statement of Environmental Effects	Civic Town Planning Issue 4 25 July 2025	Received 25 July 2025 Stamped No. DA 10.2025.42.I (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 Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

Contribution Type	Proposed Cost of Development <sup>1</sup>	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution <sup>2</sup>	\$1,545,454.54	1%	\$15,454.55	30 June 2026
<b>Notes</b>				
<sup>1</sup> As shown on the Development Application/Construction Certificate Application / Complying Development Certificate Application				
<sup>2</sup> Council's Section 94A Contributions Plan 2016 may be viewed during office hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website <a href="http://www.cowracouncil.com.au">www.cowracouncil.com.au</a>				

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, Tony Horton and Cheryl Speechley

Against: Crs Cheryl Downing and Peter Wright

**CARRIED 5/2**

At 7:18 pm, Cr Erin Watt returned to the meeting.

**8 NOTICES OF MOTIONS**

Nil

The Meeting closed at 7:18 pm.

The Minutes of this meeting are confirmed at the General Committee Meeting held on Monday 9 February 2026.

.....  
**CHAIRPERSON**

### 3 DIRECTOR-CORPORATE SERVICES REPORT

#### 3.1 Policy Review - Public Interest Disclosures Policy

File Number: D25/2393

Author: Alan Dalton, Director - Corporate Services

### RECOMMENDATION

**It is recommended that Council:**

- **adopt the updated Public Interest Disclosures Policy; and**
- **authorise the General Manager to make future minor updates to the Policy so as to reflect any changes to the contact details of Disclosure Officers and Integrity Agencies.**

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### INTRODUCTION

Council's Public Interest Disclosures (PID) Policy has been updated to align with the NSW Ombudsman's 'Developing Your PID Policy Guideline' which was published to assist councils in complying with requirements under the *Public Interest Disclosures Act 2022*.

### BACKGROUND

The *Public Interest Disclosures Act 2022* (PID Act) requires all NSW government agencies and councils to maintain a PID Policy, and provides instruction on content. In July 2023, the NSW Ombudsman released the 'Developing Your PID Policy Guideline', which the PID Act requires agencies to have regard to.

Due to the Guideline differing so significantly from Council's current 'Public Interest Disclosure and Internal Reporting Policy' (last reviewed in 2019), the proposed PID Policy does not 'track changes' made against the current policy. Notable amendments made to the revised policy include:

- Updated references to the PID Act 2022 (as opposed to the previous Act).
- Categorisation of voluntary, mandatory and witness disclosures.
- Updated procedures on making voluntary disclosures and how Council handles them.
- Updated procedures on ensuring protection against detrimental against.
- Providing a list of disclosure officers and their contact information.

Disclosure Officers are largely determined by the PID Act and include, amongst others: the head of an agency, the senior staff member at a permanent worksite and any person identified in an agency's PID Policy. Under the draft PID Policy, Disclosure Officers are to report declarations they receive to the Disclosures Coordinator (the Director – Corporate Services).

The draft PID Policy includes details of integrity agencies, and designates the staff occupying the following roles as Disclosure Officers for Council:

- General Manager
- Directors

- Governance and Risk Officer
- WHS Coordinator
- Supervisor – Treatment Plants
- Supervisor – Waste Operations
- Supervisor – Airports, Cemeteries and Saleyards

The designated Disclosure Officers should provide adequate coverage across Council worksites to support staff considering whether to submit a PID about wrongdoing in the workplace. The Employee Consultative Committee has been consulted on the proposed policy and is supportive.

It is noted that future changes to the staff appointed to Disclosure Officer roles may arise for operational reasons (such as recruitment), and that details of integrity agencies may also change due to future machinery of government changes. Accordingly, it is proposed that the General Manager be empowered to update the Policy to reflect such changes, which would be non-significant.

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

1. DRAFT Public Interests Disclosure Policy - 2026 [↓](#)
2. CURRENT - Public Interest Disclosure & Internal Reporting Policy - Adopted Council Meeting 24 June 2019 [↓](#)

COUNCIL POLICY



Public Interest Disclosure Policy

DRAFT

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**Donations Policy**

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Council Department	Corporate Services
Contact Officer	Director – Corporate Services
Revision Required	Every 4 Years

**Policy Review**

This policy shall be reviewed at least every four years, to ensure it meets all statutory requirements and the needs of council.

**Revision History**

Version	Council Meeting Date	Resolution No.	Responsible Officer
1	18 December 2006	447/2006	Administration Manager
2	31 October 2011	241/2011	Director-Corporate Services
3	24 June 2019 (Formerly Internal Reporting Procedure)	140/2019	Director-Corporate Services
4	TBA	TBA	Director-Corporate Services

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Public Interest Disclosure Policy

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Public Interest Disclosure Policy

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## I. Purpose

All agencies in NSW are required to have a Public Interest Disclosure (PID) Policy under section 42 of the *Public Interest Disclosures Act 2022* (PID Act).

At Cowra Council, we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing. The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

- how Council will support and protect you if you come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact if you want to make a report
- how to make a report
- the protections which are available to you under the PID Act.

This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

In NSW, that framework is the PID Act. This policy should be read in conjunction with Council's Code of Conduct's for Council Staff and Councillors, and Fraud and Corruption Policy.

## 2. Accessibility of this policy

This policy is available on Council's publicly available website.

A copy of the policy is also sent to all staff on their commencement. A hard copy of the policy can be requested from the Director – Corporate Services.

## 3. Who does this policy apply to?

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

- a person employed in or by an agency or otherwise in the service of an agency
- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- an individual in the service of the Crown
- a statutory officer

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Public Interest Disclosure Policy

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- a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer
- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions
- a judicial officer
- a Member of Parliament (MP), including a Minister
- a person employed under the Members of Parliament Staff Act 2013.

The General Manager, Disclosures Coordinator, other nominated disclosure officers and managers within Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for Council may use this policy if they want information on who they can report wrongdoing to within Council.

#### **4. Who does this policy not apply to?**

This policy does not apply to:

- people who have received services from Council and want to make a complaint about those services
- people, such as contractors, who provide services to Council. For example, employees of a company that sold computer software to Council.

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy for more information).

You can, however, still make a complaint to Council if you are not a public official by following the procedures set out in our Complaints Management Procedure.

#### **5. What is contained in this policy?**

This policy will provide you with information on the following:

- ways you can make a voluntary PID to Council under the PID Act
- the names and contact details for the nominated disclosure officers in Council
- the roles and responsibilities of people who hold particular roles under the PID Act and who are employees of Council
- what information you will receive once you have made a voluntary PID
- protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- Council procedures for dealing with disclosures
- Council procedures for managing the risk of detrimental action and reporting detrimental action

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- Council record-keeping and reporting requirements
- how Council will ensure it complies with the PID Act and this policy.

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated disclosure officer within Council
- contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: [pidadvice@ombo.nsw.gov.au](mailto:pidadvice@ombo.nsw.gov.au) or
- access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

## 6. How to make a report of serious wrongdoing

### a) Reports, complaints and grievances

When a public official report suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow other relevant policies.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

### b) When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

1. Voluntary PID: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
2. Mandatory PID: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
3. Witness PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 2 of this policy. You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines 'Dealing with mandatory PIDs' and 'Dealing with witness PIDs'.

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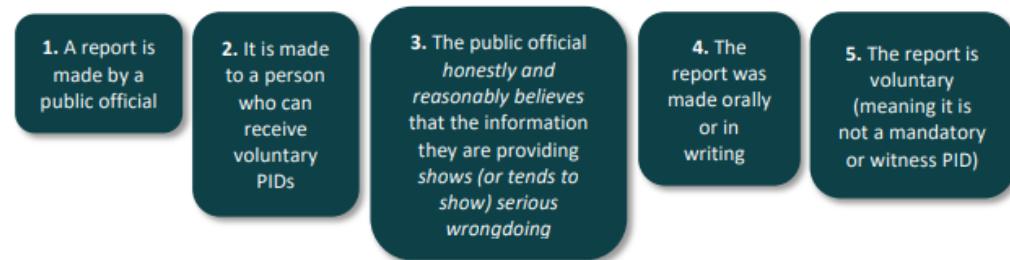
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Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and 'whistleblowing'.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:



If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You do have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test. If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 7 of this policy.

**c) Who can make a voluntary PID?**

Any public official can make a voluntary PID — see 'Who this policy applies to'. You are a public official if:

- you are employed by Council
- you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Council, or
- you work for an entity (such as a non-government organisation) who is contracted by Council to provide services or exercise functions on behalf of Council — if you are involved in undertaking that contracted work.

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A public official can make a PID about serious wrongdoing relating to any agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside Council. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman. Annexure B of this policy has a list of integrity agencies.

**d) What is serious wrongdoing?**

Reports must be of one or more of the following categories of serious wrongdoing to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- corrupt conduct — such as a public official accepting a bribe
- serious maladministration — such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- a government information contravention — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- a local government pecuniary interest contravention — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- a privacy contravention — such as unlawfully accessing a person's personal information on an agency's database
- a serious and substantial waste of public money — such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

When you make your report, you do not need to state to Council what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

**e) Who can I make a voluntary PID to?**

For a report to be a voluntary PID, it must be made to certain public officials.

Making a report to a public official who works for Council.

You can make a report inside Council to:

- The General Manager
- The Disclosures Coordinator – being the Director - Corporate Services
- A disclosure officer for Council — a list of disclosure officers for Council and their contact details can be found at Annexure A of this policy. It is noted that disclosure officers' contact details may be amended without further Council approval, to reflect future staffing changes.
- Your manager — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

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Making a report to a recipient outside of Council.

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

- the head of another agency — this means the head of any public service agency
- an integrity agency — a list of integrity agencies is located at Annexure B of this policy
- a disclosure officer for another agency — ways to contact disclosure officers for other agencies are located in an agency's PID policy which can be found on their public website
- a Minister or a member of a Minister's staff but the report must be made in writing.

If you choose to make a disclosure outside of Council, it is possible that your disclosure will be referred back to us so that appropriate action can be taken.

Making a report to a Member of Parliament or journalist

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Council:
  - notification that Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
  - the following information at the end of the investigation period:
    - notice of a Council decision to investigate the serious wrongdoing
    - a description of the results of an investigation into the serious wrongdoing
    - details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of the agency's decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

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**f) What form should a voluntary PID take?**

You can make a voluntary PID:

- *in writing* — this could be an email or letter to a person who can receive voluntary PIDs.
- *orally* — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- *anonymously* — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for us to investigate the matter(s) you have disclosed if we cannot contact you for further information.

**g) What should I include in my report?**

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

- date, time and location of key events
- names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- your relationship with the person(s) involved, such as whether you work closely with them
- your explanation of the matter you are reporting • how you became aware of the matter you are reporting
- possible witnesses
- other information you have that supports your report.

**h) What if I am not sure if my report is a PID?**

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for Council to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of the agency's policies for dealing with reports, allegations or complaints.

**i) Deeming that a report is a voluntary PID**

The General Manager can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'. By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

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If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to General Manager to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager. For more information about the deeming power, see the Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

**j) Who can I talk to if I have questions or concerns?**

You should discuss any questions or concerns relating to PID's with the Disclosures Coordinator, who is the Director – Corporate Services.

## 7. Protections

**a) How is the maker of a voluntary PID protected?**

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

- Protection from detrimental action
  - A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
  - Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
  - It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
  - A person may seek compensation where unlawful detrimental action has been taken against them.
  - A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance

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management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

- **Immunity from civil and criminal liability**

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

- **Confidentiality**

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

- **Protection from liability for own past conduct**

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

**b) Protections for people who make mandatory and witness PIDs**

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- **A mandatory PID:** This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- **A witness PID:** This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the following table (next page).

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Protection	Mandatory PID	Witness PID
<b>Detimental Action</b> – It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
<b>Right to Compensation</b> – A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
<b>Ability to Seek Injunction</b> – An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓
<b>Immunity From Civil and Criminal Liability</b> – A person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: <ul style="list-style-type: none"> <li>• breaching a duty of secrecy or confidentiality, or</li> <li>• breaching another restriction on disclosure</li> </ul>	✓	✓

## 8. Reporting detrimental action

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Council, or to an integrity agency. A list of integrity agencies is located at Annexure B of this policy.

## 9. General support

Public Officials can access Council's Employee Assistance Program for confidential support. Alternatively, the Disclosures Officer, being the Director Corporate Services, can be contacted with any questions or concerns relating to PIDs or this policy.

## 10. Roles and responsibilities of Council employees

Certain people within Council have responsibilities under the PID Act.

Position/Role	Responsibility
General Manager	<p>The head of the agency is responsible for:</p> <ul style="list-style-type: none"> <li>• fostering a workplace culture where reporting is encouraged</li> <li>• receiving disclosures from public officials</li> <li>• ensuring there is a system in place for assessing disclosures</li> <li>• ensuring Council complies with this policy and the PID Act</li> <li>• ensuring that Council has appropriate systems for:           <ul style="list-style-type: none"> <li>○ overseeing internal compliance with the PID Act</li> <li>○ supporting public officials who make voluntary PIDs,</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>including by minimising the risk of detrimental action</li> <li>○ implementing corrective action if serious wrongdoing is found to have occurred</li> <li>○ complying with reporting obligations regarding allegations or findings of detrimental action</li> <li>○ complying with yearly reporting obligations to the NSW Ombudsman.</li> </ul>
Disclosure Coordinator (Director – Corporate Services)	<p>The Disclosure Coordinator is responsible for:</p> <ul style="list-style-type: none"> <li>• receiving reports from public officials</li> <li>• receiving reports when they are passed on to them by managers</li> <li>• ensuring reports are dealt with appropriately</li> <li>• ensuring that any oral reports that have been received are recorded in writing.</li> </ul>
Disclosure Officers	<p>Disclosure officers are responsible for:</p> <ul style="list-style-type: none"> <li>• receiving reports from public officials</li> <li>• receiving reports when they are passed on to them by managers</li> <li>• ensuring reports are received by the Disclosures Coordinator for appropriate action.</li> </ul>
Managers	<p>The responsibilities of managers include:</p> <ul style="list-style-type: none"> <li>• receiving reports from persons that report to them or that they supervise</li> <li>• passing on reports they receive to a disclosure officer or the Disclosure Coordinator.</li> </ul>
All employees	<p>All employees must:</p> <ul style="list-style-type: none"> <li>• report suspected serious wrongdoing or other misconduct</li> <li>• use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Council</li> <li>• treat any person dealing with or investigating reports of serious wrongdoing with respect.</li> </ul> <p>All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.</p>

## II. How we will deal with voluntary PIDs

### a) How we will acknowledge that we have received a report and keep the person who made it informed

When a Council disclosure officer receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

- An acknowledgment that the report has been received. This acknowledgement will:

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- state that the report will be assessed to identify whether it is a PID
- state that the PID Act applies to how Council deals with the report
- provide clear information on how you can access this PID policy
- provide you with details of a contact person and available supports.
- If the report is a voluntary PID, Council will advise as soon as possible how we intend to deal with the report. This may include:
  - that we are investigating the serious wrongdoing
  - that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
  - If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
  - If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
    - a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
    - information about any corrective action as a result of the investigation/s - this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by Council, what we have put in place to address that serious wrongdoing.
  - Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
- There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.
- If you have made an anonymous report, in many cases we may not be able to provide this information to you

**b) How we will deal with voluntary PIDs**

Once a report that may be a voluntary PID is received we will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

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Report not a voluntary PID

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our Complaints Management Procedure or through an alternate process.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a Disclosure Coordinator, request an internal review or request that the matter be conciliated. We can, but do not have to, request the NSW Ombudsman to conciliate the matter.

Cease dealing with report as voluntary PID

We may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID).

Where the report is a voluntary PID

If the report is a voluntary PID:

- In most cases we will investigate to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.
- There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the *Independent Commission Against Corruption Act 1988*.
- Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
- If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman

**c) How we will protect the confidentiality of the maker of a voluntary PID**

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency. There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- where the person consents in writing to the disclosure
- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker

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- when the public official or Council reasonably considers it necessary to disclose the information to protect a person from detriment
- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published
- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal
- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified.

We will do this by discussing your report only with those responsible for dealing with it. This will include the Disclosure Coordinator and the General Manager. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal.

Any employees involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

If confidentiality cannot be maintained or is unlikely to be maintained, we will:

- advise the person whose identity may become known
- update the agency's risk assessment and risk management plan
- implement strategies to minimise the risk of detrimental action
- provide additional supports to the person who has made the PID
- remind persons who become aware of the identifying information of the consequences for failing to maintain confidentiality and that engaging in detrimental action is a criminal offence and may also be a disciplinary matter.

**d) How we will assess and minimise the risk of detrimental action**

Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

We will assess and take steps to mitigate detrimental action from being taken

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against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

We will take steps to assess and minimise the risk of detrimental action by taking appropriate action, which could include:

- Relocating the reporter or the employee who is the subject of the allegation within the current workplace
- Transferring the reporter or the employee who is the subject of the allegation to another position for which they are qualified; or
- Granting the reporter or the employee who is the subject of the allegation leave of absence during the investigation of the disclosure.

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- injury, damage or loss
- property damage
- reputational damage
- intimidation, bullying or harassment
- unfavourable treatment in relation to another person's job
- discrimination, prejudice or adverse treatment
- disciplinary proceedings or disciplinary action, or
- any other type of disadvantage.

Detrimental action does not include:

- lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- the lawful making of adverse comment, resulting from investigative action
- the prosecution of a person for a criminal offence
- reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

**e) How we will deal with allegations of a detrimental action offence**

If Council becomes aware of an allegation that a detrimental action offence has occurred or may occur, we will:

- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action

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- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

**f) What we will do if an investigation finds that serious wrongdoing has occurred**

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, Council will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

- a formal apology
- improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand)
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

**12. Review and dispute resolution**

**a) Internal review**

People who make voluntary PIDs can seek internal review of the following decisions made by Council:

- that Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because we decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

We will ensure internal reviews are conducted in compliance with the PID Act. If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of our decision. The application should state the reasons why you consider Council's decision should not have been made. You may also submit any other relevant material with your application.

**b) Voluntary dispute resolution**

If a dispute arises between Council and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute.

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Conciliation is a voluntary process and will only be suitable for disputes where Council and the maker of the report are willing to resolve the dispute.

### **13. Other agency obligations**

#### **a) Record-keeping requirements**

Council must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Council complies with its obligations under the State Records Act 1998.

#### **b) Reporting of voluntary PIDs and Council's annual return to the Ombudsman**

Each year Council provide an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Council during each return period (yearly with the start date being 1 July)
- action taken by Council to deal with voluntary PIDs during the return period
- how Council promoted a culture in the workplace where PIDs are encouraged.

#### **c) How we will ensure compliance with the PID Act and this policy**

Council will review and update this policy as required, every four years. A copy of this policy will be included with induction material for all new staff members.

## Public Interest Disclosure Policy

**Annexure A — Names and contact details of disclosure officers for Cowra Council**

Role	Who	Location	Contact details
General Manager	Paul Devery	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: (02) 6340 2014  E: Paul.Devery@cowra.nsw.gov.au
Director – Corporate Services (Disclosures Coordinator)	Alan Dalton	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: (02) 6340 2007  E: Alan.Dalton@cowra.nsw.gov.au
Director – Infrastructure and Operations	Dirk Wymer	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: (02) 6340 2075  E: Dirk.Wymer@cowra.nsw.gov.au
Director Environmental Services	Larissa Hackett	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: (02) 6340 2051  E: Larissa.Hackett@cowra.nsw.gov.au
Governance and Risk Officer	TBA	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: TBA  E: TBA
Manager – Human Resources	TBA	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: TBA  E: TBA
WHS Coordinator	Tiffany Kent	Depot Operations – Young Road, Cowra NSW 2794	Ph: (02) 6340 2031  E: Tiffany.Kent@cowra.nsw.gov.au
Supervisor – Treatment Plants	Paul Gregg	Brisbane Street, Cowra NSW 2794	Ph: 0428 674 238  E: Paul.Gregg@cowra.nsw.gov.au
Supervisor – Waste Operations	Anthony Collins	236 Glenlogan Rd, Cowra NSW 2794	Ph: 0428 423 080  E: Anthony.Collins@cowra.nsw.gov.au
Supervisor – Airports, Cemeteries and Saleyards	Elizabeth Bryce	Young Road, Cowra, NSW 2794	Ph: 0428 288 963  E: Elizabeth.Bryce@cowra.nsw.gov.au

## Public Interest Disclosure Policy

**Annexure B — List of Integrity Agencies**

Integrity agency	What they investigate	Contact information
The NSW Ombudsman	Most kinds of <b>serious maladministration</b> by most agencies and public officials (but not NSW Police, judicial officers or MPs)	<b>Telephone:</b> 1800 451 524 between 9am to 3pm Monday to Friday <b>Writing:</b> Level 24, 580 George Street, Sydney NSW 2000 <b>Email:</b> <a href="mailto:info@ombo.nsw.gov.au">info@ombo.nsw.gov.au</a>
The Auditor-General	<b>Serious and substantial waste of public money</b> by auditable agencies	<b>Telephone:</b> 02 9275 7100 <b>Writing:</b> GPO Box 12, Sydney NSW 2001 <b>Email:</b> <a href="mailto:governance@audit.nsw.gov.au">governance@audit.nsw.gov.au</a>
Independent Commission Against Corruption	<b>Corrupt conduct</b>	<b>Telephone:</b> 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday <b>Writing:</b> GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 <b>Email:</b> <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
The Inspector of the Independent Commission Against Corruption	<b>Serious maladministration</b> by the ICAC or the ICAC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> PO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiicac_executive@oiicac.nsw.gov.au">oiicac_executive@oiicac.nsw.gov.au</a>
The Law Enforcement Conduct Commission	<b>Serious maladministration</b> by the NSW Police Force or the NSW Crime Commission	<b>Telephone:</b> 02 9321 6700 or 1800 657 079 <b>Writing:</b> GPO Box 3880, Sydney NSW 2001 <b>Email:</b> <a href="mailto:contactus@lecc.nsw.gov.au">contactus@lecc.nsw.gov.au</a>
The Inspector of the Law Enforcement Conduct Commission	<b>Serious maladministration</b> by the LECC and LECC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> GPO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oilecc_executive@oilecc.nsw.gov.au">oilecc_executive@oilecc.nsw.gov.au</a>
Office of the Local Government	<b>Local government pecuniary interest contraventions</b>	<b>Email:</b> <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
The Privacy Commissioner	<b>Privacy contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>
The Information Commissioner	<b>Government information contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>

# COUNCIL POLICY



Public Interest Disclosures &  
Internal Reporting Policy

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**Public Interest Disclosures & Internal Reporting Policy**

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Commencement Date	24/06/2019
Council Department	Corporate Services
Contact Officer	Director-Corporate Services
Revision Required	Four (4) yearly

**Document 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	18 December 2006	447/2006	Administration Manager
2	31 October 2011	241/2011	Director-Corporate Services
3	24 June 2019 (Formerly Internal Reporting Procedure)	140/2019	Director-Corporate Services

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Public Interest Disclosures & Internal Reporting Policy

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Public Interest Disclosures & Internal Reporting Policy

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## I. Purpose

The purpose of this Policy is to establish an internal reporting system for employees and Councillors to report wrongdoing without fear of reprisal. This Policy sets out who you can report wrongdoing to in Council, what can be reported and how reports of wrongdoing will be dealt with. Specifically, the purpose of this Policy is:

- i. To encourage and facilitate the reporting of disclosures in accordance with the *Public Interest Disclosures Act 1994* (the PID Act) by establishing an internal reporting system for the reporting of disclosures of corrupt conduct, maladministration or serious and substantial waste of public money by Council, its employees and Councillors;
- ii. To provide protection from reprisals under the PID Act for employees or Councillors wishing to make disclosures;
- iii. To properly investigate matters raised in disclosures;
- iv. To provide confidentiality of the identity of the person making the disclosure; and
- v. To report on Council's obligations under the PID Act and provide statistical information about the public interest disclosures in our annual report and to the NSW Ombudsman every six (6) months.

This Policy is designed to complement normal communication channels between supervisors and employees. Employees are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this Policy and the *Public Interest Disclosures Act 1994*. It is a requirement of the PID Act that public authorities, including local government authorities, to have a policy and supporting procedures for receiving, assessing and dealing with public interest disclosures.

The internal reporting system established under this Policy is not intended to be used for employee grievances, which should be raised through Council's grievance procedure. If an employee makes a report under this Policy which is substantially a grievance, the matter will be dealt with in accordance with Council's grievance procedures.

## 2. Scope

This Policy applies to:

- i. Council employees (including temporary or casual employees) and Councillors;
- ii. Consultants;
- iii. Individual contractors working for Council; and
- iv. People who perform official functions on behalf of Council; whose conduct and activities could be investigated by an investigating authority, such as volunteers; and
- v. Employees of contractors providing services to Council.

This Policy also applies to public officials of other Councils or public authorities who report wrongdoing relating to Council.

## 3. Policy Statements

- 3.1 Council is committed to the highest standards of ethical and accountable conduct, to the principles of integrity, impartiality, responsiveness and honesty and to the aims and objectives of the PID Act.

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Public Interest Disclosures & Internal Reporting Policy

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- 3.2 Council recognises the value and importance of employee contributions to enhance administrative and management practices and strongly supports disclosures being made by employees or Councillors which disclose corrupt conduct, maladministration or serious and substantial waste of public money.
- 3.3 Council will not tolerate corrupt conduct, maladministration or serious and substantial waste of public money and will take all reasonable steps to provide protection to employees and Councillors who make such disclosures from any detrimental action in reprisal for the making of the disclosure. Council is committed to:
  - i. Creating a climate of trust, where employees are comfortable and confident about reporting wrongdoing;
  - ii. Encouraging employees to come forward if they have witnessed what they consider to be wrongdoing within Council;
  - iii. Keeping the identity of the employee disclosing wrongdoing confidential, wherever possible and appropriate;
  - iv. Protecting employees who make disclosures from any adverse action motivated by their report;
  - v. Dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it, this is also reaffirmed in Council's Code of Conduct;
  - vi. Keeping employees who report informed of their progress and the outcome;
  - vii. Encouraging employees to report wrongdoing within Council and respect their decision to disclose wrong doing outside Council, provided that the external disclosure is made in accordance with the provisions of the PID Act;
  - viii. Ensuring Council employees, at all levels, understand the benefits of reporting wrongdoing, are familiar with this Policy and aware of the needs of those who report wrongdoing;
  - ix. Providing adequate resources, both financial and human, to:
    - a. Encourage reports of wrong doing;
    - b. Protect and support those who make them;
    - c. Provide training for key personnel;
    - d. Investigate allegations;
    - e. Properly manage any workplace issues that the allegations identify or create;
    - f. Correct any problem that is identified.

#### **4. Roles and Responsibilities**

This internal reporting system places roles and responsibilities upon people at all levels within Council, including as follows:

##### **4.1 The Role of Council Employees and Councillors**

Employees and Councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All Council employees and Councillors are obliged to:

- i. Report all known or suspected wrongdoing and support those who have made reports of wrongdoing;
- ii. If requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation and maintaining confidentiality;
- iii. Treat any employees or persons dealing with a report of wrongdoing with courtesy and respect; and
- iv. Respect the rights of any person the subject of reports.

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**Public Interest Disclosures & Internal Reporting Policy**

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Employees and Councillors must not:

- i. Make false or misleading reports of wrongdoing; or
- ii. Victimise or harass anyone who has made a report.

Additionally, the behaviour of all Council employees and Councillors involved in the internal reporting process must adhere to Council's Code of Conduct. A breach of the Code of Conduct could result in disciplinary action.

#### **4.2 The Role of Cowra Council (Council)**

Council has a responsibility to establish and maintain a working environment that encourages employees and Councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate and taking steps to protect reporters from reprisal and manage workplace conflict.

Council will assess all reports of wrongdoing it receives from employees and Councillors and deal with them appropriately. Once wrongdoing has been reported, Council takes 'ownership' of the matter. This means it is up to Council to decide whether a report should be investigated, and if so, how it should be investigated and by whom. Council will deal with all reports of wrongdoing fairly and reasonably, and respect the rights of any person the subject of a report.

Council must report on its obligations under the PID Act and statistical information about public interest disclosures in our annual report and to the NSW Ombudsman every six months. To ensure Council complies with the PID Act and deals with all reports of wrongdoing properly, all employees and Councillors with roles outlined below and elsewhere in this Policy receive training on their responsibilities.

#### **4.3 General Manager**

The General Manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring Council complies with the PID Act. The General Manager can receive reports from employees and Councillors and has a responsibility to:

- i. Assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with;
- v. Deal with reports made under Council's Code of Conduct in accordance with Council's adopted Code of Conduct procedures;
- vi. Ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report;
- vii. Make decisions following any investigation or appoint an appropriate decision-maker;
- viii. Take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified;
- ix. Refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC); and
- x. Refer any evidence of a reprisal offence under Section 20 of the PID Act to the Commissioner of Police or the ICAC.

#### **4.4 Disclosures Coordinator**

The Disclosures Coordinator has a central role in Council's internal reporting system.

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**Public Interest Disclosures & Internal Reporting Policy**

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The Disclosures Coordinator can receive and assess reports, and is the primary point of contact for reporting. The Disclosure Coordinator has a responsibility to:

- i. Assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager);
- ii. Deal with reports made under the Code of Conduct;
- iii. Coordinate Council's response to a report;
- iv. Acknowledge reports and provide updates and feedback to the reporter;
- v. Assess whether it is possible and appropriate to keep the reporter's identify confidential;
- vi. Assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified;
- vii. Where required, provide or coordinate support to employees involved in the reporting or investigation process, including protecting the interests of any officer subject of a report;
- viii. Ensure Council complies with the PID Act; and
- ix. Provide six (6) monthly reports to the NSW Ombudsman in accordance with s.6CA of the PID Act.

**4.5 Disclosure Officers**

Disclosures Officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and councillors to make reports. Disclosures officers have a responsibility to:

- i. Document in writing any reports received verbally and have the document signed and dated by the reporter;
- ii. Make arrangements to ensure reporters can make reports privately and discreetly when requested;
- iii. Discuss with the reporter any concerns they may have about reprisal or workplace conflict; and carry out preliminary assessment and forward reports to the Disclosures Coordinator or General Manager for full assessment.

**4.6 The Mayor**

The Mayor can receive reports from employees and Councillors about the General Manager. Where the Mayor receives such reports, the Mayor has a responsibility to:

- i. Assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with;
- ii. Deal with reports made under Council's Code of Conduct in accordance with Council's adopted code of conduct procedures;
- iii. Refer reports to an investigating authority, were appropriate;
- iv. Liaise with the Disclosures Coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report;
- v. Refer actual or suspected corrupt conduct to the ICAC; and
- vi. Refer any evidence of a reprisal offence under Section 20 of the PID Act to the Commissioner of Police or the ICAC.

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Public Interest Disclosures & Internal Reporting Policy

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#### **4.7 Supervisors & Managers**

Supervisors and Managers should be aware of this Policy and are responsible for creating a work environment where employees are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- i. Encourage employees to report known or suspected wrongdoing within the organisation and support employees when they do;
- ii. Identify reports made to them in the course of their work which could be public interest disclosures and assist the employees to make the report to an officer authorised to receive public interest disclosures under this policy;
- iii. Implement local management strategies, in consultation with the Disclosures Coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report; and
- iv. Notify the Disclosures Coordinator or General Manager immediately if they believe an employee is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the General Manager, notify the Mayor.

#### **5. What Should be Reported**

Individuals should report any suspected wrongdoing within Council, or any activities or incidents you see within the Council that you believe are wrong. Reports about five categories of serious misconduct – *corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention* – which otherwise meet the criteria of a public interest disclosure, will be dealt with under the PID Act and according to this Policy.

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include:

- Harassment or unlawful discrimination; or
- Practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, Council recognises such reports may raise important issues. Council will respond to all reports and make every attempt to protect the employees making the report from reprisal.

##### **5.1 Corrupt Conduct**

Corrupt conduct is the dishonest or partial exercise of official functions by a public official. For example, this could include:

- The improper use of knowledge, power or position for personal gain or the advantage of others;
- Acting dishonestly or unfairly, or breaching public trust; or
- A Council official being influenced by a member of the public to use their position in a way that is dishonest biased or breaches public trust.

##### **5.2 Maladministration**

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives. For example, this could include:

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- Making a decision and/or taking action that is unlawful; or
- Refusing to grant an approval for reasons that are not related to the merits of their application.

### **5.3 Serious and substantial waste of public money**

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in losing or wasting public money. For example, this could include:

- Poor project management practices leading to projects running over budget or time leading to significant impact on resources (people, money, equipment);
- Having poor or no processes in place for a system involving large amounts of public funds; or
- Not following a competitive tendering process for large scale contract.

### **5.4 Government Information Contravention (Breach of the GIPA Act)**

A breach of the *Government Information (Public Access) Act 2009* (GIPA Act) is a failure to properly fulfil functions under that Act. For example, this could include:

- Destroying, concealing or altering records to prevent them from being released;
- Knowingly making decisions that are contrary to the legislation; or
- Directing another person to make a decision that is contrary to the legislation.

### **5.5 Local Government Pecuniary Interest Contravention**

A local government pecuniary interest contravention is a failure to comply with the requirements under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interest returns, disclose pecuniary interests at Council and Council Committee meetings and leave the meeting while the matter is being discussed. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. For example, this could include:

- A senior Council employee recommending a family member for a Council contract and not declaring the relationship;
- The Councillor/General Manager/ senior Council employee holding an undisclosed shareholding in a company competing for a Council contract; or
- A Councillor participating in consideration of a development application for a property they or their family has interest in.

## **6. Assessment of Reports**

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure. The Disclosures Coordinator is responsible for assessing reports, in consultation with the General Manager where appropriate. All reports will be assessed on the information available to the Disclosures Coordinator at the time. It is up to the Disclosures Coordinator to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report the Disclosures Coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

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## 7. When will a Report be Treated as a Public Interest Disclosure

Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- i. The report must be about one of the five (5) categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention – as per Section 5 of this Policy;
- ii. The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing; and
- iii. The report has to be made to either the General Manager or, for reports about the General Manager the Mayor, a position nominated in this policy (see Section 8), an investigating authority or in limited circumstances to an MP or journalist (see Section 9).

Reports by employees are not public interest disclosures if they:

- i. Mostly question the merits of government policy, including the policy of the governing body of Council (see section 17); or
- ii. Are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

## 8. Who can Receive a Report within Council

You are encouraged to report general wrongdoing to your supervisor. However the PID Act requires that for a report to be a public interest disclosure, it must be made to certain public officials identified in this Policy and supporting procedures. The following positions are the only people within Council who are authorised to receive a public interest disclosure:

- i. General Manager;
- ii. Mayor (if the disclosure concerns or involves the General Manager);
- iii. Disclosures Coordinator; or
- iv. Disclosures Officer.

If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

Any supervisor who receives a report that they believe may be a public interest disclosure is obliged to assist the employee to make the report to one of the positions listed below. The broader responsibilities of these positions are outlined under Roles and Responsibilities (see Section 4).

## 9. Who can Receive a Report Outside of Council

Employees and Councillors are encouraged to report wrongdoing within Council, however internal reporting is not the only option. You can also make a public interest disclosure to:

- i. An investigating authority; or
- ii. A Member of Parliament or journalist, but only in the limited circumstances below.

### **9.1 Investigating Authorities**

The PID Act lists a number of investigating authorities in NSW that employees and Councillors can report wrongdoing to and the type of wrongdoing each authority can deal with.

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In certain circumstances it may be preferable to make a report of wrongdoing to an investigating authority, for example a report about either the General Manager or the Mayor. The relevant investigating authorities are:

- Independent Commission Against Corruption (ICAC) - for corrupt conduct;
- NSW Ombudsman - for maladministration;
- Information Commissioner - for disclosures breach of the GIPA Act;
- NSW Office of Local Government - for disclosures about local councils.

You should contact the relevant investigating authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy. You should be aware that the investigating authority may well discuss any such reports with the Council. Council will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. Council will also provide appropriate support and assistance to employees or Councillors who report wrongdoing to an investigating authority, if Council is made aware that this has occurred.

**9.2 Members of Parliament or Journalists**

To have the protections of the PID Act, employees reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- i. The General Manager;
- ii. A person nominated in this Policy, including the Mayor for reports about the General Manager; or
- iii. An investigating authority.

Also, Council or the investigating authority that received your initial report must have either:

- i. Decided not to investigate the matter;
- ii. Decided to investigate the matter, but not completed the investigation within six months of the original report;
- iii. Investigated the matter but not recommended any action as a result; or
- iv. Not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly - to be protected under the PID Act - if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

**9.2 Other External Reporting**

If you report wrongdoing to a person or authority that is not listed above, or make a report to an MP or journalist without following the steps outlined above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or Council's Code of Conduct, for example, disclosing confidential information. For more information about reporting wrongdoing outside Council, contact the Disclosures Coordinator or the NSW Ombudsman's Public Interest Disclosures Unit.

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## **10. How to Make a Report**

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. Council's Internal Reporting Procedure Form is also available for employees or Councillors to use to make a report. If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

## **11. Can a Report Be Anonymous**

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Council, it is best if you identify yourself. This allows Council to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations. It is important to realise that an anonymous disclosure may not prevent you from being identified by the subjects of the report or your colleagues. If Council does not know who made the report, it is very difficult for Council to prevent any reprisal should others identify you.

## **12. Feedback to Employees who Report Wrongdoing**

Employees who report wrongdoing will be told what is happening in response to their report.

### **12.1 Acknowledgement**

When you make a report, Council will contact you to confirm that your report has been received and to advise:

- i. The timeframe for when you will receive further updates; and
- ii. The name and contact details of the people who can tell you what is happening or handle any concerns you may have.

After a decision is made about how your report will be dealt with, Council will send you an acknowledgement letter providing:

- i. Information about the action that will be taken in response to your report;
- ii. The likely timeframes for any investigation or other action; and
- iii. Information about the internal and external resources or services available that you can access for support.

Council will provide this information to you within ten (10) working days from the date you make your report. Council will also advise you if it decides to treat your report as a public interest disclosure and provide you with a copy of this Policy at that time, as required by the PID Act.

Please note, if you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or a copy of this Policy.

### **12.1 Progress Updates**

While your report is being dealt with, such as by investigation or making other enquiries, you will be given:

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Public Interest Disclosures & Internal Reporting Policy

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- i. Information about the progress of the investigation or other enquiries and reasons for any delay;
- ii. Advice of any decision by Council to proceed with the matter; and
- iii. Advice if your identity needs to be disclosed for the purposes of investigating the matter or making enquiries, and an opportunity to talk about this beforehand.

### **12.2 Feedback**

Once the matter has been finalised you will be given:

- i. Enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified; and
- ii. Advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

### **13. Maintaining Confidentiality**

Council realises many reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against you for reporting wrong doing. We are committed to keeping your identity, and the fact you have reported wrongdoing, confidential.

However there may be situations where this may not be possible or appropriate. We will discuss with you, whether it is possible to keep your report confidential.

If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the Disclosures Coordinator and the General Manager, or in the case of a report about the General Manager, the Disclosures Coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal. Any employees or Councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

### **14. Managing the Risk of Reprisal and Workplace Conflict**

When an employee or Councillor reports wrongdoing, Council will undertake a thorough risk assessment to identify the risk to you of detrimental action in reprisal for reporting, as well as indirect, but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, Council may:

- i. Relocate the reporter or the employee who is the subject of the allegation within the current workplace;
- ii. Transfer the reporter or the employee who is the subject of the allegation to another position for which they are qualified; or
- iii. Grant the reporter or the employee who is the subject of the allegation leave of absence during the investigation of the disclosure.

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These courses of action are not punishment and will only be taken in consultation with the reporter.

## **15. Protection Against Reprisals**

Council will not tolerate any reprisal against employees or Councillors who report wrongdoing or are believed to have reported wrongdoing. The PID Act provides protection for employees and Councillors who have made a public interest disclosure by imposing penalties on anyone who takes detrimental action against another person substantially in reprisal for that person making a public interest disclosure. These penalties also apply to cases where a person takes detrimental action against another because they believe or suspect the other person has made or may have made a public interest disclosure, even if they did not.

Detrimental action means action causing, comprising or involving any of the following:

- i. Injury, damage or loss;
- ii. Intimidation or harassment;
- iii. Discrimination, disadvantage or adverse treatment in relation to employment;
- iv. Dismissal from, or prejudice in, employment; or
- v. Disciplinary proceedings.

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of the Code of Conduct which may result in disciplinary action. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

It is important for employees and Councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where Council has reasonable grounds to take such action.

### **15.1 Responding to Allegations of Reprisal**

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your supervisor, the Disclosures Coordinator or the General Manager immediately. In the case of an allegation of reprisal by the General Manager, you can alternatively report this to the Mayor.

All supervisors must notify the Disclosures Coordinator or the General Manager if they suspect that reprisal against an employee is occurring or has occurred, or if any such allegations are made to them. In the case of an allegation of reprisal by the General Manager, the Mayor can alternatively be notified. If Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, the Council will:

- i. Assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue;
- ii. If the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff;
- iii. If it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter;

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Public Interest Disclosures & Internal Reporting Policy

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- iv. Take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure;
- v. Refer any breach of Council's Code of Conduct (reprisal action) by a Councillor or the General Manager to the Office of Local Government; and/or
- vi. Refer any evidence of an offence under Section 20 of the PID Act to the ICAC or NSW Police Force.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation. If you have reported wrongdoing and are experiencing reprisal which you believe is not being dealt with effectively, contact the Office of Local Government, the Ombudsman or the ICAC (depending on the type of wrongdoing you reported).

### **15.2 Protection Against Legal Action**

If you make a public interest disclosure in accordance with the PID Act, you will not be subject to any liability, and no action, claim or demand can be taken against you for having made the public interest disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

### **16. Support for those Reporting Wrongdoing**

Council will make sure that employees who have reported wrongdoing, regardless of whether their report is treated as a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process - such as stress management or counselling services.

Access to support may also be available for other employees involved in the internal reporting process where appropriate. Reporters and other employees involved in the process can discuss their support options with the Disclosures Coordinator.

### **17. Sanctions for Making False or Misleading Disclosures**

It is important all employees and Councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. Council will not support employees or councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the Code of Conduct resulting in disciplinary action. In the case of Councillors, disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

### **18. The Rights of Persons the Subject of a Report**

Council is committed to ensuring employees or Councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.

If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- i. Advised of the details of the allegation;
- ii. Advised of your rights and obligations under the relevant related policies and procedures;
- iii. Kept informed about the progress of any investigation;
- iv. Given a reasonable opportunity to respond to any allegation made against you;

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**Public Interest Disclosures & Internal Reporting Policy**

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v. Told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

**19. More Information**

More information around public interest disclosures is available from Council's Director-Corporate Services or the NSW Ombudsman.

**20. Internal Investigating Authorities**

The contact details for external investigating authorities that employees can make a public interest disclosure to or seek advice from are listed below.

**20.1 For Disclosures about Corrupt Conduct**

Independent Commission Against Corruption

Toll free: 1800 463 909

Phone: 02 8281 5999

Email: [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au)

Web: [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au)

Address: Level 7, 255 Elizabeth Street, Sydney NSW 2000

**20.2 For Disclosures about Maladministration**

NSW Ombudsman

Toll free (regional charges may apply on mobile phones): 1800 451 524

Phone: 02 9286 1000

Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)

Web: [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

Address: Level 24, 580 George Street, Sydney NSW 2000

**20.3 For Disclosures about Breaches of the GIPA Act**

Information and Privacy Commission

Toll free: 1800 472 679

Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)

Web: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

Address: GPO Box 7011, Sydney NSW 2001

**20.4 For Disclosures about Local Government Agencies**

Office of Local Government

Phone: 02 4428 4100

Email: [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

Web: [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

Address: 5 O'Keefe Avenue, Nowra, NSW 2541

**21. Variation**

Council reserves the right to vary this Policy, subject to a report to Council.

**3.2 Investments and Financial Report**

File Number: D26/107

Author: Alan Dalton, Director - Corporate Services

**RECOMMENDATION**

**That Council note the Investments and Financial Report for January 2026.**

**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 January 2026 [↓](#)

## Attachment

### 2025-26 Investments and Financial Report

January 2026

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## INVESTMENTS

### 1. Investments Portfolio

Council's investments are as listed below in lodgement date order as at 31 January 2026.

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	500,000.00
ING BANK	A-3	22/07/2025	301	4.12%	19/05/2026	500,000.00
ING BANK	A-3	29/07/2025	301	4.13%	26/05/2026	500,000.00
BANK OF QUEENSLAND	A-	30/07/2025	188	4.15%	3/02/2026	500,000.00
BANK OF QUEENSLAND	A-	12/08/2025	182	4.10%	10/02/2026	500,000.00
BANK OF QUEENSLAND (Wyangala Sewer Handover)	A-	19/08/2025	183	4.05%	18/02/2026	920,914.23
NATIONAL AUSTRALIA BANK LTD	AA-	19/08/2025	210	4.10%	17/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	26/08/2025	182	4.10%	24/02/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	26/08/2025	189	4.10%	3/03/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	28/08/2025	187	4.10%	3/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	2/09/2025	189	4.10%	10/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	2/09/2025	210	4.10%	31/03/2026	500,000.00
SUNCORP-METWAY LTD	A+	15/09/2025	211	4.20%	14/04/2026	500,000.00
BANK OF QUEENSLAND	A-	23/09/2025	189	4.15%	31/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	23/09/2025	189	4.20%	31/03/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	25/09/2025	152	4.11%	24/02/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	25/09/2025	180	4.11%	24/03/2026	500,000.00
IMB LTD	BBB+	25/09/2025	131	4.10%	3/02/2026	500,000.00
IMB LTD	BBB+	25/09/2025	138	4.10%	10/02/2026	500,000.00
BANK OF QUEENSLAND	A-	30/09/2025	182	4.25%	31/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	30/09/2025	301	4.25%	28/07/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	1/10/2025	126	4.12%	4/02/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	7/10/2025	154	4.16%	10/03/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	14/10/2025	154	4.13%	17/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	14/10/2025	182	4.20%	14/04/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	16/10/2025	159	4.10%	24/03/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	16/10/2025	187	4.15%	21/04/2026	500,000.00
BANK OF QUEENSLAND	A-	21/10/2025	182	4.15%	21/04/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	21/10/2025	126	4.10%	24/02/2026	500,000.00
BANK OF QUEENSLAND	A-	28/10/2025	161	4.60%	7/04/2026	500,000.00
BANK OF QUEENSLAND (Wyangala Sewer Handover)	A-	28/10/2025	182	4.40%	28/04/2026	1,000,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	28/10/2025	112	4.21%	17/02/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	4/11/2025	189	4.20%	12/05/2026	500,000.00
IMB LTD	BBB+	4/11/2025	91	4.00%	3/02/2026	500,000.00
SUNCORP-METWAY LTD (BARP)	A+	4/11/2025	210	4.33%	2/06/2026	2,000,000.00
BENDIGO & ADELAIDE BANK LTD	A-	11/11/2025	182	4.25%	12/05/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	11/11/2025	245	4.20%	14/07/2026	500,000.00
SUNCORP-METWAY LTD	A+	11/11/2025	182	4.10%	12/05/2026	500,000.00
Bendigo & ADELAIDE BANK LTD	A-	13/11/2025	187	4.25%	19/05/2026	250,000.00
BENDIGO & ADELAIDE BANK LTD	A-	17/11/2025	183	4.25%	19/05/2026	1,000,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	18/11/2025	245	4.26%	21/07/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	25/11/2025	189	4.23%	2/06/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	2/12/2025	189	4.30%	9/06/2026	500,000.00
SUNCORP-METWAY LTD	A+	2/12/2025	189	4.30%	9/06/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	4/12/2025	194	4.30%	16/06/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	9/12/2025	301	4.48%	6/10/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	9/12/2025	301	4.40%	6/10/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	11/12/2025	187	4.30%	16/06/2026	500,000.00
IMB LTD	BBB+	16/12/2025	162	4.35%	26/05/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	16/12/2025	189	4.30%	23/06/2026	500,000.00
SUNCORP-METWAY LTD	A+	16/12/2025	189	4.40%	23/06/2026	500,000.00
IMB LTD	BBB+	23/12/2025	182	4.35%	23/06/2026	600,000.00
SUNCORP-METWAY LTD	A+	23/12/2025	182	4.45%	23/06/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	6/01/2026	175	4.35%	30/06/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	8/01/2026	173	4.35%	30/06/2026	500,000.00
IMB LTD	BBB+	13/01/2026	182	4.40%	14/07/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	14/01/2026	181	4.45%	14/07/2026	500,000.00
BANK OF QUEENSLAND	A-	20/01/2026	182	4.50%	21/07/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	20/01/2026	336	4.53%	22/12/2026	500,000.00
SUNCORP-METWAY LTD	A+	20/01/2026	189	4.40%	28/07/2026	500,000.00
BANK OF QUEENSLAND	A-	27/01/2026	161	4.35%	7/07/2026	500,000.00
BANK OF QUEENSLAND	A-	27/01/2026	182	4.55%	28/07/2026	500,000.00
SUNCORP-METWAY LTD	A+	27/01/2026	182	4.32%	28/07/2026	500,000.00
Total						\$34,270,914.23

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, 31/1/2026

## 2. Interest Rate

The average interest rate for Council's investments held is 4.25%. At 31 January 2026, average (market rates) interest rates were as follows:

30 Days	60 Days	90 Days	120 Days	150 Days	180 Days	270 Days	1 YR
<b>2.90%</b>	<b>2.92%</b>	<b>4.06%</b>	<b>4.16%</b>	<b>4.26%</b>	<b>4.36%</b>	<b>4.35%</b>	<b>4.57%</b>

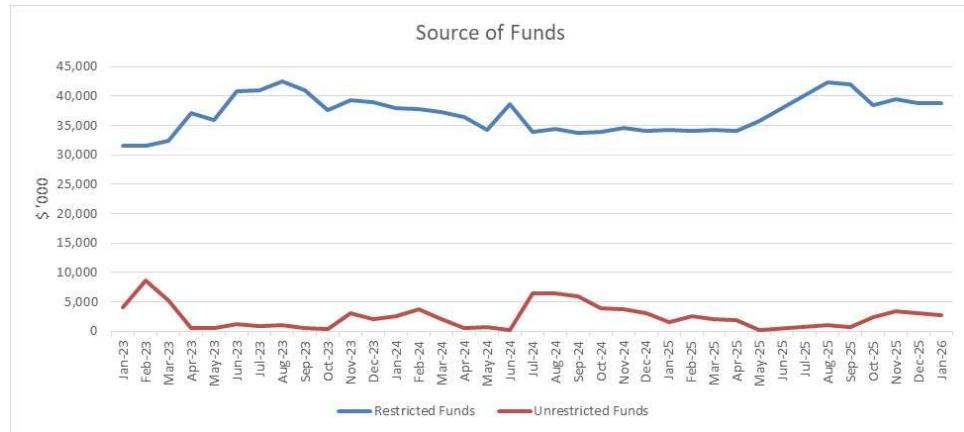
## 3. General Fund Balance

As at 31 January 2026 balances for Cowra Shire Council for Transaction Accounts and Cash in hand were as follows:

CBA General Account	\$ '000
General Fund bank account	\$ 2,032
On-Call account balance	\$ 5,250
Cash in hand	\$ 4
<b>TOTAL</b>	<b>\$ 7,286</b>

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

Source of Funds	\$ '000
Investment Portfolio	\$ 34,271
Cash and Cash Equivalents - General Ledger	\$ 7,286
<b>TOTAL</b>	<b>\$ 41,557</b>
Represented By:	
Restricted Funds	\$ 38,756
Unrestricted Funds	\$ 2,801
<b>TOTAL</b>	<b>\$ 41,557</b>



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

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

**"6. Approved Investments**

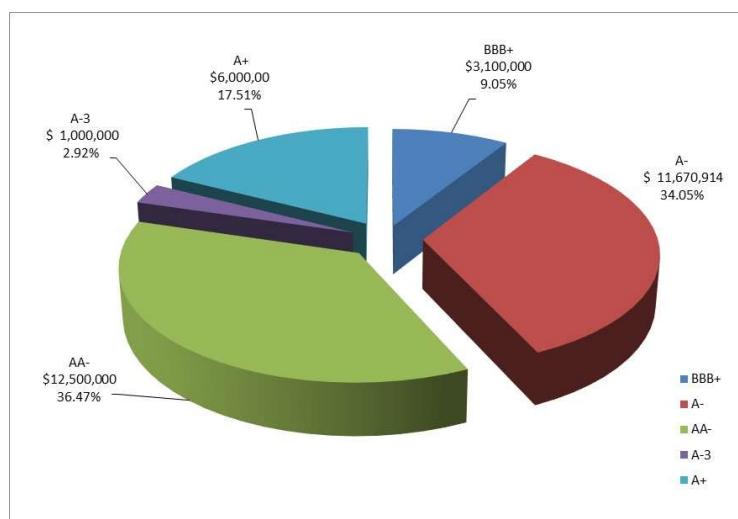
*Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.*

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

- 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**

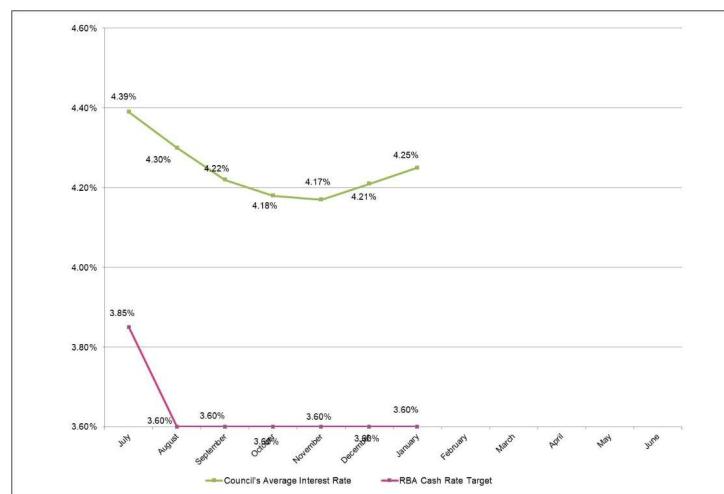
Any securities which are issued by a body or company (or controlled parent entity either immediate or ultimate) with a Standard & Poor's Investors Service, Inc credit rating of "AAA", "AA+", "AA", "AA-", "A+", "A", "BBB+", or "BBB"

**5. Interest on Investment Income**

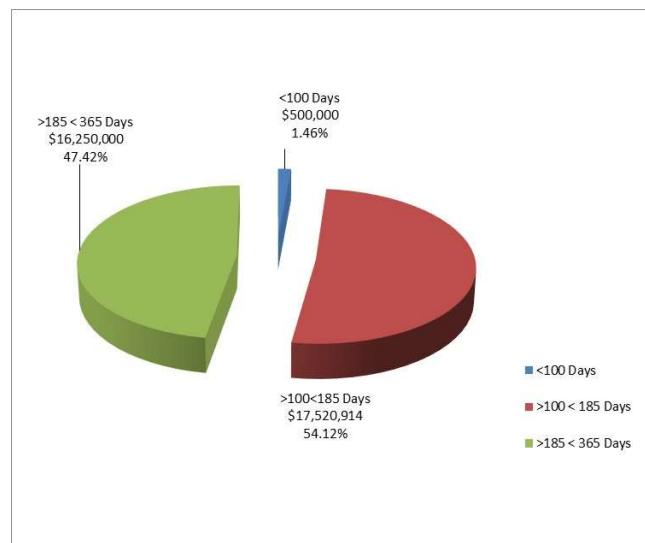
2025-26 estimated interest on investments amount is \$1,433,560 and has been included in the Budget. Performance of investments is monitored monthly.

**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**

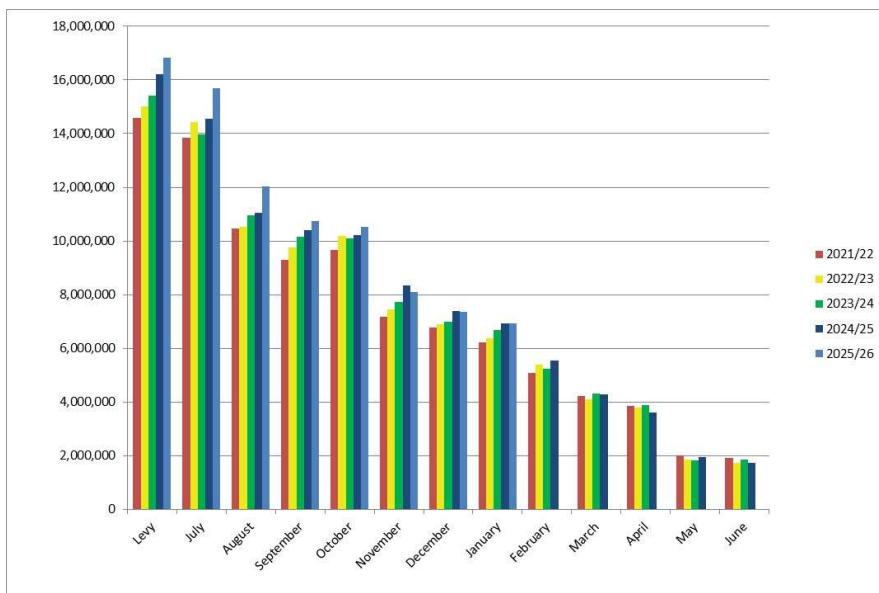
The following pie-chart shows the mix of Council investments for the month by maturity type.



## RATES

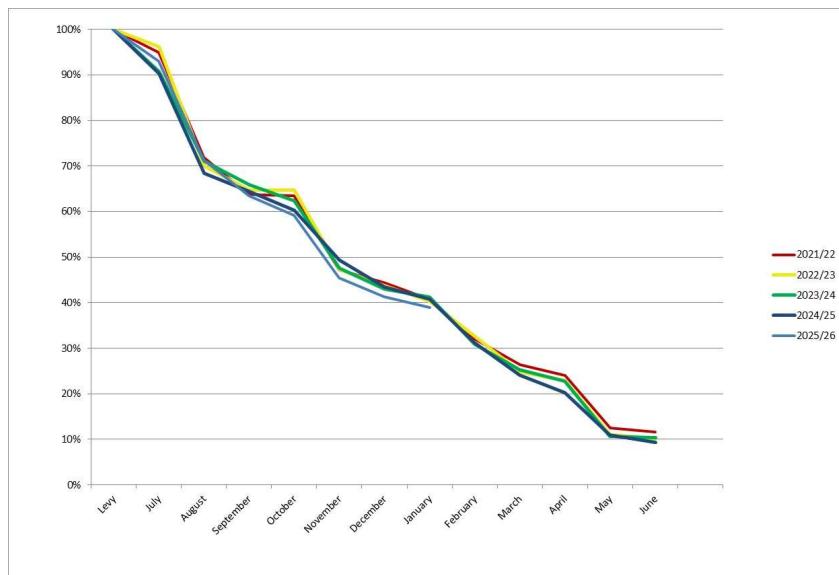
### 8. Comparison of Rate Collection Progress for 2025-26 to prior years

The following graph shows the total rate levy and arrears collectable as at 31 January 2026.



### 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 December 2025	\$ 774,575
Collected in January 2026	\$ 66,765
<b>Balance as at 31 January 2026</b>	<b>\$ 841,340</b>
	<b>\$ 271,935</b>

**11. Indicative Position of General Fund for the Current Year to 31 January 2026**

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					
	Consolidated '000	General '000	Water '000	Sewer '000	Waste '000	Consolidated '000	General '000	Water '000	Sewer '000	Waste '000		
<b>Adopted Budget</b>	(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 Yalbilinga 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		
<b>Adopted 1st Quarter Review</b>	(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)					
227/25 Correction - Yalbilinga Boori Day Care Financial Assistance	3	3				3	3					
End of 2nd Quarter - Prior to Review	(935)	(1,373)	(417)	76	779	36,554	17,710	5,738	10,312	2,794		
	(935)	(1,373)	(417)	76	779	36,554	17,710	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 January 2026.

Loan No	Lender	Date Obtained	Due Date	Principal \$	Interest Rate%	Principal \$ O/S 31/1/26
<b>GENERAL</b>						
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	589,146
254B	NSW TREASURY (CBD FOOTPATH REFURBISHMENT/ STREET CONSTRUCTION)	11/05/2020	11/05/2040	1,501,955	2.41	1,158,081
254C	NSW TREASURY (LOW LEVEL BRIDGE REPAIRS)	11/05/2020	11/05/2040	183,880	2.41	141,667
						<b>\$3,059,305</b>
<b>WASTE</b>						
255	NSW TREASURY (MRF AMENITIES/ADMINISTRATION BUILDING)	28/06/2024	28/06/2044	450,000	5.76	431,153
						<b>\$431,153</b>
<b>WATER</b>						
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
						<b>\$2,539,543</b>
<b>SEWERAGE</b>						
244	NATIONAL AUST. BANK (SEWER TREATMENT PLANT )	6/05/2010	04/05/2040	7,213,230	8.13	5,489,914
						<b>\$5,489,914</b>
	<b>GRAND TOTAL</b>					<b>\$11,519,914</b>

## 4 DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

### 4.1 Strategic Infrastructure Requirements for Cowra Land Development and Growth

File Number: D26/121

Author: Dirk Wymer, Director-Infrastructure & Operations

### RECOMMENDATION

**That the information provided on strategic level infrastructure requirements for Cowra be received and noted and used to inform the review of Developer Contribution Plans.**

### INTRODUCTION

This report provides Council a strategic level overview of the transport and stormwater drainage infrastructure planning to resolve existing issues and to plan for land development in Cowra. This level of strategic planning for growth is required to inform the 'Works Schedules' contained within future Development Contribution Plans.

This report does not include water and sewerage infrastructure; which is currently being planned in the Integrated Water Cycle Management Strategy.

Identified Works Schedule:	Strategic Level Estimate
Pridham street be widened to a 7.0m carriageway, with no kerb & gutter, between Glen Logan Road and Nangar Street.	\$235,000
Pridham / Glen Logan Intersection upgrade and box culverts	\$650,000
Nangar Street be upgraded to a 10m road carriageway width, with kerb & gutter, between Pridham Street and Mulyan Street.	\$950,000
Nangar Street stormwater 4 x large capacity inlet pits 220m x 450mm diameter 280m 525mm diameter	\$600,000
Nangar Street be widened at the intersection of Pridham & Nangar Streets to allow A – Double heavy vehicles to turn without crossing into the line of oncoming traffic.	\$250,000
Mulyan / Nangar intersection be widened as part of kerb and gutter works to ensure heavy vehicle turning paths remain fully on the sealed carriageway	\$750,000
Mulyan Reserve drainage upgrade; of 1 x 1200mm (under investigation)	\$1.2M

Identified Works Schedule:	Strategic Level Estimate
Gower Hardy avenue: extend stormwater pipeline from detention basin to Shepperd Circuit	\$1M
Lyall St stormwater pipeline in front of kerb and gutter	\$1.6M
Cowra Road culvert works required for West Cowra channel	\$300,000

The report also identifies areas of strategic policy development that will be undertaken to facilitate land development and mitigate potential adverse impacts:

- prepare and adopt a formal Stormwater Management / On Site Detention policy
- prepare and adopt a formal roadside kerb and gutter policy and specification for R5 large lot residential zoned areas.

## BACKGROUND

### Overview of Cowra Stormwater Issues

In 2015 Council commissioned a study to review the dam safety of 10 Council-owned detention basins. The review was prepared for Cowra Council by Royal Haskoning DHV<sup>1</sup>. The review included the determination of basin hydraulic performance, risk information and recommendations for improvements.

The results of the baseline flood condition determination across Cowra are presented in the figure following.

This figure demonstrates the stormwater flow paths through Cowra and provides a valuable resource in determining areas with stormwater issue requiring consideration when planning for infrastructure in areas identified for growth including:

- downstream of the Pridham Street detention basin; the residential development area bounded by Pridham Street, Victor Street and Mulyan Reserve
- downstream of the Pridham Street detention basin; the industrial development area of Nangar Street, Glen Logan Road
- the potential residential subdivision area upstream of Gower Hardy Circuit
- the West Cowra Channel with an extensive upstream catchment requiring development controls on stormwater discharge
- the Killara Road subdivision area

<sup>1</sup> [K:\Autocad\PROJECTS\DKU - Dams Safety Detention Basins\2. REPORTS\Detention Basins Study 2015\Cowra Detention Basins Review\\_Final Rev 2 Re-sized file.pdf](K:\Autocad\PROJECTS\DKU - Dams Safety Detention Basins\2. REPORTS\Detention Basins Study 2015\Cowra Detention Basins Review_Final Rev 2 Re-sized file.pdf)

Figure 3: 100 year ARI baseline flood outline and depths for East and West Cowra respectively



Strategic level planning for infrastructure works has been carried out for the following growth areas:

## **I. Nangar Street and Glenlogan Road industrial areas: DCP Section 1.2 and 1.3**

### **I.1 Road Transport Requirements**

Road width standards for this growth area were previously adopted by Council at its February 2024 meeting:

***That Council approve the following variations to the adopted Development Control Plan requirements for the Glen Logan Industrial Estate area:***

1. Pridham street be widened to a 7.0m carriageway, with no kerb & gutter, between Glen Logan Road and Nangar Street.
2. Nangar Street be upgraded to a 10m road carriageway width, with kerb & gutter, between Pridham Street and Mulyan Street.
3. Nangar Street be widened at the intersection of Pridham & Nangar Streets to allow A – Double heavy vehicles to turn without crossing into the line of oncoming traffic.
4. Mulyan / Nangar intersection be widened as part of kerb and gutter works to ensure heavy vehicle turning paths remain fully on the sealed carriageway

### **I.2 Stormwater drainage improvement requirements**

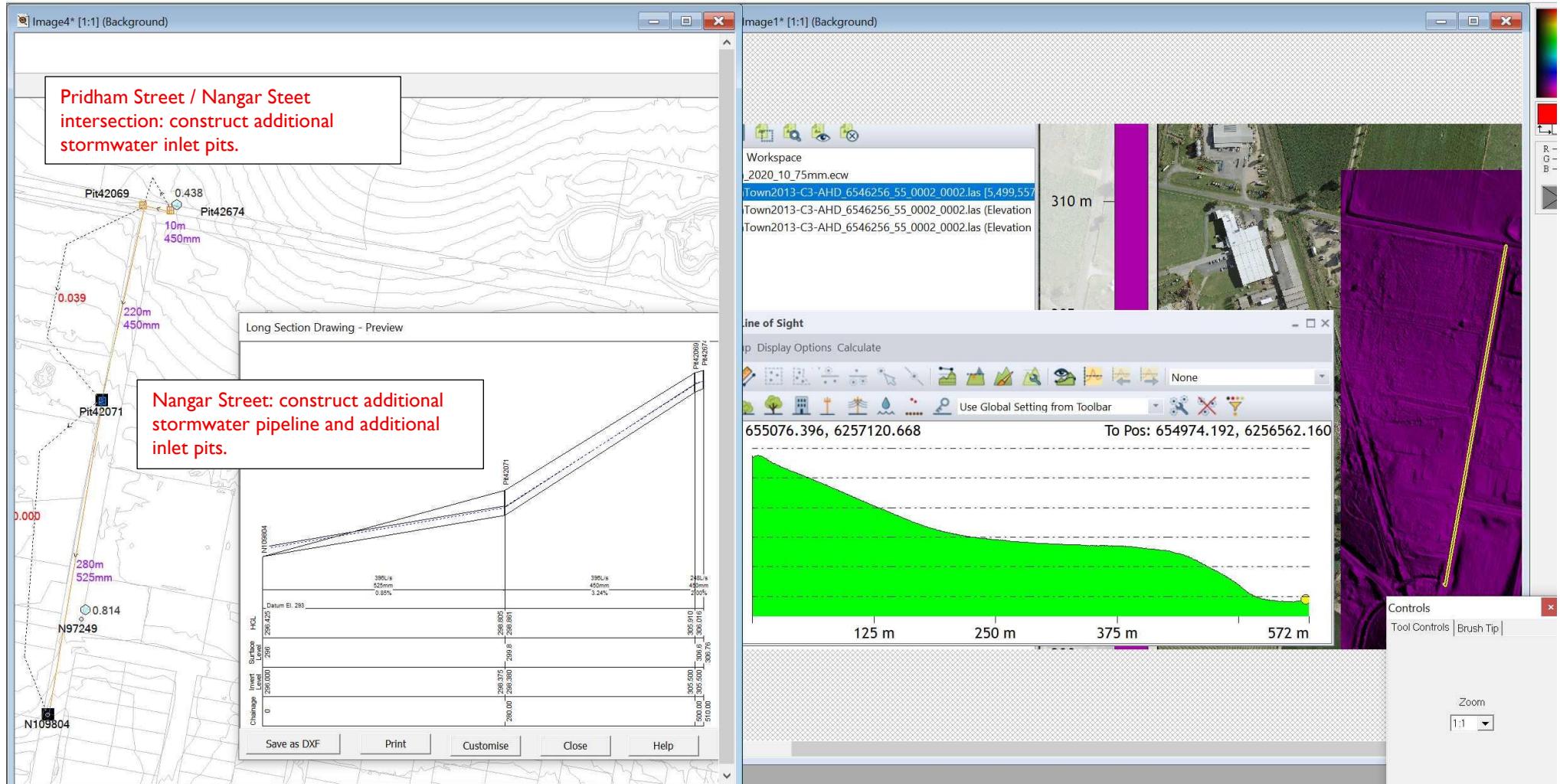
Industrial development has occurred in the Nangar Street area and has included requirements for isolated sections of kerb and gutter. Historically, the required stormwater drainage infrastructure to drain the kerb and gutter had not been designed or constructed; resulting in stormwater flows across downstream property shown in the 2015 baseline flood outline for East Cowra.

Stormwater designs have been completed requiring a new stormwater pipeline Nangar St; to rectify 275m of kerb with no stormwater pipes or inlet pits.<sup>2</sup>

An overview of the design is as follows:

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<sup>2</sup> I:\Infrastructure and Operations\subdivision and development\cowra infrastructure for growth



The Pridham St / Glen Logan Intersection currently has a low flow pipeline and concrete overflow causeway. This drainage infrastructure is not designed to current stormwater drainage design standards and restricts turning movements at the intersection.

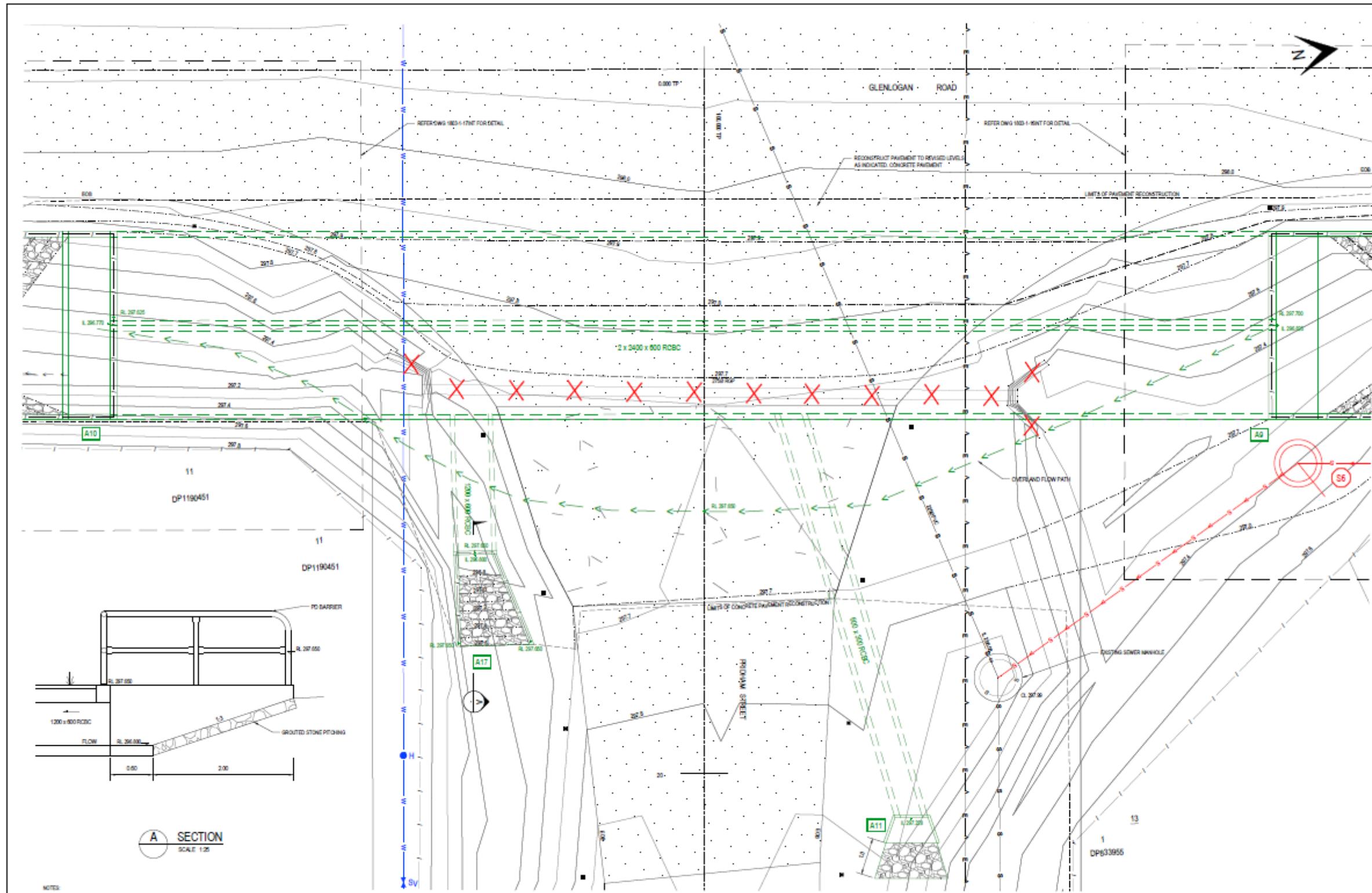
A concept intersection drainage design and intersection layout has been prepared<sup>3</sup> as shown below; and cost estimates of construction prepared based on this layout including:

- Removal of the existing small diameter stormwater pipeline (shown as red crosses)
- 2 x new box culverts under Pridham Street to replace the stormwater pipeline (shown in green).

The concept plans will facilitate the continued development of the Glen Logan industrial zoned area north east of this intersection.

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<sup>3</sup> [I:\Infrastructure and Operations\subdivision and development\cowra infrastructure for growth\1803-1\\_DwgSetCCRevA\\_20201210 \(1\).pdf](I:\Infrastructure and Operations\subdivision and development\cowra infrastructure for growth\1803-1_DwgSetCCRevA_20201210 (1).pdf)



## 2. Pridham Street / Victor Street residential zoned land

Council has commissioned a range of studies to prepare for growth in the North Cowra area

- North Cowra – Mulyan Park Trunk Drainage Feasibility Report; J Wyndham Prince (August 1990)<sup>4</sup>
- Pridham Street detention basin design study (Brown 2006)<sup>5</sup>
- Cowra Detention Basins Review 10/2015 (Haskonning 2015)<sup>6</sup>
- Final Report Detention basin study has modelled downstream flowrates (2021)<sup>7</sup>

The following table summarise the results and indicates significant variability:

Inflow to Pridham Street Detention Basin per AEP Event	JWP 1990 (m <sup>3</sup> /s)	Brown 2006 (m <sup>3</sup> /s)	Haskonning 2015 (m <sup>3</sup> /s)	Council's Drains catchment model
20%	5			1.82
5%	16.2			
2%	24.3	20.8		
1%	30.3		3.2	4.12

At its November 2025 meeting Council resolved to  
*undertake further modelling of the Pridham Street detention basin; modified to conform with the original design intent; to allow design of the downstream stormwater trunk drainage and overland flow infrastructure over lot 29 DP97529; and around Mulyan Reserve to Bourke Street.*

An allowance has been made in the strategic planning for expected stormwater upgrading in the vicinity of Mulyan Reserve to Bourke Street area.

<sup>4</sup> I:\Infrastructure and Operations\Cowra Works\floodplain\cowra flood plans\mulyan park north cowra\mulyan-park-north-cowra-trunk-drainage-feasibility-report.pdf

<sup>5</sup> I:\Infrastructure and Operations\subdivision and development\pridham street victor street\Brown Detention Basin Summary - 3 pages.pdf

<sup>6</sup> K:\Autocad\PROJECTS\DKU - Dams Safety Detention Basins\2. REPORTS\Detention Basins Study 2015\Cowra Detention Basins Review\_Final Rev 2 Re-sized file.pdf

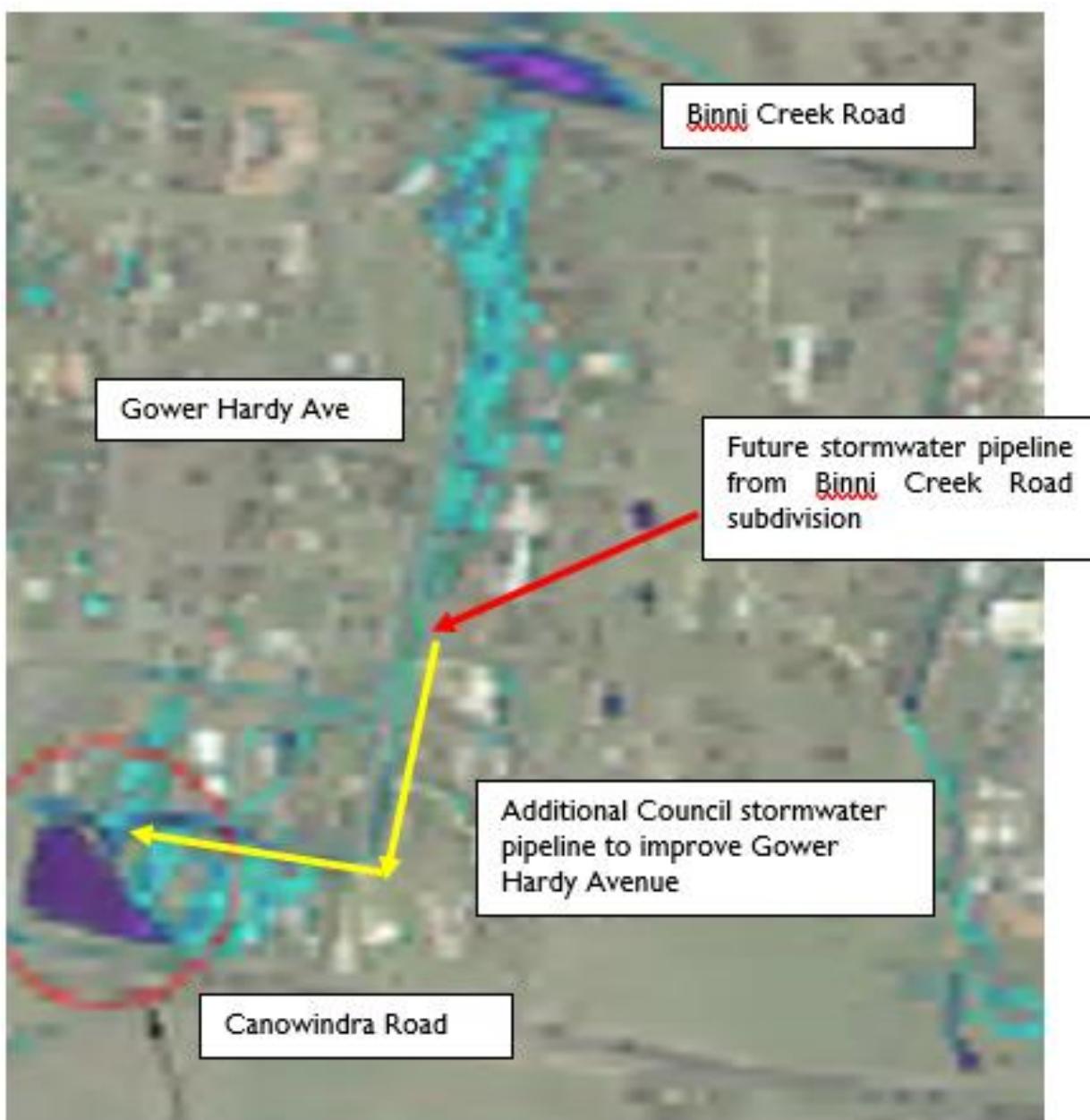
<sup>7</sup> K:\Autocad\PROJECTS\DKU - Dams Safety Detention Basins\2. REPORTS\Detention Basins Study 2021\PA2597 - Cowra Basins DSA - DRAFT - Apr2021 Rev7.pdf

### 3. Binni Creek Road approved subdivision / Gower Hardy

The approved Binni Creek Road subdivision (approx. 80 lots) includes a requirement that the land developer acquire an easement across downstream property and construct piped stormwater drainage through to Gower Hardy Avenue. This stormwater could discharge to the existing table drain in Gower Hardy Avenue; there is no piped stormwater system in this area.

However; given the 2015 drainage study baseline flood mapping it is recommended to connect this new pipeline to the Canowindra Road detention basin with an additional stormwater pipeline.<sup>8</sup>

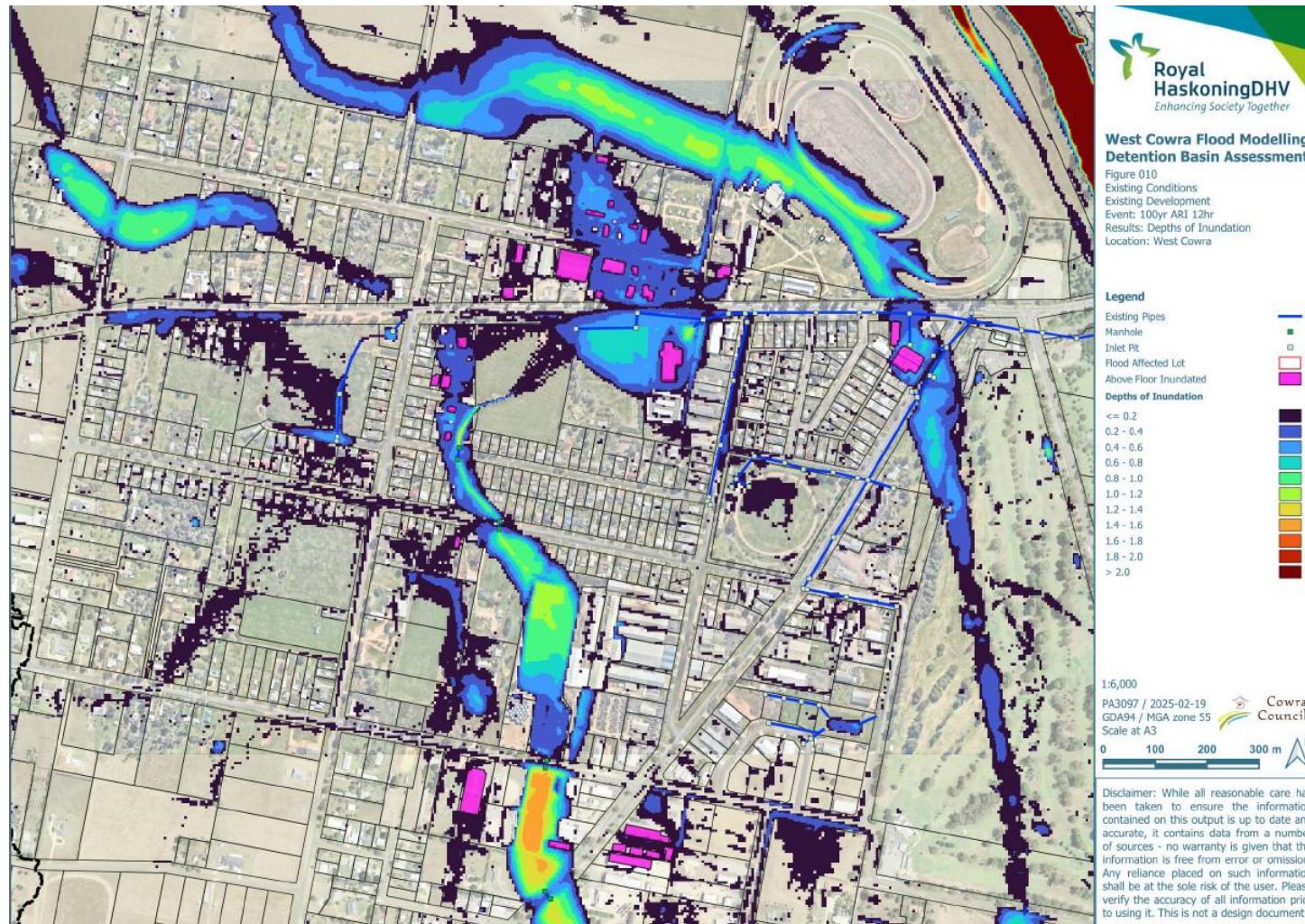
- the stormwater pipeline to be provided by the land developer is shown in red
- the extension stormwater pipeline by Council to the Gower Hardy / Canowindra Road detention basin is shown in yellow.



<sup>8</sup> K:\Autocad\PROJECTS\DNS - Gower Hardy Drainage\6.DRAWINGS

#### 4. West Cowra channel: detention basin

The West Cowra area has a number of areas adversely affected by stormwater flows:



## **GENERAL COMMITTEE MEETING AGENDA**

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To ensure future land development does not exacerbate the existing issues it is recommended that Council prepare and adopt a formal Stormwater Management / On Site Detention policy and specification and this could be based on existing policies from larger Council areas.

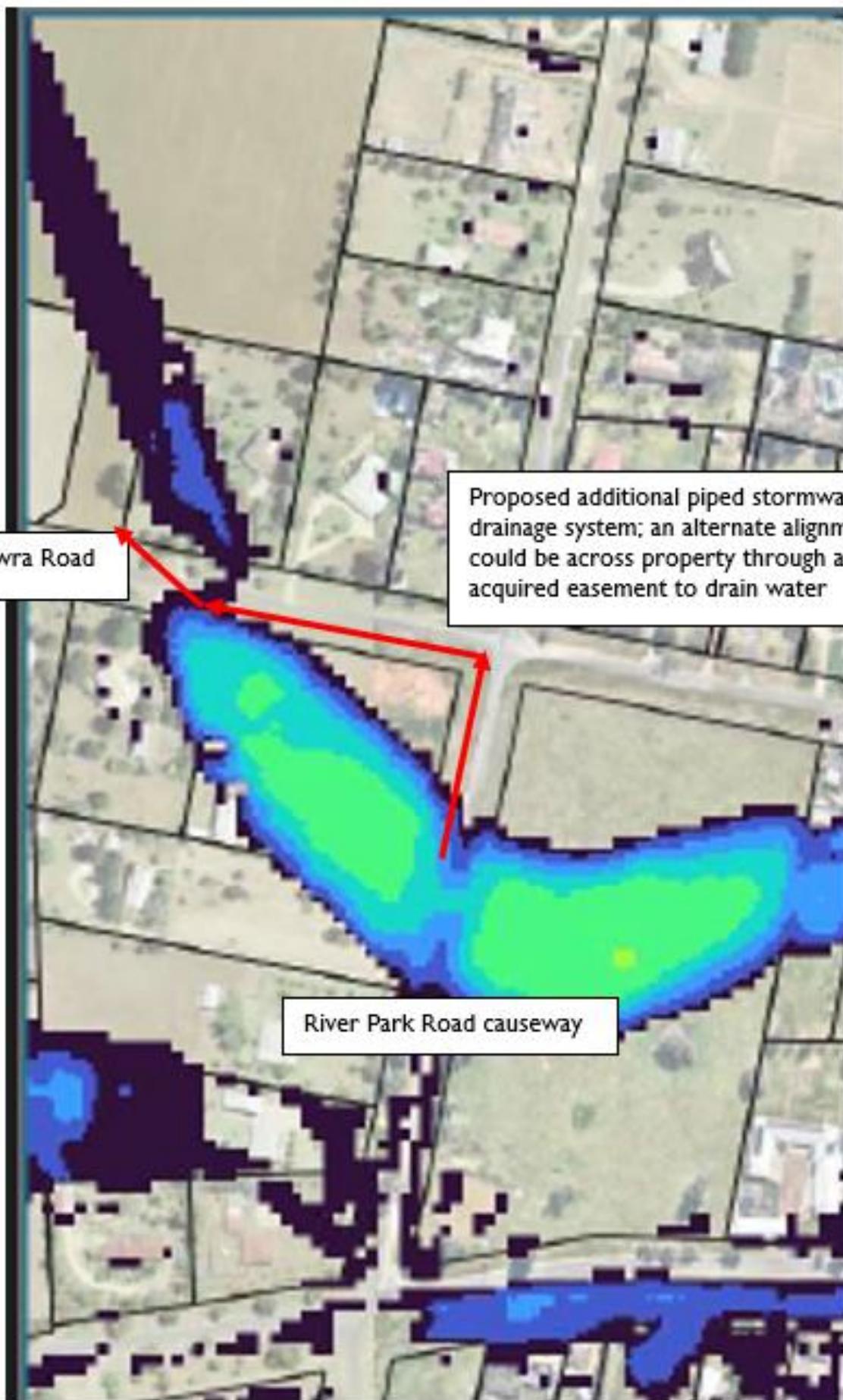
The existing kerb and gutter in Lyall Street between Hartley Street and Waratah Street has been constructed without any stormwater drainage pipelines under the kerb to collect the gutter flow. As a result, gutter flows during storm events build up to a depth where stormwater crosses the road centreline and floods the roadway area.

A new stormwater pipeline along Lyall Street is proposed to alleviate this issue.

### **5. West Cowra channel: River Park Road / Cowra Road to Killara Road drainage upgrade**

There is currently no piped stormwater drainage system in the River Park Road / Cowra road catchment area connecting downstream to the recent Killara Road subdivision. The previous baseline modelling indicates it is likely that stormwater will inundate land in flood events:

## GENERAL COMMITTEE MEETING AGENDA



## GENERAL COMMITTEE MEETING AGENDA

### 6. Other Infrastructure Planning: West Cowra R5 zone DCP standards

Council's current DCP does not require kerb and gutter to be provided in the R5 large lot residential zones. In West Cowra R5 zone there is no stormwater pipelines to provide drainage for kerb and gutter so the policy provision is reasonable.

However; this is likely to create an additional maintenance burden to Council into the future;

- repairing edge break of the bitumen sealed roads caused by vehicles parking off road in the table drainage area
- continued grading and re-leveelling of grassed table drains to remove stormwater ponding in the flat areas.

To ensure future land development does not exacerbate the existing maintenance issues with grassed table drains is recommended that Council prepare and adopt a formal roadside kerb and gutter policy and specification and this could be based on existing policies from larger Council areas eg Cessnock City Council Roadside Drainage Strategy 2019<sup>9</sup>:

*Table 6 - Landuse Zones and Roadside Drainage Elements*

Landuse Zone	Roadside Drainage Element Type (with consideration to the local character of the area)				
	Concrete Kerb and Gutter	Sandstone Kerb and Gutter	Water Sensitive Swale - with road edge strip	Table Drain - no road edge strip	Kerb and Gutter with Grass Verge
R5 - Large Lot Residential	no	Yes - If heritage listed or present	yes	yes	no

It is recommended that Council's roadside drainage element require the sealed road concrete edge strip to prevent edge break and that the table drain design provide for a permanent invert level through a concrete invert strip.

### BUDGETARY IMPLICATIONS

Strategically planning for the infrastructure required to support development will allow some proportion of the cost to be recovered through developer contributions. However, it is likely the major works will be predominantly funded by Council.

### ATTACHMENTS

Nil

<sup>9</sup> I:\Infrastructure and Operations\subdivision and development\cowra infrastructure for growth\Roadside-Drainage-Kerb-Gutter-\_-Strategy-\_-Adopted-2019-\_-CCC-website-doc.pdf

**4.2 Request from Adjoining Landowner to Close and Purchase Council Road Reserve under the Roads Act 1993**

File Number: D26/5

Author: Dirk Wymer, Director-Infrastructure & Operations

**RECOMMENDATION**

**That Council proceed with the process for the proposed road closure of the road reserve that runs southwest off Gleneriffe Road Wattamondara and adjoins the railway line Lot 7016 DP 1291031, including public notification of the proposal and referral to various agencies and landowners who adjoin the road reserve.**

**INTRODUCTION**

Council has received a request from the adjoining land owner to close and purchase the Council Road Reserve which contains the driveway to their property.

**BACKGROUND**

Council has received a request from the adjoining land owner to close and purchase the Council road reserve that runs Southwest off Gleneriffe Road Wattamondara and adjoining the railway line Lot 7016 DP 1291031. The Council road reserve also adjoins Lot 3 DP 1078335 Lot 17 DP 752960 Lot 33 DP 752960 and north of Lot 11 DP 114056 owned by the same land owner.

The section of road reserve under application is not required for public access and does not constitute part of Council's current or future road network. Council has water infrastructure located within the road that forms part of the southern supply line to Koorawatha. One of the requirements will be an easement of 4 metres wide, for the length of the existing road reserve to allow Council access to water infrastructure for maintenance and repairs.

Road status investigations indicate that the road proposed to be closed is a Council public road pursuant to s7(4) of the Road Act 1993.

There is a constructed road for the purposes of Section 38E (2) (a) of the Act. Accordingly, the road upon closure will vest in Council and allow for disposal and sale to the adjoining landowner.

It is recommended that Council proceed with the proposed Road Closure, which includes public notification of the proposal and referral to various agencies and landowners who adjoin the road reserve.

A further report will be presented to Council after the notice period (being 28 days) has expired to consider any submissions received and to determine that Council intends (subject to the decisions made regarding any submissions) to close the road.

**BUDGETARY IMPLICATIONS**

Council will not incur any costs in relation to this matter as all costs will be covered by the landowner as the applicant.

On closure of the road reserve, land will vest in Council and will be sold to the applicant at valuation.

**ATTACHMENTS**

- I. Map of proposed road closure [¶](#)



Cowra  
Council  
Private Bag 342  
116 Kendall Street  
COWRA NSW 2794  
Ph: (02) 6340 2000  
Web: [www.cowracouncil.com.au](http://www.cowracouncil.com.au)

**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 use in any purpose (whether the purpose is specified to the map or not) and no warranty, even though taken to ensure the accuracy of this data, neither the Cowra Council nor the State of New South Wales accept any responsibility for the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, any liability for negligence) for any loss or damage (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.

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Drawn By: Jenny White  
Projection: # GDA2020 / MGA zone 55  
Date: 30/12/2025 12:14 PM

**Proposed road closure  
Highlighted in red  
Ref 2024/31564**

Map Scale: 1:10782 at A4

## 5 DIRECTOR-ENVIRONMENTAL SERVICES REPORT

5.1 **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: D26/96

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

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
<b>Existing Site Plan Job 158/24 Drawing A001</b>	<b>Vision Property Development Hub 15/8/2024</b>	<b>Received 22/8/2025 Stamped DA 10.2025.18.1(B)</b>
<b>Context Plan Job 158/24 Drawing A002</b>	<b>Vision Property Development Hub 13/2/2025</b>	<b>Received 22/8/2025 Stamped DA 10.2025.18.1(B)</b>

<b>Proposed Site Plan Stage 2</b> <b>Job 158/24</b> <b>Drawing A003C</b>	<b>Vision Property Development Hub</b> <b>10/11/2025</b>	<b>Received</b> <b>15/12/2025</b> <b>Stamped</b> <b>DA 10.2025.18.I(C)</b>
<b>Demolition Plan Stage 2</b> <b>Job 158/24</b> <b>Drawing A004</b>	<b>Vision Property Development Hub</b> <b>15/11/2024</b>	<b>Received</b> <b>22/8/2025</b> <b>Stamped</b> <b>DA 10.2025.18.I(B)</b>
<b>Existing Floor Plan</b> <b>Job 158/24</b> <b>Drawing A101</b>	<b>Vision Property Development Hub</b> <b>15/8/2024</b>	<b>Received</b> <b>22/8/2025</b> <b>Stamped</b> <b>DA 10.2025.18.I(B)</b>
<b>Stage 1 Demolition Plan</b> <b>Job 158/24</b> <b>Drawing A102</b>	<b>Vision Property Development Hub</b> <b>15/11/2024</b>	<b>Received</b> <b>22/8/2025</b> <b>Stamped</b> <b>DA 10.2025.18.I(B)</b>
<b>Proposed Stage 1 Floor Plan</b> <b>Job 158/24</b> <b>Drawing A103</b>	<b>Vision Property Development Hub</b> <b>15/11/2024</b>	<b>Received</b> <b>22/8/2025</b> <b>Stamped</b> <b>DA 10.2025.18.I(B)</b>
<b>Proposed Floor Plan Stage 2</b> <b>Job 158/24</b> <b>Drawing A104A</b>	<b>Vision Property Development Hub</b> <b>27/11/2025</b>	<b>Received</b> <b>22/8/2025</b> <b>Stamped</b> <b>DA 10.2025.18.I(B)</b>
<b>Proposed Dimensioned Floor Plan Stage 2</b> <b>Job 158/24</b> <b>Drawing A105</b>	<b>Vision Property Development Hub</b> <b>15/11/2025</b>	<b>Received</b> <b>22/8/2025</b> <b>Stamped</b> <b>DA 10.2025.18.I(B)</b>
<b>Proposed Elevations Stage 2 (North and South)</b> <b>Job 158/24</b> <b>Drawing A201A</b>	<b>Vision Property Development Hub</b> <b>27/11/2025</b>	<b>Received</b> <b>22/8/2025</b> <b>Stamped</b> <b>DA 10.2025.18.I(B)</b>
<b>Proposed Elevations Stage 2 (East and West)</b> <b>Job 158/24</b> <b>Drawing A202A</b>	<b>Vision Property Development Hub</b> <b>27/11/2025</b>	<b>Received</b> <b>22/8/2025</b> <b>Stamped</b> <b>DA 10.2025.18.I(B)</b>
<b>Statement of Environmental Effects</b> <b>Version 6</b>	<b>Vision Property Development Hub</b> <b>27/01/2026</b>	<b>Received</b> <b>03/02/2026</b> <b>Stamped</b> <b>DA 10.2025.18.I(E)</b>

<b>Traffic Impact Statement</b> <b>Ref 25.181r01v06</b>	<b>Traffix</b> <b>17 December 2025</b>	<b>Received</b> <b>18/12/2025</b> <b>Stamped</b> <b>DA 10.2025.18.1(D)</b>
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**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](mailto: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. The plan is to be prepared in accordance with Part N of Cowra Council Development Control Plan 2021.
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 <sup>1</sup>	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution <sup>2</sup>	\$466,737.46	1%	\$4,667.37	30 June 2026

#### **Notes**

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

<sup>2</sup> Council's Section 94A Contributions Plan 2016 may be viewed during office

hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website [www.cowracouncil.com.au](http://www.cowracouncil.com.au)

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 a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans.
39. 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.
40. 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](mailto: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 1,121m<sup>2</sup>. The lot is located in the RI 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(I) Evaluation Matters**

##### **S 4.15(I)(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

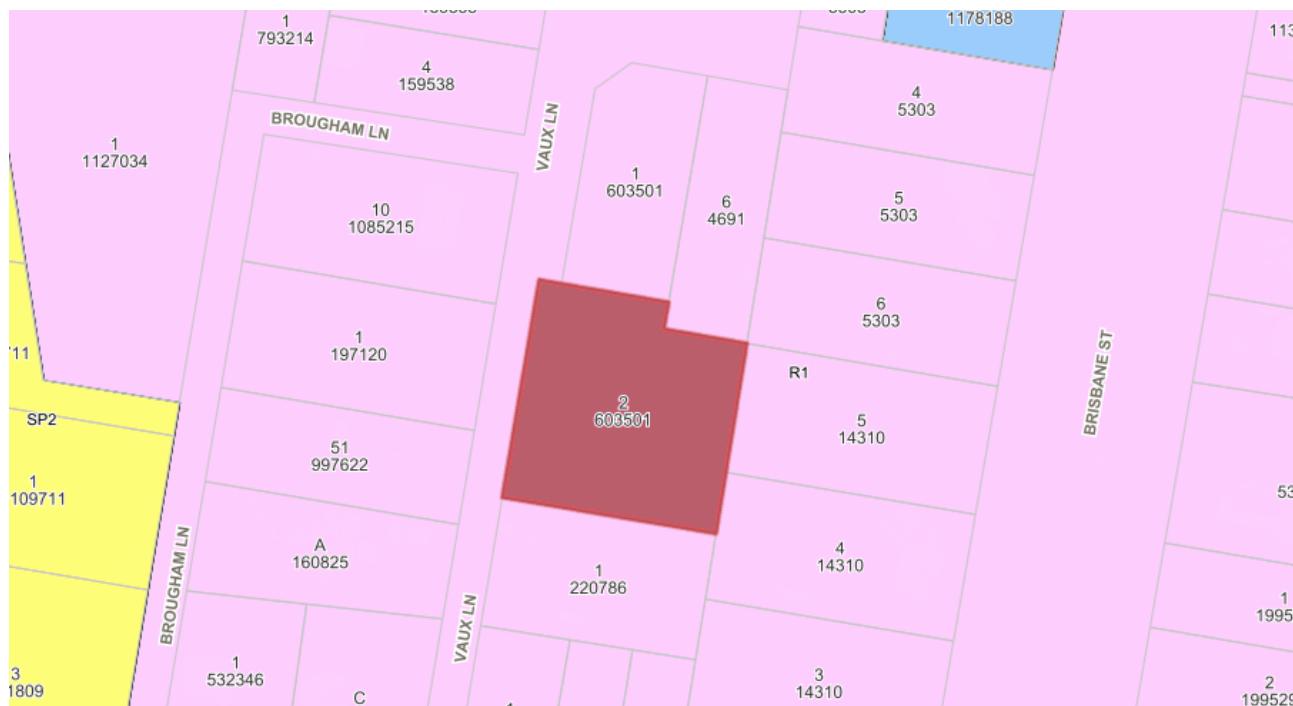
The consent authority for the purposes of this Plan is (subject to the Act) the Council.

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

**7.6 Groundwater vulnerability**

This clause applies to land that is identified as groundwater vulnerable on the Groundwater Vulnerability Map. The land is not mapped as being affected; accordingly, this clause is not applicable.

**7.7 Airspace operations**

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

**7.8 Essential Services**

Water	The proposed development would connect to Council's reticulated water 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 (m<sup>2</sup>)</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><b>Total</b></td> <td></td> <td></td> <td><b>8.35 (9)</b></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 <sup>2</sup> )	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	<b>Total</b>			<b>8.35 (9)</b>
Component	Parking required	Gross Floor Area (m <sup>2</sup> )	Parking required																	
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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																	
<b>Total</b>			<b>8.35 (9)</b>																	
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><b>Variation requested.</b></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	<b>Variation requested.</b>  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.

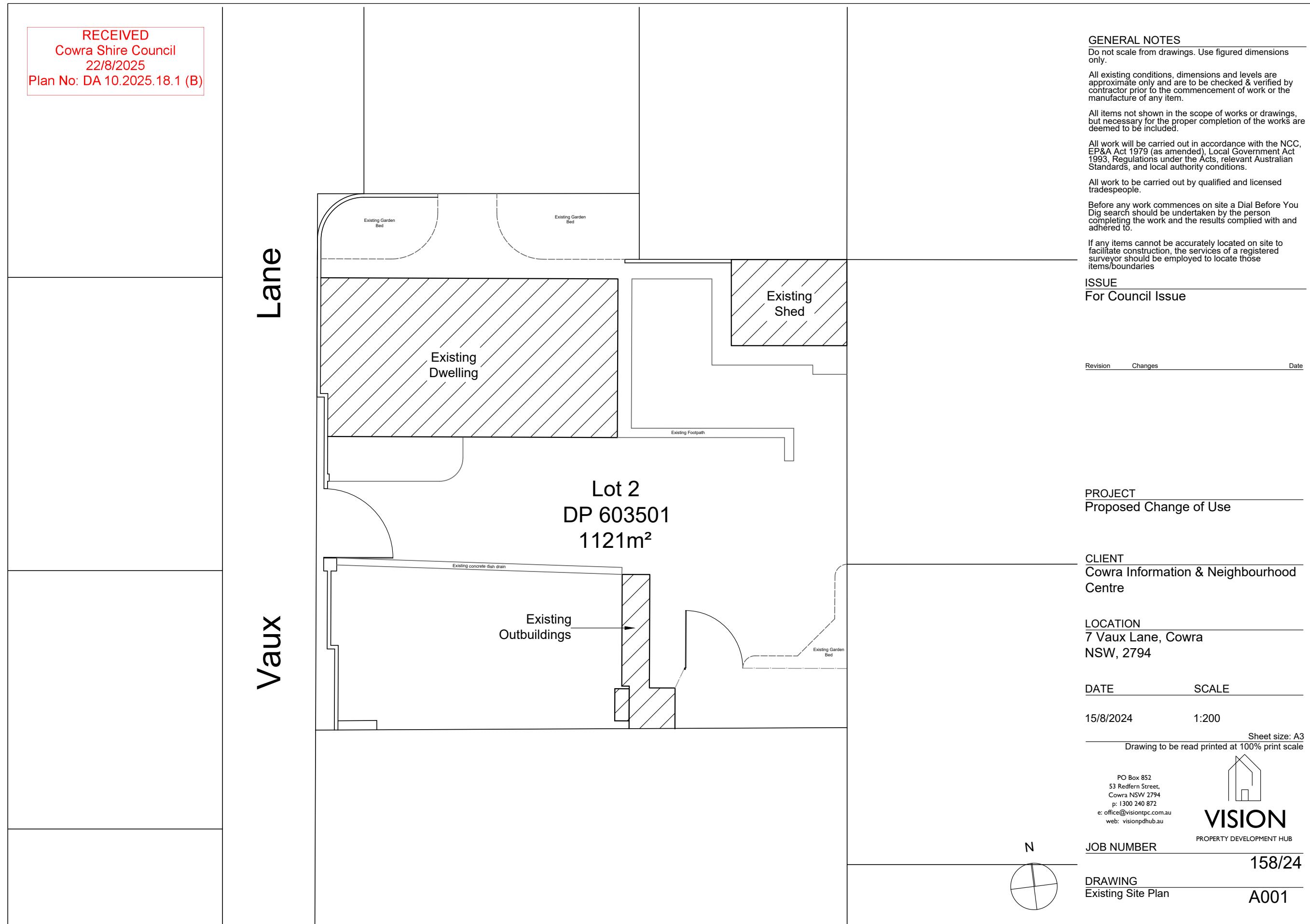
The proposed development has been assessed to be consistent with the requirements of Cowra Local Environmental Plan 2012, relating to development in the RI General Residential zone and is consistent with existing land-use activities of the locality. The variations to Sections M.3.2 and M.3.5 of Part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

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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.

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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

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PROPERTY DEVELOPMENT HUB

158/24

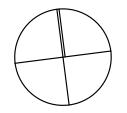
## JOB NUMBER

A002

## DRAWING

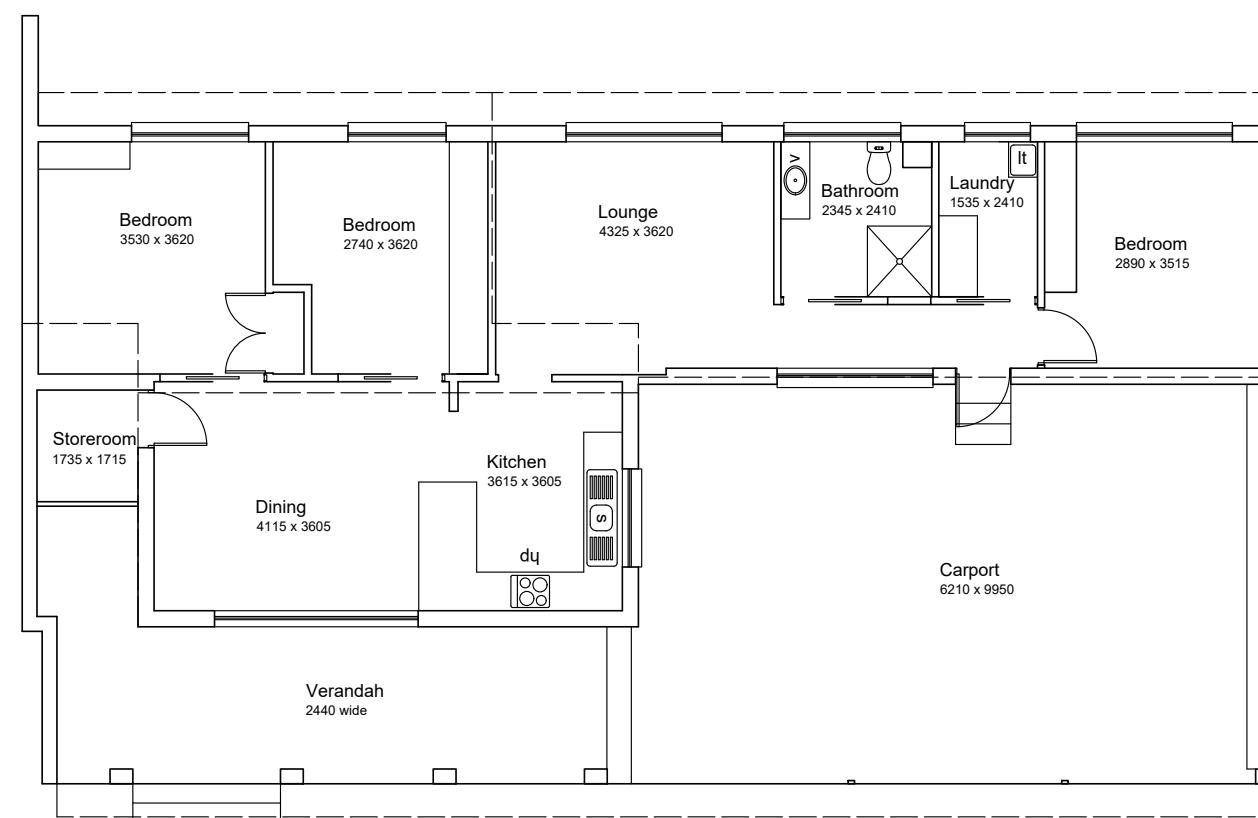
Context Plan



<div style="border: 1px solid red; padding: 5px; text-align: center;"> <b>RECEIVED</b>            Cowra Shire Council            22/8/2025            Plan No: DA 10.2025.18.1 (B)         </div>		<b>GENERAL NOTES</b> <hr/> <p>Do not scale from drawings. Use figured dimensions only.</p> <p>All existing conditions, dimensions and levels are approximate only and are to be checked &amp; verified by contractor prior to the commencement of work or the manufacture of any item.</p> <p>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.</p> <p>All work will be carried out in accordance with the NCC, EP&amp;A Act 1979 (as amended), Local Government Act 1993, Regulations under the Acts, relevant Australian Standards, and local authority conditions.</p> <p>All work to be carried out by qualified and licensed tradespeople.</p> <p>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.</p> <p>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>	
Lane	<p style="text-align: center;"> <b>Lot 2</b>  <b>DP 603501</b>  <b>1121m<sup>2</sup></b> </p>		
	<b>ISSUE</b> For Council Issue		
	Revision	Changes	Date
Vaux	<b>PROJECT</b> Proposed Change of Use		
	<b>CLIENT</b> Cowra Information & Neighbourhood Centre		
	<b>LOCATION</b> 7 Vaux Lane, Cowra NSW, 2794		
	DATE	SCALE	Sheet size: A3
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			 <b>VISION</b> PROPERTY DEVELOPMENT HUB
<b>JOB NUMBER</b> <b>158/24</b>			
<b>DRAWING</b> Demolition Plan Stage 2			<b>A004</b>
			

Gross Floor Area: 98.27m<sup>2</sup>  
 Verandah: 23.77m<sup>2</sup>  
 Carport: 61.79m<sup>2</sup>  
 Total: 183.83m<sup>2</sup>

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## 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

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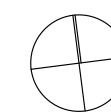
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JOB NUMBER  
 158/24

DRAWING  
 Existing Floor Plan  
 A101

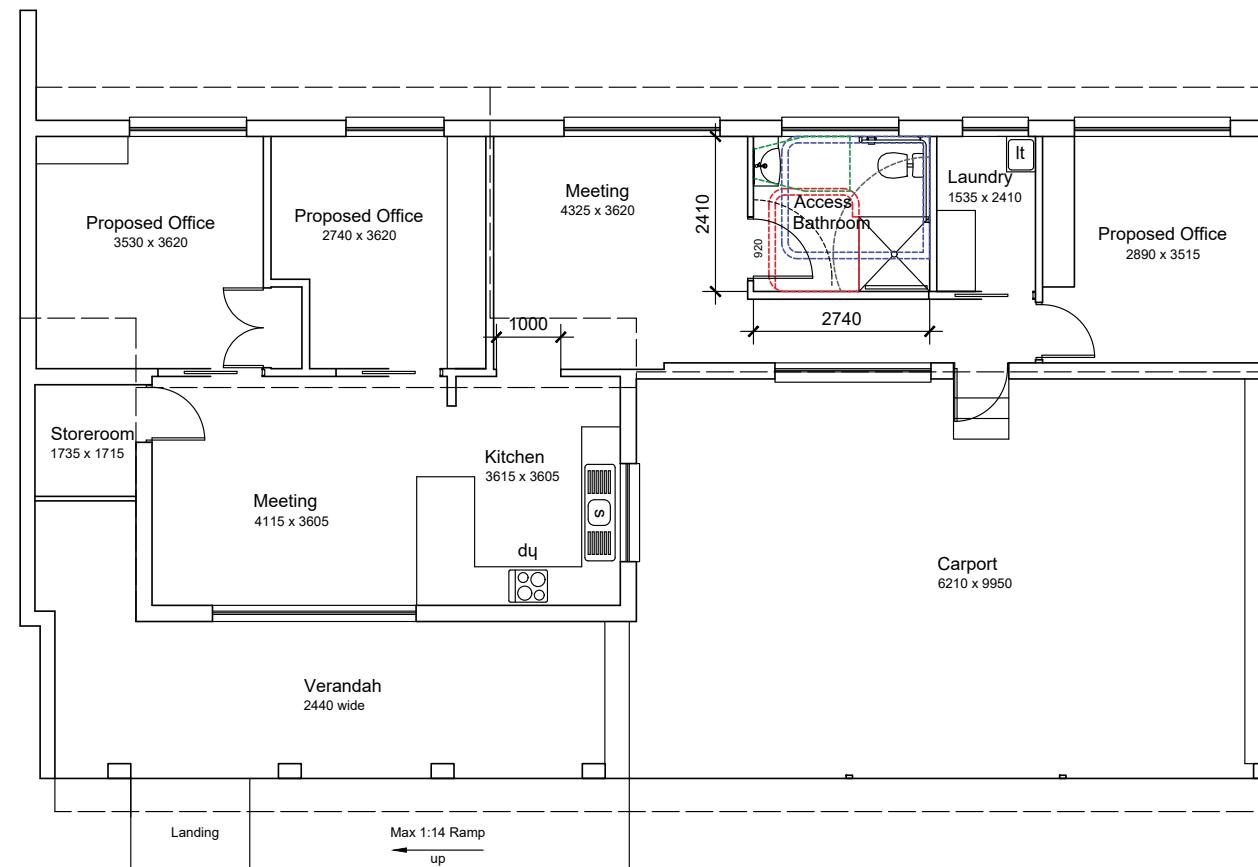




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 Verandah: 23.77m<sup>2</sup>  
 Carport: 61.79m<sup>2</sup>

Total: 183.83m<sup>2</sup>

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#### ISSUE

For Council Issue

Revision	Changes	Date
A	Re-label rooms for Council RFAI	19/3/25

**PROJECT**  
 Proposed Change of Use

**CLIENT**  
 Cowra Information & Neighbourhood Centre

**LOCATION**  
 7 Vaux Lane, Cowra  
 NSW, 2794

**DATE** 15/11/2024      **SCALE** 1:100

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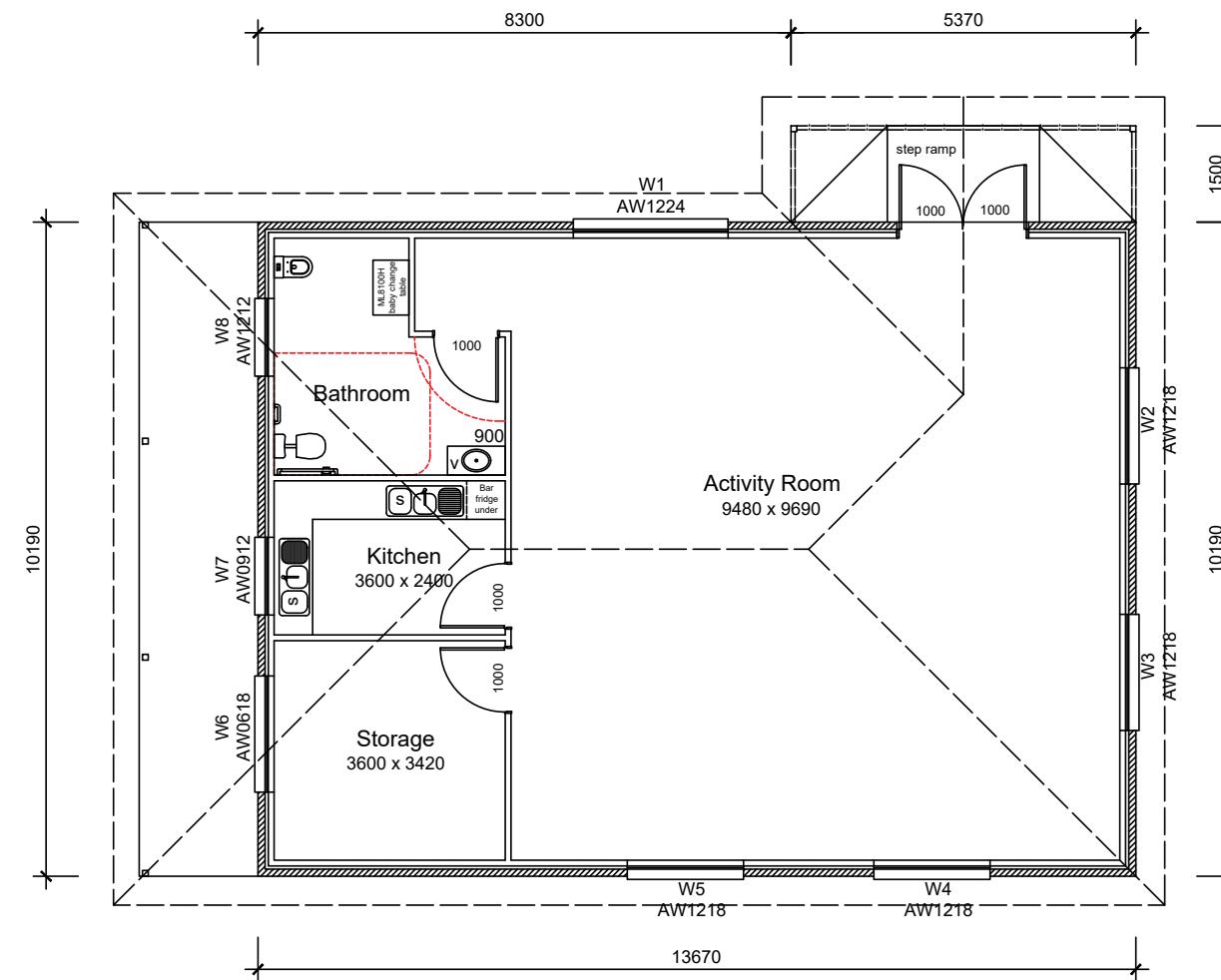
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**JOB NUMBER** 158/24  
**DRAWING** Proposed Stage 1 Floor Plan A103



Gross Floor Area: 127.6m<sup>2</sup>  
 Verandah: 18.85m<sup>2</sup>  
 Total: 146.45m<sup>2</sup>

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## 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

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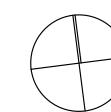
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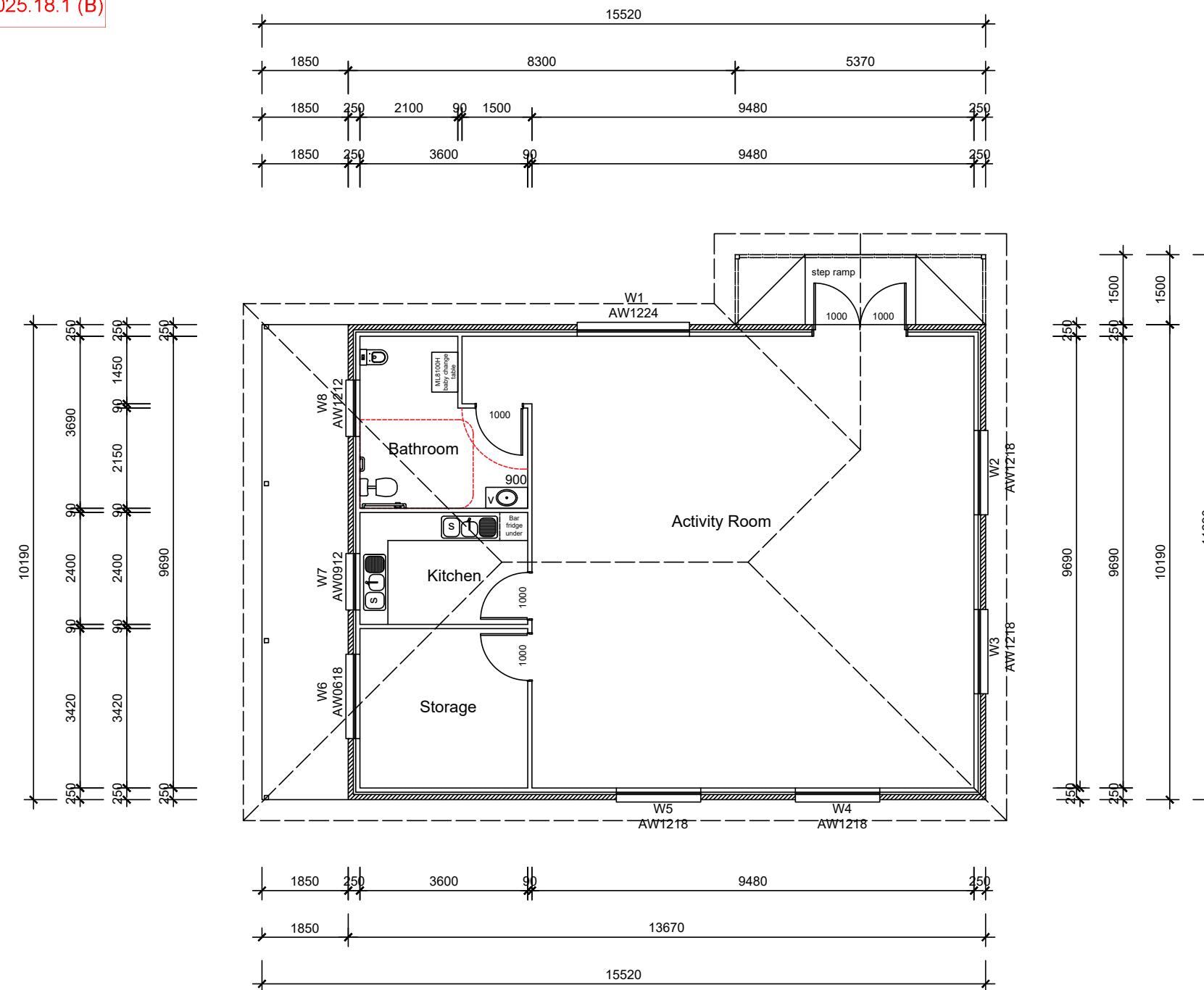
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JOB NUMBER 158/24

DRAWING Proposed Floor Plan A104 A  
 Stage 2



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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

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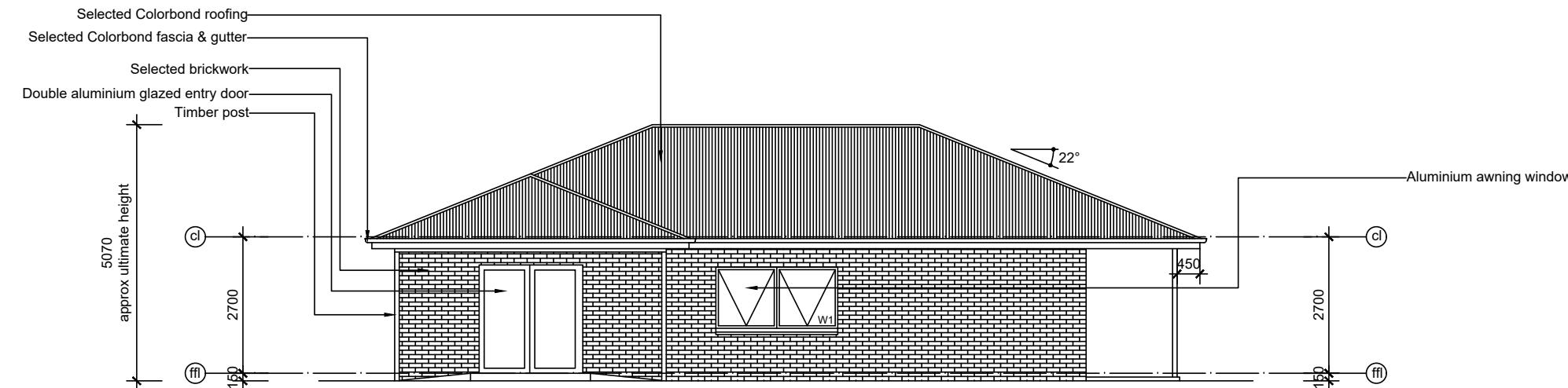
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JOB NUMBER  
158/24

DRAWING  
Proposed Dimensioned Floor  
Plan Stage 2      A105



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Plan No: DA 10.2025.18.1 (B)

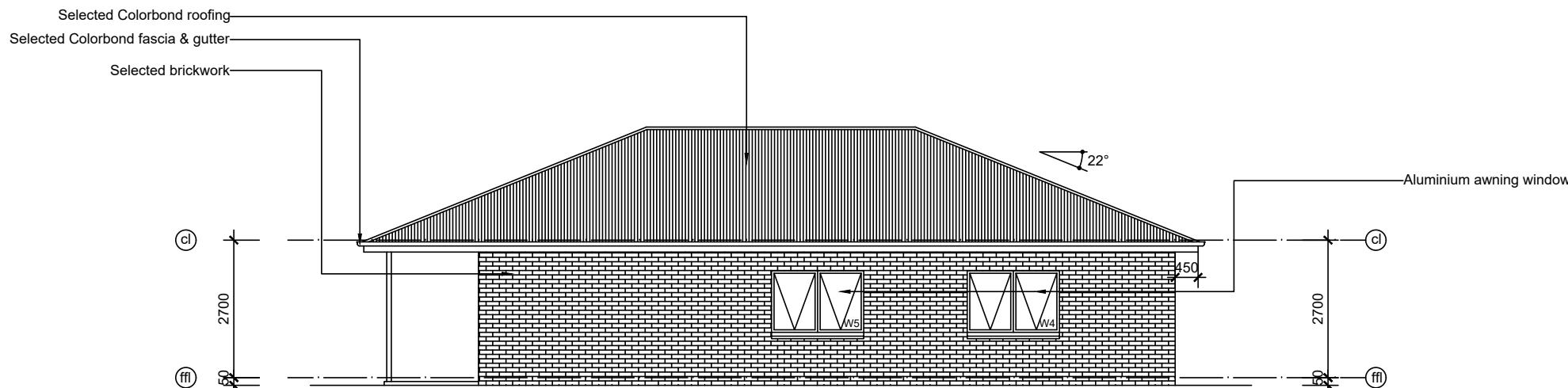


North Elevation

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**ISSUE**  
For Council Issue

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  
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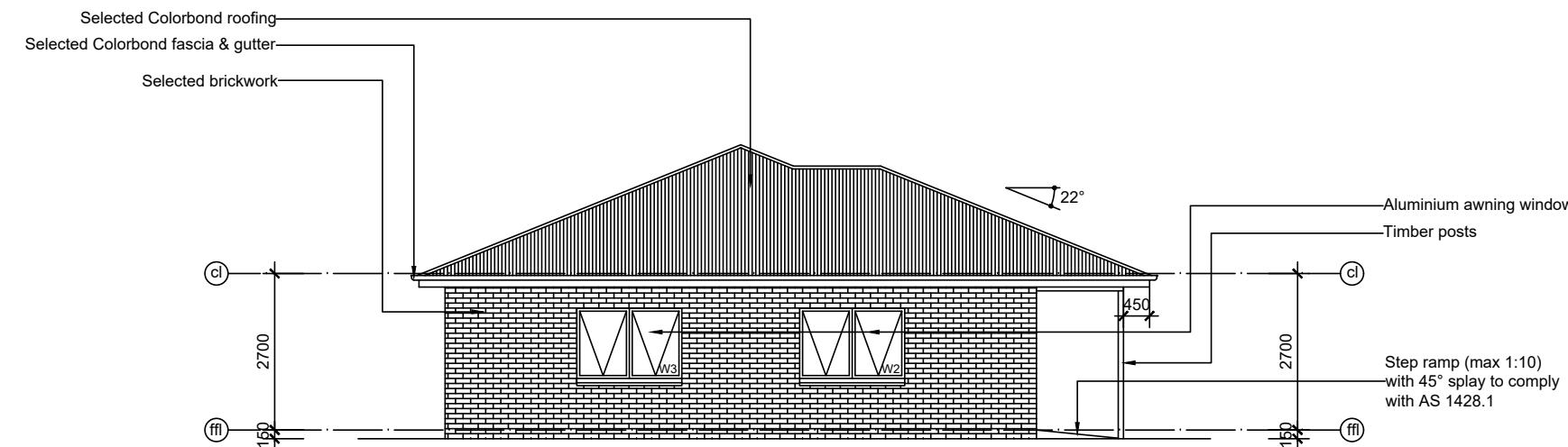


**VISION**  
PROPERTY DEVELOPMENT HUB

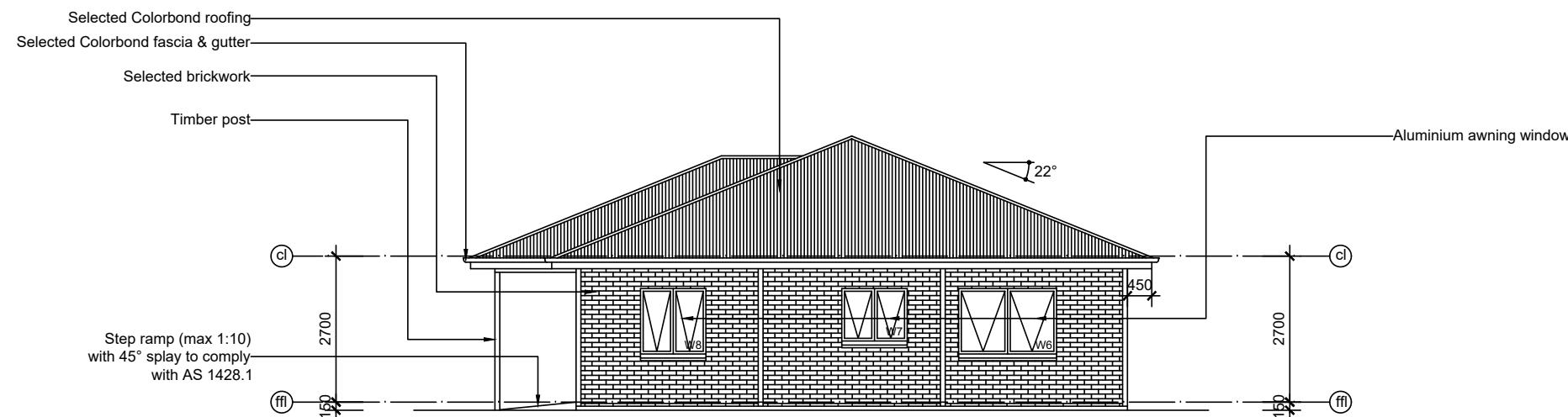
**JOB NUMBER** 158/24

**DRAWING**  
Proposed Elevations Stage 2 **A201 A**

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,  
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web: visionpdhub.au



VISION  
PROPERTY DEVELOPMENT HUB

JOB NUMBER 158/24  
DRAWING A202 A

Proposed Elevations  
Stage 2





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## 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
Version 6	27/01/2026	Updated plan references

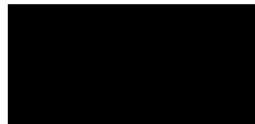


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**This Statement of Environmental Effects (SEE) was prepared based on the following plan versions:**

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 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
Taffix Traffic and Transport Planners	Proposed Dimensioned Floor Plan - Stage 2	A105	15/11/24	158/24
	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

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## 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

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## 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.

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## 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.

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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.

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## 5. Consideration of Environmental Planning Instruments & Environment

### Section 4.15 Evaluation

#### (1) Matters for consideration—general

##### (a) the provisions of:

###### (i) any environmental planning instrument

#### 5.1 Cowra Local Environmental Plan 2012 (LEP)

*Section 2.3(2) 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.

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- *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

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

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

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

**Comments:**

The 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.

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**(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**

<b>Part M Parking, Access and Mobility</b>	<b>Applies</b>	<b>Consistent</b>	<b>Variation Proposed</b>
<b>M.1. Car Parking Code</b>			
<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	-	-
<b>M.3. Parking and access design - Non residential uses</b>			
<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

<b>Part M Parking, Access and Mobility</b>	<b>Applies</b>	<b>Consistent</b>	<b>Variation Proposed</b>
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 40m<sup>2</sup> 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.

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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.

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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.

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*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

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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.

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(iii) 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.

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(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.

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**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



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

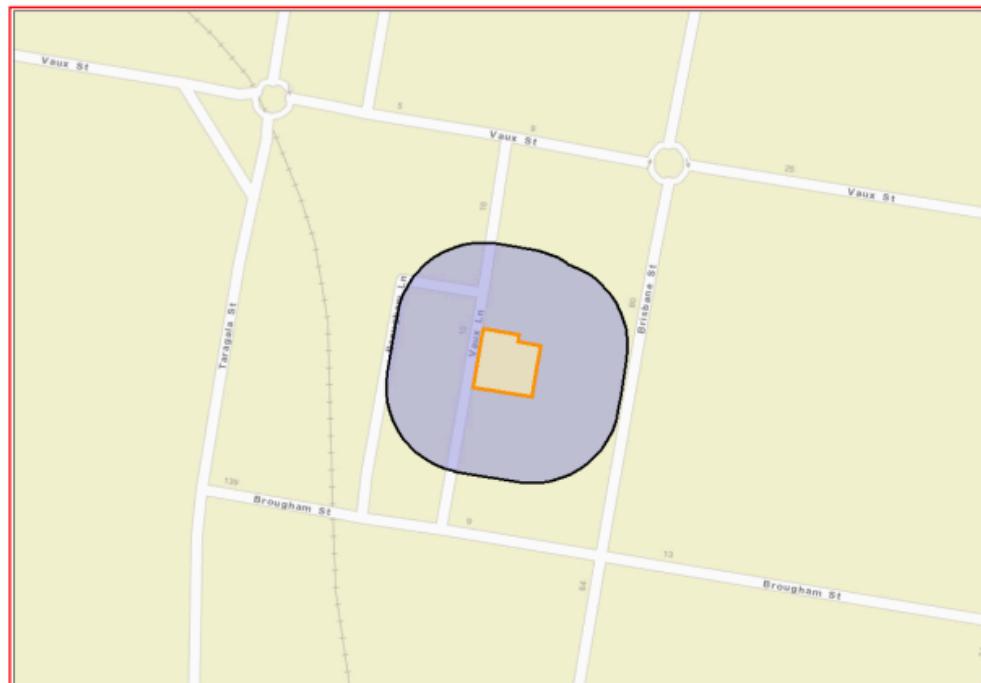
The site is serviced by adequate utilities to cater for the development.

**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:

<b>0 Aboriginal sites are recorded in or near the above location.</b>
<b>0 Aboriginal places have been declared in or near the above location.*</b>

**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.

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**(c) the suitability of the site for the development**

The site has appropriate area, dimensions and topography to facilitate construction of the proposed development.

**(d) any submissions made in accordance with this Act or the regulations,**

Council will exhibit the development in accordance with the Community Consultation Policy.

**(e) the public interest**

No aspect of the proposed development will overburden any facility operating in the public interest.

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## 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 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 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**

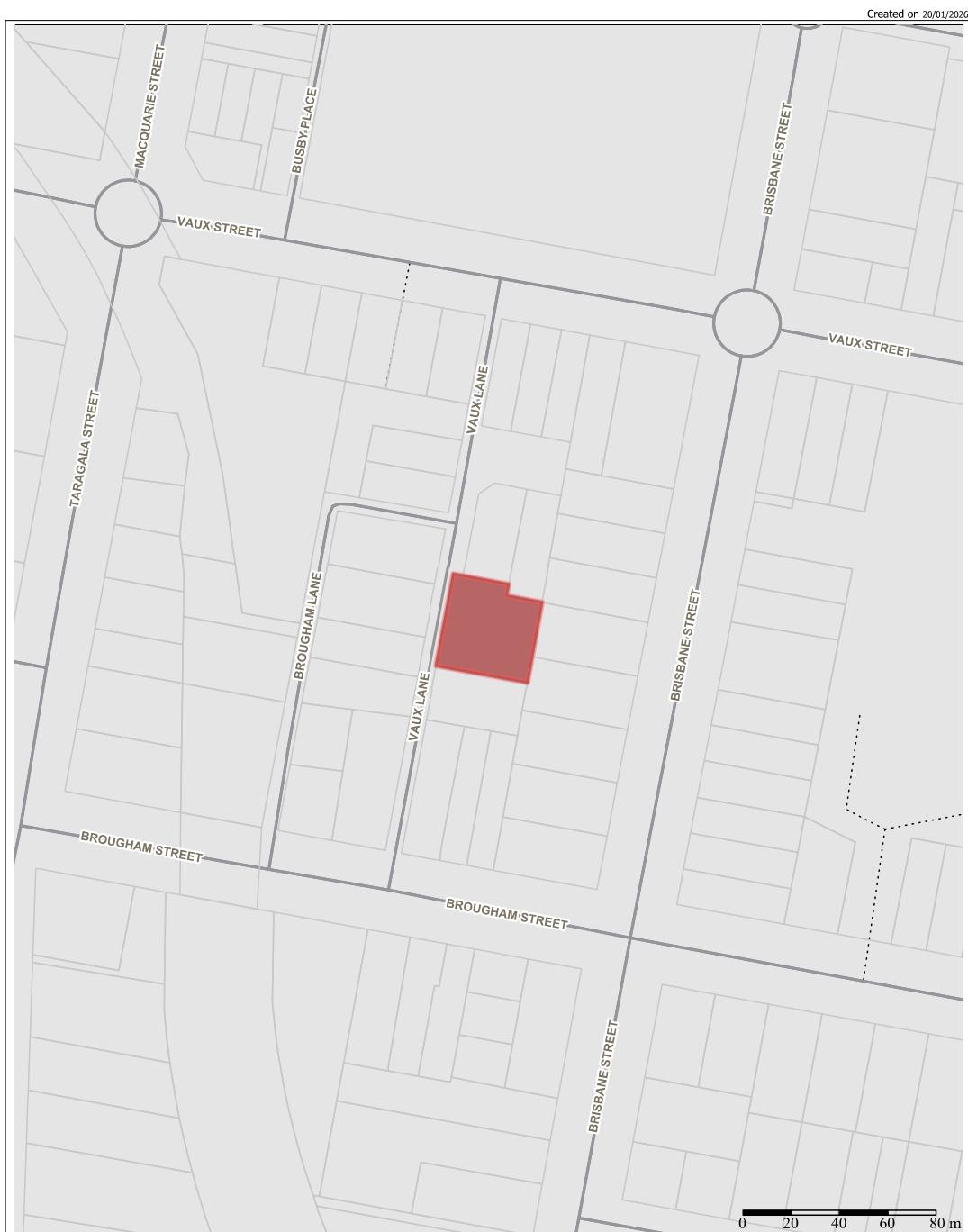
Sample boards are not necessary in this instance.

**k. Detailed sections of proposed facades**

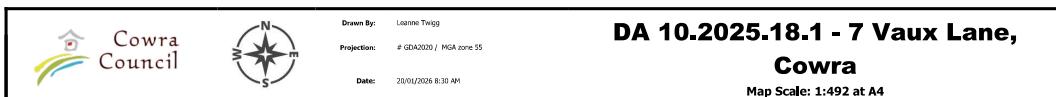
The plans submitted are adequate for comprehensive assessment of the development without submitting section plans for a development application.

**l. If appropriate, a model that includes the context.**

A model is not necessary in this instance.



 <p><b>Cowra Council</b>          Private Bag 342          116 Kendall Street          Cowra NSW 2794          Ph: (02) 6340 2000          Web: <a href="http://www.cowracouncil.com.au">www.cowracouncil.com.au</a></p>	<p><b>Important Notice!</b>  <small>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 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, 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>  <small>© The State of New South Wales (Spatial Services), © Cowra Council.</small></p>	<p>Drawn By: Leanne Twigg</p> <p>Projection: GDA2020 / MGA zone 55</p> <p>Date: 20/01/2026 8:32 AM</p> <p><b>DA 10.2025.18.1 - 7</b>  <b>Vaux Lane, Cowra</b></p> <p>Map Scale: 1:1879 at A4</p>
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**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  
obn: 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 1,122.7m<sup>2</sup>. 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

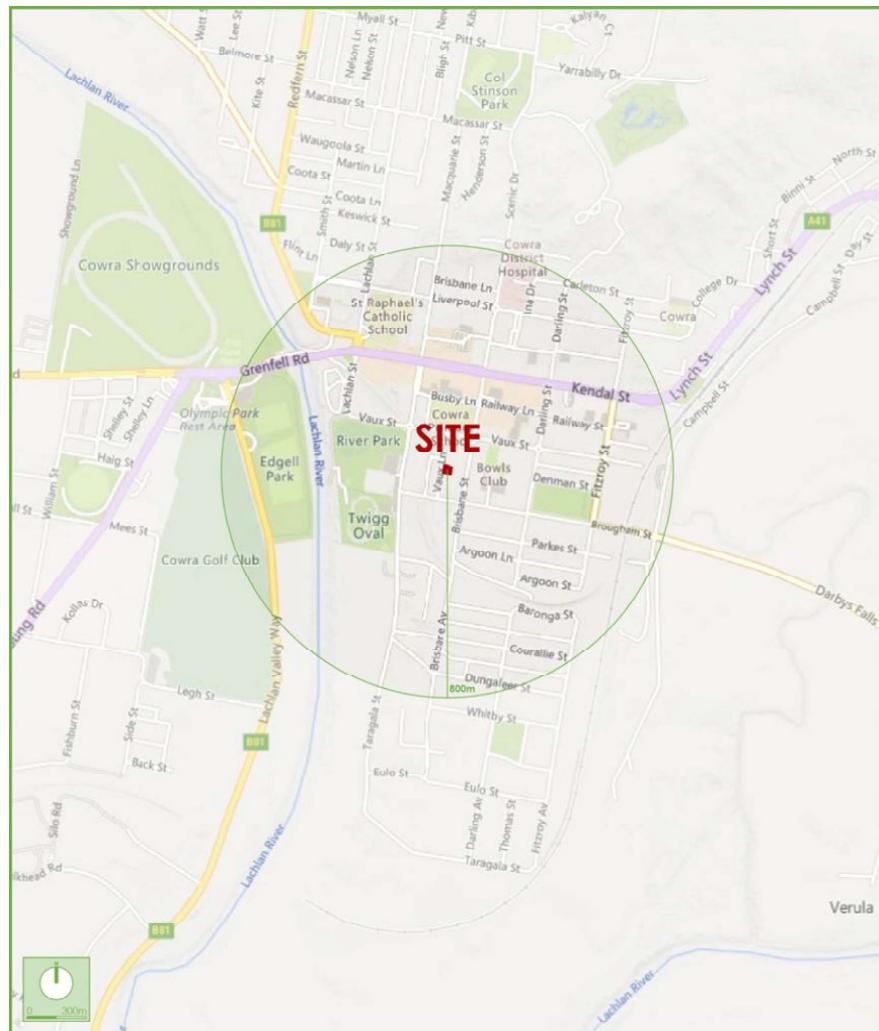


Figure 1: Location Plan

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

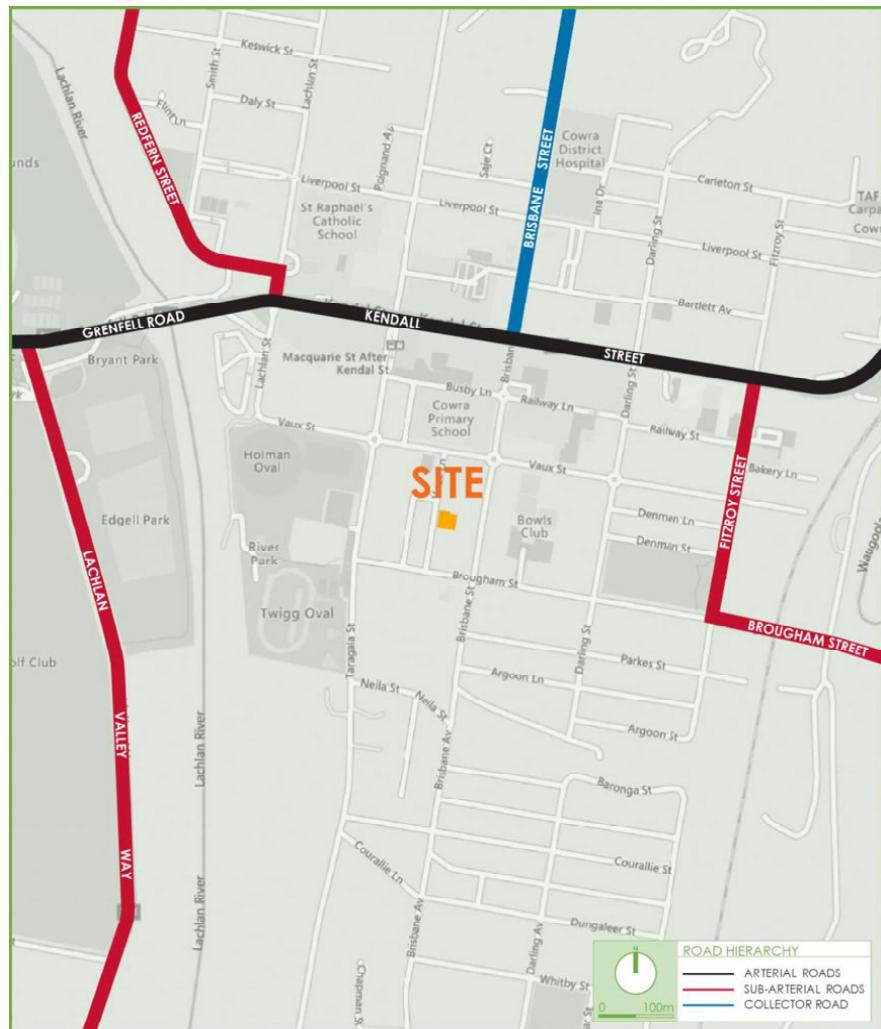


Figure 3: Road Hierarchy



#### 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

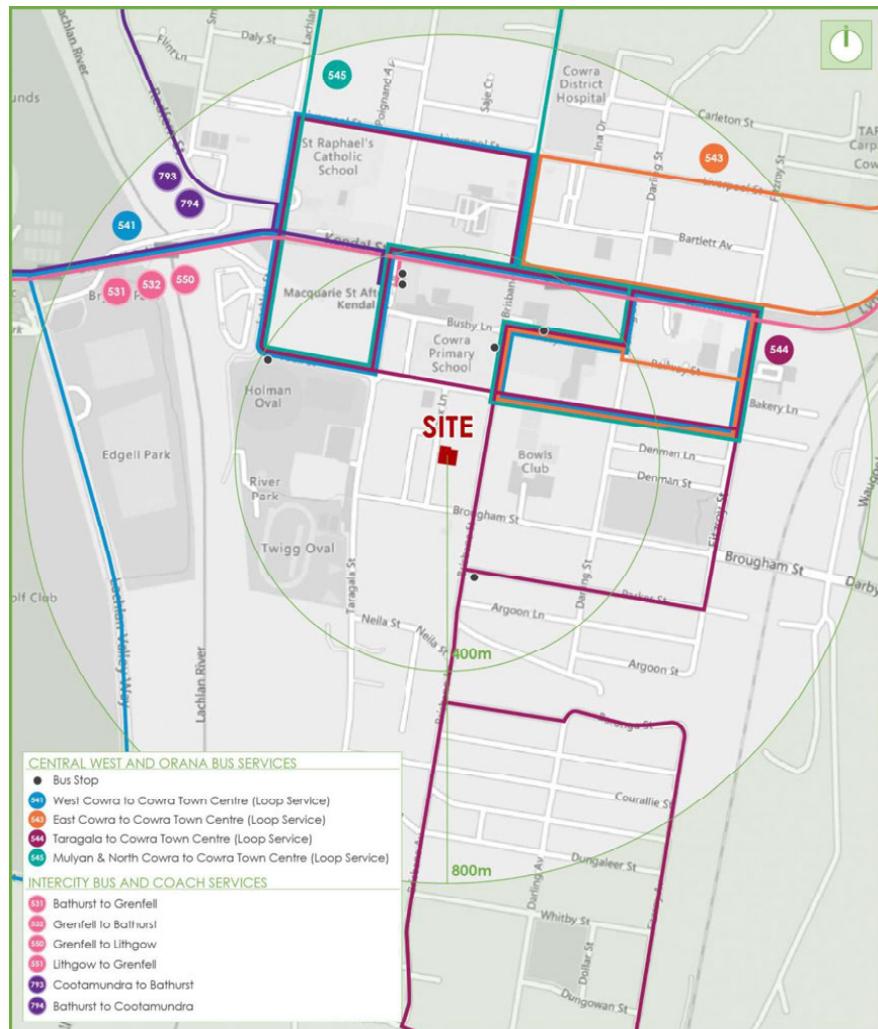


Figure 4: Public Transport



### ⓘ 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 <sup>2</sup> )	DCP Maximum Car Parking Rate	Parking Requirement	Parking Provided
Office Premises (Existing Dwelling)	124	1 space per 40 m <sup>2</sup>	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
<b>Totals</b>			<b>12</b>	<b>12</b>

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

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**ATTACHMENT 1**

Reduced Plans

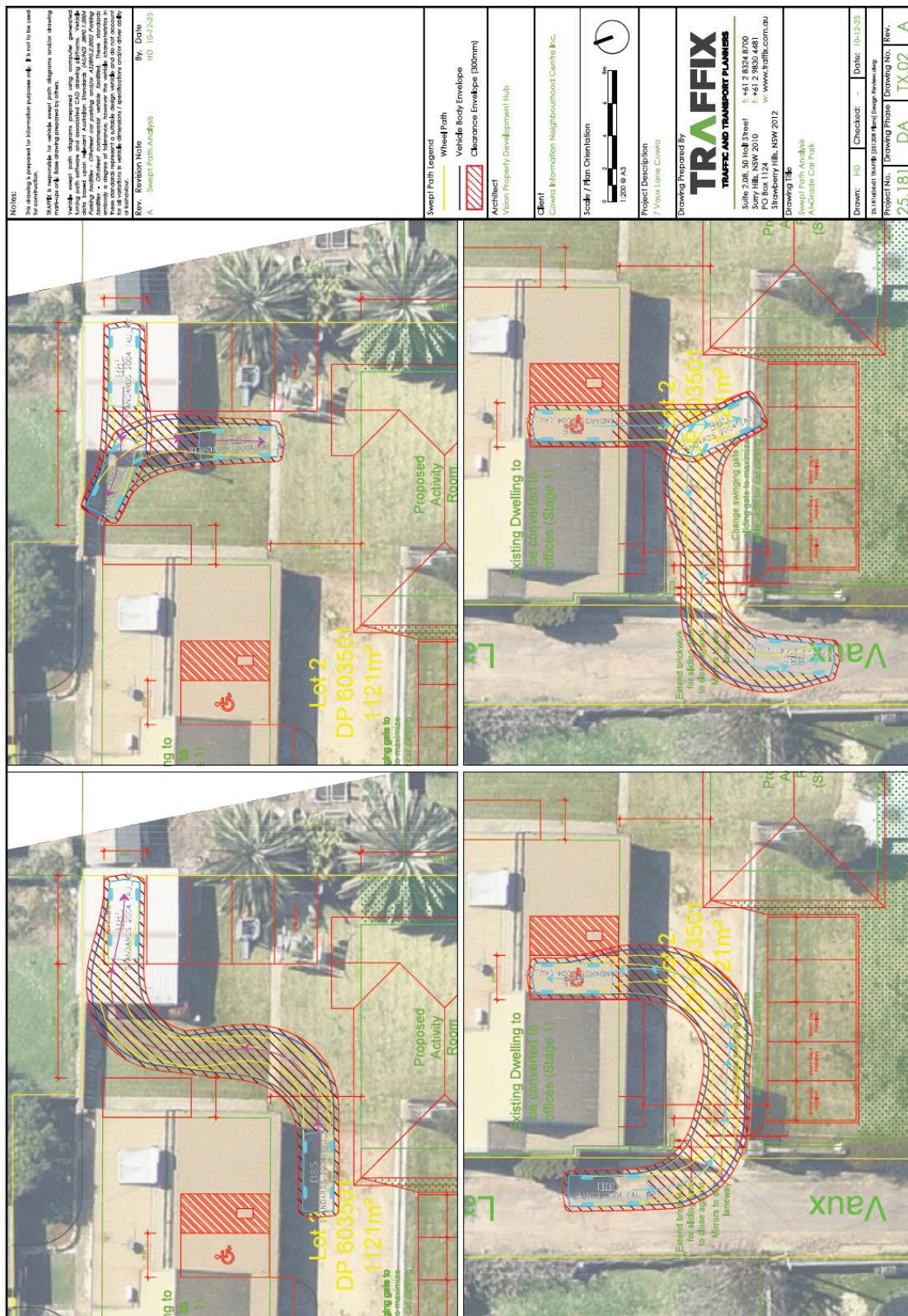


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**ATTACHMENT 2**

Swept Path Analysis





5.2 **Development Application No. 10.2025.122.I, Lot 11 DP 1306817, 174 Willowvale Road Cowra, garage, lodged by D A Walters. The property owner is D A & B A Walters.**

File Number: D26/106

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 variation to Section G.4.4.2 of Part G of Council's Development Control Plan 2021 is sufficiently justified, and the application was publicly notified and one submission was received; and**
2. **That Council approves a variation to Section G.4.4.2 of Part G of Council's Development Control Plan 2021 for this development to allow a maximum building height of 5.67 metres; and**
3. **That Development Application No. 10.2025.122.I, for the construction of a garage on Lot 11 DP 1306817, 174 Willowvale Road 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
<b>Site Plan Sheet No. 1</b>	<b>M A Steel 04/12/2025</b>	<b>Received 8/12/2025 Stamped DA 10.2025.122.I</b>
<b>Site Plan Sheet No. 3</b>	<b>M A Steel 04/12/2025</b>	<b>Received 8/12/2025 Stamped DA 10.2025.122.I</b>
<b>Elevations Sheet 7 of 7</b>	<b>Fair Dinkum Build Young Job No. FDYO141144 5/12/2025</b>	<b>Received 10/12/2025 Stamped DA 10.2025.122.I(A)</b>

Statement of Environmental Effects (Amended)	MA Steel	Received 10/12/2025 Stamped DA 10.2025.122.1(A)
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**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. Building colours are to be the Colorbond colours as follows:
  - Basalt roof, trims & doors
  - Southerly for the wall sheeting.

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

4. Prior to the issue of a Construction Certificate, a Landscaping Plan prepared in accordance with Part N of Cowra Council Development Control Plan 2021 shall be submitted to Council for approval. The aim of the plan is to assist to screen the development from the adjoining land uses to the east.
5. 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.
6. 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.
7. 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'.
8. 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

9. 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.
10. 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.
11. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.
12. 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.
13. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the 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.
14. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged three metres clear of any building/structure in a manner that does not cause soil erosion or nuisance to adjoining properties.

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

15. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans.
16. The Applicant must not commence occupation or use of the garage 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](http://www.byda.com.au) and lodge a free enquiry that helps keep people safe and protect underground infrastructure

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## INTRODUCTION

Development Application No. 10.2025.122.1 proposes a garage on Lot 11 DP 1306817, 174 Willowvale Road Cowra. The application was lodged by D A Walters on 8 December 2025. The property owner is D A & B A Walters.

The application is being reported to Council because it contains a variation to Section E.4.4.2.b. of Part G of Cowra Councils Development Control Plan 2021 in relation to building height which is discussed in the relevant section of this report. Additionally, one submission objecting to the development has been received and is addressed in this report.

A copy of the site and elevation plans of the proposed garage 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 11 DP 1306817, 174 Willowvale Road Cowra is a rectangular allotment of approximately 2.094m<sup>2</sup>. The lot is located in the R5 Large Lot Residential zone under Cowra Local Environmental Plan (LEP) 2012. The site is currently vacant with an approved dwelling house (DA 92/2025) under construction.

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 Colorbond garage 15 metres wide and 16.5 metres long situated 20 meters from the rear (eastern) property boundary and 15 metres from the side (southern) boundary. The garage has an apex height from finished ground level of 5.27 metres and will be used for the storage of cars, household items, tools and machinery.

### 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 10.2025.122.1:

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

#### **S 4.15(I)(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 the use of the 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 R5 Large Lot Residential, and the proposed development is permitted in the zone with consent.



##### **2.3 Zone objectives**

Objective	Comment
• To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality.	Not inconsistent
• To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future.	Not inconsistent
• To ensure that development in the area does not unreasonably increase the demand for public services or public facilities.	Not inconsistent
• To minimise conflict between land uses within this zone and land uses within adjoining zones	Not inconsistent

## 2 Permitted without consent

Environmental protection works, Home occupations

## 3 Permitted with consent

Bed and breakfast accommodation; Building identification signs; Business identification signs; **Dwelling houses**; Home industries; Kiosks; Neighbourhood shops; Oyster aquaculture; Pond-based aquaculture; Roads; Roadside stalls; 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; Attached dwellings; Biosolids treatment facilities; Boarding houses; Boat building and repair facilities; Boat launching ramps; Boat sheds; Car parks; Charter and tourism boating facilities; Commercial premises; Correctional centres; Crematoria; Depots; Dual occupancies; Eco-tourist facilities; Entertainment facilities; Extractive industries; Forestry; Freight transport facilities; Function centres; Heavy industrial storage establishments; Helipads; Highway service centres; Hostels; Industrial retail outlets; Industrial training facilities; Industries; Jetties; Local distribution premises; Marinas; Mooring pens; Moorings; Mortuaries; Multi dwelling housing; Open cut mining; Public administration buildings; Recreation facilities (indoor); Recreation facilities (major); Registered clubs; Research stations; Residential flat buildings; Restricted premises; Rural industries; Rural workers' dwellings; Semi-detached dwellings; Seniors housing; Service stations; Sewage treatment plants; Sex services premises; Shop top housing; Signage; Storage premises; Tourist and visitor accommodation; 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 ancillary development is permitted with consent.

### 2.8 Temporary Use of land

The proposal does not involve the temporary use of the land.

### 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 (up to 400mm of fill). It is considered that there will be no adverse impact or environmental risk from the earthworks required.

### 7.3 Terrestrial biodiversity

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

### 7.4 Riparian land and watercourses

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

### 7.5 Wetlands

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

### 7.6 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the Groundwater Vulnerability Map. The land is not mapped as being affected; accordingly, this clause is not applicable.

### 7.7 Airspace operations

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

### 7.8 Essential Services

Water	N/A for shed.
Electricity	Electricity connection available onsite.
Sewage	N/A for shed.
Stormwater	Stormwater will be directed 3m clear of all structures. Conditioned

	accordingly
Access	Access will remain from Willowvale Road.

### 7.11 Development on land in karst areas

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

### **State Environmental Planning Policies**

<b>SEPP</b>	<b>COMMENTS</b>
SEPP (Biodiversity and Conservation) 2021	Not applicable.
SEPP (Exempt and Complying Development Codes) 2008	Not applicable.
SEPP (Housing) 2021	Not applicable.
SEPP (Industry and Employment) 2021	Not applicable.
SEPP (Planning Systems) 2021	Not applicable.
SEPP (Precincts – Central River City) 2021	Not applicable.
SEPP (Precincts – Eastern Harbour City) 2021	Not applicable.
SEPP (Precincts - Regional) 2021	
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 implemented prior to the commencement of works. Council's consent condition applies.

#### **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 area is generally clear of vegetation. No trees require removal. No further assessment required relating to Biodiversity.

#### **PART G – LARGE LOT DEVELOPMENT**

##### **Part G.3 Ancillary Development**

<b>Section</b>	<b>Comments</b>
G.3.1 Application of Section	The subject land is zoned R5 Large Lot Residential and ancillary development is proposed.
G.3.2 Objectives	The proposed development meets these objectives.
G.3.3 Ancillary buildings – attached	N/A for this development
G.3.4. Ancillary buildings – detached	<p>The proposed garage would be located behind the building line of the dwelling. The proposed garage would be consistent with the appearance of the existing shed and subservient to the dwelling.</p> <p>The proposed garage would be 5.67 metres in height (including fill) and <b>does not comply</b> with Section E.4.4.2. <b>See comments below table.</b></p>
G.3.5. Private Swimming Pools	N/A for this development
G.3.6. Rainwater Tanks	N/A for this development

##### **Variation:**

Section G.4.4.2 of Part G of the Cowra Council DCP 2021 states that “ancillary buildings should be consistent with the dwelling and should not be more than 4.5 metres high, measured from natural ground level to the peak of the structure”.

The proposed development will be located 120m+ from the approved dwelling site and located at the rear of the property. It has a 5.27 metres height to the apex of the roof ridge. Given the slope of the site and slight hollow in the building pad area a maximum of 400mm of fill is required. This will result in a ridge height of 5.67 metres from natural ground level.

The applicant provides the following response to the variation:

*“The additional height is required to safely accommodate larger vehicles and machinery commonly associated with rural-residential properties. It ensures adequate clearance, ventilation, and structural integrity. The garage is sited with generous setbacks (minimum 15.1m, maximum 174m), ensuring no overshadowing or adverse impact on neighbouring properties. The development remains ancillary to the residential use, supports the R5 zone objectives, and does not introduce commercial activity. The large lot size and existing vegetation provide screening. The scale is proportionate to the property and consistent with the rural-residential character”*

#### Comment

It is considered the proposed variation is adequately justified as the proposed garage would be located well behind the building line of the existing dwelling. Additionally, the proposed garage is located at a sufficient distance to nearby residential uses to not adversely impact on amenity. The proposed garage is not inconsistent with the objectives of the R5 zone, and 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 is not considered necessary for residential ancillary development.

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

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

There is no planning agreement that has been entered into under Section 7.4 of the Environmental Planning and Assessment Act 1979 by the applicant in relation to the development proposal. Similarly, the applicant has not volunteered to enter into a draft planning agreement for the development proposal.

**S 4.15(1)(a)(iv) any matters prescribed by the regulations**

Section 4.15(1)(a)(iv) requires the Council to also consider Clauses 61, 62, 63 and 64 of the Environmental Planning and Assessment Regulation. The following provides an assessment of the relevant Clauses of the Regulation:

- Clause 61 – The proposal does not involve demolition of a building and therefore the requirements of AS 2601-2001 are not required to be considered in accordance with Clause 61(1).
- Clause 62 – The proposal does not involve the change of a building use for an existing building 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 buildings. 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 Willowvale Road 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**

Stormwater disposal associated with the proposed development can be accommodated on site without impacting on adjoining properties as conditioned.

**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 has been provided.

**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 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 and the applicant's response is included in Attachment '6'. Below is a summary of the submission's planning and development related concerns followed by assessment comments:

#### **Objection:**

##### **I. Concerns regarding proposed shed being used for Commercial use.**

#### Assessment Comment

In response to the objection, the applicant provided clarification on the use of the proposed garage stating

*“The proposal remains strictly ancillary to residential use, consistent with the R5 zone. Rural-residential properties commonly utilise higher-clearance vehicles such as caravans, trailers, horse floats, and small implements. These are not commercial farm machines and do not constitute commercial activity. In addition, the owners maintain historical personal-use vehicles that require periodic maintenance.*

*The modest height variation allows installation of a small car hoist so underside work can be carried out safely — an important consideration as the owner ages and floor-level work becomes physically difficult. This is entirely for private use, not commercial servicing or mechanical work.”*

This use will align with the proposed approved use of an ancillary residential shed.

## **2. Justification for scale with the R5 zone**

### Assessment Comment

The proposed garage largely complies with the objectives of the R5 zone under Cowra LEP 2012.

## **3. Visual Impact**

### Assessment Comment

In response to the objection, the applicant has proposed visual screening of native trees to be planted along the eastern boundary. This will be conditioned accordingly and addresses the visual concerns appropriately. It is noted that the proposed garage is situated with a 20m setback from the eastern boundary and is approximately 90m from the objector’s residence. In addition, the proposed external colours are assessed as acceptable and have been conditioned. The proposed Colorbond colours are Basalt for the roof, trims and doors and Southerly for the wall sheeting. Basalt is a mid-tone neutral grey and Southerly is a pale soft grey.

## **4. Inconsistent with rural practices**

### Assessment Comment

The garage is proposed as an ancillary residential structure within the R5 zone (large lot residential) and therefore is not considered inconsistent with land uses in the zone.

## **5. Clarification of water tank locations**

### Assessment Comment

The proposed water tanks will be located behind the garage with a 15m boundary setback; this is compliant with the BCA and Cowra DCP 2021.

## **6. No existing vegetation**

### Assessment Comment

The applicant has proposed to provide vegetation along the boundary to help with visual impacts. This will be conditioned accordingly.

### Summary:

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

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

**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. 10.2025.122.1 proposes a garage on Lot 11 DP 1306817, 174 Willowvale Road Cowra. The application was lodged by D A Walters on 8 December 2025. The property owner is D A & B A Walters.

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 R5 Large Lot Residential zone and is consistent with existing land-use activities of the locality. The variation to Part G.3.4 of the Cowra Development Control Plan 2021 is sufficiently justified.

The development application was notified in accordance with Cowra Community Participation Plan 2024. 1 submission were received following the consultation process.

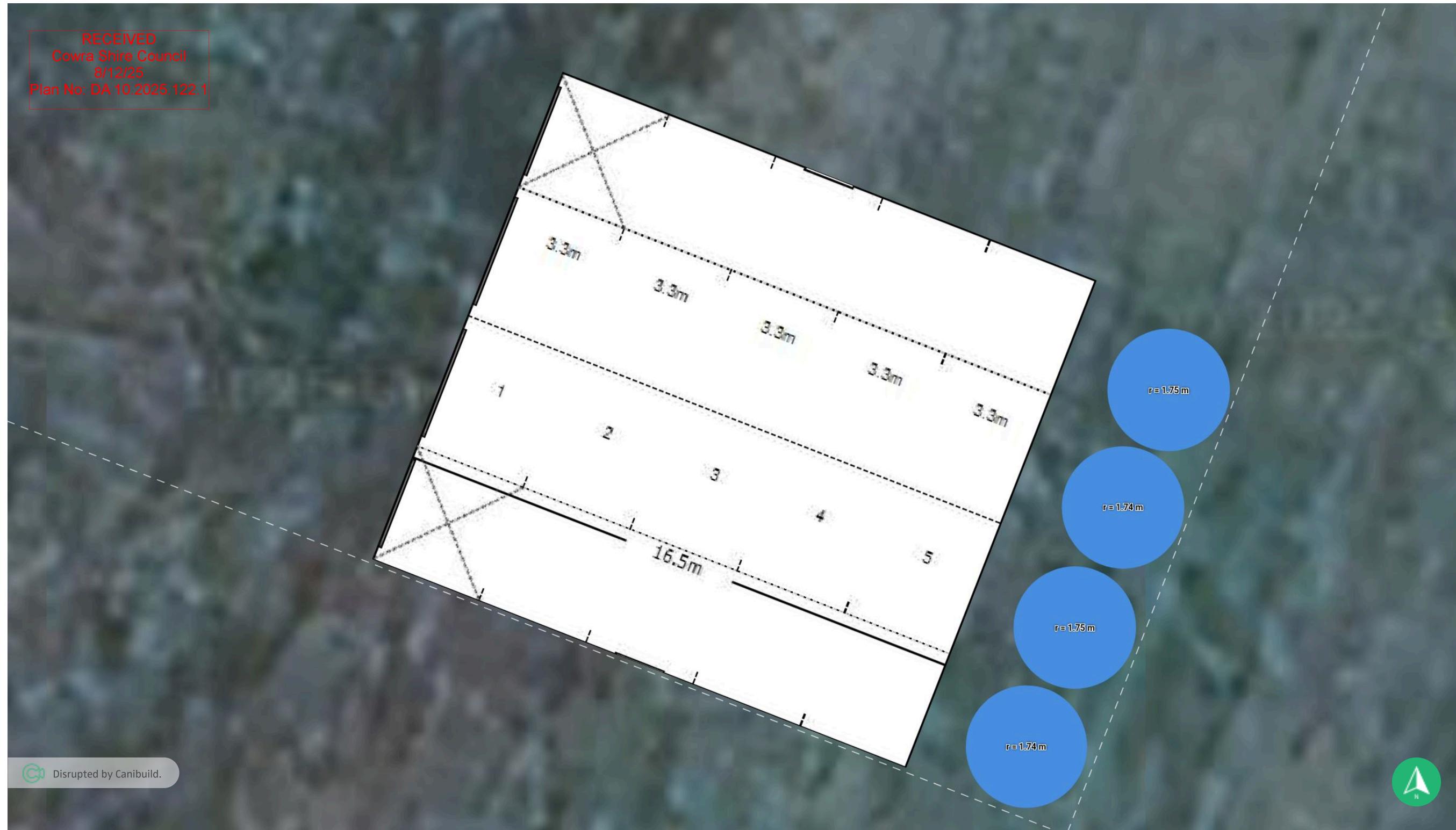
Having considered the documentation supplied by the applicant, the findings of site inspection(s) and the comments made from consultation, it is assessed that the impacts of the proposal and the likely environmental interactions between the proposed development and the environment are such that Council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

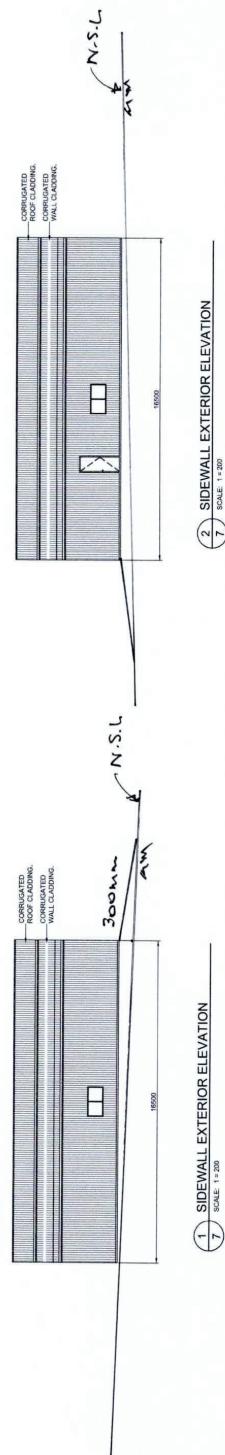
**ATTACHMENTS**

1. DA 10.2025.122.1 - 174 Willowvale Road Cowra - Development Plans [!\[\]\(5e1ffc875129069e3dd58174d6ddd9d7\_img.jpg\)](#)
2. DA 10.2025.122.1 - 174 Willowvale Road Cowra - Statement of Environmental Effects [!\[\]\(b29678d216e0b36e82831ad626e33fa6\_img.jpg\)](#)
3. DA 10.2025.122.1 - 174 Willowvale Road Cowra - Location map [!\[\]\(a2a277cb86086fc3f6607700337ae071\_img.jpg\)](#)
4. DA 10.2025.122.1 - 174 Willowvale Road Cowra - Aerial view [!\[\]\(16900b32425cb7874a8edda530bcf618\_img.jpg\)](#)
5. DA 10.2025.122.1 - 174 Willowvale Road Cowra - copy of submission [!\[\]\(7fc1283c23f00b1c7f4e843dfbc70069\_img.jpg\)](#)
6. DA 10.2025.122.1 - 174 Willowvale Road Cowra - applicants response to submission [!\[\]\(b1a3e3cb80c8c7b69298bb8ebbfcb175\_img.jpg\)](#)

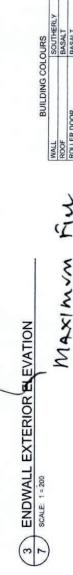
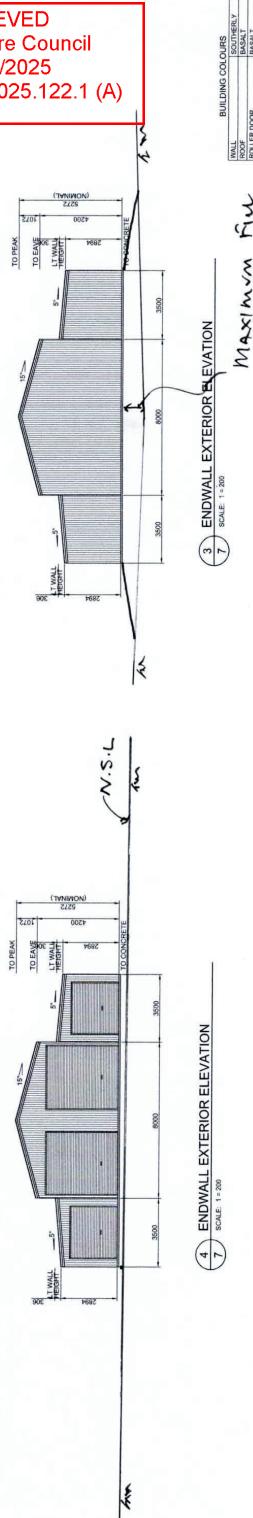


Client Name	Client Email	Client Phone	Signature _____
<b>M STEEL</b>			
<b>Copyright Statement</b> This plan always remains the copyright of designer & shall not be used other than for the project work intended without written authority. No part may be reproduced by any other exclusive right be exercised without permission. Legal enforcement will be taken on copyright infringement.		Generated by Lynne Smith masteelptyltd@bigpond.com	Sheet Name Site Plan
<b>Disclaimer</b> 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 174 Willowvale Rd, Cowra, NSW 2794 LR02.12 Lot/DP: 11/-/DP1306817	Sheet no. 1
ALL DIMENSIONS ARE IN METRES. DO NOT SCALE FROM PLANS.		Design Darren Walters	Lic no. 225516C
		Scale 1:1000@A3	Job no.
		1 <sup>st</sup> version date: 03/12/2025	Version # 2
		Current version date: 04/12/2025	





RECEIVED  
Cowra Shire Council  
10/12/2025  
Plan No: 10.2025.122.1 (A)



STEEL BUILDING BY		FAIR DINKUM BUILDS YOUNG	
		(CONTACT)	
		02 6382 4387	(WALTERS) DARREN
		174 WILLOWVALE RD	
		COWRA	
DRAWN FOR		FDB	
CHECKED AT		TM	
DATE		5/12/2025	
JOB NO		FDYO141144	
SHEET		7 OF 7	



RECEIVED  
Cowra Shire Council  
10/12/2025  
Plan No: 10.2025.122.1(A)

MA Steel & Sheds Pty Ltd

3285 Moppity Road

YOUNG NSW 2594

Ph: (02) 6382 4387 Fax: (02) 6382 4373

## Amended Statement of Environmental Effects

**Owner:** Darren & Belinda Walters

**Property Address:** 174 Willowvale Road, Cowra NSW 2794

**Legal Description:** Lot 11 / DP1306817

**Zoning:** R5 – Large Lot Residential (Cowra LEP 2012)

### 1. Proposal Overview

The proposal seeks approval for the construction of a garage measuring 15 m wide, 16.5 m long, with a wall height of 4.2 m and an apex height of 5.27 m. The garage will be used for the storage of cars, household items, tools, and machinery.

Two 22.7 kL rainwater tanks will be installed and connected, with provision for an additional two tanks in the future.

The garage is strictly for private residential use and is not intended for any commercial or business activity.

### 2. Compliance with Cowra LEP 2012

**Zoning (R5 – Large Lot Residential):** The proposed garage is ancillary to the existing residential use and is permissible under the Cowra Local Environmental Plan 2012.

#### Objectives of R5 Zone:

- Provide residential housing in a rural setting.
- Ensure development is compatible with the character of large-lot residential areas.
- Maintain amenity and environmental values.

The proposed garage supports these objectives by providing functional storage for household purposes only, without introducing commercial operations.



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### 3. Compliance with Cowra DCP 2021 – Part G Ancillary Development

#### Setbacks:

- North: 81.74 m
- East: 20 m
- South: 15.1 m
- West: 174.03 m

These setbacks exceed minimum requirements under the Cowra Development Control Plan 2021, ensuring minimal visual or amenity impact on adjoining properties.

**Bulk and Scale:** The garage is proportionate to the large lot size and consistent with the rural-residential character.

**Water Management:** Installation of rainwater tanks aligns with DCP provisions encouraging sustainable water use and stormwater management.

#### Height Variation (Section E.4.4.2(b)):

The Cowra DCP specifies a maximum height of 4.5 m for ancillary structures. The proposed garage has an apex height of 5.27 m.

#### Cut & Fill Consideration:

The garage will be sited on a levelled pad requiring up to 400 mm of fill. This increases the maximum height measured from natural ground level to 5.672 m, representing a total variation of 1.172 m above the DCP control.

### 4. Justification for Height Variation

The increased apex height (inclusive of fill) is necessary to:

- Safely accommodate larger vehicles and machinery commonly associated with rural-residential properties.
- Provide adequate internal clearance for storage, ventilation, and structural integrity.
- Ensure the building remains functional for long-term residential use, particularly given the owner's need to store farm-related equipment.



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**Planning Grounds for Variation:**

- The generous setbacks (minimum 15.1 m, maximum 174 m) ensure no overshadowing or adverse impact on neighbouring properties.
- The large lot size (R5 zoning) supports ancillary structures of greater scale without compromising amenity.
- The visual impact is minimal due to distance from boundaries and existing vegetation.
- The proposal remains consistent with the objectives of the LEP and DCP, maintaining residential character and environmental values.

**5. Environmental Considerations**

- **Visual Impact:** The garage will be sited well within the property boundaries, screened by existing vegetation and distance from adjoining dwellings.
- **Stormwater:** Rainwater tanks will capture roof runoff, reducing reliance on mains water and mitigating stormwater discharge.
- **Amenity:** The use is ancillary, non-commercial, and will not generate noise, traffic, or emissions beyond typical residential activity.
- **Landscaping:** Existing rural character will be maintained, with potential for further planting to soften visual impact.

**6. Procedural Note**

As the proposal includes a variation to Section E.4.4.2(b) of the Cowra DCP 2021, we understand the application will require:

- Neighbour notification in accordance with Council procedures.
- Determination at a Council Meeting rather than under delegated authority.



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#### **7. Conclusion**

The proposed garage and associated water tanks are consistent with the Cowra LEP 2012 and largely compliant with the Cowra DCP 2021. The only variation relates to the apex height, which—when measured from natural ground level with up to 400 mm of fill—results in a maximum height of 5.672 m.

This variation is justified on functional and planning grounds, with no adverse impact on amenity or character. The development respects zoning objectives, exceeds setback requirements, and incorporates sustainable water management.

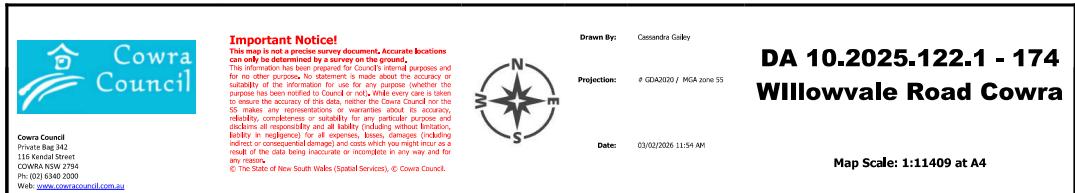
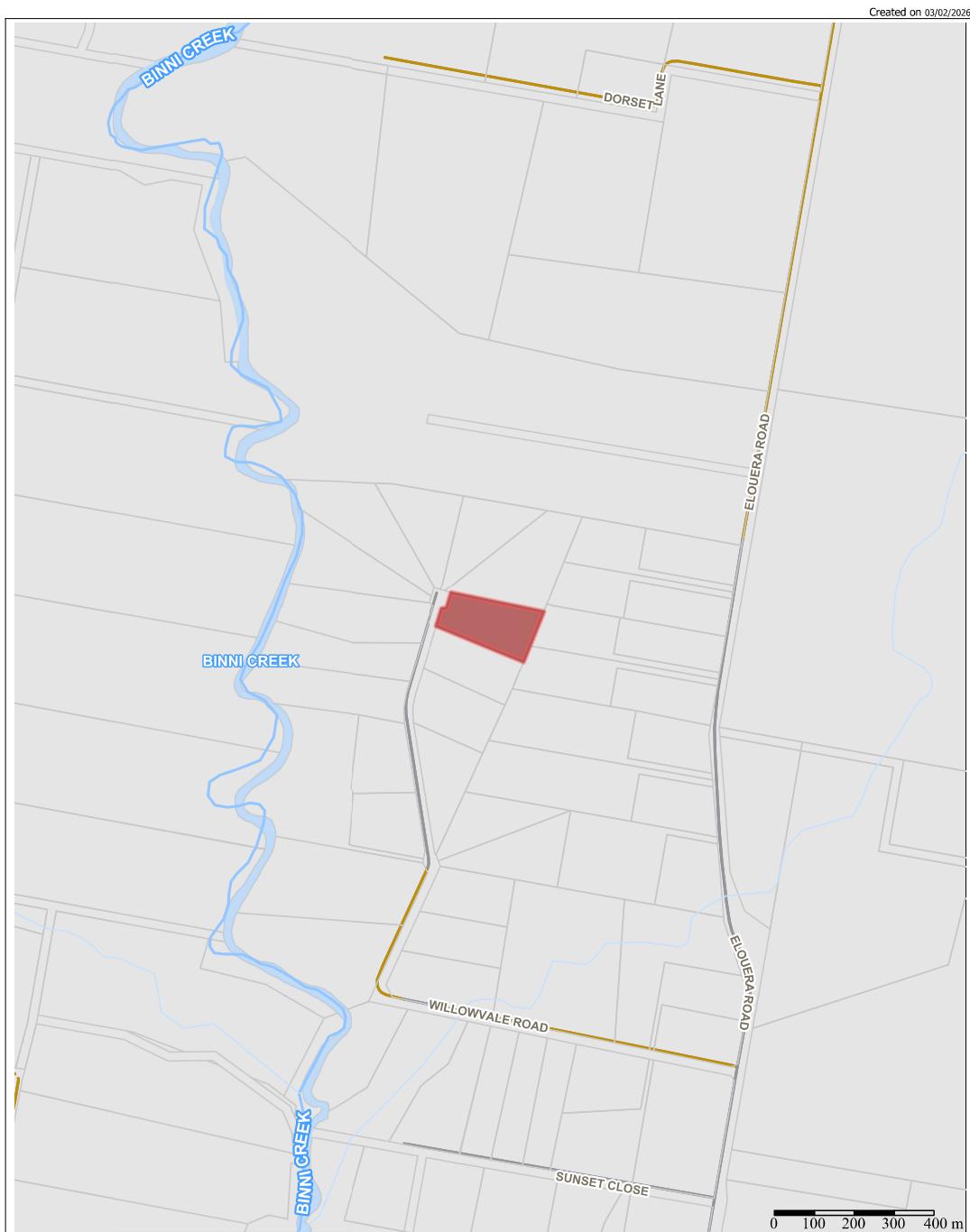
Accordingly, the proposal represents a compliant and environmentally responsible development suitable for approval, subject to Council's consideration of the height variation.

Please advise if any further information is required.

Kind regards,

Lauren Russell

MA Steel, Young





**Cowra Council**  
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Web: [www.cowracouncil.com.au](http://www.cowracouncil.com.au)

### Important Notice!

Drawn By: Cassandra Gailey

Brown by: Richard Gandy

**DA 10.2025.122.1 - 174**  
**Willowvale Road Cowra**

Map Scale: 1:4673 at A4

Dr. Margaret Torode



January 4<sup>th</sup>, 2026

Cowra Council  
Glen Oakley,  
Manager Planning Services

**Re: Ref Number: GO:NC**

In reply to the **Notice of Development Proposal: DA: 10.2025.122.1 for a garage at 174 Willowvale Rd, Cowra**, I submit the following:

I wish to object to the Development Proposal (DA) in that it is non-compliant with respect to height, and despite the claim in the DA that there is justification for the additional height it is not supported by the argument in that:

- Contradictory and inconsistency in argument ie. it states "noncommercial ... not beyond typical residential activity" which is contradicted by "accommodate larger vehicles and machinery associated with rural residential properties". A rural residential property of approx. 2 hectares does not need large farm machinery; this is supposedly a noncommercial operation "strictly for private residential use" and therefore, does not need the additional height and is inconsistent with "large farm machinery" that would be required on a commercial farm of significantly great size than 2 hectares.
- It states R5 zoning allows "structures of greater scale" – R5 zoning may allow greater scale however, there would need to be justification for the greater scale and this DA does not provide that justification.
- "Visual impact is minimal", I invite you to inspect our property to examine the enormity of the visual impact. The garage is set back at the required 15m, however the extra height located on the apex, will have a significant visual impact.
- The DA submission stresses consistency with rural practices however, this is apparently not correct (*we had the submission reviewed by a primary industry specialist*):
  - the proposed garage is at the furthest possible distance from the house pad (viewed from Willowvale Rd, for which we have not received a DA notification) in a diagonally opposite location.
    - The garage water tanks are not located to gravity feed to the remainder of the property and are effectively at the same altitude as the house, requiring pump feed (potentially creating noise to co-located properties)
      - from a rural best practice, the garage should be located midway along the Northern fence as this provides co-location with the house and is on peak height of the block, this could provide gravity feed of water to the rest of the property and not have a visual impact on existing neighbours.
  - There is need for clarification of the tank location ie. are these proposed tanks located withing the 15m setback from neighbouring fence (it was not possible to determine this from the diagram provided)?
  - The MA Sheds grounds for variation states "the large lot size and existing vegetation provide screening"; there is NO existing vegetation on either fence line.

In summary, I object to the DA in that the oversized garage is non-compliant and will create a significant visual impact for the adjoining property, whose owners are environmentally conscience, and have developed their 4.05HA property over the past 15 years, with environmental respect to co-located properties.

We respectfully invite you to discuss this matter with the own [REDACTED] either during a visit to us to inspect, or by phone.

Thank you for your consideration of the above.





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**\*\*Response to Objection – DA 10.2025.122.1**

**174 Willowvale Road, Cowra\*\***

As requested in the additional information, the colours chosen for the proposed shed are colorbond colours being: Basalt roof, trims & doors with Southerly for the wall sheeting.

Thank you for the opportunity to respond to the submission received regarding the proposed garage at 174 Willowvale Road. The following information addresses the matters raised and clarifies the planning basis for the proposed height variation.

**1. Functional Need and Consistency of Use**

The objection suggests inconsistency between “non-commercial use” and the need to accommodate larger vehicles or machinery.

The proposal remains strictly ancillary to residential use, consistent with the R5 zone.

Rural-residential properties commonly utilise higher-clearance vehicles such as caravans, trailers, horse floats, and small implements. These are not commercial farm machines and do not constitute commercial activity.

In addition, the owners maintain historical personal-use vehicles that require periodic maintenance. The modest height variation allows installation of a small car hoist so underside work can be carried out safely — an important consideration as the owner ages and floor-level work becomes physically difficult. This is entirely for private use, not commercial servicing or mechanical work.

The requested 0.77 m height variation is therefore based on functional clearance and safe operation, not commercial intent.

**2. R5 Zoning and Justification for Scale**

The Variation Justification Statement outlines the planning basis for the height variation, demonstrating that:

- the structure remains ancillary to the dwelling
- the scale is compatible with the rural-residential character
- the variation is modest
- the proposal aligns with the objectives of the R5 zone under the Cowra LEP 2012.

The proposal does not introduce land-use conflict or intensification beyond typical R5 expectations.



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### 3. Visual Impact and Siting

The objection asserts that the visual impact is significant. Several factors mitigate this:

- Generous setbacks of 15.1 m to 174 m.
- The garage is located on the flattest part of the property, which reduces cut-and-fill and avoids unnecessary bulk.
- The structure is positioned on the southern side, remaining below the site's peak RL of 356.2 m, ensuring it does not protrude above the natural landform or create an elevated visual profile.
- The scale is proportionate to the 2-hectare allotment and consistent with the rural-residential setting.

To further support visual mitigation, the owners will plant suitable trees along approximately 30 m of the fence line between the garage and the neighbouring boundary. Many native species can reach heights of 15–20 m, which will ultimately provide complete screening of the shed. It is noted that such screening will also naturally obscure any existing views currently enjoyed by the neighbour.

Overall, the proposal meets the objective planning tests for visual impact, and additional landscaping will further soften the development over time.

### 4. Rural Practice and Siting Comments

The objection references advice from a “primary industry specialist” regarding alternative siting.

The proposal is not a rural production building; it is an ancillary residential structure. Agricultural siting principles (e.g., gravity-fed water systems or co-location with farm infrastructure) are not determinative planning requirements for R5 residential development.

The selected location:

- complies with all setback requirements
- avoids overshadowing or amenity impacts
- provides safe and practical access
- remains consistent with the residential nature of the development.



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There is no planning requirement for the structure to be located on the northern boundary or adjacent to the dwelling.

#### 5. Water Tank Location and Use

The objection seeks clarification regarding tank setbacks.

The rainwater tanks will be installed in full compliance with the 15 m boundary setback. Their purpose is simply water storage, consistent with normal rural-residential practice. Any pump operation, if required, is typical for properties of this nature and does not constitute unreasonable noise under the DCP.

#### 6. Vegetation Screening

The Variation Justification Statement refers to existing vegetation on the property, not specifically on the boundary. Regardless of boundary vegetation, the planning assessment relies primarily on:

- setbacks
- scale relative to lot size
- compatibility with zone character

The additional commitment to plant screening trees further strengthens the proposal's visual mitigation.

#### 7. Compliance and Planning Merit

The proposal is:

- consistent with the Cowra LEP 2012
- largely compliant with the Cowra DCP 2021
- seeking a modest and reasonable height variation
- designed to protect amenity and maintain rural-residential character
- supported by clear functional and planning grounds.

The development does not introduce commercial activity, does not create overshadowing, and does not generate adverse impacts on neighbouring properties.



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**Conclusion**

The concerns raised in the objection have been carefully considered. The proposed garage remains appropriate for the site, consistent with the R5 zone, and supported by planning merit. The 0.77 m height variation is minor, justified, and will not result in unacceptable visual or amenity impacts. Additional landscaping will further reduce visibility over time.

We respectfully request that Council consider the proposal favourably.

**Kind Regards,**

**Lauren Russell**

**MA Steel & Sheds**

**6 LATE REPORTS**

**7 NOTICES OF MOTIONS**

Nil

**8 CONFIDENTIAL MATTERS**

Nil